



Date: March 20, 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 February 28, 2024, and March 6, 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 reports attached are a record of those meetings.

The Board Chair is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

1. Approved Minutes of the Meeting - February 28, 2024
2. Unapproved Minutes of the Meeting - March 6, 2024 (To be brought forward for approval at the March 20, 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 28, 2024, at 2:12 p.m.

APPROVED

Attendance:

Irene Gibbons, Board Chair

Cindy Briggs, Vice Chair

Joe Dwyer, Trustee left meeting at 3:09 p.m.

Stacey Buga, Trustee

Tasha Oatway-McLay, Trustee left meeting at 3:10 p.m.

Trish Murray-Elliott, Trustee

Shawna Warren, Superintendent

Sean Nicholson, Associate Superintendent, Corporate Services

Regrets:

Janine Pequin, Trustee

1. Call to Order

Chair Gibbons called the meeting to order at 2:12 p.m.

2. Approval of the Agenda

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

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Moved by Trustee Oatway-McLay that the Board of Trustees accept the Committee Meeting Minutes of February 14, 2024, as presented.

CARRIED UNANIMOUSLY

4. Presentations - No presentations.

5. Policy

All policy discussions deferred to March 6, 2024, Committee of the Whole meeting.

6. Capital Projects and Facility Services Department Update - No update.

7. Advocacy

7.5 Upcoming School Events/Trustee Attendance

The Board of Trustees reviewed upcoming school events.

Comments and Questions by the Committee:

- Trustee Buga requested clarification on the type of events shared on the Trustee Calendar.
- Trustee Buga unable to attend the Rural Caucus on March 3rd at 2:00 p.m. at River Cree. Chair Gibbons will attend in her place.

7.6 2023-2024 Board Strategic Plan

The Board of Trustees reviewed their 2023-2024 Board Strategic Plan.

Comments and Questions by the Committee:

- Trustee Oatway-McLay - Funding of non core courses - how are they funded? How do we connect that through these current Alberta Education Curriculum complementary courses, that we are supporting mental health and wellness?
 - Superintendent Warren shared that Music, PEW and Art are complementary courses outlined in the Guide to Education. The Division is funded per student allocation, not programming. This is a great discussion to come up at School Councils.
- Trustee Briggs - Is it your intention to move back to what was in place for school-based evergreening funding ten years ago?
- Trustee Buga - What are the governance questions around this issue?
- Chair Gibbons - What would a position statement look like?
 - Superintendent Warren stated that this would be a great ASBA position statement - stating to the government to instead fund these programs properly to support mental health and wellness (since the outcomes are in the curriculum already) instead of separate mental health and wellness grants.
- Trustee Murray-Elliott - Worried about rebranding academies and losing the name "Academy" because it is very popular to her SH families.
- Trustee Buga - Inquired about more about French Immersion and marketing and have a sign at ÉMPS.
 - Superintendent Warren offered information and indicated that more forward facing marketing is important and will discuss with Communications.

8. Audit, Finance and Human Resources - No update.

9. Transportation - No update.

10. Governance

All governance agenda items deferred to a future Committee of the Whole meeting.

11. Adjournment

Trustee Briggs adjourned the meeting at 3:12 p.m.

Next meeting: Wednesday, March 6, 2024

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	arrived at 2:15 p.m.	left meeting at 12:15 p.m. left meeting at 4:07 p.m.
Sean Nicholson, Associate Superintendent, Corporate Services	arrived at 2:15 p.m.	left meeting at 12:15 p.m. left meeting at 4:07 p.m.
Steven Holkham, Director, Facility Services	arrived at 10:45 a.m.	left meeting at 12:15 p.m.
Krystal Bryant, Recording Secretary	arrived at 2:15 p.m.	left meeting at 12:15 p.m. left meeting at 4:07 p.m.

Presentation Attendees:

Kendra Thompson, Principal	arrived at 9:00 a.m.	left meeting at 9:21 a.m.
Kristen Moltzan, Vice Principal	arrived at 9:00 a.m.	left meeting at 9:21 a.m.
Caelie Landry, Vice Principal	arrived at 9:00 a.m.	left meeting at 9:21 a.m.
Kessia Brenneis, Principal	arrived at 9:38 a.m.	left meeting at 10:44 a.m.
Andrea Ameobi, Vice Principal	arrived at 9:38 a.m.	left meeting at 10:44 a.m.
Jerome Chabot, Vice Principal	arrived at 9:38 a.m.	left meeting at 10:44 a.m.
Shannon Requa, Director, Education Planning	arrived at 9:00 a.m. arrived at 9:38 a.m.	left meeting at 9:21 a.m. left meeting at 10:44 a.m.

