

CALGARY BOARD OF EDUCATION

Minutes of the Regular Meeting of the Board of Trustees (the “Board”) held in the Multipurpose Room, Education Centre, 1221 – 8 Street SW, Calgary, Alberta on Tuesday, November 4, 2014 at 12 noon.

MEETING ATTENDANCE

Board of Trustees:

Trustee J. Bowen-Eyre, Chair
Trustee L. Ferguson
Trustee J. Hehr
Trustee T. Hurdman
Trustee P. King
Trustee A. Stewart

Administration:

Mr. D. Stevenson, Chief Superintendent of Schools
Ms. S. Church, Deputy Chief Superintendent of Schools
Mr. F. Coppinger, Superintendent, Facilities and Environmental Services
Ms. C. Faber, Superintendent, Learning Innovation
Mr. B. Grundy, Superintendent, Finance and Supply Chain Services
Dr. C. Oishi, Superintendent, Human Resources
Mr. B. Brunton, Chief Communications Officer
Mr. G. Francis, General Counsel, Legal Services
Ms. J. Barkway, Corporate Secretary
Ms. J. Manfield, Recording Secretary

Stakeholder Representatives:

Mr. L. Frandle, Calgary Board of Education Staff Association
Mr. F. Bruseker, Alberta Teachers’ Association, Local 38
Mr. B. Unterschultz, Elementary School Principals’ Association
Ms. C. Hall, Principals’ Association for Adolescent Learners (PAAL)
Ms. E. Demcoe, Principals’ Association for Adolescent Learners (PAAL)

1 | CALL TO ORDER, NATIONAL ANTHEM AND WELCOME

Chair Bowen-Eyre called the meeting to order on the link at 12:03 p.m. and O Canada was led by Erin Woods School grade 5 choir students.

Chair Bowen-Eyre acknowledged and welcomed representatives from the aforementioned organizations. She also welcomed Ms. Samantha Olson and her grade one students from Royal Oak School and noted they are working in the historical classroom this week and are focusing on the historical perspective of the different structures around the City.



2 | **CONSIDERATION/APPROVAL OF AGENDA**

Ms. J. Barkway, Corporate Secretary, noted that a proposed change to the Agenda was the addition of an In-Camera Session prior to Adjournment, to discuss a Labour Relations item, and the addition of new item 6.2.2, Correspondence on the Consent Agenda which was circulated following the Agenda printing. A trustee requested that the in-camera session be added to the agenda prior to Agenda item 4.

MOVED by Trustee King:

THAT the Agenda for the Regular Meeting of November 4, 2014 be approved as submitted, subject to the above-noted changes.

The motion was
CARRIED UNANIMOUSLY.

3 | **RESULTS FOCUS**

3.1 **School Presentation – Discovering Choices School – Results 2**

Ms. E. Gouthro, Director of Learning, provided a brief introduction to the presentation by Discovering Choices School, which is a CBE outreach program. She stated the presentation will demonstrate how this program is directly aligned with the CBE's Mission and how the principal and staff at the school work with community agencies to support some of the most vulnerable youth to successfully complete their education. She noted that the Discovering Choices program was established in 1992 as part of the Exit program of Wood's Homes School, and in 2004 was officially recognized by the province as an outreach program. With the future changes to the *Education Act* in 2015 allowing students access to education until age 21, Administration anticipates that more students may want to access Discovering Choices.

Principal B. Sawdon stated that every student who comes to the school is invited to become successful, regardless of their race, background, life circumstance, and other things that may have kept them out of a regular school. He noted that one reason that students drop out of school is poverty, and the fact that some students can't afford bus passes. Another issue the school deals with is learning differences; 55% of the students are coded, 20% carry a severe designation. He also noted an increase in First Nations students from 8% to 18% in the last 5 years. He stated that the school's mandate is to get young people to return to school to help them achieve their dreams and to transition into adult life so they can be successful. All staff at the school are trained in therapeutic crisis intervention, first aid, and suicide intervention, and have the ability to build relationships and rapport with the students.

Principal Sawdon also explained that the school has partnered with the United Way; last year they provided \$35,000 to the school to help with things such as rent, nutrition, child care, clothing, and transportation for the students.



Grade 11 student Jackie shared comments about her experience with the Discovering Choices program. She stated that she chose the program because she found the pace at traditional high schools very stressful. She explained that teachers at Discovering Choices work with students one on one to incorporate individual learning styles into their work, and that the pressure and stress is diminished as students work with teachers to set up due dates, test dates, and extensions on areas where there are difficulties.

A video showcased the stories of two students, Coral and Shawna, who told of how this programming established successful learning conditions to make high school completion a reality for them. The Discovering Choices program adapts for students who are facing obstacles such as poverty, homelessness, troubles at home, parenting and pregnancy, and meets their needs to help them through their hardships.

