



## 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>

**OCTOBER 5, 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 Melyssa Bowen**  
*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) Organizational Meeting – September 21, 2023
  - b) Regular Board Meeting – September 21, 2023
7. Exemplary Practice/ Student Showcase
  - a) Level Up Calgary Season 2
8. Superintendent's Report
9. Chair's Report/Correspondence
10. Committee Reports
  - a) Advocacy (w/motion)
  - b) Policy (w/motion)
  - c) School Councils
  - d) Planning
11. Trustee Reports
12. New Business
  - a) NSBA Ad Hoc Committee
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:** Oct. 5, 2023

**Showcase Name:** Level Up Calgary! Season 2 Minecraft Design Challenge

**Teachers:** Liza Thomsen, Alison Turner, Jasleen Boparai, Mark Turner, Anna LaFleche, Veronica Doyle

**Student Presenters:** Madison McGowan (Grade 3, East Lake School), Jasmine Sandau (Grade 6, RancheView School), Sophie MacNeil (Grade 6, RancheView School), Ren Goulet (Grade 10, W.H. Croxford High School), Garv Sooch (Grade 11, Chestermere High School), Lincon Janzen (Grade 11, Chestermere High School)

## **Project Description**

Between February and June 2023, students in Rocky View Schools were invited to join their peers in the Calgary Board of Education and Calgary Catholic School District in the City of Calgary's Level Up Calgary! Season 2 Minecraft design challenge. During the challenge, students could explore a virtual representation of downtown Calgary and design dynamic and sustainable public spaces that celebrated diversity, fostered equity and created unity for all Calgarians. This was the first year RVS students were invited to take part in this design challenge.

Approximately 500 students from seven RVS schools designed spaces at one of four locations in the virtual city. In their designs, students connected their imaginations, problem-solving abilities and technology skills to visualize beautiful, functional and inclusive spaces while having fun. By connecting that creative outlet to an educational challenge, the students took ownership of their learning in a way that coincided with their passions and interests – one of the outcomes of RVS' Education Plan.

During this presentation, teachers and learning specialists involved in the design challenge will share about the initiative. Students who won in the four divisions of the challenge will also reflect on their learning.



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

**OCTOBER 5, 2023**

**AGENDA**

1. Enrolment Update
2. Purchase Orders Issued Over \$200,000

**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

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**Information Item:** September 30, 2023 Enrolment Summary

**Date of Meeting:** October 5, 2023

**Background;**

Annually, Rocky View Schools reviews September 30<sup>th</sup> enrolments.

**Current Status:**

- Total RVS enrolments for September 30, 2023 have increased by 990 students (+3.59%) to a total of 28,602 students.
- In February 2023, the projected September enrolment sent to Alberta Education was 28,680 students.
- Please see attachments for:
  - School-by-school Enrolments and Utilization Rates
  - Appendix A - Five-Year Historical Enrolment by Grade
  - Appendix B - Enrolments by Area

**Recommendation:**

The Board of Trustees acknowledges receipt of the September 30, 2023 Enrolment Summary as information.

**2023 Rocky View Schools Enrolment**

Schools	Grade	Program	2023 Sept. 30	PreK	K	Gr1	Gr2	Gr3	Gr4	Gr5	Gr6	Gr7	Gr8	Gr9	Gr10	Gr11	Gr12	2023 Sept. 30	2023 Sept. 30	2023-2024 Capacity*	2023 Utilization Rate**
<b>AIRDRIE</b>																					
Nose Creek Elementary	K-4	Regular	600		111	129	115	117	128									600	600	616	94%
Ralph McCall	K-4	Regular	557		87	133	117	110	110									557	557	618	88%
A.E. Bowers	K-4	Regular	496		37	38	44	36	47									202	496	487	96%
	K-5	French Immersion		294																	
Cooper's Crossing	K-5	Regular	445	18	61	62	70	66	77	91								445	445	607	70%
Edwards	K-5	Regular	683		34	47	49	51	64	70								315	683	807	84%
	K-5	French Immersion		368																	
Heloise Lorimer	K-5	Regular	732		116	122	128	116	127	123								732	732	820	87%
R.J.Hawkey	K-5	Regular	416		48	41	36	36	48	44								253	416	494	83%
	K-5	Christian Program		163																	
Hérons Crossing	K-8	Regular	901		89	97	116	103	106	105	94	101	90					901	901	899	99%
Northcott Prairie	K-8	Regular	954		86	83	97	98	85	67	162	139	137					954	954	909	103%
Windsong Heights	K-8	Regular	864		63	90	107	97	95	102	122	97	91					864	864	888	99%
Muriel Clayton	5-8	Regular	691							163	170	175	183					691	691	730	98%
C.W. Perry	5-8	Regular	530							132	120	151	127					530	530	772	71%
Airdrie Middle	6-8	Regular	482								75	74	64					213	482	536	91%
	6-8	French Immersion		269																	
Meadowbrook	6-8	Regular	590								159	161	192					512	590	583	106%
	6-8	Christian Program		78																	
George McDougall	9-12	Regular	1050											200	212	200	144	756	1050	1053	103%
	9-12	French Immersion		294																	
Bert Church High	9-12	Regular	1374											360	352	318	344	1374	1374	1341	107%
W.H. Croxford	9-12	Regular	1539											443	421	367	308	1539	1539	1331	119%
<b>Airdrie Total</b>			<b>12904</b>	<b>18</b>	<b>861</b>	<b>998</b>	<b>1040</b>	<b>977</b>	<b>997</b>	<b>1019</b>	<b>1032</b>	<b>1005</b>	<b>994</b>	<b>1082</b>	<b>1074</b>	<b>956</b>	<b>851</b>	<b>12904</b>	<b>12904</b>	<b>13491</b>	<b>96%</b>
<b>CHESTERMERE</b>																					
Prairie Waters	K-6	Regular	617		69	78	90	85	90	96	109							617	617	624	95%
Rainbow Creek	K-6	Regular	520		61	78	67	70	82	71	91							520	520	631	81%
East Lake	K-6	Regular	879	20	60	67	75	74	84	90	88							558	879	858	99%
	K-6	French Immersion		232																	
	K-6	Christian Program		89																	
Chestermere Lake	7-9	Regular	884									271	246	262				779	884	911	99%
	7-9	French Immersion		55																	
	7-9	Christian Program		50																	
Chestermere High	10-12	Regular	1105											409	362	334	1105	1105	1044	108%	
<b>Chestermere Total</b>			<b>4005</b>	<b>20</b>	<b>237</b>	<b>266</b>	<b>282</b>	<b>273</b>	<b>300</b>	<b>306</b>	<b>332</b>	<b>303</b>	<b>290</b>	<b>291</b>	<b>409</b>	<b>362</b>	<b>334</b>	<b>4005</b>	<b>4005</b>	<b>4068</b>	<b>98%</b>

