



REGULAR MEETING OF THE BOARD OF TRUSTEES

HELD VIRTUALLY

JANUARY 7, 2021

10:00 a.m. Regular Board Meeting

AGENDA

1. Call to Order
2. Approval of Agenda
3. In Camera Meeting
4. Motions Arising from In Camera
5. Approval of Minutes
 - a) Regular Board Meeting – December 10, 2020
6. Exemplary Practice/ Student Showcase
7. Superintendent's Report
8. Chair's Report/Correspondence
9. Committee Reports
 - a) Planning
 - b) Other
10. Trustee Reports
11. New Business
12. Adjournment

This unofficial agenda is subject to change and is not *official* until approved at the Board meeting.



EXEMPLARY PRACTICE

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Date of Meeting: Jan. 7, 2021

Showcase Name: Online Student Engagement

Teacher(s): Katherine Marshall

Project Description

French Immersion teacher Katherine Marshall has employed different strategies to engage students with their online learning this year. These strategies include making learning available to the students, special events and live experiments.

Any time students can engage with material in a novel way, it will lead to higher investment and engagement on the part of the student. These strategies have helped to create a rich and supportive environment to which the students wish to return.

Katherine said it is often difficult for teachers to hunt for information while teaching, but she is surrounded by a team including colleagues at École Airdrie Middle School, colleagues at other French Immersion schools, and her online team leads that have helped her achieve success this year. She is certain other teachers would be more than happy to use the materials or the contacts she has developed to provide engaging lessons, and she would be happy to share ideas, resources or contacts with other schools/educators.



SUPERINTENDENT'S REPORT
REGULAR MEETING OF THE BOARD OF TRUSTEES

JANUARY 7, 2021

AGENDA

1. Purchase Orders Over \$200,000
2. At Home Learning Update
3. February Learning Mode Update

ACTION

Information
Information
Information

A handwritten signature in black ink, appearing to read "Greg Luterbach", with a stylized flourish at the end.

Greg Luterbach
Superintendent of Schools



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Item: Purchase **Purchase Orders Over \$200,000**

Date of Meeting: **January 7, 2021**

Background:

This information item is to provide notification, in accordance with Administrative Procedure AP5201, to the Board of Trustees that purchase orders have been issued for the purchase of various items over the amount of \$200,000. Any order over the \$200,000 limit is to be reported to the Board of Trustees.

Current Status:

From Sept. 1, 2020 to Dec. 31, 2020 the following purchase orders were issued for an amount over \$200,000.

- 1. Purchase Order 098511 Issued to Access Gas Services**
PO 098511, issued in the amount of \$1,260,000.00. This Purchase Order relates to the supply of natural gas for all RVS facilities. Maintenance operational funds.
- 2. Purchase Order 098518 Issued to Axia Supernet Ltd.**
PO 098518, issued in the amount of \$697,936.05. This Purchase Order relates to Supernet services for all RVS facilities. Technology operational funds.
- 3. Purchase Order 098537 Issued to 4 Season Transportation**
PO 098537, issued in the amount of \$1,049,999.99. This Purchase Order relates to student transportation. Transportation operational funds.
- 4. Purchase Order 098538 Issued to Fenton Bus Lines Inc.**
PO 098538, issued in the amount of \$640,500.00. This Purchase Order relates to student transportation. Transportation operational funds.
- 5. Purchase Order 098543 Issued to Home Again Enterprises Inc.**
PO 098543, issued in the amount of \$288,750.00. This Purchase Order relates to student transportation. Transportation operational funds.
- 6. Purchase Order 098546 Issued to Rocky View Regional**
PO 098546, issued in the amount of \$315,000.00. This Purchase Order relates to student transportation. Transportation operational funds.
- 7. Purchase Order 098617 Issued to First Student Canada**
PO 098617, issued in the amount of \$1,049,999.99. This Purchase Order relates to student transportation. Transportation operational funds.



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

8. Purchase Order 098618 Issued to Southland Transportation

PO 098618, issued in the amount of \$1,049,999.99. This Purchase Order relates to student transportation. Transportation operational funds.

9. Purchase Order 098625 Issued to Desjardins Financial Security

PO 098625, issued in the amount of \$3,081,015.48. This Purchase Order relates to life, long term disability, and optional life insurance policies. Operational funds.

