

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, February 15, 2011 at 5:00 p.m.

MEETING ATTENDANCE

Board of Trustees:

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

Absent:

Trustee C. Bazinet

Administration:

Ms. N. Johnson, Chief Superintendent of Schools
Mr. D. Stevenson, Deputy Chief Superintendent of Schools
Mr. F. Coppinger, Superintendent, Facilities and Environmental Services
Ms. C. Faber, Superintendent, Learning Innovation
Mr. J. Johnston, Superintendent, Human Resources
Ms. D. Lewis, Superintendent, Learning Support
Ms. D. Meyers, Superintendent, Finance & Business Services
Ms. P. Fraser, Assistant Legal Counsel
Ms. S. Wasylyshyn, Executive Assistant to the Trustees
Ms. H. Numrich, Recording Secretary

Stakeholder Representatives:

Mr. B. Anderson, Canadian Union of Public Employees, Local 40
Ms. J. Regal, Alberta Teachers' Association, Local 38
Ms. A. Guinn, Calgary Association of Parents and School Councils
Ms. C. O'Connor, Elementary School Principals' Association
Ms. R. Morrison, Elementary School Principals' Association
Ms. U. Steele, Principals' Association for Adolescent Learners (PAAL)

1.0 CALL TO ORDER, NATIONAL ANTHEM AND WELCOME

Chair Cochrane called the meeting to order at 5:01 p.m. and Madeline, a grade eleven student from Central Memorial High School led in the singing of the national anthem. Chair Cochrane acknowledged and welcomed representatives from the aforementioned organizations as well as several first year Broadcast News students from SAIT Polytechnic and their instructor, Ms. B. Finley. She noted that some students were listening in from the overflow seating area in the Assembly Room.

Action By

Action By:

2.0 CONSIDERATION/APPROVAL OF AGENDA

Chair Cochrane noted the following proposed changes to the Agenda: The addition of 3 stakeholder reports under Item 5.4; and Item 9.1.4 Appointment of External Members to the Board of Trustees' Trustee Remuneration Committee would be pulled from the Consent Agenda.

MOVED by Trustee Bowen-Eyre:

THAT the Agenda for the Regular Meeting of February 15, 2011, be approved with the amendments noted above.

The motion was
CARRIED UNANIMOUSLY.

3.0 SCHOOL/SYSTEM PRESENTATIONS

3.1 There were no school presentations.

4.0 HONOURS AND RECOGNITIONS

4.1 Lighthouse Award – National Sport Academy (NSA)

Ms. M. Levy, System Principal, Learning Innovation introduced this month's lighthouse award recipient, the National Sport Academy (NSA). She stated that NSA is an organization that shares in the CBE's commitment to our mission, Ends statements and focus on personalized learning. As partners, we work together to ensure that high-performance student athletes have the opportunity to pursue their passion for sports while achieving their educational goals through the Calgary Board of Education.

Ms. Levy expressed her thanks on behalf of the Calgary Board of Education for their commitment to enhancing and improving the opportunities available to Calgary's youth to excel in learning and athletics, and Mr. R. Wolfe, President of the National Sport Academy accepted the award. Chair Cochrane extended congratulations and presented a plaque, expressing appreciation on behalf of the Board of Trustees.

5.0 PUBLIC CONVERSATION AND INFORMATION

5.1 Report from the Chair and Trustees

Trustee Bowen-Eyre reported that she had attended the "Live, Learn, Lead" fair at Marion Carson School for Kindergarten – Grade 6 students; Trustee Ferguson reported that she had attended a Science Fair at Edgemont School; and Trustee Taylor reported that she had attended a musical at Canyon Meadows School. They each commented that they enjoyed attending the events and that students are learning amazing things and doing exceptional work.

5.2 Report from the Chief Superintendent

Action By:

Chief Superintendent Johnson noted that today, February 15, 2011 is National Flag Day and that Canadians are being encouraged to learn the history of the flag. She noted the significance of this in Madeline's singing of the national anthem earlier. Chief Johnson further noted that Teacher's Convention will take place this week as well as a Staff Association Professional Development Day where staff will be given the opportunity to network, make connections and learn.

5.3 Public Question Period

There were no public questions.