Schools	Grade	Program	2023 Sept. 30	PreK	K	Gr1	Gr2	Gr3	Gr4	Gr5	Gr6	Gr7	Gr8	Gr9	Gr10	Gr11	Gr12	2023 Sept. 30	2023 Sept. 30	2023-2024 Capacity*	2023 Utilization Rate**
<b>COCHRANE &amp; AREA</b>																					
Elizabeth Barrett	K-4	Regular	465		40	46	68	66	55									275	465	542	84%
	K-4	French Immersion			33	33	41	41	42												
Glenbow	K-4	Regular	556		63	80	84	68	95									390	556	548	98%
	K-4	French Immersion			36	39	37	31	23												
Cochrane Christian Academy	K-8	Christian Program	371		43	46	51	53	42	54	37	25	20					371	371	328	110%
Fireside	K-8	Regular	894		83	89	113	118	114	106	98	95	78					894	894	797	109%
RancheView	K-8	Regular	667	10	70	69	71	77	80	76	64	93	57					667	667	857	76%
Manachaban	5-8	Regular	537							61	63	69	80					273	537	560	97%
	5-8	French Immersion								49	66	74	75								
Mitford	5-8	Regular	355							66	97	72	91					326	355	605	63%
	5	French Immersion								29											
Bow Valley High	9-12	Regular	1004											265	272	235	232	1004	1004	920	115%
Cochrane High	9-12	Regular	1006											172	207	206	212	797	1006	994	103%
	9-12	French Immersion												61	66	38	44	209			
<b>Cochrane Subtotal</b>			<b>5855</b>	<b>10</b>	<b>368</b>	<b>402</b>	<b>465</b>	<b>454</b>	<b>451</b>	<b>441</b>	<b>425</b>	<b>428</b>	<b>401</b>	<b>498</b>	<b>545</b>	<b>479</b>	<b>488</b>	<b>5855</b>	<b>5855</b>	<b>6151</b>	<b>96%</b>
Westbrook	K-8	Regular	198		27	19	22	20	19	21	26	17	27					198	198	218	86%
Bearspaw	K-8	Regular	545		45	40	47	65	55	60	70	84	79					545	545	688	79%
<b>Cochrane Area Subtotal</b>			<b>743</b>	<b>0</b>	<b>72</b>	<b>59</b>	<b>69</b>	<b>85</b>	<b>74</b>	<b>81</b>	<b>96</b>	<b>101</b>	<b>106</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>743</b>	<b>743</b>	<b>906</b>	<b>81%</b>
<b>Cochrane &amp; Area Total</b>			<b>6598</b>	<b>10</b>	<b>440</b>	<b>461</b>	<b>534</b>	<b>539</b>	<b>525</b>	<b>522</b>	<b>521</b>	<b>529</b>	<b>507</b>	<b>498</b>	<b>545</b>	<b>479</b>	<b>488</b>	<b>6598</b>	<b>6598</b>	<b>7057</b>	<b>94%</b>
<b>SPRINGBANK AREA</b>																					
Elbow Valley	K-4	Regular	530		54	48	89	73	78									342	530	706	71%
	K-4	French Immersion			30	46	39	44	29												
Springbank Middle	5-8	Regular	556							86	126	87	95					394	556	571	101%
	5-8	French Immersion								37	34	58	33								
Springbank High	9-12	Regular	727											158	150	165	163	636	727	905	82%
	9-12	French Immersion												31	23	19	18	91			
<b>Springbank Subtotal</b>			<b>1813</b>	<b>0</b>	<b>84</b>	<b>94</b>	<b>128</b>	<b>117</b>	<b>107</b>	<b>123</b>	<b>160</b>	<b>145</b>	<b>128</b>	<b>189</b>	<b>173</b>	<b>184</b>	<b>181</b>	<b>1813</b>	<b>1813</b>	<b>2182</b>	<b>83%</b>
Banded Peak	K-8	Regular	283		15	27	33	28	36	34	37	38	35					283	283	389	74%
<b>Springbank &amp; Area Total</b>			<b>2096</b>	<b>0</b>	<b>99</b>	<b>121</b>	<b>161</b>	<b>145</b>	<b>143</b>	<b>157</b>	<b>197</b>	<b>183</b>	<b>163</b>	<b>189</b>	<b>173</b>	<b>184</b>	<b>181</b>	<b>2096</b>	<b>2096</b>	<b>2571</b>	<b>82%</b>
<b>LANGDON AREA</b>																					
Sarah Thompson	K-5	Regular	332		52	42	61	51	70	56								332	332	409	78%
Langdon	K-9	Regular	536		16	32	29	28	28	33	102	96	75	97				536	536	694	78%
<b>Langdon Subtotal</b>			<b>868</b>	<b>0</b>	<b>68</b>	<b>74</b>	<b>90</b>	<b>79</b>	<b>98</b>	<b>89</b>	<b>102</b>	<b>96</b>	<b>75</b>	<b>97</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>868</b>	<b>868</b>	<b>1103</b>	<b>78%</b>
Indus	K-9	Regular	178		15	20	17	13	24	21	14	23	20	11				178	178	274	64%
<b>Langdon &amp; Area Total</b>			<b>1046</b>	<b>0</b>	<b>83</b>	<b>94</b>	<b>107</b>	<b>92</b>	<b>122</b>	<b>110</b>	<b>116</b>	<b>119</b>	<b>95</b>	<b>108</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1046</b>	<b>1046</b>	<b>1377</b>	<b>75%</b>

