

Calgary Board of Education

Minutes of the Regular Meeting of the Board of Trustees held in the Board Room, Education Centre, 515 Macleod Trail SE, Calgary, Alberta, on Tuesday, November 7, 2006 at 5:00 p.m.

PRESENT

Board of Trustees:

Trustee P. Cochrane, Chair
Trustee C. Bazinet
Trustee N. Close
Trustee K. Fawcett
Trustee L. Ferguson
Trustee G. Lane

ABSENT

Trustee G. Dirks

Administration:

Ms. J. Barkway, Assistant Corporate Secretary
Mr. D. Dart, Superintendent, Corporate Services – Secretary Treasurer
Mr. J. Drysdale, Superintendent, Educational Support Services, Acting Chief Superintendent(?)
Ms. B. Hubert, Deputy Chief Superintendent of Schools
Mr. J. Jones, Executive Assistant to the Chief Superintendent
Ms. B. Kuester, Executive Director of Communications
Ms. D. Perrier, Recording Secretary
Ms. S. Wasylshyn, Executive Assistant to the Trustees

Stakeholder Representatives:

Mr. R. Anderson, Canadian Union of Public Employees, Local No. 40
Ms. G. Burger-Martindale, Calgary Association of Parents and School Councils
Ms. A. Craig, Calgary Board of Education Staff Association
Ms. J. Dodds, Principals' Association for Adolescent Learners (PAAL)
Mr. B. Unterschultz, Elementary School Principals' Association

Action By

1.0 CALL TO ORDER, NATIONAL ANTHEM AND WELCOME

Chair Cochrane called the meeting to order at 5:01 p.m, and John-Angus, a grade 6 student at Alex Munro Elementary School, led in the singing of the national anthem. Chair Cochrane welcomed representatives from the aforementioned organizations and members of the public.

2.0 CONSIDERATION/APPROVAL OF AGENDA

MOVED by Trustee Lane:

THAT the Agenda for the Regular Meeting held November 7, 2006 be approved as submitted.

The motion was
CARRIED UNANIMOUSLY.

3.0 PRESENTATIONS

3.1 Urban Campus Partnership Presentation

Chair Cochrane introduced Mr. R. Cooney, Vice President of External Affairs, University of Calgary, and Mr. J. Tobman, Masters Candidate, Industrial Design, Faculty of Environmental Design, University of Calgary. Mr. Cooney noted that Mr. B. Sinclair, Dean of Environmental Design, sends his regrets for not being able to attend this meeting. Mr. Cooney provided an overview of the Urban Campus Partnership project, including its initiation, progression, public consultation process and next steps.

The Urban Campus Partnership, led by the University of Calgary, includes the following core educational partners: the Athabasca University, Bow Valley College, Calgary Board of Education – Chinook Learning Services, SAIT Polytechnic, and the University of Lethbridge. The planned Urban Campus is a new, multi-institutional development, to be located in the East Village area of the city of Calgary. It will provide 5,600 new student spaces and, in total, will serve 15,000 students. The educational component of the campus will encompass approximately 500,000 square feet; the commercial and residential component will cover about 600,000 square feet; and, one-third of the campus space will be shared space for classrooms, eating areas, bookstores, daycare, etc. Mr. Cooney expressed appreciation to Mr. G. McKenzie, Director, Chinook Learning Services, and to Ms. J. Ramondt, Communications Manager, Chinook Learning Services, for their assistance with the project.

Mr. Tobman provided comments, noting that students are equal partners in this project; they have been involved since its inception, and also formed part of the development team for the conceptual design of the Urban Campus. Mr. Tobman showed a 3-D digital display of the conceptual design of the Urban Campus on the overhead screen, and highlighted aspects of the design.

A question and answer session took place. Mr. Cooney informed that the main floor of the Urban Campus would be dedicated to commercial use; and on the remaining six floors, approximately forty-five percent of the space would be dedicated to the educational component, and approximately fifty-five percent to residential. He noted that a requirement that will be in place is that a portion of the revenue from the residential component would be transferred into the Urban Campus program. Mr. Cooney addressed a question about communication with the current tenants around the East Village, noting that talks have been ongoing with the Salvation Army's CEO, and liaison will continue with the community.

On behalf of the Board of Trustees, Chair Cochrane thanked the presenters for their informative presentation.

