



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>

MARCH 7, 2024

10:00 a.m. Regular Board Meeting

AGENDA

1. Call to Order
2. Approval of Agenda
3. In Camera Meeting
4. Return to the Public Portion of the Agenda
 - Trustee Fred Burley**
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 – February 15, 2024
7. Exemplary Practice/ Student Showcase
 - a) Herons Crossing School - Literacy in the Learning Commons
8. Superintendent's Report
9. Chair's Report/Correspondence
10. Committee Reports
 - a) Budget (w/motion)
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

Date of Meeting: March 7, 2024

Showcase Name: Herons Crossing School – Literacy in the Learning Commons

Staff: Kerry Kindermann, Jenny Owen

Project Description

Staff at Herons Crossing School have created a professional learning service model that focuses on providing dedicated time and space for the literacy team to model literacy practices in the learning commons. This model is meant to build teacher capacity in literacy instruction while engaging students in purposeful, hands-on tasks.

Literacy Specialist, Kerry Kindermann and Learning Commons Facilitator, Jenny Owen will discuss how they use the learning commons as an inclusive, flexible hub to encourage access to literacy in all forms. Using this model, the school is providing consistent literacy instruction across grades for staff and students. Activities are introduced by staff and practiced by students in the learning commons, allowing for an easy transition to the classroom. A framework is also being created that can be transferred to other curricular areas.

This work directly supports the RVS Education Plan’s goal of advancing students’ numeracy and literacy skills.



SUPERINTENDENT'S REPORT
REGULAR MEETING OF THE BOARD OF TRUSTEES

MARCH 7, 2024

AGENDA

1. Establish 2024/25 Board Meeting Dates
2. RVS Edwin Parr Award Nomination
3. Accountability Report: Inclusion
4. Accountability Report: Operations

ACTION

Directive
Information
Information
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

Item: Board Meeting Dates for 2024/25

Date of Meeting: March 7, 2024

Background:

As per Board Policy 7, regular meetings of the Board will typically occur on the first and third Thursdays of each month, except July and August. Due to the flow of the school year, holidays and specific Alberta Education requirements, the schedule may need to vary from the first and third Thursday of each month.

Current Status:

Proposed schedule of Board meetings:

- **September:** Meetings on the 1st and 3rd Thursday
- **October:** Meetings on the 1st, 3rd, & 5th Thursday
- **November:** Meetings on the 2nd and 4th Thursday (due to audit deadline)
- **December:** Meeting on the 2nd Thursday
- **January:** Meetings on the 2nd and 4th Thursday (due to winter break)
- **February:** Meeting on the 2nd Thursday
- **March:** Meetings on the 1st and 3rd Thursday
- **April:** Meetings on the 1st and 3rd Thursday
- **May:** Meetings on the 1st and 4th Thursday
- **June:** Meetings on the 1st and 3rd Thursday

MEETINGS		
Thursday, September 5	9:30 a.m.	Regular Board Meeting
Thursday, September 19	9:30 a.m.	Organizational, Regular Board Meetings
Thursday, October 3	9:30 a.m.	Regular Board Meeting
Thursday, October 17	9:30 a.m.	Regular Board Meeting
Thursday, October 31	9:30 a.m.	Regular Board Meeting
Thursday, November 14	9:30 a.m.	Regular Board Meeting
Thursday, November 28	9:30 a.m.	Regular Board Meeting
Thursday, December 12	9:30 a.m.	Regular Board Meeting
Thursday, January 9	9:30 a.m.	Regular Board Meeting
Thursday, January 23	9:30 a.m.	Regular Board Meeting



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Thursday, February 13	9:30 a.m.	Regular Board Meeting
Thursday, March 6	9:30 a.m.	Regular Board Meeting
Thursday, March 20	9:30 a.m.	Regular Board Meeting
Thursday, April 3	9:30 a.m.	Regular Board Meeting
Thursday, April 17	9:30 a.m.	Regular Board Meeting
Thursday, May 1	9:30 a.m.	Regular Board Meeting
Thursday, May 22	9:30 a.m.	Regular Board Meeting
Thursday, June 5	9:30 a.m.	Regular Board Meeting
Thursday, June 19	9:30 a.m.	Regular Board Meeting

Alternatives:

Alternative I:

The Board approve the above schedule of Board meetings for the 2024/25 school year.

