



REGULAR MEETING OF THE BOARD OF TRUSTEES

HELD VIRTUALLY

JUNE 3, 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 – May 20, 2021
7. Exemplary Practice/Student Showcase
 - a) Recognition of Staff Excellence
8. Superintendent's Report
9. Chair's Report/Correspondence
10. Committee Reports
 - a) Planning
 - b) Other
11. Trustee Reports
12. New Business
 - a) Board Policy 9 – Strategic Planning
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: June 3, 2021

Showcase Name: Recognition of Staff Excellence

Project Description

Each year, the Board of Trustees recognizes staff members who demonstrate leadership in learning by obtaining post-secondary degrees or professional certificates or being nominated for the Alberta School Board Association's Edwin Parr Award.

The Board extends its congratulations to 32 RVS staff members who have upheld the principle that building capacity increases the collective efficacy of a group to improve student learning. To learn more about each staff member's accomplishments, please see the attached Staff Excellence brochure.

RVS believes all staff has a responsibility to engage in lifelong learning while bringing about transformational change to create a more innovative learning organization for all. Through ongoing learning, collaboration and research, staff is acquiring the requisite skills that are influencing students' thinking and learning and helping to bring about transformational change to accomplish that purpose.



Board of Trustees'
**Recognition of
Staff Excellence**

June 3, 2021

Recognition of **Post-Graduate Achievement**

Centred on the principle that building capacity increases the collective efficacy of a group to improve student learning, Rocky View Schools (RVS) believes its staff has a responsibility to engage in lifelong learning, while bringing about transformational change to create a more innovative learning organization for all.

The Board of Trustees would like to recognize the accomplishments of 27 staff members who not only exemplify the jurisdiction's vision that we are all learners, but who also demonstrate leadership in learning.

Marie Adjei

Learning Assistant – R.J. Hawkey Elementary School
Registered Behavioural Technician Certificate –
Verbal Behaviour Institute

“Marie is a hardworking Learning Assistant who is a positive team player. She is collaborative and loves learning. She brings her passion and joy to work each day. She is a pleasure to have on staff.”

~ Jason Billings, Principal

Laurie Allen

Childhood Development Advisor – R.J. Hawkey Elementary School
Certificate in Addiction Studies – Mount Royal University

“Laurie is passionate about the support she provides to our students, staff and families. She connects with them frequently to support their social and emotional needs. This has had a very positive impact on their experience at school. We appreciate her hard work and dedication.”

~ Jason Billings, Principal

Glenn Barham

Teacher – Chestermere High School

Master of Engineering – Schulich School of Engineering, University of Calgary

“Glenn shares his love of learning and applies the real-life application of physics and chemistry from his master's degree to the classes he teaches, regardless of level. He imparts the foundation for complex problem-solving beyond a bachelor's degree and the challenges students may face in the area of technical sciences and the future of these industries.”

~ Lisa Schultz, Assistant Principal

Jennifer Brousseau Innes

Teacher – École Edwards Elementary School

Master of Education: Interdisciplinary Pathway – University of Calgary

“Jennifer is a wonderful teacher and volunteered to shift to online learning when the need arrived this fall. She is a true team player whose French Immersion expertise in the classroom makes her lessons engaging and exciting for her students. Jennifer is a natural leader that aspires to be involved in all areas of teaching and learning. Jennifer has completed a Master of Education: Interdisciplinary Pathway, which had a unique focus on enhancing and supporting mental health, and leading and learning in a digital age. She also completed a research year focused on characteristics of an effective online learning environment. We look forward to Jennifer infusing this learning into her practice. As a valued member of the École Edwards team, we are so proud of her accomplishments! Congratulations Jennifer!”

~ Nancy Dutchik, Principal

Kyla Craig

Teacher – Banded Peak School

**Professional Master of Education: Literacy Education
Field of Study – Queen's University**

"Kyla is a caring, compassionate and talented teacher who approaches each day with a smile and as an opportunity to learn from her students and her colleagues. She is adored by her students and highly respected by her peers. We are very proud of Kyla's accomplishments and wish her all the best in her career."

~ *Simon Pols, Principal*

Elisha Danielson

Teacher – École Edwards Elementary School

Master of Education – University of Calgary

"Elisha is an excellent French Immersion teacher who strives to support the needs of all students in her class. In the interdisciplinary Master of Education program, Elisha focused on learning about the uses of assistive technology and the positive impact it has on student learning. The second area of focus for Elisha was learning about educational leadership. Finally, Elisha completed a literature review about effective and inclusive teaching practices that promote reading fluency in the French Immersion program. We are very proud of Elisha and are excited to see her continue this journey in the classroom and as a mentor of other professionals at École Edwards. Congratulations Elisha!"

~ *Nancy Dutchik, Principal*

Denise Deere

Learning Assistant –

École Edwards Elementary School

Graduated EA Course – Ashworth PCDI College

"As a learning assistant, Denise is truly committed to the welfare of the children she serves. She is always dedicated to supporting each child with access to learning and works closely with teachers to support the engagement of her students. Her caring, flexible and nurturing nature makes her a student-centred Learning Assistant."

~ *Nancy Dutchik, Principal*

Alessandra Enns

Counsellor – École Airdrie Middle School

Master of Counselling Psychology – Yorkville University

"Alessandra is a champion of children. She always aims to support their needs first, is circumspect in her approach to supporting them and her great expertise also keeps our staff's mental health at the forefront. She is a great support to any staff she is working with!"

~ *Thomas Elbel, Principal*

Winni Gill

Teacher – Chestermere High School

Master of Education: Indigenous Education and Leadership – University of Calgary

"Winni is a passionate and committed educator. Her research for her master's degree focused on deconstructing barriers to integrating Indigenous pedagogies in Canadian classrooms. She is looking forward to being an agent of change by supporting school leaders, teachers and students in the journey towards decolonizing education."

~ *Lisa Schultz, Assistant Principal*

Marie Grenon

Teacher – Glenbow Elementary School

**Master of Modern Languages: French –
University of British Columbia**

"Marie is a passionate French Immersion teacher here at Glenbow with 15 years of French Immersion experience in RVS. This degree adds to her extensive repertoire of skill and knowledge in the French Immersion realm, specifically in teaching and assessing second languages. RVS will, undoubtedly, continue to benefit from Marie's second language expertise."

