

Date: May 28, 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 May 28, 2025, Public Board meeting.

Attachment(s):

1. Approved Minutes of the Meeting - April 23, 2025 and May 7, 2025.
2. Unapproved Minutes of the Meeting - May 14, 2025 (To be brought forward for approval at the May 28, 2025, 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, April 23, 2025, at 9:00 a.m.

Attendance:

Tasha Oatway-McLay, Board Chair

Stacey Buga, Vice Chair

Cindy Briggs, Trustee

Irene Gibbons, Trustee

Left at 4:05 p.m.

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

Left at 9:45 a.m.

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 Oatway-McLay that the Board of Trustees accept the agenda as presented.

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Moved by Trustee Gibbons that the Board of Trustees accept the Committee Meeting Minutes of April 9, 2025, as presented.

CARRIED UNANIMOUSLY

4. Audit, Finance and Human Resources

4.1 Standing Items

2024-2025 Budget Assumptions

2025-2026 Budget Assumptions

2025-2026 Budget Assumptions and Risk Summary

2025-2026 Funding Manual

Budget Retrenchment Plan

Jurisdiction Profile

Jurisdiction Profile Comparison

Budget Timelines

4.2 Draft Budget Overview

The Board of Trustees reviewed and discussed the budget assumptions.

Meeting recessed for Public Board at 9:45 a.m. Meeting resumed at 4:02 p.m.

4.3 Review of Draft Board Budget - Policy 235

The Board of Trustees reviewed and discussed a presented budget graphic summary.

4.4 Trustee Monthly Expense Report

The Board of Trustees reviewed the Trustee Monthly Expense Report.

5. Transportation

5.1 Transportation Budget Information

The Board of Trustees reviewed and discussed the transportation budget.

6. Environmental Scan

Agenda item deferred.

7. Policy 235: Board Operations

The Board of Trustees reviewed and discussed Policy 235 with suggested changes.

Policy 235: Board Operations will be brought to the next Committee of the Whole meeting for further discussion.

8. Policy 700: Appendix A - Evaluation of Superintendent of Schools

Agenda item deferred.

9. Policy 220: Trustee Code of Conduct

Agenda item deferred.

10. Governance

10.1 March 19, 2025 Public Board Review

Agenda item deferred.

10.2 PSBAA Professional Development

Agenda item deferred.

10.3 Trustee Handbook Review

Agenda item deferred.

10.4 Work Plan 2024-2025

Agenda item deferred.

10.5 2025-2026 SPS Board Policy List and Review Schedule

Agenda item deferred.

11. Advocacy

11.1 School Nutrition Data Survey

Agenda item deferred.

11.2 ASBA Collective Bargaining Survey

Agenda item deferred.

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

Agenda item deferred.

11.4 2024-2025 Big Rocks

Nothing new to discuss. Agenda item deferred.

11.5 ASBA

Agenda item deferred.

11.6 PSBAA

Agenda item deferred.

11.7 Correspondence Review

Agenda item deferred.

11.8 Upcoming School Events/Trustee Attendance

Agenda item deferred.

12. Capital Projects and Facility Services

12.1 Capital Plan

Linked as reference. Agenda item deferred.

13. Adjournment

The meeting adjourned at 5:11 p.m.

Next meeting: Wednesday, May 7, 2025, at 3:15 p.m.

**MINUTES OF THE
COMMITTEE OF THE WHOLE**

Meeting held at the Frank Robinson Education Centre
Boardroom, in Morinville, Alberta
On Wednesday, May 7, 2025, at 3:15 p.m.

APPROVED - May 14, 2025
Committee of the Whole

Attendance:

Tasha Oatway-McLay, Board Chair	
Stacey Buga, Vice Chair	
Cindy Briggs, Trustee	Left at 6:01 P.M.
Irene Gibbons, Trustee	
*Janine Pequin, Trustee	
Trish Murray-Elliott, Trustee	
Shawna Warren, Superintendent	
Jonathan Konrad, Deputy Superintendent, Education Services	Left at 4:48 PM
Lisa Lacroix, Associate Superintendent, Human Resources	
Sean Nicholson, Associate Superintendent, Corporate Services	
Michelle Wilde, Recording Secretary	
*Virtual Attendance	

Regrets:

Joe Dwyer, Trustee

1. Call to Order

Vice Chair Buga called the meeting to order at 3:15 p.m.

2. Approval of the Agenda

Addition of 4.0 Governance and Conduct.

Moved by Trustee Gibbons that the Board of Trustees accept the agenda as amended.

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Moved by Trustee Pequin that the Board of Trustees accept the Committee Meeting Minutes of April 23, 2025, with the edited attendance listed below as presented.
Trustee Briggs left the meeting at 4:05 and not Trustee Gibbons.

CARRIED UNANIMOUSLY

4. Governance and Conduct

Tasha Oatway-McLay, Board Chair, brought forward a memo that was shared with the Board of Trustees regarding governance and code of conduct issues with recommendations.

5. Policy 235: Board Operations

The Board of Trustees reviewed Policy 235: Board Operations and Appendix D - Trustee Remuneration with recommended changes and discussed.

Meeting recessed for break at 4:38 p.m. Meeting resumed at 4:41 p.m.

Policy 235: Board Operations will be brought to the May 28, 2025, Public Board meeting for review and approval with an effective date of September 1, 2025, for Trustee Remuneration changes.

