

CALGARY BOARD OF EDUCATION

Minutes of the Regular Meeting of the Board of Trustees held in the Board Room, Education Centre, 515 Macleod Trail SE, Calgary, Alberta, on Tuesday, February 15, 2005, at 5:02 p.m.

BOARD OF TRUSTEES:

Trustee G. Dirks (Chair)
Trustee C. Bazinet
Trustee N. Close (arrived 5:25 p.m.)
Trustee P. Cochrane
Trustee K. Fawcett
Trustee L. Ferguson
Trustee G. Lane

ADMINISTRATION:

Dr. B. Croskery, Chief Superintendent of Schools
Ms. J. Barkway, Assistant Corporate Secretary
Ms. M. Clark, Superintendent, Human Resources
Mr. D. Dart, Superintendent, Business Operations and Environmental Services (Secretary-Treasurer)
Mr. J. Drysdale, Superintendent, School Support Services
Mr. J. Jones, Executive Assistant to the Chief Superintendent of Schools
Ms. B. Kuester, Executive Director of Communications
Mr. G. Scott, Director and General Counsel, Legal and Risk Management Services
Ms. S. Wasylshyn, Executive Assistant to the Trustees
Ms. G. Pearce, Recording Secretary

STAKEHOLDER REPRESENTATIVES:

Mr. L. Liffiton, Alberta Teachers' Association, Local No. 38
Ms. G. Burger-Martindale, Calgary Association of Parents and School Councils
Mr. B. Hicks, Calgary Board of Education Staff Association
Mr. T. Stensland, Elementary School Principals' Association
Ms. S. MacAlister, Elementary School Principals' Association

1.0 CALL TO ORDER, NATIONAL ANTHEM AND WELCOME

Following the national anthem, the Chair called the meeting to order and welcomed representatives of the aforementioned organizations and members of the public.

2.0 CONSIDERATION/APPROVAL OF AGENDA

MOVED by Trustee Cochrane:

THAT the Agenda for the Regular Meeting of the Board of Trustees held February 15, 2005 be approved as submitted.

The motion was
CARRIED UNANIMOUSLY.

3.0 CORRESPONDENCE

Mrs. Barkway indicated there was no correspondence for presentation at this time.

4.0 PRESENTATIONS, HONOURS AND RECOGNITIONS

4.1 LIGHTHOUSE AWARD

Ms. Kuester stated that the Calgary Board of Education's Lighthouse Awards Program honours organizations that have contributed to schools and students. She indicated that Duke Energy is this month's Lighthouse Award recipient in recognition of their work with the Calgary Board of Education and their commitment to achieving the mission of *Educating Tomorrow's Citizens Today*. Duke Energy is a Fortune 500 company with a portfolio of natural gas and electric businesses and an affiliated real estate company. In 2003, Duke Energy partnered with the Calgary Board of Education on the "Fuel for School", "Read it Over" and "Urban Ecology" programs, and continues to support these programs today. Ms. Kuester commended Duke Energy for dedicating their resources to programs that provide students with the needed tools and confidence to build successful futures.

Ms. J. Metz, Public Affairs Specialist, Duke Energy, expressed appreciation on behalf of Duke Energy for the honour of being selected to receive a Lighthouse Award. She indicated that they recognize the Calgary Board of Education as a leader in the community with diverse programs and initiatives that make a difference. Initially, the Calgary Board of Education worked with Duke Energy to gain an understanding of the business goals and focus with respect to philanthropic giving. As a result, some wonderful partnerships were formed. Ms. Metz noted that the partnership is reflected in Duke Energy's Charter within the Values of Stewardship, Initiatives, and Win-Win Relationships. She indicated that the organization looks forward to continuing to work with the Calgary Board of Education.

Chair Dirks presented the Lighthouse Award to Ms. Metz, who accepted on behalf of Duke Energy.

4.2 BIG BROTHERS AND BIG SISTERS OF CALGARY AND AREA

Copies of a brochure containing information with respect to the Big Brothers and Big Sisters of Calgary and Area were distributed to Trustees and submitted for the record.

Trustee Cochrane introduced Ms. S. Moore, Executive Director, Big Brothers and Big Sisters of Calgary and Area, who provided a PowerPoint Presentation entitled "Little Moments. Big Magic." The presentation included information with respect to the purpose, mission and vision of the organization, community-based and site-based programs, the benefits and successes of the in-school mentoring program, participating schools, and the goals. A copy of the PowerPoint presentation was submitted for the record.

