



## 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>

**APRIL 6, 2023**

10:00 a.m. Regular Board Meeting

### AGENDA

1. Call to Order
2. Approval of Agenda
3. In Camera Meeting
4. Return to Public Portion of the Agenda
  - Trustee Shali Baziuk**  
*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.*
5. Motions Arising from In Camera
6. Approval of Minutes
  - a) Regular Board Meeting – March 23, 2023
7. Exemplary Practice/ Student Showcase
  - a) Building Futures Program - 10 Year Anniversary
8. Superintendent's Report
9. Chair's Report/Correspondence
10. Committee Reports
  - a) Planning
11. Trustee Reports
12. New Business
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

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**Date of Meeting:** April 6, 2023

**Showcase Name:** Building Futures Airdrie

**Teacher:** Travis Jones

**Student Presenters:** Shaelene Smith, Kadin Bakir, Morgan Metcalf

## **Project Description**

Building Futures is an academic program for Grade 10 students offered in partnership with McKee Homes, a family-owned home building company in Airdrie. This year marks the 10-year anniversary of the program in Airdrie.

During the year, students learn core courses while also being exposed to all the trades associated with residential home building through hands-on experience. Over the course of the year, students work together to construct a house in Airdrie. Students learn more about the trades and possible career paths from guest speakers.

Building Futures gives students the opportunity to engage in real-world, hands-on learning experiences that matter to them – one of the outcomes of RVS' Four-Year Plan. During this presentation, current Building Futures students will share about their experience in the program.



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

**APRIL 6, 2023**

**AGENDA**

- |   | <b>ACTION</b> |
|---|---------------|
| 1. New School in Langdon Grade Configuration and Boundaries | Directive     |
| 2. Purchase Orders over \$200,000                           | Information   |
| 3. Enhancing Safety in Schools                              | Directive     |
| 4. Modular Submission Results Update                        | 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

**Date:** April 6, 2023

**Item:** Langdon High School Student Accommodation Consultation

## Background

- On November 1, 2019 the Government of Alberta announced the design and construction of a new high school in Langdon. See attachment A.
- The school building, which is being constructed and maintained through a P3 consortium, will be ready for students by September 2024.
- RVS is looking forward to the opening of the doors as this will allow students residing in the community of Langdon and surrounding rural areas to attend a school the school and will relieve the accommodation pressures currently being felt at Chestermere High School.

## Current Status

- The grade structure for the school is still to be determined. As such, administration is recommending proceeding with a stakeholder consultation.

## Stakeholder Engagement Plan Timeline:

<b>Date</b>	<b>Action</b>
April 6, 2023	Board motion to proceed with stakeholder consultation
May 2, 2023	Stakeholder engagement session. Located at Langdon School
May 2 - 25, 2023	Written Submissions to the Board of Trustees
May 25, 2023	Delegations to the Board of Trustees
June 15, 2023	Decision by the Board of Trustees

Additionally, interested parties will be able to see the presentation material online and can add qualitative data to the discussion.

## Alternatives:

### Alternative I:

The Board of Trustees directs Administration to proceed with a Level II student accommodation consultation as per AP171 and bring forward a recommendation for the Board's consideration in June of 2023 for accommodating students in the new school.

### Alternative II:

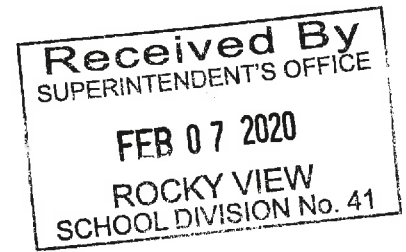
The Board of Trustees refers the matter back to Planning Committee for further discussion.

## Recommendation:

The Board of Trustees directs Administration to proceed with a Level II student accommodation consultation as per AP171 and bring forward a recommendation for the Board's consideration in June of 2023 for accommodating students in the new school.



