

## 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, September 22, 2009 at 5:00 p.m.

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### 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:

Ms. N. Johnson, Chief Superintendent of Schools  
Mr. D. Stevenson, Deputy Chief Superintendent of Schools  
Mr. F. Coppinger, Superintendent, Facilities and Environmental Services  
Mr. D. Dart, Superintendent, Finance and Business Services – Secretary Treasurer  
Mr. J. Johnston, Superintendent, Human Resources  
Mr. C. Davies, Sr. 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. Wasylyshyn, Executive Assistant to the Trustees  
Ms. H. Numrich, Recording Secretary

#### Stakeholder Representatives:

Mr. F. Reaume, Canadian Union of Public Employees, Local 40  
Ms. J. Minifie, Calgary Board of Education Staff Association  
Ms. J. Regal, Alberta Teachers' Association, Local 38  
Ms. S. Konopnicki, Elementary School Principals' Association  
Ms. C. Reed, Elementary School Principals' Association

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

Chair Cochrane called the meeting to order at 5:01 p.m. and the singing of the national anthem took place led by Sarah, a grade 12 student from Central Memorial High School. Chair Cochrane acknowledged and welcomed representatives from the aforementioned organizations.

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

Action By

Action By:

MOVED by Trustee King:

**THAT the Agenda for the Regular Meeting of September 22, 2009, be approved as submitted.**

The motion was  
CARRIED UNANIMOUSLY.

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

#### **4.0 HONOURS AND RECOGNITIONS**

##### **4.1 Lighthouse Award – Calgary International Children’s Festival**

Ms. M. Levy, System Principal, Corporate Partnerships, introduced this month’s recipient of the Lighthouse Award, The Calgary International Children’s Festival. The Children’s Festival and performances have strong ties to curriculum and reinforce the Calgary Board of Education’s Ends statements. Over each of the past two years, this not-for-profit organization has provided approximately 1,000 free tickets to performances for children. Ms. Levy expressed gratitude for their generosity and Mr. David Anderson, General Manager, accepted the award. He expressed his appreciation for the opportunity to share a common child centered goal, and to work with the Calgary Board of Education educating students to be good citizens of tomorrow. Chair Cochrane expressed appreciation on behalf of the Board of Trustees.

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

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

Chair Cochrane welcomed Graeme, who will serve as one of the Board Pages for 2009-2010. Graeme is a grade 12 student attending Lord Beaverbrook High School.

Trustee Kryzcka reported that she and other Trustees recently attended a Higher Education Symposium at the Ranchman’s Club. She noted that she was pleased with the important and significant recognition of the Calgary Board of Education presence and the contribution this system makes in the secondary system to prepare students for post-secondary education.

#### **5.2 Report from the Chief Superintendent**

Chief Superintendent N. Johnson formally announced the realignment of the Leadership Centre from the Office of the Chief Superintendent to the Human Resources portfolio. It is her belief that in order to achieve the Board’s Ends, there is need to have the right number of skilled and engaged employees in the right places at the right time. She stated that this realignment has the potential to create efficiency and synergy of uncoupled programs and processes related to people development strategies. New integrated enterprise wide strategies and programs are envisioned. This realignment will maximize resources and better prepare the organization to respond to challenges.

Action By:

### **5.3 Public Question Period**

There were no public questions.

### **5.4 Stakeholder Reports**

There were no stakeholder reports.

### **5.5 Trustee Inquiries**

There were no Trustee inquiries.

## **6.0 ACTION ITEMS**

### **6.1 Nomination for ASBA 2009 Premier's Award for School Board Innovation and Excellence**

Trustee Bazinet presented the report requesting Board approval to submit the nomination of the In-School Settlement Program for the Alberta School Boards Association (ASBA) 2009 Premier's Award for School Board Innovation and Excellence. She noted that the award recognizes school boards for their role in launching innovative programs or initiatives that enhance student achievement, and is sponsored by Xerox. She recommended that the Board approve this request for nomination.

MOVED by Trustee Bazinet:

**THAT the Board of Trustees approves the nomination of the In-School Settlement Program for the 2009 Premier's Award for School Board Innovation and Excellence, and that Alberta School Boards Association (ASBA) be requested to consider this nominee for the award.**

In support of this motion, a Trustee commented that this program has been very beneficial to students and has grown quickly.

The motion was  
CARRIED UNANIMOUSLY.

## **7.0 MONITORING AND RESULTS**

### **7.1 Monitoring of EL-12: Asset Protection**

Superintendent Dart introduced the report and expressed thanks to the resource people listed.

Chair Cochrane reviewed the criteria against which the Trustees are to judge this report, including that of reasonable interpretation of the policy, compliance with the policy, and whether sufficient information has been provided. She noted also that any particular vote with regard to compliance should in no way be considered as a vote of non-confidence.