Chair Dirks expressed appreciation to Big Brothers and Big Sisters of Calgary and Area for the powerful investment that they make in the lives of so many children, and for the gifts of relationship, modeling and inspiration which will have lasting benefits for students.

5.0 VERBAL UPDATES

5.1 REPORT FROM THE CHAIR AND TRUSTEES

Trustees provided information on recent activities, as follows:

- Trustee Bazinet attended the Alberta Initiative for School Improvement (AIS) Conference in Calgary – she acknowledged the contributions of Ms. J. Steinmann, System Principal, AISI, and her team, and also the lunch presentations by students of

Forest Lawn and Jack James High Schools which were well received. She also noted that some of the Calgary Board of Education's projects were being showcased;

- Trustee Ferguson also attended a portion of the AISI Conference and provided details of the presentation by The Honourable G. Zwozdesky, Minister of Education;
- Trustee Close attended at Dr. E. P. Scarlett High School to welcome students to the 17th Annual 2005 ConocoPhillips World Schools Debating Championships and also attended a debate between Australia and Britain at Henry Wise Wood High School;
- Trustee Ferguson acknowledged that, at the United Way Spirits of Gold Recognition Dinner, Catherine Nichols Gunn Elementary School won the "Together We Can" Award which highlights community initiatives that foster significant collaboration and partnership among community agencies, community groups, governments, businesses and/or citizens to create meaningful long-term solutions to pressing social issues.

5.2 REPORT FROM THE CHIEF SUPERINTENDENT

Dr. Croskery provided a verbal report including information with respect to:

- An invitation from W. H. Cushing Workplace School to an exhibition of students' artwork which was formerly displayed on the hoarding of Art Central while the building was under construction;
- An upcoming session on Fly Fishing which he will be presenting at the Business Operations and Environmental Services staff development celebration day;
- A letter from the Principal, Hidden Valley School, enclosing their February 2005 Newsletter – Dr. Croskery read an excerpt from the Newsletter with respect to the successful fundraising efforts of the students, parents and staff in support of the children who survived the Asian tsunami disaster;
- The donation of a total of \$80,000 by the Telus organization to the Calgary Board of Education to support various programs including Book Bags for Kids – Dr. Croskery also acknowledged the significant funding provided by Telus over the past several years in support of some of the most needy students.

6.0 PUBLIC QUESTION PERIOD

Mrs. Barkway indicated that there were no questions received from the public.

7.0 STAKEHOLDER REPORTS

Mrs. Barkway indicated there were no stakeholder reports at this time.

8.0 GOVERNANCE: POLICY DEVELOPMENT AND MONITORING

8.1 ACTION ITEMS

8.1.1 POSTPONED MOTION – MOTION ARISING FROM RECOMMENDATION TO ESTABLISH PROGRAMME INTERNATIONALE

Trustee Fawcett stated that his motion arising from a recommendation to establish Programme Internationale was postponed at the January 18, 2005 Regular Meeting of the Board of Trustees to allow Administration to undertake additional work to further clarify their intent and to provide more information. Trustee Fawcett indicated that the work has been completed, and the motion is being brought forward for consideration at this time. He read the postponed motion for the record, as set out in the report.

Action By

A Trustee inquired about the status of the report that was to be provided to Trustee to further clarify Administration's intent and to provide sound data for a decision by Trustees. Trustee Fawcett indicated that Ms. A. Verdiel, Director, Elementary Education, provided information to him on a recent meeting with the Chief Superintendent and the Deputy Chief Superintendent regarding the motion. Trustee Fawcett indicated that he is convinced that Administration is proceeding in the direction intended by the motion.

Dr. Croskery added that Administration felt that they had strongly supported the intent of the motion, that additional work is required to conceptualize the establishment of key components as referenced in the first section of the motion, and that it is important to make explicit the underpinning aims and rationales of Programme Internationale and to work with staff to better understand the intent of the program. He noted that much of this work had already been operationalized in schools in the system. Dr. Croskery continued that they had also discussed the meaning of implementation of the key components as referenced in the second section of the motion. A course of action was mapped out that would include the distribution of a written paper which would set the context for Programme Internationale in terms of the aims of education, and giving consideration to raising consciousness about the program in the system, either through Area or divisional meetings, seminars or workshops, with the possibility of a symposium on those ideas. Dr. Croskery indicated that, following the meeting, Ms. Verdiel was requested to discuss this issue with Trustee Fawcett and to bring any outstanding questions to Administration.

