



## 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>

**JANUARY 11, 2024**

10:00 a.m. Regular Board Meeting

### AGENDA

1. Call to Order
2. Approval of Agenda
3. In Camera Meeting
4. Return to Public Portion of the Agenda
  - Trustee Shelley 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.*
5. Motions Arising from In Camera
6. Approval of Minutes
  - a) Regular Board Meeting – December 14, 2023
7. Exemplary Practice/ Student Showcase
  - a) Banded Peak School Winter Market
8. Superintendent's Report
9. Chair's Report/Correspondence
10. Committee Reports
  - a) Advocacy (w/motion)
  - b) Audit (w/motion)
  - c) Transportation (w/motion)
  - d) Planning
11. Trustee Reports
12. New Business
13. 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:** Jan. 11, 2024

**Showcase Name:** Banded Peak School Winter Market

**Teachers:** Kelly Campbell, Janelle Fortmuller, Kelsey Wicktor Neumeister, Jill Winters, Simon Pols

**Student Presenters:** Davin Kary (Grade 6), Kingston Tudor (Grade 6), Maisie Frasca (Grade 8), Eden Aldred (Grade 8)

## **Project Description**

In December, Banded Peak School hosted its third annual Outdoor Winter Market and Concert. Each year students from all grades of the school participate to make this event a success. Middle school entrepreneurs in Grades 5-8 have the opportunity through the market to learn how to design a small business; generate, market and sell a product; and develop financial literacy skills. The event also features a wide variety of contributions from other grades including an outdoor performance by the school's youngest students and a band performance. This year, attendees also heard stories of the night sky from an Indigenous perspective.

This event is designed to gather community during the busy holiday season and celebrate Banded Peaks' talented and creative students. While it is an optional program, several students participate each year – those that don't sell in the market perform, assist throughout the evening or help friends at their tables. The success of the Winter Market is contingent on the collaboration and hard work of the entire school staff.

This event achieves several of the goals of RVS' Education Plan. Students who sell in the market are actively engaged in meaningful and relevant learning, and also develop numeracy skills. The group effort of the market helps students demonstrate their communication, collaboration and problem-solving skills. In engaging the school community, the market also creates an environment where students experience success and are happy, healthy, feel they belong and are safe.



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

**JANUARY 11, 2024**

**AGENDA**

1. Division Education Plan Implementation Update
2. PL and Leadership Development Update

**ACTION**

Information  
Information

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

Greg Luterbach  
Superintendent of Schools

# INFORMATION ITEM



TO: THE BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

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**Item:** Division Education Plan Implementation Update

**Date of Meeting:** January 11, 2024

**Background:**

The fall of 2023 began the implementation of Rocky View's new Division Education Plan. Coming on the heels of the previous 4YP that saw students and staff 'connect, achieve and navigate' before, during and after a global pandemic, there is much to be excited about in our new plan and it's 'focus on the future'. The plan was developed after consultation with parents, students and staff across the division that used a blend of electronic means and in person sessions to collect feedback and help establish priorities for our work for the next four years.

Approved by the Board of Trustees in May 2023, the fall of 2023 saw the kick off the new plan and its goals that have our students achieve, build and create within a system that is future focused. By nurturing skills in numeracy, literacy, global citizenship, collaboration and problem solving, inclusivity within healthy and safe environments we are equipping our students for academic success and success in the dynamic challenges of the ever-evolving world.

**Current Status:**

Goal 1 – Advancing students' numeracy and literacy skills.

Outcomes:

- Students are numerate and literate.
- Students are actively engaged in meaningful and relevant learning.

In reviewing the School Education Plans, 27 schools have developed a goal to improve literacy skills and 26 schools have developed a goal to improve numeracy skills. This is not surprising given recent assessment results in both areas; while the number of students with grade appropriate numeracy and literacy skills continues to increase, further improvement is needed. Many schools have developed goals in both numeracy and literacy, recognizing that high quality instructional practices have overlap in both areas. Schools are using the data they are collecting to guide their instructional focus and provide interventions for groups of students.

