

Please join us at 11:30 a.m. on the link for refreshments to celebrate our Legacy Award presentation that will take place at the Board meeting.

public agenda

Regular Board Meeting

April 4, 2017
12:00 p.m.

Multipurpose Room,
Education Centre
1221 8 Street SW,
Calgary, AB

R-1: Mission |

Each student, in keeping with his or her individual abilities and gifts, will complete high school with a foundation of learning necessary to thrive in life, work and continued learning.

Conflict of Interest reminder: Trustees must disclose any potential pecuniary interest in any matter before the Board of Trustees, as set forth in the agenda as well as any pecuniary interest in any contract before the Board requiring the Board's approval and/or ratification.

Time	Topic	Who	Policy Ref	Attachment
12:00 p.m.	1 Call to Order, National Anthem and Welcome			
	2 Consideration/Approval of Agenda	Board	GC-2	
	3 Awards and Recognitions			
15 mins	3.1 Legacy Award	Chair	GC-3	
	4 Results Focus			
	5 Operational Expectations			
20 mins	5.1 OE-9: Communicating With the Public – Annual Monitoring	D. Stevenson	OE-8,9,12	Page 5-1
	6 Public Comment [PDF]		GC-3.2	
Max 20 mins	Requirements as outlined in Board Meeting Procedures			
	7 Matters Reserved for Board Action			
30 mins	7.1 Juno Beach Academy of Canadian Studies - Consideration of Closure	D. Stevenson	OE-8,9,10,11,12	Page 7-1

Time	Topic	Who	Policy Ref	Attachment
	8 Consent Agenda	Board	GC-2.6	
	8.1 Approval of Minutes			
	<ul style="list-style-type: none"> ▪ Regular Meeting held February 28, 2017 ▪ Regular Meeting held March 7, 2017 ▪ Regular Meeting held March 21, 2017 (THAT the Board approves the minutes of the Regular Meetings held February 28, March 7 and March 21, 2017 as submitted.)			
	8.2 Items Provided for Board Information			
	8.2.1 Correspondence			
	8.2.2 Chief Superintendent's Update		OE-8	Page 8-1 Page 8-3 Page 8-8 Page 8-10 Page 8-12
	9 In-Camera Session			
3:00 p.m.	10 Adjournment			
	Debrief	Trustees	GC-2.3	

Notice |

This public Board meeting will be recorded & posted online.
Media may also attend these meetings.
You may appear in media coverage.

Archives will be available for a period of two years.
Information is collected under the authority of the School Act and the Freedom of Information and Protection of Privacy Act section 33(c) for the purpose of informing the public.

For questions or concerns, please contact:
Office of the Corporate Secretary at corpsec@cbe.ab.ca.

OE-9: Communicating with the Public

CHIEF SUPERINTENDENT CERTIFICATION

With respect to Operational Expectations 9: Communicating with the Public, the Chief Superintendent certifies that the proceeding information is accurate and complete and is:

- In compliance
- In compliance with exceptions as noted in the evidence
- Not in compliance

Signed: 
David Stevenson, Chief Superintendent

Date: Mar. 28/17

BOARD OF TRUSTEES ACTION

With respect to Operational Expectations 9: Communicating with the Public, the Board of Trustees:

- Finds the evidence to be fully compliant
- Finds the evidence to be compliant with noted exceptions
- Finds evidence to be noncompliant

Summary statement/motion of the Board of Trustees:

Signed: _____
Chair, Board of Trustees

Date: _____



OE-9: Communicating with the Public

Executive Summary

The Chief Superintendent shall ensure that the public is adequately informed about the condition and direction of the organization.

This Operational Expectation establishes the values and expectations of the Board of Trustees for the Calgary Board of Education regarding communicating with the public. The communication process involves both sharing, informing, listening and responding.

The Chief Superintendent's reasonable interpretation for OE-9: Communicating with the Public was approved on September 4, 2012. Indicator 9.1.3 was revised and approved on June 17, 2014. The Board of Trustees last monitored OE-9 on April 5, 2016.

9.1 Ensure the timely flow of information, appropriate input and strategic two-way dialogue between the organization and the citizens of Calgary that builds understanding and support for organizational efforts.

- Indicator 1: Compliant
- Indicator 2: Compliant
- Indicator 3: Compliant

9.2 Prepare and publish, on behalf of the Board, an annual progress report to the public that includes the following items:

- a. data indicating student progress toward accomplishing the Board's *Results* policies;
- b. information about strategies programs and operations intended to accomplish the Board's *Results* policies; and
- c. revenues, expenditures and a review of the organization's financial condition

- Indicator 1: Not Compliant

OE-9: Communicating with the Public

The Chief Superintendent shall ensure that the public is adequately informed about the condition and direction of the organization.

Board approved Interpretation |

Broadly, the Chief Superintendent interprets this policy to underscore the importance of building confidence with the public by genuinely valuing their input and perspectives. This involves sharing system information with the public, but more importantly, listening to them and being responsive. To this end, administration will provide the public with a yearly touch-point in the form of a progress report, in addition to ongoing conversations with the public about the performance, vision, plans and challenges of the organization.

Specifically, the Chief Superintendent interprets:

- *public* to mean citizens of Calgary (who are among the CBE’s owners), with particular consideration for CBE students, parents and employees;
- *adequately* to mean sufficiently but not exhaustively;
- *informed* to mean provided with information in writing and/or verbally;
- *condition* to mean the degree to which the organization is making progress toward its *Results*;
- *direction* to mean the vision, plans and challenges;
- *organization* to mean the CBE as a whole.

The Chief Superintendent will:

<p>9.1 Ensure the timely flow of information, appropriate input and strategic two-way dialogue between the organization and the citizens of Calgary that builds understanding and support for organizational efforts.</p>	<p>Compliant</p>
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Board-approved Interpretation |

The Chief Superintendent interprets:

- *timely* to mean promptly once administration becomes aware of and has validated information;

- *flow* to mean distribution and/or provision;
- *appropriate input* to mean advice, viewpoints, comment and opinion sought from public with clear expectations for how the input be used;
- *strategic* to mean in consideration of the vision, plans and challenges facing the organization as a whole;
- *two-way dialogue* to mean disseminating and listening;
- *understanding* to mean fact-based knowledge about the organization;
- *support* to mean agreement with the vision, values and work of the organization.

Board-approved Indicators and *Evidence of Compliance* |

1. 100 percent of system-level communications will enable feedback or provide the public with the ability to ask questions.

The organization is compliant with this indicator.

During the reporting period, 100% of system level communications included at least one of the following: CBE website address and/or contact information for the system, department, school or individual responsible for content.

Community engagement

Community engagement efforts take place in schools and service units on an ongoing basis throughout the year. In 2015-16, the CBE developed the Dialogue Framework to provide a system-wide approach to community engagement. The Framework offers guidance to employees on community engagement best practices, and provides stakeholders with opportunities to share their perspectives about decisions that affect them. The development of this Framework was also informed by the large scale system engagements that happened in 2015-16.

In 2015-16, the dialogue web pages and inbox were launched to enable feedback on any engagement initiatives. Members of the public were able to subscribe to receive updates on a variety of engagements. As of August 31, 2016 we had 685 subscribers.

SchoolMessenger

In June 2016, we implemented SchoolMessenger, a new system-wide mass communications system. SchoolMessenger allows the CBE and our schools to quickly and easily send emails and phone messages to groups of parents/guardians. The system is fully integrated with our student information system, ensuring parent contacts remain up to date and allowing staff to target recipients based on the class, grade or other criteria. Using SchoolMessenger system wide provides consistency for parents and staff, and enables CBE to comply with Canada's Anti-Spam Legislation.

As of August 31, 2016, there were 660 broadcasts sent through SchoolMessenger, including standard news and announcements, attendance notifications, emergency communication and system-wide messages. These broadcasts include 364,000 emails and 25,000 phone messages. (For

example, emailing a school newsletter to 500 parents is counted as one broadcast and 500 emails.) The response from schools and parents has been positive.

2. 90 percent of public enquiries received at the system-level by voice mail and email will be acknowledged within two business days.

The organization is compliant with this indicator.

During the reporting period, a review of the monitoring records from the Chief Superintendent's office indicate 100% of public enquires were acknowledged by voicemail and email within two business days. A similar review of records maintained in CBE Communications department indicate 5,119 enquiries, or 100% of enquiries received by the public information line or CBE communications email inbox from August 2015 to July 2016 were acknowledged within two business days.

3. The Calgary Board of Education annual Parent Involvement result, as determined by Alberta Education's Accountability Pillar survey will be intermediate or higher.

The organization is compliant with this indicator.

During the reporting period, the result for Parental Involvement was 78.4% which is identified as intermediate by Alberta Education. The result was determined by Alberta Education to be "improved" over results from the previous year.

