



Date: November 27, 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 October 23, 2024, November 6, 2024, and November 20, 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 November 27, 2024, Public Board meeting.

Attachment(s):

1. Approved Minutes of the Meeting - October 23, 2024.
2. Unapproved Minutes of the Meeting - November 6, 2024 (To be brought forward for approval at the November 27, 2024, Committee of the Whole).
3. Unapproved Minutes of the Meeting - November 20, 2024 (To be brought forward for approval at the November 27, 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, October 23, 2024, at 9:00 a.m.

APPROVED

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

Arrived at 2:27 p.m.

Lisa Lacroix, Associate Superintendent, Human Resources

Arrived at 2:27 p.m.

Sean Nicholson, Associate Superintendent, Corporate Services

Franco Maisano, Executive Director, Corporate Services

Arrived at 2:27 p.m.

Regrets:

Cindy Briggs, Trustee

1. Call to Order

Vice Chair Buga called the meeting to order at 9:01 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 Dwyer that the Board of Trustees accept the Committee Meeting Minutes of October 9, 2024, as presented.

CARRIED UNANIMOUSLY

4. Environmental Scan

A roundtable discussion ensued where Trustees shared local concerns.

5. Governance

5.1 PSBAA Professional Development

Agenda item is included for reference.

5.2 Trustee Handbook Review

The Board of Trustees discussed the Trustee Handbook.

Meeting recessed for the Public Board meeting at 9:51 a.m. Meeting resumed at 2:27 p.m.

5.3 Work Plan 2024-2025

Agenda item deferred.

5.4 Policy 220: Trustee Code of Conduct

The Board of Trustees would like sanctions added to Policy 220: Trustee Code of Conduct.

Policy 220: Trustee Code of Conduct will be brought to the November 6, 2024, Committee of the Whole meeting for further discussion.

5.5 Policy 700: Superintendent of Schools

Lisa Lacroix, Associate Superintendent, Human Resources brought forward suggested changes to Policy 700: Superintendent of Schools to the Policy Committee. The Policy Committee suggested that Policy 700: Superintendent of Schools be brought to the Committee of the Whole meeting for full board discussion.

Policy 700: Superintendent of Schools will be brought to the November 27, 2024, Public Board meeting.

6. Advocacy

6.1 2024-2025 Big Rocks

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

6.2 ASBA

ASBA discussed.

6.3 PSBAA

PSBAA Fall Conference and General Meeting were discussed.

6.4 Correspondence Review

The Board of Trustees reviewed the correspondence received.

6.5 Upcoming School Events/Trustee Attendance

The Board of Trustees reviewed and discussed upcoming events.

7. Audit, Finance and Human Resources

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

7.2 Financial Retrenchment Initiatives

Sean Nicholson, Associate Superintendent, Corporate Services provided the Financial Retrenchment Initiatives.

8. Capital Projects and Facility Services

Trustee Murray-Elliott requested Snow Removal and Monitoring Systems information be brought to the next Committee of the Whole meeting.

9. Transportation

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

10. Adjournment

Trustee Buga adjourned the meeting at 3:51 p.m.

Next meeting: Wednesday, November 6, 2024 (Half Day)

MINUTES OF THE COMMITTEE OF THE WHOLE

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

On Wednesday, November 6, 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

Shannon Requa, Director, Education Planning

Arrived at 9:30 a.m.

Left at 10:33 a.m.

Evan Soper, Facilities Coordinator, Facility Services

Arrived at 11:20 a.m.

Left at 11:37 a.m.

1. Call to Order

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

2. Approval of the Agenda

Moved by Trustee Dwyer 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 October 23, 2024, as presented.

CARRIED UNANIMOUSLY

4. Governance

4.1 PSBAA Professional Development

Agenda item deferred. The agenda item will remain as a standing item.

4.2 Trustee Handbook Review

Agenda item deferred.

4.3 Work Plan 2024-2025

Agenda item deferred.

