



Date: April 23, 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**

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 April 23, 2025, Public Board meeting.

Attachment(s):

1. Approved Minutes of the Meeting - March 19, 2025.
2. Unapproved Minutes of the Meeting - April 9, 2025 (To be brought forward for approval at the April 23, 2025, Committee of the Whole).

**MINUTES OF THE
COMMITTEE OF THE WHOLE**

Meeting held virtually

On Wednesday, March 19, 2025, at 9:16 a.m.

Attendance:

*Tasha Oatway-McLay, Board Chair

*Stacey Buga, Vice Chair

*Cindy Briggs, Trustee

*Irene Gibbons, Trustee

*Janine Pequin, Trustee

Left at 9:53 a.m.

*Joe Dwyer, Trustee

Arrived at 9:20 a.m.

*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

*Online Attendance

1. Call to Order

Vice Chair Buga called the meeting to order at 9:16 a.m.

2. Approval of the Agenda

Moved by Trustee Oatway-McLay that the Board of Trustees accept the agenda with the addition of 8.3.2 PSBAA Awards.

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Moved by Trustee Oatway-McLay that the Board of Trustees accept the Committee Meeting Minutes of March 5, 2025, as presented.

CARRIED UNANIMOUSLY

4. Policy 235: Board Operations

The Board of Trustees reviewed the suggested changes to Policy 235: Board Operations.

Meeting recessed for Public Board at 9:53 a.m. Meeting resumed at 2:57 p.m.

5. Policy 220: Trustee Code of Conduct

Agenda item deferred.

6. Environmental Scan

Agenda item deferred.

7. Governance

7.1 PSBAA Professional Development

Agenda item deferred.

7.2 Trustee Handbook Review

Agenda item deferred.

7.3 Work Plan 2024-2025

Agenda item deferred.

7.4 2025-2026 SPS Board Policy List and Review Schedule

Agenda item deferred.

8. Advocacy

8.1 2024-2025 Big Rocks

Nothing new to discuss. Agenda item deferred.

8.2 ASBA

Agenda item deferred.

8.3 PSBAA

8.3.2 PSBAA Awards

The Board of Trustees discussed nominations to the 2025 PSBAA Special Recognition Awards: Promoting and Advancing the Calls to Action of the Truth and Reconciliation Commission of Canada in Education within Alberta and Special Contribution to Public Education.

8.4 Correspondence Review

The Board of Trustees reviewed correspondence documents received and discussed a PUF Advocacy letter. The letter will be further reviewed and discussed at the next Committee of the Whole meeting.

8.5 Upcoming School Events/Trustee Attendance

Agenda item deferred.

9. Audit, Finance and Human Resources

9.1 2024-2025 Budget Assumptions

Agenda item deferred.

9.2 Budget Retrenchment Plan

Agenda item deferred.

9.3 Monthly Trustee Financial Report

Agenda item deferred. Trustees were asked to review independently.

10. Capital Projects and Facility Services

10.1 Capital Plan

Linked as reference. Agenda item deferred.

11. Transportation - No update.

12. Adjournment

Trustee Oatway-McLay adjourned the meeting at 3:15 p.m.

Next meeting: Wednesday, April 9, 2025, at 9:00 a.m.

**MINUTES OF THE
COMMITTEE OF THE WHOLE**

UNAPPROVED DRAFT

Meeting held at the Frank Robinson Education Centre Boardroom, in
Morinville, Alberta
On Wednesday, April 9, 2025, at 9:00 a.m.

Attendance:

Tasha Oatway-McLay, Board Chair

Stacey Buga, Vice Chair

Cindy Briggs, Trustee

Irene Gibbons, Trustee

Janine Pequin, Trustee

Arrived at 9:06 a.m.

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 10:03 a.m. Left at 2:24 p.m.

*Online Attendance

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 Dwyer that the Board of Trustees accept the agenda with the addition of
10.5 - Community Engagement as amended.

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Moved by Trustee Oatway-McLay that the Board of Trustees accept the Committee
Meeting Minutes of March 19, 2025, as presented.