10. Purchase Order 098682 Issued to Lambourne Environmental Ltd.

PO 098682, issued in the amount of \$200,636.63. This Purchase Order relates to the Springbank lagoon decommissioning. IMR funds.

11. Purchase Order 098929 Alsa Road Construction Ltd.

PO 098929, issued in the amount of \$331,658.25. This Purchase Order relates to RFP Q-21-01 Chestermere High School parking lot paving project. CMR funds.

12. Purchase Order 099092 Westcor Construction Ltd.

PO 099092, issued in the amount of \$2,576,365.10. This Purchase Order relates to RFP Q-19-11 for the Indus School Modernization. CMR funds.

13. Purchase Order 099148 Intellimedia LP

PO 099148, issued in the amount of \$259,425.34. This Purchase Order relates to annual licensing fees for Inclusive Ed, SL Profile, Achievement Analytics, District Education Dashboard, Attendance Analytics, Intelilink Licensing, Digital Student Record Module, PowerSchool Flex. Technology operational funds.

14. Purchase Order 099272 Apple Canada Inc.

PO 099272, issued in the amount of \$493,809.75. This Purchase Order relates to the purchase of 350 MacBook Airs as part of the continuing teacher evergreening. Technology operational funds.

15. Purchase Order 099281 Marsh Canada Ltd.

PO 099281, issued in the amount of \$1,724,129.40. This Purchase Order relates to Property, Liability, Crime, Cyber, Auto, Garage, and Special Risk Insurance policies. Operational funds.

Recommendation:

The Board of Trustees acknowledges receipt of the information item as presented.

INFORMATION ITEM



TO: THE BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

Item: At Home Learning Update

Date of Meeting: January 7, 2021

Background:

On March 15, 2020 the Government of Alberta suspended all classes throughout Alberta as a result of the COVID-19 pandemic. At that time, RVS staff and students pivoted to at-home learning. On April 30, 2020 government announced that classes would remain suspended for the rest of the 2019/20 school year and that at-home learning would continue until the end of June. On June 10, 2020 government announced three potential scenarios that schools could operate under in 2020/21 and stated that the desire was for schools to open in the fall under scenario 1.

On July 20, 2020 the Alberta Government announced that schools would re-open under scenario 1. At the same time, government messaging included the need for jurisdictions to be prepared to pivot to either scenario 2 or 3.

On Nov. 24, government announced “all Grades 7 to 12 students province-wide will move to at-home learning (Scenario 3 of the 2020-2021 School Re-Entry Plan) effective November 30. ECS to Grade 6 students will continue learning at school in-person under Scenario 1 until the winter break – as per school authority calendars. After the winter break, all ECS to Grade 12 students across Alberta will be learning at-home for about a week depending on school authority calendars, and will return to Scenario 1 at school in-person learning on January 11, 2021. These shifts in learning surrounding the winter break are mandatory for all school authorities.”

Current Status:

RVS quickly informed staff and families of this impending change with tailored messaging to the various groups. Our approach for this temporary at home learning was built on what worked well in the spring, what we learned through our expanded online offerings this fall, learnings from when teachers have had to pivot to online due to isolations and our parent survey from June. By Friday Nov. 27th, RVS had produced a parent and student guide (see attached) to help describe what learning would look like as of the 30th. All grades 7 through 12 students temporarily moved to at home learning as of Monday Nov. 30. Most families have appreciated the structures and live video tools put in place to help learning continue while creating engagement. Staff did a great job of quickly shifting to online.

Preparations also began immediately on supports for what learning would look like for our K-6 students for the week of Jan. 4 to 8th. By Dec. 7th, staff and school administrators were provided a guide detailing expectations for the week in January. Again, a parent and student guide was developed and shared with families (see attached). We did increase the hours that students will be actively engaged in their learning from our original scenario 3 plan from the summer. K-6 teachers

INFORMATION ITEM



TO: THE BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

were asked to provide their learning plan for the week to families prior to the winter break so that those teachers would not have to prepare throughout the winter break.

During these weeks we have had a few students remain in the building. Students who required supports and services in-person at school are those identified with significant specialized or exceptional needs who have a current Individualized Program Plan (IPP), and where interruption to services would be detrimental to their success. This included some students currently enrolled in, or receiving supports from, our enhanced mental health team and students who are receiving supports for augmentative communication.

Students who were already registered in RVS' online offerings continued in that mode under their usual operating conditions as per the school calendar (until Dec. 18 and restarting on Jan. 4).

