



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

JANUARY 19, 2012

1:00 p.m.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - Regular Board Meeting – January 12, 2012
4. Exemplary Practice: **“Food for Thought”**
5. Superintendent’s Report
6. Chairman’s Report/Correspondence
7. Board Reports
8. Professional Development/Conferences
9. New Business
10. In Camera
11. Adjournment

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



SUPERINTENDENT REPORT

REGULAR BOARD MEETING

JANUARY 19, 2012

1. Audit Committee Terms of Reference
2. CNAA Protection of Student Information Second Read
3. Cross Boundary School Bus Service; Chestermere Recreation Centre to Prairie Waters School

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

Greg Bass, Superintendent of Schools



MEMORANDUM

Education Centre

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Airdrie, AB T4B 0B4
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Date: January 19, 2012
To: Board of Trustees
Subject: **Exemplary Practice:** Food For Thought
Presenter: Nikki Hall, Community Partner Program Coordinator

Project Description

Food For Thought is a non-profit organization that provides schools with nutritious breakfast and snack programs in secure, non-stigmatic, and positive classroom environments. Created within Rocky View Schools in September, 2010, this umbrella organization is fully funded by donations, grants, volunteers, and in-kind services, and channels corporate sponsors and community partners to support initiatives that promote whole-health being.

What makes this project a best instructional practice?

Food For Thought's mission is to provide a dignified environment that nurtures and enables nutritious eating for a healthy mind and whole-body wellness. By offering daily nourishing food choices to all students, Food For Thought adheres to Alberta's Healthy Eating Guidelines, and supports Alberta Health Services' (AHS) three-year pilot program designed to educate students on nutrition and whole-body health.

Future implementation plans?

RVS' Food For Thought program is currently sponsored by the Breakfast Clubs of Canada and Breakfast For Learning. Grants also are being written in an attempt to secure funding to sustain existing programs and assist with the implementation in the remaining schools classified as "high need". RVS cannot implement new programs without additional funding.

How best can this practice be shared with other schools/educators?

RVS is a member of the Health Promoting Schools (HPS) Steering Committee, a cross-jurisdictional committee that coordinates, aligns and integrates school-based health promotional work between AHS and school jurisdiction partners. The HPS committee also has facilitated partnerships that encourage sharing best practices and experience, such as a partnership with the University of Calgary Population Health Intervention Research Centre. RVS hopes to achieve more complex health and learning outcomes by working collaboratively with other organizations.

Was the project recognized by an external organization?

Breakfast Clubs of Canada recently recognized Glenbow Elementary School's food program as an exemplary model, and have begun to promote it across Canada.

"We engage all learners through meaningful and challenging experiences, preparing them to understand, adapt and successfully contribute to our changing global community."



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

Directive for Action

Directive for Action Item: **Audit Committee Terms of Reference**

Date of Meeting: **January 19, 2012**

Background:

At its November 5, 2009 meeting, the Board of Trustees approved the current Audit Committee Terms of Reference.

The Audit Committee at its November, 2011 meeting reviewed the current committee terms of reference and recommended the following changes to committee members' term if appointment.

- that trustee committee members be appointed for the full length of their term (currently three years). The wording proposed was length of a trustee term so if a trustee term changes to say four years (as is currently being discussed) then this would apply without further change to the committee's terms of reference.
- that public members be appointed for one year longer than the length of a trustee term (currently public members would be appointed for four year terms).

Continuity of members of the Audit Committee is recommended due to the complicated nature of the Board's financial results and continuity would result in capacity being developed.

Alternatives

1. That the Board of Trustees approves the revised Audit Committee Terms of Reference as outlined at today's Board meeting.
2. That the Board of Trustees further amends and then approves the Audit Committee Terms of Reference.
3. That the Board of Trustees rejects the amendments proposed to the Audit Committee Terms of Reference.
4. That the Board of Trustees refers the issue of Terms of Reference back to the Audit Committee for further review.

Recommendation

That the Board of Trustees approves the revised Audit Committee Terms of Reference as outlined at today's Board meeting.

