



## Public Board Meeting AGENDA

Wednesday, September 9, 2020

1:00 PM

Central Services Board Room

4747 53 Street

Red Deer, AB

**Vision:** A culture of respect, inclusion, caring and excellence, where every student succeeds.

**Mission:** Striving for excellence by inspiring learning and nurturing hope in every student.

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12.	Adjournment		



## Board Organizational Meeting Minutes

Date: Wednesday, August 19, 2020

Time: 11:33 AM

**Trustees**  
Nicole Buchanan, Chair  
Laurette Woodward, Vice Chair  
Dianne Macaulay, Trustee  
Bev Manning, Trustee  
Bill Stuebing, Trustee  
Cathy Peacocke, Trustee

**Senior Administration**  
Chad Erickson, Superintendent of Schools  
Bruce Buruma, Corporate Secretary  
Colin Cairney, Corporate Treasurer

### 1. Call to Order

The public organizational meeting of the Board of Trustees was called to order at 11:33 a.m.

### 2. Approval of Minutes

Moved By: Dianne Macaulay, Trustee

*THAT the minutes for Board Meeting for April 3, 2020 be approved as presented.*

**Carried**

Moved By: Bill Stuebing, Trustee

*THAT the minutes for Board Meeting for May 15, 2020 be approved as presented.*

**Carried**

Moved By: Bev Manning, Trustee

*THAT the minutes for Board Meeting for May 28, 2020 be approved as presented.*

**Carried**

Moved By: Cathy Peacocke, Trustee

*THAT the minutes for Board Meeting for June 24, 2020 be approved as presented.*

**Carried**

### 3. Approval of Agenda

Moved By: Bev Manning, Trustee

*THAT the agenda for Board Meeting - Organizational for August 19, 2020 be approved as presented.*

**Carried**

### 4. Governance Agenda

#### 4.1 Organizational Meeting

Superintendent Erickson assumed the Chair to start the Organizational Meeting.

- Nominations for Election of Chairperson:
  - Trustee Woodward nominated Trustee Buchanan for Chair who accepted the nomination.
  - Nominations were called three times and closed.
  - Trustee Buchanan was acclaimed Board Chair.

Chair Buchanan assumed the role of Chair.

- Nominations for Election of Vice-Chairperson:
  - Trustee Buchanan nominated Trustee Woodward who accepted the nomination.
  - Nominations were called three times and closed.
  - Trustee Woodward was acclaimed Board Vice-Chairperson.
- Date & Time of Regular Board Meetings
  - A schedule of proposed Board Meeting dates and times were reviewed. Meetings will take place the second Wednesday of each month with the Private Meeting starting at 12:00 PM. and the Public Meeting starting at 1:00 PM.

Moved By: Bev Manning, Trustee

*THAT the Board Meeting Schedule for the 2020/21 school year be approved as presented.*

**Carried**

Moved By: Nicole Buchanan, Chair

*THAT the Board request from City Wide School Council feedback on a proposed evening regular scheduled board meeting in the spring. This request would be done at a City Wide School Council meeting before January 2021.*

**Carried**

- Committee Appointments
  - A schedule of Committee Appointments were reviewed.
  - There was a show of hands in support of the Chair sitting on one of the negotiating committees.

- Trustee Manning volunteered to be interim Chair of the Audit Committee until the committee meets in November.

Moved By: Laurette Woodward, Trustee

*THAT the Committee Appointments for the 2020/21 school year be approved as presented.*

**Carried**

- School Liaisons
  - A schedule of Trustee School Liaison was reviewed.

Moved By: Laurette Woodward, Trustee

*THAT the Trustee Liaison Appointments for the 2020/21 school year be approved as presented.*

**Carried**

### **5.1 Adjournment**

Chair Buchanan declared the meeting adjournment at 12:21 p.m.

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Chair

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Corporate Treasurer

# Board Agenda Item



## **Topic: Red Deer Construction Association Awards**

**Presenter: Bruce Buruma, Corporate Secretary**

**Meeting Date: September 9, 2020**

### **Background**

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The Red Deer Construction Association acknowledges outstanding projects of member companies within the construction industry each year.

This year, Shunda Consulting and Construction Management Ltd., our project managers for the Westpark Middle School rebuild project were recognized as winners in the “Over \$7.5 million Commercial Building” category. The award acknowledged the significant focus on teamwork not only with local trades but also with division, the design team as well as our students. Features of the school include:

- The \$18 million project is 5 200 square metre with an open concept as well as outdoor classroom spaces. The school is home to 500 students from grades 6 to 9
- The school meets the LEED Gold Standard for energy and environmental design. The school includes a solar chimney that improves both heating and cooling as well as solar panels covering a significant portion of the school’s roof. Portions of the old school were reused within the new building.
- A Student Design Committee collaborated with the architect and contractor on key design features
- Red Deer College students in the Bachelor of Education program are regularly scheduled in the school for university courses.
- There is also community partnership with Red Deer Minor Baseball where the site will be used for tournaments and is home to the association’s office.

Red Deer Public is very proud of this new school and the many learning opportunities it provides students. The award acknowledges the outstanding design and construction of Westpark Middle School

Representatives from Shunda Consulting and Construction Management Ltd and Westpark Middle School will be attending the September 9, 2020 school Board meeting to be recognized for this outstanding award.

### **Quality Indicators:**

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Communications and Community Relations:

- QI 9.7 Improves the District’s public image.

# Board Agenda Item



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**Recommendation:**

The Superintendent of Schools recommends THAT the Board of Trustees recognizes Shunda Consulting and Construction Management Ltd for their award winning Westpark Middle School project.

# Board Agenda Item



**Topic:** Edwin Parr Nominee  
**Presenter:** Bruce Buruma, Corporate Secretary  
**Meeting Date:** September 9, 2020

## **Background**

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Each year, school divisions across the province nominate an outstanding first-year teacher for the Edwin Parr Award which is organized through the Alberta School Boards Association. Nominees excel in all the competency areas of the Alberta Teacher Quality Standards.

Brianne Bancroft, a grade 7 teacher at Eastview Middle School, was Red Deer Public's nominee for the 2019/20 school year. Key elements within her nominations includes:

- building genuine and caring relationship with students
- being a reflective practitioner in her teaching, striving for continual growth
- using a variety of instructional activities to ensure student learning needs are met
- consistently taking into account the varying needs of students in her classroom
- having a deep understanding of First Nations, Métis & Inuit worldviews culture and values
- maintaining professional and positive relationships to support student learning
- actively involved in activities to build connections with students

Principal Kevin Robertson from Eastview Middle School commented that Ms. Bancroft demonstrates a level of excellence in every aspect of her teaching. Through reflecting on her own experiences as a struggling student, she understands the diverse needs of students and encourages them to achieve success using a number of pedagogical strategies, strong relationships and accommodating for individual student needs.

Red Deer Public Schools is indeed privileged and proud to have Brianne as part of our teaching staff. Ms. Bancroft and Mr. Robertson will be attending the September 9, 2020 meeting of the Board of Trustees to be recognized for the nomination.

## **Quality Indicators:**

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Personnel Management

- QI 4.4 Fosters high standards of instruction and professional improvement (Teaching Quality Standard).

## **Recommendation:**

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The Superintendent of Schools recommends THAT The Board of Trustees recognizes Brianna Bancroft as Red Deer Public Schools nominee for the Edwin Parr Award.

# Board Agenda Item



## **Topic: National Inclusive Education Award**

**Presenter: Bruce Buruma, Corporate Secretary**

**Meeting Date: September 9, 2020**

### **Background**

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Westpark Middle School was the recipient of the prestigious National Inclusive Education Award on May 8, 2020. This award, an initiative organized by Inclusion Canada and its provincial and territorial members, honours a teacher, school or school division's whose commitment to inclusive education is exemplary and deserving of recognition.

Dawne Hammerschidt, a parent of a student attending Westpark Middle School submitted the nomination highlighting the following:

*Westpark has been very collaborative and ensuring they understand our goals and philosophy of the inclusion but also NAME himself. I appreciate the regular communication was encouraged, candid conversations were had and that suggestions, learnings and many tweets along the way had to be made. NAME OF continue to be the inclusive education champions at Westpark, ensuring that mean's learning aches learning, experiences, participation and overall value in the school community were exactly that, lucid.*

Inclusion Canada noted that Westpark values and supports the full inclusion of children in regular classrooms.

This is a significant award and recognizes not only Westpark, but the division's commitment to meeting the diverse and complex needs of all students.

Dawne Hammerschidt, along with representatives from Westpark Middle School will be attending the September 9, 2020 meeting of the Board of Trustees to be recognized for this significant award.

### **Quality Indicators:**

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#### Educational Leadership

QI 1.3 Parents and students are satisfied with levels of achievement.

#### Student Welfare

QI 2.1 Develops measurements and monitors progress relative to providing a welcoming, caring, respectful and safe learning environment.

#### Communications and Community Relations:

QI 9.7 Improves the District's public image.

# Board Agenda Item



Leadership Practices:

QI 10.2 Provides effective educational leadership.

**Recommendation:**

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The Superintendent of Schools recommends THAT The Board of Trustees recognizes Westpark Middle School as recipients of the National Inclusive Education Award along with the school's commitment to meeting the diverse needs of students.

# Board Agenda Item



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**Topic: Skills Alberta Competition****Presenter: Bruce Buruma, Corporate Secretary****Meeting Date: September 9, 2020**

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**Background**

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While the competition was virtual, the win was real for four Red Deer Public students who won medals at the Skills Alberta Competition.

Skills Alberta provides a platform for secondary students to continue developing their skills while showcasing their excellence. This year Skills Alberta was a virtual competition where students were sent information and had to return their completed tasks by a specific date. There was a virtual Awards Ceremony where students were recognized.

Jack Lerouge, a grade ten student at Lindsay Thurber Comprehensive High School won gold in the Culinary Arts division. While Emily Lerouge bronze in the Job Skill Demonstration category.

In the IT Office Software Applications, Hunting Hills High School grade 12 students Bryce Corrin won Gold while Nathan Anderson won Bronze.

This year, three hundred students from 78 secondary schools participated in the competition, which gives students the ability to showcase skills they learned in class.

These three students, along with representatives from their schools will be attending the September 9, 2020 meeting of the Board of Trustees to be recognized for their accomplishments.

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**Quality Indicators:**

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Communications and Community Relations:

    QI 9.7      Improves the District's public image.

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**Recommendation:**

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The Superintendent of Schools recommends THAT the Skills Alberta medalists be recognized by the Board of Trustees for their accomplishments and success.

# Board Agenda Item



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**Topic: Enrolment Summary Report**

**Presenter: Ron Eberts**

**Meeting Date: April 8, 2020**

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**Background**

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The enrolment summary for March 31, 2020 is provided as information.

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**Recommendation:**

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The Superintendent of Schools recommends that the Board of Trustees accepts the enrolment Summary Report for March 31, 2020 as information.

**RED DEER PUBLIC SCHOOL DISTRICT #104  
ENROLMENT - June, 2020**

	PreK	ECS	1	2	3	4	5	6	7	8	9	10	11	12	CCE	FTE	TOTAL	DIFF
36 A.L. GAETZ		34	42	43	40	51	53									246	263	0
47 ASPEN HEIGHTS		42	48	42	34	34	33									212	233	0
34 BARRIE WILSON - ENG.		60	55	56	75	57	56									329	359	-1
34 BARRIE WILSON - F.I.		34	33	30	37	32	27									176	193	0
44 DON CAMPBELL		76	77	88	56	71	48									378	416	-1
49 ESCEULA VISTA GRANDE - S.B.		37	42	33	29	32	22	8	11							195.5	214	0
40 FAIRVIEW	27	26	37	22	32	45	29									191.5	218	0
42 G.W. SMITH	31	34	42	41	44	52	49									260.5	293	0
43 JOSEPH WELSH	30	41	43	43	58	56	46									281.5	317	0
54 MATTIE MCCULLOUGH	16	72	61	80	76	76	79									416	460	-1
45 MOUNTVIEW - ENG.		28	34	34	25	27	31									165	179	0
45 MOUNTVIEW - F.I.		32	40	38	41	25	30									190	206	0
48 ORIOLE PARK - ENG.		38	42	38	41	48	36									224	243	3
48 ORIOLE PARK - F.I.		33	27	30	19	21	30									143.5	160	-3
52 WEST PARK ELEM.	32	45	45	54	52	44	44									277.5	316	0
32 G.H. DAWE	27	28	45	42	40	35	42	50	41	37						359.5	387	-1
69 GLENDALE		24	47	45	34	39	46	53	62	49						387	399	-1
55 NORMANDEAU	32	30	36	42	32	43	47	65	70	56						422	453	0
137 GATEWAY CHRISTIAN SCHOOL		72	71	76	73	76	79	81	82	60				156		634	670	0
62 C.M.S. - Eng.								131	104	109						344	344	0
62 C.M.S. - F.I.								73	87	86						246	246	0
65 EASTVIEW								189	195	213						597	597	0
68 W.M.S.								177	177	162						516	516	0
75 L.T.C.H.S. - Eng.											375	353	366	463	5	1557	1557	0
75 L.T.C.H.S. - F.I.											69	74	61	47		251	251	-1
90 H.H.H.S.											345	298	357	369	3	1369	1369	-1
30 NORTH COTTAGE												2	9	9	4	20	20	0
124 R.D. REG. HOSPITAL PROG.																0	0	0
127 DIREWOOD										1			1			2	2	-1
128 YOUTH ASSES. CENTRE.										1	3	1				5	5	1
129 PARKLAND YOUTH HOMES									1	1	1		2			5	5	0
131 OSKAYAK TREATMENT CENTRE																0	0	0
133 OUTREACH SCHOOL CENTRE												54	87	142	36	283	283	-3
136 QUEST HIGH SCHOOL							1		4	13	37	20	20	18	2	113	113	0
132 SCHOOL WITHIN A COLLEGE													1	5	2	6	6	0
<b>DISTRICT TOTALS</b>	195	786	867	877	838	864	828	827	834	788	830	802	904	1053	208	10802.5	11293	-10

	ENGLISH	FRENCH IMMERSION	SPANISH BILINGUAL	DISTRICT TOTALS	PREV MONTH	DIFF	SEPT TOTALS	DIFF
PreK	195	0	0	195	195	0	197	-2
E.C.S.	650	99	37	786	788	-2	786	0
ELEMENTARY	3656	460	158	4274	4277	-3	4253	21
MIDDLE SCHOOLS	2184	246	19	2449	2452	-3	2447	2
SENIOR HIGH	3338	251	0	3589	3591	-2	3546	43
<b>TOTALS - Jun.2020</b>	9828	1056	214	11098	11108	-10	11032	66
<b>TOTALS - Jun.2019</b>	9646	1027	205	10878	10914	-36	10928	-50

\*CCE - Concurrent Enrolments - informational only, not included in the total for the school

Revised 07/02/2020:14:27

# Board Agenda Item



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**Topic: Change in Signing Authority**

**Presenter: Colin Cairney**

**Meeting Date: September 9, 2020**

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**Background**

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As a result of the appointment of Chad Erickson as the new Superintendent of Schools commencing on August 4, 2020, it is necessary to change our banking documents. Three banking resolutions will be presented at the meeting, covering the general account, the US dollar account and the Scholarship Trust.

