

## **CALGARY BOARD OF EDUCATION**

Minutes of the Regular Meeting of the Board of Trustees (the “Board”) held in the Multipurpose Room, Education Centre, 1221 – 8 Street SW, Calgary, Alberta on Tuesday, November 26, 2019 at 12:00 noon

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### MEETING ATTENDANCE

#### Board of Trustees:

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

#### Administration:

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

#### Stakeholder Representatives:

Mr. B. Cocking, Alberta Teachers’ Association, Local 38  
Ms. C. Cornea, Senior High School Principals’ Association  
Ms. T. Kohan, Principals’ Association for Adolescent Learners (PAAL)  
Mr. W. Mailandt, Senior High School Principals’ Association  
Ms. L. Robb, Calgary Board of Education Staff Association  
Ms. R. Royal, Calgary Board of Education Staff Association  
Ms. P. Tuli, Elementary School Principals’ Association

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

Chair Dennis called the meeting to order on the link at 12:01 p.m. and O Canada was led by the Grade 7-9 Choir from Sherwood School. On behalf of the Board of Trustees, Trustee Hehr thanked the students and their Music Specialist, Ms. A. Hillestad for their pre-meeting performance and for leading the singing of our national anthem. Chair Dennis called for a brief recess to assemble in the Multipurpose Room.



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

The Chair acknowledged and welcomed students, staff, public members and representatives from the aforementioned organizations. She also introduced and welcomed the Grade 3 and 4 students from Capitol Hill School and their teacher Ms. B. Kooner, who have moved their classroom to downtown for the week. Their week has them investigating the question, "Whose story are we telling?" Through examining the unique perspectives from nature, art, architecture and community students will gain an understanding of how identity and culture are shaped by what surrounds us.

## 2 | CONSIDERATION/APPROVAL OF AGENDA

Ms. Minor, Corporate Secretary, noted that a request was made to remove Item 8.2.1, Fourth Quarter Budget Variance Report from the consent agenda for discussion following the consent agenda.

MOVED by Trustee Hehr:

**THAT the Board of Trustees approves the agenda for the Regular Meeting of November 26, 2019 as submitted, subject to the change noted above.**

The motion was  
CARRIED.

In favour:	Trustee Adams Trustee Bradshaw Trustee Davis Trustee Dennis Trustee Hehr Trustee Hurdman
Opposed:	Trustee Hrdlicka

## 3 | AWARDS AND RECOGNITIONS

There were no awards or recognitions.

## 4 | RESULTS FOCUS

There were no reports or presentations.

## 5 | OPERATIONAL EXPECTATIONS

There were no reports.



6 | **PUBLIC COMMENT**

There were no public comments.

7 | **MATTERS RESERVED FOR BOARD ACTION**

7.1 **2018-2019 Year-end Financial Results and Audited Financial Statements**

Audit Committee Chair Trustee Bradshaw introduced the report noting that the Audit Committee met on November 14, 2019 with the auditors and senior administration and reviewed the annual financial statements and the audit findings report. Superintendent Grundy provided highlights of the report.

Administration responded to trustee questions on matters including: public confidence in the information that is presented; how a projected budget deficit became a budget surplus and the commonality of other metro boards showing a variance in their budget projections; clarification of full-time equivalent (FTE) roles in the Learning service unit; asset retirement obligations to be implemented in 2020 and associated cost impacts; the variance between the budget and actuals for acquisition of tangible capital assets; use of Infrastructure Maintenance Renewal (IMR) funding; the underlying reasons for increased expenses; clarification of the portfolio investments; potential impacts of maximizing non school-based support (FTEs) to students; the number of teachers (FTEs) deployed to schools through the Fall 2018-19 Resource Allocation Method (RAM); clarification of benefits covering leave of absence for certificated staff; predictability of retirement benefit costs; details of services provided by third parties; specific draws from capital reserves and restrictions on the use of those reserves towards balancing the operating budget; the distinction between FTEs and positions; FTEs that are derived from the dollars; and grid movement costs for last year.

A trustee requested details about the qualifications of the Audit Committee, to which Trustee Bradshaw and Chair Dennis, committee chair and second trustee appointment respectively responded. The Board of Trustees' Audit Committee includes members from the business community and a member from the adult learning community, as mandated by the *Education Act*. Trustees Bradshaw and Dennis shared that the members bring an incredible depth of financial and auditing experience to trustees and the CBE's finance team.

The question and answer session continued on matters including: clarification of professional third party services; the financial reporting structure for Chinook Learning Services, with the split of the adult learning portion depicted on page 7-62 and the student portion incorporated into the RAM and noted in the Appendix for Learning – corrections were required to both pages 7-61 and 7-62 to depict this; changes in transportation costs and revenues; efficiencies in entering into an electricity supply agreement; a breakdown of the budget for Information Technology Services and for Finance; and external services that are revenue neutral.

Recessed: 1:28 p.m.  
Reconvened: 1:43 p.m.



MOVED by Trustee Bradshaw:

**THAT the Board of Trustees approves the Financial Results of the Calgary Board of Education for the year ended August 31, 2019, including the Audited Financial Statements for the year ended August 31, 2019 and the Independent Auditors' Report dated November 25, 2019, for submission to the Minister of Alberta Education.**

Prior to debate of the motion, in response to a trustee's request Chair Dennis permitted comments from the representatives of ATA Local 38 and CBE Staff Association regarding 1) the number of employees their union represents and the position roles; and 2) perspectives on the increase in employee absences in 2018-19.

