

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, January 6, 2009 at 5:00 p.m.

MEETING ATTENDANCE

Board of Trustees:

Trustee P. Cochrane, Chair
Trustee C. Bazinet
Trustee G. Dirks
Trustee L. Ferguson
Trustee P. King
Trustee K. Kryczka
Trustee G. Lane

Administration:

Dr. B. Croskery, Chief Superintendent of Schools
Mr. F. Coppinger, Superintendent, Facilities and Environmental Services
Mr. D. Dart, Superintendent, Corporate Services – Secretary Treasurer
Mr. D. Stevenson, Acting Superintendent, Learning Enhancement
Mr. C. Davies, Executive Assistant to the Chief Superintendent of Schools
Ms. B. Kuester, Executive Director of Communications
Mr. R. Peden, Director and General Counsel, Legal Affairs
Ms. J. Barkway, Assistant Corporate Secretary
Ms. S. Wasylshyn, Executive Assistant to the Trustees
Ms. H. Numrich, Recording Secretary

Stakeholder Representatives:

Ms. J. Regal, Alberta Teachers' Association, Local 38
Ms. J. Minifie, Calgary Board of Education Staff Association
Ms. L. Shutlak, Calgary Association of Parents and School Councils (arrived at 5:19 p.m.)
Mr. B. Anderson, Canadian Union of Public Employees, Local 40
Mr. P. Nussbaum, Trades, International Brotherhood of Electrical Workers
Ms. J. Kylo, Elementary School Principals' Association
Ms. A. Sarginson, Elementary School Principals' Association

1.0 CALL TO ORDER, NATIONAL ANTHEM AND WELCOME

Chair Cochrane opened the public meeting at 5:02 p.m. and the singing of the national anthem took place led by Morgan, a grade 12 student from the National Sport School, by way of DVD that was filmed at the Apex ski hill. Chair Cochrane acknowledged that this was Dr. Croskery's last board meeting as Chief Superintendent and she invited everyone to stay afterwards for refreshments on the plaza in celebration of his retirement. She welcomed representatives from the aforementioned organizations.

2.0 CONSIDERATION/APPROVAL OF AGENDA

There were no changes to the agenda; however, Ms. Barkway noted that there would be four stakeholder reports.

Action By

MOVED by Trustee King:

THAT the Agenda for the Regular Meeting of January 6, 2009, be approved as submitted.

The motion was
CARRIED UNANIMOUSLY.

3.0 SCHOOL/SYSTEM PRESENTATIONS

3.1 National Sport School

Acting Area IV Director, Mr. J. Langley provided brief introductory comments regarding the National Sport School and how Ends 2, Academic Success is accomplished at the school. He introduced the presenters: Mr. C. Hodgson, Principal, Ms. D. Ziegler, Assistant Principal and Allison, a grade 12 student from the National Sport School.

Mr. Hodgson provided a background history of the National Sport School. He stated that the need for such a program became evident after the 1988 Olympics in Calgary. The Calgary Olympic Development Association (CODA) did a study that showed due to time demands, fifty per cent of athletes were either dropping out of school or sport. The National Sport School was founded in 1994 in cooperation with CODA. The result has been very positive. Student athletes of the National Sport School have been very successful athletically as well as academically. They now complete high school at a very high academic level. The program is continually evolving and changing as athletes' needs are incorporated, education research studied, surveys taken and stakeholders consulted.

Allison, a competitive swimmer, shared of her personal successes at the school. She provided an example of a typical day for her as an athlete and student. She stated that some of the positive aspects of the program include small class sizes that allow more time for individual needs and a more personalized program; courses that can be taken over a full year; flexibility; tutorials; accommodating staff and lap top technology that enables communication when away from school. The program has been a positive experience for her both as an athlete and student.

Mr. Hodgson concluded the presentation by stating that one of the aims of the school is to continue to be an example of how 21st century learners can be anticipated, thoughtfully planned for and facilitated.

Trustee Lane expressed his thanks on behalf of the Board of Trustees for the presentation and for their great story of innovation and success that is a fine example for others.