Chair Bowen-Eyre thanked the principal and students for their presentation and stated that Discovering Choices is an incredible program that does great work for at-risk students who would not have had the opportunity to graduate without it.

Recessed: 12:37 p.m.
Reconvened: 12:41 p.m.

IN-CAMERA ISSUES

MOVED by Trustee Hurdman:

Whereas the Board of Trustees is of the opinion that it is in the public interest that matters on the Private Agenda for the Regular Meeting of the Board, November 4, 2014, be considered at an in-camera session; therefore be it

Resolved, THAT the Regular Meeting of the Board of Trustees moves in camera.

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee Hehr:

THAT the Regular Meeting of the Board of Trustees moves out of in camera.

The motion was
CARRIED UNANIMOUSLY.

Recessed: 1:27 p.m.
Reconvened: 1:50 p.m.

4 | OPERATIONAL EXPECTATIONS

4.1 OE-4: Treatment of Employees – Annual Monitoring

Chair Bowen-Eyre stated that this report was introduced at the October 28, 2014 meeting where trustees posed questions and received clarification on the report. The



report is now on the agenda for the Board to consider whether the Chief Superintendent is in compliance with the provisions of OE-4.

MOVED by Trustee Hurdman:

THAT with respect to OE-4: Treatment of Employees, the Board of Trustees finds the evidence to be not compliant.

Trustees debated the motion, and their comments are summarized as follows:

- A trustee expressed appreciation to Administration for the transparency in the report and the positive steps made, and also for the openness in areas that need to be improved. However, determining the evidence to be non-compliant shows that this is an area that the Board needs to continue to monitor closely and to ensure that when reviewing policies this is a top priority.
- A trustee questioned whether we have the right benchmarks for some indicators. In considering the whole policy, there are many positive results in the report. 10 of the 13 policy subsections are reported to be in compliance and it was hoped that trustees would agree that the policy is in compliance with the noted exceptions indicated in the report.
- Several trustees stated that there are not enough areas of non-compliance in the report to consider the entire policy non-compliant. It was believed that Administration has achieved what the Board has asked for with the current indicators and interpretations.
- In support of the motion, it was noted that many of the areas of non-compliance were also unanimously decided as non-compliant in the previous year's monitoring report. There is now an opportunity as a Board to flag this report for further review. It is in no way an indication of non-confidence as there are many positives indicated in the report.
- A trustee pointed out that the Board indicated to Administration that they would be reviewing the policy prior to the next monitoring period, and the Board has not performed the review.

The motion was
DEFEATED.

In favour: Trustee Hehr
Trustee Hurdman
Trustee Stewart

Opposed: Trustee Bowen-Eyre
Trustee Ferguson
Trustee King

MOVED by Trustee Ferguson:

THAT The Board of Trustees approves that the Chief Superintendent is in compliance with the provisions of OE-4: Treatment of Owners, with the exception of policy subsections 4.1, 4.7 and 4.12.



Trustee Hurdman also indicated her intention to bring forward a motion to add the exception of policy subsection 4.13. The Board agreed to combine policy subsections 4.1 and 4.7 in one motion and to divide the question with regard to policy subsections 4.12 and 4.13.

Trustees debated the portion of the motion related to subsections 4.1 and 4.7, as follows:

THAT The Board of Trustees approves that the Chief Superintendent is in compliance with the provisions of OE-4: Treatment of Owners, with the exception of policy subsections 4.1 and 4.7.

The motion was
CARRIED UNANIMOUSLY.

The portion of the motion related to policy subsection 4.12 was placed on the floor as follows:

THAT The Board of Trustees approves that the Chief Superintendent is in compliance with the provisions of OE-4: Treatment of Owners, with the exception of policy subsection 4.12.

Trustees debated the motion, and their comments are summarized as follows:

- It was stated that when benchmarks are set in specific percentages, we need to ensure that they are actually reached. Indicator 2 requires that the attrition rate for CBE employees should be equal to or less than the industry benchmark of 5%; it was noted that the industry benchmark for attrition rates does fluctuate, and given that, the subsection may be in or out of compliance.
- The information provided in the capacity building information on page 6-14 indicates a proposed revision to this indicator to include a dynamic benchmark rather than a percentage. It was noted the CBE's reported turnover rate of 5.6% is well below the 2014 Calgary & Area Labour Market Report educational services sector benchmark of 11%.

The motion was
CARRIED.

In favour: Trustee Bowen-Eyre
Trustee Ferguson
Trustee Hehr
Trustee Hurdman
Trustee Stewart

Opposed: Trustee King

MOVED by Trustee Hurdman:

THAT with respect to OE-4: Treatment of Employees, the Board of Trustees finds that the Chief Superintendent is not in compliance with policy subsection 4.13.



