



**Date:** December 18, 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**

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**Background:**

On November 27 and December 4, 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 December 18, 2024, Public Board meeting.



**Attachment(s):**

1. Approved Minutes of the Meeting - November 27, 2024.
2. Unapproved Minutes of the Meeting - December 4, 2024 (To be brought forward for approval at the December 18, 2024, Committee of the Whole).

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**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

Lisa Lacroix, Associate Superintendent, Human Resources

Arrived at 3:03 p.m.

Sean Nicholson, Associate Superintendent, Corporate Services

Arrived at 3:03 p.m.

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**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 Briggs that the Board of Trustees accept the agenda as presented.

**CARRIED UNANIMOUSLY**

**3. Approval of the Committee Minutes**

Moved by Trustee Murray-Elliott that the Board of Trustees accept the Committee Meeting Minutes of November 6, 2024, as presented.

**CARRIED UNANIMOUSLY**

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

**CARRIED UNANIMOUSLY**

**4. Environmental Scan**

A roundtable discussion ensued where Trustees shared local concerns.

**5. Governance**

**5.1 Judging: Holiday Artwork Cards**

The Board of Trustees reviewed the Holiday Artwork submissions and chose one winning card from each of the following grade categories (K-3, 4-6, 7-9, and 10-12).

Winners were announced at the November 27, 2024, Public Board meeting. Process for distribution to SPS staff along with Christmas treat delivery finalized.

**5.2 PSBAA Professional Development**

The agenda item will remain as a standing item.

**5.3 Trustee Handbook Review**

Agenda item deferred.

Meeting recessed for the Public Board meeting at 9:48 a.m. Meeting resumed at 3:03 p.m.

**5.4 Work Plan 2024-2025**

Agenda item deferred.

**5.5 Policy 220: Trustee Code of Conduct**

Agenda item deferred.

**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**

Agenda item deferred.

**6.3 PSBAA**

Agenda item deferred.

**6.4 Alberta Education and the Use of Screeners in the Classroom**

Agenda item deferred.

**6.5 Correspondence Review**

Agenda item deferred.

**6.6 Upcoming School Events/Trustee Attendance**

Agenda item deferred.

**7. Audit, Finance and Human Resources**

**7.1 2024-2025 Budget Assumptions**

Agenda item deferred.

**7.2 Budget Retrenchment Plan**

Agenda item deferred.

**7.3 Trustee Monthly Finance Report**

Agenda item deferred.

**8. Capital Projects and Facility Services**

**8.1 Capital Plan**

Agenda item deferred.

**9. Transportation** - no update.

**10. Adjournment**

Trustee Buga adjourned the meeting at 3:10 p.m.

**Next meeting:** Wednesday, December 4, 2024

## MINUTES OF THE COMMITTEE OF THE WHOLE

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

On Wednesday, December 4, 2024, at 9:02 a.m.

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### Attendance:

Tasha Oatway-McLay, Board Chair  
Stacey Buga, Vice Chair  
Cindy Briggs, Trustee  
\*Irene Gibbons, Trustee  
Joe Dwyer, Trustee  
Trish Murray-Elliott, Trustee  
Shawna Warren, Superintendent  
Jonathan Konrad, Deputy Superintendent, Education Services  
Lisa Lacroix, Associate Superintendent, Human Resources Left at 10:19 a.m.  
Sean Nicholson, Associate Superintendent, Corporate Services  
Michelle Wilde, Recording Secretary  
Shelley Greenwood, Director, Learning Services Left at 9:52 a.m.  
\* *Online Attendance*

### Regrets:

Janine Pequin, Trustee

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#### 1. Call to Order

Vice Chair Buga called the meeting to order at 9:02 a.m.

#### 2. Approval of the Agenda

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

4.3 PSBAA Trustee Murray-Elliott will speak to the student Land Acknowledgement.

**CARRIED UNANIMOUSLY**

#### 3. Approval of the Committee Minutes

Moved by Trustee Oatway-McLay that the Board of Trustees accept the Committee Meeting Minutes of November 27, 2024, as presented.

**CARRIED UNANIMOUSLY**

#### 4. Advocacy

##### 4.1 2024-2025 Big Rocks

Shelley Greenwood, Director, Learning Services, Sean Nicholson, Associate Superintendent, Corporate Services and Shawna Warren, Superintendent brought updated information to some of the 2024-2025 Big Rocks for discussion.

Meeting recessed for break at 10:19 a.m. Meeting resumed at 10:31 a.m.

**4.2 ASBA**

The Board of Trustees discussed ASBA.

**4.3 PSBAA**

The Board of Trustees discussed PSBAA. Trustee Murray-Elliott spoke about the request for Student Land Acknowledgements.

**4.4 Correspondence Review**

The Board of Trustees reviewed letters sent to the Minister of Education from different boards.

**4.5 Upcoming School Events/Trustee Attendance**

Agenda item deferred.

**5. Governance**

**5.1 Google Professional Development with Deputy Superintendent**

Jonathan Konrad, Deputy Superintendent, Education Services provided the Board of Trustees with a Google professional development session.

Meeting recessed for lunch at 12:00 p.m. Meeting resumed at 12:15 p.m.

**5.2 PSBAA Professional Development**

The agenda item will remain as a standing item.

**5.3 Trustee Handbook Review**

Agenda item deferred.

**5.4 Work Plan 2024-2025**

The Board of Trustees reviewed their Work Plan 2024-2025. Trustee Buga requested a memo come to the Public Board regarding CASA Classrooms.

Meeting recessed for break at 2:34 p.m. Meeting resumed at 2:44 p.m.

**5.5 Policy 220: Trustee Code of Conduct**

Agenda item deferred.

**6. Environmental Scan**

A roundtable discussion ensued where Trustees shared local concerns.



- 6.1 Bill Updates**  
Agenda item deferred.
- 6.2 Alberta Education and the Use of Screeners in the Classroom**  
The Board of Trustees reviewed the information provided on Alberta Education and the Use of Screeners in the Classroom.
- 6.3 Christmas Cards/Cookie Organization**  
The Board of Trustees made arrangements for Christmas Cookies until they can be delivered to school staff.
- 7. Agenda Review - December Public Board Meeting**  
The Board of Trustees reviewed the current agenda for the Public Board meeting on December 18, 2024.
- 8. Audit, Finance and Human Resources**
- 8.1 2024-2025 Budget Assumptions**  
The agenda item will remain as a standing item. The Board of Trustees discussed the budget assumptions and requested a memo be brought to the Public Board regarding Building Futures.
- 8.2 Budget Retrenchment Plan**  
The agenda item will remain as a standing item. The Board of Trustees requested information from Administration to be brought back at a future Committee of the Whole meeting.
- 9. Capital Projects and Facility Services**
- 9.1 Capital Plan**  
Agenda item deferred.
- 10. Transportation** - no update.
- 11. Adjournment**  
Trustee Buga adjourned the meeting at 3:08 p.m.

**Next meeting:** Wednesday, December 18, 2024