



## 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>

**NOVEMBER 3, 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 – October 20, 2022

6. Exemplary Practice/ Student Showcase

a) 100 per cent Achievement on June 2022 Diploma Exams

7. Superintendent's Report

8. Chair's Report/Correspondence

9. Committee Reports

a) Labour Relations (w/motion)

b) Advocacy (w/motion)

c) Planning (w/motion)

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.



# STUDENT SHOWCASE

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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**Date of Meeting:** Nov. 3, 2022

**Student Showcase:** 100 per cent Achievement on June 2022 Provincial Diploma Exams

**Presentation:** Twice a year, the Board of Trustees recognizes one form of outstanding student achievement in Rocky View Schools by acknowledging students who obtain a perfect mark of 100 per cent on a provincial diploma exam.

Due to impacts of the COVID-19 pandemic, this is the first such recognition since 2020.

Congratulations to the following students for their accomplishments on the June 2022 exam sitting:

**Keisha Basi, Cochrane High School**

Biology 30

Keisha was consistently self-motivated in the sciences and produced work that was always above the teacher's expectations. She found joy in discovery while studying biology, which is the field she wished to pursue in university. Keisha would make study notes and use old diplomas to prepare for any type of exam. She possesses logical-mathematical intelligence combined with an innate curiosity to learn, which is a combination that allowed her to do well in the course. Keisha plans to study neuroscience at the University of Calgary to enter the field of medical science.

**Kai Suzuki, Bert Church High School**

Physics 30, Biology 30

Kai's dedication to her learning was evident throughout her high school career. Never one to take the easy way, Kai dedicated herself to deepening her knowledge in each subject area. To achieve two perfect scores on a diploma while dealing with the impact of interruptions caused by COVID-19 demonstrates Kai's dedication while finishing her Grade 12 year strong. Kai's teachers unanimously talked about her critical thinking, perseverance and commitment to her learning. Kai is currently studying neuroscience at the University of Calgary with the goal of becoming a neuroscientist.



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

**NOVEMBER 3, 2022**

**AGENDA**

- |                                                            | <b>ACTION</b> |
|------------------------------------------------------------|---------------|
| 1. 2023-24 Modular Classroom Planning                      | Directive     |
| 2. Powell Street School Renovation                         | Directive     |
| 3. Powell Street School Student Accommodation Consultation | Directive     |

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

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**Item:** 2023-24 Modular Classroom Planning

**Date of Meeting:** November 3, 2022

**Background:**

- Through Alberta Education's Annual Modular Classroom Program, provincial funding is provided for adding or relocating existing modular classrooms to ease enrolment pressures in communities where school jurisdictions are experiencing high enrolment growth.
- Alberta Education requires school districts to review their accommodation needs to determine the demand for additional modular classrooms. The submission for modular classrooms is expected to be submitted to Alberta Education for their consideration by November 1, 2022. Rocky View Schools (RVS) has received a one-week extension on the deadline this year due to the timing of Board meetings.
- RVS typically receives a letter from Alberta Education regarding the approval of requested modular units within four months of the request.
- This past year, RVS continued to relocate ten modular classrooms using district reserve funds, as the provincial government did not support the Modular Classroom Program.

**Current Status:**

- The need for more school facility space is evident due to RVS' continued enrolment growth, as there are an additional 1,294 students in RVS school buildings this year than one year ago.
- The schools identified by priority in Table 1 require the addition of modular classrooms for the 2022-2023 school year; modular classrooms are needed due to increasing enrolments. All the schools proposed for additional modular classrooms are expected to be above 100% utilization. See Appendix A for school projections.
- Prioritization and the number of requested units are based on the expected accommodation changes, projected enrolments, and utilization numbers.
- The projected utilization rates, identified in Table 1 show both the projected utilization without additional modular classrooms (top row) and the utilization with the proposed modular classrooms (lower row).
- Though it is preferred to have modular classrooms attached to the core school, this is becoming rare, as RVS needs to add modular classrooms to schools that were not intended for this additional modular classroom capacity. For instance, George McDougall School was built to accommodate 944 students; with the modular classrooms added for 2022 and the proposed four units for 2023, the school will have classroom space to accommodate 1,100 students. An additional 156 student spaces, in which the core school was not designed to support.



