



## 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 11, 2024**

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 Judi Hunter**  
*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 21, 2024
7. Exemplary Practice/ Student Showcase
  - a) École Edwards Elementary School - PBIS
8. Superintendent's Report
9. Chair's Report/Correspondence
10. Committee Reports
  - a) Policy (w/motion)
  - b) Board Planning (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

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**Date of Meeting:** April 11, 2024

**Showcase Name:** École Edwards Elementary School – PBIS and School Culture

**Staff:** Rachelle Prud'homme, Veronica Hooper, Sheri Wigmore

## **Project Description**

At RVS, Positive Behaviour Interventions and Supports (PBIS) is a key approach for delivering inclusive education to our students. In this presentation, staff from École Edwards Elementary School will share how they have embraced PBIS to help create a safe, caring, welcoming and inclusive learning community.

PBIS systems and structures are set around the school in visible and tangible ways at École Edwards, including posters, student-designed expectations and PBIS sticker charts in classrooms and hallways. Each month, the school focuses on one aspect of its PBIS matrix for lessons. PBIS expectations are also communicated clearly to staff and family to ensure the entire school community is aligned. Finally, the school celebrates together when its values are being met.

Using PBIS has brought the school community together through common expectations and language, making it easy for new staff and students to feel a sense of belonging and understanding of what the expectations are. Embracing PBIS has resulted in a positive school culture where everyone belongs, cares, does their best and is independent.

This work directly supports the RVS Education Plan's goal of creating inclusive, engaging, healthy learning opportunities for all students.



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

**APRIL 11, 2024**

**AGENDA**

1. Balancing Airdrie Student Spaces Feedback Summary
2. 2024/25 Funding Profile Update
3. Q2 Financial Update

**ACTION**

Information  
Information  
Information

A handwritten signature in black ink, appearing to read "Greg Luterbach", with a star-like flourish above the final letters.

Greg Luterbach  
Superintendent of Schools

# INFORMATION ITEM



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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**Item:** BASS Feedback Summary

**Date of Meeting:** April 11, 2024

**Background:**

In response to growing student accommodation pressures across Airdrie, the Board of Trustees (the Board) of Rocky View Schools (RVS) approved the Balancing Airdrie Student Spaces (BASS) engagement plan, developed by Communications, in September 2023. The goals of the engagement were:

- Build an understanding of the significant space challenges in Airdrie schools and garner support for a plan to balance and maximize existing spaces across schools and improve learning environments for Airdrie students;
- Collect valuable feedback from community members to influence decisions about the plan and implementation; and
- Ensure clear, consistent and transparent communication throughout the process. Over communicate to maximize stakeholder awareness and participation.

Working with Board-approved scenarios for how best to balance student enrolment across Airdrie, Communications developed an engagement plan involving several different tactics. Those tactics included a parent/guardian letter, which was emailed to Airdrie-area families introducing the BASS engagement with a link to further information and announcing the dates for four open houses.

A page was developed on RVS' online engagement platform, [RVSEngage.com](https://RVSEngage.com), which would act as the main source of information for community members. Posted on the RVSEngage page was information about the three proposed solutions, videos outlining the space crisis in Airdrie schools and the engagement process, a link to the online "Your RVS Journey" interactive tool, which allowed community members to see how the proposed solutions would impact them or their children along with a non-interactive version of the same information, the Space for Students infographic, and a document outlining current and future school enrolments, capacities and utilizations. Approximately 11,400 visits to this site have been recorded.

Two online surveys were launched on RVSEngage; one in November 2023 and one in January 2024. The first survey asked participants to share their initial thoughts about the proposed solutions. The second asked participants to rank the issues most important to them in terms of balancing enrolment across Airdrie and how much they agreed or disagreed with each of the three proposed scenarios. Participants were also asked to suggest any new ideas they might have for helping to mitigate crowding in Airdrie's schools. A total of 1,299 surveys were completed: 193 responses were received for the initial survey and 1,106 people provided feedback through the second, more comprehensive survey. Respondents did not need to register or provide any personal information to participate.

# INFORMATION ITEM



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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Key themes from the November survey included;

- A desire to revise the school grades across Airdrie;
- Some anger and disappointment about the proposed solutions; and
- Support for converting C.W. Perry School to a high school but a similar level of resistance to this option.

Key themes from the January survey included:

- Greatest support for having the Grade 8s stay at their current school for Grade 9, freeing up space in the high schools and creating a more traditional middle school/high school model;
  - Drawbacks cited included this option being disappointing for Grade 8s who were looking forward to going to high school for Grade 9 and the pressure on available student spaces this option would pass down to the elementary/middle schools.
- Little support for converting C.W. Perry to a high school due to the many issues this would create in the surrounding neighbourhood – parking and traffic being cited most often;
- Support for re-organizing the grade structure across Airdrie with this being deemed to be the most equitable option for the whole of the school population and the most long-term solution.
  - At the same time, this option was considered to be the most disruptive of the three with too many students needing to change schools too often.
- Parents/guardians of students in the southwest quadrant of the city, particularly in Cooper's Crossing, Hillcrest and Prairie Springs, expressed their displeasure with any of the options as many said they had purchased homes in the area so their children could walk to school for K – Grade 12 but would need to be bused across the city regardless of which solution is implemented.

Four open houses were planned for January/February 2024 at which community members would have the opportunity to look at each possible solution in greater detail and ask questions. Social media posts, a media release which generated some local media interest and coverage, as well as a parent/guardian letter helped to advertise the open houses.

Key themes heard at the open houses included:

- Similar concerns and displeasure from parents in the southwest whose children would no longer be able to walk to school, regardless of which option is implemented;
- A desire to keep developmental ages separated – for example, Grade 7 – 9 should not be in schools with either K – Grade 6 OR Grades 10 – 12 due to the differences in maturity levels between these three age cohorts; and
- Comparable responses to the option of keeping Grade 8s in middle school for Grade 9 or converting C.W. Perry to a high school that were expressed in the online survey responses.

Trustees were invited to attend any or all the open houses and members of RVS' executive team and school administration were on hand to answer questions as were subject experts from Planning. Participants could complete the survey at the open house or click on a QR code, be taken to RVSEngage and complete the survey at their convenience. Attendance at the open houses was good with approximately 450 people attending in total. An exit survey showed attendees were

# INFORMATION ITEM



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

overwhelmingly positive about the open houses and the format in which the information was presented.

Questions – Open House Exit Survey (296 surveys collected)	Agree/Strongly Agree
I had the information I needed regarding BASS to participate in a meaningful way	83%
I was able to provide input easily regarding BASS	81%
RVS values my opinion regarding BASS	57%

Interested community members were invited to prepare and present a delegation to the Board at a special meeting in March; however, this meeting was cancelled due to a lack of submissions.

**Current Status:**

The RVSEngage BASS engagement page continues to be the main source of information for community members and updates are regularly posted.

Once the Board decision is made, Communications will send a Board Chair-approved media release and post the decision on the division’s website, social media and RVSEngage. Letters will be sent to Airdrie-area parents/guardians, Airdrie MLAs, the Minister of Education, the Minister of Infrastructure and Airdrie Mayor Peter Brown. An all-staff email will be sent by the Superintendent and information for staff will also be included in RVS’ two staff newsletters.

**Recommendation:**

The Board of Trustees acknowledges receipt of the BASS Feedback Summary as information.



# BASS Online Survey Results – March 21, 2024

Total number of responses received: 1,299

- Share Your Thoughts online surveys: 193
- Provide your input on BASS online survey: 1,106
- (Includes comments collected on sticky notes during in-person engagement open houses)

## Share Your Thoughts

- This survey was open from Nov. 16, 2023, through Jan. 23, 2024.
- Total number of responses: 193
- A single, open-ended question was asked: “Please share your initial thoughts with us.”

