



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

DECEMBER 16, 2010
1:30 P.M.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Superintendent's Report
4. In Camera
5. New Business
6. Adjournment

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



SUPERINTENDENT REPORT

SPECIAL BOARD MEETING

December 16, 2010

1. Capital Contingency Plan
2. Reaffirmation of Policy BHD Trustee Honoraria
3. Transfer of Surplus Capital Funds Rainbow Creek to 2011 Modus Portables

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

Greg Bass, Superintendent of Schools



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

Directive for Action

Directive for Action Item: Capital Contingency Planning for 2011-12 to 2013-14

Date of Meeting: December 16, 2010

Background:

1. from Sept 09 to 10 RVS enrolment had a net increase of 499 (plus 317 Edge School students)
2. from Sept 2010 to Sept 2014 RVS is projected to have an additional 2335 (13.6%) students (1337 (21.2%) in Airdrie sector , 475 (14.3%) in Chestermere sector, 330 (8.7%) in Cochrane sector, 113 (21.4%) in Beiseker / Kathryn sector, 109 (16.9%) in Crossfield sector and -29 (-12.4%) in Springbank / Bragg Creek sector)
3. on April 30, 2010 RVS submitted the 2011 -14 Capital Plan to Alberta Education. The Capital Plan addresses new facilities, permanent additions and major renovations / modernizations. It does not address portable classroom needs which are part of another application process through Alberta Education. RVS was requested to submit emergent portable needs by Alberta Education in May, 2010. However we were also advised that there was no funding or approved portable classroom building program in place.
4. with no capital approvals resulting from the previous three Three-Year Capital Plans RVS is having difficulty accommodating current enrolments and will have increasing difficulty accommodating the future enrolments
5. to facilitate contingency planning and assuming the proceeds from the sale of the former Alberta Transportation Building could be applied to needs in RVS the following motion was approved on May 6, 2010:

#111-10 MOTION:

That the Board of Trustees approves Rocky View Schools selling the former Alberta Transportation Department property (Lot 1, Block 7, Plan 3311930) and utilizing the sale proceeds to construct the following 2010/11 emergent school capital projects and the balance of the proceeds, if any, to fund additional emergent school capital projects:

- .1 *New Airdrie Outreach School in the former Airdrie Post Office building in order to disencumber the former ATB to enable sale (purchase and renovate building) at an estimated cost of \$2,500,000.*
- .2 *New Airdrie Reunion Portable School utilizing 10 modular classrooms at a preliminary estimated cost of \$3,000,000.*
- .3 *6 modular classrooms and connecting link onto George McDougall High School at an estimated cost of \$1,800,000*
- .4 *2 modular classrooms onto Rainbow Creek School (Chestermere) at an estimated cost of \$500,000*
- .5 *2 modular classrooms onto Nose Creek School (Airdrie) at an estimated cost of \$500,000*
- .6 *Relocate the 3 free-standing portables from George McDougall High School to Langdon School at an estimated cost of \$150,000*



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

Directive for Action

- .7 New Chestermere Outreach School (required as Town of Chestermere has terminated the lease - RVS leases portion of Chestermere Town Hall building but due to growth within Town they require additional space for their operations) estimated cost of \$2,200,000. subject to the Minister of Education approval of the disposition and use of sale proceeds.
- 6. On June 2, 2010 RVS received permission from the Minister to sell the former Alberta Transportation Building and use the proceeds in accordance with the Board Motion of May 6, 2010:
- 7. the Board motion for George McDougall was subsequently revised to exclude the connecting link, reduce the new units from 6 to 3 and eliminate the relocation of units to Langdon.
- 8. the sale of the former Alberta Transportation Building is still being negotiated
- 9. the following projects, to be funded with non-provincial money, are currently underway:
 - .1 RVS has 7 modular classrooms on order (to be inspected at the factory by the province after January 3, 2011)
 - a. 2 units for Nose Creek
 - b. 2 units for Rainbow Creek
 - c. 3 units for George McDougall
 - .2 the Chestermere Outreach facility (completion for June 13, 2011)
 - .3 the purchase of the ATCO Building to provide accommodation for the Airdrie Outreach facility.

Cash-in-lieu moneys held by Rocky View County may also be available for capital projects if the facility serves county residents. On June 17, 2010 the following motion was approved:

#156-10 MOTION:

The Board of Trustees directs the Superintendent to bridge fund the MODUS units for George McDougall High School, Rainbow Creek Elementary School and Nose Creek Elementary School and 10 modular units for Reunion with operating funds until the proceeds from the sale of the former Alberta Transportation Building are available.

- 10. 'contingency plans' are required to develop accommodation strategies for the upcoming years. A preliminary plan was presented on June 17, 2010 at which time the following motion was approved:

#157-10 MOTION:

That the Board of Trustees directs the Superintendent to develop a contingency student accommodation plan for consideration at the November, 2010, Regular Board meeting, and further that the Superintendent investigate alternate construction methods other than the provincial portable unit, for the 2011-12, 2012-13, 2013-14 school years for consideration as soon as possible.

- 11. since the needs are not uniform in the division, administration was directed to develop appropriate contingency accommodation plans for each sector

- 12. considerations:

- .1 a core school capital project takes a significant amount of time to complete (Rainbow Creek opened 26 months after approval, Sarah Thompson School will open 53 months after approval)
- .2 modular classroom/portable classroom solutions can be delivered in a shorter timeframe
- .3 adding modular classrooms to a facility can eventually create a shortage of 'core' space (washrooms, library, gymnasium, option spaces, etc...)