Alternative II:

The Board approve the amended schedule of Board meetings for the 2024/25 school year.

Alternative V:

The Board refer the matter to the Board Planning Committee for additional discussion.

Recommendation:

The Board approve the above schedule of Board meetings for the 2024/25 school year.



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: RVS EDWIN PARR SELECTION COMMITTEE

Date of Meeting: March 7, 2024

Item: 2024 Edwin Parr Award Nomination, Zone 5

Background:

Each year Rocky View Schools initiates a process to nominate a first-year teacher to receive the Alberta School Boards Association Edwin Parr Award.

Edwin Parr homesteaded in the Meanook area near Athabasca in 1920. Prior to 1925 he began his long career in educational affairs as a member of the George Lake School District Board. He served as Chair of the Board with the Athabasca School Division and was on the council of the County of Athabasca from its formation in 1959 until his death in January 1963. Edwin Parr was President of the Alberta School Trustees' Association from 1956 to 1962. "Ed Parr", as he was known to all, instituted an Annual Teacher Award in his school system. Each year a member of the teaching staff was chosen to receive a gold watch and an appropriate certificate for long and meritorious service. To honor his memory and to honor the profession he so dearly respected, the Alberta School Trustee's Association (now ASBA) established the Edwin Parr Teacher Award in 1964.

Criteria:

- Any first-year K-12 teacher is eligible for nomination.
- A minimum of 100 full-time equivalent days of teaching within the current school year is required (i.e., September 2023 to June 2024).
- A teacher may have up to 120 full-time equivalent days of teaching service prior to signing a full-time contract.
- A teacher must hold an Interim Professional Certificate or other valid Alberta teaching authority.
- First year teaching experience must be completed in Alberta from a school jurisdiction that is a member of the ASBA.

The Candidate: Eeshnah Qureshi

Eeshnah has demonstrated outstanding pedagogy, care and commitment to excellence in her drive to support her students at W.H. Croxford High school. As an administration team, we have been gobsmacked when seeing her lead her students from their classroom to the gym for an assembly or other event. Her students walk quietly in a neat line, one by one, a peace maintained by nothing more than Eeshnah's finger held to her lips. To watch these boisterous teenagers transform before our eyes to the version of themselves they may well have been in Kindergarten on their very best behaviour is nothing short of magical. The respect the students demonstrate in this mundane routine is almost reverent. Having spent time in her classroom throughout the year, it's easy to see why she holds their appreciation. Her warmth is palpable as she listens deeply to validate her students and encourage them to share their ideas.

Students, whether native English speakers in her ELA classes or new Canadians learning English in her English as an Additional Language class, are eager to participate in the engaging and culturally relevant lessons she designs. Student voice and choice is central to her classroom from the posted daily quotes her students research and share to the multiple entry points of classwork and



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: RVS EDWIN PARR SELECTION COMMITTEE

assessments she offers based on students' interests and current level of skill. Eeshnah is finely attuned to her students' needs and makes great effort to meet them where they are at and ensure that they feel safe and welcome in her classroom.

In addition to the significant time and energy Eeshnah devotes to students extracurricularly through our breakfast program, running club, Muslims of Croxford, and the senior girls' basketball team, Eeshnah is always looking for ways to help her students feel special. After going to talk to Eeshnah in her collab space, I noticed a box under her desk that appeared to be filled with the kind of grab bags one might find at a child's birthday party. Eeshnah explained that most of her EAL students had never experienced Valentine's Day before and she wanted to share that with them. Then, she said, she felt guilty not offering this kindness to all of her students, so she proceeded to make bags for every student that she teaches. It's a small gesture, but one that I know her students will delight in. This is the kind of teacher that Eeshnah is: generous, kind, and attentive.

INFORMATION ITEM



TO: THE BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

Item: Inclusion Accountability Report

Date of Meeting: March 7, 2024

Background:

Alberta Inclusive Education Policy: Alberta's education system is built on a values-based approach to accepting responsibility for all children and students. Inclusion is a way of thinking and acting that demonstrates universal acceptance of, and belonging for, all children and students.

Alberta Education: Inclusion is not just about learners with special needs. It is an attitude and approach that embraces diversity and learner differences and promotes equal opportunities for all learners in Alberta. Alberta's education system is built on a values-based approach to accepting responsibility for all children and students. Every learner has unique needs. Some learners have profound and ongoing needs and others have short-term or situation-based needs. This calls for flexible and responsive learning environments that can adapt to the changing needs of learners. When teachers use evidence-based instructional practices and strategies, woven through multi-tiered systems of supports, to nurture student academic and social-emotional engagement, it can lead to greater academic achievement and success for all children and students.

