

## **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<sup>th</sup> Street SW, Calgary, Alberta on Tuesday, October 18, 2011 at 5:00 p.m.

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### **MEETING ATTENDANCE**

#### **Board of Trustees:**

Trustee P. Cochrane, Chair  
Trustee C. Bazinet  
Trustee J. Bowen-Eyre  
Trustee L. Ferguson  
Trustee P. King  
Trustee G. Lane  
Trustee S. Taylor

#### **Administration:**

Ms. N. Johnson, Chief Superintendent of Schools  
Mr. D. Stevenson, Deputy Chief Superintendent of Schools  
Mr. F. Coppinger, Superintendent, Facilities and Environmental Services  
Ms. C. Faber, Superintendent, Learning Innovation  
Mr. J. Johnston, Superintendent, Human Resources  
Ms. D. Lewis, Superintendent, Learning Services  
Ms. D. Meyers, Superintendent, Finance & Supply Chain Services  
Mr. R. Peter, Chief Communications Officer  
Ms. L. Safran, Acting General Counsel and Corporate Secretary  
Ms. D. Doll, Assistant Corporate Secretary  
Ms. H. Numrich, Recording Secretary

#### **Stakeholder Representatives:**

Ms. L. Robb, Calgary Board of Education Staff Association  
Ms. J. Regal, Alberta Teachers' Association, Local 38  
Ms. L. Newton, Calgary Association of Parents and School Councils  
Mr. K. Brown, Elementary School Principals' Association  
Mr. B. Unterschultz, Elementary School Principals' Association

### **1.0 CALL TO ORDER AND WELCOME**

Chair Cochrane called the meeting to order at 5:32 p.m. She noted that the singing of the national anthem had previously occurred at the Organizational Meeting at 5:00 p.m., and restated her welcome to members of the aforementioned organizations.

### **2.0 CONSIDERATION/APPROVAL OF AGENDA**

Ms. Doll noted the following proposed changes to the agenda: An emergent item to be added as Item 6.2 Update on Additional Funding from the Province report and the following reports were removed from the Consent Agenda to be considered immediately following the approval of the Consent Agenda: Item 9.1.4 CAPSC Liaison report; 9.2.1 Chief Superintendent Update and 9.2.4 Capital Budget and Reserves Status Report as at August 31, 2011.

MOVED by Trustee Bowen-Eyre:

**THAT the Agenda for the Regular Meeting of October 18, 2011, be approved with the amendments noted above.**

The motion was  
CARRIED UNANIMOUSLY.

### **3.0 SCHOOL/SYSTEM PRESENTATIONS**

3.1 There were no presentations.

### **4.0 HONOURS AND RECOGNITIONS**

#### **4.1 Lighthouse Award**

Ms. M. Levy, System Principal, Learning Innovation introduced this month's lighthouse award recipient, the Breakfast Clubs of Canada. Breakfast Clubs of Canada is a national organization dedicated to supporting community-based breakfast programs for school children. They raise funds for programs and help to sustain them by providing appliances, food donations and management tools. Breakfast Clubs of Canada approached the Calgary Board of Education (CBE) in 2008 to be a partner along with the Boys and Girls Clubs of Calgary. The Boys and Girls Clubs of Calgary have provided food for CBE schools for many years and by engaging with Breakfast Clubs of Canada, schools benefit from additional food resources and much needed equipment. The feedback received is that teachers see the difference in improved attention in class, decreased behavior issues and a more positive school environment. Ms. Levy expressed gratitude to the organization for the significant difference they are making in the lives of students. Ms. J. Drinnon, Alberta Coordinator for Breakfast Clubs of Canada, accepted the award. Chair Cochrane extended congratulations and presented a plaque, expressing appreciation on behalf of the Board of Trustees.

### **5.0 PUBLIC CONVERSATION AND INFORMATION**

#### **5.1 Report from the Chair and Trustees**

- Trustee Ferguson reported that she had attended a parent night at Tom Baines School on formative assessment. Two presentations were given, one by the school and one by a guest speaker, Dr. S. Friesen from the University of Calgary.
- Trustee Bowen-Eyre reported that she had attended an awards night at the National Sport School. She spoke highly of the hard work and dedication of the students and expressed appreciation to WinSport Canada for the new facility and to all of the partners who made the National Sport School possible. Trustee Bowen-Eyre reported that she had also attended an assembly at West View School located at the Young Offenders Centre. She noted the successes and achievements made by the students and the good work taking place there. She commended the Chief Superintendent for these unique learning opportunities and for the personalization of learning taking place at both of these schools.

