

## 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, December 19, 2006 at 5:00 p.m.

---

### PRESENT

#### Board of Trustees:

Trustee P. Cochrane, Chair  
Trustee C. Bazinet  
Trustee N. Close  
Trustee G. Dirks  
Trustee K. Fawcett  
Trustee L. Ferguson  
Trustee G. Lane

#### Administration:

Ms. J. Barkway, Assistant Corporate Secretary  
Dr. B. Croskery, Chief Superintendent of Schools  
Mr. D. Dart, Superintendent, Corporate Services – Secretary Treasurer  
Mr. J. Drysdale, Superintendent, Educational Support Services  
Ms. B. Hubert, Deputy Chief Superintendent  
Mr. J. Jones, Executive Assistant to the Chief Superintendent  
Ms. B. Kuester, Executive Director of Communications  
Ms. S. Wasylshyn, Executive Assistant to the Trustees  
Ms. H. Numrich, Recording Secretary

#### Stakeholder Representatives:

Mr. R. Anderson, Canadian Union of Public Employees, Local 40  
Ms. D. Clark, Elementary School Principals' Association  
Ms. J. Kylo, Elementary School Principals' Association  
Ms. G. Burger-Martindale, Calgary Association of Parents and School Councils  
Mr. B. Flookes, Calgary Board of Education Staff Association  
Mr. L. Liffiton, Alberta Teachers' Association, Local 38  
Mr. J. Clarke, Principals' Association for Adolescent Learners

Action By

### **1.0 CALL TO ORDER, NATIONAL ANTHEM AND WELCOME**

Trustees, guests and staff enjoyed a performance on the plaza by choir students of West Dalhousie Elementary School, including the singing of O Canada. Trustee Dirks thanked them for coming, and for their wonderful voices.

Chair Cochrane also expressed her appreciation to the choir and called the meeting to order at 4:58 p.m. The meeting reconvened in the boardroom and a special welcome was extended to representatives from Stakeholders groups.

### **2.0 CONSIDERATION/APPROVAL OF AGENDA**

Mrs. Barkway noted the following amendments to the agenda:

- Agenda Item 8.1, replacement pages were circulated for pages 8-12 and 8-13;
- Item 8.2, a late report was circulated;
- Minutes of Nov. 28, 2006, Agenda Item 9.1.1 and Facility Condition Report, Agenda item 9.2.1 were pulled from the Consent Agenda.

MOVED by Trustee Ferguson:

**THAT the Agenda for the Regular Meeting held December 19, 2006 be approved as amended.**

The motion was  
CARRIED UNANIMOUSLY.

### **3.0 SCHOOL/SYSTEM PRESENTATIONS**

#### **3.1 Calgary Board of Education International Bureau**

Ms. S. McLeod, System Principal for the International Bureau was introduced by Dr. Croskery. Ms. McLeod gave a PowerPoint presentation on the International Education program including video clips of several students and teachers who spoke of their experience with the program and the value that it has been to them. It has become one of the largest international programs in the world with the majority studying at junior and senior high levels.

Chair Cochrane thanked Ms. McLeod for her presentation and for the work that she does.

### **4.0 HONOURS AND RECOGNITIONS**

#### **4.1 Lighthouse Award**

Ms. Kuester introduced the Lighthouse Award recipient this month as ConocoPhillips. The award was presented to Ms. B. Simic, Senior Advisor of Community Investment and Volunteerism and Ms. C. Mahrey, Advisor of Community Investment.

Ms. Kuester stated that ConocoPhillips is an organization which is helping the Calgary Board of Education to become more environmentally friendly by providing financial support to enable the Calgary Board of Education to put in place programs and services that support facility improvements and curriculum that are more environmentally sustainable and reduce costs associated with energy consumption. They also sponsored "Destination Conservation", a student centred and activity-based program focusing on energy conservation. The Calgary Board of Education also partnered with ConocoPhillips for the 2005 World Schools Debating Championships, which were held in Calgary.

Ms. Simic expressed her thanks for the award and informed the Board of the many accomplishments of their company, confirming that they are very committed to education.