Trustees agreed that the vote be called separately on each section of the motion.

MOVED by Trustee Fawcett:

THAT the Board of Trustees directs that the Chief Superintendent continue with the processes and working relationships of establishing the key components and objectives put forth in the Programme Internationale proposal.

B. Croskery

The motion was
CARRIED UNANIMOUSLY.

During discussion, a friendly amendment was proposed and accepted, and has been incorporated into the motion as set out below.

MOVED by Trustee Fawcett:

THAT a strategy be developed to offer the key components and objectives , as identified in the Programme Internationale proposal, in a regular classroom setting throughout all Calgary Board of Education schools.

B. Croskery

The motion was
CARRIED UNANIMOUSLY.

During discussion, friendly amendments were proposed and accepted, and have been incorporated into the motion as set out below.

MOVED by Trustee Fawcett:

THAT the Chief Superintendent report back to the Board of Trustees by May 31, 2005 regarding the proposed strategy, key components and objectives.

B. Croskery

The motion was
CARRIED UNANIMOUSLY.

8.1.2 SCHOOL FEES GOVERNANCE POLICY

MOVED by Trustee Close:

BE IT RESOLVED THAT the Board of Trustees develop a governance policy on school fees prior to approving the budget for the 2005-2006 school year.

Trustees asked questions for clarification of specific issues including:

- The definition of “school fees” – Trustee Close indicated that “school fees” are defined in the report presented to the February 1, 2005 Regular Meeting of the Board of Trustees. Chair Dirks added that, at a minimum, it refers to those charges articulated in the referenced report.
- The type of governance policy envisioned – Trustee Close indicated that she felt the new policy would fall in the Executive Limitations policies but the exact area is yet to be determined and will require further discussion by Trustees.
- Given that the current governance policies are under review, whether the revised policies would be in place prior to approving the 2005-06 budget and whether the school fees policy would be addressed prior to 2005-06 budget, regardless of the time-frame for the other policies - Trustee Close felt that it is possible that some version of the new policies could be presented for first reading prior to the budget presentation; however, the policy process may not be fully complete. She indicated that she feels strongly that for this year a precedent could be set of governing through policy. Although every decision made by the Board of Trustees is based on values, it would be wonderful to be explicit about those values and debate them prior to discussing the school fees issue for this year’s budget.
- The timing for the presentation of the annual school fees report – Mr. Dart stated that the school fees report is generally presented about a month in advance of the finalization of the budget. This year’s budget is scheduled for presentation near the end of May with the fees report scheduled for consideration sometime in April.

Following debate, Chair Dirks called the vote on the motion.

The motion was
CARRIED UNANIMOUSLY.

8.2 INFORMATION/DISCUSSION ITEMS

8.2.1 REPORT ON VOICE AND LEADERSHIP FOR HIGH SCHOOL STUDENTS

Ms. Clark provided introductory remarks and stated that the report provides an overview of the many ways in which schools successfully encourage, nurture and develop high school student leadership and voice. She introduced Ms. S. Church, Director, Secondary Education, who highlighted some key aspects of the report distributed with the Agenda. Ms. Church indicated that the report had been generated in response to a Board request.

She reviewed the Analysis section of the report and pointed out that the critical point is that the opportunity for all students to have voice and leadership must come through the classroom and the everyday interactions between students and teachers around the content and curriculum. She also summarized the contents of the attachment which sets out current Calgary Board of Education high school best practices to successfully build student voice and leadership.

Trustees asked questions for clarifications of specific issues, including:

- Whether the report has been or will be shared with high school principals – Ms. Clark indicated that, at the high school divisional meeting, she would be highlighting the report as one of the celebrations of excellence;
- Whether consideration was given to including junior high schools – Trustee Close stated that the motion was limited to high schools;
- Whether it is possible under the high school credit arrangement to provide credit recognition for students involved in leadership programs – Ms. Church responded that formal leadership instructional programs that have been locally approved are offered in grades 10 to 12 in some high schools. Leadership instruction can also be a component of other programs, and there are other aspects of leadership that could be recognized in other ways in the high school system;
- Whether other Canadian jurisdictions are implementing these kinds of proposals – Ms. Church indicated that she did not come across any Canadian systems who were doing so but pointed out that she did not research Board work in the jurisdictions.

