

## **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<sup>th</sup> Street SW, Calgary, Alberta on Tuesday, October 16, 2012 at 3:52 p.m.

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### MEETING ATTENDANCE

#### Board of Trustees:

Trustee P. Cochrane, Chair  
Trustee C. Bazinet (departed at 7:51 p.m.)  
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  
Mr. A. Lloyd on behalf of Ms. L. Safran, Acting General Counsel  
Ms. J. Barkway, Corporate Secretary  
Ms. D. Perrier, Recording Secretary

#### Stakeholder Representatives:

Mr. B. Anderson, Canadian Union of Public Employees, Local 40  
Mr. F. Bruseker, Alberta Teachers' Association, Local 38  
Mr. F. Fuchs, Calgary Board of Education Staff Association

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

Chair Cochrane called the meeting to order at 3:52 p.m. on the Link and O Canada was led by choir students from University School.

The meeting resumed in the Multipurpose Room and Chair Cochrane acknowledged and welcomed representatives from the aforementioned organizations.

## 2 | CONSIDERATION/APPROVAL OF AGENDA

Ms. Barkway noted that the proposed change to the Agenda is the addition of an In-Camera Session as new Item 10.0. Chair Cochrane stated that a recess in the meeting would be called at 4:55 p.m. so that trustees could attend a labour relations meeting scheduled for 5:00 p.m.

MOVED by Trustee King:

**THAT the Agenda for the Regular Meeting of October 16, 2012, be approved as submitted, subject to the revision as noted above.**

The motion was  
CARRIED UNANIMOUSLY.

## 3 | AWARDS AND RECOGNITIONS

### 3.1 Lighthouse Award

Ms. M. Levy introduced the item, noting that an educational journey involves the whole student and we have a responsibility to assist students with choices that affect them intellectually, physically, and emotionally. This responsibility is highlighted in our Results Statement on Personal Development. It states: Students will make lifestyle choices based upon healthy attitudes and actions, and be able to assume responsibility for personal well-being.

This month's Lighthouse Award recognizes the ATCO Blue Flame Kitchen, an organization that offers Calgary Board of Education students effective programs about cooking and healthy eating choices. The ATCO Blue Flame Kitchen began working with Calgary Board of Education schools in 2010. In 2011 they formalized the "Kids Can Cook" program onsite at their facility. This is a three hour program offered to grade 5 students every Tuesday and Wednesday morning, compliments of ATCO Gas. This program is based on introducing students to basic cooking skills and kitchen safety in a fun, fully integrated format, aligning with the health and life skills curriculum and providing teachers with the tools and resources to incorporate healthy living activities in to the classroom. In the 2011-2012 school year 24 schools participated in 42 bookings that involved 1319 students. This school year there are 27 schools in 64 bookings involving 1685 students. The popularity of the program is evidenced by the fact that the sessions sold out in 35 minutes and 18 of the 27 schools are new to the program for 2012-2013. Twenty-nine schools are on the wait list.

Our students also benefit from "Blue Flame Snack Attack", a new 2012 initiative that provides a healthy snack to children at Thomas B. Riley School four times a year during their Friday nutrition break. Our own Campus Calgary School has also been able to offer "Kids Can Cook" at one of their downtown spots. The generosity of this organization is not limited to student programs. They have provided free professional development courses for Calgary Board of Education Food Service Supervisors, and opportunities to interact with professional cooks regarding preparing healthier foods. Ms. S. Francis, Manager of the Blue Flame Kitchen, graciously offered to provide free summer classes for students in need at H.D. Cartwright School.

We are grateful for this partnership and look forward to continued opportunities to work with the dedicated individuals that represent this organization.

Mr. C. Ackroyd, Vice President of Marketing and Communications, ATCO Group of Companies, shared some comments about the history of the ATCO Blue Flame Kitchen. He expressed appreciation for the fantastic response from students and he thanked the Calgary Board of Education for the opportunity to work with the students.

On behalf of the Board of Trustees, Chair Cochrane shared comments in appreciation of the benefits that ATCO Blue Flame Kitchen bring to our students, and presented Mr. Ackroyd with the Lighthouse Award.