It is recommended that all three resolutions be adopted to amend the signing authorities.

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**Quality Indicators:**

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Policy/Administrative Procedures

QI 5.3 Ensures system adheres to policy/administrative procedures.

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**Recommendation:**

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The Superintendent of Schools recommends THAT trustees approve the Banking Resolution regarding signing authority for the Board's general account.

The Superintendent of Schools recommends THAT trustees approve the Banking Resolution regarding signing authorities for the Board's US dollar account.

The Superintendent of Schools recommends THAT trustees approve the Banking Resolution regarding signing authorities for the Board's Scholarship Trust account.

# Board Agenda Item



## **Topic: Summer Facility Improvements 2020**

**Presenter: Della Ruston**

**Meeting Date: September 9, 2020**

### **Background**

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The summer of 2020 has been the busiest in several years for Facility Services staff with over \$8 million dollars in projects being undertaken.

On May 21, 2020, the government approved an additional \$4,105,000 for Capital Maintenance and Renewal (CMR) funding to address the ongoing capital maintenance needs of the division and stimulate the economy during these challenging times. Several projects were identified by the division and approved by Alberta Education. All projects are well underway with the goal of completion this fall. Five roofing projects, two boiler replacements, modifying three school entryways, the south tower renovation of Lindsay Thurber, and a parking lot extension at Westpark Middle School were all approved. All of these projects are completed or nearing completion, with the exception of the Lindsay Thurber south tower, which will take longer to complete.

All schools received support from the Infrastructure Maintenance and Renewal (IMR) program this summer with many projects completed or nearing completion. All schools were tested for Radon gas, some schools received asbestos investigations and abatements, bottle fillers were added to schools that didn't already have one, and structural ceiling assessments were also conducted for all of our schools.

Larger projects included roofing assessments and replacements, washroom upgrades, parking lot replacement and extensions, kitchen renovations, acoustic treatments, and air handling unit studies and repairs.

IMR funds are not to be used for work done to facilities we do not own or any work done to Central Services or Facility Services, therefore, Operations and Maintenance funding is used when work is necessary. An extensive ceiling assessment and repair was also completed for Central Services. A wall was removed at the Alternative School Centre to make the building more conducive to educational programs.

This year, work has begun on the design and replacement of the building envelope at Central Services and will continue through to next year.

A listing of the projects undertaken and in progress is attached to this memo.

# Board Agenda Item



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## Quality Indicators:

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### Strategic Planning and Reporting:

- QI 7.2 Facility project budgets and construction schedules are followed or timely variance reports are provided to the Board.
- QI 7.3 Develops short and long-range plans to meet the needs of the District and provide for continuous improvement.

### Organizational Management:

- QI 8.1 Ensures District compliance with all Alberta Education and Board mandates (timelines and quality).
- QI 8.2 Effectively manages time and resources.
- QI 8.3 Ensures contracted services (e.g., labour and legal) meet quality expectations of the Board.
  
- QI 10.6 Demonstrates a high commitment to education and to the needs of students.
- QI 10.7 Empowers others.
- QI 10.8 Effectively solves problems.

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## Recommendation:

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The Superintendent of Schools recommends that the Board of Trustees accepts the Summer Facility Improvements Report for September 2020 as information.

**Infrastructure Maintenance and Renewal Expenditures 2019-2020**

FACILITY	DESCRIPTION	STATUS	ANTICIPATED COST	IMR TOTALS to DATE
Annie L. Gaetz Elementary	Roof Condition Assessment (K3020.08)	Completed	\$800.00	\$800.00
	Replace window (yearly) (B2021.01)	Ongoing	\$1,200.00	\$402.00
	Fire Inspections (D5037)	Ongoing	\$500.00	\$785.88
	UPS Replacement (D5092.04)	Completed	\$300.00	\$499.42
	Radon Testing	Completed	\$1,000.00	\$1,037.57
	Mandatory annual elevator/lift inspection	Completed	\$130.00	\$115.33
	Heat Pump Study	Completed	\$4,500.00	\$3,540.00
Heating repairs and Replacements (Yearly)	Ongoing	\$2,000.00	\$4,733.40	
Aspen Heights Elementary	Roof Condition Assessment (K3020.08)	Completed	\$800.00	\$800.00
	Fire Inspections (D5037)	Completed	\$100.00	\$813.88
	Heating repairs and Replacements (Yearly)	Ongoing	\$750.00	\$2,151.23
	Hallway Upgrades	Completed	\$15,000.00	\$20,644.83
	Radon Testing	Completed	\$1,000.00	\$999.52
	Structure Ceiling Assessment	Completed	\$250.00	\$115.33
	New Bottle Filler	Completed	\$2,500.00	\$870.24
Yearly Window Replacements	Ongoing	\$1,500.00	\$219.25	
Barrie Wilson	Fire Inspection (D5037)	Completed	\$100.00	\$55.34
	Radon Testing	Completed	\$1,500.00	\$1,240.31
	Updated Plans	Completed	\$500.00	\$357.50
Central Middle School	Zone Actuator Replacement CTS lab	Completed	\$1,200.00	\$943.20
	3 way actuator valve	Completed	\$2,800.00	\$2,591.74
	Bearing and shaft replacement	Completed	\$1,000.00	\$300.00
	Cleaning of Chemical Trap (yearly)	Ongoing	\$3,000.00	\$1,447.40
	Roof Condition Assessment (K3020.08)	Completed	\$1,000.00	\$1,000.00
	Fire Inspection (D5037)	Completed	\$100.00	\$768.46
	Upgrade Stairwells	Completed	\$32,000.00	\$23,023.65
	Replace window (yearly) (B2021.01)	Ongoing	\$1,500.00	\$1,393.14
	Refinish Gym Floor	Completed	\$3,797.00	\$3,797.00
	2019 Faucet Sink Repairs (school year)	Ongoing	\$1,500.00	\$0.00
	Radon Testing	Completed	\$1,000.00	\$1,043.82
	Mandatory annual elevator/lift inspection	Completed	\$130.00	\$115.33
	Heating repairs and Replacements (Yearly)	Ongoing	\$3,500.00	\$1,884.12
	New Bottle Filler	Completed	\$1,500.00	\$4,580.94
	Structure Ceiling Assessment	Completed	\$600.00	\$555.75
Library Carpet Replacement	Completed	\$16,500.00		
Concrete Sidewalk Repair	Completed	\$3,000.00	\$2,496.88	
Woodshop floor polishing	Completed	\$10,000.00	\$8,060.36	
Hot Water Tank Maintenance	Ongoing	\$500.00	\$755.23	
Don Campbell Elementary	Required Fire Protection Systems Inspections	Completed	\$1,600.00	\$1,537.71
	Weather Station for safety	Completed	\$1,300.00	\$1,140.00
	Roof Condition Assessment (K3020.08)	Completed	\$500.00	\$500.00
	Fire Inspection (D5037)	Completed	\$500.00	\$1,756.82
	Replace window (yearly) (B2021.01)	Ongoing	\$1,000.00	\$371.25
	Heating repairs and Replacements (Yearly)	Ongoing	\$1,500.00	\$1,929.24
	Install Acoustic Wall Panels	Completed	\$32,903.67	\$32,903.67
Radon Testing	Completed	\$1,000.00	\$1,157.97	
Structure Ceiling Assessment	Completed	\$600.00	\$503.75	
Eastview Middle School	Gym Lighting Upgrade - D5022.06	Completed	\$10,000.00	\$9,095.56
	Repair Gym Floor	Completed	\$1,500.00	\$1,420.00
	Repair Basketball apparatus	Completed	\$5,000.00	\$4,864.50
	2019 fan motor replacements	Completed	\$1,200.00	\$487.50
	Roof Condition Assessment (K3020.08)	Completed	\$1,750.00	\$1,750.00
	Fire Inspection (D5037)	Completed	\$100.00	\$2,247.23
	Replace window (yearly) (B2021.01)	Ongoing	\$1,200.00	\$1,030.25
	Replace Heating Repairs and replacements (yearly)	Completed	\$300.00	\$2,477.75
	Supply hooks for Hour Zero	Completed	\$2,000.00	\$1,040.00
	Radon Testing	Completed	\$1,500.00	\$1,328.91
	Mandatory annual elevator/lift inspection	Completed	\$130.00	\$115.33
	Cooling Tower Corrosion Study	Completed	\$3,785.00	\$3,692.50
	Replace Fire Door Hinges	Completed	\$250.00	\$3,990.99
	Roofing Program	Ongoing	\$425,000.00	\$237,721.77
	New Bottle Filler	Ongoing	\$1,500.00	\$2,107.00
	Structure Ceiling Assessment	Ongoing	\$700.00	\$490.75
Replace Bandroom Carpet	Ongoing	\$9,018.20	\$9,018.20	
Replace Exterior Concrete Stairs	Ongoing	\$15,000.00	\$10,202.92	
Heat Pump Replacements Phase 1	Ongoing	\$75,000.00	\$12,937.84	

**Infrastructure Maintenance and Renewal Expenditures 2019-2020**

FACILITY	DESCRIPTION	STATUS	ANTICIPATED COST	IMR TOTALS to DATE
Escuela Vista Grande	Permit for Receptable in Gym	Completed	\$2,500.00	\$0.00
	Roof Condition Assessment (K3020.08)	Completed	\$800.00	\$800.00
	Fire Inspection (D5037)	Completed	\$500.00	\$891.78
	Kitchen/Multipurpose Room	Ongoing	\$50,000.00	\$5,092.05
	Radon Testing	Completed	\$1,000.00	\$816.08
	Mandatory annual elevator/lift inspection	Completed	\$130.00	\$115.33
	Heating Repairs & Replacements (yearly)	Ongoing	\$2,500.00	\$4,006.29
	Install Electrical Panel Cover	Completed	\$300.00	\$461.13
	Structure Ceiling Assessment	Completed	\$750.00	\$620.75
New Bottle Filler	Completed	\$1,500.00	\$1,237.50	
Fairview Elementary School	Roof Condition Assessment (K3020.08)	Completed	\$400.00	\$400.00
	Fire Inspections (D5037)	Completed	\$500.00	\$658.62
	Upgrade 4 washrooms	Ongoing	\$50,000.00	\$17,609.21
	Radon Testing	Completed	\$1,000.00	\$917.18
	Replace Emergency Light	Completed	\$500.00	\$434.61
	New Bottle Filler	Completed	\$1,500.00	\$43.61
	Structure Ceiling Assessment	Completed	\$500.00	\$438.10
	Heating Repairs & Replacements (yearly)		\$1,500.00	\$332.98
Gateway Christian	Grading of lots G2022 (yearly)	Completed	\$4,000.00	\$1,624.00
	Furnace Motor Replacement	Completed	\$500.00	\$626.48
	Boiler Part for Recert	Completed	\$500.00	\$867.12
	Roof Condition Assessment (K3020.08)	Completed	\$1,750.00	\$1,750.00
	Fire Inspection (D5037)	Completed	\$500.00	\$58.25
	Replace window (yearly) (B2021.01)	Ongoing	\$1,000.00	\$278.07
	Water Dist. Upgrades	Ongoing	\$1,500.00	\$13,722.50
	Urinal & Toilet Repairs (yearly)	Ongoing	\$805.14	\$805.14
	Cleaning of Chemical Trap (yearly)	Ongoing	\$500.00	\$168.00
	Elevator - Lift Replacement and Study	Completed	\$90,000.00	\$130.00
	Radon Testing	Completed	\$2,000.00	\$1,740.63
	Mandatory annual elevator/lift inspection	Completed	\$130.00	\$115.33
	Acoustic Baffles in Gym	Ongoing	\$1,200.00	\$1,000.00
	Heating repairs and Replacements (Yearly)	Ongoing	\$1,500.00	\$742.30
	Install Handrails in Stairway	Completed	\$2,000.00	\$1,632.87
	Structure Ceiling Assessment	Completed	\$700.00	\$503.10
	Replace carpet in music room	Completed	\$20,000.00	\$17,450.02
	ASE Hazerdous Materials Assessment	Completed	\$3,000.00	\$3,350.00
Upgrade Small Gym	Ongoing	\$75,000.00	\$878.35	
Concrete Sidewalk Repair	Completed	\$4,000.00	\$3,607.87	
Install sink unit rm 184	Ongoing	\$1,000.00	\$3,629.84	
GH Dawe K-8	Sensory Room	Completed	\$2,000.00	\$2,289.16
	Roof Condition Assessment (K3020.08)	Completed	\$1,000.00	\$1,000.00
	Fire Inspections (D5037)	Completed	\$500.00	\$968.13
	Yearly Heating repairs and replacements	Ongoing	\$1,000.00	\$6,234.70
	Hot Water Repairs (Yearly)	Ongoing	\$500.00	\$521.76
	2019 Urinal & Toilet Repairs (yearly)	Ongoing	\$1,000.00	\$572.01
	Raise Heat Pumps	Completed	\$7,500.00	\$7,150.00
	Radon Testing	Completed	\$1,200.00	\$1,170.46
	Upgrade Fire Alarm Panel	Completed	\$600.00	\$662.93
	Refinish Gym Floor	Completed	\$12,000.00	\$9,354.78
	New Bottle Filler	Completed	\$1,500.00	\$1,986.59
Parking Lot	Completed	\$300,000.00	\$257,877.76	
Glendale K-8	Toilet repairs (school year)	Ongoing	\$5,000.00	\$635.10
	Student Support Room	Completed	\$15,000.00	\$14,847.41
	Yearly Heat Pump repairs and replacements	Completed	\$6,000.00	\$3,056.33
	Roof Condition Assessment (K3020.08)	Completed	\$800.00	\$800.00
	Fire Inspection (D5037)	Completed	\$500.00	\$0.00
	Replace window (yearly) (B2021.01)	Ongoing	\$1,500.00	\$703.25
	Replace Glass rods in fire alarm	Completed	\$20.00	\$16.76
	Install FOB reader	Completed	\$4,000.00	\$3,499.00
	Install electrical outlet in gym (H&S)	Completed	\$600.00	\$554.50
	Heating repairs and Replacements (Yearly)	Ongoing	\$1,500.00	\$4,949.95
	Shelving in Dark Room	Completed	\$1,500.00	\$1,429.59
	Radon Testing	Completed	\$1,200.00	\$1,411.25
	Ventilation unit Study	Completed	\$3,500.00	\$4,670.00
	Structure Ceiling Assessment	Completed	\$1,000.00	\$971.75
	Replace Metal Gutter	Ongoing	\$1,500.00	\$1,375.00
	Library moisture remediation	Ongoing	\$20,000.00	\$390.00
Install Junction Box	Completed	\$500.00	\$575.00	
Service Chemical Traps (yearly)	Ongoing	\$500.00	\$335.85	