~ *Fraser Montgomery, Principal*

Someya Inzinger

Teacher – Westbrook School

Master of Professional Education: International School Leadership – Western University

"Someya is a student at heart and has always looked for ways to further her skills and pedagogy through additional education. Soon after graduating from the University of Toronto while working full-time, she completed an Honour Specialist in Family Studies, Honour Specialist in Social Science and Primary Division Specialist, before moving to Alberta. While working at RVS, she has completed ALP 1 and 2, while working full-time and completing her master's degree at Western University. Someya stayed focused and completed her two-year program while working full-time, being pregnant and having a newborn during the COVID-19 pandemic."

~ *Christine Parker, Principal*

Linda Lapere

Teacher – Elbow Valley Elementary School

Master of Education: Leading Learning and Teaching – University of Dundee (Scotland)

“Linda joined the Elbow Valley staff this year and made an immediate positive and profound impact on the school. Having recently emigrated from Scotland, Linda capped off the completion of her master’s degree by acing a test on the Canadian north. RVS would be lucky to hold on to this world-class educator.”

~ *Brendan Trinca, Principal*

Megan Martin

Learning Support Teacher – Chestermere High School

Master of Education: Leadership and Early Childhood Education with a focus on Inclusion and Inclusive Practices – University of Calgary

“Megan is a kind, caring and dedicated educator who believes all students can succeed. With her new achievement, she looks forward to assisting her school community in shaping a culture of inclusion to ensure every student is provided with the necessary supports for optimal success.” ~ *Lisa Schultz, Assistant Principal*

Shara Masiuk

Teacher – Banded Peak School

Master of Educational Leadership – University of Calgary

“Congratulations to Shara, who has successfully completed her master’s degree in Educational Leadership with a 4.0 GPA. Shara is a caring, creative, hard-working and talented teacher who has garnered a tremendous amount of respect from her colleagues and our community. We are very proud of Shara for achieving this wonderful accomplishment and are excited to see where her work will take her in the years to come. Well done!”

~ *Simon Pols, Principal*

Lucas Miller

Teacher – RancheView School

Post-Baccalaureate Certificate in Inclusive Education – Athabasca University

“Lucas pursued his post-baccalaureate certificate in order to further support the exceptional learners in his classroom. He slowly worked on it over the past three years while teaching. The program is an eight-course certificate that focuses on the assessment and instruction of various exceptionalities. He found it very helpful in creating student success plans to understand a little bit more about the needs and best practices to support students through an RTI model for inclusive education, and he used the program and professional development to remain up-to-date on the latest research in educational psychology after completing his bachelor’s degree.”

~ *Sharon Cronin, Principal*

Victoria Minion

Teacher/Learning Leader – Bert Church High School

Master of Mathematics – University of Waterloo

“Victoria is an incredible teacher at Bert Church who leads our math instruction at the school.

Victoria continues to innovate through initiatives like effectively using digital resources to ensure students can access their learning through difficult circumstances this past year as well as integrating outcomes-based assessment into her class.

Victoria combines her strong pedagogy with math knowledge and care for students to be a great resource at Bert Church.” ~ *Ryan Reed, Principal*

Carlin Olynyk

Positive Behaviour Strategist – C.W. Perry School

Master of Counselling Psychology – University of Seattle (Calgary Campus)

“Carlin has worked closely with our learning support team as a Positive Behaviour Strategist to assist in the creation and implementation of student support plans. Carlin’s new credentials will allow him to support the most complex students in a more significant way than prior to the completion of his master’s degree. We look forward to these positive contribution for RVS moving forward!”

~ *Robert Kimura, Principal*

Colleen Peterson

Learning Assistant – R.J. Hawkey Elementary School
Registered Behavioural Technician Certificate – Verbal Behaviour Institute

“Colleen is a hardworking and collaborative team member at our school. She is always smiling and is very positive. She loves to learn and is an active team member in our professional learning sessions. She is always willing to share her learning with others.”

~ *Jason Billings, Principal*

Ruth Rochford

Learning Assistant – R.J. Hawkey Elementary School
Registered Behavioural Technician Certificate – Verbal Behaviour Institute

“Ruth is an enthusiastic learning assistant who is committed to the students at our school. She is keen to learn and grow and shares her learning with others.”

~ *Jason Billings, Principal*

Trevor Schwass

Procurement Specialist – Education Centre
SCMP Designation – Supply Chain
Management Association

“Trevor has been working toward completing his Supply Chain Management Professional (SCMP) designation for the last three years. The course work he has completed for this program has added new ideas and helped our department stay current with regards to industry best practices. Trevor’s hard work and dedication is an asset to the Supply Management Department and to RVS.”

~ Ron Bianchini, Supervisor of Supply Management

Karen Shepherd

Learning Support Teacher – C.W. Perry School
Post-Baccalaureate Certificate in Inclusive Education –
Athabasca University

“With her new credentials, Karen has added to her already vast experience and knowledge in supporting students within RVS. I look forward to her contributions and the positive impact that it will bring to our students moving forward!”

~ Robert Kimura, Principal

Shannon Storey-Heffer

Assistant Principal – East Lake School
Master of Leadership and Administration –
University of New Brunswick

“Shannon is a passionate educator who believes all students can be leaders. She is the driving force behind our Grade 4-6 Student Council, which plans and facilitates monthly events for the whole school. As an advocate for inclusive practices, Shannon works with all staff to ensure student needs are met, no matter the starting point. Her door is always open and she is always willing to help in any way.”

~ Leslie Waite, Assistant Principal

Josilynn Thiessen

Career Advisor – Springbank Community
High School
Certificate in Career Development and Academic
Advising – University of Calgary

“Josilynn is an integral member of our Student Services team at SCHS. She is an advocate and great support for the Springbank community as a whole. Her level of expertise is invaluable for our students, families, staff and admin team. She has used her new learning to further enhance the already amazing work she is doing in terms of supporting our students, course registration and timetabling, as well as in student career development and academic advising. Josilynn’s positivity, extensive knowledge and experience, dedication to lifelong learning and collaborative skills are second to none and will continue to serve her and us as she leads in her role as career advisor. We are grateful she continues to serve our school community with passion and grace.”

