

CALGARY BOARD OF EDUCATION

Minutes of the Regular Meeting of the Board of Trustees (the “Board”) held in the Multipurpose Room, Education Centre, 1221 – 8th Street SW, Calgary, Alberta on Tuesday, November 27 at 3:00 p.m.

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
Ms. D. Lewis, Superintendent, Learning Services
Ms. D. Meyers, Superintendent, Finance and Supply Chain Services
Mr. K. Peterson, Acting Superintendent, Human Resources
Mr. R. Peter, Chief Communications Officer
Ms. L. Safran, Acting General Counsel
Ms. J. Barkway, Corporate Secretary
Ms. D. Perrier, Recording Secretary

Stakeholder Representatives:

Ms. L. Robb, Calgary Board of Education Staff Association
Mr. F. Bruseker, Alberta Teachers’ Association, Local 38
Ms. H. Lawrence, Elementary School Principals’ Association
Mr. P. Ormiston, Principals’ Association for Adolescent Learners (PAAL)
Mr. J. Scott, Principals’ Association for Adolescent Learners (PAAL)

1 | CALL TO ORDER, NATIONAL ANTHEM AND WELCOME

Chair Cochrane called the meeting to order at 3:00 p.m. and acknowledged and welcomed representatives from the aforementioned organizations.

O Canada was led by Anna, a grade 9 student from Alice Jamieson Girls’ Academy program at Stanley Jones School.

2 | CONSIDERATION/APPROVAL OF AGENDA

Ms. J. Barkway, Corporate Secretary, noted that there were no public comments to be made under Item 6.0, and that requests were made for the removal of the following items from the Consent Agenda: Item 8.3, EducationMatters Financial Report, Item 8.4, ASBA Zone 5 Liaison Report, and Item 9.1, Chief Superintendent's Update. These three items will be considered immediately following the Consent Agenda.

MOVED by Trustee Taylor:

THAT the Agenda for the Regular Meeting of November 27, 2012, be amended to add an information request for all Board motions pertaining to the National Sport School from 2008 to present, and a copy of the lease agreement for the National Sport School.

Trustee Taylor noted that she had submitted a request for this information to the Chief Superintendent, who advised that the request be referred to the Board for authorization.

Trustee comments in favour of the amendment are summarized as follows:

- This request for information is being made in order to learn about the history of the National Sport School, which has been of recent public interest and has had some media coverage. It is acknowledged that some of the information being requested is public and some of it is private.
- The belief was shared that it is appropriate to bring this request to a public meeting and before the entire Board for a decision.
- Support for the amendment to the agenda was expressed, but it was noted that it would have been helpful to have the details of the request for information in writing prior to debating the late addition to the agenda.

Trustee comments in opposition to the amendment are summarized as follows:

- The purpose behind the request to add the item has not been made clear.
- The belief was shared that this request for information should be made at a private meeting of the Board of Trustees.
- Concern was expressed about the possibility that inadvertent reference may be made to confidential issues surrounding the National Sport School.

Chair Cochrane called for the vote on the amendment.

The amendment was
CARRIED.

In favour:	Trustee Bazinet Trustee Bowen-Eyre Trustee King Trustee Taylor
Opposed:	Trustee Cochrane Trustee Ferguson Trustee Lane

MOVED by Trustee King:

THAT the Agenda for the Regular Meeting of November 27, 2012 be approved as amended.

The motion was
CARRIED UNANIMOUSLY.

3 | **AWARDS AND RECOGNITIONS**

3.1 **Lighthouse Award**

Ms. M. Levy, System Principal, Corporate Partnerships, introduced Cardel Homes as the recipient of this month's Lighthouse Award. She highlighted Cardel's contributions towards helping students in broadcasting, sports, and art, which are summarized as follows:

- *The Cardel Kidcasters Program* was created in partnership with Cardel Homes, the Calgary Board of Education and Lisa Bowes from CTV Calgary as a way to introduce students to the world of broadcast journalism. The program consists of on-camera writing assignments, interviews and oral presentations. The goal is to expose 12- and 13-year-olds to the television industry, their community and athletic role models.
- *Cardel Classroom Lacrosse* program. Cardel in partnership with Calgary Roughnecks and Triumph Lacrosse and in particular, Andrew McBride, sponsored ten CBE schools for their classroom lacrosse program.
- *The Cardel Homes Art-a-Thon* is an opportunity for grades 10 to 12 students to express themselves and showcase their creative artistic talents. It may also bring them additional financial support to pursue their artistic learning. \$20,000 in scholarships has been given out to date to high school students and another \$10,000 will be given out in January 2013. The fabulous art work is displayed at Cardel Place.
- Cardel donates their Cardel Theatre space for the Leaders of Tomorrow Youth Volunteer Celebration of Volunteer Calgary. This is for all students who have been recognized for their volunteer achievements. CBE often has recipients of this prestigious award.
- *The Cinderella Gown Project* benefited from a donation of \$2500 in 2012.
- Several senior high athletes are supported by scholarships valued at \$4000 over the last three years as part of the HSBC Basketball tournament.

Ms. Levy stated that the CBE sincerely appreciates the support provided by Cardel Homes, its staff and community partners, and looks forward to continuing this partnership.

On behalf of Cardel Homes, Ms. J. Taylor, Marketing and Community Relations Coordinator, and Ms. L. Marek-Koski, Marketing and Community Relations Manager, accepted the Lighthouse Award from Chair Cochrane and shared some words in appreciation of the partnership.

Chair Cochrane noted that teachers in our schools know how important it is to connect students to real experiences, to have relevant, real-world learning. She pointed out that the Board is grateful for this partnership and the support it gives to the learning of our students.

