



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

The Board Chair is prepared to respond to questions at the April 24, 2024, Public Board meeting.

Attachment(s):

1. Approved Minutes of the Meeting - March 20, 2024
2. Unapproved Minutes of the Meeting - April 10, 2024 (To be brought forward for approval at the April 24, 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, March 20, 2024, at 1:25 p.m.

APPROVED

Attendance:

Irene Gibbons, Board Chair

Cindy Briggs, Vice Chair

Janine Pequin, Trustee

Joe Dwyer, Trustee

Stacey Buga, Trustee

Trish Murray-Elliott, Trustee

Shawna Warren, Superintendent

Sean Nicholson, Associate Superintendent, Corporate Services

Steven Holkham, Director, Facility Services

arrived at 2:58 p.m

left meeting at 3:11 p.m.

Michelle Wilde, Recording Secretary

Regrets:

Tasha Oatway-McLay, Trustee

1. Call to Order

Chair Gibbons called the meeting to order at 1:25 p.m.

2. Approval of the Agenda

Moved by Trustee Murray-Elliott that the Board of Trustees accept the agenda as amended with the following changes:

6.1 Sand/Playground messaging

8.2 Budget

Policy 230 Appendix A

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Moved by Chair Gibbons that the Committee of the Whole meeting minutes of March 6, 2024, be revised and brought to the April 10, 2024, for review and approval.

CARRIED UNANIMOUSLY

Comments by the Committee:

- The Board of Trustees would prefer minutes remain at a high level and highlight the work being done at Committee of the Whole.
 - Audio recording of future meetings with a transcription are to be kept in an internal drive for reference purposes.

4. **Presentations** - No presentations.

5. **Policy**

5.1 5.1 PSBAA - Module 7 - Exercising Authentic Governance: The School Board's Role as Policymaker

The Board of Trustees discussed the importance of policies and the purpose of the previous Policy Committee.

5.2 Policy 305: School Councils: Shawna Warren, Superintendent recommended this policy be rescinded and replaced with an Administrative Procedure.

[Policy 305: School Councils will be brought to the April 24, 2024, Public Board meeting.](#)

5.2.1 Administrative Procedure 211: School Councils: Shawna Warren, Superintendent, presented the new Administrative Procedure 211: School Councils.

Questions by the Committee:

- Trustee Buga - 6.1.1 Complaints 5 days no later than 10 days 6.3 add trustee of the repeal, can you clarify? Should Trustees recuse themselves?
 - Superintendent Warren - I will bring back information and confirm.

[Administrative Procedure 211: School Councils will be brought to the April 10, 2024, Committee of the Whole meeting for further discussion.](#)

5.2.2 Policy 225: Role of the Board: Shawna Warren, Superintendent, presented amendments to Policy 225: Role of the Board as discussed at the March 6, 2024, Committee of the Whole meeting.

Discussion held around Alberta School Council Association membership and conference.

[Policy 225: Role of the Board will be brought to the April 10, 2024, Committee of the Whole meeting for further discussion.](#)

5.3 International Trips in 2024: Shawna Warren, Superintendent provided information on International Trips in 2024.

- Rugby in Ireland March 20-29; and
- Social Studies March 22-27, Mediterranean trip.

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

6.1 Sand/Playground Messaging: Trustee Briggs requested clarification on the cost of sand.

Steven Holkham, Director, Facility Services provided information on the cost:

- Original cost includes trucking to remove and then move sand around. Higher risk equipment dig further down. Different requirements for different equipment. Small repairs, anything from hardware, that doesn't require buying assembly pieces purchased from a playground manufacturer if not able to be fixed will be removed.

