



Date: January 24, 2024 **Agenda Item:** 9.3

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Committee of the Whole
Senior Administrative Team

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

Additional Reference: [Board 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 January 10, 2024, 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 January 24, 2024, Public Board meeting.

Attachment(s):

1. Unapproved Minutes of the Meeting - January 10, 2024 (To be brought forward for approval at the February 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, January 10, 2024, at 9:00 a.m.

Attendance:

Irene Gibbons, Board Chair

Cindy Briggs, Vice Chair

Janine Pequin, Trustee *arrived at 9:02 a.m.*

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

Michelle Wilde, Recording Secretary

left meeting at 2:10 p.m.

left meeting at 2:10 p.m.

Presentation Attendees:

Darwin Krips, Principal *arrived at 11:28 a.m.*

left meeting at 12:06 p.m.

Tara Draper, Vice Principal *arrived at 11:28 a.m.*

left meeting at 12:06 p.m.

Darryl Paziuk, Vice Principal *arrived at 11:28 a.m.*

left meeting at 12:06 p.m.

Christy Filgate, Principal *arrived at 1:00 p.m.*

left meeting at 1:36 p.m.

Kevin Dorosh, Vice Principal *arrived at 1:00 p.m.*

left meeting at 1:36 p.m.

Shannon Requa, Director, Education Planning *arrived at 11:28 a.m.*

left meeting at 12:26 p.m.

arrived at 1:00 p.m.

left meeting at 1:36 p.m.

1. Call to Order

Vice Chair Briggs called the meeting to order at 9:01 a.m.

2. Approval of the Agenda

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

Addition of 8.1 - Government of Alberta Rates for Mileage

Shifting of all of 10.0 Governance to accommodate:

Addition of 10.1 - Parent Engagement Sessions

Addition of 10.7 - Staff Recognition Ideas

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Moved by Chair Gibbons that the Board of Trustees accept the Committee Meeting Minutes of December 6, 2023, with the following amendments.

Spelling errors -
 8.2 Council, and
 8.4 Minister Demetrio Nicolaides

CARRIED UNANIMOUSLY

4. Presentations

4.1 Sturgeon Composite High School: Darwin Krips, Principal, Tara Draper, Vice Principal and Darryl Paziuk, Vice Principal presented.

4.2 Redwater School: Christy Filgate, Principal and Kevin Dorosh, Vice Principal presented.

5. Policy

5.1 Policy 120: Harassment Policy: Lisa Lacroix, Associate Superintendent, Human Resources recommended that this policy be rescinded and replaced with an Administrative Procedure.

Comments and Questions by the Committee:

- Trustees would like to see a governance statement from policy 120 potentially added to policy 110.
- Trustees would also like more time to compare to policies in other Divisions.

Policy 120: Harassment Policy as well as Policy 110: Welcoming Inclusive, Safe and Healthy Environments will be brought to the February 14, 2024, Committee of the Whole Meeting for further discussion.

5.1.1 AP717: Workplace Violence and Harassment: Lisa Lacroix, Associate Superintendent, Human Resources, presented the administrative procedure that will replace Policy 120: Harassment Policy.

Comments and Questions by the Committee:

- Trustee Pequin - Would like to have Volunteers and Stakeholders, including the definitions added to the AP before the Board considers rescinding policy 120.

AP717: Workplace Violence and Harassment as well as Policy 110: Welcoming Inclusive, Safe and Healthy Environments will be brought to the February 14, 2024, Committee of the Whole Meeting for further discussion.

- 5.2 Policy 400: Financial Accountability and Audit:** Sean Nicholson, Associate Superintendent, Corporate Services recommended that this policy be rescinded as the expectation is clearly defined in the Education Act and covered in Policy 225: Role of the Board sections 38-50.

Policy 400: Financial Accountability and Audit will be brought to the January 24, 2024, Public Board meeting.

- 5.3 Policy 315: Opening Exercises, Flag Protocol and Recognition of Dignitaries:** Shawna Warren, Superintendent recommended that this policy be rescinded and replaced with an Administrative Procedure.

Comments and Questions by the Committee:

- Trustee Pequin - Requested that there be a Grade 12 Grad Best Practice added as an appendix to the new AP.
- Requested changes to Handbook for SPS Staff to be *Local School Trustee*.
- Superintendent Warren - Directed that Administration review other divisions' procedures.