Office of the Minister



AR108186

JAN 30 2020

Ms. Fiona Gilbert  
Board Chair  
The Rocky View School Division  
2651 Chinook Winds Drive SW  
Airdrie AB T4B 0B4

Dear Ms. Gilbert:

On behalf of the Government of Alberta, we are pleased to advise you that the following project for the Rocky View School Division is approved for design funding as part of the November 1, 2019 capital announcement:

Project Name	Delivery Type	Grade Configuration	Opening Capacity
New Langdon junior/senior high school	Infrastructure	7-12	900

In order to achieve the full build-out capacity of 1,200 students as requested in your capital plan submission, department staff will work closely with your school division to ensure the project design considers the accommodation of a future addition of 300 students. As the need for the additional space becomes supportable, this will be considered as a future capital request.

Infrastructure and Education staff will contact your administration in the following weeks to kick off the collaborative development of the new junior/senior high school project.

We invite you to explore innovative partnerships that will result in improvements to program quality and the more efficient use of resources. To ensure that the project is not delayed, all partnerships should be in place prior to design work commencing. Infrastructure and Education staff are available to provide assistance and guidance as needed.

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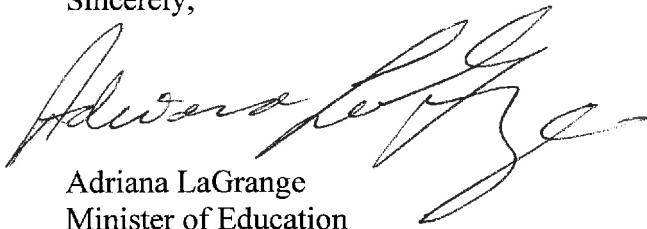
Ms. Fiona Gilbert  
Page Two

The Infrastructure contact for this project is Sean Siegers, Director, South, Learning Facilities Branch, who can be contacted at [sean.siegers@gov.ab.ca](mailto:sean.siegers@gov.ab.ca) or 403-476-4847. The Education project contact is Ross Newton, Manager, Capital Planning South, who can be contacted at [ross.newton@gov.ab.ca](mailto:ross.newton@gov.ab.ca) or 780-644-4583. Dial 310-0000 first for toll-free access.


All newly announced projects may require a project sign to be erected to government specification in conjunction with construction start. Please reach out to your Infrastructure contact for the status of site sign requirements.

We look forward to the successful and timely completion of this project.

Sincerely,



Adriana LaGrange  
Minister of Education



Prasad Panda  
Minister of Infrastructure

# BOARD ACCOUNTABILITY REPORT



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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**Item: Q2 2022-2023 Purchase Orders issued over \$200,000**

**Date of Meeting: April 6<sup>th</sup>, 2023**

**Background:**

This information item is to provide notification, in accordance with Administrative Procedure AP5201, to the Board of Trustees that purchase orders have been issued for the purchase of various items over the amount of \$200,000. Any order over the \$200,000 limit is to be reported to the Board of Trustees.

**Current Status:**

From December 1<sup>st</sup>, 2022 to February 28<sup>th</sup> 2023, the following purchase orders were issued for an amount over \$200,000.

**1. Purchase Order 103750 Issued to Alberta Health Services**

Purchase Order 103750, issued in the amount of \$341,250.00. This Purchase Order relates to specialized medical support for students for the 2022-23 school year. Operational Learning Funds.

**Recommendation:**

The Board of Trustees acknowledges receipt of the information item as presented.

# DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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**Information Item:** Enhancing Safety in Schools

**Date of Meeting:** April 6, 2023

## **Background:**

In all school divisions student, staff, volunteer and visitor safety is of paramount importance. In Rocky View Schools *Administrative Procedure 169 Trespassing and Loitering in Schools* states, the Division has a moral and legal responsibility to develop procedures whereby schools are operated in a safe manner for students and staff. It further states, no person shall enter in or onto Division schools, property or any premises used or owned by the Division except in accordance with the access procedures for each school, property or premises.

