

BUFFALO TRAIL PUBLIC SCHOOLS

Wednesday, August 20, 2025

The regular meeting of the Board of Trustees of Buffalo Trail Public Schools was held in the Administration Building Boardroom on Wednesday, August 20, 2025.

PRESENT :

Chair: Kara Jackson

Trustees: Tanya Ford (online), Stephanie Spornitz, Jim King, Stephanie Cooper, Arthur Block, Darla Yonkman

Administration: Michelle Webb, Superintendent,
Vivian Locher, Acting Secretary
Treasurer, and Recording Secretary
Faye Dunne

Absent: David Bensmiller

A. CALL TO ORDER:

Chair Jackson called the meeting to order at 9:39 A.M. and shared a Treaty Acknowledgement.

B. APPROVAL OF AGENDA:

Chair Jackson asked for any emergent additions to the agenda.

25-179 KING: Moves that the agenda be approved as presented.
CARRIED UNANIMOUSLY

C. MINUTES OF THE REGULAR MEETING

25-180 SPORNITZ: That the Minutes of the Regular Meeting held
June 18, 2025, be accepted as presented.
CARRIED UNANIMOUSLY

D. Petitions and Delegations

- M. Gulbraa

Mrs. Gulbraa joined the Board meeting to appeal the Board's previous decision on bus service for school of choice. She shared additional information with the Board. The Board thanked Mrs. Gulbraa for coming to the meeting.

E. IN-CAMERA:

25-181 COOPER: That the meeting move In-Camera at 9:47 AM.
CARRIED UNANIMOUSLY

Acting Secretary Treasurer Locher and Recording Secretary Dunne were in attendance.

Transportation Director Rapson joined the in-camera at 9:50AM.

Assistant Superintendents Quinton and Trodden joined the in-camera at 10:04AM

Page two of the Minutes of the August 20, 2025,
meeting of The Board of Trustees of Buffalo Trail
Public Schools

Transportation Director Rapson left the in-camera at 10:09AM.

Assistant Superintendents Quinton and Trodden left the in-camera at 10:36AM.

25-182 YONKMAN: That the meeting come out of in-camera at
10:40AM. CARRIED UNANIMOUSLY

Assistant Superintendents Quinton and Trodden rejoined the meeting at 10:58AM.

F. SUPERINTENDENT REPORTS:

- Leadership Highlights
- Important Dates
- Ministerial Order - Standards for the Selection, Availability, and Access of School Library Materials
- Pre-Planning Funds - Blackfoot Kitscoty
- Appoint Acting Secretary Treasurer
- Appoint Secretary Treasurer
- Election Update
- Leadership Highlights

The Superintendent shared the leadership information that included; staff wellness, summer update, start-up update, BTPS Learning Day and Support Staff Conference update, CASS/ASBOA Summer Learning Conference and a staffing update.

- Important Dates

The information was shared with the Board.

- Ministerial Order - Standards for the Selection, Availability, and Access of School Library Materials

The information was shared with the Board including the dates for compliance.

- Pre-Planning Funds - Blackfoot Kitscoty

The information was shared with the Board. The Board is in looking forward to planning the next value scoping.

- Appoint Acting Secretary Treasurer

25-183 COOPER: That the Board appoint Vivian Locher as the Acting Secretary Treasurer for Buffalo Trail Public Schools from August 1, 2025 until September 14, 2025.

CARRIED UNANIMOUSLY

- Appoint Secretary Treasurer

25-184 SPORNITZ: That the Board appoint Matthew Read as the Secretary Treasurer for Buffalo Trail Public Schools effective September 15, 2025.

CARRIED UNANIMOUSLY

F. SUPERINTENDENT REPORTS Cont.:

- Election Update

25-185 **JACKSON: That the Board rescind motion #24-340 from the December 18, 2024 minutes due to the resignation of Secretary Treasurer Neale.**

CARRIED UNANIMOUSLY

25-186 **KING: That the Board appoint Faye Dunne as the Returning Officer for the 2025 School Board Election.**

CARRIED UNANIMOUSLY

25-187 **COOPER: That the Board appoint Pamela Peterson as the Substitute Returning Officer effective August 21, 2025 until September 14, 2025 for the 2025 School Board Election.**

CARRIED UNANIMOUSLY

25-188 **BLOCK: That the Board appoint Matthew Read as the Substitute Returning Officer effective September 15, 2025 for the 2025 School Board Election.**

