



Date: September 27, 2023 **Agenda Item:** 8.3

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Committee of the Whole
Sr. Administrative Team

Governance Policy: [Policy 230 - Board Committees](#)
[Policy 700 - Superintendent of Schools](#)

Additional Reference: [Policy 230 - Appendix A - Committee of the Whole](#)
Education Act: Sections 51, 52(1)(b)
Board Procedures Regulation 82/2019

Assurance Domain: Governance
Local & Societal

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):

Building Effective Relationships
School Division Operations and Resources
Supporting Effective Governance

Subject: **Committee of the Whole**

Purpose:

For information.

Background:

The Board believes that the work of the Board may be facilitated through committees, both standing and ad hoc, task groups, and/or other structures as determined from time to time (Policy 230). The Board may delegate responsibilities and duties to such committees and task groups while retaining Board governance regarding any or all decisions or recommendations made by these committees. The Committee of the Whole is established pursuant to Section 52 (1) (b) of the Education Act.

The Board believes that transparency and accountability should be demonstrated to the greatest extent possible. The purpose of the Committee of the Whole is to provide an opportunity for all Trustees to engage in professional development, review the function of the Board and strategic planning purposes, and make recommendations for agenda items for subsequent Board meetings. The Board also uses this opportunity to explore matters to a greater depth, seek clarification from Administration and discuss matters requiring a

deeper level of understanding prior to the consideration of the matter at a Regular Board Meeting (Policy 230, Appendix A).

On September 13, 2023, the Committee of the Whole met to discuss a number of topics chosen in advance by both the Board of Trustees and the Administration Team. The following report attached is a record of this meeting.

The Board Chair is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

1. Unapproved Minutes of the Meeting - September 13, 2023 (To be brought forward for approval at the October Committee of the Whole).

MINUTES OF THE COMMITTEE OF THE WHOLE

Meeting held at the Frank Robinson Education Centre Boardroom, in
Morinville, Alberta

On Wednesday, September 13, 2023, at 9:00 a.m.

Attendance:

Irene Gibbons, Board Chair
Cindy Briggs, Vice Chair
Janine Pequin, Trustee
Joe Dwyer, Trustee
Stacey Buga, Trustee
Tasha Oatway-McLay, Trustee
Trish Murray-Elliott, Trustee
Shawna Warren, Superintendent

Subject Matter Experts:

Jonathan Konrad, Deputy Superintendent, Education Services	<i>left meeting at 11:15 a.m.</i>
Lisa Lacroix, Associate Superintendent, Human Resources	<i>left meeting at 11:15 a.m.</i>
Ruth Kuik, Acting Associate Superintendent, Corporate Services	<i>left meeting at 11:15 a.m.</i>
Steven Holkham, Director, Facility Services	<i>left meeting at 9:14 a.m.</i>
Amy Kolesar, Manager, Transportation Services	<i>left meeting at 9:50 a.m.</i>
Mike Weppler, Manager, Facility Services	<i>left meeting at 9:14 a.m.</i>
Michelle Wilde, Recording Secretary	<i>left meeting at 11:15 a.m.</i>

1. Call to Order

Board Chair Gibbons called the meeting to order at 9:01 a.m.

2. Approval of the Agenda

Moved by Trustee Oatway-McLay that the Board of Trustees accept the agenda as presented.

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Not applicable.

4. Subject Matter Experts Information

4.1 Updates on Approved Capital Projects: Steven Holkham was introduced as the new Director, Facility Services. Mike Weppler, Manager, Facility Services provided an update on the status of the approved capital projects. Discussion ensued.

<u>Project Name</u>	<u>Status Update</u>
Lighting Retrofit Project - Retrofit all light fixtures with highly efficient LED fixtures.	Four schools have been retrofitted: - Ochre Park School - Redwater School - Namao School - Sturgeon Heights School
Gibbons Sidewalks	Completed
Lilian Schick Sidewalks	Completed
Bon Accord Roof	Completed
Sturgeon Composite Field House	Project scoping underway
O&M Shop Asbestos & Remediation	- Asbestos remediation completed. - Office renovations nearing completion.

4.2 Facility Services Report: The Director and Manager brought forward additional information on summer projects, modular units and Camilla drainage improvements. Discussion ensued.

Division-Wide Maintenance:

- Ongoing groundskeeping at 14 division sites.

School-Specific Projects:

- Bon Accord: Roof replacement and LED retrofit nearing completion.
- École Morinville: Renovations completed in offices and corridors.
- Lilian Schick: Sidewalk completed and lighting retrofits in progress.
- Gibbons: Main sidewalk replacement and science room countertop done.
- Namao: LED retrofit and ceiling replacement completed.
- Ochre Park: LED retrofit and washroom renovations completed.
- Redwater: Gym renovations, LED retrofit in progress, and washroom renovations completed.
- Guthrie: Moved in Mighty Learners Daycare and LED retrofit nearing completion. Lights are on backorder.
- Camilla: Outdoor classroom prep and concrete pad removal completed.
- St. Heights: School modernization with four classroom improvements nearing completion, ceiling abatement complete, T-bar ceilings and lighting upgrades in progress.

