



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>

FEBRUARY 15, 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 Todd Brand**
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 – January 25, 2024
7. Exemplary Practice/ Student Showcase
 - a) Discovery Trails – Online Learning Supports
8. Superintendent's Report
9. Chair's Report/Correspondence
10. Committee Reports
 - a) School Councils
 - b) Labour Relations (w/motion)
 - c) Planning (w/motion)
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

Date of Meeting: Feb. 15, 2024

Showcase Name: Discovery Trails Online School – Online Learning Supports

Teachers: Curtis Fong, Rachel Cobble, Melissa Putzi, Bob Rodgers

Project Description

Staff at Discovery Trails Online School, the division's Grade 1 – 9 online offering, have developed strategies to provide enhanced supports for students' social and emotional needs. Building strong relationships between staff and students a crucial part of supporting student wellbeing. Discovery Trails staff have reimagined what approaches might be most effective in the online environment. Staff will share how they have been able to engage with families to help build their capacity to provide social/emotional supports. Using the online platform has allowed staff to have greater interactions with families and build closer professional relationships, which in turn benefits students by surrounding them with the supports they need.

This work supports the RVS Education Plan's goal of creating inclusive, engaging, healthy learning opportunities for all students by creating an environment where online learners are happy, healthy, feel they belong and are safe, and experience success.



SUPERINTENDENT'S REPORT
REGULAR MEETING OF THE BOARD OF TRUSTEES

FEBRUARY 15, 2024

AGENDA

1. Budget Priorities 2024-2025
2. Budget Development Process 2024-2025
3. School name for new school in Langdon

ACTION

Directive
Directive
Directive

A handwritten signature in black ink, appearing to read "Greg Luterbach", with a stylized flourish at the end.

Greg Luterbach
Superintendent of Schools



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Item: 2024/25 Board Budget Priorities

Date of Meeting: February 15, 2024

Background:

The creation of budget priorities is explicitly described within Policy 2 – Role of the Board under the Fiscal Accountability section. Specifically, item 4.1 says the Board shall “approve budget assumptions/principles and establish priorities at the outset of the annual budget process in alignment with the Divisional strategic plan.” Board policy 9 – Strategic Planning says that “the Superintendent is responsible for the implementation of the strategic plan, through various operational plans and initiatives across the Division. Operational plans, including the 4-Year Educational Plan and the annual budget will reflect alignment with the Division’s strategic priorities and operational needs.”

The 2023/24 Board budget priorities were:

#1139-2023 MOTION BY TRUSTEE JUDI HUNTER:

The Board of Trustees approves the priorities and goals of the 2022-2026 strategic plan as the 2023/24 budget priorities. **CARRIED**

The priorities and goals of the strategic plan are:

Priority	Goals
Improving our students’ learning	• Deliver excellent instruction with a focus on numeracy and literacy
	• Provide student-centered education that is inclusive, safe, and supportive
	• Offer diverse learning opportunities for students
Strengthening our workforce	• Develop and implement strategies to retain and attract a skilled and diverse workforce
	• Support professional learning opportunities that build expertise, increase capacity, and enhance leadership development
	• Foster an organizational culture supportive of workplace wellbeing
	• Cultivate a collaborative and inclusive team environment throughout RVS
Bolstering our infrastructure	• Provide and plan for appropriate spaces to learn and work
	• Operate well-maintained schools and facilities where students and staff can thrive
	• Deliver a robust technological infrastructure responsive to the changing needs of students and staff
Connecting with our community	• Foster new partnerships and strengthen existing relationships that enhance learning
	• Engage and communicate actively to build relationships



DIRECTIVE FOR ACTION

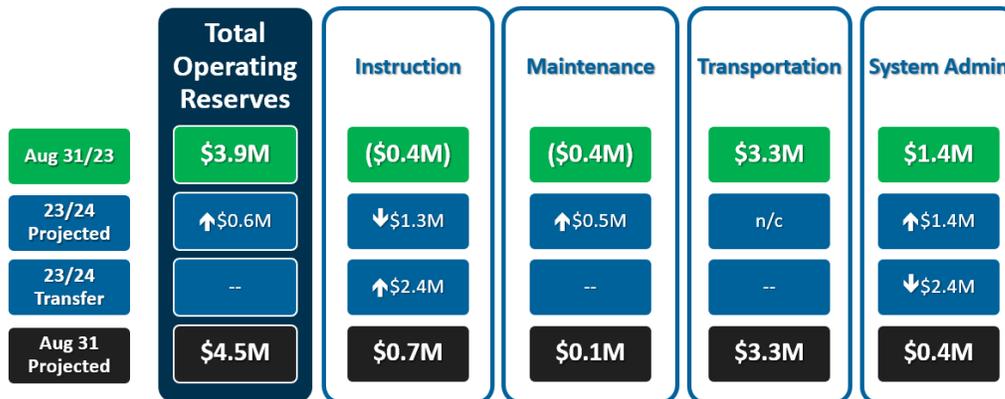
TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

The new 2023-2027 Education Plan is in alignment with the strategic plan.

