



Date: November 29, 2023 **Agenda Item:** 9.3

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Committee of the Whole
Senior 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 Report**

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 November 15, 2023, the Committee of the Whole met to discuss a number of topics chosen in advance by both the Board of Trustees and the Senior Administrative Team. The following report attached is a record of this meeting.

The Board Chair is prepared to respond to questions at the November 29, 2023, Public Board meeting.

Attachment(s):

1. Unapproved Minutes of the Meeting - November 15, 2023 (To be brought forward for approval at the December 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, November 15, 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

left meeting at 11:31 a.m.

Subject Matter Experts:

Jonathan Konrad, Deputy Superintendent, Education Services

Lisa Lacroix, Associate Superintendent, Human Resources

Ruth Kuik, Acting Associate Superintendent, Corporate Services

Shannon Campbell Requa, Director, Education Planning

arrived at 11:31 a.m.

arrived at 1:00 p.m.

left meeting at 3:34 p.m.

left meeting at 3:46 p.m.

left meeting at 11:29 a.m.

left meeting at 12:15 p.m.

left meeting at 3:20 p.m.

left meeting at 10:48 a.m.

left meeting at 10:08 a.m.

left meeting at 3:34 p.m.

left meeting at 11:08 a.m.

left meeting at 3:34 p.m.

Jackie Carroll, Consultant

Lynne Chaston, Director, Financial Services

Michelle Wilde, Recording Secretary

Sean Nicholson, Guest

arrived at 12:50 p.m.

External Members:

Benji Waser, MNP

*Heather May, Audit Committee Member

*Niels Jensen, Audit Committee Member

left meeting at 10:08 a.m.

left meeting at 10:08 a.m.

left meeting at 10:08 a.m.

School Presentations Attendees:

Louise Loh, Principal

Allan Traub, Vice Principal

Deborah Clark, Principal

Jeff Aarts, Vice Principal

Dan Requa, Principal

arrived at 11:30 p.m.

arrived at 11:30 p.m.

arrived at 1:00 p.m.

arrived at 1:00 p.m.

arrived at 1:40 p.m.

left meeting at 12:14 p.m.

left meeting at 12:14 p.m.

left meeting at 1:35 p.m.

left meeting at 1:35 p.m.

left meeting at 2:23 p.m.

**Attended meeting virtually*

1. Call to Order

Board Chair Gibbons called the meeting to order at 9:00 a.m.

2. **Approval of the Agenda**

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

- 4.7 Reserve Mitigation Strategy Update was moved to 4.1.2
- Added Student Advisory Questions to 4.7

CARRIED UNANIMOUSLY

3. **Approval of the Committee Minutes**

Moved by Trustee Murray-Elliott that the Board of Trustees accept the Committee Meeting Minutes of October 11, 2023, as presented.

CARRIED UNANIMOUSLY

4. **Subject Matter Experts Information**

4.1 **Audit Committee**

4.1.1 2022- 2023 Audited Financial Statements: The Audit Committee reviewed the 2022-2023 Audited Financial Statements as presented by Benji Waser with MNP.

Comments and Questions by the Committee:

- Trustee Murray-Elliott - With the new ARO will the amount in this AFS be the same every year or will inflation have an impact on the amount yearly?
 - Mr. Waser responded that the amount will increase with inflation and will decrease with renovations. Every year there will be an assessment made and the amount will change.

Meeting recessed for break at 10:09 a.m.

Meeting resumed at 10:18 a.m.

4.1.2 Reserve Mitigation Strategy Update: Ruth Kuik, Acting Associate Superintendent, Corporate Services and Jackie Carroll, Consultant, brought forward the Reserve Mitigation Strategy Update. The Reserve Mitigation Strategy Update will be brought to the November 29, 2023, Public Board meeting.

Comments and Questions by the Committee:

- Trustee Murray-Elliott - can the board be provided with a breakdown of the Board Funded Capital Assets (\$4,065,482)?
 - Superintendent Warren - a breakdown of the Board Funded Capital Assets will be brought to the November 29, 2023 Public Board Meeting.

4.2 Capital Projects/Facility Services Department Update: Ruth Kuik, Acting Associate Superintendent, Corporate Services provided an update on the Capital Projects and the Facility Services Department.

- **Camilla Drainage Project:**

Seasonal Deficiencies:

Missing sod will be replaced in the spring and the fencing will remain in areas until the sod is completed and rooted. There is a 1 year sod maintenance warranty.

Missing concrete sidewalks will be poured in the spring.

- **General Deficiencies:**

Installation of more rocks around the northside culvert required.

Surveyor's report required confirming all elevations of site work is per drawings.

Catch basin fabric to be removed.

Create landscape swale from sidewalks to catch basins.