I am proud of how well staff have shifted to this temporary at home learning mode. Their significant efforts have ensured that student learning was able to continue.

Recommendation:

The Board of Trustees acknowledges receipt of the At Home Learning Update as presented.

Grade 7 to 12

Temporary At-Home Learning

Parent/Student Guide



The Government of Alberta has mandated all Grade 7 to 12 students be temporarily taught at home online from Nov. 30 to Dec. 18, 2020 and from Jan. 4 to 8, 2021. As a result, Rocky View Schools (RVS) is activating our [Scenario 3 Plan](#) for students in these grades. This Guide provides additional information to parents/students on what you can expect as well as how you will be supported throughout this temporary online learning period. Please direct any questions you have to your teacher – they are here to help!

Temporary At-Home Learning Overview

Every Monday, teachers will send parents and students a Weekly Learning Plan with specific tasks/activities and suggestions for physical literacy activities. Current student timetables will be followed as closely as possible.

Based on the feedback gathered in the spring of 2020, teachers will regularly provide instruction to students through live online sessions on Google Meet/Zoom. Online meetings can help students learn key concepts while maintaining important connections with teachers and classmates. For this reason, teachers will take attendance during all live sessions and students are expected to be available and actively participate. Tasks and activities will also be provided for students to work on outside of these live online sessions.

Accessibility of teachers is important to support student learning and to remain connected. Teachers will be available to students online, through email and/or by phone. Teachers will provide drop-in online support for all students for periods of time within regular school hours.

Students are responsible to actively engage in learning and diligently pursue their education and will be provided feedback on their learning throughout these four weeks. Formal assessments will be included in the Weekly Learning Plan and assignments will be assessed and graded as they would normally in school. Unlike the spring emergency at-home learning, marks/grades will fluctuate based on the student's demonstration of their learning. Marks and comments will be posted in RVS' PowerSchool Parent Portal.

Grades 7 to 9

Learning will focus on English/French Language Arts, Math, Science and Social Studies averaging 15 hours per week across those subject areas. This is the total amount of time including video sessions, activities/tasks, check-ins, practice, and assessments. Schools will also offer elective/option courses for up to two hours per week. If an existing option is not possible to facilitate online, schools may temporarily develop an option for a cohort. Teachers will, as close as possible, follow the school's timetable. Students will be required to participate in a minimum of two live online sessions per day. For example, the Humanities teacher may hold a live session in the morning and the Math/Science teacher may hold one in the afternoon for a total of two sessions.

Grades 10 to 12

Learning will continue with the student's regular schedule as close as possible. Existing electives/options will continue throughout the temporary online learning period. Students will average six hours of work per five-credit course per week and average three hours of work per three-credit course per week. This is the total amount of time including video sessions, activities/tasks, check-ins, practice and assessments. Students will be required to participate in a minimum of two live online sessions per week per course. These sessions are to be scheduled during the time-of-day students would normally have attended that class (e.g., Math 30-1 Zoom session held between 8:30 and 9:45 a.m. just like if they were face-to-face in school).

Supporting Students with Specialized or Exceptional Needs

RVS will maintain learning opportunities, supports and services through a variety of approaches online and in-person. Students with significant specialized or exceptional needs will continue to be intentionally included in the learning of the whole classroom with support from classroom teachers, learning support teams and divisional supports where appropriate.

Students who may require supports and services in-person at school are those identified with significant specialized or exceptional needs who have a current Individualized Program Plan (IPP), and where interruption to services would be detrimental to their success. This includes students currently enrolled in, or receiving supports from, our enhanced mental health team and students who are receiving supports for augmentative communication.

Divisional supports, such as occupational therapists, speech-language pathologists, psychologists, physical therapists, will continue to provide specialized services to support IPP goals through a variety of means. This may include online and in-person at-school activities in collaboration with the school and family.

Additional Information

Technical Support

RVS will provide dedicated technical support for temporary online learners. The Student/Parent Support Hotline can be reached Monday to Friday from 8:30 a.m. until 4:30 p.m. at studentsupport@rockyview.ab.ca or 403-945-4083.

Technology Loaner Devices

Schools have a limited number of devices to loan and will try to accommodate families in need. Please contact your teacher for more information.

Paper-Based Accommodations

Accommodations can be made for families that require their child's learning materials in a paper-based format. Families requiring paper-based accommodations should contact their teacher.