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

Directive for Action

- .4 school sites in Airdrie are small and the construction of a modular starter school:
 - .1 may impact the ability to construct a permanent building later on the same site:
 - i. location of site services for the starter school may not suit the final build
 - ii. the general site layout (building, play fields, parking lot) is approved at the Neighbourhood Structure Plan stage and a modular starter school would be in a different location
 - iii. the starter school would have to be dismantled and moved to the final location attached to the permanent building
 - .2 the starter school has two 'specialized modular units (washroom, admin suite) that would have to be renovated to be useful in any future locations (except if RVS had another starter school need)
 - .3 starter schools do not have physical education spaces suited to grades 4 and up
- 13. this contingency plan has been developed with the following assumptions:
 - .1 conditions may significantly change year by year
 - .2 construction projects (assuming provincial approval) will be funded by RVS through one of the following financial strategies: plebiscite, debenture, sale of the former Alberta Transportation Building or County cash-in-lieu
 - .3 student enrolment projections are valid (there is some degree of 'over-estimating) – adjustments to the plan will be considered each year after the September 30 enrolments are counted (adjustments have been completed after September 30, 2010),
 - .4 utilization will be considered critical at 95% for K-8 grades and 100% for high school grades
 - .5 boundary adjustments that affect school attendance in the short term will not be considered¹
 - .6 boundary adjustments will be required to support new facilities
 - .7 school calendar changes, such as dual track days or year-round calendars will not be implemented
 - .8 projects acknowledged in the Ministerial correspondence of June 2,2010 will be completed, in whole or in part and at a time that best suits the needs of RVS
 - .9 based on the 2011-2014 Three Year Capital Plan the province will approve the following capital projects:
 - a. a new 5-8 middle school for Airdrie, 900 initial and build-out capacity(Sagewood Middle School) to be open for Sept 2014
 - b. a new high school for Airdrie, 1000 initial capacity and 1500 build out capacity to be open Sept 2015
 - c. a new K-9 school for Chestermere, 500 initial capacity and 900 build-out capacity to be open for Sept 2014
 - .10 there will be additional capital approvals in 2011, 2012, 2013, etc...(each opening 4.5 years from approval) to support the continued growth in RVS

¹ From previous discussion on grade configurations changes to school attendance that occur early in a students career, or provide a short term shift (less than three years) can have a negative impact on performance.



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

Directive for Action

14. below is a summary of facility related pressure points in RVS as of September 30, 2010 and proposed contingency planning (consideration of items in bold typeface is required to meet the projected delivery date, items in regular typeface are presented as likely consequences for consideration at a later date):

Beiseker /
Kathryn

- sector issues are not currently related to enrolment
- sector utilization – 70.4%
- sector utilization by Sept 2014 – 85.4%
- *a new K-5 school for Irricana (open 2015 @200, build-out 600) is item 11 on the 2011-14 capital plan*
- *a new 150 sm distributed learning / ancillary space addition is item 12 on the 2011-14 capital plan*
- no contingency accommodation is required

Crossfield

- sector issues are not currently related to enrolment
- program deficiencies in Crossfield Elementary (gym is too small)
- sector utilization – 79.6%
- sector utilization by Sept 2014 – 93.1%
- *a gymnasium addition and internal renovation at Crossfield Elementary is item 15 on the 2011-14 capital plan (complete 2014)*
- no contingency accommodation is required for 2011-12
- accommodations for 2012-13 and 2013-14 will be reviewed at a later date

Springbank /
Bragg Creek

- sector issues are not currently related to enrolment
- building systems deficiencies in Elbow Valley Elementary
- sector utilization – 79.9%
- sector utilization by Sept 2014 – 78.9%
- *Springbank High School CTS foods addition and renovation is item 18 on the 2011-14 capital plan (complete 2014)*
- *Springbank K-8 (open 2016 @ 500, build-out 900) is item 19 on the 2011-14 capital plan*
- no contingency accommodation is required



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

Directive for Action

- Cochrane
- alternative Christian program – difficult to continue operating two distinct programs in Mitford School
 - program deficiencies in Westbrook School (gym is too small)
 - facility capacity issues in Bearspaw (approved at 635, rated at 746)
 - sector utilization 80.9% (82.9% adjusted for Bearspaw capacity issues)
 - sector utilization by Sept 2014 – 87.9% (90.0% adjusted for Bearspaw capacity issues)
 - *Cochrane K-8 (open 2015 @ 500, build-out 900) is item 9 on the 2011-14 capital plan (includes accommodation for Cochrane Christian alternate program)*
 - *an internal renovation to Cochrane High is item 10 on the 2011-14 capital plan (completion 2013)*
 - **2 modular classrooms and an internal renovation are proposed for Mitford School (for 2011/12) to support additional enrolment and to facilitate a separate administration for the Cochrane Christian program (still share gym, library, washrooms, option program spaces in Mitford School)**
 - 2 modular classrooms for (Cochrane Christian program) Mitford School (for 2013 / 2014)