Chair Cochrane presented Ms. Simic and Ms. Mahrey with a plaque on behalf of the Board of Trustees and thanked them for the work they do with young people.

### **5.0 PUBLIC CONVERSATION AND INFORMATION**

#### **5.1 Correspondence**

There was no correspondence.

#### **5.2 Report from the Chair and Trustees**

Trustee Ferguson reported that Trustees have been taking book bags to different schools this week. They visited Connaught School today and presented book bags to a class of English as a Second Language students. The students thanked them in return with a large, hand-made thank you card, which Trustee Ferguson displayed to the boardroom. The students were very appreciative of the contribution of our partners towards "Book Bags For Kids". The Calgary Board of Education will be delivering 1000 book bags to kids this year. This is a wonderful project, which allows children to celebrate literacy.

Trustee Lane reported that he attended a performance of "Grease" by William Aberhart High School students at the Southern Alberta Institute of Technology. The performance was excellent and was sold out for every night. They will be looking for a larger venue for next year.

Trustee Close attended a performance of "Pride and Prejudice" at Henry Wise Wood High School and commented on the exceptional fine arts programs that are taking place in schools.

### **5.3 Report from the Chief Superintendent**

Chief Superintendent Croskery reported on the following activities and school visits: Belfast School's presentation of Beauty and the Beast; John Diefenbaker High School; the new principal at James Fowler High School; Deputy Chief Superintendent B. Hubert attended a Christmas program at Christine Meikle School; and a retirement celebration for Ms. R. Brown, Secretary, Career Pathways.

He noted the following recognitions:

- Three Spanish teachers from Collingwood School recently received an award and were recognized in the Calgary Herald regarding this honor.
- The HSBC Higher Hoops Classic 2006 awarded \$1000 scholarships where 13 out of 25 recipients were from Calgary Board of Education high schools. There were also 21 Calgary Board of Education students who received a \$500 scholarship and a commemorative ring from the Calgary Booster Club, a club that works closely with the Calgary Senior High School Athletic Association.
- Ms. S. Last, principal of Langevin School has a published article regarding the Science Alternative Program in the December edition of "Educational Leadership".

### **5.4 Public Question Period**

There were no questions from the public.

### **5.5 Stakeholder Reports**

There were no stakeholder reports.

### **5.6 Trustee Inquiries**

There were no Trustee inquiries.

## **6.0 BOARD DEVELOPMENT**

### **6.1 Calgary Board of Education Infrastructure – Part 2**

Director D. Hoerz, Facility Operations, gave a PowerPoint presentation outlining the historical Calgary Board of Education strategies, strategies used by other Alberta school jurisdictions, information from jurisdictions outside of Alberta and considerations for future school development, with the primary focus being on how to fund new schools and modernizations. He stated that with competition for provincial resources there is a need to review other financing initiatives and cost reduction measures for construction. He discussed some of the new and innovative ideas that the Calgary Board of Education administration has investigated and the successes and failures.

The type of schools we need must consider the future learner and implications of technology. They have looked at a 5 year window for assessing future needs and based on the 3 Year Capital Plan, we require 12 elementary, 9 junior high (or middle) schools, 2 senior high plus a number of modernizations. No number was estimated for replacement schools.

Schools need to be functionally flexible so that the building and the space inside can adapt to a changing program. They should include common areas and cluster areas, as well as independent learning spaces. Centennial High School is an example of durable construction inside and out.

There are a number of development challenges, including: creating a preferred learning environment, understanding what it is and making it happen; municipality expectations; the quality of new properties; finding knowledgeable professionals such as architects and engineers; market challenges and competing interests for use of joint lands between the city and the community, which are not always identical. In regards to redeveloping school sites the primary reliance is on provincial grant money and trying to satisfy stakeholders' interests.