~ Kara Bonikowsky, Assistant Principal

Liza Thomsen

Teacher – Chestermere High School
Certificate in French as a Second Language and
Culture: FSL Foundation – University of Calgary

“Liza is a relationship-first educator and is rarely without a smile. She is always looking for ways to connect with her students and improve her practice as a French as a Second Language teacher. This certification will continue to aid her efforts of understanding English language learners and share the joy of life-long learning.”

~ Lisa Schultz, Assistant Principal

Jamie Waugh

Positive Behaviour Coach – Education Centre
Bachelor of Education – University of Calgary

“Jamie’s perseverance in pursuing her two-year after-degree Bachelor of Education, while continuing her work as a positive behaviour coach with our divisional RVS team, exemplifies her dedication to learning, to serving and to advocating for vulnerable children and youth across RVS. Jamie’s move into the teaching profession will benefit all of us as she continues her pursuit of lifelong learning and leading by example.”

~ Sherri Black, Director of Learning Supports

Denise Weaver

Assistant Principal – Meadowbrook School
Master of Education – University of Calgary

“Denise is able to combine the research and theory learned through a Master of Education with the experience, passion and creativity to be an effective leader. At Meadowbrook School she has used professional learning, creative scheduling and team planning to increase the areas of literacy, numeracy and inclusion. Her leadership and knowledge have helped to create incredible learning experiences for all Meadowbrook students.”

~ Greg Rankin, Principal

Kaitly Weintz

Teacher – Fireside School
Graduate Certificate in Collaborative Creativity &
Design Thinking for Innovation – University of Calgary

“Kaitly is a passionate and dedicated educator who is always looking for new ways to engage her students in learning. She is taking the learning that she is doing in her schooling and making it come alive in her classroom. This enthusiasm and knowledge not only benefits the students of her class but the entire Fireside community as she shares her skills with others.”

~ David Banderk, Principal

2021 Edwin Parr Award

The Alberta School Boards Association's Edwin Parr Teacher Award recognizes exceptional first-year teachers who have gone above and beyond for their students and school community. Edwin Parr, President of the association from 1956 – 1962, instituted an "Annual Teacher Award" in his school system that recognized teachers for their long and exemplary service. In searching for a way in which his memory might be perpetuated and to honour the profession he so dearly respected, the Edwin Parr Teacher Award was established in 1964.

Please join RVS in congratulating Charnelle Fulcher, who was selected to represent the jurisdiction for the Zone 5 Edwin Parr Award, as well as the four other teachers nominated within RVS.

RVS EDWIN PARR ZONE 5 REPRESENTATIVE

Charnelle Fulcher

Teacher – East Lake School

"Charnelle creates a caring classroom that is an engaging, cooperative and respectful learning environment where she nurtures her students to do their very best while challenging them to be risk takers and critical thinkers. Charnelle considers the needs of the individual learners within her classroom in all that she does and prides herself in being a very student-centric educator. There is no doubt she is well on her way to becoming a master educator in a very short timeframe. Congratulations Charenlle on this well-deserved nomination for the Edwin Parr Award!"

~ *Jordan Fenton, Principal*

NOMINEES

Jill Engler

Teacher – W.G. Murdoch School

"Jill has excelled in her first year of teaching while taking on a challenging online role at our school. She has developed a strong professional learning community, deep relationships both with her students and other staff and shown an exceptional dedication to her professional growth on behalf of the school community."

~ *Derek Keenan, Principal*

Laura McCaffrey

Teacher – A.E. Bowers Elementary School

"Laura is a Grade 2 French Immersion teacher in her first year in the profession at A.E. Bowers. Her extraordinary, ongoing work to enhance her own practice has resulted in creating a unique, warm, caring and inclusive environment where all children are able to thrive, and resulted in a very well-earned nomination for the Edwin Parr Award. Félicitations, Mme McCaffrey!"

~ *Jocelyn Littlefair, Principal*

Tara Myden

Teacher – Springbank Middle School

"Congratulations to Tara on her Edwin Parr nomination! Tara is truly an exceptional teacher, programming for student success and ensuring that every child in her class feels valued and challenged. Tara joined Springbank Middle School with enthusiasm, energy and wisdom beyond her years. We wish Tara all the best for her future endeavors. Some fun facts about Tara: She is working her way through the Agatha Christie novels, she is a long-distance runner and she loves to craft."

~ *Mary Magee, Acting Principal*

Erin Quiring

Grade 4 Teacher – Nose Creek Elementary School

"Erin has the very rare and unique gift of being both a wonderful first year teacher and an incredibly insightful educational leader at the same time. Her leadership in our school is not simply about lending a hand or doing the heavy lifting; even better, she humbly leads by modelling the qualities we need most in our schools, the qualities our children most deserve in their teachers. She is a risk-taker, a relationship builder, a lifelong learner, an inclusivity advocate and an innovator at a time we need it most."

~ *Suzanne Martin, Principal*



SUPERINTENDENT'S REPORT
REGULAR MEETING OF THE BOARD OF TRUSTEES

JUNE 3, 2021

AGENDA

1. 21/22 School Calendar Exceptions
2. 22/23 Calendar Approval
3. Administrative Procedure Update
4. Modular Submission Results

ACTION

Directive
Directive
Information
Information

A handwritten signature in black ink, appearing to read "Greg Luterbach", with a star-like flourish above the final letters.

Greg Luterbach
Superintendent of Schools



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

Item: 2021/22 School Calendar Exceptions

Date of Meeting: June 3, 2021

Background:

The calendar for the 2021/22 school year was approved by the Board of Trustees at a regularly scheduled meeting on Thursday, January 9, 2020. It was distributed to Rocky View Schools' stakeholders shortly thereafter.

Current Status:

All schools within Rocky View Schools follow the approved RVS calendar but some schools may have days where not all students are in attendance. These days are for one of two things, either to support student school transitions which decreases student anxiety or for Kindergarten students. The Alberta Education *Guide to Education* states that for Kindergarten,

A school may use a maximum of 35 hours of instructional time for activities such as

- visits to the child's home
- staggered entry
- small group days
- demonstration of child learning in child–parent–teacher conferences (child must be in attendance) that promote the transition of children from home to school and encourage communication and relationship building.

