



REGULAR MEETING OF THE BOARD OF TRUSTEES

RVS EDUCATION CENTRE
2651 CHINOOK WINDS DR. SW

AIRDRIE, AB

MARCH 10, 2022

10:00 a.m. Regular Board Meeting

AGENDA

1. Call to Order
Rocky View Schools would like to acknowledge the land and recognize all the Indigenous Peoples whose footprints have marked these lands from time immemorial. Together, we can learn and honour the ways of knowing of Indigenous Peoples for all future generations.
2. Approval of Agenda
3. In Camera Meeting
4. Motions Arising from In Camera
5. Approval of Minutes
 - a) Regular Board Meeting – February 3, 2022
6. Exemplary Practice/ Student Showcase
 - a) Manachaban GSA
7. Superintendent's Report
8. Chair's Report/Correspondence
9. Committee Reports
 - a) Budget (w/motions)
 - b) Planning
 - c) Other
10. Trustee Reports
11. New Business
12. Adjournment

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



EXEMPLARY PRACTICE

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Date of Meeting: March 10, 2022

Showcase Name: Manachaban Middle School's GSA in Changing Times

Teacher(s): Katt Hryciw

Student Presenters: Jillian Paterson (Grade 8), Neptune Brown-Nakoneshny (Grade 8)

Project Description

Students from Manachaban Middle School's GSA (Gay-Straight Alliance/Gender-Sexuality Alliance) will present on the history and current activities of their group.

Early in its history, the Manachaban GSA met as a cross-graded group to eat lunch together, attend conferences and events like the Calgary Pride Parade, and spend time together both at and outside school. During the pandemic, the group had to adjust how it operated. Students will describe how they adjusted and adapted their activities to allow them to work together while remaining apart. Finally, the group will explore the future of the GSA now that restrictions have been lifted.



SUPERINTENDENT'S REPORT
REGULAR MEETING OF THE BOARD OF TRUSTEES

MARCH 10, 2022

AGENDA

1. Board Meeting Dates 2022-2023
2. School Operations Update Related to COVID-19

ACTION

Directive
Information

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

Greg Luterbach
Superintendent of Schools

DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Item: Board Meeting Schedule 2022/23

Date of Meeting: March 10, 2022

Background:

As per Board Policy 7, regular meetings of the Board will typically occur on the first and third Thursdays of each month. Due to the flow of the school year, holidays and specific Alberta Education requirements, the schedule may need to vary from the first and third Thursday of each month.

Current Status:

It is proposed that the typical meeting schedule be altered to:

- allow administration to better support school start-up matters by moving the Board meetings in September to the second and fourth Thursdays of the month
- adjust meetings in November to 1st and 4th Thursday to provide the necessary time for the auditors to review and finalize the audited financial statements by November 30th
- adjust meetings in January due to winter break still occurring on 1st Thursday of the month)
- adjust meetings in March to the 2nd and 4th Thursday to balance meetings after Feb break
- adjust from 3rd week to 4th week in April due to spring break
- adjust meeting in May to the 2nd and 4th Thursday to give a bit more time in May for budget development

The proposed meetings for 2022/23 school year are as follows:

Thursday, September 8	9:30 a.m.	Regular Board Meeting
Thursday, September 22	9:30 a.m.	Organizational and Regular Board Meetings
Thursday, October 6	9:30 a.m.	Regular Board Meeting
Thursday, October 20	9:30 a.m.	Regular Board Meeting
Thursday, November 3	9:30 a.m.	Regular Board Meeting
Thursday, November 24	9:30 a.m.	Regular Board Meeting
Thursday, December 1	9:30 a.m.	Regular Board Meeting
Thursday, December 15	9:30 a.m.	Regular Board Meeting
Thursday, January 12	9:30 a.m.	Regular Board Meeting
Thursday, January 26	9:30 a.m.	Regular Board Meeting
Thursday, February 2	9:30 a.m.	Regular Board Meeting



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Thursday, February 16	9:30 a.m.	Regular Board Meeting
Thursday, March 9	9:30 a.m.	Regular Board Meeting
Thursday, March 23	9:30 a.m.	Regular Board Meeting
Thursday, April 6	9:30 a.m.	Regular Board Meeting
Thursday, April 27	9:30 a.m.	Regular Board Meeting
Thursday, May 11	9:30 a.m.	Regular Board Meeting
Thursday, May 25	9:30 a.m.	Regular Board Meeting
Thursday, June 1	9:30 a.m.	Regular Board Meeting
Thursday, June 15	9:30 a.m.	Regular Board Meeting

Alternatives:

Alternative I

The Board of Trustees approves the 2022/23 Regular Board meeting schedule as outlined above.

