



REGULAR MEETING OF THE BOARD OF TRUSTEES

RVS EDUCATION CENTRE
2651 CHINOOK WINDS DR. SW

AIRDRIE, AB

ZOOM LINK: <https://rockyview.zoom.us/my/rvsboard>

JUNE 9, 2022

10:00 a.m. Regular Board Meeting

AGENDA

1. Call to Order
Rocky View Schools would like to acknowledge the land and recognize all the Indigenous Peoples whose footprints have marked these lands from time immemorial. Together, we can learn and honour the ways of knowing of Indigenous Peoples for all future generations.
2. Approval of Agenda
3. In Camera Meeting
4. Motions Arising from In Camera
5. Approval of Minutes
 - a) Regular Board Meeting – May 26, 2022
6. Exemplary Practice/ Student Showcase
 - a) Recognition of Staff Academic Achievement
7. Superintendent's Report
8. Chair's Report/Correspondence
9. Committee Reports
 - a) Policy (w/motion)
 - b) Planning
10. Trustee Reports
11. New Business
12. Adjournment

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



EXEMPLARY PRACTICE

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Date of Meeting: June 9, 2022

Showcase Name: Recognition of Staff Academic Achievement

Project Description

Each year, the Board of Trustees recognizes staff members who demonstrate leadership in learning by obtaining post-secondary degrees or professional certificates. At the same time, we recognize first year teachers who were nominated by their school for the Alberta School Board Association's Edwin Parr Award.

The Board extends its congratulations to 28 RVS staff members who have upheld the principle that building capacity increases the collective efficacy of a group to improve student learning. Please see the attached Staff Academic Achievement brochure for details on their accomplishments.

As an organization dedicated to providing world-class learning opportunities to students, RVS values lifelong learning for all staff. Through ongoing learning, collaboration and research, staff gain valuable knowledge, skills and experiences to enhance their role, innovate and share with their colleagues. Many can use these new learnings to make a difference in the lives of students.



Board of Trustees'

**Recognition of Staff
Academic Achievement**

June 9, 2022

Recognition of **Staff Academic Achievement**

Centred on the principle that building capacity increases the collective efficacy of a group to improve student learning, Rocky View Schools (RVS) believes its staff has a responsibility to engage in lifelong learning, while bringing about transformational change to create a more innovative learning organization for all.

The Board of Trustees would like to recognize the accomplishments of 28 staff members who not only exemplify the jurisdiction's vision that we are all learners, but who also demonstrate leadership in learning.

Michelle Bechthold

Teacher – Ralph McCall School

Master of Education: Curriculum and Instruction – University of New Brunswick

“Michelle uses her knowledge of curriculum and instruction to design engaging and relevant lessons for students. Her passion for developing hands-on experiences lives daily in her classroom: manipulatives, clay and spare parts are ever-present. Michelle continues to find learning opportunities for herself and has a keen desire to reflect on her educational practices.”

Nikki Tysowski, Principal

Tracey Bishop

Teacher – C.W. Perry School

Master of Education – University of Calgary

“We would like to congratulate Tracey on her accomplishment. In addition to teaching at multiple levels, Tracey has been one of our numeracy leaders. She brings her passion and teaching expertise to the students daily and we look forward to her contributions to RVS for years to come.”

Rob Kimura, Principal

Allison Blumhagen

Substitute Learning Assistant

Diploma: Educational Assistant Certificate – Bow Valley Polytechnic

“Allison was an ongoing guest learning assistant at Nose Creek Elementary from October to April. Her strong skills, responsive flexibility and proactive approach to supporting a wide variety of students with diverse needs is an outstanding asset she brings to her role. Allison's dedication to completing her schooling is evident in the comprehensive understandings she demonstrates when working with the many students she supports.”