1. Purpose

To assist the Board of Trustees and the Superintendent of Schools in fulfilling its oversight responsibilities for the financial reporting process, the system of internal financial controls, the audit process (including GAAP compliance) and monitoring the Division's compliance with laws and regulations pertaining to the financial operations.

2. Authority

The Audit Committee has authority to conduct or authorize an investigation into any matters within its scope of responsibility. It is empowered to:

- a) retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation; with the consent of the Board of Trustees;
- b) seek any information it requires from employees – all of whom are directed to cooperate with the Committee's requests – or external parties; and
- c) meet with Division officers, external auditors or outside counsel, as necessary.

3. Composition

The Audit Committee will consist of the following members:

- a) two Trustees, one of whom shall act as chair of the Audit Committee, and
- b) two members of the general public, who:
 - live in the Division;
 - are independent of the Division, member and spouse cannot be Division employees;
 - have no relationship to the Board Appointed External Auditors or potential audit firms; and,
 - are financially literate.

Preference is for committee continuity by having trustees appointed for the full length of their term and public members appointed for one year longer than the term of Trustees. However, at the very least one of the Trustee committee members (exception might be the year after an election) and one of the general public members continuing to serve on the Audit Committee each year.

4. Meetings

The Audit Committee will meet at least twice per year, with authority to convene additional meetings, as circumstances require. All Audit Committee members are expected to attend each meeting in person. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary.

Minutes of meetings will be prepared and provided to the Board of Trustees.

5. Compensation

The Audit Committee members shall be compensated as follows:

- a) Elected School Trustees: as per Board Policy,
- b) Public members: as per Board Policy DLD Honorarium and Expenses for Outside Personnel.

6. Responsibility

The Audit Committee will carry out the following responsibilities:

a) Financial Statements:

- i. Review significant accounting and reporting issues, including complex or unusual transactions;
- ii. Review with management and the auditors the results of the audit, including any difficulties encountered;
- iii. Review the annual financial statement and indicators of financial health considering whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
- iv. Review with management and the auditors, matters required to be communicated to the Board of Trustees.

b) Risk Assessment

- i. Review risks to financial health of Rocky View Schools; and
- ii. Review Fiscal Accountability check list (to be developed).

c) Internal Control

- i. Consider the effectiveness of the Division's internal financial controls, including information technology security and control, and
- ii. Understand the scope of auditor's review of internal financial controls, and obtain reports on significant findings and recommendations, together with management's responses.

d) Audit

- i. Approve auditor terms of engagement
- ii. Review the auditor's proposed audit scope and approach;
- iii. Review the performance of the auditors and provide a recommendation to the Board of Trustees regarding the appointment or discharge of the auditors;
- iv. Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and Rocky View Schools, including non-audit services, and discussing the relationship with the auditors; and

- v. Meet both prior to commencement of the audit and post audit separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

e) Compliance

- i. Review the findings of any examinations by regulatory agencies, and any audit observations;
- ii. Review financial procedures and review compliance; and
- iii. Obtain regular updates from management and auditors regarding compliance matters.

f) Other

- i. Such other assignments as determined from time to time by the Board.



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

Directive for Action

Directive for Action Item: Policy CNAA Protection of Student Information

Date of Meeting: January 19, 2012

Background:

Alberta Education's project, known as *The Provincial Approach to Student Information (PASI)*, represents a province-wide approach to the management of information about the delivery of educational services to students in early childhood services through Grade 12, with the goal of improving the accuracy and availability of student information for school and school authorities, and both Alberta Education and Advanced Education. Because PASI creates a consolidated database of student enrolment information, and is under the custody and control of the *Freedom of Information and Protection of Privacy Act (FOIP) of Alberta*, corresponding Legislation requires that each School Authority have a policy in place, by January 2012, that outlines jurisdictional responsibilities and defines standards for protecting the Authority's information, especially sensitive and personal information, from unauthorized collection, use, disclosure, retention or destruction.