On October 26, 2022, a parent from a RVS school submitted a Request to Initiate / Revise Policy form. The request is to keep all school doors at their school locked once the school days starts. The rationale is related to supporting safety. The individual describes what they would like to see in the policy, and it includes exterior camera monitoring the front door with a button to remotely release the door.

In November 2022, the Board Planning Committee requested more information from administration prior to deciding what to do with the policy request form.

## **Current Status:**

### **Safety Practices**

In RVS all schools practice and at times need to implement the following actions;

- *Fire Drills* – a situation in which all individuals present in a school practice what they must do in order to safely leave the school in case of fire.
- *Lock Down* – a situation in which all individuals present in a school retreat to lockable rooms, lock the doors and stay there until given an “all clear”. Utilized when a threat is inside a building.
- *On-Alert* – advises staff and students of a possible emergency so they can react appropriately if something does occur. Individuals would return to their classrooms and movement throughout the school or outside the school would be minimized as required (example: potentially dangerous animal spotted on the playfield)
- *Hold and Secure* - occurs when there’s a threat in the general vicinity of a school. Examples might include a crime in progress, police pursuit or search in the same neighborhood as the school. The school’s outer doors are locked during a hold and secure but classes continue as normal inside.
- *Shelter-in-Place* - a situation in which all individuals present in a school seek shelter in designated areas due to an environmental emergency.





# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

## Entry into Schools

Given the differing age and designs of the schools in RVS, not all schools have the same sightlines or design features when individuals enter the front/main doors of the school. The schools in RVS fall into three major categories; entry through the office, entry not through the office but line of sight to the main doors, entry not through the office and no, or limited, line of sight to the main doors.

## Schools in RVS

Entry Through Office	Not Through Office line of sight from office to main door	Not Through Office no (limited) line of sight from office to main door
12 schools	14 schools	21 schools

## Practice in other school divisions:

The following is a summary of the information collected from a sample of school divisions in Alberta.

School Division	Practice
Calgary Catholic	K – Gr. 9 - All doors locked, buzz to enter school High - Perimeter doors locked, front door unlocked
Calgary Public	K – Gr. 9 - All doors locked, buzz to enter school High - Perimeter doors locked, front door unlocked
Edmonton Catholic	K – Gr. 9 - All doors locked, buzz to enter school High - Perimeter doors locked, front door unlocked
Edmonton Public	K – Gr. 9 - All doors locked, buzz to enter school High - Perimeter doors locked, front door unlocked
Black Gold School Division	Effective the beginning of the 2022-2023 school year, all school exterior doors, including the front door, will be locked at all times and opened by a staff member for student access during school entry times
Chinook’s Edge School Division	All perimeter doors locked, front doors kept unlocked
Elk Island School Division	All perimeter doors locked, front doors kept unlocked. Beginning in the fall, some schools will have all doors locked and cameras at the front door
Foothills School Division	Currently left to individual schools, over next three years all schools will be locked with cameras at the front door
Lethbridge School Division	K – Gr. 9 All doors locked High - All doors except main and door closest to student parking lot are kept locked
Medicine Hat School Division	Currently left to individual schools, most schools have doors locked (high schools some have perimeter doors locked, main door is unlocked)

# DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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Red Deer Public Schools	K – Gr. 9 all doors locked High – Perimeter doors are locked, main door is unlocked
St. Albert Public Schools	All perimeter doors locked, front doors kept unlocked

## Locking Doors

In RVS during the pandemic all school doors were kept locked and official access to school buildings was by appointment through the main doors or via an external door bell. This process did not prevent teaching and learning from occurring, but it did help to control who was in school buildings and for what purpose. Locked doors can create a sense of safety for staff, students and parents as it restricts access to the school, but it is not a fail-safe system. Sadly, most school violence events are committed by a student of the school or someone associated with the school.