Suzanne Martin, Principal

Tabitha Brown

Teacher – Manachaban Middle School

Master of Arts: Counselling Psychology – Yorkville University

“Tabitha has just started bringing her new knowledge of counselling psychology to the forefront of supporting her students through a part-time CDA position. She is dedicated to lifelong learning, and this is reflected in her pursuit of a CCC designation. Tabitha will use her knowledge of mental health in her classroom this upcoming school year.”

Brenda Valerio, Principal

Ashley Burndred

Teacher – Cooper's Crossing School

Master of Education: Literacy – American College of Education

"Ashley is a passionate primary teacher who brings expertise and skill to her literacy and numeracy instruction. Ashley's action research project was about the impact of increasing morphological awareness to improve fluency scores for students. Her literacy studies have influenced her perspective and focus on teaching children to read and will support her in honing her instructional leadership abilities."

Diana Logan, Principal

Blake Burwash

Teacher – Cochrane Christian Academy

Master in Religious Education – Newman Theological College

"Blake thoroughly enjoyed the learning journey through his master's program and feels that this area of study – a personal passion of his – will serve him greatly in his role as a teacher."

Allan Elkin, Principal

Mary Beth Chisholm

Teacher – A.E. Bowers Elementary School

Master of Education: Curriculum and Instruction – St. Francis Xavier University

"Mary Beth brings her passion for teaching, physical education and wellness to her practice at A.E. Bowers. She has infused her new learning related to curriculum and instruction into a leadership role as Physical Education and Wellness Coordinator, where she supports meaningful and exciting programming for all students and staff!"

Jocelyn Littlefair, Principal

Nashira Dernesch

Assistant Principal – W.H. Croxford High School

Master of Education: Interdisciplinary Studies – University of Calgary

"Nashira has had a successful first year as a school administrator while completing her degree. Nashira's specific area of research was on understanding and addressing the characteristics and impacts of white privilege in order to foster anti-racist schools and she looks forward to applying her expertise in her role as an assistant principal."

Jeff Smith, Principal

Stephanie Dove

Executive Assistant, Business and Operations – Education Centre

Canadian Risk Management Designation (CRM) – Global Risk Management Institute

"Stephanie has actively pursued personal learning that will benefit RVS. The Canadian Risk Management Designation (CRM) will allow her to provide unique insight when evaluating insurance policies and risk. She will continue supporting RVS staff and students by evaluating opportunities that provide safer learning experiences."

*Larry Paul, Associate Superintendent
of Business and Operations*

Andrew Doyle

Assistant Principal – Herons Crossing School

Master of Education – University of Lethbridge

"An educational leader by nature, Andrew's achievement formalizes and recognizes his ongoing efforts. Andrew is both a servant and instructional leader, very well suited to his current role as assistant principal. Our school, staff and community are lucky to have Andrew on our team!"

Andrea Craigie, Principal

Allison Ferguson

Teacher – École Edwards Elementary School

Master of Education: Curriculum and Instruction in Innovations in Mathematics Education – Simon Fraser University

"Allison is a valued member of the Edwards team. She is thoughtful and reflective; her classroom is inclusive and everyone who enters knows they belong. Her passion for numeracy has created waves of creative thinking and teaching throughout the school. Her coaching skills have benefited many and it is exciting to see students' creativity shine across all academic areas."

Veronica Hooper, Acting Principal

Bruce Gramlich

Teacher – Glenbow Elementary School

Master of Education: Digital Technologies in Education – Ontario Institute for Studies in Education of the University of Toronto

"Bruce is a wonderful teacher who builds positive relationships with students, staff and families. He provides students with a lot of hands-on and fun, engaging learning experiences. His M.Ed. will be beneficial for Glenbow as we can tap into his knowledge of technology and how to best utilize it for learning. Congratulations on this great accomplishment Bruce!"

Jason Billings, Principal

Aimee Hay

Child Development Advisor – Manachaban Middle School

Master of Arts: Counselling Psychology – Yorkville University

“Aimee brings a trauma-informed lens to her work as a CDA, while also incorporating mindfulness and artistic expression. She uses her knowledge from six years of working in the field of child and youth mental health, while maintaining her dedication to lifelong learning and exploration of new ideas.”