4 | RESULTS FOCUS

4.1 Alice Jamieson Girls' Academy program at Stanley Jones School

Ms. S. Church, Director, Area II, shared brief remarks about Alice Jamieson Girls' Academy, noting that it is an alternative program for girls in grades four to nine. She called forward Ms. S. Fowler-Brown, Assistant Principal, to commence the presentation.

Ms. Fowler-Brown provided a review of their students' provincial achievement results, from 2008-2012. She also reviewed their grade nine Science results, which have consistently improved over the past five years, at both the acceptable level and the standard of excellence. The school has a number of protocols, which can be viewed on the school website. Two grade nine students, MacKenzie and Sophie, shared comments about their individual experience in working with the IRIS student portal. Within IRIS, students set up their personal profile and create and track their personal learning plan, a learner profile, and set their goals and strategies towards academic achievement and personal best. Students and teachers are able to access IRIS at any time with a log in account, and communicate within that account, to share ideas and feedback.

Ms. U. Steele, Principal, concluded the presentation, noting that there is a heightened sense of sharing goals between students, parents and teachers. The students reflect on their goals on an ongoing basis, moving their thinking through a different sphere, and with teacher support, they build on each other's knowledge.

On behalf of the Board of Trustees, Chair Cochrane expressed appreciation for the school presentation.

4.2 Results 2: Academic Success – English Language Arts – Annual Monitoring

Chief Superintendent Johnson provided highlights of the monitoring of R-2: Academic Success - English Language Arts (ELA). She noted that the report captures student voices, teacher reporting, and standardized provincial exam results. Academic success and progress is evident in ELA in the CBE across Grades 3, 6, 9 and 12. Strong levels of achievement are evident in provincial exam results in 2011-2012, and the CBE performs well compared to the province with overall patterns of improvement evident at all grade levels, with particular success in Grade 3 and ELA 30-1. Continued improvement will focus in the areas of personalizing learning and increasing performance for all students, with a particular attention to Grade 9 Knowledge and Employability (KAE), and to the Grade 6 standard of excellence.

Chair Cochrane noted that trustees are to determine whether or not the report provides sufficient evidence that the CBE has made reasonable progress towards achieving the Result, and to build a portfolio of the Chief Superintendent's performance in the Results side of the Chief Superintendent's job expectations. The emphasis for monitoring results is not on compliance, but rather on reasonable progress.

Trustee questions were addressed by Administration and are summarized as follows:

- This is the third consecutive year that the CBE has held a concern with the ELA Grade 9 KAE achievement results. The belief was shared that we are making progress in having the appropriate students in this group of courses and special attention has been given and will be given to this group of learners.
- With respect to the Grade 9 ELA results at the acceptable level, Alberta Education's comparison of the current year's result to the three-year average shows some decline, but when the five-year span is viewed, those results are fairly stable. Administration also looked at the prior level of achievement information that was provided by Alberta Education, and that information indicates a positive impact for the students between grades 6 and 9. The province has not asked the CBE for targets in relation to the Grade 9 ELA achievement at the acceptable standard.
- The issue surrounding the high number of CBE students who did not write the ELA Grade 9 KAE exam is that we still have a lot of work to do in helping our schools understand which students the KAE courses are suitable for. There has been significant work done in this area by our CBE administrators, which has been acknowledged by Alberta Education. In terms of student participation in either the writing part or the reading part, it is likely impacted more by illness or absence, or perhaps by the student's lack of confidence leading to an absence.
- This data is used in many ways by many people. It is analyzed at the school level in detail, looking at all the pieces around reading and writing. This data is shared with parents, and it is used to help teachers look at what parts of the curriculum they need to focus on. The data is also looked at by Area and it is also combined with our early years' data to get a bigger picture of what each of the Areas look like, where it is that schools are having challenges and how schools are resourced.
- The use of the survey questions for this monitoring report were not interpreted too deeply because Administration felt that more stability was required. In relation to the new information sources, a broader picture is required and at this point in time the Administration is attempting to understand how it will use the information together with provincial achievement test and diploma exam information, to look for patterns and correlations in order to provide more meaningful interpretations.
- Reference was made of page 4-45 of the report, to the chart showing the percentage of elementary students who acquire and apply strategies for reading. Administration commented on the nearly 18% of students who are not acquiring the strategies. The report cards indicate those students who are learning with an IPP, and those who are English as a Second Language students, which reflects in the total percentage of students reported on in this data set. Administration is hoping to gain more understanding between the data sets by bringing the school based assessments and the standardized assessments together in the monitoring reports.
- With respect to Grade 9 KAE achievement results it was noted that the tests are relatively new and not stable enough to produce a trend or a pattern. Knowledge and Employability is a series of courses – it is not a program. It is known that CBE students are experiencing success with the KAE courses; but the question is whether they are experiencing as much success as they could. The course level begins in Grade 8 and it is believed that the discussion as to whether or not a student is a best

fit for taking the KAE courses likely comes about through resource group meetings, through conversations amongst teachers, and conversations between teachers and parents. The students are identified one by one and each school needs to offer curriculum in this area, which can sometimes be a challenge with a low number of students taking the courses.