4.0 HONORS AND RECOGNITIONS

5.0 PUBLIC CONVERSATION AND INFORMATION

5.1 Report from the Chair and Trustees

- Trustee Kryczka reported that she attended an event at the Parkdale Centre where Dr. Croskery and Deputy Chief Superintendent B. Hubert gave recognition to advancements that were made in leadership development and training this year. She also attended Cederbrae School "Pajama Day" and expressed her admiration of the new Shaughnessy School building that is currently under construction.

- Each Trustee provided a verbal report giving special accolades to Dr. Croskery. They expressed gratitude for how he has positively impacted their lives personally as well as the lives of students, parents, staff and the system as a whole. Trustees expressed appreciation for his great leadership, passion for education and concern demonstrated for each student in the Calgary Board of Education. His intellect, humor, and progressive thinking were also noted and appreciated. Trustees expressed their best wishes to Dr. Croskery in his retirement; he will be missed by all.

5.2 Report from the Chief Superintendent

Chief Superintendent B. Croskery expressed his sincere thanks for the Trustees' kind remarks and for the privilege to serve as Chief Superintendent of the Calgary Board of Education since April, 2001. He expressed gratitude to all who helped make his job possible including trustees, colleagues, superintendents, directors, principals, assistant principals, teachers, students, support staff, trades, parents and school councils. He gave recognition to EducationMatters for championing the cause of public education in Calgary. Friends and partners in the community in support of public education were recognized for their support and advocacy. He stated that the Calgary Board of Education has a magnificent heritage and is known for the quality of students and their contributions to the planet. He stated that the leadership is being left in strong hands and will be well served by the new positions of Acting Chief Superintendent, B. Hubert, Acting Deputy Chief Superintendent, N. Johnson and Acting Superintendent Learning Enhancement, D. Stevenson. He also noted that union presidents and parents play a very important role. He again expressed thanks for privilege of working at the Calgary Board of Education for over 10 years.

5.3 Public Question Period

There were no public questions.

5.4 Stakeholder Reports

5.4.1 Jenny Regal, President, ATA Local 38

Ms. Regal stated that the issues with employment records and payroll services are ongoing. She noted that although the efforts of former CBE employee, Mr. J. Shenher, the hiring of a payroll liaison, Superintendent's Teams work, the "about me" e-mail address and search for an executive director for human resources are recognized, the problems continue.

She expressed frustration with problems encountered with the data entry of pertinent information stating that anything that appears "out of the norm" results in problems. She stated that there are no knowledgeable staff on site to speak to regarding issues with the collective agreement. She gave examples of problems incurred with teachers on maternity leave, sick leave and substitute pay. She stated that morale is low for some employees who have expressed a lack of confidence in the some of the employer's human resources processes. She challenged Trustees to focus on the root causes, not just the symptoms and to rebuild trust with employees by beginning a full investigation in a timely fashion, into the accountability of what's gone wrong.

5.4.2 Jean Minifie, Staff Association

Ms. Minifie, representative of the support staff within the CBE stated that they are experiencing similar difficulties. She gave an example of a staff member who has had serious problems with her pay that are still unresolved. She noted that other support staff at the same school have resigned due to similar issues with PeopleSoft and Telus Sourcing Solutions. She expressed frustration that Staff Association has spent an enormous amount of

time on the phone dealing with problems and stated that there are definitely relationship issues.

5.4.3 Bob Anderson, President, CUPE 40

Mr. Anderson requested that Trustees re-address the problems being experienced by some employees in the area of payroll and benefits. He did note that some improvements have been made, but problems still continue with data entry and the failure to process time sheets in a timely manner.

He provided an example where an employee had still not received their pay by direct deposit after two pay periods and still had to have their cheque hand delivered. He stated that employees are told that their banking information has not been received, yet at the new employee orientation all of the information was provided.

He expressed that some employees have been overpaid and the overpayment was taken back with no notice or consultation with the employee beforehand. He stated that although it is legally within the rights of the employer to recoup an overpayment, there is an agreement with management to do so in a collaborative method where an employee is not disadvantaged to a great degree with having to pay the money back. There is a disconnect in the transfer of information and the manner in which the contractor treats employees and operates the payroll system.

He also noted that there is a problem with the monthly payroll report. He stated that they have not received a complete or accurate payroll report since February 14th of last year, with the implementation of the PeopleSoft payroll system. He noted that this is resulting in stress and distrust between employees and management, and he requested that the problems with payroll and benefits be readdressed.