Alternative II

The Board of Trustees amends the 2022/23 Regular Board meeting schedule as outlined above and approves as amended.

Recommendation:

The Board of Trustees approves the 2022/23 Regular Board meeting schedule as outlined above.

INFORMATION ITEM



TO: BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

Item: School Operations Update Related to COVID-19

Date of Meeting: March 10, 2022

Current Status:

On Feb. 8, 2022, the Government of Alberta announced a plan to remove health measures in the province of Alberta. This plan included three steps with step one with mask usage being optional for all RVS students effective Feb. 14, 2022, when in school or on the school bus. All adults at that time must continue to wear a mask when in RVS facilities.

At the same time, government announced the elimination of their Restriction Exemption Program (REP) effective immediately. RVS lifted our requirement to show proof of immunization or recent negative rapid tests the same day of the announcement about REP elimination. When RVS released Administrative Procedure 173: COVID-19 Hazard Reduction, we committed that this was a temporary measure and that we would review it as the situation evolved. Given the province's recent decision to no longer require proof of immunization / rapid tests to enter other public facilities in the province, we felt it was the time to eliminate this requirement in RVS facilities. In total, the temporary measure was in place for five weeks.

Batch number of two of the government provided masks and rapid tests were made available to families.

The Government of Alberta announced on Feb. 26th that COVID-19-related protocols previously required of schools/school authorities are removed effective March 1, 2022. As previously signalled by RVS, we lifted protocols that are no longer required by government and schools will begin the journey to return to normal operations starting March 1.

Several health practices continue at this time:

- Use of Alberta Daily Health Checklist and staying home when sick
- Encouraging washing of hands and coughing or sneezing into an elbow or tissue
- Optional use of masks by students, staff, and visitors
- Cleaning of high touch surfaces
- Enhanced ventilation practices in our facilities

We appreciate everyone's patience and understanding as schools and school staff adapt to these new directions from the province and the division. To best meet the needs of their students and school communities, schools will continue to have the ability to consider previous and current operational practices that have worked well. This includes approaches such as staggered lunch and recess times, changes to assemblies, and online options for conferences and meetings.

The Operational Plan related to pandemic operations was significantly edited. The health practices that continue (listed above) are highlighted with a bit of detail, information that field trips outside of Alberta remain paused and information about vaccinations, required isolations, international travel,

INFORMATION ITEM



TO: BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

grade 12 diploma exams, temporary shifts to at-home learning and information how we support learning for students required to isolated remains. This information can be found at <https://www.rockyview.ab.ca/COVID-19>.

The acute staffing shortages in January and early February have subsided. We are so very appreciative of our substitute teachers and casual support staff who helped out during that period and other staff who covered for others when no replacement was available.

Staff based out of the Education Centre have all returned to the office.

We continue to appreciate the patience, resilience, and commitment demonstrated by our students, staff, and families during these past 2 years. We know the journey of returning to 'normal' operations will have challenges and potential 'pivots' but we look forward to that important journey.

Recommendation:

The Board of Trustees acknowledges receipt of the School Operations Update Related to COVID-19.



COMMITTEE REPORT

TO: THE BOARD OF TRUSTEES

FROM: THE BUDGET COMMITTEE

Report Date: March 10, 2022

Committee Members Present:

Fiona Gilbert, Committee Chair
Fred Burley
Melyssa Bowen
Judi Hunter
Todd Brand
Shelley Kinley
Shali Baziuk

Greg Luterbach, Superintendent of Schools
Larry Paul, Associate Superintendent Business & Operations
Steve Thomas, Director of Finance
Stephanie Dove, Recording Secretary

Meeting Dates: February 10, 2022
March 3, 2022

Key Meeting Points:

- Reviewed enrolment projections and estimated grant funding for 2022/2023 school year, and potential impacts of provincial budget
- Discussed budget development process and budget assumptions for RVS' 2022/2023 Budget
- Participated in generative discussion regarding school fees and potential Board budget priorities for upcoming school year

Future Considerations:

- Funding Manual for School Divisions and RVS' Funding Profile will be released by government at the end of March and will provide more complete funding information

Committee Recommendation(s):

- That the Board consider and approve:
 - proposed 2022/2023 budget development process
 - 2022/2023 budget priorities as drafted by the Budget Committee



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE BUDGET COMMITTEE

Date of Meeting: March 10, 2022

Item: 2022/23 Board Budget Priorities

Background:

The creation of budget priorities is explicitly described within Policy 2 – Role of the Board under the Fiscal Accountability section. Specifically, item 4.1 says the Board shall “approve budget assumptions/principles and establish priorities at the outset of the annual budget process.”

