



Date: September 24, 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.

Board Policy 3: 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.

Board Policy 8: 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.

Board Policy 8: 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.

The Board Chair is prepared to respond to questions at the September 24, 2025, Public Board meeting.

Attachment(s) and/or link(s):

1. Approved Minutes of the Meeting - August 27, 2025
2. Unapproved Minutes of the Meeting - September 10, 2025 (To be brought forward for approval at the September 24, 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, August 27, 2025, at 9:00 a.m.

APPROVED

Attendance:

Tasha Oatway-McLay, Board Chair
Stacey Buga, Vice Chair
Irene Gibbons, Trustee
Joe Dwyer, Trustee
Janine Pequin, Trustee
Trish Murray-Elliott, Trustee
Shawna Warren, Superintendent
Jonathan Konrad, Deputy Superintendent, Education Services
Sean Nicholson, Associate Superintendent, Corporate Services
Michael Graham, Director, Curriculum & Instruction
Michelle Wilde, Recording Secretary

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

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Moved by Trustee Dwyer that the Board of Trustees accept the Committee Meeting Minutes of June 18, 2025, as presented.

CARRIED UNANIMOUSLY

4. Environmental Scan

A roundtable review of Google Workspace.

5. Trustee Monthly Expense Report

The Board of Trustees received an updated Trustee Monthly Expense Report.

6. Policy Reference

Board Policies, now aligned with the G-TECH Model, were linked for Trustee review and edits over the summer months.

Policies 7, 19 and 20 were the focus of the CoW discussion due to:

- June 1, 2025 - Government of Alberta implemented updates to its Travel, Meal and Hospitality Expenses Policy, which outlines revised mileage reimbursement rates and meal per diem amounts for public sector employees.
- Recent changes to the *Education Act, 2025 (formerly Bill 27 and Bill 29)*

Policies 2, 3, 5 & 6 were reviewed and have been recommended to be brought forward at the September 24, 2025 Public Board Meeting.

Policies 4 & 8 were reviewed and will be brought forward for a second reading at the September 10, 2025 Committee of the Whole.

Meeting recessed for break at 10:13 a.m. Meeting resumed at 10:20 a.m.

7. 2024/2025 Work Plan

Agenda item deferred.

8. Trustee Handbook

Agenda item deferred.

9. Adjournment

The meeting adjourned at 12:05 p.m.

Next meeting: Wednesday, September 10, 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, September 10, 2025, at 9:00 a.m.

Attendance:

Tasha Oatway-McLay, Board Chair	
Stacey Buga, Vice Chair	
Irene Gibbons, Trustee	Arrived at 10:44 a.m.
Joe Dwyer, Trustee	
Janine Pequin, Trustee	
Trish Murray-Elliott, Trustee	
Shawna Warren, Superintendent	
Jonathan Konrad, Deputy Superintendent, Education Services	Left meeting at 12:45 p.m.
Sean Nicholson, Associate Superintendent, Corporate Services	
Lisa Lacroix, Associate Superintendent, Human Resources	
Michael Graham, Director, Curriculum & Instruction	Left meeting at 12:45 pm
Michelle Wilde, Recording Secretary	Left meeting at 12:45 pm

Regrets:

Cindy Briggs, Trustee

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 Oatway-McLay that the Board of Trustees accept the agenda as presented with the following change:

Moved items 7 and 8 to follow the environmental scan.

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Moved by Trustee Murray-Elliott that the Board of Trustees accept the Committee Meeting Minutes of August 27, 2025, as presented.

CARRIED UNANIMOUSLY

4. Environmental Scan

Process for returning Trustee Technology and the plan for evergreening for Trustee end of term was discussed. Trustees shared updates from the first School Council meetings and shared information about school start up and concerns brought to their attention.

Meeting recessed for break at 10:14 a.m. Meeting resumed at 10:21 a.m.

5. Finance and Human Resources

5.1 2026/2027 School Year Calendar - Amendment

The Board of Trustees reviewed a suggested amendment to the 2026/2027 School Year Calendar.

2026/2027 School Year Calendar - Amendment was discussed and is being forwarded to the September 24, 2025, Public Board meeting.

5.2 Draft 2027/2028 School Year Calendar

The Board of Trustees reviewed the draft 2027/2028 School Year Calendar.

Draft 2027/2028 School Year Calendar is being forwarded to the September 24, 2025, Public Board meeting.

5.3 Audit Services Plan

The Board of Trustees reviewed the Audit Services Plan presented by the Associate Superintendent, Corporate Services.

6. Facility Services

6.1 Joint Use and Planning Agreement (JUPA) Morinville

The Board of Trustees reviewed the JUPA Morinville as presented by the Associate Superintendent, Corporate Services.

7. Transportation Services

The Board of Trustees discussed Transportation Services.

8. Policy Review

The Board of Trustees reviewed board policies for finalization before the end of their term.

Policy 4: Trustee Code of Conduct received final review and is being forwarded to the September 24, 2025, Public Board meeting.

Policy 8: Board Committees received final review and is being forwarded to the September 24, 2025, Public Board meeting.

Policy 9: Policy Development received final review and is being forwarded to the September 24, 2025, Public Board meeting.

Meeting recessed for lunch at 11:59 a.m. Meeting resumed at 12:45 p.m.

9. Advocacy

The Board of Trustees reviewed their 2024/2025 Work Plan.

Meeting recessed for break at 2:25 p.m. Meeting resumed at 2:30 p.m.

10. September Public Board Agenda

The Board of Trustees reviewed the draft agenda for the September 24, 2025, Public Board meeting.

11. Adjournment

The meeting adjourned at 3:20 p.m.

Next meeting: Wednesday, September 24, 2025, at 9:00 a.m.