At the Board Planning meeting on October 20, 2011, the Board directed the Superintendent to proceed with the development of a protection of student information policy. The Policy Development Committee met on November 15, 2011, and drafted Policy CNAA Protection of Student Information which is presented here for Board consideration. The Board reviewed the draft of Policy CNAA at the December 1, 2011, Board Planning meeting and passed first read on January 12, 2012. Also, based on comments by the Board at the January 12, 2012 Board meeting, the Policy Development Committee revised the policy draft which is presented today for second read.

Alternatives:

Alternative I:

That the Board of Trustees approves second read of new Policy CNAA Protection of Student Information as presented.

Alternative II:

That the Board of Trustees directs the Superintendent to take Policy CNAA Protection of Student Information back to the Policy Development Committee for further revision.

Recommendation:

That the Board of Trustees approves second read of new Policy CNAA Protection of Student Information as presented.



Appendix A

Personal information is recorded information about an identifiable individual, and may include:

- i. the individual's name, home or business address or home or business telephone number;
- ii. the individual's race, national or ethnic origin, colour or religious or political beliefs or associations;
- iii. the individual's age, sex, marital status or family status;
- iv. an identifying number, symbol or other particular assigned to the individual;
- v. the individual's fingerprints, blood type or inheritable characteristics;
- vi. information about the individual's health and health care history, including information about a physical or mental disability;
- vii. information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given;
- viii. anyone else's opinions about the individual;
- ix. the individual's personal views or opinions, except if they are about someone else; and
- x. student records.



POLICY

The Board recognizes that a significant amount of information about students and their families is collected, and also recognizes its responsibility to use this information for its intended purpose and to safeguard it.

DEFINITIONS

Information – refers to all information in the custody or under the control of the Authority, whether in electronic or other recorded format, and includes administrative, financial, personal and student information, and information about those who interact or communicate with Rocky View Schools.

Employee - has the meaning given in the Freedom of Information and Protection of Privacy Act and includes employees, contractors, volunteers, and others providing services to, or on behalf of, the Board.

Student information - means personal information about a student, whether enrolled with the Authority or not, including information about any student contained in PASI.

PASI - the Provincial Approach to Student Information database and application maintained by Alberta Education.

Risk - any factor that could be detrimental to the confidentiality, availability, integrity or privacy of information in the custody or control of Rocky View Schools.

Refer to Appendix A for expanded definitions.

GUIDELINES

1. All information must be maintained in confidence and disclosed only if authorized by regulation or law including, but not limited to, the School Act, the Freedom of Information and Protection of Privacy Act, the Child Welfare Act, and the Income Tax Act.
2. Only legally authorized persons may access student information.
3. Only authorized persons may use, disclose, take, alter, copy, interfere with, or destroy information, and must do so according to law and Rocky View Schools' records management standards, procedures, and practices.
4. Each person using the students' information at a Rocky View Schools' location or otherwise, is responsible for the management and safekeeping of information under their control by ensuring that there is adequate security to prevent unauthorized access, collection, use, disclosure or disposal of information.



5. The nature of security measures must be adequate and appropriate for the sensitivity of the information to be protected.
6. Employees will be provided with training and awareness materials as necessary to ensure that they understand their security obligations.
7. Sensitive or confidential information must be stored in a secure location with restricted access, such as secure electronic storage, a locked room, or a locked filing cabinet. Security measures must be appropriate for the sensitivity of the information being stored regardless of the physical or electronic medium on which it is stored.
8. Care must be taken when transporting or transferring sensitive or confidential information so that it reaches its intended destination intact and without unauthorized access or disclosure.
9. Any information that is no longer required for either administrative, educational, financial, legal or historical purposes, and the retention of which is not regulated by any provincial or federal law, may only be destroyed in accordance with records management procedures and practices.
10. All privacy concerns emanating should be forwarded to Rocky View Schools' Freedom of Information and Protection of Privacy Coordinator.
11. The Superintendent or designate may grant temporary remote access rights to third parties, ensuring the security of their network meets the standard of Rocky View Schools.
12. The Superintendent or designate will ensure that a corporate record of third party access is maintained.
13. Risk assessments, which may include threat/risk assessments, privacy impact assessments or other assessments as necessary, shall be conducted on any new business process, system, application or service, if it involves the collection, use or disclosure of personal or otherwise sensitive personal information.
14. Workstation security is critical in the realization of the intent of this Policy and is the responsibility of the Superintendent to ensure proper security measures are in place.