### Top Responses:

Revise the school grades across Airdrie	57
Convert CW Perry	35
Angry/disappointed in options	32
Grade 9 to middle schools	30
Do not convert CW Perry	29
Build a school	7
City allows overdevelopment	7
Do not move Grade 9s to middle schools	5
Do not revise school grades across Airdrie	2
Build portables	2

## Provide your input on Balancing Airdrie Student Spaces

- This survey was open from Jan. 23 through March 17, 2024.
- Total number of responses: 1,106

**Q1. Please rank the top three considerations most important to you with 1 as MOST important. You will not be able to rank them the same number.**

1. Keep neighbourhoods and households together
2. Minimize disruption
3. Balance enrolments to achieve the greatest overall improvement of utilizations

**Q2. Please select the response that most closely reflects your thoughts on each potential solution.**

	I don't know	Strongly disagree	Disagree	Agree	Strongly Agree	Agree/Strongly Agree
The solution that would best serve all Airdrie students is converting C.W. Perry School into a high school.	144 (13%)	340 (31%)	196 (18%)	210 (19%)	202 (18%)	37%
The solution that would best serve all Airdrie students is having Grade 8 students stay in their current school for Grade 9.	46 (4%)	149 (13%)	153 (14%)	324 (29%)	419 (38%)	67%
The solution that would best serve all Airdrie students is re-organizing the grade structures across Airdrie schools (Kindergarten – Grade 6, Grades 7 – 9 and Grades 10 – 12).	57 (5%)	203 (18%)	135 (12%)	259 (23%)	443 (40%)	63%

### Text Analysis

**Main Themes:** Convert C.W. Perry to a high school

#### Benefits

- An additional high school should help capacity issues at the existing high schools
- Less disruptive option (fewer kids impacted across the city)
- C.W. Perry has the space/facilities for high school options
- Creates a high school in the northwest quadrant of the city/students from this quadrant don't have to bus to school or bus as far to school
- Should create more balanced utilization across the city
- Smaller high school class sizes
- Friends and siblings can stay together through high school



## Drawbacks

- Lack of parking for students and young drivers on the road a worry in the neighbourhood
- Increased traffic in the community
- Students would have to be bused across the city rather than attend the high school in their community
- Extra transportation costs for parents
- Transportation issues: we can't get enough buses and drivers now; how will RVS ensure there are enough for the number of new routes that would be needed?
- Doesn't help balance the utilization numbers across the city
- Crowding issue in high schools is simply passed down to the elementary/middle schools; doesn't actually solve the problem, just shifts it
- Short-term solution
- School isn't near amenities high school students need like restaurants
- School wasn't designed as a high school and will not have room for or enough programs/options
- Location near two elementary/middle schools would not be appropriate – older kids intimidating younger students
- Students would have to move from a school and programs they want – e.g. the theatre program at Bert Church High School
- Would be expensive to retrofit the school and move resources, support staff and teachers
- Doesn't help the utilization of Croxford

## Main Themes: Keep Grade 8s in same school for Grade 9

### Benefits

- Gives young students one more year in middle school – not mature enough for high school
- Keeps developmental ages together – i.e. Grade 9s are too young for high school
- Better aligned with provincial curriculum
- Aligns with how other Alberta divisions (e.g. Calgary) are structured
- Students stay in a school they know for an additional year
- Longer-term solution
- Better for school sports
- Less disruptive for parents/students (not all communities in the city would be impacted)
- Takes some of the space pressure off the high schools
- More traditional grade structure
- Kids would be able to stay with their peer group/siblings
- Creates better balance of student spaces across the city

### Drawbacks

- Grade 9s would miss out on a transitional year in high school
- Disappointing for kids who were looking forward to moving to high school
- Not enough room in the middle schools for Grade 9s
- Programming for Grade 9s that is available in high school would not be available at middle schools
- Staffing – high school teachers might have to move to middle school
- Not a long-term solution

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## Main Themes: Re-organize the grade structure across Airdrie

### Benefits

- Keeps developmental ages together – e.g. Grade 9s should not be in same schools as Grade 1s, Grade 9s are too young for high school, etc.
- Spreads the disruption among all families/best option for the entire community
- Aligns with provincial curriculum
- Better for school sports – Grade 9s competing against other Grade 9s rather than Grade 10s
- Aligns with other school divisions, i.e. CBE
- Does a better job of balancing utilization across all Airdrie schools
- Creates consistency in grade structure for types of schools
- More long-term solution
- Potential for smaller class sizes at currently over-utilized schools
- Relieves some of the pressure on Airdrie's high schools

### Drawbacks

- More disruptive than other options – more kids impacted
- Kids would have to be bused to a school across the city rather than attending the school in their community.
- Transportation issues – we can't get enough buses and drivers now; how will RVS ensure there are enough for the number of new routes that would be needed?
- Extra transportation costs for families who bought their homes thinking their kids could walk to school.
- Just shifts the utilization issues downstream to the elementary/middle schools
- Too many kids would need to move schools/kids would have to change schools too often
- Huge project – can it be done in a timely manner?
- Impacts families – transportation, before and after school care, siblings looking after younger siblings, etc.
- Expensive option – cost to move resources and set up schools for new grades
- More schools are above 80 per cent utilized than with the other options

## Main Themes – What new ideas should we consider?

- Build more schools
- Add portables (including pressing the government to approve portable requests more quickly)
- Build our own portables – suggestion to approach ATCO and other builders
- Build bigger schools – so portables aren't needed as soon as the school opens and the building can accommodate more students
- Re-draw the school boundaries across the city
- Pressure the Province to expedite the building of new schools once funding is approved
- Bring in hybrid learning at the high school level – part in-class, part online
- Two schedules for high school – morning and late afternoon/evening
- Use other buildings – warehouses, Education Centre, un-used office space, etc. – as school space
- More support from government needed
- Create more programs of choice for high schools – like the Farm, Building Futures – so students can go learn elsewhere
- Combine French Immersion/Catholic/Francophone schools into one building
- Create a school for French Immersion
- Remove Christian program from RVS
- Cap population growth in Airdrie

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- Remove Kindergarten from RVS
  - City has allowed over-development
  - Cap enrolment
  - Existing students stay in their current schools, new students go to other schools outside the community with lower utilization
  - Developers should have to pay part of the cost for building a school and that process should begin before houses start to be built
  - Allow parents to send their kids to lower utilized schools if they desire
  - Explore other sources of funding
  - Use reserves to build new schools
  - Build schools before communities – i.e. city development plans should include school builds
  - Do more advocacy
  - Allow fewer out-of-area requests – i.e. Students should attend designated school(s)
  - Schools should be part of municipal/provincial development structure plans
  - Send Airdrie kids to schools in rural areas with low utilization if the parents agree

# Balancing Airdrie Student Spaces

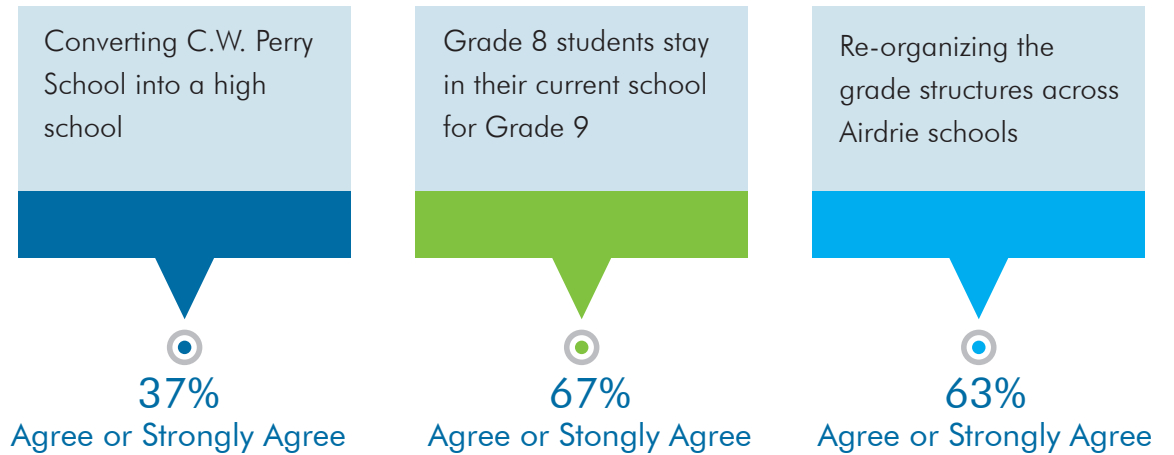
# WHAT WE HEARD

**PROVIDE YOUR INPUT SURVEY: Jan. – March 2024**

## What You Said Should be the Top Three Considerations

1. Keep neighbourhoods and households together
2. Minimize disruption
3. Balance enrolments to achieve the greatest overall improvement of utilizations