1. Call to Order

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

2. Approval of the Agenda

Moved by Trustee Pequin that the Board of Trustees accept the agenda as amended with the following addition:

- 10.1 Board Evaluation

CARRIED UNANIMOUSLY

3. **Approval of the Committee Minutes**

Moved by Trustee Peguin that the Board of Trustees accept the Committee Meeting Minutes of February 28, 2024, as presented.

CARRIED UNANIMOUSLY

4. **Presentations**

4.1 École Morinville Public School: Kendra Thompson, Principal, Kristen Moltzan, Vice Principal and Caelie Landry, Vice Principal presented.

4.2 Bon Accord Community School & Legal Public School: Kessia Brenneis, Principal, Andrea Ameobi, Vice Principal and Jerome Chabot, Vice Principal presented.

Meeting recessed for break at 10:44 a.m.

Meeting resumed at 10:54 a.m.

5. **Capital Projects and Facility Services**

5.1 Capital Projects and Facility Services Department Update: Steven Holkham, Director, Facility Services provided a verbal update on Capital Projects and Facility Services.

- Have a list of 26 projects identified and working on throughout the Division.

Questions by the Committee:

- Trustee Buga - Are we able to see a list of what the projects are? Is that something we can see?
 - Associate Superintendent Nicholson - Yes, we can provide a list.

5.2 Draft Three Year Capital Plan: Shawna Warren, Superintendent presented the Draft Three Year Capital Plan.

- This year's plan looks different than previous years as the Division is fortunate to have an Associate Superintendent experienced in the Education field and has created the forward facing document and made it an intentional document.

Sean Nicholson, Associate Superintendent, Corporate Services provided additional information.

- The Draft Plan is a shorter document as this is the forward facing document and what the public sees. This document is not provided to Alberta Education. Alberta Education has a background system where all specific, required details are entered.
- The goal is for the public document to be easier to read and understand.

- The Division's priorities are listed with the Gibbons schools being priority number 1 and ÉMPS being the second priority.

Questions by the Committee:

- Trustee Buga - Can you clarify for Gibbons that we're looking at a change in capacity for both Gibbons and Landing Trail schools and adding two schools on the new site? Can you clarify the hows and why?
 - Superintendent Warren - Actual logistics and when this was first discussed is that it wasn't coming from us to have one K-9; not with the town projections on growth, that would be a really big school. The proposal is K-4 on one side and 5-9 on the other would be best with a rec centre in the middle.
- Trustee Dwyer - Is there a standard presentation to the government?
 - Associate Superintendent Nicholson - Divisions can do whatever they want. The Government looks at the back end (what is entered online), not at this document. This document is forward facing.
- Trustee Buga - The charts look like they are comparing to each other but they are not. It took me a second to realize that they aren't compared to each other.
- Trustee Murray-Elliott - In the past, I recall having three priorities. How difficult is it to add a third?
 - Superintendent Warren - Alberta Education only looks at the top two.

Draft Three Year Capital Plan will be brought to the March 20, 2024, Public Board Meeting.

5.3 Deferred Maintenance List: Sean Nicholson, Associate Superintendent, Corporate Services, discussed the status of the Deferred Maintenance List.

- This list is still being worked on as the Facilities Team is running around and confirming numbers. Because the list is quite long, it needs to be confirmed what Trustees want to see.

Steven Holkham, Director, Facility Services discussed the status of the Deferred Maintenance List.

- I'm not sure about what work was done on the Namao Modernization, so I will look closer into this.

Questions by the Committee:

- Trustee Pequin - Is the list coming with general division boilers, or broken down by school or by big topics?
 - Associate Superintendent Nicholson - What would you like?
- Trustee Pequin - By school. Not a super detailed breakdown but by school and then by project.

- Trustee Murray-Elliot - My biggest concern is that Four Winds and Camilla have \$1.5M. Does the Government not see this from every division?
 - Associate Superintendent Nicholson - To clarify, this is over the next five years.

