

**BUFFALO TRAIL PUBLIC SCHOOLS**

Wednesday, June 18, 2025

The regular meeting of the Board of Trustees of Buffalo Trail Public Schools was held in the Administration Building Boardroom on Wednesday, June 18, 2025.

**PRESENT :**

Chair: Kara Jackson (online)

Trustees: Tanya Ford, Stephanie Spornitz, Jim King, Stephanie Cooper

Administration: Michelle Webb, Superintendent, Peter Neale, Secretary Treasurer, and Recording Secretary Faye Dunne

Absent: Darla Yonkman, David Bensmiller,  
Arthur Block

**A. CALL TO ORDER:**

Chair Jackson called the meeting to order at 9:30 A.M. and Vice Chair Ford shared a Treaty Acknowledgement.

**B. APPROVAL OF AGENDA:**

Chair Jackson asked for any emergent additions to the agenda.

25-132 KING: Moves that the agenda be approved as presented.  
CARRIED UNANIMOUSLY

### C. MINUTES OF THE REGULAR MEETING

25-133 SPORNITZ: That the Minutes of the Regular Meeting held  
May 29, 2025, be accepted as presented.  
CARRIED UNANIMOUSLY

#### D. Petitions and Delegations

### E. IN-CAMERA:

25-134 COOPER: That the meeting move In-Camera at 9:32 AM.  
CARRIED UNANIMOUSLY

Secretary Treasurer Neale and Recording Secretary Dunne were in attendance.

Assistant Superintendent Quinton joined the in-camera  
at 9:37AM

Secretary Treasurer Neale left the in-camera at 9:50AM.  
Secretary Treasurer Neale rejoined the in-camera at  
9:52AM.

Assistant Superintendent Quinton left the in-camera at 10:03AM.

Recording Secretary Dunne left the in-camera at 10:12AM  
Secretary Treasurer Neale left the in-camera at 10:35AM  
Superintendent Webb left the in-camera at 10:45AM

**25-135 KING: That the meeting come out of in-camera at  
11:03AM. CARRIED UNANIMOUSLY**

Recording Secretary Dunne and Assistant Superintendent  
Trodden joined at 11:17am

Student Engagement - Try-a-Trade

Vice Chair Ford welcomed students from Wainwright High,  
Provost Public, Hughenden Public and Kitscoty High  
schools to the student engagement and there was a round  
of introductions. Students were asked the following  
questions 1) Please share some experiences with the  
Try-a-Trade 2) How has this experience helped you learn  
more about future career choices? The high school  
students shared which trades they participated in,  
researched further, and shared their experiences.  
The Board had an opportunity for questions. The Board  
thanked the students for their participation and taking  
advantage of the opportunity of Try-a-Trade.

Secretary Treasurer Neale rejoined the meeting at  
11:44AM

Board Chair Jackson left the meeting at 11:45AM

Vice Chair Ford took over Chair of the meeting at  
11:45AM

**F. SUPERINTENDENT REPORTS:**

- Leadership Highlights and Celebrations
- Enrolment Reports
- 303/304.1AP Exhibit 1, Student Responsible Use  
Protocol and Agreement for Technology Use
- School Council Reports

- Leadership Highlights and Celebrations

The Superintendent shared the leadership and  
celebration information that included; WES  
Groundbreaking ceremony, graduations, and staffing

- Enrolment Reports

The information was shared with the Board.

- 303/304.1AP Exhibit 1, Student Responsible Use  
Protocol and Agreement for Technology Use

**25-136 COOPER: That the Board receive 303/304.1AP Exhibit 1,  
Student Responsible Use Protocol and Agreement for  
Technology Use as amended, for information.  
CARRIED UNANIMOUSLY**

- School Council Reports

**25-137 SPORNITZ: That the Buffalo Trail Public Schools Board  
of Trustees receive the 2024-2025 School Council  
Reports as information.  
CARRIED UNANIMOUSLY**

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Assistant Superintendent Trodden left the meeting at 11:53AM.