Trustee Bowen-Eyre also reported that she had attended the Alberta Teachers' Association Special Education conference on Fetal Alcohol Spectrum Disorder (FASD) as a presenter.

- Trustee Taylor reported that she had attended the Alberta Teachers' Association symposium on diversity and assessment along with Trustee Bazinet, Chief Superintendent Johnson, other CBE Superintendents and some local MLA's. She expressed gratitude to Ms. J. Regal, President, Alberta Teachers' Association (ATA) for the invitation to attend and commended Ms. E. Kelly, Calgary Association of Parents and School Councils (CAPSC) representative for her presentation.



Trustee Taylor commented on the value of the event that included representatives from various educational groups and noted that she looks forward to more events like this in the future.

- Chair Cochrane reported that she had attended a 21<sup>st</sup> Century Learning Leadership forum in Banff along with other CBE administrators. She noted that it was interesting to hear challenging speakers and to recognize that others around the world are dealing with similar issues.

## **5.2 Report from the Chief Superintendent**

Chief Superintendent Johnson reported that there was an increase in enrolment of 1300 students at the CBE this year and she commended staff for their highly accurate enrolment projections that prepared for this increase. She informed that the Resource Allocation Method (RAM) is designed to provide principals with the flexibility to make timely staffing decisions based on their own school community. She stated that despite the significant financial shortfall that affected staffing for this year, the initial average class size calculations show that the Alberta Commission on Learning Guidelines for Class Size have been met in every area except for Kindergarten – Grade 3 which is an area of challenge for school boards across the province.

Chief Superintendent Johnson noted that one very positive surprise was the growing number of students accessing Chinook Learning Services for academic upgrading or returning to school.

## **5.3 Public Question Period**

There were no public questions.

## **5.4 Stakeholder Reports**

### **5.4.1. Ms. H. Mowat, Member of the Public**

Ms. Mowat stated that she is action oriented, a researcher, thinker, entrepreneur, was a master teacher for over 15 years and a mother who studied education her whole life. She noted her dismay regarding the serving of breakfast to students at school and directed disparaging remarks towards the education system. Chair Cochrane reminded Ms. Mowat of the guidelines for stakeholders stating that all reports are to be given in a courteous manner and that they are not a platform to criticize.

## **5.5 Trustee Inquiries**

There were two Trustee inquiries.

Ms. Doll read the following inquiry into the record from Trustee Taylor:

*In a Calgary Herald article on October 6th, it was reported that : "CBE Chief Superintendent Naomi Johnson said her Board is designing an internal system using report cards and standardized assessments as reading levels and math comprehension that could replace provincial achievement tests". Please give an update on the upcoming "internal assessment system" detailing the project scope and timeline. Have stakeholder groups been engaged (including the ATA)? Are there any associated costs? In the event that there are no Provincial Achievement Tests, how would such a system allow the CBE to compare results to other Alberta boards in terms of academic performance?*

Chief Superintendent Johnson requested that a Board development session be held in a future board meeting in order to devote approximately one hour in response to this inquiry. Chair Cochrane stated that if the Board agrees to a Board development session, they will provide Administration with framing questions.

Ms. D. Doll read the following inquiry from Trustee Bazinet into the record:

*With respect to second languages being offered in schools, how many elementary schools currently offer a second language and at what grade level? How many offered a second language last year? At the junior high level, how many schools currently offer a second language and on what basis is it offered? ie. as an option along with other options? Have there been any changes since last year?*

Deputy Chief D. Stevenson responded as follows:

*"How many elementary schools currently offer a second language and at what grade level? How many offered a second language last year?"*

This year, there are 113 elementary schools offering a second language. These schools have several grade configurations, including K-3, K-4, K-6, 4-6, 4-9 and 5-9.

In terms of kindergarten, there is one school offering a second language. At Grade 1, eight schools are offering a second language. At Grade 2, eight schools, at Grade 3, 20 schools, at Grade 4, 93 schools, at Grade 5, 90 schools and at Grade 6, 93 schools are offering a second language.