- Each year when the provincial results for achievement tests and diploma exams are released our Administration participates in a conversation with members of the learner assessment group within Alberta Education. In regards to the 2012 Grade 6 ELA standard of excellence achievement results, the CBE Administration posed a question about those results, and Alberta Education stated that they did not consider it to be a concern.
- A concern was expressed about the Grade 9 ELA provincial achievement test results at the acceptable standard. Administration commented on the strategies to be engaged for the improvement targets for ELA Grade 6, noting there are plans to extend the same professional learning opportunities to teachers in Grade 9, because there is a strong correlation with practices. It is recognized that on a three-year view it does not look very good and the goal is to engage those teachers before looking at a four or five-year declining pattern. Although this was not identified as a specific focus, it is certainly being attended to.

MOVED by Trustee Ferguson:

THAT the Board of Trustees has reviewed the monitoring report on Results 2: Academic Success – English Language Arts, and concludes that reasonable progress is being made toward the ultimate achievement of this results policy.

MOVED by Trustee King:

THAT the motion be amended to include “with the exception of the requirement for student achievement in the area of Grade 9 Knowledge and Employability English Language Arts”.

There was no debate of the amendment to the main motion. Chair Cochrane called for the vote on the amendment.

The amendment was
CARRIED UNANIMOUSLY.

MOVED by Trustee Bazinet:

THAT the motion be amended to include “with the exception of the requirement for student achievement in the area of Grade 9 English Language Arts Provincial Achievement Test results at the acceptable standard”.

Trustees debated the amendment and comments in favour are summarized as follows:

- This has been identified by the province as an issue, and yet they have not asked for targets from the CBE. It is believed that the CBE needs to work on this area and ensure that the number of students to achieve at the acceptable standard goes up. If

we do not address the matter it will not change, and it is believed that we can do better for our students in this very important area.

- Reference was made of the chart on page 4-39 of the report, which takes the province out of the equation and shows that the decline in our student results at the acceptable level is an issue.

Trustee comments in opposition to the amendment are summarized as follows:

- Although the percentage of CBE students achieving at the acceptable standard has fallen, the provincial achievement numbers have fallen even further and that may be an indication of a provincial trend, for reasons unknown.
- Reference was made of page 4-51 of the report, to the indicator about experiencing success with reading skills. We do not talk about individuals at the Grade 9 level as being an indicator of this success. In looking at the success of students in Grade 9 on English Language Arts, not only are we above provincial achievement test results at the acceptable standard, but at the standard of excellence the CBE is actually on a climb upwards, and is ahead of the province.

Chair Cochrane called for the vote on the amendment.

The amendment was
CARRIED.

In favour:	Trustee Bazinet Trustee Cochrane Trustee King Trustee Taylor
Opposed:	Trustee Bowen-Eyre Trustee Ferguson Trustee Lane

Chair Cochrane stated the main motion, as amended, as follows:

THAT the Board of Trustees has reviewed the monitoring report on Results 2: Academic Success – English Language Arts, and concludes that reasonable progress is being made toward the ultimate achievement of this results policy, with the exception of the requirement for student achievement in the area of Grade 9 Knowledge and Employability English Language Arts, and with the exception of the requirement for student achievement in the area of Grade 9 English Language Arts Provincial Achievement Test results at the acceptable standard.

The motion was debated by trustees as follows:

- The belief was stated that reasonable progress towards achieving the desired results for students in ELA has been demonstrated. The report has numerous indicators showing strong levels of achievement across grade levels, and also a pattern of improvement.
- This is a strong showing for our large and complex school system. Literacy is a core competency and skill that our students need to have going forward and it is clear that

we are very strong in that area and our students are achieving very well by the standards that the province has set and by our own standards.

Chair Cochrane called for the vote on the motion.

The motion was
CARRIED UNANIMOUSLY.

Recessed: 5:00 p.m.
Reconvened: 5:19 p.m.

MOVED by Trustee Bowen-Eyre:

THAT the Board of Trustees commends the Chief Superintendent for strong levels of student achievement in English Language Arts in the following areas:

- **Grade 3 PAT acceptable standard and the standard of excellence;**
- **Grade 6 PAT acceptable standard;**
- **Grade 9 PAT standard of excellence;**
- **ELA 30-1 diploma results acceptable standard and the standard of excellence; and**
- **ELA 30-2 diploma results acceptable standard and the standard of excellence.**

The motion was
CARRIED UNANIMOUSLY.

5 | OPERATIONAL EXPECTATIONS

5.1 OE-4: Treatment of Employees – Annual Monitoring

Mr. K. Peterson, Acting Superintendent, Human Resources, provided a brief overview of the contents of the report. He noted that in June 2012 the Board revised OE-4 with respect to the approval of collective bargaining mandates, the ratification of collective agreements, and the approval of Exempt compensation. As these policy expectations were added after the reasonable interpretation was approved by the Board, the interpretation and indicators for policy subsections 4.10 and 4.11 are presented in the monitoring report for the first time.

Chair Cochrane noted that Trustees are to determine whether the Chief Superintendent is in compliance with OE-4: Treatment of Employees, based on the Board's previously approved interpretation and indicators. She pointed out that any decision or comment of the Board of Trustees around non-compliance of the operational expectation, or any part of it, is in no way intended to be a vote of non-confidence for the Chief Superintendent.

Trustees posed questions, to which Administration responded and the following is a summary of the discussion that took place:

- With respect to policy subsection 4.1, Administration clarified that the indicator of compliance was not achieved due to the response in Action Manager by two

principals that two noon supervision employees began work before the police information check process was completed.