Many elementary schools continue to receive 'learning disruption funding' from the Alberta government based on assessment results and are using that funding to provide additional time for staff to work with students, engage in professional learning to enhance instructional skills and to purchase resources for use in classrooms.

The implementation of a Thinking Classroom approach in mathematics and other academic areas that the approach continues to grow. This approach is both effective in growing mathematical skills and lends itself to increased student engagement.

# INFORMATION ITEM



TO: THE BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

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Teachers are continuing with the Layers of Literacy approach to literacy instruction. Providing small group and large group interventions and working across classrooms to provide appropriate and flexible groups for students to improve their literacy skills.

This school year the RVS writing assessment will be implemented in grades 3, 7 and 10 classrooms. In the spring of 2023 over 40 classroom teachers came together numerous times to develop the rubric and to pilot it in their own classrooms. This tool is aligned with Alberta curriculum and provides teachers with a writing prompt and a rubric to assess the students' writing skills and inform the teachers where they may need to focus instruction.

Goal 2 – Building future ready students.

Outcomes:

- Students demonstrate strong abilities in critical thinking, communication, problem solving, collaboration, managing information, cultural and global citizenship, creativity and innovation, and personal growth and well-being (Alberta Education student competencies).
- Students graduate high school prepared to be successful for any path they choose.

K-8 schools have been involved with the instruction and assessment of the Alberta Student Competencies for several years. These competencies are reported on in the final report card for each student. School goals that seek to focus on the competencies are based around further appreciation and understanding of diversity. Other goals in this area include: further engagement in myBlueprint, Indigenous ways of knowing, resilience, engagement, wellness, student leadership development, citizenship and lifelong learning, critical thinking and collaboration as well as six goals specific to the concept of career exploration.

Career Connection Strategy meetings were held at 33 schools that contain students in grade 6 - 12 to assess current practices in relation to career education planning, school programming, and experiential learning opportunities for students. Insights from these meetings, in addition to gathering data from across Alberta on best practices in Career Education, are being reviewed through a working group comprised of eight administrators, Associate Superintendent of Schools, and an Area Director. This group will provide recommendations, input, and feedback toward a RVS Career Connections Practice Guide.

Goal 3 – Creating inclusive, engaging, healthy learning opportunities for all students.

Outcomes:

- Students are happy, healthy, feel they belong and are safe, and experience success in learning environments that are inclusive of every learner and celebrate diversity.
- Students are self-aware, focused and demonstrate perseverance and resilience.

30 schools have a goal specific to improving their Tiered Fidelity Instruction (TFI) results regarding PBIS. Divisional PBIS coaches continue to provide support to school based PBIS teams. All schools are engaged in various levels of implementation with a few schools moving into data gathering and refinement of processes and procedures at a more in depth level of PBIS. Schools are focused on the

# INFORMATION ITEM



TO: THE BOARD OF TRUSTEES

FROM: SUPERINTENDENT OF SCHOOLS

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mobilization of their locally developed matrix, teaching PBIS focused lessons in each classroom and expanding their use of 'catching kids doing good' and rewarding them in various ways for positive behavior.

## **Future Direction:**

Plans for the second half of the year:

- The RVS Math Assessment is next to be developed and work will begin this spring.
- Implementation of the OurSCHOOL survey for all students grades 4-12 in the spring.
- Administrators and teachers from 18 schools will attend professional learning to learn about the implementation of an Immersive Extended Learning Experience (IELE) exemplar called Experiential Learning Week (ELW). These school teams will engage in planning an IELE that would reflect their student's needs within their school context and communities.
- Continue with new curriculum implementation as well as the use of Learning Disruption Funding to support our youngest readers and mathematicians.
- Expand data collection on student behavior via module in Dossier.

## **Recommendation:**

The Board of Trustees acknowledges receipt of the Division Education Plan Implementation Update as presented.



# INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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**Information Item:** Strategic Plan Performance Measures Report Regarding Professional Learning and Leadership Development

**Date of Meeting:** January 11, 2024

**Background:**

As per RVS Board Policy 9 Strategic Plan the Board of Trustees believes that high-level strategic planning is an integral component of its governance and leadership roles. The strategic plan reflects the community voice and sets the stage for success in advancing the Division’s vision and purpose. The Rocky View Schools Strategic Plan identifies specific priorities, goals and outcomes whose success is determined through achieving identified performance measures.

**Current Status:**

School divisions who invest time and resources in staff learning and development supports individuals hone strengths and grow skills which better equips them for their current and future roles. RVS is specifically addressing staff learning and development through Strategic Plan Priority 2 Strengthening our Workforce. By focusing on the Goal “Support professional learning opportunities that build expertise, increase capacity, and enhance leadership development” we are addressing the outcomes that will lead to a high performing team within RVS.

Performance Measures

- Administrative Leadership Program (ALP)

Number of Participants

ALP 1 = 20

ALP 2 = 32

ALP 3 = 8

ALP 4 = 9

ALP is a program offered for certificated staff interested in learning more about school administration by exploring concepts and themes around leadership, particularly within the context of RVS. Internal candidates ALP 1 and 2 must be completed before applying to the RVS Assistant Principal Pool (external candidates must have completed a leadership program or currently be an Assistant Principal or Principal in another school division before applying to RVS Assistant Principal or Principal Pool). ALP 3 is for first year Assistant Principals and ALP 4 is for individuals in the Assistant Principal Pool who have not been placed. ALP continues to be a program that receives strong reviews from participants.

- Education Centre Leadership Development and Support Program

Number of Participants = 22

The program is intended to support Education Centre (EC) based staff while developing leadership skills across the EC. These shared learning opportunities create connections amongst branches and departments in the EC. It also allows for deeper connections between individuals and senior leaders of the organization. Topics discussed include:

- general leadership traits and overview
- team building



# INFORMATION ITEM

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

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- communications
- difficult conversations
- coaching
  
- Learning Support Teacher Development Program - Number of Participants = 17  
Professional learning program designed for teachers who may be interested in moving into a learning support teacher role in the future. Professional learning sessions on:
  - Inclusive Education: Teaching to Difference and Diversity
  - Supporting and Writing Effective Student Success Plans/IPP's
  - Responding to Behaviour
  - Reframing Regulation: Sensory-motor Approach to Self-regulation
  - Mandt: Relational and Staff Protection
  - Restorative Practices
  - Autism Speaks, it's time to Listen
  
- Number of focused capacity building opportunities for school leaders = 26  
These opportunities are designed to enhance school leaders' knowledge and skills in either instructional or managerial leadership. Opportunities have occurred for the entire RVS school leadership body, by division (example high school or middle school leaders) or at the school level for a school administration team. Given the relatively low years of experience of school leaders in RVS it is imperative these opportunities continue.
  
- Number of Learning Department Professional Learning (PL) offerings = 66  
Number of participants to Learning Department PL offerings = 1620 (teachers, support staff and administrators)  
Some of the sessions were on; new curriculum, building strong learning support teams, Violence/Threat Risk Assessment (VTRA) level 1 and 2 training, restorative practices, Indigenous Foundational Knowledge, Autism speaks, cultivating student agency, 180 days (writing instruction), and many others.
  
- Percentage of exit slips at centrally organized PL that found capacity building value in the session:
  - 94.38% somewhat or strongly agree (1125 of 1192 returned slips)
  - 5.62% somewhat or strongly disagree (67 of 1192 returned slips)

## **Recommendation:**

That the Board of Trustees acknowledges receipt of the Strategic Plan Performance Measures Report regarding Professional Learning and Leadership Development.

*Reference to Policy/Administrative Procedure:  
Board Policy 09 Strategic Plan*



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE ADVOCACY COMMITTEE

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**Item:** Advocacy Committee Terms of Reference

**Date of Meeting:** January 11, 2024

## **Background:**

All Board committees have Board approved Terms of Reference (TOR) highlighting purpose, membership, authority, and areas of focus. Typically, committee terms of reference are reviewed annually.