Last year, all elementary schools offered a second language.

In cases where elementary schools are not offering a second language this year, many are ensuring that enrichment activities such as language clubs, carnival celebrations and second-language cultural events and activities occur in the school.

Schools will be monitoring the offering of a second language each year to meet the needs of the school population.

*At the junior high level, how many schools currently offer a second language and on what basis is it offered? (i.e. as an option along with other options) Have there been any changes since last year?*

All junior high schools were required to offer a second language as an option, which was primarily French. All but two are continuing to offer a second language. One is a French immersion school in which not enough English-stream students enrolled. The other school offered a second language but no students enrolled.

Last year, all Grade 7 and 8 students took a second language. The courses were offered in the option block, which equaled 75 hours per grade, per year.

In addition to answering your specific questions, because of the interest in our rich and varied language programs, our Global Learning and Communications Services teams have prepared a background document on them. That document was posted on our website this afternoon.

I'd like to take this opportunity to provide some highlights from it:

- we are the largest provider of French Immersion in Alberta, with 7,248 students;
- our Spanish Bilingual program is now the largest in Alberta, with 2,500 students at eight schools;
- across the system, we have 24,409 students taking French as a second language this year;
- our Mandarin Bilingual program expanded to three schools this year and now attracts 385 students; and
- German Bilingual is accessed at two schools by 168 students.

At the high school level, we have:

- 2,240 students taking French as a second language;



- 2,082 students enrolled in Spanish Language & Culture programs;
- 176 students enrolled in our German Language & Culture programs; and
- 178 students enrolled in our Mandarin Language & Culture programs.

In addition, we also offer Korean, Cree and Blackfoot Language & Culture programs.

We are very proud of our track record of being a leader in second language learning in the province of Alberta and invite everyone to visit our website to see the rich opportunities that we offer."

## **6.0 ACTION ITEMS**

### **6.1 Summary of 2010-2011 Provincial Achievement Test and Diploma Examination Results**

Ms. C. Faber, Superintendent, Learning Innovation, introduced the report and gave a PowerPoint presentation highlighting the results. She noted that standardized tests allow for comparison of student performance across the province. The purpose is to determine whether students are learning what they are expected to, and to assist in monitoring and improving student learning. She noted that the CBE exceeds the province in many areas. The results provide a snapshot of student achievement and valuable information for planning for learning and developing opportunities.

Trustees posed questions and Administration's responses are summarized as follows:

- Students who are excused from participating in exams are given "Excused Status". In order to qualify, application is made to Alberta Education. Various criteria qualify for exemption such as English as a Second Language (ESL) students and special needs students. There was some discussion regarding the tracking of this data and it was noted that trends have been identified; however, a student analysis has not been done. The Board requested further information in regards to the non-writers or excused status.
- A detailed analysis is being done on the Knowledge and Employability exam results as well as on the First Nations Metis Inuit (FNMI) results. Administration is confident that these results will continue to improve.
- Several comments were made as to how well the CBE student achievement results compare to that of the province and it was noted that the CBE shows significant achievement worldwide as well. Outstanding results were achieved in science and math that exceed previous years significantly.
- An error was noted on page 6-3 of the report. It should have read French "Immersion" rather than French "Bilingual".
- Trustees commented that the report would have been easier to read with column headers. Superintendent Faber stated that this would be implemented in future reports. She noted that the results were received very late and that the report was completed within a short time period.
- Student participation in diploma exams and provincial achievement tests (PAT) cannot be similarly calculated because students writing diploma exams do so during a semester system where there are varying numbers of students writing different exams at different times. The provincial achievement tests are written by all participating students at the same time. Ms. R. Mosher, Director, Curriculum and Design, further noted that if a grade 10 student were to write a grade 12 diploma exam, it would not be counted with the results until the student was in grade 12.
- Comparative data helps to understand trends and performance levels and the significance of year over year participation rates becomes more meaningful over time. Results are considered in a variety of ways in order to reflect the diversity of students. There are different challenges to standardized testing. It was noted that students who complete high school in other ways such as

through Chinook Learning and CBe-Learn are not included in the results while gifted and talented students results are included in the general data.