Research of American and Canadian jurisdictions indicated some interesting solutions to either increase revenues or reduce costs, such as a hotel tax in one jurisdiction or the impact fee that is utilized in many cities in the United States. This fee is on residential areas only, in new and developing areas, to provide public facilities for new areas. Some jurisdictions use larger proto-typical schools, onsite fabrication, or higher utilization thru multi-track programs and a year-round calendar. In all cases, the central government had a key role to play. No school jurisdictions had their own their financial means to satisfy all of their needs. Easy access to schools in a community may require selling or moving assets to where they will be better utilized.

Director Hoerz presented some different ideas regarding the financing of new schools and summarized the positive and negative outcomes:

- Developer building on reserved land and turning over to school boards.
- Mini modular schools.
- Public/public partnership options including churches, health sector, senior citizen services, the City, colleges.
- P-3 new school, i.e. Radisson Park, or Sir Wilfred Laurier modernization.
- The need for a revitalization program.
- Performance-plus contract.
- P-3 for energy plus renewal has definite possibilities. They have done the pilot and are looking at a follow-up model.
- Use of proceeds from land sales to fund capital projects.

A question and answer session was held, which is summarized as follows:

- A question arose regarding what restrictions exist for the school board to borrow or for what purposes can they borrow? Director Hoerz explained that legislation allows a board, with prior Ministerial approval, to borrow for capital expenditures. In the past we have borrowed for the purposes of energy reduction type projects. The savings from these initiatives need to cover the cost of borrowing over the life of the borrowing itself, to a maximum of 20 years.
- Is it possible to lease a building in a new area that doesn't have a school currently? Superintendent Dart stated that this would require provincial support to expand instructional space. There is no restriction on leasing as long as there are funds available to cover the lease for operating purposes.
- Interest was expressed regarding the suggestion of impact fees. This is a tax to support the development of new schools and community facilities in new neighborhoods.
- A question arose regarding the cost management of multi-track year-round calendar schools, and the success of the Terry Fox and Riverbend Calgary Board of Education programs. Deputy Chief Superintendent Hubert stated that they have had mixed reviews, with some great successes. It is a way to keep students in the community without busing, but it is hard on the facility, there are some challenges with staffing,

and not all parents are in agreement with it. Overall they have had good success. It does allow for a higher capacity of students in a school building.

- A Trustee questioned what happens to the land in communities where it has been set aside for a school but won't ever be used as such. Is it possible to sell the land and build elsewhere? Superintendent Dart explained that there are joint use agreements in place indicating that if the school board finds no use for the land it becomes the property of the City. Green space reserves in communities are also an issue with the City.
- A Trustee questioned whether self-resourcing is a possibility. Director Hoerz stated that resources that are available from the sale of our assets is limited.
- A Trustee questioned whether, if the province relaxed barriers, can we build in different ways in different communities? Superintendent Dart stated that we are limited by how much can be transferred from the value of existing sites, and there would be a requirement for increasing provincial funding.
- With regards to the school tax received from Nevada hotels, a Trustee questioned whether the whole state benefits or just the county? Director Hoerz explained that it is the county that benefits. He found no similar examples in Canada.
- In response to a question of whether we would make different decisions about our current facilities if funding were available elsewhere and what would benefit students most, Superintendent Dart stated that reliable funding would facilitate longer term planning and allow us to accommodate all students closer to home.

Chief Superintendent Croskery stated that Administration feels it is important to be very fiscally responsible. We need to begin to work with the government and to be creative, strategic, and responsible.

- A Trustee expressed that Calgary is facing some complex challenges, with new school construction needs as well as explosive growth of the City. If we have the funded "Schools For Tomorrow" plan we will still have to find innovative ways to get schools in the right places. It is going to require more than just the provincial funding.
- Chief Superintendent Croskery noted that there are about 40 new subdivisions in Calgary without public schools. There are some inner city schools with space. Parents want to know what is happening in their community for their own children.

Chair Cochrane thanked Director Hoerz for his presentation.

Chair Cochrane informed the Board that they need to formally consider the next steps in regards to Education Infrastructure Presentations 1 and 2. She suggested that the Board of Trustees discuss this further at their work session, and if any official decisions need to be made it will come back to the boardroom. Establishing dialogues with Calgarians is part of the linkages which has already been committed to. Updates can be done periodically as decisions are made.