Evidence demonstrates all indicators in sub-section 9.1 are in compliance.

<p>9.2 Prepare and publish, on behalf of the Board, an annual progress report to the public that includes the following items:</p> <ol style="list-style-type: none"> a. data indicating student progress toward accomplishing the Board's <i>Results</i> policies; b. information about strategies programs and operations intended to accomplish the Board's <i>Results</i> policies; and c. revenues, expenditures and a review of the organization's financial condition 	<p>Not Compliant</p>
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Board-approved Interpretation |

The Chief Superintendent interprets:

- publish to mean make widely available for the public to access;

- annual progress report to mean the document generally known as the “CBE’s Community Report”;
- data to mean qualitative and quantitative information;
- strategies to mean the direction and plans the organization as a whole takes to accomplish the Board’s Results policies;
- programs and operations to mean the work the organization undertakes to accomplish the strategies and consequently the Board’s Results policies;
- revenues, expenditures and a review of the organization’s financial condition to mean a high-level depiction of how funding from all sources is applied towards student learning with links to more detailed information on the organization’s finances.

Board-Approved Indicator and Evidence of Compliance |

Every year by the end of February, administration will publish a progress report on behalf of the Board of Trustees containing the items identified in the interpretation of OE-9.2.

The organization is not compliant with this indicator.

We did not produce a progress report for the 2015-16 school year. The information typically included in the progress report was already provided to the public on a more timely basis through a variety of reporting mechanisms and documents throughout the year. For example:

- *Information demonstrating that CBE students are making progress toward achieving success in the areas of academics, citizenship, personal development and character is provided through comprehensive Results monitoring reports presented at public board meetings and posted on our corporate website.*
- *In-depth reports on subject areas including Mathematics, English Language Arts, Social Studies, Science, Physical Education and Arts and Languages are presented at public board meetings and posted on our corporate website.*
- *A budget summary that indicates how we use funds to support student learning is provided through comprehensive budget reporting throughout the year. These include our Budget Assumptions Report, 2015-16 operating budget and year-end budget reporting.*

In addition to these reports, other information is regularly prepared and published to provide the public with more in-depth information about the organization’s direction and plans. In the 2015-16 school year, these included:

<i>Annual reports</i>	<i>The Annual Education Results Report 2014-2015 and Three-Year Education Plan 2015-2018 is made available to employees and our public every year in December on our corporate website.</i>
<i>Spotlight stories</i>	<i>293 spotlight stories were posted to the CBE corporate website that provided the public with in-depth information about the CBE, and that</i>

	<i>demonstrates how schools and students are achieving the Board of Trustees' Results policies. Timely banner stories including links to Kindergarten, Back-to-School information, Dialogue engagement and budget pages were also posted throughout the year.</i>
<i>Link online</i>	<i>19 issues of our internal newsletter were distributed to all CBE employees. The newsletter contains important, system-level information about the CBE. A number of timely emails were also sent to all employees regarding issues such as plans for impacted schools.</i>
<i>News releases</i>	<i>91 news releases, statements or media advisories were posted on our corporate website and sent to news media. Many of these were in turn featured by local news media.</i>
<i>Information sheets</i>	<i>One or two-page flatsheets are continually updated to provide the public with current information. 2015-16 flatsheets included information about fees, facilities and school funding.</i>
<i>RSS feeds</i>	<i>87 RSS feeds were posted on all school websites and emailed out to subscribers</i>
<i>Tweets</i>	<i>608 tweets were posted on the CBE's official Twitter feed @yyCBEdU. In addition, 1,097 followers were added in 2015-16. In April 2016, the CBE released social media protocols that provide resources and guidelines to support schools and service units in the use of social media. This has assisted many schools and teachers to begin using social media accounts to communicate and share information about daily events with their communities.</i>
<i>Key Communiques</i>	<i>10 updates including system news were emailed to school council chairs, principals, area offices and trustees. School council chairs in turn share these with their individual school communities.</i>
<i>Community newsletters</i>	<i>Eight CBE updates were sent on behalf of the Board of Trustees to four community newsletter publishers in Calgary. Total distribution is over 436,100. Topics ranged from building updates to budget and volunteer opportunities.</i>
<i>Calgary's Child</i>	<i>We provided six, half-page articles about CBE activities and news in the printed version of Calgary's Child Magazine. These are often repeated in the online version of the magazine.</i>
<i>School newsletter leadership updates</i>	<i>10 monthly Board of Trustees and Chief Superintendent's messages were placed in school newsletters.</i>

<i>Print projects</i>	<i>285 print projects for schools and service units that include everything from the high school course guide to banners, brochures and infographics that explain complex information about the CBE.</i>
<i>Photos and videos</i>	<i>137 photo shoots that added more than 11,000 images to our collection and are available to all schools and service units. 51 video productions highlighted achievement in subjects including math, social studies and science, as well as transportation and impacted schools engagement and numerous program offerings at schools including Chinook Park, Jack James and Georges P. Vanier.</i>
<i>Web content</i>	<i>Every day, we post information to staff insite, the corporate website and school websites that outline the organization's direction and plans on a wide variety of topics. We also update Chinook Learning Services website and partner websites such as Campus Calgary/Open Minds.</i>

Evidence demonstrates the indicator in sub-section 9.2 is not in compliance.

GLOSSARY – Developed by the Board of Trustees

Board: The Board of Trustees

Operational Expectations: These policies define both the nonnegotiable expectations and the clear boundaries within which the Chief Superintendent and staff must operate. They articulate the actions and decisions the Board would find either absolutely necessary or totally unacceptable.

Monitoring Report: The Board wants to know that its values have driven organizational performance. The Chief Superintendent will present to the Board, for its evaluation, a report that summarized how either compliance has been achieved on Operational Expectations or how reasonable progress has been made in Results. Each monitoring report requires: a re-statement of the full policy, by section; a reasonable interpretation of each section; data sufficient to prove compliance or reasonable progress; and a signed certification from the Chief Superintendent of the status.

Reasonable Interpretation: Once the Board has stated its values in policy, the Chief Superintendent is required to "interpret" policy values, saying back to the Board, "here is what the Board's value means to me." The Board then judges whether this interpretation is reasonable. In other words, does the Chief Superintendent "get it?" This reasonable interpretation is the first step required in monitoring compliance on Operational Expectations and monitoring reasonable progress on Results.

Compliance: Evidence or data that allow the Board to judge whether the Chief Superintendent has met the standard set in the Operational Expectations values.

Non-compliance: In gathering evidence and data to prove to the Board that its Operational Expectations values have been adhered to, there may be areas where the standards were not met. The policy or subsection of the policy would be found to be "non-compliant." The Chief Superintendent would identify the capacity-building needed to come into compliance and the Board would schedule this section of policy for re-monitoring.

**report to
Board of Trustees**

**Consideration of Closure of Juno Beach Academy
Of Canadian Studies**

Date	April 4, 2017
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	David Stevenson, Chief Superintendent of Schools
Purpose	Decision
Originator	Dany Breton, Superintendent, Facilities and Environmental Services
Governance Policy Reference	Operational Expectations OE-8: Communication With and Support for the Board OE-9: Communicating With the Public OE-11: Learning Environment – Treatment of Students OE-12: Facilities
Resource Person(s)	Carrie Edwards, Director, Planning & Transportation Sydney Smith, Director, Area V Anne Trombley, Manager, Planning

1 | Recommendation

It is recommended:

- THAT the Minutes of the Public Meeting of February 27, 2017 and February 9, 2017 attached to this report as attachment I, be approved by the Board of Trustees, and
- THAT this report be received for information and for the record.



2 | Issue

The *Province of Alberta School Act, Closure of Schools Regulation (Closure of Schools Regulation)* identifies a formal process that must be followed when closure is being considered. Under the direction of the Board of Trustees, the steps necessary to comply with the *Closure of Schools Regulation* relative to school closure have been undertaken. This report is being provided to document compliance and to assist the Board of Trustees with its further deliberations.

3 | Background

Where the Board of Trustees is considering closure, it must raise the matter through a motion at a regular meeting of the Board of Trustees. On, December 6, 2016 the Board of Trustees passed a motion to proceed with a consideration of closure of Juno Beach Academy of Canadian Studies.

The attached chart identifies the timelines and actions taken in compliance with the *Closure of Schools Regulation*. (Attachment II: *Closure of Schools Regulation - Consideration of Closure of Juno Beach Academy of Canadian Studies*.)

4 | Financial Implementation Consequences

There are currently 3.0 FTE administrative and teaching positions assigned to support the Juno Beach program, along with 1.7615 FTE support staff positions. Total annual cost of these positions is approximately \$425,000. Closure of the Juno Beach program will allow the reinvestment of these human resources towards other Three Year Education Plan priorities.