## Which Solution You Feel Best Serves All Airdrie Students



## Main Themes We Heard

### Convert C.W. Perry School to a high school

#### Benefits

- Helps capacity at other high schools
- Creates a NW high school
- Friends and siblings can stay together
- Less disruptive than other options
- Smaller high school classes

#### Drawbacks

- Lack of parking
- Increased traffic in neighbourhood
- Utilization issues passed down to elementary/middle school grades
- School not designed to have space for high school-level programs/options
- Short-term solution

### Grade 8s stay in middle school for Grade 9

#### Benefits

- Kids get extra year in middle school to mature/Grade 9s too young for high school
- Aligns with provincial curriculum/other school divisions
- Longer-term solution
- Relieves pressure on high schools

#### Drawbacks

- Grade 9s miss out on transitional year
- Disappointing for kids looking forward to moving on to high school
- Not enough space in middle schools for Grade 9s

### Re-organize grade structure of all schools

#### Benefits

- Aligns with provincial curriculum/other school divisions
- Balances utilization rates in more schools
- Longer-term solution
- Keeps developmental ages together
- Relieves pressure on high schools

#### Drawbacks

- Impacts the greatest number of students/families
- Potential need to bus more kids/extra cost for families
- Utilization rates are actually higher at more schools

## New Ideas RVS Could Consider

- Hybrid learning model for high school – in-person/virtual learning
- Two schedules for high school – one group attends morning to mid-afternoon; second group attends mid-afternoon into evening
- Advocate to the Province to expedite building of new approved schools
- Open up registration at lower-utilized rural schools to Airdrie students, if desired by parents/guardians
- Build schools before communities

## HOW YOU PARTICIPATED



**1,316** Online Surveys Completed

**450** Open House Attendees

**11,600** Visitors to RVSEngage

**3,180** Documents Downloaded

**ROCKY VIEW SCHOOLS**

## SHARE YOUR INITIAL THOUGHTS SURVEY: Nov. 2023 – Jan. 2024

### Main Themes

- Broad range of responses expressed both support for and against each solution
- Question if the solutions would help over the long-term
- Frustration/disappointment in options
- Suggestions to build schools/add modulars
- Attribute space challenges to over development and lack of planning in Airdrie
- Concerned with overcrowding in schools and recognition change is needed



# INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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**Item:** 2024/25 Funding Profile Update

**Date of Meeting:** April 11, 2024

**Background:**

By the end of March, Alberta Education releases the funding profiles for each school division in Alberta. The funding profile projects what the Alberta Education revenue for the school division should be for the following school year. It is based on the enrolment projections every school division is required to submit in early January.

**Current Status:**

On March 28, 2024, administration received RVS' funding profile. See attached for the summary of RVS' 2024/25 funding profile and a copy of the 2023/24 funding profile summary.

As expected, based on earlier Budget 2024 announcements, the funding formula did not change much from 2023/24. The funding manual was also released on March 28<sup>th</sup> and details how the various grants are calculated.

**Observations:**

- Not counting Capital Maintenance and Renewal funding, which is dispersed separately, overall funding compared to initial funding profile from 2023/24 to RVS increased by 3.2%. Note, if you factored in the increased supplemental funding provided in 2023/24, it lowers the increase to about 2.7%.
- Overall student enrolment projected to grow by approx. 2.6%.
- Projected Kindergarten enrolment is 1,744 students which is a decline from 2023/24 but due to WMA, we will be funded for 1,771.3 students (+27.3 students).
- Projected Grades 1 to 9 enrolment is 20,276 students but due to WMA, we will be funded for 19,970 students (-306 students).
- Projected Grades 10-12 enrolment is 6,799 students but due to WMA, we will be funded for 6,544.6 students (-254 students).
- English as an Additional Language overall grant grows as we continue to project higher number of students who qualify for grants.
- Classroom complexity grant, which was new in 2023/24, stays stable at just under \$1.4 million.
- Operations and Maintenance grant grows by 1.1% which is substantially lower than inflation costs.
- Infrastructure Maintenance and Renewal grant (funding used for maintenance projects and wear and tear) sees 0.7% growth.
- Capital Maintenance and Renewal increased from \$1.4 million in 2023/24 to \$3.6 million in 2024/25.
- Transportation grants continue to rise by a further 2.8%.



# INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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- Supplemental enrolment grant projected to at \$1.599 million. The supplemental enrolment grant would need to be approximately \$3.7 million to cover the shortfall created by the weighted moving average in the base instruction grants alone.
- RVS' grants in 2023/24 will be reduced by \$323,641 because of enrolment adjustments in 2023/24 (less students overall than projected).
- Couple of anomalies in the profile will have to followed up on as they are reducing grants (e.g., missing school in our IMR list, missing online high school students in 23/24).

**Future Direction:**

Given the projected revenue from Alberta Education, administration will continue with the detailed budget development process as approved by the Board on February 15, 2024.

**Recommendation:**

The Board of Trustees acknowledges receipt of the 2024/25 Funding Profile Update as information.

**The Rocky View School Division**  
**Projected Operational Funding - as of March 2024**

<b>Funding Framework Grants</b>		<b>Budget 2024</b>
<b>Base Instruction</b>	Grade ECS	\$5,701,055
	Grades 1 - 9	\$128,828,331
	High Schools	\$48,380,438
	Rural Small Schools	\$1,085,864
	Home Education & Shared Responsibility <sup>1</sup>	\$122,536
	Outreach Programs	\$250,000
	Distance Education (Non-Primary)	\$0
<b>Sub-Total</b>		<b>\$184,368,224</b>
<b>Services &amp; Supports</b>	ECS Pre-K Program Unit Funding (PUF)	\$284,460
	Moderate Language Delay Grant (Pre-K & SLS K)	\$17,600
	Specialized Learning Support	\$20,618,805
	Specialized Learning Support - Kindergarten (Severe)	\$947,430
	First Nations, Métis, and Inuit Education	\$2,071,075
	English as an Additional Language	\$2,309,868
	Francisation	\$0
	Refugee Student	\$15,730
	Institutional Programs (EPI)	\$0
	Classroom complexity	\$1,395,643
<b>Schools</b>	Operations & Maintenance Grant	\$22,772,627
	SuperNet	\$470,400
	Transportation	\$18,010,311
	Infrastructure Maintenance Renewal (Operating)	\$2,813,978
<b>Community</b>	Socio-Economic Status	\$1,666,135
	Geographic	\$1,499,826
	Fort McMurray Allowance	\$0
	School Nutrition Program	\$199,500
	Francophone Equivalency	\$0
<b>Jurisdictions</b>	System Administration	\$9,844,052
	Teacher Salary Settlement	\$5,450,050
	Supplemental Enrolment Growth <sup>1</sup>	\$1,599,000
A	Budget 2024 - Projected Operational Funding	\$276,354,716
B	2023/24 school year - Estimated Operational Funding <sup>2</sup>	\$268,855,561
C	2023/24 Funding Adjustment	-\$323,641
D = B + C	2023/24 Total Operational Funding	\$268,531,920
E = A - D	\$ Increase/Decrease compared to 2023/24 Level	\$7,822,796
<b>Financial Health of the School Division (2022/23 School Year)</b>		
	Operating Reserves	-\$14,363,830
	ASO % of Operating Expenses (Provincial ASO - 3.8%)	-4.67%
	Capital Reserves	\$39,504

**Notes:**

<sup>1</sup> Home Education, Shared Responsibility and Supplemental Enrolment Growth Grant estimates will be updated using the September actual enrolment count for the 2024/25 school year.

<sup>2</sup> School jurisdiction's operational funding includes Supplemental Enrolment Growth Grant, Transportation and other in-year adjustments.

