

## **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 10, 2020 at 12:00 p.m.

---

### **MEETING ATTENDANCE**

#### Board of Trustees:

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

#### Administration:

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

#### Stakeholder Representatives:

Ms. S. Chatani, Principals' Association for Adolescent Learners (PAAL)  
Mr. B. Cocking, Alberta Teachers' Association, Local 38  
Ms. T. McCoag, Principals' Association for Adolescent Learners (PAAL)

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

Chair Dennis called the meeting to order at 12:00 p.m. and O Canada was led by students from Deer Run School by way of pre-recorded video.

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

Chair Dennis welcomed staff, public members, representatives from the aforementioned organizations and those joining the meeting virtually.



**2 | CONSIDERATION/APPROVAL OF AGENDA**

Ms. Minor, Corporate Secretary, shared a request for item 9.2.1 Chief Superintendent's Update to be removed from the consent agenda.

MOVED by Trustee Hehr:

**THAT the Board of Trustees approves the agenda for the Regular Meeting of November 10, 2020, subject to the changes noted above.**

The motion was  
CARRIED UNANIMOUSLY.

**3 | AWARDS AND RECOGNITIONS**

There were no awards or recognitions.

**4 | RESULTS FOCUS**

There were no reports or presentations.

**5 | OPERATIONAL EXPECTATIONS**

**5.1 OE-4: Treatment of Employees – Annual Monitoring Report**

Chief Superintendent Usih provided highlights of the report. Evidence was collected during the 2019-2020 school year to support compliance of all indicators. The employee engagement survey was administered in February 2019, prior to the implementation of the School Support Model and the COVID-19 pandemic. Significant steps have been taken to address responses from the survey in relation to senior leadership and ongoing efforts are being made.

Superintendent Armstrong noted a small error under indicator 4.1.4 that should state compliant. The evidence confirms the CBE's commitment in providing a safe, supportive, and respectful organizational culture. The report highlights the work completed to move senior leadership closer to the schools through the School Support Model; engagement of staff and organizational initiatives; and the consistent and ongoing communication with leaders.

Administration responded to trustee questions on matters including: salary and benefit review process; time required between surveys to respond to the results and implement changes; industry standards for survey frequency; recruitment practices and timelines; disclosures that were not acted on through Whistleblower policy; interpretation of survey wording; new initiatives being implemented by administration in response to the survey; ensuring the needs of schools are met; directors and superintendents accountability process under the new School Support Model; employee retention; and principals maintaining their designation.



The Chair asked trustees to identify their intentions to bring forward any motions related to compliance, exceptions or commendations for OE-4: Treatment of Employees to the Corporate Secretary and all trustees by noon, November 19, 2020. If no motions are received, the item will be placed on the consent agenda for the Regular Meeting of November 24, 2020 with a motion that the Board of Trustees approves the Chief Superintendent is in compliance with the provisions of this policy.

**6 | PUBLIC COMMENT**

There were no public comments.

**7 | MATTERS RESERVED FOR BOARD INFORMATION**

**7.1 CBE 2020-21 Incremental COVID-19 Costs**

Superintendent Grundy spoke about the report, outlining the additional costs the CBE expects to spend in ensuring students and staff remain safe during the ongoing COVID-19 pandemic. The CBE anticipates additional costs of at least \$46.85 million for cleaning, HUB online learning, staffing, and enhanced safety measures. The allocation of \$44.5 million from the Federal Government has gone a long way to cover additional costs, but there is an approximate \$2.4 million deficit which the CBE will attempt to cover through a prudent approach to spending. The increased infection rates will likely increase CBE costs over time.

Administration responded to trustee questions on matters including: costs, staffing and average class size for HUB; preparedness and cost impact of a two-week lockdown; year end cost projections; substitute teacher vacancies; mental health support requests received by provider; cost breakdown for cleaning supplies, Personal Protective Equipment (PPE) and staff time for case identification and contact tracing; transportation cost allocation; disposable mask distribution and supply; hand sanitizer use and supply remaining; monitoring of overall employee health; and school supplies costs.

Recessed: 1:26 p.m.  
Reconvened: 1:35 p.m.

**8 | MATTERS RESERVED FOR BOARD DECISION**

**8.1 Proposed Amendment to Operational Expectations 3: Instructional Program Reasonable Interpretations and Indicators**

Chief Superintendent Usih presented the report stating the proposed changes are in response to the Board's policy amendments adopted at the September 15, 2020 Board of Trustees meeting, work that was directed as part of Ministerial Order #016/2020. The policy amendments allowed CBE administration with the opportunity to provide the Board with stronger reasonable interpretations and indicators. The revised interpretations and indicators support the Board to have greater oversight of instructional programming.