**Infrastructure Maintenance and Renewal Expenditures 2019-2020**

FACILITY	DESCRIPTION	STATUS	ANTICIPATED COST	IMR TOTALS to DATE
GW Smith Elementary	Kitchens	Completed	\$10,000.00	\$21,086.24
	Roof Condition Assessment (K3020.08)	Completed	\$1,000.00	\$1,000.00
	Replace window (yearly) (B2021.01)	Ongoing	\$1,000.00	\$931.10
	Fire Inspections (D5037)	Completed	\$500.00	\$871.12
	Install doorway between library and computer	Completed	\$1,500.00	\$2,962.80
	Radon Testing	Completed	\$1,000.00	\$1,081.87
	Replace Flooring	Completed	\$1,000.00	\$1,078.44
	New Bottle Filler	Completed	\$1,500.00	\$1,185.50
	Structure Ceiling Assessment	Completed	\$600.00	\$503.75
	HVAC Repairs and Replacements	Ongoing	\$500.00	\$383.20
Classroom 8 Flooring	Ongoing	\$7,500.00	\$5,966.09	
Hunting Hills High School	2019 Heat Pump repairs and replacements	Completed	\$3,000.00	\$2,796.89
	Barrier Free operator	Completed	\$7,000.00	\$6,504.00
	CTS Study	Completed	\$2,100.00	\$0.00
	2019 Faucet Sink replacements (school year)	Ongoing	\$2,000.00	\$229.96
	Semi Annual Fire Suppression Inspection	Completed	\$250.00	\$265.00
	Annual Generator Testing	Completed	\$1,050.00	\$1,684.46
	Fire Inspection (D5037)	Completed	\$500.00	\$55.34
	Replace window (yearly) (B2021.01)	Ongoing	\$7,500.00	\$5,341.00
	Boiler #2 Pump Replacement	Completed	\$3,000.00	\$11,435.22
	Replacement part for Separator	Completed	\$1,200.00	\$1,055.40
	2019 Urinal & Toilet Repairs (yearly)	Ongoing	\$1,500.00	\$932.74
	Replace ceiling supports (Health and Safety)	Ongoing	\$1,000.00	\$589.25
	Heating repairs and Replacements (Yearly)	Ongoing	\$1,000.00	\$1,578.69
	Radon Testing	Completed	\$1,750.00	\$2,070.72
	Mandatory annual elevator/lift inspection	Completed	\$130.00	\$115.33
	Fabrication Shop Upgrade	Ongoing	\$125,000.00	\$17,184.10
	Kitchen Upgrades	Completed	\$1,500.00	\$5,812.50
Ballast Replacement	Completed	\$300.00	\$250.73	
Rewire Security System	Completed	\$3,400.00	\$3,176.00	
3 Classrooms	Ongoing	\$15,000.00	\$2,295.00	
Joseph Welsh Elementary	New Gym Equipment	Completed	\$500.00	\$2,020.78
	New Bottle Filler	Completed	\$1,600.00	\$2,371.07
	Roof Condition Assessment (K3020.08)	Completed	\$800.00	\$800.00
	Fire Inspection (D5037)	Completed	\$500.00	\$590.13
	Window Replacements (yearly)	Ongoing	\$1,000.00	\$372.00
	Replace Flooring	Completed	\$1,000.00	\$5,663.39
	Radon Testing	Completed	\$1,000.00	\$1,075.62
	Structure Ceiling Assessment	Completed	\$750.00	\$555.75
	Repair Water Leaders	Completed	\$2,155.00	\$937.50
	Install Handrail for Roof Access	Completed	\$1,200.00	\$909.73
Heating repairs and Replacements (Yearly)	Ongoing	\$1,500.00	\$286.97	
Lindsay Thurber High School	Repair Autobody Shop overhead door (B2034)	Completed	\$800.00	\$796.50
	Repair gym dividing wall	Completed	\$2,250.00	\$3,013.50
	2019 Urinal & Toilet Repairs (yearly)	Ongoing	\$2,000.00	\$1,249.43
	Barrier Free operator (C1021.01)	Completed	\$2,100.00	\$2,220.25
	Service Chemical Traps (yearly)	Ongoing	\$5,000.00	\$5,085.18
	Grading of lots G2022 (yearly)	Completed	\$4,000.00	\$1,820.00
	Semi Annual Fire Suppression Inspection	Completed	\$300.00	\$265.00
	Annual Generator testing	Completed	\$1,200.00	\$1,838.83
	Roof Condition Assessment (K3020.08)	Completed	\$4,550.00	\$4,550.00
	Fire Inspection (D5037)	Completed	\$500.00	\$4,058.84
	Replace window (yearly) (B2021.01)	Ongoing	\$2,500.00	\$3,390.45
	Boiler pressure release valves for recertification	Completed	\$1,200.00	\$1,478.14
	Replace Electric strike on handicap door	Completed	\$600.00	\$570.00
	Replace motor on dust collector	Completed	\$2,200.00	\$3,382.43
	Upgrade and enlarge Foundations washroom	Ongoing	\$60,000.00	\$10,297.50
	Upgrade of South Tower Windows	Ongoing	\$300,000.00	\$38,924.23
	Radon Testing	Completed	\$2,750.00	\$3,148.59
	2020 Methane Gas monitoring	Completed	\$2,200.00	\$2,153.75
	Mandatory annual elevator/lift inspection	Completed	\$400.00	\$345.99
	Replace Eyewash attachment	Completed	\$500.00	\$447.94
	Upgrade Floors (Concrete Polishing)	Completed	\$60,000.00	\$94,198.52
	Pull Station Replacement	Completed	\$750.00	\$628.04
	7 study booths	Ongoing	\$15,000.00	\$12,693.71
	Heating repairs and Replacements (Yearly)	Ongoing	\$1,500.00	\$20,993.69
	Install Bathroom Door	Completed	\$2,000.00	\$1,762.50
Methane Shack Repairs	Completed	\$5,000.00	\$1,464.67	
Drama room stairs	Completed	\$5,000.00	\$2,937.87	

**Infrastructure Maintenance and Renewal Expenditures 2019-2020**

FACILITY	DESCRIPTION	STATUS	ANTICIPATED COST	IMR TOTALS to DATE
Mattie McCullough Elem.	2019 Furnace motor repairs and replacements	Completed	\$5,000.00	\$2,951.63
	Roof Condition Assessment (K3020.08)	Completed	\$1,000.00	\$1,000.00
	Replace window (yearly) (B2021.01)	Ongoing	\$1,000.00	\$565.00
	Fire Inspections (D5037)	Completed	\$500.00	\$1,041.54
	Acoustic Baffles in Gym	Completed	\$24,000.00	\$22,130.38
	Heating repairs and Replacements (Yearly)	Ongoing	\$1,500.00	\$8,655.48
	Radon Testing	Completed	\$1,250.00	\$1,246.56
	Air Conditioning Units	Completed	\$12,000.00	\$9,880.64
Mountview Elementary	Student Support Room	Completed	\$15,000.00	\$15,974.79
	Shelving	Completed	\$400.00	\$225.00
	Roof Condition Assessment (K3020.08)	Completed	\$1,000.00	\$1,000.00
	Fire Inspection (D5037)	Completed	\$500.00	\$1,085.13
	Heating Repairs and Maintenance (yearly)	Ongoing	\$1,500.00	\$3,302.27
	Air Handling Units Study	Completed	\$50,000.00	\$40,526.10
	2019 Faucet Sink Repairs (school year)	Ongoing	\$1,000.00	\$53.89
	Radon Testing	Completed	\$1,400.00	\$42.34
	Air Conditioning Units	Completed	\$10,000.00	\$10,444.80
	High Priority Roof Repair - Section 2	Completed	\$4,000.00	\$250.00
Structure Ceiling Assessment	Completed	\$500.00	\$373.75	
Normandeau K-8	Roof Condition Assessment (K3020.08)	Completed	\$800.00	\$800.00
	Replace window (yearly) (B2021.01)	Ongoing	\$1,000.00	\$412.00
	Fire Inspections (D5037)	Completed	\$500.00	\$715.13
	Fire door magnet upgrade	Completed	\$300.00	\$218.21
	Yearly heating repairs and replacements	Ongoing	\$2,500.00	\$3,162.08
	Upgrade Kitchen	Completed	\$45,000.00	\$30,511.34
	Radon Testing	Completed	\$1,300.00	\$1,246.56
	Air Conditioning Units	Completed	\$12,000.00	\$6,381.72
	Roofing Program	Ongoing	\$20,000.00	\$10,886.00
	Structure Ceiling Assessment	Completed	\$750.00	\$646.75
	Band Room and Classroom 5	Completed	\$15,000.00	\$16,955.18
	Study and repair foundation settlement	Completed	\$13,158.00	\$390.00
Urinal & Toilet Repairs (yearly)	Ongoing	\$1,000.00	\$403.88	
North Cottage	Roof Condition Assessment (K3020.08)	Completed	\$400.00	\$400.00
	Fire Inspections (D5037)	Completed	\$500.00	\$979.02
	Yearly heating repairs and replacements	Ongoing	\$1,000.00	\$225.00
	Radon Testing	Completed	\$500.00	\$497.63
	Structure Ceiling Assessment	Completed	\$500.00	\$438.10
Oriole Park Elementary	Replace Library skylight (B3021)	Completed	\$1,500.00	\$1,511.00
	Roof Condition Assessment (K3020.08)	Completed	\$800.00	\$800.00
	Fire Inspection (D5037)	Completed	\$500.00	\$1,103.00
	Replace window (yearly) (B2021.01)	Ongoing	\$2,000.00	\$2,119.00
	Install Barrier to Roof Access	Completed	\$750.00	\$957.00
	2019 Furnace motor repairs and replacements	Ongoing	\$2,000.00	\$1,017.95
	2019 Urinal & Toilet Repairs (yearly)	Ongoing	\$1,000.00	\$296.32
	Radon Testing	Completed	\$1,200.00	\$1,273.78
	HVAC System Study	Completed	\$6,000.00	\$2,950.00
	New Bottle Filler	Completed	\$1,500.00	\$2,503.79
	Structure Ceiling Assessment	Completed	\$1,000.00	\$763.10
	Classroom 12 Washroom upgrade	Completed	\$20,000.00	\$11,856.75
	Replace Library Carpet	Completed	\$30,200.00	\$35,082.28
	LAT Room	Completed	\$500.00	\$337.50
Heating Repairs and Replacements (yearly)	Ongoing	\$1,000.00	\$39.09	
Pines School	Fire Inspection (D5037)	Completed	\$500.00	\$542.47
	Roof Condition Assessment (K3020.08)	Completed	\$800.00	\$800.00
	HVAC Controllers	Completed	\$6,000.00	\$5,892.42
	Radon Testing	Completed	\$1,000.00	\$828.58
	Structure Ceiling Assessment	Completed	\$750.00	\$555.75
West Park Elementary	Chain link fence SS of staff parking lot	Completed	\$500.00	\$65.00
	Replace fountain	Completed	\$2,000.00	\$1,628.68
	Roof Condition Assessment (K3020.08)	Completed	\$800.00	\$800.00
	Fire Inspections (D5037)	Completed	\$500.00	\$578.75
	Heating repairs and Replacements (Yearly)	Ongoing	\$750.00	\$1,731.62
	Replace window (yearly) (B2021.01)	Ongoing	\$1,500.00	\$458.00
	Radon Testing	Completed	\$1,200.00	\$1,081.87
	Mandatory annual elevator/lift inspection	Completed	\$130.00	\$115.33
School Windows upgrade(study only)	Completed	\$126,000.00	\$4,005.00	