- Police information checks are done only at the point of hire and subsequent to that, the Administrative Regulation related to security clearances places a positive onus on employees to disclose any charges during the course of their employment.
- Indicator of compliance #1 for policy sub-section 4.6 was not achieved. There are ten positions held by 15 employees for whom there is no position description on file. Regarding indicator of compliance #3, the process of reviewing and determining accuracy of all position descriptions was completed during the monitoring cycle.
- Reference was made to the statement on page 4-3 of report, about principals being asked by Human Resources to continue with the employment of two noon supervision employees. Administration provided examples of when these exemptions would occur, including when a volunteer clearance was already on file for an individual, and where an employee had a previous clearance on file.
- Employees who are a substitute teacher or a casual assistant are all screened to ensure they are appropriately qualified for those positions. The processes are designed to create the strongest match between the teacher that is deployed in the requirement of a particular assignment.
- It was questioned how evidence of compliance #1, which refers to Administrative Regulations, meets the requirements of indicator of compliance #1. Administration noted that the Board-approved indicator of compliance requires at least three internal mechanisms that support respectful resolution of employees' issues be developed, communicated and maintained. The evidence of compliance offers seven mechanisms and the four Administrative Regulations quoted all contain within them varying degrees of processes whereby employee complaints and concerns can be addressed. The internal mechanisms are communicated to employees in a variety of ways, including through teacher engagement; through ongoing verbal discussions amongst union members and non-members; by the provision of hard copies of the ARs and/or reference to where they can be found on the CBE website; in collective agreements; through safety newsletters that are emailed and posted; and at the point of hire.

At 5:53 p.m. Chair Cochrane received the consent of the Board to continue the meeting to the completion of the agenda.

MOVED by Trustee Lane:

THAT the Board of Trustees approves that the Chief Superintendent is in compliance with the provisions of OE-4: Treatment of Employees.

MOVED by Trustee Bowen-Eyre:

THAT the motion be amended to include "with the exception of policy subsection 4.7".

(For clarification, policy subsection 4.7 states “The Chief Superintendent will protect confidential information.”)

The amendment was
CARRIED UNANIMOUSLY.

MOVED by Trustee Bowen-Eyre:

THAT the motion be amended to include “with the exception of policy subsection 4.6”.

Trustees debated the amendment and their comments of support are summarized as follows:

- The evidence of compliance notes that there were 10 positions affecting 15 employees that did not have current job descriptions in place, and the policy states that all employee positions are to have adequate job descriptions maintained.
- It is important to have position descriptions in place, and especially for new hires to understand the aspects of the job that they are expected to undertake.

Trustee comments in opposition to the amendment are summarized as follows:

- Of the three indicators for this policy subsection, two indicators were achieved. It is believed that out of the total active positions the .1 percent that did not have a position description should not overtake the achievement of the other two indicators.
- The belief was shared that it is a huge undertaking to review 787 position descriptions, and in one round of budget cuts there were position cuts of staff that would have been responsible for performing this review.

(For clarification, policy subsection 4.6 states “The Chief Superintendent will effectively handle complaints and concerns.”)

Chair Cochrane called for the vote on the amendment.

The amendment was
CARRIED.

In favour:	Trustee Bazinet Trustee Bowen-Eyre Trustee Lane Trustee Taylor
Opposed:	Trustee Cochrane Trustee Ferguson Trustee King

MOVED by Trustee Bazinet:

THAT the motion be amended to include “with the exception of policy subsection 4.13.”

Trustee comments in support of the amendment are summarized as follows:

- It is understood that there is no evidence of compliance at this time because a process for gathering information from employees is currently under review, which is why the exception motion was put forward. The two reasons that a Board would view a matter as out of compliance is that there was evidence of non-compliance or that there was not enough information provided to determine compliance.
- Situations do arise in these monitoring reports where the information is not yet available and by stating that the Chief Superintendent is in compliance with exceptions is not to say that it is a fault of Administration in any way, but it is only a statement that clear evidence has not been provided to warrant that the indicators of compliance have been met. It would be preferred to have some activity based evidence provided in these situations, rather than having no evidence.

Trustee comments in opposition to the amendment are summarized as follows:

- It is felt to be impossible to look at a non-applicable indicator that was established for a policy subsection and approved in March 2012. It is believed that the policy subsection and its associated indicator are not applicable to a Board decision of compliance or non-compliance at this time.
- There may not be evidence of compliance, but there is also no evidence of non-compliance. Administration has yet to put measures in place.
- The employee engagement survey that is noted as an indicator of compliance has not been completed.

(For clarification, policy subsection 4.13 states “The Chief Superintendent will reasonably include people in decisions that affect them.”)

Chair Cochrane called for the vote on the amendment.

The amendment was
DEFEATED.

In favour:	Trustee Bazinet Trustee Taylor
Opposed:	Trustee Bowen-Eyre Trustee Cochrane Trustee Ferguson Trustee King Trustee Lane

MOVED by Trustee Taylor:

THAT the motion be amended to include “with the exception of policy subsection 4.1.”

Trustee comments in favour of the amendment are summarized as follows:

- The report clearly states that the indicator of compliance for this policy subsection was not achieved. Although it appears that there are good processes in place at the time of hiring, the verification of past employment and verification of academic

credentials had no tracking mechanism in place in 2011-2012, and this is felt to be an area of sensitivity.

- A trustee provided her opinion that there is no evidence that background checks are being done.

Trustee comments in opposition to the amendment are summarized as follows:

- The report provides rationale for the two exceptions of hiring the noon supervision employees before the police information check processes were completed, and it is believed that reasonable decisions were authorized in the two instances.
- The indicator that was approved in March 2012, regarding verification of past employment and verification of academic credentials, is felt to be not applicable as evidence at this time.
- In response to a trustee statement that there is no evidence that background checks are conducted, and a point of information raised by another trustee, Chair Cochrane indicated that the report clearly states that 99% of new hire or rehired paid employees successfully passed a vulnerable sector police information check.

