



Date: December 20, 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 December 6, 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 December 20, 2023, Public Board meeting.

Attachment(s):

1. Unapproved Minutes of the Meeting - December 6, 2023 (To be brought forward for approval at the January 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, December 6, 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

Jonathan Konrad, Deputy Superintendent, Education Services

Sean Nicholson, Associate Superintendent, Corporate Services

Lisa Lacroix, Associate Superintendent, Human Resources

Shannon Campbell Requa, Director, Education Planning

*Shelley Greenwood, Director, Learning Services *arrived at 1:00 p.m.*

Michelle Wilde, Recording Secretary

left meeting at 11:00 a.m.

left meeting at 1:35 p.m.

left meeting at 2:35 p.m.

Presentation Attendees:

Sherry Devolder, Principal

arrived at 9:01 a.m.

left meeting at 9:30 a.m.

Candace McLean, Teacher

arrived at 9:01 a.m.

left meeting at 9:30 a.m.

Iain Jamieson, Principal

arrived at 9:33 a.m.

left meeting at 10:19 a.m.

Erin Stoffelen, Vice Principal

arrived at 9:33 a.m.

left meeting at 10:19 a.m.

Dan Stephen, Acting Principal

arrived at 10:30 a.m.

left meeting at 10:58 a.m.

Adriana DeLuca, Vice Principal

arrived at 10:30 a.m.

left meeting at 10:58 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 Murray-Elliott that the Board of Trustees accept the agenda with the following changes below as presented.

9.4 - Fall Funding Manual Update

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Moved by Trustee Murray-Elliott that the Board of Trustees accept the Committee Meeting Minutes of November 15, 2023, as presented.

CARRIED UNANIMOUSLY

4. Presentations

4.1 Alternate Learning: Sherri Devolder, Principal and Candace McLean, Teacher presented.

4.2 Namao School: Iain Jamieson, Principal and Erin Stoffelen, Vice Principal presented.

Meeting recessed for break at 10:19 a.m.

Meeting resumed at 10:30 a.m.

4.3 Sturgeon Heights School: Dan Stephen, Acting Principal and Adriana DeLuca, Vice Principal presented.

Trustee Murray-Elliott left the meeting at 10:59 a.m. and returned at 11:03 a.m.

5. Experts in Focus

5.1 Mental Health in Schools Pilot - Interim Report #1: Shelley Greenwood, Director, Learning Services presented a summary of the Interim Report that was submitted to Alberta Education on December 1, 2023, with the learnings, impacts and next steps on the pilot project.

5.2 Summary of Programs Across the Division: Jonathan Konrad, Deputy Superintendent, Education Services, provided a summary document. A more detailed report will come to the December 20, 2023, Public Board meeting.

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

Meeting resumed at 12:50 p.m.

6. Policy

6.1 First Glance: Policy 315: Opening Exercises, Flag Protocol and Recognition of Dignitaries: Shawna Warren, Superintendent, presented a recommendation on Policy 315 and a current draft of a new administrative procedure. Since the draft was created, two SPS teachers have come forward wanting to support the Division to create a specific procedure for Remembrance Day Ceremonies. Once that work is completed, the policy and new AP will come to a future CoW and Public Board meeting for review and consideration.

7. Capital Projects and Facility Services

7.1 Boardroom Move: Shawna Warren, Superintendent, advised the Board that the Boardroom will be switching locations with MLC before the end of the 23-24 school year. This is how the building was intended to be when designed before the renovations.

8. Advocacy

8.1 ASBA

- Survey from the Fall General meeting went out.
- Discussion around Full day funding for kindergarten. Voted down at AGM but was presented again by Zone 2 3.
- Best practices discussion.
- Question of the month is similar to Trustee Talks - Featuring questions parents might have.

8.2 PSBAA

Nothing new to report, next PD is Feb 8 and counsel meeting is on February 9th.

8.3 Letters to MLAs

Draft Invitation to Meet letters to local MLAs were reviewed.

8.4 Letter to Minister Nicolaides

Draft letter to Minister Nicolaides was reviewed.

8.5 Letter to St. Albert Public Schools

Draft Invitation to Meet letter to St. Albert Public Schools was reviewed.

8.6 Student Advisory Committee

Student Advisory Committee membership was reviewed and designated chair of the committee.

Chair Gibbons - Nominated Trustee Buga for the role.
Trustee Oatway-McLay - Seconded.
Trustee Buga - Accepted.

8.6.1 Student Advisory Summary - November 28, 2023

A draft summary of the feedback from Student Advisory was presented.

8.7 Upcoming School Events/Trustee Attendance

The Board of Trustees reviewed upcoming school events.

8.8 2023-2024 Board Strategic Plan

The Board of Trustees reviewed and discussed the 2023-2024 Board Strategic Plan.

9. Audit, Finance and Human Resources

9.1 Jordan's Principle Update: Jonathan Konrad, Deputy Superintendent, Education Services, provided an update on Jordan's Principle.

9.2 Policy 205 & AP235: School Year Calendar: Lisa Lacroix, Associate Superintendent, Human Resources recommended that policy 205 be rescinded and provided amendments to AP235 for review.

Comments and Questions by the Committee:

- Trustee Pequin - Edit to 4.1.3 from 100 to 500 hours
- Trustee Buga - March Break, Spring Break, Fall Break ensure consistency of language.
- Trustee Pequin - Christmas break could be Wednesday to Wednesday as long as it is 2 weeks in duration?

Policy 205 and AP235 referred to the December 20, 2023, Public Board meeting.

9.3 Monthly Trustee Budget Financial Report

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

9.4 Fall Funding Manual Update: Shawna Warren, Superintendent, and Sean Nicolson, Associate Superintendent, Corporate Services provided information on the Fall Funding Manual Update.

10. Transportation - No Update

Meeting recessed for break at 2:10 p.m.

Meeting resumed at 2:15 p.m.

11. Governance

11.1 PSBAA Professional Development

The Board of Trustees discussed what would be the best PD for the Board.

11.2 Trustee Handbook Review - 2023-2024

The Board of Trustees reviewed the handbook and pointed out errors and sections that required updating.

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

Agenda item deferred.

12. In Camera:

Moved by Trustee Oatway-McLay to move in camera at 2:35 p.m.

CARRIED UNANIMOUSLY

Moved by Trustee Oatway-McLay to re-enter CoW Meeting 2:49 p.m.

CARRIED UNANIMOUSLY

9. Adjournment

Trustee Briggs adjourned the meeting at 2:50 p.m.

Next meeting: Wednesday, January 10, 2024, at 9:00 a.m. *(FULL DAY)*