



## 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>

**DECEMBER 1, 2022**

10:00 a.m. Regular Board Meeting

### AGENDA

1. Call to Order
2. Approval of Agenda
  - Vice-chair Kinley**  
*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.*
3. Approval of Minutes
  - a) Regular Board Meeting – November 24, 2022
4. Exemplary Practice/ Student Showcase
  - a) George McDougall High School Feeding the Students Initiative
5. Superintendent's Report
6. Chair's Report/Correspondence
7. Committee Reports
  - a) Planning
8. Trustee Reports
9. New Business
10. 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

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**Date of Meeting:** Dec. 1, 2022

**Showcase Name:** George McDougall High School – Feeding the Students Initiative

**Teacher:** Jacalyn Vang

**Student Presenters:** Jamie Wilson, Neala Emslie, Janay Moen, Elijah Bisgaard, Gracie Francis

## **Project Description**

Grade 10 students from George McDougall High School (GMHS) will present on their new Feeding the Students initiative, which provides healthy food options for students at the high school and at École Airdrie Middle School (EAMS). Partnering with the Airdrie Food Bank, the students prepare sandwiches and fresh vegetables two mornings per week to fulfill the Fuel for Kids orders placed by GMHS and EAMS, as well as breakfast foods to support the GMHS Breakfast Program. Students also assist in delivering the food to the middle school. In addition to the Airdrie Food Bank, this initiative is supported by Breakfast Clubs of Canada, RVS Food for Thought, the Airdrie Ag Society and COBS Bread Bakery, which provide food, funds and equipment.

This showcase is an example of students making a positive difference in their life, school, community and the world – one of the outcomes of RVS' Four-Year Plan. It also demonstrates the importance of the partners that support our schools.



**SUPERINTENDENT'S REPORT**  
REGULAR MEETING OF THE BOARD OF TRUSTEES

**DECEMBER 1, 2022**

**AGENDA**

1. Administrative Procedure Update

**ACTION**

Information

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

Greg Luterbach  
Superintendent of Schools



# INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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**Item:** Administrative Procedures Update

**Date of Meeting:** December 1, 2022

**Current Status:**

The following changes have been made to existing administrative procedures since June 2022:

**AP110 School Councils**

Updated to remove requirement for school councils to submit their minutes as part of their annual report.

**AP166 Pandemic Response**

Updated to reference following guidance provided by Government of Alberta, various ministries, and Alberta Health Services. The appendix was removed as it was dated and no longer applicable due to changes in practices, processes and technology.

**AP193 Land Acknowledgement**

Updated to include a French version of the land acknowledgment statement. Schools can choose to acknowledge the land in English and/or French.

**AP403 Public Interest Disclosure**

AP403 was updated to make clear that complaints of harassment are to be dealt with using the process described in AP412 Workplace Harassment and Violence.

**AP410 Employee Progressive Discipline**

This procedure was nearly completely re-developed. The new Progressive Discipline Procedure is intended to be more comprehensive and also more progressive in nature. Four clear steps are outlined for both staff and supervisors to ensure the discipline process is consistent and transparent.

**AP412 Workplace Harassment and Violence**

Updated to incorporate violence and bullying and to remove the components around investigations. A new AP has been created to house the investigative process (AP413).

**AP413 Workplace Investigations**

AP413 is a new procedure, it was developed to split the investigation procedure out of the Harassment Procedure (AP412) in order to facilitate the use of the investigation process for all workplace investigations including those for OH&S.

**AP422 Teacher Growth, Supervision and Evaluation**

The primary revisions to AP422 include updating the reference list to reflect current documents and updating the Purpose of the AP to reflect RVS's dedication to ensuring high quality education for all students.

**AP424 Professional Learning**

Annually, the PDLC committee reviews the operating guidelines embedded within AP424 as appendix A and suggest revisions to the Board and ATA local. Approved changes include: clarifying that the subsistence includes reimbursement for flights if



# INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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needed and that meals must be related to required travel excluding Teachers' Convention; added specific language around meals claims and that they may not exceed published CRA per diem rates, a point was added to reinforce AP5224 which says that RVS Purchasing Cards may not be used for meals; and funds for schools to apply for school-based professional learning activities doubled from \$250 per school to \$500 with no more than 10 schools receiving an allocation.

**AP427 Transfers of Certificated Staff**

A minor change was made to AP427 providing additional explanation of the internal teacher transfer round.

**AP430 Role of the Principal**

Updated to align with Alberta Education Leadership Certification requirements. Other additions outline that the principal must undertake Instructional Leadership, the expectations for safe and caring learning environment, and the principal's role in assigning school-based staff from year to year.

**AP490 Volunteers, Visitors and Presenters Mandatory Record Checks**

Updated to now include specific details to Supervisors as to what to do when they are presented with an adverse record check from a volunteer. The updated version also includes the criteria by which an adverse record check may be approved by Human Resources, to allow a volunteer to continue to volunteer despite the adverse record check.

**Recommendation:**

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



# COMMITTEE REPORT

TO: THE BOARD OF TRUSTEES

FROM: THE BOARD PLANNING COMMITTEE

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**Report Date: December 1, 2022**

**Committee Members Present:**

All Trustees

Greg Luterbach, Superintendent

Larry Paul, Associate Superintendent of Business & Operations

Tara De Weerd, Director of Communications

Ashley Maroukian, Recording Secretary

**Meeting Date: November 25<sup>th</sup>, 2022**

**Key Meeting Points:**

- Committee reports were shared by the ASBA and School Councils Committee
- The Board had generative discussion on several aspects of School Fees that will inform budget deliberations in the new year

**Future Considerations:**

- A Trustee Motion template was discussed
- Direction was provided to the ASBA Committee to complete the ASBA Strategic Plan Survey on behalf of the Board

**Committee Recommendations/Decisions:**

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