The other area administration believes should be a budget priority is related to reserves. RVS has made a strategic decision to invest reserves throughout the system to provide excellent service and support to our learners while reaching government’s requirement of reserve balances. As of December, the reserve projection for end of fiscal 2023/24 is \$4.5 million (1.4% of operating budget) with most of that tied up in transportation (3.3 million). A target for the 2024/25 budget could be to have between 0.5% and 1% of reserves outside of transportation. Transportation should reduce their reserves at the same time so that the overall reserve balance fits within government requirement of 1 and 3.2% of the operating budget.

Reserve Balances



Assuming the above projection reserves are achieved on August 31, 2024, the amounts required to be set aside in the 2024/25 budget to get between 0.5% and 1% (outside of the Transportation reserves) will require \$425K to \$2 million not be allocated in developing the 2024/25 budget.

Current Status:

After discussion at the Budget Committee on Feb. 1, 2024, the majority of the committee wanted to develop budget priorities aligned with the strategic plan but a bit more focused. After discussion, the committee developed:

To advance the priorities and goals of the 2022-2026 strategic plan, the Budget Committee recommends the following as the 2024/25 budget priorities:

- Provide direct resources to schools to support student learning with a focus on numeracy and literacy.
- Support student and staff wellness.
- Enhance facilities and technology infrastructure.
- Target an operating reserve balance at the end of 2024/25 fiscal year, excluding transportation, at 0.5% to 1%.

In addition to the strategic plan and reserve target, another budget priority could be related to reducing financial pressures on families through controlling increases to optional course fees.

DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

In 2023/24 schools were provided the following direction about school fees by the Superintendent:

- No increase to any optional course fees by greater of \$5 or 5.5%.
- No additional school wide fees and system wide fees.
- No fees can be charged for routine school supplies.
- No fees for Christian and French Immersion (FI) programs and no supplemental allocation.
- No new alternative program fees for Programs of Choice like Building Futures, Mechanics, etc.
- Sports academies with external partners will have a fee determined between the partner and RVS.

After considering the impact of the school fee guidance, administration is recommending that the practice continue and be formalized by the Board as part of the budget priorities.

In discussions at the Budget Committee on Feb. 1, 2024, the Budget Committee passed the following motion:

The Budget Committee recommends to the Board the following school fee parameters for administration to implement.

- No increases to any optional course fees by greater of \$5 or 3% except for optional courses fees related to food and construction materials which can increase by greater of \$5 or 10%
- No school wide blanket optional course fee increase.
- No new alternative program fees for Programs of Choice like building Futures, Mechanic Training Program etc.

Alternatives on Budget Priorities:

Alternative I:

To advance the priorities and goals of the 2022-2026 strategic plan, the Board establish as the 2024/25 budget priorities:

- Provide direct resources to schools to support student learning with a focus on numeracy and literacy.
- Support student and staff wellness.
- Enhance facilities and technology infrastructure.
- Target an operating reserve balance at the end of 2024/25 fiscal year, excluding transportation, at 0.5% to 1%.

Alternative II:

The Board establish as the 2024/25 budget priorities:

- The priorities and goals of the 2022-2026 strategic plan.
- Target an operating reserve balance at the end of 2024/25 fiscal year, excluding transportation, at 0.5% to 1%.

DIRECTIVE FOR ACTION



TO: THE BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Alternative III:

The Board refer the matter to the Budget Committee for further discussion.

Recommendation:

To advance the priorities and goals of the 2022-2026 strategic plan, the Board establish as the 2024/25 budget priorities:

- Provide direct resources to schools to support student learning with a focus on numeracy and literacy.
- Support student and staff wellness.
- Enhance facilities and technology infrastructure.
- Target an operating reserve balance at the end of 2024/25 fiscal year, excluding transportation, at 0.5% to 1%.

Alternatives on School Fee Parameters:

Alternative I:

To direct the Superintendent to advise school principals that for the 2024/25 school fees:

- No increases to any optional course fees by greater of \$5 or 3% except for optional courses fees related to food and construction materials which can increase by greater of \$5 or 10%
- No school wide blanket optional course fee increase.
- No new alternative program fees for Programs of Choice like building Futures, Mechanic Training Program etc.

Alternative II:

To direct the Superintendent to advise school principals that for the 2024/25 school fees:

- <insert parameters>

Alternative III:

The Board refer the matter to the Budget Committee for further discussion.

Recommendation:

To direct the Superintendent to advise school principals that for the 2024/25 school fees:

- No increases to any optional course fees by greater of \$5 or 3% except for optional courses fees related to food and construction materials which can increase by greater of \$5 or 10%
- No school wide blanket optional course fee increase.