**The Rocky View School Division**  
**Projected Operational Funding - as of April 2023**

	<b>Funding Framework Grants</b>	<b>Budget 2023</b>
<b>Base Instruction</b>	Grade ECS	\$5,951,326
	Grades 1 - 9	\$126,237,326
	High Schools	\$45,030,926
	Rural Small Schools	\$1,150,100
	Home Education & Shared Responsibility <sup>1</sup>	\$139,511
	Outreach Programs	\$250,000
	Distance Education (Non-Primary)	\$0
	<b>Sub-Total</b>	<b>\$178,759,189</b>
<b>Services &amp; Supports</b>	ECS Pre-K Program Unit Funding (PUF)	\$283,470
	Moderate Language Delay Grant (Pre-K & SLS K) <sup>1</sup>	\$44,000
	Specialized Learning Support	\$20,276,969
	Specialized Learning Support - Kindergarten (Severe)	\$761,640
	First Nations, Métis, and Inuit Education	\$1,910,603
	English as an Additional Language	\$1,742,202
	Francisation	\$0
	Refugee Student	\$56,265
	Institutional Programs (EPI)	\$0
	Classroom complexity	\$1,372,477
<b>Schools</b>	Operations & Maintenance Grant	\$22,526,051
	SuperNet	\$470,400
	Transportation	\$17,520,092
	Infrastructure Maintenance Renewal (Operating)	\$2,795,116
<b>Community</b>	Socio-Economic Status	\$1,604,803
	Geographic	\$1,595,653
	Fort McMurray Allowance	\$0
	School Nutrition Program	\$199,500
	Francophone Equivalency	\$0
<b>Jurisdictions</b>	System Administration	\$9,673,416
	Teacher Salary Settlement	\$5,268,400
	Supplemental Enrolment Growth	\$894,345
A	<b>Budget 2023 - Projected Operational Funding<sup>2</sup></b>	<b>\$267,754,591</b>
B	2022/23 school year - Estimated Operational Funding <sup>2</sup>	\$244,956,466
C	2022/23 Funding Adjustment	-\$821,214
D = B + C	2022/23 Total Operational Funding	\$244,135,252
E = A - D	\$ Increase/Decrease compared to 2022/23 Level	\$23,619,339
<b>Financial Health of the School Division (2021/22 School Year)</b>		
	Operating Reserves	\$13,279,504
	ASO % of Operating Expenses (Provincial ASO - 5%)	4.39%
	Capital Reserves	\$3,804,225

*Notes:*

<sup>1</sup> Home Education, Shared Responsibility, Moderate Language Delay Grant (Code 48 Pre-K & SLS-K) and Supplemental Enrolment Growth Grant estimates will be updated using the September 30th actual enrolment count for the 2023/24 school year.

<sup>2</sup> School jurisdiction operational funding includes Supplemental Enrolment Growth Grant and other in-year adjustments.



# INFORMATION ITEM



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

**Information Item:** Finance Accountability Report – Q2

**Date of Meeting:** April 11, 2024

**Background:**

The purpose of this accountability report is to provide the Board with the second quarter financial update for the 2023-2024 fiscal year (Sep 1 – Feb 29, 2024). Outlined below are the changes to annual financial expectations and budget as a result of external environmental trends, stakeholder decisions and operational pressures.

**Current Status:**

**Revenues**

Based on the fall update of the 2023-2024 budget, RVS is projecting total revenues of \$316.2 million by August 31, 2024, compared to budgeted revenues of \$315.2 million expected in the spring budget.

As of February 29 (Q2), total revenue recorded is \$158.8 million representing 50.2% of budget.

- Alberta Education revenues which represents 90% of the overall budgeted revenue is \$143.2 million representing 50.3% of the budget. Projections for Alberta Education revenue are indicating the full revenue budgeted will be recognized.
- Alberta Infrastructure revenues of \$5.2 million are lower than last year this time and represent just 31.5% of current year budget. This reduction in revenue (non-cash revenue) is expected based on the year end true up adjustment for supported assets. The reduction in revenue also has a corresponding reduction in amortization expense for a net zero impact to the full year financials. The expected total revenue projection will be \$13.0 million including the year end adjustment flow through adjustment for P3 schools.
- The other significant revenue source are school & transportation fees which are at \$6.7 million representing 83.8% of the budget. While school activity fees have been proportionally collected, school options fees are currently at 92.4% of budget and transportation fees are currently at 124% of budget representing an excess collection of \$600K.

ROCKY VIEW SCHOOL DIVISION	2023-2024	2023-2024	2022-2023		2023-2024	% of
Statement of Financial Position	Spring Budget	Fall Budget	YTD Actuals LY	CY vs LY	YTD Actuals	Budget
Alberta Education	\$ 284,819,400	\$ 285,732,538	\$ 134,968,403	6.1%	\$ 143,243,511	50.1%
Alberta Infrastructure	\$ 16,379,000	\$ 16,379,000	\$ 7,204,331	-28.3%	\$ 5,161,965	31.5%
Other Gov Of Alberta	\$ 384,264	\$ 393,864	\$ 225,264	-22.0%	\$ 175,803	44.6%
Federal Gov & First Nations	\$ 415,600	\$ 415,600	\$ 267,575	13.8%	\$ 304,541	73.3%
Other Ab School Authorities	\$ 1,500,000	\$ 1,500,000	\$ 750,000	-2.9%	\$ 728,119	48.5%
Fees	\$ 7,931,336	\$ 8,008,598	\$ 5,964,381	12.5%	\$ 6,708,418	83.8%
Others Sales, Fundraising, Donations	\$ 2,500,400	\$ 2,500,400	\$ 1,828,518	-2.4%	\$ 1,785,297	71.4%
Rental Of Facilities	\$ 520,000	\$ 520,000	\$ 292,464	31.8%	\$ 385,367	74.1%
Investment Income	\$ 750,000	\$ 750,000	\$ 395,320	-20.9%	\$ 312,538	41.7%
Gains On Disposal Of Cap Assets	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 315,200,000</b>	<b>\$ 316,200,000</b>	<b>\$ 151,896,255</b>	<b>4.5%</b>	<b>\$ 158,805,557</b>	<b>50.2%</b>



# INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

## Expenditures

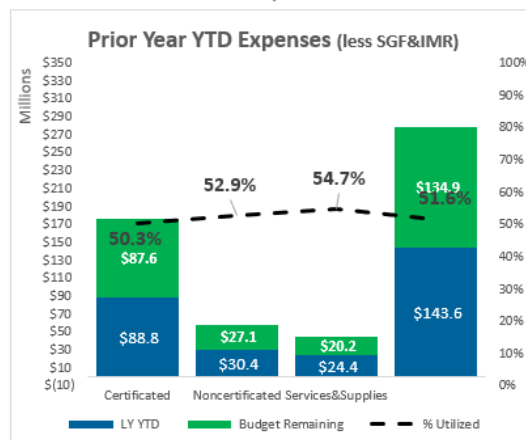
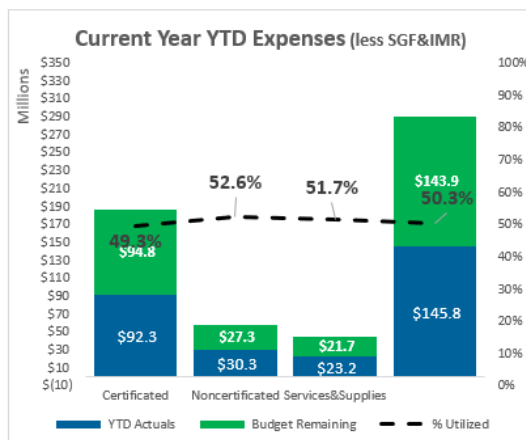
Based on the fall update of the 2023-2024 budget, RVS is projecting total expenses of \$316.9 million by August 31, 2024, compared to budgeted expenses of \$318.0 million expected in the spring budget.

As of February 29 (Q2), total expenses incurred is \$156.3 million representing 49.3% of budget. Spending levels as of Q2 are indicating that total spending may come in lower than budget.

