



REGULAR MEETING OF THE BOARD OF TRUSTEES

HELD VIRTUALLY

APRIL 1, 2021

10:00 a.m. Regular Board Meeting

AGENDA

1. Call to Order
2. Ratification to Proceed with Virtual Meeting
3. Approval of Agenda
4. In Camera Meeting
5. Motions Arising from In Camera
6. Approval of Minutes
 - a) Regular Board Meeting – March 18, 2021
7. Exemplary Practice/ Student Showcase
 - a) Building Futures Supports APARC
8. Superintendent's Report
9. Chair's Report/Correspondence
10. Committee Reports
 - a) Policy (w/motions)
 - b) Planning
 - c) Other
11. Trustee Reports
12. New Business
13. 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: April 1, 2021

Showcase Name: Building Futures Supports APARC

Teacher: Laura Burt

Student Presenters: Andrew Fallow, Callie Wallace

Project Description

In February, students in the Building Futures program spent two weeks renovating Alberta Pound and Rescue Centre's (APARC) Airdrie location, which opened in April 2020. Students built rooms in APARC's 4,000 square foot warehouse to be used as animal habitats.

This showcase includes an overview of the work the students undertook to transform the warehouse space, the learning that took place, the community partnerships that made the project possible and the impact the project had on the community.

Building Future's project was profiled by local media in the [Airdrie City View and Rocky View Weekly](#).



SUPERINTENDENT'S REPORT
REGULAR MEETING OF THE BOARD OF TRUSTEES

APRIL 1, 2021

AGENDA

1. RVS Future with Online Learning
2. Locally Developed Courses Approval
3. Adjustments to Modular Requests

ACTION

Directive
Directive
Directive

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: RVS Future with Online Learning

Date of Meeting: April 1, 2021

Background:

In the early 2000's RVS ran a virtual (online) school for grades 1 to 12 – Rocky View Virtual School. Over time the enrolments at the younger grades declined and were not sustainable. At the high school level, online programming was sustainable due to students needing courses that did not fit in their traditional timetable for the school they attended (eventually called WE Connect), for some students that were fully online (RVS Online) and for content delivery for some alternative programming provided via RVS' Community Learning Centres.

In August 2020 in response to the pandemic, RVS decided to provide a fully online grade 1 to 12 option to RVS families. RVS has approximately 3,000 students in our RVS Online Learning option this fall (10-12% of enrolment). It was a massive logistical challenge to create these offerings, assign students, shift teaching staff. The trickle-down effect required schools to reschedule their in-class learners after online students and staff were shifted. At the grade 1-8/9 level, we have about 8 or 9 online homerooms for each grade. Given the number of student requests, we are able to offer French Immersion online and faith-based programming online for grades 1– 9. In December/January we allowed families the option to switch in either direction between online or face-to-face. This was another logistical challenge, but families appreciated the option. We continue to get requests daily about switching but we are unable to accommodate most of those requests.

Current Status:

Throughout the fall and winter there have been wonderings if the online option will continue for grades 1 to 12 in RVS beyond 2020/21. The executive team supports the concept of offering the option beyond just being a pandemic response. We believe that there will be interest from our RVS families and that in the future, we could consider accepting students into the offering from outside RVS. A task force has been created to make recommendations to the superintendent for how Grades 1 – 12 online programming could operate in RVS for 2021/22 and beyond. We have had many volunteers keen to work on the task force. We expect that group to solicit feedback from current online teachers, parents and students to help shape future online offerings from RVS.

If RVS is to continue with a grade 1 to 12 online offering in the future then we will see what student/family interest exists, staff the entity, setup the necessary components with Alberta Education, define the organization structure for the entity, adjust enrolments and budgets reflecting any student moves, and much more.

DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Alternative I:

The Board of Trustees directs the Superintendent to continue offering a grade 1 to 12 online option for RVS students.

Alternative II:

The Board of Trustees directs the Superintendent to discontinue the expanded online offerings implemented in 2020/21 and return to offerings similar to what was provided in 2019/20.

Alternative III:

The Board of Trustees refer the matter back to the Policy Committee for further study.

Recommendation:

The Board of Trustees directs the Superintendent to continue offering a grade 1 to 12 online option for RVS students.



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Item: Authorization of Locally Developed Courses for Acquisition and Renewal

Date of Meeting: April 1, 2021

Background:

Locally developed courses (LDCs) are developed, acquired and authorized by school authorities to provide students with unique opportunities to explore a range of interests in subject areas that complement provincial programs of study.