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Table 1

Priority	School	Municipality	Number of Modular Classrooms	2022	2023	2024
1.	Chestermere Lake	Chestermere	4 units	110%	114%	118%
					101%	105%
2.	WH Croxford	Airdrie	10 units	109%	119%	133%
					100%	112%
3.	Northcott Prairie	Airdrie	2 units + relocation of washroom unit	103%	109%	119%
					103%	112%
4.	Meadowbrook	Airdrie	1 unit	115%	116%	112%
					107%	104%
5.	Manachaban	Cochrane	2 units	109%	109%	111%
					98%	97%
6.	George McDougall	Airdrie	4 units + 1 new washroom unit	99%	109%	122%
					100%	111%
7.	Herons Crossing	Airdrie	2 units + relocation of washroom unit	101%	102%	105%
					94%	100%
8.	Cochrane High	Cochrane	2 units	104%	106%	107%
					98%	101%
9.	Chestermere High	Chestermere	4 units	105%	115%	Langdon
					105%	Langdon
<b>Total new modular classrooms required</b>			<b>32 modular classrooms.</b>			
<b>Total modular classroom relocations</b>			<b>2 washroom unit (currently located at Indus School)</b>			

# DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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## **Alternatives:**

### **Alternative I:**

The Board of Trustees approves the submission to the province for thirty-two (32) new modular classrooms in priority as outlined in the Table 1 and the relocation of two (2) washroom units.

### **Alternative II:**

The Board of Trustees approves the submission to the province thirty-two (32) new modular classrooms in a different priority than outline in the Table 1 and the relocation of two (2) washroom units.

### **Alternative III:**

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

## **Recommendation:**

The Board of Trustees approves the submission to the province for thirty-two (32) new modular classrooms in priority as outlined in the Table 1 and the relocation of two (2) washroom units.

# DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

## Appendix A – Projections

### Chestermere Lake

	7	8	9	TOTAL	Capacity
2022	293	286	301	878	797
2023	306	299	300	906	897
2024	313	314	317	944	897
2025	300	321	334	955	897

### W.H. Croxford School

	9	10	11	12	TOTAL	Capacity
2022	414	370	307	265	1356	1292
2023	446	429	361	305	1541	1542
2024	484	462	418	359	1723	1542
2025	484	501	451	416	1852	1542

### Northcott Prairie School

	K	1	2	3	4	5	6	7	8	TOTAL	Capacity
2022	76	94	86	84	58	163	133	136	137	888	853
2023	96	105	97	90	88	138	161	137	140	975	900
2024	108	118	108	102	95	158	137	166	141	1065	900
2025	119	131	121	113	107	153	157	141	171	1158	900

### Meadowbrook School

	6	7	8	TOTAL	Capacity
2022	191	220	188	599	542
2023	188	195	226	609	567
2024	195	191	200	587	567
2025	182	198	197	577	567

### Manachaban

	5	6	7	8	TOTAL	Capacity
2022	126	132	154	148	560	520
2023	125	133	138	157	554	570
2024	133	133	140	141	546	570
2025	139	141	140	142	562	570

### George McDougall School

	9	10	11	12	TOTAL	Capacity
2022	304	276	199	212	991	1000
2023	295	327	277	196	1095	1100
2024	268	320	359	273	1220	1100
2025	308	288	389	325	1309	1100

# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS



## Herons Crossing

	K	1	2	3	4	5	6	7	8	TOTAL	Capacity
2022	95	113	106	103	108	88	104	87	110	914	899
2023	105	115	121	111	105	108	88	104	87	944	950
2024	110	120	123	127	113	105	108	88	104	999	950
2025	115	123	129	129	129	113	105	108	88	1039	950

## Cochrane High School

	9	10	11	12	TOTAL	Capacity
2022	284	251	252	226	1013	994
2023	243	275	250	257	1026	1044
2024	284	241	271	257	1053	1044
2025	274	279	240	274	1068	1044