MOVED by Trustee Ferguson:

**THAT the Board of Trustees receive the Summary of the 2010-2011 Provincial Achievement Test and Diploma Examination Results report for information.**

The motion was  
CARRIED UNANIMOUSLY.

Recessed at 7:13 p.m.  
Reconvened at 7:32 p.m.

## **6.2 Additional Funding for the 2011-12 School Year: Amount, Timing, Guidelines and Use**

Chief Superintendent Johnson introduced the report by expressing gratitude to the province on behalf of students for investing in the future and society, and on behalf of Administration to Trustees for welcoming the walk-in report with very recently provided information. She noted that Administration had anticipated and prepared for this one time funding as soon as Premier Redford was elected.

Trustees posed questions to which Administration replied and a summary of the main points of the discussion follows:

- Last year all class size funding was directed to Kindergarten to Grade 3. When it was removed from Grade 4 to Grade 6, it had an impact on Division 1.
- If Option 1 "Distribute directly to schools" were chosen it would be distributed in the same manner as the Resource Allocation Method that is currently used when funding is received from Alberta Education. Principals are given the authority to decide how it should be allocated at schools.
- There was some discussion regarding the \$4,200,000 to be directed to the Alberta Initiative for School Improvement (AISi). The AISi project that is currently in schools focuses on the personalization of learning. All Learning Leaders, including those hired for AISi projects, are hired on the basis of one year renewable contracts.
- This is one time funding. If additional staff were hired with this funding, it would be on a temporary contract basis to the end of June, 2012.
- Funding for the 1300 additional students will be provided for by the basic grant on a per student basis.
- If Option 2 "Allocating to specific program" were chosen, funding would be distributed to principals with specific use indicated.
- The priorities in the Three Year Plan have not changed and principals would be expected to continue to focus on these priorities.
- An error was noted on page 6 of the report. Option 2 "Allocating to specific programs" should have included a line item for "Classroom and Community Support Funding" in the amount of \$4,080.00.
- Alberta Education has not indicated any restrictions on how the additional funding is to be spent but how it is spent and how students would be affected must be reported by November 30, 2011. It was stipulated that the additional funding should not be used for transportation or software.



At 8:07 p.m. Chair Cochrane received consent of the Board to continue to the end of the Agenda.

- Administration is not making any recommendation at this time to reinstate any Central Services that were redesigned because of the budget cuts this year.
- A Trustee noted that deficits are expected again next year and that use of reserves might be an additional option to consider. Administration explained that there are no further discretionary reserves. There are some restricted reserves that have already been designated as follows: \$700,000 in music loan funds; \$3 million unrealized gains on investments; and \$1.5 million in Continuing Education.
- Trustees commented that none of the options are sustainable unless the funding framework from the province changes. This funding will impact the current students for one year.
- Trustees questioned if modifications could be made to the options presented to restrict some of the funding towards priorities such as small class size for Kindergarten – Grade 3, English as a Second Language students and reserves. Chief Superintendent Johnson stated that Trustees were welcome to make any modifications to the options presented but noted that if the funding were to be distributed directly to schools the principals would allocate the funding in the way that would work best for the students. Principals would be aware of the strategic guidelines from the system and the province.
- In response to a Trustee question, Ms. D. Lewis, Superintendent, Learning Services, stated that no psychological or speech language services were eliminated last year. The same level of service was maintained but a different service model was used. This service model is Area based, making it more accessible to schools. Principals and staff work with the support of Area Directors to identify needs and resource appropriate supports. For this year, they are managing, collecting data and working towards a single inclusive education system. Superintendent Lewis noted that the CBE has been recognized as a leader in this work by the province.

Recessed at 8:33 p.m.

Reconvened at 8:46 p.m.

MOVED by Trustee Taylor:

**THAT the Board of Trustees directs the Chief Superintendent to move forward with recommendation #1 in the report with priority areas as defined by the Board of Trustees.**

Motion to Amend

Trustee Taylor noted that in order to clarify her intent she would consent to the following replacement of the original motion:

**THAT the Board of Trustees directs the Chief Superintendent to distribute the \$19.2 million directly to schools. After directing \$4.2 million to AISI, \$15 million is to be directed to schools using the Resource Allocation Method.**

Trustees entered into debate on the motion and a summary of the comments in support of the motion follows:

- Trustees expressed confidence in the process that is currently used (RAM) and recognize that principals and schools are in the best position to ensure that the funding is distributed in a way that impacts students best.
- This funding is not sustainable, it is welcomed, but it is a short term fix. School boards across the province need predictable, sustainable funding.