Schools	Grade	Program	2023 Sept. 30	PreK	K	Gr1	Gr2	Gr3	Gr4	Gr5	Gr6	Gr7	Gr8	Gr9	Gr10	Gr11	Gr12	2023 Sept. 30	2023 Sept. 30	2023-2024 Capacity*	2023 Utilization Rate**
<b>CROSSFIELD</b>																					
Crossfield	K-5	Regular	322		45	50	60	50	49	68								322	322	367	82%
W.G. Murdoch	6-12	Regular	389								54	59	62	54	49	70	41	389	389	414	95%
<b>Crossfield Total</b>			<b>711</b>	<b>0</b>	<b>45</b>	<b>50</b>	<b>60</b>	<b>50</b>	<b>49</b>	<b>68</b>	<b>54</b>	<b>59</b>	<b>62</b>	<b>54</b>	<b>49</b>	<b>70</b>	<b>41</b>	<b>711</b>	<b>711</b>	<b>781</b>	<b>89%</b>
<b>BEISEKER AREA</b>																					
Kathryn	K-8	Regular	143		15	16	16	22	27	10	18	7	12					143	143	305	49%
Beiseker	K-12	Regular	288		15	18	17	19	15	14	15	29	19	35	25	37	30	288	288	413	71%
<b>Beiseker &amp; Area Total</b>			<b>431</b>	<b>0</b>	<b>30</b>	<b>34</b>	<b>33</b>	<b>41</b>	<b>42</b>	<b>24</b>	<b>33</b>	<b>36</b>	<b>31</b>	<b>35</b>	<b>25</b>	<b>37</b>	<b>30</b>	<b>431</b>	<b>431</b>	<b>718</b>	<b>62%</b>
<b>Subtotal</b>			<b>27791</b>	<b>48</b>	<b>1795</b>	<b>2024</b>	<b>2217</b>	<b>2117</b>	<b>2178</b>	<b>2206</b>	<b>2285</b>	<b>2234</b>	<b>2142</b>	<b>2257</b>	<b>2275</b>	<b>2088</b>	<b>1925</b>	<b>27791</b>	<b>27791</b>	<b>30063</b>	<b>93%</b>
<b>OTHER</b>																					
Community Learning Centres	9-12	Regular	341											6	21	55	194	276	341	N/A	N/A
	1-9	Home Schooling				6	3	10	9	9	6	6	7	9							
Discovery Trails Online	1-9	Online	165			3	8	10	11	15	17	15	44	42				165	165	N/A	N/A
Summit Trails Online	10-12	Online	257												71	81	105	257	257	N/A	N/A
Colonies	K-12	Regular	48		3	6	4	7	3	7	4	4	3	2	5	0		48	48	N/A	N/A
<b>Subtotal</b>			<b>811</b>	<b>0</b>	<b>3</b>	<b>15</b>	<b>15</b>	<b>27</b>	<b>23</b>	<b>31</b>	<b>27</b>	<b>25</b>	<b>54</b>	<b>59</b>	<b>97</b>	<b>136</b>	<b>299</b>	<b>811</b>	<b>811</b>		
<b>RVS TOTAL</b>			<b>28602</b>	<b>48</b>	<b>1798</b>	<b>2039</b>	<b>2232</b>	<b>2144</b>	<b>2201</b>	<b>2237</b>	<b>2312</b>	<b>2259</b>	<b>2196</b>	<b>2316</b>	<b>2372</b>	<b>2224</b>	<b>2224</b>	<b>28602</b>	<b>28602</b>	<b>30063</b>	<b>N/A</b>

\*Capacity includes modular units added/subtracted during the 2022/2023 school year and the modular units being added for the 2023/2024 school year. Best information available is provided.

\*\*Utilization rate = [(Kindergarten Enrolment - Severe Disability Kindergarten Students)\*0.5 + (Severe Disability Kindergarten Students)\*3\*0.5 + (Grades 1-12 – Severe Disability grades 1 to 12 Students) + (Severe Disability grades 1 to 12 Students)\*3]/Capacity

Note: For C.W. Perry and Banded Peak: Leased and designated admin space is removed from capacities to reflect reporting.