ROCKY VIEW SCHOOL DIVISION Statement of Financial Position	2023-2024 Spring Budget	2023-2024 Fall Budget	2022-2023 YTD Actuals LY	CY vs LY	2023-2024 YTD Actuals	% of Budget
Certificated Salaries & Benefits	\$ 187,416,769	\$ 187,102,137	\$ 88,759,773	4.0%	\$ 92,308,185	49.3%
Noncertificated Salaries&Benefits	\$ 57,330,880	\$ 57,653,523	\$ 30,444,909	-0.5%	\$ 30,304,467	52.6%
Services,Contracts&Supplies	\$ 55,594,651	\$ 54,270,568	\$ 29,788,127	-9.7%	\$ 26,904,785	49.6%
Interest & Charges	\$ 260,700	\$ 260,700	\$ 147,898	16.9%	\$ 172,844	66.3%
Amortization Of Capital Assets	\$ 15,600,400	\$ 15,600,400	\$ 7,762,419	-25.1%	\$ 5,816,864	37.3%
Unsupported Amortization	\$ 2,085,000	\$ 2,085,000	\$ 876,870	-12.6%	\$ 766,481	36.8%
<b>Total Expense</b>	<b>\$ 318,288,400</b>	<b>\$ 316,972,328</b>	<b>\$ 157,779,995</b>	<b>-1.0%</b>	<b>\$ 156,273,625</b>	<b>49.3%</b>
<b>Surplus/(Deficit)</b>	<b>\$ (3,088,400)</b>	<b>\$ (772,328)</b>	<b>\$ (5,883,740)</b>		<b>\$ 2,531,931</b>	
Net impact of Amortization &Capital	\$ 1,188,400	\$ 1,322,328			\$ (85,777)	
<b>Net Reserve Draw</b>	<b>\$ (1,900,000)</b>	<b>\$ 550,000</b>			<b>\$ 2,446,155</b>	

Overall spending less SGF, IMR and amortization is \$145.8 million representing 50.3% of current budget. This compares to spending of \$143.6 million or 51.6% at the end of Q2 last year.

- Certificated salaries and benefits are trending at a lower spend percentage of budget compared to last year at 49.3% vs 50.3%. Salary projections as of March anticipate a full year spend \$1.0 million lower than budgeted based on projected FTE.
- Support staff salaries and benefits are also trending at a lower spend percentage of budget compared to last year at 52.6% vs 52.9%. Salary projections as of March anticipate a full year spend \$800K lower than budgeted based on projected FTE.
- Services and supplies are trending at a lower spend percentage of budget compared to last year at 51.7% vs 54.7%. Some areas of lower than expected spending include the following:
  - Utilities (Electricity and Natural Gas) are \$400K under budget.
  - Insurance is \$150K under budget





# INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

## Teacher Leave Cost

As of Q2, total leave cost is comparable to last year but trending slightly below. Total substitute leave cost is \$2.75 million representing 96% of substitute leave cost of \$2.87 million in Q2 last year. The current full year projection for contracted long term replacements is \$1.56 million compared to a full year cost of \$1.93 million last year.

	YTD Current Year	CY % of LY	YTD Last Year
Substitute Leave Cost YTD	\$2,753,000	96%	\$2,870,000
<b>Full year budget/expense</b>	<b>\$4,650,000</b>		<b>\$4,685,000</b>
Percent of Full Year	59%		61%

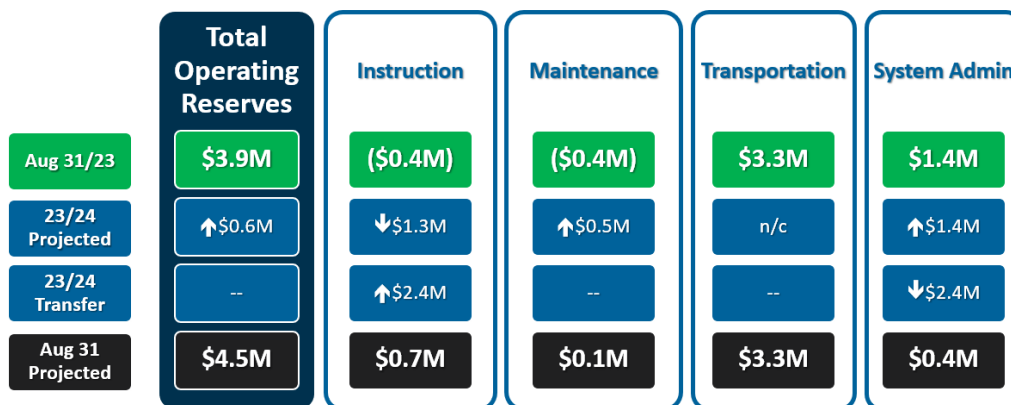
  

	FY Current Year	CY % of LY	FY Last Year
Long Term – Replacement Contract Cost	\$1,564,000	81%	\$1,926,000
<b>Full year budget/expense</b>	<b>\$2,000,000</b>		<b>\$2,000,000</b>
Percent of Full Year	78%		96%

As of March, year to date medical appointments are up 20% representing an increase of 723 days and year to date sick absences are down 8% representing a reduction of 544 days. Total net increase in absences is 179 days representing a net increase of 1.7%. See details in Appendix.

**Surplus/Deficit/Reserves:** Based on the fall budget update, RVS anticipates the operating deficit to be \$772,000 compared to the budgeted deficit of \$3.1 million. After accounting for capital purchases and adjusting for amortization, it is budgeted that there will be a net surplus to increase operating reserves by \$550,000 compared to a net draw of \$1.9 million in the spring budget. Fall budget numbers are as follows:

## Reserve Balances



Further work on the full year projections will be completed and shared during the financial update on April 11, 2024.

# INFORMATION ITEM



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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## **Future Direction:**

RVS management will be monitoring this spending very closely to ensure cost containment is achieved per the fall budget adjustments. Teacher leave costs will be monitored very closely as well.

The Board will be updated in June 2024 for expenditures incurred year-to-date May 31, 2024. At this time, clearer picture of spending patterns on current year budget will be addressed.

## **Recommendation:**

The Board of Trustees acknowledges receipt of the September 1 – February 29, 2024 Q2 Finance Accountability Report as presented.



# INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

## Summary of Q2 Financials for 2023-2024

	A	B	C	D/C	D	D/B
ROCKY VIEW SCHOOL DIVISION	2023-2024	2023-2024	2022-2023		2023-2024	% of
Statement of Financial Position	Spring Budget	Fall Budget	YTD Actuals LY	CY vs LY	YTD Actuals	Budget
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Gains On Disposal Of Cap Assets	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
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<b>Total Expense</b>	<b>\$ 318,288,400</b>	<b>\$ 316,972,328</b>	<b>\$ 157,779,995</b>	<b>-1.0%</b>	<b>\$ 156,273,625</b>	<b>49.3%</b>
<b>Surplus/(Deficit)</b>	<b>\$ (3,088,400)</b>	<b>\$ (772,328)</b>	<b>\$ (5,883,740)</b>		<b>\$ 2,531,931</b>	
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<b>Net Reserve Draw</b>	<b>\$ (1,900,000)</b>	<b>\$ 550,000</b>			<b>\$ 2,446,155</b>	



# INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

## Appendix – Teacher Absence Tracking (September to March)

### Certificated Employees - Absences 2023/24 vs 2022/23

# Days

Appointments	Sep	Oct	Nov	Dec	YTD	Jan	Feb	Mar	YTD
<b>Current Year</b>	<b>431.7</b>	<b>726.6</b>	<b>793.5</b>	<b>592.6</b>	<b>2,544.3</b>	<b>609.8</b>	<b>551.2</b>	<b>703.1</b>	<b>4,408.4</b>
% change	↑ 8.9%	↑ 30.7%	↑ 23.6%	↑ 42.8%	↑ 26.7%	↑ 17.0%	↑ 14.8%	↑ 4.1%	↑ 19.6%
Last Year	396.2	555.7	641.8	415.1	2,008.9	521.3	480.2	675.2	3,685.5
Sick Leave < 4 Days	Sep	Oct	Nov	Dec	YTD	Jan	Feb	Mar	YTD
<b>Current Year</b>	<b>494.6</b>	<b>981.8</b>	<b>1,298.6</b>	<b>932.9</b>	<b>3,707.9</b>	<b>740.2</b>	<b>782.4</b>	<b>896.1</b>	<b>6,126.5</b>
% change	↓ -27.9%	↑ 8.3%	↓ -19.6%	↑ 13.5%	↓ -8.0%	↓ -3.2%	↑ 4.1%	↓ -20.2%	↓ -8.2%
Last Year	686.0	906.4	1,615.7	822.3	4,030.4	765.0	751.6	1,123.4	6,670.4
Total Absences	Sep	Oct	Nov	Dec	YTD	Jan	Feb	Mar	YTD
<b>Current Year</b>	<b>926.2</b>	<b>1,708.3</b>	<b>2,092.0</b>	<b>1,525.6</b>	<b>6,252.1</b>	<b>1,350.0</b>	<b>1,333.6</b>	<b>1,599.2</b>	<b>10,534.9</b>
% change	↓ -14.4%	↑ 16.8%	↓ -7.3%	↑ 23.3%	↑ 3.5%	↑ 5.0%	↑ 8.3%	↓ -11.1%	↑ 1.7%
Last Year	1,082.3	1,462.2	2,257.5	1,237.4	6,039.3	1,286.3	1,231.8	1,798.6	10,355.9