Chair Cochrane indicated that some time had been set aside for conversation on the plaza and invited all attendees to join the Board.

Recessed at 6:43 p.m.  
Reconvened at 7:05 p.m.

## **7.0 MONITORING AND RESULTS**

### **7.1 Executive Limitations 13: Facilities/Accommodations – Annual Monitoring Report**

Chair Cochrane indicated that Trustees have received and reviewed the Chief Superintendent's monitoring report on EL-13 Facilities/Accommodations. It is now the Board's responsibility to consider the report as evidence of organizational performance in this operational area. She invited any Trustee who had questions about the report to offer them to the Chief Superintendent, reminding the Board of the criteria against which they are to judge the report.

A Trustee questioned whether the Calgary Board of Education had a numbered priority list for schools requiring maintenance work. Director Hoerz stated that they did not, but explained that they always give highest priority to health and safety items.

In response to a query as to why there had been a significant decrease in the use of school facilities to other users, and whether potential users are being denied for some reason, Director Hoerz outlined the process involved which first identifies the times schools are needed for students and then any extra time is released to the City of Calgary, Parks and Recreation Department to take bookings. Over the past year no group has been denied due to inappropriate behaviour or conduct. As to whether a more pro-active role should be taken to increase usage and income, Director Hoerz stated that the rentals are done strictly on a cost recovery level. There is no revenue generated through public rentals.

A Trustee questioned the goal of system utilization as it relates to point 3 of the policy. Is this just reporting or in order to determine if in compliance, should progress be made towards 85%? Chair Cochrane reminded the Board that this report includes Administration's duty to report only and that they are waiting for clear indication from the government as to where they are on the utilization formula. Administration may need some direction from the Board in the future.

Mr. Hughes noted that the figures of 79.5% system utilization for 2005/06, and 79.4% for 2006/07 are based on annual enrolments and estimated facility capacity.

MOVED by Trustee Dirks:

**THAT the Chief Superintendent has reasonably interpreted the provisions of Executive Limitation 13: Facilities/Accommodations and the Board of Trustees finds the Chief Superintendent to be in compliance.**

The motion was  
CARRIED UNANIMOUSLY.

### **7.2 Ends 2: Academic Success: Reasonable Interpretation, Indicators & Targets, Year 3**

Superintendent Drysdale introduced the report expressing that the Board had previously received the monitoring report, concluded that reasonable progress is being made towards achievement of Ends 2, and had requested this report on the reasonable interpretation, indicators and targets.

There were questions regarding the English as a Second Language program and how the student results are reported. Superintendent Drysdale explained that Alberta Education looks at this as a separate group and it helps with programming to look at the trends. There are some issues regarding collecting data for English as a Second Language and Special Education programs. A comparison of English as a Second Language and non English as a Second Language students has not been reported here.

There were some questions regarding the high school completion rates and whether these are targets or actuals. Dr. Croskery explained that when targets are set for large numbers of

students, it must be with caution. Adjustment to any one variable can affect all other variables.

There was further discussion regarding targets and whether or not it would be valuable to have actuals in this report in order to make judgment easier as to whether this is a legitimate target. A Trustee expressed that the Board already has this information from past reports including student outcome results and that it would be unnecessary for Administration to produce another report; therefore the Board should go forward with the motion.

MOVED by Trustee Dirks:

**THAT the Board of Trustees has reviewed the scheduled monitoring report on Ends 2 and approves the reasonable interpretation, along with indicators and targets that will be used for the November 2007 monitoring report.**

Chair Cochrane asked for and received the Board's consent to continue to the end of the agenda at the 8:00 p.m. agreed upon adjournment time.

Further discussion ensued regarding the presentation of the report and a Trustee expressed that a different style of presentation would be at the Chief Superintendent's discretion.

A Trustee stated that they are reasonably satisfied with the method used to set targets and that provincial targets can be accepted or adjusted. If the Chief Superintendent can come up with a better model, that would be great, but this model could be approved.

The motion was  
CARRIED.