No new alternative program fees for Programs of Choice like building Futures, Mechanic Training Program etc.



2022 – 2026 STRATEGIC PLAN

Purpose

Rocky View Schools connects with all students to ensure everyone learns, belongs, and succeeds.

Vision

Rocky View Schools is a world-class learning organization where all students achieve their absolute best.

Priorities



Improving our students' learning



Strengthening our workforce



Bolstering our infrastructure



Connecting with our community



Priority: Improving our students' learning

Goals

- Deliver excellent instruction with a focus on numeracy and literacy.
- Provide student-centered education that is inclusive, safe, and supportive.
- Offer diverse learning opportunities for students.

Outcomes

- Improved student achievement.
- Increased student engagement.
- Increased sense of belonging.
- Parents/Guardians feel students are learning the skills needed to be successful.



Priority: Strengthening our workforce

Goals

- Develop and implement strategies to retain and attract a skilled and diverse workforce.
- Support professional learning opportunities that build expertise, increase capacity, and enhance leadership development.
- Foster an organizational culture supportive of workplace wellbeing.
- Cultivate a collaborative and inclusive team environment throughout RVS.

Outcomes

- A positive and healthy workplace where staff can contribute, feel valued and belong.
- Highly skilled and competent staff ready to meet the Division's needs.
- A diverse staff reflective of our communities.
- Internal candidates ready to fill leadership needs.
- High performing team.



Priority: Bolstering our infrastructure

Goals

- Provide and plan for appropriate spaces to learn and work.
- Operate well-maintained schools and facilities where students and staff can thrive.
- Deliver a robust technological infrastructure responsive to the changing needs of students and staff.

Outcomes

- Innovative and well-maintained environments that support staff and students.
- Structures and systems meet the demands of enrolment growth.
- New schools and modernizations that support enrolment growth.
- Students, staff and RVS will have their technological needs met.



Priority: Connecting with our community

Goals

- Foster new partnerships and strengthen existing relationships that enhance learning.
- Engage and communicate actively to build relationships.

Outcomes

- Increased access to specialized expertise and skills.
- Enhanced learning opportunities.
- Greater allyship with stakeholders.
- Enhanced transparency and public trust.
- Strengthened reputation and brand.

BACKGROUND

The Board believes in providing a variety of learning opportunities in order to support the specific needs and interests of students and acknowledges the value of providing enhanced programming and experiences for students.

The Board recognizes that these enhanced opportunities often come at an additional cost and therefore, may charge fees to recover costs associated with enhanced learning experiences, extra-curricular, alternative programming, and/or providing goods or services to students.

The Board values transparency and accountability and has established guidelines for the charging and reporting of school fees. The Superintendent is charged with maintaining an administrative procedure consistent with this policy for the implementation of school fees (see Administrative Procedure 5105).

GUIDELINES

1. School fees shall be directly related to the reasonable cost of resources consumed by the student in order to achieve the learning outcomes or additional experiences and/or programming provided to the student.
2. On an annual basis, the Board shall approve fees proposed by schools in alignment with the school fees parameters established by the Board. Fees that arise throughout the year shall be approved by the Superintendent only.
3. The Superintendent must ensure there has been consultation with parents prior to setting, increasing or decreasing school fees.
4. School fees will only be used for the purpose collected and not used to fund other services or supplies.
5. A fee waiver and refund process shall be in place for school fees and details of these processes must be communicated annually to staff and parents/guardians.
6. Prior to the beginning of each school year, approved fee schedules will be posted on school websites.
7. The Board directs that
 - 7.1. Basic student supplies required for Kindergarten – Grade 4 students will be provided at no cost to parents/guardians.
 - 7.2. Lunch time supervision will be provided by schools at no cost to parents/guardians.
 - 7.3. General fees applicable to all students within a school are not permitted.



POLICY 26 SCHOOL FEES

Approved: 2023 11 30

- 7.4. Alternative Program fees are not applicable to French Immersion and Christian Programming.
8. International student fees will be set by the Superintendent.
9. For details on the fee types, waivers, implementation of school fees – please see Administrative Procedure 5105 – Fees.

Legal Reference:

- Section 13, 19, 21, 23, 32, 33, 52, 53, 59, 68, 196, 197, 204, 222, 225, 257 Education Act
- School Fees Regulation



DIRECTIVE FOR ACTION

TO: BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Item: 2024/2025 Budget Development Process

Date of Meeting: February 15, 2024

Background:

On an annual basis the Board is responsible to approve the Board Budget as outlined in AP5001 – Annual Division Budget.

Current Status:

The following timeline for the development of the 2024/25 operating budget includes budget priorities, fees, department budgets, allocation formula considerations and approval. The timeline and budget process account for multiple funding scenarios possible under the current provincial economic reality.

