

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, October 13, 2020 at 12:00 p.m.

MEETING ATTENDANCE

Board of Trustees:

Trustee M. Dennis, Chair
Trustee A. Adams
Trustee M. Bradshaw
Trustee R. Hehr
Trustee J. Hrdlicka
Trustee T. Hurdman

Administration:

Mr. C. Usih, Chief Superintendent of Schools
Mr. R. Armstrong, Superintendent, Human Resources
Mr. D. Breton, Superintendent, Facilities and Environmental Services
Ms. K. Fenney, General Counsel
Mr. B. Grundy, Superintendent, Finance/Technology Services
Ms. M. Martin-Esposito, Chief Communications Officer
Ms. J. Pitman, Superintendent, School Improvement
Ms. T. Minor, Corporate Secretary
Ms. M. Broda, Recording Secretary

Stakeholder Representatives:

Mr. B. Cocking, Alberta Teachers' Association, Local 38
Ms. M. Sawatzky, Principals' Association for Adolescent Learners (PAAL)

1 | **CALL TO ORDER, NATIONAL ANTHEM AND WELCOME**

Chair Dennis called the meeting to order at 12:02 p.m. and O Canada was led by students from Deer Run School by way of pre-recorded video.

Chair Dennis acknowledged the traditional territories and oral practices of the Blackfoot Nations, which includes the Siksika, the Piikani, and the Kainai. She also acknowledged the Tsuut'ina and Stoney Nakoda First Nations, the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta.

Chair Dennis welcomed staff, public members and representatives from the aforementioned organizations.

2 | **CONSIDERATION/APPROVAL OF AGENDA**

Ms. Minor, Corporate Secretary, noted there were no changes to the agenda.



MOVED by Trustees Adams:

THAT the Board of Trustees approves the agenda for the Regular Meeting of October 13, 2020 as submitted.

The motion was
CARRIED UNANIMOUSLY.

3 | AWARDS AND RECOGNITIONS

There were no awards or recognitions.

4 | RESULTS FOCUS

There were no reports or presentations.

5 | OPERATIONAL EXPECTATIONS

5.1 OE-1: Global Operational Expectations - Annual Monitoring Report

Chief Superintendent Usih provided highlights of the report. OE-1: Global Operational Expectations evidence was collected during the 2019-2020 school year. The report indicates compliance in all six indicators.

Administration responded to trustee questions on matters including: how recently the employee code of conduct was reviewed; the use of a standard presentation or tool to communicate the employee code of conduct; coverage and changes to the insurance policy; school trip coverage for cancellations, sickness, and accident; insurance coverage for trips and what is the responsibility of participants to insure individually; pandemic coverage in the insurance policy; how often reviews of administration regulations take place and if a work plan is used to plan and prioritize workload; how often insurance coverage is reviewed and shopped around.

The Chair asked trustees to identify their intentions to bring forward any motions related to compliance, exceptions or commendations for OE-1: Global Operational Expectations to the Corporate Secretary and all trustees by noon, October 22, 2020. If no motions are received, the item will be placed on the consent agenda for the Regular Meeting of October 27, 2020 with a motion that the Board of Trustees approves the Chief Superintendent is in compliance with the provisions of this policy.

6 | PUBLIC COMMENT

6.1 Mr. L. Currie, Chair of the Parents and Friends of the National Sport School

Mr. Currie, who has a son that attends the National Sport School, spoke on behalf of the Parents and Friends of the National Sport School group. He provided some background on the creation of the group and its members. They see National Sport School as a unique school, offering a combination of high academic standards and a flexible schedule which



enables high performance athletes to achieve their academic goals and pursue their sport. He mentioned that they will be working with key stakeholders in an attempt to transition from the CBE to an alternative school board. He would like to see the transition completed for the 2021-2022 school year, and due to the tight timelines, asked the Board to shorten the public input process and make financial information available to National Sport School transition candidates.

Mr. P. Graham, Vice President and Chief Financial Officer of WinSport Calgary

Mr. Graham, shared some background referencing the successful 25 year partnership between the CBE and WinSport in operating the National Sport School. WinSport is a community based not for profit, which owns and operates Canada Olympic Park. WinSport strives to fulfill purpose to inspire and activate human potential through the spirit of sport. He extended thanks for the one year reprieve and engagement of informal dialogue with administration of the CBE. The National Sport School is a unique school and WinSport would like to see it continue and thrive. He expressed concerns over the continuity and stability of education for the existing student athletes. Mr. Graham had three requests for Trustees – say yes to initiate closure process; reduce timeframe for public input process given the excellent engagement and feedback already gathered during last years process; and continued support in finding a way for the school to continue outside of the CBE framework.

7 | **MATTERS RESERVED FOR BOARD INFORMATION**

There were no reports or presentations.