## RVS 5-Year Historical Enrolment by Grade

	2019	2020	2021	2022	2023
<b>Kindergarten</b>	<b>1,918</b>	<b>1,527</b>	<b>1,907</b>	<b>1,832</b>	<b>1,843</b>
Grade 1	2,082	1,893	1,933	2,130	2,024
Grade 2	2,062	1,954	2,005	2,013	2,217
Grade 3	2,123	2,017	2,021	2,100	2,117
<b>Summary</b>	<b>6,267</b>	<b>5,864</b>	<b>5,959</b>	<b>6,243</b>	<b>6,358</b>
Grade 4	2,019	2,035	2,091	2,119	2,178
Grade 5	2,108	1,962	2,072	2,180	2,206
Grade 6	2,178	2,093	2,037	2,199	2,285
<b>Summary</b>	<b>6,305</b>	<b>6,090</b>	<b>6,200</b>	<b>6,498</b>	<b>6,669</b>
Grade 7	2,005	2,117	2,086	2,136	2,234
Grade 8	1,894	1,986	2,105	2,151	2,142
Grade 9	1,815	1,953	2,073	2,276	2,257
<b>Summary</b>	<b>5,714</b>	<b>6,056</b>	<b>6,264</b>	<b>6,563</b>	<b>6,633</b>
Grade 10	1,723	1,764	1,921	2,107	2,275
Grade 11	1,626	1,675	1,704	1,926	2,088
Grade 12	1,541	1,638	1,612	1,692	1,925
<b>Summary</b>	<b>4,890</b>	<b>5,077</b>	<b>5,237</b>	<b>5,725</b>	<b>6,288</b>
<b>Sub Total</b>	<b>25,094</b>	<b>24,614</b>	<b>25,567</b>	<b>26,861</b>	<b>27,791</b>
Colonies	42	46	42	46	48
CLC's	503	629	406	336	341
Online Schools			607	369	422
<b>Total</b>	<b>25,639</b>	<b>25,289</b>	<b>26,622</b>	<b>27,612</b>	<b>28,602</b>
<i>Difference</i>	<i>3.70%</i>	<i>-1.36%</i>	<i>5.27%</i>	<i>3.72%</i>	<i>3.59%</i>
	923	-348	1,333	990	990



## RVS 5-Year Historical Enrolment by Area

	2019	2020	2021	2022	2023
Airdrie	11,075	11,101	11,566	12,405	12,904
<i>Difference</i>	559	26	465	839	499
Cochrane/Westbrook/Bearspaw	5,788	5,693	6,004	6,302	6,598
<i>Difference</i>	338	-95	311	298	296
Chestermere/Indus/Langdon	5,054	4,781	4,876	4,931	5,051
<i>Difference</i>	-56	-273	95	55	120
Bragg Creek/Springbank	2,050	1,986	2,041	2,095	2,096
<i>Difference</i>	-62	-64	55	54	1
Beiseker/Kathyrn	458	392	412	424	431
<i>Difference</i>	15	-66	20	12	7
Crossfield	669	661	668	704	711
<i>Difference</i>	30	-8	7	36	7
Colonies	42	46	42	46	48
<i>Difference</i>	-10	4	-4	4	2
CLCs	501	629	406	336	341
<i>Difference</i>	109	128	-223	-70	5
Online School	n/a	n/a	607	369	422
<i>Difference</i>	n/a	n/a	n/a	-238	53
<b>Total</b>	<b>25,637</b>	<b>25,289</b>	<b>26,622</b>	<b>27,612</b>	<b>28,602</b>
	3.7%	-1.4%	5.3%	3.7%	3.6%

# BOARD ACCOUNTABILITY REPORT



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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**Item:** Purchase Orders Issued over \$200,000

**Date of Meeting:** September 21<sup>st</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 June 1<sup>st</sup>, 2023, to August 31<sup>st</sup>, 2023, the following purchase orders were issued for an amount over \$200,000.

- 1. Purchase Order 104593 Issued to WheresTheBus LLC.**  
Purchase Order 104593, issued in the amount of \$287,594.99. This Purchase Order relates to RFP Q-23-10 School Bus Tablet System Implementation, including hardware. Transportation General Operational Technical Services Funds.
- 2. Purchase Order 104836 Issued to Freeze Maxwell Roofing (Calgary) Ltd.**  
Purchase Order 104836, issued in the amount of \$521,645.25. This Purchase Order relates to roofing upgrades at Indus School. Capital IMR Maintenance Funds.

**Recommendation:**

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

# DIRECTIVE FOR ACTION



TO: BOARD OF TRUSTEES

FROM: ADVOCACY COMMITTEE

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**Item:** 2023/24 Board Advocacy Plan

**Date of Meeting:** Oct. 5, 2023

## **Background:**

At the direction of the Rocky View Schools (RVS) Board of Trustees (the Board), Communications developed a 2022/23 Space for Students Advocacy Plan which included a series of tactics, rolled out over the school year and intended to enhance engagement with various levels of government and other stakeholders to advocate for more space for students, including new schools and modulars. The success of the project plan was evaluated over the summer. While full construction funding for the division's top new school approval priorities was not received from the provincial government in Budget 2023, the project was successful as it achieved the goals of keeping government officials informed of RVS' urgent space issues, attracting media attention and building grassroots support with various stakeholders, including parents/guardians and teachers.