The annual average building operating and maintenance costs are approximately \$150,000-\$200,000. This includes maintenance and custodial staff, utilities and maintenance and repairs.

The closure of Juno Beach will have no immediate impact upon the facility operating costs. The Dr. Norman Bethune building must as a minimum remain open until the 2018-19 school year for use by returning complex learning students and as a contingency space for Lord Beaverbrook High School students during the modernization process.

Once the Lord Beaverbrook High School modernization is completed and a new south high school is opened, the future of the facility will be re-evaluated

There would be no impact on transportation costs as students do not utilize yellow school buses to attend the program.

5 | Conclusion

The Calgary Board of Education has complied with the requirement of *the Closure of Schools Regulation*. The Board of Trustees is now in a position to deliberate and to decide, by resolution whether to close the Juno Beach Academy of Canadian Studies. Any resolution may be considered as of April 4, 2017 and must be considered before the end of this current school year.



DAVID STEVENSON
CHIEF SUPERINTENDENT OF SCHOOLS

ATTACHMENTS

- Attachment I: Minutes of the Public Meetings Respecting Consideration of Closure of Juno Beach Academy of Canadian Studies
- Attachment II: Relevant Excerpts from *Closure of Schools Regulation* – Consideration of Closure of Juno Beach Academy of Studies
- Attachment III: Written Notice Respecting the Consideration of Closure of Juno Beach Academy of Canadian Studies
- Attachment IV: Agenda Public Meeting Respecting the Consideration of Closure of Juno Beach Academy of Canadian Studies
- Attachment V: Letter to His Worship Mayor Nenshi Regarding the Consideration of Closure of Juno Beach Academy of Canadian Studies and a Letter with City Response to Correspondence Addressed to His Worship Mayor Nenshi respecting the Consideration of Closure of Juno Beach Academy of Canadian Studies
- Attachment VI: Written Submissions Received After the Public Meeting Respecting the Consideration of Closure of Juno Beach Academy of Canadian Studies

GLOSSARY –

Board: Board of Trustees

Governance Culture: The Board defined its own work and how it will be carried out. These policies clearly state the expectations the Board has for individual and collective behaviour.

Board/Chief Superintendent Relationship: The Board defined in policy how authority is delegated to its only point of connection – the Chief Superintendent – and how the Chief Superintendent's performance will be evaluated.

Operational Expectations: These policies define both the nonnegotiable expectations and the clear boundaries within which the Chief Superintendent and staff must operate. They articulate the actions and decisions the Board would find either absolutely necessary or totally unacceptable.

Results: These are our statements of outcomes for each student in our district. The Results policies become the Chief Superintendent's and the organization's performance targets and form the basis for judging organization and Chief Superintendent performance.

**Attachment I – Minutes of the Public Meetings Respecting Consideration of Closure of Juno Beach
Academy of Canadian Studies**

Minutes of the Public Meeting re: Discussion Respecting Consideration of Closure of Juno Beach Academy of Canadian Studies, held in the gymnasium of Dr. Norman Bethune School, 315 – 86 Avenue SE, Calgary, Alberta on Thursday, February 9, 2017 at 7:00 p.m.

PRESENT

Board of Trustees:

Ms. J. Bowen-Eyre, Board Chair, Trustee – Wards 1 & 2
Ms. T. Hurdman, Trustee, Wards 6 & 7
Ms. J. Hehr, Trustee, Wards 8 & 9
Ms. J. Hrdlicka, Trustee, Wards 11 & 13
Ms. A. Stewart, Trustee, Wards 12 & 14

Administration:

Ms. C. Edwards, Moderator and Chair of the Public Meeting
Ms. K. Fenney, Procedures Chair
Mr. D. Stevenson, Chief Superintendent of Schools
Ms. S. Smith, Director, Area V
Ms. J. Barkway, Corporate Secretary
Ms. D. Perrier, Recording Secretary

WELCOME, INTRODUCTIONS AND MEETING OUTLINE

Copies of the Agenda entitled *Board of Trustees, Calgary Board of Education, Public Meeting, Discussion Respecting Consideration of Closure of Juno Beach Academy of Canadian Studies, Thursday, February 9, 2017*, which also contained information with respect to the purpose of the meeting, discussion guidelines, and written submissions and further questions were made available to those present and submitted for the record.

Ms. Edwards called the meeting to order at 7:04 p.m. and noted she would Chair the meeting. The format of the meeting is determined by the Closure of Schools Regulation, thus it has a high level of structure regarding the information that must be presented. She introduced the trustees and the Calgary Board of Education (CBE) Administration in attendance. She welcomed Mr. S. Radder, Assistant Principal of Juno Beach Academy of Canadian Studies, and CBE teachers and staff members.

Ms. Edwards stated that the meeting was being video recorded for the purpose of maintaining an accurate internal record of the proceedings. Meeting minutes will be available on the website at www.cbe.ab.ca prior to the Board of Trustees making a decision on this matter.

OPENING REMARKS

Chief Superintendent Stevenson welcomed members of the community to the meeting and thanked all individuals who have been involved with the Juno Beach Academy of Canadian Studies program.

Chief Stevenson commented on the advisory and support role of Administration up to and following the formal legislated closure consideration process. He noted that staff from the Planning and Transportation Office and Area V office have been engaging and working with the school community. He shared some background information and comments about the public engagements that have been held. Chief Stevenson expressed his appreciation to parents and the community for their commitment and thoughtful input in support of Juno Beach Academy of Canadian Studies. He pointed out that the engagement work was undertaken as part of Administration's advisory role to the Board of Trustees. On December 6, 2016 Administration put forward a recommendation to the Board of Trustees and, after deliberation, the Board decided to consider the closure of Juno Beach Academy of Canadian Studies.

Chief Stevenson pointed out that the Board of Trustees is considering the closure of a school, but no decision has been made to date. The Board of Trustees has sole authority and responsibility for the closure consideration process and Administration's role since December 6, 2016 has been, and will be, to provide the Board of Trustees, the school community and the general public with full and total support in providing relevant information and answers to questions.

PURPOSE OF THE MEETING AND ROLE OF THE BOARD OF TRUSTEES

Ms. Edwards called forward Board Chair Bowen-Eyre to speak to the role of the Board of Trustees in the closure consideration process. Chair Bowen-Eyre's comments were as follows:

"Good evening ladies and gentlemen.

As the Meeting Chair has indicated, I'm Joy Bowen-Eyre, Trustee for Wards 1 & 2 and Chair of the Board of Trustees of the Calgary Board of Education. On behalf of myself and my fellow Trustees, I would like to speak to you briefly about the Board of Trustees' role in the closure consideration process.

On Tuesday, December 6, 2016, at a regular meeting of the Board of Trustees, a motion was passed by the Board to give consideration to the closure of Juno Beach Academy of Canadian Studies.

The Board of Trustees has the sole responsibility and authority to make closure decisions and I want to make it clear tonight that no decision has been made at this time.

Based on information provided to us by Administration, a *Written Notice Regarding the Consideration of Closure of Juno Beach Academy of Canadian Studies* has been issued by the Board of Trustees, but that is only one part of the information that has been, and will be, reviewed and considered by Trustees. In accordance with Alberta legislation, before making any final decision on a matter such as this, the Board follows a process to secure additional community input.

That process involves providing important and relevant information to you – the *Written Notice* – and reviewing it with you. It also involves providing you and other concerned members of the public an opportunity to impact our decision by providing us with your input. Tonight, Trustees want to augment our understanding of the information presented

in the *Written Notice* by hearing your observations, submissions and questions. That is why the Board of Trustees has organized and convened tonight's public meeting. A second meeting for this purpose will be convened on Monday, February 27th, at noon at the Education Centre, 1221 – 8th Street SW, Calgary. Following the public meetings, you will have an additional opportunity to ask further written questions and make further written submissions.

Trustees, as the final decision makers, are here tonight to listen and observe. Throughout tonight's discussion, at the follow-up meeting, and throughout the closure consideration process, Trustees will be paying very careful attention to what you have to say.

All of the information collected during the closure consideration process will be weighed very carefully by Trustees before any final decision is made.

The Board of Trustees tentatively anticipates debating the merits of this matter and making a decision regarding this program closure consideration on Tuesday, April 4, 2017.

The Board's ongoing commitment is to provide educational programs and services in suitable facilities throughout Calgary. To honour that commitment, we, as a Board, need to take into consideration student populations, the demand for programs, our available resources, and any other factors that may be significant. Although we certainly may consider financial factors, such as costs of the school or program, there are many other equally important considerations that impact our examination of any school's circumstances --- student enrolment levels, our ability to resource instructional programming, the health and safety of students, accessibility, and on a system-wide basis, serving the overall interests of public education within our jurisdiction.