8 | **MATTERS RESERVED FOR BOARD DECISION**

8.1 **Proposed Amendments to Governance Policies: Operational Expectations Policy 5: Financial Planning**

Chair Dennis spoke about the report, stating that this work was initiated from Ministerial Order #016-2020, which directed amendments to Operational Expectation OE-5: Financial Planning. The report represents work undertaken by the Board from May to October 2020, where the Board engaged in a policy review process to respond to directives arising from the Ministerial Order. This included meeting with CBE administration to review policies, consulting external advisors, and formulating new policy language to provide greater clarity to the Chief Superintendent. The Board and CBE administration also met with the Minister of Education on school board reserve levels.

MOVED by Trustee Hurdman:

THAT the Board of Trustees gives first reading to the amendments of Operational Expectations 5: Financial Planning policy as provided in the Attachment to the report.

In debate of the motion, trustees made comments on: this is part of the Ministerial Order work to ensure the best governance practices in oversight; changes to note are the avoidance of fiscal jeopardy has been moved to its own section and a reserves section



added, as suggested in the Grant Thornton report; the policy has clearly defined reserve levels; when reserves may be used is outlined; the desire to put as much money as possible in the classroom, but needing to hold some back to be responsible stewards for the financial future; the changes will lead to more sophisticated, better oversight in the organization; setting the organization up for success; the extraordinary work done by the staff and trustees in looking at long and short term financial planning; the learning opportunity this review has provided.

Chair Dennis called for a vote on the motion.

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee Hurdman:

THAT the Board of Trustees gives second reading, and thereby final approval, to the amendments of Operational Expectations 5: Financial Planning policy as provided in the Attachment to the report.

In debate of the motion, a trustee commented that the approval of the policy is not the final step, the Board still needs to approve the reasonable interpretations and indicators for the policy.

Chair Dennis called for a vote on the motion.

The motion was
CARRIED UNANIMOUSLY.

8.2 Proposed Amendments to GC-5E: Audit Committee Terms of Reference

Chair Dennis spoke about the report, stating that this work was initiated from Ministerial Order #016-2020, which included additional oversight and advisory responsibilities within the Board's Audit Committee. The report represents work undertaken from May to October 2020, which included meeting with CBE administration and external advisors to formulate new terms of reference and development of a skills matrix, outlining competencies of committee members required to support broader role of committee. The Board's Audit Committee, external auditors, and members of CBE administration met twice to review the Ministerial Order and provide recommendations on the terms of reference and skills matrix.

MOVED by Trustee Bradshaw:

THAT the Board of Trustees approves the amendments to GC-5E: Board Committees – Audit and Risk Committee Terms of Reference, Attachment I to the report.

In debate of the motion, trustees made comments on: the amount of work this took and how much was learned; the role of trustees to look at the high level and not be experts; leveraging the knowledge of the external committee members; the skills matrix developed will help to increase transparency and public confidence; the expertise of external



committee members is key; audit committees were not required until the passing of the Education Act; think this work will help other school boards in Alberta; Appendix II is helpful as it clearly lays out the work of the committee; external members bring essential knowledge and do this work on a voluntary basis; amazed at the amount of policy work that happened and staff time spent on this, especially with the added impact and response to the emerging needs of staff and students due to COVID-19; and the skills matrix is helpful to see skills that are on the committee and those that are still needed.

Chair Dennis called for a vote on the motion.

The motion was
CARRIED UNANIMOUSLY.

8.3 Recommendation to Commence Public Input to Consider Closure of the National Sport School

Chief Superintendent Usih introduced the item, recommending the commencement of public input to consider closure of the National Sport School. The school supports students from Grades 9 to 12 at a leased facility at Canada Olympic Park. The CBE has identified the possibility to support these students differently.

Superintendent Breton provided additional details from the report, providing a history of the school and the various locations it has been operated out of, which include William Aberhart High School, the old Ernest Manning High School, and currently at a leased space owned and operated by WinSport at Canada Olympic Park (COP) since 2011. The school has been monitored since 2013 as part of the Three Year System Student Accommodation Plan. Bowness High School has been identified as able to support these student athletes, with capacity of over 1600 students and enrolment as of September 30, 2020 at only slightly more than 1100 students. Bowness High School is only 3 km from WinSport and is also home to the High Performance Athlete Development Pathway, giving this school pre-existing experience and resources to support athletes in their learning. If the public input process is started by The Board, the CBE will also commence discussions with other school jurisdictions that may be interested in offering a similar program and who might be better positioned to operate a small school.

Administration responded to trustees questions on matters including: the financial overview for the 2020-21 school year; the difference between specialized setting and alternative program; ability for the school to only have part-time administration; clarity around other boards being able to run the school; other public school jurisdictions running the school; if another jurisdiction took over the school, would the CBE still invest and accommodate existing National Sport School students at Bowness High School; the opportunity to look at supporting more use of online schooling model; were additional fees charged while run out of the other school locations; asking for exemption from Education Minister to cover extraordinary fees been considered; continuation of fee if the students are accommodated at Bowness High School; unique settings fees; review of other public sports schools operated across Canada; the public tolerance for fees and what is reasonable for National Sport School fees; the WinSport fee charged.



MOVED by Trustee Hehr:

THAT the Board of Trustees is satisfied that there is cause to commence the public input process to consider the closure of National Sport School in accordance with GC-3E Closure of Schools Procedure.

