



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

**THURSDAY, NOVEMBER 28, 2024**

**TRUSTEES PRESENT:**

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

**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 Ashley Maroukian

**CALL TO ORDER:**

Chair Fiona Gilbert called the meeting to order at 10:02 a.m.

**REGULAR BOARD MEETING AGENDA**

**#1450-2024 MOTION BY UNANIMOUS CONSENT:**

The Board of Trustees approves the November 28, 2024, Regular Board meeting agenda as presented.

**CARRIED**

Trustee Shelley Kinley read the RVS Land Acknowledgement Statement.

**MINUTES OF THE BOARD MEETING**

**#1451-2024 MOTION BY UNANIMOUS CONSENT:**

The Board of Trustees approves the minutes of the November 14, 2024, Regular Board meeting as circulated.

**CARRIED**

  
Chair/Treasurer Initials

## **EXEMPLARY PRACTICE: EAST LAKE SCHOOL, HEART WORDS**

**Presenters: Karen Varze and Lisa Morgan**

East Lake School Teachers Karen Varze and Lisa Morgan have been using the concept of heart words with their Grade 1 students to foster active learning, collaboration and visible thinking. Heart words are irregularly spelled, high-frequency words where some part of the word must be remembered “by heart” so they can be read and written automatically. One example is the word “the.”

Using vertical surfaces set up around the classroom, students find and highlight “the” in reading passages. Once they have highlighted the heart word, they practice printing it. Students then use one of their reading books and sticky notes to identify the heart word. This activity fosters teamwork and communication while practicing literacy skills and mastering the heart word.

This practice advances students’ literacy skills, which is one of the goals of RVS’ Education Plan.

Chair Fiona Gilbert recessed the meeting at 10:35 a.m.

Chair Fiona Gilbert reconvened the meeting at 10:40 a.m.

## **DELEGATION**

### **YOUTH SAFER COMMUNITIES REPORT – CHESTERMERE AND AREA**

**Presenters: Hanna Mughal, Terry Gill, Patty Sproule, Synergy Youth and Community Development Society**

Todd Brand joined the meeting at 10:46 a.m.

Rising concerns for youth safety and wellbeing in the Chestermere, Langdon, and SE Rocky View areas. This resulted in the organization of the Chestermere and Area Community Coalition to help determine what youth need to feel safe in their communities.

The Coalition and in conjunction with Synergy Youth and Community Development Society Surveys were conducted and provided to students and adults with the cooperation of the School Division. Focus groups were held with students and adults based on the results of the surveys. These focus groups developed six themes noted as areas of concern for both students and adults.

Next steps for moving forward for the organization include presenting at the City of Chestermere their results and with additional funding be able to conduct further focus groups.

## **SUPERINTENDENT REPORT**

Morgan Govett, Hayden Reynolds from BDO, Jenelle Weisgarber, Cindy Stuart, Grace Last and Janice Hall joined the meeting at 11:06 a.m.

### **2023-2024 AUDITED FINANCIAL STATEMENTS:**

#### **#1452-2024 MOTION BY TRUSTEE JUDI HUNTER:**

The Board of Trustees approves the 2023-2024 Annual Financial Statements and instructs the

  
Chair, Treasurer Initials

**ELECTION DEPOSIT BY-LAW 2024-03:**

Trustee Melyssa Bowen objected to the third reading of By-Law 2024-03 this 28<sup>th</sup> day of November in the year of 2024.

Chair Fiona Gilbert confirmed that the third reading of By-Law 2024-03 will commence at the next Board meeting on December 12, 2024.

**ELECTOR SIGNATURES BYLAW 2024-02:**

**#1455-2024 MOTION BY TRUSTEE JUDI HUNTER:**

The Board of Trustees gives first reading to By-Law 2024-02 as read in full this 28<sup>th</sup> day of November in the year 2024.

