

**BUFFALO TRAIL PUBLIC SCHOOLS**

Wednesday, November 24, 2021

The regular meeting of the Board of Trustees of Buffalo Trail Public Schools was held in the Administration Building Boardroom on Wednesday, November 24, 2021.

**PRESENT:**

Chair: Stephanie Spornitz

Trustees: Barry Livingston, Jim King, Kara Jackson, Jessica Kaastrup, Tanya Ford, David Bensmiller, Stephanie Cooper, and Darla Yonkman (all attended via video)

Administration: Rhae-Ann Holoien, Superintendent,  
Michelle Webb, Deputy Superintendent  
James Trodden, Assistant Superintendent  
Nadeem Altaf, Secretary Treasurer  
Faye Dunne, Recording Secretary

Absent:

**A. CALL TO ORDER:**

Board Chair Spornitz called the meeting to order at 9:31 a.m.

The Board Chair shared a Treaty Acknowledgement

**B. APPROVAL OF AGENDA:**

Board Chair Spornitz asked for any additions to the agenda.

**K. TRUSTEE REPORTS:**

- Hardisty Update

21-283 **KING: Moves that the agenda be approved as amended.**

**CARRIED UNANIMOUSLY**

**E. IN-CAMERA:**

21-284 **LIVINGSTON: That the meeting move In-Camera.**

**CARRIED UNANIMOUSLY**

**E. IN-CAMERA Cont.:**

Secretary Treasurer Altaf, Deputy Superintendent Webb, Assistant Superintendent Trodden and Recording Secretary Dunne were in attendance. Yvon Prefontaine joined the in-camera at 9:35am. Mr. Prefontaine left the in-camera at 10:43am.

21-285 **COOPER: That the meeting come out of In-Camera at 11:26am.**

**CARRIED UNANIMOUSLY**

Page two of the Minutes of the November 24, 2021, meeting of The Board of Trustees of Buffalo Trail Public Schools

**C. MINUTES OF THE REGULAR MEETING**

21-286 YONKMAN: That the Minutes of the Organizational Meeting held October 27, 2021, be accepted as presented.  
CARRIED UNANIMOUSLY

21-287 KING: That the Minutes of the Regular Meeting held October 27, 2021, be accepted as presented.  
CARRIED UNANIMOUSLY

**F. COMMITTEE/DEPARTMENT REPORTS:**

**1. Finance:**

- Cheque Lists Dated; October 15, 2021
- Accounts Payable Cheque Lists Dated; October 15, 2021
- Manual Cheques Issued Dated: October 15, 2021
- October 31, 2021 Cash Flow Statement
- Clandonald School
- Audited Financial Statement 2020-2021

Secretary Treasurer Altaf reviewed the cheque lists with the Board.

21-288 LIVINGSTON: Moves that the accounts payable cheque lists for the period ending November 15, 2021, beginning, and ending with cheques #132399 to #132613 and automated payments for the period ending November 15, 2021, beginning and ending with #800020947 to #800021098 and manual cheques issued #700001209 to #700001222 be received for information.  
CARRIED UNANIMOUSLY

- October 31, 2021 Cash Flow Statement

21-289 FORD: Moves that the Board accept the October 31, 2021 Cash Flow Statement for information.  
CARRIED UNANIMOUSLY

- Clandonald School

21-290 JACKSON: Moves that the Board of Trustees of Buffalo Trail Public Schools write a letter to the Minister of Education requesting approval to dispose of the Clandonald School as per Section 192(1) of the education Act.  
CARRIED UNANIMOUSLY

21-291 LIVINGSTON: Moves that the Board, once approval is granted by the Minister, contact the County of Vermilion River to inquire if they have any interest in acquiring the Clandonald School and site and should the County not be interested that Senior Administration proceed to put the Clandonald School and site to tender with all legal costs associated with either the transfer of sale of the property to be paid by the County of Vermilion River or the purchaser. The last option, should there be no interest from the County or tender process, would be to designate the site for demolition at a significant cost to the Board.  
CARRIED UNANIMOUSLY

Page three of the Minutes of the November 24, 2021, meeting of The Board of Trustees of Buffalo Trail Public Schools

**2. Deputy Superintendent's Report:**

- Teacher Retirement Transition Strategy (TRTS) Applicants
- Teacher Retirement Transition Strategy Applicants

21-292 **KAASTRUP: Moves that the Board approve applicant #2021-03 for the Teacher Retirement Transition Strategy for the 2021-2022 school year.**

**CARRIED UNANIMOUSLY**

21-293 **YONKMAN: Moves that the Board approve applicant #2021-04 for the Teacher Retirement Transition Strategy for the 2021-2022 school year.**