5.4 Playground Audits: Steven Holkham, Director, Facility Services discussed Playground Audits.

- All schools have their playground audits and defined responsibilities by Facilities and by the school.
- The biggest issue is sand so the team is working on being creative and finding solutions.
- The last audit was completed this week and sent to the Principal.
- Steven will be visiting all Principals and getting some action items in place.
- Extremely dangerous areas have been addressed.

Questions by the Committee:

- Trustee Briggs - Thank you for doing this. Is there a reason why such expensive sand?
 - Director Holkham - There is a specific type of sand that needs to be used. It's not more expensive, it's just we require a large volume.
- Trustee Buga - I don't know if it's possible, but Sturgeon Heights and École Morinville school councils are presenting a position statement about playground funding because the Government funds new playgrounds but not older ones. Is it possible to get a summary of overall schools and our playgrounds are x amount of years and cost? Get some data to support their position statement.
 - Superintendent Warren - This could be brought up at COSC and seeing if other school councils are interested in joining on the position statement.

Meeting recessed for lunch at 12:15 p.m.

Meeting resumed at 12:49 p.m.

Meeting recessed for the St. Albert Public Meeting at 1:00 p.m.

Wellness Break 2:09 p.m. - 2:15 p.m

Meeting resumed at 2:15 p.m.

6. Policy

6.1 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.

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

Questions by the Committee:

- Trustee Oatway-McLay - All we did was make it more inclusive of our people and I think that's all we needed.
- Superintendent Warren - You felt what was missing was your vision, it needed to capture everybody that would be in the school building. So we added community members and volunteers.

Policy 110: Welcoming Inclusive, Safe and Healthy Environments will be brought to the March 20, 2024, Public Board meeting.

6.3 Policy 305: School Councils: Shawna Warren, Superintendent recommended that this policy be rescinded and replaced with an Administrative Procedure.

- Everything is outlined in red and I tried to be as specific as possible, however, it's your policy.
- This is the first time this policy is being brought forward for review.

Questions by the Committee:

- Trustee Buga - Do we have a dispute resolution procedure between school councils and principals?
 - Superintendent Warren - We have included the dispute resolution process in the new Administrative Procedure - *AP211: School Councils*
- Chair Gibbons - Any additional info from administration to make the decision?
 - Trustee Pequin - Yes, we need to see what gets added to 225 before we rescind this.

Policy 305: School Councils will be brought to the March 20, 2024, Committee of the Whole meeting for further discussion.

6.4 Policy 300: School Based Decision-Making: Shawna Warren, Superintendent recommended that this policy be rescinded and replaced with an Administrative Procedure.

- Changes/reasons for recommendation are in red and also a brand new AP was created as there were gaps about the Administrator's role.

- This is the first time Trustees have seen this.

Comments and Questions by the Committee:

- Trustee Buga - When I was reading through this policy and looked at the checklist, I could not find a single place where this was policy. Maybe that centrally based piece. I didn't understand what the goal of this policy was at all. I don't know if there's a history I'm missing.
 - Superintendent Warren - This policy was created in 2019. That's not our focus and we're getting away from central control.

Policy 300: School Based Decision-Making will be brought to the March 20, 2024, Public Board meeting.

AP210: Role of School Administration will be brought to the March 20, 2024, Public Board meeting.

AP205: Developing Administrative Procedures will be brought to the March 20, 2024, Public Board meeting.

6.5 Policy 405: Budget Development and Transparency: Sean Nicholson, Associate Superintendent, Corporate Services recommended that this policy be rescinded.

- Not reviewed since 2021 and reasons for recommendation are in red.
- We don't dictate how the budget is presented so it's strange to have it down to the details. If the Government were to change it, we'd have to revisit this policy to change it.
- It's redundant.

Questions by the Committee:

- Trustee Pequin - When's the last time we had financial statements brought to the Board?
 - Associate Superintendent Nicholson - We changed it to quarterly so it could be robust.
 - Superintendent Warren - Quarterly report coming up, one came in December.
- Trustee Oatway-McLay - This policy is only speaking to how the budget is presented.
 - Superintendent Warren - This is why we bring budget allocations along with the Ed Plan that drives our work.

Policy 405: Budget Development and Transparency will be brought to the March 20, 2024, Public Board meeting.

- 6.6 Policy 415: Local Authorities Pension Plan:** Sean Nicholson, Associate Superintendent, Corporate Services recommended that this policy be rescinded.
- Became a policy in 2019 and has not been reviewed since October 2021. We're not sure why this is a policy as it's administrative.