Consideration of closure is a very serious matter to the Board of Trustees and we clearly appreciate that it is very significant to the students, parents and other concerned members of the community. Because of that, we want to hear your input around this very important matter. We look forward to listening carefully tonight to your comments, observations and questions.

On behalf of the Board of Trustees I thank you for attending this public meeting.”

REVIEW OF THE WRITTEN NOTICE

Ms. Edwards pointed out that copies of the Agenda and the *Written Notice Regarding Consideration of Closure of Juno Beach Academy of Canadian Studies* were available on the table near the entrance door of the gymnasium. She indicated that the public's observations, comments, submissions and questions form part of the material that the Board of Trustees will consider as they review this matter and ultimately reach a decision. A second meeting for this purpose will be convened on Monday, February 27, 2017 at 12 p.m. at the Education Center, 1221 – 8 Street SW, Calgary.

Ms. Edwards highlighted the contents of the *Written Notice*, aided by a PowerPoint slide show presentation. The following is a summary of the presentation.

CBE Planning Principles

The factors considered when planning for student accommodation are outlined in the CBE Administration Regulation 1090 and noted as follows:

- minimize disruptions for students,
- provide program continuity from Kindergarten to Grade 12,
- keep cohort groups of students together,
- allow students to attend school as close to home as possible,
- provide long term sustainability,
- use space and resources effectively, and
- provide equitable access for all students to quality learning environments and choice of programs.

CBE Administration applied these planning principles in their recommendation to the Board of Trustees to consider the closure of the Juno Beach Academy of Canadian Studies.

Issue

A key issue for the consideration of closure of Juno Beach Academy of Canadian Studies of Canadian Studies is that it has seen a consistent decline in enrolment since 2008, when the program was at its peak. It will be difficult to sustain programming going forward due to low enrolment.

Attendance Area

As this is a single site program, the attendance area for the program includes the entire city of Calgary. Fifteen students are currently enrolled with five anticipated to graduate in June 2017. If the current Grade 10 and 11 students choose to return to their designated schools across the city, there will be minimal impacts within those existing schools, given the low numbers of students. The remaining students could also be accommodated at Lord Beaverbrook High School as out of attendance area students. Several students have expressed a desire to stay at Lord Beaverbrook High School until they complete Grade 12.

Enrolment and Transportation Impacts

The number of students who would need to be relocated as a result of the closure would be up to 10 students. As previously mentioned, students can be accommodated at Lord Beaverbrook High School or return to their designated schools. Across the city, high school students access schools using Calgary Transit so there are no transportation impacts.

CBE Capital Plans

A decision to close the Juno Beach Academy of Canadian Studies would have no implications relative to the CBE's Capital Plans. The CBE's Three-Year School Capital Plan identifies projects and priorities for new school/replacement school construction and major modernization projects, and is submitted to the province on an annual basis.

Programming and Educational Impacts of Closing for Students

The re-designation of Juno Beach Academy of Canadian Studies students into existing high schools offers them better access to courses and programming through increased course option selections. Parents and students have expressed a desire to remain at Lord Beaverbrook High School so they may benefit from being with the larger groups of students with whom they are familiar. Attendance at either Lord Beaverbrook or their designated high school will enable these students to access a greater variety of course offerings as well as extra-curricular opportunities. The return of these 10 students into existing high schools will have positive outcomes for their learning.

Programming and Educational Impacts of Closing for Other Schools

Students will be re-designated to their community high schools across the city. Should any or all students return to their designated high school, there would be no educational or programming impact at these schools due to the small numbers of students being re-designated.

Programming and Educational Impacts of Remaining Open

Lack of enrolment in the previous years has had an impact on how the program has been delivered. Effects of low enrolment on program delivery can be seen in how the principles of the program were not met in the years prior to the 2015-16 school year. Core components such as Military History 7 and 8 as well as Military Studies 25 were not offered. Canadian History 20 and Canadian Geography 20 have both been optional. These courses were identified as the foundation of the Juno Beach Academy of Canadian Studies program when it was initiated.

Due to lack of enrolment, it is anticipated that there would be no programming offered at Juno Beach Academy of Canadian Studies for students in Grades 7-10 if the school remained open.

Financial Implications of Remaining Open

There are currently 3.0 full time equivalent (FTE) administrative and teaching positions assigned to Juno Beach Academy of Canadian Studies, along with 1.7615 FTE support staff positions. Total annual cost of these positions is approximately \$425,000.

Yearly annual average building operating and maintenance costs are approximately \$150,000 - \$200,000. This includes maintenance and custodial staff, utilities and maintenance and repairs.

These costs could continue to be incurred should the program remain open.

Financial Implications of Closing

Closure of the Juno Beach Academy of Canadian Studies program will allow per student funding dollars to follow the students to their new school sites. The per school allotment for an assistant principal, office and library staff would be saved; this would amount to approximately \$175,000. These staff members would be re-deployed within the CBE, and therefore would remain a cost to the system.

If the program were to close, system cost savings would be \$175,000 and facility costs \$200,000.

Future Use of Facility

In the future, the Dr. Norman Bethune School building may be used as a contingency space to support modernizations of other facilities or as CBE administrative space. A small number of returning Grade 12 complex learning needs students are currently accessing the building, and use of the facility for this purpose will be assessed annually.

The future of the facility will be monitored in accordance with the process outlined in the Three-Year School Capital Plan.

QUESTIONS

The following questions were either received prior to this public consultation meeting or were anticipated by CBE Administration.

Question: *How will school council funds be distributed?*

Response: The CBE has established a guide to support school administrators in situations such as a school closure. The question of school council funds arises frequently. Any funds remaining that are attached to the school council or raised by a fundraising branch of the school council would follow the students.

Question: *Can students continue to attend Lord Beaverbrook High School?*

Response: Grade 10 and 11 students currently attending Juno Beach Academy of Canadian Studies have the option to return to their designated high school or remain as an out of attendance area student at Lord Beaverbrook.

Question: *Where will current Grade 12 students graduate?*

Response: Grade 12 students currently enrolled in Juno Beach Academy of Canadian Studies will graduate at Lord Beaverbrook High School as has occurred the past few years.

Question: *What would it take to re-open this program in the future?*

Response: For this program or any other alternative programs, application would need to be made to the Calgary Board of Education for alternative program status and meet the requirements of the process.

OPEN DISCUSSION – COMMENTS & QUESTIONS

Ms. Edwards provided a brief review of the discussion guidelines, which are noted on the back of the Agenda. She reiterated that the trustees were present to hear the public's input and that they will ultimately be the sole decision makers regarding the status of Juno Beach Academy of Canadian Studies. She pointed out that it would not be appropriate in the middle of the process for trustees to respond directly to questions or to engage in debate. She

asked that questions be directed to her as the meeting Chair and she would provide a response or direct the question to an appropriate CBE administrator for response.

Ms. K. Galenzoski, parent of a graduate of Juno Beach Academy of Canadian Studies, commented on financial information regarding costs to run the school. She shared her understanding that, regardless of a closure decision the facility cost would remain; and that the adult class for complex learners will require an office staff position. She shared her thoughts about the importance of having had classes that were separate from the rest of the school. She felt it would be beneficial to students and families for alternative classes to be offered in all schools to continue the learning of Canadian history.

Ms. Smith responded that Canadian History and Military History courses are offered as complimentary course options and will continue to be offered as long as there are students who choose to enroll in the programs.

Brandon Howse, alumni of Juno Beach Academy of Canadian Studies, shared concern about students having to transition from a small school setting to a school with a much larger student population and class sizes, and that this may have a potential impact on their learning.

Ms. Smith noted that students are allowed a choice as to where they would like to finish their high school, in the event Juno Beach Academy of Canadian Studies closes. She shared that she has heard students are feeling comfortable about a potential move, as they have a cohort of students currently attending Lord Beaverbrook High School.

Mr. K. Simmons, member of the Acadia Community Association, shared comments about the uniqueness of the program offered at Juno Beach Academy of Canadian Studies, and the importance of a positive outcome for student success. He noted that the school building and its use in the community are of great importance, and conversations between the CBE and the community should remain open in relation to future use of the building.

Ms. L. Gingras, parent of a Grade 11 student at Juno Beach Academy of Canadian Studies, questioned Lord Beaverbrook High School's accommodation of out-of-attendance area students, should her child decide to continue his studies there if Juno Beach Academy of Canadian Studies were to close.

Ms. Smith remarked that all of the Juno Beach Academy of Canadian Studies students are assured of being accommodated at Lord Beaverbrook High School.

Ms. K. Galenzoski noted there are many veterans, community members and parents who strongly believe in this program of study for learning. She shared her belief that it is important for the Board to contact the founding members of Juno Beach Academy of Canadian Studies to invite them to share their perspective at the upcoming public meeting respecting consideration of closure of the program.