## Chestermere High

	10	11	12	TOTAL	Capacity
2022	365	347	269	981	1026
2023	448	376	354	1178	1126
2024	442	462	383	1287	1126
2025	432	455	471	1358	1126



# DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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**Item:** Renovation of Powell Street School

**Date of Meeting:** Nov 3, 2022

**Background:**

- As of September 30, 2022, the school building and associated land, located at 129 Powell Street in Cochrane was re-acquired by Rocky View Schools.
- The school was built in 1956 by RVS.
- Ownership of the school was transferred to Calgary Catholic School District in 1993.
- The capacity of the school is 332 student spaces. It is possible to add six modular units to the school, thereby increasing the capacity by 150 student spaces.

**Current Status:**

- The building is a safe minimally maintained facility. If the building is to remain in RVS, it is recommended the facility be upgraded. Major improvements to the building and grounds include exterior paint, re-roofing, interior upgrades, site rehabilitation, and changing the security and fire alarm systems.
- The estimated cost of the proposed upgrades is \$2.8 million dollars.
- If work on the upgrades begins immediately, then administration anticipates having the building ready students for September 2023.

**Financing**

- Capital reserves are currently at \$3.8 million. \$1.9 million of these funds are going to be used for the Airdrie high school site development. \$0.5 million will be used to purchase the additional land at Powell Street school. Leaving \$1.4 million available in capital reserves.
- Fund the Powell Street school renovation with up to \$2.8 million from the capital reserves.
- Replenish the capital reserves with the sale of Horsecreek Site of \$1.575 million and with the sale of a small portion of the Powell Street site to the Town of Cochrane.

**Alternatives:**

**Alternative I:**

The Board of Trustees directs Administration to use \$2.8 million from current capital reserves to fund the renovation of Powell Street school.

**Alternative II:**

The Board of Trustees directs Administration to renovate in phases the Powell Street school using CMR and IMR funds that are provided annually by the Alberta Education.

**Alternative III:**

The Board of Trustees directs Administration to use \$1.4 million from current capital reserves to fund the partial renovation of Powell Street school and to use CMR and IMR funds for any future upgrades.



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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**Alternative IV:**

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

**Recommendation:**

The Board of Trustees directs Administration to use \$2.8 million from current capital reserves to fund the renovation of Powell Street school.



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

**Item:** Powell Street School Student Accommodation Consultation

**Date of Meeting:** November 3, 2022

**Background:**

- As of September 30, 2022, the school building and associated land, located at 129 Powell Street in Cochrane was re-acquired by Rocky View Schools.
- The capacity of the school is 332 student spaces. It is possible to add six modular units to the school, thereby increasing the capacity by 150 student spaces.

**Current Status:**

- RVS students can be accommodated in the school starting in 2023, as renovations on the school are expected to be complete by summer of 2023.
- RVS enrolment in Cochrane schools continues to increase; generally, increasing by 300 students annually.
- To have another building in which students can be accommodated would be beneficial to RVS, as utilization rates in Cochrane are extremely high. See Table 1 below.

Cochrane Schools	Grade Structure	Sept. 30, 2022	2022/2023 Capacity*	2022 Preliminary Utilization Rate**
Elizabeth Barrett	K-4	480	542	86%
Glenbow	K-4	515	548	91%
Manachaban	5-8	560	520	109%
Mitford	5-8	319	650	108%
Cochrane Christian	K-8	367		n/a
Fireside	K-8	812	808	98%
RancheView	K-8	645	857	74%
Bow Valley High	9-12	901	920	102%
Cochrane High	9-12	1013	994	105%
<b>Subtotal</b>		<b>5612</b>	<b>5839</b>	<b>97%</b>

- The addition of 325 student spaces to Cochrane’s kindergarten to grade 8 capacity is helpful, but it does not eliminate the urgent need for additional permanent space in Cochrane. See Table 2.



