



**Date:** March 19, 2025 **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:**

The Committee of the Whole meets to discuss a number of topics chosen in advance by both the Board of Trustees and the Senior Administrative Team. The following report attached is a record of this meeting.

**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; and  
b. promoting innovation and continuous improvement by building structures and developing strategies to support staff in professional collaboration.
- 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; 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 March 19, 2025, Public Board meeting.

**Attachment(s):**

1. Approved Minutes of the Meeting - February 26, 2025.
2. Unapproved Minutes of the Meeting - March 5, 2025 (To be brought forward for approval at the March 19, 2025, Committee of the Whole).



## MINUTES OF THE COMMITTEE OF THE WHOLE

Meeting held virtually

On Wednesday, February 26, 2025, at 9:00 a.m.

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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
- \*Jonathan Konrad, Deputy Superintendent, Education Services
- \*Lisa Lacroix, Associate Superintendent, Human Resources
- \*Sean Nicholson, Associate Superintendent, Corporate Services
- \*Franco Maisano, Executive Director, Corporate Services (1:00 p.m.)
- \*Steven Holkham, Director, Facility Services (1:00 p.m.)
- \*Online Attendance

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### 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 Gibbons 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 January 29, 2025, as presented.

**CARRIED UNANIMOUSLY**

### 4. Environmental Scan

A roundtable discussion ensued where Trustees shared local concerns.

#### 4.1 Board Chair

The Board Chair provided information to the Board of Trustees about her recent meeting with the Board Chair from GSACRD and MLA Nally.

#### **4.2 Superintendent**

The Superintendent shared an update on School Presentations and that they will be postponed for this school year.

Meeting recessed for Public Board at 9:44 a.m. Meeting resumed at 1:01 p.m.

### **5. Governance**

#### **5.1 Board Dynamics Presentation**

Agenda item deferred.

#### **5.2 PSBAA Professional Development**

Agenda item deferred.

#### **5.2 Trustee Handbook Review**

Agenda item deferred.

#### **5.3 Work Plan 2024-2025**

The Board of Trustees reviewed their Work Plan 2024-2025 and the items they have made progress on.

#### **5.4 Policy 220: Trustee Code of Conduct**

Agenda item deferred.

### **6. Advocacy**

#### **6.1 2024-2025 Big Rocks**

Agenda item deferred.

#### **6.2 Subcommittee - Challenging Behaviour Document**

Shawna Warren, Superintendent provided the Challenging Behaviour Document that the subcommittee has been working on to the Board of Trustees.

#### **6.3 Legacy of Hope Project**

Shawna Warren, Superintendent and Jonathan Konrad, Deputy Superintendent, Education Services, shared with the Board of Trustees an update on the Legacy of Hope Project that the project will be delayed for one year.

#### **6.4 June Committee of the Whole Meeting**

The Board of Trustees chose the date of June 10, 2025, for the June Committee of the Whole meeting as the original date is in conflict with the PSBAA Spring General Meeting.

A Special Board meeting will also be scheduled for March 5, 2025, after the Committee of the Whole meeting. The Committee of the Whole meeting will start at 9:00 a.m.

**6.5 ASBA**

The Board of Trustees reviewed the responses submitted to ASBA for the Real Property Governance Act survey.

Discussion held on a submission for the 2025 Friends of Education Award.

**6.3 PSBAA**

The Board of Trustees discussed PSBAA resolutions and documents provided by the representative.

**6.4 Correspondence Review**

The Board of Trustees reviewed correspondence documents received and discussed a PUF Advocacy letter.

**6.5 Upcoming School Events/Trustee Attendance**

Agenda item deferred due to Labour Action and Trustee attendance in schools.

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

**7.1 2024-2025 Budget Assumptions**

The agenda item will remain as a standing item. Trustee Murray-Elliott's two comments on the document were answered by the Associate Superintendent Corporate Services.

**7.2 Budget Retrenchment Plan**

The Board of Trustees discussed the budget and received an update from the Associate Superintendent, Corporate Services.

**7.3 Monthly Trustee Financial Report**

The Board of Trustees reviewed the Monthly Trustee Financial Report.

**7.4 Representatives Memberships**

The Board of Trustees reviewed current memberships to the Chambers of Commerce and Rotary Club to decide whether to maintain a membership. To be reviewed again at the March 5, 2025, Committee of the Whole.

**8. Capital Projects and Facility Services**

**8.1 Capital Plan**

Linked as reference.

**8.2 Three Year Capital Plan Beginning Discussions**

The Board of Trustees had beginning discussions on the Draft 2025-2028 Three Year Capital Plan.

**9. Transportation** - No update.

**10. Adjournment**

Trustee Oatway-McLay adjourned the meeting at 3:11 p.m.

**Next meeting:** Wednesday, March 5, 2025, at 9:00 a.m.

**MINUTES OF THE  
COMMITTEE OF THE WHOLE**

Meeting held at the St. Albert Inn & Suites

St. Albert, Alberta

On Wednesday, March 5, 2025, at 9:00 a.m.