Ms. Smith requested that contact information be shared by Ms. Galenzoski so that the founding members of Juno Beach Academy of Canadian Studies may be provided notification of the public meeting to be held February 27, 2017.

Brandon Howse requested that some of the older alumni of Juno Beach Academy of Canadian Studies be contacted to invite them to share in the discussion respecting consideration of closure.

Ms. Smith asked Brandon to put the message out to former students of Juno Beach Academy of Canadian Studies, as she does not have access to their contact information.

CLOSING REMARKS

Ms. Edwards noted that an error was shown on the last slide of the PowerPoint presentation, in that written submissions and follow-up questions are to be received by the CBE on or before 12:00 noon on Friday, March 31, 2017; this is correctly noted on the back of the Agenda.

She thanked everybody for attending the meeting and for providing respectful comments and input. The Board of Trustees tentatively anticipates debating the merits of this matter and making a decision regarding this program closure consideration on or about Tuesday, April 4, 2017. The public's observations, comments and questions are valued and will form part of the material that trustees will consider as they review the matter and ultimately reach a decision. The Public's input at the meeting this evening has been an important contribution to the Board of Trustees decision-making process.

Ms. Edwards declared the meeting closed at 7:40 p.m.

Note to Reader:

The Minutes of the Public Meeting re: Discussion Respecting Consideration of Closure of Juno Beach Academy of Canadian Studies, held in the gymnasium, Dr. Norman Bethune School, 315 – 86 Avenue, SE, Calgary, Alberta on Thursday, February 9, 2017 at 7:00 p.m. include the major points of discussion - they are not a verbatim transcript of the meeting.

ATTACHMENT I

Minutes of the Public Meeting re: Discussion Respecting Consideration of Closure of Juno Beach Academy of Canadian Studies, held in the Multipurpose Room at the CBE Education Centre, 1221 – 8th Street SW, Calgary, Alberta on Monday, February 27, 2017 at 12:00 noon.

PRESENT

Board of Trustees:

Ms. J. Bowen-Eyre, Board Chair, Trustee, Wards 1 & 2

Ms. L. Ferguson, Trustee, Wards 3 & 4

Ms. T. Hurdman, Trustee, Wards 6 & 7

Ms. P. King, Trustee, Wards 5 & 10

Ms. J. Hehr, Trustee, Wards 8 & 9

Administration:

Ms. C. Edwards, Moderator & Chair of the Public Meeting

Ms. K. Fenney, Procedures Chair, Assistant General Counsel & Corporate Secretary

Mr. D. Stevenson, Chief Superintendent of Schools

Ms. S. Smith, Director, Area V

Ms. K. Maxwell, Recording Secretary

WELCOME, INTRODUCTIONS AND MEETING OUTLINE

Copies of the Agenda entitled *Board of Trustees, Calgary Board of Education, Public Meeting, Discussion Respecting Consideration of Closure of Juno Beach Academy of Canadian Studies, Monday, February 27, 2017*, which also contained information with respect to the purpose of the meeting, discussion guidelines, and written submissions and further questions were made available to those present and submitted for the record.

Ms. Edwards called the meeting to order at 12:13 p.m. and noted she would Chair the meeting. She explained the meeting has been arranged and convened by the Board of Trustees of the Calgary Board of Education (CBE). She then introduced the Trustees and the CBE Administration in attendance. She also welcomed Mr. S. Radder, Assistant Principal, Juno Beach Academy of Canadian Studies, who is representing the Principal J. Simpson, and CBE staff members.

Ms. Edwards stated that the meeting was being video recorded for the purpose of maintaining an accurate internal record of the proceedings. Meeting minutes will be available on the website at www.cbe.ab.ca prior to the Board of Trustees making a decision on this matter.

OPENING REMARKS

Chief Superintendent Stevenson expressed appreciation to all in attendance for their commitment to the Juno Beach Academy of Canadian Studies. He commented on the advisory and support role of Administration up to and following the formal legislated closure consideration process. He noted that staff from the Planning and Transportation Office and Area V office have been engaging and working with the school community. He shared some background information and comments about the public engagements that have been held. He pointed out that the engagement work was undertaken as part of Administration's advisory role to the Board of Trustees.

Chief Stevenson explained that the Board of Trustees is considering the closure of a school, but no decision has been made to date. He further explained that the Board of Trustees has

sole authority and responsibility for the closure consideration process and Administration's role is to provide the Board of Trustees, the school community and the general public with full and total support in providing relevant information and answers to questions.

PURPOSE OF THE MEETING AND ROLE OF THE BOARD OF TRUSTEES

Ms. Edwards called forward Board Chair Bowen-Eyre to speak to the role of the Board of Trustees in the closure consideration process. Chair Bowen-Eyre's comments were as follows:

“Good day ladies and gentlemen.

As the Meeting Chair has indicated I'm Joy Bowen-Eyre, Trustee for Wards 1 & 2 and Chair of the Board of Trustees of the Calgary Board of Education. On behalf of myself and my fellow colleagues, I would like to speak to you briefly about the Board of Trustees' role in the closure consideration process.

On Tuesday, December 6, 2016, at a regular meeting of the Board of Trustees, a motion was passed by the Board to give consideration to the closure of Juno Beach Academy of Canadian Studies.

This is the second of two meetings held to discuss this important issue. The Board of Trustees held a meeting on February 9th at Juno Beach Academy.

The Board of Trustees has the sole responsibility and authority to make closure decisions and I want to make it clear today that no decision has been made at this time.

Based on information provided to us by Administration, a *Written Notice Regarding the Consideration of Closure of Juno Beach Academy of Canadian Studies* has been issued by the Board of Trustees, but that is only one part of the information that has been, and will be, reviewed and considered by Trustees. In accordance with Alberta legislation, before making any final decision on a matter such as this, the Board follows a process to secure additional community input.

That process involves providing important and relevant information to you – the *Written Notice* – and reviewing it with you. It also involves providing you and other concerned members of the public an opportunity to impact our decision by providing us with input at the public meetings and again in writing. Today, Trustees want to augment our understanding of the information presented in the *Written Notice* by hearing your observations, submissions and questions.

After today's meeting, you will have an additional opportunity to ask further written questions and make written submissions if you wish to do so.

Trustees, as the final decision makers, are here today to listen and observe. Throughout today's discussion and throughout the closure consideration process, Trustees will be paying very careful attention to what you have to say.

All of the information collected during the closure consideration process will be weighed very carefully by Trustees before any final decision is made.

The Board of Trustees tentatively anticipates debating the merits of this matter and making a decision regarding this program closure consideration on Tuesday, April 4, 2017.

The Board's ongoing commitment is to provide educational programs and services in suitable facilities throughout Calgary. To honour that commitment, we, as a Board, need to take into consideration many factors including student enrolment levels, our ability to resource instructional programming, the health and safety of students, and accessibility. We also consider financial factors to ensure we are using resources effectively. We take the information received and make decisions, on a system-wide basis, serving the overall interests of public education within our jurisdiction.

Consideration of closure is a very serious matter to the Board of Trustees and we clearly appreciate that it is very significant to the students, parents and other concerned members of the community. We look forward to listening carefully today to your comments, observations and questions.

On behalf of the Board of Trustees I thank you.”

REVIEW OF THE WRITTEN NOTICE

Ms. Edwards proceeded to a formal presentation of the *Written Notice* and acknowledged the one member of the public in the audience who has been provided with a copy of the *Written Notice*.

Ms. Edwards provided the following background on Juno Beach Academy of Canadian Studies. The program was initially opened in 2003 at Sir William Van Horne High School with an enrolment of 112 students in Grades 7-9, expanding a grade a year. In 2006 the program was moved to Lord Shaughnessy High School and enrolment increased to 182 students as the school expanded to include Grade 12. Two years later, in September 2008 the program had a peak enrolment of 195 students. In 2010, due to the development of the Career and Technology Centre (CTC) at Lord Shaughnessy High School, the program was moved once again to Dr. Norman Bethune School which is located in the community of Acadia on the same school site as Lord Beaverbrook High School. Since the 2015-16 school year the Juno Beach Academy of Canadian Studies operated as a shared campus with Lord Beaverbrook High School under one principal. Current enrolment as of September 30, 2016 is 15 students with no students enrolled in Grades 7, 8 or 9.

Ms. Edwards then provided highlights of the *Written Notice*, aided by a PowerPoint presentation. She noted that the enrolment and transportation impacts of closing Juno Beach Academy of Canadian Studies would be minimal. The attendance area is across the City of Calgary. Students could choose to continue at Lord Beaverbrook High School or return to their designated community schools and would continue to access Calgary Transit for transportation to and from school. She noted that programming and educational impacts for students if they stayed at Lord Beaverbrook High School or returned to their designated community school would mean greater access to programming with a wider array of course options and extra-curricular options, and a larger number of students per class which would enhance learning opportunities. For those that choose to remain at Lord Beaverbrook High School it would provide the comfort of familiarity with the campus.