Calendar Exception Requests:

- Kindergarten
 - staggered entry to the start of the school year within the parameters from the Guide to Education – supports a child's transition to school
 - one day in the fall and one day in the spring for Kindergarten 3-way (teacher-parent-child) conferences
 - last day of classes for Kindergarten - Wednesday, June 22, 2021
 - Cochrane Christian Academy, Indus School, Kathryn School, Langdon School and Westbrook School be permitted to offer Kindergarten as a full day/alternating day style program (same number of total hours of instruction as ½ day programs)
- Start of year staggered entry for all schools (up to 3 days staggered entry)
 - Staggered entry at start of the 2020-2021 school year provided opportunity to review newly implemented COVID-19 protocols and guidelines. This was incredibly well received. Staggered entry did provide time to review protocols and guidelines but more importantly it provided opportunities for students/teachers to make connections and build relationships with their classmates/students in smaller group settings.



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

All schools in RVS will achieve the required hours of instruction as defined by Alberta Education even if the above calendar exemptions are approved.

Alternatives:

Alternative I:

The Board of Trustees approves the 2021/22 school year calendar exceptions as presented by administration.

Alternative II:

The Board of Trustees amends and approves the 2021/22 school year calendar exceptions as presented by administration.

Alternative III:

The Board of Trustees refers the matter back to administration for further review.

Recommendation:

The Board of Trustees approves the 2021/22 school year calendar exceptions as presented by administration.



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

Item: School Calendar for the 2022 – 2023 School Year

Date of Meeting: June 3, 2021

Background:

The school calendar is a long-standing structure that attempts to balance societal expectations for when schools operate along with opportunities for professional learning embedded into the school year. Parameters exist within the Education Act, the Guide to Education and our collective agreement with ATA Local #35 that shape our calendars. Additionally, AP130 – School Year Calendar Development has additional parameters based on previous community consultations.

Current Status:

- Calendar drafts were sent to all staff members and all parents/guardians requesting feedback via an online survey tool.
- A total of 4091 surveys were completed (3637 parents, 390 staff, 64 students).
- The majority of survey participants preferred draft calendar 1 (2967 respondents 72.65% compared to 1117 respondents 27.35%).
- There were 748 written comments with majority requesting that school not start until after Labour Day (236 comments), 39 written comments stating they wanted school to start in August.
- There were nearly an equal number of written comments that stated they preferred a longer break before Christmas (86 comments) as those who stated they wanted a longer break after Christmas (79 comments)
- There were 48 comments thanking the Board for providing an opportunity to give feedback on the draft calendars.
- With the first day of classes after Labour Day being Tuesday, September 6th it would be extremely difficult to achieve the parameters of AP130 – School Year Calendar Development as such the following draft calendars are presented for review.
- 2022 - 2023 Draft Calendar 1 highlights:
 - First day for teachers is Monday, August 29th
 - Students start before Labour Day
 - Last day of classes before Winter break is Thursday, December 22nd classes resume on January 9th
 - February 21st and 22nd Vacation Days
 - February 23rd and 24th Teacher Convention
 - Spring break attached to Easter
 - 8 Professional Learning Days
 - 195 Operational Days / 181 Instructional Days
 - Last day of instruction in June is Tuesday, June 27th



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

- 2022 – 2023 Draft Calendar 2 Differences:
 - First Day for teachers is Thursday, August 25th
 - Last day of classes before Winter break is Wednesday, December 21st
 - 196 Operational Days / 182 Instructional Days

Alternatives:

Alternative I:

The Board of Trustees approves for the 2022 – 2023 school year draft calendar 1 as presented by administration and directs the Superintendent to distribute the calendar to Rocky View Schools stakeholders.

Alternative II:

The Board of Trustees approves for the 2022 – 2023 school year draft calendar 2 as presented by administration and directs the Superintendent to distribute the calendar to Rocky View Schools stakeholders.

Alternative III:

The Board of Trustees amends and approves a calendar for the 2022 – 2023 school year and directs the Superintendent to distribute the calendars to Rocky View Schools stakeholders.

Recommendation:

The Board of Trustees approves for the 2022 – 2023 school year draft calendar 1 as presented by administration and directs the Superintendent to distribute the calendar to Rocky View Schools stakeholders.



2022- 2023

School Year Calendar

Draft 1

August 29,31	Organizational Day (No Classes)
August 30	Professional Learning Day (No Classes)
September 1	First Day of Classes
September 5	Labour Day (No Classes)
October 7	Professional Learning Day (No Classes)
October 10	Thanksgiving Day (No Classes)
November 11	Remembrance Day (No Classes)
November 14	Professional Learning Day (No Classes)
December 5	Professional Learning Day (No Classes)
December 22	Last Day of classes before Winter Vacation
January 9	Classes Resume
January 30	Professional Learning Day (No Classes)
January 31	First Day of Classes - Semester 2 (High School)
February 20	Family Day (No Classes)
February 21, 22	Vacation (No Classes)
February 23	Teachers' Convention (No Classes)
February 24	Teachers' Convention (No Classes)
March 17	Professional Learning Day (No Classes)
March 20	Professional Learning Day (No Classes)
April 6	Last Day of Classes before Spring Vacation
April 7	Good Friday (No Classes)
April 10	Easter Monday (No Classes)
April 17	Classes Resume
May 19	Professional Learning Day (No Classes)
May 22	Victoria Day (No Classes)
June 27	Last Day of Classes
June 28	Organizational Day
June 29	Organizational Day

LEGEND

	School Days
	Holiday (No Classes)
	Professional Learning Day (No Classes)
	Organizational Day (No Classes)
	Teachers' Convention (No Classes)
	Vacation (No Classes)