## **2. Secretary Treasurer Report:**

- Accounts Payable:
  - o Cheque Lists Dated: May 30, June 13, 2025
  - o Automated Payments Dated: May 26, 30, June 13, 2025
  - o Manual Cheques Issued Dated: May 26 to June 9, 2025
- May 31, 2025 Cash Flow Statement
- Quarterly Budget Report
- Audit Engagement Letter
  
- Accounts Payable:
  - o Cheque Lists Dated: April 15, 30, May 15, 2025
  - o Automated Payments Dated: April 3, 15, 17, 25, 30, May 1, 9, 15, 23, 26, 2025
  - o Manual Cheques Issued Dated: April 10 to May 21, 2025

The Board had an opportunity to ask any questions regarding the accounts payable information that was presented.

**25-138 COOPER: Moves that the accounts payable cheque lists for the period ending June 13, 2025 beginning and ending with cheques #139525 to #139610 and automated payments for the period ending June 13, 2025, beginning, and ending with #800028094 to #800028278 and manual cheques issued #700001856 to #700001868 be received for information.**

**CARRIED UNANIMOUSLY**

- May 31, 2025 Cash Flow Statement

**25-139 KING: Moves that the Board accept the May 31, 2025 Cash Flow Statement for information.**

**CARRIED UNANIMOUSLY**

- Quarterly Budget Report

**25-140 SPORNITZ: That the Board of Trustees accept the Quarterly report (2025.05.31) for information.**

**CARRIED UNANIMOUSLY**

- Audit Engagement Letter

**25-141 SPORNITZ: That the Board of Trustees hereby approved the engagement letter for the 2025 year end fiscal audit for MNP.**

**CARRIED UNANIMOUSLY**

## **3. Transportation:**

- 2025-2026-21
- 2025-2026-22
- 2025-2026-23
- 2025-2026-13
- Bus Contractor Resignation

**3. Transportation Cont.:**

- 2025-2026-21

25-142 COOPER: That the Board approve the cross jurisdictional (non-resident) boundary exemption request for applicant #2025-2026-21 for bussing to their school of choice, Holy Rosary, for the 2025-2026 school year.  
DEFEATED

- 2025-2026-22

25-143 SPORNITZ: That the Board approve the boundary exemption request for applicant #2025-2026-22 for bussing to their school of choice, Dewberry, for the 2025-2026 school year.  
CARRIED UNANIMOUSLY

- 2025-2026-13

25-144 SPORNITZ: That the Board approve the boundary exemption request for applicant #2025-2026-13 for bussing o their school of choice, Dewberry, for the 2025-2026 school year.  
CARRIED UNANIMOUSLY

- 2025-2026-23

25-145 SPORNITZ: That the Board approve the boundary exemption request for applicant #2025-2026-23 for bussing to their school of choice, Blessed Sacrament, for the 2025-2026 school year.  
DEFEATED

- Bus Contractor Resignation

25-146 KING: That the Board delegate the determination authority for the selection of bus contractors to the Superintendent until August 31, 2025 and report to the Board at its August meeting.  
CARRIED UNANIMOUSLY

**G. COMMITTEE REPORTS**

o Policy Committee Meeting Minutes; June 9, 2025

25-147 FORD: THAT the Board receive the June 9, 2025 Policy Committee meeting minutes for information.  
CARRIED UNANIMOUSLY

- o The Policy Committee recommends that the Board Accept the following policies as reviewed;
  - 601BP, Budgeting
  - 602BP, Financial Matters
  - 603BP, External Financial Matters

- Policy Committee (Cont.)

25-148 KING: THAT the Board of Trustees hereby accepts as information from the Policy Committee the following policies were reviewed on May 12, 2025 in accordance with Policy 103 "Policy and Bylaw Development" and no changes are proposed:

- 601BP, Budgeting
- 602BP, Financial Matters
- 603BP, External Financial Matters

CARRIED UNANIMOUSLY

o Policies with Amendments for First Reading

- 801BP, Facilities Operations
- 802BP, School Review/Closure
- 802.1BP, Exhibit 1, School Viability Review
- 101.01BP, Board Operations - Role of the Superintendent
- 102BP Board Committees

- 801BP, Facilities Operations

25-149 FORD: THAT the Board approve 801BP, Facilities Operations, as amended for first reading.

CARRIED UNANIMOUSLY

- 802BP, School Review/Closure

25-150 FORD: THAT the Board approve 802BP, School Review/Closure, as amended for first reading.