4.4 Policy 220: Trustee Code of Conduct

The Board of Trustees discussed bringing in a consultant to assist the board with this work. A timeline was suggested and a date will be set.

5. Environmental Scan

A roundtable discussion ensued where Trustees shared local concerns.

6. Agenda Review - November Public Board Meeting

The Board of Trustees reviewed and discussed the current agenda for the November 27, 2024, Public Board meeting.

7. Advocacy

7.1 2024-2025 Big Rocks

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

7.2 Draft Annual Education Results Report (AERR)

Jonathan Konrad, Deputy Superintendent, Education Services and Shannon Requa, Director, Education Planning, brought forward for discussion the Draft Annual Education Results Report (AERR).

[The Draft Annual Education Results Report 2023-2024 \(AERR\) remains open to Trustees for feedback until midnight November 18, 2024, and will be brought to the November 27, 2024, Public Board meeting.](#)

Meeting recessed for the break at 10:32 a.m. Meeting resumed at 10:44 a.m.

7.3 ASBA

The Board of Trustees discussed ASBA.

7.4 PSBAA

The Board of Trustees discussed PSBAA.

7.5 Correspondence Review

Agenda item deferred.

7.6 Upcoming School Events/Trustee Attendance

Agenda Item deferred.

8. Audit, Finance and Human Resources

8.1 2024-2025 Budget Assumptions

Agenda item deferred. The agenda item will remain as a standing item.

8.2 Budget Retrenchment Plan

Agenda item deferred. The agenda item will remain as a standing item.

9. Capital Projects and Facility Services

9.1 Capital Plan

Agenda item deferred. The agenda item will remain as a standing item.

9.2 Snow Removal and Temperature Monitoring Systems

Evan Soper, Facilities Coordinator, Facility Services brought forward information to the Board of Trustees on Snow Removal and Temperature Monitoring Systems.

9.3 IMR/CMR Report

Sean Nicholson, Associate Superintendent, Corporate Services brought forward for discussion the IMR/CMR Report.

10. Transportation

10.1 Transportation Review Plan

Sean Nicholson, Associate Superintendent, Corporate Services brought forward information to the Board of Trustees on the Transportation Review Plan.

10.2 Transportation Services Report 2024-2025

The Board of Trustees reviewed the memo from the October 23, 2024, Public Board meeting titled Transportation Services Report 2024-2025.

11. Adjournment

Trustee Buga adjourned the meeting at 12:06 p.m.

Next meeting: Wednesday, November 27, 2024

MINUTES OF THE COMMITTEE OF THE WHOLE

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

On Wednesday, November 20, 2024, at 3:30 p.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

Franco Maisano, Executive Director, Corporate Services Arrived at 3:30 p.m. Left at 4:50 p.m.

Benji Waser, MNP Arrived at 3:30 p.m. Left at 4:33 p.m.

Niels Jensen, Member at Large Arrived at 3:30 p.m. Left at 4:33 p.m.

*Heather May, Member at Large Arrived at 3:30 p.m. Left at 4:33 p.m.

* attended electronically

1. Call to Order

Sean Nicholson, Associate Superintendent, Corporate Services called the meeting to order at 3:39 p.m.

2. New Business

2.1 Presentation - 2023-2024 Audited Financial Statements

Benji Waser, MNP presented the 2023-2024 Audited Financial Statements.

3. Other

3.1 2023-2024 Audited Financial Statements

The Board of Trustees reviewed the 2023-2024 Audited Financial Statements.

3.2 Management Letters

The Board of Trustees reviewed the Management Letters.

3.3 Reserve Report

The Board of Trustees reviewed the Reserve Report.

4. Community Engagement Slides

Sean Nicholson, Associate Superintendent, Corporate Services presented information on the Community Engagement evening.

5. Adjournment

Sean Nicholson, Associate Superintendent, Corporate Services adjourned the meeting at 5:15 p.m.

Next meeting: Wednesday, November 27, 2024

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