## Costs of Technology to Monitor and Remotely Open a Locked Front Door

To effectively address having all doors locked you need to have a video camera at the front door that has audio capability, a mechanism to remotely view the door and talk with the individual, and a way to remotely open the main door. A variety of options exist with the cost being between \$2500 to \$4000 plus any required electrical costs (approximately \$500 - \$1000) per school site.

It would take some time to select a common approach across all RVS schools and then to install such technology. The costs for such systems would need to come from infrastructure and maintenance renewal funds.

## Alternatives:

### Alternative I:

The Board directs the Superintendent to enhance administrative procedures to further support student safety efforts including, where practical, requiring all school doors that do not direct individuals through the school office, to be locked during the school day for elementary, middle and multi-level schools and that all doors except the front doors be locked during the school day for high schools. Further, the Board of Trustees directs the Superintendent to develop and implement a plan to utilize technology to remotely monitor and unlock the front doors for all elementary, middle and multi-level schools that do not have entry from the main doors through the office area.

### Alternative II:

The Board directs the Superintendent to engage school communities to collect feedback and report to the Board a summary about the possibility of locking all school doors during the school day in all schools across RVS.

### Alternative III:

The Board refer the matter to the Board Planning Committee for further study.



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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## **Recommendation:**

The Board directs the Superintendent to enhance administrative procedures to further support student safety efforts including, where practical, requiring all school doors that do not direct individuals through the school office, to be locked during the school day for elementary, middle and multi-level schools and that all doors except the front doors be locked during the school day for high schools. Further, the Board of Trustees directs the Superintendent to develop and implement a plan to utilize technology to remotely monitor and unlock the front doors for all elementary, middle and multi-level schools that do not have entry from the main doors through the office area.



# INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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**Item:** **Modular Submission Results Update**

**Date of Meeting:** **April 6, 2023**

**Background:**

Annually, Alberta Education requires school divisions across the province to review their accommodation needs to determine the demand for additional/relocated modular units. The request for modular units is expected to be submitted to Alberta Education for their consideration typically in the first week of November.

On November 3, 2022, the Board approved the following motion:

**#1087-2022 MOTION BY TRUSTEE TODD BRAND:**

**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. CARRIED**

See attached for the original request.

**Current Status:**

On April 3, 2023, the Associate Superintendent of Business and Operations received correspondence from Alberta Education approving:

9 new modular classrooms plus 1 new modular washroom unit:

- 2 new modular classrooms for W.H. Croxford High School
- 3 new modular classrooms for Chestermere Lake Middle School
- 1 new modular classroom for Meadowbrook School
- 2 new modular classrooms for Manachaban Middle School
- 1 new modular classroom and 1 new modular washroom unit for George McDougall High School

Funding to relocate 1 modular classroom and 1 modular washroom unit:

- 1 modular classroom from Indus School to Northcott Prairie School
- 1 washroom unit at Herons Crossing School to be relocated but stay at the school

See attached for the approval letter.

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. They will consider additional costs to support a connection link as required. Given W.H. Croxford High School is a P3, those will be procured and installed by a separate contractor. RVS has the obligation to maintain and insure all approved modular classrooms.



# INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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## **Future Direction:**

RVS administration will review the approvals and consider if we may need to ask permission of Alberta Education to alter the locations for the new and relocated modulars given our accommodation pressures. Should this desired, administration will bring this to the Board for consideration. This has been done in previous years.

It is unknown when the new units will arrive nor the time to install them at the time of writing.

## **Recommendation:**

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

# 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

AR120488

March 31, 2023

Mr. Larry Paul  
Associate Superintendent of Business and Operations  
Rocky View School Division  
2651 Chinook Winds Drive SW  
Airdrie AB T4B 0B4

Sent via email: [lpaul@rockyview.ab.ca](mailto:lpaul@rockyview.ab.ca)

Dear Mr. Paul:

Alberta Education has recently reviewed Rocky View School Division's submission as part of the 2023/24 Modular Classroom Program. I am pleased to inform you that the following modular classroom request, which will be attached to an Alberta Schools Alternative Procurement (ASAP) school, has been approved for your jurisdiction:

- Two new modular classrooms for W.H. Croxford High School.