**Infrastructure Maintenance and Renewal Expenditures 2019-2020**

FACILITY	DESCRIPTION	STATUS	ANTICIPATED COST	IMR TOTALS to DATE
Westpark Middle School	Flooring Aids for Visually impaired student ch	Completed	\$2,000.00	\$1,676.44
	Fire Inspections (D5037)	Completed	\$500.00	\$197.00
	Radon Testing	Completed	\$1,000.00	\$1,005.77
	Mandatory annual elevator/lift inspection	Completed	\$130.00	\$115.33
	Structure Ceiling Assessment	Completed	\$750.00	\$698.75
	Heating Repairs and Maintenance (yearly)	Ongoing	\$15,000.00	\$540.62
			<b>TOTAL BUDGET</b>	<b>TOTAL NET</b>
	<b>SUBTOTAL</b>		2,615,882.01	1,483,988.33
	<b>CONTINGENCY</b>		500,000.00	500,000.00
	<b>SUBTOTAL</b>		3,115,882.01	1,983,988.33
	<b>2019/2020 IMR FUNDING</b>		3,219,617.00	
	Carryover of IMR Funds from 2018/2019		3,608,950.27	
	<b>Total Combined IMR Funding</b>		6,828,567.27	
	Repurposed funds for short term		-2,000,000.00	
	<b>2019/2020 AVAILABLE IMR FUNDS</b>		4,828,567.27	
	IMR Expenditures to August/2020		1,983,988.33	
	<b>2019/2020 BALANCE of IMR FUNDS</b>		2,844,578.94	
	Carryover of IMR Funds to 2020/2021		2,844,578.94	



### Capital Maintenance and Renewal Expenditures 2020

	<b>Project Description*</b>	<b>Impacted School Facilities</b>	<b>Estimated Cost (\$, to nearest \$100,000)</b>	<b>Expenditures to Date</b>
1	Replace 4ply Built Up Roof Sections - 6 - 1 & 12	Central Middle School-B3913A	\$300,000	\$102,869.73
2	Reconfiguring Main Entrances for School Security. <b>3 SCHOOLS</b>	Central Middle School	\$100,000	\$2,585.36
2	Reconfiguring Main Entrances for School Security. <b>3 SCHOOLS</b>	Eastview Middle School		\$5,064.90
2	Reconfiguring Main Entrances for School Security. <b>3 SCHOOLS</b>	Gateway Christian School		\$2,598.45
3	Replace Built-up Roofing Phase I	Lindsay Thurber Composite High School-B9517A	\$500,000	\$7,898.34
4	Replace Built-up Roofing Phase II	Lindsay Thurber Composite High School-B9517A	\$800,000	\$3,704.47
5	South Tower Building Envelope Replacment - Windows - Insulation - Facade (Phase-II)	Lindsay Thurber Composite High School-B9517A	\$1,000,000	
6	South Tower Building Envelope Replacment - Windows - Insulation - Facade (Phase-III)	Lindsay Thurber Composite High School-B9517A	\$1,000,000	
7	Replace Built Up Roofing	Oriole Park School-B3937A	\$400,000	\$4,459.11
8	Boiler Replacements - <b>2 SCHOOLS</b>	Aspen Heights	\$200,000	\$15,226.62
8	Boiler Replacements - <b>2 SCHOOLS</b>	Oriole Park School-B3937A		\$13,087.55
9	Replace Built Up Roofing	Mattie McCullough Elementary-B5048A	\$200,000	\$2,007.19
10	Replace Built Up Roofing <b>2 SCHOOLS</b>	Westpark Elementary	\$200,000	\$1,168.43
10	Replace Built Up Roofing <b>2 SCHOOLS</b>	Gateway Christian School		\$3,498.47
11	West Park Parking Lot Demo		\$400,000	\$8,047.92
	<b>TOTALS</b>		<b>\$5,100,000</b>	<b>172,216.55</b>

## Operations and Maintenance Expenditures 2019-2020

<b>Project Description</b>	<b>Facility</b>	<b>Cost</b>
Wall Removal	Alternative School Centre	<b>4,431.00</b>
Roofing	Central Services	<b>25,804.83</b>
Building Envelope Consulting	Central Services	<b>6,167.53</b>
Ceiling Assessment and Repairs	Central Services	<b>1,533.00</b>
<b>TOTAL</b>		<b>37,936.36</b>

# Board Agenda Item



## **Topic: Staffing Report**

**Presenter: Rob Moltzahn**

**Meeting Date: September 9, 2020**

### **Background**

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The total numbers of Red Deer Public District employees for the current year and previous two years are as follows:

District Staff September 1, 2020	1212
District Staff September 1, 2019	1179
District Staff September 1, 2018	1170

Teacher FTE staffing totals as of September 1, 2019 indicate an increase from one year ago.

Teacher FTE: September 1, 2020	605
Teacher FTE: September 1, 2019	600
Teacher FTE: September 1, 2018	595

The current number of Educational Assistant positions is less than one year ago.

Educational Assistants: September 1, 2020	231
Educational Assistants: September 1, 2019	224
Educational Assistants: September 1, 2018	232

1. We currently have 39 individuals on EDB, this includes Teachers, Classified Staff and CUPE Employees
2. During the 2019-2020 school year, 23 Employees took a Personal Leave. This includes one Professional Improvement Leave and one deferred Salary Leave.
3. We were able to accommodate 28 employee transfers for the 2020-2021 school year.
4. During the 2019-2020 school year, there were 139 New Hires added to our roster. This includes 26 new RDPDS teachers, in addition to Classified Staff, Casuals and CUPE employees.

### **Quality Indicators:**

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#### Personnel Management

- QI 4.1 All collective agreements and contracts are being administered and interpreted so staff and contracted personnel are being paid appropriately and appropriate deductions are being made.
- QI 4.2 Develops and effectively implements quality recruitment, orientation, staff development, disciplinary, evaluation and supervisor processes.
- QI 4.3 Models commitment to personal and professional growth.

# Board Agenda Item



- QI 4.4 Fosters high standards of instruction and professional improvement (Quality Teaching Standard).
- QI 4.5 Provides for training of administrators and the development of leadership capacity within the District.
- QI 4.6 Follows Board personnel policies.
- QI 4.7 Models high ethical standards of conduct.

## Organizational Management:

- QI 8.1 Ensures District compliance with all Alberta Education and Board mandates (timelines and quality).
- QI 8.2 Effectively manages time and resources.
- QI 8.3 Ensures contracted services (e.g., labour and legal) meet quality expectations of the Board.

## **Recommendation:**

The Superintendent of Schools recommends that the Board of Trusting accept the Staff Report as information.

# Board Agenda Item



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**Topic:** PSBAA Report

**Presenter:** Bill Stuebing

**Meeting Date:** September 9, 2020

**Background**

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Trustee Bill Stuebing will provide a verbal report

**Recommendation:**

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The Superintendent of School recommends that the Board of Trustees accepts the PSBAA Report as information.

# Board Agenda Item



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**Topic: ASBA Report**

**Presenter: Cathy Peacocke**

**Meeting Date: September 9, 2020**

**Background**

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Trustee Cathy Peacocke will provide a verbal report

**Recommendation:**

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The Superintendent of Schools recommends that the Board of Trustees accepts the ASBA Report as information.

# Board Agenda Item



**Topic:** Trustee By-Election  
**Presenter:** Bruce Buruma, Corporate Secretary  
**Meeting Date:** September 9, 2020

## Background

The Red Deer Public Schools community was saddened by the passing of Trustee Bill Christie over the summer. Bill took incredible pride in serving his community as a School Board Trustee for over 35 years, 10 of those with Red Deer Public Schools. Bill was a strong advocate for public school education and local autonomy for school boards to make the best decisions for the communities they serve. Bill was also very proud of our schools and the accomplishments of staff and students. His insights and perspectives will be missed around the board table (*including his occasional references to British Columbia*).

This does create a vacancy on the Board of Trustees. The *Education Act* states:

### ***Filling vacancies***

***81(1)*** If a vacancy occurs on a board of 6 or more trustees, the board shall make provision to fill the vacancy by holding a by-election.

***(2)*** Notwithstanding subsection (1), where a vacancy occurs on a board of 6 or more trustees

***(a)*** during the 3-year period immediately following a general election, a by-election need not be held if there is only one vacancy on the board, and

***(b)*** during the 4th year following a general election, a by-election need not be held unless the number of vacancies on the board reduces the board to a number that is less than the quorum of the board plus one.

This does provide the Board of Trustees with the option to hold a by-election or to leave the position vacant until the next School Board Trustee Election which takes place October 18, 2021.

To inform the decision, we contacted and had discussions with the City of Red Deer whom we have an agreement with appointing them as the Returning Officer for the Division and having them responsible for the conduct of the elections for Red Deer Public Schools. Their attached letter provides detailed information on the timelines, processes and costs of having a by-election and will be informative for the Board in making a decision.

As noted within the City of Red Deer's correspondence there are a number of considerations to take into account in making a decision whether or not to have a by-election.

Another important factor in deciding to have a by-election is whether a Board has a ward or at-large system. Under a ward system, the vacancy of a trustee could leave a portion of the

# Board Agenda Item



electorate unrepresented. Given that Red Deer Public has an at-large system, the entire community would continue to be represented by all trustees.

As information, our 'sister school board', Red Deer Catholic Regional School Division held a by-election in March 2019, following the resignation of trustee Adrianna LaGrange. The Division does operate using ward system with five trustees from Red Deer and two trustees representing other communities outside Red Deer.

In the end, the decision on holding a by-election rests with the Board of Trustees based on what is in the very best interests of the Division and the community the Board serves.

Should the Board decide to hold a by-election, it would require a resolution to establish the election day for the by-election.

## **Reference Source:**

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- *Education Act*
- *Local Authorities Election Act*
- Correspondence: City of Red Deer: By-Election Process and Cost Estimate

## **Quality Indicators:**

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Superintendent/Board Relations ("The First Team")

- |        |   |
|--------|---|
| QI 6.5 | Provides the Board with balanced, sufficient, concise information and clear recommendations in agendas. |
|--------|---|

## **Recommendation:**

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The Superintendent of Schools recommends THAT the Board of Trustees decides whether or not to fill the vacancy on the Board of Trustees through a by-election.

- (b) is to be remunerated out of the funds of the board or otherwise as the Lieutenant Governor in Council determines, and
  - (c) with the prior approval of the Minister, has the power to borrow money and pass a bylaw.
- (3) On the appointment of an official trustee to conduct the affairs of a board, the members of the board cease to hold office as members of that board.
- (4) An official trustee holds office during the pleasure of the Minister.

2012 cE-0.3 s72;2015 c6 s15

#### **Division 4 Elections and Trustees**

##### **Procedure for elections, etc.**

**73** All

- (a) general elections, by-elections, polls and plebiscites,
- (b) votes on bylaws or money bylaws, and
- (c) votes on any other matters or questions

held pursuant to this Act are to be governed by this Act and the *Local Authorities Election Act*.

##### **Eligibility**

**74(1)** In addition to section 48(1) and (1.1) of the *Local Authorities Election Act*, this section applies to determine whether an individual is a resident of a public school division or a separate school division for the purposes of determining eligibility to vote or to be nominated as a candidate for election as a trustee of a school board under the *Local Authorities Election Act*.

(2) Subject to subsection (3), for the purposes of subsection (1), an individual is a resident of the school division in which the individual resides.

(3) Where a separate school district is established, an individual residing within the boundaries of the separate school district is a resident of the separate school division if the individual declares that the individual is of the same faith as those who established the separate school district, whether Protestant or Roman Catholic.

(2) If all the trustees of a board wish to resign at the same time, they may resign by transmitting to the Minister a notice in writing to that effect, and their resignation is effective on the date on which their successors are elected or appointed.

#### **Filling vacancies**

**81(1)** If a vacancy occurs on a board of 6 or more trustees, the board shall make provision to fill the vacancy by holding a by-election.

(2) Notwithstanding subsection (1), where a vacancy occurs on a board of 6 or more trustees

- (a) during the 3-year period immediately following a general election, a by-election need not be held if there is only one vacancy on the board, and
- (b) during the 4th year following a general election, a by-election need not be held unless the number of vacancies on the board reduces the board to a number that is less than the quorum of the board plus one.

(3) If a board consists of 5 trustees or fewer, the board shall provide for the filling of all vacancies that occur prior to the last 6 months of the term by holding a by-election.

(4) When the Minister increases the number of trustees on a board, the board shall make provision to fill the new vacancies by holding a by-election unless the increase is made in the 4th year following a general election.

2012 cE-0.3 s81;2015 c6 s18

#### **Failure to elect trustee, etc.**

**82(1)** Where 2 attempts to fill a vacancy on a board have been made and no nominations have been put forward, whether as part of a general election or a by-election held in accordance with section 81, the Minister may, in consultation with the board, appoint a trustee to fill that vacancy.

(2) A person appointed by the Minister under subsection (1) is in the same position as the person would have been had the person been elected under any other provision of this Act.

#### **Direction to official trustee to hold by-election**

**83** When

- (a) an official trustee has been appointed under this Act to conduct the affairs and business of a board, and

- (a) unless the member's term of office is expiring, or
- (b) if the member's term of office is not expiring, unless the member has resigned that office effective 18 days or more before nomination day.

1983 cL-27.5 s23

**Re-election**

**24(1)** A person who held office on a board of trustees under the *Education Act* and

- (a) who resigned that office to avoid making restitution for money the person received that disqualified the person from holding that office pursuant to this or any other Act and has been ordered by a judge to make restitution, or
- (b) who was declared by a judge to be disqualified to hold that office pursuant to this or any other Act,

is not eligible to become a member of that board of trustees until after 2 general elections have occurred after the date on which the person was ordered to make restitution or was declared to be disqualified.

**(2)** Notwithstanding that a by-election or general election has been held between the time when the disqualification of the member or former member arose and the time when the order or declaration has been made by the judge, subsection (1) applies and, if the person was re-elected, the person is not eligible to remain a member of the board of trustees.

**(3)** Notwithstanding subsections (1) and (2), a judge

- (a) who has made an order described in subsection (1)(a), or
- (b) who has declared a person to be disqualified

may reduce the period of disqualification.

**(4)** An appeal against the decision of a judge under this section lies to the Court of Appeal.

RSA 2000 cL-21 s24;2012 cE-0.3 s276

**Nomination day**

**25(1)** Nomination day is 6 weeks before election day.

**(2)** A person may file a nomination to become a candidate

- (a) for a general election, within the period beginning on January 1 in a year in which a general election is to be held and ending at 12 noon on nomination day, and
- (b) for a by-election, within the period beginning on the day after the resolution or bylaw is passed to set election day for the by-election and ending at 12 noon on nomination day.

