

Date: October 25, 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 October 11, 2023, the Committee of the Whole met to discuss a number of topics chosen in advance by both the Board of Trustees and the Administrative Team. The following report attached is a record of this meeting.

The Board Chair is prepared to respond to questions at the October 25, 2023, Public Board meeting.

Attachment(s):

1. Unapproved Minutes of the Meeting - October 11, 2023 (To be brought forward for approval at the November 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, October 11, 2023, at 9:00 a.m.

Attendance:

*Irene Gibbons, Board Chair

left meeting at 12:05 p.m.

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

left meeting at 12:05 p.m.

Lisa Lacroix, Associate Superintendent, Human Resources

left meeting at 12:05 p.m.

Ruth Kuik, Acting Associate Superintendent, Corporate Services

left meeting at 12:05 p.m.

Steven Holkham, Director, Facility Services

left meeting at 9:57 a.m.

Michelle Wilde, Recording Secretary

left meeting at 12:05 p.m.

External Members:

*Benji Waser, MNP

left meeting at 9:37 a.m.

*Heather May, Audit Committee Member

left meeting at 9:37 a.m.

Niels Jensen, Audit Committee Member

left meeting at 9:41 a.m.

**Attended meeting virtually*

1. Call to Order

Trustee Briggs called the meeting to order at 9:00 a.m.

2. Approval of the Agenda

Moved by Trustee Gibbons that the Board of Trustees accept the agenda as presented.

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Moved by Trustee Buga that the Board of Trustees accept the Committee Meeting Minutes of September 13, 2023, as presented.

CARRIED UNANIMOUSLY

4. Subject Matter Experts Information

4.1 Audit Service Plan: Audit Committee members were introduced. The only attendees for the fraud portion, the in-camera portion, of this agenda item were the Board of Trustees and external members.

Moved by Trustee Oatway-McLay to move in camera at 9:30 a.m.

CARRIED UNANIMOUSLY

Moved by Trustee Oatway-McLay to re-enter CoW Meeting 9:34 a.m.

CARRIED UNANIMOUSLY

Senior Executives, Subject Matter Experts and Recording Secretary re-entered the meeting.

Comments and Questions by the Committee:

- Trustee Murray-Elliott asked if the cost of the audit is similar to last year's audit?
 - The base fees were similar.
- Trustee Murray-Elliott expressed concerns about the ARO.
- Trustee Pequin thanked the two external audit committee members for attending.

4.2 Capital Projects Review: Steven, Holkham, Director, Facility Services, provided an update on the Capital Projects.

- Drainage work at Camilla is going well.
- Roofing projects are complete.
- Landing Trail Demolition of Modular has begun.
- LED Lights are on backorder.

Comments and Questions by the Committee:

- Trustee Pequin inquired about when the Redwater School Modular Demolition will begin?
 - Facilities Director - Will look into the Redwater School Modular Demolition and report at the next Committee of the Whole meeting.
- Trustee Briggs asked about deficiencies reported for the LED upgrades?
 - The Facilities Director explained the backorder of lights and replacing of damaged ceiling tiles.

4.3 Winter Season and Snow Removal: Steven, Holkham, Director, Facility Services, reported on the 2023-2024 winter season and snow removal. Ruth Kuik, Acting Associate Superintendent, Corporate Services, provided a verbal financial summary of the 2022-2023 snow removal cost breakdown by school.

- There are two contractors that the Facilities Director will be meeting with to discuss the scope and details of the agreement.
- Custodians will be meeting to discuss their role in snow removal.

Comments and Questions by the Committee:

- Moving forward Facilities will review and put out RFP to ensure competitive

interest in snow removal.

- Facilities will work on reviewing snow removal over the year.
- Automated snow cleaners for school custodians.
- BACS has snow blowing in from fields creating problematic snow drifts. The Facilities Department is looking at snow fence options.