LDCs allow school authorities to be innovative and responsive at the local level. LDCs accommodate the special interests and abilities of students and address local, community and/or parental interests. LDCs may be used to:

- accommodate student needs and interests
- encourage and support innovative learning and teaching practices
- address unique community priorities; e.g., language, culture, labour market needs
- engage students who may be at risk of leaving school early

Courses for Renewal

Rocky View Schools is seeking approval to renew the the following expiring Locally Developed Courses for the authorization periods indicated below. High school administrators have confirmed they would like to offer these courses for students in their schools.

Course Title	Credits	Developing Board	Authorization Period
Band 15, 25, 35	3, 5	The Calgary School Division	Sept. 01, 2021 - Aug. 31, 2025
Biology (Advanced) 35	3	The Calgary School Division	Sept. 01, 2021 - Aug. 31, 2025
Calculus (Advanced) 35	3	The St. Albert School Division	Sept. 01, 2021 - Aug. 31, 2025
Chamber Ensemble 15, 25, 35	3, 5	The Calgary School Division	Sept. 01, 2021 - Aug. 31, 2025
Choir 15, 25, 35	3, 5	The Calgary School Division	Sept. 01, 2021 - Aug. 31, 2025
Design Thinking for Innovation 15, 25, 35	3, 5	The Calgary School Division	Sept. 01, 2021 - Aug. 31, 2025
ESL Expository English 15, 25	5	The Calgary School Division	Sept. 01, 2021 - Aug. 31, 2025
ESL Introduction to Mathematics 15	5	The Calgary School Division	Sept. 01, 2021 - Aug. 31, 2025
Film and Media Art 15, 25, 35	3, 5	The Calgary School Division	Sept. 01, 2021 - Aug. 31, 2025
Forensic Studies 25, 35	3	The Edmonton School Division	Sept. 01, 2021 - Aug. 31, 2025
Instrumental Jazz 15, 25, 35	3, 5	The Calgary School Division	Sept. 01, 2021 - Aug. 31, 2025
Military Studies 15, 25	3	The Calgary School Division	Sept. 01, 2021 - Aug. 31, 2025
Musical Theatre 15, 25, 35	5	The Calgary School Division	Sept. 01, 2021 - Aug. 31, 2025
Paleontology 15	3, 5	The Golden Hills School Division	Sept. 01, 2021 - Aug. 31, 2025
Reading 15, 25	3, 5	The Calgary School Division	Sept. 01, 2021 - Aug. 31, 2025
Studio Art 35	3	The Rocky View School Division	Sept. 01, 2021 - Aug. 31, 2025
Vocal Jazz 15, 25, 35	3, 5	The Calgary School Division	Sept. 01, 2021 - Aug. 31, 2025



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Alternatives:

Alternative I

The Board of Trustees approves the above courses for use in Rocky View Schools pending final authorization from Alberta Education, High School Curriculum Sector.

Alternative II:

The Board of Trustees directs Administration to pursue an alternate course of action.

Recommendation:

The Board of Trustees approves the above courses for use in Rocky View Schools pending final authorization from Alberta Education, High School Curriculum Sector.



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

Item: **Modulars Update and Revisions**

Date of Meeting: **April 1, 2021**

Background:

Annually, Alberta Education requires school districts across the province to review their accommodation needs to determine the demand for additional modular units. As of November 1, 2020, the submission for modular units is expected to be submitted to Alberta Education for their consideration. See Appendix A for the Directive and minutes approved at that time.

In the budget, the Government of Alberta (GOA) has stated; ‘to better address needs identified through the Modular Classroom Program, Budget 2021 is providing an additional \$60 million to complete additional modular classroom projects. This provides a total of \$85 million to support modular units for emergent space needs.’

Current Status:

To ensure the GOA is capturing the most pressing enrolment needs in the province, the Ministry of Education has provided school jurisdictions with the opportunity to advise of any changes to our modular classroom priorities since our initial submission in November 2020.

As in the past, the focus of the Modular Classroom Program is to address health and safety issues first, followed by emergent enrolment pressures, and the Ministry of Education is encouraging RVS and other school jurisdiction to put forward our most pressing enrolment needs for consideration in order that enrolment growth pressures may be addressed.

The submission deadline for these modular classroom requests is March 31, 2021. However, due the timing of RVS’ Board Meeting, RVS is permitted to submit April 1, 2021.

