



## REGULAR MEETING OF THE BOARD OF TRUSTEES

RVS EDUCATION CENTRE  
2651 CHINOOK WINDS DR. SW

AIRDRIE, AB

ZOOM LINK: <https://rockyview.zoom.us/my/rvsboard>

**SEPTEMBER 8, 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 – June 23, 2022
6. Superintendent's Report
7. Chair's Report/Correspondence
8. Committee Reports
  - a) Policy (w/ motion)
  - b) Planning
  - c) Other
9. Trustee Reports
10. New Business
  - a) Notice of Organizational Meeting
11. Adjournment

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



**SUPERINTENDENT'S REPORT**  
REGULAR MEETING OF THE BOARD OF TRUSTEES

**SEPTEMBER 8, 2022**

**AGENDA**

1. Preliminary Enrolment Report
2. School Facility Improvements Update

**ACTION**

Information

Information

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

Greg Luterbach  
Superintendent of Schools



# INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

---

**Item:** Preliminary Enrolment Update

**Date of Meeting:** September 8, 2021

**Background:**

Annually, Boards across Alberta submit to the Government of Alberta their student enrolment as of September 30. While enrolments fluctuate daily, these September 30<sup>th</sup> numbers are important for funding purposes and generally used to describe a school division's student population.

At the end of September 2021 RVS had 26,662 students that we served. This was an increase of over 1,300 from September 2020. This is a headcount and is not the full-time equivalent (FTE) which would be lower as Kindergarten students only count as 0.5FTE.

**Current Status:**

In January 2022, RVS submitted to government our projected enrolment for the 2022/23 school year. Projecting a division's enrolment is a complicated art which looks at community growth, grade to grade growth, historical trends, and census and birth rate data. The projection for the 2022/23 school was 27,563 students. This would be an increase of 941 students from last year (3.5% growth compared to fall 2021). Driving the growth is general community population growth.

Enrolments fluctuate almost daily with students entering and exiting RVS. As of Tuesday September 6, 2022, the following describes our current enrolment:

<b>Grade level</b>	<b>2022/23 PROJECTION</b>	<b>2022/23 PRELIMINARY ACTUALS AS OF SEPT 6/22</b>	<b>Difference (Actual minus Projection)</b>
PIP/Kindergarten	1974	1827	-147
Grade 1	2180	2161	-19
Grade 2	2040	2046	6
Grade 3	2113	2128	15
Grade 4	2141	2149	8
Grade 5	2194	2212	18
Grade 6	2192	2239	47
Grade 7	2128	2203	75
Grade 8	2177	2227	50
Grade 9	2266	2361	95
Grade 10	2125	2222	97

# INFORMATION ITEM



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

---

Grade 11	1993	2037	44
Grade 12	2040	1960	-80
<b>TOTALS</b>	<b>27563</b>	<b>27772</b>	209

It is critical to know that the 2022/23 enrolment numbers will continue to fluctuate, and these are ONLY preliminary numbers. Final enrolments will be determined as of end of September.

If we remain at 27,772 students, then our growth compared to 2021 will be 4.3%.

**Future Direction:**

Enrolments will be finalized for the purpose of Alberta Education reporting on September 29, 2022, and shortly thereafter administration will report to the Board the overall numbers, grade breakdowns, school breakdowns and comparisons vs projections and utilization rates as of September 29<sup>th</sup>.

**Recommendation:**

The Board of Trustees acknowledges receipt of the Preliminary Enrolment Update as information.



Summer Projects







# George McDougall

---

1. Cafeteria turned into two rooms & upstairs offices into classrooms
2. Phase 1 - Foods, Fashion/Cosmo, Outdoor Ed  
Phase 2 - Construction/Fabrication
3. Mechanical upgrade
4. Modular classroom addition