4.0 HONOURS AND RECOGNITIONS

There were none.

5.0 PUBLIC CONVERSATION AND INFORMATION

5.1 Correspondence

Ms. Barkway read for the record, a letter that Chair Cochrane wrote on November 3, 2006 to His Worship Mayor Bronconnier, which puts forward the Board of Trustees' position on the initiative *A Plan for the Future – Property Tax Infrastructure Plan*. In part, the letter states, "The education portion of the property tax provides public education with a stable source of

funding. We therefore cannot support any proposal based on shifting the education portion of the property taxes for infrastructure purposes.”

5.2 REPORT FROM THE CHAIR AND TRUSTEES

Chair Cochrane extended congratulations to our Board Pages, Sean and Kees, on their achievement of a bronze medal at the North American Debate Championships that were held this past weekend in Montreal.

Chair Cochrane noted that Connaught Community School held an open house last night for the beltline community to provide input on our proposal to provide temporary shelter for homeless families at the Dr. Carl Safran Centre. Representatives from the Calgary Board of Education, the City of Calgary, and Inn From The Cold Society attended the open house. Community support for the proposal has been tremendous. Feedback from the community will continue to be monitored and the proposal will be widely communicated.

Trustee Bazinet applauded the Master Academy Leadership Session that was held November 2nd – 4th, which was attended by five of our Trustees.

5.3 Report from the Chief Superintendent

Superintendent Drysdale provided the update on behalf of Chief Superintendent Croskery, who was away in Dallas, Texas to participate in discussions on high school reform. The following is a summary of the Chief Superintendent’s report on recent school visits and events.

Chief Superintendent Croskery recently attended Robert Warren Junior High School, Dr. E. P. Scarlett High School, and Prince of Wales Elementary School. He attended the 50th Anniversary Celebration of Alex Ferguson Elementary School and the 25th Anniversary Celebration of Annie Foote Elementary School, and recently spent time with the Administration at Centennial High School to work on the planning for Career Pathways. He was a guest presenter at the Centre for Leadership in Learning at the University of Calgary, where he spoke on the topic *Supporting Effective Relationships*. Regarding the succession planning initiative, Chief Superintendent Croskery presented a qualifier meeting at Sir Winston Churchill High School for candidates who are interested in the corporate academy, and he had a major role in the Master Academy that was held in Banff, Alberta on November 2-4, 2006.

Superintendent Drysdale also informed that the Calgary Board of Education received recognition from *The Roots of Empathy* for our involvement in the program.

In addition, it was reported that earlier today a fire had broken out on the roof of Alex Ferguson Elementary School as a result of maintenance work that was being done; that communications and evacuation protocols were carried out and everyone vacated the school safely. School would resume as normal on Wednesday, November 8, 2006.

5.4 Public Question Period

There were no questions from the public.

5.5 Stakeholder Reports

There were no stakeholder reports.

5.6 Trustee Inquiries

There were no Trustee inquiries.

6.0 MONITORING AND RESULTS

6.1 Executive Limitations 3: Communication and Counsel to the Board of Trustees – Annual Monitoring Report

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 for the Board to decide. She noted further that the particular vote with regard to compliance should in no way be considered as a vote of non-confidence.

Trustees gave consideration to the report, and Administration addressed questions of clarification as follows:

- If the reporting time for the School Enrolment Report could be changed to occur on the second public meeting date in the month of November, it would allow for more accurate information to be reported by Administration. It was noted that the information in the School Enrolment Report, to be considered later in this meeting, is complete.
- With respect to point 7 of the policy and a question about what Administration sees as the communication needs of the Board of Trustees, it was noted that the Board's requirements have been defined in the Executive Limitations. The Communications Department views those needs as support in terms of reputation of the system, and in terms of media relations, parent communications, and internal communications with staff.

MOVED by Trustee Close:

THAT the Chief Superintendent has reasonably interpreted the provisions of Executive Limitations 3: Communication and Counsel to the Board of Trustees, and that the Board of Trustees finds the Chief Superintendent to be in compliance with this policy.

MOVED by Trustee Bazinet:

THAT the motion be amended to include “with the exception of point 7.”