Action By:

The following is a brief summary of the discussion between Trustees and Administration:

- Director C. D'Silva, Corporate Business Services, informed that a web based form for off-site activities is being developed. They will begin with the simpler "A" Activities form first, and move to the more complex later. Corporate Risk Management will provide the staff training.
- Superintendent F. Coppinger stated that current Infrastructure Maintenance and Renewal (IMR) funding provided by the provincial government is \$18 million per year; the estimated deferred maintenance backlog is approximately \$600 million. This backlog increases by approximately \$40 million per year. Although it has been heard that the federal and provincial governments have been discussing infrastructure needs, there has been no indication from the provincial government towards increased infrastructure support for Education.
- With regards to retention of student records a Board motion is required in order to keep student records longer than 7 years past the date of CBE school attendance. The Administrative Regulation is currently under review with Legal Affairs and they are looking at what other boards and jurisdictions are doing in this regard. It is the intent to have a recommendation to bring to the Board before the end of the calendar year as to how to proceed. Digital records have not yet been addressed.
- During the last reporting cycle the Calgary Board of Education instituted a job hazard assessment monitoring protocol and currently is at a rate of 98 per cent compliance. A COR audit is being done with the intention of bringing each area up to as close to 100 per cent as possible.
- Director C. Seibel, Information Technology Services, reported that there are many attempts each day to attack the Calgary Board of Education network. The firewall regularly blocks these attacks. She noted that there have been some issues with student e-mail in the past.
- Superintendent D. Dart reported that there are long standing agreements in place with The City of Calgary in regards to the leasing of Calgary Board of Education facilities. The templates for leasing agreements are done internally and according to industry standard; however, they are unique to Calgary Board of Education buildings. The lease rates are set annually and are based on full operating cost recovery. Superintendent Coppinger noted that the Calgary Board of Education relies on lease income as a major source of revenue.
- In regards to surplus funds and investments, Superintendent Dart explained that approximately \$220 million is maintained in short term investments in order to cover obligations as they occur. Investments in long term accounts are currently at \$50 million. Both short and long term investments are reviewed regularly with investment counsel.

Mr. J. Anderson, Acting Director, Corporate Financial Services, explained that the investment amounts vary throughout the year, reflected by monthly

Action By:

F. Coppinger

payments from Alberta Education, end of month payroll for teachers, bi-weekly payroll for non-teaching staff, etc.

- A Trustee noted that the report indicates that over the past couple school years strategies were successfully implemented to reduce the anticipated Transportation deficit. The amount of savings acquired by these ongoing strategies was requested. Superintendent Coppinger advised that this information would be provided to Trustees as soon as possible.
- Mr. R. Peden, Director and General Counsel, Legal Affairs, stated that a fixed retainer had been recently secured with an outside service provider, and that contract is currently in effect. From time to time other legal services are required and retained that are not included in the retainer, dependent on the expertise available.
- Itinerant bookkeepers were hired for a one year pilot project in schools for the 2008/2009 year. Mr. J. Anderson stated that the three schools that continued this arrangement on their own after the pilot completion were able to use their own Resource Allocation Model (RAM) funds to purchase this service. Chief Superintendent N. Johnson stated that although the project was very successful, the intent was to demonstrate it to schools.

MOVED by Trustee Bazinet:

**THAT the Chief Superintendent has reasonably interpreted the provisions of EL 12, Asset Protection, and the Board of Trustees finds the Chief Superintendent to be in compliance.**

A Trustee commented in support of the motion that significant efforts have been made over the past year that are seen in this report, in particular in the area of record maintenance. This report demonstrates that Administration works diligently to protect the assets of the Calgary Board of Education and is in compliance.

The motion was  
CARRIED UNANIMOUSLY.

Motions Arising:

MOVED by Trustee Ferguson:

**THAT the Chief Superintendent be commended for developing new processes and protocols and an increased focus on risk management to mitigate potential exposures impacting Calgary Board of Education assets and staff.**

A Trustee commented that this report reflects the complexity of issues facing the Calgary Board of Education. New processes such as the risk integration steering committee, workplace violence and crisis response team, and the records management review show that Administration is aware of the need to protect assets and have been diligent in trying to establish consistent processes in order to do so.

The motion was

Action By:

CARRIED UNANIMOUSLY.

MOVED by Trustee Dirks:

**THAT the Chief Superintendent be commended for the development and implementation of the move from walk limits to walk zones in the transportation system.**

A Trustee in support of the motion noted that transportation has been an issue for some time. The walk zones that were established have resulted in an enhanced transportation system from a cost perspective. The implementation has been almost complaint free and should be commended.

A Trustee speaking against the motion noted that this motion does not relate to EL-12, unless it is within the context of cost savings. She noted that transportation will be looked at further in another Executive Limitation at a later date.