Access to the School

Access to the school building will be limited for students in Grades 7 to 12. If you need to come to your school during the temporary at-home learning period, please discuss with your teacher.

Kindergarten to Gr. 6

Temporary At-Home Learning

Parent/Student Guide



The Government of Alberta has mandated all Kindergarten to Grade 6 students be temporarily taught at home online from Jan. 4 to 8, 2021. As a result, Rocky View Schools (RVS) is activating our [Scenario 3 Plan](#) with some modifications specific to this circumstance. This Guide provides additional information to parents/students on what you can expect as well as how you will be supported throughout this temporary online learning period. Please direct any questions you have to your teacher – they are here to help!

Temporary At-Home Learning Overview

Teachers of Kindergarten to Grade 6 students will send parents and students a weekly learning plan on the RVS template with specific tasks/activities and suggestions for physical literacy activities for the week. The Jan. 4 to 8, 2021 learning plan is to be sent home prior to the winter break (Dec. 18, 2020).

In response to parent feedback last spring, we will be providing more real-time teacher support and/or instruction. Teachers will regularly check-in with their learners, provide support, and in some cases even deliver content as a live online activity through Google Meet/Zoom. Student participation is expected. Tasks and activities will also be provided for students to work on outside of these live online sessions.

Teachers will provide drop-in online support for all students for periods of time within regular school hours during the week. Teachers will also be available through email and/or by phone to help students and will ensure their students know how and when they can be accessed.

Students are responsible to actively engage in learning and diligently pursue their education and will be provided feedback on their learning. Any assignments will be assessed and graded. Unlike the spring emergency at-home learning, marks/grades will fluctuate based on the student's demonstration of their learning. Any marks and comments from the week will be posted in RVS' PowerSchool Parent Portal.

Teachers will take attendance during all live sessions.

Kindergarten

Learning will focus on English/French Language Arts and Math with health curriculum outcomes embedded. A total of 5 hours of live activities, other activities/tasks, check-ins, practice, and assessments will be provided for the week. Students are required to participate in a minimum of one live online activity per day.

Grades 1 to 3

Learning will focus on English/French Language Arts and Math with health curriculum outcomes embedded. A total of 10 hours of live activities, other activities/tasks, check-ins, practice, and assessments will be provided for the week. Students are required to participate in a minimum of two live online activities per day. Students will also participate in Fine Arts and Physical Education sessions/activities for up to two additional hours per week.

Grades 4 to 6

Learning will focus on English/French Language Arts and Math while incorporating Science, Social Studies and Wellness. A total of 12.5 hours of live activities, other activities/tasks, check-ins, practice, and assessments will be provided for the week. Students are required to participate in a minimum of two live online activities per day. Students will also participate in Fine Arts and Physical Education sessions/activities for up to two additional hours per week.

Supporting Students with Specialized or Exceptional Needs

RVS will maintain learning opportunities, supports and services through a variety of approaches online and in-person. Students with significant specialized or exceptional needs will continue to be intentionally included in the learning of the whole classroom with support from classroom teachers, learning support teams and divisional supports where appropriate.

Students who may require supports and services in-person at school are those identified with significant specialized or exceptional needs who have a current Individualized Program Plan (IPP), and where interruption to services would be detrimental to their success. This includes students currently enrolled in, or receiving supports from, our enhanced mental health team and students who are receiving supports for augmentative communication.

Divisional supports, such as occupational therapists, speech-language pathologists, psychologists, physical therapists, will continue to provide specialized services to support IPP goals through a variety of means. This may include online and in-person at-school activities in collaboration with the school and family.

Additional Information

Technical Support

RVS will provide dedicated technical support for temporary online learners. The Student/Parent Support Hotline can be reached Monday to Friday from 8:30 a.m. until 4:30 p.m. at studentsupport@rockyview.ab.ca or 403-945-4083.

Technology Loaner Devices

Schools have a limited number of devices to loan and will try to accommodate families in need. Please contact your teacher for more information.

Paper-Based Accommodations

Accommodations can be made for families that require their child's learning materials in a paper-based format. Families requiring paper-based accommodations should contact their teacher.

Access to the School

Access to the school building will be limited for students. If you need to come to your school during the temporary at-home learning period, please discuss with your teacher.

School-based Before and After School programs

Given students are not in attendance Jan. 4 to 8th, before and after school programs normally run within a school are closed for the week.