The new plan will leverage the successes and learnings from the previous plan. Results highlights include:

- Media coverage of the Space for Students message was sustained in local outlets by providing newsworthy content throughout the year to keep the issue top of mind for residents, parents/guardians and other stakeholders.
- Media reach: News stories in local and area media about space for students amounted to 12 per cent of total RVS media coverage (63 of the 536 times RVS was mentioned in the media throughout the year).
- In an unexpected and positive step, the City of Airdrie utilized RVS' materials when developing its own advocacy efforts, including a widely shared video featuring the mayor which brought attention to the pressing need for more schools in Airdrie.
- RVS' social media campaign for Space for Students was successful with those posts receiving significant attention when compared to other RVS posts.
- The Space for Students video, released in February 2023, has been viewed more than 1,200 times (on YouTube).
- Advocacy was added to the RVS homepage, taking over one of the main portlets, with links to the video and the Board advocacy page. Between April 1, 2022 and June 26, 2023, this page was viewed 3,180 times.
- Four infographics were produced and disseminated to stakeholders, including parents/guardians and government decision-makers. Communications reprinted the infographics several times throughout the year, ultimately printing a total of 2,450 copies, of which 1,860 were distributed: 87 per cent of the division-wide version, 80 per cent of the Airdrie version, 64 per cent of the Cochrane version and 63 per cent of the Chestermere version were handed out.



# DIRECTIVE FOR ACTION

TO: BOARD OF TRUSTEES

FROM: ADVOCACY COMMITTEE

## Current Status:

The Board and Communications will continue to implement strategies to bring attention to RVS' critical need for additional schools in 2023/24 with the goal of securing full construction funding for these schools in Budget 2024 to have them built as soon as possible. Securing many more modular classrooms as temporary spaces will also be front and centre in these efforts.

Here is an overview of the new plan:

## GOAL

- Provide the Board with advice and materials to support their advocacy efforts for more space for students and other advocacy priorities as requested.

## STRATEGY

- Build on the advocacy work completed in 2022/23 to amplify RVS' urgent need for more space for students.

## APPROACH

The recommended approach is to create several complementary communications pieces trustees and executive can utilize while speaking with government and other stakeholders, as well as pieces RVS Communications can release publicly to build awareness and gain the support of parents/guardians, local government, non-parent taxpayers, students and others in the community. These tactics will be on-going and build upon each other to tell the story of RVS' growth and critical need for space.

## 2023/24 ADVOCACY ACTIVITIES

Tactic	Description
Stories in Narrative/staff newsletter	On-going series with updates on advocacy efforts
Infographics	<ul style="list-style-type: none"><li>• Design new Airdrie infographic</li><li>• Revise remaining existing Space for Students infographics</li><li>• Explore expanding infographics to support advocacy efforts</li></ul>
Social Media	Consistent social media posts throughout the year
Presentation Materials	Update slides and handouts for trustees to use during presentations to school councils, government, etc.
School Tours	Invite dignitaries: Ministers, local MLAs, municipal government, etc.
Joint Advocacy	Consider opportunities to engage in joint advocacy with Boards and municipalities

# DIRECTIVE FOR ACTION



TO: BOARD OF TRUSTEES

FROM: ADVOCACY COMMITTEE

Media Stories	Proactive media strategy with local and Calgary outlets
Community Events / Trade Shows	Airdrie Home and Lifestyle Show – April 2024 - Focus on Airdrie situation/need to redraw all of Airdrie’s school boundaries/accommodation plans Explore other opportunities to connect with the community
New Schools Announcement	Plan Board response to new school projects announcements. Consider joint responses with municipalities
Video	Update advocacy video
Community Engagement	<ul style="list-style-type: none"><li>• Engage with community online through RVSEngage</li><li>• Utilize Space for Students project page and Balancing Airdrie’s Student Spaces project page</li></ul>
Advocacy highlighted on homepage	<ul style="list-style-type: none"><li>• Re-establish advocacy section in one of the portlets</li><li>• Determine how best to include advocacy pieces on new division website</li></ul>
Build and Strengthen Relationships	Ongoing Board and administration efforts to build and strengthen relationships with government, partners, and stakeholders

## Alternatives:

### Alternative I

The Board of Trustees approves the proposed 2023/24 Board Advocacy Plan as presented.

### Alternative II

The Board of Trustees approves the proposed 2023/24 Board Advocacy Plan as amended.

### Alternative III

The Board of Trustees refers the proposed 2023/24 Board Advocacy Plan to the Board Planning Committee.

### Alternative IV

The Board of Trustees refers the proposed 2023/24 Board Advocacy Plan to the Advocacy Committee.

## Recommendation:

The Board of Trustees approves the proposed 2023/24 Board Advocacy Plan as presented.



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE POLICY COMMITTEE

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**Discussion Item:** Policy 19 Welcoming, Caring, Respectful and Safe Learning and Working Environment, Policy 22 Community Use of School Facilities and Equipment, Policy 23 School Attendance Areas

**Date of Meeting:** October 5, 2023

**Background:**

Policy committee continually reviews policies as directed by the Board, upon new or modified legislation/regulation or in a routine cycle.