**CARRIED UNANIMOUSLY**

21-294 **JACKSON: Moves that the Board approve applicant #2021-05 for the Teacher Retirement Transition Strategy for the 2021-2022 school year.**

**CARRIED UNANIMOUSLY**

21-295 **COOPER: Moves that the Board approve applicant #2021-06 for the Teacher Retirement Transition Strategy for the 2021-2022 school year.**

**CARRIED UNANIMOUSLY**

**G. SUPERINTENDENT'S DEPARTMENT**

**1. Superintendent's Report:**

- Enrolment Reports
- Superintendent's School Review
- Establishment of a Separate School District
- COVID Mitigation
- Draft Curriculum
- Communications Update
- Christmas Cards/Message from the Board
- Trustee Code of Conduct

- Enrolment Reports

The information was shared with the Board.

- School Review

21-296 **KAASTRUP: Moves that the Board receive the annual school review for information as presented.**

**CARRIED UNANIMOUSLY**

The Superintendent will contact the school leadership to provide them an update of the school review information.

- Draft Curriculum

The information was shared with the Board. Stakeholders are invited to complete the government 'Have your Say' survey and senior leadership is preparing for a stakeholder engagement. There will be additional information in December.

Page four of the Minutes of the November 24, 2021, meeting of The Board of Trustees of Buffalo Trail Public Schools

**1. Superintendent's Report Cont.:**

- Communications Update

The information was shared with the Board. The Superintendent shares a weekly update, and it is posted on the website. This week is Education Worker Week.

**21-297 KING: That the board meeting recess for lunch.**

**CARRIED UNANIMOUSLY**

The meeting reconvened at 12:32 p.m. in the Boardroom with all Trustees in attendance.

**D. PETITIONS AND DELEGATIONS:**

- Laurie Hopaluk and Jade McCormack

Board Chair Spornitz welcomed Laurie Hopaluk and Jade McCormack to the meeting and there was a round of introductions. The Ms. Hopaluk told the Board that they were here today to talk about their establishment area as both are electors of the separate school in the area of Clandonald. Ms. Hopaluk told the Board that Catholic education has been in the Clandonald area since its inception and provided a brief history of the religious nature of the area. They spoke about the change to the area boundary, the Dewberry transportation area, and the bus route information as well as yard service concerns. They shared that the establishment of separate school areas is long process and asked that the Board sign the Form 2 before the final deadline. Board Chair Spornitz thanked the presenters for the update.

- Christmas Cards/Message from the Board

Direction was given to share a Christmas letter with staff instead of Christmas cards. The Board Chair will draft the letter and all trustees will sign it.

**E. IN-CAMERA Cont.:**

**21-298 LIVINGSTON: That the meeting move In-Camera.**

**CARRIED UNANIMOUSLY**

Secretary Treasurer Altaf, Deputy Superintendent Webb, Assistant Superintendent Trodden and Recording Secretary Dunne were in attendance. Michael Freeman and Janey Decker joined the meeting at 1:00pm and left the meeting at 1:42pm.

**21-299 YONKMAN: That the meeting come out of In-Camera at 2:19pm.**

**CARRIED UNANIMOUSLY**

**1. Finance Cont.:**

21-300 **LIVINGSTON: Moves that the Board approve the 2020-2021 Audited Financial Statement.**

**CARRIED UNANIMOUSLY**

**G. SUPERINTENDENT'S DEPARTMENT**

**1. Superintendent's Report Cont.:**

- Establishment of a Separate School District

The Superintendent provided a synopsis of the previous information that was shared with the Board for the six Form 2's received. The December 7<sup>th</sup> deadline is outlined in the process.

21-301 **LIVINGSTON: Moves that the Board of Trustees of Buffalo Trail Public Schools do not sign the Separate School Establishment Area Form 2's for all six of the establishment areas presented to Buffalo Trail Public School to date.**

**CARRIED UNANIMOUSLY**

- COVID Mitigation

The Superintendent told the Board that in OH&S, COVID-19 is considered a health hazard. She referred to the OH&S legislation and the Education Act Section 33 (2) and shared that both the ATA and CUPE are in support providing a safe workplace through COVID mitigation. The Board had a lengthy discussion regarding a proof of vaccination or negative test procedure for BTPS.

Secretary Treasurer Altaf left the meeting at 2:47pm.

The Superintendent recommended that the Board move forward with developing a procedure in consultation with school leadership and CUPE.

Secretary Treasurer Altaf rejoined the meeting at 3:08pm.