Date	Activity	Participants
Thu February 1	Review budget development process	Board Budget Committee
	Review preliminary budget assumptions & fee parameters [Enrollment projections, Revenue projections, Staff unit costs]	
	Discuss budget priorities	
	Discuss school fee parameters	
Thu February 15	Board to finalize budget development process & priorities	Board of Trustees
Fri February 16	Communicate budget development process and school fee guidance to Schools and administrators	Director of Finance
Feb 19-23	February Break	
Mon February 26	Preliminary school by school projections provided to schools for review	Director of Facility Planning & Capital Projects
Mon February 26	Open school fees for schools to complete (6 weeks)	Director of Finance
Thu February 29	Provincial Budget Expected	Minister of Education
Thu March 14	Preliminary review and input on Provincial Budget (if available)	Board Budget Committee
Fri March 15	School by school enrollment projections finalized	All Administrators / Director of Facility Planning & Capital Projects
Mon March 18	Discussion with Executive/Directors about department and divisional priorities	Superintendent
Tue March 26	Discuss budget priorities and impact of provincial budget with full leadership team	Administration
Thu March 28	Funding Profiles and Manual released by ABED	Minister of Education
Mar 29-Apr 5	Spring Break	

DIRECTIVE FOR ACTION



TO: BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Date	Activity	Participants
Mon April 8	Open school and departmental budget templates	Director of Finance
Wed April 10	Submission of school fees due	All Administrators
Thu April 18	Review proposed school fees including transportation and community use.	Board Budget Committee
Fri April 19	Submission of department budgets due	Executive/Directors
April 22/24	Review draft departmental budgets [2 half day afternoon sessions]	Executive/Directors
Thu April 25	Table proposed fees consideration (School, Transportation, Community Use)	Board of Trustees
Fri April 26	Submission of school budgets due	All Administrators
Apr 29-May 3	Incorporate the impact of Airdrie Accommodation decision	School Administration / Director of Finance
Thu May 2	Review EC departmental budgets and overall preliminary draft budget	Board Budget Committee
Thu May 9	Preliminary public conversation on budget	Board of Trustees
Thu May 16	Final draft budget for review	Board Budget Committee
Thu May 30	Table draft budget with Board of Trustees for consideration	Board of Trustees
Fri May 31	Communicate approved budget to departments and schools	Superintendent / Director of Finance
Fri May 31	Disseminate approved budget to Ministry, MLAs, School Communities	RVS

Alternatives:

Alternative I:

The Board of Trustees approves the 2024/25 Budget Development Process as presented.

Alternative II:

The Board of Trustees approves an amended 2024/25 Budget Development Process.

Alternative III:

The Board of Trustees refers the 2024/25 Budget Development Process to the Board Budget Committee for further consideration.

Recommendation:

The Board of Trustees approves the 2024/25 Budget Development Process as presented.

DIRECTIVE FOR ACTION



TO: BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Item: School Name for New School in Langdon

Date: February 15, 2024

Background:

The new school in Langdon was approved for full construction funding by the Government of Alberta in the spring of 2020. Since that time, the P3 consortium, working with Alberta Infrastructure and RVS, has designed and is currently constructing the school. The school is set to open for students in September 2024.

As part of the new school opening process and the Administrative Procedure (AP) 5402, requires the Board to establish an Ad-Hoc Naming Committee. Purpose of the Ad-Hoc committee would be to consult with stakeholders, engage in conversations with the public; subsequently, provide recommendations for a maximum of two school names for this new high school in Langdon for consideration by the Board. This process was assigned to the Director of Planning by the Superintendent of Schools.

An Ad-Hoc Committee was formed on December 19, 2023. Before the formation of the committee, a notice of committee formation, including information on becoming a member, was posted in the Rocky View Weekly on November 28, 2023, for a week and on the RVS website for two weeks. At the same time the community members, those might not be interested to sit on the committee, were encouraged to submit their school's name suggestion via RVS Engage as well. The voting members of the committee included, one Ward 2 Trustee, three parents/ guardians, one student, two community representatives and school administrators. Director of Planning and Director of Communications participated as advisory members of the committee.

On December 19, 2023, the first committee meeting was held at Langdon School and the Committee was made aware of the school naming criteria to be used per the AP5402.

Names selected are to:

- Have significance to the students, parents and the community of the particular facility or donor and reflect the vision of the division.
- Be easily identifiable with the facility.
- Create a distinct identity relative to the names of other facilities in the division, or surrounding Divisions.
- Consider prominent community members only posthumously (Minimum 10 years)
- Consider long term impact to naming of future facilities in the community; and,
- Avoid specifying programs and/ or grade configuration to provide for maximum flexibility in the future.

All the name suggestions those were submitted via RVS Engage also shared with the Committee for their consideration. Number of naming ideas were discussed in the first meeting, but nothing resonated with the committee and no decision was made.