Ms. Edwards noted that the previous year's lack of enrolment has impacted the program's delivery. Core component courses such as Military History 7 and 8 as well as Military Studies 25 were not offered. These courses were identified as the foundation of the Juno Beach Academy of Canadian Studies program. If the school remained open it is anticipated that there would be no programming offered at Juno Beach Academy of Canadian Studies in Grade 7-10 due to the lack of enrolment.

She then opened the meeting to any questions or comments from the public.

OPEN DISCUSSION – QUESTIONS & COMMENTS FROM PARENTS AND PUBLIC

Mr. F. L. Villiger, former Principal of Juno Beach Academy of Canadian Studies, noted his belief that the school was developed with a lot of "heart". He felt that the multiple location changes for the campus had an impact on enrolment. In Mr. Villiger's opinion Juno Beach Academy of Canadian Studies program did not have a plan for the future which evaluated the positive and negative ramifications of different options for moving forward. He emphasized the importance of building community and the positive impact it has on students' education. He also noted his belief that current enrolment numbers at Juno Beach Academy of Canadian Studies are a result of how the program was resourced. Mr. Villiger then asked the following questions:

1. What will happen to the military artifacts that have been given to the school?

Ms. Smith responded that the artifacts are currently at Norman Bethune School. CBE will be working with the school community, the military museum and some other places to ensure those artifacts have a good home to go to.

2. What will happen to the name *Juno Beach Academy of Canadian Studies*?

Ms. Edwards consulted with the Assistant General Counsel. She advised that the name would be decommissioned if the Board decision is for closure of the school.

Chief Superintendent Stevenson added that if the program was closed, but then brought back the Board of Trustees has a process for naming schools or programs and the name *Juno Beach Academy of Canadian Studies* would be available for consideration and use.

Mr. Villiger ended his comments by acknowledging some of the extraordinary staff and parents he worked with at Juno Beach Academy of Canadian Studies.

Ms. Edwards thanked Mr. Villiger for his comments and questions.

CLOSING REMARKS

Ms. Edwards noted written submissions and any further questions can be submitted to the CBE on or before 12:00 noon on Friday, March 31, 2017. The directions for this are on the back of the agenda.

She thanked everybody for attending the meeting and for providing respectful comments and input. She reiterated that the Board of Trustees tentatively anticipates debating the merits of this matter and making a decision regarding this program closure consideration on

or about Tuesday, April 4, 2017. The public's observations, comments and questions are valued and will form part of the material that Trustees will consider as they review the matter and ultimately reach a decision. The public's input is an important contribution to the Board of Trustees decision-making process.

Ms. Edwards declared the meeting closed at 12:45 p.m.

Note to Reader:

The Minutes of the Public Meeting re: Discussion Respecting Consideration of Closure of Juno Beach Academy of Canadian Studies, held in the Multipurpose Room, CBE Education Centre, 1221 – 8th Street SW, Calgary, Alberta on Monday, February 27, 2017 at 12:00 noon include the major points of discussion - they are not a verbatim transcript of the meeting.

Relevant Excerpts from <i>Closure of Schools Regulation</i>	Action:
<p>1 In this Regulation,</p> <p>(a) “closure” means any action referred to in section 2.</p> <p>2 A board may</p> <p>(a) close a school permanently or for a specified period of time,</p> <p>(b) close entirely three or more consecutive grades in a school, or</p> <p>(c) repealed AR257/2003 s5,</p> <p>(d) transfer all students from one school building to one or more other school buildings on a permanent basis.</p>	
<p>4(1) Where a board is considering the closure of a school, the board shall</p> <p>(a) raise the matter by way of a motion at a regular meeting of the board, and</p>	<p>December 6, 2016 at a Regular Meeting of the Board – The Board of Trustees passed the following motion:</p> <p>THAT the Board of Trustees is satisfied that there is cause to proceed with a consideration of closure of Juno Beach Academy of Canadian Studies (Juno Beach), in accordance with the Closure of Schools Regulation.</p>

<p>(b) in writing notify the parents of every child and student enrolled in the school who, in the opinion of the board, will be significantly affected by the closure of the school.</p> <p>4(2) A notice referred to in subsection (1)(b) shall set out the following:</p> <p>(a) how the closure would affect the attendance area defined for that school;</p> <p>(b) how the closure would affect the attendance at other schools;</p> <p>(b.1) information on the board’s long-range capital plan;</p> <p>(c) the number of students who would need to be relocated as a result of the closure;</p> <p>(d) the need for, and extent of, busing;</p> <p>(e) program implications for other schools and for the students when they are attending other schools;</p> <p>(f) the educational and financial impact of closing the school, including the effect on operational costs and capital implications;</p> <p>(g) the educational and financial impact if the school were to remain open;</p> <p>(h)&(i)repealed AR 257/2003 s7;</p> <p>(j) the time and location of the public meeting referred to in section 5(1)(a).</p>	<p>On February 7, 2017 – A written notice to parents/guardians (with attachments) was provided to the parents/guardians of students currently enrolled at Juno Beach Academy of Studies (<i>Attachment III: Written Notice Respecting the Consideration of Closure of Juno Beach Academy of Canadian Studies</i>). This notice contained the information required by the <i>Closure of Schools Regulation</i>. Further, a copy was posted to the CBE web site.</p> <p>A public meeting was held at Juno Beach Academy of Canadian Studies on February 9, 2017. Prior to the public meeting scheduled for February 9, 2017 parents and guardians were provided with an opportunity to submit written questions and comments related to the consideration of closure.</p> <p>The deadline for receipt of these questions to the Director of Area V was on or before noon Wednesday, February 8, 2017.</p> <p>A second Written Notice (<i>Attachment III: Written Notice Respecting the Consideration of Closure of Juno Beach Academy of Canadian Studies</i>) was sent to parents on February 23, 2017. This notice contained the information required by the <i>Closure of Schools Regulation</i>. Further a copy was posted on the CBE web site.</p> <p>Prior to the public meeting scheduled for February 27, 2017 parents and guardians were provided an opportunity to submit written questions and comments related to the consideration of closure.</p> <p>Three submissions were received by the Director of Area V.</p>
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<p>4(3) A notice referred to in subsection (1)(b) may set out the following:</p> <ul style="list-style-type: none"> (a) the capital needs of the schools that may have increased enrolment as a result of the closure, and (b) the possible uses of the school building or space in the school building if <ul style="list-style-type: none"> (i) the entire school is being closed, or (ii) 3 or more consecutive grades in the school are being closed entirely. 	<p>The written material provided to affected parents/guardians supplied information regarding the CBE’s <i>School Capital Plan 2017-2020</i> and the <i>Ten-Year System Student Accommodation and Facilities Strategy</i> and indicated the availability of these documents on the CBE web site.</p> <p>The written material provided to affected parents/guardians indicated that, in the event of closure of Juno Beach Academy of Canadian Studies that the school could be utilized for CBE administrative office or to support modernizations of other CBE facilities.</p> <p>Copies of the written notice were made available at the public meetings for all attendees.</p>
<p>5(1) Where a board has given notice of motion at a regular meeting of the board that it is considering the closure of a school, the board</p> <ul style="list-style-type: none"> (a) shall organize and convene a public meeting for the purpose of discussing the information provided to the parents under section 4, 	<p>February 9, 2017 - A public meeting was held at Juno Beach Academy of Canadian Studies to discuss the program closure under consideration (<i>Attachment IV: Agenda Public Meeting Respecting the Consideration of Closure of Juno Beach Academy of Canadian Studies</i>).</p> <p>February 27, 2017 – A public meeting was held at the CBE Education Centre to discuss the program closure under consideration (<i>Attachment IV - Agenda Public Meeting Respecting the Consideration of Closure of Juno Beach Academy of Canadian Studies</i>).</p> <p>At the conclusion of each of the public meeting(s) it was announced that follow up questions and written submissions could be submitted to the Office of the Board of Trustees on or before noon on March 31, 2017.</p>