Rocky View Schools Strategic Plan 2023-2026 Relative Sections:

1. Improving our students' learning:

- a. *Provide student-centered education that is inclusive, safe, and supportive.*
 - i. Number of in class presentations/work from EC staff regarding student mental health.
 - ii. Number of schools implementing PBIS at 80% fidelity on the Tiered Fidelity Inventory.

2. Strengthening our workforce:

- a. *Support professional learning opportunities that build expertise, increase capacity, and enhance leadership development.*
 - i. Number of participants in Learning Support Teacher Development Program.
 - ii. Number of PL offerings and number of participants to Learning Supports sessions.
 - iii. Percentage of exit slips at centrally organized PL that found capacity building value in the session.

Guiding documents related to inclusion in RVS include:

Education Act

- Preamble – Whereas the Government of Alberta recognizes the importance of an inclusive education system that provides each student with the relevant learning opportunities and supports necessary to achieve success.
- 33 - Board responsibilities – to provide a continuum of supports and services to students that is consistent with the principles of inclusive education.

Alberta Education Guiding Documents:

- Alberta Standards for Special Education
- Standards for the Provision of Early Childhood Services Special Education
- Standards for Alberta Standards for Seclusion and Physical Restraint in Schools

Guiding Board Policies

- Board Policy 1 Foundation Statements



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

- Board Policy 12 Role of the Superintendent
- Board Policy 19 Welcoming, Caring, Respectful and Safe Learning and Working Environments

Guiding Administrative Procedures

- Administrative Procedure 214 Inclusive Education
- Administrative Procedure 341 Time-outs, Physical Restraints and Seclusion

Inclusive Education Practice Guide Revised, August 2023

- In RVS we accept responsibility for the education of all our children and youth within their community schools, by embracing diversity and differences and supporting equal academic and social learning opportunities for all.
- Key approaches to achieving inclusive education: multi-tiered systems of supports and services, aligned approach and response to behaviour through positive behaviour instruction, interventions and supports.

1. Improving our students' learning:

a. *Number of in class presentations/work from EC staff regarding student mental health.*

The following includes one time classroom Mental Health topic presentations as well as multi-week series programming from our Success Coaches and Addictions and Mental Health Worker. This information represents the number of programs delivered to students kindergarten through grade 12 between September 1, 2023, and January 31, 2024.

▪ Kindergarten – Grade 3	56 MH programs provided.
▪ Grade 4	14 MH programs provided.
▪ Grade 5	30 MH programs provided.
▪ Grade 6	57 MH programs provided.
▪ Grade 7	36 MH programs provided.
▪ Grade 8	23 MH programs provided.
▪ Grade 9	31 MH programs provided.
▪ Grade 10	15 MH programs provided.
▪ Grade 11	17 MH programs provided.
▪ Grade 12	11 MH programs provided.

In addition to the above sessions, whole school presentations provided or offered through whole school assemblies, lunch and learns or through rotating classrooms and grade level presentations.

▪ Whole school (elementary):	4 MH programs offered/provided.
▪ Whole school (middle school):	24 MH programs offered/provided.
▪ Whole school (high school):	63 MH programs offered/provided.

b. *Number of schools implementing Positive Behaviour Interventions and Supports at 80% fidelity, as measured by the Tiered Fidelity Inventor (as of January 31, 2024).*

- All RVS schools are actively engaged in school-wide implementation.
- 8 schools are implementing above 80%



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

- iii. All schools will have a Tiered Fidelity Inventory to measure implementation fidelity for the 2023-2024 school year in May/June 2024.

Additionally, 3 schools are currently piloting the **RVS Dossier Behaviour Data Tracking System** to support PBIS implementation. This data tracking system is designed to:

- i. Identify trends, predict, plan and strategize challenging behaviours at the school and divisional level.
- ii. Identify and establish baseline behaviours for students experiencing persistent challenges.
- iii. Provide data to support decision-making related to function of behaviour for students.
- iv. Predict, plan and early intervention.
- v. Assess the effectiveness of implementation strategies.