DIRECTIVE FOR ACTION



TO: BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

The Committee met again on January 09, 2024, and shortlisted their top 2 ranked school names as;

- Horseshoe Crossing High School
- Four Horizons High School

The context for the committee's decision of these two names is as below;

Horseshoe Crossing High School

"Horseshoe Crossing High School, a cornerstone of heritage in Langdon, stands as a vibrant symbol of community and history. Reflecting the "Good Luck Town's" spirit, its name pays homage to Langdon's emblem: an upside-down horseshoe, representing not just good fortune but a generosity of spirit, as luck is shared with all. This emblem is more than a symbol; it mirrors the town's geography, notably its horseshoe-shaped railway turnaround. The school's location near landmarks like the 'Iron Horse' Fields and Deadhorse Road underscores the region's rich equestrian and railway heritage. 'Crossing' symbolizing the pivotal journey our students undertake toward their future. It's a nod to the historical paths of the Blackfoot people, particularly their travels between Siksika and Calgary, which included passage through Langdon. Horseshoe Crossing High School, therefore, represents not just Langdon's storied past but its present and future, merging its rural roots with the ambitions and explorations of each student."

Four Horizons High School

"Four Horizons High School in Langdon stands as a testament to unity, diversity, and endless possibilities. The name embodies the coming together of different communities and ideas, signifying balance and harmony. It reflects Langdon's natural beauty, visible in spectacular sunrises, sunsets, and the aurora borealis, complemented by the school's expansive views. The number four holds deep symbolism, resonating with good luck, the four main highways leading to Langdon, and the vital bridges and four-way stop at the town's entrance. Significantly, in many Indigenous cultures, the number four is revered, symbolizing the four seasons, stages of life, colours on the medicine wheel, types of life on earth, grandfathers, directions, aspects of human nature, and elements of life. These reflections are interwoven into the school's ethos, representing the four grades of high school, and emphasizing the broad range of experiences available to students. 'Horizons' speaks to growth, future potential, and the broadening of perspectives, aligning with the school's mission to create future-ready students. Embodying the idea of life's journey and the various paths available, Four Horizons High School is a beacon of exploration and opportunity, ready to guide students through their educational journey and beyond."

Current Status:

The committee has selected their top two names for the new high school in Langdon. The administration is confident with the proposed two names and confirm that the process was completed as per the terms set in the AP5402.

DIRECTIVE FOR ACTION



TO: BOARD OF TRUSTEES

FROM: THE SUPERINTENDENT OF SCHOOLS

Alternatives:

Alternative I

The Board of Trustees approve Horseshoe Crossing High School as the name for the new school in Langdon.

Alternative II

The Board of Trustees approve Four Horizons High School as the name for the new school in Langdon.

Alternative III

The Board of Trustees direct the Superintendent of Schools to request the committee to develop other naming options for the new school in Langdon.

Alternative IV

The Board of Trustees approve _____ as the name for the new school in Langdon.

Recommendation:

The Board of Trustees approve Horseshoe Crossing High School as the name for the new school in Langdon.



COMMITTEE REPORT

TO: THE BOARD OF TRUSTEES

FROM: THE SCHOOL COUNCILS COMMITTEE

Date: February 15th, 2024

Committee Members:

Melyssa Bowen, Committee Chair

Norma Lang

Judi Hunter

Shelley Kinley

Key Meeting Points:

- Discussed support to attend ASCA Conference and AGM, updated both the form and letter with this year's dates (April 26-28th) and deadlines (applications due March 8th). Distributed information via email to administrators and school councils with email addresses.
- Looked at how we can encourage School Councils to review the Resolutions Package for the ASCA AGM, discussed sending a letter similar to last year, sharing information in our public board meeting, and asking trustees to remind school councils of the opportunity.
- Started planning for March's Joint Board School Council Meeting

Future Considerations:

- **Attendance at ASCA Conference & AGM**
- **Joint Board School Council Meeting**



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: LABOUR RELATIONS COMMITTEE

Item: Labour Relations Committee Terms of Reference

Date of Meeting: February 15, 2024

Background:

All Board committees have Board approved Terms of Reference highlighting purpose, membership, authority and areas of focus.

Current Status:

The Labour Relations Committee reviewed its Terms of Reference and recommend the attached amendments reflecting current practice and clarifying that the committee is looking at all employee benefits plans and not solely the benefits provided to trustees.

Alternatives:

Alternative I

The Board of Trustees approve the revised Labour Relations Committee Terms of Reference as presented.

Alternative II

The Board of Trustees approve the revised Labour Relations Committee Terms of Reference as amended.

Alternative III

The Board of Trustees refers the Labour Relations Committee Terms of Reference back to the Board Planning Committee for further review.

Alternative IV

The Board of Trustees refers the Labour Relations Committee Terms of Reference back to the Labour Relations Committee for further review.

Recommendation:

The Board of Trustees approve the revised Labour Relations Committee Terms of Reference as presented.