After reviewing the budget development process and key assumptions/principles, the Board’s Budget Committee discussed budget priorities. The budget committee collected individual trustee feedback before theming the proposed priorities.

The 2021/22 Board budget priorities were:

Rocky View Schools’ (RVS) annual budget is driven by the goals and strategies of its Four-Year Plan to foster innovators in their learning journey and the operational needs of the jurisdiction while addressing the pandemic. Recognizing that the superintendent will demonstrate fiscal responsibility by continuing to pursue efficient and effective services while building on innovations over this past year, the Board of Trustees has identified the following key priorities to guide the 2021/22 budget process:

- *Pandemic recovery and growth opportunities;*
- *Student success through targeted funding to classrooms whether face-to-face or online;*
- *School based supports for students with complex needs;*
- *Mental health and wellness supports; and*
- *Literacy and numeracy skill development.*



DIRECTIVE FOR ACTION

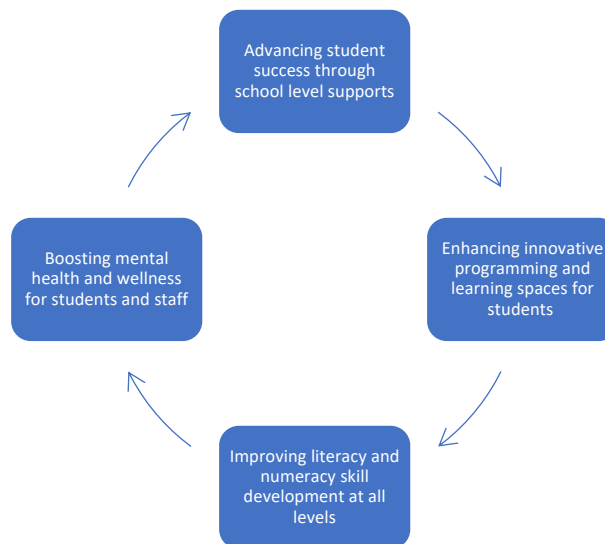
TO: THE BOARD OF TRUSTEES

FROM: THE BUDGET COMMITTEE

Current Status:

The following 2022/23 budget priorities are recommended by the budget committee for consideration of the Board.

Rocky View Schools annual budget is driven by RVS' vision of being a world-class learning organization where all students achieve their absolute best. In support of RVS' Four-Year Plan to foster innovators in the learning journey and the operational needs of the division, the Board of Trustees identifies the following key priorities to guide the development of the 2022/2023 budget:



Alternatives:

Alternative I:

The Board of Trustees approves the 2022/23 budget priorities as outlined.

Alternative II:

The Board of Trustees refers the matter back to the Budget Committee for further discussion.

Alternative III:

The Board of Trustees approves the amended 2022/23 budget priorities.

Recommendation:

The Board of Trustees approves the 2022/23 budget priorities as outlined.

DIRECTIVE FOR ACTION



TO: BOARD OF TRUSTEES

FROM: BUDGET COMMITTEE

Item: 2022/2023 Budget Development Process

Date of Meeting: March 10, 2022

Background:

On an annual basis the Board is responsible to approve the Board Budget as outlined in Policy 2 – Role of the Board and AP5001 – Annual Division Budget.

Current Status:

The following timeline for the development of the 22/23 operating budget includes budget priorities, fees, department budgets, allocation formula considerations and approval.