<p>(b) shall provide an opportunity for the council of the municipality in which the school is located to provide a statement to the board of the impact the closure may have on the community, and</p> <p>(c) may hold other meetings with respect to the closure at times and places as the board may determine.</p>	<p>January 31, 2017 – A letter was sent to the City of Calgary advising of the motion to consider the closure Juno Beach Academy of Canadian Studies and inviting the Council to provide a statement to the Board of Trustees of the impact the closure may have on the community (<i>Attachment V: Letter to his Worship Mayor Nenshi Regarding the Consideration of Closure of Juno Beach Academy of Canadian Studies</i>). A response was received from The City on March 24, 2017 (<i>Attachment V</i>).</p>
<p>5(2) The date and place of the public meeting referred to in subsection (1)(a) shall be</p> <p>(a) posted in five or more conspicuous places in the area or areas of the school or schools affected by the closure, for a period of at least 14 days before the date of the public meeting, andT</p>	<p>The information required was posted 14 clear days before the public meeting in the required number of locations, as follows:</p> <p><u>Posters advertising public meeting</u> Flyer-size notices indicating the date, place and time of the February 9, 2017 public meeting regarding the consideration of closure of Juno Beach Academy of Canadian Studies were posted on Thursday, January 26, 2017. As well as on the doors of Dr. Norman Bethune school building and Lord Beaverbrook High School, locations included:</p> <ul style="list-style-type: none"> • Calgary Co-op at 8818 Macleod Trail S.E. • Starbucks – Newport Village at 9110 Macleod Trail S.E. • Acadia Pool at 9009 Fairmount Drive S.E. • Chapters at 9631 Macleod Trail • Acadia Recreation Complex at 240 90 Avenue S.E. (posted Monday, January 30). <p>Flyer-sized posters indicating the date, place and time of the February 27, 2017 public meeting regarding the consideration of closure of Juno Beach Academy of</p>

Canadian Studies were posted on February 10, 2017. As well as at the two school buildings, locations included:

- Calgary Co-op at 8818 Macleod Trail S.E.
- Starbucks – Newport Village at 9110 Macleod Trail S.E.
- Acadia Pool at 9009 Fairmount Drive S.E.
- Chapters at 9631 Macleod Trail
- Acadia Recreation Complex at 240 90 Avenue S.E.

Bold signs

Five bold signs were installed on January 26, 2017, and remained until after the public meeting on February 10, 2017. The signs advertising the public meeting regarding the consideration of closure of Juno Beach Academy of Canadian Studies were placed at the following locations: :

- R.T Alderman School, Mapleton Drive S.E. – east of Acadian Drive S.E.
- On Heritage Drive S.E., east of Macleod Trail S.
- Fairmont Drive S.E. and Bonaventure Drive S.E., across from Saint William School.
- On Heritage Drive and west of Blackfoot Trail S.E.
- Lord Beaverbrook High School on Fairmont Drive S.E., north of Acadia Drive S.E.

February 23, 2017 – Information about the February 27, 2017 public meeting was posted on the electronic sign outside of Lord Beaverbrook High School.

Web site

A school planning engagement CBE web page was created in September 2014, and has been continually updated throughout the engagement process.

	<p>Additional postings to the web page related to the consideration of closure of Juno Beach Academy of Canadian Studies include:</p> <ul style="list-style-type: none"> • November 29, 2015 –Notice for the Consideration of Closure to be discussed at the December 6 Board meeting • January 31, 2017 – Notice for the February 9 public meeting • February 3, 2017 – Written Notice to Parents/Guardians • February 15, 2017 – Notice for the February 27 public meeting • February 22, 2017 - Written Notice to Parents/Guardians • February 27, 2017 - Call for written submissions information • March 3, 2017 - PowerPoint presentation from the February 27 public meeting <p>After public meeting(s) were held the Draft Minutes of the meeting were added to the Juno Beach Academy of Canadian Studies School Planning Engagement web page.</p>
<p>(b) advertised in a newspaper circulating within the area or areas of the school or schools affected by the proposed closure, on at least 2 occasions as close as it is practicable to the date of the meeting.</p>	<p>On Monday February 6, and Wednesday February 8th, 2017 - The required advertisements regarding the date, time and location of the February 9th, 2017 public meeting were placed in the <i>Calgary Herald</i> newspapers. On Wednesday February 22 and Friday February 24, 2017 – The required advertisements regarding the date, time and location of the February 27th, 2017 meeting were placed in the <i>Calgary Metro</i> and <i>Calgary Herald</i> newspapers.</p>

	<p>Information was also posted on the Calgary Board of Education web site prior to the public meeting.</p>
<p>5(3) At least 2 Trustees of the board shall attend the public meeting referred to in subsection (1)(a)</p>	<p>Five Trustees were in attendance at the February 9, 2017 public meeting.</p> <p>Five Trustees were in attendance at the February 27, 2017 meeting.</p>
<p>5(4) A board shall ensure that minutes of all public meetings held under this section are prepared.</p>	<p>Minutes of both meetings were prepared (<i>Attachment I: Minutes of Public Meeting Respecting the Consideration of Closure of Juno Beach Academy of Canadian Studies</i>) and a draft copy of the Minutes of the public meeting was posted on the Calgary Board of Education website.</p> <p>The meeting is recorded audio/visually for internal administrative purposes.</p>
<p>6(1) A board shall not make a final decision on the proposed closure until at least 3 weeks have passed since the date of the public meeting referred to in section 5(1)(a)</p>	<p>The Board has advised the public that it will decide whether to close Juno Beach Academy of Canadian Studies on or about April 4, 2017. As of April 4, 2017 more than 3 weeks will have passed since the date of the public meeting.</p>
<p>6(2) A board shall give due consideration to any written submissions on the proposed closure that it receives after the public meeting referred to in section 5(1)(a).</p>	<p>Friday March 31, 2017 (before noon) – This date and time was identified as the last opportunity for the Board of Trustees to receive follow-up questions.</p>

	<p>Each Trustee received a copy of each submission. For privacy reasons they are not attached to this report. (<i>Attachment VI: Written Submissions Received after the Public Meeting Respecting the Consideration of Closure of Juno Beach Academy of Canadian Studies</i>) These have been circulated only to Trustees and retained for the corporate record. Note: Administration prepared anticipated questions and responses. Copies of all questions and responses are provided to each Trustee.</p> <p>Members of the public were informed that the Board of Trustees would give due consideration to any submissions received after the public meeting; at the writing of this report, three submissions were received.</p>
<p>6(3) A board</p> <p>(a) shall by resolution decide whether to close the school, and</p>	
<p>(b) if the decision is to close the school, shall forthwith notify the Ministers in writing of the decision.</p>	
<p>7(1) All school closure procedures shall be initiated and completed within the school year in which the decision to close the school is made.</p>	<p>The procedure to consider the Closure of Juno Beach Academy of Canadian Studies, and all programs contained therein, began December 6, 2016.</p>
<p>7(2) Notwithstanding subsection (1), on the written request of the board, the Ministers may extend the school closure procedures beyond one school year.</p>	



**Calgary Board
of Education**

Board of Trustees

1221 – 8 Street SW Calgary, AB T2R 0L4 | t | 403-817-7933 | f | 403-294-8282 | www.cbe.ab.ca

February 3, 2017

WRITTEN NOTICE REGARDING CONSIDERATION OF CLOSURE JUNO BEACH ACADEMY OF CANADIAN STUDIES

A public meeting for the purpose of discussing information contained within this notice will be held:

Date: Thursday, February 9, 2017
Time: 7:00 p.m.
Location: Dr. Norman Bethune School Gymnasium
315 86 Ave S.E., Calgary, Alberta

In order to comply with the *Closure of Schools Regulation*, the Board of Trustees will convene a second public meeting for the purpose of discussing the information provided in this *Written Notice*. Another meeting will be held on Monday, February 27th, 2017. Further details will be announced.

INTRODUCTION

At a regular meeting on Tuesday December 6, 2016, the Board of Trustees of the Calgary Board of Education (CBE) passed a motion to consider the closure of the Juno Beach Academy of Canadian Studies located at Dr. Norman Bethune School.ⁱ No closure decision will be made by the Board of Trustees until parents and the public have had an opportunity to provide input with respect to this important community matter. The public meeting will provide those in attendance with an opportunity to be informed, participate in a discussion, ask questions and make statements respecting the information provided in this notice.ⁱⁱ

Enrolment in the Juno Beach Academy of Canadian Studies continues to decline. There are currently no students enrolled in Grades 7-9, and 15 students in Grades 10-12 enrolled in the program. Ongoing engagement work and efforts by the parent and school community to attract students to the program have not been successful in increasing enrolment.

BACKGROUND

Juno Beach Academy of Canadian Studies was initially opened in 2003 at Sir William Van Horne High School with an enrolment of 112 students in Grades 7-9, expanding a grade a year. In 2006 the program was moved to Lord Shaughnessy High School and enrolment climbed to 182 students as the school expanded to include Grade 12. Two years later, in September 2008 the program had a peak enrolment of 195 students. In 2010 due to the development of the Career and Technology Centre (CTC) at Lord Shaughnessy High School, the program was moved once again to Dr. Norman Bethune School which is located in the community of Acadia on the same school site as Lord Beaverbrook High School. For the 2015-16 school year the Juno Beach Academy of Canadian Studies operated as a shared campus with Lord Beaverbrook High School under one principal. There were 52 students enrolled.