August 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 29, 31	Organizational Day (No Classes)
August 30	Professional Learning Day (No Classes)
September 1	First Day of Classes
September 5	Labour Day (No Classes)
October 7	Professional Learning Day (No Classes)
October 10	Thanksgiving Day (No Classes)
November 11	Remembrance Day (No Classes)
November 14	Professional Learning Day (No Classes)
December 5	Professional Learning Day (No Classes)
December 22	Last Day of Classes before Winter Vacation
January 9	Classes Resume
January 30	Professional Learning Day (No Classes)
January 31	First Day of Classes - Semester 2 (High School)
February 20	Family Day (No Classes)
February 21	Vacation (No Classes)
February 22	Vacation (No Classes)
February 23	Teachers' Convention (No Classes)
February 24	Teachers' Convention (No Classes)
March 17	Professional Learning Day (No Classes)
March 20	Professional Learning Day (No Classes)
April 6	Last Day of Classes before Spring Vacation
April 7	Good Friday (No Classes)
April 17	Classes Resume
May 19	Professional Learning Day (No Classes)
May 22	Victoria Day (No Classes)
June 27	Last Day of Classes
June 28	Organizational Day (No Classes)
June 29	Organizational Day (No Classes)

Number of Days

Semester 1	Operational Days	Instructional Days
August	3	0
September	21	21
October	20	19
November	21	20
December	16	15
January	16	15
Total Semester 1	97	90
Semester 2	Operational Days	Instructional Days
January	1	1
February	17	15
March	23	21
April	14	14
May	22	21
June	21	19
Total Semester 2	98	91
Total Number of Days	195	181



2022- 2023

School Year Calendar

Draft 2

August 25, 29	Organizational Day (No Classes)
August 26	Professional Learning Day (No Classes)
August 30	First Day of Classes
September 5	Labour Day (No Classes)
October 7	Professional Learning Day (No Classes)
October 10	Thanksgiving Day (No Classes)
November 11	Remembrance Day (No Classes)
November 14	Professional Learning Day (No Classes)
December 5	Professional Learning Day (No Classes)
December 21	Last Day of classes before Winter Vacation
January 9	Classes Resume
January 30	Professional Learning Day (No Classes)
January 31	First Day of Classes - Semester 2 (High School)
February 20	Family Day (No Classes)
February 21, 22	Vacation (No Classes)
February 23	Teachers' Convention (No Classes)
February 24	Teachers' Convention (No Classes)
March 17	Professional Learning Day (No Classes)
March 20	Professional Learning Day (No Classes)
April 6	Last Day of Classes before Spring Vacation
April 7	Good Friday (No Classes)
April 10	Easter Monday (No Classes)
April 17	Classes Resume
May 19	Professional Learning Day (No Classes)
May 22	Victoria Day (No Classes)
June 27	Last Day of Classes
June 28	Organizational Day
June 29	Organizational Day

LEGEND

	School Days
	Holiday (No Classes)
	Professional Learning Day (No Classes)
	Organizational Day (No Classes)
	Teachers' Convention (No Classes)
	Vacation (No Classes)

August 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 25, 29	Organizational Day (No Classes)
August 26	Professional Learning Day (No Classes)
August 30	First Day of Classes
September 5	Labour Day (No Classes)
October 7	Professional Learning Day (No Classes)
October 10	Thanksgiving Day (No Classes)
November 11	Remembrance Day (No Classes)
November 14	Professional Learning Day (No Classes)
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February 21	Vacation (No Classes)
February 22	Vacation (No Classes)
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March 20	Professional Learning Day (No Classes)
April 6	Last Day of Classes before Spring Vacation
April 7	Good Friday (No Classes)
April 17	Classes Resume
May 19	Professional Learning Day (No Classes)
May 22	Victoria Day (No Classes)
June 27	Last Day of Classes
June 28	Organizational Day (No Classes)
June 29	Organizational Day (No Classes)

Number of Days

Semester 1	Operational Days	Instructional Days
August	5	2
September	21	21
October	20	19
November	21	20
December	15	14
January	16	15
Total Semester 1	98	91
Semester 2	Operational Days	Instructional Days
January	1	1
February	17	15
March	23	21
April	14	14
May	22	21
June	21	19
Total Semester 2	98	91
Total Number of Days	196	182



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Item: Administrative Procedures Update

Date of Meeting: June 3, 2021

Current Status:

The following changes have been made to existing administrative procedures since December 2021:

AP103 - School Reviews

References updated to Education Act and included requirement that students, staff, school council and parent be part of any school review.

AP130 - School Year Calendar Development

References updated to Education Act and updated names of breaks to be spring and winter breaks (rather than Easter and Christmas), set minimum number of PL days to be 8 which reflects recent calendars in RVS, updated membership of Calendar Development Committee to reflect approach used for past number of cycles (ATA local #35 appointees and Superintendent or designate).

AP135 – Courier Services

Updates help clarify specific guidelines for blue box deliveries, postage machine use, other shipments to schools/sites and Education Centre mail/shipments. Specific changes include:

- Requirement for technology shipped in the blue box
- Process to contain toner cartridges shipped in the blue box
- Recommendation around, and limits of liability, for personal shipments not to be sent to division sites
- Charge backs/use of the division postage machine

AP144 - Use of Images, Work and Multimedia

Updated to bring the procedure in line with legislation and current practices. The changes:

- Expand consents to include staff, student, visitor, volunteer and contractor images, work and multimedia (all staff will need to login to Atrieve to complete Form AF144-C)
- Outline requirements for images to be used as “stock images”
- Detail the requirements for all images, work, and multimedia to be tracked in case consent is revoked

AP145 – Electronic Communication

New AP developed to outline reasonable expectations for employees related to sending, reading, and responding to work related electronic communication during non-working hours.



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

AP146 – Standardized Email Signature Block for Corporate Email

Added optional line for the individual to identify in their email signature the pronouns the individual prefers. It is a strategy to promote inclusively in RVS.

AP149 – Crisis Incident Communication

Minor adjustment to reflect that the Schools Department manages the crisis phone and then informs the Director of Communications of relevant matters.

AP180 – Freedom of Information and Protection of Privacy (FIOP) Requests

Revised to outline the responsibilities and procedures for managing requests for information and personal Information changes.

AP182 – Protection of Privacy

New AP developed to outline staff responsibilities related to the collection and protection of personal information.

AP185 – Records Management

In conjunction with AP320, this AP has been updated to reflect the timeline for destruction of records following Quality Assurance on digitalized files.

AP261 – Supervision of Extra-Curricular Activities

Changed to simplify the explanation and purpose. Removed outdated information.

AP305 – School Attendance Areas

Updated to reflect language now used in the Education Act.

AP310 – Supervision of Students

References updated to Education Act and removed references to parent sponsored lunch programs which are no longer approved in RVS.