(For clarification, policy subsection 4.1 states "The Chief Superintendent will conduct extensive background inquiries and checks prior to hiring any paid personnel.)

Chair Cochrane called for the vote on the amendment.

The amendment was
DEFEATED.

In favour: Trustee Bazinet
Trustee King
Trustee Taylor

Opposed: Trustee Bowen-Eyre
Trustee Cochrane
Trustee Ferguson
Trustee Lane

Chair Cochrane stated the main motion, as amended, as follows:

THAT the Board of Trustees approves that the Chief Superintendent is in compliance with the provisions of OE-4: Treatment of Employees, with the exceptions of policy subsection 4.6 and policy subsection 4.7.

Trustee comments in debate of the motion are summarized as follows:

- The belief was shared that our employees are fairly treated. The number of grievances has gone down considerably and the CBE does not have a high employee turnover rate.
- Appreciation was noted for the comprehensiveness of the monitoring report, for the clear explanation of Action Manager, for the good work by Administration in the creation of collaborative processes, and for the honesty provided where compliance had not been met.

Chair Cochrane called for the vote on the motion.

The motion was
CARRIED.

In favour: Trustee Bowen-Eyre
Trustee Cochrane
Trustee Ferguson
Trustee King
Trustee Lane

Opposed: Trustee Bazinet
Trustee Taylor

5.2 OE-10: Instructional Program – Annual Monitoring

Superintendent Lewis provided brief highlights of the contents of the monitoring report. She pointed out that the work of assessment, both formative and summative, is moving forward in our schools with intention and with rigour. The not applicable flag reflects that during the 2011-2012 year our tracking mechanisms did not gather the data at the level required by the new indicators, but the report does put forward assessment data that illustrates achievement in specific areas, and it is known from the work at schools that gains are being made.

Chair Cochrane noted that Trustees are to determine whether the Chief Superintendent is in compliance with OE-10: Instructional Program, based on the Board's previously approved interpretation and indicators. She pointed out that any decision or comment of the Board of Trustees around non-compliance of the operational expectation, or any part of it, is in no way intended to be a vote of non-confidence for the Chief Superintendent.

MOVED by Trustee Bowen-Eyre:

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

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

- The report demonstrates that provincially approved courses and curriculum are available in many different forms for our students, and that instructional programs support our students intellectually, socially, physically and emotionally, and that personalization of learning for all of our students is evident by our measures of success.
- Appreciation was noted by some trustees for the high level of detail provided in the monitoring report.

Chair Cochrane called for the vote on the motion.

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee Ferguson:

THAT the Board of Trustees commends the Chief Superintendent for supporting children as individuals emotionally, intellectually, physically, socially and spiritually.

The motion was
CARRIED UNANIMOUSLY.

6 | PUBLIC COMMENT

There were no public comments.

7 | MATTERS RESERVED FOR BOARD ACTION

7.1 Presentation and Consideration of Audited Financial Statements

Trustee Ferguson, as Chair of the Audit Committee, provided highlights of the report and noted that the CBE has complied with all legislated requirements of the School Act and the governance policy with respect to the preparation of the audited financial statements for the fiscal year ended August 31, 2012.

Trustee Ferguson expressed her appreciation to all members of the Audit Committee for their diligent work. She also acknowledged the good work of Superintendent Meyers and her staff.

The auditors, KPMG LLP have confirmed that the CBE Administration have appropriately coordinated and cooperated with them, and that KPMG reported no significant deficiencies in controls for how funds are received, processed or disbursed. While the budget anticipated a \$19.2 million deficit, the final outcome was a surplus which was, for the most part, due to proceeds from the sale of buildings. The operating reserves were increased by \$8.1 million.

MOVED by Trustee Ferguson:

THAT the Board of Trustees approves:

- 1. the Alberta Education Audited Financial Statements and Audited Schedules of the Calgary Board of Education for the year ended August 31, 2012, including the Auditors' Report thereon, dated November 27, 2012, as submitted, for submission to the Minister of Education; and**
- 2. the Calgary Board of Education Financial Statements and Statistical Information for the year ended August 31, 2012, including the Auditors' Report thereon, dated November 27, 2012, as submitted, for submission to the Minister of Education.**

Trustees posed questions, which were addressed by Administration and the discussion is summarized as follows:

- Administration noted that school districts should hold between 1% and 4% of jurisdictional revenue in reserves, and it was on that basis that the interpretation of OE-5 aims for 1%. The CBE's 2012-2013 budget anticipates utilizing most of the reserves over the next three years, and to replenish them by 2015.
- Reference page 16 of the package containing Alberta Education financial statements - in relation to School Generated Fees, Administration pointed out that this used to be a one-line item, and it is now provided as information with further breakdown. The actual picture of fees for these financial statements is shown on page 29 of the package, under Note 17.
- Reference page 40 of the CBE financial statements and statistical information – regarding the remuneration and monetary incentives, and in terms of expenses for trustees it was questioned why the numbers in these statements are different from that which was posted on the CBE website. Administration noted that the expenses disclosed here are very broad, and the trustee expenses that were posted on the CBE website do not necessarily coincide. All of the expenses that are included in the statement on page 40 relate to all of the account codes for travel including transportation, accommodation, conference and session costs and incidentals, professional dues and memberships, meal expenditures, hospitality expense, cell phone and electronic expenses. A number of these items were not included in the original posting of trustee expenses.
- Reference pages 16 and 43 of the CBE financial statements and statistical information – the line item for supplies and materials shows a significant decrease from the amount budgeted to the actual 2012 expense. Administration noted the majority of the decrease is related to the fact that amounts were budgeted in this area, but spent in other line items. Last year was the first year that the decision was made to fix our budget and not make any budget transfers, whereas in the past there would be quarterly budget adjustments to our spending. With respect to carryforward there was approximately \$1.7 million in school carryforward for non-capital expenditure.
- Reference page 40, Note 17, and page 43 of the CBE financial statements and statistical information – the transportation line shows that the expense stayed flat, but the main difference is that it includes not just the charter bus transportation of our students that we charge fees for, but it also includes the transportation costs for transportation related to school generated fund fees, i.e., field trips. The variance is an offset of the increase in school generated fund activity and costs for field trips, which was offset by a decrease in our costs that arose from bus routing efficiencies. The fees on page 40 show a \$2.9 million increase in transportation, which relates to the fact that the fees were estimated without knowledge of the additional fuel grant that CBE received. As identified in a recent report to the Board about reserves, that surplus has been transferred in to a reserve for consideration in the setting of fees next year.