The following is a list of current requests and newly added modular unit requests for the 2021-2022 school year. See Appendix B for proposed location of modular units at each school site.

Priority	School	Municipality	Number of Current Modular Unit Requests (as of Nov 2020)	Number of new Additional Modular Unit Request (As of March 31, 2021)	2021	2022	2023	Projected % utilization in 2023 if units approved
Relocations								
1	Bow Valley	Cochrane	6 units		107%	114%	114%	98%
2	Manachaban	Cochrane	2 units		117%	108%	107%	90%
			8 units					



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

Priority	School	Community	Number of Current Modular Unit Requests (as of Nov 2020)	Number of new Additional Modular Unit Request (As of March 31, 2021)	Revised Total Number of Additional Modular Units Requested	2021	2022	2023	Projected % utilization in 2023 if units approved
New Modular Requests									
1	Bert Church	Airdrie	6 units	2 units	8 units	108%	111%	114%	96%
2	Manachaban	Cochrane	2 units	-	2 units				
3	WH Croxford	Airdrie	4 units	4 units	8 units	98%	112%	117%	100%
4	Bow Valley	Cochrane	1 unit	-	1 unit				
5	Fireside	Cochrane		4 units	4 units	92%	101%	112%	100%
6	Mitford	Cochrane		2 units	2 units	95%	97%	101%	90%*
7	Northcott Prairie	Airdrie		6 units	6 units	93%	106%	114%	96%
			13 units	18 units	31 units				

* Mitford School Facility houses two distinct schools. Also, the 'accommodation capacity' is 600, whereas the Provincial Capacity is 665.

Alternatives:

Alternative I:

The Board of Trustees approves the submission to the Province for the additional eighteen (18) units in priority as outlined in the above chart.

Alternative II:

The Board of Trustees approves the submission to the Province for eighteen (18) units in priority as outlined in the above amended chart.

Alternative III:

The Board of Trustees approves the submission to the Province for _____ units in priority as outlined in the above amended chart.

Recommendation:

That the Board of Trustees approves the submission to the Province for the additional eighteen (18) units in priority as outlined in the above chart.

DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: POLICY COMMITTEE

Item: Policy 23, 25 and 27

Date of Meeting: April 1, 2021

Background:

The Board's Policy Committee is charged to "recommend revisions, deletions and creation of new policies to the Board of Trustees". As part of the routine work of the Policy Committee they have reviewed and recommend changes to the following policies.

Current Status:

Summary of major changes to Policy 23 – School Attendance Areas

- Last revised in September 2020 but only the references were updated. Prior to that, last change was in January 2016.
- Simplified the background to focus on school attendance areas only and remove duplication from the guidelines below.
- Added that attendance areas might be created or adjusted in the case of a school closure.
- Matched our language about acceptance of out of area students to that of the *Education Act*.
- Removed some of the technical processes from the policy as they are in administrative procedures.
- Simplified the description of Board and Superintendent responsibilities.
- Refer to Policy 25 Community Engagement and Assurance rather than rewriting some of those processes when attendance area consultations occur.

Summary of major changes to Policy 25 – Community Engagement

- Last revised in September 2020 but only the references were updated. Prior to that, last change was in January 2016.
- Added 'Assurance' into the title of the policy.
- Integrated some of the updated language from the *Education Act*, Funding/Assurance framework, *School Council Regulation* into the updated policy

Summary of major changes to Policy 27 – Trustee Compensation and Development

- Last revised in April 2019.
- Rewrote the background.
- Annual honoraria, additional honoraria and annual general expense allowance amounts did not change.

DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: POLICY COMMITTEE

- Clarify that meeting preparation for Board and Planning Committee meetings are part of the annual honoraria.
- Removed additional honoraria for being a Zone 5 ASBA executive officer, attending Board established trustee orientation and one ASBA trustee orientation per term.
- Removed tax code references as they are no longer applicable or not within the Board's purview to change.
- Clarify that the Board Planning Committee approves other events/meetings that trustees might receive additional honoraria for.
- Moved the item about division provided computer up under general expense allowance.
- Updated limitations under benefits to be accurate.
- Moved from two separate trustee development funds (\$2,500 annually plus \$5,500 over the term) to one annual allocation (\$3,000) per trustee. This amount is to be affirmed annually as part of the division budget.
- Allow trustee to use trustee development funds for other resources (technology, books, digital subscriptions, courses) that support their role as a trustee but also that any of these tangible items purchased through these trustee development funds shall remain the property of RVS and shall be returned to the Division or purchased by the trustee at fair market value at the end of the trustee's term.
- Updated references to *Education Act*.