2. Support professional learning opportunities that build expertise, increase capacity, and enhance leadership development.

a. Number of participants in Learning Support Teacher Development Program.

- i. 27 Teachers are currently enrolled in Prospective Learning Support Teacher Professional Learning Offerings this year.

b. Number of PL offerings and number of participants to Learning Supports sessions.

- i. We offered 71 Learning Supports Professional Learning Sessions – both in school and centrally between August 29, 2023, and February 16, 2024.
- ii. 1,789 RVS staff participated in these sessions.

c. Percentage of exit slips at centrally organized PL that found capacity building value in the session.

- i. 96.22% of participants who completed the exit slips found their professional learning was relevant, meaningful and capacity building.

Board Implications

- Continue to provide support and feedback as schools work towards more inclusive environments.
- The depth and breadth of programming from Stepping Stones to Mental Health will be impacted by the end of a Mental Health grant between Alberta Health Services and Rocky View Schools, with funding ending June 30, 2024; our reach for direct mental health programming will be significantly impacted when the grant ends.
- Ensure adequate funding to provide necessary supports through staffing allocations, professional learning allocations and other supports needed as we move through increasingly difficult times while leading and sustaining excellence in the ways of inclusive education, and the nurturing of emotionally, and physically safe and successful learning environments for all.

Recommendation:

The Board of Trustees acknowledges receipt of the Inclusion Accountability Report as information.



**Improving our students' learning:
Provide student-centered education that is
inclusive, safe, and supportive.**



SCHOOL-WIDE PBIS IMPLEMENTATION

**B
E**
**ACCOUNTABLE
RESPECTFUL
SAFE**



ACCOUNTABLE	RESPECTFUL	SAFE
<p>Follow Directions </p>	<p>Care For All </p>	<p>Hand, Feet and Body to Self </p>
<p>Property Pride </p>	<p>Whole Body Listening </p>	<p>Tidy and Tuck Away </p>
<p>Sound Check </p>	<p>Kindness Counts </p>	<p>Move Safely </p>
<p>Be Your Best Self </p>	<p>School Friendly Language </p>	<p>Report and Ask for Help </p>

- All schools are actively engaged in school-wide implementation
- 8 schools are implementing above 80%
- Implementation will be measured at each school in May/June through the Tiered Fidelity Inventory
- Mitford, Kathryn and East Lake are piloting the RVS Behaviour Data Tracking system in Dossier

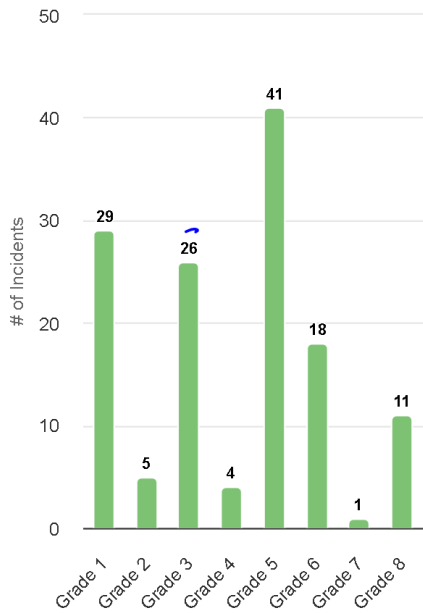
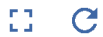
The logo for Rocky View Schools is a blue, teardrop-shaped graphic on the left side of the slide. It has a white outline and a green shadow effect. The text "• ROCKY VIEW SCHOOLS •" is written vertically in white inside the blue shape.

PURPOSE OF DATA TRACKING

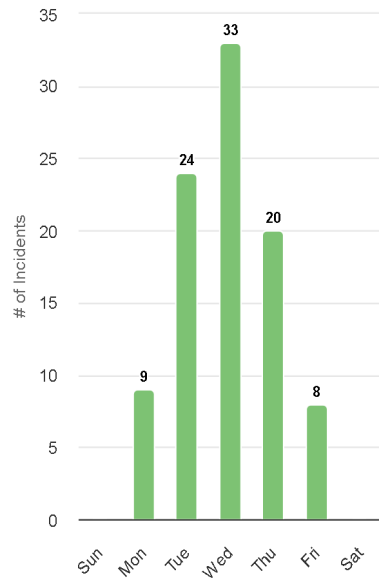
- **Primary Prevention:**
 - Identify trends and hot spots
 - Predict, Prevent, Plan
- **Data-informed decisions**
 - Function of behaviour
 - Baseline behaviours
 - Collaborative, solution-focused problem-solving
- **Positive Behaviour & Mental Health Support Planning**
 - Inform effective strategies
 - Enhance safety
 - Assess effectiveness