The fuel grant that we received from the province was \$1 million, which shows in these statements as revenue. Administration made changes in the routing of buses, which created a savings of approximately \$1 million; there were savings realized in the adjustment of school start and end times and with the alignment of common professional development days.

- Reference page 7 of the CBE financial statements and statistical information – Administration clarified that with respect to the increase in fees, in 2011-12 the decision was made to charge fees for noon supervision for bus eligible students who were not using the transportation and were not paying any fees. In 2012-2013 the change was made to charge all students utilizing noon supervision.
- With respect to the transportation budget, it was noted by Administration that the fee amount is not changed because the fees have already been set; but the expectation of fees collected would be based on our new enrolments for the fall updated budget.
- Reference page 29 of Alberta Education financial statements, Note 17 – For 2011-2012 there was no sufficient tracking in place to be able to demonstrate the clear offset of the noon supervision expense. This was, in part, due to the delay in hiring to all of those positions, which led to school staff or alternative staff providing that supervision. Processes are now fully in place to track that information for future reporting. In Note 17 the line item for “Other” includes the extra-curricular fees and activity fees that are collected at schools.
- Reference page 10 and 11 of the CBE’s financial statements and statistical information – Administration noted that in regard to reserves, it has increased the opening balances as we moved into this fiscal year. At this point in time, there has been no adjustment of the planned use and draw down of reserves in the amount of \$12.2 million. Whether or not we will need that full draw down is dependent on our revenues and expenses. Administration does not anticipate having the kind of surplus that we ended up with this year going into the future year because many of those surpluses were one-time and unusual situations, i.e. sales of buildings.
- With respect to fees and the CBE surplus, Administration noted that legislation requires school boards to use their surplus in the two years following the school year in which the surplus was collected. Administration does the best it can to keep fees at a minimum, and while we may want to try to maintain a reserve over a course of the two years, it may be more appropriate to apply the entire amount to fees, depending on our financial situation at that time.
- Reference page 11 of the CBE’s financial statements and statistical information – the designated operating funds decreased by \$5.5 million due to reduced carry-forward of operating projects. Administration noted that schools have the opportunity to request a carryforward for specific expenditures, and there has not been much of a change in the expenditures since their reserves have been depleted.

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

- It is important to recognize that the auditors have confirmed that CBE Administration has appropriately coordinated and cooperated with them, and that KPMG has reported no significant deficiencies in controls for how funds are received, processed and disbursed. The budget anticipated a \$19.2 million deficit, but the final outcome has been a surplus, which was for the most part due to the sale of buildings. This is a good news financial result that sees an \$8 million increase to our operating reserves.
- Appreciation was extended to Administration for the major work done in our school system to be able to achieve these results, which shows good fiscal management, good planning and incredible focus.

- For the CBE this is a good place to be, and for an organization of this size it is not a large surplus. This allows the CBE the ability to plan to spend in places where it is needed.
- A comment was shared that the auditors were very impressed with the cooperation they received. This is good news for CBE students and staff.

Chair Cochrane called for the vote on the motion.

The motion was
CARRIED UNANIMOUSLY.

Recessed: 7:20 p.m.
Reconvened: 7:32 p.m.

7.2 Proposed Board of Trustees' Committees

7.2.1 Policy Committee

Trustee Bowen-Eyre provided highlights of the contents of the report and responded to questions posed by trustees.

MOVED by Trustee Bowen-Eyre:

- 1. THAT the Board of Trustees amends GC-5E: Board Committees, to add a Policy Committee as described in the report.**
- 2. THAT the Board of Trustees approves the Terms of Reference for the Policy Committee as attached to the report.**

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee King:

THAT Trustees Bowen-Eyre, Cochrane and Taylor be appointed to serve on the Policy Committee as per the Committee Terms of Reference.

Trustees Bowen-Eyre, Cochrane and Taylor agreed to let their names stand for serving on the Policy Committee.

Chair Cochrane called for the vote on the motion.

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee Bowen-Eyre:

THAT the Board of Trustees directs the Policy Committee to report to the Board on December 18, 2012 with a policy recommendation to facilitate operationalization of public reporting of trustees' expenses.

The motion was
CARRIED UNANIMOUSLY.

Trustees put forward nominations for Chair of the Policy Committee, as follows:

- Trustee Lane nominated Trustee Cochrane
- Trustee Taylor nominated Trustee Bowen-Eyre

Trustee Bowen-Eyre agreed to let her name stand for nomination as Chair of the Policy Committee. Trustee Cochrane declined the nomination.