RSA 2000 cL-21 s25;2018 c23 s12

**Notice of nomination day**

**26(1)** The returning officer shall give notice of nomination day in the prescribed form by publishing a notice at least once a week in each of the 2 weeks before nomination day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before nomination day.

**(2)** On complying with subsection (1), the returning officer may publish, mail and deliver additional notices and give notice by any other method as many times as the returning officer considers appropriate.

RSA 2000 cL-21 s26;2003 c27 s9

**Form of nomination**

**27(1)** Every nomination of a candidate must

- (a) be in the prescribed form,
- (b) be signed by at least 5 persons who are electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination,
- (c) be accompanied with a written acceptance sworn or affirmed in the prescribed form by the person nominated, stating
  - (i) that the person is eligible to be elected to the office,
  - (ii) the name, address and telephone number of the person's official agent, if one has been appointed,
  - (iii) that the person will accept the office if elected,
  - (iv) that the person will read and comply with the municipality's code of conduct if elected, and
  - (v) that the persons who have signed the nomination are electors who are eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination,

**Death of candidate**

**33(1)** An elected authority may, by a bylaw passed prior to nomination day, provide that if prior to the opening of the voting stations on election day a candidate for an elected authority dies after being nominated,

- (a) the election for the position for which the deceased candidate was nominated shall be discontinued, and
- (b) the elected authority shall as soon as practicable provide for the holding of a new election for that office.

**(2)** If a candidate dies after being nominated and a bylaw has not been passed under subsection (1), the returning officer shall cause a notice of the death to be posted at a conspicuous location in all the relevant voting stations.

1983 cL-27.5 s33;1991 c23 s2(14)

**Election by acclamation**

**34(1)** When at the close of nominations the number of persons nominated for any office is the same as the number required to be elected, the returning officer shall declare the persons nominated to be elected to the offices for which they were nominated.

**(2)** Forthwith after having declared a person elected, the returning officer shall give to the secretary and the relevant Minister's Deputy Minister written notification signed by the returning officer of the names of the persons so elected and of the offices to which they were elected and the returning officer shall deliver the nomination papers and other material relating to the receipt of nominations to the secretary.

**(2.1)** Repealed 2006 c22 s18.

**(3)** At any time after 12 noon on nomination day until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy or secretary.

**(4)** The returning officer or secretary must retain all the filed nomination papers until the term of office to which the nomination papers relate has expired.

RSA 2000 cL-21 s34;2003 c27 s13;2006 c22 s18

**Notice of election**

**35(1)** If more than the required number of persons for any office remain nominated 24 hours after the close of nominations, the

returning officer shall declare that an election shall be held for filling that office.

**(2)** Subject to subsection (2.1), if an election is required, the returning officer shall give notice of it in the prescribed form by publishing a notice at least once a week in each of the 2 weeks before election day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before election day.

**(2.1)** If an election does not apply to an entire local jurisdiction, a notice published, mailed or delivered under subsection (2) is only required to be published, mailed or delivered in a ward or voting subdivision within that local jurisdiction where an election is required.

**(3)** The notice of a vote on a bylaw or question shall set out the text or a reasonably complete summary of the bylaw or question.

**(4)** On complying with subsection (2), the returning officer may publish, mail and deliver additional notices and give notice by any other method as many times as the returning officer considers appropriate.

RSA 2000 cL-21 s35;2003 c27 s14;2018 c23 s16

## Part 2 Voting Procedure

### Voting subdivisions

**36(1)** The elected authority by resolution, or the returning officer if authorized by resolution of the elected authority, may divide the local jurisdiction into voting subdivisions and may from time to time alter their boundaries but may not alter them between the time of the giving of notice of an election and the election day.

**(2)** If voting subdivisions are not established under subsection (1),

- (a) the area, or
- (b) the ward, if there are wards,

is considered to be one voting subdivision.

1983 cL-27.5 s36;1985 c38 s9

### Voting stations

**37(1)** The returning officer shall designate the location of one voting station only for each voting subdivision and the location may be outside the area.



LEGISLATIVE SERVICES

August 18, 2020

Via email to: [bruce.buruma@rdpsd.ab.ca](mailto:bruce.buruma@rdpsd.ab.ca)

Mr. Bruce Buruma  
Red Deer Public Schools District  
4747-53 Street  
Red Deer, AB T4N 2E6

Dear Bruce:

**Re: By-Election Process & Cost Estimate**

The following is in response to your notification to The City of Red Deer (The City) of a recent vacancy on the Red Deer Public Schools District's Board (Board) and your Board's interest in understanding by-election requirements.

**Agreement:**

The Red Deer Public Schools District (RDPSD) and The City have an agreement in place with respect to elections which outlines the following:

- The City is appointed as the Returning Officer for the RDPSD and is responsible for the conduct of elections for the RDPSD.
- The agreement speaks to the shared costs of a general election and the obligation of the RDPSD with respect to exclusive costs; a by-election would be considered exclusive costs.

**Legislation Overview:**

Since the 2017 general election, both the *Education Act*, formerly known as *School Act*, and *Local Authorities Election Act* (LAEA) have been amended. Most recent LAEA amendments will come into force on September 1, 2020. If the Board chooses to proceed with a by-election, The City will ensure that the proper legislation is followed.

The current *Education Act* indicates that all procedures for general elections by-elections, etc. are governed by the *Education Act* and LAEA. The specific sections from the *Education Act* that address procedure for elections and filling vacancies are:

**Procedure for elections, etc.**

**73** All

- (a) general elections, by-elections, polls and plebiscites,
- (b) votes on bylaws or money bylaws, and
- (c) votes on any other matters or questions held pursuant to this Act are to be governed by this Act and the Local Authorities Election Act.

**Filling vacancies**

**81(1)** *If a vacancy occurs on a board of 6 or more trustees, the board shall make provision to fill the vacancy by holding a by-election.*

**(2)** *Notwithstanding subsection (1), where a vacancy occurs on a board of 6 or more trustees*

- (a) *during the 3-year period immediately following a general election, a by-election need not be held if there is only one vacancy on the board, and*
- (b) *during the 4th year following a general election, a by-election need not be held unless the number of vacancies on the board reduces the board to a number that is less than the quorum of the board plus one.*

**(3)** *If a board consists of 5 trustees or fewer, the board shall provide for the filling of all vacancies that occur prior to the last 6 months of the term by holding a by-election.*

**(4)** *When the Minister increases the number of trustees on a board, the board shall make provision to fill the new vacancies by holding a by-election unless the increase is made in the 4th year following a general election.*

The Board is currently operating in the 3<sup>rd</sup> year following a general election (section 81(2)(a) of the *Education Act*). Therefore, the Board does not need to hold a by-election if there is only one vacancy on the Board.

If the Board elects to proceed with a by-election, the Board must set an election day for the by-election by passing a resolution or bylaw. The Board has the liberty of determining the election day for the by-election. The Board may choose any date for the by-election, provided that it is far enough

in advance to accommodate LAEA’s legislated advertising requirements. In addition, successful planning and administration of a by-election generally takes seven to nine weeks to complete; with significant planning and preparation occurring before nomination day even takes place. For your consideration, The City is outlining two potential options related to the timing of a by-election. Both of the proposed options are for by-election dates in 2020. Because 2021 is the year of a general election, The City does not recommend that the Board establishes an election day for the by-election at any later date than the provided options.

**By-election Options:**

<b>Activity:</b>	<b>Option 1:</b>	<b>Option 2:</b>
In the resolution, the Board establishes an election day for the by-election:	This provides the minimum 7-9 weeks for planning and administration:  Election day of by-election: Monday, November 16, 2020	Election day of by-election: Monday, December 14, 2020

The LAEA’s legislated timelines are outlined below and are based on the election day for the by-election as established by the Board in the above identified scenarios.

<b>Activity:</b>	<b>Option 1:</b>	<b>Option 2:</b>
<i>Local Authorities Election Act:</i> <b>Nomination day</b> <b>25(2)</b> A person may file a nomination to become a candidate (b) for a by-election, within the period beginning on the day after the resolution or bylaw is passed to set election day for the by-election and ending at 12 noon on nomination day.	Begin accepting candidate nomination papers the day after the Board passes the resolution	Begin accepting candidate nomination papers the day after the Board passes the resolution

<b>Activity:</b>	<b>Option 1:</b>	<b>Option 2:</b>
<p><i>Local Authorities Election Act:</i>  <b>Notice of nomination day</b>  <b>26(1)</b> The returning officer shall give notice of nomination day in the prescribed form by publishing a notice at least once a week in each of the 2 weeks before nomination day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before nomination day.</p>	<p>Optional Advertising:                      Friday,                      October 2, 2020</p> <p>Legislated Advertising:                      Friday,                      October 9, 2020</p> <p>Legislated Advertising:                      Friday,                      October 16, 2020</p>	<p>Optional Advertising:                      Friday,                      October 30, 2020</p> <p>Legislated Advertising:                      Friday,                      November 6, 2020</p> <p>Legislated Advertising:                      Friday,                      November 13, 2020</p>
<p><i>Local Authorities Election Act:</i>  <b>Nomination date</b>  <b>25(1)</b> Nomination day is 4 weeks before election day.</p> <p>If there are insufficient nominations, the Nomination Day shall continue to remain open and be adjourned in the same manner from day to day until 12 noon of the day that the required number of nominations has been received or a period of 6 days, including nomination day, has elapsed.</p>	<p>Monday,                      October 19, 2020</p>	<p>Monday,                      November 16, 2020</p>
<p><b>Note: If only one candidate submits a nomination form, the candidate will be elected by acclamation and there will be no need to proceed with notice of election and election day.</b></p>		

Activity:	Option 1:	Option 2:
<p><i>Local Authorities Election Act:</i>  <b>Notice of election</b>  <b>35(2)</b> Subject to subsection Subject to subsection (2.1), if an election is required, the returning officer shall give notice of it in the prescribed form by publishing a notice at least once a week in each of the 2 weeks before election day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before election day.</p>	<p>Optional Advertising:                      Friday,                      October 30, 2020</p> <p>Legislated Advertising:                      Friday,                      November 6, 2020</p> <p>Legislated Advertising:                      Friday,                      November 13, 2020</p>	<p>Optional Advertising:                      Friday,                      November 27, 2020</p> <p>Legislated Advertising:                      Friday,                      December 4, 2020</p> <p>Legislated Advertising:                      Friday,                      December 11, 2020</p>
<p>Election day for the by-election as established by the Board:</p>	<p>Monday,                      November 16, 2020</p>	<p>Monday,                      December 14, 2020</p>

Both of the options presented have associated advantages and challenges; we wish to outline the following for the Board’s consideration:

- If the Board elects to proceed with a by-election, conducting the by-election in 2020 ensures that the by-election is completed in advance of December holidays.
- The LAEA was recently amended, this may be the first by-election under new legislation in the Province, public and candidate(s) may not be aware of the changes as the amended Act may not be available, but The City will provide as much information as practically possible.
- All election activities, including legislated advertising and campaigning by candidates, would occur in conjunction with the return to school and any COVID-19 implementation plans as outlined by the Government of Alberta. Our understanding is that schools must be prepared to implement any of the proposed scenarios at any time, even though return to class for the 2020/21 school year is currently under Alberta Education’s Scenario 1: In-class learning with enhanced health and safety measures. Some of the potential risks of administering a by-election include:
  - increased COVID-19 exposure;

- loss of voting station locations due to facility closures or restrictions in facility booking for public use;
- low candidacy interest which in turn could result in unqualified candidates being elected or going to acclamation;
- low voter turnout.

### **By-election Strategy:**

As per our agreement, the RDPSD is responsible for all exclusive costs related to an election. We would propose to conduct a by-election similar to the Red Deer Catholic Regional Schools 2019 by-election which involved only two voting stations, used manual tabulation of ballots and required minimal staffing. We are proposing to print 15% of the RDPSD's voter turnout from the 2017 election. This is roughly 9,000 ballots and elector registers respectively.

If the RDPSD elects to proceed with the by-election, The City must be prepared to respond to COVID-19 guidelines and regulations that are/may be in place on the election day of the by-election. The City must also ensure the health and safety of election workers as determined by The City's hazard assessment process while meeting the legislative requirements outlined by LAEA.

The City's focus would be to promote voting by special ballots as much as possible due to our current COVID-19 environment. Much like the Red Deer Catholic Regional Schools' 2019 by-election, vote by special ballot was offered to electors. Special ballots must be provided as per The City of Red Deer Election Bylaw. The same would be in place for the RDPSD's by-election. Special ballots do have certain legislated restrictions under the LAEA. They are available to electors who are unable to vote at an advance vote or at the voting station on election day because of physical disability, absence from the local jurisdiction or are a returning officer, deputy returning officer, substitute returning officer, constable, candidate, official agent or scrutineer who may be located on election day at a voting station other than that for the elector's place of residence.

Due to COVID-19 and current restrictions that are in place by many of the institutional facilities, we are recommending to not provide institutional votes or at-home votes.

### **Costing:**

We estimate that The City could deliver such an election for less than \$20,000. A preliminary budget estimate is attached but all charges would be based on actual expenses. Note that the preliminary budget does not provide costing for personal protective equipment for election day staff and electors. As a result of COVID-19, the costs associated with personal protective equipment, office

supplies such as disposable pencils/pens, hand sanitizers at voting stations, etc. may exceed the preliminary budget estimate.

Regardless of the associated advantages and challenges of a by-election in an unprecedented time, The City is ready to deliver the by-election on behalf of the RDPSD based on the Board's preferred timeline.

Please let me know if there is additional information you require. Note that we would be pleased to present to your Board should that be of assistance to you.

