

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, June 12, 2012 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 and Corporate Secretary
Ms. J. Barkway, Office of the Corporate Secretary
Ms. H. Numrich, Recording Secretary

Stakeholder Representatives:

Ms. L. Robb, Calgary Board of Education Staff Association
Ms. J. Regal, Alberta Teachers' Association, Local 38
Ms. J. Hugill, Elementary School Principals' Association

1 | CALL TO ORDER, NATIONAL ANTHEM AND WELCOME

Chair Cochrane called the meeting to order at 3:00 p.m. and O Canada was led by students from Bowness High School by way of a CD recording.

Chair Cochrane acknowledged and welcomed representatives from the aforementioned organizations.

2 | CONSIDERATION/APPROVAL OF AGENDA

Ms. Barkway advised that under Item 6, Public Comment, there would be one proposed speaker.

MOVED by Trustee Lane:

THAT the Agenda for the Regular Meeting of June 12, 2012, be approved as submitted, subject to the revision noted above.

The motion was
CARRIED UNANIMOUSLY.

3 | AWARDS AND RECOGNITIONS

3.1 Archibus Award of Excellence

Superintendent F. Coppinger introduced the presentation. Mr. E. Heeger, Director, Capital Planning and Development announced that at a recent 2012 ARCHIBUS Users conference in Boston, Mr. M. Hunt, Manager of Integrated Workplace Management Services of the CBE was presented with the Archibus Visionary of the Year award. Mr. Heeger provided some details about the conference and award, noting that the CBE also gave a presentation at the conference. It was entitled: Calgary Board of Education Implements a Strategic Technology Plan Extending Archibus Beyond Facilities. Mr. Heeger informed that Mr. Hunt has been instrumental in increased awareness of the Archibus software implementation to senior management and several business units. It has been used in several areas already including the Principal Dashboard, Fine Arts and Career and Technologies. It has extended beyond the CBE to other organizations in Calgary including the police, fire and emergency services. Mr. Heeger extended congratulations to Mr. Hunt and Chair Cochrane expressed congratulations on behalf of the Board of Trustees and presented him with a certificate of recognition.

3.2 Environmental Leadership in Energy Efficiency & Emission Reductions Award

Superintendent F. Coppinger introduced the presentation informing that the CBE had recently been presented with a plaque in recognition of recent projects that have positively impacted utility consumption within the CBE. He noted that these projects were led by Mr. E. Badger, Environmental Projects Co-ordinator, and included building automation; lighting retrofits; energy performance contracts; high efficiency furnace replacements; boiler and burner upgrades and re-installation. These projects have reduced energy consumption per school and have made a significant carbon reduction, which allowed the CBE to collect \$135,000 for the sale of carbon offset credits. Chair Cochrane expressed thanks on behalf of the Board of Trustees, noting that this is an excellent role model for students to follow and to help make the world a better place.

4 | RESULTS FOCUS

4.1 Encore CBE

Superintendent D. Lewis introduced the presentation. She noted that Encore CBE opened its doors in August, 2011 inviting disconnected youth back to learning. Encore CBE is located in the Education Centre in a youth-friendly atmosphere where youth are invited to meet with staff, re-engage as learners again, and are provided with supports in order to do so. Superintendent Lewis introduced Ms. S. Mann, Assistant Principal, Ms.

K. Andrews, Learning Leader and Mr. W. Davidson, Strategist, to share the progress and results of the program to date.

A PowerPoint presentation was given that included examples of various students and their experiences in the program. Students are made to feel welcome as they work together with staff to establish a re-entry plan that will be effective, sustainable, and that includes personal learning plans and supports. Encore CBE works with a community advisory group that includes various agencies throughout Calgary who have welcomed Encore CBE as a gateway for youth back to education. The program also receives support from other areas of the CBE including Chinook Learning and CBe-learn. Ms. Mann stated that they have received very positive feedback from students who are very grateful for the support. The goal of Encore CBE is to have youth engage with education and to know that it is a life-long path.

4.2 Results 3: Citizenship – Reasonable Interpretation

Chief Superintendent Johnson introduced the report. She noted that the program rationale and philosophy of the Alberta Social Studies Kindergarten to Grade 12 Program of Studies attached to the report outlines the vision of Social Studies education in Alberta, including the concepts of citizenship.