#### **4 | RESULTS FOCUS**

##### **4.1 University School Presentation**

Ms. J. Everett, Area I Director, provided introductory remarks, noting that the school presentation focuses on the Mega Result. Together, students and staff with the support of Ms. S. Murdock, a photographer Artist in Residence, embarked on a journey and student engagement in exploring student voice and a personalized learning process. She called forward Ms. S. Reading, Principal of University School, to give the school presentation.

The following University School students were in attendance for the presentation: Omar, Kianna, Lucas, Jaime, Teah, Mennatallah, Nora, Anika, Ria, Daniel, Matthew, Wesley, Scott, Alice, Kaylie, Amy and Jenna. An iMovie that the students had prepared was shown, in which the students shared their personal stories and experience with learning through their engagement with photography. Students commented on their personal growth in areas including awareness of others, self-awareness, self-confidence, self-expression, improved focus on details and improved writing skills.

Ms. Reading noted this work helped the students to learn about themselves as learners and to build a foundation for further learning and success. Students in attendance showed prints of their photography. Ms. Reading noted that the staff learned alongside the students and captured the work in progress to share with their colleagues, to have professional conversations that focus on student learning. The documentation that included the inspiration for the work, the process and the final discoveries were displayed on panels at the back of the Multipurpose Room for viewing.

On behalf of the Board of Trustees, Trustee Bowen-Eyre thanked Ms. Reading and the students for their presentation. She noted that she was very fortunate to attend the Art Walk that the students held at University School last May, and she applauded them on their amazing work.

## 5 | **OPERATIONAL EXPECTATIONS**

### 5.1 **Operational Expectations 3: Treatment of Owners – Annual Monitoring**

Deputy Chief Superintendent Stevenson provided highlights of the contents of the report. He pointed out that two of the approved indicators are new this year and as a result, no 2011-2012 data is available. The two that are flagged as not applicable for this monitoring report are indicator 2 under policy subsection 3.2, and indicator 2 under policy subsection 3.4.

Chair Cochrane noted that Trustees are to determine whether the Chief Superintendent is in compliance with OE-3: Treatment of Owners, based on the Board's previously approved interpretation and indicators. She pointed out that any decision or comment of the Board of Trustees around non-compliance of the Operational Expectation, or any part of it, is in no way intended to be a vote of non-confidence for the Chief Superintendent.

Trustees posed questions, which were addressed by Administration and a summary of the discussion is as follows:

- Clarification was provided for policy subsection 3.1, evidence of compliance point 2. This deals with the approach that Administration has taken to ensure that information and data is secure, and the level of information provided in the report is felt to be appropriate, without putting those systems in jeopardy. The evidence indicates that 100% compliance was met.
- The Calgary Board of Education has very specific expectations that passwords not be shared. There are Administrative Regulations that hold staff accountable to keep their passwords secure.
- It was noted that in relation to policy subsection 3.1, evidence of compliance point 3, every decision that was made by the Calgary Board of Education in the past year was upheld by the Office of the Information and Privacy Commissioner. A trustee questioned the evidence provided in the report, specifically why it only addresses reviews, and not inquiries and complaints. Administration noted that clarification of that would have to be pursued. The understanding is that this evidence speaks to a review or an investigation that had been undertaken and the Commissioner's determination of whether or not the Calgary Board of Education had acted appropriately.
- Administration spoke to the reliability of Action Manager, which is a self-reporting tool used by principals. It is believed that our principals provide reliable responses and when they report non-compliance with any particular issue they also give an explanation of why compliance was not met. It was noted that fire drills are also tracked by our security staff.
- The community engagement with the Pathways Strategic Advisory Council included conversations on the process and support for the concept and principles that are behind the administrative regulations for corporate naming and sponsorship. Chief Superintendent Johnson shared her belief that there would be a consultation process associated with every decision that the Board makes into the future.

- In regards to reporting non-compliance with policy subsection 3.1, Administration noted that the timeline has a number of targets over a three-year period. At each stage that those timelines have come about they have been met, but we have not yet achieved the end result, which is set for 2016.