5.4 Stakeholder Reports

5.4.1. Mr. P. Hughes, Member of the Public

Mr. Hughes spoke about the concept of a sustainable food system. He noted that he had previously spoken of this concept at a prior Board Meeting in April, 2009. Mr. Hughes suggested that the CBE engage in a collaborative process with other organizations that would introduce an intensive food curriculum to students. He noted that the Calgary Food Policy Council has a program entitled "Starts for Smarts" that teaches students how to grow their own food. He acknowledged his son's principal in the boardroom and expressed his appreciation for the good work that schools are already doing, noting that students at Wildwood School are very aware of eco-related issues. However, it is his belief that it is good to be challenged to do better, go faster and reach higher goals. Mr. Hughes provided personal contact information for anyone wanting to discuss the matter further.

5.4.2 Ms. T. Hurdman, Parent of Student at King George School in the Mandarin-Bilingual Program

Ms. Hurdman expressed her opinion that she is not in favour of the recommendation regarding the proposed move of the Mandarin Bilingual program at King George School to Highwood School. She commended CBE Administration for an excellent consultation and engagement process and expressed her appreciation for the opportunity to be heard. She noted that although it is clear that a move is required, it is her opinion that it would make better sense to move the French Immersion students that live north of Highwood School, to Highwood School, as it is closer to them. It is her belief that the CBE is not proposing this option only because there are too many French Immersion programs in Area II already. She noted her concerns regarding traffic, parking, drop off and pick up zones. She further noted that the Mandarin Bilingual program has already had several moves and it was their understanding that they would not be moved again. She asked trustees to consider students' needs first, noting that if this plan increases transportation costs, less money will be available for teachers in an already difficult budget year. Ms. Hurdman further requested that if this proposal is approved that Administration find some creative ways to reduce transportation costs in order to make funds available for teachers.

5.4.3 Ms. M. Connor, Representative from the Chinese Mandarin Program at King George School

Action By:

Ms. Connor stated her own family's support of the Mandarin program and of the move to Highwood School. It is her belief that if the program were to be moved to Highwood School it would provide them with one school, one program and one focus that will better meet the needs of students. Her comments in support of the move included: the Highwood location could become a role model for other programs; a more direct cultural focus could be implemented; more parent support for fund raising directed to their own child's program; lack of space at King George School; and large class sizes. Ms. Connor stated her opinion that traffic issues were more of a concern when the program was at Langevin School, and she does not anticipate that it will be any worse at Highwood School.

5.5 Trustee Inquiries

Ms. Numrich read into the record the following inquiry that was received from Trustee Taylor:

"I would like to thank the Chief Superintendent and her team for compiling the January 18th report "Electronic Broadcasting of the Public Meetings of the Board of Trustees". This report was put together quickly, was very informative and clearly laid out several options for broadcasting Board meetings over the internet.

After reviewing this report a number of questions have arisen and I would appreciate a bit more information from Administration before proceeding with a motion to adopt one of the recommendations.

Specifically, is there a way that we can broadcast the meetings in the following manner for a maximum of \$1500 per meeting:

- *high quality video;*
- *no advertising;*
- *no chat or interactive features;*
- *using existing equipment and cameras;*
- *providing statistics on the number of viewers who watched live and subsequent to the meeting; and*
- *marking the agenda items on the video so that viewers can easily find specific topics (rather than watching the entire meeting)?*

Would a two or three month trial be practical and would Administration recommend a trial at the current location or in the new central office location (September 2011)?"

Mr. B. Parker, Director, Learning Technologies responded on behalf of Administration. He stated that he believes it is possible to meet the criteria specified in the inquiry; however, he noted that "soft costs", such as staff time would not be included in the \$1500 maximum per meeting. He also noted that the cost for hosting of the media was not included and that this is something that would likely be desirable for a pilot project in order to ensure a favourable end result in terms of quality and accessibility to end users.

6.0 ACTION ITEMS

Action By:

6.1 Consideration of Closure of the French Immersion Program at Highwood School and the Chinese (Mandarin) Bilingual Program at King George School

Mr. C. Davies, Director, Community Engagement and Operational Planning, provided brief comments about the process that was followed.

Trustees posed questions to which Administration responded and are summarized as follows:

- The City of Calgary has been informed of the proposed recommendation; however no response has been received to date. A response is usually received in the form of an acknowledgement from the City Manager.
- This recommendation is considered by Administration as the most viable option for both programs.
- Several constituents raised the suggestion that students residing in the north be re-designated to Highwood School. Mr. Davies explained the rationale for the proposal noting that Administration did consider this option during the engagement process including a stakeholder meeting held on November 19, 2010 at Highwood School. At that time, parents of students in the French Immersion program indicated their preference not to move the program into another elementary school and become a small cohort group. He explained that the capacity of Highwood School (25 students per instructional space) is 400. The capacity of King George School is 600. In order for the Mandarin program to expand to 400 spaces at King George School, they would have to reduce the number of French Immersion spaces at King George School to 200. This would be over a period of time, using the maximum capacity, but would result in 400 French Immersion students at King George School and 200 French Immersion students at Highwood School. French Immersion parents indicated that they wanted to keep the students together and Mandarin program parents indicated they wanted a setting where the program could grow. Mr. Davies further noted that moving the Mandarin program to Highwood School also fits with the 10-year strategy and further growth opportunities for the Mandarin bilingual program. He also noted that transporting students from the northern communities to Highwood School would split families with younger siblings as some older students would already be at King George School.
- It is anticipated that the Mandarin program will grow if it is relocated to Highwood School, possibly to 50 students per grade, and by 2015 it could approach capacity at Highwood School. Superintendent Faber noted that a review was done of this program 2 years ago and significant changes were made from a Mandarin focus to a Chinese focus. She believes that this has had an impact on attracting more students to the program and it is anticipated that this will continue.
- If the recommendation is approved, Administration will meet with the parents of the Mandarin program students to discuss long range options for a junior high possibility. There are some positive opportunities for the program should it be relocated to that geographical area.

Action By:

- A south location (at Midnapore School) for the Mandarin program is being considered and it is anticipated that there will be two kindergarten and two grade one classes in the fall. This program will likely draw students from the south and not away from the north program. It is hopeful that there will be continued growth in both programs.
- Language issues have been addressed by Administration by the provision of interpretative services through the Mandarin program teachers. This service was made available to parents at the public meeting considering this recommendation.
- If this recommendation is approved it is projected that transportation costs will increase by approximately \$300,000. Administration will review the budget to see how these costs can be offset other ways across the system.
- Transportation and traffic are issues at many schools. Drop off and pick up zones and signage will be assessed. Mr. Davies noted that Highwood School has had two programs there in the past; Traditional Learning Centre (TLC) and French Immersion and the traffic was managed. It is anticipated that similar traffic patterns will be developed. If there are concerns, Administration will meet with school councils and parents to try to come up with solutions.

MOVED by Trustee King:

1. **THAT the minutes of the Public Meeting of January 20, 2011 attached to the report as Attachment I, be approved as submitted with the agenda dated February 15, 2011; and**
2. ***THAT the Consideration of Closure of the French Immersion Program (Kindergarten to Grade 6) at Highwood School and the Chinese (Mandarin) Bilingual Program (Kindergarten to Grade 6) at King George School report be received for information and for the record.***

The motion was
CARRIED UNANIMOUSLY.

Trustee Lane, as Ward Trustee, summarized the public questions and written submissions received. There were five comments in favour of the recommendation, and five opposed. One comment was in favour, conditional on the provision of before/after school child care, and there was one request for more information including a cost/benefit analysis.

MOVED by Trustee Taylor:

Be it Resolved, THAT the Board of Trustees approves the concurrent closure, effective June 30, 2011, of:

- a) **the Kindergarten to Grade 6 French Immersion Program at Highwood School; and**

Action By:

b) the Kindergarten to Grade 6 Chinese (Mandarin) Bilingual Program at King George School, to allow for the relocation of that educational program.

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

- This recommendation will allow for growth in both programs. It is based on the most effective use of space and resources and on what is best overall for students.
- Trustees commented on their understanding of parent concerns; however this recommendation is based on the support of the majority of parents. This recommendation will allow for cultural roots to be developed and a sense of community for both programs.
- The move will be disruptive for students and parents but it is the situation before us and children are resilient and can adapt to change. Successful programs must be supported.

Chair Cochrane called for the vote on the motion.

The motion was
CARRIED UNANIMOUSLY.

6.2 Board Development Session

Chief Superintendent Johnson indicated that Administration has a clear understanding of what the Board of Trustees is looking for in terms of this Board Development Session as there have been many discussions on this topic.

Trustee King noted that the CTS Strategy will be included as listed in the outcomes on page 6-89 of the report.

Trustees agreed to add *DeVry Calgary* to the list of invitees as they have recently contacted Trustee Taylor with regards to their interest in interacting with the CBE.

MOVED by Trustee King:

THAT the Board of Trustees directs the Chief Superintendent to prepare and organize a Board Development session on the topic of *Meeting Students' Needs: From IOP to K&E*, pursuant to details included in Attachment I to this report.

The motion was
CARRIED UNANIMOUSLY.