Chair Cochrane reminded the Board that the criteria against which the Board is to judge this report is whether the Board is satisfied that the Chief Superintendent has conveyed that she reasonably understands the values underlying this Board policy. She pointed out that any decision or comment of the Board of Trustees around non-approval of the reasonable interpretation, including the indicators, is in no way intended to be a vote of non-confidence for the Chief Superintendent.

Trustees asked questions to which Administration responded and a summary of the discussion follows:

- The Board will be informed when curriculum changes take place and new measures are brought in. It was noted that changing curriculum is a lengthy process and the new Social Studies curriculum is still under development.
- The targeted percentage scores have not been included in this report as they have not yet been set. The results monitoring will review progress and the baseline and targets will become clearer for next year.
- There are over 28 different report cards for junior high and middle schools and Administration will be reviewing this for next year. Some of the report cards include Social Studies as one subject area, while others include it under Humanities that encompasses both Social Studies and Language Arts.
- The Provincial Achievement Test (PAT) Results are not included in these indicators as the grade 9 results were previously included in the Results 2 report. Report card marks are closer to the classroom experiences and use multiple forms of assessment.
- It is difficult to find standardized measures. Students are supported in many ways to achieve the measures but it can be difficult to distinguish student action from teacher directed action. The self-assessment indicator was used as it is not possible to separate out the environmental focus that is included in the science program.
- Approximately 6,000 grade 12 students participate in the survey per year.

- Teaching students to respect and embrace diversity is addressed in both CBE policy and Administrative Regulations and creating a safe and learning environment for students is extremely important. Incidents such as bullying are tracked at schools through discipline policies and confidential student files but are not aggregated system wide.
- Chief Johnson responded to a Trustee question regarding why the value of other cultures was included as an indicator of respecting diversity. She agreed that this could be stated more clearly as diversity is much more than culture alone. It is a constant process about all of us and how we know one another and is included in all curriculum as it is an expectation that we treat each other with respect.

MOVED by Trustee Lane:

THAT the Board of Trustees approves the Chief Superintendent's Reasonable Interpretation of Results 3: Citizenship, as presented, including but not limited to the Indicators included in the report.

Trustee comments in support of the motion included:

- The motion includes the wording *not limited to the indicators in the report*, allowing for additions.
- Citizenship is qualitative, not mathematical but it is clear that it is being taught and monitored. This report shows that students are being encouraged to be good citizens.
- There have been many changes since the concept of Citizenship was first introduced, and we are now looking at satisfaction and student perspectives. The Social Studies curriculum has been updated to align with the citizenship results policy, which is positive.
- The indicators of compliance are good; however a Trustee commented that she has some reservations on self-reporting data, and noted that it would be helpful to find other indicators and to listen to community concerns regarding bullying.
- It is clear that time has been spent with students to discuss results and to hear their opinions. It is clearly important to students that they take their place in their school community and outside.
- Some results are not necessarily measureable or achievable in the next year. We have the best we can for now, but may come up with better measures in future.

Chair Cochrane called for the vote on the motion.

The motion was
CARRIED UNANIMOUSLY.

5 | **OPERATIONAL EXPECTATIONS**

5.1 **Operational Expectations 6: Financial Administration – Reasonable Interpretation** Superintendent Meyers introduced the report.

Chair Cochrane reminded the Board that the criteria against which the Board is to judge this report is whether the Board is satisfied that the Chief Superintendent has conveyed

that she reasonably understands the values underlying this Board policy. She pointed out that any decision or comment of the Board of Trustees around non-approval of the reasonable interpretation, including the indicators, is in no way intended to be a vote of non-confidence for the Chief Superintendent.

Ms. C. Wellock-Bolt, Manager, Performance Management and Corporate Initiatives, responded to a Trustee question expanding on “the best practice efforts used to make all reasonable efforts to collect any funds due the organization from any source”. She informed that the process for collection of outstanding Instructional supplies and materials fees as well as all other school based fees is as follows: notification to parents from the school; two additional reminder invoices and in January if there are still outstanding amounts a third reminder if sent. If there is no response in a reasonable time, it would be forwarded to a collection agency. Other outstanding fees such as transportation and noon supervision are sent two invoices before going to a collection agency.