A Trustee cautioned that, as this work proceeds, care should be taken to give students legitimate voice and to not simply appease them with respect to their involvement.

MOVED by Trustee Lane:

THAT the Report on Voice and Leadership for High School Students be received for information and further discussion, in the form as distributed with the Agenda for the February 15, 2005 Regular Meeting of the Board of Trustees.

The motion was
CARRIED UNANIMOUSLY.

8.2.2 CALGARY BOARD OF EDUCATION FOUNDATION – QUARTERLY REPORT ON ACTIVITIES AND STATUS

Trustee Cochrane provided background information on the Calgary Board of Education Foundation and introduced Mr. M. Bootle, Governor, Treasurer, and Chair of Audit and Finance Committee, and Mr. S. Aylesworth, Executive Director, both of the Calgary Board of Education Foundation. She explained that this is the inaugural quarterly report of the Calgary Board of Education Foundation to the Board of Trustees. Mr. Bootle provided an overview of the financial portions of the report and noted that a clause in the Trust Indenture directs the Calgary Board of Education Foundation to report to the Calgary Board of Education at reasonable intervals with a statement of accounts showing receipts, disbursements, investments and distribution on accountable capital and income property. Mr. Aylesworth addressed the fundraising to date and the future plans. He pointed out that the Calgary Board of Education Foundation has resolved to change its name to “Education Matters – Calgary’s Public Education Trust”. A review has also been initiated of the ways in which the Governors of the Foundation can support its fundraising initiatives in the future. Mr. Aylesworth also indicated that he will be retiring at the end of April 2005 and that the search has begun for a new Executive Director.

Trustees asked questions for clarification of specific issues, including:

- The rationale for believing that the fundraising efforts will be more successful in 2005 than 2004 - Mr. Aylesworth responded that the organization is no longer a new entity and has gained support in the community. There are also a variety of initiatives that will be undertaken in support of fundraising. Further clarification will be sought around the two themes or leverage areas to enhance the community’s involvement and help them to understand how to engage with public education. The two themes that were identified are: (1) ensuring that disadvantaged children succeed in elementary

school through support of a school-based family literacy program; and (2) working more with youth in high schools to ensure they are ready for adult life through a focus on civic leadership and civic engagement programs and the Career Pathways Program. This work should allow the Foundation to attract donors to those two themes or programs more than simply inviting them to enhance any facet of public education that is meaningful to them.

- The progress towards finding a replacement for the Executive Director by April 2005 – Mr. Aylesworth stated that the applications are being reviewed and the work is in progress.
- With the focus on fundraising, what happens with the citizenship aspect of the dual mandate – Mr. Bootle indicated that the makeup, critical competencies and the role and expectations of each member of the Board of Governors need to be evaluated in terms of the fundraising objective as well as the objective to promote citizen engagement in public education as a necessary pillar of public society. He provided assurances that both objectives are perceived as being equal and will have full representation on the Board of Governors.

On behalf of the Board of Trustees, Chair Dirks expressed appreciation to Mr. Bootle and Mr. Aylesworth for their work with the Calgary Board of Education Foundation. In recognition that this may be Mr. Aylesworth's final attendance in the Board Room, Chair Dirks commended him for his excellent leadership of the Calgary Board of Education Foundation in its early days and for his patient and tenacious efforts in conceptualizing it and bringing it to reality.

MOVED by Trustee Lane:

THAT the Calgary Board of Education Foundation Quarterly Report on Activities and Status, dated February 15, 2005, be received for information and for the record, in the form as distributed with the Agenda for the February 15, 2005 Regular Meeting of the Board of Trustees.

The motion was
CARRIED UNANIMOUSLY.