Brenda Valerio, Principal

Jasmyne Hazelwanter

Teacher – Manachaban Middle School

Master of Education: Curriculum with a focus on Music Education – Acadia University

“Jasmyne embeds her learning of pedagogical practices that focus on the whole child into her practice. She is passionate about teaching, especially teaching music and band. She has developed student-centred programs in which students are meaningfully engaged in their learning.”

Brenda Valerio, Principal

Joe Knight

Teacher – Sarah Thompson School

Master of Education: Educational Studies – Concordia University of Edmonton

“Joe passionately serves his students each day with a clear focus on inclusion and student-centred learning. He provides leadership at a school level in our professional learning journey and in the creation of our mission and belief statements. Joe has a bright future as a leader in RVS ensuring all students belong and succeed.”

Ryan Siemens, Principal

Jennifer Leadley

Occupational Health & Safety Coordinator – Education Centre

Occupational Health & Safety Fundamentals Certificate – University of Calgary

“Having recently assumed her new role as OH&S Coordinator, Jen’s dedication to completing her certificate has given her the knowledge that will be instrumental in her motivation and dedication to further the safety culture in RVS.”

*Lyndon Chubbs, Senior Manager of Human Resources
and Occupational Health & Safety*

Kerri-Anne Leinweber

Teacher – Northcott Prairie School

Master of Education – University of Alberta

“Kerri-Anne is excited to bring her learning about health and physical education to her practice. This will benefit the students and community in which she works by creating meaningful and authentic learning experiences to drive life-long wellness practices.”

Devon Sawby, Acting Principal

Denice McKinnon

Transportation Coordinator – Education Centre

Diploma: Integrated Disability Management – University of Fredericton

“RVS Transportation proudly congratulates Denice for completing her diploma in Integrated Disability Management. This challenging 18-month program endows her with the knowledge, skills, tools and practical experience to succeed in the workplace as a Disability Management Practitioner.”

Morley Kostecy, Senior Manager of Transportation

David Moore

Teacher – Chestermere High School

Master of Mathematics for Teachers – University of Waterloo

“By completing the MMT program, David has acquired a deeper understanding of the core foundations and history of mathematics, physics and computer science. Applying this understanding to his lessons has allowed David to engage his students with enrichment activities, authentic inquiry projects and unique applications of the mathematics they are learning.”

Erhayat Ozcan, Assistant Principal

Karla Powell

Teacher – Northcott Prairie School

Graduate Certificate in Foundations of School Counselling and Psychology – University of Calgary

“Karla applies her understanding of school counselling and psychology when supporting student mental health both in her classroom and with school-wide initiatives. We commend her for her dedication to advocating for students and their well-being, which contributes positively to our school community.”

Devon Sawby, Acting Principal

Chelsea Retzlaff

Teacher – A.E. Bowers Elementary School

Master of Education: Educational Research and Leadership – University of Calgary

“Chelsea brings enthusiasm, passion and compassion to her classroom every day. Her new achievement in educational leadership will benefit our school community as she contributes to meaningful ways of supporting our students, families and team to grow every day. Congratulations Chelsea on your achievement!”

Jocelyn Littlefair, Principal

Kim Ridley

Teacher – Chestermere High School

Graduate Certificate in Interdisciplinary Studies in Education with a focus in teaching English as an Additional Language – University of Calgary

“Kim has been instrumental in redesigning our ELL program. She works with Rocky View Immigrant Services to create connections for youth with additional needs, and she created and supervises our school’s culture club, which works to enculturate our ELL students and brings multicultural learning and opportunities for the entire school community. Kim’s skills will continue to be imperative for our diverse school community.”