CARRIED UNANIMOUSLY

Meeting recessed at 9:07 a.m. Meeting resumed at 10:03 a.m.

4. Audit, Finance and Human Resources

4.1 2025-2026 Budget Assumptions

The Board of Trustees held discussion on the 2025-2026 Budget Assumptions.

4.2 Budget Retrenchment Plan

The Board of Trustees reviewed and discussed the Budget Retrenchment Plan.

4.3 Jurisdiction Profile

Sean Nicholson, Associate Superintendent, Corporate Services provided the Jurisdiction Profile for the 2025-2026 School Year to the Board of Trustees.

4.4 2025-2026 Fee Proposal and 500: Exhibit 1 - Transportation Fee Schedule Policy 500: Student Transportation Services

Sean Nicholson, Associate Superintendent, Corporate Services provided the 2025-2026 Fee Proposal for Board of Trustees discussion.

[2025-2026 Fee Proposal and 500: Exhibit 1 - Transportation Fee Schedule Policy 500: Student Transportation Services to be brought to the April 16, 2025, Policy Committee meeting.](#)

Meeting recessed for lunch at 12:13 p.m. Meeting resumed at 1:00 p.m.

4.5 2025-2026 Funding Manual

2025-2026 Funding Manual linked for budget discussions.

5. Policy 235: Board Operations

Agenda item deferred.

6. Policy 220: Trustee Code of Conduct

Agenda item deferred.

7. Environmental Scan

Agenda item deferred.

8. Governance

8.1 March 19, 2025 Public Board Review

The Board of Trustees discussed Board Meeting Procedures moving forward.

8.2 PSBAA Professional Development

Agenda item deferred.

8.3 Trustee Handbook Review

Agenda item deferred.

8.4 Work Plan 2024-2025

Agenda item deferred.

8.5 2025-2026 SPS Board Policy List and Review Schedule

Agenda item deferred.

9. Agenda Review - April Public Board Meeting

The Board of Trustees reviewed the current April 23, 2025, Public Board meeting agenda.

10. Advocacy**10.1 Student Advisory Committee - April 15, 2025**

The Board of Trustees reviewed the agenda for the Student Advisory Committee meeting scheduled for April 15, 2025.

10.2 School Nutrition Data Survey

The Board of Trustees reviewed the responses submitted for the School Nutrition Data Survey.

10.3 ASBA Collective Bargaining Survey

The Board of Trustees reviewed the responses to the survey and approved their submission to ASBA.

10.4 School Board Survey - Financial Impact of 2025 Support Staff Strike

Sean Nicholson, Associate Superintendent, Corporate Services provided an overview of the request from Alberta Education and will provide an update at a future Committee of the Whole meeting.

10.5 SPSD Business & Community Partners Engagement Event

The Board of Trustees asked questions about the event and how it would run.

10.5 2024-2025 Big Rocks

Nothing new to discuss. Agenda item deferred.

10.6 ASBA

Agenda item deferred.

10.7 PSBAA

Agenda item deferred.

10.8 Correspondence Review

Agenda item deferred.

10.9 Upcoming School Events/Trustee Attendance

Agenda item deferred.

11. Capital Projects and Facility Services

11.1 Capital Plan

Linked as reference. Agenda item deferred.

11.2 Joint Use and Planning Agreement - City of St. Albert JUPA

Linked as reference for the Board of Trustees to review and discuss.

[Joint Use and Planning Agreement - City of St. Alberta JUPA to be brought to the April 23, 2025, Public Board meeting.](#)

11.3 Joint Use and Planning Agreement - Town of Morinville JUPA

Linked as reference for the Board of Trustees to review and discuss.

[Joint Use and Planning Agreement - Town of Morinville JUPA to be brought to the April 23, 2025, Public Board meeting.](#)

Meeting recessed for break at 2:26 p.m. Meeting resumed at 2:33 p.m.

12. Transportation - No update.

13. Adjournment

Trustee Buga adjourned the meeting at 3:20 p.m.

Next meeting: Wednesday, April 23, 2025, at 9:00 a.m.