



# ORGANIZATIONAL 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 22, 2022**

9:30 a.m.

## AGENDA

1. Call to Order by Larry Paul, Associate Superintendent of Business and Operations
2. Approval of Agenda
3. Request for Secret Ballot for Chair and Vice Chair Positions  
(Section 9(d) Board Procedures Regulation 82/2019 of the Education Act attached) – Does any Trustee desire a secret ballot?
4. Appointment of Ballot Committee (if required)
  - a. That the Board of Trustees appoints Steve Thomas and Jenelle Weisgarber to the Ballot Committee.
5. Election of Chair of the Board of Trustees for the 2022-2023 School Year
  - a. Nominations
  - b. Candidate Statements
6. Turn Over of Chair
7. Election of Vice-Chair of the Board of Trustees for the 2022-2023 School Year
  - a. Nominations
  - b. Candidate Statements
8. Destruction of Ballots (if required)
9. Appointments to Committees and Board Representatives
  - a. The Board of Trustees approves the 2022/2023 Committee Appointments & Representatives as presented

RVS Board Committee Membership		
<b>A.</b>	<b>Advocacy</b>	Chair ASBA Zone 5 Rep (S. Kinley) Trustee (F. Burley)
<b>B.</b>	<b>Agenda Planning</b>	Chair Vice Chair
<b>C.</b>	<b>Appeals</b>	Three Trustees (T. Brand, S. Baziuk, F. Burley)
<b>D.</b>	<b>ASBA</b>	Three Trustees: Zone 5 Rep – (S. Kinley) Zone 5 Rep – (F. Gilbert) Trustee (M. Bowen)
<b>E.</b>	<b>Audit</b>	Trustee from previous year (N. Lang) Trustee (J. Hunter)

<b>F.</b>	<b>Board Planning</b>	All Trustees
<b>G.</b>	<b>Budget</b>	All Trustees
<b>H.</b>	<b>Expulsion</b>	Three Trustees (S. Kinley, F. Burley, F. Gilbert)
<b>I.</b>	<b>Indigenous Advisory Circle</b>	Chair Trustee (F. Burley)
<b>J.</b>	<b>Labour Relations</b>	Three Trustees: TEBA Rep (N. Lang) Two Trustees (S. Baziuk, F. Gilbert)
<b>K.</b>	<b>Policy</b>	Three Trustees (T. Brand, F. Burley, J. Hunter)
<b>L.</b>	<b>School Councils</b>	Vice Chair Three Trustees (S. Kinley, M. Bowen, F. Gilbert)
<b>M.</b>	<b>Student Transportation</b>	Four Trustees: Two Trustees – Rural (S. Kinley, J. Hunter) Two Trustees – Urban (S. Baziuk, F. Gilbert)

<b>RVS Board Representatives</b>		
<b>A.</b>	<b>Teacher Employer Bargaining Association (TEBA)</b>	Trustee (N. Lang)
<b>B.</b>	<b>Professional Development Leave (PDLC)</b>	Two Trustees (M. Bowen, N. Lang)
<b>C.</b>	<b>Alberta School Boards' Association (ASBA) Zone 5</b>	Two Trustees (S. Kinley, F. Gilbert)
<b>D.</b>	<b>Inclement Weather</b>	One Trustee Representative Per Area Chestermere/Langdon/Indus (S. Kinley) Airdrie (F. Burley) Crossfield / Kathryn / Beiseker (N. Lang) Bragg Creek / Springbank (J. Hunter) Cochrane/Westbrook/Bears paw (F. Gilbert)
<b>E.</b>	<b>School Council Meetings</b>	One Trustee Representative Per Council (area specific, including two new online schools) Discovery Trails Online – N. Lang Summit Trails Online High School – S. Baziuk
<b>F.</b>	<b>Springbank Park for All Seasons</b>	Ward 5 Trustee (J. Hunter)
<b>G.</b>	<b>Cochrane Parks and Recreation</b>	Ward 6 Trustee (F. Gilbert)
<b>H.</b>	<b>Langdon Healthy Community Collaborative</b>	Ward 2 Trustee (S. Kinley)
<b>I.</b>	<b>RVC Joint Use/ Reserves Agreement</b>	Two Trustees (J. Hunter, S. Kinley)
<b>J.</b>	<b>Chamber of Commerce</b>	One Trustee Representative Per Area Chestermere (S. Baziuk) Langdon (S. Kinley) Airdrie (T. Brand) Crossfield (N. Lang) Bragg Creek (J. Hunter) Cochrane (F. Gilbert)