8.3 TRUSTEE INQUIRIES

8.3.1 SPEECH THERAPY SERVICES

Mrs. Barkway read Trustee Ferguson's inquiry for the record, as follows:

"Recently trustees have received some parent complaints about the lack of speech therapy services being offered this year in our schools. In finding out information about this issue, it came to my attention that the Calgary Health Region adopted a new delivery model, which resulted in the closing of all files last June. To implement their new system, all our school referrals had to start again from scratch with new consent forms from parents, creating an enormous backlog. As a result, a significant number of our students have yet to receive speech therapy services this school year and are being told April is the earliest possible service date. Was administration aware of this problem, and can we do anything to ameliorate the situation?"

Mr. Drysdale acknowledged the concern and clarified that speech language support is a medical service in the City of Calgary. The Calgary Health Region (CHR) is mandated to provide speech and language services for all school-age population. The Calgary Board of Education Administration is well aware of the problems with the model of service delivery. In June 2004, Student Services staff met with the CHR Administration regarding the

proposal for the new model of service delivery. At the time, the Calgary Board of Education provided feedback and voiced concerns regarding the proposed changes. As a result, minor changes were made to the service delivery model; however, some issues that impact schools were unchanged. During the fall months, these concerns and others which arose with the implementation were again raised with the CHR Administration. In December 2004, the Calgary Board of Education facilitated a meeting between a small group of the Elementary School Principals' Association and the CHR Administration, at which the Calgary Board of Education again shared their concerns. The CHR is committed to a second meeting in the spring to review and adjust the new service model of delivery. Calgary Board of Education Student Services staff will continue to work with the CHR to be strong advocates for students and parents.

8.3.2 INSTRUCTIONAL RESOURCE FEE DEFINITION

Mrs. Barkway read Trustee Close's inquiry for the record, as follows:

"It has come to my attention that some schools are charging students additional fees for course booklets/workbooks and/or instructors' course notes. In each of the examples, students have the option of borrowing the item at no charge as long as it is returned in good condition at the end of the course or purchasing the workbook/notes and keeping the item. In one example, the expectation was to use the workbook to hand in assignments and students could copy the questions or pull out the perforated worksheets to hand in, depending on whether it was an owned or borrowed resource.

Do these examples of additional fees fall under the CBE definition of Instructional Resource Fees, or are they examples of cost recovery items that are beyond the core requirements of an instructional program? In either case, do we need to provide further clarity to our school staff and parents?"

Mr. Dart responded and stated that definitions are provided to schools regarding what constitutes instructional resource fees and other fees charged in the system. Any instructional resources required for a course are covered under the instructional resource fee, and there must not be a charge for that item. A school may require a student to purchase an instructional resource if the student decided to write in it; i.e. margin notes in novels. If a workbook is required for assignments, the school should provide the workbook. If a workbook is supplementary to the class requirements, the school may sell the workbook at cost to students as an optional purchase. In this particular case, it is not clear if this is an optional purchase or not. Administration will further clarify this procedure with schools in the school information package.

8.3.3 MONTGOMERY JUNIOR HIGH SCHOOL – FACILITY CONDITIONS

Mrs. Barkway read Trustee Dirks' inquiry for the record, as follows:

"In light of the recent letter circulated to parents of Montgomery Junior High School regarding the facility conditions of this school, please provide trustees with the following answers:

- Do the facility conditions at this school jeopardize the health and/or safety of students?
- What steps are being taken to address facility deficiencies in this school?"

Mr. Dart responded that a great deal of research was undertaken with respect to this item. He indicated that, in addition to his verbal response today, he would provide a written comprehensive response to Trustees. With respect to the first question, the facility conditions at the school do not jeopardize the health or safety of students. It is recognized that the 1999/2000 Provincial Facilities Audit consultants did make comments that cast unfavourable light on the Montgomery Junior High School facility. That audit report was

revisited to clarify that information. In that audit report, the consultant did not identify any specific priority 1 issues that were unsafe or that required immediate attention. A draft copy of a second audit conducted by the provincial government has been made available to the Calgary Board of Education. The reporting consultant on the second audit has not found the facility to be unsuitable, and no priority 1 issues were identified which were deemed to be unsafe situations or requiring immediate attention. Other than a few deficiencies, the facility is considered to at least meet minimum needs for the students.