21-302 **KING: Moves that the Board direct the superintendent to gather additional information to present a procedure to the policy committee regarding COVID mitigation.**

A recorded vote was requested.

**In Favor - Spornitz, King, Kaastrup, Cooper**

**Opposed - Yonkman, Jackson, Ford, Bensmiller, Livingston.**

**DEFEATED**

- Trustee Code of Conduct

During orientation it was noted that the BTPS Trustee Code of Conduct should be revisited.

Page six of the Minutes of the November 24, 2021, meeting of The Board of Trustees of Buffalo Trail Public Schools

**1. Superintendent's Report Cont.:**

- 21-303 **JACKSON: Moves that the Board direct the Superintendent to bring revised and updated information back to the Policy Committee regarding the Trustee Code of Conduct located within Board Policy 101BP, Board Operations.**  
**CARRIED UNANIMOUSLY**

**3. Assistant Superintendent Report:**

Assistant Superintendent Trodden shared highlights and celebrations of the 2020-2021 Annual Education Results Report and the Year Two Report with the Board. Assistant Superintendent Trodden recognized the incredible work of Linda Koskie who developed the BTPS Assurance Dashboard which is an incredible tool for the division and its stakeholders.

- Annual Education Results Report (AERR)

- 21-304 **FORD: Moves that the Board approve the 2020-2021 Annual Education Results Report and Year Two Update to be submitted to Alberta Education.**  
**CARRIED UNANIMOUSLY**

**H. Business Arising from Minutes:**

The letters were reviewed.

**J. NEW BUSINESS:**

- Community Audit Committee Member Selection
- Audit Committee Meeting Date
  
- Community Audit Committee Member Selection

- 21-305 **BENSMILLER: Moves that the Board appoint candidate two as the adult learning community member of the Audit Committee as recommended by the Secretary Treasurer.**  
**CARRIED UNANIMOUSLY**

- Audit Committee Meeting Date

The date was set as January 5, 2022, 1PM.

Deputy Superintendent Webb left the meeting at 3:42pm

**K. TRUSTEE REPORTS:**

- ASBA - Trustee Yonkman reported from the first ASBA Zone 2/3 she attended. The new Zone 2/3 Chair is Devonna Klassen. She told the Board that there was information shared on advocacy and an orientation session working on Bill 73. Concerns noted were regarding insurance rate increases for some divisions and diploma exams. Trustee Cooper shared that the ASBA FGM was a great conference and a great opportunity for learning and networking.

Page seven of the Minutes of the November 24, 2021, meeting of The Board of Trustees of Buffalo Trail Public Schools

**K. TRUSTEE REPORTS Cont.:**

- PSBA - Trustee Yonkman reported that there has been no meeting to date. The PSBA FGM was a great conference with amazing resource and wisdom shared. The session with David King and veteran trustees was very informative. Trustee Kaastrup shared that the virtual part of this event was well organized, and the voting process was done really well.
  
- TEBA - Board Chair Spornitz shared that the orientation and AGM. She learned new information about how bargaining works and how centralized and local negotiations take place. The Teacher Employer Bargaining Authority (TEBA) consists of 8 government and 7 trustee representative that represent 61 boards. It is mandatory for boards to belong to TEBA.
  
- RCASB - Trustee King shared that the first meeting of the Rural Caucus of Alberta School Boards (RCASB) is December 16<sup>th</sup>.
  
- Hardisty Update - Trustee Livingston provided some history and an update regarding Hardisty students attending BTPS Schools. The Hardisty and District Development Group continue to advocate for their students and have recently had a discussion with the Premier.

**L. TRUSTEE READINGS:**

The information was shared with the Board. Several books were recommended.

**M. INFORMATION ITEMS:**

The information was reviewed.

**N. COMMUNICATION STRATEGY**

- Audited Financial Statement
- Disposition of Clandonald School
- Teacher Retirement Transition Strategy Applicants
- Annual Education Results Report 2020-2021
- LearnAlberta Website for Stakeholder Feedback
- Audit Committee Member Position Filled
- Annual School Review

AGENDA Items for Next Meeting

Board Work Plan Items for the Next Board Meeting

- Committee of the Whole Meeting - December 8, 2021
- Board Meeting - December 15, 2021
- Draft School Calendar/Guidelines Approval (if required)

Page eight of the Minutes of the November 24,  
2021, meeting of The Board of Trustees of Buffalo Trail  
Public Schools

**21-306 YONKMAN: Moves that the meeting adjourn.**

Time: 4:09 pm hours (16:PM)

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Board Chair

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Recording Secretary