Policy 23 – School Attendance Areas Alternatives:

Alternative I:

The Board of Trustees approves the attached Policy 23 – School Attendance Areas.

Alternative II:

The Board of Trustees approves a further amended Policy 23 – School Attendance Areas.

Alternative III:

The Board of Trustees refer Policy 23 – School Attendance Areas back to the Policy Committee for further study.

Recommendation:

The Board of Trustees approves the attached Policy 23 – School Attendance Areas.

DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: POLICY COMMITTEE

Policy 25 – Community Engagement Alternatives:

Alternative I:

The Board of Trustees approves the attached Policy 25 – Community Engagement and Assurance.

Alternative II:

The Board of Trustees approves a further amended Policy 25 – Community Engagement and Assurance.

Alternative III:

The Board of Trustees refer Policy 25 – Community Engagement back to the Policy Committee for further study.

Recommendation:

The Board of Trustees approves the attached Policy 25 – Community Engagement and Assurance.

Policy 27 – Trustee Compensation and Development Alternatives:

Alternative I:

The Board of Trustees approves the attached Policy 27 – Trustee Compensation and Development to take effect on the date that trustees are sworn-in after the election of October 18, 2021 but no later than November 1, 2021.

Alternative II:

The Board of Trustees approves the further amended Policy 27 – Trustee Compensation and Development to take effect on the date that trustees are sworn-in after the election of October 18, 2021 but no later than November 1, 2021.

Alternative III:

The Board of Trustees refer Policy 27 – Trustee Compensation and Development back to the Policy Committee for further study.

Recommendation:

The Board of Trustees approves the attached Policy 27 – Trustee Compensation and Development to take effect on the date that trustees are sworn-in after the election of October 18, 2021 but no later than November 1, 2021.

BACKGROUND

The Board establishes school attendance areas and designates resident students of the Board to a particular school as a way of managing space and resources across the division in order to provide quality learning opportunities for all students.

GUIDELINES

1. Attendance areas will be created and adjusted as deemed necessary by the Board in order to:
 - 1.1. Integrate new facilities;
 - 1.2. Make educational programs more viable;
 - 1.3. Make more efficient use and utilization of school facilities;
 - 1.4. Make transportation of students more efficient; and
 - 1.5. Address a school closure.
2. Attendance areas are developed by the Superintendent or designate using a collaborative process in line with Policy 25 – Community Engagement and Assurance.
3. Attendance areas as developed by the Superintendent are subject to approval by the Board.
4. Students will normally be expected to attend their designated school.
5. Attendance areas are not the same as ward boundaries, transportation service boundaries and boundaries defined by municipalities or other government bodies.
6. The Board recognizes that parents may wish to register their child at a school outside of their attendance area and permit such requests when sufficient resources and facilities are available. The Superintendent will maintain an administrative procedure detailing how this process will work.
7. The Superintendent may direct a student to attend a school other than the one designated, for:
 - 7.1. Educational reasons: a strong rationale outlining why the resident school does not provide the student with adequate educational opportunities is required.
 - 7.2. Social/emotional and/or psychological reasons. Medical documentation is required. The Superintendent may request an independent medical assessment.
8. If the Superintendent directs a student to a school other than the one designated, transportation will be provided.

Legal Reference:

- Section 4,7,11,21,32,33,52,53,59,197,222 Education Act

BACKGROUND

The Board establishes school attendance areas to identify the school that a resident student is designated to attend. In providing high quality learning opportunities for all students, the management of variables such as, but not limited to, facility utilization, transportation, future planning, staff resources, financial resources, technology resources, is necessary. The Board recognizes that parents may wish to register their child at a school outside of their attendance area and the review of this request is subject to a meeting with the resident school principal, the provision of appropriate resources, availability of facility space, and parent-provided transportation.