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

Directive for Action

- Chestermere
- open Sarah Thompson in September 2012
 - enrolment increase – difficult to accommodate students in Langdon until Sarah Thompson School is opened
 - enrolment increase – cannot accommodate K-5 in Prairie Waters and Rainbow Creek
 - program deficiencies in Indus School (gym is too small)
 - facility limitations - 4 freestanding portable classrooms on Prairie Waters do not have municipal approval
 - facility limitations – two freestanding portable units to be occupied at Langdon have been written off
 - facility capacity issues in Rainbow Creek (approved as 300, rated as 412, (estimated rating 431 with two modulars being added in 2010/11)
 - site limitations (lack of water supply to building) – Chestermere High was unable to accommodate all the 9-12 student population so grade 9 students were moved Sept 2010 resulting in a K-5, 6-9, 10-12 grade structure for this sector
 - site limitations (traffic problem) – Prairie Waters shares a site with St Gabriel which creates significant traffic problems at the start and end of the day (over 1200 students combined attendance)
 - enrolment increases – unable to accommodate growth at Prince of Peace alternative Christian program
 - sector utilization 82.9% (87.4% adjusted for Prairie Waters, Langdon and Rainbow Creek considerations)
 - sector utilization by Sept 2014 – 85.2% (88.1% adjusted for Prairie Waters, Langdon and Rainbow Creek considerations)
 - *a new Chestermere K-9 (open 2014 @ 500, build-out 900) is item 4 on the 2011-14 capital plan*
 - *Langdon High School (open 2016 @ 400, build out to 900) is item 14 on the 2011-14 capital plan*
 - *Chestermere High School small gym and library addition is item 17 on the 2011-14 capital plan (complete 2015)*
- 2 portables relocated from Langdon to Rainbow Creek for Sept 2012
 - 2 portables relocated from Langdon to Prince of Peace for Sept 2012



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

Directive for Action

Airdrie

- enrolment increases – cannot accommodate resident students in:
 - Nose Creek K-4
 - RJ Hawkey K-4
 - Muriel Clayton 5-8
 - George McDougall 9-12
- site limitations for tri-school site – traffic (Edwards, Airdrie Middle, George McDougall)
- site limitations for Nose Creek – the last two attached portables were added during 2010 / 11, it is likely that additional units would be freestanding units and occupy play fields also used by the community
- facility limitations for Nose Creek – maximum building occupancy by code is 600 (washroom count)
- facility limitations for Ralph McCall – currently 120% of washroom capacity
- facility capacity issues at Edwards School (approved at 600, now has 6 portables bringing capacity to 750, rated at 797)
- program consideration – there is an interest in starting an Airdrie Christian program
- sector utilization 90.7% (91.4% adjusted for Edwards)
- sector utilization by Sept 2014 – 110.0% (110.7% adjusted for Edwards)
- a new 5-8 (open 2014 @ 900, build-out 900) is item 2 on the 2011-14 capital plan
- a new 9-12 (open 2015 @ 750, build out to 1200) is item 3 on the 2011-14 capital plan
- a new west side K-4 (open 2014 @ 400, build-out 600) is item 5 on the 2011-14 capital plan
- a new east side K-5 (open 2015 @ 500, build out to 900) is item 7 on the 2011-14 capital plan
- a 6 classroom addition to Ralph McCall (remove 4 freestanding units with a net increase 50) is item 8 on the 2011-14 capital plan
- a new west side K-8 (open 2016 @ 600, build-out 900) is item 16 on the 2011-14 capital plan



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

Directive for Action

- Airdrie (cont.)
- defer completion of the Airdrie Outreach facility subject to negotiations with the potential purchaser of the former Alberta Transportation Building
 - for Sept 2011
 - **4 freestanding modulars for Nose Creek**
 - **2 freestanding modulars for George McDougall**
 - for Sept 2012
 - **a starter school for Williamstown, this facility is proposed to be 2200 sm of permanent construction (phase 1 of the K-8 prototypical school for 900 capacity) and 4 modulars (relocated from Nose Creek), open as K-4 with K-1/2 Airdrie Christian program**
 - 2 attached modulars for Muriel Clayton
 - 2 freestanding modulars for George McDougall
 - accommodations for RJ Hawkey and Meadowbrook for 2012-13 and 2013-14 will be reviewed at a later date
 - for Sept 2013
 - **a starter school for Coopers this facility is proposed to be 1600 sm of permanent construction and 2 modulars (phase 1 of the K-6 prototypical school for 600 capacity) open as K-4**
 - 2 freestanding modulars for George McDougall
15. to facilitate the timely completion of the starter schools RVS will require an architectural consulting team to complete the work
- in February 2009 RVS completed a 'Request for Qualifications for Architectural Services' and shortlisted the following firms for future 'small projects':
 - Gibbs Gage Architects
 - Quinn Young Architects Ltd
 - S2 Architecture
 - Marshall Tittlemore Architects
 - we are proposing Gibbs Gage Architects be commissioned for the two 'hybrid' starter schools in Airdrie
 - currently doing the construction documents for the ASAP2 projects and therefore are familiar with the prototypical school designs proposed for the two starter schools
 - they are familiar with the municipal processes in Airdrie (architect for the Emergency Services Building and the East Lake Recreation Facility and track).
 - completed other projects with RVS (Langdon, Banded Peak, Ralph McCall)



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

Directive for Action

Alternatives:

Alternative 1 a:

Subject to Ministerial approval, and where indicated Provincial funding approval, the Board of Trustees approves the following capital projects:

- for 2011/12:
 - 2 modular classrooms for Mitford School
 - internal renovation at Mitford School to create a distinct administrative entity for the Cochrane Christian program
 - 4 freestanding modulars for Nose Creek (**requires Provincial funding approval**)
 - 2 freestanding modulars for George McDougall (**requires Provincial funding approval**)
- for 2012/13:
 - amend Reunion starter school to Williamstown and include 2200 sm permanent construction and relocate 4 modular classrooms from Nose Creek and move project from 2011/12 to 2012-13
- for 2013/14
 - Coopers starter school in Airdrie (1600 sm permanent construction) plus 2 modulars (**requires Provincial funding approval**)

Alternative 1b:

The Board of Trustees directs the Superintendent to revise the capital contingency plan according to the following principles and bring it back to the Board for considerations.