Date	Activity	Participants
Fri Feb. 4	Convene Allocation Committee to review school allocation formula	Allocation Committee
Thu Feb. 10	Review budget development process	Board Budget Committee
	Review preliminary budget assumptions [Enrollment projections, Revenue projections, Staff unit costs]	Board Budget Committee
Fri Feb. 11	Preliminary school by school projections provided to schools for review	Director of Operations
Fri Feb. 18	Preliminary review of departmental allocations	Director of Finance
Thu Feb. 24	Provincial Budget	Minister of Education
Thu March 3	Develop Board budget priorities & Discuss school fee parameters	Board Budget Committee
	Preliminary review and input on Provincial Budget	Board Budget Committee
	School by school enrolment projections finalized	All Administrators / Director of Operations
Mon March 7	Overview of draft Board Budget Priorities	Executive/Directors
	Overview of recommended staff unit costs, enrolment projections on a school-by-school basis and for the total Division	Director of Finance / Director of Operations
	Consult with Executive/Directors about department and divisional priorities	Superintendent
Thu March 10	Board to consider budget development process	Board of Trustees
	Board to consider Budget Priorities	Board of Trustees
Fri March 11	Finalize school allocation recommended formula(e)	Allocation Committee

DIRECTIVE FOR ACTION



TO: BOARD OF TRUSTEES

FROM: BUDGET COMMITTEE

Wed March 16	Approve and release departmental and school allocation formula(e)	Superintendent
Mon March 21	Release school fee templates for schools to complete	Director of Finance
By March 31	Government to provide funding manual and RVS funding profile	Government of Alberta
Fri April 1	Open school and departmental budget templates	Director of Finance
Thu April 14	Submission of school budgets due	All Administrators
	Submission of school fees due	All Administrators
	Submission of department budgets due	Executive/Directors
April 18-22	Spring Break	
April 26 /27	Review draft departmental budgets Review allocation formulas <i>[2 half day afternoon sessions]</i>	Executive/Directors
Thu April 28	Table proposed Transportation fees for consideration	Board of Trustees
Thu May 5	Review proposed school and community use fees	Board Budget Committee
	Review EC departmental budgets and overall preliminary draft budget	Board Budget Committee
Thu May 12	Table proposed school and community use fees with Board of Trustees for consideration	Board of Trustees
Thu May 19	Final draft budget for review	Board Budget Committee
Thu May 26	Table draft budget with Board of Trustees for consideration	Board of Trustees
Fri May 27	Communicate approved budget to departments and schools	Superintendent / Director of Finance
Tue May 31	Disseminate approved budget to Ministry, MLAs, School Communities	RVS

Alternatives:

Alternative I:

The Board approves the 2022/23 Budget Development Process as presented.

Alternative II:

The Board approves the amended 2023/23 Budget Development Process.

Alternative III:

The Board refers the matter back to the Budget Committee for further discussion.

Recommendation:

The Board approves the 2022/23 Budget Development Process as presented.



COMMITTEE REPORT

TO: THE BOARD OF TRUSTEES

FROM: THE BOARD PLANNING COMMITTEE

Report Date: March 10, 2022

Committee Members Present:

All Trustees
Greg Luterbach, Superintendent
Larry Paul, Associate Superintendent Business & Ops
Tara De Weerd, Director of Communications
Stephanie Dove, Recording Secretary

Meeting Dates: February 3, 2022
February 10, 2022

Key Meeting Points:

- Schools, Learning Supports and Communication departments presented overviews of each of their areas, as well as their services, successes, and challenges, as part of trustee orientation
- Received reports from Professional Development Leaves and School Council Committees
- Reviewed and discussed documentation and feedback gathered regarding George MacDougall High School name including:
 - Independent report from Know History Historical Services providing objective information about who George McDougall was and his involvement with Indigenous peoples of the region including connections to residential schools
 - Discussion with Stoney Nakoda First Nations administration
 - Unsolicited feedback received from community members, including delegation presentation from June 2021 and George MacDougall High School alumni
- Reviewed draft revisions to Support Staff Terms of Employment as recommended by the Labour Relations Committee
- Examined RVS' approach regarding masks and other public health protocols in schools, and discussed recent government changes to public health restrictions and impact to RVS
- Provided feedback on Trustee nomination, campaign and election processes and supports, as well as discussed what was heard on the campaign trail
- Reviewed proposed Board meeting dates for the 2022/2023 school year and provided feedback and suggestions for adjustments

Future Considerations:

- Government is signalling that public health restrictions will be easing in the coming weeks and RVS will adjust be in alignment

Committee Recommendation(s):

- That the revised Support Staff Terms of Employment be brought forward for the Board's consideration
- That George MacDougal High School retain its current name at this time
- That amended Board meeting dates for 2022/2023 be brought forward for the Board's consideration