Trustee Bazinet provided rationale for the amendment that proposes the exclusion of point 7, which states “Fail to support the communications needs of the Board of Trustees”. She pointed out that the position of Media Relations Specialist in the Communications Department was vacant for the past six to eight months, thus the communication needs of the Board of Trustees were not fully supported. She further noted her belief that the communication needs of a Board of Trustees and the communication needs of an Administration are sometimes seen to be in conflict, and one wins out over the other. In this regard, there have been instances where the communication needs of the Board of Trustees have been incorrectly identified in some of the press releases over the past year.

Trustees debated the amendment and comments were made that point 7 of the policy is crucial to the overall policy. A concern was shared by some of the Trustees that the policy is not clear enough as it is currently written, and that Trustees should consider a further review of the policy for the purpose of providing more clarity. Chair Cochrane called for the vote on the amendment.

The amendment was
CARRIED UNANIMOUSLY.

Trustees debated the amended motion, and it was noted by a Trustee that, for the most part, the Chief Superintendent is in compliance with Executive Limitations 3: Communication and Counsel to the Board of Trustees. Some Trustees expressed appreciation for the timeliness in the presentation of the monitoring reports, and noted that the Administration has improved immensely in its reporting over the past couple of years.

Chair Cochrane called for the vote on the motion, as amended.

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee Bazinet:

THAT the Board of Trustees commends the Chief Superintendent for exemplary performance in providing relevant monitoring information in a timely, accurate and understandable fashion, and that monitoring information has shown great clarity of purpose.

Trustees debated the motion, and there were some expressions in favour of the motion, as well as an expression of dissent. A concern was noted that the information in some of the reports in this second round of monitoring contained similar or less data than in the first monitoring phase. Chair Cochrane called for the vote on the motion.

The motion was
CARRIED.

In favour:	Trustee Bazinet
	Trustee Close
	Trustee Cochrane
	Trustee Ferguson
	Trustee Lane
Opposed:	Trustee Fawcett

7.0 POLICY DEVELOPMENT AND REVIEW

7.1 imagineCALGARY – CBE Governance Role

Trustee Close provided opening remarks, noting that at a previous meeting she and Trustee Fawcett were tasked with coming up with suggested policies and questions for Trustees' consideration regarding how the imagineCALGARY charter could be supported at the governance level. Subsequent discussion by Trustees led to the development of a proposed new Executive Limitations EL-17: imagineCALGARY Charter, as put forward in the attachment to the report.

Trustee Fawcett shared some comments, noting his belief that this Executive Limitation goes beyond the imagineCALGARY Charter, and that it specifically states the Board's values of the Calgary Board of Education being a prominent and important institution within the larger Calgary community.

MOVED by Trustee Fawcett:

THAT the Board of Trustees gives first reading to Executive Limitations 17: imagineCALGARY Charter, in the form as submitted with the report dated November 7, 2006.

The motion was
CARRIED UNANIMOUSLY.

7.2 Implications of proposed amendment to Executive Limitations 13: Facilities/ Accommodations

Following a short introduction of the report by Superintendent Dart, a question and answer session occurred, which is summarized as follows:

- A clarification was noted regarding Attachment III, in that the proposed amended policy EL-13 should reflect the removal of the word “Accommodations” in the heading, and the removal of points 8, 9 and 10, in accordance with the first reading motion that was passed by the Board of Trustees on June 13, 2006.
- Comments were shared about the EL-13E: Facility Condition Report Information Requirements, which is not included in the proposed amendment and, therefore, was questioned whether it was proposed to form a part of the policy. It was noted that this aspect would be considered at the time of second reading to the proposed policy amendment.
- The 85% utilization continues to be used as the basis for both 3 year and 10 year planning for facilities in order to align with the Province’s criteria for new schools; this has changed, however, from a system-wide target to a sector-wide target.
- A trustee questioned utilization formulas, and whether the class size initiative is considered in the calculation. A trustee noted that the Education Minister has claimed he has not used this utilization factor for two years; however, the Infrastructure Minister and some officials still use that calculation. Mr. Carlton clarified that there are three formulas that are being used: one is the provincial capacity, which is based on square footage; we base ours on a rated room capacity of 25 students per classroom, and 20-1 in industrial CTS shops; the class size initiative varies from 17 students per instructional group for K-3; 23 students in Division 2, 25 students per group at junior high, and 27 students per group at senior high. One must be careful that this does not necessarily translate to utilization and the number of students per classroom. The Calgary Board of Education is asking the province for amendments and corrections to the provincial capacities that are currently listed for some of our schools.
- There was some discussion about point 4 of the policy, and Administration provided clarification of the intention in the wording of the interpretation, noting it includes the naturalization of buildings in their design.
- A question and comment was shared that there are no details particular to the conditions of internal prioritization of resources to the respective policy provision, nor the use of creativity or strategies in that process of internal decision making, which one trustee felt was information that would be beneficial.
- Discussion took place around the difficulty in providing subjective data on the parameters of ‘*aesthetically appropriate and built for enduring use and respect*’, and comments were shared about how some organizations set aside a percentage of funds for art or decorative features. Administration provided additional information, and also spoke about the community involvement in the building design process.