Trustees debated the motion, and their comments are summarized as follows:

- A trustee noted that this subsection was extensively debated in last year's monitoring of OE-4 and there still remains no evidence of compliance.
- Administration has stated that this indicator is not applicable as a result of the cost of conducting an employee engagement survey. There is a need to review the policy and indicators.
- As noted on page 6-12, Administration identified the need to review and revise this reasonable interpretation in November 2013, and the Board postponed consideration of the revision pending further discussion in June 2014.

The motion was
DEFEATED.

In favour: Trustee Hehr
Trustee Hurdman

Opposed: Trustee Bowen-Eyre
Trustee Ferguson
Trustee King
Trustee Stewart

5 | **MATTERS RESERVED FOR BOARD ACTION**

5.1 **Financial Status of Operating and Capital Reserves & Designated Funds at August 31, 2014**

Chief Superintendent Stevenson introduced the report stating that the CBE is anticipating ending the 2013-14 fiscal year with a surplus of slightly more than \$9 million, and that Administration will be providing a detailed report on December 2, 2014 that will contain additional information on the year-end financial position and explain how this was achieved. He stated that as a result of strong and prudent management, and perhaps some good luck, Administration has been able to increase operating reserves rather than drawing upon them as originally set out in the 2013-14 budget.

Superintendent Grundy stated that under the provisions of OE-6, Administration is required to obtain Board approval for all transfers into and out of operating and capital reserves. To allow for the preparation of the year-end financial statements, Administration is requesting approval for a net addition to operating reserves of \$14.6 million, and a minor reduction in capital reserves of \$1.4 million, which results in total operating reserves of \$53.6 million. Of that total, \$37.3 million is available to support operations. He noted that on April 1, 2014, the Board approved the use of all available operating reserves to support student learning in the 2014-15 budget. Removing that \$37.3 million and subtracting the \$21.7 million that was committed for use in 2014-15 would result in \$15.6 million in operating reserves that have not presently been applied to a specific use. This amount represents approximately 1.3% of the CBE's total expenditures, or slightly more than two days of operating funds.



Superintendent Grundy explained that with upcoming unfunded commissioning costs ranging from \$750,000 for elementary schools, to over \$3 million for high schools, and 21 schools coming on stream beginning in the 2015-16 fiscal year with future funding levels uncertain, maintaining a modest reserve is a prudent decision. The recommendation to increase the maximum amount of the Fiscal Stability Reserve will provide a source of funding to address the inherent volatility in operations. OE-6 suggests a target of 1%; with a cap of \$15 million, reserves would be in the range of 1.2%.

MOVED by Trustee Ferguson:

THAT the terms of reference for the Fiscal Stability Reserve be revised to permit a maximum accumulation of \$15.0 million; and

THAT the transfers represented in Attachments I and II of the report be approved.

Trustees debated the motion, and their comments are summarized as follows:

- Trustees expressed relief in being able to re-establish some reserves through good management, to address unpredictable funding.
- Appreciation was expressed to Administration for the prudent guidance that has enabled this action.

The motion was
CARRIED UNANIMOUSLY.

6 | CONSENT AGENDA

Chair Bowen-Eyre declared the following item to be adopted as submitted.

6.1 OE-10 – Instructional Program – Annual Monitoring

THAT with respect to OE-10: Instructional Program, the Board of Trustees approves that the Chief Superintendent is in compliance with the provisions of this policy.

6.2 Items Provided for Board Information

The following reports were provided to the Board for information:

6.2.1 Chief Superintendent's Update

6.2.2 Correspondence

Chair Bowen-Eyre informed the public that the Regular meeting would go in-camera for the Board to discuss one item relevant to a labour relations issue.

Recessed: 2:35 p.m.

Reconvened: 2:54 p.m.



7 | **IN-CAMERA ISSUES**

7.1 **Motion to Move In Camera**

MOVED by Trustee Stewart:

Whereas the Board of Trustees is of the opinion that it is in the public interest that matters on the Private Agenda for the Regular Meeting of the Board, November 4, 2014, be considered at an in-camera session; therefore be it

Resolved, THAT the Regular Meeting of the Board of Trustees moves in camera.

The motion was
CARRIED UNANIMOUSLY.

7.2 **Motion to Revert to Public Meeting**

MOVED by Trustee King:

THAT the Regular Meeting of the Board of Trustees moves out of in camera.

The motion was
CARRIED UNANIMOUSLY.

7.3 **Motions to Action In-Camera Recommendations**

MOVED by Trustee King:

THAT the proposed bargaining mandate as provided in Attachment I of the report, be ratified by the Board of Trustees.

The motion was
CARRIED UNANIMOUSLY.

8 | **ADJOURNMENT**

Chair Bowen-Eyre declared the meeting adjourned at 3:14 p.m.