5.4.4 Perry Nussabaum, Trades

Mr. Nussabaum expressed that the Trades are experiencing similar pay issues. He stated that when PeopleSoft was instituted, temporary employees were not paid and many left the system after not being paid after four pay periods. He stated that he hopes this problem is solved and will not repeat itself with new hires. He also expressed concern that other employees have given up after fighting with Telus and not getting the results they were hoping for. He noted the recent error regarding vacation balances where an e-mail was sent out by Telus acknowledging the problem with carryover balances to the new year, that it had been corrected on-line and the next pay will reflect the correction. When he went on-line to view his pay advice he discovered it was missing vacation and sick time.

Mr. Nussabaum expressed concern for the future, particularly with the issuance of T4's.

5.5 Trustee Inquiries

There were no Trustee inquiries.

Chair Cochrane welcomed Mr. D. Stevenson as Acting Superintendent, Learning Enhancement.

6.0 ACTION ITEMS

7.0 MONITORING AND RESULTS

7.1 Ends 1: Mega End – Update Report

Dr. Croskery provided brief introductory comments. He noted that this was the second time this report was being brought to the Board, after a request for more information was requested in November, 2008. Director B. Boese, Learner Enhancement, gave introductory comments to the report and thanked all who worked on it.

Trustees posed questions that were addressed by Administration and a brief summary of the discussion is provided as follows:

- This report has been amended from the November 25, 2008 report and is the most current, correct and up to date information as possible.
- It was noted that in regards to targets for improvement, a one per cent improvement target is more statistically significant in some categories than others, in particularly the drop out rate. For the purpose of consistency, the target increases have been set at one per cent as this is what has been done historically. Alberta Education is consulted on the percentage of improvement and the “acceptable”, “improved” and “need improvement” categories have been created to align with the accountability pillar.
- A Trustee commented that the report addresses qualitative measures for success and how increased methods of data collection could be developed. This is a positive step in the right direction. The new high school survey and student symposium are good ideas.
- The Accountability Pillar results will include comparisons to other urban boards of the 3, 4 and 5 year completion rates, drop out rates, Alexander Rutherford Scholarships and the 4 and 6 year transition rates.
- The goal for the 2009 Ends 1 Monitoring Report will be to include each of the indicators listed on page 7-11 of this report for monitoring of incremental progress toward the achievement of E-1: Mega End. A committee is presently reviewing each of these indicators for feasibility, appropriateness, obtainable information and focus groups and symposia are consulted.

MOVED by Trustee Lane:

THAT the Board of Trustees approves the reasonable interpretation, indicators and targets provided for Ends 1: *Mega End* to be reported on in November, 2009.

Trustee comments in support of the motion included:

- Good progress is being made.
- Items identified as reasonable indicators are within the ballpark.
- Although there is work to be done regarding implementation of the data, it is an innovative report.
- It is difficult to obtain qualitative measures and Administration should be given credit for addressing it. This is a good plan and approach.

The motion was
CARRIED UNANIMOUSLY.

7.2 Executive Limitations 7: Treatment of Staff and Volunteers – Annual Monitoring Report

Dr. Croskery introduced the report and thanked the staff who worked on it. Superintendent Dart provided brief introductory comments.

Trustees posed questions that were addressed by Administration and a brief summary of the discussion is provided as follows:

- The pilot project for teachers was developed by Educational Support Services and Talent Management and Sourcing to enhance the skills of new teachers joining the Calgary Board of Education. It was offered to teachers who were previously screened and offered employment and included supplementary English as a Second Language (ESL) training.

The teachers who participated in the pilot project were surveyed to determine the success of the program. Some of the program content will be made available on-line and all of the new hire materials are also being refined and updated for orientation. Many strategies are being developed and a similar program is being considered for support staff.