MOVED by Trustee Close:

THAT the Board of Trustees receives the report *Implications of proposed amendment to EL-13: Facilities/Accommodations* for information, in the form as submitted with the agenda for the Regular Meeting held November 7, 2006.

The motion was
CARRIED UNANIMOUSLY.

7.3 Establishment of Policy Committee

Trustee Close provided an overview of the contents of the report and the recommendations to be considered. She noted that a third recommendation will be put forward, that is not noted in the report, to review Executive Limitations 3: Communication and Counsel to the Board of Trustees, for potential amendments.

MOVED by Trustee Close:

- 1. THAT the Board of Trustees approves:**
 - a) the establishment of a standing policy committee,**
 - b) the Terms of Reference for this committee, in the form as submitted with the agenda for Regular Meeting held November 7, 2006, and**
 - c) the appointment of Trustee Close and Trustee Fawcett as the trustee representatives on this committee, and that Trustee Fawcett be appointed as Chair of the Policy Committee.**

- 2. THAT the Board of Trustees directs the Policy Committee to review the Governance Policies with the purpose of identifying those that require minor wording changes, and provide recommendations for policy amendments to address those issues.**

- 3. THAT the Board of Trustees directs the Policy Committee to review Executive Limitations 3: Communication and Counsel to the Board of Trustees, for potential amendments.**

The motion was
CARRIED UNANIMOUSLY.

7.4 Governance Process Policy 3: Governance Policy Development

Trustee Close provided a brief review of the report, noting a few corrections. On the second page of the first attachment, point 9 of GP-3, the words "by board report" should be deleted; and, on the second page of the cover report, the last paragraph should be revised to read "The proposed process as articulated in the attached flow chart demonstrates the actions that would be taken". Trustee Close further noted that the recommendations as outlined in the report would be changed as per the following motion.

MOVED by Trustee Close:

- 1. THAT the Board of Trustees approves first reading to the amended policy Governance Process 3: Policy Development, in the form as submitted with the agenda for the Regular Meeting held November 7, 2006 subject to the removal of the words "by board report" in point 9.**

- 2. THAT the Board of Trustees approves the deletion of the GP-3E: Process for Policy Development or Amendment that was approved by the Board on September 20, 2005.**

The motion was
CARRIED UNANIMOUSLY.

6:46 p.m. – Recessed.

6:51 p.m. – Reconvened. Trustees Fawcett and Lane did not return to the meeting at this time.

8.0 CONSENT AGENDA

There were no objections to the Consent Agenda and Chair Cochrane declared the items to be adopted as presented.

8.1 Board Consent Agenda

8.1.1 Approval of Minutes

- Regular Meeting held October 3, 2006
- Regular Meeting held October 17, 2006
- Organizational Meeting held October 17, 2006
- Regular Meeting held October 24, 2006

THAT the Board of Trustees approves the Minutes of the Organizational Meeting held October 17, 2006 and of the Regular Meetings held October 3, 2006, October 17, 2006 and October 24, 2006, as submitted.

8.1.2 EducationMatters (Quarterly Report)

THAT the Board of Trustees receives the third quarter 2006 unaudited internal financial report from EducationMatters for information and for the record, as submitted.

8.2 Chief Superintendent Consent Agenda

8.2.1 Monthly Update

THAT the Board of Trustees receives the Chief Superintendent's Monthly Update for information and for the record, as submitted.