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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**Table 2**

Utilization of K-8 Schools in Cochrane		
Year	with Powell School	W/O Powell School
2022	95%	95%
2023	92%	100%
2024	97%	105%
2025	103%	111%
2026	109%	118%

Note: Capacity used for utilization does not include the modular space recently added to Manachaban and Mitford.  
These are preliminary utilization numbers.

**Alternatives:**

**Alternative I**

The Board of Trustees directs the Superintendent to proceed with a Level II student accommodation consultation as per AP171 and bring forward recommendations for the Board's consideration in the spring of 2023 for accommodating students in the facility.

**Alternative II**

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

**Recommendation:**

The Board of Trustees directs the Superintendent to proceed with a Level II student accommodation consultation as per AP171 and bring forward recommendations for the Board's consideration in the spring of 2023 for accommodating students in the facility.



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: LABOUR RELATIONS COMMITTEE

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**Item:** Labour Relations Committee Terms of Reference

**Date of Meeting:** November 3, 2022

**Background:**

All Board committees have Board approved Terms of Reference highlighting purpose, membership, authority and areas of focus.

**Current Status:**

The Labour Relations Committee reviewed its Terms of Reference and recommend the attached amendments reflecting the delegation of certain changes to Terms of Employment for Support Staff already being made to the preamble of the Terms of Employment. It also recommends the lead staff member supporting the committee to be the Associate Superintendent of Human Resources.

**Alternatives:**

**Alternative I**

The Board of Trustees approves the revised Labour Relations Committee Terms of Reference.

**Alternative II**

The Board of Trustees amends and approves the revised Labour Relations Committee Terms of Reference.

**Alternative III**

The Board of Trustees refers the Labour Relations Committee Terms of Reference back to the committee for further review.

**Recommendation:**

The Board of Trustees approves the revised Labour Relations Committee Terms of Reference.



# Labour Relations Committee

## Terms of Reference

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### **Purpose:**

To represent the Board in Labour Relations matters with the ATA Local #35 and RVS Support staff, review recommendations on executive and exempt staff salary grids and group benefit plans.

### **Membership**

- a) Three trustees – one of whom must be the board TEBA 61 representative
- b) Superintendent of Schools
- c) Associate Superintendent of Business and Operations
- d) Associate Superintendent of Human Resources

### **Authority**

The Committee has the authority to:

- a) Meet with the Alberta Teachers' Association Local #35 with a view to negotiate a Memorandum of Agreement on local matters, which shall subsequently be presented to the Board of Trustees for approval or rejection.
- b) Review recommendations on the Support Staff Terms of Employment for the Board of Trustees' approval, rejection or amendment.
- c) Review and make recommendations on executive and exempt staff salary grids for the Board of Trustees' approval, rejection or amendment.
- d) Review and make recommendations on the Board's group benefits plans for the Board of Trustees' approval, rejection, or amendment.

### **Meetings:**

Meetings as required may be called by either the Committee Chair or the Associate Superintendent of Business and Operations. A meeting agenda, if required, will be sent to members prior to each meeting by the Associate Superintendent of Business and Operations.

### **Minutes:**

A member of the committee will act as recording secretary.

### **Remuneration of Trustees:**

Trustees will be remunerated according to Board Policy.

### **Budget:**

None required.



# Labour Relations Committee

## Terms of Reference

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### **Purpose:**

To represent the Board in Labour Relations matters with the ATA Local #35 and RVS Support staff, review recommendations on executive and exempt staff salary grids and group benefit plans.

### **Membership**

- a) Three trustees – one of whom must be the board TEBA 61 representative
- b) Superintendent of Schools
- c) Associate Superintendent of Business and Operations
- d) Associate Superintendent of Human Resources

### **Authority**

The Committee has the authority to:

- a) Meet with the Alberta Teachers' Association Local #35 with a view to negotiate a Memorandum of Agreement on local matters, which shall subsequently be presented to the Board of Trustees for approval or rejection.
- b) Review recommendations on matters not delegated to the Superintendent/designate to the Support Staff Terms of Employment for the Board of Trustees' approval, rejection, or amendment.
- c) Review and make recommendations on executive and exempt staff salary grids for the Board of Trustees' approval, rejection or amendment.
- d) Review and make recommendations on the Board's group benefits plans for the Board of Trustees' approval, rejection, or amendment.