Superintendent Pitman provided highlights of the report, reiterating that Ministerial Order #016/2020 required the Board to address policies related to oversight of program



effectiveness within the context of value for money and overall financial capacity. This included monitoring the quality of programs through the use of performance measures. The implementation of a program evaluation framework will guide administration in the regular assessment of programs. The framework focuses on evaluating performance measures directly connected to the determination of effectiveness, efficiency, and economy.

Administration responded to trustee questions on matters including: financial impact and how it will be managed; measurement of student learning.

MOVED by Trustee Hrdlicka:

**THAT the Board of Trustees approves the revised Reasonable Interpretations and Indicators of Operational Expectations 3: Instructional Program policy as provided in attachment I to the report.**

In debate of the motion, trustees made comments on: Ministerial Order #016/2020 prompting this work; the revised indicators reflect the recently approved policy amendments; sections on quality programming and instructional programming having majority of revisions; high quality programming and successful learning opportunities for students; continually making improvements in a cost effective manner; limitations of human capital and financial means in the distribution of resources; indicators being stronger than before; the incredible amount of work completed in a short amount of time; the program evaluation framework being a critical component to ensure student needs are being met; maximizing every dollar and showing transparency in the dollars spent; the changes enhance and provide better clarification; equitable access to education; and ensuring high quality programming throughout the CBE.

Chair Dennis called for a vote on the motion.

The motion was  
**CARRIED UNANIMOUSLY.**

8.2 Financial Status of Reserves and Designated Funds at August 31, 2020

Superintendent Grundy provided details from the report, stating that the 2019-2020 financial status of reserves and designated funds, which is presented annually, is necessary to finalize the audit of the CBE's 2019-2020 financial statements. The CBE ended the 2019-2020 school year with a surplus of approximately \$11.5 million. The significant improvement from the forecasted budget deficit is largely contributed to COVID-19 which slowed spending due to the cancellation of in-person learning. Total operating reserves and designated funds for the 2019-2020 school year, subject to Board approval, will be \$41.5 million.

Administration responded to trustee questions on matters including: the fiscal stabilization reserve amount; the provincial funding reversal in the spring; anticipated spending of designated reserve levels and carry forwards.



MOVED by Trustee Hurdman:

**THAT the Board of Trustees approves the transfers represented in Attachment I to the report, as submitted.**

In debate of the motion, trustees made comments on: approval being necessary to finalize financials and the audit; the positive budget variance; larger than anticipated transfer due to COVID-19; being prudent in using the dollars wisely speaks well of the CBE; 2019-2020 not being a typical year and the impact of COVID-19.

Chair Dennis called for a vote on the motion.

The motion was  
**CARRIED UNANIMOUSLY.**

**9 | CONSENT AGENDA**

Chair Dennis noted the following items approved as submitted with the consent agenda:

**9.1 Items Provided for Board Decision**

9.1.1 Governance Culture GC-3E(2): Ward Boundary Review

**THAT the Board of Trustees amends GC-3: Board Job Description to include the addition of GC-3E(2), as submitted.**

9.1.2 Revision to the Schedule of Regular Meetings

**THAT the Board of Trustees approves revision to the Schedule of Regular Meetings to include the addition of a public meeting on November 25, 2020.**

**9.2 Items Provided for Board Information**

9.2.1 Chief Superintendent's Update

Administration responded to trustee questions on matters including: the impact of in schools comprehensive support staff; difference in support levels for 17 core schools compared to other schools where indigenous students attend; what is the recycling credit and what it can be used for; waste weight being tracked in Archibus report; COVID-19 impact on the reduction in waste; and details about the amplify project.

Chair Dennis noted that the Board would meet in-camera following the public portion of the meeting to discuss one land and four strategic planning matters. She noted the next public Board meeting is scheduled for Tuesday, November 24, 2020.

Recessed: 2:28 p.m.

Reconvened: 2:46 p.m.



## 10 | IN-CAMERA SESSION

Trustee Adams and Superintendent Grundy joined the meeting by teleconference and confirmed they were alone and in a location that no other person could hear them or any part of this meeting.

### Motion to Move In-Camera

MOVED by Trustee 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 10, 2020 be considered at an in-camera session; therefore, be it

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

The motion was  
CARRIED UNANIMOUSLY.

### Motion to Revert to Public Meeting

MOVED by Trustee Hehr:

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

The motion was  
CARRIED UNANIMOUSLY.

### Motion to Action In-Camera Recommendation

MOVED by Trustee Hrdlicka:

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

The motion was  
CARRIED UNANIMOUSLY.

## 11 | ADJOURNMENT

The meeting adjourned at 5:54 p.m.