In Favor:  
Trustee Dirks  
Trustee Ferguson  
Trustee Fawcett  
Trustee Cochrane  
Trustee Close  
Trustee Bazinet

Opposed:  
Trustee Lane

## 8.0 POLICY DEVELOPMENT AND REVIEW

### 8.1 Annual Monitoring of Governance Process Polices 7, 10 and 11, Amendment of GP-11 and GP-11E

MOVED by Trustee Bazinet:

1. **THAT the Board of Trustees approves the Governance Process Monitoring reports for the Governance Process Policies 7, 10 and 11, as attached (Attachment 1), in the form as distributed with the Agenda for the December 19, 2006 Regular Meeting of the Board of Trustees; and**
2. **The Board of Trustees approves the amended Terms of Reference for the following Committees of the Board of Trustees, as attached in Attachment 2: Audit Committee, Board Evaluation Committee, Linkages Committee, Policy Committee, School Naming Committee, and Trustee Remuneration Committee in the form as distributed with the Agenda for the December 19, 2006 Regular Meeting of the Board of Trustees;**
3. **The Board of Trustees gives first reading to the amended Governance Process Policy 11, Board of Trustees' Committees, as attached (Attachment 3); and**

**4. The Board of Trustees approves second reading to the amended Governance Process Policy 11, Board of Trustees' Committees, as attached.**

The motion was  
CARRIED UNANIMOUSLY.

MOVED by Trustee Bazinet:

**In accordance with Governance Process Policy 3: Governance Policy Development, that the Board of Trustees agrees to proceed with more than two readings of this policy at this meeting.**

The motion was  
CARRIED UNANIMOUSLY.

MOVED by Trustee Bazinet:

**THAT the Board of Trustees gives third reading and thereby final approval to amended Governance Process Policy 11, Board of Trustees' Committees, as attached.**

The motion was  
CARRIED UNANIMOUSLY.

(The approved Governance Process Policy 11: Board of Trustees' Committees, is attached to these minutes).

**8.2 GP 5-E Board of Trustees Procedure – Consideration of School Closure**

Trustee Fawcett introduced the report. He noted that Attachment I contains the proposed changes, which resulted from the Board of Trustees' desire to review policies regarding the consideration of school closure process and practices from last year's experiences.

MOVED by Trustee Fawcett:

**THAT the Board of Trustees approves *GP 5E - Board of Trustees' Procedure - Consideration of School Closure (Attachment I)*, in the form as distributed with the Agenda for the December 19, 2006 Regular Meeting of the Board of Trustees, to replace *GP 5E: Closure of Schools and Board of Trustees' Procedure - Closure of Schools*.**

The motion was  
CARRIED UNANIMOUSLY.

MOVED by Trustee Fawcett:

**THAT The Board of Trustees directs the Chief Superintendent to take the following action:**

**If the long range student accommodation planning process results in recommendations that may result in any of the following conditions:**

- (a) closing a school permanently or for a specified period of time,
- (b) closing entirely 3 or more consecutive grades in a school,
- (c) transferring all students from one school or school building to one or more other schools or school buildings on a permanent basis,
- (d) closing the entire junior high school program or the entire high school program in a school,



- (e) altering the configuration of a school such that a school previously offering a regular program will, in the next year no longer do so, or
- (f) closing a regular program, at a proposed future date, conditional on certain specified factors,

the Chief Superintendent must:

- (a) recommend that the Board of Trustees considers school closure, and
- (b) in accordance with *GP 5E - Board of Trustees' Procedure - Consideration of School Closure*, recommend whether the closure processes outlined at section 1.1(2) of GP-5E are to be followed, and, if so, the specifics relative to sub-paragraphs (i) to (xii) being recommended; or, alternatively, whether the closure processes outlined in sections 4 to 7 apply.

The motion was  
CARRIED UNANIMOUSLY.

## 9.0 CONSENT AGENDA

Chair Cochrane stated that the following two items were pulled from the Board Consent Agenda and the Chief Superintendent Consent Agenda to be discussed further, immediately following the Consent Agenda items.