4.4 Insurance Update: Ruth Kuik, Acting Associate Superintendent, Corporate Services, provided an update on insurance.

- The SPS team was able to complete the required documentation for ARMIC in the two week timeframe.
- Report was submitted on Friday, October 6th and the Division is waiting for Marsh to review and bring back the findings.

Meeting recessed for break at 9:57 a.m.

Meeting resumed at 10:32 a.m.

4.5 Retention Rates (Grade 9 to Grade 10): Shawna Warren, Superintendent, provided information on retention rates from Grade 9 to Grade 10.

- Information shared is dated - based on 2022 information.
- Software information does not contain any local knowledge. Does not take into account current or future residential development.
- Reviewed assumptions of the following:
 - Reviewed birth rates.
 - Reviewed net impact of youth migration rates.
 - Reviewed capture rates.
 - Reviewed historical enrolments and enrolment projections.

Comments and Questions by the Committee:

- Trustee Dwyer - amazed that only 50% of the students within the Division Boundary actually attend a Sturgeon Public School.
- Trustee Dwyer - Possible growth of +400 more students in the future, will SPS have the capacity?
- Trustee Pequin - Redwater and Ochre Park registrations have decreased, this is concerning.
- Superintendent Warren- Board will need to look into future planning.
- Trustee Oatway-McLay- To confirm, these numbers are students within the Division Boundary only?
- Trustee Oatway-McLay- who are the Sturgeon Valley developers, we should find out as this information would be good to know?

4.6 Lionsheart Education Centre Update: Jonathan Konrad, Deputy Superintendent, Education Services brought forward an update on the Lionsheart Education Centre.

- Trustee Briggs brought this to the attention of the Senior Executive.

Comments and Questions by the Committee:

- Trustee Briggs - requested clarification of the Education Act where it states the definition of a resident student.
- Trustee Murray-Elliott - are these students currently funded?
 - Superintendent - we are working with Alberta Education.
- Trustee Buga - Admirable that our Division is trying to work with this Community.
- Trustee Buga - Frustrating that there are students in need unable to access school but is proud of the Division that the Senior Executive continues to pursue this situation.

- 4.7 TBAC Chair and Next Meeting:** Lisa Lacroix, Associate Superintendent, Human Resources, requested direction from the Board of Trustees regarding the Chair and next meeting for the Teacher Advisory Board Committee (TBAC)

Comments and Questions by the Committee:

- Trustee Murray -Elliott- who is on the committee?
 - Superintendent confirmed that Trustee Pequin, Trustee Oatway-McLay and Trustee Murray-Elliott are on the committee.
- Trustee Oatway-McLay - volunteered to be chair and was appointed.
- Associate Superintendent, Human Resources - The only item on this agenda is the 2025-2026 calendar.
- Trustee Pequin - Could the meeting be virtual?
- Trustee Oatway-McLay - Suggested scheduling the meeting after Committee of the Whole in January if that is possible.

- 4.8 General Employment Conditions (GEC):** Lisa Lacroix, Associate Superintendent, Human Resources, brought forward revisions to the General Employment Conditions.

- Review to eliminate the carry forward of vacation days approval by the Superintendent. Maximum of 5 days used before Dec. 31 of the calendar year.
- 3.6 Leave of absence with full pay for Crisis Intervention Team Deployment recovery
- HSA 5.6 - increasing the amount to match the CUPE Agreement amount \$37.50 p/m.
- GEC to be brought to the October Public Board meeting.

Comments and Questions by the Committee:

- Trustee Oatway-McLay - how often do we have a 3.6 situation in the division?
 - Deputy Superintendent - Low number of days in a year, these are exceptional events.
- Trustee Briggs - Very gray area.

- Superintendent - Gray in the agreement but this would align with the practice across the Division. The Division has very clear practice guidelines for the deployment of our Crisis Intervention Team.
- Trustee Briggs - Are GEC employees paid more compared to CUPE employees?
 - Associate Superintendent, Human Resources - cannot compare the two groups.
- Associate Superintendent, Human Resources - This will need to come to the October Public Board meeting. Can we confirm what should be brought forward?
 - Trustee Buga - leave all three points in for the October Public Board meeting.