Questions by the Committee:

- Trustee Briggs - What kind of sand are we using? The schools believe they are responsible for the sand in the playground. But the Board is responsible for the health and safety of the students. Are we liable if a student gets hurt?
 - Chair Gibbons - it has to be playground sand.
 - Associate Superintendent Nicholson - The Division does not support sand replacement. There is no funding from Alberta Education for playground maintenance. Any allocated funds would come out of classrooms.
- Trustee Briggs - If someone gets hurt, are we liable?
 - Associate Superintendent Nicholson - We would shut down the playground if it is a severe safety issue. We are looking for alternative ways to get sand.

7. Advocacy

7.1 ASBA: The Board of Trustees discussed potential position statements.

7.2 PSBAA: No discussion on PSBAA.

7.3 Upcoming School Events/Trustee Attendance

The Board of Trustees reviewed upcoming school events.

- Trustees Dwyer, Murray-Elliott and Buga would like to attend the Chamber of Morinville State of Province on April 3.

- Chair Gibbons and Trustee Buga would like to attend the Town of Redwater Mayor's Breakfast on April 5.

7.4 2023-2024 Board Strategic Plan

The Board of Trustees discussed progress on the Board Strategic Plan.

8. Audit, Finance and Human Resources

8.1 Trustee Monthly Expense Report

The Board of Trustees reviewed the Trustee Monthly Expense Report.

Questions by the Committee:

- Trustee Murray-Elliott - What does per diem benefits mean?
 - Associate Superintendent Nicholson - It is the benefits you pay on the Per Deim amount (CPP or an associated ASEBP benefits).

8.2 Budget Clarification

The Board of Trustees asked clarifying questions on the budget process.

Questions by the Committee:

- Trustee Murray-Elliott - I'm concerned that we have enough time to discuss. One of the most important jobs and put emphasis on it.
 - Superintendent Warren - Budget will be discussed at the two April Committee of the Whole meetings and the May Committee of the Whole. Additional meetings can be scheduled if the Board feels they have not had enough time to review the budget.

9. Transportation - No update.

10. Governance

10.1 2024-2025 Board Meeting Schedule

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

10.2 PSBAA Professional Development

Agenda item deferred.

10.3 Trustee Handbook Review - 2023-2024

Agenda item deferred.

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

Agenda item deferred.

11. Adjournment

Trustee Pequin adjourned the meeting at 3:41 p.m.

Next meeting: Wednesday, April 10, 2024 (*FULL DAY*)

MINUTES OF THE COMMITTEE OF THE WHOLE

Meeting held at the Frank Robinson Education Centre Boardroom, in
Morinville, Alberta

On Wednesday, April 10, 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
Trish Murray-Elliott, Trustee
Shawna Warren, Superintendent
Jonathan Konrad, Deputy Superintendent, Education Services
Sean Nicholson, Associate Superintendent, Corporate Services
Michelle Wilde, Recording Secretary

Presentation Attendees:

Jenaia Gingras, Principal	<i>arrived at 9:07 a.m.</i>	<i>left meeting at 9:39 p.m.</i>
Lori Moores, Vice Principal	<i>arrived at 9:07 a.m.</i>	<i>left meeting at 9:39 p.m.</i>
Jeff Borle, Principal	<i>arrived at 9:40 a.m.</i>	<i>left meeting at 10:25 p.m.</i>
Shannon Requa, Director, Education Planning	<i>arrived at 9:07 a.m.</i>	<i>left meeting at 10:25 p.m.</i>

1. Call to Order

Chair Gibbons 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 as amended with the additions below:

- 9.6.2 PSBC Challenges Report
- 9.6.3 PSBC Question - Election Readiness

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Moved by Trustee Buga that the Board of Trustees accept the Committee Meeting Minutes of March 6, 2024, as presented.

CARRIED UNANIMOUSLY

4. Approval of the Committee Minutes

Moved by Trustee Buga that the Board of Trustees accept the Committee Meeting Minutes of March 20, 2024, as presented.

CARRIED UNANIMOUSLY

5. Presentations

5.1 Ochre Park School: Jenaia Gingras, Principal and Lori Moores, Vice Principal presented.

5.2 Oak Hill School: Jeff Borle, Principal, presented.

Meeting recessed for break at 10:25 a.m.