**Current Status:**

**Policy 19 Welcoming, Caring, Respectful and Safe Learning and Working Environment**

- Board updated this policy in May based on recommendation from recent OH&S safety audit
- Board directed policy committee to “review how guideline #5 of BP19 could be worded to reflect specifically for student rights and report to the Board Planning Committee by December 2023”
- Committee recommends adding “or students” after “employees” in point 5 and adding “applicable” in front of “rights under” in point 5

**Policy 22 Community Use of School Facilities and Equipment**

- General review of policy
- Updates to background including moving the statement from previous assumptions section into the background as we do not typically have assumptions in policy
- Remove RVS adult learning in section 2 as they are no longer within RVS

**Policy 23 School Attendance Areas**

- A few minor adjustments for clarity
- Major addition are the considerations being listed in section 3 that the board “may” consider and are not limited to when establishing attendance areas
- The items in this list were developed by administration based on what we had communicated at various times in student accommodation engagements and vetted by the committee



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE POLICY COMMITTEE

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## **Policy 19 Welcoming, Caring, Respectful and Safe Learning and Working Environment**

### **Alternative I**

The Board approves the proposed Policy 19 Welcoming, Caring, Respectful and Safe Learning and Working Environment as presented.

### **Alternative II**

The Board refer Policy 19 Welcoming, Caring, Respectful and Safe Learning and Working Environment back to the Board Planning Committee for further review.

### **Alternative III**

The Board refer Policy 19 Welcoming, Caring, Respectful and Safe Learning and Working Environment back to the Policy Committee for further review.

### **Recommendation:**

The Board approves the proposed Policy 19 Welcoming, Caring, Respectful and Safe Learning and Working Environment as presented.

## **Policy 22 Community Use of School Facilities and Equipment**

### **Alternative I**

The Board approves the proposed Policy 22 Community Use of School Facilities and Equipment as presented.

### **Alternative II**

The Board refer Policy 22 Community Use of School Facilities and Equipment back to the Board Planning Committee for further review.

### **Alternative III**

The Board refer Policy 22 Community Use of School Facilities and Equipment back to the Policy Committee for further review.

### **Recommendation:**

The Board approves the proposed Policy 22 Community Use of School Facilities and Equipment as presented.

## **Policy 23 School Attendance Areas**

### **Alternative I**

The Board approves the proposed Policy 23 School Attendance Areas as presented.

### **Alternative II**

The Board refer Policy 23 School Attendance Areas back to the Board Planning Committee for further review.



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE POLICY COMMITTEE

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**Alternative III**

The Board refer Policy 23 School Attendance Areas back to the Policy Committee for further review.

**Recommendation:**

The Board approves the proposed Policy 23 School Attendance Areas as presented.





## POLICY 19

# WELCOMING, CARING, RESPECTFUL AND SAFE LEARNING AND WORKING ENVIRONMENT

Approved: 2023 05 11

### BACKGROUND

The Board is committed to providing a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging. Each student and staff member within the Division has the right to learn and work in an environment that promotes equality of opportunity, dignity, respect and consideration.

The Board is also obligated to protect all students and staff from harassment, discrimination, and violence or threat thereof during the Division's school-related activities. All those involved with the Division including trustees, employees, students, parents, volunteers, contractors and visitors must share in the responsibility for eliminating bullying, discrimination, harassment, and violence. The Board expects allegations of such behaviours to be investigated in a timely and respectful manner and when warranted, acted upon.

Inclusion and a sense of belonging for all students and staff stems from creating an environment that focuses on the right to learn and work, allowing students and staff to focus on their individual success.

### GUIDELINES

1. The Board acknowledges its responsibility to ensure welcoming, caring, respectful and safe learning environments for all students and staff. It recognizes the importance of students' and staffs' emotional, social, intellectual and physical wellness to their success in school and expects students to adhere to the division code of conduct and schools' codes of conduct.
2. The Board expects all trustees, employees, students, parents, volunteers, visitors, and contractors to embrace and support this policy.
3. This policy covers behaviour not only at Division schools/sites, but also at any school/division activities and functions.
4. The Board encourages reporting to a responsible adult all incidents of threats, bullying, harassment, violence or intimidation regardless of the identity of the alleged harasser or offender.
5. This policy does not preclude employees or students from exercising their applicable rights under the Alberta Human Rights Act; the Occupational Health and Safety Act, Regulation or Code; or any other legislation.
6. The Board supports the establishment of student organizations and student-led activities that promote equality and non-discrimination.

### Legal Reference:

- Section 8, 31, 33, 35, 35.1, 36, 37, 41, 51, 52, 53, 222 Education Act



## **POLICY 19**

# **WELCOMING, CARING, RESPECTFUL AND SAFE LEARNING AND WORKING ENVIRONMENT**

Approved: 2023 05 11

- Occupational Health and Safety Act



## POLICY 22 COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT

Approved: 2020 09 24

### BACKGROUND

The Board believes that school facilities are provided primarily for the education of public school students and appropriate use by the community is authorized in accordance with this policy. The Board's intent is to complement, where possible, community facilities designed for recreation or social activities. The Board will make specific portions of school buildings and specific equipment available to responsible organizations for authorized purposes, when such use will not conflict with school needs.

Community use results in additional operational and maintenance costs, which are relatively the same regardless of where the school is located in the Division. Community use groups are expected to offset additional operational and maintenance costs incurred by Rocky View Schools.

Use of outdoor playing fields and parking lots is governed by AP5014 Community Use of Outdoor Spaces.

Use of indoor facilities is governed by AP5025 Community Use of School Facilities and Equipment.