## **Current Status:**

The Advocacy Committee has reviewed the committee's terms of reference and shared their suggestions with the Board Planning Committee. Further adjustments were made based on the feedback gathered from the Board Planning Committee.

The Committee is recommending some updates to the TOR including:

- enhance clarity on the scope and work of the committee, and to include Board advocacy priorities
- revised the Authority by:
  - added recommending advocacy priorities (Board approval)
  - added recommending advocacy plan and strategies (BPC approval)
  - added implementing the approved plan
  - removed drafting key notes
- revised the Areas of Focus by:
  - removed implementation tools and strategies as these will be part of the advocacy plan
  - added annual review of Advocacy priorities
  - added identifying emergent advocacy matters

## **Alternative I**

The Board of Trustees approves the attached Advocacy Committee Terms of Reference.

## **Alternative II**

The Board of Trustees approves the attached Advocacy Committee Terms of Reference as amended.

## **Alternative III**

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

## **Recommendation**

The Board of Trustees approves the attached Advocacy Committee Terms of Reference.



## Advocacy Committee Terms of Reference

**Purpose:** To coordinate the advocacy efforts of Rocky View Schools' Board of Trustees in its endeavour to positively impact the students it serves.

**Membership:**

- a) Three trustees, with one being the Board Chair and two Trustees-at-Large
- b) Superintendent of Schools
- c) Director of Communications
- d) Other Education Centre staff as required

**Authority:** Recommend implementation plans for lobby efforts, political networking and promotion of educational stewardship to the Board of Trustees. Draft key notes and messages on emergent issues to be distributed to trustees for feedback. Trustee feedback will be provided to the Board Chair who will finalize the key notes. These key notes will serve as the Boards position until such time as another position is determined by the Board.

**Areas of Focus:**

Areas of focus include:

- a) Political lobbying (such as Capital Plan, Renewed Funding Framework, Emergent Topics)
- b) Political networking (MLAs, Mayors, Reeve, Parents, School Councils, Aldermen, Councilors, Alberta Education and other ministries, ASBA, and other Boards) through lunches, meetings, etc.
- c) Promoting the role of trustee and public education
- d) Responding to emergent topics to ensure the Board Chair and trustees are supported with key notes and messages

**Meetings:** Bi-monthly and as needed.

**Minutes:** The Director of Communications shall act as recording secretary for the Committee.

**Remuneration**

**of Trustees:** Trustees will be remunerated according to Board Policy.

**Budget:** To be established during the Board's annual budget process.



# Advocacy Committee

## Terms of Reference

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### **Purpose:**

To coordinate the advocacy efforts of Rocky View Schools' Board of Trustees in its endeavour to positively impact the students it serves.

### **Membership:**

- a) Three trustees, with one being the Board Chair and two Trustees-at-Large
- b) Superintendent of Schools
- c) Director of Communications
- d) Other Education Centre staff as required

### **Authority:**

The Advocacy Committee is delegated the authority to:

- a) Recommend advocacy priorities to the Board for consideration
- b) Recommend advocacy plan and strategies to the Board Planning Committee
- c) Implement approved advocacy plan
- d) Monitor and evaluate the success of advocacy efforts and report to the Board

### **Areas of Focus:**

- a) Advance the advocacy priorities of the Board
- b) Implement the approved advocacy plan
- c) Identify emergent advocacy matters
- d) Promote the role of school boards, trustees and public education
- e) Review the advocacy priorities annually

### **Meetings:**

Bi-monthly and as needed.

### **Minutes:**

The Director of Communications shall act as recording secretary for the Committee.

### **Remuneration of Trustees:**

Trustees will be remunerated according to Board Policy.

### **Budget:**

To be established during the Board's annual budget process.



# Advocacy Committee

## Terms of Reference

### Purpose:

To coordinate the advocacy efforts of Rocky View Schools' Board of Trustees in its endeavour to positively impact the students it serves.