- This option will capture some of the priorities that came out of the on-line survey.
- Although it will be disruptive to schools to infuse funding this late, it is important to distribute it as quickly as possible and this is the best option for that.
- A Trustee expressed concern that if this option is approved, instructions need to be clear to principals that staff who are hired from this funding will be on a short term contract to the end of this school year.

Chair Cochrane called for the vote on the motion.

The motion was  
CARRIED UNANIMOUSLY.

MOVED by Trustee King:

**THAT the Board of Trustees receives the *Additional Funding for the 2011-12 School Year: Amount, Timing, Guidelines and Use* report for information.**

The motion was  
CARRIED UNANIMOUSLY.

There was a brief discussion regarding whether any parameters or restrictions should be given with the funding that is directed to schools. Trustees commented in agreement that they are confident that Administration will communicate priorities and parameters to school principals.

## **7.0 MONITORING AND RESULTS**

### **7.1 Annual Monitoring of EL-7: Treatment of Staff and Volunteers**

Mr. J. Johnston, Superintendent, Human Resources, provided introductory comments. He noted that concerns that were expressed last year regarding volunteer security checks have been addressed and a tracking system is now in place. He acknowledged school based leaders for their part in this work. Superintendent Johnston also noted a new measure under Policy Provision 9 where the CBE received the maximum rebate of 20% on Workers Compensation benefits premiums through participation in the Partners in Injury Reduction program.

Chair Cochrane reviewed the criteria against which the Trustees are to judge this report, including that of reasonable interpretation of the policy, compliance with the policy and whether sufficient information has been provided. She noted also that any decision or comment of the Board of Trustees around non-compliance is in no way intended to be a vote of non-confidence for the Chief Superintendent.

Trustees posed questions and a summary of the responses from Administration follows:

- In response to a Trustee question regarding posting of internal leadership positions, Superintendent Johnston stated that this information was collected by an expression of interest in January, 2011. He further informed that a new director of People Development, Ms. T. Klotz, was recently hired and is in the process of creating a People Development plan. He stated that this plan could be available at a future Board meeting for information.
- All CBE volunteers undergo the same policy security check by Calgary Police Services. This includes off site activity volunteers, University of Calgary practicum students and employees. It was noted that security checks are not currently being done for contractors who work on school grounds but are not directly involved with students. This is work that is underway.



The security check process is now available on-line; however, there are times where, for a variety of reasons, Calgary Police Services require further information. Concern was expressed that this type of request is being sent home in student back packs. Chief Superintendent Johnson confirmed that this is not an appropriate practice and that Area Directors would be instructed to remind school principals of this.

- The Certificate of Recognition referred to on page 7-6 of the report under Policy Provision 9 is the same as the Core Audit. This report refers to the past year's audit.
- Ms. J. Barkway, Director, Client Services, Legal Affairs, responded to a Trustee question regarding privacy breach concerns by volunteers. She noted that a privacy breach report form is available to all employees who have access to the CBE on-line staffroom. Volunteers with privacy breach concerns should follow the Administrative Regulation on Complaints Reporting Process that is done through principals and Area Directors.

MOVED by Trustee Bowen-Eyre:

**THAT the Chief Superintendent has reasonably interpreted the provisions of this policy, *Executive Limitation 7: Treatment of Staff and Volunteers* and the Board of Trustees finds the Chief Superintendent to be in compliance.**

Trustee comments in support of the motion included that based on the results of this report, the Chief Superintendent has reasonably interpreted this Executive Limitation and in many instances has reached exemplary standards. It was commended that there is a tracking system now in place for volunteer security checks.

The motion was  
CARRIED UNANIMOUSLY.

Motion Arising:

MOVED by Trustee King:

**THAT the Board of Trustees commends the Chief Superintendent for exemplary performance in providing safe working conditions as evidenced in the 20% rebate received with the Injury Reduction Program.**

A Trustee commented in support of the motion that given the size of our school system and the large volume of visitors, staff and volunteers, achievement of the maximum safety rebate deserves commendation.