10. Adjournment

(4) Notwithstanding subsection (1), when the number of trustees at a meeting is less than a quorum because one or more trustees have declared a conflict of interest with respect to a matter before the board at the meeting, the Minister may order that the remaining trustees are deemed to be a quorum for the purpose of deciding that matter.

#### **Voting on questions**

**8(1)** All resolutions must be submitted to a board by the chair of the board or a trustee, and no seconder is required.

(2) The chair of the board and every trustee present at a meeting of the board must vote for or against every question unless

- (a) in a specific case, the chair or a trustee is excused by resolution of the board from voting, or
- (b) the chair of the board or a trustee has a pecuniary interest in the matter and abstains from voting as required by section 88(1) of the Act.

(3) The secretary of the board must, whenever a recorded vote is requested by a trustee, record in the minutes the name of each trustee present and whether the trustee voted for or against the matter.

(4) Notwithstanding subsection (3), the secretary of the board must, immediately after a vote is taken and on the request of a trustee, record in the minutes the name of that trustee and whether that trustee voted for or against the matter or abstained.

#### **Required votes**

**9** At a meeting of a board the following applies:

- (a) each question must be decided by a majority of the votes of the trustees present;
- (b) in case of an equality of votes, the question must be decided in the negative;
- (c) a vote on a question must be taken by open vote;
- (d) notwithstanding clause (c), with respect to the election of a chair of the board or a vice-chair of the board, if one or more trustees request that the vote be by secret ballot, the vote must be by secret ballot.



## 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 22, 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. Approval of Minutes
  - a) Regular Board Meeting – September 8, 2022
4. Superintendent's Report
5. Chair's Report/Correspondence
6. Committee Reports
  - a) Planning
7. Trustee Reports
8. New Business
9. 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 22, 2022**

**AGENDA**

1. Preliminary Enrolment Update
2. Strategic Plan Development 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 22, 2022

**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.

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.

**Current Status:**

Enrolments fluctuate almost daily with students entering and exiting RVS. As of Tuesday September 20, 2022, the following describes our current enrolment:

Grade level	2022/23 PROJECTION	2022/23 PRELIMINARY ACTUALS AS OF SEPT 20/22	Difference (Actual minus Projection)
PIP/Kindergarten	1974	1831	-143
Grade 1	2180	2144	-36
Grade 2	2040	2040	0
Grade 3	2113	2125	12
Grade 4	2141	2150	9
Grade 5	2194	2203	9
Grade 6	2192	2228	36
Grade 7	2128	2176	48
Grade 8	2177	2203	26
Grade 9	2266	2324	58
Grade 10	2125	2194	69
Grade 11	1993	2022	29
Grade 12	2040	1973	-67
<b>TOTALS</b>	<b>27563</b>	<b>27613</b>	<b>50</b>



# INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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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 27,613 students, then our growth compared to 2021 will be 3.7%.

**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.



# INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

**Item:** Strategic Plan Development Update

**Date of Meeting:** September 22, 2022

**Background:**

High-level strategic planning is an integral component of the Board’s leadership and governance function. Board Policy 9 – Strategic Plan (BP9) supports this role and provides the framework for the creation of a divisional strategic plan. The policy gives direction to the Board, the Planning Committee, and the Superintendent of their collaborative roles in developing and championing the division plan.