### Membership:

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### Authority:

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- a) Recommend advocacy priorities to the Board for consideration
- b) Recommend advocacy plan and strategies to the Board Planning Committee
- c) Implement approved advocacy plan
- d) Monitor and evaluate the success of advocacy efforts and report to the Board

### Areas of Focus:

- a) Advance the advocacy priorities of the Board
- b) Implement the approved advocacy plan
- c) Identify emergent advocacy matters
- d) Promote the role of school boards, trustees and public education
- e) Review the advocacy priorities annually

### Meetings:

Bi-monthly and as needed.

### Minutes:

The Director of Communications shall act as recording secretary for the Committee.

### Remuneration of Trustees:

Trustees will be remunerated according to Board Policy.

### Budget:

To be established during the Board's annual budget process.

**Deleted: Authority:** Recommend implementation plans for lobby efforts, political networking and promotion of educational stewardship to the Board of Trustees. Draft key notes and messages on emergent issues to be distributed to trustees for feedback. Trustee feedback will be provided to the Board Chair who will finalize the key notes. These key notes will serve as the Boards position until such time as another position is determined by the Board.

**Deleted:** Areas of focus include:

**Deleted:** Political lobbying (such as Capital Plan, Renewed Funding Framework, Emergent Topics) Political networking (MLAs, Mayors, Reeve, Parents, School Councils, Aldermen, Councilors, Alberta Education and other ministries, ASBA, and other Boards) through lunches, meetings, etc. Promoting

**Deleted:** trustee

**Deleted:** Responding to emergent topics to ensure the Board Chair and trustees are supported with key notes and messages

**Deleted:** Updated September 2023



# DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE AUDIT COMMITTEE

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**Item:** Audit Committee Terms of Reference

**Date of Meeting:** January 11, 2024

**Background:**

All Board committees have Board approved Terms of Reference (TOR) highlighting purpose, membership, authority, and areas of focus. Typically, committee terms of reference are reviewed annually.

The TOR for the Audit Committee was last updated in September 2021 to align with changes to the Education Act related to public members.

**Current Status:**

The Audit Committee reviewed the current TOR at their November 22, 2023 meeting. With all the public members being relatively new to the committee, it provided a good opportunity to reflect on the purpose and scope of the committee, and the role of the committee members.

The Committee is recommending some updates to the TOR including:

- shortening the Purpose to reflect the “why” of the committee and not the “how”
- clarify the length of a trustee term
- added authority to recommend the audit report and audited financial statements to align with current practice

**Alternative I**

The Board of Trustees approves the attached Audit Committee Terms of Reference.

**Alternative II**

The Board of Trustees approves the attached Audit Committee Terms of Reference as amended.

**Alternative III**

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

**Recommendation**

The Board of Trustees approves the attached Audit Committee Terms of Reference.

### **Purpose**

To assist the Board of Trustees in fulfilling their oversight role and fiduciary responsibility for the fiscal management of the Division and the monitoring of financial reporting, internal controls, and compliance with the laws and regulations pertaining to financial operations of the division.

### **Membership**

The Audit Committee will consist of the following members:

- a) two Trustees, one of who will serve as chair of the committee,
- b) three members of the general public, who:
  - live in the Division;
  - are independent of the Division (member or spouse cannot be Division employees);
  - have no relationship to the Board Appointed External Auditors or potential audit firms;
  - are financially literate.
- c) Superintendent of Schools
- d) Associate Superintendent of Business and Operations
- e) Director of Finance
- f) Manager of Accounting
- g) Other Education Centre staff as required and determined by the Superintendent.

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 and one of the general public members should continue to serve on the Audit Committee each year (exception might be the year after an election).

Trustees appointed to the committee and public members are the voting members of the Audit Committee.

All trustees can attend Audit Committee meetings as ex-officio members with observer status.

### **Authority**

The Audit Committee is delegated the authority to:

- a) Recommend to the Board the appointment of the external auditor.
- b) Approve the auditor terms of engagement.
- c) Report audit findings and related information to the Board.
- d) Review the performance and independence of the auditors and provide a recommendation to the Board regarding the appointment or discharge of the auditors.
- e) Conduct or authorize an investigation into any matters within the committees' areas of focus and report to the Board the outcomes of any investigation.