Behaviour Data Tracking: Predict, Prevent, Plan

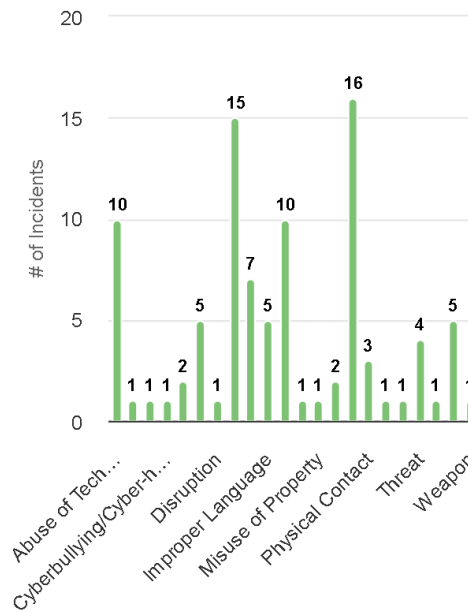
Incidents By Grade Chart



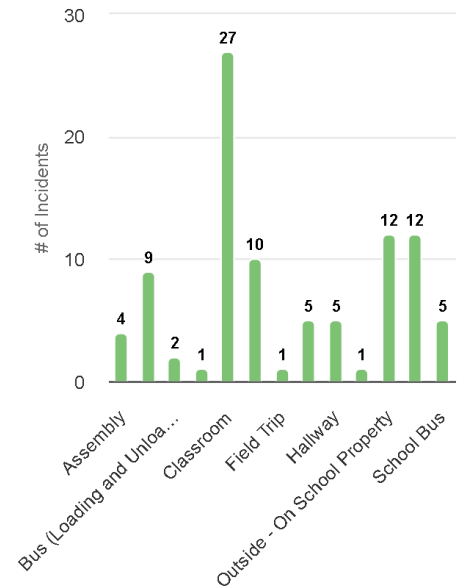
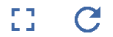
Incidents By Day of the Week Chart



Incidents By Behaviour Chart



Incidents By Location Chart



Mental Health Capacity Building: Students

- Raising awareness about mental health
- Increasing knowledge around what contributes to positive mental health outcomes
- Supporting students to build personal skills (such as self-care, self-regulation, identifying and managing emotions, conflict resolution, healthy relationships etc.)
- Fostering positive community norms (such as support networks, physical safety, psychological safety)
- Facilitating access to early intervention, harm reduction and treatment for students and families
- Increasing knowledge of and access to community resources and services.

Mental Health Programs & Presentations STUDENTS

Kindergarten – Grade 3

56 MH programs provided.

Grade 4

14 MH programs provided.

Grade 5

30 MH programs provided.

Grade 6

57 MH programs provided.

Grade 7

36 MH programs provided.

Grade 8

23 MH programs provided.

Grade 9

31 MH programs provided.

Grade 10

15 MH programs provided.

Grade 11

17 MH programs provided.

Grade 12

11 MH programs provided.

Total

290 programs and presentations

WHOLE SCHOOL OFFERINGS

Elementary:

4 Whole School MH programs

Middle School:

24 Whole School MH programs

High School:

63 Whole School MH programs



Self Love by Mackenna Reason from Bow Valley High School



Support professional learning opportunities that build expertise, increase capacity, and enhance leadership development



Number of Prospective Learning Support Teachers

27 teachers currently engaged in professional learning

Required professional learning for prospective Learning Support Teachers:

- ✓ *Inclusive Education: Teaching to Difference and Diversity*
- ✓ *Supporting and Writing Effective Student Success Plans: IPP's*
- ✓ *Responding to Behaviour Module 1 and 2*
- ✓ *Responding to Behaviour Module 3 and 4*
- ✓ *Reframing Regulation: Sensory-motor Approach to Self-regulation and Behaviour*

Additional Learning Offerings:

- ✓ *Mandt: Relational and Staff Protection*
- ✓ *Restorative Practices*
- ✓ *Autism Speaks, it's time to Listen*

