



**APPROVED MINUTES OF THE BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
HELD RVS EDUCATION CENTRE  
2651 CHINOOK WINDS DR. SW  
AIRDRIE, ALBERTA**

**THURSDAY, APRIL 11, 2024**

**TRUSTEES PRESENT:**

Chair, Ward 6 Fiona Gilbert  
Vice-chair, Ward 5 Judi Hunter  
Ward 1 Shali Baziuk  
Ward 2 Shelley Kinley  
Ward 3 Melyssa Bowen  
Ward 3 Todd Brand  
Ward 4 Norma Lang  
Ward 3 Fred Burley

**TRUSTEES PRESENT VIRTUALLY:**

**ADMINISTRATION PRESENT:**

Superintendent of Schools Greg Luterbach  
Associate Superintendent of Business and Operations Mike Guindon  
Director of Communications Tara de Weerd  
Communications Officer Christina Waldner

**RECORDER:**

Executive Assistant Jennie Thompson

**CALL TO ORDER:**

Chair Fiona Gilbert called the meeting to order at 9:31 a.m.

**REGULAR BOARD MEETING AGENDA**

**#1356-2024 MOTION BY UNANIMOUS CONSENT:**

The Board of Trustees approves the April 11, 2024, Regular Board meeting agenda as presented.

**CARRIED**

**IN CAMERA**

**#1357-2024 MOTION BY UNANIMOUS CONSENT:**

The Board of Trustees moves into an in-camera meeting at 9:32 a.m.

**CARRIED**

**OUT OF IN CAMERA**

**#1358-2024 MOTION BY TRUSTEE SHELLEY KINLEY:**

The Board of Trustees moves out of an in-camera meeting at 9:45 a.m.

**CARRIED**

Chair Fiona Gilbert recessed the meeting at 9:45 a.m.  
Chair Fiona Gilbert reconvened the meeting at 10:04 a.m.

Trustee Judi Hunter read the RVS Land Acknowledgement Statement.

**ITEMS FROM IN CAMERA:**

**AUDITOR SELECTION**

**#1359-2024 MOTION BY TRUSTEE JUDI HUNTER:**

The Board of Trustees award RFP Q-24-06 for Audit Services to BDO LLP, in the amount of \$72,760 for the initial year of the 5-year term and subsequent proposed amounts for the balance of the term.

**CARRIED**

**MEADOWBROOK MECHANICAL SYSTEM RFP AWARD**

**#1340-2024 MOTION BY TRUSTEE MELYSSA BOWEN:**

The Board of Trustees award RFP Q-24-07, for Meadowbrook School mechanical upgrades to MJS Mechanical Ltd., in the amount of \$1,310,000.

**CARRIED**

**MINUTES OF THE BOARD MEETING**

**#1341-2024 MOTION BY UNANIMOUS CONSENT:**

The Board of Trustees approves the minutes of the March 21, 2024, Regular Board meeting as circulated.

**CARRIED**

**EXEMPLARY PRACTICE: 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.

Chair Fiona Gilbert recessed the meeting at 10:38 a.m.

Chair Fiona Gilbert reconvened the meeting at 10:45 a.m.

## **SUPERINTENDENT REPORT**

### **BALANCING AIRDRIE STUDENT SPACES FEEDBACK SUMMARY**

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

### **2024/25 FUNDING PROFILE UPDATE**

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

Steve Thomas joined the meeting at 11:30 a.m.

### **Q2 FINANCIAL UPDATE**

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

Steve Thomas left the meeting at 11:51 a.m.

## **CHAIR REPORT/CORRESPONDENCE**

The Board of Trustees has sent a letter to Doug Legore, Official Administrator on Behalf of the Government of Alberta for the City of Chestermere regarding the high school site in the community of Chelsea which reads in part:

*We respectfully request that the City prioritize the acquisition of this land, as per our Reserve Lands Agreement of Dec 2013 and the City's obligation under the Municipal Government Act, so that we can advance this critical school project and advocate to government for a new high school for the residents of the City of Chestermere.*

A letter from Alberta Education South Services Branch earlier this week acknowledges that Rocky View Schools has successfully completed the full cycle of planning and reporting for the 2022/2023 school year. This is a key piece of work within the Assurance Framework that highlights the accomplishments, challenges, and priorities for RVS and provides assurance to government and RVS stakeholders on the great work that is going on RVS to support student success and achievement. Congratulations to Superintendent Luterbach and RVS Administration for successfully completing this planning and reporting cycle and for all the effort that goes into making this happen.