MOVED by Trustee Ferguson:

**THAT the Board of Trustees approves that the Chief Superintendent is in compliance with the provisions of OE 3: Treatment of Owners, with the exception of policy subsection 3.1.**

Trustees debated the motion, which is summarized as follows:

- Concerns were expressed about the main motion including the exception, as it was felt that the question of compliance overall should be allowed to be debated, and exceptions individually debated. The Chair questioned whether the trustee wished to move an amendment to strike out the exception. No amendment was proposed.
- The monitoring report adequately shows that the Chief Superintendent is in compliance with all areas of the policy, and there is adequate information to show that the system sees itself being non-compliant because it is working toward an end product that it has not yet reached.
- Support was expressed, but with a few reservations. This is the first monitoring report for the Board approved indicators of compliance, and some of the report content was felt to be confusing and difficult to understand. Concern was noted about the issue of corporate naming and sponsorship, in that it is unclear how the public are engaged on the issue.
- This is a transitional monitoring between the previous and the current policies and it is recognized that this is a work in progress at this point in time.

Chair Cochrane called for the vote on the motion.

The motion was  
CARRIED.

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

MOVED by Trustee King:

**THAT the Board of Trustees commends the Chief Superintendent on the increased intentional focus of updating information on the Calgary Board of Education website in a proactive, responsive and timely manner.**

The motion was  
CARRIED UNANIMOUSLY.

At this point in the meeting, Trustee Taylor proposed a notice of motion to come forward to the next public Board meeting “to direct Administration to conduct a survey in order to understand public opinion about donor recognition in schools, with a report due to the Board by the end of March 2013”. Chair Cochrane ruled the notice of motion out of order because it has no connection to monitoring for policy compliance.

Chair Cochrane called for a recess at 4:50 p.m., noting that the Board would return to the public meeting following an in-camera session.

The meeting reconvened at 4:57 p.m. in Room T224.

MOVED by Trustee King:

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, October 16, 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.

During the in-camera session, Trustee Bazinet declared a pecuniary interest with the private issue and left the meeting.

Chair Cochrane received the consent of the Board to continue the meeting to the completion of the Agenda.

MOVED by Trustee King:

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

The motion was  
CARRIED UNANIMOUSLY. Absent: Trustee Bazinet

The public meeting reconvened in the Multipurpose Room at 6:03 p.m.

Chair Cochrane reiterated that the proposed notice of motion was not germane to the monitoring report and noted that it actually refers to a matter discussed in the review of the attachment to the report – it is not specifically mentioned in the attachment, nor does it link specifically to an indicator approved by the Board. Chair Cochrane suggested that Trustee Taylor bring the item forward at the next Board meeting, requesting that it be considered on the Agenda.

A trustee asked at what time is it appropriate to bring a notice of motion forward? Chair Cochrane stated that it would be appropriate when something is germane to the report that is at that moment being considered by the Board.

A trustee stated her belief that the ability to make a notice of motion is a fundamental right of a member of an assembly, as per Robert’s Rules of Order.

Chair Cochrane noted again that the Board of Trustees removed the Notices of Motion section from the Board Meeting Procedures. She stated that Robert's Rules of Order does refer to processes and procedures that Boards have chosen to follow. She stated that Trustee Taylor may challenge the ruling of the Chair.

#### Point of Order

A trustee referenced page 5 of the Board Meeting Procedures, Application section (1), which notes that in the absence of an item being noted in the Procedures, that the Board of Trustees revert back to Robert's Rules of Order.

Chair Cochrane referenced page 9 of the Board Meeting Procedures, section F(1), which states that general planning for Agendas for meetings of the Board shall take place at the regular private meetings of the Board. She stated that is how the Board addresses the addition of items to the Agenda. Chair Cochrane noted, pursuant to page 22, Request for Information, Point of Order, that trustees can challenge the ruling of the Chair. The ruling of the Chair was not challenged.

The belief was again shared that this is a fundamental right of trustees, and that there is adequate evidence both in the School Act and in Robert's Rules of Order to allow a trustee to bring forward a motion at any time.

