



Date: February 28, 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, review and develop Board policies 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 February 14, 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 February 28, 2024, Public Board meeting.

Attachment(s):

1. Unapproved Minutes of the Meeting - February 14, 2024 (To be brought forward for approval at the February 28, 2024, 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, February 14, 2024, 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		left meeting at 3:36 p.m.
Trish Murray-Elliott, Trustee		
Shawna Warren, Superintendent		
Jonathan Konrad, Deputy Superintendent, Education Services		left meeting at 2:01 p.m.
Sean Nicholson, Associate Superintendent, Corporate Services		
Lisa Lacroix, Associate Superintendent, Human Resources		left meeting at 1:55 p.m.
Franco Maisano, Executive Director, Corporate Services	arrived at 12:53 p.m.	left meeting at 1:15 p.m.
Steven Holkham, Director, Facility Services	arrived at 12:53 p.m.	left meeting at 1:07 p.m.
Michelle Wilde, Recording Secretary		left meeting at 3:51 p.m.

Presentation Attendees:

Darla Clark, Principal	arrived at 9:00 a.m.	left meeting at 9:40 a.m.
Matt Ohm, Vice Principal	arrived at 9:00 a.m.	left meeting at 9:40 a.m.
Jason Wiks, Principal	arrived at 9:40 a.m.	left meeting at 10:15 a.m.
Erin Murphy, Vice Principal	arrived at 9:40 a.m.	left meeting at 10:15 a.m.
Kevin Elias, Principal	arrived at 11:00 a.m.	left meeting at 11:37 a.m.
Kim Payne, Vice Principal	arrived at 11:00 a.m.	left meeting at 11:37 a.m.
Shannon Requa, Director, Education Planning	arrived at 9:00 a.m.	left meeting at 10:17 a.m.
	arrived at 11:00 a.m.	left meeting at 11:37 a.m.

*Attended meeting virtually

1. Call to Order

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

2. Approval of the Agenda

Moved by Trustee Briggs that the Board of Trustees accept the agenda with amendments:

- shift all of 10.0 Governance to accommodate addition of:
10.2 Supervision at Schools

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Moved by Trustee Briggs that the Board of Trustees accept the Committee Meeting Minutes of January 10, 2024, as presented.

CARRIED UNANIMOUSLY

4. Presentations

4.1 Lilian Schick School: Darla Clark, Principal and Matt Ohm, Vice Principal presented.

4.2 Guthrie School: Jason Wiks, Principal and Erin Murphy, Vice Principal presented.

Meeting recessed for at 10:17 a.m.

Meeting resumed at 10:25 a.m.

4.3 Camilla/Morinville Colony School: Kevin Elias, Principal and Kim Payne, Vice Principal presented.

5. Policy

5.1 PSBAA - Module 7 - Exercising Authentic Governance: The School Board's Role as Policy Maker: The Board of Trustees reviewed PSBAA Module 7 - Exercising Authentic Governance: The School Board's Role as Policy Maker.

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

Policy 120: Harassment Policy will be brought to the February 28, 2024, Public Board meeting.

Comments and Questions by the Committee:

- Trustee Pequin - keep it as a policy and stop after point 2.5-2.7.
- Trustee Briggs - This should go to AP
- Trustee Oatway-McLay - Maybe keep it. But take parts from Policy 120 and add to Policy 110.
- Trustee Buga - Could the definition of Harassment be included in Policy 110?
- Trustee Pequin - Policy 110 is very vague.
- Trustee Oatway-McLay - The Board should add some of the language around harassment from policy 120 into policy 110.
- Chair Gibbons- Safe and inclusive environment is covered in 110.

- Trustee Oatway-McLay- Policy 120 under section 2.1-2.5 can this be added to 110 to strengthen the wording.
- Trustee Buga- Policy 120 focuses on negative wording.
- Trustee Pequin - The board is instructed to refer back and follow policy. It is important to keep the language in the policy.
- Trustee Buga - Can we refer to AP to volunteers and parents
- Trustee Murray-Elliott - The Board is going to have to become better versed on AP's.
- Trustee Buga - Policies and AP's are well connected and access the wording. Okay with rescinding policy 120.
- Trustee Dwyer - Policy 120 and Policy 110 are different.
- Chair Gibbons - What is the board's governance statement on Harassment.
- Trustee Briggs - These are action bullets and getting confused between Policy 110 and policy 120.
- Trustee Oatway-McLay Does policy 110 have the strong enough wording.
- Trustee Buga - positive messaging, policies should remain positive not highlighting the negative.
- Trustee Oatway-McLay Policy 110 says everything that the board needs to say when compared to the checklist.
- Trustee Briggs - What are we struggling with or hanging onto?
- Trustee Pequin - Unable to discuss Policy 110 until a decision is made regarding Policy 120.
- Trustee Murray-Elliott - Is the board ready to let this policy go?
- Chair Gibbons - is anyone strongly opposed to moving Policy 120 to the Public Board meeting?
- Chair Gibbons - recommend that we move Policy 120 to the February 28, 2024 Public Board meeting.