Labour Relations Committee

Terms of Reference

Purpose:

To represent the Board in Labour Relations matters with the ATA Local #35 and RVS Support staff, review recommendations on executive and exempt staff salary grids and group benefit plans.

Membership

- a) Three trustees – one of whom must be the board TEBA 61 representative
- b) Superintendent of Schools
- c) Associate Superintendent of Business and Operations
- d) Associate Superintendent of Human Resources

Authority

The Committee has the authority to:

- a) Develop parameters for local labour negotiations with ATA Local #35 for the Board's approval, rejection or amendment.
- b) Meet with the Alberta Teachers' Association Local #35 with a view to negotiate a Memorandum of Agreement on local matters, which shall subsequently be presented to the Board of Trustees for approval or rejection.
- c) Review recommendations on matters not delegated to the Superintendent/designate to the Support Staff Terms of Employment for the Board of Trustees' approval, rejection or amendment.
- d) Review and make recommendations on executive and exempt staff salary grids for the Board of Trustees' approval, rejection or amendment.
- e) Review and make recommendations on the division's group benefits plans for the Board of Trustees' approval, rejection, or amendment.

Meetings:

Meetings as required may be called by either the Committee Chair or the Associate Superintendent of Human Resources. A meeting agenda, if required, will be sent to members prior to each meeting by the Associate Superintendent of Human Resources.

Minutes:

A member of the committee will act as recording secretary.

Remuneration of Trustees:

Trustees will be remunerated according to Board Policy.

Budget:

None required.



Labour Relations Committee

Terms of Reference

Purpose:

To represent the Board in Labour Relations matters with the ATA Local #35 and RVS Support staff, review recommendations on executive and exempt staff salary grids and group benefit plans.

Membership

- a) Three trustees – one of whom must be the board TEBA 61 representative
- b) Superintendent of Schools
- c) Associate Superintendent of Business and Operations
- d) Associate Superintendent of Human Resources

Authority

The Committee has the authority to:

- a) Develop parameters for local labour negotiations with ATA Local #35 for the Board's approval, rejection or amendment.
- e)b) Meet with the Alberta Teachers' Association Local #35 with a view to negotiate a Memorandum of Agreement on local matters, which shall subsequently be presented to the Board of Trustees for approval or rejection.
- b)c) Review recommendations on matters not delegated to the Superintendent/designate to the Support Staff Terms of Employment for the Board of Trustees' approval, rejection or amendment.
- e)d) Review and make recommendations on executive and exempt staff salary grids for the Board of Trustees' approval, rejection or amendment.
- e)e) Review and make recommendations on the Board's division's group benefits plans for the Board of Trustees' approval, rejection, or amendment.

Meetings:

Meetings as required may be called by either the Committee Chair or the Associate Superintendent of Human Resources. A meeting agenda, if required, will be sent to members prior to each meeting by the Associate Superintendent of Human Resources.

Minutes:

A member of the committee will act as recording secretary.

Remuneration of Trustees:

Trustees will be remunerated according to Board Policy.

Budget:

None required.



Labour Relations Committee

Terms of Reference

Purpose:

To represent the Board in Labour Relations matters with the ATA Local #35 and RVS Support staff, review recommendations on executive and exempt staff salary grids and group benefit plans.

Membership

- a) Three trustees – one of whom must be the board TEBA 61 representative
- b) Superintendent of Schools
- c) Associate Superintendent of Business and Operations
- d) Associate Superintendent of Human Resources

Authority

The Committee has the authority to:

- a) Meet with the Alberta Teachers' Association Local #35 with a view to negotiate a Memorandum of Agreement on local matters, which shall subsequently be presented to the Board of Trustees for approval or rejection.
- b) Review recommendations on matters not delegated to the Superintendent/designate to the Support Staff Terms of Employment for the Board of Trustees' approval, rejection, or amendment.
- c) Review and make recommendations on executive and exempt staff salary grids for the Board of Trustees' approval, rejection or amendment.
- d) Review and make recommendations on the Board's group benefits plans for the Board of Trustees' approval, rejection, or amendment.

Meetings:

Meetings as required may be called by either the Committee Chair or the Associate Superintendent of Human Resources. A meeting agenda, if required, will be sent to members prior to each meeting by the Associate Superintendent of Human Resources.

Minutes:

A member of the committee will act as recording secretary.

Remuneration of Trustees:

Trustees will be remunerated according to Board Policy.

Budget:

None required.