Alternative 2:

The Board of Trustees directs the Superintendent to undertake information sessions with school administrators and the Airdrie Council of School Councils.

Alternative 3:

The Board of Trustees directs the Superintendent to withdraw up to \$1,600,000 from the RVS portion of the Rocky View County cash-in-lieu reserve fund to support 50% of the purchase of a facility for the future Airdrie Outreach facility and 50% of the construction of the Chestermere Outreach facility.

Alternative 4:

That the Board of Trustees approves expending the balance of the sale proceeds of the former Alberta Transportation building to fund the projects which do not require Provincial funding as outlined in Motion # _____ and authorizes the Superintendent to enter into discussions with Alberta Education regarding the unfunded remainder.

Alternative 5a:

The Board of Trustees directs the Superintendent to engage the services of Gibbs Gage Architects for the Williamstown and Coppers starter schools in Airdrie.



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

Directive for Action

Alternative 5 b:

The Board of Trustees directs the Superintendent to not engage the services of an architectural consultant at this time.

Recommendations: (based on Alternatives 1a, 2, 3, 4 and 5a)

Motion:

Alternative 1 a:

Subject to Ministerial approval, and where indicated Provincial funding approval, the Board of Trustees approves the following capital projects:

- for 2011/12:
 - 2 modular classrooms for Mitford School
 - internal renovation at Mitford School to create a distinct administrative entity for the Cochrane Christian program
 - 4 freestanding modulars for Nose Creek (**requires Provincial funding approval**)
 - 2 freestanding modulars for George McDougall (**requires Provincial funding approval**)
- for 2012/13:
 - amend Reunion starter school to Williamstown and include 2200 sm permanent construction and relocate 4 modular classrooms from Nose Creek and move project from 2011/12 to 2012-13
- for 2013/14
 - Coopers starter school in Airdrie (1600 sm permanent construction) plus 2 modulars (**requires Provincial funding approval**)

Motion:

That the Board of Trustees directs the Superintendent to undertake information sessions with school administrators and the Airdrie Council of School Councils.

Motion:

That the Board of Trustees approves expending the balance of the sale proceeds of the former Alberta Transportation building to fund the projects which do not require Provincial funding as outlined in Motion # _____ and authorizes the Superintendent to enter into discussions with Alberta Education regarding the unfunded remainder.

Motion:

That the Board of Trustees directs the Superintendent to withdraw up to \$1,600,000 from the RVS portion of the Rocky View County cash-in-lieu reserve fund to support 50% of the purchase of a facility for the future Airdrie Outreach facility and 50% of the construction of the Chestermere Outreach facility.

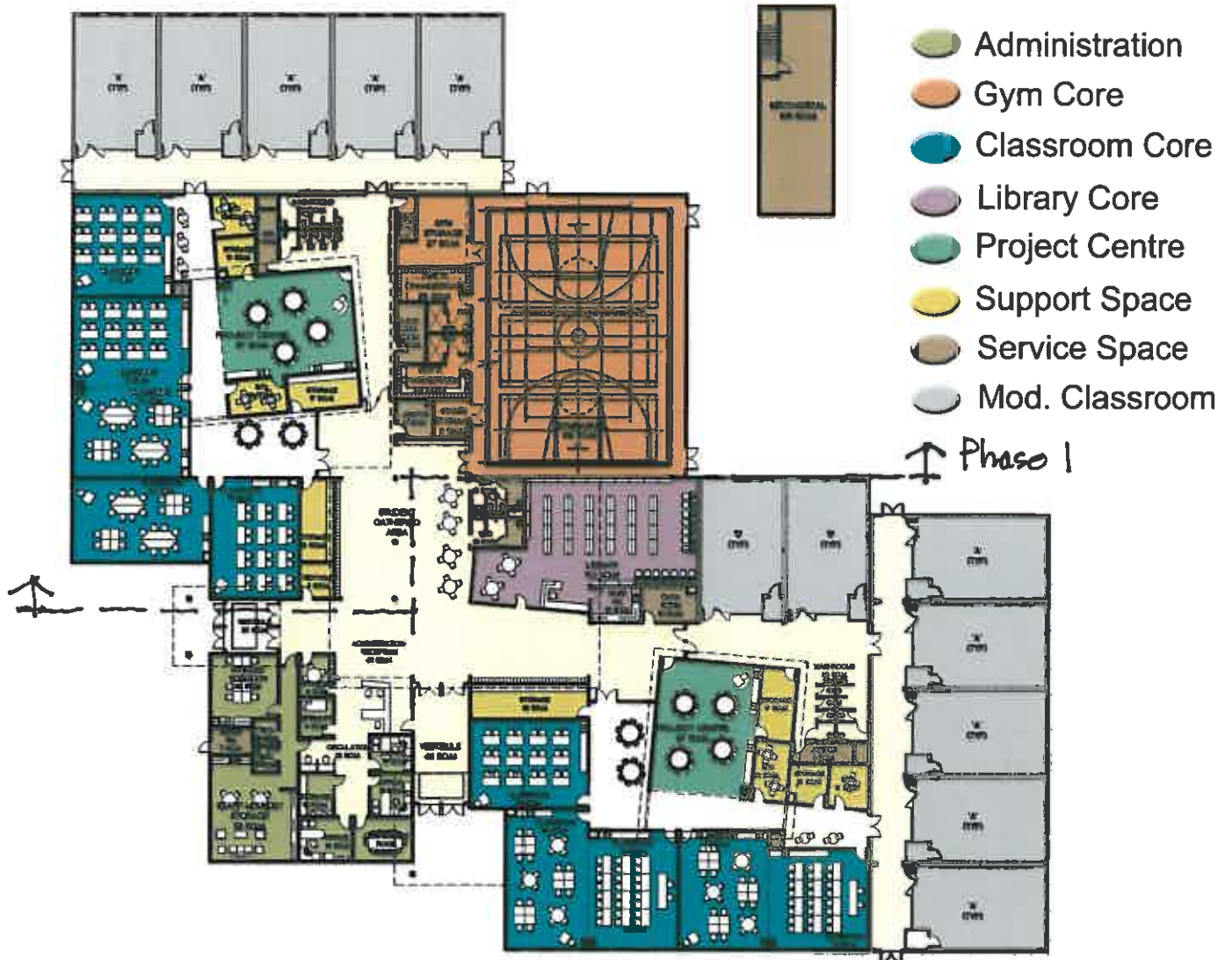
Motion:

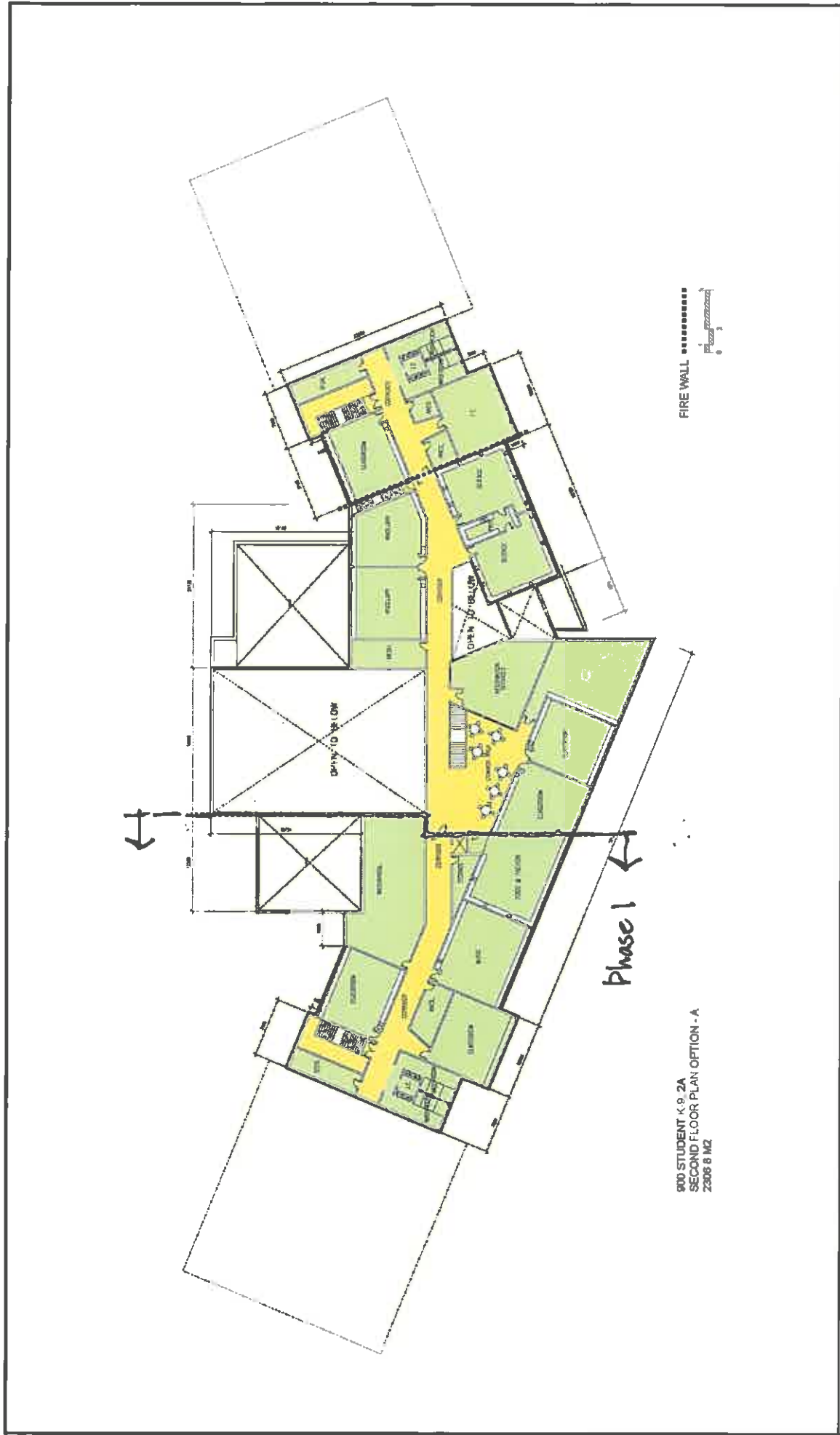
That the Board of Trustees directs the Superintendent to engage the services of Gibbs Gage Architects for the Williamstown and Coppers starter schools in Airdrie.