4.9 AP315 - Volunteers: Lisa Lacroix, Associate Superintendent, Human Resources brought forward changes to the Administrative Procedure 315 - Volunteers regarding Vulnerable Sector Checks. Vulnerable Sector Checks are only required if the volunteers are alone with a student.

Comments and Questions by the Committee:

- Trustee Murray-Elliott - Currently volunteers are required to complete a record check every three years, is this a suitable amount of time between record checks?
- Trustee Buga - How often are support staff required to complete a record check?
 - Associate Superintendent, Human Resources responded upon hiring and only teachers are required to complete every five years as per the new legislation.
- Trustee Oatway-McLay - Support Staff only required when hired. Why the discrepancy?
 - Associate Superintendent, Human Resources - it would be at the will of the Board if there is to be a change.
 - Associate Superintendent, Human Resources - Division pays for staff criminal record checks when follow up record check is required by legislation.
- Trustee Pequin - What is left alone?
 - Deputy Superintendent - Clarified with principals, need to clarify roles and responsibilities of volunteers. If 1x1 with students and/or groups then a vulnerable sector check needs to be done.

5. Recurring Business

5.1 ASBA

Trustee Pequin shared registration for the Fall General meeting is open.

5.2 PSBAA

Trustee Murray-Elliott provided an update:

- Posted to Google Drive Franklin Covey notes from Sept 29, 2023, Leadership through Whirlwind and Uncertainties.
- Fall Conference and AGM is the week of Oct 16-20.

5.2.1 Standards of Special Education

- The Ministerial Order created in 2004 was shared and the Superintendent encouraged the Board to read all comments provided by the Superintendent and the Learning Services Team.
- Trustee Buga - Charter schools are excluded from these standards.

Trustee Pequin left the meeting at 11:31 a.m. and returned at 11:33 a.m.

5.2.2 Position Statements

- Change to the Bylaw wording.
- There will be elections held and a number of PSBAA executives will be stepping down. Is there anyone we want to see on the executive board?

5.3 Upcoming School Events/Trustee Attendance

Trustees reviewed upcoming school events.

Meeting recessed for lunch at 12:05 p.m.

Meeting resumed at 12:35 p.m.

5.4 Monthly Trustee Budget Financial Report

The Board was provided a report on the current budget standing for the 2023-2024 school year. Discussion ensued. The Board would like to see the percentage added back in the report - where their spending should be at.

6. Committee Matters

6.1 Premier's Mandate Letter

The Board discussed the letter and the role of the Board in the letter.

6.2 Budget Discussions - Events

The Board provided direction for events for the 2023-2024 school year.

6.3 Holiday Card Artwork - Select Winners

Artwork reviewed and winners chosen for each category. Winners will be announced at the October Public Board meeting.

6.4 Policy 235 - Conduct of Board Meetings

The Board reviewed suggested changes to Policy 235 - Conduct of Board Meetings. Discussion ensued. Policy 235 will be forwarded to the October Public Board meeting.

7. Board Strategic Work Plan

7.1 Example: 2023-2024 Board Strategic Plan

Item moved to the October Public Board meeting for discussion.

8. Governance

8.1 Trustee Handbook Review - 2023-2024

Item moved to the October Public Board meeting for discussion.

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

Item moved to the October Public Board meeting for discussion.

9. In Camera:

Moved by Trustee Oatway-McLay to move in camera at 2:58 p.m.

CARRIED UNANIMOUSLY

Moved by Trustee Oatway-McLay to re-enter CoW Meeting 3:05 p.m.

CARRIED UNANIMOUSLY

11. Adjournment

Trustee Briggs adjourned the meeting at 3:21 p.m.

Next meeting: Wednesday, November 15, 2023, at 9:00 a.m. **(FULL DAY)**