Legal Reference: ⇒ Freedom of Information and Protection of Privacy Act
 ⇒ School Act R.S.A. 2000, c.S-3,ss 23, 60(3)(c)

Cross Reference: RVS Policy:
 ⇒ CNA Records Management
 ⇒ CNB Freedom of Information and Protection of Privacy
 ⇒ Responsible Use Agreement
 ⇒ Records Retention Schedule



Appendix A

Personal information is recorded information about an identifiable individual, and may include:

- i. the individual's name, home or business address or home or business telephone number;
- ii. the individual's race, national or ethnic origin, colour or religious or political beliefs or associations;
- iii. the individual's age, sex, marital status or family status;
- iv. an identifying number, symbol or other particular assigned to the individual;
- v. the individual's fingerprints, blood type or inheritable characteristics;
- vi. information about the individual's health and health care history, including information about a physical or mental disability;
- vii. information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given;
- viii. anyone else's opinions about the individual;
- ix. the individual's personal views or opinions, except if they are about someone else; and
- x. student records.



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

Directive for Action

Directive for Action Item: Cross Boundary School Bus Service; Chestermere Recreation Centre to Prairie Waters School

Date of Meeting: January 19, 2012

Background

The Chestermere Recreation Centre provides Before and After School Care for students that attend both Rainbow Creek and Prairie Waters Schools and currently school bus service to and from both schools and the Chestermere Recreation Centre is being provided. The Chestermere Recreation Centre is located in the Rainbow Creek School attendance area and cross boundary bus service to Rainbow Creek can only be provided on an exception basis if approved by the Board.

Even with the start up of Before and After School Care programs at both Prairie Waters and Rainbow Creek Schools (both of which are operating close to capacity) the program at the Chestermere Recreation Centre has about 40 children registered in their program. It would be very difficult for families whose children are registered at the Chestermere Recreation Centre program and whose children attend Prairie Waters School to find alternate child care within the Prairie Waters School attendance boundary.

Related Board Decisions

At the June 19, 2008 Board meeting the following motion was approved:

“That the Board of Trustees authorizes transportation from Chestermere Recreation Centre to Prairie Waters School for students who are currently enrolled at this facility to the end of their Grade 4 year. This service will discontinue after June of 2012 or when the last of the grandfathered students have left the recreation centre Before and After School Care Program.”

Alternatives

Alternative I

That the Board of Trustees authorizes continuation of cross boundary transportation from Chestermere Recreation Centre Before and After School program to Prairie Waters School subject to review every five years.



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

Directive for Action

- Educational Implications
 - ✓ Students living in the attendance area have transportation available to attend their designated school, Prairie Waters School, rather than endeavour to attend out of boundary at Rainbow Creek due to child care services.
 - ✓ Students living within Rainbow Creek attendance area can access transportation to attend a school other than their designated school
- Financial Implications
 - ✓ No additional cost as urban service is well within contracted time
- Other Considerations
 - ✓ Assists parents

Alternative II

That the Board of Trustees does not authorize continuation of cross boundary transportation from Chestermere Recreation Centre Before and After School program to Prairie Waters School.

- Educational Implications
 - ✓ Families designated to attend Prairie Waters School whose children attend the Chestermere Recreation Centre Before and After School program will endeavour to register at Rainbow Creek School which may cause over-crowding.
- Financial Implications
 - ✓ None

RECOMMENDATION

That the Board of Trustees authorizes continuation of cross boundary transportation from Chestermere Recreation Centre Before and After School program to Prairie Waters School subject to review every five years.