The motion was  
CARRIED.

In favour: Trustee Dirks  
Trustee Ferguson  
Trustee Cochrane  
Trustee Lane  
Trustee Kryczka

Opposed: Trustee King  
Trustee Bazinet

## 7.2 Monitoring of EL-10: Budgeting Process

Superintendent D. Dart provided introductory remarks.

Chair Cochrane reviewed the criteria against which the Trustees are to judge this report, including that of reasonable interpretation of the policy, compliance with the policy, and whether sufficient information has been provided. She noted also that any particular vote with regard to compliance should in no way be considered as a vote of non-confidence.

The following is a brief summary of the discussion between Trustees and Administration:

- Mr. J. Anderson, Acting Director, Corporate Financial Services, stated that the budgeting process is done with the Ends at the forefront. There are always more requests for resources than funding available; therefore there is a need to apply filters to the requests in order to be impartial, fair and in the best interest of students. The prioritization is difficult and debates are lively; however, the requests that are most clearly aligned with the Ends are given priority.
- Superintendent D. Dart stated that as we prepare for occupation of the new Education Centre tower in 2010, we must ensure that funds are available to cover the leasing costs. The disposition of the current Education Centre will

Action By:

provide the capital for renovations to the Safran building, but if that does not occur quickly we would have to access other lines of credit.

He further stated that it is prudent to keep reserve funds for unforeseen circumstances that may arise during the year such as safety issues, labour disputes, etc. The provincial government has indicated the possibility of reducing Education spending by \$80 million throughout the province. Although the Calgary Board of Education has small amounts of contingencies in reserve, it will be challenging to reallocate items after the budget has been developed as most expenditures are already allocated to staffing, contracts, etc. It will be also be a challenge for significant funding cuts not to impact programs or services in schools.

- Chief Superintendent N. Johnson stated that many schools request parental input to staff deployment decisions and principals provide this information to the Alberta Teachers' Association, but ultimately the decision of staff deployment is the responsibility of the principal in accordance with the School Act.
- Superintendent Dart clarified that unspent fundraising dollars and school generated funds are used for many purposes and are routinely carried forward to the subsequent year. Schools do have the discretion to use these funds as they determine necessary but Area Directors ensure that there are plans in place for the utilization of these funds and they are monitored by Corporate Finance regularly. It was noted that itinerant bookkeepers could be hired with this funding; however that would be an ongoing expense.

A Trustee noted that last year's EL-10 monitoring report showed a carry forward of \$5.2 million in school generated funds in comparison to this year's \$7.7 million. Mr. Anderson stated that principals have been given the message to minimize carry forwards; the message has been heard and things are moving in the other direction.

MOVED by Trustee Ferguson:

**THAT the Chief Superintendent has reasonably interpreted the provisions of EL-10, Budgeting Process, and that the Board of Trustees finds the Chief Superintendent to be in compliance.**

A Trustee commented in support of the motion that the report clearly shows that processes are in place to bring the budget in line and to meet the needs of students while working towards achievement of the Ends.

The motion was  
CARRIED UNANIMOUSLY.

Motion Arising:

MOVED by Trustee Bazinet:

Action By:

**THAT the Chief Superintendent be commended for exemplary performance in demonstrating the relationship between the budget and the Ends priorities for the year.**

A Trustee commented that the report shows the alignment of the operating budget with the Ends as well as the Executive Limitations.

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

- Special Meeting held June 18, 2009
- Regular Meeting held September 8, 2009

**THAT the Board of Trustees approves the Minutes of the Special Meeting held June 18, 2009 and the Regular Meeting held September 8, 2009, as submitted.**

##### 9.1.2 EducationMatters Quarterly Report

**THAT the financial report for EducationMatters be received for information and for the record, in the form as submitted.**

#### **9.2 Chief Superintendent Consent Agenda**

##### 9.2.1 Student Fees Report (EL-18E)

**THAT the Board of Trustees receives the Student Fees Report for information.**

## **10.0 TRUSTEE NOTICES OF MOTION**

There were no Trustee notices of motion.

Recessed at 6:29 p.m.  
Reconvened at 6:47 p.m.



Action By:

**11.0 IN-CAMERA ISSUES**

**11.1 Motion to Move In Camera**

MOVED by Trustee King:

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

The motion was  
CARRIED UNANIMOUSLY.

**11.2 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.

MOVED by Trustee Ferguson:

**THAT the Board approves the terms of the proposed DC Bylaw, for the Downtown Site at 515 Macleod Trail SE, subject to later withdrawal by the CBE, in the event that no satisfactory agreement is reached regarding the contemplated easement, or in the event that Ministerial approval, if required, is not provided.**

The motion was  
CARRIED UNANIMOUSLY.

**12. ADJOURNMENT**

Chair Cochrane declared the meeting adjourned at 7:58 p.m.