COMMITTEE REPORT

TO: THE BOARD OF TRUSTEES

FROM: THE BOARD PLANNING COMMITTEE

Report Date: February 15, 2024

Committee Members Present:

All Trustees (except Trustees Brand and Lang)
Greg Luterbach, Superintendent
Mike Guidon Associate Superintendent of Business & Operations
Tara De Weerd, Director of Communications
Ashley Maroukian, Recording Secretary

Meeting Date: January 25, 2024

Key Meeting Points:

- Received several committee reports
- Received an update on the RVS and school Websites
- Debriefed the first Airdrie Student Spaces Open House
- Had a generative discussion about the use of online schools

Future Considerations:

- None at this time

Committee Recommendations/Decisions:



COMMITTEE REPORT

TO: THE BOARD OF TRUSTEES

FROM: THE BOARD PLANNING COMMITTEE

Report Date: February 15, 2024

Committee Members Present:

All Trustees

Greg Luterbach, Superintendent

Mike Guidon Associate Superintendent of Business & Operations

Tara De Weerd, Director of Communications

Ashley Maroukian, Recording Secretary

Meeting Date: February 1, 2024

Key Meeting Points:

- Employee Benefits Review
- Proposed Name for the Langdon School
- Review of Board Planning Committee Terms of Reference
- Provide feedback regarding Ward boundary Review

Future Considerations:

- None at this time

Committee Recommendations/Decisions:

- Three items were directed to the Board for decision.
- The Superintendent was directed to proceed with the boundary review process



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE BOARD PLANNING COMMITTEE

Item: Terms of Reference – Board Planning Committee

Date of Meeting: February 15, 2024

Background:

Through the powers delegated through the *Education Act* and other relevant legislation, the Board of Trustees (the Board) is accountable for the provision of educational programs and services to Rocky View Schools (RVS) students to enable their success. The Board is required to establish, maintain, and implement policies necessary for fulfilling its responsibilities, and for determining ways in which to operate and function.

To support the work of the Board in fulfilling its governance responsibilities, the Board has created a committee structure to help manage and organize the work of the Board efficiently and effectively. Committees are an essential part of the Board’s organizational structure, the framework of which is described in Board Policy 8 – Board Committees and Representatives.

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 Board Planning Committee (BPC) was last updated in January 2023 to reflect a change in the membership structure appointing the Board Vice Chair to the Committee Chair role. It has been several years since these TOR have had any substantive changes.

Current Status:

The BPC is a key committee of the Board. As such the Board recently undertook a fulsome review of the purpose and role of the BPC and current best governance practices related to effective committee functioning and delegation of authority. Through the learning from these professional development sessions, the BPC has drafted a revised TOR for the Board’s consideration.

The proposed and current TOR are attached below, with a tracked changes version included as well for reference. The revisions proposed include:

- Expanding the purpose to better reflect and describe the role of the committee
- Highlighting the voting members of the committee
- Refining the delegated authority and focus areas to better align with current and/or good governance practice
- Clarifying that the committee can make decisions within their authority
- Removing requirement that the Committee Chair must provide a report to the Board recognizing that most non-confidential items already are included on public Board agendas
- Modifying how committee meeting dates are scheduled and set to align with current practice



DIRECTIVE FOR ACTION

TO: THE BOARD OF TRUSTEES

FROM: THE BOARD PLANNING COMMITTEE

At the BPC meeting on Feb. 1, 2024, the committee supported bringing the revised TOR forward for the Board's consideration with the majority in favour of the proposed changes.

Alternatives:

Alternative I

The Board approves the Board Planning Committee Terms of Reference as presented.

Alternative II

The Board approves the Board Planning Committee Terms of Reference as amended.

Alternative III

The Board refers the matter back to the Board Planning Committee for further discussion.

Recommendation:

The Board approves the revised Board Planning Committee Terms of Reference as presented.



Board Planning Committee

Terms of Reference

Purpose:

The Board Planning Committee complements public Board meetings by providing a forum for discussion of matters that require a more fulsome understanding prior to being considered by the Board for final resolution or decision. The Board Planning Committee also supports the deliberation of information, situations, directions, and ideas.

Membership:

- a) All Trustees, with Board Vice-Chair to serve as Committee Chair
- b) Superintendent of Schools
- c) Associate Superintendent of Business and Operations
- d) Other staff as appointed by the Superintendent

Trustees are the voting members of the Board Planning Committee.

Authority:

The Board Planning Committee is delegated the authority to:

- a) Make recommendations for future discussion and agenda items
- b) Solicit feedback, request information, and assign work to the Superintendent
- c) Accept reports from and provide direction to Board Committees
- d) Receive updates on operational matters and provide feedback as requested
- e) Formulate recommendations to be formally debated at public Board meetings
- f) Address and respond to procedural matters
- g) Analyze and determine strategic plans and action
- h) Action items formally delegated through Board resolution or Board policy
- i) Make decisions via motions on items within its authority

Areas of Focus:

Areas of focus include:

- a) Receiving information and advice on current and emerging issues
- b) Preparing trustees for items requiring Board consideration at a later date
- c) Administrative items related to Board operations and functioning
- d) Strategic conversation and planning
- e) Generative discussion allowing for the early exploration of new ideas
- f) Board professional learning and development
- g) Advocacy strategies and plans
- h) Board evaluation and Superintendent evaluation planning

Meetings:

Meeting dates will be approved annually by the Board Planning Committee and will be typically held after regular public Board meetings. Additional Planning Committee meetings can be called by the Board Chair, the Committee Chair, or the Superintendent and require a minimum of seven calendar days notice unless all trustees agree to waive the notice requirement.