7.0 MONITORING AND RESULTS

7.1 Annual Monitoring of EL-5: Annual Report to the Public

Chief Superintendent N. Johnson provided introductory remarks and expressed appreciation to the staff who had worked on the report, noting in particular the many

Action By:

hours that Ms. K. Kelm had devoted to the report. She also expressed thanks to the students and staff of the CBE, without whom this report would not be possible.

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

In response to a question, Administration confirmed that the September 30, 2010 enrolment figure in the *Report to the Community* of 102,917 students from Kindergarten to Grade 12 included 975 Chinook Learning students.

MOVED by Trustee Bowen-Eyre:

THAT the Chief Superintendent has reasonably interpreted the provisions of this policy, *Executive Limitation 5: Annual Report to the Public and the Board of Trustees finds the Chief Superintendent to be in compliance.*

The motion was
CARRIED UNANIMOUSLY.

Motion Arising:

MOVED by Trustee Bowen-Eyre:

THAT the Board of Trustees commends the Chief Superintendent for exemplary performance in the quality of the Annual Report, titled *Report to the Community*. It is informative and reflects the vision of the Calgary Board of Education in its key messages.

Trustees commented in support of the motion that the report was easy to access on-line, easy to read, crisp and concise. A Trustee commented that he hoped many copies would be distributed throughout the city.

The motion was
CARRIED UNANIMOUSLY.

7.2 Annual Monitoring of EL-18: Student Fees

Superintendent D. Meyers provided introductory remarks.

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

Action By:

Trustees posed questions to which Administration responded and are summarized as follows:

- Mr. Braun indicated that 100 per cent of school principals certified that they are in compliance with Administrative Regulation 7005 and 7006 by budgeting and reporting on the cost per student per field trip. Parents have been notified by hard copy or on the school website.
- Waivers for student fees amount to approximately 9-10 thousand waivers (or 9 – 10%). It was noted that this is up slightly from 7 - 8% in the past; it was speculated that this is likely due to the economy.
- Point 4 of the report states that the fees for instructional supplies and materials and educational trips shall not exceed cost recovery. Mr. Braun reported that Administrative Regulation 7005 was re-written approximately 2–2.5 years ago and that cost recovery is now interpreted to mean the cost of purchasing the instructional supplies and materials, or the cost of the trip, excluding the cost of substitute teachers.

MOVED by Trustee King:

THAT the Chief Superintendent has reasonably interpreted the provisions of this policy, *Executive Limitation 18: Student Fees* and the Board of Trustees finds the Chief Superintendent to be in compliance.

The motion was
CARRIED UNANIMOUSLY.

8.0 POLICY DEVELOPMENT AND REVIEW

9.0 CONSENT AGENDA

Chair Cochrane noted that Item 9.1.4 was removed from the Consent Agenda and declared the following items to be adopted as submitted:

9.1 Board Consent Agenda

9.1.1 Approval of Minutes

- Regular Meeting held February 1, 2011

THAT the Board of Trustees approves the Minutes of the Regular Meeting held February 1, 2011, as submitted.

9.1.2 Annual Monitoring of Governance Process Policies 7, 10 and 11

THAT the Board of Trustees approves the Governance Process Policy Monitoring reports for Governance Process Policies 7, 10 and 11 in the form as submitted as Attachment I to the report dated February 15, 2011.

9.1.3 Recommendations for Amendment of Governance Process Policy 11: Board of Trustees Committees

THAT the Board of Trustees gives first reading to the amended policy attached as Appendix I, specifically:

Action By:

- **Governance Process 11 – Board of Trustees’ Committees, as amended in tracked changes;**

THAT the Board of Trustees gives second reading to the amended policy attached as Appendix I, specifically:

- **Governance Process 11 – Board of Trustees’ Committees, as amended in tracked changes;**

THAT the Board of Trustees approves that amendments to this policy be given more than two readings as this meeting; and

THAT the Board of Trustees gives third reading and thereby final approval to the policy in Attachment I, specifically:

- **Governance Process 11 – Board of Trustees’ Committees, as amended in tracked changes.**

(For ease of reference, a copy of the amended policy is appended to these Minutes).

9.1.4 Appointment of External Members to the Board of Trustees’ Trustee Remuneration Committee

Trustee Lane explained the selection criteria for committee members at the request of a Trustee. He noted that two Trustees were appointed as committee members by the Board of Trustees in the fall and provided the credentials for each of the selected external members in detail.

MOVED by Trustee Lane:

THAT the Board of Trustees approves the appointment of the following members to the Trustee Remuneration Committee for the 2010-2011 school year:

- **Ms. Eryn Kelly (Calgary Association of Parents & School Councils (CAPSC) representative)**
- **Mr. Eric Miller (Corporate representative)**
- **Ms. Marina Munro (Stakeholder representative)**
- **Ms. Wendelin Fraser (Stakeholder representative)**

The motion was
CARRIED UNANIMOUSLY.