Erhayat Ozcan, Assistant Principal

Lynn Ross

Teacher – Chestermere Lake Middle School

Master of Education: Educational Leadership – Yorkville University

“Lynn is a true leader at Chestermere Lake Middle School. She is our athletic director and phys. ed. teacher, and often serves as acting administrator. She takes lead roles in our Grade 6 transition planning, CLMS Indigenous Learning Committee and our PBIS Committee. If there is a committee to improve our school, Lynn is on it. She builds strong relationships and is a true advocate for kids. On behalf of the entire staff of CLMS, we congratulate Lynn on her accomplishment.”

Scott Woodward, Principal

Jennifer Roth

Secretary II – Muriel Clayton Middle School

Accounting Application Certificate and Advanced Accounting Application Certificate – Bow Valley College

“Jennifer has been an outstanding asset to our front office staff. Her organization, ingenuity and work ethic have streamlined and improved many of our office processes. We are proud to have Jennifer as a part of our staff.”

Susan Sellan, Principal

Shayleen Sampson

Education Assistant – W.H. Croxford High School

Child and Youth Care Diploma – Lakeland College

“Shayleen has enthusiasm and a deep passion for helping students. Her studies have never been about reaching a point of completion, but rather about extending her knowledge and skills. She has applied each new concept to further her relationships with students and now looks forward to expanding her impact throughout the school. Shayleen continues to deepen her passion for making a difference, working with people to achieve their best and embracing the calling to be a lifelong learner and educator.”

Nashira Dernesch, Assistant Principal

Diana Taylor

Teacher – RancheView School

Post-Graduate Certificate in Interdisciplinary Studies – University of Calgary

“Diana has used the knowledge she has gained through this certificate program to bring deeper understanding of the interconnections that exist between different disciplines. She has developed meaningful and authentic lessons for students to understand how the learning from specific subjects is intertwined in the many activities that are part of life.”

Lynette LePan-Smith, Principal

Stephanie Topic

Teacher – Cochrane High School

Master of Education – University of Calgary

“Steph is a valued and contributing member of Cochrane High’s staff. She is a well-respected teacher who makes a tremendous investment in her students, both in the classroom and through extra-curricular activities such as coaching girls’ basketball. Congratulations Steph on completing your degree!”

Jeff Chalmers, Principal

Kaity Weintz

Teacher – Fireside School

Graduate Diploma: Leading & Learning in a Digital Age – University of Calgary

“Kaity continued her graduate studies journey this year with a focus on how to lead a learning environment in the digital age. She uses her graduate level course work and adapts it to fit her current work assignment as a Grade 1 teacher. Kaity has a genuine passion and drive for lifelong learning in all aspects of her professional life.”

Dave Banderk, Principal

2022 Edwin Parr Award

The Alberta School Boards Association's Edwin Parr Teacher Award recognizes exceptional first-year teachers who have gone above and beyond for their students and school community.

Edwin Parr, President of the association from 1956 – 1962, instituted an “Annual Teacher Award” in his school system that recognized teachers for their long and exemplary service. In searching for a way in which his memory might be perpetuated and to honour the profession he so dearly respected, the Edwin Parr Teacher Award was established in 1964.

Please join RVS in congratulating Maureen McCann, who was selected to represent the jurisdiction for the Zone 5 Edwin Parr Award, as well as the six other teachers nominated within RVS.

RVS EDWIN PARR ZONE 5 REPRESENTATIVE

Maureen McCann

RancheView School

“Maureen leads her class with kindness, empathy and compassion. She is an inclusive teacher who embraces and respects all.”

Lynette Lapan-Smith, Principal

NOMINEES

Cassandra Bollinger

Elizabeth Barrett Elementary School

Jessica Gobran

Meadowbrook School

Kyra Lake

Cochrane High School

Anastassia Rushford

W.H. Croxford High School

Lisa Sundstrom

École Edwards Elementary School

Janice Swan

École Elbow Valley School



SUPERINTENDENT'S REPORT
REGULAR MEETING OF THE BOARD OF TRUSTEES

JUNE 9, 2022

AGENDA

1. 2022/23 CMR/IMR
2. Locally Developed Courses
3. Purchase Orders Over \$200,000
4. Administrative Procedure Update

ACTION

Directive
Directive
Information
Information

A handwritten signature in black ink, appearing to read "Greg Luterbach", with a small star-like mark above the final letter.