Learning Supports Professional Learning Offerings

- *We have offered 71 Learning Supports Professional Learning Sessions for Staff*
- *1,789 RVS staff participated in these sessions*
- *96.22% of participants who completed the exit slips found their professional learning was relevant, meaningful and capacity building.*

Professional Learning: Participants and Partners

Participants by Role
Admin Assistant
Administrator
Area Director
Asst Director
Associate Superintendent
CDA
Director
Divisional Learning Supports Team
Executive Assistant
HR
Learning Assistant
Learning Commons Facilitator
Learning Specialist
Learning Support Teacher
School Counsellor
Student Teacher
Sub Support
Sub Teacher
Teacher

Community Partners

44 Participants

3 Nations Education, NB
Alberta Health Services
Ambrose University
Calgary Board of Education
Center for Trauma Informed Practices
Centre for Sexuality
City of Airdrie
City of Chestermere
Closer to Home
Evergreen Catholic Schools
Foothills School Division
Fresh Start Recovery
Luna CYAC
Mah-Sos School
Manitoba First Nations Education Resource Centre
Manitoba First Nations School System
RCMP
SafeLink Alberta
Tobique Child & Family Services Agency
Tobique First Nation
University of Calgary



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Information Item: **Accountability Report: Operations**

Date of Meeting: **March 7, 2024**

Infrastructure Maintenance and Renewal (IMR) Allocation – Mid-year Update

Background:

Mid-year update for IMR allocation and expenditures for 2023/24. IMR is a grant provided by the province on a school year basis. It addresses maintenance issues, safety, and to reconfigure environments as required. In March of 2023, as part of the provincial budget, RVS was granted \$2,795,116 for IMR for the 2023/24 school year. A plan was presented in November of 2023 setting our priorities for the 2023/24 school year.

Current:

The table below shows the updated allocation and expenditures for IMR projects for the 2023/24 school year.

Projects	Budget Allocation	Expenditures	Comments
Carryover Commitments/Expenses from 2022 & 2023 Projects <ul style="list-style-type: none"> Condensing Units for G. McDougall, New Westbrook, Northcott Prairie, Mitford, A.E. Bowers, Elizabeth Barrett, Ecole Edwards; boiler room piping & intensification of spaces for Chestermere High; heat pumps & portable roofs for R. McCall; foods room reno for Ecole Airdrie; BMS controls for Banded Peak and Langdon; FOB door for RancheView; barrier free access and Career and Technology Studies modernization for G. McDougall 	\$450,000	\$376,000	Projects are completed
Exterior Building/Drainage – throughout the school division	\$70,000	\$52,000	Repairs made at Manachaban, Crossfield Elementary, Elbow Valley, Chestermere Lake
Student Washroom/change room upgrades for Glenbow	\$276,000	-	Project in execution, expected occupancy date of May 27, 2024
School Front Door Security Enhancements for 27 schools	\$175,000	\$71,500	Confirmed for 22 schools
Roofing, (5) inspections, project design fees, emergent issues	\$220,000	\$25,000	6 facilities are scheduled for roof inspections with skylight repairs for Mitford



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Projects (continued)	Budget Allocation	Expenditures	Comments
Mechanical/Plumbing Upgrades for G. McDougall heating pumps, project design fees, emergent issues	\$175,000	\$57,000	Various upgrades and repairs completed throughout the school division
Electrical/Fire Panel Upgrades for Glenbow, Manachaban, Bears paw	\$25,000	-	R.J. Hawkey and Muriel Clayton are prioritized and scheduled
Gym floor sand and re-line – (2) schools	\$50,000	-	To be completed
Plumbing Fixtures – throughout the school division	\$160,000	-	Recirc line at Nose Creek identified as emergent
Ceiling Upgrades/LED Upgrades/painting – Langdon, Edwards, Bears paw	\$30,000	\$8,442	Prioritization of essential lighting
Painting – throughout the school division	\$70,000	\$6,839	Continuing throughout the school division
Flooring – throughout the school division	\$80,000	\$6,137	Areas within Mitford and G. McDougall targeted for summer projects
Duct Cleaning – Chestermere Middle & High Schools, W.G. Murdoch	\$62,000	-	Planned for summer of 2024
Various laminate replacement – throughout the school division	\$30,000	-	No critical replacements identified
Door hardware – 6 to 8 barrier free entrances	\$30,000	\$22,715	Continuing throughout the school division
Condensing units in modulars for Nose Creek, Rainbow Creek, Herons Crossing	\$220,000	\$188,933	Projects for Nose Creek, Rainbow Creek and Herons Crossing are progressing
Asphalt for Indus, R.J. Hawkey, W.G. Murdoch	\$100,000	-	Planned for summer of 2024
Emergent Projects	\$163,116	\$88,018	Elevator repairs at Cochrane High and Windsong Heights.
Cochrane Christian Academy (CCA) Washroom Renovation	\$134,000	\$134,000	Complete
Ceiling tracks for Bert Church, Meadowbrook, CCA, East Lake, Croxford	\$30,000	-	Locations being reviewed with Learning Support to identify schools with highest need
Meadowbrook & Cochrane High hallway links	\$170,000	\$104,000	Project in progress
Total	\$2,795,116	\$1,195,519	