Questions by the Committee:

- Trustee Pequin - Do all employees have access to a pension plan? That's what I feel is the intent. Whether any employee had the opportunity to have a pension plan.
 - Associate Superintendent Nicholson - Yes, anyone who meets these guidelines has access to a pension plan.

Policy 415: Local Authorities Pension Plan will be brought to the March 20, 2024, Public Board meeting.

- 6.7 Policy 420: Income Tax Deduction for Donations Received by the Division:** Sean Nicholson, Associate Superintendent, Corporate Services recommended that this policy be rescinded.
- The policy was implemented in 2019 and is up for review. Unsure why it's a policy.

Policy 420: Income Tax Deduction for Donations Received by the Division will be brought to the March 20, 2024, Public Board meeting.

- 6.8 Policy 425: Revenue from Property Tax Sources:** Sean Nicholson, Associate Superintendent, Corporate Services recommended that this policy be rescinded.
- Not even sure why this is a policy.

Policy 425: Revenue from Property Tax Sources will be brought to the March 20, 2024, Public Board meeting.

- 6.9 Policy 235: Board Operations and Appendix D - Trustee Remuneration:** Agenda item deferred.

7. Advocacy

7.1 Agenda - St. Albert Public Meeting

Trustees reviewed the agenda before the meeting with St. Albert Public at 1:00 p.m.

7.2 Town of Bon Accord Letter

Trustees reviewed the letter to the Town of Bon Accord and discussed the purpose.

7.3 ASBA

7.3.1 Potential Position Statements

- Potential Position Statement discussed.
- Agenda item to continue on March 20, 2024, Committee of the Whole.

7.4 PSBAA

7.4.1 PSBC Greatest Challenges Survey & Administration Suggestions

- Trustees discussed the PSBC Greatest Challenges Survey and the suggestions provided by Administration.

7.5 Upcoming School Events/Trustee Attendance

The Board of Trustees reviewed upcoming school events.

- Trustee Buga will be attending SCHS school council for Trustee Murray-Elliott due to move for Spring Break.
- Chair Gibbons will attend the Namao School Council on April 15th for Trustee Oatway-McLay.

7.6 2023-2024 Board Strategic Plan

Agenda item deferred.

8. Audit, Finance and Human Resources

8.1 2025/2026 School Calendar: Shawna Warren, Superintendent brought forward suggested changes to the 2025/2026 School Calendar based on feedback provided.

- This agenda item does have to come to the Public Board for approval.
- The first calendar did receive preliminary approval at September 27th Public Board and then went to schools, TBAC, CUPE and school councils for feedback.
- Request for June 29 to be designated an operational day - this adjustment would allow families to start summer vacation on the Friday. Staff concerns of low attendance on Monday. 180 instructional days are still in compliance.
- Would you like to consider this change to be brought to the Public Board?
- What other options would you like to bring forward or consider?

Questions by the Committee:

- Trustee Buga - When is the diploma exam schedule released?
 - Superintendent Warren - We will include the Diploma exam schedule for June 2026 in the memo for March Public Board.
- Trustee Buga - Do we know when SCHS grad is going to be happening? To ensure there's no conflict.

- Superintendent Warren - We can bring that information forward to the Public Board. Any other information/questions you need to make an informed decision?
- Trustee Dwyer - Aug 28/29 will they be half and half type of thing again? A lot of people don't even like coming back for that. Not sure if we can even change?
 - Superintendent Warren - Some feedback was to start after the September long weekend, but it's a challenge to meet all instructional hours. Fall break does impact that.
 - We will still do a staggered start again this year. We tried for one year and we're going to try again for another year before we make a decision to continue or go back to normal and really communicate to parents on why it's positive for students.
- Trustee Buga - September 30 non operational day - what does that look like staff wise and how do we pay our staff as a division non operational day, now that it's on a Tuesday?
 - Superintendent Warren - We will include that information in the memo.

The 2025/2026 School Calendar will be brought to the March 20, 2024, Public Board meeting.

9. Transportation: no update.

10. Governance

10.1 Board Evaluation

The Board discussed who to use as an external consultant to do the Board Evaluation in June 2024.

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

Agenda item deferred.

10.3 2024-2025 Board Meeting Schedule

Agenda item deferred.

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.

11. Adjournment

Chair Gibbons adjourned the meeting at 4:07 p.m.

Next meeting: Wednesday, March 20, 2024, after Public Board.

DRAFT