GUIDELINES

1. The Superintendent or designate may direct students to attend any school.
2. Attendance areas are not the same as ward boundaries, transportation service boundaries and boundaries defined by municipalities or other government bodies.
3. Attendance areas are developed by the Superintendent or designate, and approved by the Board.
4. Attendance areas will be adjusted as deemed necessary by the Board in order to:
 - 4.1 Integrate new facilities.
 - 4.2 Make educational programs more viable.
 - 4.3 Make more efficient use of school facilities.
 - 4.4 Make transportation of students more efficient.
5. Students will normally be expected to attend their designated school.
6. On an annual basis, parent(s)/guardian(s) may request that their child be enrolled in a school within the Division other than the school to which the student has been designated to attend. Annual acceptance may be provided if:
 - 6.1 The parent(s)/guardian(s) have had direct communication with the principal of the designated school to discuss reasons for requesting to attend a non-designated school in an effort to create a better understanding for school improvement;
 - 6.2 There is sufficient facility space, personnel and resources in the school in which the parent(s)/guardian(s) wish to enroll their child (normally this means the school is operating at less than 85% of capacity); and
 - 6.3 The parent(s)/guardian(s) agree to transport their child to and from the school or make arrangements in accordance with Administrative Procedure 305 School Attendance Areas.

7. Out-of-attendance area requests, provided that 6.1 has been addressed, commence with the principal of the school the parent(s)/guardian(s) wishes their child to attend. Approval is dependent upon the above-noted factors. If approved, the parent(s)/ guardian(s) will receive a “permission to register” letter. If denied, the parent(s)/guardian(s) may appeal.
8. The Superintendent may direct a student to attend a school other than the one designated, for:
 - 8.1 Educational reasons: a strong rationale outlining why the resident school does not provide the student with adequate educational opportunities is required.
 - 8.2 Social/emotional and/or psychological reasons. Medical documentation is required. The Superintendent may request an independent medical assessment.If the Superintendent directs a student to a school other than the one designated, transportation will be provided.
9. As schools cannot provide all types of infrastructure for the flourishing of all students, programs should be complementary and provide for potential multiple school facility usage by a student. To this end, attendance areas do not necessarily preclude individual students from attending different facilities for portions of the school day to augment individual student programs.
10. The definition of attendance areas is the responsibility of the Superintendent as approved by the Board. Where possible, the Superintendent shall use a collaborative process to recommend the best possible decision to the Board of Trustees. A collaborative process may adhere to the following steps:
 - 10.1 Hold a public meeting to outline short and long term student accommodation challenges and discuss attendance area and new facility opening processes.
 - 10.2 Once draft boundaries are developed, engage the broader public, including affected school councils, to provide feedback and alternatives via the jurisdictional website.
 - 10.3 Consider the feedback to develop alternative proposals, if applicable, for Board consideration and eventual approval.

Legal Reference:

- Section 4,7,11,21,32,33,52,53,59,197,222 Education Act

BACKGROUND

The Board believes education is a shared responsibility that requires engagement, collaboration, and strong partnerships with all stakeholders. This ensures a system that is responsive to the needs of the community in order to deliver the best outcomes for students.

The Board also believes that assurance is achieved through community engagement and by creating and sustaining a culture of continuous improvement and collective responsibility. Assurance occurs when stakeholders have trust and confidence that system leaders are responsive to meeting the needs of students and that they are fulfilling their responsibilities to achieve student success.

DEFINITIONS

- Community:** All stakeholders who have an interest in student success.
- Engagement:** A process by which the values, needs and concerns of the community are considered in decision-making.
- Assurance:** Enhancing public trust and confidence that the education system is meeting the needs of students and that students are successful.
- Stakeholders:** Parents, students, staff, electors, and the community, including municipalities and the local business community.

GUIDELINES

1. All stakeholders play a major role in fostering an atmosphere of collaboration and a shared vision for student success.
2. Engagement opportunities will be provided as appropriate to parents, students, staff, school councils and the wider community.
3. Various engagement strategies will be deployed allowing for differing levels of public involvement and decision making – informing, consulting, involving, collaborating, and empowering (see Appendix A).
4. Information will be shared with parents, students, staff, and school councils, and made available to the wider community, to enable them to offer input into policies, process, and actions of schools and the division.
5. Communication will be ongoing and will be respectful and collaborative in nature and action.
6. All consultations will have an emphasis on student success, transparency, and accountability.

Legal Reference:

- Sections 33, 53, 55 and 67 Education Act
- Funding Manual for School Authorities
- School Councils Regulation
- International Association of Public Participation

APPENDIX A - COMMUNITY ENGAGEMENT

There are five distinct levels of community participation in the engagement process. The Board will determine the level of engagement based on the following:

Level	Aim	Pledge
1. Inform	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	RVS will keep stakeholders informed.
2. Consult	To obtain public feedback on analysis, alternatives, and/or decisions.	RVS will keep stakeholders informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.
3. Involve	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	RVS will work with stakeholders to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.
4. Collaborate	To partner with the public in each aspect of the decision, including the development of alternatives and identification delegated to the public.	RVS will look to stakeholders for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.
5. Empower	To place final decision-making in the hands of the public.	RVS will implement what stakeholders decide.