Chair Cochrane declared Trustee Bowen-Eyre acclaimed as Chair of the Policy Committee.

7.2.2 Student Health and Wellness Committee

Trustee Bazinet provided introductory remarks and highlighted the contents of the report.

In response to questions, Trustee Bazinet stated that there is no plan to replicate what is occurring at Edmonton Public Schools, and that Appendix B is attached to the report as an example only. The purpose of this committee is to assist the Board of Trustees and to potentially make policy recommendations to the Board on the issue of student health and wellness.

MOVED by Trustee Bazinet:

- 1. THAT the Board of Trustees amends GC-5E: Board Committees, to add a Student Health and Wellness Committee as described in the report.**
- 2. THAT the Board of Trustees approves the Terms of Reference for the Student Health and Wellness Committee as attached to the report.**

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

- The belief was shared that it would be wise to go forward with this committee as a high priority as it is an important area for Boards to take charge on and to see it as a leadership opportunity at the Board level and not leave it to the Administration to operationalize the issue on their own. The Terms of Reference for this committee refer to the Board and to engaging Administration through policy.
- It was agreed that the CBE has shown leadership in this area and will likely continue to do so. The question is whether or not the Board of Trustees has a part to play in this matter, and it is believed that the Board does have a role that is not administrative and is not organizational. This is not saying that something is wrong within our system, but it is an issue that is or will be addressed at every political level.

Trustee comments in opposition to the motion are summarized as follows:

- A trustee shared the belief that Board has already stated clearly in its results policies, the value of educating students by influencing their attitudes and behaviours with respect to healthy living. It is evident that support is offered to parents and students through school programs and sessions, and schools are successfully leading the change for awareness of the many benefits derived from physical fitness.
- The belief was shared that a committee of this structure would be too operational in nature. Reference was made to GC-5 and OE-8, which suggests that Board committee work should not be in conflict with or encroach upon the authority delegated to the Chief Superintendent.
- A concern was noted that this work crosses over into the boundary of operations. Support for the formation of this committee could not be agreed to at this time, but support could be given to a Board development session to understand the work currently undertaken in our school system.
- The CBE has already shown leadership by having this issue form a part of Board policy since 2004. The CBE set standards are being followed and modelled province wide.

Chair Cochrane called for the vote on the motion.

The motion was
DEFEATED.

In favour:	Trustee Bazinet Trustee Taylor
Opposed:	Trustee Bowen-Eyre Trustee Cochrane Trustee Ferguson Trustee King Trustee Lane

7.3 Committee Terms of Reference

7.3.1 Board Evaluation Committee

MOVED by Trustee King:

1. **THAT the Board of Trustees receives for information the minutes of the Board Evaluation Committee meeting of November 5, 2012 as attached to the report.**
2. **THAT the Board of Trustees approves the revised Terms of Reference for the Board Evaluation Committee as attached to the report.**

The motion was
CARRIED UNANIMOUSLY.

7.3.2 Trustee Remuneration Committee

MOVED by Trustee Lane:

THAT the Board of Trustees approves the revisions to the Terms of Reference of GC-5E: Trustee Remuneration Committee, as shown in tracked changes and attached to the report, subject to a revision to the Membership, to read as follows:

- **Two trustees, one of whom will serve as Chair of the committee as determined by the Board of Trustees at the organizational meeting.**

The motion was
CARRIED UNANIMOUSLY.

7.3.3 Audit Committee

MOVED by Trustee Ferguson:

THAT the Board of Trustees receives the Audit Committee report for information.

The motion was
CARRIED UNANIMOUSLY.

7.4 Request for Information

MOVED by Trustee Taylor:

THAT the Board of Trustees approves a request for provision of the following information to the Board of Trustees:

- **all Board motions related to the National Sport School from 2008 to present; and**
- **a copy of the National Sport School lease.**

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

- A trustee expressed her opinion that the approvals for this project are questionable. The request for information is an attempt to get clarity from the Chief Superintendent on the motions that were made by the Board of Trustees, to understand when it was that the Board approved building a new National Sport School and the funding for it.
- A trustee expressed surprise that the information requested from the corporate record was not automatically granted.
- A trustee read from a quote which noted that transparency does not mean sharing every detail – transparency means providing context for the decisions made.
- There is no change in policy that would precipitate trustees not being able to have access to information. The information that is being requested – the motions – is the corporate record of the Board and are not in any way private. This goes to the role of

a trustee, to inform the public about decisions that were made by the Board of Trustees. This issue has been discussed publicly with the media by two CBE trustees.

- This project is not on the list of priorities in the CBE's Three-Year School Capital Plan, and the actions that the Board has taken to this point seem unclear. There was no public conversation about how this fit in with our other capital projects, and money was procured from the province for the purpose of capital outside of the publicly approved Capital Plan.

Trustee comments in opposition to the motion are summarized as follows:

- A trustee noted feeling somewhat constrained in debating this issue because as a rule of thumb, in-camera sessions deal with land, labour and legal – two of which are applicable here. The trustee noted that regardless of what has been discussed in the media, it does not change the responsibility of trustees to maintain the confidentiality of the issue, and she could not address this issue at this time.
- It was uncertain what useful purpose could be served by obtaining the information that is being requested.
- A trustee referenced a quote from the Board's meeting procedures that states that the confidential or privileged nature of all private meeting Agenda items and supporting material on which the motions are based, the comments, discussions and supporting material relating to private items shall remain strictly confidential, unless authorized by the Board for public release.

Chair Cochrane called for the vote on the motion.

The motion was
DEFEATED.