Mr. Dart continued that fire safety is an important consideration of health and safety. Since October 2001, the Calgary Fire Department has issued six Firefighter Inspection Field Reports for Montgomery Junior High School. A few minor housekeeping matters were noted; however, there is no mention of concerns pertaining to fire suppression, flame spread or fire separations. Mr. Dart noted that materials of concern would have been deemed acceptable by the authorities at the time of construction and are currently accepted by the authorities that conduct regular fire prevention reviews of the schools. The existing fire alarm system is in good operating condition and, in the three fire drills last year, the school completely vacated the facility in four minutes or less. The efficient evacuation of occupants is one of the best methods for ensuring safety of those occupants.

Mr. Dart indicated that the asbestos containing materials at the school have very recently been confirmed to be in good condition. Students are restricted from access to mechanical rooms and ceiling spaces where some of these materials are located. Although the flooring contains asbestos as do many schools, if left undisturbed, this material does not pose a health risk. The Calgary Board of Education does manage these types of schools in accordance with legislative requirements of the province.

Mr. Dart also stated that the 1999/2000 Provincial Facilities Audit indicates that baseboards may have exposed lead paint. The baseboard finishes were observed to be in good condition and, since the route for entry of lead is through ingestion and given the location and condition of the lead paint, it is felt that this material does not pose a health risk.

With respect to the second question, Mr. Dart responded that some steps have been taken to address facility deficiencies in this school but Administration is limited by funding constraints to address all the matters identified in the audit reports and subsequent reviews. Facility Maintenance Services has addressed a number of deficiencies identified in the initial audit report including replacement of sidewalks, upgraded front entrance doors, added access ramps and electrical panels, etc. In the two years immediately following the audit, the Calgary Board of Education spent about 30 percent more than the average school (dollars-per-square-meter) on maintenance at Montgomery Junior High School. The building is in considerable need of repair, but in Administration's view is safe and not as much a hazard as alleged in the audit report. The operating cost for this school in 2003/04 was about \$43.35 per square meter which compares favourably with the Calgary Board of Education average of \$43.98 per square meter and a median of \$44.04 across the system. Montgomery Junior High School is receiving the same attention that Calgary Board of Education schools in general are receiving, thus maintaining equity across the system.

Mr. Dart stated that the only provincial program that provided the capacity to undertake significant modernization of a facility was the Modernization Block Funding Program which was discontinued after the 2001 fiscal year. Advice was recently received that a replacement or similar program has been under consideration by the provincial government for over a year. The Calgary Board of Education has no information on the eligibility criteria or if there are sufficient funds to modernize entire facilities. Given the long list of viable junior high schools identified in the capital plan for modernization, it would be unlikely that conventional funding methods would be accessible for undertaking significant work on schools such as Montgomery Junior High School. It is too early to determine if other options may be appropriate.

Action By

8.4 TRUSTEE NOTICES OF MOTION

There were no Notices of Motion.

8.5 CONSENT ITEM

Chair Dirks advised that no objections were received to the item on the Consent Agenda and declared the recommendations adopted, as follows:

8.5.1 REPORT FROM THE COMMITTEE ON THE ROLE AND PURPOSE OF PARENT GROUPS IN THE CALGARY BOARD OF EDUCATION

1. **THAT the Report from the Committee on the Role and Purpose of Parent Groups in the Calgary Board of Education be received for information, in the form as distributed with the Agenda for the February 15, 2005 Regular Meeting of the Board of Trustees.**
2. **THAT the Board of Trustees extend the timeline for the work of the Committee on the Role and Purpose of Parent Groups in the Calgary Board of Education until the end of May 2005.**

J. Barkway (Agenda)

9.0 MINUTES

9.1 REGULAR MEETING OF THE BOARD OF TRUSTEES HELD FEBRUARY 1, 2005

Mrs. Barkway indicated that Trustee Lane is ineligible to vote on the Minutes of the February 1, 2005 Regular Meeting, due to his absence from that meeting.

MOVED by Trustee Close:

THAT the Minutes of the Regular Meeting of the Board of Trustees held February 1, 2005 be approved as submitted.

The motion was
CARRIED UNANIMOUSLY
(ABSTAINED: TRUSTEE LANE).

9.2 BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Minutes.

10.0 EMERGENT ITEMS FOR NEXT BOARD MEETING

There were no emergent items for the next meeting.

11.0 ADJOURNMENT

The Chair declared the meeting adjourned at 6:56 p.m.

Chair

Assistant Corporate Secretary
February 15, 2005