Sincerely,



Frieda McDougall  
Legislative Services Manager/Returning Officer

FM/smb  
Enclosure

- c. Samantha Rodwell, Deputy City Clerk  
Sanja Braak, Project Coordinator

## RDPSD BY-ELECTION PRELIMINARY BUDGET ESTIMATE

<b>Equipment &amp; Facility Costs:</b>	<b>ESTIMATE</b>
Public School Location - North Red Deer - Facility Fee	\$400.00
Public School Location - North Red Deer - Security	\$200.00
Public School Location - South Red Deer - Facility Fee	\$400.00
Public School Location - South Red Deer - Security	\$200.00
City Hall Security for By-Election Night	\$150.00
Training Facility Rental Costs	\$400.00
<b>Total Equipment &amp; Facility Costs:</b>	<b>\$1,750.00</b>
<b>Staff / Training:</b>	
Election Coordination	\$5,000.00
Salaries for By-Election Workers, Spare By-Election Workers & Training	\$5,000.00
Mileage	\$100.00
<b>Total Staff / Training Costs:</b>	<b>\$10,100.00</b>
<b>Supplies / Advertising:</b>	
Election Boxes & Privacy Screens at each location	\$0.00
Advertising	\$3,000.00
Ballots: Printing & Binding	\$500.00
Elector Registers: Printing & Binding	\$500.00
Office Supplies	\$500.00
<b>Total Supplies Charges:</b>	<b>\$4,500.00</b>
 <b>Total By-Election Expenses:</b>	 <b>\$16,350.00</b>
<b>Election Surcharge:</b>	
(15% reflective of overhead costs including management time, on hand election supplies, website management)	<b>\$2,452.50</b>
 <b>Total Cost for By-Election (Expenses + Election Surcharge):</b>	 <b>\$18,802.50</b>

**Note that all charges will be based on actual expenses**

# Board Agenda Item



## Topic: Trustee Question – Natural Person Power

Presenter: Bruce Buruma, Corporate Secretary

Meeting Date: September 9, 2020

### Background

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At the Board's recent retreat, it was requested that Administration provide information on Natural Person Powers which were extended to school jurisdictions in the new *Education Act*.

Natural person powers is cited in section 51 of the Act:

#### ***Board Powers and Elections***

##### ***Division 1***

##### ***Board Powers***

##### ***Natural person powers***

51 (1) *A board has the capacity and, subject to this Act and the regulations, the rights, powers and privileges of a natural person.*

(2) *With respect to any right, power or privilege exercisable by a board, the Minister may, by regulation,*

*a) prohibit or restrict the use of the right, power or privilege;*

*b) provide that the right, power or privilege is to be exercised subject to any terms or conditions prescribed in the regulations.*

(3) *Notwithstanding subsection (1), a board shall not engage in or carry on any activity that is not consistent with the responsibilities of a board as set out in section 33.*

In gathering information on Natural Person Powers, the Alberta School Boards Association provided the following comments:

*Essentially, the granting of natural person powers in the Education Act allows boards to do anything other than what the Act says they must do (i.e., "shall appoint a superintendent"), or what the Act says they must not do. (i.e., section 52 (4) (b) "A board shall not delegate the power to close a school...").*

*This freedom to do anything that a natural person would do is also limited in Section 51(2) to the ability for the Minister to invoke regulation on rights and powers. Section 51(3) reminds boards that although they have been granted natural person powers, they need to exercise these rights, powers and privileges in a manner that is consistent with board responsibilities as defined in Section 33.*

*I would suggest that, even with the limitations provided in the Act and its regulations, natural person powers will allow school boards to be more innovative, particularly in terms of establishing collaborative partnerships with municipalities, business and industry, not-for-profits and post-secondary institutions. Education Act regulations*

# Board Agenda Item



*around the ability to borrow, transfer funds, and enter into agreements will also support creativity and innovation.*

*Natural person powers are permissive in that they provide the general ability to conduct day-to-day business without express legislative authority. They are fundamental to increased local autonomy, community engagement and self-government as well as allowing boards to respond to student needs.*

The provision of Natural Person Powers may not significantly affect the operations of the Board, however, in the right circumstances and exploring opportunities with a different mindset, it can provide powers that were not at the Board's disposal under the *School Act*.

## **Reference Source:**

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- Education Act – Section 31 – Board Responsibilities
- Education Act – Section 52 – Natural person powers

## **Quality Indicators:**

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### Policy/Administrative Procedures

QI 5.3 Ensures system adheres to policy/administrative procedures.

### Superintendent/Board Relations (“The First Team”)

QI 6.4 Keeps the Board informed about District operations.

QI 6.7 Ensures high quality management services are provided to the Board.

### Organizational Management:

QI 8.1 Ensures District compliance with all Alberta Education and Board mandates (timelines and quality).

## **Recommendation:**

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The Superintendent of Schools recommends THAT the Board receives the requested information on Natural person powers as information.

- (d) respect the rights of others in the school,
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- (f) comply with the rules of the school and the policies of the board,
- (g) co-operate with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

**Parent responsibilities**

**32** A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to

- (a) act as the primary guide and decision-maker with respect to the child's education,
- (b) take an active role in the child's educational success, including assisting the child in complying with section 31,
- (c) ensure that the child attends school regularly,
- (d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- (e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- (f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- (g) engage in the child's school community.

2012 cE-0.3 s32;2019 c7 s9

**Board responsibilities**

**33(1)** A board, as a partner in education, has the responsibility to

- (a) deliver appropriate education programming to meet the needs of all students enrolled in a school operated by the board and to enable their success,
- (b) be accountable and provide assurances to students, parents, the community and the Minister for student achievement of learning outcomes,
- (c) provide, where appropriate, for the engagement of parents, students, staff and the community, including municipalities and the local business community, in board matters, including the board's plans and the achievement of goals and targets within those plans,
- (d) ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (e) provide a continuum of supports and services to students that is consistent with the principles of inclusive education,
- (f) collaborate with municipalities, other boards and community-based service agencies in order to effectively address the needs of all students and manage the use of public resources,
- (g) collaborate with post-secondary institutions and the community to enable smooth transitions for students from secondary to post-secondary education;
- (h) establish and maintain governance and organizational structures that promote student well-being and success, and monitor and evaluate their effectiveness,
- (i) ensure effective stewardship of the board's resources,
- (j) recruit the superintendent and entrust the day-to-day management of the school division to the staff through the superintendent,
- (k) develop and implement a code of conduct that applies to trustees of the board, including definitions of breaches and sanctions, in accordance with principles set out by the Minister by order,
- (l) comply with all applicable Acts and regulations,
- (m) establish appropriate dispute resolution processes, and

(n) carry out any other matters that the Minister prescribes.

**(2)** A board shall establish, implement and maintain a policy respecting the board's obligation under subsection (1)(d) to provide a welcoming, caring, respectful and safe learning environment that includes the establishment of a code of conduct for students that addresses bullying behaviour.

**(3)** A code of conduct established under subsection (2) must

- (a) be made publicly available,
- (b) be reviewed every year,
- (c) be provided to all staff of the board, students of the board and parents of students of the board,
- (d) contain the following elements:
  - (i) a statement of purpose that provides a rationale for the code of conduct, with a focus on welcoming, caring, respectful and safe learning environments;
  - (ii) one or more statements that address the prohibited grounds of discrimination set out in the *Alberta Human Rights Act*;
  - (iii) one or more statements about what is acceptable behaviour and what is unacceptable behaviour, whether or not it occurs within the school building, during the school day or by electronic means;
  - (iv) one or more statements about the consequences of unacceptable behaviour, which must take account of the student's age, maturity and individual circumstances, and which must ensure that support is provided for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour,

and

- (e) be in accordance with any further requirements established by the Minister by order.

**(4)** An order of the Minister under subsection (1)(k) or (3)(e) must be made publicly available.

2012 cE-0.3 s33;2019 c7 s10

(b) binds all members of the Attendance Board.

(4) A panel of the Attendance Board has, with respect to its duties, the jurisdiction of the Attendance Board and may exercise all the powers of the Attendance Board under this Act and the regulations.

(5) The chair may designate a member of a panel of the Attendance Board to preside at any sitting of the panel at which the chair is not present.

(6) A panel of the Attendance Board shall conduct its sittings separately from those of another panel of the Attendance Board being conducted at the same time.

(7) Where a hearing is conducted by a panel of the Attendance Board and one or more members of the panel for any reason do not attend on any day or part of a day, the remaining members present may, if they constitute a quorum of the panel, continue with the hearing.

## **Part 4 Board Powers and Elections**

### **Division 1 Board Powers**

#### **Natural person powers**

**51(1)** A board has the capacity and, subject to this Act and the regulations, the rights, powers and privileges of a natural person.

(2) With respect to any right, power or privilege exercisable by a board, the Minister may, by regulation,

- (a) prohibit or restrict the use of the right, power or privilege;
- (b) provide that the right, power or privilege is to be exercised subject to any terms or conditions prescribed in the regulations.

(3) Notwithstanding subsection (1), a board shall not engage in or carry on any activity that is not consistent with the responsibilities of a board as set out in section 33.

#### **Delegation of power**

**52(1)** Subject to subsections (4) and (5), a board may authorize

- (a) any of its employees,

# Board Agenda Item



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**Topic: 2020-21 Trustee Work Plan**

**Presenter: Chad Erickson**

**Meeting Date: September 9, 2020**

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**Background**

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Trustees will find attached the proposed Trustee Work Plan for the 2020-21 School year.

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**Quality Indicators:**

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Organizational Management:

QI 8.2 Effectively manages time and resources.

Leadership Practices:

QI 10.1 Provides clear direction.

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**Recommendation:**

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The Superintendent of Schools recommends THAT the Board of Trustees accept the 2021-21 Work Plan as presented.

## Board of Trustees - Work Plan - 2020-21

<b>August</b>	<ul style="list-style-type: none"> <li>● Organizational Meeting</li> </ul>	
	<ul style="list-style-type: none"> <li>● Board Mini-Retreat deferred from June                             <ul style="list-style-type: none"> <li>○ Class Size Data</li> <li>○ SOGI Update</li> <li>○ GTech</li> <li>○ Urban Aboriginal Voice</li> <li>○ 4 Way Checks</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>● Review 2019-20 Work Plan deferred from June</li> </ul>	
	<ul style="list-style-type: none"> <li>● Review 2020-21 Work Plan deferred from June</li> </ul>	
	<ul style="list-style-type: none"> <li>● District Back-to-School Kickoff Rally</li> </ul>	
<b>September</b>	<ul style="list-style-type: none"> <li>● Recognize Edwin Parr Nominee -- Brianne Bancroft - Eastview</li> </ul>	
	<ul style="list-style-type: none"> <li>● Attend 2020 Graduations (?)</li> </ul>	
	<ul style="list-style-type: none"> <li>● Staffing Update</li> </ul>	
	<ul style="list-style-type: none"> <li>● Receive Report re: Summer Facility Improvements</li> </ul>	
	<ul style="list-style-type: none"> <li>● Approve Trustee Work Plan</li> </ul>	
	<ul style="list-style-type: none"> <li>● Monitor Student Achievement Results                             <ul style="list-style-type: none"> <li>➤ Provincial Achievement Tests</li> <li>➤ Diploma Exams</li> <li>➤ IB and AP Exam Results</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>● 2018-19 Survey Results</li> </ul>	
<b>October</b>	<ul style="list-style-type: none"> <li>● New Administrators Meet and Greet</li> </ul>	
	<ul style="list-style-type: none"> <li>● Identify Agenda Items for Fall Mini-Retreat</li> </ul>	
	<ul style="list-style-type: none"> <li>● Audit Committee Report</li> </ul>	
	<ul style="list-style-type: none"> <li>● Receive Report from Information &amp; Technology Services</li> </ul>	
	<ul style="list-style-type: none"> <li>● Receive Report from Learning Services, Curriculum</li> </ul>	
	<ul style="list-style-type: none"> <li>● Review Trustee PD Plans</li> </ul>	

	Trustee Social Media Follow-up	
	<ul style="list-style-type: none"> <li>City-Wide School Council Meeting #1 - October 13th - Vista Grande</li> </ul>	
	<ul style="list-style-type: none"> <li>Board Policy</li> </ul>	
<b>November</b>	<ul style="list-style-type: none"> <li>Recognition Night - November 19</li> </ul>	
	<ul style="list-style-type: none"> <li>Consider Policy Proposals for ASBA Fall General Meeting</li> </ul>	
	<ul style="list-style-type: none"> <li>Budget Update</li> </ul>	
	<ul style="list-style-type: none"> <li>Approve Annual Education Results Report</li> </ul>	
	<ul style="list-style-type: none"> <li>Approve Audited Financial Statements</li> </ul>	
	<ul style="list-style-type: none"> <li>Board Policy</li> </ul>	
	<ul style="list-style-type: none"> <li>PSBAA Fall Events &amp; AGM</li> </ul>	
	<ul style="list-style-type: none"> <li>Fall General Meeting - ASBA</li> </ul>	
	<ul style="list-style-type: none"> <li>Develop focus/agenda for District Engagement Strategy</li> </ul>	
	<ul style="list-style-type: none"> <li>City-Wide School Council Meeting #2 - Nov. 17th - LTCHS</li> </ul>	
	<ul style="list-style-type: none"> <li>Sign Christmas Cards</li> </ul>	
	<ul style="list-style-type: none"> <li>Student Welfare Report</li> </ul>	
	<ul style="list-style-type: none"> <li>Board Mini-Retreat</li> </ul>	
<b>December</b>	<ul style="list-style-type: none"> <li>Receive Quarterly Financial Report for September - October</li> </ul>	
	<ul style="list-style-type: none"> <li>Identify Items for Board Retreat and Location</li> </ul>	
	<ul style="list-style-type: none"> <li>Approve Locally Developed Courses for February</li> </ul>	
	<ul style="list-style-type: none"> <li>Review Class Size Report</li> </ul>	
	<ul style="list-style-type: none"> <li>Board Policy</li> </ul>	
<b>January</b>	<ul style="list-style-type: none"> <li>Receive Facility Maintenance Plan</li> </ul>	
	<ul style="list-style-type: none"> <li>Education Plan Preliminary Discussions</li> </ul>	
	<ul style="list-style-type: none"> <li>Board Policy</li> </ul>	
	<ul style="list-style-type: none"> <li>City Wide School Council Meeting #3 - January 19st - ASC</li> </ul>	

