



Date: October 23, 2024 **Agenda Item:** 9.3
To: Board of Trustees
From: Shawna Warren, Superintendent
Originator(s): Committee of the Whole
Senior Administrative Team
Subject: **Committee of the Whole Report**

Background:

On September 23, 2024, and October 9, 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 these meetings.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

- COMPETENCY:** (3) Visionary Leadership
INDICATORS:
- a. ensuring that the vision is informed by research on effective learning, teaching and leadership;
 - b. promoting innovation and continuous improvement by building structures and developing strategies to support staff in professional collaboration; and
 - c. promoting in the school community a common understanding of and support for the school authority’s goals, priorities and strategic initiatives.
- COMPETENCY:** (6) School Authority Operations and Resources
INDICATORS:
- a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements;
 - b. ensuring effective alignment of the school authority’s human resources to achieve the school authority’s education plan;
 - c. delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness; and
 - e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.

COMPETENCY:	(7) Supporting Effective Governance
INDICATORS:	a. establishing and sustaining a productive working relationship with the board, based on mutual trust, respect and integrity; b. ensuring that all students and staff are provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging; c. ensuring that all students in the school authority have the opportunity to meet the standards of education set by the Minister of Education; d. ensuring that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities; and m. promoting constructive relations between the board and staff, as well as provincial authorities, post-secondary institutions and education stakeholder organizations.

Governance Implications:**Education Act**

Delegation of power

52(1) Subject to subsections (4) and (5), a board may authorize

(b) a committee of the board or a committee established by the board, or

to do any act or thing or exercise any power that the board may do or exercise or is required to do or exercise.

Policy 230: Board Committees

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: Appendix A - Committee of the Whole

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 221: Role of the Trustee

2.4 Trustees shall be prepared for Board deliberations by attending in person or by electronic means:

2.4.1 All regularly scheduled or special meetings of the Board of Trustees and any committee meetings to which they are assigned, on a regular and punctual basis.

The Board Chair is prepared to respond to questions at the October 23, 2024, Public Board meeting.

Attachment(s):

1. Approved Minutes of the Meeting - September 23, 2024.
2. Unapproved Minutes of the Meeting - October 9, 2024 (To be brought forward for approval at the October 23, 2024, Committee of the Whole).

**MINUTES OF THE
COMMITTEE OF THE WHOLE**

APPROVED

Meeting held at the Frank Robinson Education Centre Boardroom, in Morinville, Alberta
On Wednesday, September 23, 2024, at 9:00 a.m.

Attendance:

Tasha Oatway-McLay, Board Chair		
Stacey Buga, Vice Chair		
Cindy Briggs, Trustee		Left at 2:23 p.m.
Janine Pequin, Trustee		
Joe Dwyer, Trustee	Arrived at 9:02 a.m.	
Trish Murray-Elliott, Trustee		
Shawna Warren, Superintendent		
Jonathan Konrad, Deputy Superintendent, Education Services	Arrived at 9:53 a.m.	
Lisa Lacroix, Associate Superintendent, Human Resources	Arrived at 9:53 a.m.	
Sean Nicholson, Associate Superintendent, Corporate Services		
Michelle Wilde, Recording Secretary	Arrived 1:50 p.m.	Left at 4:10 p.m.
Franco Maisano, Executive Director of Corporate Services	Arrived 3:00 p.m.	Left at 4:10 p.m.
*Benji Waser, MNP PARTNER - ASSURANCE SERVICE	Arrived 3:00 p.m.	Left at 3:30 p.m.
*Heather May Committee Member at Large	Arrived 3:00 p.m.	Left at 3:30 p.m.
*Niels Jensen, Committee Member at Large	Arrived 3:00 p.m.	Left at 3:33 p.m.
*Online Attendance		

Regrets:

Irene Gibbons, Trustee

1. Call to Order

Vice Chair Buga 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 presented.

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Moved by Chair Oatway-McLay that the Board of Trustees accept the Committee Meeting Minutes of August 28, 2024, as presented.

CARRIED UNANIMOUSLY

4. Boardroom Design

The Board of Trustees discussed the design of the boardroom.

5. Environmental Scan

The Board Chair added an Environmental Scan to the CoW agenda. A roundtable discussion ensued where Trustees shared local concerns.

6. Governance

6.1 PSBAA Professional Development

Agenda item deferred.

6.2 Trustee Handbook Review

The Board of Trustees discussed the Trustee Handbook and identified wanting additional information regarding the communication process.

Meeting recessed for the Public Board meeting at 9:53 a.m. Meeting resumed at 1:53 p.m.

7. Advocacy

7.1 2024-2025 Big Rocks

Shawna Warren, Superintendent brought updated information to some of the 2024-2025 Big Rocks for discussion. The Board of Trustees discussed an advocacy letter regarding Legal Public School.

7.2 Work Plan & Strategic Plan 2024-2025

The Board of Trustees discussed the Work Plan for 2024-2025.

7.3 School Presentations

Jonathan Konrad, Deputy Superintendent, Education Services brought forward suggested dates for school presentations. The Board of Trustees decided on January 13 and 20, 2025, to be set as school presentation dates.