- 9.1.1 November 28, 2006 Minutes
- 9.2.1 Facility Condition Report

Chair Cochrane declared the remaining items on the Board and Chief Superintendent Consent Agendas to be adopted as presented.

## 9.1 Board Consent Agenda

### 9.1.1 Approval of Minutes

**THAT the Board of Trustees approves the Minutes of the Regular Meeting held December 5, 2006 as circulated.**

### 9.1.2 Response to Motions Regarding the Committee on the Role and Purpose of Parent Groups in the Calgary Board of Education (June 14, 2005).

**Be it resolved that the Board of Trustees amends the motion previously adopted on June 14, 2005, which reads as follows:**

**That the Board of Trustees approves recommendations one through nine, in the form as submitted in the report to the Regular Meeting held June 14, 2005, subject to a correction to recommendation #5 by the addition of the words "under the" preceding the word "auspices".**

**to:**

**THAT the Board of Trustees approves the recommendations of the Board of Trustees' Committee on the Role and Purpose of Parent Groups in the Calgary Board of Education, with the exception of Recommendations 5 and 6, which read as follows:**

5. "that the Board of Trustees clarifies the role of the Key Communicators' group and it is suggested that the group be more directly under the auspices of the Board of Trustees."

and

6. "that the Board of Trustees clarifies the role of the Key Communicators Steering Committee. This committee will provide the communications link between Area meetings."

## 9.2 Chief Superintendent Consent Agenda

### 9.2.1 Locally Developed High School Courses

THAT the following new Calgary Board of Education Senior High School locally developed course be approved for use in Calgary Board of Education schools for the period February 1, 2007 to January 31, 2010

- Physics 35 AP

THAT the following newly acquired locally developed courses be approved for use in Calgary Board of Education schools for the period of February 1, 2007 to January 31, 2010

- Biology 25, 35 International Baccalaureate

THAT the following newly acquired locally developed course be approved for use in Calgary Board of Education schools for the second semester of the 2006-2007 school year:

- World Literature 25

The following items were pulled from the consent agenda, and considered by the Board:

### 9.2.2 Approval of Minutes

- Regular Meeting held November 28, 2006

MOVED by Trustee Close:

**THAT the Board of Trustees approves the Minutes of the Regular Meeting held November 28, 2006, subject to an amendment on page 3 under Report from Chair and Trustees. In the second paragraph, reference should be to Ends 3 – Citizenship rather than Ends 4 – Personal Development.**

The motion was  
CARRIED UNANIMOUSLY.

### 9.2.3 Facility Condition Report

In response to a question regarding the estimate of the total value of deferred maintenance of \$466 million and whether it is based on the 99/2000 audit and, if so, what would the actual deferred maintenance be if the new audit includes life cycle costs, Director Hoerz responded that the \$466 million is strictly based on the 99/2000 audit. They anticipate the new audit, which is anticipated to include life cycle costing, would be in the range of \$400-500 million. The \$466 million accounts for all of the work that was done and has been inflated for current dollars. Ongoing

audits are based on current dollars and they are aware that the amount is a little higher than in 1999 but would expect that the two outcomes would be similar. In response to a trustee question, he stated that the \$449 million is excluding sold sites.

MOVED by Trustee Dirks:

**THAT the Board of Trustees receives this report for information and for the record in the form as submitted with the agenda for the Regular Meeting held December 19, 2006.**

The motion was  
CARRIED UNANIMOUSLY.

**10.0 ACTION ITEMS**

There were no action items.

**11.0 TRUSTEE NOTICES OF MOTION**

There were no Trustee notices of motion.

Recessed at 8:18 p.m.

Reconvened at 8:32 p.m.

**12.0 IN-CAMERA ISSUES**

**12.1 Motion to Move In Camera**

MOVED by Trustee Bazinet:

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

The motion was  
CARRIED UNANIMOUSLY.

During the in-camera session, Trustee Close left the meeting at 8:44 p.m.

Employees who are College of Alberta School Superintendents (CASS) members left the meeting at 8:50 p.m. due to a conflict of interest. These included Chief Superintendent Croskery, Deputy Chief Superintendent B. Hubert, Superintendent J. Drysdale. The CASS members returned to the meeting at 9:05 p.m.