Trustee Melyssa Bowen requested a recorded vote for all motions related to By-Law 2024-02

In Favour

Shali Baziuk  
Shelley Kinley  
Fiona Gilbert  
Judi Hunter  
Norma Lang  
Fred Burley

Opposed

Melyssa Bowen  
Todd Brand

**CARRIED**

**ELECTOR SIGNATURES BYLAW 2024-02:**

**#1456-2024 MOTION BY TRUSTEE JUDI HUNTER:**

The Board of Trustees gives second reading to By-Law 2024-02 A By-Law of The Rocky View School Division in the Province of Alberta, specifying the minimum number of electors required to sign the nomination of a candidate presenting themselves for nomination for the 2025 elections as read in part this 28<sup>th</sup> day of November in the year 2024.

In Favour

Shali Baziuk  
Shelley Kinley  
Fiona Gilbert  
Judi Hunter  
Norma Lang  
Fred Burley

Opposed

Melyssa Bowen  
Todd Brand

**CARRIED**

  
Chair/Treasurer Initials

Superintendent to submit the 2023-2024 Annual Financial Statements, the auditor's report and written communications between the auditor and the board respecting the systems of internal control and accounting procedures of the board as presented to Alberta Education.

**CARRIED**

Morgan Govett, Hayden Reynolds from BDO, Jenelle Weisgarber, Cindy Stuart, Grace Last and Janice Hall left the meeting at 11:28 a.m.

**ELECTION DEPOSIT BY-LAW 2024-03:**

**#1453-2024 MOTION BY TRUSTEE FIONA GILBERT:**

The Board of Trustees gives first reading to By-Law 2024-03 as read in full this 28th day of November in the year 2024.

Trustee Melyssa Bowen requested a recorded vote for all motions related to By-Law 2024-03

In Favour

Shali Baziuk  
Shelley Kinley  
Fiona Gilbert  
Judi Hunter  
Norma Lang  
Fred Burley

Opposed

Melyssa Bowen  
Todd Brand

**CARRIED**

**ELECTION DEPOSIT BY-LAW 2024-03:**

**#1454-2024 MOTION BY TRUSTEE FIONA GILBERT:**

The Board of Trustees gives second reading to By-Law 2024-03 A By-law of The Rocky View School Division in the Province of Alberta, relating to the establishment of a deposit amount for candidates presenting themselves for nomination for the 2025 elections as read in part this 28th day of November in the year 2024.

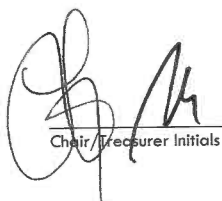
In Favour

Shali Baziuk  
Shelley Kinley  
Fiona Gilbert  
Judi Hunter  
Norma Lang  
Fred Burley

Opposed

Melyssa Bowen  
Todd Brand

**CARRIED**

  
Chair/Treasurer Initials

### **ELECTOR SIGNATURES BYLAW 2024-02:**

Trustee Melyssa Bowen objected to the third reading of By-Law 2024-02 this 28<sup>th</sup> day of November in the year of 2024.

Chair Fiona Gilbert confirmed that the third reading of By-Law 2024-02 will commence at the next Board meeting on December 12, 2024.

### **APPOINTMENT OF RETURNING OFFICERS:**

#### **#1457-2024 MOTION BY TRUSTEE MELYSSA BOWEN:**

The Board of Trustees approves the appointment of Michelle Groff as the Returning Officer, and Steve Thomas (Director of Finance) as the Substitute Returning Officer, for the 2025 Election.

**CARRIED**

### **JOINT ELECTION AGREEMENTS:**

#### **#1458-2024 MOTION BY TRUSTEE FRED BURLEY:**

The Board of Trustees approves the formation of joint election agreements with local municipal governments for the 2025 Trustee election.