** Based on International Association of Public Participation (IAP2) model

BACKGROUND

The Board believes that strong community partnerships are integral for building strong schools and strong communities. To this end, the Board expects that opportunities should be provided for communities to be involved. Communities need to be engaged through ongoing effective communication and dialogue, and the level of consultation will be made clear to stakeholders.

GUIDELINES

1. All school community members play a major role in fostering an atmosphere of broader community collaboration.
2. Information should be shared with school councils, students, staff, parents, and the community to enable them to offer input into the programs and policies of the Division and the schools.
3. To enable appropriate consultation please refer to Appendix A, which outlines the levels of community engagement that may be applied in a consultation process.

DEFINITIONS

Community Engagement: A process by which the values, needs and concerns of the public are considered in decision-making.

Community: All stakeholders who have an interest in student success, i.e., staff, parents, students, business and community members.

Legal Reference:

- Sections 55 and 67 Education Act

POLICY 25 - APPENDIX A - COMMUNITY ENGAGEMENT

There are five distinct levels of community participation in the engagement process. The Board will determine the level of engagement based on the following:

Level	Aim	Pledge
1. Inform	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	RVS will keep stakeholders informed.
2. Consult	To obtain public feedback on analysis, alternatives, and/or decisions.	RVS will keep stakeholders informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.
3. Involve	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	RVS will work with stakeholders to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.
4. Collaborate	To partner with the public in each aspect of the decision, including the development of alternatives and identification delegated to the public.	RVS will look to stakeholders for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.
5. Empower	To place final decision-making in the hands of the public.	RVS will implement what stakeholders decide.

BACKGROUND

The Board believes that trustees are to be fairly compensated for the time spent carrying out business of the Board and attending to their duties, and that trustees be reimbursed for reasonable expenses incurred because of this work. The amount paid to trustees must strike an appropriate balance that provides recognition for the valuable work that is done by each individual trustee, while being fiscally responsible for the division.

The Board expects that trustees will actively engage in training and development activities that will enhance their ability to fulfil their governance role.

Additionally, the Board believes that the guidelines for compensation and expense reimbursement must be clear and transparent to the public and commit to reviewing this policy at least once per electoral term.

GUIDELINES

1. Trustee Compensation

1.1. Each trustee shall be paid annual honoraria, additional honoraria, and annual general expense allowance as outlined in the following chart:

	Annual Honoraria	Additional Honoraria (Per Hour Rate)	Annual General Expense Allowance
Chair	\$33,720	\$38.84	\$6,754
Vice-Chair	\$28,490	\$38.84	\$6,754
Other Trustees	\$25,580	\$38.84	\$6,754

1.1.1. Annual Honoraria is an all-inclusive amount paid to each trustee for their time to prepare for and attend to school board business including:

- 1.1.1.1. All Board meetings;
- 1.1.1.2. All Planning Committee meetings held on Board meeting dates;
- 1.1.1.3. Seminars, conferences, and conventions;
- 1.1.1.4. Meeting preparation; and,
- 1.1.1.5. All other meetings, school functions and other responsibilities except as outlined under Additional Honoraria.

1.1.2. Additional Honoraria is the hourly amount paid to each trustee for their time, inclusive of travel time, spent attending:

- 1.1.2.1. Meetings of Board established Committees which the trustee attends either in person or electronically, as a Board appointed committee member;