# DIRECTIVE FOR ACTION

TO: THE BOARD PLANNING COMMITTEE

FROM: THE POLICY COMMITTEE

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**Discussion Item:** Policy 27 Trustee Compensation and Development

**Date of Meeting:** April 11, 2024

**Background:**

Policy 27 Trustee Compensation and Development seeks to provide clarity and transparency to the compensation received by trustees for the time spent carrying out business of the Board and attending to their duties. It also recognizes the need for trustees to participate in relevant development opportunities and resources that support the role of a trustee.

**Current Status:**

The Board Planning Committee supports moving back to a model where the development funds are made available as a lump sum for the term rather than on an annual basis. The rationale for this change was based on rising costs and challenges about accounting for expenses across fiscal years. There was discussion about the use of development funds for technology and it was felt that the basic technology tools to support the work of a trustee should be provided (laptop and/or tablet) and that other technology the trustee feels they need should be funded from their annual general expense allowance. Statements are proposed to be added to clarify that trustees do not have offices at the Education Centre and that their office is at home or in a space elsewhere.

To reflect these changes, the Policy Committee recommends the following adjustments to the policy:

- Adds that a tablet may be provided to the trustee for their use during the term, but these remain the property of RVS.
- Moves from an annual development allocation to a 4 year-term development allocation.
- Adds statement clarifying that trustees main place of work is their home/offsite office.

As a piece of housekeeping, the policy reflects the current annual honoraria, additional honoraria and general expense allowance amounts based on the fall of 2023.

**Alternatives:**

**Alternative I**

The Board approves the proposed Policy 27 Trustee Development and Compensation as presented.

**Alternative II**

The Board approves the proposed Policy 27 Trustee Development and Compensation as amended.

**Alternative III**

The Board refer Policy 27 Trustee Development and Compensation to the Board Planning Committee for further review.

**Alternative IV**

The Board refer Policy 27 Trustee Development and Compensation to the Policy Committee for further review.



# DIRECTIVE FOR ACTION

TO: THE BOARD PLANNING COMMITTEE

FROM: THE POLICY COMMITTEE

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**Recommendation:**

The Board approves the proposed Policy 27 Trustee Development and Compensation as presented.





# POLICY 27 TRUSTEE COMPENSATION AND DEVELOPMENT

Approved: 2022 06 23

## BACKGROUND

The Board believes that trustees are to be fairly compensated for the time spent carrying out business of the Board and attending to their duties, and that trustees be reimbursed for reasonable expenses incurred because of this work. The amount paid to trustees must strike an appropriate balance that provides recognition for the valuable work that is done by each individual trustee, while being fiscally responsible for the division.

The Board expects that trustees will actively engage in training and development activities that will enhance their ability to fulfil their governance role.

Additionally, the Board believes that the guidelines for compensation and expense reimbursement must be clear and transparent to the public and commit to reviewing this policy at least once per electoral term.

## GUIDELINES

### 1. Trustee Compensation

1.1. Each trustee shall be paid annual honoraria, additional honoraria, and annual general expense allowance as outlined in the following chart:

	<b>Annual Honoraria</b>	<b>Additional Honoraria (Per Hour Rate)</b>	<b>Annual General Expense Allowance</b>
<b>Chair</b>	\$33,720	\$38.84	\$6,754
<b>Vice-Chair</b>	\$28,490	\$38.84	\$6,754
<b>Other Trustees</b>	\$25,580	\$38.84	\$6,754

1.1.1. Annual Honoraria is an all-inclusive amount paid to each trustee for their time to prepare for and attend to school board business including:

- 1.1.1.1. All Board meetings;
- 1.1.1.2. All Planning Committee meetings held on Board meeting dates;
- 1.1.1.3. Seminars, conferences, and conventions;
- 1.1.1.4. Meeting preparation; and,
- 1.1.1.5. All other meetings, school functions and other responsibilities except as outlined under Additional Honoraria.

1.1.2. Additional Honoraria is the hourly amount paid to each trustee for their time, inclusive of travel time, spent attending:

- 1.1.2.1. Meetings of Board established Committees which the trustee attends either in person or electronically, as a Board appointed committee member;



## POLICY 27 TRUSTEE COMPENSATION AND DEVELOPMENT

Approved: 2022 06 23

- 1.1.2.2. Meetings of collective agreement committees, external committees, agencies and organizations to the Board where the trustee attends either in person or electronically, as a Board authorized representative;
  - 1.1.2.3. School council meetings where the trustee attends either in person or electronically, as the designated trustee (or alternate) and joint Board / school council meetings;
  - 1.1.2.4. Board Planning Committee meetings not held on Board meeting dates;
  - 1.1.2.5. Board established professional development or in-service;
  - 1.1.2.6. School tours, typically limited to one per trustee term;
  - 1.1.2.7. Board sponsored meetings with elected officials;
  - 1.1.2.8. Travel time to Board meetings; and
  - 1.1.2.9. Other events/meetings which a trustee attends as a Board representative as authorized by the Board Planning Committee.
- 1.2. Annual General Expense Allowance is the amount paid to each trustee to offset various home office costs, supplies, additional technology, and other expenses which are not reimbursed through Rocky View Schools' expense claim process.
- 1.2.1. A computer shall be provided to each trustee by the Division for their use during their term. These technology devices shall remain the property of RVS and shall be returned to the Division or purchased by the trustee at fair market value at the end of the trustee's term.
- 1.3. Each September 1, the annual honoraria, additional honoraria, and annual general expense allowance shall be adjusted by a ratio equal to the change in the Calgary Consumer Price Index (C.C.P.I.), comparing the June C.C.P.I. to the previous June's C.C.P.I.

## 2. Trustee Benefits

- 2.1. The following group benefit plans are available to trustees.

<b>Benefit</b>	<b>Limitations</b>	<b>Cost Sharing</b>
Life Insurance	\$10,000	100% Board paid
Basic A.D. & D.	\$25,000	100% Board paid
Supplementary Health Care	As per Trustee Plan	100% Board paid
Dental Care	As per Trustee Plan	100% Board paid
Health Care Spending Account	\$900 per year	100% Board paid
Vision Care	\$400 every two years per person	100% Board paid



## **POLICY 27**

### **TRUSTEE COMPENSATION AND DEVELOPMENT**

Approved: 2022 06 23

#### **3. Trustee Development**

- 3.1. The Board of Trustees recognizes the need for trustees to participate in relevant development opportunities and resources that support the role of a trustee.
- 3.2. Each trustee may utilize up to \$3,000 annually for trustee development, subject to affirmation as part of the annual budget.
- 3.3. Reimbursement of travel and subsistence expenses incurred shall be made in accordance with divisional procedures.
- 3.4. In addition, designated trustee(s) shall be reimbursed expenses to attend Alberta School Boards Association (ASBA) fall general and spring general meetings.
- 3.5. In addition to the above, expenses shall be paid for a trustee to attend any development event when directed by the Board to do so.
- 3.6. Trustees are expected to share learnings and resources with other Trustees.
- 3.7. Any tangible items purchased through these funds shall remain the property of RVS and shall be returned to the Division or purchased by the trustee at fair market value at the end of the trustee's term.

#### **4. Trustee Expenses**

- 4.1. Subject to the limits in Board policies and administrative procedures, reasonable expenses associated with attendance at meetings held outside the trustee's own ward are claimable expenses including transportation, meals, hotels, communication and other costs.
- 4.2. Trustee expense claims will be completed and submitted in accordance with Board policy and current administrative procedures.