### **Areas of Focus**

- a) Review the auditor's proposed audit scope and approach.
- b) Review the annual financial statements and audit findings.
- c) Review with management and the auditors the results of the audit, including any difficulties encountered.

- d) Review the external auditor's assessment of the effectiveness of internal controls and obtain reports on significant findings and recommendations, together with managements responses.
- e) Review risks to financial health of Rocky View Schools.
- f) Review compliance with applicable legislation, regulations, policies, and procedures and receive regular updates from management and auditors regarding compliance matters.
- g) Review the findings of any examinations by regulatory agencies, and any audit observations.

#### **Meetings**

The Audit Committee will typically meet twice a year. Additional meetings can be called by the Committee Chair, or the Associate Superintendent of Business and Operations as required.

#### **Minutes**

A member of the committee will act as the recording secretary for the committee.

#### **Remuneration**

Trustees will be remunerated as per BP27 – Trustee Compensation and Development.

Public members will be reimbursed applicable expenses as per AP5110 Claims For Payment of Travel and Out of Pocket Expenses.

#### **Budget**

To be established during the Board's annual budget process.

CURRENT

### **Purpose**

To assist the Board of Trustees in fulfilling their oversight role and fiduciary responsibility for the fiscal management of the Division.

### **Membership**

The Audit Committee will consist of the following members:

- a) two Trustees, one of who will serve as chair of the committee,
- b) three members of the general public, who:
  - live in the Division;
  - are independent of the Division (member or spouse cannot be Division employees);
  - have no relationship to the Board Appointed External Auditors or potential audit firms;
  - are financially literate.
- c) Superintendent of Schools
- d) Associate Superintendent of Business and Operations
- e) Director of Finance
- f) Manager of Accounting
- g) Other Education Centre staff as required and determined by the Superintendent.

Preference is for committee continuity by having trustees appointed for the full length of their term (4 years) and public members appointed for one year longer than the term of trustees. However, at the very least, one of the trustee committee members and one of the public members should continue to serve on the Audit Committee each year (exception might be the year after an election).

Trustees appointed to the committee and public members are the voting members of the Audit Committee.

All trustees can attend Audit Committee meetings as ex-officio members with observer status.

### **Authority**

The Audit Committee is delegated the authority to:

- a) Recommend to the Board the appointment of the external auditor.
- b) Approve the auditor terms of engagement.
- c) Review audit report and recommend to the Board the approval of the audited financial statements to the Board.
- d) Review the performance and independence of the auditors and provide a recommendation to the Board regarding the appointment or discharge of the auditors.
- e) Conduct or authorize an investigation into any matters within the committees' areas of focus and report to the Board the outcomes of any investigation.

### **Areas of Focus**

- a) Review the auditor's proposed audit scope and approach.
- b) Review the annual financial statements and audit findings.
- c) Review with management and the auditors the results of the audit, including any difficulties encountered.

- d) Review the external auditor's assessment of the effectiveness of internal controls and obtain reports on significant findings and recommendations, together with managements responses.
- e) Review risks to financial health of Rocky View Schools.
- f) Review compliance with applicable legislation, regulations, policies, and procedures and receive regular updates from management and auditors regarding compliance matters.
- g) Review the findings of any examinations by regulatory agencies, and any audit observations.

### **Meetings**

The Audit Committee will typically meet twice a year. Additional meetings can be called by the Committee Chair, or the Associate Superintendent of Business and Operations as required.

### **Minutes**

A member of the committee will act as the recording secretary for the committee.

### **Remuneration**

Trustees will be remunerated as per BP27 – Trustee Compensation and Development.

Public members will be reimbursed applicable expenses as per AP5110 Claims For Payment of Travel and Out of Pocket Expenses.

### **Budget**

To be established during the Board's annual budget process.

DRAFT



## Audit Committee Terms of Reference

### Purpose

To assist the Board of Trustees in fulfilling their oversight role and fiduciary responsibility for the fiscal management of the Division.

