



REGULAR MEETING OF THE BOARD OF TRUSTEES
EDUCATION CENTRE
2651 CHINOOK WINDS DRIVE S. W.
AIRDRIE, AB

SEPTEMBER 16, 2010
1:00 P.M.

AGENDA

1. Call to Order 1:00 p.m.
2. Approval of Agenda
3. Approval of Minutes
 - Regular Board Meeting – September 2, 2010
4. Superintendent's Report
5. Chairman's Report/Correspondence
6. Board Reports
7. Professional Development/Conferences
8. In-Camera
9. New Business
10. Adjournment

This unofficial agenda is subject to change and is not *official* until approved at the Board meeting.



SUPERINTENDENT REPORT

**REGULAR BOARD MEETING
September 16, 2010**

1. Policy GBL Personnel Files – Second Read
2. Student Enrolment Report
3. 2009/2010 Budget – Unallocated Funds
4. Accountability Report: Education Centre Resource Management

A handwritten signature in black ink, appearing to read "G. Bass", is positioned above the printed name of the Superintendent.

Greg Bass, Superintendent of Schools



To: **THE BOARD OF TRUSTEES**
From: The Superintendent of Schools

Directive for Action

Directive for Action Item: Policy GBL Personnel Files – First Read

Author: Greg Bass, Superintendent of Schools

Date of Meeting: September 16, 2010

Background:

Through the review of Section G of the RVS Policy Manual by the Human Resources Department, Policy GBL Personnel Files was identified as needing to be updated to clarify contents, processes, and the roles of individuals in terms of administering the collection and organization of personnel files.

The request to initiate an amendment to Policy GBL was approved by the Board at the Board's Planning meeting on October 8, 2009. The Policy Development Committee drafted revisions to the policy which were then approved by the Board, April 1, 2010, to be sent for feedback as outlined in the policy development process. Feedback was incorporated into the draft which received first read on August 26, 2010, and is now presented to the Board for final approval through second read.

Alternatives:

1. That the Board of Trustees gives second read and therefore final approval to amended Policy GBL Personnel Files as presented.
2. That the Board of Trustees refers Policy GBL Personnel Files back to the Policy Development Committee for further revision.

Recommendation:

That the Board of Trustees gives second read and therefore final approval to amended Policy GBL Personnel Files as presented.



POLICY

The Board expects Human Resources to maintain confidential personnel files on each employee.

GUIDELINES

1. The employee's personnel file shall contain:
 - 1.1 Pre-employment materials, including correspondence associated with the applications, resume, transcripts, past employee evaluations, letters of reference, criminal record/vulnerable sector check, salary placement documents, copy of teaching certificate, SIN card, confidentiality agreement and other placement documents;
 - 1.2 Copies of letters relating to Board actions with respect to the employee including, initial appointment and contract, leave of absence and maternity, parental, sabbatical, deferred salary leaves, administrative appointments, or any other staffing related correspondence, as referenced in the Administrative Records Disposition Authority of Alberta (ARDA);
 - 1.3 Payroll, benefit, employee change files/forms;
 - 1.4 Employee performance documents;
 - 1.5 Employee conduct documents.
2. The employee's personnel file may contain:
 - 2.1 Correspondence between employee and administrative officers and/or supervisors;
 - 2.2 Information respecting professional learning and achievement.
3. A personnel file shall not contain anonymous items or correspondence from sources other than the supervisor.
4. Upon written request of to the Associate Superintendent, Human Resources, the employee, or his/her duly authorized representative shall have the right to examine the contents of his/her personnel file. Such examination shall be in the presence of the Associate Superintendent, Human Resources or designate. The employee shall **not** be allowed to remove his/her personnel



Approved: 1998 10 08

Amended: 2002 11 27
Second Read 2010 09 16

Reviewed: 2010

file, or any part thereof, from Human Resources. A copy of file contents may be provided by Human Resources upon written request of the employee.

5. Access to personnel files is restricted to:
 - 6.1 The Superintendent;
 - 6.2 Associate Superintendents;
 - 6.3 Director, Human Resources;
 - 6.4 Other designated Human Resources personnel as approved by one of the above.

6. The employee shall have the right to have included in his/her personnel file, his/her written comments on the accuracy of the meaning of any of the contents, and add relevant documents to the file.

7. Information contained in a personnel file shall not be made available to parties external to the Division, except as authorized in writing by the employee, or as required by law, and the employee shall receive notification when information is made available under this provision.

8. The Board will adhere to the principles of Section 7 of the Alberta Human Rights Act for all employees of the division.

Legal Reference:

- ⇒ *Alberta Human Rights Act (2009), Section 7*
- ⇒ *Freedom of Information and Protection of Privacy Act (FOIP)*
- ⇒ *Canadian Charter of Rights and Freedom*
- ⇒ *Administrative Records Disposition Authority by the Government of Alberta (ARDA)*

Cross Reference:

- RVS Policy:
- ⇒ CNA Records Management



To: THE BOARD OF TRUSTEES
From: The Superintendent of Schools

Information

Information Item: Student Enrolment Summary - September 10, 2010

Date of Meeting: September 16, 2010

Background:

The student enrolment summary for September 10, 2010 is 17,214. This shows a net increase of 644 students, which represents approximately a 4% increase in student enrolment over September 30, 2009. Part of this growth is due to the addition of the Edge School (322 students) with a net increase of 312 in the rest of Rocky View Schools.

September 30, 2010 is the official count for funding and is typically the one released by Boards to the public.

In late fall of 2010 a detailed analysis of the enrolments will be possible when Student Information Records System (SIRS) reports are available and community counts can be completed.

Recommendation:

That the Board of Trustees accepts the September 10, 2010, student enrolment summary as information.