**POLICY 27
TRUSTEE COMPENSATION
AND DEVELOPMENT**

- 1.1.2.2. Meetings of collective agreement committees, external committees, agencies and organizations to the Board where the trustee attends either in person or electronically, as a Board authorized representative;
 - 1.1.2.3. School council meetings where the trustee attends either in person or electronically, as the designated trustee (or alternate) and joint Board / school council meetings;
 - 1.1.2.4. Board Planning Committee meetings not held on Board meeting dates;
 - 1.1.2.5. Board established professional development or in-service;
 - 1.1.2.6. School tours, typically limited to one per trustee term;
 - 1.1.2.7. Board sponsored meetings with elected officials;
 - 1.1.2.8. Travel time to Board meetings; and
 - 1.1.2.9. Other events/meetings which a trustee attends as a Board representative as authorized by the Board Planning Committee.
- 1.2. Annual General Expense Allowance is the amount paid to each trustee to offset various home office costs, supplies, additional technology, and other expenses which are not reimbursed through Rocky View Schools' expense claim process.
- 1.2.1. A computer shall be provided to each trustee by the Division for their use during their term. These technology devices shall remain the property of RVS and shall be returned to the Division or purchased by the trustee at fair market value at the end of the trustee's term.
- 1.3. Each September 1, the annual honoraria, additional honoraria, and annual general expense allowance shall be adjusted by a ratio equal to the change in the Calgary Consumer Price Index (C.C.P.I.), comparing the June C.C.P.I. to the previous June's C.C.P.I.

2. Trustee Benefits

- 2.1. The following group benefit plans are available to trustees.

Benefit	Limitations	Cost Sharing
Life Insurance	\$10,000	100% Board paid
Basic A.D. & D.	\$25,000	100% Board paid
Supplementary Health Care	As per Trustee Plan	100% Board paid
Dental Care	As per Trustee Plan	100% Board paid
Health Care Spending Account	\$500 per year	100% Board paid

3. Trustee Development

- 3.1. The Board of Trustees recognizes the need for trustees to participate in relevant development opportunities and resources that support the role of a trustee.
- 3.2. Each trustee may utilize up to \$3,000 annually for trustee development, subject to affirmation as part of the annual budget.
- 3.3. Reimbursement of travel and subsistence expenses incurred shall be made in accordance with divisional procedures.
- 3.4. In addition, designated trustee(s) shall be reimbursed expenses to attend Alberta School Boards Association (ASBA) fall general and spring general meetings.
- 3.5. In addition to the above, expenses shall be paid for a trustee to attend any development event when directed by the Board to do so.
- 3.6. Trustees are expected to share learnings and resources with other Trustees.
- 3.7. Any tangible items purchased through these funds shall remain the property of RVS and shall be returned to the Division or purchased by the trustee at fair market value at the end of the trustee's term.

4. Trustee Expenses

- 4.1. Subject to the limits in Board policies and administrative procedures, reasonable expenses associated with attendance at meetings held outside the trustee's own ward are claimable expenses including transportation, meals, hotels, communication and other costs.
- 4.2. Trustee expense claims will be completed and submitted in accordance with Board policy and current administrative procedures.

5. Expense Disclosure

- 5.1. The Board believes in public transparency and accountability to its stakeholders and publicly discloses all expense reimbursements. Disclosure of expense reports demonstrates enhanced transparency and accountability to taxpayers, promotes integrity within the school division, provides equal and timely access to expense information, and furthers the principles of the Freedom of Information and Protection of Privacy Act with respect to proactive release of information.
- 5.2. Expense disclosures will follow the applicable administrative procedure.

Legal Reference:

- Education Act Section 33, 34, 51, 140, and 228

BACKGROUND

Trustees have a legislated role to fulfill and as such are to be fairly compensated for time spent carrying out Board business.

A review of this policy shall be undertaken by an external committee of the Board and brought forward for the Board's consideration by the end of April in the final year of the Board's term of office, with approved changes to this policy effective on November 1st following the Trustees' election.

COMPENSATION

1. Each trustee shall be paid annual honoraria, additional honoraria, and annual general expense allowance as outlined in the following chart:

Rates effective January 1, 2019:

	Annual Honoraria	Additional Honoraria (Per Hour Rate)	Annual General Expense Allowance
Chair	\$33,720	\$38.84	\$6,754
Vice-Chair	\$28,490	\$38.84	\$6,754
Other Trustees	\$25,580	\$38.84	\$6,754

Annual Honoraria is an all-inclusive amount paid to each trustee for their time to prepare for and attend to school board business including:

- All Board and Planning meetings;
- Seminars, conferences, and conventions; and,
- All other meetings, school functions and other responsibilities except as outlined under Additional Honoraria.

Additional Honoraria is the amount paid to each trustee for his or her time, inclusive of travel time, spent attending:

- Meetings of Board established Committees which the trustee attends either in person or via tele/video conference, as a Board appointed committee member;
- Meetings of collective agreement committees, external committees, agencies and organizations to the Board where the trustee attends either in person or via tele/video conference, as a Board authorized representative;

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TRUSTEE COMPENSATION AND DEVELOPMENT

- School council meetings assigned to the trustee (or alternate) and joint school council meetings;
- Additional Board Planning meetings not on the approved annual schedule;
- Zone 5 ASBA meetings as an executive officer or Board authorized representative;
- Board established professional development or in-service;
- Board established trustee orientation and one ASBA orientation session per trustee term;
- School tours, typically limited to one per trustee term;
- Board sponsored meetings with elected officials;
- Travel time to Board meetings and Board Planning meetings; and
- Other events/meetings which a trustee attends as a Board authorized* representative;

* Authorization to be sought at a Board Planning meeting.