The motion was  
CARRIED UNANIMOUSLY.

## **7.2 Annual Monitoring of EL-16: Learning Environment/Treatment of Students**

Superintendent Lewis provided introductory remarks.

Chair Cochrane reviewed the criteria against which the Trustees are to judge this report, including that of reasonable interpretation of the policy, compliance with the policy and whether sufficient information has been provided. She noted also that any decision or comment of the Board of Trustees around non-compliance is in no way intended to be a vote of non-confidence for the Chief Superintendent.

Trustees posed questions to which Administration responded and a summary of the discussion follows:

- Area Directors have been asked to discuss fire drills with principals in order to ensure 100% compliance.
- Director Mosher provided clarification regarding Measure 1.2 and the dis-aggregated results from the Accountability Pillar Survey. She noted that while some questions are individually directed to parents, students or teachers, the responses are combined.
- The CBE recommends that lock down drills are practiced twice per year in schools at every level, Kindergarten – Grade 12. Parents are notified when they are scheduled, commonly during Safety Week and alongside resource officers at the high school level.

MOVED by Trustee King:

**THAT the Chief Superintendent has reasonably interpreted the provisions of this policy, *Executive Limitation 16: Learning Environment/Treatment of Students* and the Board of Trustees finds the Chief Superintendent to be in compliance.**

Motion to Amend

MOVED by Trustee Bowen-Eyre:

**THAT the motion be amended to add “with the exception of policy sub-part 1 *Fail to assure a culture that is characterized by mutual respect*” as outlined by sub-section 1.2 and 1.4.**

Trustee comments in support of the motion included that the report shows that the Chief Superintendent has recognized that this result was not achieved, although the measure is not described fully and may be misplaced. It was noted that quantitative data is what Trustees are looking for in monitoring reports.

A Trustee not in support of the motion commented that several of the other measures in this sub-section are acceptable, and that they accept the argument regarding the reliability of this measure.

Chair Cochrane called for the vote on the motion.

The motion was  
CARRIED.

In Favour: Trustee Bowen-Eyre  
Trustee King  
Trustee Cochrane  
Trustee Lane  
Trustee Taylor  
Trustee Bazinet

Opposed: Trustee Ferguson

Motion to Amend

MOVED by Trustee Ferguson:

**THAT the motion be amended to add “with the exception of policy sub-part 6 *Fail to provide safe learning conditions for students.*”**

Trustee comments in support of the motion were that there are several measures that were not achieved and there is a need to address this issue. Concern was expressed that Measure 6.8: % of schools with a certificated employee with current suicide intervention training was not met and this should be given careful attention.



The motion was  
CARRIED UNANIMOUSLY.

Chair Cochrane called for the vote on the amended motion to read as follows:

**THAT the Chief Superintendent has reasonably interpreted the provisions of this policy, *Executive Limitation 16: Learning Environment/Treatment of Students* and the Board of Trustees finds the Chief Superintendent to be in compliance with the exception of policy sub-part 1 and policy sub-part 6.**

Trustee comments in support of the motion included: Overall, the learning environment and treatment of students is good and students are doing very well in comparison with the province; several of the other measures have been met.

Trustee comments not in support of the motion included:

- The two sub-parts that are not in compliance are very significant.
- Although measures 2, 3 and 4 are not out of compliance, there is a lack of evidence of achievement.
- Although it is believed that the Chief Superintendent has established a safe, caring learning environment, that is not what is reflected in the report.

The motion was  
DEFEATED.

In Favour: Trustee Ferguson  
Trustee Cochrane  
Trustee Lane

Opposed: Trustee Bowen-Eyre  
Trustee King  
Trustee Taylor  
Trustee Bazinet

## **8.0 POLICY DEVELOPMENT AND REVIEW**

### **9.0 CONSENT AGENDA**

Chair Cochrane declared the following items to be adopted as submitted:

#### **9.1 Board Consent Agenda**

##### **9.1.1 Approval of Minutes**

- Regular Meeting held September 27, 2011

**THAT the Board of Trustees approves the Minutes of the Regular Meeting held September 27, 2011, as submitted.**

##### **9.1.2 Correspondence**

**THAT the Board of Trustees receives the following correspondence for information and for the record:**

- E-mail dated September 8, 2011 received from Keray Henke, Deputy Minister, Alberta Education, addressed to all superintendents of public, separate, francophone and charter school boards and executive directors of stakeholder associations regarding update on change agents and capacity building within Action on Inclusion.