Upstairs Classroom





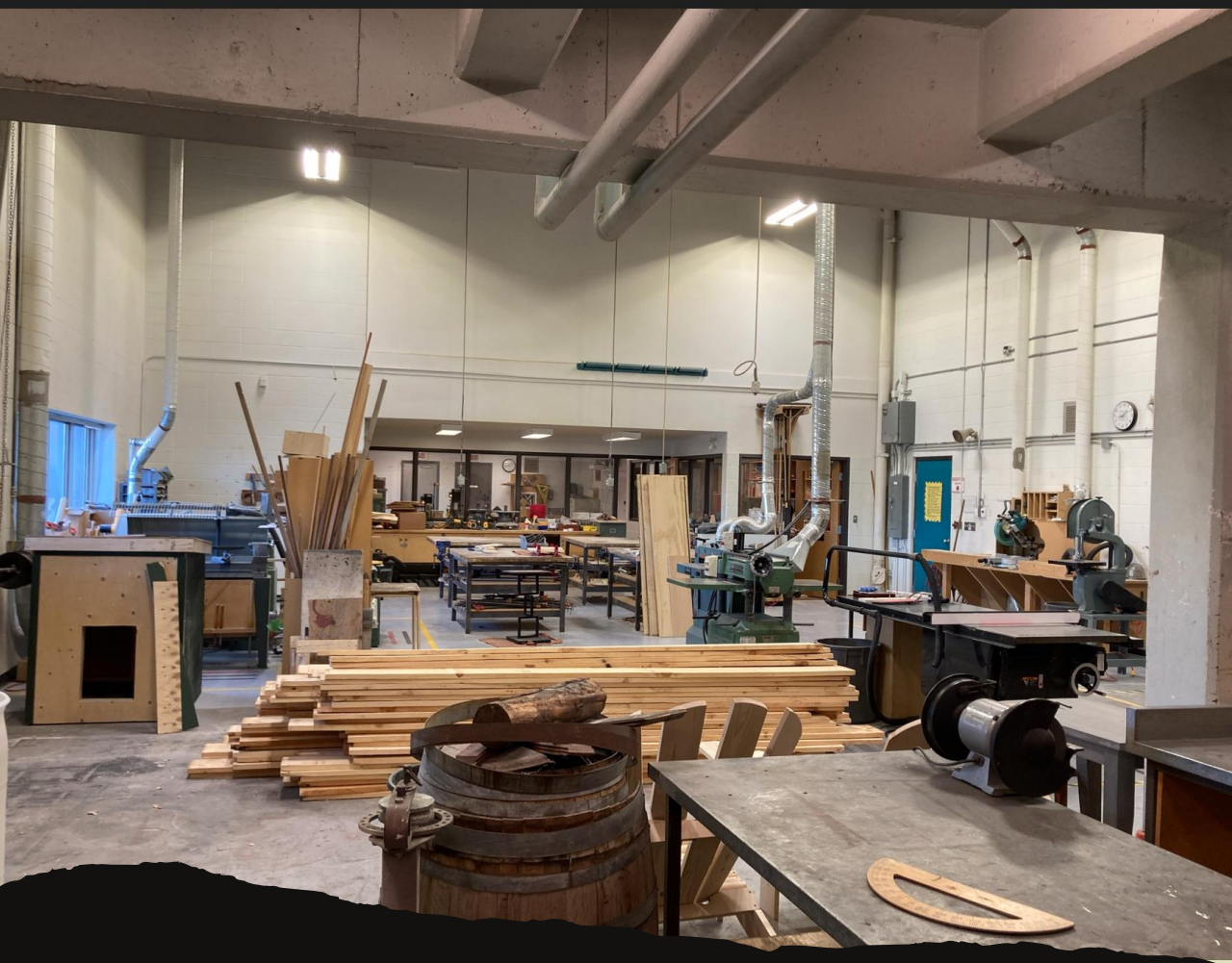
# Foods & Fashion/Cosmo





Cafeteria





Construction/Fabrication





# Modular classroom Addition





# Northcott Prairie

---

Modular Classroom Addition





AE Bowers



Bert Church





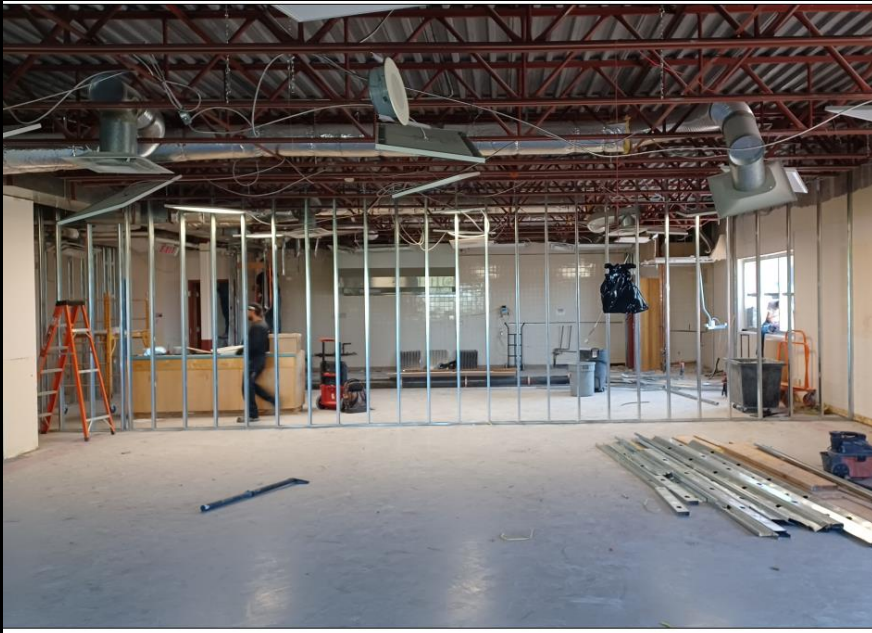
# Chestermere High

Roof replacement – north  
end



Elbow Valley – Lagoon Reclamation





# Springbank Middle

Lunchroom/Activity Space





# Springbank High

Foods Room



# Ashpalt Projects

---



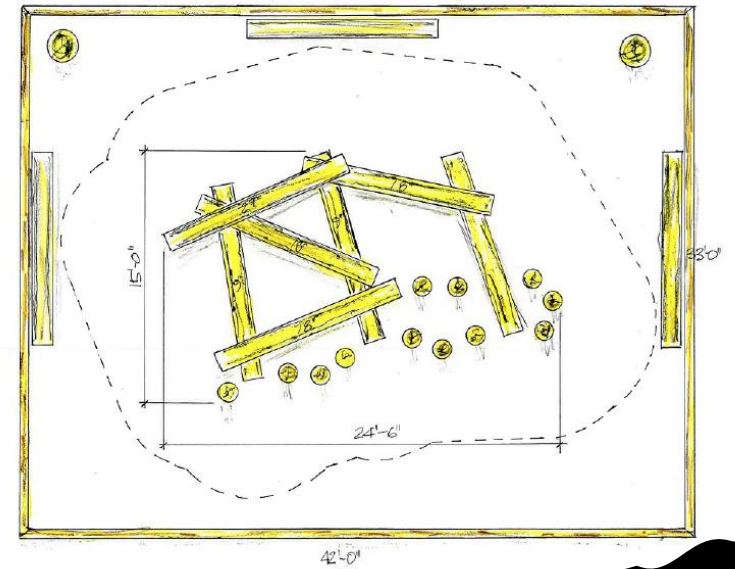


## Windsong Heights School

Airdrie, AB

June 22, 2022

Design #507



# Windsong Heights Outdoor Classroom





Fireside  
Front Entrance





# Cochrane Field

Artificial Turf Project



# DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: POLICY COMMITTEE

---

**Item:** Policy 14 – Hearings on Teacher Transfers

**Date of Meeting:** September 8, 2022

**Background:**

The Board's Policy Committee is charged to "recommend revisions, deletions and creation of new policies to the Board of Trustees".

The Superintendent may transfer a teacher in accordance with section 212 of the Education Act. The teacher may make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer.

**Current Status:**

The Policy Committee reviewed Policy 14 and on May 31, 2022, recommended the attached revised version of the policy.

Summary of major proposed changes to Policy 14 – Hearings on Teacher Transfers

- Reorder/rename sections to align with process from beginning to end
- Align language/practice with other policies (BP7, BP13)
- Consistency/clarity of language related to "hearing", "meeting", "special meeting"
- Clarity on whether references to "days" are - calendar days, school days or business days
- Used Secretary-Treasurer (ST) title instead of Assistant Superintendent of Business and Operations to delineate this dual role for this position
- More prescriptive as to who makes decisions and when (ST vs Chair vs Board)

**Alternatives:**

**Alternative I:**

The Board of Trustees approves the amended Policy 14 – Hearings on Teacher Transfers.

**Alternative II:**

The Board of Trustees approves a further amended Policy 14 – Hearings on Teacher Transfers.

**Alternative III:**

The Board of Trustees refer Policy 14 – Hearings on Teacher Transfers back to the Policy Committee for further study.

**Recommendation:**

The Board of Trustees approves the amended Policy 14 – Hearings on Teacher Transfers.