**12.2 Motion to Revert to Public Meeting**

MOVED by Trustee Ferguson:

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

The motion was  
CARRIED UNANIMOUSLY.

**12.3 Motion to Action In-Camera Recommendations**

MOVED by Trustee Bazinet:

**THAT the Board of Trustees directs Administration to proceed with the design and construction of the following Calgary Board of Education new school projects:**

- **A new K-4 elementary core school in the community of McKenzie Towne;**
- **A new K-4 elementary core school and 4 modular classrooms in the community of Panorama Hills;**
- **A new K-4 elementary core school and 4 modular classrooms in the community of Taradale.**

The motion was  
CARRIED UNANIMOUSLY.

Absent: Trustee Close

MOVED by Trustee Ferguson:

**THAT the Board of Trustees directs the Chief Superintendent to analyze the document regarding the AUMA and ASBA Agreement, in order to identify the challenges and opportunities that may arise, should the agreement be implemented, and to report such findings to the Board at the January 30, 2007 meeting.**

The motion was  
CARRIED UNANIMOUSLY.

Absent: Trustee Close

MOVED by Trustee Lane:

**THAT the Board of Trustees agrees that it does not support the revised document regarding *CASS Proposal for Professional Governing Status* as it currently reads and that ASBA be notified in the required format, of this decision.**

The motion was  
CARRIED UNANIMOUSLY.

Absent: Trustee Close

**13.0 ADJOURNMENT**

The Chair declared the meeting adjourned at 9:35 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, regardless of whether or not it is called a committee, and whether or not non-trustees sit on the committee. Board of Trustees' committees shall be assigned so as to never interfere with the wholeness of the Board of Trustees' job and so as to never interfere with delegation from the Board of Trustees to the Chief Superintendent. Therefore, Board committees shall be used sparingly and ordinarily in an ad hoc capacity.

1. Board committees and their Terms of Reference are established by the Board of Trustees to help the Board of Trustees do its job. Committees shall ordinarily assist the Board of Trustees in its work as governors, representatives and advocates.
2. Board committees may not speak or act for the Board of Trustees except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the Chief Superintendent.
3. Board committees cannot exercise authority over staff. In keeping with the Board of Trustees' focus, Board committees normally shall not have direct dealings with current staff operations. This does not preclude staff members from participating in Board of Trustees' committees.
4. Board committees are to avoid over-identification with organizational components rather than the whole. Therefore, a Board committee, which has helped the Board of Trustees create policy on some topic, shall not be used to monitor organizational performance on that same subject.
5. This policy applies only to committees that are formed by Board of Trustees' resolution, whether or not the committees include non-trustees. It does not apply to committees formed under the authority of the Chief Superintendent.
6. All committee members shall commit to: ethical conduct, proper use of authority, decorum, and professional conduct.
7. All committee members are appointed to serve on Board of Trustees' committees at the pleasure of the Board. Committee membership shall be reviewed annually at the Organizational Meeting and more frequently if the Board of Trustees so determines.



## **CALGARY BOARD OF EDUCATION**

---

### **Board of Trustees' Policy – Governance Process**

Page 2 to GP-11: Board of Trustees' Committees

8. Each committee shall be chaired by a person who is appointed by the Board of Trustees. It shall be the responsibility of the Chair to provide written reports to the Board of Trustees and to bring recommendations from the committee to the Board of Trustees.
9. Attendance at meetings of Board committees shall be limited to Committee members and invited guests, unless otherwise decided by the Board of Trustees.
10. Minutes of all meetings of Board committees shall be filed with the Board of Trustees for the corporate record and include at least the following information:
  - (a) Date and place of meeting;
  - (b) Attendees;
  - (c) Record of decisions and who is assigned any actions arising; and
  - (d) Date, time and place of next meeting.
11. The only Board committees are those listed in Governance Process Policy 11E, Board of Trustees' Committees – Terms of Reference.

Adopted: December 19, 2006