### ASSUMPTIONS

- ~~1. The primary purpose of Rocky View Schools' facilities is the education of school age children.~~
- ~~2. The Board's intent is to complement, where possible, community facilities designed for recreation or social activities.~~
- ~~3.1. Community use results in additional operational and maintenance costs, which are relatively the same regardless of where the school is located in the Division.~~
- ~~4.1. Community use groups are expected to offset additional operational and maintenance costs incurred by Rocky View Schools.~~

### DEFINITIONS

<b>Booking Agent</b>	A person whose responsibility is to reserve (book) the school facilities desired by group.
<b>Instructional Days</b>	Days on which schools provide instruction to students.
<b>Non-Instructional Days</b>	Days on which schools do not provide instruction to students.
<b>School-Sponsored Activity</b>	A non-profit activity that is sponsored by the school and directly related to the operations of the school, including extra-curricular, fund raising and charity events.
<b>Registered Groups</b>	Applies to non-profit organizations that are registered as a society in the province of Alberta and who have been approved as such by RVS after completing Form AF5025-B - Registered Community Group Status Application.

*\*Application for use must be from the registered group, not individual team(s), nor individual members\**

**Private Group**

A non-profit group intending to use RVS Facilities for personal or private events or functions.

**Profit-Making Group**

Any group whose intention is to make a profit.

**GUIDELINES**

1. Rental considerations

- 1.1. Rocky View Schools reserves the right to manage community use to ensure equity amongst users.
- 1.2. Schools will not be available for bingos, casinos, and non-school approved fundraisers.

2. Approval Priorities

2.1. The primary purpose of school facility use ~~for the education of public school students~~ ~~is to support school and divisional activities~~. The priority ranking for granting approval for ~~facility~~ ~~other users use~~ is as follows:

- 2.1.1. Rocky View Schools' use ~~(including RVS Adult Learning)~~.
- 2.1.2. Programs administered/funded by Government of Alberta for students/families of Rocky View Schools (e.g., Family and Community Support Services (FCSS) and Alberta Health Services).
- 2.1.3. Activities administered under a Reciprocal Use of Facilities Agreement with Rocky View Schools.
- 2.1.4. Activities by Registered Groups where the majority of the participants are youths residing within RVS communities.
- 2.1.5. Activities by Registered Groups where the majority of the participants are adults residing within RVS communities.
- 2.1.6. Activities by Post-secondary education institutions (e.g., colleges, universities, etc.).
- 2.1.7. Programs sponsored by formal partners of Rocky View Schools.
- 2.1.8. Private events.

3. Availability of Space for Community Use

3.1. Designated areas within schools are available for community use at designated times.

~~3.2.~~ Any community use activity may be cancelled or rescheduled by Rocky View Schools, with the condition that ten business days' notice has been given. RVS will endeavour to find an alternate suitable space for the community user when cancellation or rescheduling is required.



## POLICY 22

### COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT

Approved: 2020 09 24

#### 3.2.

3.3. Emergency closure of a school shall result in the cancellation of all scheduled community use activities.

#### 4. Fees

4.1. Annually the board shall approve Community Use of School Facilities and Equipment fees.

4.2. Fees will consider operational and maintenance costs for providing the space.

4.3. A portion of the fees collected will be returned to the school for reimbursement for equipment wear and tear.

4.4. Fees will be differentiated for various spaces and groups (i.e., Registered Groups vs Private Groups; Adult orientated programming vs Youth orientated programming)

#### 5. Use of Equipment

5.1. Only equipment for which fees have been established in the fee schedule can be rented.

#### 6. Group Responsibility for Supervision

6.1. The group applying to use school facilities and equipment will be jointly and severally responsible for the supervision and behaviour of each member of the group.

#### 7. Withdrawal of Approval to Use School Facilities or Equipment

7.1. The use of school facilities or equipment by a group may be cancelled at any time if the privilege granted to a community user group is being abused.

#### 8. Liability Insurance

8.1. Community use groups must have liability insurance as per Administrative Procedure 5025 - Community Use of School Facilities and Equipment.

#### 9. Appeals

9.1. Groups denied access may appeal a decision of the Booking Agent/Principal in writing to the Supervisor of Caretaking within 30 days of the decision.

9.2. A second appeal may be made to the Superintendent of Schools within 15 days of the decision of the Supervisor of Caretaking. The Superintendent of Schools may designate someone on their behalf to review the appeal.

9.3. A third appeal may be made to the Board of Trustees within 15 days of the decision of the Superintendent of Schools or designate.

9.4. All appeals will be responded to in writing within 15 days after the receipt of the appeal.

9.5. The decision of the Board of Trustees is final.

#### References:



## **POLICY 22 COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT**

Approved: 2020 09 24

- Section 33,51,52,53,68,187,197,222 Education Act
- AP5014 Community Use of Outdoor Spaces
- AP5025 Community Use of School Facilities and Equipment
- AF5025-A Community Use of Schools - Application for Use
- AF5025-B Registered Community Group Status Application

## BACKGROUND

The Board establishes school attendance areas and designates resident students of the Board to a particular school. School attendance areas as a way of managing space and resources across the division in order to provide quality learning opportunities for all students.

## GUIDELINES

1. Attendance areas will be created and adjusted as deemed necessary by the Board in order to:
  - 1.1. Integrate new facilities;
  - 1.2. Make educational programs more viable;
  - 1.3. Make more efficient use and utilization of school facilities;
  - 1.4. Make transportation of students more efficient; and
  - 1.5. Address a school closure.
2. Attendance areas are developed by the Superintendent or designate using a collaborative process in line with Policy 25 – Community Engagement and Assurance.
3. In establishing attendance areas, the following may be considered, but not limited to, and in no priority order:
  - 3.1. Balance enrolments/utilizations
  - 3.2. Minimize disruption
  - 3.3. Keep neighbourhoods and households together
  - 3.4. Maintain current programs
  - 3.5. Community input and impact
  - 3.6. Accommodating for the short-term, mid-term and long-term
  - 3.7. Transportation impacts
  - 3.8. Student transitions
- ~~3.4.~~ Attendance areas ~~as developed by the Superintendent are subject to~~ are approved by the Board.
- ~~4.5.~~ Students will normally be expected to attend their designated school.
- ~~5.6.~~ Attendance areas are not the same as ward boundaries, transportation service boundaries and boundaries defined by municipalities or other government bodies.
- ~~6.7.~~ The Board recognizes that parents may wish to register their child at a school outside of their attendance area and permit such requests when sufficient resources and facilities are available. The Superintendent will maintain an administrative procedure detailing how this process will work.