	<ul style="list-style-type: none"> <li>● Receive Report from Student Services</li> </ul>	
	<ul style="list-style-type: none"> <li>● Senior Admin Salary Adjustment</li> </ul>	
	<ul style="list-style-type: none"> <li>● Town Hall Meetings</li> </ul>	
<b>February</b>	<ul style="list-style-type: none"> <li>● Receive Progress Report on District Education Plan</li> </ul>	
	<ul style="list-style-type: none"> <li>● Board Retreat - include Board Evaluation and Superintendent Evaluation Process</li> </ul>	
	<ul style="list-style-type: none"> <li>● Receive Report from Learning Services, FNMI</li> </ul>	
	<ul style="list-style-type: none"> <li>● Receive Facility Master Plan</li> </ul>	
	<ul style="list-style-type: none"> <li>● Long Term Capital Plan</li> </ul>	
	<ul style="list-style-type: none"> <li>● Board Policy</li> </ul>	
	<ul style="list-style-type: none"> <li>● Administrator Town Hall Meeting</li> </ul>	
	<ul style="list-style-type: none"> <li>● Town Hall Report and Debrief</li> </ul>	
<b>March</b>	<ul style="list-style-type: none"> <li>● City Wide School Council Meeting #4 - March 9 - ALG</li> </ul>	
	<ul style="list-style-type: none"> <li>● Receive Report from Foundation for Red Deer Public Schools</li> </ul>	
	<ul style="list-style-type: none"> <li>● Board Policy</li> </ul>	
	<ul style="list-style-type: none"> <li>● Review Trustee PD Plans</li> </ul>	
	<ul style="list-style-type: none"> <li>● Quarterly financial report for December - February</li> </ul>	
	<ul style="list-style-type: none"> <li>● Consider ASBA Awards/Bylaws/Issues</li> </ul>	
	<ul style="list-style-type: none"> <li>● Proposed Amendments to PSBAA Bylaws</li> </ul>	
	<ul style="list-style-type: none"> <li>● Classified Staff Salary Review</li> </ul>	
	<ul style="list-style-type: none"> <li>● Prepare Budget Assumptions and Schedule for 2020/21</li> </ul>	
<b>April</b>	<ul style="list-style-type: none"> <li>● Consider ASBA Bulletin - Issues, Budgets &amp; Bylaws</li> </ul>	
	<ul style="list-style-type: none"> <li>● Consider Proposed Policies/Directives for Action from ASBA Zone 4</li> </ul>	
	<ul style="list-style-type: none"> <li>● Approve Capital Plan for 2019/20 - 2022/23</li> </ul>	
	<ul style="list-style-type: none"> <li>● Board Policy</li> </ul>	
	<ul style="list-style-type: none"> <li>● Review draft of District Ed Plan</li> </ul>	

	<ul style="list-style-type: none"> <li>• Spring Budget Schedule</li> </ul>	
<b>May</b>	<ul style="list-style-type: none"> <li>• Recognize District Edwin Parr Nominee</li> </ul>	
	<ul style="list-style-type: none"> <li>• City-Wide School Council Meeting #5 - May 11th- FV</li> </ul>	
	<ul style="list-style-type: none"> <li>• Approve 2020/21 Budget</li> </ul>	
	<ul style="list-style-type: none"> <li>• Receive Quarterly Financial Report for Mar - May</li> </ul>	
	<ul style="list-style-type: none"> <li>• Board Policy</li> </ul>	
	<ul style="list-style-type: none"> <li>• LTCHS, HHHS Graduation</li> </ul>	
	<ul style="list-style-type: none"> <li>• Approve Locally Development HS/MS courses for fall implementation</li> </ul>	
	<ul style="list-style-type: none"> <li>• Approve Recommendations re Terms of School Administrators</li> </ul>	
	<ul style="list-style-type: none"> <li>• Plan Summer Events (parade participation)</li> </ul>	
<b>June</b>	<ul style="list-style-type: none"> <li>• Spring General Meeting - ASBA; PSBAA Spring General Assembly</li> </ul>	
	<ul style="list-style-type: none"> <li>• Gateway Graduation</li> </ul>	
	<ul style="list-style-type: none"> <li>• Alternative School Centre's Graduation</li> </ul>	
	<ul style="list-style-type: none"> <li>• Organizational Meeting - to be deferred to October 2021 after the election.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Receive Report from CWSC</li> </ul>	
	<ul style="list-style-type: none"> <li>• Review Trustee Expenses/remuneration review</li> </ul>	
	<ul style="list-style-type: none"> <li>• Transitions Committee Update</li> </ul>	
	<ul style="list-style-type: none"> <li>• Receive International Education Report</li> </ul>	
	<ul style="list-style-type: none"> <li>• Board Policy</li> </ul>	
	<ul style="list-style-type: none"> <li>• Attend Farewells &amp; Retirements</li> </ul>	
	<ul style="list-style-type: none"> <li>• Trustee Work Plan</li> </ul>	
<b>Ongoing</b>	<ul style="list-style-type: none"> <li>• Consider proposals for new/amended Board policies</li> </ul>	
	<ul style="list-style-type: none"> <li>• Consider school field trip requests</li> </ul>	
	<ul style="list-style-type: none"> <li>• Meet Award-Winning Students and Staff</li> </ul>	

	<ul style="list-style-type: none"> <li>● Receive Recommendations from Board Sub-Committees</li> </ul>	
	<ul style="list-style-type: none"> <li>● ASBA Zone 4 Meetings</li> </ul>	
	<ul style="list-style-type: none"> <li>● Reports from Administration Committees as needed</li> </ul>	
	<ul style="list-style-type: none"> <li>● City Wide Student Advisory Council</li> </ul>	
	<ul style="list-style-type: none"> <li>● PSBC Meetings</li> </ul>	
	<ul style="list-style-type: none"> <li>● Trustee Remuneration</li> </ul>	
	<ul style="list-style-type: none"> <li>● Reach Collective Agreement with ATA Local 60</li> </ul>	
<b>As Needed</b>	<ul style="list-style-type: none"> <li>● Reach Collective Agreement with CUPE Local 1012</li> </ul>	
	<ul style="list-style-type: none"> <li>● Establish/Confirm Remuneration for Senior Admin</li> </ul>	
	<ul style="list-style-type: none"> <li>● Complete Superintendent Evaluation</li> </ul>	
	<ul style="list-style-type: none"> <li>● Complete Board Evaluation</li> </ul>	
	<ul style="list-style-type: none"> <li>● Approve Superintendent's Contract</li> </ul>	
	<ul style="list-style-type: none"> <li>● Attend School Opening Ceremonies</li> </ul>	
	<ul style="list-style-type: none"> <li>● Meet with:</li> </ul>	
	<ul style="list-style-type: none"> <li>● Neighboring School Boards</li> </ul>	
	<ul style="list-style-type: none"> <li>➤ City Council</li> </ul>	
	<ul style="list-style-type: none"> <li>➤ ATA Local 60</li> </ul>	
	<ul style="list-style-type: none"> <li>➤ MLAs</li> </ul>	
	<ul style="list-style-type: none"> <li>➤ City Wide Student Advisory Council</li> </ul>	
	<ul style="list-style-type: none"> <li>➤ Chamber of Commerce</li> </ul>	
	<ul style="list-style-type: none"> <li>➤ President and Executive Director of ASBA</li> </ul>	
	<ul style="list-style-type: none"> <li>➤ President and Executive Director of PSBAA</li> </ul>	
	<ul style="list-style-type: none"> <li>➤ Consider proposals for new/amended Board policies</li> </ul>	
<b>Election Year</b>	<ul style="list-style-type: none"> <li>● Board Orientation</li> </ul>	NA

# Board Agenda Item



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**Topic: Board Policy Review**

**Presenter: Chad Erickson**

**Meeting Date: September 9, 2020**

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**Background**

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At the Spring 2019 Organizational Meeting the Board of Trustees decided that they would benefit from a review of Board Policy. Every month beginning in September 2019 the Board of Trustees will review one board policy. This month the Board of Trustees will review Board Policy #5 and #6. The Board of Trustees will find a copy of Board Policy #5 and #6 attached.

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**Quality Indicators:**

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Policy/Administrative Procedures

    QI 5.2    Takes leadership in bringing policies to Board for review.

Superintendent/Board Relations ("The First Team")

    QI 6.1    Implements Board directions with integrity in a timely fashion.

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**Recommendation:**

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The Superintendent of Schools recommends that the Board of Trustees accepts the review of Board Policy #5 and #6 as information.

## **ROLE OF THE BOARD CHAIR**

The Board believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

The Board, at the Organizational Meeting and thereafter at any time as determined by the Board, shall elect one (1) of its members to serve as Board Chair, to hold office at the pleasure of the Board. The Board entrusts to its Board Chair primary responsibility for providing leadership and guidance.

The Board delegates to the Board Chair the following powers and duties:

1. Act as the official spokesperson for the Board, except for those instances where the Board has delegated this role to another individual or group and for the District when there are potential political implications.
2. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the Education Act and the policies and procedures as established by the Board.
3. Prior to each Board meeting, confer with the Vice-Chair, the Superintendent on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.
4. Be familiar with basic meeting procedures.
5. Perform the following duties during Board meetings:
  - 5.1 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
  - 5.2 Ensure that all issues before the Board are well-stated and clearly expressed.
  - 5.3 Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration.
  - 5.4 Ensure that debate is relevant. The Board Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when he/she is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question.
  - 5.5 Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Board Chair may speak to points of order in preference to other

members, and shall decide questions of order, subject to an appeal to the Board by any member duly moved.

- 5.6 Submit motions or other proposals to the final decision of the meeting by a formal show of hands.
  - 5.7 Ensure that each trustee present votes on all issues before the Board. When appropriate advise trustees of a possibility of a conflict of interest.
  - 5.8 Extend hospitality to trustees, officials of the Board, the press and members of the public.
6. Keep informed of significant developments within the District.
  7. Assist with the Board's orientation program for trustees.
  8. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the District.
  9. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
  10. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents or students that may affect the administration of the District.
  11. Provide counsel to the Superintendent.
  12. Each month review and approve the Superintendent's vacation entitlement, sick leave and expense claims.
  13. The Chair shall review and approve expense claims as follows:

Trustees will complete an Expense Claim form and submit it to the Corporate Treasurer for review based on guidelines within [Policy 7 - Board Operations](#). Claims will be forwarded for approval to:

Board Chair signs Trustees and Vice Chair, except Audit Committee Chair.  
Vice Chair signs Audit Committee Chair.  
Audit Committee Chair signs Board Chair
  14. Bring to the Board all matters requiring a corporate decision of the Board.
  15. Act as ex-officio member of all Board committees.
  16. Act as a signing authority for Board minutes.
  17. Act as a signing authority for the District as follows:

17.1 As required by the Government of Alberta.

17.2 As required by financial institutions.

18. Represent the Board, or arrange alternative representation, at official meetings or other public functions.

19. Address inappropriate behaviour on the part of a trustee.

20. Ensure the Board engages in annual assessments of its effectiveness as a Board and ensure appropriate follow-up.

Legal Reference: Education Act  
Section 6 Local Authorities Election Act

## ROLE OF THE VICE-CHAIR

The Vice-Chair shall be elected by the Board at its Organizational Meeting, and thereafter at any time determined by the Board, to hold office at the pleasure of the Board.

### Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's inability to act or absence and shall have all the duties and responsibilities of the Board Chair.
2. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
3. Prior to each Board meeting, the Vice-Chair shall confer with the Board Chair and the Superintendent on items to be included on the agenda, the order of these items and become thoroughly familiar with them.
4. The Vice-Chair shall review and approve expense claims as follows:

Trustees will complete an Expense Claim form and submit it to the Corporate Treasurer for review based on guidelines within this policy. Claims will be forwarded for approval to:

Board Chair signs Trustees and Vice Chair, except Audit Committee Chair.  
Vice Chair signs Audit Committee Chair.  
Audit Committee Chair signs Board Chair.

5. The Vice-Chair shall serve as Chair of Board Committee of the Whole meetings.
6. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.

Legal Reference: Education Act

# Board Agenda Item



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## **Topic: Superintendent's Report**

**Presenter: Chad Erickson**

**Meeting Date: September 9, 2020**

### **Background**

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While there are a number of activities currently occurring in the District the items that follow may be of particular interest to the Board of Trustees:

- August 4 - Meeting with City Wide Chair and Vice-Chair
- August 5 - Senior Admin Retreat - COVID Planning -Family Handbook
- August 6 - Senior Admin Retreat - COVID Planning -Family Handbook
- August 11 - COVID Update with Board of Trustees
- August 12-14 - COVID Planning - Staff Handbook
- August 18 - Principal Meeting
- August 19 - Board Mini-Retreat and Organizational Meeting
- August 20 - New Administrators Meeting
- August 24 - Kick Off Video
- August 25 - Meeting with Music Educator Group regarding safe practices in Music/Band
- August 25 - Meeting with ATA District Representative
- August 26 - Acting Vice Principal Interviews
- August 27 - School Visits
- August 28 - School Visits
- August 31 - Step Up Step Down Mental Health Advisory Committee
- September 1 – School Start Up Visits
- September 3 – School Start Up Visits
- September 4 – School Start Up Visits

### **Recommendation:**

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The Superintendent of Schools recommends that the Board of Trustees accepts the Superintendent's Report as information.

# Board Agenda Item



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**Topic:** **Board Chair's Report**

**Presenter:** Nicole Buchanan  
**Meeting Date:** September 9, 2020

**Background**

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Board Chair Nicole Buchanan will provide a verbal report.

**Recommendation**

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The Superintendent of Schools recommends that the Board of Trustees accept the Board Chair's Report as information.

# Board Agenda Item



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## **Topic:** Correspondence Received

**Presenter:** Chad Erickson  
**Meeting Date:** September 9, 2020

### **Background**

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Trustees will find attached correspondence received from the Alberta Band Association dated June 30, 2020.