Board Planning Committee

Terms of Reference

Minutes:

Minutes will be drafted by Administration and approved by the committee at the next meeting.

Remuneration of Trustees:

As per Board Policy 27 – Trustee Compensation and Development

Budget:

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

PROPOSED



Board Planning Committee

Terms of Reference

Purpose:

The Board Planning Committee complements public Board meetings by providing a forum for discussion of matters that require a more fulsome understanding prior to being considered by the Board for final resolution or decision. The Board Planning Committee also supports the deliberation of information, situations, directions, and ideas.

~~To solicit and receive information from the Superintendent relevant to strategic priorities and Board operations and to provide a forum for generative and strategic discussion.~~

Membership:

- a) All Trustees, with Board Vice-Chair to serve as eCommittee Chair
- b) Superintendent of Schools
- c) Associate Superintendent of Business and Operations
- d) Other staff as appointed by the Superintendent

Trustees are the voting members of the Board Planning Committee.

Authority:

The Board Planning Committee is delegated the authority to:

- a) Make recommendations for future discussion and agenda items
- b) Solicit feedback, Rrequest information, and assign work to the Superintendent
- c) Accept reports from and provide direction refer matters to Board Committees
- d) Receive updates on operational matters and provide feedback as requested
- e) ~~Determine the process and timeline for developing and reviewing the Strategic Plan and confirm the stakeholders to be consulted in the strategic planning process~~
- e) Formulate recommendations to be formally debated at public Board meetings
- f) Address and respond to procedural matters
- g) Analyze and determine strategic plans and action
- h) Action items formally delegated through Board resolution or Board policy
- i) Make decisions via motions on items within its authority

~~Committee Chair will report non-confidential items at a public Board meeting for information or Board approval if required.~~

Areas of Focus:

Areas of focus include:

- a) Receiving information and advice on current and emerging issues
- ~~e~~b) Preparinge trustees for items requiring Board consideration at a later date
- ~~b~~c) Administrative items related to Board operations and functioning
- ~~e~~d) Strategic conversation and planning
- ~~e~~e) Generative discussion allowing for the early exploration of new ideas
- f) Board professional learning and /development ~~and evaluation~~
- g) Advocacy strategies and plans
- ~~e~~h) Board evaluation and Superintendent evaluation planning



Board Planning Committee

Terms of Reference

Meetings:

Meeting dates will be approved annually ~~by the Board Planning Committee as part of the Board Work Plan~~ and will be typically held after regular public Board meetings. Additional Planning Committee meetings can be called by the ~~Board Chair, the Committee Chair,~~ or the Superintendent and require a minimum of ~~seven calendar days one week's~~ notice unless all trustees agree to waive the notice requirement.

Minutes:

~~A meeting summary Minutes~~ will be drafted by ~~Administration recording secretary~~ and approved by ~~the~~ committee at ~~the~~ next meeting.

Remuneration of Trustees:

As per Board Policy 27 – Trustee Compensation and Development

Budget:

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

Purpose:

To solicit and receive information from the Superintendent relevant to strategic priorities and Board operations and to provide a forum for generative and strategic discussion.

Membership:

- a) All Trustees, with Board Vice-Chair to serve as committee Chair
- b) Superintendent of Schools
- c) Associate Superintendent of Business and Operations
- d) Other staff as appointed by Superintendent

Authority:

The Board Planning Committee is delegated authority to:

- a) Make recommendations for future discussion and agenda items
- b) Request information and assign work to the Superintendent
- c) Accept reports from and refer matters to Board Committees
- d) Receive updates on operational matters and provide feedback as requested
- e) Determine the process and timeline for developing and reviewing the Strategic Plan and confirm the stakeholders to be consulted in the strategic planning process

Committee Chair will report non-confidential items at a public Board meeting for information or Board approval if required.

Areas of Focus:

Areas of focus include:

- a) Prepare trustees for items requiring Board consideration at a later date
- b) Administrative items related to Board operations and functioning
- c) Strategic conversation and planning
- d) Generative discussion allowing for the early exploration of new ideas
- e) Board professional learning/development and evaluation

Meetings:

Meeting dates will be approved annually as part of the Board Work Plan and will be typically held after regular public Board meetings. Additional Planning Committee meetings can be called by the Chair or the Superintendent and require a minimum of one week's notice unless all trustees agree to waive the notice requirement.

Minutes:

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

Remuneration of Trustees:

As per Board Policy 27 – Trustee Compensation and Development

Budget:

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