Rocky View Schools Contingency Capital Plans	2010 / 2011 (projects underway)	2011 / 2012	2012 / 2013	2013 / 2014	total to 2013 / 2014	2014 / 2015	2015/2016	total 2014 /15 2015 /16
Bragg Creek / Springbank	no action	no action	no action	no action		no action	no action	
sector enrolment	2329	2330	2320	2307		2300	2324	
utilization (before proposed new spaces) 2010 capacity 2915	79.9%	79.9%	79.6%	79.2%		78.9%	79.7%	
proposed sector space revisions								
Cochrane								
Glenbow K-4						review accommodation strategies		
Mitford 5-8 with Christian K-7		Cochrane Christian K-8				review accomoadtion strategies		
		2 modulars (50 new capacity) internal renovation to create separate administration area		2 modulars (50 new capacity)		Christian School K-8 (10 portables plus 2 relocate fr Mitford) (on Mitford site) (150 new capacity, 50 relocated capacity)		
		\$ 550,000		\$ 450,000	\$ 1,000,000	\$ 2,550,000		\$ 2,550,000
sector enrolment (2010 capacity 4713)	3813	3891	3946	4047		4143	4270	
utilization (before proposed new spaces) 2010 capacity 2915	80.9%	82.5%	83.7%	85.9%		87.9%	90.6%	
sector enrolment utilization (before proposed new spaces) 2010 adjusted capacity 4602	3813 82.9%	3891 84.6%	3946 85.7%	4047 87.9%		4143 90.0%	4270 92.8%	
proposed sector space revisions		50		50		150		
utilization after sector contingency plans included	78.6%	83.6%	84.8%	86.1%		85.4%	88.0%	

Rocky View Schools Contingency Capital Plans	2010 / 2011 (projects underway)	2011 / 2012	2012 / 2013	2013 / 2014	total to 2013 / 2014	2014 / 2015	2015/2016	total 2014 /15 2015 /16
Chestermere								
Chestermere Outreach Facility	\$ 2,200,000				\$ 2,200,000			\$ -
less cash-in-lieu	-\$ 1,100,000				\$ (1,100,000)			
Sarah Thompson K-5			open					
Langdon School			remove 8 modulares 2 to RC, 2 to PoP, 2 to MC, 2 to GMc (minus 200 capacity)					
Rainbow Creek K-5	2 attached modulares \$ 450,000		2 portables from Langdon (50 relocated capacity) \$ 100,000		\$ 550,000			\$ -
Prairie Waters K-5						write off and remove 4 portables remove 2 portables to PoP (minus 150 capacity)		
Prince of Peace K-9			2 portables from Langdon (50 relocated capacity) \$ 100,000		\$ 100,000	2 portables from Prairie Waters (50 relocated capacity) \$ 100,000		\$ 100,000
Chestermere K-9						open (500 new capacity)		
sector enrolment utilization (before proposed new spaces) 2010 capacity 4017, Sarah Thompson 450 capacity added in 2012	3330 82.9%	3408 84.9%	3523 78.9%	3653 81.8%		3805 85.2%	3963 88.8%	
sector enrolment utilization (before proposed new spaces, adjusted 2010 capacity 3870, Sarah Thompson 450 capacity added in 2012	3330 86.0%	3408 88.1%	3523 81.6%	3653 84.6%		3805 88.1%	3963 91.7%	
proposed sector space revisions			-100			400		
utilization after sector contingency plans included	84.9%	88.1%	83.5%	86.6%		82.4%	85.8%	

Rocky View Schools Contingency Capital Plans	2010 / 2011 (projects underway)	2011 / 2012	2012 / 2013	2013 / 2014	total to 2013 / 2014	2014 / 2015	2015/2016	total 2014 /15 2015 /16
Airdrie								
Airdrie Outreach Facility	\$ 2,500,000				\$ 2,500,000			\$ -
defer construction	-\$ 1,650,000				\$ (1,650,000)			
less cash-in-lieu	-\$ 425,000				\$ (425,000)			
Sagewood 5-8						open (900 new capacity)		
Williamstown / Reunion (900 core school)			2200 sm perm, 4 modulars from Nose Creek open K-4 (150 new capacity, 100 relocated capacity) (hybrid starter school)		\$ 5,955,200		4 modulars from George McDougall (100 relocated capacity))	\$ -
Coopers starter school (based on 600 core school)				1600 sm perm, 2 modulars open K-4 (175 new capacity) (hybrid starter school)	\$ 4,635,600	\$ 4,635,600	add 3 modulars from Nose Creek (75 relocated capacity)	\$ 150,000
Nose Creek	2 attached modulars \$ 450,000	4 freestanding modulars (100 new capacity) \$ 900,000	move freestanding modulars 4 to Williamstown / Reunion (minus 100 capacity)		\$ 1,350,000		remove 3 modulars, change attendance area with Ralph McCall (minus 75 capacity)	\$ -
RJ Hawkey K-4 / Meadowbrook			review accommodation strategies					
Muriel Clayton 5-8			2 modulars form Langdon (50 new capacity)		\$ 100,000			\$ -
Airdrie 9-12							open (1000 new capacity)	
George McDougall	3 freestanding modulars \$ 675,000	2 freestanding modulars (50 new capacity) \$ 450,000	2 freestanding modulars from Langdon (50 new capacity) \$ 100,000	2 freestanding modulars (50 new capacity) \$ 450,000	\$ 1,675,000		remove 4 freestanding portables (minus 100 capacity)	\$ -
sector enrolment (2010 capacity 6954)	6307	6695	7043	7272		7692	8082	
utilization (before proposed new spaces)	90.7%	96.2%	101.2%	105.6%		110.0%	115.4%	
sector enrolment (adjusted 2010 capacity 6907)	6307	6695	7043	7272		7692	8082	
utilization (before proposed new spaces)	91.3%	96.9%	102.0%	105.3%		111.4%	117.0%	
proposed sector space revisions		150	250	225		900	1000	
utilization after sector contingency plans included	91.3%	94.9%	96.4%	96.5%		91.2%	85.7%	
total cost per year	\$ 3,100,000	\$ 1,900,000	\$ 6,355,200	\$ 5,535,600	\$ 16,890,800	\$ 2,800,000	\$ -	\$ 2,800,000





October 30, 2007
900 Student K-9 Core Elementary School
Scale: 1/150
Project: 27340

SECOND FLOOR PLAN OPTION - A

Alberta
Education

Alberta
Education

K-9
hybrid starter school.