### **Meetings:**

Meetings as required may be called by either the Committee Chair or the Associate Superintendent of Human Resources. A meeting agenda, if required, will be sent to members prior to each meeting by the Associate Superintendent of Human Resources.

### **Minutes:**

A member of the committee will act as recording secretary.

### **Remuneration of Trustees:**

Trustees will be remunerated according to Board Policy.

### **Budget:**

None required.



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: ADVOCACY COMMITTEE

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**Item:** Advocacy Committee Terms of Reference

**Date of Meeting:** November 3, 2022

**Background:**

All Board committees have Board approved Terms of Reference highlighting purpose, membership, authority, and areas of focus.

**Current Status:**

The Advocacy Committee reviewed its Terms of Reference and recommend the attached amendments related to drafting key messages for this committee should be limited to key messages related to prior Board approved advocacy priorities.

**Alternatives:**

**Alternative I**

The Board of Trustees approves the revised Advocacy Committee Terms of Reference.

**Alternative II**

The Board of Trustees amends and approves the revised Advocacy Committee Terms of Reference.

**Alternative III**

The Board of Trustees refers the Advocacy Committee Terms of Reference back to the committee for further review.

**Recommendation:**

The Board of Trustees approves the revised Advocacy Committee Terms of Reference.





## Advocacy Committee

### Terms of Reference

**Purpose:** To coordinate the advocacy efforts of Rocky View Schools' Board of Trustees in its endeavour to positively impact the students it serves.

**Membership:**

- a) Three trustees, with one being the Zone 5 ASBA Representative, the Board Chair, and a Trustee-at-Large
- b) Superintendent of Schools
- c) Director of Communications
- d) Other Education Centre staff as required

**Authority:** Recommend implementation plans for lobby efforts, political networking and promotion of educational stewardship to the Board of Trustees. Draft key notes and messages on emergent issues to be distributed to trustees for feedback. Trustee feedback will be provided to the Board Chair who will finalize the key notes. These key notes will serve as the Boards position until such time as another position is determined by the Board.

**Areas of Focus:**

Areas of focus include:

- a) Political lobbying (such as Capital Plan, Renewed Funding Framework, Emergent Topics)
- b) Political networking (MLAs, Mayors, Reeve, Parents, School Councils, Aldermen, Councilors, Alberta Education and other ministries, ASBA, and other Boards) through lunches, meetings, etc.
- c) Promoting the role of trustee and public education
- d) Responding to emergent topics to ensure the Board Chair and trustees are supported with key notes and messages

**Meetings:** Bi-monthly and as needed.

**Minutes:** The Director of Communications shall act as recording secretary for the Committee.

**Remuneration**

**of Trustees:** Trustees will be remunerated according to Board Policy.

**Budget:** To be established during the Board's annual budget process.



## Advocacy Committee Terms of Reference

**Purpose:** To coordinate the advocacy efforts of Rocky View Schools' Board of Trustees in its endeavour to positively impact the students it serves.

**Membership:**

- a) Three trustees, with one being the Zone 5 ASBA Representative, the Board Chair, and a Trustee-at-Large
- b) Superintendent of Schools
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**Authority:** Recommend implementation plans for lobby efforts, political networking and promotion of educational stewardship to the Board of Trustees. Draft key messages on emergent advocacy priorities to be distributed to trustees for feedback. Trustee feedback will be provided to the Board Chair who will finalize the key messages.