In March 2022, in alignment with Board Policy 9 – Strategic Plan, the Board Planning Committee approved the following plan to develop the board’s strategic plan.

Highlights of the process included:

March 2022	<ul style="list-style-type: none"> <li>Bring forward development proposal to Planning Cmte for discussion and approval</li> </ul>
April 2022	<ul style="list-style-type: none"> <li>Planning committee to work with consultant to develop community engagement #1 and build presentation that trustees can share at future school council meetings</li> </ul>
May 2022	<ul style="list-style-type: none"> <li>Public online consultation with open ended questions to primarily provide input into strategic plan, and secondarily, future education plan (tied to RVS annual 4YP survey)</li> <li>Hear about individuals’ priorities that should drive RVS now and into the future.</li> <li>Trustees presenting at school councils</li> </ul>
June-August 2022	<ul style="list-style-type: none"> <li>Consultant to collate public input into themes and share with RVS</li> </ul>
August - September 2022	<ul style="list-style-type: none"> <li>Board strategic planning workshop – offsite, overnight, and multi-day</li> <li>Draft version 1.0 of strategic plan with consultant</li> <li>Review/update vision/purpose/values based on input received</li> <li>Draft community engagement #2 to collect specific feedback on draft strategic plan, foundational statements shared with community</li> </ul>
October 2022	<ul style="list-style-type: none"> <li>Public online consultation</li> <li>Consultant to collate public input into themes and share with RVS</li> </ul>



# INFORMATION ITEM



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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Late October / November 2022	<ul style="list-style-type: none"><li>• Board Planning Committee reviews feedback, updates draft strategic plan and foundation statements (BP1) with support of consultant</li><li>• Board Planning Committee drafts performance measures with support of consultant</li></ul>
December 2022	<ul style="list-style-type: none"><li>• Board considers any changes to BP1 and divisional strategic plan</li></ul>

The strategic plan development is proceeding well with major milestones completed within the timeline originally developed.

We received a significant amount of input via the spring engagement (approx. 10,000 individuals responded, providing over 27,000 pieces of input). A summary of the themes heard will be shared in early October with the public.

The initial draft of the priorities and goals have been developed and will be shared with parents/guardians and staff in early October. Individuals will have an opportunity to provide feedback on these draft priorities and goals. Again, that feedback will be consolidated, reviewed, and the results shared with the Board.

The Board has scheduled a number of Planning Committee meetings between now and early December to review the feedback, finalize the priorities/goals/outcomes/performance measures, and determine if changes are required to Board Policy 1 to ensure alignment.

The Board is on pace to complete the task within the originally articulated timeline.

**Recommendation:**

The Board of Trustees acknowledges receipt of the Strategic Plan Development Update as information.



# COMMITTEE REPORT

TO: THE BOARD OF TRUSTEES

FROM: THE BOARD PLANNING COMMITTEE

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**Report Date:** September 22, 2022

**Committee Members Present:**

All Trustees (excluding Trustee Baziuk)  
Greg Luterbach, Superintendent  
Larry Paul, Associate Superintendent of Business and Operations  
Tara De Weerd, Director of Communications  
Ashley Maroukian, Recording Secretary

**Meeting Date:** September 8, 2022

**Key Meeting Points:**

- Received report from the Advocacy Committee
- Discussed Board Committee structure and membership for 2022/2023
- Provided feedback to administration regarding next steps for Board Strategic Plan
- Reviewed preliminary year end financial results

**Future Considerations:**

- Advocacy Committee to share more details on Space for Students advocacy plan at upcoming Planning Committee meeting

**Committee Recommendations/Decisions:**

- Bring forward proposed committee structure and membership for the Board's consideration at the Organizational Meeting
- That Administration prepare the second round of Strategic Plan engagement and share out with stakeholders early October 2022