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

Directive for Action

Directive for Action Item: Re-affirmation of Policy BHD Trustee Honoraria, Travel General Expense Allowances and Benefits

Date of Meeting: December 16, 2010

Background:

At the Board's December 2, 2010 meeting the Board approved the following motion:
"That the Board of trustees approve 1st and 2nd reading of revised Policy BHD Trustee Honoraria, Travel General Expense Allowances and Benefits.

As Policy BF Developing Policy provides for approval of policies by way of two readings at separate board meetings unless there is an emergent circumstances it is recommended the Board re-affirm the revised Policy BHD Trustee Honoraria, Travel General Expense Allowances and Benefits.

Alternatives:

Alternative I:

That the Board of Trustees re-affirm motion 282-10 made at the December 2, 2010 Board meeting regarding the amendment of Policy BHD Trustee Honoraria, Travel General Expense Allowances and Benefits.

Alternative II:

That the Board of Trustees rescind motion 282-10 and then pass first reading of revised Policy BHD Trustee Honoraria, Travel General Expense Allowances and Benefits.

Alternative III:

That the Board of Trustees take no action.

Recommendation:

That the Board of Trustees re-affirm motion 282-10 made at the December 2, 2010 Board meeting regarding the amendment of Policy BHD Trustee Honoraria, Travel General Expense Allowances and Benefits.



Approved: 1998 10 08

Amended:

2000 09 14 2007 06 21

2002 11 27 2008 09 01

2006 09 28 2009 09 01

2007 03 08 2010 11 01

Reviewed: xxxx

POLICY

The Board has established the following trustee honoraria, travel and general expense allowances and benefits.

A. PROCEDURES

1. Effective October 18, 2010, each trustee shall be paid the honoraria, travel and general expense allowances outlined in the chart below as adjusted by:
 - 1.1 Each September 1, commencing September 1, 2011, the honoraria, additional honoraria, and 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.
 - 1.2 Each September 1, commencing September 1, 2011, the vehicle expense allowance shall be adjusted by a ratio equal to the change in the per kilometer allowance of Rocky View Schools, comparing the September 1st per kilometer allowance to the previous September 1st per kilometer allowance.
2. The Government of Canada has determined that a portion of the honoraria, vehicle and general expense allowances may be excluded from the taxable income of a trustee. The amount to be excluded from the taxable income of a trustee is the lesser of:
 - one-third of the sum of:
 - a) annual honoraria;
 - b) additional honoraria;
 - c) annual vehicle allowance;
 - d) annual general expense allowance; and
 - e) *taxable per kilometre travel expenses
 - or; the sum of:
 - a) annual general expense allowance;
 - b) annual vehicle allowance; and
 - c) *taxable per kilometre travel expenses.

* Travel expenses between a trustee's residence and the Education Centre (Board central office) is considered to be a taxable expense and is subject to tax on the same basis as other income. Travel expenses to eligible training seminars and other functions not held at the Education Centre are regarded as non-taxable expense reimbursements.

TRUSTEE HONORARIA, TRAVEL, GENERAL EXPENSE ALLOWANCES AND BENEFITS



Approved: 1998 10 08

Amended:

Reviewed: xxxx

2000 09 14 2007 06 21
 2002 11 27 2008 09 01
 2006 09 28 2009 09 01
 2007 03 08 2010 11 01

	Annual Honoraria	Additional Honoraria (Per Hour Rate)	Annual Vehicle Allowance	Annual General Expense Allowance
Chair	\$14,951	\$29.01	\$7,050	\$4,986
Vice-Chair	\$13,702	\$29.01	\$7,050	\$4,986
Other Trustees	\$12,459	\$29.01	\$7,050	\$4,986

Honoraria is an all inclusive amount paid to each trustee for their time (including travel time except as indicated) spent to attend to school board matters including:

- All Board meetings however travel time is claimable as Additional Honoraria;
- Board Planning or Committee of the Whole Board meetings however travel time is claimable as Additional Honoraria;
- Zone 5 ASBA meetings (unless Board appointed ASBA representative or a Zone 5 ASBA executive officer, net of monies received from ASBA) and ASBA meetings;
- PSBAA meetings (unless Board appointed PSBAA representative);
- Seminars, conferences, and conventions; and,
- All other meetings and functions except as explicitly outlined under Additional Honoraria.

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

- Meetings of Board established Committees which the trustee attends either in person or via tele-conference, video conference, or webinar as a Board appointed committee member or representative;
- Board established meetings for professional development or in-service;
- Board established or ASBA established meetings for trustee orientation; limited to one Board and one ASBA orientation meeting per trustee term
- Meetings of organizations other than those affiliated with Rocky View Schools which a trustee attends as a Board appointed representative;
- Meetings between the Board and RVS Joint School Councils;
- Meetings or events between Board authorized trustee representative(s) and either municipal or Provincial politicians or senior Government officials;
- School tours; limited to once per trustee term; and,
- Travel time to Board meetings and Board Planning or Committee of the Whole Board meetings.