**Deleted:** and the monitoring of financial reporting, internal controls, and compliance with the laws and regulations pertaining to financial operations of the division

### Membership

The Audit Committee will consist of the following members:

- a) two Trustees, one of who will serve as chair of the committee,
- b) three members of the general public, who:
  - live in the Division;
  - are independent of the Division (member or spouse cannot be Division employees);
  - have no relationship to the Board Appointed External Auditors or potential audit firms;
  - are financially literate.
- c) Superintendent of Schools
- d) Associate Superintendent of Business and Operations
- e) Director of Finance
- f) Manager of Accounting
- g) Other Education Centre staff as required and determined by the Superintendent.

Preference is for committee continuity by having trustees appointed for the full length of their term 4 years and public members appointed for one year longer than the term of trustees. However, at the very least, one of the trustee committee members and one of the public members should continue to serve on the Audit Committee each year (exception might be the year after an election).

**Deleted:** general

Trustees appointed to the committee and public members are the voting members of the Audit Committee.

All trustees can attend Audit Committee meetings as ex-officio members with observer status.

### Authority

The Audit Committee is delegated the authority to:

- a) Recommend to the Board the appointment of the external auditor.
- b) Approve the auditor terms of engagement.
- c) Review audit report and recommend to the Board the approval of the audited financial statements to the Board.
- d) Review the performance and independence of the auditors and provide a recommendation to the Board regarding the appointment or discharge of the auditors.
- e) Conduct or authorize an investigation into any matters within the committees' areas of focus and report to the Board the outcomes of any investigation.

**Deleted:** Report

**Deleted:** findings

**Deleted:** related information

### Areas of Focus

- a) Review the auditor's proposed audit scope and approach.
- b) Review the annual financial statements and audit findings.
- c) Review with management and the auditors the results of the audit, including any difficulties encountered.



## Audit Committee Terms of Reference

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- d) Review the external auditor's assessment of the effectiveness of internal controls and obtain reports on significant findings and recommendations, together with managements responses.
- e) Review risks to financial health of Rocky View Schools.
- f) Review compliance with applicable legislation, regulations, policies, and procedures and receive regular updates from management and auditors regarding compliance matters.
- g) Review the findings of any examinations by regulatory agencies, and any audit observations.

### **Meetings**

The Audit Committee will typically meet twice a year. Additional meetings can be called by the Committee Chair, or the Associate Superintendent of Business and Operations as required.

### **Minutes**

A member of the committee will act as the recording secretary for the committee.

### **Remuneration**

Trustees will be remunerated as per BP27 – Trustee Compensation and Development.

Public members will be reimbursed applicable expenses as per AP5110 Claims For Payment of Travel and Out of Pocket Expenses.

### **Budget**

To be established during the Board's annual budget process.

# DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: THE STUDENT TRANSPORTATION COMMITTEE

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**Item:** Student Transportation Committee Terms of Reference

**Date of Meeting:** January 11, 2024

**Background:**

All Board committees have Board approved Terms of Reference (TOR) highlighting purpose, membership, authority, and areas of focus. Typically, committee terms of reference are reviewed annually.

**Current Status:**

The Committee is recommending some updates to the TOR including:

- clarify language in the Purpose to reflect current practice
- clarify meeting scheduling

**Alternative I**

The Board of Trustees approves the attached Student Transportation Committee Terms of Reference.

**Alternative II**

The Board of Trustees approves the attached Student Transportation Committee Terms of Reference as amended.

**Alternative III**

The Board of Trustees refers the matter back to the Student Transportation Committee for further review.

**Recommendation**

The Board of Trustees approves the attached Student Transportation Committee Terms of Reference.



# Student Transportation Committee

## Terms of Reference

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### **Purpose:**

To hear and provide input and feedback on emerging issues related to student transportation matters.

### **Membership:**

- a) Two Trustees from rural wards
- b) Two Trustees from urban wards
- c) Associate Superintendent of Business and Operations
- d) Senior Manager of Transportation
- e) Executive Assistant of Business and Operations as Recorder

The committee chair will be a trustee elected by members of the committee.