Meeting recessed for lunch at 12:11 p.m.

Meeting resumed at 12:45 p.m.

5.2.1 AP717: Workplace Violence and Harassment: Lisa Lacroix, Associate Superintendent, Human Resources, presented the new administrative procedure.

AP717: Workplace Violence and Harassment will be brought to the February 28, 2024, Public Board meeting.

5.3 Policy 110: Welcoming Inclusive, Safe and Healthy Environments: Shawna Warren, Superintendent recommended amendments to this policy.

Comments and Questions by the Committee:

- Requested the definition of harassment be captured.
- Would like Policy 130: Public Interest Disclosure (Whistleblower Protection) be provided the next time this policy is reviewed.

Policy 110: Welcoming Inclusive, Safe and Healthy Environments will be brought to the February 28, 2024, Committee of the Whole meeting for further discussion.

5.3.1 AP711: Welcoming Inclusive, Safe and Healthy Environments: Shawna Warren, Superintendent brought forward amendments to this administrative procedure.

AP711: Welcoming Inclusive, Safe and Healthy Environments will be brought to the February 28, 2024, Public Board meeting.

5.4 Policy 235: Board Operations: Shawna Warren, Superintendent recommended amendments to this policy.

Comments and Questions by the Committee:

- Trustee Murray- Elliott - Do trustees need to follow the GoA rates for mileage?
- Trustee Buga - Ethics behind the Superintendent and staff having a rate that is different from the trustees.
- Trustee Briggs - Optics but also part way through the term.
- Trustee Dwyer - These are only guidelines and put anything we want. Finish this year as it is. Rewrite for the new board.
- Trustee Oatway-McLay- Go with GoA mileage and then include a vehicle allowance?
- Trustee Pequin - Trustees were given a raise in line in GEC last year, and so should continue with the mileage that is part of the GEC?
- Trustee Dwyer - Carbon taxes will be increasing.
- Trustee Murray-Elliott - would prefer to be untied to GEC.
- Chair Gibbons - Be brought to the next Committee of the Whole meeting for discussion.

Policy 235: Board Operations will be brought to the February 28, 2024, Committee of the Whole meeting for further discussion.

5.5 Policy 230: Appendix A - Committee of the Whole: Shawna Warren, Superintendent recommended amendments to this policy appendix.

Comments and Questions by the Committee:

- Trustee Murray-Elliott- Could we move school presentations to PBM day and then CoW is a work day?
- Trustee Oatway-McLay - Would like moving presentations, but however works but on board for full days.
- Trustee Pequin - Would like to see both full days utilized. To have time for fulsome discussions.
- Trustee Briggs - Could we get an agenda Package 3 days before CoW similar to PBM.
 - Superintendent Warren- Admin will try their best to provide an agenda, but not all the documents/attachments/links. It is CoW (a working meeting).
- Trustee Murray-Elliott - Encourage everyone to take a turn as Chair but appreciate the option to opt out.

Policy 230: Appendix A - Committee of the Whole will be brought to the February 28, 2024, Public Board meeting.

5.6 2023-2024 Board Policy Tracker:

Agenda item deferred.

- 6. Capital Projects and Facility Services Department Update** - Steven Holkham, Director, Facility Services provided a verbal update on Capital Projects and Facility Services.

Comments and Questions by the Committee:

- Trustee Buga - Can you please provide a high level list of information regarding the aging buildings.
 - Associate Superintendent Nicholson- In the process of creating a list - to be provided.
- Trustee Dwyer - Camilla will they be replacing the trees that were torn down at the north end of the school
 - Steven Holkham, Director, Facility Services - Will look into this question and bring the information back.
- Trustee Briggs - Status of the field house.
 - Associate Superintendent Nicholson - Board funds were set aside but the costs came in much higher than budgeted. Waiting to hear back from donors.
- Associate Superintendent Nicholson - Work is being done on the Capital Plan.
- Trustee Dwyer - Deferred list of maintenance that is outstanding.
 - Associate Superintendent Nicholson- confirmed that there is a list of outstanding maintenance.

7. Advocacy

7.1 ASBA

7.1.1 Awards Discussion

- Trustees reviewed ASBA Awards and their deadlines.