AP311 – Parent Sponsored Lunchroom Supervision Programs

Deleted AP as this program is no longer offered in RVS.

AP313 – Student Concussion

Updated to reflect updated name and location for the online course.

AP320 – Student Records

AP has been updated to bring it in line with current Student Record practices.

AP330 – Student Attendance

Updated to reflect reasons for excused absences in the Education Act and that Area Directors serve as attendance officers for RVS.

AP341 – Time-out, Physical Restraints and Seclusions

Reviewed and updated this AP to align with Ministerial Order (#04/2019) Seclusion and Physical Restraint in Alberta Schools and the Guidelines to Time-out in Alberta Schools.



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Exclusion time-out and/or physical restraint should only be used when less restrictive multi-tiered interventions and supports have not been successful, and must be systematically planned, delivered by trained personnel, supervised, and evaluated to determine effectiveness.

AP352 – Investigations and Searches

Changed the title to 'investigations' rather than 'interrogations' and overall rephrased the language in the document to be more positive.

AP355 – Student Suspension and Recommendation for Expulsion

Reworded the document to be more positive and concise in outlining the process of student suspensions and expulsions.

AP357 – Vandalism

This AP addresses cost recovery for damage caused by student vandalism. The procedure has been updated to reflect the Education Act reference(s); change the Title to Director of Operations; and clarify additional steps for repair/replacement where needed.

AP360 – Assessment and Communication of Student Learning

The revised procedure clearly outlines the roles and responsibilities of teachers and administrators when communicating student learning and reporting student achievement. It gives guidelines to ensure grades are meaningful, consistent, accurate and supportive of learning. Guidance is also outlined for students on an Individual Program Plan (IPP), modified programming and adapted programming.

AP400 – Staff Employment

Deleted AP as other HR and Administrative Procedures cover the enclosed items.

AP401 – Staff Conflict of Interest (Nepotism)

AP had references updated and a few minor clarifications.

AP403 – Public Interest Disclosure

AP was updated to reflect the Division's move to a new confidential reporting system, Integrity Counts. The procedure was simplified by removing direct quotes of the Act and Regulation, as well as adding definitions and reordering the sections of the AP for clarity.

AP405 – Working Alone

Updated language and definitions. Added sections to identify the responsibilities of supervisors and employees.

AP407 – Leave of Absence

Updated to clarify that employees on unpaid leaves of absence can continue on benefits but must pay the full premiums themselves prior to the commencement of the leave.



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

AP409 – Mandatory Record Checks

Procedure changed to align with changes to the Criminal Code Act regarding what positions legally require a vulnerable sector check. Only positions that work directly with students are eligible. Includes new process when employees transfer into new positions requiring student supervision. Also documented criteria used to assess criminal charges in order to determine suitability for employment.

AP411 – Occupational Health & Safety

Update were made to help clarify the roles and responsibilities related to occupational health and safety for employees, supervisors and other impacted parties. Updates were necessary to meet new legislative requirements and simplify employee rights.

AP415 – Recognition of Service Employment

Wording updated to include "appreciation, dedicated service and milestone anniversaries." Defined the period in which long service is calculated and clarified eligibility criteria.

AP419 – Employee Resignations

Updated the language and added retirement in the wording. Provided options for submitting notice by e-form, email or letter.

AP432 – School Based Administrator Evaluation

Updated to reflect Leadership Quality Standards implemented in Alberta.

AP433 – School Based Administrator Growth

Updated to reflect Leadership Quality Standards implemented in Alberta.

AP434 – Transition Plans for Administrators

Updated to reflect current terminology and technologies in use in RVS.

AP440 – Support Staff Selection Placement

Minor update to reflect criteria used to recruit support staff.

AP441 – New Support Staff Positions

Updated language to indicate an approval process for the addition of positions to a school or department, and added a consultation process for newly created support positions currently not listed in the Terms of Employment.

AP460 – Substitute Teachers

Procedure language updated to include the automated process of leave/dispatch system and removed items covered through the new hire onboarding process. The Manager of Human Resources is the person responsible for Substitute Teachers and functions related to the Automated Dispatch System.



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

AP5001 – Annual Division Budget

AP has been updated to reflect current practices and the Education Act. Updates include that the budget is only submitted to the Minister if required, and that input from public consultations and stakeholders will be considered when developing the draft budget.

AP5002 – Finance Support

Finance asked that this AP be removed and the enclosed information be communicated through alternate channels (Service Directory, Department Director and Internal Department Processes).

AP5105 – Fees

The changes bring the AP in line with legislation and current procedures. In addition, all fees, including those previously outlined in AP5107 for transportation, have been included in this AP.

AP5107 – Student Transportation Fees

AP was deleted as contents were incorporated into revised AP5105.

AP5120 – Advertising in Local Newspapers

Updated to require schools and departments to work with Communications for support and to ensure advertisements are in accordance with RVS' Visual Identity Manual.

AP5303 – Maintenance and Grounds Department Workflow

Updated to reflect changes in program name (AssetPlanner) as well as the change from Maintenance to Operations and position titles. Also updated to reflect Education Act.

AP5306 – Urgent Facility Concerns

Updated format and order to create clarity. Updated to outline change from Maintenance and Grounds to Operations. Also updated Ed Act references.

AP5311 – Pesticide/Chemical-Free School Grounds

Updated for Ed Act, Director of Operations title change, moved definition to new definitions section.

AP5319 – Education Centre After Hours Use

Changes include clarifying the process and updating the Ed Act references.

AP5500 – Student Transportation Services

Updated to include the procedures around accessing private property for a bus stop or as part of a route. Also updated Ed Act references.

Recommendation:

The Board of Trustees acknowledges receipt of the Administrative Procedures Update as presented.



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Item: **Modular Submission Results**

Date of Meeting: **June 3, 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.

On October 22, 2020 the Board approved the following motion:

2021/2022 MODULAR REQUEST SUBMISSION

#697-2020 MOTION BY TRUSTEE JUDI HUNTER:

The Board of Trustees approves the modular unit submission to the province for thirteen (13) units in priority as outlined in Table 4 and nine (9) modular unit relocations as outlined in Table 2 and 3. **CARRIED**

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.'