10.0 TRUSTEE NOTICES OF MOTION

Trustee Bowen-Eyre gave notice of motion that she would be bringing forward a motion at the next public board meeting regarding establishing a Board of Trustees’ Governance Committee.

Trustee Taylor gave notice of motion that she would be bringing forward a motion at the next public board meeting regarding broadcast of board meetings over the internet.

Action By:

Recessed at 6:34 p.m.
Reconvened at 6:48 p.m.

11.0 IN-CAMERA ISSUES

11.1 Motion to Move In Camera

MOVED by Trustee Ferguson:

Whereas the Board of Trustees is of the opinion that it is in the public interest that matters on the Private Agenda for the Regular Meeting of the Board of Trustees, Tuesday, February 15, 2011 be considered at an in camera session; therefore, be it

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

The motion was
CARRIED UNANIMOUSLY.

At 8:00 p.m. during the in camera session, Chair Cochrane received the consent of the Board to continue to the end of the Agenda. Auditors were present for a related item and left the meeting at 8:10 p.m.

11.2 Motion to Revert to Public Meeting

MOVED by Trustee King:

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

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee King:

THAT the Board of Trustees receive for information the following documents, as attached to the report that was submitted with the Private Agenda of the in-camera session of the Regular Meeting of February 15, 2011:

- a) **the approved minutes of the Audit Committee of the Board of Trustees for the meeting held on November 9, 2010; and**
- b) **the approved minutes of the Audit Committee of the Board of Trustees meeting held on February 10, 2011.**

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee King:

Action By:

THAT the Board of Trustees has received the information presented by the Audit Committee and there are no actions required on this matter.

The motion was
CARRIED.

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

Opposed: Trustee Taylor

MOVED by Trustee Ferguson:

THAT the Board of Trustees receives the Release of Information report with the attached correspondence for information and the record.

The motion was
CARRIED UNANIMOUSLY.

11.3 CONSENT AGENDA

Chair Cochrane declared the following item on the Consent Agenda approved as presented:

11.3.1 Correspondence

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

- **Memorandum dated February 10, 2011 to the Chief Superintendent's Team and copied to the Board of Trustees from the Chief Superintendent, Naomi Johnson advising of an upcoming absence during which Deputy Chief Superintendent, David Stevenson and Superintendent and C.I.O. Learning Innovation, Cathy Faber will provide the necessary coverage.**

12. ADJOURNMENT

Chair Cochrane declared the meeting adjourned at 8:40 p.m.



CALGARY BOARD OF EDUCATION

Board of Trustees' Policy – Governance Process GP-11: Board of Trustees' Committees

Monitoring Method: Self-Assessment
Monitoring Frequency: Annual

A committee is a Board of Trustees' committee only if its existence and mandate comes from the Board of Trustees. Board of Trustees' committees are not to interfere with the wholeness of the Board of Trustees' job, nor interfere with delegation from the Board of Trustees to the Chief Superintendent. Therefore, Board committees shall be used sparingly.

1. The Board of Trustees shall establish Board committees and their Terms of Reference. The approved Terms of Reference for all Board of Trustees' Committees shall be listed in Governance Process Policy 11E: Board of Trustees' Committees – Terms of Reference. Such committees will be advisory to the Board of Trustees and shall assist the Board of Trustees in its work as governors, representatives and advocates.
2. The Board of Trustees shall appoint members to committees and these members shall serve at the pleasure of the Board. Attendance at meetings of Board committees shall be limited to Committee members and invited guests, unless otherwise decided by the Board of Trustees.
3. Committee membership shall be reviewed annually at the Organizational Meeting and more frequently if the Board of Trustees so determines.
4. The Board of Trustees shall review annually the Terms of Reference of all committees.
5. Each committee shall be chaired by a person who is appointed by the Board of Trustees. It shall be the responsibility of the Committee Chair to:
 - (a) provide written reports to the Board of Trustees;
 - (b) bring recommendations from the committee to the Board of Trustees;
 - (c) review annually with committee members GP-11 and the Committee Terms of Reference;
 - (d) file minutes of committee meetings with the Board of Trustees for the corporate record and include at least the following information:
 - date and place of meeting;
 - attendees;
 - record of decisions and who is assigned any actions arising; and
 - date, time and place of next meeting.

Adopted: February 15, 2011