- Correspondence dated September 12, 2011 received from Lavonne Adams, Business Operations Manager, Business Operations & Stakeholder Support Branch, Alberta Education, addressed to board chairs of the Calgary School District, the Calgary Roman Catholic Separate School District, the Okotoks School District, and the Foothills Roman Catholic Separate School District enclosing a copy of the Ministerial Order 057/2011, Boundary Adjustment Order.

9.1.3 ASBA Liaison Report

THAT The Alberta School Boards Association (ASBA) liaison report containing the ASBA Board of Directors' Meeting Highlights dated September 8-9, 2011 be received for information.

9.2 Chief Superintendent Consent Agenda

9.2.2 Appointment of Corporate Secretary

THAT the Board of Trustees receives the attached correspondence for information and the record.

9.2.3 Report on the Financial Status of Operating Reserves and Designated Funds as at August 31, 2011

1. THAT information regarding all provisional transfers to and from operating reserves and balances at August 31, 2011, be received for monitoring information and for the record as outlined in Attachment I.
2. THAT a transfer of \$1,282,584 to the Unrealized Investment Gain/Loss Reserve, reflecting unrealized investment gains experienced during the 2010/11 fiscal year, be approved.
3. THAT a transfer of \$279,973 to the Continuing Education Fee Stabilization Reserve tied to a surplus from continuing education services, be approved.
4. THAT a transfer of \$1,500,000 from the Utility Expense Stabilization Reserve, to fund the current year operating deficit, be approved.
5. THAT a transfer of \$3,074,000 from the Administrative Systems Renewal Reserve, to fund the current year operating deficit, be approved.
6. THAT a transfer of \$2,000,000 from the General Instruction Reserve, to fund the current year operating deficit, be approved.
7. THAT a transfer of \$3,000,000 from the Fiscal Stability Reserves, to fund the current year operating deficit, be approved.
8. THAT a transfer of \$1,317,411 from Unrestricted Net Assets (UNA) Operating Surplus, to fund the expected residual annual operating deficit, be approved.

9.2.5 September 30 Student Enrolment Summary 2011

THAT the September 30<sup>th</sup> Student Enrolment Summary 2011 be received for information.

9.1.4 CAPSC Liaison Report

Trustee Taylor introduced the report by informing that she had expected this item to be listed on the Agenda as an Action Item rather than on the Consent Agenda. She explained that it is important that when the Board is looking at approval of a grant, consideration should be given to the criteria used. She suggested that consideration be given to developing a Board policy for grant approvals.



MOVED by Trustee Taylor:

**THAT the Board of Trustees approves the funding request for the Calgary Association of Parents and School Councils for the 2011/12 school year, in the amount of \$7,800.**

Trustee comments in support of the motion included:

It is important to approve these grant requests separately as other groups have asked on what basis these decisions are made. The Board should develop parameters around funding.

CAPSC is the officially recognized stakeholder group representing the parent voice in the CBE and they provide a valuable service.

It is important for parents to have the opportunity to have their voices heard at the stakeholder level and for parents to hear what is happening at other schools. This forum is provided by CAPSC.

The motion was  
CARRIED UNANIMOUSLY.

#### 9.2.1 Chief Superintendent Update

Trustee Taylor stated that this report was removed from the Consent Agenda in regards to how the Trustee inquiry was answered on page 9-41.

Ms. D. Meyers, Superintendent Finance & Supply Chain Services, explained that the third quarter forecast for net operating surplus was provided in the graph as requested. The schedule shows this number as well as the amounts before reserves, because it is important to understand that the net amount is often affected by a change in how much flow thru there is to, or from, reserves.

Superintendent Meyers commented on the accurate forecasting over the past ten years, noting that projections have never been more than 2% off. She noted some of the expenditures that are not included take place in the fourth quarter such as gains on property sales, and fluctuations on investment income and unrealized gains on investment.