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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

Jonathan Konrad, Deputy Superintendent, Education Services

Lisa Lacroix, Associate Superintendent, Human Resources

Sean Nicholson, Associate Superintendent, Corporate Services

Arrived at 9:12 a.m.

Arrived at 12:00 p.m.

Arrived at 12:00 p.m.

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**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 Gibbons 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 February 26, 2025, with the change below.

Trustee Murray-Elliott Questions were answered 7.1 - 2024-2025 change questions to comments.

**CARRIED UNANIMOUSLY**

**4. Environmental Scan**

A roundtable discussion ensued where Trustees shared local concerns.

**4.1 Board Chair**

The Board Chair provided information to the Board of Trustees about attending the Budget meeting. Trustees discussed school council meetings and current events.

## 5. Governance

### 5.1 Board Dynamics Presentation

The Board of Trustees watched the ASBA presentation titled “Board Dynamics”.

Meeting recessed for break at 10:05 a.m. Meeting resumed at 10:13 a.m.

### 5.2 PSBAA Professional Development

Agenda item deferred.

### 5.3 Trustee Handbook Review

Agenda item deferred.

### 5.4 Work Plan 2024-2025

The Board of Trustees reviewed their Work Plan 2024-2025 and the items they have made progress on.

A memo for the creation of an Ad Hoc Position Statement Committee is to be brought to the March 19, 2025, Public Board meeting.

### 5.5 Policy 235: Board Operations

The Board of Trustees discussed Policy 235: Board Operations. This policy is to be brought back for further discussion at the next Committee of the Whole meeting.

### 5.6 Policy 220: Trustee Code of Conduct

Agenda item deferred.

### 5.7 Policies to be Rescinded at the March Public Board Meeting

The Board of Trustees discussed the following policies, which were recommended to be rescinded by the Policy Committee:

- Policy 100: History of Sturgeon Public Schools
- Policy 215: Organization Chart
- Policy 800: Religious Education and Instruction
- Policy 805: Home Education
- Policy 810: Off-Site Activities
- Policy 815: Outreach Programs
- Policy 910: School Resource Officer

An omnibus memo for these policies to be rescinded is to be brought to the March 19, 2025, Public Board meeting.

Meeting recessed for lunch at 12:00 p.m. Meeting resumed at 12:32 p.m.



## 6. Advocacy

### 6.1 2024-2025 Big Rocks

Agenda item deferred.

### 6.2 Edwin Parr Teacher Nomination

The Board of Trustees reviewed and discussed the nomination packages for the Edwin Parr Teacher Award.

A motion will be made at the Special Board meeting on March 5, 2025, for the Board of Trustees' nominee of 2024-2025.

### 6.3 Stakeholder Engagement Adjustment

Administration provided an update to changes regarding this year's Stakeholder Engagement.

### 6.4 ASBA

The Board of Trustees reviewed the nomination package for the Friends of Education Nomination package.

An information memo will be brought to the March 19, 2025, Public Board meeting on the ASBA Friends of Education Award nomination.

### 6.5 PSBAA

Agenda item deferred.

### 6.6 Correspondence Review

Agenda item deferred.

### 6.7 Upcoming School Events/Trustee Attendance

Agenda item deferred due to Labour Action and Trustee attendance in schools.

## 7. Agenda Review - March Public Board Meeting

The Board of Trustees reviewed the current agenda for the March Public Board meeting.

## 8. Audit, Finance and Human Resources

### 8.1 2024-2025 Budget Assumptions

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

**8.2 Budget Retrenchment Plan**

The Board of Trustees discussed the budget and received an update from the Associate Superintendent, Corporate Services.

**8.3 2026/2027 School Calendar**

The Board of Trustees reviewed changes to the 2026/2027 School Calendar.

The 2026/2027 School Calendar will be brought to the March 19, 2025, Public Board meeting.

**8.4 Representatives Memberships**

The Board of Trustees reviewed current memberships to the Chambers of Commerce and Rotary Club to decide whether to maintain a membership.

Meeting recessed for break at 1:57 p.m. Meeting resumed at 2:05 p.m.

**9. Capital Projects and Facility Services**

**9.1 Capital Plan**

Linked as reference.

**9.2 DRAFT 2025-2028 Three Year Capital Plan**

The Board of Trustees held a discussion on the current DRAFT 2025-2028 Three Year Capital Plan.

The DRAFT 2025-2028 Three Year Capital Plan will be brought to the March 19, 2025, Public Board meeting.

**10. Transportation**

**10.1 Transportation Fee Scenarios 2025-2026**

The Board of Trustees reviewed the recommended Transportation Fees for the 2025-2026 school year.

**11. Adjournment**

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

**Next meeting:** Wednesday, March 19, 2025, at 9:00 a.m.