Greg Luterbach
Superintendent of Schools

DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Date of Meeting: June 9, 2022

Item: IMR Spending Priorities

Background:

As part of the annual fiscal process, administration brings forward for approval the Infrastructure Maintenance and Renewal (IMR) spending plan for the coming year.

In March of 2022, as part of the provincial budget, RVS has been granted \$2,773,065 for IMR for the 2022-2023 school year.

Current:

The table below shows detailed information on recommended IMR projects for the 2022-2023 school year.

Project	Budget Amount
George McDougall CTS upgrade	\$ 1,182,310
Student Washroom/change room upgrades X 1	\$ 250,000
Roofing	\$ 200,000
Food Room Reno (1 project)	\$ 350,000
Assisted Barrier Free Washroom	\$ 120,000
Mechanical/Controls Upgrades	\$ 250,000
Gym floors sand and re-line	\$ 50,000
Door Hardware	\$ 50,000
Ceiling Tile/LED/Flooring/Painting	\$ 20,000
Washroom Fixtures	\$ 10,000
Painting	\$ 50,000
Duct Cleaning	\$ 75,000
Exterior Windows	\$ 50,000
Concrete	\$ 70,000
Laminate Replacement	\$ 15,000
Fob doors	\$ 10,000
Fire Panel Upgrades	\$ 10,000
Re-Key School	\$ 10,000
	\$ 2,772,310

DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Alternatives:

Alternative I:

The Board of Trustees approves the allocation of 2022-2023 IMR funds as presented.

Alternative II:

The Board of Trustees approves the allocation of 2022-2023 IMR funds as amended.

Alternative III:

The Board of Trustees refers the matter to the Board Planning Committee for further review.

Recommendation:

The Board of Trustees approves the allocation of 2022-2023 IMR funds as presented.

DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Item: Authorization of Locally Developed Courses for Acquisition and Renewal

Date of Meeting: June 9, 2022

Background:

Locally developed courses (LDCs) are developed, acquired and authorized by school authorities to provide students with unique opportunities to explore a range of interests in subject areas that complement provincial programs of study.

LDCs allow school authorities to be innovative and responsive at the local level. LDCs accommodate the special interests and abilities of students and address local, community and/or parental interests. LDCs may be used to:

- accommodate student needs and interests
- encourage and support innovative learning and teaching practices
- address unique community priorities; e.g., language, culture, labour market needs
- engage students who may be at risk of leaving school early

Current Status:

Rocky View Schools is seeking approval to renew the the following expiring LDCs for the authorization periods indicated below. High school administrators have confirmed they would like to offer these courses for students in their schools.

Course Title	Credits	Developing Board	Authorization Period
Statistics (2020) - 35	5	The Edmonton School Division	Dec 2, 2021 – Aug 31, 2024
Dance (2019) - 25, 35	3	The Edmonton School Division	Sept 1, 2022 – Aug 31, 2023
ASL and Deaf Culture 3Y – 15, 25, 35	5	The Edmonton School Division	Sept 1, 2022 – Aug 31, 2026
Technical Theatre (2022) – 15, 25, 35	5	The Calgary School Division	Sept 1, 2022 – Aug 31, 2026
Military Studies – 35	3	The Calgary School Division	Sept 1, 2022 – Aug 31, 2024
Leadership in the Arts (2022) – 35	3, 5	The Calgary School Division	Sept 1, 2022 – Aug 31, 2026
Learning Strategies – 15, 25, 35	3, 5	The Calgary Roman Catholic Separate School Division	Sept 1, 2022 – Aug 31, 2026
Psychology Abnormal – 35	3	The Pembina Hills School Division	Sept 1, 2022 – Aug 31, 2026
Competencies in Math (2022) – 15	3, 5	The Red Deer School Division	Sept 1, 2022 – Aug 31, 2026

Alternatives:

Alternative I

The Board of Trustees approves the above courses for use in Rocky View Schools for the period indicated above.