Meeting resumed at 10:35 a.m.

6. Audit, Finance and Human Resources

6.1 2024-2025 Preliminary Budget: Sean Nicholson, Associate Superintendent, Corporate Services provided information on the 2024-2025 Preliminary Budget and Budget Assumptions. Discussion ensued.

Meeting recessed for lunch at 12:13 p.m.

Meeting resumed at 12:54 p.m.

6.2 Real Property Governance Act: Sean Nicholson, Associate Superintendent, Corporate Services provided a verbal update on the Real Property Governance Act.

6.3 CASA Update: Shawna Warren, Superintendent provided an update on CASA Classrooms for the 2024-2025 School Year with the announcement that the Jr. High CASA classroom is moving from Gibbons School to Guthrie School.

7. Policy

7.1 Board Policy 225: Role of the Board: Shawna Warren, Superintendent brought forward recommended amendments to this policy based on Trustee feedback from the previous Committee of the Whole.

[Board Policy 225: Role of the Board will be brought to the April 24, 2024, Public Board Meeting.](#)

7.1.1 Administrative Procedure 211: School Councils: Shawna Warren, Superintendent brought forward as information changes to this administrative procedure as a result of Trustee feedback at the previous Committee of the Whole.

7.1.2 Board Policy 305: School Councils: Shawna Warren, Superintendent brought forward the recommendation for this policy to be rescinded.

[Board Policy 305: School Councils will be brought to the April 24, 2024, Public Board Meeting.](#)

8. Capital Projects and Facility Services

8.1 Capital Projects and Facility Services Department Update

8.1.1 Playground Audit Summary: Sean Nicholson, Associate Superintendent, Corporate Services provided information on the Playground Audit Summary.

8.2 JUPA

Agenda item deferred.

9. Advocacy

9.1 Agenda - Greater St. Albert Catholic Schools

Trustees discussed agenda items for a meeting with Greater St. Albert Catholic Schools.

9.2 School Name - Morinville Public School

Trustees reviewed the survey results regarding changing the name of the school in Morinville and discussion ensued.

[School Name - Morinville Public School will be brought to the April 24, 2024, Public Board Meeting.](#)

9.3 Student Advisory Summary

Jonathan Konrad, Deputy Superintendent, Education Services provided a summary of the February 2024 Student Advisory Committee meeting.

9.4 Update on Provincial Achievement Tests (PATs) for Grade 6 Students

Jonathan Konrad, Deputy Superintendent, Education Services provided a verbal update on Provincial Achievement Tests (PATs) for Grade 6 Students for the 2023-2024 school year.

9.5 ASBA

Trustee Buga provided an update from the ASBA Zone 2/3 meeting.

9.5.1 ASBA Zone 2/3 MLA Engagement Evening

Trustees discussed the ASBA Zone 2/3 MLA Engagement Evening.

9.6 PSBAA

9.6.1 PSBAA SGA Gift Basket

Trustees discussed the PSBAA SGA Gift Basket.

9.6.2 PSBC Challenges Report

Trustees discussed the PSBC Challenges Report.

9.6.3 PSBC Question - Election Readiness

Trustees discussed PSBC Question - Election Readiness.

9.7 Upcoming School Events/Trustee Attendance

The Board of Trustees reviewed upcoming school events.

9.8 2023-2024 Board Strategic Plan

Agenda item deferred.

10. Transportation: no update.

11. Governance

11.1 PSBAA Professional Development

Agenda item deferred.

11.2 Trustee Handbook Review - 2023-2024

Chair Gibbons discussed the role of the Vice Chair and compared to other divisions. Trustees were asked to sit in the document and be prepared to work to update at a future meeting.

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

Agenda item deferred.

12. Adjournment

Chair Gibbons adjourned the meeting at 3:12 p.m.

Next meeting: Wednesday, April 24, 2024, after the Public Board.