Pre-School Intervention Programs

These programs will shift to online for the week as well. Teachers will be in contact with families with programming that is appropriate for their child.

INFORMATION ITEM



TO: THE BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

Item: February Learning Mode Update

Date of Meeting: January 7, 2021

Background:

On June 10, 2020 government announced three potential scenarios that schools could operate under in 2020/21 and stated that the desire was for schools to open in the fall under scenario 1. On July 20, 2020 the Alberta Government announced that schools would re-open under scenario 1.

On Aug. 7, 2020 RVS announced that we will be offering a teacher-supported online learning program for Gr. 1 – 12. A week later we released a 4-page overview of the program along with a series of questions and answers. We also opened the online form for people to indicate their learning delivery mode choice (homeschooling, in-person or online) for the upcoming school year. We announced at that time that families would have a choice to change their mode as of Feb. 1st. We also indicated that it would be unlikely that individuals would be able to switch modes of delivery throughout the fall.

By the first day of school, RVS had just over 3,000 students in our RVS Online Learning option this fall (11% of projected enrolment). It was a massive logistical challenge to create these offerings, assign students, shift teaching staff. The trickle-down effect required schools to reschedule many of their in-person learners. At the grade 1-8/9 level, we had about 8 or 9 online homerooms for each grade. Given the number of student requests, we were able to offer French Immersion online at all grade levels (grade 1 – 12) and faith-based programming online for grades 1 – 9. Grade 9/10 to 12 timetables and staffing were shifted to reflect those requesting to go online.

Resources were developed for new online students and staff and have been added to throughout the fall.

Current Status:

By the end of October, planning began on how to best facilitate the choice being provided to families for the second half of the school year. In early November, we started communicating that families should anticipate making that selection just prior to winter break in December and will need to stay with the choice made until the end of June. A letter was sent to all families providing the timeline for the decision being early December but after government announced on Nov. 24th that students would be moving to temporary at home learning, we decided to revisit the timeline.

On Nov. 30th we wrote families and informed them that:

Kindergarten

Families of children who are of eligible Kindergarten age this school year and did not send them to school in the fall, may choose to do so at any time before the end of the school year. Please contact your school's office for more information. Note, students that do not attend

INFORMATION ITEM



TO: THE BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

Kindergarten in 2020/21 and are six years of age or older on Sept. 1, 2021, must start Grade 1 next fall as required by Alberta Education.

Grades 1 to 8/9*

Families of Grades 1 to 8/9* students will now have from Jan. 11 to 15, 2021, to decide if their student will attend school in-person or online.

Grades 9*/10 to 12

Due to the complexities of high school timetables and the higher number of course offerings, RVS requires more planning time for these grades. Families of students in Grades 9*/10 to 12 will have from Dec. 8 to 14, 2020, to decide if their student will attend school in-person or online.

*Grade 9s at Chestermere Lake Middle, Indus, Langdon, W.G. Murdoch, Prince of Peace and Beiseker will make their selection between Jan. 11 and 15 given how their timetable is arranged; Gr. 9s in Gr. 9 to 12 high schools will need to make their selection between Dec. 8 and 14 given how their timetable is arranged.

We have now completed the high school selection process. We have approximately 6,500 students who had their opportunity to select their learning delivery mode for the second semester. We heard from just over one half of the families with most choosing to stay with their current mode. Those we did not hear from will remain in their current learning delivery mode until the end of the year. Based on these selections, we anticipate our high school fully online population to increase from 700 students in the first semester to 950 students for the second semester. We are currently re-timetabling the students that are shifting and will then adjust staff accordingly for the Feb. 1st start of the semester. It is important to remember that these selections will be carried right through to the end of June. There will not be an opportunity to change and flip back into the other mode.

The Grade 1 to 8/9 selection period will start on January 11th and run until the 15th. Because we choose to push the selection window back into January, the cut over date for these selections will be Feb. 8th. Whatever the choice is, families will need to stick with that decision until the end of June. More details will be provided after the selection window has been completed.

I would like to recognize the significant efforts made by schools and Education Centre supports to provide and facilitate this choice. We will attempt to minimize disruptions for all students. It will be a very busy January as all of the groups complete their tasks to be ready for the shift on Feb 1st & 8th. Families shifting learning delivery modes will have further communications from their school just prior to the changeover.

Recommendation:

The Board of Trustees acknowledges receipt of the February Learning Mode Update as presented.