Alternative II

The Board of Trustees directs Administration to pursue an alternate course of action.

Recommendation

The Board of Trustees approves the above courses for use in Rocky View Schools for the period indicated above.



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Item: Purchase Orders issued over \$200,000

Date of Meeting: June 9, 2022

Background:

In accordance with Administrative Procedure AP5201, the Board of Trustees is being provided the purchase orders that have been issued for the purchases over the amount of \$200,000.

Current Status:

From March 1, 2022 to May 31, 2022 the following purchase orders were issued for an amount over \$200,000.

1. Purchase Order 101767 Issued to Black River Contracting Inc.

PO 101767, issued in the amount of \$244,748.05 This Purchase Order relates to the portable moves at Bert Church High School. Maintenance Portable Moves Operational Funds.

2. Purchase Order 101987 Issued to Apple Canada Inc.

PO 101987, issued in the amount of \$431,172 This Purchase Order relates to the purchase of 300 MacBook Air Computers for the teacher evergreening program. Operational Technology Funds.

3. Purchase Order 102055 Issued to Sunco Communications & Installations Ltd.

PO 102055, issued in the amount of \$436,782.93 This Purchase Order relates to the upgrade of the Division's phone system. Central Operational Funds.

4. Purchase Order 102086 Issued to PC Corp.

PO 102086, issued in the amount of \$579,402.60 This Purchase Order relates to RFP Q-21-44, for student Chromebook evergreening. Operational Technology Funds.

5. Purchase Order 102167 Lynnwood Roofing.

PO 102167, issued in the amount of \$271,530 This Purchase Order relates to portable roof replacements at Ralph McCall and Prairie Waters. IMR Funds.

Recommendation:

The Board of Trustees acknowledges receipt of the information item as presented.



INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Item: Administrative Procedures Update

Date of Meeting: June 9, 2022

Current Status:

The following changes have been made to existing administrative procedures since December 2021:

AP110 – School Councils

Insertion to address the *Education Act* requirement “A board shall establish a dispute resolution process to address disputes between the principal and the school council with respect to policies proposed or adopted for a school.”

AP140 – Responsible Use of Technology

AP140 was updated to align with current practice, specifically with the Terms of Service and Privacy Policy. Clarity was added to reflect registered students are automatically added to DES unless they formally opt out as well as all passwords require being changed yearly unless the service is connected to Two Factor Authentication.

AP149 – Crisis Incident Communication

AP149 Crisis Incident Communication was recently updated to refine and clarify the process for schools and RVS administration to follow when responding to the communication needs of an incident or crisis. The revised AP is based on input from Schools department, Learning, Communications, HR and Business and Operations. Please note Unfortunate News is now renamed Incident Communication.

AP442 – Performance Appraisal of Support Staff

AP442 outlines the Performance Appraisal process for support staff. This update outlines the newly defined Support Staff Quality Standards. Support staff must meet all the competencies of the Support Staff Quality Standards. The performance appraisal process is an opportunity for employees to receive feedback on their performance relative to their job duties, share successes, establish goals, and discuss professional development.

AP490 – Volunteers, Visitors, and Presenters Mandatory Record Checks

AP490 covers Criminal Record Checks for Visitors and Volunteers. The key change to the procedure was to add details about the existing practice in regards to having HR accept any adverse findings on the Criminal record Checks.

Recommendation:

The Board of Trustees acknowledges receipt of the Administrative Procedures Update as presented.

DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: POLICY COMMITTEE

Item: Policy 10

Date of Meeting: June 9, 2022

Background:

On September 1, 2019 the *Education Act*, which is the guiding legislation for School Boards, came into effect. This change requires that all Board review their policies to ensure they are in line with the new legislation.