In debate of the motion, a trustee stated that the Board had been down this road before and decided to extend the closure debate by a year, but now that the year has passed this is back before the Board.

Chair Dennis called for a vote on the motion.

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee Hehr:

THAT the Board of Trustees approves the public input period to consider the closure of National Sport School be shortened from 60 calendar days to 43 calendar days in accordance with GC-3E Closure of Schools Procedure.

In question of the motion, a trustee asked if the public engagement timeline could be shortened further.

In debate of the motion, a trustee commented that this is self explanatory as some discussion already took place last year and it was also expressed that the process be expedited.

Chair Dennis called for a vote on the motion.

The motion was
CARRIED UNANIMOUSLY.

9 | **CONSENT AGENDA**

9.1 Items Provided for Board Information

9.1.1 Chief Superintendent's Update

Chair Dennis noted that the Board would meet in-camera following the public portion of the meeting to discuss one legal, one labour, and three strategic planning matters. She noted the next public Board meeting is scheduled for Tuesday, October 27, 2020.

Recessed: 1:23 p.m.
Reconvened: 1:47 p.m.



10 | **IN-CAMERA SESSION**

Superintendent Grundy and Ms. D. McQueen, Governance Instructor, confirmed they were alone and in a location that no other person could hear them or any part of this meeting.

Motion to Move In-Camera

MOVED by Trustee Adams:

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 of Trustees, October 13, 2020 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.

Motion to Revert to Public Meeting

MOVED by Trustee Hehr:

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

The motion was
CARRIED UNANIMOUSLY.

The Board took a recess in order to attend the Organizational Meeting.

Recessed: 2:49 p.m.
Reconvened: 3:30 p.m.

Motion to Move In-Camera

MOVED by Trustee Hrdlicka:

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 of Trustees, October 13, 2020 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.



Motion to Revert to Public Meeting

MOVED by Trustee Adams:

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

The motion was
CARRIED UNANIMOUSLY.

Motion to Action In-Camera Recommendations

MOVED by Trustee Hurdman:

THAT the Board of Trustees authorizes the Chair to communicate with the Minister of Education as discussed in-camera.

The motion was
CARRIED UNANIMOUSLY.

11 | **ADJOURNMENT**

MOVED by Trustee Adams:

THAT on adjournment, the meeting adjourns to the call of the Chair.

The motion was
CARRIED UNANIMOUSLY.

The meeting adjourned at 4:33 p.m.

Chair Dennis reconvened the October 13, 2020 Regular Meeting of the Board of Trustees at 1:00 p.m. on Thursday, October 15, 2020 in Room T224 of the Education Centre, 1221 - 8 Street SW, Calgary, Alberta

MEETING ATTENDANCE

Board of Trustees:

Trustee M. Dennis, Chair
Trustee A. Adams
Trustee M. Bradshaw
Trustee R. Hehr
Trustee J. Hrdlicka
Trustee T. Hurdman

Administration:

Mr. C. Usih, Chief Superintendent of Schools
Mr. R. Armstrong, Superintendent, Human Resources
Mr. D. Breton, Superintendent, Facilities and Environmental Services



Ms. M. Martin-Esposito, Chief Communications Officer
Ms. J. Pitman, Superintendent, School Improvement
Ms. D. Unruh, Acting Superintendent, School Improvement
Ms. T. Minor, Corporate Secretary
Ms. D. McQueen, Governance Instructor

Motion to Move In-Camera

MOVED by Trustee Hehr:

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 of Trustees, October 13, 2020 and reconvened on October 15, 2020 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.

Motion to Revert to Public Meeting

MOVED by Trustee Hurdman:

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

The motion was
CARRIED UNANIMOUSLY.

11 | ADJOURNMENT

The meeting adjourned at 2:44 p.m.

Attachment:

- Amended Governance Policy OE-5: Financial Planning



OPERATIONAL EXPECTATIONS
OE-5: Financial Planning**Monitoring Method: Internal Report**
Monitoring Frequency: Annually

The Board of Trustees believes that prudent financial planning and management are essential for student success and public confidence.

The Chief Superintendent shall:

- 5.1 Avoid short and long term fiscal jeopardy.
- 5.2 Develop budget-planning assumptions.
- 5.3 Develop a budget that is in a summary format understandable to the Board and presented in a manner that allows the Board to understand the relationship between the budget and the Results priorities and any Operational Expectations goals for the year as set out in the Annual Summative Evaluation.
- 5.4 Ensure prudent financial management that does not materially deviate from the budget
- 5.5 Ensure that prior Board approval is received for all expenditures from reserve funds and for all transfers between operating reserves, capital reserves or committed operating surplus.
- 5.6 Ensure any request for use of operating reserves:
 - a. is to minimize disruption due to unanticipated negative budget variances within the school year; or
 - b. is to ease transitions due to significant shifts in policy or statutory obligations; or



- c. is for a one year investment in learning opportunities;
and
- d. considers the risks and opportunities including sustainability and the ability to replenish operating reserves to a minimum of three per cent of operating expenses.

Adopted: October 13, 2020