## **BACKGROUND**

The Superintendent may transfer a teacher in accordance with section 212 of the Education Act. The teacher may make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer.

The Board shall conduct any hearings concerning the transfer of a teacher pursuant to section 212 of the Education Act, in accordance with these procedures.

## **GUIDELINES**

### **1. Transfers**

- 1.1 A teacher who has been given a notice of transfer by the Superintendent may make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer within seven (7) days of receipt of the transfer notice.
- 1.2 The request for a hearing before the Board shall be submitted by the teacher to the Associate Superintendent of Business and Operations with a copy being provided to the Superintendent.
- 1.3 The Board may set a date and time for the hearing requested not earlier than fourteen (14) days after the teacher receives the notice of transfer, unless the teacher agrees in writing to an earlier date.
- 1.4 The Associate Superintendent of Business and Operations shall advise the teacher in writing of the date, time and location of the hearing.

### **2. Adjournments**

- 2.1 Requests for adjournments may be granted by the Board Chair, where determined to be reasonable in the Board Chair's sole discretion. An application for an adjournment shall be made in the following manner.
  - 2.1.1 Where the request for the adjournment is made in advance of the hearing, it shall be made in writing to the Associate Superintendent of Business and Operations by the teacher or the Superintendent no less than seven (7) days before the originally scheduled date of the hearing.
  - 2.1.2 A request for an adjournment, although not submitted in accordance with clause if supported with reasons that the Board Chair considers valid, including the reason the request was not submitted within the required time period, may be made in writing through the Associate Superintendent of Business and Operations.
- 2.2 The Board Chair may seek written submissions from each of the parties about whether to grant the adjournment.
- 2.3 The Board Chair may take into consideration the timing of the request for the adjournment, the stated reasons for the request, the prior history of requests for the adjournment of the matter, and the submissions made by the parties.



- 2.4 Where adjournments are granted in the course of a hearing, members of the Board are prohibited from disclosing the evidence presented or matters raised at the hearing, either amongst themselves or with the parties and their representatives or witnesses until the hearing is reconvened.

### 3. Pre-Hearing Process

- 3.1 Any written materials the teacher or the Superintendent wishes the Board to consider must be submitted to the Associate Superintendent of Business and Operations, where possible, not less than four (4) days prior to the scheduled date of the meeting. The Associate Superintendent of Business and Operations will provide copies of all such documentation to the parties prior to the meeting, where possible, and to the trustees at the hearing.
- 3.2 Notwithstanding the above, the Board Chair shall reserve the right to receive such further documentation as is deemed relevant at the Board hearing.
- 3.3 The teacher or the Superintendent may be accompanied by counsel or other representative, and may bring witnesses if, not less than four (4) days prior to the scheduled date of the meeting, the following is provided by the teacher or the Superintendent in writing:
- 3.3.1 The names of counsel, other representatives, and any witnesses; and
- 3.3.2 An explanation satisfactory to the Board Chair as to why the witnesses' evidence may not be adequately presented in writing.
- 3.4 The Board Chair shall advise, in writing, the party who has requested permission to bring witnesses to the hearing as to whether or not the request will be granted, as soon as reasonably practical after receiving an application.
- 3.5 Notwithstanding the foregoing, the Board Chair shall reserve the right to allow such witnesses to appear at the hearing as are deemed relevant or necessary to the determination.

### 4. Procedure at Hearings

- 4.1 The Associate Superintendent of Business and Operations will keep notes of the proceedings. The Board, in its sole discretion, may record the hearing via electronic means. Where recording will take place, the parties shall be advised by the Board Chair at the commencement of the hearing.
- 4.2 The hearing shall be conducted at an in-camera session of the Board and chaired by the Board Chair, or in the Chair's absence, the Vice Chair or designate.
- 4.3 The Board Chair shall introduce all parties, and the parties and/or their representatives shall introduce all witnesses at the hearing.
- 4.4 The sequence of the hearing shall be as follows:
- 4.4.1 Consideration of any preliminary objections;