#### **5. Expense Disclosure**

- 5.1. The Board believes in public transparency and accountability to its stakeholders and publicly discloses all expense reimbursements. Disclosure of expense reports demonstrates enhanced transparency and accountability to taxpayers, promotes integrity within the school division, provides equal and timely access to expense information, and furthers the principles of the Freedom of Information and Protection of Privacy Act with respect to proactive release of information.
- 5.2. Expenses disclosures will follow the applicable administrative procedure.

#### **Legal Reference:**

- Education Act Section 33, 34, 51, 140, and 228



**POLICY 27  
TRUSTEE COMPENSATION  
AND DEVELOPMENT**

Approved: 2022 06 23

**BACKGROUND**

The Board believes that trustees are to be fairly compensated for the time spent carrying out business of the Board and attending to their duties, and that trustees be reimbursed for reasonable expenses incurred because of this work. The amount paid to trustees must strike an appropriate balance that provides recognition for the valuable work that is done by each individual trustee, while being fiscally responsible for the division.

The Board expects that trustees will actively engage in training and development activities that will enhance their ability to fulfil their governance role.

Additionally, the Board believes that the guidelines for compensation and expense reimbursement must be clear and transparent to the public and commit to reviewing this policy at least once per electoral term.

**GUIDELINES**

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1.1. Each trustee shall be paid annual honoraria, additional honoraria, and annual general expense allowance as outlined in the following chart:

	<b>Annual Honoraria</b>	<b>Additional Honoraria (Per Hour Rate)</b>	<b>Annual General Expense Allowance</b>
<b>Chair</b>	\$37,693.92	\$43.41	\$7,550.28
<b>Vice-Chair</b>	\$31,847.64	\$43.41	\$7,550.28
<b>Other Trustees</b>	\$28,593.96	\$43.41	\$7,550.28

- Deleted: 33,720
- Deleted: 38.84
- Deleted: 6,754
- Deleted: 28,490
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1.1.2. Additional Honoraria is the hourly amount paid to each trustee for their time, inclusive of travel time, spent attending:

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**POLICY 27  
TRUSTEE COMPENSATION  
AND DEVELOPMENT**

Approved: 2022 06 23

- 1.1.2.2. Meetings of collective agreement committees, external committees, agencies and organizations to the Board where the trustee attends either in person or electronically, as a Board authorized representative;
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- 1.1.2.7. Board sponsored meetings with elected officials;
- 1.1.2.8. Travel time to Board meetings; and
- 1.1.2.9. Other events/meetings which a trustee attends as a Board representative as authorized by the Board Planning Committee.

1.2. Trustees are required to have a home/offsite office which is their main working location. Office space at the Education Centre is not provided. Annual General Expense Allowance is the amount paid to each trustee to offset various home/offsite office costs, supplies, additional technology, and other expenses which are not reimbursed through Rocky View Schools' expense claim process.

1.2.1. A computer and/or tablet shall be provided to each trustee by the Division for their use during their term. These technology devices shall remain the property of RVS and shall be returned to the Division or purchased by the trustee at fair market value at the end of the trustee's term.

1.3. Each September 1, the annual honoraria, additional honoraria, and annual general expense allowance shall be adjusted by a ratio equal to the change in the Calgary Consumer Price Index (C.C.P.I.), comparing the June C.C.P.I. to the previous June's C.C.P.I.

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2.1. The following group benefit plans are available to trustees.

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**POLICY 27  
TRUSTEE COMPENSATION  
AND DEVELOPMENT**

Approved: 2022 06 23

**3. Trustee Development**

- 3.1. The Board of Trustees recognizes the need for trustees to participate in relevant development opportunities and resources that support the role of a trustee.
- 3.2. Each trustee may utilize up to \$12,000 over the four-year elected term for trustee development.
- 3.3. Reimbursement of travel and subsistence expenses incurred shall be made in accordance with divisional procedures.
- 3.4. In addition, designated trustee(s) shall be reimbursed expenses to attend Alberta School Boards Association (ASBA) fall general and spring general meetings.
- 3.5. In addition to the above, expenses shall be paid for a trustee to attend any development event when directed by the Board to do so.
- 3.6. Trustees are expected to share learnings and resources with other Trustees.
- 3.7. Any tangible items purchased through these funds shall remain the property of RVS and shall be returned to the Division or purchased by the trustee at fair market value at the end of the trustee's term.

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**4. Trustee Expenses**

- 4.1. Subject to the limits in Board policies and administrative procedures, reasonable expenses associated with attendance at meetings held outside the trustee's own ward are claimable expenses including transportation, meals, hotels, communication and other costs.
- 4.2. Trustee expense claims will be completed and submitted in accordance with Board policy and current administrative procedures.

**5. Expense Disclosure**

- 5.1. The Board believes in public transparency and accountability to its stakeholders and publicly discloses all expense reimbursements. Disclosure of expense reports demonstrates enhanced transparency and accountability to taxpayers, promotes integrity within the school division, provides equal and timely access to expense information, and furthers the principles of the Freedom of Information and Protection of Privacy Act with respect to proactive release of information.
- 5.2. Expenses disclosures will follow the applicable administrative procedure.

**Legal Reference:**

- Education Act Section 33, 34, 51, 140, and 228

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# POLICY 27 TRUSTEE COMPENSATION AND DEVELOPMENT

Approved: 2022 06 23

## BACKGROUND

The Board believes that trustees are to be fairly compensated for the time spent carrying out business of the Board and attending to their duties, and that trustees be reimbursed for reasonable expenses incurred because of this work. The amount paid to trustees must strike an appropriate balance that provides recognition for the valuable work that is done by each individual trustee, while being fiscally responsible for the division.

The Board expects that trustees will actively engage in training and development activities that will enhance their ability to fulfil their governance role.

Additionally, the Board believes that the guidelines for compensation and expense reimbursement must be clear and transparent to the public and commit to reviewing this policy at least once per electoral term.

## GUIDELINES

### 1. Trustee Compensation

1.1. Each trustee shall be paid annual honoraria, additional honoraria, and annual general expense allowance as outlined in the following chart:

	Annual Honoraria	Additional Honoraria (Per Hour Rate)	Annual General Expense Allowance
<b>Chair</b>	\$37,693.92	\$43.41	\$7,550.28
<b>Vice-Chair</b>	\$31,847.64	\$43.41	\$7,550.28
<b>Other Trustees</b>	\$28,593.96	\$43.41	\$7,550.28

1.1.1. Annual Honoraria is an all-inclusive amount paid to each trustee for their time to prepare for and attend to school board business including:

- 1.1.1.1. All Board meetings;
- 1.1.1.2. All Planning Committee meetings held on Board meeting dates;
- 1.1.1.3. Seminars, conferences, and conventions;
- 1.1.1.4. Meeting preparation; and,
- 1.1.1.5. All other meetings, school functions and other responsibilities except as outlined under Additional Honoraria.

1.1.2. Additional Honoraria is the hourly amount paid to each trustee for their time, inclusive of travel time, spent attending:

- 1.1.2.1. Meetings of Board established Committees which the trustee attends either in person or electronically, as a Board appointed committee member;



## POLICY 27

### TRUSTEE COMPENSATION AND DEVELOPMENT

Approved: 2022 06 23

- 1.1.2.2. Meetings of collective agreement committees, external committees, agencies and organizations to the Board where the trustee attends either in person or electronically, as a Board authorized representative;
- 1.1.2.3. School council meetings where the trustee attends either in person or electronically, as the designated trustee (or alternate) and joint Board / school council meetings;
- 1.1.2.4. Board Planning Committee meetings not held on Board meeting dates;
- 1.1.2.5. Board established professional development or in-service;
- 1.1.2.6. School tours, typically limited to one per trustee term;
- 1.1.2.7. Board sponsored meetings with elected officials;
- 1.1.2.8. Travel time to Board meetings; and
- 1.1.2.9. Other events/meetings which a trustee attends as a Board representative as authorized by the Board Planning Committee.

1.2. Trustees are required to have a home/offsite office which is their main working location. Office space at the Education Centre is not provided. Annual General Expense Allowance is the amount paid to each trustee to offset various home/offsite office costs, supplies, additional technology, and other expenses which are not reimbursed through Rocky View Schools' expense claim process.