## POLICY 23 SCHOOL ATTENDANCE AREAS

Approved: 2021 04 01

~~7.8.~~ The Superintendent may direct a student to attend a school other than the one designated, for:

~~7.1.8.1.~~ Educational reasons: a strong rationale outlining why the resident school does not provide the student with adequate educational opportunities is required.

~~7.2.8.2.~~ Social/emotional and/or psychological reasons: Medical documentation is required. The Superintendent may request an independent medical assessment.

~~8. If the Superintendent directs a student to a school other than the one designated, transportation will be provided.~~

### Legal Reference:

- Section 4,7,11,21,32,33,52,53,59,197,222 Education Act





# COMMITTEE REPORT

TO: THE BOARD OF TRUSTEES

FROM: THE SCHOOL COUNCILS COMMITTEE

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**Date:** October 5<sup>th</sup>, 2023

## **Committee Members:**

Melyssa Bowen, Committee Chair  
Norma Lang  
Judi Hunter  
Shelley Kinley

## **Key Meeting Points:**

Hosted School Council Chairs Orientation via Zoom on September 27<sup>th</sup>, 2023

- 6:30 – 7:30pm, provided information to support the work of RVS School Councils
- Approximately 20 school council members attended, including new and existing Chairs
- Trustees appreciated the great conversation, support from Superintendent Luterbach
- Updated slides are available under the School Councils section of RVS' website



# COMMITTEE REPORT

TO: THE BOARD OF TRUSTEES

FROM: THE BOARD PLANNING COMMITTEE

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**Report Date: October 5, 2023**

**Committee Members Present:**

All Trustees

Greg Luterbach, Superintendent

Mike Guidon Associate Superintendent of Business & Operations

Tara De Weerd, Director of Communications

Ashley Maroukian, Recording Secretary

**Meeting Date: September 21, 2023**

**Key Meeting Points:**

- Reviewed the Rocky View Joint Use Agreement
- Reviewed the Langdon Consultation Timeline
- Reviewed the Board's Advocacy Plan
- Reviewed the Audit Service Plan
- Considered the NSBA presentation
- Reminded about Board meeting with MLA
- Board supported a Board presentation to the NSBA conference

**Future Considerations:**

- 

**Committee Recommendations/Decisions:**

- Motion coming forward to create an ad Hoc committee for the NSBA conference
- Planning committee moved to bring forward the following items to for Board consideration:
  - Rocky View Joint Use Agreement
  - The Langdon Consultation Timeline
  - The Boards Advocacy Pan
  - The Audit Service Plan



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: BOARD PLANNING COMMITTEE

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**Item:** NSBA Ad Hoc Committee

**Date of Meeting:** October 5, 2023

**Background:**

In the spring of 2022, a number of trustees attended the National School Board Association (NSBA) annual conference and found the conference quite informative and valuable. The Board Planning Committee decided to submit a proposal to the conference organizers to present in April 2024 on the topic of Onboarding for School Board Success.

In early September the Board found out that their proposal was accepted.

The Board Planning Committee felt that a small ad hoc committee be formed to plan, develop and deliver the presentation.

**Alternatives:**

**Alternative I:**

The Board of Trustees forms the NSBA Ad Hoc Committee as per the terms of reference attached and appoints trustees Bowen, Kinley and Burley to serve on the ad hoc committee.

**Alternative II:**

The Board of Trustees forms the NSBA Ad Hoc Committee as per the terms of reference attached and appoints trustees \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to serve on the ad hoc committee.

**Alternative III:**

The Board of Trustees forms the NSBA Ad Hoc Committee as per the amended terms of reference and appoints trustees \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to serve on the ad hoc committee.

**Recommendation:**

The Board of Trustees forms the NSBA Ad Hoc Committee as per the terms of reference attached and appoints trustees Bowen, Kinley and Burley to serve on the ad hoc committee.



## NSBA Ad Hoc Committee

Terms of Reference

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### **Purpose:**

To work with administration to plan, develop and deliver a successful Onboarding for School Board Success presentation at the National School Boards Association's 2024 Annual Conference.

### **Membership:**

- a) Three trustees, with one to serve as Committee Chair
- b) Superintendent of Schools
- c) Other staff as required

### **Areas of Focus:**

Areas of focus include:

- a) Review current materials used by RVS for prior school board elections and onboarding of new trustees
- b) Identify topics to be covered in the presentation
- c) Create and deliver presentation at NSBA 2024
- d) Plan and coordinate with NSBA organizers to ensure successful presentation at the annual conference
- e) Share final presentation with the Board Planning Committee for information.

### **Authority:**

To develop an Onboarding for School Board Success presentation and to deliver the presentation at the NSBA 2024 Annual Conference on behalf of the Board.

### **Meetings:**

A maximum of 4 meetings as called by the Committee Chair or Superintendent of Schools.

### **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:**

Costs charged to Board's departmental budget.