Superintendent Meyers responded to Trustee questions and a summary of the responses follows:

- The Audit Committee report to the Board is an indicator of compliance if no significant deficiencies were reported by the external auditors. The Audit Committee would only report that there are or there are not deficiencies for confidentiality reasons. This is a matter of professional judgement by the auditor.
- Administrative Regulations ensure that the organization meets the Operational Expectations of the Board. Generally, the Administrative Regulations are more detailed than the Operational Expectations and cover a broader range. The reasonable interpretation in 6.2 is a sub-set of Administrative Regulation 7001. The Board would be notified of any non-compliance with the policy.
- In regards to 6.9 of the policy and the transfer of funds, Superintendent Meyers explained that the transfer of funds from the sale of a school to capital reserves would be included under committed operating surplus. The interpretation states that Board approval must be received and the indicator of compliance is prior approval of the Board of Trustees.
- If there is any surplus from transportation fees at year end it would be transferred into the transportation reserve. This is recorded as part of the year-end financial reporting and there is no further reporting to the province required for this.
- Any variance greater than \$5 million is considered to be a material deviation from the budget. A material deviation does not necessarily mean a deficit. Quarterly reports will continue to be provided to the Board.
- Consideration was given to including information from the internal audit program that has been recently implemented; however, it was concluded that the Board should receive objective external information and that the external auditors would best determine whether internal controls are insufficient.

At this point in the meeting, Trustee Ferguson requested to bring forward a motion.

Trustee Taylor requested a point or order as she had more questions and inquired as to when they could be addressed.

Chair Cochrane inquired if there were any further questions and noted that the proposed time allotted for this item had already been exceeded. Trustee Bazinet indicated that she had one more question and Trustee Taylor indicated that she had two additional questions. Trustee Ferguson agreed to hold her motion until the end of the three questions.

Superintendent Meyers responded to the Trustee questions as follows:

- The indicator of compliance under 6.4 of the policy is that bad debt expense shall not exceed 5% of the total revenue. This is the total bad debt from all sources combined. She noted that the collection of funds due usually pertains to fees.
- Contracts over \$500,000 and large contracts that are awarded through non-competitive means and other exceptions would not be reported to the Board if they are in compliance with the Board policy.
- Chief Superintendent Johnson clarified that the Board would be notified of any changes made to the Administrative Regulations that would impact the Operational Expectations of the Board.

MOVED by Trustee Ferguson:

THAT the Board of Trustees approves that the Chief Superintendent has reasonably interpreted the provisions of OE-6: Financial Administration, including but not limited to the indicators provided in the report.

MOVED by Trustee Bazinet:

THAT the motion be amended by the addition of “with the exception of policy sub-section 6.9”.

A Trustee commented in favour of the amendment that policy sub-section 6.9 requires further clarification in regards to operating surplus, which is not a reserve fund. The indicator of compliance refers to transfer between reserve funds.

A Trustee commented in opposition of the amendment that the policy refers to the transfer of funds between capital reserves or operating surpluses. It does not require more indicators or a different interpretation and is sufficient to show compliance. If the Chief Superintendent should choose to provide further indicators or clarification it would not be an indicator of non-compliance.

Chair Cochrane called for the vote on the amendment.

The amendment was
DEFEATED.

In favour:

Trustee Taylor
Trustee Bazinet

Opposed:

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

MOVED by Trustee Taylor:

THAT the motion be amended by the addition of “with the exception of policy sub-section 6.2”.

Trustee comments in support of the amendment included:

- The key aspects of the Administrative Regulation that indicate compliance with the policy should be detailed in the report. The motion is not intended to mean that the Board should approve the Administrative Regulations. This report should also include information on single source contracts, large contracts secured non-competitively, and lengthy contracts (in excess of 5 years).
- It would be helpful to include what part of the Administrative Regulation is referred to in the report.
- It would be good to have some indicators to show that we are following appropriate business practises.
- An indicator of how compliance is met with the Administrative Regulation would be important to know.