#### **5.2** Operational Expectations 11: Learning Environment/Treatment of Students – Annual Monitoring

Superintendent Lewis provided highlights of the contents of the monitoring report. She pointed out that indicator of compliance point 3 for policy subsection 11.5 speaks to transportation fees. During the 2011-12 school year, Administration conducted comprehensive community engagement about transportation and noon supervision fees. The decision made about the setting of these fees took the feedback from this engagement into account. It also considered the fiscal and operational capacities of our organization. Superintendent Lewis stated that we are currently awaiting results of a Ministerial review of transportation fees, and may not be able to make further comments at this time.

Chair Cochrane noted that Trustees are to determine whether the Chief Superintendent is in compliance with OE-11: Learning Environment/Treatment of Students, based on the Board's previously approved interpretation and indicators. She pointed out that any decision or comment of the Board of Trustees around non-compliance of the Operational Expectation, or any part of it, is in no way intended to be a vote of non-confidence for the Chief Superintendent.

Trustees posed questions and Administration provided responses, which are summarized as follows:

- Comments were shared about policy subsection 11.2 being noted as out of compliance because indicator 3 did not achieve 100% compliance. Chief Superintendent Johnson pointed out that this policy provision refers to each student, and with a principal indicating non-compliance with indicator 3 it affects several

students. It is a decision of the Board as to whether the entire policy subsection is out of compliance.

- Administration has provided a first aid guideline that is available to all principals, that outlines the requirements that are based on the size of the school and indicates the requirements for both the quantity and the type of first aid that is required in each specific site.
- In response to a question about policy subsection 11.1 and the correlation between the indicators and evidence of compliance for points 1 and 2, it was noted that the Action Manger questions could be changed for better clarity by the addition of “100%” to be inserted before “on-site student activities” in the first question, and to replace “all” in the second question. Trustee concerns were shared around the suggestion to revise Action Manager, as they question the ability to achieve 100% for indicators 1 and 2, taking into consideration movie days, or fun days. Chief Superintendent Johnson stated that as a school principal, when her staff were planning those types of activities there were always learning outcomes associated with the activity.

MOVED by Trustee Lane:

**THAT the Board of Trustees approves that the Chief Superintendent is in compliance with the provisions of OE 11: Learning Environment/Treatment of Students, with the exception of policy subsection 11.2.**

Trustee comments in support of the motion were as follows:

- The effects of an issue such as not having a fire drill would affect many students.
- The expectation of the Board is for the provision of safe learning conditions for each and every child and for the achievement of 100%.

Trustee comments in opposition to the motion are summarized as follows:

- The subsection speaks to the provision of safe learning conditions and in several other places in the report it talks about several school environments that can't comply. Three of the four indicators met compliance and .5 percent is immaterial to the overall subsection of providing safe learning conditions.
- Concerns were expressed about the main motion including the exception, as it was felt that the question of compliance overall should be allowed to be debated, and exceptions individually debatable.
- It was felt that in weighing the matter of compliance versus non-compliance in this instance was not enough to tip the entire subsection into non-compliance.
- A trustee expressed the hope to see more data on bullying in future reports.

Chair Cochrane called for the vote on the motion.

The motion was  
CARRIED.

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



Opposed: Trustee Bazinet  
Trustee Ferguson  
Trustee Taylor

MOVED by Trustee King:

**THAT the Chief Superintendent be commended for achieving results in the high range in the category of safe and caring schools on the accountability pillar survey.**

The motion was  
CARRIED UNANIMOUSLY.

**6 | PUBLIC COMMENT**

There were no public comments.

**7 | MATTERS RESERVED FOR BOARD ACTION**

**7.1 Use of Electronic Information Resources by Trustees and Technology for Trustees**

Trustee Bowen-Eyre provided a brief review of the contents of the report.

MOVED by Trustee Bowen-Eyre:

- 1. THAT the Board of Trustees approves the revised GC-7: Board Members' Code of Conduct, as attached; and**
- 2. THAT the Board of Trustees approves the purchase of a Windows Laptop computer from the standard category of the Calgary Board of Education's approved for purchase catalogue for each trustee who requires a laptop computer.**

The motion was  
CARRIED UNANIMOUSLY.