On April 1, 2021 the Board approved the following motion:

MODULAR UPDATE AND REVISIONS

#808-2021 MOTION BY TRUSTEE MELYSSA BOWEN:

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

Current Status:

On May 21, 2020 the board received approval from government for:

Funding to relocate:

- 4 modulares from Indus School to Bow Valley High School
- 2 modulares from Prince of Peace Lutheran School to Bow Valley High School
- 2 modulares from Westbrook School to Manachaban Middle School
- 1 modular (bathroom unit) from Indus School to Manachaban Middle School

New modulares:

- 8 new modulares for Bert Church High School
- 2 new modulares for Manachaban Middle School
- 6 new modulares for W.H. Croxford High School



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

See attached for the approval letters and a summary of requests and approvals.

As per previous years, RVS will receive the fully funded modular classrooms, and the province will pay for 100 per cent of the reasonable costs to deliver and set up each classroom. The construction of any link, if required, will be the responsibility of RVS. RVS has the obligation to maintain and insure all approved modular classrooms.

Future Direction:

RVS has begun the process for the required development/building permits. Government recognizes this year's project approvals are coming later than in previous years, Alberta Infrastructure has pre-ordered a number of modular units to expedite the production of new units to help mitigate potential production delays. It is anticipated that the new units are not likely to arrive until the fall and will not be ready for occupation until late fall or early winter. Relocations of existing RVS units will be scheduled as soon as permits and timing allow.

Recommendation:

The Board of Trustees acknowledges receipt of the Modular Submission Results as information.

AR115594

May 21, 2021

Mr. Larry Paul
Secretary-Treasurer
The Rocky View School Division
2651 Chinook Winds Drive SW
Airdrie, Alberta T4B 0B4

Sent via email: lpaul@rockyview.ab.ca

Dear Mr. Paul:

Education has recently reviewed your school jurisdiction's submission under Alberta Education's 2021/22 Modular Classroom Program. I am pleased to inform you that the following modular classroom request has been approved for your school jurisdiction:

- 8 new modular classrooms for Bert Church High School;
- 2 modular classrooms for Manachaban Middle School;
- relocation of 4 modular/portable classrooms from Indus School to Bow Valley High School;
- relocation of 2 modular/portable classrooms from Prince of Peace Lutheran School to Bow Valley High School;
- relocation of 1 modular/portable washroom unit from Indus School to Manachaban Middle School; and
- relocation of 2 modular/portable classrooms from Westbrook School to Manachaban Middle School.
- Please note additional approval related to W.H. Croxford High School under a separate letter.

Approval of these requests was based on your school jurisdiction's identification of an urgent need regarding student accommodation for the coming year. Please be advised that if the new and relocated modular classroom projects are not complete by the end of the 2021/22 school year, the approval for the units affected may be impacted.

.../2

Mr. Larry Paul
Page Two

Your school jurisdiction will receive the fully funded modular classrooms, and the province will pay for 100 per cent of the reasonable costs to deliver and set up each classroom. The construction of any link, if required, will be the responsibility of your school jurisdiction.

Prior to the commencement of any tendering or use of your own forces, it is required that each project's prep sheets be submitted as soon as possible to Infras.MCP@gov.ab.ca.

Please advise your school jurisdiction staff to access the necessary prep sheets at: www.alberta.ca/planning-and-building-schools.aspx. Failure to submit a prep sheet may impact the funding availability for this project. As we recognize this year's project approvals are coming later than in previous years, Alberta Infrastructure has pre-ordered a number of modular units to expedite the production of new units to help mitigate potential production delays.

Upon receipt of the signed construction contract and approval of a Payment Request Form, your school jurisdiction will receive 80 per cent of the total funding for your modular classroom projects. Once your Statement of Final Costs has been submitted, the provincial portion of the actual expenditures up to the remaining 20 per cent will be forwarded to your school jurisdiction. The Statement of Final Costs must be submitted by the end of the 2021/22 school year, in order to ensure final payment is available and to ensure your jurisdiction remains eligible for future modular requests. The Payment Request Form can be obtained online at: www.alberta.ca/planning-and-building-schools.aspx/

School jurisdictions are reminded that they have an obligation to maintain and insure all approved modular classrooms.

Should your school jurisdiction staff have any questions regarding this approval or the approval process, please contact your Capital Planning Manager.

For any questions regarding the procurement, transportation or set-up of the approved projects, please email Infras.MCP@gov.ab.ca or contact Bibi Kersten, Specials Projects Engineer, Learning Facilities, at 587-873-4514. For toll free access, please dial 310-0000 first.

Sincerely,

Glen Gamble for

Erin Owens, B.Sc., B.Ed.
Executive Director
Capital Planning

cc: Vince Farmer
Executive Director, Learning Facilities, Infrastructure

May 21, 2021

Mr. Larry Paul
Secretary-Treasurer
The Rocky View School Division
2651 Chinook Winds Drive SW
Airdrie, Alberta T4B 0B4

Sent via email: lpaul@rockyview.ab.ca

Dear Mr. Paul:

Education has recently reviewed your school jurisdiction's submission under Alberta Education's 2021/22 Modular Classroom Program. I am pleased to inform you that the following modular classroom request has been approved for your school jurisdiction:

- 6 modular classrooms for W.H. Croxford High School.

Approval of these requests was based on your school jurisdiction's identification of an urgent need regarding student accommodation for the coming year. Please be advised that if the new and relocated modular classroom projects are not complete by the end of the 2021/22 school year, the approval for the units affected may be impacted.

As the approved modular classrooms will be attached to Alberta Schools Alternative Procurement schools, the procurement, construction and set-up of these units must be in alignment with the government's contract with the school boards and public private partnership contractor. This required that the work be completed through the Change Order Process. Please have your jurisdiction staff work with the Alberta Infrastructure ASAP Facilities Manager, Suzanne Bugeaud, in the submission of the Change Order request forms for the school. Ms. Bugeaud can be reached at Suzanne.bugeaud@gov.ab.ca or 780-643-0654 (dial 310-0000 first for toll-free access in Alberta).