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- c) Promoting the role of trustee and public education
- d) Responding to emergent topics to ensure the Board Chair and trustees are supported with key messages on advocacy priorities

**Meetings:** Bi-monthly and as needed.

**Minutes:** The Director of Communications shall act as recording secretary for the Committee.

**Remuneration**

**of Trustees:** Trustees will be remunerated according to Board Policy.

**Budget:** To be established during the Board's annual budget process.



# COMMITTEE REPORT

TO: RVS BOARD

FROM: THE RVS PLANNING COMMITTEE

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**Report Date:** November 3, 2022

**Committee Members Present:**

All Trustees

Greg Luterbach, Superintendent

Larry Paul, Associate Superintendent of Business & Operations

Tara De Weerd, Director of Communications

Ashley Maroukian, Recording Secretary

**Meeting Date:** October 20, 2022

**Key Meeting Points:**

- The Board reviewed correspondence from Alberta School Councils Association
- The Board discussed future direction with Ward Boundaries for next election cycle 2025-2029 and sent to Administration for investigation and follow up
- Trustees discussed information needed from Administration to debate Modular classroom requests from government at a future board meeting
- Trustees discussed information needed from Administration to publicly debate future investments in the Powell St school in Cochrane
- The Board worked on plans for the upcoming Joint meeting between the RVS Board of Trustees and our school council executives scheduled for Oct 27
- Terms of reference for 3 RVS committees were reviewed. Committee chairs will bring to the Nov 3 Board meeting for discussion



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

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**Item:** Planning Committee Terms of Reference

**Date of Meeting:** November 3, 2022

**Background:**

All Board committees have Board approved Terms of Reference highlighting purpose, membership, authority, and areas of focus.

**Current Status:**

The Planning Committee reviewed its Terms of Reference and proposes that the chair of this committee should be the Vice-Chair. No other changes are recommended at this time.

**Alternatives:**

**Alternative I**

The Board of Trustees approves the revised Planning Committee Terms of Reference.

**Alternative II**

The Board of Trustees amends and approves the revised Planning Committee Terms of Reference.

**Alternative III**

The Board of Trustees refers the Planning Committee Terms of Reference back to the committee for further review.

**Recommendation:**

The Board of Trustees approves the revised Planning Committee Terms of Reference.

**Purpose:**

To solicit and receive information from the Superintendent relevant to strategic priorities and Board operations and to provide a forum for generative and strategic discussion.

**Membership:**

- a) All Trustees, with Board Chair to serve as committee Chair
- b) Superintendent of Schools
- c) Associate Superintendent of Business and Operations
- d) Other staff as appointed by Superintendent

**Authority:**

The Board Planning Committee is delegated authority to:

- a) Make recommendations for future discussion and agenda items
- b) Request information and assign work to the Superintendent
- c) Accept reports from and refer matters to Board Committees
- d) Receive updates on operational matters and provide feedback as requested
- e) Determine the process and timeline for developing and reviewing the Strategic Plan and confirm the stakeholders to be consulted in the strategic planning process.

Committee Chair will report non-confidential items at a public Board meeting for information or Board approval if required.

**Areas of Focus:**

Areas of focus include:

- a) Prepare trustees for items requiring Board consideration at a later date
- b) Administrative items related to Board operations and functioning
- c) Strategic conversation and planning
- d) Generative discussion allowing for the early exploration of new ideas
- e) Board professional learning/development and evaluation

**Meetings:**

Meeting dates will be approved annually as part of the Board Work Plan and will be typically held after regular public Board meetings. Additional Planning Committee meetings can be called by the Chair or the Superintendent and require a minimum of one week's notice unless all trustees agree to waive the notice requirement.

**Minutes:**

A meeting summary will be drafted by recording secretary and approved by committee at next meeting.

**Remuneration of Trustees:**

As per Board Policy 27 – Trustee Compensation and Development

**Budget:**

To be established during the Board's annual budget process.

**Purpose:**

To solicit and receive information from the Superintendent relevant to strategic priorities and Board operations and to provide a forum for generative and strategic discussion.

**Membership:**

- a) All Trustees, with Board Vice-Chair to serve as committee Chair
- b) Superintendent of Schools
- c) Associate Superintendent of Business and Operations
- d) Other staff as appointed by Superintendent

**Authority:**

The Board Planning Committee is delegated authority to:

- a) Make recommendations for future discussion and agenda items
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**Remuneration of Trustees:**

As per Board Policy 27 – Trustee Compensation and Development

**Budget:**

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