Policy 315: Opening Exercises, Flag Protocol and Recognition of Dignitaries will be brought to the January 24, 2024, Public Board meeting.

- 5.3.1 AP335: Protocols for Opening Exercises, Flags and Recognition of Dignitaries:** Shawna Warren, Superintendent presented the administrative procedure that will replace Policy 315: Opening Exercises, Flag Protocol and Recognition of Dignitaries.

AP335: Protocols for Opening Exercises, Flags and Recognition of Dignitaries will be brought to the January 24, 2024, Public Board meeting.

- 5.4 2023-2024 Board Policy Tracker:** Shawna Warren, Superintendent shared as information.

- 6. Capital Projects and Facility Services** - Shawna Warren, Superintendent, brought a brief update regarding school modulars for Landing Trail and Redwater School.

Comments and Questions by the Committee:

- Trustee Murray-Elliott - inquired when will the Trustee boardroom be moved?
 - Superintendent Warren - Either spring break or summer. This move is not a priority and will be when best for students.

7. Advocacy

7.1 ASBA

- Meeting on February 21. Topic-Virtual Engagement Session regarding Federal Funding Initiatives impacting education.
- Speakers corner is February 22 at 6 pm .
- Engagement Session in February.

7.2 PSBAA

- Next meeting in February.
- Trustee Murray-Elliott- Does the division have time and staff able to participate in the PSBAA survey?
Shawna Warren, Superintendent - The Division is working on it and will bring it back to the Trustees as information at the February 14, 2024, Committee of the Whole meeting.

7.2.1 PSBAA Research Paper

The Board reviewed a confidential PSBAA Research Paper.

Meeting recessed for break at 10:02 a.m.

Meeting resumed at 10:30 a.m.

7.3 Meeting with MLA Dale Nally, Morinville-St. Albert

The Board of Trustees will be meeting with MLA Dale Nally, Morinville-St. Albert at 3:00 p.m. Agenda items were discussed.

Meeting recessed for at 11:20 a.m.

Meeting resumed at 11:28 a.m.

7.4 Upcoming School Events/Trustee Attendance

The Board of Trustees reviewed upcoming school events.

Alberta Rural Education Symposium at River Cree March 3-5:

-Trustee Oatway-McLay, Trustee Pequin and Trustee Buga attending.

PSBA February 8-9 - Trustee Murray-Elliott, Vice Chair Briggs attending.

7.5 2023-2024 Board Strategic Plan

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

8. **Audit, Finance and Human Resources**

8.1 **Government of Alberta Rates for Mileage**

Moving forward all SPS staff will be moving from CRA rates to the Government of Alberta (GOA) rates. Policy 235: Board Operations will be brought to February 14, 2024, Committee of the Whole to discuss Trustee mileage rates.

9. **Transportation** - No update

10. **Governance**

10.1 **Parent Engagement Overview**

Shannon Requa, Director, Education planning presented The Board of Trustees the Parent Engagement Overview and included the Trustees' role.

Meeting recessed for lunch at 12:26 p.m.

Meeting resumed at 12:59 p.m.

10.2 **2024-2025 Board Meeting Schedule**

The Board of Trustees reviewed options for the 2024-2025 Board Meeting Schedule.

Comments and Questions by the Committee:

- Superintendent Warren - For February 14, 2024, Committee of Whole, Administration will include options of future Committee of the Whole meeting schedules to review all of the options together.

10.3 **Walk Through of Discipline Hearing Process / Committee Role**

The Board of Trustees walked through the Discipline Hearing Process and the Committee's role.

Associate Superintendent, Corporate Services - Left meeting at 2:10 p.m. and returned at 2:45 pm

10.4 **PSBAA Professional Development**

Agenda item deferred.

10.5 **Trustee Handbook Review - 2023-2024**

Agenda item deferred.

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

Agenda item deferred.

10.7 Staff Recognition Ideas

The Board of Trustees discussed the 2024 Staff Recognition event.

11. In Camera:

No in camera needed.

12. Adjournment

Trustee Oatway-McLay adjourned the meeting at 4:10 p.m.

Next meeting: Wednesday, February 14, 2024, at 9:00 a.m. (**FULL DAY**)

DRAFT