Modular Units

- Tender notification was sent out to pre-qualified contractors August 17, 2023.
- Mandatory site inspection occurred on August 23, 2023.
- Bids closed on August 31, 2023.
- KSN Contracting was accepted as the winning bid. Currently awaiting schedules for the projects.

Camilla Drainage Improvements

- AMAN is onsite and has set up temporary fencing. In addition, they have begun drainage processes.
- The wood walkways have been removed by Facilities staff. Staff will be meeting with AMAN to discuss the drainage project next week.

Comments and Questions by the Committee:

- Trustee Buga thanked the Facilities team for the ÉMPS renovations as staff and students welcomed the updates.
- Trustee Oatway-McLay asked if there are any disruptions to learning with the renovations?
 - Mr. Wepler indicated there will be minimal disruption.
- Trustee Dwyer asked if there is any damage to Camilla School as a result of the groundwater? Asked about the sinkhole in the SW corner.
 - Mr. Holkham and Mr. Wepler responded that the civil engineer will be doing an investigation of the sinkhole. There are bi-weekly meetings at Camilla with AMAN.
- Trustee Pequin provided positive feedback regarding the washroom upgrades at Ochre Park School.

- 4.3 Noon Transportation Update:** Amy Kolesar, Manager, Transportation Services provided an update on potential 23-24 Noon Transportation routes and reported on the extension of the application deadline for noon transportation registrations to September 28, 2023. A more in-depth review will be completed with a recommendation provided on September 29. Mrs. Kolesar provided a [cost analysis breakdown of Noon Transportation scenarios](#). Discussion ensued.

Comments and Questions by the Committee:

- Trustee Murray-Elliott asked if there was an extra \$50,000 in the current budget for this transportation consideration?
 - Mrs. Kolesar answered “no”.
- Trustee Buga stated that noon transportation should not be considered without bus monitors due to the needs and age of the children and shared her experience as a bus monitor.

- Trustee Pequin asked if neighbouring school boards provided noon pre-k transportation?
 - Mrs. Kolesar stated that they do not.
- Trustee Pequin questioned if ÉMPS offered half day programming?
 - Administration responded that ÉMPS currently has a blended Pre-K program of full day and ½ day programming.
 - Discussion was held on whether noon transportation should be implemented in Morinville only.
- Trustee Murray-Elliott brought up the concern from a stakeholder about the length of a current bus ride from the west side of the Division to SCHS.
 - Mrs. Kolesar stated that she had spoken with this parent to address their concern.
- Trustee Dwyer asked about the shutdown of Villeneuve road and if our routes would be impacted.
 - Mrs. Kolesar stated she would look into this and bring back information if applicable.

- 4.4 Policy 705 - Associate Superintendent Corporate Servites:** Lisa Lacroix, Associate Superintendent, Human Resources provided background information on Policy 705 and suggested this policy be brought to the September Public Board meeting to be rescinded. Discussion ensued.

Moved by Trustee Oatway-McLay to move in camera at 10:05 a.m.

CARRIED UNANIMOUSLY

Moved by Trustee Pequin to re-enter CoW Meeting at 10:07 a.m.

CARRIED UNANIMOUSLY

- 4.5 Lionsheart Wholeness:** Jonathan Konrad, Deputy Superintendent, advised the Board that the Division was still gathering information on this residency treatment facility with students attending Bon Accord Community and Lilian Schick schools. A more detailed report will be brought to the Board at the October Committee of the Whole meeting. Discussion ensued.

Comments and Questions by the Committee:

- Trustee Briggs questioned if the Division was transporting these students.
 - Mr. Konrad will look further into this matter and bring forward an update.

Meeting recessed for break at 10:27 a.m.

Meeting resumed at 10:34 a.m.

- 4.6 Enrolment Count:** Ruth Kuik, Acting Associate Superintendent, Corporate Services provided the Board with the current enrolment count for the Division. Final enrolment numbers are to be sent to Alberta Education at the beginning of October. A preliminary report will be provided to the Board at the September 27, 2023, Public Board meeting. A final enrolment count report will be provided to the Board at the October Public Board meeting. Discussion ensued.

Board Chair Gibbons suggested that the Board draft an invitation letter to the GSACRD Board of Trustees to meet within the next few months.

- 4.7 Insurance 2023 Update:** Ruth Kuik, Acting Associate Superintendent, Corporate Services provided an insurance update for the Division as well as information to be shared with Bus Contractors. Sturgeon Public announced a new insurance partnership with Alberta Risk Managed Insurance Consortium (ARMIC) who currently provides insurance to thirty-seven school boards in rural and semi-rural areas in Alberta. ARMIC was formed by and for K-12 school divisions. Bus Contractors have the choice to independently purchase insurance through ARMIC. Insurance coverage will still be obtained individually by Bus Contractors and will not be coordinated by the Division. Information about purchasing insurance was emailed to all Bus Contractors after the Committee of the Whole meeting by the Manager of Transportation Services. Discussion ensued.