To: THE BOARD OF TRUSTEES
From: The Superintendent of Schools

Directive for Action

Directive for Action Item: 2009/10 Unallocated Funds

Date of Meeting: September 16, 2010

Background:

The Government of Alberta in March 2010 provided additional monies (1.12% increase to per student grants) to fund the teacher salary increases subsequent to them losing the dispute with the Alberta Teachers' Association regarding the change in Average Weekly Earnings Index for Alberta. This resulted in a 1.1 million dollar increase in funding for Rocky View Schools which will probably result in a surplus for the 2009/10 fiscal year of about the same amount. The Board had originally included this surplus in the 2010/11 Budget in order to mitigate service reductions. In July 2010 the Government of Alberta announced a 2.92% increase in per pupil and CSI funding which provided an additional 3.5 million dollars in revenue to the Board some of which was used to replace the **one-time** funding of the 1.1 million dollars with permanent revenue. This action left unspent the 1.1 million dollars which will be generated as a surplus in 2009/10. The Board at its Special Board meeting of August 5, 2010 directed the Superintendent to develop alternatives for the 1.1 million dollars. At the Board's September 2, 2010 Planning Committee meeting trustees brainstormed alternative ways in which to expend these funds (see Planning minutes for list). The executive reviewed these ideas and the ideas generated by school administrators and the Budget and Allocation Committee and recommends Alternative II outlined below.

Alternatives:

Alternative I:

Take no action which results in the retention of the 1.1 million dollars in reserves which would add to our present low operating reserve position of \$2,094,094 and assist with cash flow.

Alternative II:

Approve the allocation of funds as outlined below:

- Allocation of \$700,000 to Schools on a 2009/10 FTE teacher basis (the same basis funds were expended by schools to pay for the teacher salary increases). As this is not a lot of money per school it is recommended the allocation be unrestricted.
- Allocation of \$300,000 to Technology Infrastructure budget to help raise all schools to established standards both wireless and equipment.
- Allocation of \$100,000 to Human Resources contingency budget to assist schools with needs that the school cannot meet within its allocation such as class size anomalies etc.

Alternative III:

Amend the above allocation of funds and then approve.



To: THE BOARD OF TRUSTEES
From: The Superintendent of Schools

Directive for Action

Recommendation:

That the Board of Trustees approves the allocation of the 2009/10 surplus of 1.1 million dollars created by the Government of Alberta March 2010 grant increase as outlined below:

- Allocation of \$700,000 to Schools on a 2009/10 FTE teacher basis (the same basis funds were expended by schools to pay for the teacher salary increases). As this is not a lot of money per school it is recommended the allocation be unrestricted.
- Allocation of \$300,000 to Technology Infrastructure budget to help raise all schools to established standards both wireless and equipment.
- Allocation of \$100,000 to Human Resources contingency budget to assist schools with needs that the school cannot meet within its allocation such as class size anomalies etc.



Education Centre Resource Management

Presented to Board of Trustees September 16, 2010

REPORTING PERIOD:

2009-10 School Year

SUMMARY

Education Centre Resource Management is the allocation and maximized use of human and monetary resources. Our second year of operation within our three-year plan was a successful one providing more foundational infrastructure and support for the breakout to occur in year three (2010-11). The financial and human resource planning in the spring, 2010, was once again completed with this vision in mind.

WORK COMPLETED

Projects that supported the development of 21st century teaching and learning environments were funded, where possible. An innovative technologies grant was established and supported approximately twelve school projects in the system. Jurisdictional consulting agreements were strategically placed to augment the work of select schools.

Our second year of satisfaction survey results were gathered by an external consulting firm, and have been integral to charting our progress and areas of focus for 2010-11.

Staff rapidly propelled the system forward in the development toward all teachers having an online presence. 2009-10 was a breakout year in both the advancement of course development through Moodle and the number of staff developing course shells for their courses.

Toward the end of 2009-10, the shift was planned to move toward school libraries to become research centres. An integral first step in that shift was to move away from central media centre to the population of digital resources for staff in schools.

WORK REMAINING

In 2010-11, we will populate both a digital resource repository for all staff but also integrate an exemplary practice repository within the same shell. Targeted and focused expenditures of EC budgets in 2010-11 will be in priority areas, so as to allow for the launch of a new three-year plan in 2011 to a system where gaps between schools in physical infrastructure and pedagogical practice have been narrowed.

SIGNIFICANT ACHIEVEMENTS

The most significant achievement coming out of the 2009-10 school year was the advancement of our system toward our transformation to a 21st century learning organization. Through strategic efforts by leadership teams throughout our system, RVS teachers now realize the shift in their practice that is needed, from knowledge disseminator to facilitator of knowledge construction, and many are leading their school communities in this shift. Student engagement is tracking upward, from 85% to 87%, which is a critical indicator of success. We advanced on the 21st

century learning strategy, digital resource use and development, technologically-enhanced and enabled teaching and learning environments, policy alignment, and direct alignment (two years in advance) with Inspiring Education.

CHALLENGES AHEAD

Unlike 2009-10 when the challenge was to maintain momentum, 2010-11 is a year where we have begun to operate within a new reality. The challenge is now one of keeping up with demand from our school communities with the human and fiscal resources we have. It is very exciting to have an organization our size moving faster than one could ever imagine toward the accomplishment of a common goal.

EVALUATION OF WORK

2009-10 was a fundamental year of structural growth for the success in 2010-11 to be reality. Our jurisdictional survey of budgets being driven by three plan outcomes rose from 79% to 82% and the EC enabled 21st century learning environments rose from 76% to 80%.

RECOMMENDATION

That the Board of Trustees receives as information Rocky View's Accountability Progress Report on Education Centre Resource Management.