CARRIED UNANIMOUSLY

25-151 KING: THAT the Board approve 801BP, Facilities Operations, as amended for second reading.

CARRIED UNANIMOUSLY

- 802.1BP, Exhibit 1, School Viability Review

25-152 FORD: THAT the Board approve 802.1BP Exhibit 1, School Viability for first reading.

CARRIED UNANIMOUSLY

- 101.01BP, Board Operations - Role of the Superintendent

25-153 FORD: THAT the Board approve 101.01BP, Board Operations-Role of the Superintendent, as amended, for first reading.

CARRIED UNANIMOUSLY

25-154 KING: THAT the Board approve 101.01BP, Board Operations-Role of the Superintendent, as amended, for second reading.

CARRIED UNANIMOUSLY

25-155 SPORNITZ: THAT the Board support proceeding with third and final reading of 101.01BP, Board Operations-Role of the Superintendent.

CARRIED UNANIMOUSLY

Policy Cont.:

- 25-156      **FORD:    THAT    the    Board    approve    101.01BP,    Board  
Operations-Role of the Superintendent, as amended, for  
third and final reading.**

**CARRIED UNANIMOUSLY**

- 102BP Board Committees

- 25-157      **FORD:    THAT    the    Board    approve    102BP,    Board Committees,  
as amended, for first reading.**

**CARRIED UNANIMOUSLY**

**I.    NEW BUSINESS:**

- Village of Edgerton Delegation

Director Huxley joined the meeting at 12:36PM

Director Huxley joined the meeting at 12:51PM

- 25-158      **SPORNITZ:    THAT    the    Board    acknowledge    the    interest    of  
the Edgerton Parent Advocacy for Community Enrichment  
Delegation for community use at the Edgerton school and  
request a communication from the Board Chair be  
provided to the group.**

**CARRIED UNANIMOUSLY**

Policy Cont.:

- o The Policy Committee Recommends to Receive the  
Following Administrative Procedures for  
Information

- 201.6AP Student Records

- 25-159      **KING:    THAT    the    Board    receive    201.6AP,    Student Records,  
as amended, for information.**

**CARRIED UNANIMOUSLY**

- 302.8AP Field Trips & Excursions

- 25-160      **FORD:    THAT    the    Board    receive    302.8AP,    Field Trips &  
Excursions, as amended, for information.**

**CARRIED UNANIMOUSLY**

- 601.1AP Budgeting and Reporting Timelines

- 25-161      **SPORNITZ:    THAT    the    Board    receive    601.1AP,    Budgeting and  
Reporting Timelines, as amended, for information.**

**CARRIED UNANIMOUSLY**

- 602.4AP Inventories

- 25-162      **FORD:    THAT    the    Board    receive    602.4AP,    Inventories, as  
amended, for information.**

**CARRIED UNANIMOUSLY**

Policy Cont.:

- 602.9AP Staff Travel & Expenses

25-163      **FORD: THAT the Board receive 602.9AP, Staff Travel & Expenses, as amended, for information.**

**CARRIED UNANIMOUSLY**

- 602.11AP Insurance Management

25-164      **KING: THAT the Board receive 602.11AP, Insurance Management, as amended, for information.**

**CARRIED UNANIMOUSLY**

- 701.10AP Safety

25-165      **SPORNITZ: THAT the Board receive 701.10AP, Safety, as amended, for information.**

**CARRIED UNANIMOUSLY**

- 801.1.1AP Joint Health and Safety Committee

25-166      **FORD: THAT the Board receive 801.1.1AP, Joint Health and Safety Committee, as amended, for information.**

**CARRIED UNANIMOUSLY**

- o The Policy Committee Accepts the Superintendent's Recommendation to Rescind the Following Administrative Procedure as per Review;

- 801.1.1AP Exhibit 1 Worksite Information

25-167      **FORD: THAT the Board receive the Superintendent's recommendation to rescind 801.1.1AP Exhibit 1 Worksite Information for information.**

**CARRIED UNANIMOUSLY**

- o The Policy Committee Recommends to Receive the following New Administrative Procedures for Information.