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Capital Maintenance and Renewal (CMR) Allocation – Mid-year Update

Background:

Mid-year update for CMR spending for 2024/25.

CMR funding allocation to be approved from the Alberta Government in the spring of 2024. Rocky View Schools submitted a CMR allocation of \$4,680,000 for 2023-2025. CMR is a grant provided by the province on a government year basis. Reporting requirements are on a quarterly basis and align with the government March year end. CMR is meant to address capital items in nature. The government recently introduced CMR funding by splitting the envelope of funding provided under IMR.

Current Status:

The table below shows the updated allocation for CMR projects for the 2024-2025 school year.

Projects	Budget Allocation
Chestermere High Lift Station	\$500,000
Ecole Edwards School Roof Replacement	\$1,500,000
Cochrane Christian Academy Roofing	\$400,000
Crossfield Elementary Building Envelope	\$100,000
Meadowbrook Mechanical Upgrade	\$750,000
Prairie Waters Controls	\$150,000
W.G. Murdoch Bathroom Renovation	\$250,000
W.G. Murdoch Parking Lot Upgrade	\$70,000
R.J. Hawkey Parking lot upgrade	\$70,000
Elbow Valley Site Drainage	\$560,000
George McDougall LED Lighting/Ceiling Tile Upgrade	\$170,000
Northcott Asphalt Extension	\$125,000
Indus Asphalt Pathways	\$35,000
Total	\$4,680,000

Recommendation:

The Board of Trustees acknowledges receipt of the Operations Accountability Report as presented.



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE BUDGET COMMITTEE

Item: Budget Committee Terms of Reference

Date of Meeting: March 7, 2024

Background:

Through the powers delegated by the *Education Act* and other relevant legislation, the Board of Trustees (the Board) is required to establish, maintain, and implement policies necessary for fulfilling its responsibilities, and for determining ways in which to operate and function.

To support the work of the Board in fulfilling its governance responsibilities, the Board has created a committee structure to help manage and organize the work of the Board efficiently and effectively. Committees are an essential part of the Board's organizational structure, the framework of which is described in Board Policy 8 – Board Committees and Representatives.

All Board committees have Board approved Terms of Reference (TOR) highlighting purpose, membership, authority, and areas of focus. Typically, committee terms of reference are reviewed annually. Changes to the TOR for the Budget Committee (the Committee) were last made in September 2019.

Current Status:

Over the last year, the Committee has had several conversations regarding the TOR. The committee has reviewed the current TOR and discussed potential changes with the goal of better reflecting current practice and providing clarity related to the purpose and authority of the committee. The proposed revisions include:

- Rewording the purpose to provide clarity to the role of the committee
- Adding committee chair appointment to reflect current practice
- Rewriting the Authority section to include a list of specific tasks to clarify the committee's work and scope
- Revising Areas of Focus to align with changes to Authority section

The proposed and current TOR are attached below, with a tracked changes version included as well for reference.

The majority of the Committee supported the revised TOR coming forward for the Board's consideration and recommends that the Board approves the new TOR.

Alternatives:

Alternative I

The Board approves the Budget Committee Terms of Reference as presented.

Alternative II

The Board approves the Budget Committee Terms of Reference as amended.



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE BUDGET COMMITTEE

Alternative III

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

Recommendation:

The Board approves the revised Budget Committee Terms of Reference as presented.



Budget Committee Terms of Reference

Purpose:

To assist the Board in fulfilling their fiduciary responsibilities in the development and oversight of the annual divisional budget.