### **Authority:**

- a) Review and make recommendations to the Board on student transportation fees
- b) Provide and make recommendations to the Board on student transportation services
- c) Review and make recommendations to the Board on student transportation policy
- d) Recommend to the Board potential stakeholder engagements related to transportation matters

### **Areas of Focus:**

Areas of focus include:

- a) Reviewing need for and level of transportation fees
- b) Provide input and feedback on emerging student transportation matters
- c) Review student transportation policy annually and suggest changes to the Board
- d) Discuss and put forward potential advocacy positions related to student transportation for the Board to consider

### **Meetings:**

Minimum of 2 meetings to be scheduled throughout the school year, first of which to be held by the end of October.

### **Minutes:**

A meeting summary will be drafted by recording secretary and approved by committee at next meeting.

### **Remuneration:**

Trustees will be remunerated as per Board Policy 27 – Trustee Compensation and Development.

### **Budget:**

To be established during the Board's annual budget process.



# Student Transportation Committee

## Terms of Reference

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**Purpose:**

To receive information and provide feedback related to student transportation.

**Membership:**

- a) Two Trustees from rural wards
- b) Two Trustees from urban wards
- c) Associate Superintendent of Business and Operations
- d) Senior Manager of Transportation
- e) Executive Assistant of Business and Operations as Recorder

The committee chair will be a trustee elected by members of the committee.

**Authority:**

- a) Review and make recommendations to the Board on student transportation fees
- b) Provide and make recommendations to the Board on student transportation services
- c) Review and make recommendations to the Board on student transportation policy
- d) Recommend to the Board potential stakeholder engagements related to transportation matters

**Areas of Focus:**

Areas of focus include:

- a) Reviewing need for and level of transportation fees
- b) Provide input and feedback on emerging student transportation matters
- c) Review student transportation policy annually and suggest changes to the Board
- d) Discuss and put forward potential advocacy positions related to student transportation for the Board to consider

**Meetings:**

Minimum of 2 meetings to be scheduled, typically in November and February and as needed.

**Minutes:**

A meeting summary will be drafted by recording secretary and approved by committee at next meeting.

**Remuneration:**

Trustees will be remunerated as per Board Policy 27 – Trustee Compensation and Development.

**Budget:**

To be established during the Board's annual budget process.



# Student Transportation Committee

## Terms of Reference

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### Purpose:

To receive information and provide feedback related to student transportation.

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Deleted: matters.

### Membership:

- a) Two Trustees from rural wards
- b) Two Trustees from urban wards
- c) Associate Superintendent of Business and Operations
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- c) Review and make recommendations to the Board on student transportation policy
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### Areas of Focus:

Areas of focus include:

- a) Reviewing need for and level of transportation fees
- b) Provide input and feedback on emerging student transportation matters
- c) Review student transportation policy annually and suggest changes to the Board
- d) Discuss and put forward potential advocacy positions related to student transportation for the Board to consider

### Meetings:

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### Minutes:

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### Remuneration:

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### Budget:

To be established during the Board's annual budget process.

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# COMMITTEE REPORT

TO: THE BOARD OF TRUSTEES

FROM: THE BOARD PLANNING COMMITTEE

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**Report Date:** January 11, 2024

**Committee Members Present:**

All Trustees (except Vice Chair Hunter)

Greg Luterbach, Superintendent

Mike Guidon Associate Superintendent of Business & Operations

Tara de Weerd, Director of Communications

Ashley Maroukian, Recording Secretary

**Meeting Date:** December 14, 2023

**Key Meeting Points:**

- Received reports from Labour Relations Committee and ASBA Zone 5 representative
- Reviewed proposed changes to Transportation, Audit, Advocacy, and Budget committee Terms of Reference
- Provided feedback on updated advocacy infographics
- Generative discussion related to capital planning and innovative ways to secure funding to build schools

**Future Considerations:**

- None at this time

**Committee Recommendations/Decisions:**

- That the proposed changes to the terms of reference for Transportation, Audit and Advocacy committee be brought to the Board for consideration
- That the proposed changes to the Budget Committee Terms of Reference go back to the Budget Committee for further discussion
- That the updated infographics be edited based on feedback from the committee