**CARRIED**

### **CHAIR REPORT/CORRESPONDENCE**

It is Education Worker Recognition Week, from Nov 25-29, and the Board of Trustees extends our immense gratitude and appreciation to the amazing RVS team of education workers for your dedication to your role and the energy and passion you bring to your schools and our students every day.

The Board hosted our annual Long Service and Retiree Celebration on Nov. 15, a celebratory evening to recognize those who have recently retired from RVS as well as long serving veteran staff for their years of dedication, leadership, and mentorship as they reached the milestones of 20, 25, 30 and 35 years of service in RVS. The Board extends congratulations and well wishes to staff who reached these celebratory milestones. It was a fun evening and thank you to our MC extraordinaire for the evening, Superintendent Luterbach.

### **TRUSTEE REPORTS** (submitted in writing)

#### **Todd Brand, Ward Three Trustee:**

November 14 Participated in Board & Planning Meetings  
November 14 Attended A.E. Bowers School Council meeting  
November 21 Attended Windsong Heights School Council meeting  
November 22 Participated in Superintendent Search Committee meeting  
November 27 Chaired Policy Committee meeting

#### **Norma Lang, Ward Four Trustee:**

Verbal: ASBA FGM which was held in Edmonton last weekend and want to thank Trustee Brand for his work as well as the ASBA Vice President Trustee Shali Baziuk for all the work that you put in.  
November 14 Attended the RVS Board and Board Planning Committee meetings  
November 15 Attended the RVS Retirement and Long Service Function  
November 17-19 Attended the ASBA AGM in Edmonton  
November 19 Participated in the TEBA 61 AGM  
November 19 Attended the Beiseker Community School Council meeting

  
Chair/Treasurer Initials

November 21 Participated in a bargaining prep session  
November 22 Participated in the ad hoc superintendent hiring committee meeting  
November 26&27 Participated with TEBA negotiating team in central table bargaining  
November 26 Attended the WGM school council meeting

**Judi Hunter, Ward Five Trustee:**

November 14 Participated in Board meeting  
November 15 Participated in Agenda Planning meeting  
November 20 Participated in Audit committee meeting  
November 20 Attended Banded Peak School Council meeting  
November 21 Participated in Transportation Committee meeting  
November 22 Participated in Ad Hoc Superintendent Search Committee meeting  
November 27 Attended Bearspaw School Council meeting

**Fiona Gilbert, Ward Six Trustee:**

November 14 Chaired regular Board meeting  
November 14 Participated in Board Planning Committee  
November 14 Reviewed RFP submissions for Executive Search Consultant  
November 14 Attended BVHS school council meeting  
November 15 & 16 MRU leadership course: Leading and Influencing Others  
November 15 Attended RVS Long Service & Retiree celebration and shared greetings from the Board  
November 17-19 Attended ASBA Fall General meeting and conference in Edmonton  
November 18 Participated in Agenda Planning Committee  
November 19 Attended RancheView School council meeting  
November 20 Participated in Audit Committee meeting  
November 20 Attended Elizabeth Barrett School Council meeting  
November 21 Participated in Advocacy Committee meeting  
November 21 Participated in Student Transportation Committee meeting  
November 21 Attended CCA Council meeting  
November 22 Chaired Ad Hoc Superintendent Search Committee meeting  
November 25 Attended Manachaban School Council meeting  
November 26 Attended BVHS performance of Mamma Mia  
November 26 Participated in Cochrane Parks & Recreation committee  
November 27 Attended Policy Committee meeting

**NOTICE OF MOTION**

Chair Fiona Gilbert shared a Notice of Motion.

That the Board of Trustees gives first reading to the bylaw as presented to require candidates to provide a criminal record check when submitting their nomination package for School Board Trustee.

This item will appear on the December 12 Board meeting's agenda.

**ADJOURNMENT**

Chair Fiona Gilbert adjourned the Regular Board Meeting at 12:15 p.m.

Chair

Secretary-Treasurer

  
Chair/Treasurer Initials