CARRIED UNANIMOUSLY

2. Secretary Treasurer Report:

- Accounts Payable:
 - oCheque Lists Dated: June 30, July 15, 18, August 15, 2025
 - oAutomated Payments Dated: June 20, 25, 26, 30, July 15, 18, 25, 31, August 15, 2025
 - oManual Cheques Issued Dated: June 11 to August 5, 2025
- June 30, 2025 Cash Flow Statement
- July 31, 2025 Cash Flow Statement
- Transportation Liaison Meeting Update
- Accounts Payable:
 - o Cheque Lists Dated: June 30, July 15, 18, August 15, 2025
 - oAutomated Payments Dated: June 20, 25, 26, 30, July 15, 18, 25, 31, August 15, 2025
 - oManual Cheques Issued Dated: June 11 to August 5, 2025

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

25-189 **YONKMAN: Moves that the accounts payable cheque lists for the period ending August 15, 2025 beginning and ending with cheques #139611 to #139787 and automated payments for the period ending August 15, 2025, beginning, and ending with #800028279 to #800028623 and manual cheques issued #700001869 to #700001891 be received for information.**

CARRIED UNANIMOUSLY

Page four of the Minutes of the August 20, 2025, meeting of The Board of Trustees of Buffalo Trail Public Schools

Secretary Treasurer Report Cont.:

- June 30, and July 31, 2025 Cash Flow Statement

25-190 **KING: Moves that the Board accept the June 30 and July 31, 2025 Cash Flow Statements for information.**
CARRIED UNANIMOUSLY

- Transportation Liaison Meeting Update

The information was shared with the Board.

3. Transportation:

- 2025-2026-24
- Bus Contract Update re; Route PR-09

- 2025-2026-24

25-191 **COOPER: That the Board approve the cross jurisdictional (non-resident) boundary exemption request for applicant #2025-2026-24 for bussing to their school of choice, Kitscoty Elementary, for the 2025-2026 school year.**
DEFEATED

- Bus Contract Update re; Route PR-09

25-192 **FORD: That the Board receive the bus contractor selection of Dyck 7 Enterprises for bus route PR-09 for information.**
CARRIED UNANIMOUSLY

G. COMMITTEE REPORTS

- Audit Committee Minutes
- Policy Committee

- Audit Committee Minutes

- o Audit Committee Meeting Minutes; June 17, 2025

25-193 **SPORNITZ: That the Board receive the June 17, 2025 Audit Committee meeting minutes for information.**
CARRIED UNANIMOUSLY

- Policy Committee

- o Policy with Amendments for Second Reading
 - 102BP Board Committees

25-194 **BLOCK: THAT the Board approve 102BP, Board Committees, as amended, for second reading.**
CARRIED

H. Business Arising from Minutes:

- None

I. NEW BUSINESS:

- Transportation Boundary Exemption Appeal
- Thank you Letter from Military Families Resource Centre (MFRC)

- Transportation Boundary Exemption Appeal

The Board considered the new information provided by the delegate and had a thorough discussion on the new information as well as its previous discussion and history of information on this boundary exemption.

25-195 BLOCK: That the Board approve the appeal request for boundary exemption from applicant 2025-2026-06 for busing to their school of choice E.H. Walter for the 2025-2026 school year.

DEFEATED

- Thank you Letter from Military Families Resource Centre (MFRC)

The information was shared with the Board.

J. TRUSTEE REPORTS:

- ASBA - Trustee Spornitz shared that the June Zone 2/3 minutes have been shared by email.
- PSBAA/PSBC - Trustee Cooper shared the meeting summary from the August PSBC meeting.
- TEBA - Trustee Ford reported that updates will continue to be shared as they become available.
- RCASB - Trustee King shared there were no updates.
- CSBA - The CSBA (in person) in Manitoba was cancelled due to wildfires.
- Draft Board Work Plan Update - The information was shared and the Committee and Board meeting dates will tentatively remain the second and third Wednesdays of the months.

K. INFORMATION ITEMS:

Chair Jackson reviewed the information items with the Board.

L. COMMUNICATION STRATEGY:

- Learning Days for all staff a continued division priority
- New Acting and new Secretary Treasurer appointed
- Pre-planning funding approved for Blackfoot/Kitscoty
- Collegiate School Approved - Human Services Collegiate Program for BTPS

Page six of the Minutes of the August 20, 2025,
meeting of The Board of Trustees of Buffalo Trail
Public Schools

AGENDA Items for Next Meeting
- None

25-196 YONKMAN: Moves that the meeting adjourn.
CARRIED UNANIMOUSLY

Time: 12:03 P.M. hours (12:03 p.m.)

Board Chair

Recording Secretary