Additionally, the Board's Policy Committee is charged to "recommend revisions, deletions and creation of new policies to the Board of Trustees".

Current Status:

Summary of major changes to Policy 10 – Policy Making

- In September 2020 the *Education Act* references were updated, prior to that last review was September 2017
- Adjusted the draft policy to reflect what is working and the desire to simplify the policy while addressing multiple pathways for creation and revision suggestions
- Rewrote the background section to provide high level information
- Adjusted some of the guidelines to reflect the role of the Policy Committee and that the Superintendent does not do that work on their own
- Removed some of the detailed processes which read more like an admin procedure rather than a policy
- Removed a few items that were obvious and felt it was too prescriptive or repetitive (Supt may get legal advice, Supt develops APs, policy is only approved by the Board)
- Removed reference to how many times Policy Committee meets as that belongs in the committee's terms of reference
- Proposing changing policy title from Policy Making to Policy Development

Alternatives:

Alternative I:

The Board of Trustees approves the attached Policy 10 – Policy Making.

Alternative II:

The Board of Trustees approves a further amended Policy 10 – Policy Making.

Alternative III:

The Board of Trustees refer Policy 10 – Policy Making back to the Policy Committee for further study.

Recommendation:

The Board of Trustees approves the attached Policy 10 – Policy Making.

BACKGROUND

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will operate. Policies provide effective direction for the action of the Board, Superintendent, staff, students, and stakeholders. Policies also serve as sources of information and processes to all who may be interested in or connected with the operation of the Division. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

The Board believes that the development and review of all policies shall reflect the values and interests of RVS' communities. Policy development is enhanced when the process allows for meaningful involvement of staff and other interested groups and persons where appropriate.

The Board shall be guided in its approach to policy making by adhering to the requirements to provide public education in compliance with the Education Act and other relevant legislation.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning

The Board, in cooperation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

2. Development

The Board may develop the policy itself or delegate the responsibility for its development to the Superintendent.

3. Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of the other policies.

4. Evaluation

The Board, in cooperation with the Superintendent, shall review each policy in a timely manner in order to determine currency and if it is meeting its intended purpose.

Specifically

1. Any RVS trustee or RVS community member may initiate proposals for new policies or changes to existing policies.
2. RVS community member proposals are to be submitted to the Chair by using RVS Policy Initiation-Revision form BP10/17.
3. Individual trustees at any time can put forth a motion for the Board's consideration to direct the Superintendent to develop a policy and/or revise an existing policy. If such a motion is carried by the Board, the Superintendent will draft the new policy / revisions and present the draft to the Board for its consideration and approval.
4. Policy development or revision may also be initiated as a result of legislated changes, a public consultation, survey, needs assessment or policy evaluation.
5. The Board will review all Policy Initiation-Revision forms during a Planning meeting. At that time, the Board may determine that a new policy / revision to existing policy is not required and will inform the initiator in writing of their decision.
6. If the Board determines that a new policy is required and/or revisions are required then it will also determine if it is emergent (dealt with prior to the next regular meeting of the Policy Committee) or if it will be scheduled for consideration at the next Policy Committee.
7. Non-substantive policy revisions may be drafted by the Superintendent and proceed directly to the Board for consideration and approval.
8. New policy / policy revisions will be drafted by the Superintendent for the Board's consideration.
 - 8.1 If the Board requests that a new policy be drafted or an existing policy be reviewed for possible amendment, the Superintendent shall develop a draft proposal.
 - 8.2 Draft proposals may be developed in consultation with advisory committees, various employee groups, senior administrative staff, or outside agencies and consultants.
 - 8.3 The engagement of outside agencies or consultants to assist in policy development shall require prior approval of the Board if the total anticipated costs will exceed budget approved allocations.
9. When appropriate, the Superintendent shall seek legal advice.
10. The final draft of the policy or amendments shall be presented to the Board for its consideration and approval. Non-emergent policy proposals will first go to the next Policy Committee meeting prior to being considered in a public meeting.
11. The Board may refer the draft back to the Superintendent for further revision as they see fit.