In addition, the following modular classrooms have also been approved for your jurisdiction:

- Three new modular classrooms for Chestermere Lake Middle School;
- One new modular classroom for Meadowbrook School;
- Two new modular classrooms for Manachaban Middle School;
- One new modular classroom and one washroom for George McDougall High School;
- Relocation of one modular/portable classroom from Indus School to Northcott Prairie School; and
- Relocation of one modular/portable washroom from Herons Crossing School to Herons Crossing School (same site) to improve washroom accessibility.

Approval of these requests was based on your school jurisdiction identifying an urgent need regarding student accommodation for the coming year. Please be advised that if the modular classroom projects are not complete by December 31, 2023, the approval for the units affected may be rescinded.

.../2

Mr. Larry Paul  
Page Two

As the two approved modular classrooms for W.H. Croxford High School will be attached to an ASAP school, the procurement, construction and set up of these units must be in alignment with government's contract with the school boards and public-private partnership contractor. This requires that the project be completed utilizing the Change Order process. Please have your jurisdiction staff work with Alberta Infrastructure's ASAP Facilities Manager, Ali Arshad, to complete and submit a Change Order request form for this project. Mr. Arshad can be reached at [ali.arshad@gov.ab.ca](mailto:ali.arshad@gov.ab.ca) or 780-554-3490 (toll-free by first dialing 310-0000).

For the remaining approved modular classrooms, 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 and will consider additional costs to support a connecting link as required.

Prior to the commencement of any tendering or use of your own forces, a completed prep sheet for each project must be submitted to [Infras.MCP@gov.ab.ca](mailto:Infras.MCP@gov.ab.ca). Please advise your school jurisdiction staff to access the necessary prep sheets at [alberta.ca/planning-and-building-schools.aspx](http://alberta.ca/planning-and-building-schools.aspx). Failure to submit a prep sheet may impact the funding availability for this project.

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. A completed statement of final costs form must be submitted by the end of the 2023/24 school year in order to ensure a final payment is available and your jurisdiction remains eligible for future modular approvals. The Payment Request Form can be obtained online at [alberta.ca/planning-and-building-schools.aspx](http://alberta.ca/planning-and-building-schools.aspx).

Please note that school jurisdictions 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 have them 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](mailto:Infras.MCP@gov.ab.ca) or contact Drew Wesolowsky, Specials Projects Engineer, Capital Projects Delivery, at 825-975-4121.

Sincerely,



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

cc: Leonid Oukrainski, Executive Director, Property Management, Infrastructure  
Judith Wright, Director, Program Management and Integration, Infrastructure



# COMMITTEE REPORT

TO: THE BOARD OF TRUSTEES

FROM: THE BOARD PLANNING COMMITTEE

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**Report Date: April 6th, 2023**

**Committee Members Present:**

All Trustees (Shali Bazuik - Absent)

Greg Luterbach, Superintendent

Larry Paul, Associate Superintendent of Business & Operations

Tara De Weerd, Director of Communications

Ashley Maroukian, Recording Secretary

**Meeting Date: March 23, 2023**

**Key Meeting Points:**

- Presentations by the following Committees: ASBA, Advocacy, Labour Relations, and Transportation
- Clarification of Joint School Council Meeting roles for March 2023 session
- Presentation on Safety in Schools
- Presentation on New Langdon School Grade Configuration and Boundaries

**Future Considerations:**

- Communications to parents from non-school initiatives to Board Work Plan

**Committee Recommendations/Decisions:**

- Safety in Schools advances to April 6<sup>th</sup> Board Agenda
- New Langdon School Grade configuration and Boundaries advances to April 6<sup>th</sup> Board Agenda