Rocky View Schools was well represented at the National School Board Association's annual conference in New Orleans, April 6-8, where Trustees Bowen, Brand, Kinley and Superintendent Luterbach were in attendance and presented a session entitled *Onboarding for School Board Success*.

**BOARD COMMITTEE REPORTS**

**POLICY COMMITTEE REPORT FROM TRUSTEE TODD BRAND:**

The Policy Committee is bringing forward a motion for the Board’s consideration.

**#1342-2024 MOTION BY TRUSTEE TODD BRAND:**

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

**#1343-2024 MOTION TO AMEND BY UNANIMOUS CONSENT:**

Amend proposed policy by removing from 1.2.1 “and/”.

**CARRIED**

**VOTING ON #1342-2024 MOTION BY TRUSTEE TODD BRAND:**

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

**CARRIED**

**BOARD PLANNING COMMITTEE REPORT FROM TRUSTEE FIONA GILBERT:**

The Board Planning Committee is bringing forward a motion for the Board’s consideration.

**#1344-2024 MOTION BY TRUSTEE FIONA GILBERT:**

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.

**CARRIED**

**TRUSTEE REPORTS** (submitted in writing)

**Shelley Kinley, Ward Two Trustee:**

- Mar 21 Attend Regular Board & Planning Meeting
- Mar 22 Attend Policy Committee Meeting
- Mar 26 Attend Sarah Thompson School production of Swamped
- Mar 27 Attend Langdon School Showcase
- Apr 5–8 Attend and present at the National School Board Association 2024 Annual Conference and Exposition

**Todd Brand, Ward Three Trustee:**

- Mar 21 Participated in Board Budget & Planning Committee meetings
- Mar 22 Chaired Policy Committee meeting
- Apr 6-9 Attended National School Boards Association Annual Conference
- Apr 10 Attended George McDougall High School Council meeting

**Norma Lang, Ward Four Trustee:**

Verbal Update: Kudos to the Crossfield District Chamber of Commerce on hosting a successful Regional Career Fair on Mar 27. Over 500 attendees and over 350 were RVS students.

Mar 21 Attended the Board and Board planning committee meetings  
 Mar 25 Participated in Principal Pool interviews  
 Mar 26 Attended the WG Murdoch School Council Meeting  
 Mar 26 Assisted with Crossfield Regional Career Fair set up  
 Mar 27 Participated in the Crossfield Career Fair  
 Apr 8 Assisted with a Student Expulsion Hearing  
 Apr 9 Attended the Kathryn School Council Meeting  
 Apr 9 Attended the Edwards School Council Meeting  
 Apr 10 Attended the Discovery Trails School Council Meeting  
 Apr 10 Attended the Crossfield Elementary School Council Meeting

**Judi Hunter, Ward Five Trustee:**

Verbal Update: Acknowledges the passing of Celia Barrington, a beloved retired RVS administrator.

**Fiona Gilbert, Ward Six Trustee:**

Mar 21 Chaired Board meeting  
 Mar 21 Participated in Board Planning Committee meeting  
 Mar 21 Attended CCA School Council  
 Mar 22 Attended Policy Committee meeting  
 Mar 25 Attended Manachaban School Council  
 Mar 26 Participated in Cochrane Parks and Rec Committee meeting  
 Mar 27 Met with Cochrane Mayor Genung  
 Mar 28 Chaired Audit Committee meeting  
 Mar 28 Participated in Agenda Planning Committee  
 Apr 8 Participated in Student Expulsion Hearing  
 Apr 8 Attended CHS Council  
 Apr 9 Attended Mitford School Council  
 Apr 10 Attended Glenbow School Council

**NEW BUSINESS**

There was no new business to report.

**ADJOURNMENT**

Chair Fiona Gilbert adjourned the Regular Board Meeting at 12:17 p.m.

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 Chair

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 Secretary-Treasurer