Trustee comments in opposition to the amendment included:

- The Administrative Regulation does not need to be included as the purpose of reiterating part of an Administrative Regulation into Board policy reports is unclear. It could be examined when looking at compliance and interpretation prior to the monitoring report instead.
- There is a disconnect when using an Administrative Regulation that does not belong to the Board. To include it would not be a good indicator of compliance.

Chair Cochrane called for the vote on the amendment.

The amendment was
CARRIED.

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

MOVED by Trustee Taylor:

THAT the motion be amended by the addition of “with the exception of 6.11”.

A Trustee commented in support of the amendment that the report from the audit committee is not a sufficient indicator of compliance as it is generally not public information and the monitoring reports are intended to be public. It was suggested that internal audit might be another measure to consider as well as internal checks.

Ms. Safran responded to a Trustee regarding what information could be private or public. She noted that the Audit Committee would report a deficiency, but the nature of the deficiency would be private.

Chair Cochrane called for the vote on the amendment.

The amendment was
DEFEATED.

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

Chair Cochrane called for the vote on the motion, as amended. For clarity, the motion is restated below:

THAT the Board of Trustees approves that the Chief Superintendent has reasonably interpreted the provisions of OE-6: Financial Administration, including but not limited to the indicators provided in the report, with the exception of policy sub-section 6.2.

Trustee comments in support of the motion included:

- This report and its indicators reflect that the CBE is well within compliance. This is a very complete, comprehensive policy and Administration has done an excellent job of interpretation.
- Although in support of the motion, a Trustee indicated some reservations in regards to surplus funds that are a material deviation. She stated that it is important that the Board receive this information as well.

Chair Cochrane called for the vote on the motion.

The motion was
CARRIED UNANIMOUSLY.

Motion Arising:

MOVED by Trustee Bazinet:

THAT the Board of Trustees directs the Chief Superintendent to report back to the Board on the reasonable interpretation of OE-6: Financial Administration, sub-section 6.2 by the end of September, 2012.

The motion was
CARRIED.

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

Opposed: Trustee Bazinet
Trustee Ferguson

6 | PUBLIC COMMENT

6.1 Ms. D. Rogowsky, a citizen of Calgary

Ms. Rogowsky expressed her view regarding preparing students for the real world and their need to know how to compete. She noted her disagreement with “no-zero” policies for students. She informed that an Edmonton trustee has recently indicated that he will be bringing forward a motion regarding assessment practises and suggested that the Calgary School Board trustees do the same.

7 | MATTERS RESERVED FOR BOARD ACTION

7.1 Strategic Communication Dialogue Session Follow-up

MOVED by Trustee Taylor:

THAT the Board of Trustees receives the Strategic Communication Dialogue Session-Follow-up report for information; and

THAT the Board of Trustees approves proceeding with the next steps as outlined in the report.

The motion was
CARRIED UNANIMOUSLY.

8 | BOARD CONSENT AGENDA

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

8.1 Approval of Minutes

- Regular Meeting held May 15, 2012 and May 22, 2012

THAT the Board approves the minutes of the Regular Meetings held on May 15, 2012 and May 22, 2012, as submitted.

9 | CHIEF SUPERINTENDENT CONSENT AGENDA

9.1 Chief Superintendent Update

THAT the Board of Trustees receives the Chief Superintendent Update report for information.

Recessed at 5:40 p.m.
Reconvened at 6:02 p.m.

10 | IN-CAMERA ISSUES

The meeting reconvened in Room T224, Education Centre.

10.1 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, June 12, 2012, 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.

10.2 Motion to Revert to Public Meeting

MOVED by Trustee Lane:

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

The motion was
CARRIED UNANIMOUSLY.

10.3 Motions to Action In-Camera Recommendations

MOVED by Trustee Ferguson:

THAT the Board of Trustees approves the leasing of a school as outlined in the report for a period of one year; and

THAT, subject to further identified actions taking place, the Board approves the change of anticipated lease facility to accommodate a charter school.

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee Bowen-Eyre:

THAT the Board of Trustees directs General Counsel to prepare a revised contract of employment for the Chief Superintendent as discussed in-camera; and

That the Board authorizes the Chair to take further action as discussed in-camera.

The motion was
CARRIED UNANIMOUSLY.

11 | **ADJOURNMENT**

Chair Cochrane declared the meeting adjourned at 8:32 p.m.