Approved: 1998 10 08

Amended:

Reviewed: xxxx

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The travel allowance is the amount paid to each trustee to offset vehicle costs incurred (fuel, insurance, repairs, maintenance and other expenses) for travel to and from meetings and other functions within the trustee’s own ward. Travel to Board established committees or to a meeting as an authorized representative of the Board within the trustee’s own ward is a claimable expense.

The general expense allowance is the amount paid to each trustee to offset various costs including those for a phone, internet, facsimile equipment, supplies, and other expenses.

The above two allowances are provided to offset costs incurred by each trustee that is **not** reimbursed through Rocky View Schools’ expense claim process.

Subject to the limits in Board policies and procedures, reasonable expenses associated with attendance at meetings held outside the trustee’s own ward including Board meetings, Board Planning meetings, and other committee meetings, training seminars and other functions, inclusive of transportation, meals, hotels, communication and other costs are claimable expenses.

Benefits

The following group benefit plans are available to trustees on a cost sharing basis as outlined.

Benefit	Limitations	Cost Sharing
Life Insurance	\$10,000	100% Board paid
Basic A.D. & D.	\$25,000	100% Board paid
Supplementary Health Care	Early Retiree Plan	100% Board paid
Dental Care	None	100% Board paid
Health Care Spending Account	\$500 per year**	100% Board paid

A portion of the Life Insurance premiums is currently deemed by the Government of Canada to be a taxable benefit.

**Trustee Health Care Spending Account will be credited each November 1st. Eligible Health Care Spending expenses must be incurred by August 31st, 22 months after the Trustee Health Care Spending Account is credited or allocation will be forfeited.

- Legal Reference:** ⇒ School Act, Section 60
- Cross Reference:** ⇒ RVS Policy BHB Trustee Development
- ⇒ RVS Policy DB Budgeting



Approved: 1998 10 08

Amended: 2002 11 27
2007 12 06

Reviewed: xxxx

POLICY

The Board has the primary responsibility of establishing policy for the Division. The Board encourages its constituents to review policies and submit policy recommendations to the Superintendent.

A policy outlines the basic intentions for a program and serves as a guide for administrative action.

GUIDELINES

1. Policy changes or new policy development may be initiated by stakeholders or affected groups in the Division.
2. Policy changes and updates will be continuous and ongoing.

PROCEDURES

1. When a group or individual wishes to change an existing policy or initiate a new policy, the group or individual will approach the Superintendent with the request.
2. When the Superintendent or the Board deems that a policy should be changed or a new policy developed, the Superintendent will formulate a draft policy statement, the guidelines that clarify the policy statement, and the procedures for implementing the policy.
3. After formulating the draft policy, guidelines, and procedures, the Superintendent will present these to the Board for information, preliminary discussion, and approval to seek feedback from stakeholders.
4. The draft policy will be sent out for posting so that all affected staff, individuals, or groups, may have input and reaction.
5. When the updated draft is formulated, the Superintendent will present it to the Board for first reading and eventual adoption. Only policies, guidelines, and procedures that have received first reading at a previous Board meeting may be adopted by second reading at a subsequent Board meeting.
6. In emergent circumstances, the Board may waive the foregoing.

Legal Reference: ⇒ *School Act, Section 60*

Cross Reference: RVS Policy:
 ⇒ BFE Administration in the Absence of Policy
 ⇒ BFF Evaluation of Policy



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

Directive for Action

Directive for Action Item: Transfer of surplus funds from Rainbow Creek Elementary School to MODUS Seven portable classroom contract

Date of Meeting: December 16, 2010

Background:

1. Rainbow Creek Elementary School was approved in August 2007. Funding and expenses for the project are as follows:

Furniture and Equipment	\$ 884,485	\$ 886,675	-\$ 2,190
sub total	\$ 12,005,596	\$ 11,618,266	
non-refundable gst ²	\$ 230,507	\$ 188,145	\$ 42,362
total project funding	\$ 12,236,103	\$ 11,806,411	\$ 429,692
bank interest earned			\$ 115,231
unexpended funds			\$ 544,923
Notes:	1	This project repeated the Nose Creek floor plan with the same consultant. The consultant fee was negotiated as a fixed fee and did not change as a result of the higher than approved construction cost of the facility.	
	2	The funding gst calculation was based on 6%. Some expenditures were at 5%, and some expenses were RVS labour costs with no gst charge	

2. These funds are released progressively by the province with the final 10% of the funding released after the statement of final costs (which is about to be submitted).
3. Typically amounts remaining in a capital project are minimal and the province allows the residual to be accumulated in a `capital reserve` fund. This fund is used to cover overages in other projects.
4. There is some risk that significant amounts remaining in a capital project account (\$429,692) will be retained by the province.
5. Given the significant amount remaining in this capital project account, we are requesting permission from the Minister to apply the residual amount to the MODUS Seven modular classroom contract.



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

Directive for Action

Alternatives:

Alternative 1:

The Board of Trustees directs the Superintendent to submit the Statement of Final Costs for the Rainbow Creek Elementary School and that the Chair is authorized to request permission from the Minister to apply the remaining capital funds to the MODUS Seven portable classroom contract.

Alternative II:

The Board of Trustees directs the Superintendent to submit the Statement of Final Costs for the Rainbow Creek Elementary School with no specific request for the distribution of the remaining funds.

Recommendation

The Board of Trustees directs the Superintendent to submit the Statement of Final Costs for the Rainbow Creek Elementary School and that the Chair is authorized to request permission from the Minister to apply the remaining capital funds to the MODUS Seven portable classroom contract.