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

**8 | BOARD CONSENT AGENDA**

**8.1 Approval of Minutes**

- Regular Meeting held September 25, 2012
- Regular Meeting held October 2, 2012

**THAT the Board of Trustees approves the Minutes of the Regular Meetings held September 25, 2012 and October 2, 2012, as submitted.**

**8.2 Proposed Amendment to GC-5: Committees**

**THAT the Board of Trustees approves the amendment of GC-5: Committees, as attached.**

8.3 Alberta School Boards Association (ASBA) 2012 Premier's Award for School Board Innovation and Excellence

**THAT the Board of Trustees receives the report for information.**

9 | **CHIEF SUPERINTENDENT CONSENT AGENDA**

9.1 Chief Superintendent's Update

**THAT the Board of Trustees receives the report for information.**

9.2 2012-2013 Student Enrolment Summary

**THAT the Board of Trustees receives the report on September 30, 2012 student enrolment for information.**

9.3 Locally Developed Courses

**THAT the Board of Trustees approves the following new Calgary Board of Education senior high locally developed courses and resources, as listed in the course outline submitted to Alberta Education, for use in Calgary Board of Education schools for the period listed within each course outline:**

**Yoga**

**Level: 15, 25, 35 Credits: 3**

**THAT the Board of Trustees approves the following renewed Calgary Board of Education senior high locally developed courses and resources, as listed in the course outline submitted to Alberta Education, for use in Calgary Board of Education schools for the period listed within each course outline:**

**Physics AP**

**Level: 35 Credits: 3**

**THAT the Board of Trustees approves the following newly acquired Calgary Board of Education senior high locally developed courses and resources, as listed in the course outline submitted to Alberta Education, for use in Calgary Board of Education schools for the period listed within each course outline:**

**American Sign Language and Deaf Culture**

**Level: 15, 25, 35 Credits: 5**

**American Sign Language - Language Arts Bilingual**

**Level: 15, 25, 35 Credits: 5**

**THAT the Board of Trustees approves the following newly acquired Calgary Board of Education junior high locally developed courses and resources, for use in Calgary Board of Education schools for the period listed within each course outline:**

**American Sign Language and Deaf Culture**

**Grade: 7, 8, 9**

**American Sign Language - Language Arts Bilingual**

**Grade: 7, 8, 9**

Recessed: 6:42 p.m.

Reconvened: 6:55 p.m.

**10 | IN-CAMERA ISSUES**

**10.1 Motion to Move In Camera**

MOVED by Trustee King:

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, October 16, 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.

Absent:

Trustee Taylor

Trustee Taylor attended the meeting at 6:58 p.m.

During the in-camera session Trustee Bazinet declared a pecuniary interest with the ASBA Tri-Partite Update agenda item and left the meeting.

MOVED by Trustee King:

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

The motion was

CARRIED UNANIMOUSLY.

Absent:

Trustee Bazinet

MOVED by Trustee Lane:

- 1. THAT the Board of Trustees accepts the following resignations:**
  - **The resignation of Eryn Kelly from the Trustee Remuneration Committee, effective immediately; and**
  - **The resignation of Greg Elsasser from the Audit Committee, effective immediately; and**
- 2. THAT the Board of Trustees expresses its appreciation to Ms. Kelly and Mr. Elsasser for their voluntary service to the Calgary Board of Education.**

**3. THAT the Board of Trustees approves the following external appointments to Board Committees:**

- **The appointment of Wendelin Fraser to the Trustee Remuneration Committee for a one-year period, to October 2013; and**
- **The appointment of Jeff Bowes to the Trustee Remuneration Committee for a one-year period to October, 2013.**

The motion was  
CARRIED UNANIMOUSLY.

Absent: Trustee Bazinet

**11 | ADJOURNMENT**

MOVED by Trustee King:

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

The motion was  
CARRIED UNANIMOUSLY.

Absent: Trustee Bazinet

The meeting adjourned at 8:13 p.m.