12. Additional input into proposed changes in policy or drafts will be sought by the Board whenever it is deemed appropriate.
13. Only those policies, which are adopted and recorded in the minutes, constitute the official policies of the Board.
14. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management and operation of the Division. Such decisions carry the weight of policy until such time as specific written policy is developed.
15. The Superintendent must develop administrative procedures as specified in Policy 11 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the Division; these must be in accordance with Board policies.
16. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.
17. The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the Division's website, in a timely manner, for staff and public access.
18. The Policy Committee will meet at least twice a year.

Legal Reference:

- Section 33, 51, 52, 53, 222 Education Act
- Board Procedures Regulation

BACKGROUND

Policy development is a key responsibility of the Board. Policies constitute the will of the Board and provide clear direction for the Division. Policies also serve as sources of information to all stakeholders. Adoption of new Board policies and revision of existing policies is the responsibility of the Board.

Policy development or revision may be undertaken for various reasons that include changes in legislation, public consultation, needs assessment, policy evaluation, or at the request of a community member or trustee.

The Board believes that policies should reflect the values and interests of RVS' stakeholders and serve the Board's vision and purpose.

GUIDELINES

1. The Board shall be guided in its approach to policy development by adhering to the requirements to provide public education in compliance with the *Education Act* and other relevant legislation.
2. Any RVS trustee or RVS community member may initiate proposals for new policies or changes to existing policies. Proposals are to be submitted to the Board Chair for the Board Planning Committee's consideration by using RVS Policy Development-Revision form BP10/17. The initiator will be informed of the decision of the Board Planning Committee.
3. An RVS trustee, in any regular Board meeting, may move to direct the development of a policy and/or revise an existing policy. Motions passed in this manner will be referred to the Policy Committee.
4. The Policy Committee shall review all Board policies at least once during the term of the elected trustees and may bring forward policy revisions and/or a new policy for the Board's consideration.
5. The Superintendent will alert the Policy Committee to legislative changes affecting Board policy and present proposed new policy and/or revisions to the Policy Committee.
6. The Superintendent shall arrange for all Board policies and subsequent revisions to be posted on the Division's website, in a timely manner, for staff and public access.
7. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management and operation of the Division.

Legal Reference:

- Section 33, 51, 52, 53, 222 Education Act
- Board Procedures Regulation



COMMITTEE REPORT

TO: THE BOARD OF TRUSTEES

FROM: THE BOARD PLANNING COMMITTEE

Report Date: June 9, 2022

Committee Members Present:

All Trustees (except Trustee Burley)
Greg Luterbach, Superintendent
Larry Paul, Associate Superintendent Business & Ops
Tara De Weerd, Director of Communications
Jennie Thompson, Recording Secretary

Meeting Date: May 26, 2022

Key Meeting Points:

- Received report from Transportation Committee
- Discussed Holy Spirit School and site in Cochrane and potential purchase back from Calgary Catholic School Division
- Reviewed draft changes to Board Policy 10 – Policy Making as recommended by the Policy Committee
- Considered potential Capital Maintenance & Renewal / Infrastructure Maintenance & Renewal projects for this coming year and reviewed changes to government grant funding
- Discussed Alberta School Councils Association (ASCA), the support they provide school councils in RVS and the recent changes to their organization and advocacy approach
- Reviewed Alberta School Boards Association Budget & Bylaws bulletin in preparation for the Spring General Meeting (June 6)
- Received update from administration on High School Redesign / Flex Blocks

Future Considerations:

- Engage with RVS School Councils regarding membership in ASCA

Committee Recommendations/Decisions:

The Planning Committee recommends that the following items be brought forward for the Boards consideration:

- Holy Spirit School land re-purchase
- Revised Policy 10
- IMR projects and priorities for 2022/23