8.2.2 Fourth Quarter Capital Budget Status Report as at August 31, 2006

THAT the information regarding all budget revisions and transfers for the period June 1, 2006 to August 31, 2006 inclusive, as identified in Attachments I and II of the submitted report, be received for monitoring information and for the record.

THAT the Board of Trustees approves the encumbrance of \$618,119, to be transferred if required, from the School Program Modernization Reserve to fund the balance of the Balmoral Renovation upgrades.

6:53 p.m. – Trustees Fawcett and Lane returned to the meeting.

9.0 ACTION ITEMS

9.1 Report on Financial Status of Operating Budget as at August 31, 2006 and Projected Financial Results for the Year Ended August 31, 2006

Superintendent Dart provided a review of the contents of the report. Trustees posed questions that were addressed by Administration, and a summary of the discussion is as follows:

- With respect to the unrestricted deficit, subsequent to applying \$1.75 million to it the amount owing will be \$566,000; with the provision in this current year's budget of just over \$700,000 there will be almost \$200,000 left that would be reallocated in the first quarter of 2006-2007.
- Comments were shared about the salaries and benefits and, in particular, about the inability to hire staff, which is mostly due to the competitive market at this time.

- Clarification was provided with respect to designated funds held by schools, and designated funds held centrally on behalf of schools and operations and maintenance. Further explanation was provided about the centrally held funds, and reference was made to two 2-year projects that are underway in the facility operations area.
- An explanation was given about transferring out of the operating budget with respect to the construction of Radisson Park School, and transferring the proceeds of Albert Park and David D. Oughton into capital funds. It was noted that timing is the main factor, which includes the reliance of covering off construction costs from the proceeds to be gained by the disposal of David D. Oughton and Albert Park Schools.

Trustee Fawcett left the room.

MOVED by Trustee Close:

1. **THAT information regarding all budget revisions made during the period June 1, 2006 to August 31, 2006 inclusive (identified in the Analysis section of the report and in Attachments I and II), be received for monitoring information and for the record.**
2. **THAT the unaudited Statement of Revenue and Expense for the period September 1, 2005 to August 31, 2006 and notes thereto (identified in the Analysis section of the report and in Attachments III and IV, respectively) be received for monitoring information and for the record.**
3. **THAT the 2005/06 funds requested for carry forward to 2006/07, amounting to \$13.3 million and identified in Section IV of the report, be approved.**
4. **THAT the summary of transfers from and to operating reserves, amounting to \$2.3 million and \$3.3 million, respectively (and identified in Section IV of the report), be approved.**
5. **THAT the summary of transfers from and to capital reserves, amounting to \$10.3 million and \$9.1 million, respectively (and identified in Section IV of the report), be approved.**

The motion was

CARRIED UNANIMOUSLY.

Absent:

Trustee Fawcett.

9.2 2006-2007 School Enrolment Report

Trustee Fawcett returned to the meeting.

Superintendent Dart called forward Director Carlton and Ms. I. Schmidt, Senior Planner, Community Engagement and Operational Planning, to present the report. A PowerPoint presentation supplemented the written report, and Ms. Schmidt provided highlights of the data compiled for the 2006-2007 School Enrolment report.

Trustees posed a number of questions on various issues surrounding enrolments, which were addressed by Administration. It was noted that a separate report would be presented on student enrolment at Chinook Learning Services and at CBe-learn.

MOVED by Trustee Bazinet:

THAT the *School Enrolment Report* for the 2006-2007 school year be received as information and for the record, in the form as submitted with the agenda for the Regular Meeting held November 7, 2006.

The motion was
CARRIED UNANIMOUSLY.

10.0 TRUSTEE NOTICES OF MOTION

There were no Trustee notices of motion.

7:50 p.m. - Recessed.

7:55 p.m. – Reconvened.

11.0 IN-CAMERA ISSUES

11.1 Motion to Move In Camera

MOVED by Trustee Lane:

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

The motion was
CARRIED UNANIMOUSLY.

During the in-camera session, Chair Cochrane received the consent of Trustees to continue the meeting past the scheduled completion time of 8:00 p.m., to the conclusion of the agenda.

11.2 Motion to Revert to Public Meeting

MOVED by Trustee Ferguson:

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

The motion was
CARRIED UNANIMOUSLY.

12.0 ADJOURNMENT

The Chair declared the meeting adjourned at 8:30 p.m.