7.1.1.1 Edwin Parr Teacher Nominations

- Superintendent Warren - Division does not have any nominations that can be brought forward.
- Trustee Buga - Can the board be provided with the names to provide an acknowledgement of the accomplishment.
 - Superintendent Warren - Will speak to the principals regarding a list. Potentially a memo to come to March PB.

7.1.2 National Framework for a School Food Program Act

- Chair Gibbons - CSBA advocating for the Universal Food Program. The bill is to have it distributed to all schools.
- Trustee Buga - This will be part of the meeting next week. Already exists at Federal level, given to the Province, the Province uses grants.
- Trustee Murray-Elliott- will this take it out of the Province hands?
- Chair Gibbons - Will be joining the meeting online and bring forward information at the next Committee of the Whole meeting.

7.2 PSBAA

7.2.1 Awards Discussion

- Trustees reviewed PSBAA Awards and their deadlines.

7.2.2 PSBAA Recruitment and Retention of Teachers and Professional Staff in Rural and Northern Alberta Survey Feedback

- Provided as information only.

7.3 Agenda Items / Meeting Preparations

7.3.1 Meeting with M.P. Dane Lloyd - February 20, 2024

- Trustees and Administration discussed agenda items for the meeting.

7.3.2 Student Advisory Committee Meeting - February 27, 2024

- Trustees and Administration discussed agenda items for the meeting.
- Trustee Buga is concerned about the 1 hour timeframe - very full agenda.

7.3.3 Meeting with St. Albert Public Schools - March 6, 2024

- Trustees and Administration discussed agenda items for the meeting.

7.3.4 Council of School Councils' - March 7, 2024

- Trustees and Administration discussed agenda items for the meeting.

7.4 Upcoming School Events/Trustee Attendance

The Board of Trustees reviewed upcoming school events.

7.5 2023-2024 Board Strategic Plan

The Board of Trustees pushed this agenda item to the February 28, 2024 Committee of the Whole.

8. Audit, Finance and Human Resources

8.1 Trustee Monthly Expense Report

The Board of Trustees reviewed their monthly expense report.

8.2 Budget 2024-2024 - Sean Nicholson, Associate Superintendent, provided a verbal update on Budget 2024-2025.

9. Transportation

9.1 Insurance Update

Sean Nicholson, Associate Superintendent, Corporate Services provided a verbal update regarding insurance.

Comments and Questions by the Committee:

- Trustee Briggs - how many CBOs do not carry the \$25M?
- Trustee Oatway-McLay - How does this affect their premiums? Are premiums expected to increase?
- Trustee Buga - Bus Contractors were unable to locate insurance at \$10M. This will be very challenging for Bus Contractors. Can we advocate for the Province to help fund the high premiums?
- Trustee Briggs- How long is the Bus Contractor agreement? Will you bring information back to the board?

10. Governance

10.1 Board Approval for Letters/Emails/Communications Sent on Behalf of the Board

The Board of Trustees reviewed Board Policy 221: Role of the Trustee and Board Policy 225: Role of the Board.

- Trustee Murray-Elliott - Letter sent on behalf of the Board to MLA Getson, disappointed with the tone. Should the board review letters before they are sent out?
- Trustee Buga - Tone of letters are different depending on who the recipient is. The Board Chair at the next Board meeting should provide an update. It should be written somewhere what the expectations are for communications.
- Trustee Briggs - Board needs to know every communication that is sent on behalf of the board.
- Trustee Dwyer - Communication should be reviewed by the board before it is sent.
- Trustee Pequin - Communication should be shared, email is acceptable if time sensitive.
- Chair Gibbons - Speeches given or anything being spoken on behalf of the board, should it be approved by the board. What are the parameters included in this?
- Trustee Buga - Trustee Handbook is a standing item and is a larger conversation.
- Chair Gibbons - Move the Trustee Handbook to the next Committee of the Whole meeting.

10.2 Supervision at Schools

- Trustee Murray-Elliott brought forward a concern that came from SH School Council. The Principal of the school is responsible for this concern and is dealing with it. No Board role.

10.3 Google First Initiative

Jonathan Konrad, Deputy Superintendent, Education Services provided information on the Google First Initiative.

Comments and Questions by the Committee:

- Trustees requested PD for Google use when this initiative is implemented.

Meeting recessed for break at 2:01 p.m.

Meeting resumed at 2:06 p.m.

10.4 2024-2025 Board Meeting Schedule

Agenda item deferred.

10.5 PSBAA Professional Development

Agenda item deferred.

10.6 Trustee Handbook Review - 2023-2024

Agenda item deferred.

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

Agenda item deferred.

11. Adjournment

Chair Gibbons adjourned the meeting at 3:51 p.m.

Next meeting: Wednesday, February 28, 2024, after the Public Board. *(HALF DAY)*

DRAFT