Sincerely,

glen gamble for

Erin Owens, B.Sc., B.Ed.
Executive Director
Capital Planning

cc: Vince Farmer
Executive Director, Learning Facilities, Infrastructure

21/22 Modular Submissions Analysis

Original Oct 2020 Request

Relocations	
School	Number
Bow Valley High School	4 from Indus
Bow Valley High School	2 from Prince of Peace
Manachaban Middle School	2 from Westbrook
Manachaban Middle School	1 bathroom unit from Indus

Modified Request April 2021

Relocations	
School	Number
Bow Valley High School	4 from Indus
Bow Valley High School	2 from Prince of Peace
Manachaban Middle School	2 from Westbrook

May 2021 Approval

Relocations	
School	Number
Bow Valley High School	4 from Indus
Bow Valley High School	2 from Prince of Peace
Manachaban Middle School	2 from Westbrook
Manachaban Middle School	1 bathroom unit from Indus

New Units

School	Number
Bert Church High School	6
Manachaban Middle School	2
WH Croxford High School	4
Bow Valley High School	1

New Units

School	Number
Bert Church High School	8
Manachaban Middle School	2
WH Croxford High School	8
Bow Valley High School	1
Fireside School	4
Mitford School	2
Northcott Prairie School	6

New Units

School	Number
Bert Church High School	8
Manachaban Middle School	2
WH Croxford High School	6

Summary

13 new units and 9 relocations

Summary

31 new units and 8 relocations

Summary

16 new units and 9 relocations



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE BOARD CHAIR

Item: Board Policy 9 – Strategic Plan

Date of Meeting: June 3, 2021

Background:

In October 2020, reflecting of the results of the Board Self-Evaluation completed in September 2020 that indicated that the category of Strategic Governance was the lowest scoring competency area for the Board, the Board Planning Committee noted several areas of potential for incorporating a more strategic approach in the work of the Board.

One of the areas of focus identified was to work toward a Board generated divisional strategic plan post-election 2021 and that work, and engagement would commence near the onset of the new four-year term.

Current Status:

In January 2021, RVS engaged the services of a consultant to work with the Board of Trustees and Senior Executive to develop a framework for the future development of a divisional strategic plan.

The group meet several times in April and May to review best practices for school boards and school divisions related to strategic planning and how these best practices could be shaped and adopted by RVS. The working group discussed the importance of a divisional strategic plan as a way to set the stage for success in advancing the Division’s vision and purpose.

High-level strategic planning is an integral component of the Board’s leadership and governance function and to support this, the working group has drafted a new policy for RVS – Strategic Plan. This new policy provides the framework for the creation of a divisional strategic plan.

Highlights of the new policy include:

- Articulates the importance of and reason for a divisional strategic plan
- Includes sections on Principles, Process, Framework, Implementation and Accountability
- Allows for flexibility by providing guidance without being overly prescriptive
- Provides good direction to both the Board and the Superintendent of their collaborative roles in developing and championing the divisional strategic plan

Alternatives:

Alternative I

The Board of Trustees approves the attached Board Policy 9 – Strategic Plan.

Alternative II

The Board of Trustees approves an amended Board Policy 9 – Strategic Plan.

DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: THE BOARD CHAIR

Alternative III

The Board of Trustees refers the draft Board Policy 9 – Strategic Plan back to the working group for further review.

Alternative IV

The Board of Trustees refers the draft Board Policy 9 – Strategic Plan to the Policy Committee for review.

Recommendation:

The Board of Trustees approves the attached Board Policy 9 – Strategic Plan.

BACKGROUND

The Board of Trustees believes that high-level strategic planning is an integral component of its governance and leadership roles. The strategic plan reflects the community voice and sets the stage for success in advancing the Division's vision and purpose. This policy guides the development and implementation of the Division's strategic plan.

GUIDELINES

1. Principles
 - 1.1. The Board will develop a strategic plan, establishing the Division's strategic priorities for their term and setting the overall course for a four-year period.
 - 1.2. The Board will engage stakeholders in the strategic planning process in accordance with Policy 25 – Community Engagement and Assurance.
 - 1.3. Priorities, goals, and outcomes included in the strategic plan will be clear, measurable, and attainable.
 - 1.4. Operational plans will be consistent and supportive of the strategic plan.
 - 1.5. The Board will review the strategic plan annually and be flexible in response to the needs of the Division.
 - 1.6. Assurance to stakeholders will be provided through regular progress reports.
2. Process
 - 2.1. The process for developing the strategic plan, including reviewing the Foundation Statements, will be determined by the Board Planning Committee in collaboration with the Superintendent.
 - 2.2. Stakeholder engagement will take place at the beginning of the process to gather input and inform the development of the strategic plan.
 - 2.3. Stakeholders will include parents, students, school councils, staff, community members and others as determined by the Board Planning Committee.
 - 2.4. A preliminary draft of the strategic plan, including the Foundation Statements will be developed and circulated to stakeholders for feedback.
 - 2.5. The Board will finalize and approve the strategic plan and the Foundation Statements at a Board meeting.
3. Strategic Plan Framework
 - 3.1. To provide overarching direction the strategic plan will include:
 - 3.1.1. Vision and Purpose statements

-
- 3.1.2. Priorities
 - 3.1.3. Goals
 - 3.1.4. Outcomes
 - 3.2 Performance measures will be developed jointly, with the Board Planning Committee and the Superintendent, to demonstrate progress and achievement of the goals and outcomes.
4. Implementation
 - 4.1. The Superintendent is responsible for the implementation of the strategic plan, through various operational plans and initiatives across the Division. Operational plans, including the 4-Year Educational Plan and the annual budget will reflect alignment with the Division's strategic priorities and operational needs.
 - 4.2. The Board recognizes that timing, resources, and existing initiatives and plans, may impact the implementation of the strategic plan.
 - 4.3. The Board and the Superintendent will champion the strategic plan together and collaborate on supporting changes and communications related to the strategic plan.
 5. Accountability
 - 5.1. The Board is responsible for the strategic plan and its outcomes and will provide assurance to the public through engagement and transparent reporting.
 - 5.2. The Superintendent will provide an accountability report to the Board on the strategic plan annually and note areas of success, opportunity, and continuous improvement.
 - 5.3. Division-level accountability reports will draw connections to the Division's strategic plan.

Legal Reference:

- Education Act Sections 33, 34, 53, 64, 67, 139, 222
- Local Authorities Election Act Section 9
- School Council Regulation Section 12