Gym floor refinishing will be completed by November 13th.

- **2023- 2024 Snow Removal Services Plan**

All O&M staff have been assigned to a school for snow removal for early morning. Also when O&M staff are onsite at a school completing work orders **"that are not high priority"** they are expected to clear snow with the custodians as needed.

Custodians are also expected to clear snow as required on sidewalks early mornings and maintain during the day.

Two contractors have been contracted and assigned to schools. Responsibilities include all parking lots and some sidewalks.

- **Modular Units**

Start-up site meeting was held on Tuesday, October 31st with consultants, contractors and facilities reviewing access, site safety, daily operations, lines of communication and project schedule.

Comments and Questions by the Committee:

- Trustee Pequin asked about Redwater Modulars
 - Senior Administration will gather more information to bring to the November 29, 2023 Public Board Meeting.
- Trustee Briggs - expressed concerns in only two contracted crews and custodial being able to have walkways cleaned and safe before the start of the day.
 - Superintendent Warren shared the plan of each Facilities Staff member dedicated to attending to snow removal at their specific school.
- Trustee Oatway-McLay wanted confirmation on the amount allocated to Snow Removal Budget.
 - Superintendent Warren confirms that the amount in the budget is

\$250k for snow removal. Facilities is working on fiscally responsible initiatives in snow removal.

- Trustee Dwyer also shared concern with only two contracted snow removal crews.

4.3 School Presentations

4.3.1 Landing Trail School: Louise Loh, Principal and Allan Traub, Vice Principal presented.

Meeting recessed for lunch at 12:14 p.m.

Meeting resumed at 12:50 p.m.

4.3.2 Gibbons School: Deborah Clark, Principal and Jeff Aarts, Vice Principal presented.

4.3.3 Four Winds Public School: Dan Requa, Principal presented.

Meeting recessed for break at 2:23 p.m.

Meeting resumed at 2:31 p.m.

4.4 Draft Annual Education Results Report Summary: Jonathan Konrad, Deputy Superintendent, Education Services and Shannon Campbell Requa, Director, Education Planning, provided a draft Annual Education Results Report Summary.

Comments and Questions by the Committee:

- Trustee Pequin - Is this parents, students and teachers in grades 4, 7 and 10 only?
 - Deputy Superintendent, Education Services - it is all the teachers in the Division from kindergarten to grade 12, but you are correct that it is only parents and students in grades 4, 7 and 10.
- Board decided it would like this information indicated in the Report to be included for the November 29, 2023 Public Board Meeting.
- Trustees are to provide any questions, comments or concerns before end of day November 22, 2023 in order to be captured in the Draft AERR coming to the November Public Board.

4.5 Explanation of Outcome Based Reporting: Jonathan Konrad, Deputy Superintendent, Education Services and Shannon Campbell Requa, Director, Education Planning, provided an Explanation of Outcome Based Reporting.

4.6 Bus Route Change: Ruth Kuik, Acting Associate Superintendent, Corporate Services brought forward an update on a Bus Route Change.

4.7 Student Advisory Questions

Comments and Questions by the Committee:

- Trustee Oatway-McLay - Ask students where do they see technology fitting into education.
- Trustee Buga - Could we show student areas that can be improved on and discuss solutions.
- Chair Gibbons - When does Student Advisory receive the questions
 - Deputy Superintendent, Education Services - try to provide in advance.
- Trustee Pequin - Outlines on how they can take the information back to the schools.

5. Recurring Business

5.1 ASBA

The Board of Trustees discussed the Speakers Corner update talk about JUPA and Trustee involvement. Position statements were reviewed and discussed. ASBA Fall General Meeting to take place November 19-21, 2023.

5.2 PSBAA

An update was provided on PSBAA.

5.3 Upcoming School Events/Trustee Attendance

The Board of Trustees reviewed upcoming school events.

5.4 Monthly Trustee Budget Financial Report

The Board of Trustees reviewed the Monthly Trustee Budget Financial Report.

6. 2023-2024 Board Strategic Work Plan

6.1 For Consideration: 2023-2024 Board Strategic Plan

A method of tracking Board Strategic Work Plan progress was presented for discussion.

7. Governance

7.1 Trustee Handbook Review - 2023-2024

Agenda item deferred.

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

Agenda item deferred.

8. In Camera:

Moved by Trustee Oatway-McLay to move in camera at 3:34 p.m.

CARRIED UNANIMOUSLY

Moved by Trustee Oatway-McLay to re-enter CoW Meeting 3:46 p.m.

CARRIED UNANIMOUSLY

9. Adjournment

Trustee Pequin adjourned the meeting at 4:22 p.m.

Next meeting: Wednesday, December 6, 2023, at 9:00 a.m. (**FULL DAY**)

DRAFT