- Feedback from the teacher orientation pilot project showed that an area of improvement for the 2008/2009 school year was increased personalization of the hiring process. Teachers were given generic information that applied to all, but they requested more specific information for those who were hired from out of province with suggestions for information on items such as: how to apply for an Alberta Health Care card, housing, and social networking. The CBE recruitment website includes a variety of links, including the Calgary Herald for housing. In terms of socializing, the orientation provided opportunity to connect new hires together and socializing also occurs at the school level through school functions.
- Talent Management found that there is increased interest in general language competency for both new and current employees. In response, accent reduction workshops have been offered. Some employees select to take part in the accent reduction workshops themselves and others are encouraged to do so by principals or supervisors. Human Resources is looking into what can be done in the screening process and training once employees are hired to support employees to ensure that they have the skills and competence around language to be successful.
- In response to a Trustee inquiry regarding what strategies are being developed in the areas of recruitment and retention, Ms. L. Angelo, Director, Human Resources, responded that recruitment strategies include advertising, networking and teacher recruiters travelling across the country promoting the CBE as a great place to work. A great deal of attention is spent on the screening process to ensure a good match, as they are looking for strong candidates. There are a number of factors that affect retention such as strong supervisors, relationships, and support and development opportunities
- Mr. D. Hoerz, Director, Facility Operations explained that the auditory program is a hearing loss prevention program. It takes place at sites where there is a high noise level environment. Employees are monitored for hearing loss and measures are taken in order to determine if employees should wear hearing protection in that environment. Director Hoerz did not know whether or not the service provider was changed in September, 2008 as stated would happen on page 7-38 of the report.
- In December, 2007 all employees who worked within, or from the Highfield building were invited to participate in a survey aimed at measuring the level of staff satisfaction in credibility, respect, fairness, pride and camaraderie. Superintendent Coppinger stated that the survey results have been considered by a steering committee. Sharing of information has been done with employees and the results of the survey can be made available to the Board if desired. A second survey will be done at the end of 2009 as the

intent was to measure improvement over the course of time. Action plans will be developed as a result and communicated to employees.

- Opportunities to apply for other positions are available to employees. Annual spring workshops are given by Talent Management recruiters in order to help individuals learn how to prepare themselves to be successful in a competition that includes skill development. There is a screening process to determine the best fit for the position. The process is to advise the successful candidate and those who were short listed, but not successful. Director Angelo stated that there is no formalized process that would give personalized responses to every teacher interviewed. Principals and supervisors provide feedback on a regular basis to individuals who have applied to other positions and have not been successful. Some want this feedback, while others do not. If a teacher has applied for a number of positions and not been successful, teacher staffing personnel would work closely with that teacher and principal in order to better prepare them to be successful in the future. Each circumstance is unique.
- Postings for positions clearly articulate the skills, qualifications and abilities required. When specific skills are required, testing is done at the interview and candidates are made aware of the testing beforehand.
- The report has been updated and is as current as possible.

MOVED by Trustee Bazinet:

THAT the Chief Superintendent has reasonably interpreted the provisions of Executive Limitations 7: *Treatment of Staff and Volunteers*, and the Board of Trustees finds the Chief Superintendent to be in compliance.

MOVED by Trustee King:

THAT the motion be amended to include: “with the exception of policy sub part 4; (Effectively handle complaints and concerns)”.

Trustees entered into debate on the amendment to the motion and comments in support of the motion include:

- Staff expressed concerns to Trustees both tonight and in previous stakeholder reports regarding the continued trend of grievances attributable to the administration of pay and benefits that has continued through the first four months of the 2008/2009 school year.
- It appears that things have improved and great progress has been made; however, further work is needed as it impacts lives and this is an ongoing situation.
- We are making steps in the right direction, but have not achieved the standard to say we are in compliance with “effectively handled”.

A Trustee comment not in support of the motion included:

- There have been sufficient reports from administration indicating improvement and a significant effort of work being done to remedy the situation. There was insufficient specific data provided in some of the stakeholder reports tonight.

The motion was
CARRIED.

In Favour: Trustee Dirks
Trustee Ferguson
Trustee King
Trustee Cochrane
Trustee Lane
Trustee Bazinet

Opposed: Trustee Kryczka

Trustees commented that a lot of background work had been done towards this Executive Limitation including the selection of the best qualified staff, orientation work and the core audit which showed that there are safe working conditions.

Chair Cochrane called for the vote on the amended motion.