Membership:

- a) All trustees, with Board Chair to serve as Committee Chair
- b) Superintendent of Schools
- c) Associate Superintendent of Business and Operations
- d) Director of Finance
- e) Education Centre staff as required

Authority:

The Budget Committee is delegated the authority to:

- a) Recommend annual Board budget priorities to the Board for consideration
- b) Recommend annual school fee parameters to the Board for consideration
- c) Provide feedback to Administration on the draft annual divisional budget
- d) Provide feedback to Administration on budget updates
- e) Recommend budget adjustments to the Board as required
- f) Approve Board departmental budget adjustments

Areas of Focus:

Areas of focus include:

- a) Provide feedback on the annual budget development schedule as drafted by Administration.
- b) In line with the Board strategic plan, develop Board budget priorities for the Board's consideration
- c) Determine the Board's department specific budget
- d) Review the draft budget at specified times and provide direction on its' further development
- e) Review budget updates as required

Meetings:

As called by the Committee Chair or Superintendent of Schools. Meetings will typically follow the schedule as outlined in the annual budget development schedule.

Minutes:

The Superintendent shall designate a staff member to take minutes.

Remuneration of Trustees:

Trustees will be remunerated according to Board Policy.

Budget:

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



Budget Committee

Terms of Reference

Purpose:

~~To complete the Board's responsibilities in the development and recommendation for approval of the Rocky View Schools' annual budget.~~

To assist the Board in fulfilling their fiduciary responsibilities in the development and oversight of the annual divisional budget.

Membership:

- a) All trustees, with Board Chair to serve as Committee Chair
- b) Superintendent of Schools
- c) Associate Superintendent of Business and Operations
- d) Director of Finance
- e) Education Centre staff as required

Authority:

~~Submit Board priorities and the RVS annual budget for Board approval.~~

The Budget Committee is delegated the authority to:

- a) Recommend annual Board budget priorities to the Board for consideration
- b) Recommend annual school fee parameters to the Board for consideration
- c) Provide feedback to Administration on the draft annual divisional budget
- d) Provide feedback to Administration on budget updates
- e) Recommend budget adjustments to the Board as required
- f) Approve Board departmental budget adjustments

Areas of Focus:

Areas of focus include:

- a) Provide feedback on the annual budget development schedule as ~~drafted provided~~ by Administration.
- b) In line with the Board strategic plan, develop and submit the Board budget priorities for the Board's consideration approval.
- e) ~~Determine and submit the Board's department specific budget to Administration for~~
- ~~e)c) inclusion in the Budget.~~
- e)d) Review the draft proposed budget at specified times and provide direction on its' further development.
- f) ~~Recommend a budget to the Board for final approval.~~
- g) Review proposed fall budget updates as required and recommend changes to Board for approval.

Meetings:

As needed, called by the Committee Chair or Superintendent of Schools. Meetings will typically



Budget Committee Terms of Reference

following the schedule as outlined ~~by Administration~~ in the annual budget development schedule.

Minutes:

The Superintendent shall designate a staff member to take minutes, ~~and will report out to the Board.~~

Remuneration of Trustees:

Trustees will be remunerated according to Board Policy.

Budget:

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



Budget Committee Terms of Reference

Purpose:

To complete the Board's responsibilities in the development and recommendation for approval of the Rocky View Schools' annual budget.

Membership:

- a) All trustees
- b) Superintendent of Schools
- c) Associate Superintendent of Business and Operations
- d) Director of Finance
- e) Education Centre staff as required

Authority:

Submit Board priorities and the RVS annual budget for Board approval.

Areas of Focus:

Areas of focus include:

- a) Provide feedback on the annual budget development schedule as provided by Administration.
- b) Develop and submit the Board budget priorities for Board approval.
- c) Determine and submit the Board's department specific budget to Administration for inclusion in the Budget.
- d) Review the proposed budget at specified times and provide direction on its' further development.
- e) Recommend a budget to the Board for final approval.
- f) Review proposed fall budget update and recommend changes to Board for approval.

Meetings:

As needed; typically following the schedule as outlined by Administration in the annual budget development schedule.

Minutes:

The Superintendent shall designate a staff member to take minutes and will report out to the Board.

Remuneration of Trustees:

Trustees will be remunerated according to Board Policy.

Budget:

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