In favour: Trustee Bazinet
Trustee Taylor

Opposed: Trustee Bowen-Eyre
Trustee Cochrane
Trustee Ferguson
Trustee King
Trustee Lane

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

8 | **BOARD CONSENT AGENDA**

8.1 Approval of Minutes

- Regular Meeting held November 6, 2012

THAT the Board of Trustees approves the minutes of the Regular Meeting held November 6, 2012.

8.2 Correspondence

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

- **Email dated November 8, 2012 from the Honourable Jeff Johnson, Minister, Alberta Education, to Board Chairs, regarding International Education Week 2012.**
- **Letter from the Honourable Jeff Johnson, Minister, Alberta Education, to Board Chair Pat Cochrane, regarding expense disclosure.**

9 | CHIEF SUPERINTENDENT CONSENT AGENDA

9.2 2012-2013 School Enrolment Report

THAT the 2012-2013 School Enrolment Report be received as information and for the record.

The following items were removed from the Consent Agenda:

8.3 EducationMatters Financial Report

There were no questions at this time.

MOVED by Trustee Taylor:

THAT the Board of Trustees receives the financial report for EducationMatters for information and for the record, in the form as submitted.

The motion was
CARRIED UNANIMOUSLY.

8.4 ASBA Zone 5 Liaison Report

A trustee asked about the briefing notes that were referenced in the contents of the report, questioning their circulation to ASBA zone chairs and whether or not the details of the notes spoke to the rationale for changing the eligibility for the Edwin Parr Award. The response was that the Zone Chairs' meeting is next week and it is expected that the briefing notes would be reviewed at that time. Trustee Taylor noted that the purpose of bringing this forward at the ASBA Zone 5 meeting was to get a sense of how Boards might respond to it. It is uncertain if the briefing notes would contain rationale, and it is not known who makes the decision on criteria for the Edwin Parr Award.

A question was asked about the similarities and/or differences for levels of certification and expected standards between a preschool teacher and a first-year teacher of the Kindergarten to Grade 12 system, in relation to forming a basis for the criteria for the award. Superintendent Lewis noted that the CBE, in its early development centres which are preschool through Kindergarten, employs certificated teachers. If in the event one of those teachers was a first-year teacher with an interim certificate, they would qualify under the criteria for the Edwin Parr Nomination, and should that criteria change to include preschool, we could put forward the name of that teacher.

MOVED by Trustee Taylor:

1. **THAT the Board of Trustees receives the Alberta School Boards Association (ASBA) - Zone 5 Meeting Minutes dated October 5, 2012 for information; and**
2. **THAT the Board of Trustees supports that the Edwin Parr award eligibility be extended to certified teachers at the preschool level; and**
3. **THAT ASBA Zone 5 be notified of this support.**

Trustees agreed to a division of the motion, to be voted on in three parts.

Chair Cochrane called for the vote on the first part of the motion.

The motion was
CARRIED.

In favour:	Trustee Bazinet Trustee Bowen-Eyre Trustee Cochrane Trustee King Trustee Lane Trustee Taylor
Opposed:	Trustee Ferguson

Chair Cochrane restated the second part of the motion as follows:

THAT the Board of Trustees supports that the Edwin Parr award eligibility be extended to certified teachers at the preschool level.

Trustees debated the motion and comments in favour are summarized as follows:

- It was hoped that this would be approved by the Board, as it is in the spirit of the award. Early childhood education is becoming more common across the province, and a number of these programs are currently operating in the CBE and are staffed by certificated teachers.
- A concern was noted that there are some preschool teachers who are certificated and would be eligible for the award, while others are not certificated and would not be eligible, thereby lending to a discrimination aspect.
- Opposition to the motion was noted due to the asking for feedback without the provision of information upon which to base the feedback.
- There is uncertainty about who actually makes the decision in the setting of criteria for the Edwin Parr Award.

Chair Cochrane called for the vote on the second part of the motion.

The motion was
DEFEATED.

In favour:	Trustee Bazinet Trustee Taylor
Opposed:	Trustee Bowen-Eyre

Trustee Cochran
Trustee Ferguson
Trustee King
Trustee Lane

Chair Cochran restated the third part of the motion as follows, and called for the vote:

THAT ASBA Zone 5 be notified of this decision.

The motion was
CARRIED UNANIMOUSLY.

9.1 Chief Superintendent's Update

Reference was made to page 9-3 of the report, and a question was asked about the unfavourable variance in certificated salaries, wages and benefits expense, and the favourable variance in non-certificated salaries, wages and benefits expense. Superintendent Meyers noted that it relates to hiring more certificated teachers in temporary positions and those are decisions made at the school level. There were some staffing delays for non-certificated positions, i.e. noon supervision.

On the same page, in reference to the expense of services, contracts and supplies, which shows a favourable variance, a trustee questioned how much of that would be shifted into the next year. Superintendent Meyers noted her uncertainty about the meaning of the question related to shifting to the next year, and explained that it falls to the bottom and then is applied as shown on the financial statement, after the excess/deficiency line. It is a flow-through and to some extent was applied to some of our operating reserves, and it may have contributed in some ways to the carryforwards where there were contracts or services for projects that had not been completed and were carried forward.

Administration noted that the delays refer to the amounts that were included in the operating designated funds report that was provided to the Board on November 6, 2012, and the total for both service units and schools was \$2.6 million.

MOVED by Trustee Taylor:

THAT the Board of Trustees receives the report for information.

The motion was
CARRIED UNANIMOUSLY.

10 | ADJOURNMENT

Chair Cochran declared the meeting adjourned at 9:07 p.m.