- 4.4.2 An opening statement to be made by each of the parties;
- 4.4.3 Written and oral presentation by the Superintendent or designate, including any evidence by witnesses where appropriate;
- 4.4.4 Written and oral presentation by the teacher, including any evidence by witnesses where appropriate;
- 4.4.5 Superintendent's or designate's opportunity for a response to the teacher's presentation;
- 4.4.6 Teacher's opportunity for a response to the administration's presentation;
- 4.4.7 An opportunity for the Board to ask questions of both parties and any questions of clarification of both parties and any of the other witnesses;
- 4.4.8 An opportunity for the Superintendent or designate to make final comments;
- 4.4.9 An opportunity for the teacher to make final comments; and
- 4.4.10 No cross-examination of witnesses shall be allowed unless the Board Chair deems it advisable.
- 4.5 The Board will meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The Board may have the Associate Superintendent of Business and Operations or legal counsel in attendance.
- 4.6 If the Board requires additional information or clarification in order to make its decision, both parties will be recalled to appear before the Board and the request for information will be made in the presence of both parties.
- 4.6.1 If the information is not readily available, the Board Chair may request a recess, or if necessary an adjournment of the hearing to a later date.
- 4.6.2 In the case of an adjournment, members of the Board are prohibited from discussing the evidence presented or matters raised at the hearing, either amongst themselves or with the parties and their representatives or witnesses until the hearing is reconvened.
- 4.7 The Board shall draft a resolution indicating its position. This resolution is to indicate the employee's number so as to maintain confidentiality.
- 4.8 When the Board is ready to make its decision on the matter, both parties, if still present, will be advised that the Board will be reconvening and will consider a motion to move into a regular or special Board meeting in order to consider the resolution.
- 4.9 The Board decision will be communicated to the teacher by telephone and confirmed in writing, following the hearing.

**Legal Reference:**

- Section 33, 52, 53, 212, 222 Education Act



## **BACKGROUND**

The Superintendent may transfer a teacher in accordance with section 212 of the Education Act. The teacher may make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer.

The Board shall conduct any hearings concerning the transfer of a teacher pursuant to section 212 of the Education Act, in accordance with Board policy and these guidelines.

## **GUIDELINES**

### **1. Request for a Hearing**

- 1.1 A teacher who has been given a notice of transfer by the Superintendent may, within seven (7) calendar days of receipt of the transfer notice, make a written request to have a hearing before the Board for the purpose of objecting to the transfer.
- 1.2 The request for a hearing before the Board shall be submitted by the teacher to the Secretary Treasurer of the Board (Secretary Treasurer) with a copy being provided to the Superintendent.
- 1.3 The Board Chair shall call a Special Board meeting for the purpose of holding a teacher transfer hearing not earlier than fourteen (14) calendar days after the teacher receives the notice of transfer unless the teacher agrees in writing to an earlier date.
- 1.4 The Secretary Treasurer shall notify the teacher and Superintendent in writing of the date, time and location of the hearing.

### **2. Pre-Hearing Process**

- 2.1 Any documentation or written materials to be considered by the Board, in support of the teacher transfer, shall be forwarded by the Superintendent, or their designate, to the Secretary Treasurer not less than seven (7) calendar days prior to the scheduled date of the hearing.
- 2.2 Any documentation or written materials to be considered by the Board, in objection to the teacher transfer, shall be forwarded by the teacher to the Secretary Treasurer not less than seven (7) calendar days prior to the scheduled date of the hearing.
- 2.3 Not less than four (4) calendar days prior to the hearing, the Secretary Treasurer shall provide copies to each of the parties of all relevant documentation received from the parties.
- 2.4 The teacher or the Superintendent may be accompanied by counsel or other representative(s) if, not less than seven (7) calendar days prior to the scheduled date of the hearing, the names of counsel or other representatives are provided by the teacher or the Superintendent in writing to the Secretary Treasurer.