1.2.1. A computer and/or tablet shall be provided to each trustee by the Division for their use during their term. These technology devices shall remain the property of RVS and shall be returned to the Division or purchased by the trustee at fair market value at the end of the trustee's term.

1.3. Each September 1, the annual honoraria, additional honoraria, and annual general expense allowance shall be adjusted by a ratio equal to the change in the Calgary Consumer Price Index (C.C.P.I.), comparing the June C.C.P.I. to the previous June's C.C.P.I.

## 2. Trustee Benefits

2.1. The following group benefit plans are available to trustees.

Benefit	Limitations	Cost Sharing
Life Insurance	\$10,000	100% Board paid
Basic A.D. & D.	\$25,000	100% Board paid
Supplementary Health Care	As per Trustee Plan	100% Board paid
Dental Care	As per Trustee Plan	100% Board paid
Health Care Spending Account	\$900 per year	100% Board paid
Vision Care	\$400 every two years per person	100% Board paid



### **3. Trustee Development**

- 3.1. The Board of Trustees recognizes the need for trustees to participate in relevant development opportunities and resources that support the role of a trustee.
- 3.2. Each trustee may utilize up to \$12,000 over the four-year elected term for trustee development.
- 3.3. Reimbursement of travel and subsistence expenses incurred shall be made in accordance with divisional procedures.
- 3.4. In addition, designated trustee(s) shall be reimbursed expenses to attend Alberta School Boards Association (ASBA) fall general and spring general meetings.
- 3.5. In addition to the above, expenses shall be paid for a trustee to attend any development event when directed by the Board to do so.
- 3.6. Trustees are expected to share learnings and resources with other Trustees.
- 3.7. Any tangible items purchased through these funds shall remain the property of RVS and shall be returned to the Division or purchased by the trustee at fair market value at the end of the trustee's term.

### **4. Trustee Expenses**

- 4.1. Subject to the limits in Board policies and administrative procedures, reasonable expenses associated with attendance at meetings held outside the trustee's own ward are claimable expenses including transportation, meals, hotels, communication and other costs.
- 4.2. Trustee expense claims will be completed and submitted in accordance with Board policy and current administrative procedures.

### **5. Expense Disclosure**

- 5.1. The Board believes in public transparency and accountability to its stakeholders and publicly discloses all expense reimbursements. Disclosure of expense reports demonstrates enhanced transparency and accountability to taxpayers, promotes integrity within the school division, provides equal and timely access to expense information, and furthers the principles of the Freedom of Information and Protection of Privacy Act with respect to proactive release of information.
- 5.2. Expenses disclosures will follow the applicable administrative procedure.

#### **Legal Reference:**

- Education Act Section 33, 34, 51, 140, and 228



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE BOARD PLANNING COMMITTEE

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**Item:** Board Committees – Voting Members

**Date of Meeting:** April 11, 2024

**Background:**

Stemming from the Board’s commitment to best practice and good governance, the Board Planning Committee (BPC) continues to review current practices to ensure alignment with current policies and processes.

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 (BP8). A copy of the policy is included below.

**Current Status:**

BP8 states that “with the exception of the Audit Committee and Indigenous Advisory Circle, only trustees appointed to standing committees are voting members” (Sec. 7). The policy does not include any guidelines regarding voting members for the Audit Committee or Indigenous Advisory Circle, nor Ad Hoc committees. The current practice for the Audit Committee and Indigenous Advisory Circle is that in addition to the trustees appointed to the committee, voting members also include any public members appointed to the committee.

The policy goes on to say in Sec. 9 that a Terms of Reference (TOR) will be established by Board motion and will include:

- 9.1. Name
- 9.2. Purpose
- 9.3. Membership
- 9.4. Authority
- 9.5. Remuneration
- 9.6. Budget
- 9.7. Meetings

To provide clarity and enhance transparency, the BPC is recommending that all current and future Board committee TORs include a section listing the voting members of the committee. This would require the TOR of all current committees to be updated to include a new “Voting Members” section, as well as revisions to BP8 to add “Voting Members” to the standard format of a committee TOR listed in Sec. 9. This two-step process will ensure all current and future committee TOR will include this new section.

**Alternatives:**

**Alternative 1**

The Board of Trustees directs the Superintendent to update all current Board Committee Terms of Reference to include a Voting Members section that aligns with Board Policy 8 – Board Committees

# DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: THE BOARD PLANNING COMMITTEE

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and Representatives (BP8) and current practice related to voting members on Audit Committee and Indigenous Advisory Circle. Furthermore, the Board of Trustees directs the Policy Committee to draft revisions to BP8 to include this new section and bring to the Board for consideration prior to the end of June 2024.

## **Alternative II**

The Board of Trustees directs the Superintendent to draft revisions to all current Board Committee Terms of Reference to include a Voting Members section and bring to the Board for consideration. Furthermore, the Board of Trustees directs the Policy Committee to draft revisions to BP8 to include this new section and bring to the Board for consideration prior to the end of June 2024.

## **Alternative III**

The Board of Trustees refers the matter to the Board Planning Committee to determine a course of action related to voting members on Board committees.

## **Recommendation:**

The Board of Trustees directs the Superintendent to update all current Board Committee Terms of Reference to include a Voting Members section that aligns with Board Policy 8 – Board Committees and Representatives (BP8) and current practice related to voting members on Audit Committee and Indigenous Advisory Circle. Furthermore, the Board of Trustees directs the Policy Committee to draft revisions to BP8 to reflect this new section and bring to the Board for consideration prior to the end of June 2024.



## POLICY 8 BOARD COMMITTEES & REPRESENTATIVES

Approved: 2023 06 15

### BACKGROUND

The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the Education Act.

The Board may appoint Standing Committees and Ad Hoc Committees and shall prescribe their powers and duties.

**Standing committees** are established to assist the Board with work of an ongoing or recurring nature. Standing committees are usually appointed annually at the Organizational Meeting.

**Ad hoc committees** are established to assist the Board on a specific project for a specific period of time.

The Board may appoint trustees to **represent the Board** on various collective agreement committees, external committees, agencies and organizations. Such representation is established either in a collective agreement or at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

### GUIDELINES

1. Committee membership and Board representation is identified at the annual Organizational Meeting and updated throughout the year by Board motion at a special or regular Board meeting.
2. Committees will typically meet within the first 60 days after the annual Organizational Meeting with a member of administration calling the first meeting and serving as the acting Committee Chair until a trustee is elected as Chair at the initial meeting. The Committee will review its terms of reference at the initial meeting and recommend any proposed changes to the Board for their consideration.
3. The Board Chair, when not specifically appointed to the committee, shall act as an ex-officio member, without voting privileges, of all committees appointed by the Board.
4. The Superintendent may appoint resource personnel to work with committees and/or representatives and shall determine the roles, responsibilities and reporting requirements of the resource personnel.
5. Committees shall only exercise such powers as are specifically delegated by the Board.
6. Quorum for committee meetings is a majority of the trustees appointed to the committee.
7. With the exception of the Audit Committee and Indigenous Advisory Circle, only trustees appointed to standing committees are voting members.
8. The Committee chair or representative shall provide reports to the Board concerning the proceedings of committee meetings and recommendations for Board consideration.



## **POLICY 8 BOARD COMMITTEES & REPRESENTATIVES**

Approved: 2023 06 15

9. The terms of reference for each committee will be established by Board motion at the time of the formation and include:
  - 9.1. Name
  - 9.2. Purpose
  - 9.3. Membership
  - 9.4. Authority
  - 9.5. Remuneration
  - 9.6. Budget
  - 9.7. Meetings
10. The terms of reference for each committee shall only be changed by Board motion.

### **STANDING COMMITTEES**

- a. Advocacy Committee
- b. Agenda Planning Committee
- c. Appeals Committee
- d. ASBA Committee
- e. Audit Committee
- f. Board Planning Committee
- g. Budget Committee
- h. Student Expulsion Hearing Committee
- i. Indigenous Advisory Circle
- j. Labour Relations Committee
- k. Policy Committee
- l. School Councils Committee
- m. Student Transportation Committee

### **Legal Reference:**

- Section 33, 34, 37, 51, 52, 53, 64, 67, 222 Education Act
- Collective Agreement with ATA Local #35