6. Policy 700: Appendix A - Evaluation of Superintendent of Schools

The Board of Trustees reviewed Policy 700: Appendix A - Evaluation of Superintendent of Schools with recommended changes and discussed.

Policy 700: Appendix A - Evaluation of Superintendent of Schools will be brought to the next Public Board meeting on May 28, 2025, for review and approval.

7. Omnibus Motion for Board Policies

The Board of Trustees reviewed the omnibus motion for board policies and the G-tech model for policies. Discussion ensued.

Separate memos for the below policies will be brought to the May 28, 2025, Public Board meeting for review and approval:

- Policy 100: History of Sturgeon Public Schools
- Policy 805: Home Education
- Policy 810: Off-Site Activities
- Policy 815: Outreach Programs
- Policy 910: School Resource Officer

8. Policy 215: Organization Chart

The Board of Trustees reviewed and discussed Policy 215: Organization Chart.

Policy 215: Organization Chart will be brought to the June Committee of the Whole meeting for further discussion.

9. Policy 800: Religious Education and Instruction

The Board of Trustees reviewed and discussed Policy 800: Religious Education and Instruction.

Policy 800: Religious Education and Instruction will be brought to the June Committee of the Whole meeting for further discussion.

10. Policy 220: Trustee Code of Conduct

Agenda item deferred.

11. 2025-2026 SPS Board Policy List and Review Schedule

The Board of Trustees reviewed and discussed the 2025-2026 SPS Board Policy List and Review Schedule.

12. Budget 2025-2026

Sean Nicholson, Associate Superintendent, Corporate Services, provided information on budget 2025-2026.

13. Adjournment

The meeting adjourned at 6:36 p.m.

Next meeting: Wednesday, May 14, 2025, at 9:00 a.m.

**MINUTES OF THE
COMMITTEE OF THE WHOLE**

Meeting held at the Frank Robinson Education Centre
Boardroom, in Morinville, Alberta
On Wednesday, May 14, 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

*Joe Dwyer, Trustee

Trish Murray-Elliott, Trustee

Shawna Warren, Superintendent

Jonathan Konrad, Deputy Superintendent, Education Services

Lisa Lacroix, Associate Superintendent, Human Resources

Left at 2:30 p.m.

Sean Nicholson, Associate Superintendent, Corporate Services

Left at 2:30 p.m.

Franco Maisano, Executive Director of Corporate Services

Left at 2:30 p.m.

Michelle Wilde, Recording Secretary

*Online Attendance

1. Call to Order

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

2. Approval of the Agenda

Move 5.1 Draft Education Plan 2025-2028 to the top of the agenda.

Moved by Trustee Oatway-McLay that the Board of Trustees accept the agenda with amendments.

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Moved by Trustee Gibbons that the Board of Trustees accept the Committee Meeting Minutes of May 7, 2025, as presented.

CARRIED UNANIMOUSLY

4. Draft Education Plan 2025-2028

Jonathan Konrad, Deputy Superintendent, Education Services, walked the Board of Trustees through the Draft Education Plan 2025-2028 and responded to questions.

Meeting recessed for break at 10:11 a.m. Meeting resumed at 10:17 a.m.

Draft Education Plan 2025-2028 will be brought to the May 28, 2025, Public Board meeting for final review and approval. Trustees have commenter access and were asked to provide feedback by Tuesday, May 20th, end of day, to ensure feedback is captured in the Draft Education Plan coming to the May 28th Public Board meeting.

5. Audit, Finance and Human Resources

Draft 2025-2026 Budget

Sean Nicholson, Associate Superintendent, Corporate Services and Franco Maisano, Executive Director of Corporate Services, walked through the Draft 2025-2026 Budget with the Board of Trustees and responded to questions.

Meeting recessed for break at 11:10 a.m. Meeting resumed at 11:17 a.m.

The Draft 2025-2026 Budget will be brought to the May 28, 2025, Public Board meeting for final review and approval.

Meeting recessed for lunch at 12:05 p.m. Meeting resumed at 12:46 p.m.

6. Advocacy

Stakeholder Engagement Report

Jonathan Konrad, Deputy Superintendent, Education Services, walked through the Stakeholder Engagement Report with the Board of Trustees and responded to questions.

Business and Community Engagement Report

Jonathan Konrad, Deputy Superintendent, Education Services, walked through the Business and Community Engagement Report with the Board of Trustees and responded to questions.

2024-2025 Big Rocks

Nothing new brought forward for discussion.

ASBA

Nothing to discuss.

PSBAA

Troy Tait, Executive Director and CEO, and Dennis MacNeil, President of PSBAA, met with the Board of Trustees.

Meeting recessed for break at 3:35 p.m. Meeting resumed at 3:40 p.m.

Correspondence Review

Agenda item deferred.

Upcoming School Events/Trustee Attendance

The Board of Trustees reviewed and discussed upcoming events.

6. Agenda Review - May 28, 2025, Public Board Meeting

The Board of Trustees reviewed the current agenda for the May 28, 2025, Public Board meeting.

7. Environmental Scan

Special Board Meeting called for May 28, 2025, at 3:00 p.m.

8. Governance

Policy 220: Trustee Code of Conduct

Agenda item deferred.

Work Plan 2024-2025

Agenda item deferred.

2025-2026 SPS Board Policy List and Review Schedule

Agenda item deferred.

9. Capital Projects and Facility Services - No update.

10. Transportation - No update.

11. Adjournment

The meeting adjourned at 4:07 p.m.

Next meeting: Wednesday, May 28, 2025, at 9:00 a.m.