Annual General Expense Allowance is the amount paid to each trustee to offset various home office costs, supplies, additional technology, and other expenses which are not reimbursed through Rocky View Schools' expense claim process.

2. Each September 1, the annual honoraria, additional honoraria, and annual general expense allowance shall be adjusted by a ratio equal to the change in the Calgary Consumer Price Index (C.C.P.I.), comparing the June C.C.P.I. to the previous June's C.C.P.I.
3. Effective January 1, 2019, the Government of Canada has determined that the full amount of any non-accountable allowances paid will be included in income for tax purposes. Non-accountable allowances include:
 - annual honoraria;
 - additional honoraria
 - annual general expense allowance; and
 - *taxable per kilometer travel expenses

* Travel expenses between a trustee's residence and the Education Centre (Board central office) is considered to be a taxable expense and is subject to tax on the same basis as other income. Travel expenses to eligible training seminars and other functions not held at the Education Centre are regarded as non-taxable expense reimbursements.

BENEFITS

1. The following group benefit plans are available to trustees.

Benefit	Limitations	Cost Sharing
Life Insurance	\$10,000	100% Board paid
Basic A.D. & D.	\$25,000	100% Board paid
Supplementary Health Care	Early Retiree Plan	100% Board paid
Dental Care	No Limitations	100% Board paid
Health Care Spending Account	\$500 per year**	100% Board paid

Life Insurance and Basic A.D. & D premiums are deemed by the Government of Canada to be taxable benefits.

**Trustee Health Care Spending Account will be credited each November 1st. Eligible Health Care Spending expenses must be incurred by October 31st, 24 months after the Trustee Health Care Spending Account is credited or allocation will be forfeited.

TRUSTEE DEVELOPMENT

The Board of Trustees recognizes the need for trustees to attend conventions and conferences to enhance their development, growth, and attainment of information as a means of keeping abreast of current developments and new initiatives.

1. A computer shall be provided to each trustee by the Division for their use during their term. These technology devices shall remain the property of RVS and shall be returned to the Division or purchased by the trustee at fair market value at the end of the trustee's term.
2. The Board shall establish in its annual budget a sum of monies for the purpose of defraying expenses incurred by trustees for attendance at workshops, conferences and seminars conducted beyond the boundaries of the Division.
3. Reimbursement of travel and subsistence expenses incurred shall be made in accordance with divisional procedures.
4. Each trustee may utilize up to \$2,500 annually to attend education or trustee development.
5. Each trustee may utilize up to \$5,500 during their four-year term to attend education or trustee development.
6. In addition, designated trustee(s) shall be reimbursed expenses to attend Alberta School Boards Association (ASBA) fall general and spring general meetings.
7. In addition to the above, expenses shall be paid for a trustee to attend any development event when directed by the Board to do so.
8. Trustees are expected to report to the Board on any attended conference upon their return.

EXPENSES

1. Subject to the limits in Board policies and administrative procedures, reasonable expenses associated with attendance at meetings held outside the trustee's own ward including Board meetings, Board Planning meetings, and other committee meetings, training seminars and other functions, inclusive of transportation, meals, hotels, communication and other costs are claimable expenses.
2. Trustee expense claims will be completed and submitted in accordance with Board policy and current administrative procedures.

EXPENSE DISCLOSURE – Public disclosure requirements

1. The Board believes in public transparency and accountability to its stakeholders.
2. Disclosure of expense reports demonstrates enhanced transparency and accountability to taxpayers, promotes integrity within the school division, provides equal and timely access to expense information, and furthers the principles of the *Freedom of Information and Protection of Privacy Act* with respect to proactive release of information.
3. Requirements to disclose expense reports apply to Trustees, the Superintendent, and Associate Superintendents, and those incurring expenses on behalf of them.
4. Disclosures will follow Administrative Procedure 5120 Expense Disclosure.

Legal Reference:

- School Act Sections 60, 60(1)(a), 60(2)(e), and 147(1)