*a voice for band in Alberta*

5708 72 ST NW • Edmonton AB • T6B 3J4 • (780) 800-0482 • info@albertabandassociation.com

Superintendent Stu Henry  
Red Deer Public School District No. 104  
4747 53 Street  
Red Deer AB T4N 2E6

June 30, 2020

Dear Superintendent Henry:

Music is a fundamental element in the education of students worldwide. The unique value of ensemble music making is well documented and necessary to students and society. A student's ability to participate in bands, orchestras and choirs is unique and irreplaceable. The future of large ensemble participation must be of paramount concern to teachers and administrators alike, while maintaining the utmost concern for the health and safety of music students and teachers.

During the COVID-19 pandemic, our goal is to retain as much student enthusiasm and educational rigor as possible while we ensure the safety of our students. Teachers and administrators must carefully evaluate all decisions while navigating these uncharted waters. Temporary adjustments cannot set the tone for unplanned long-term consequences. Whatever accommodations become necessary, the goal must be to return to full ensemble instruction in the regularly scheduled school day once health and safety permit.

The COVID-19 pandemic requires us to rethink "how" the school band program will deliver quality music instruction. Whatever the temporary solution, we must be steadfast in our commitment to provide musical opportunities that can only be found as a participant in a large ensemble.

The science behind the care and protection of the general public during this pandemic as well as the opinions of medical professionals are still evolving. The situation is fluid and we realize circumstances change day to day. Several research projects are now underway to study COVID-19 and the performing arts, the most notable of which is a large study currently being done by the University of Colorado which focusses on the study of aerosol projection of particles while playing and singing. Preliminary results regarding concert bands will be available on **July 10**. Other studies that are ongoing are focusing on the surface retention of contaminants, appropriate methods for disinfecting instruments and surfaces, and the control of projected air. The scientific community is working hard to provide health advocates with the information they need to make decisions regarding the health and safety of the population and we strongly encourage administrators, school boards, and government officials to wait for these results before making any decisions regarding the inclusion or exclusion of music studies for the student population.

Meanwhile, teachers and administrators must be vigilant. Apply what we *do* know and re-evaluate all procedures as we move toward the re-entry and reopening of schools. To eliminate musical instruction from the school day would be detrimental to the health and well-being of students. We know from numerous studies that music directly and positively impacts literacy and numeracy skills and aids in the development of a healthy brain, promoting higher cognitive function and

making our students better learners. Music Educators are flexible teachers and are actively thinking of strategies to deliver quality music education to our students during these unprecedented times. Music Educators are a collaborative group of people, interested in ensuring that students receive the very best public education has to offer and they are prepared to adopt new policies and practices to maintain the quality of music education in schools across the province. Music Educators are ready to be part of the process – they can be trusted to deliver safe, equitable, and valuable music education to support the social & emotional needs of our students and families during the COVID-19 pandemic.

The Alberta Band Association is committed to providing any assistance and feedback necessary to assist teachers, administrators and policy makers moving forward. We are asking school boards, administrators and government officials to wait to make decisions regarding the inclusion of music study in schools in the fall until the results of the University of Colorado study are available in July.

Please feel free to contact us if further information would be helpful or if we can be of assistance in some way by emailing our Managing Director, Kimberley Denis, at [director@albertabandassociation.com](mailto:director@albertabandassociation.com) or calling our office at (780) 800-0482. We would welcome the opportunity to discuss options for music education with you.

Regards,

Brent Pierce  
President, Alberta Band Association

# Board Agenda Item



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**Topic: Correspondence Received**

**Presenter:** Chad Erickson  
**Meeting Date:** September 9, 2020

## **Background**

---

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*a voice for band in Alberta*

5708 72 ST NW • Edmonton AB • T6B 3J4 • (780) 800-0482 • [info@albertabandassociation.com](mailto:info@albertabandassociation.com)

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Red Deer Public School District No. 104  
4747 53 Street  
Red Deer AB T4N 2E6

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Meanwhile, teachers and administrators must be vigilant. Apply what we *do* know and re-evaluate all procedures as we move toward the re-entry and reopening of schools. To eliminate musical instruction from the school day would be detrimental to the health and well-being of students. We know from numerous studies that music directly and positively impacts literacy and numeracy skills and aids in the development of a healthy brain, promoting higher cognitive function and

making our students better learners. Music Educators are flexible teachers and are actively thinking of strategies to deliver quality music education to our students during these unprecedented times. Music Educators are a collaborative group of people, interested in ensuring that students receive the very best public education has to offer and they are prepared to adopt new policies and practices to maintain the quality of music education in schools across the province. Music Educators are ready to be part of the process – they can be trusted to deliver safe, equitable, and valuable music education to support the social & emotional needs of our students and families during the COVID-19 pandemic.

The Alberta Band Association is committed to providing any assistance and feedback necessary to assist teachers, administrators and policy makers moving forward. We are asking school boards, administrators and government officials to wait to make decisions regarding the inclusion of music study in schools in the fall until the results of the University of Colorado study are available in July.

Please feel free to contact us if further information would be helpful or if we can be of assistance in some way by emailing our Managing Director, Kimberley Denis, at [director@albertabandassociation.com](mailto:director@albertabandassociation.com) or calling our office at (780) 800-0482. We would welcome the opportunity to discuss options for music education with you.

Regards,

Brent Pierce  
President, Alberta Band Association

# Board Agenda Item



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**Topic: Letters of Condolences**

**Presenter: Chad Erickson**  
**Meeting Date: September 9, 2020**

## **Background**

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The Board of Trustees will find attached several letters of condolences received regarding the passing of Trustee Bill Christie.



*Office of the Minister*

**AUG 13 2020**

Ms. Nicole Buchanan, Chair  
Red Deer Public School Division  
4747 - 53 Street  
Red Deer, AB T4N 2E6

Dear Ms. Buchanan,

I am deeply saddened to hear of the loss of Red Deer Public Schools Trustee, Bill Christie.

As you know, Bill was a passionate public servant and community advocate. The 10 years he served your school board will not be forgotten, and all those who had the privilege of knowing him will remember his legacy. His long career, serving school boards in British Columbia and Alberta reminds us of his commitment to students, community, and education.

He will be remembered for his smile, his humour, his kindness, and his great faith. Bill will be sincerely missed and I will include him in my daily prayers.

Please share my deepest condolences with the board.

Sincerely,



Adriana LaGrange  
Minister



August 12, 2020

Ms. Nicole Buchanan  
Board of Trustees - Chair  
Red Deer Public School District  
4747 – 53 Street  
Red Deer AB T4N 2E6

Dear Ms. Buchanan:

On behalf of the Board of Trustees and Administration of the Edmonton Catholic School Division, please accept our sincere condolences on the loss of Red Deer Public Schools' trustee William "Bill" Christie.

As a proud and long-serving board member, Bill's strong support for public school education, and its role in meeting the needs of students, will be greatly missed by your Board and administration. We believe the legacy of Bill's twenty-five years of service as a School Board Trustee will live on through the continued educational excellence provided by your Division.

As part of the Alberta education community, we mourn your loss. Our thoughts and prayers are with Bill's family, friends and the Red Deer educational community during this most difficult time.

Sincerely,

Sandra Palazzo  
Board Chair

Robert Martin  
Chief Superintendent

**BOARD OF TRUSTEES**

**Terry Harris**

*Ward 11*

**Sandra Palazzo**

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*Ward 75*

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*Ward 76*

**Laura Thibert**

*Ward 77*

**Robert Martin**

*Chief Superintendent*

**Lumen Christi**

**Catholic Education Centre**

9807-106 Street

Edmonton AB T5K 1C2

T: 780 441-6002

F: 780 423.6739

[www.ecsd.net](http://www.ecsd.net)

August 14, 2020

Ms. Nicole Buchanan,  
Board Chair  
Red Deer Public Schools  
4747 53 Street  
Red Deer, AB, T4N 2E6

Dear Ms. Buchanan,

We at the Conseil scolaire Centre-Nord are so sorry to hear of the loss of trustee Bill Christie. On behalf of the board and the staff of the Conseil scolaire Centre-Nord, we want to extend our deepest sympathies to Red Deer Public Schools and to Bill's family and friends.

Trustees, like Bill, demonstrate an invaluable commitment to the education of all students in Alberta. To have served as a trustee for 35 years is a remarkable contribution to his community.

We know first hand of the bonds that develop when a board comes together to serve our communities and support our students. The passing of one of our own is a profound loss.

Our thoughts are with everyone at Red Deer Public Schools at this time.

Sincerely,



Tanya Saumure  
Board Chair



**Laurie Huntley**

Board Chair

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435 A Highway # 1  
Strathmore, AB T1P 1J4  
(403)-934-5121 (Ext 2013)  
Laurie.huntley@ghsd75.ca

August 13, 2020

Nicole Buchanan Chair  
Red Deer Public Schools  
4747 53 Street  
Red Deer, AB, T4N2E6

Dear Nicole,

The Golden Hills Board of Trustees would like to express our sincere condolences to your Board on the passing of Bill Christie. He was a strong supporter of Public Education and a well-respected Trustee. On a personal note, in my first year as a Trustee I had the opportunity to meet Bill. I recall how knowledgeable and encouraging he was and how passionate he was about education. He impressed upon me how important our work as Trustees is. I know that Bill's presence will be sorely missed in our education community and the community of Red Deer as a whole.

Sincerely

Laurie Huntley

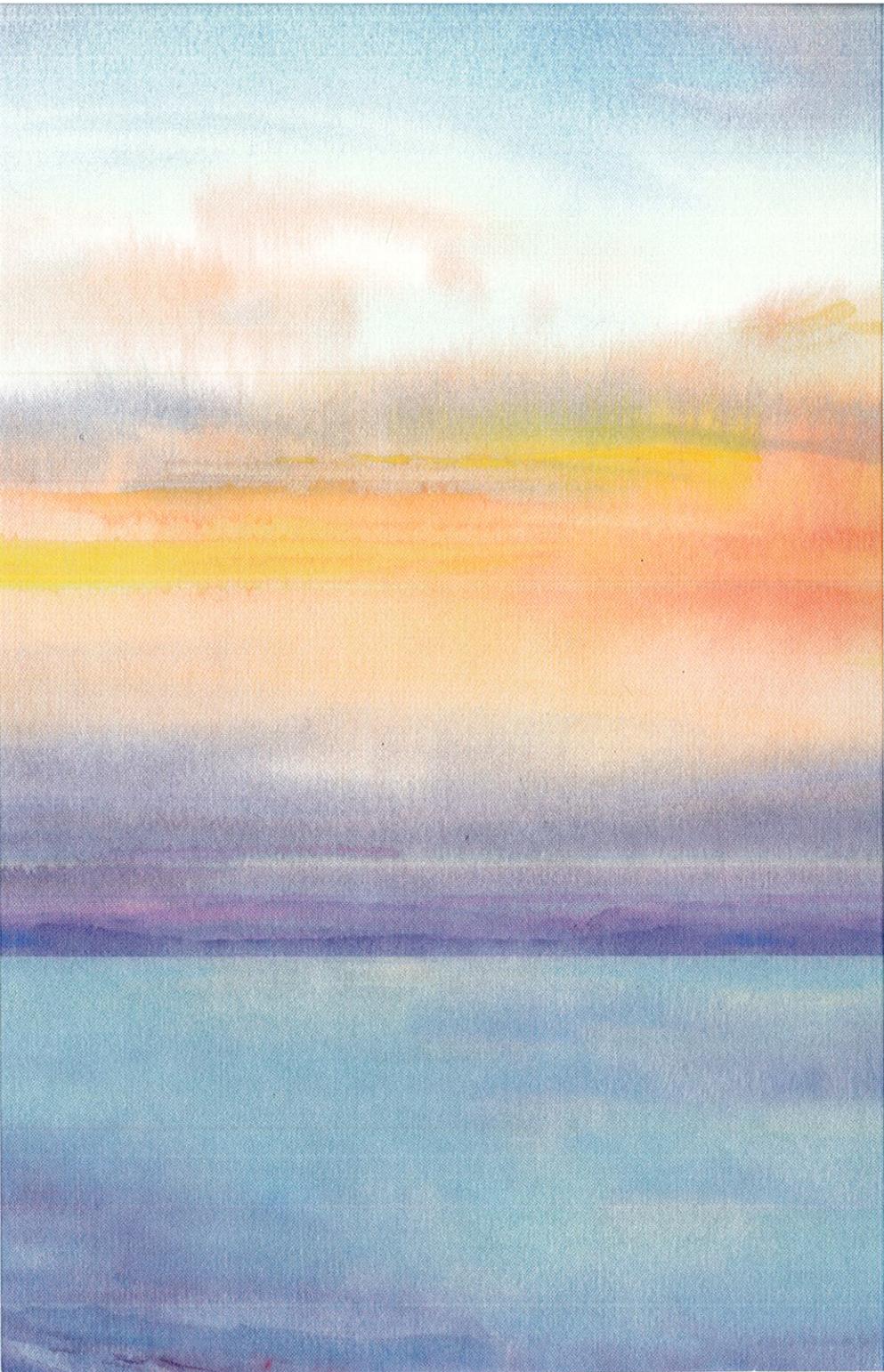


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*One good person  
can touch more hearts  
than we'll ever know.*



Red Deer Public Schools, Trustees,

*Celebrating the lasting legacy  
of someone who meant so much,  
and wishing you comfort today.*

The Grasslands Board of Education  
would like to offer our deepest  
sympathy to your board +  
school division, on the passing  
of trustee Christie.  
Our thoughts + prayers are  
with you.

Grasslands Public  
Schools, Trustees.

Expressions

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*Wishing You Peace*

*Tenderly... may time  
heal your sorrow.*

*Gently... may friends  
ease your pain.*

*Softly... may peace  
replace heartache...*



And may warmest memories remain.

*With Sympathy*

*Our deepest condolences  
on the passing of Bill.*

*The Pallasier School  
Division Board  
of Trustees.*