In debate of the motion, trustee comments included: these are audited financial statements and the auditors opinion is that they present fairly in all material respects, the consolidated financial position of the CBE as at August 31, 2019 and 2018, consolidated results of operations, consolidated re-measurement gains and losses, consolidated changes in net debt and consolidated cash flows for the years then ended in accordance with Canadian public sector accounting standards; the auditors, in discussions with trustees, have been resolute in their confidence in how the work is being done and that it is being done well; the quality of the experts who do this work is significant and they have tremendous knowledge about the CBE - they offer very high praise to CBE staff and they are committed to public education; the CBE shares its financial position with the government through regular updates and there are regular interactions between Alberta Education and CBE staff; financial statements and budget updates are posted publicly and regularly; CBE is the second largest employer in the City of Calgary and when the staff numbers decrease there is an impact on our students and their learning; the CBE's Audit Committee has been in existence for a good number of years and its long-serving members understand the organization well; the CBE Chief Financial Officer's knowledge and expertise is remarkable and appreciated; it is evident that the priorities were met to ensure students come first; behind these numbers is a remarkable amount of work - last year the actual budget was just 0.15 per cent off from the assumptions and this year it is off by 0.25 per cent - in a \$1.4 billion budget this is incredible and it is evidence that the resources are being dedicated to schools and the system so as not to end up with a positive variance at the end of the year; a trustee quoted the preamble to the Board Meeting Procedures and noted she did not believe the CBE's practice of having staff in all portions of the in-camera meeting is in keeping with the best practices of industry, and her concerns in this regard are related to the Board's processes and not to any actions of administration; the Audit Committee has been very open to responding to all questions, there was ample opportunity to ask if there were any concerns or irregularities and they shared high praise to the work of CBE finance staff; and, this is a clear and concise document and it shows the public the complexities of our system.

Chair Dennis called the question on the motion.

The motion was  
CARRIED.

In favour: Trustee Adams



Trustee Bradshaw  
Trustee Dennis  
Trustee Hehr  
Trustee Hrdlicka  
Trustee Hurdman

Opposed: Trustee Davis

## 8 | CONSENT AGENDA

The Chair noted that items on the consent agenda are approved with the agenda as follows:

### 8.1 Items Provided for Board Approval

8.1.1 Minutes of the Regular Meetings held October 29, and November 5, 2019

**THAT the Board of Trustees approves the minutes of the Regular Meetings held October 29, and November 5, 2019 as submitted.**

### 8.2 Items Provided for Board Information

8.2.2 EducationMatters – Financial Statements as at September 30, 2019

The following item was removed from the consent agenda for discussion:

#### 8.2.1 Fourth Quarter Budget Variance Report for the 2018-19 Budget

Superintendent Grundy provided clarification on matters including the unfavourable variance in certificated salaries, wages and benefits and in non-certificated salaries, wages and benefits; the cycles of budget assumptions and budget actuals, the Local Authorities Pension Plan (LAPP), and the challenges of budget planning and managing.

Chair Dennis noted that the Board would meet in camera following the public portion of the meeting to discuss one land and two strategic governance matters. She noted the next public Board meeting is scheduled for Tuesday, December 3, 2019.

Recessed: 2:28 p.m.

Reconvened: 2:50 p.m.

## 10 | IN-CAMERA SESSION

### Motion to Move In-Camera

MOVED by Trustee Hurdman:

Whereas the Board of Trustees is of the opinion that it is in the public interest that matters on the private agenda for the Regular Meeting of the Board of Trustees, November 26, 2019, be considered at an in-camera session; therefore, be it



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

The motion was  
CARRIED UNANIMOUSLY.

Motion to Revert to Public Meeting

MOVED by Trustee Hehr:

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

The motion was  
CARRIED UNANIMOUSLY.

Motion to Action In-Camera Recommendations

MOVED by Trustee Bradshaw:

**THAT the Board of Trustees authorizes the Chair to communicate with the Minister of Education by no later than Thursday, November 28, 2019, as discussed in camera.**

The motion was  
CARRIED UNANIMOUSLY.

**10 | ADJOURNMENT**

MOVED by Trustee Hurdman:

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

The motion was  
CARRIED UNANIMOUSLY.

The meeting adjourned at 6:11 p.m.

Chair Dennis reconvened the November 26, 2019 Regular Meeting of the Board of Trustees on Thursday, November 28, 2019 at 10:14 a.m. in Room T224 of the Education Centre, 1221 – 8 Street SW, Calgary, Alberta

MEETING ATTENDANCE

Board of Trustees:

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



Absent:

Trustee M. Bradshaw

Administration:

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

Motion to Move In-Camera

MOVED by Trustee Davis:

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, November 26, 2019, reconvened on November 28, 2019, be considered at an in-camera session; therefore, be it

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

The motion was  
CARRIED UNANIMOUSLY.

Motion to Revert to Public Meeting

MOVED by Trustee Adams:

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

The motion was  
CARRIED UNANIMOUSLY.

Motions to Action In-Camera Recommendations

MOVED by Trustee Hehr:

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

The motion was  
CARRIED UNANIMOUSLY.



Adjournment

MOVED by Trustee Adams:

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

The motion was  
CARRIED UNANIMOUSLY.

Chair Dennis declared the meeting adjourned at 12:24 p.m.