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee Kryczka:

THAT the Board of Trustees commends the Chief Superintendent that the Calgary Board of Education, as a major employer in Calgary and Alberta, for significant progress in enhancing the safety of our workplace.

The core audit from Occupational Health and Safety indicates that most employees of the CBE are aware of the work being done towards improving safety in the workplace. There has been an increased amount of information given to employees regarding safety in the last year. It is significant for a major employer and for such a large organization to achieve this standard and level of safety.

Chair Cochrane called for the vote on the motion.

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee Ferguson:

THAT the Board of Trustees commends the Chief Superintendent on the pilot project to increase new teachers' awareness and training for the unique student learning needs in the Calgary Board of Education.

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee Dirks:

THAT the Board of Trustees commends the Chief Superintendent for the aggressive efforts taken to enhance our on-boarding activities with new teachers.

A Trustee commented in support of the motion that the human resource function is critical to orient staff to procedures within the organization. The teacher orientation pilot project and survey are examples of the commitment to improvements for new employees.

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee Kryczka:

THAT the Board of Trustees commends the Chief Superintendent for the Leadership Development Program that directly offers employees opportunities and support in leadership development.

The motion was
CARRIED UNANIMOUSLY.

The commitment to leadership development is apparent in the developing of a succession plan at many levels. One of the great innovations in the CBE is the Chief Superintendent's commitment to leadership development as evidenced by the establishment of this leadership program. This is commendable as he facilitates most of this himself, and it is a great legacy contributed by the Chief Superintendent.

The motion was
CARRIED UNANIMOUSLY.

8.0 POLICY DEVELOPMENT AND REVIEW

9.0 CONSENT AGENDA

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

9.1 Board Consent Agenda

- 9.1.1 Approval of Minutes
- Regular Meeting held December 16, 2008

THAT the Board of Trustees approves the Minutes of the Regular Meeting held December 16, 2008, as submitted.

- 9.1.2 Appointment of External Members to Board of Trustees' Trustee Remuneration Committee

THAT the Board of Trustees approves the appointment of the following members to the Trustee Remuneration Committee for the 2008/09 and 2009/10 years:

- **Ms. L. Shutiak (Calgary Association of Parents & School Councils representative)**
- **Mr. E. Miller (corporate representative)**
- **Ms. J. Bateson (stakeholder representative)**

- 9.1.3 Appointment of EducationMatters Governors

1. **THAT the Board of Trustees approves the appointment of Mrs. Leslie Newton as Governor of EducationMatters, to be effective January 6, 2009, for a 3-year term, ending January 6, 2012.**
2. **THAT the Board of Trustees approves the reappointment of Ms. Lora Wyman as Governor of EducationMatters for an additional 3-year term to be effective January 17, 2009, ending January 17, 2012.**
3. **THAT the Board of Trustees approves the reappointment of Mr. Mike Shaikh as Governor of EducationMatters, for an additional 3-year term effective October 18, 2008, ending October 18, 2011.**

9.2 Chief Superintendent Consent Agenda

- 9.2.1 Chief Superintendent's Update

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

10.0 TRUSTEE NOTICES OF MOTION

11.0 IN-CAMERA ISSUES

Chair Cochrane called the meeting to order at 4:05 p.m. All Trustees, Ms. Barkway and Ms. Wasylyshyn were present. This portion of the meeting was held prior to the public portion of the Regular Board Meeting in order to allow for time, immediately following the public meeting, to visit with Dr. Croskery and the public in celebration of his retirement. It is presented at this point in the minutes for consistency with the agenda.

Motion to Move In Camera

MOVED by Trustee Ferguson:

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

The motion was
CARRIED UNANIMOUSLY.

Motion to Revert to Public Meeting

MOVED by Trustee King:

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

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee Bazinet:

THAT the Board of Trustees authorizes the Chair of the Board to sign *Form 4, Notice of Intent to Appoint the Superintendent of Schools*, in the format as attached to the report, and approves that the Form be submitted to the Minister on behalf of the Board of Trustees.

The motion was
CARRIED UNANIMOUSLY.

Recessed at 4:12 p.m.
Reconvened at 5:00 p.m.

12.0 ADJOURNMENT

Chair Cochrane declared the meeting adjourned at 7:21 p.m.