Mr. W. Braun, Director, Corporate Financial Services, noted that over the past ten years there have been unique events that occurred in the fourth quarter. These included such things as disposition of property; settlement of statement of claim; 2000-2006 trying to pay down deficit; delayed maintenance work in facilities due to availability of trades; and vacancies in staffing. He noted that projections are often conservative and for 9 out of 10 years, the variance has been positive.

MOVED by Trustee Taylor:

**THAT the Board of Trustees receives the Chief Superintendent's Update report for information.**

The motion was  
CARRIED UNANIMOUSLY.

#### 9.2.3 Capital Budget and Reserves Status Report

Trustee Bazinet referred to page 9-60 of the report and questioned why the Lord Shaughnessy Career and Technology Centre is listed under Alberta Infrastructure funded projects rather than funded by the Board. Director Braun informed that the initial cost estimate of under \$5 million was low and when it was later discovered that the costs would be closer to \$9 million, Alberta Education was approached to fund it through four funding sources as follows:

- \$3.6 million Infrastructure Maintenance Renewal (IMR) funding;
- \$3 million surplus from Alberta Infrastructure funded school projects;
- Interest on funding from the province; and
- \$1.3 million from previous disposal of a restricted funds school site in which the province had a share of,

Director Braun noted that the Minister of Education approved all of these funding sources for a total of \$9 million in the fall of 2010 and it was presented to the Board of Trustees on November 2, 2010 in a quarterly report. In March of 2011 the budget was amended for a second time as tenders for the project came in higher than expected and additional funding was required.

MOVED by Trustee Bowen-Eyre:

1. **THAT** information regarding all budget revisions and previously approved transfers, as outlined in this report for the period June 1 to August 31, 2011 inclusive, be received for monitoring information and for the record.
2. **THAT** attachments I to IV, reflecting actual capital expenditures for the period June 1 to August 31, 2011 and actual expenditures for the year ending August 31, 2011, be received for monitoring information and for the record.
3. **THAT** the net capital carry forward amounts of \$11,544,993 for Board Funded projects (\$5,654,993 non-facility related and \$5,890,000 facility related) at August 31, 2011 and as identified in Attachment IV, be approved for the completion of the associated projects in 2011/12.
4. **THAT** the \$33,945 in proceeds from the disposal of capital equipment assets be placed in Capital Reserves (Attachment IV).

The motion was  
CARRIED UNANIMOUSLY.

#### **10.0 TRUSTEE NOTICES OF MOTION**

There were no Trustee notices of motion.

Recessed at 10:26 p.m.  
Reconvened at 10:36 p.m.

#### **11.0 IN-CAMERA ISSUES**

##### **11.1 Motion to Move In Camera**

MOVED by Trustee King:

**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, Tuesday, October 18, 2011 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.

##### **11.2 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.

MOVED by Trustee King:

**THAT Oracle Canada ULC be awarded the contract to be CBE's Oracle Upgrade Implementation Partner, for a fixed price of \$2.1 million.**

The motion was  
CARRIED UNANIMOUSLY.

Chair Cochrane declared the following items on the Consent Agenda to be adopted as submitted:

**11.3.1 Modular Unit Request for 2012-2013 School Year**

- 1. THAT new modular units be requested as part of the annual approvals from the Province for four new modular units at McKenzie Towne School and two new modular units at Panorama Hills School for the 2012-2013 school year.**
- 2. THAT ministerial approval for demolitions be requested from the Province to demolish four portables and replace with four new modular units at John G. Diefenbaker High School, and to demolish three units and replace with four new units at Dalhousie School for the 2012-2013 school year.**
- 3. THAT ministerial approval be requested for demolition of two units at F.E. Osborne School and one unit at Falconridge School during summer 2012.**

**11.3.2 Private Correspondence**

**THAT the Board of Trustees receives the following correspondence for information and for the record, in the form as submitted:**

- Letter dated October 5, 2011 to Ms. Jacquie Hansen, Chair, Alberta School Board Association, from Vice-Chair Lynn Ferguson, requesting clarification regarding the proposed parameters for a Framework Agreement.

**12.0 ADJOURNMENT**

Chair Cochrane declared the meeting adjourned at 10:49 p.m.