- 201.7AP At-Home Learning

25-168      **FORD: THAT the Board receive new 201.7AP, At-Home Learning, for information.**

**CARRIED UNANIMOUSLY**

- 201.8AP Emergency Health Issues Response

25-169      **KING: THAT the Board receive new 201.8AP, Emergency Health Issues Response, for information.**

**CARRIED UNANIMOUSLY**

- 305.3AP Human Sexuality, Sexual Orientation, and Gender Identity Topics

25-170      **SPORNITZ: THAT the Board receive new 305.3AP, Human Sexuality, Sexual Orientation and Gender Identity Topics, for information.**

**CARRIED UNANIMOUSLY**

**I. NEW BUSINESS Cont.:**

- Advocacy Letters to MLAs re; BTPS Capital Plan
- School Council Memberships
- Board Self Evaluation
- Superintendent Evaluation and Compensation Review
- Joint Use and Planning Agreement - Village of Marwayne
- Transportation Policy

- Advocacy Letters to MLAs re; BTPS Capital Plan

25-171      **COOPER: That the Board write advocacy letters to BTPS MLAs with the 2025 Capital Plan information.**  
**CARRIED UNANIMOUSLY**

- School Council Memberships

25-172      **COOPER: Moves that the Board of Trustees support all memberships of BTPS School Councils for the Alberta School Council Association (ASCA) by reimbursing all of their memberships for the 2025-2026 school year.**  
**CARRIED UNANIMOUSLY**

- Board Self Evaluation

25-173      **SPORNITZ: That the Board of Trustees approve its 2024-2025 self-evaluation report as developed on June 6, 2025.**  
**CARRIED UNANIMOUSLY**

- Superintendent Evaluation and Compensation Review

25- 174      **COOPER: That the Board of Trustees of Buffalo Trail Public Schools approve the Superintendent evaluation report as developed during the evaluation workshop of June 6, 2025 as an accurate accounting of the Superintendent's performance for the period June 18, 2024 to June 5, 2025, and further that the Board authorize the Chair to make any required technical edits and to sign the report on the Board's behalf.**  
**CARRIED UNANIMOUSLY**

25-175      **KING: That the Board of Trustees hereby requests the Board Chair to work with the Superintendent and utilize legal services as necessary to make the amendments to the Superintendent contract as discussed, and to be effective for August 1, 2025; the amended contract will be shared in-camera with the Board of Trustees as information after finalization.**  
**CARRIED UNANIMOUSLY**

- Joint Use and Planning Agreement - Village of Marwayne

25-176      **COOPER: That the Board of Trustees of Buffalo Trail Public Schools accept the Joint Use and Planning Agreement (JUPA) with the Village of Marwayne.**  
**CARRIED UNANIMOUSLY**



NEW BUSINESS Cont.:

- Transportation Policy

25-177      **SPORNITZ: That the Board refer the proposal for changes to 701BP Student Transportation Services to the Policy Committee.**

**CARRIED UNANIMOUSLY**

**J. TRUSTEE REPORTS:**

- ASBA - Trustee Spornitz shared highlights from the ASBA SGM. The Speaker Chantal Hebert was interesting with a good question and answer period. Information from other Ministers who attended was shared.
- PSBAA/PSBC - Trustee Cooper shared highlights from the PSBAA SGM. Of note, the Minister of Education always takes every question at sessions.
- TEBA - No additional information.
- RCASB - Trustee King shared information from the RCASB. The Minister of Health panel was cancelled. The advocacy of classroom complexity, mental health supports in rural Alberta and recruiting professionals in rural settings are ongoing and were the focus of sharing.

**K. INFORMATION ITEMS:**

Vice Chair Ford reviewed the information items with the Board.

**H. Business Arising from Minutes:**

- none

**L. COMMUNICATION STRATEGY:**

- The Board's Policy Review for 2024-2025 was Finalized
- Graduations are Wrapping Up
- Student Engagement
- School Council Reports
- School Council Memberships
- Evaluations were Completed

Thank you to Secretary Treasurer Neale for all his work with the Board and Division. Wishing him all the best.

AGENDA Items for Next Meeting

- None

25-178      **KING: Moves that the meeting adjourn.**

**CARRIED UNANIMOUSLY**

Time: 14:02 P.M. hours (2:02 p.m.)

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Board Chair

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Recording Secretary