- 4.8 2025-2026 School Year Calendar:** Lisa Lacroix, Associate Superintendent, Human Resources presented the 2025-2026 School Year Calendar. The 2025-2026 School Year Calendar will be brought to the September 27, 2023, Public Board meeting with recommendation for approving in principle, with final approval occurring at the March 2024 Public Board meeting. Discussion ensued.

Comments and Questions by the Committee:

- Trustee Buga asked about the staggered start.
 - Superintendent Warren will request feedback from the schools and also suggested Trustees ask at School Council meetings for feedback. Amy Kolesar, Manager Transportation Services will also ask Bus Contractors for driver feedback on staggered start.

Meeting recessed for lunch at 11:48 a.m.

Meeting resumed at 12:26 p.m.

5. Policies

5.1 Policy 225 - Board Responsibility and Conduct

Shawna Warren, Superintendent brought forward Policy 225 - Board Responsibility and Conduct with recommended changes. The Board reviewed the policy and discussion ensued.

Moved by Trustee Oatway-McLay to move in camera at 12:26 p.m.

CARRIED UNANIMOUSLY

Moved by Trustee Pequin to re-enter CoW Meeting at 12:27 p.m.

CARRIED UNANIMOUSLY

Moved by Trustee Oatway-McLay to move in camera at 12:46 p.m.

CARRIED UNANIMOUSLY

Moved by Trustee Pequin to re-enter CoW Meeting at 12:47 p.m.

CARRIED UNANIMOUSLY

Policy 225 - Board Responsibility and Conduct will be brought to the September 27, 2023, Public Board meeting for discussion and recommended Board approval.

5.2 Policy 235 - Conduct of Board Meetings

Shawna Warren, Superintendent brought forward Policy 235 - Conduct of Board Meetings with recommended changes. The Board reviewed the policy and discussion ensued.

Policy 235 - Conduct of Board Meetings will be brought to the September 27, 2023, Public Board meeting for discussion and recommended Board approval.

6. Advocacy

6.1 ASBA

ASBA Fall Conference occurring in November. Board Chair Gibbons and Trustee Buga would like to attend.

6.2 PSBAA

Trustee Murray-Elliott asked the Board if there were any questions on the 5% increase, the Standards on Special Education or the Premier's mandate letters to the Ministers. Items will be placed on the October Committee of the Whole agenda for further discussion.

6.2.1 PSBAA Fall Conference and Annual General Meeting

The Fall Conference and Annual General Meeting are happening on October 18-20 in Edmonton. Discussion ensued.

6.3 Upcoming School Events/Trustee Attendance

Trustees reviewed upcoming school events. Trustees shared that they were not being invited to events in schools. Superintendent Warren will email the schools and remind them to make sure Trustees are invited to events.

6.5 TEBA Representative

Trustee Oatway-McLay will be replacing Trustee Pequin as TEBA Representative. A Board motion is required to change the representative, therefore, a memo will be brought to the September 27, 2023, Public Board meeting for approval.

6.6 School Presentations Draft Schedule

A draft schedule of school presentations was given to the Board with school presentations occurring at Committee of the Whole meetings. Trustee Briggs and Trustee Dwyer will not be in attendance at the November Committee of the Whole meeting and asked that the schedule be adjusted accordingly so that schools in their wards are not presenting.

Meeting recessed for break at 2:32 p.m.

Meeting resumed at 2:38 p.m.

7. Audit, Finance and Human Resources

7.1 2022-2023 Monthly Trustee Budget Financial Report

The Board was provided a report on the current budget standing for the 22-23 school year. Discussion ensued. Trustees discussed chambre memberships and decided not to renew Fort Saskatchewan and Redwater memberships.

7.2 2023-2024 Trustee Budget Discussion

The Board was provided with their 2023-2024 Trustee Budget breakdown. Discussion ensued.

7.3 2023-2024 Trustee Expense Workbooks

The Board was provided their 2023-2024 Trustee Expense Workbooks.

8. Board Strategic Work Plan

8.1 Example: 2023-2024 Board Strategic Plan

Item moved to September 27, 2023, Public Board meeting for discussion.

9. Governance

9.1 Review of What Reports Trustees Need for Strong Governance

Item moved to September 27, 2023, Public Board meeting for discussion.

9.2 Trustee Handbook Review -2023-2024

Item moved to September 27, 2023, Public Board meeting for discussion.

9.3 Board Meeting Procedures Review - Robert's Rule of Order - Board Meeting in Slow Motion

Item moved to September 27, 2023, Public Board meeting for discussion.

10. In Camera: Legal

Moved by Trustee Oatway-McLay to move in camera at 3:59 p.m.

CARRIED UNANIMOUSLY

Moved by Trustee Oatway-McLay to re-enter CoW Meeting 4:01 p.m.

CARRIED UNANIMOUSLY

11. Adjournment

Trustee Oatway-McLay adjourned the meeting at 4:01 p.m.

Next meeting: Wednesday, October 11, 2023, at 9:00 a.m. (**FULL DAY**)