- 2.5 The teacher or the Superintendent may request to bring witnesses if, not less than four (4) calendar days prior to the scheduled date of the hearing, the names are provided by the teacher or the Superintendent in writing to the Secretary Treasurer.
- 2.5.1 The request to bring witnesses must include an explanation satisfactory to the Secretary Treasurer, as to why the witnesses' evidence may not be adequately presented in writing.
- 2.5.2 The Secretary Treasurer shall, within two (2) business days of receiving the request, advise in writing, the party who has made the request whether or not the request is granted.
- 2.6 The teacher may at any time up to the start of the hearing, withdraw in writing their request for a hearing before the Board.
3. Hearing Process
- 3.1 To protect the confidentiality of the proceedings, the hearing shall be conducted as an in-camera session of the Board with only the parties involved in the hearing in attendance.
- 3.1.1 Witnesses, if any, will only be allowed to be in attendance when required.
- 3.2 Notes of the proceedings will be recorded solely for the purpose of maintaining minutes for the Board's corporate records.
- 3.3 Once in-camera, the sequence of the hearing shall be as follows:
- 3.3.1 The Board Chair will introduce members of the Board in attendance and request the parties to introduce themselves.
- 3.3.2 The Secretary Treasurer will provide a copy of relevant written documentation submitted by each party to members of the Board.
- 3.3.3 The Board Chair will outline the purpose of the hearing, which is to provide:
- 3.3.3.1 Opportunity for the parties to make representation in support of their respective positions, and
- 3.3.3.2 Opportunity for the Board to receive information and deliberate and make a decision regarding the teacher transfer.
- 3.3.4 Oral presentation by the Superintendent or designate, including evidence by witnesses if any, explaining the decision and reasons for the transfer;
- 3.3.5 Oral presentation by the teacher, including evidence by witnesses if any, explaining the reasons for their objection to the transfer;
- 3.3.6 The Superintendent or designate will be provided an opportunity to respond to the teacher's presentation;
- 3.3.7 The teacher will be provided an opportunity to respond to the Superintendent's or designate presentation;



- 3.3.8 The Board will be provided the opportunity to ask clarifying questions of either party or any of the witnesses;
- 3.3.9 The Superintendent or designate will be provided the opportunity to make final comments; and
- 3.3.10 The teacher will be provided the opportunity to make final comments.
- 3.4 Requests for a recess or adjournment may be granted by the Board Chair to allow for members of the Board to read through written documentation or for parties to prepare a response to the other party's presentation.
- 3.4.1 If a recess or an adjournment is granted during a hearing, members of the Board are prohibited from disclosing the evidence presented or discussing matters raised at the hearing, either amongst themselves or with the parties and their representatives or witnesses until the hearing is reconvened.
4. Deliberation
- 4.1 The Board will meet without the respective parties to the hearing in attendance. The Board may have the Secretary Treasurer and/or legal counsel in attendance.
- 4.2 The Board will deliberate in private and review information provided by both parties to arrive at a decision regarding the transfer. The decision will be either to:
- 4.2.1 Support the decision of the Superintendent or designate to transfer the teacher, or
- 4.2.2 Overturn the decision of the Superintendent or designate to transfer the teacher.
- 4.3 If the Board requires additional information or clarification, both parties will be recalled and the request for information will be made in the presence of both parties.
- 4.3.1 If the information is not readily available, or if either parties are no longer available, the Board Chair will call a recess or adjourn the meeting to a later date at the call of the Chair.
- 4.3.2 Members of the Board are prohibited from discussing the evidence presented or matters raised at the hearing, either amongst themselves or with the parties and their representatives or witnesses until the hearing is reconvened.
- 4.3.3 In the case of adjournment, the Secretary Treasurer will retain all written documentation shared with members of the Board until such time as the hearing resumes.
5. Decision
- 5.1 When the Board is ready to make a decision, both parties, if still present, will be advised that the Board will be reverting to the public Special meeting.
- 5.2 The Board will come out of in-camera to consider a resolution on the matter.

5.2.1 The resolution will indicate the teacher's employee number so as to maintain confidentiality of the teacher.

5.3 The Board decision will be communicated to the teacher by the Secretary Treasurer following the hearing, and confirmed in writing by the Board.

**Legal Reference:**

- Section 33, 52, 53, 64, 212, 222 Education Act

PROPOSED POLICY





# COMMITTEE REPORT

TO: THE BOARD OF TRUSTEES

FROM: THE BOARD PLANNING COMMITTEE

---

**Report Date:** September 8, 2022

**Committee Members Present:**

All Trustees  
Greg Luterbach, Superintendent  
Steve Thomas, Director of Finance  
Tara De Weerd, Director of Communications

**Meeting Date:** June 23, 2022

**Key Meeting Points:**

- Received report from the Audit Committee
- Reviewed draft changes to Policy 14 – Hearings on Teacher Transfers as presented by the Policy Committee
- Provided feedback to administration on use and intent of RVS social media presence

**Future Considerations:**

- Audit Committee considering recommending changes to their Terms of Reference to expand scope to include aspects of risk management

**Committee Recommendations/Decisions:**

- Policy 14 to be brought forward for the Board's consideration in September