7.4 Council of School Councils' Format

The Board of Trustees discussed the format and agenda items for the Council of School Councils' meeting that will be held on October 23, 2024.

7.5 ASBA

ASBA discussed.

7.6 PSBAA

PSBAA discussed.

7.7 Upcoming School Events/Trustee Attendance

Trustees reviewed and discussed upcoming events.

7.8 Christmas Cards

The Board of Trustees indicated their interest in having student artwork on Christmas Cards for the 2024 season.

8. Audit, Finance and Human Resources

8.1 Audit Plan Presentation

MNP joined online at 3:00 p.m. to present the Audit Plan for the Board of Trustees.

8.2 Trustee Monthly Finance Report: Franco Maisano, Executive Director of Corporate Services provided the Trustee Monthly Expense Report.

8.3 Preliminary Enrolment Numbers

Sean Nicholson, Associate Superintendent, Corporate Services provided the Preliminary Enrolment Numbers.

9. Capital Projects and Facility Services: No updates.

10. Transportation: No updates.

11. Adjournment

Trustee Buga adjourned the meeting at 4:10 p.m.

Next meeting: Wednesday, October 9, 2024

**MINUTES OF THE
COMMITTEE OF THE WHOLE**

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

On Wednesday, October 9, 2024, at 9:00 a.m.

Attendance:

Tasha Oatway-McLay, Board Chair
Stacey Buga, Vice Chair
Cindy Briggs, Trustee
Irene Gibbons, Trustee
Janine Pequin, Trustee
Joe Dwyer, Trustee
Trish Murray-Elliott, Trustee
Shawna Warren, Superintendent
Jonathan Konrad, Deputy Superintendent, Education Services
Lisa Lacroix, Associate Superintendent, Human Resources
Sean Nicholson, Associate Superintendent, Corporate Services
Michelle Wilde, Recording Secretary

1. Call to Order

Trustee Buga called the meeting to order at 9:00 a.m.

2. Approval of the Agenda

- 4.3 AEAM Survey Results for the AERR Update
- 4.4 Student Advisory - October 29, 2024

Moved by Chair Oatway-McLay that the Board of Trustees accept the agenda as amended.

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Moved by Trustee Dwyer that the Board of Trustees accept the Committee Meeting Minutes of September 23, 2024, as presented.

CARRIED UNANIMOUSLY

4. Governance

4.1 PSBAA Professional Development

Agenda item deferred.

4.2 Trustee Handbook Review

The Board of Trustees discussed the Trustee Handbook.

4.3 AEAM Survey Results for the AERR Update

Jonathan Konrad, Deputy Superintendent provided an update on the AEAM Survey results for the AERR.

4.4 Student Advisory - October 29, 2024

The Board of Trustees and Senior Administration discussed the Student Advisory Committee meeting scheduled for October 29, 2024 and the agenda topics.

5. Environmental Scan

A roundtable discussion ensued where Trustees shared local concerns.

Meeting recessed for the break at 10:35 a.m. Meeting resumed at 10:43 a.m.

6. Boardroom Design

The Board of Trustees discussed the design of the Boardroom.

7. Agenda Review - October Public Board Meeting

The Board of Trustees reviewed and discussed the current agenda for the October 23, 2024, Public Board meeting.

8. Advocacy

8.1 2024-2025 Big Rocks

Shawna Warren, Superintendent brought updated information to some of the 2024-2025 Big Rocks for discussion.

Meeting recess for lunch at 12:21 p.m. Meeting resumed at 1:00 p.m.

8.2 Work Plan 2024-2025

The Board of Trustees discussed the Work Plan for 2024-2025 and their priorities for the school year.

8.3 Christmas Budget & Holiday Artwork

The Board of Trustees discussed the budget for Christmas and the Holiday Artwork contest. The Holiday Artwork contest poster to be sent out to the school communities after the meeting.

8.4 ASBA

The Board of Trustees discussed ASBA. An update was provided by the representative, Trustee Buga.

8.5 PSBAA

The Board of Trustees discussed PSBAA.

8.6 Upcoming School Events/Trustee Attendance

Trustees reviewed and discussed upcoming events. The Redwater Awards Ceremony is on the evening of November 7, 2024 and the SCHS Awards Ceremony will be on November 21, 2024.

9. Audit, Finance and Human Resources

9.1 Enrolment Report

Sean Nicholson, Associate Superintendent, Corporate Services provided the 24-25 Enrolment Report to the Board of Trustees for review and discussion.

9.2 Audit Committee Communication and Process

Sean Nicholson, Associate Superintendent, Corporate Services provided information on the Audit Committee Communication and Process.

9.3 Audit Committee Follow-up - Materiality

Sean Nicholson, Associate Superintendent, Corporate Services provided information for the Audit Committee follow-up.

10. Capital Projects and Facility Services: No updates.

11. Transportation: No updates.

12. Adjournment

Trustee Buga adjourned the meeting at 3:04 p.m.

Next meeting: Wednesday, October 23, 2024