Board Chair

Joy Bowen-Eyre Wards 1 & 2

Vice-Chair

Trina Hurdman Wards 6 & 7

Trustees

Lynn Ferguson Wards 3 & 4

Pamela King Wards 5 & 10

Judy Hehr Wards 8 & 9

Julie Hrdlicka Wards 11 & 13

Amber Stewart Wards 12 & 14

The Juno Beach Academy of Canadian Studies has continued to see declining enrolment since its peak in 2008. The low enrolment was identified as a concern in CBE's Three-Year System Student Accommodation Plan in June 2013. Since that time the CBE has held numerous engagements with parents to support a plan to increase enrolment. As of September 2016 there were 15 students enrolled with no students in Grades 7, 8 or 9.

When considering accommodation of students, CBE Administrative Regulation 1090, Student Accommodation Planning Process, outlines the following guiding principles:

- a) minimize disruptions for students;
- b) provide program continuity from Kindergarten to Grade 12;
- c) keep cohort groups of students together;
- d) allow students to attend school as close to home as possible;
- e) provide long term sustainability;
- f) use space and resources effectively; and
- g) provide equitable access for all students to quality learning environments and choice of programs.

In consideration of these planning principles, the 15 students currently registered in the Juno Beach Academy of Canadian Studies are accessing core and complementary courses at Lord Beaverbrook High School integrated with Lord Beaverbrook students. This provides the opportunity for students to access the programming necessary to meet their personal learning needs as part of a vibrant high school with more than 1,700 students. It allows a cohort of students to learn together and supports the effective use of resources.

Students in the Juno Beach Academy of Canadian Studies come together at Dr. Norman Bethune School to access the courses that define the program: Military Studies, Canadian History and Canadian Geography.

The table below provides the enrolment history since 2008 for Juno Beach Academy of Canadian Studies:

Year	GR7	GR8	GR9	GR10	GR11	GR12	Total
2008	18	26	39	39	27	46	195
2009	21	18	39	34	39	34	185
2010	17	22	20	38	28	39	164
2011	11	22	29	20	30	21	133
2012	15	21	30	29	19	32	146
2013	20	17	17	19	27	17	117
2014	16	18	20	16	18	26	114
2015	0	9	15	12	7	9	52
2016	0	0	0	5	5	5	15

Given current enrolment and attrition rates, projected enrolment for the next two years is between five and 10 students. Up to 10 students would need to be relocated as a result of a school closure.

ATTENDANCE AREA

As this is a single site program, students currently attending Juno Beach Academy of Canadian Studies come from across the city. Fifteen students are currently enrolled with five anticipated to graduate in June 2017. If the current Grade 10 and 11 students

choose to return to their designated schools across the city, there will be minimal impacts within those existing schools given the low numbers of students.

The remaining students could also be accommodated at Lord Beaverbrook High School as out of attendance area students and several have expressed a desire to stay at Lord Beaverbrook High School until they complete Grade 12.

STUDENT ENROLMENT AND TRANSPORTATION

The number of students who would need to be relocated as a result of the closure would be up to 10 students. As noted above students can be accommodated at Lord Beaverbrook High School or return to their designated schools.

Across the city, high school students access schools using Calgary Transit so there are no transportation impacts.

CBE CAPITAL PLANS (Three-Year School Capital Plan and Ten-Year System Student Accommodation and Facilities Strategy)

A decision to close the Juno Beach Academy of Canadian Studies would have no implications relative to the CBE's Capital Plans. The CBE's Three Year Capital Plan identifies projects and priorities for new school/replacement school construction and major modernization projects and is submitted to the province on an annual basis. The document can be accessed on the CBE website through a link at:

<http://www.cbe.ab.ca/schools/building-and-modernizing-schools/Pages/default.aspx>

The CBE Ten-Year System Accommodation and Facilities Strategy can be accessed through the link at:

<http://www.cbe.ab.ca/schools/building-and-modernizing-schools/Pages/default.aspx>

PROGRAMMING AND EDUCATIONAL IMPACTS OF CLOSING

Program Implications for Other Schools

Students will be re-designated to their community high schools across the city. Should any or all students return to their designated high school, there would be no educational or programming impact at these schools due to the small numbers of students being re-designated.

Program Implications for Students

The re-designation of Juno Beach Academy of Canadian Studies students into existing high schools offers them better access to courses/programming through increased course option selections. Parents and students have expressed a desire to remain at Lord Beaverbrook High School. Students will benefit from being mixed with the larger group of students at Lord Beaverbrook, with whom they are familiar, as larger classes will enable them to have access to more diverse viewpoints brought into the learning conversations. In addition a larger high school provides access to greater variety of course offerings as well as extra-curricular opportunities. The return of these 10 students into existing high schools will have positive outcomes for their learning.

PROGRAMMING AND EDUCATIONAL IMPACTS OF REMAINING OPEN

Lack of enrolment in the previous years has had an impact on how the program has been delivered. Effects of low enrolment on program delivery can be seen in how the principles of the program were not met in the years prior to the 2015-16 school year. Core components such as Military History 7 and 8 as well as Military Studies 25 were not offered. Canadian History 20 and Canadian Geography 20 have both been optional. These courses were identified as the foundation of the Juno Beach Academy of Canadian studies program.

Should the Juno Beach Academy of Canadian Studies not close, there will be impacts for learning for existing students. Next year's Grade 11 and 12 students would continue to access their core and CTS programming at Lord Beaverbrook High School; however, reduced staff would mean that required courses to meet program integrity may be challenging to offer.

Due to lack of enrolment, it is anticipated that there would be no programming offered at Juno Beach Academy of Canadian Studies for students in Grades 7-10 if the school remained open.

FINANCIAL IMPLICATIONS

If the Program Were to Remain Open

There are currently 3.0 full time equivalent (FTE) administrative and teaching positions assigned to Juno Beach Academy of Canadian Studies, along with 1.7615 FTE support staff positions. Total annual cost of these positions is approximately \$425,000.

Yearly annual average building operating and maintenance costs are approximately \$150,000-\$200,000. This includes maintenance and custodial staff, utilities and maintenance and repairs.

If the Program Were to Close

Closure of the Juno Beach Academy of Canadian Studies program will allow per student funding dollars to follow the students to their new school sites. The per school allotment for an assistant principal, office and library staff would be saved; this would amount to approximately \$175,000.

The annual average building operating and maintenance costs are approximately \$150,000-\$200,000. This includes maintenance and custodial staff, utilities and maintenance and repairs. The closure of Juno Beach Academy of Canadian Studies will have no immediate impact upon the facility operating costs.

Future Use of Facility

The Dr. Norman Bethune School building may be used as a contingency space to support modernizations of other facilities or as CBE administrative space. A small number of returning Grade 12 complex learning needs students are currently accessing the building. Use of the facility for this purpose will be monitored/assessed into the future.

The future of the facility will be monitored in accordance with the process outlined in the Three Year Capital Plan.



ADDITIONAL INFORMATION

Trustees welcome your views and input and invite you to provide comments to them directly or through administration at the Area V Office. Questions regarding the Board of Trustees' consideration of closure of Juno Beach Academy of Canadian Studies may be submitted in writing on the attached form, **prior to 12:00 noon on Wednesday, February 8, 2017.**

Attention: Sydney Smith, Director, Area V
Calgary Board of Education
1123-87 Avenue S.W.
Calgary, Alberta T2V 0W2
Phone: 403-777-8780 Fax: 403-777-8789
Email directly to dialogue@cbe.ab.ca

It is not possible to respond individually to questions or inquiries prior to the public meeting. At the public meetings, having reviewed questions for relevancy and redundancy, selected questions will be answered. Should your specific question(s) not be selected for response at the public meeting, you will have ample opportunity to direct questions to administration, and you are invited to do so.

In order to comply with the *Closure of Schools Regulation*, the Board of Trustees will convene a second public meeting for the purpose of discussing the information provided in this *Written Notice*. Another meeting will be held on Monday, February 27th, 2017. Further details will be announced.

As outlined in the Alberta Government *Closure of Schools Regulation* Section 6(1), the Board of Trustees shall not make a decision on the consideration of closure of Juno Beach Academy of Canadian Studies until at least three weeks have passed from the date of the second public meeting. The Board of Trustees will give due consideration to any written submissions on the proposed closure that it receives after Feb. 9th and prior to the final debate and decision at a meeting of the Board of Trustees.

Yours sincerely,



Joy Bowen-Eyre
Chair of the Board of Trustees
CALGARY BOARD OF EDUCATION

Form For Return: Question Submission Form

End Note

ⁱ Pursuant to the School Act, R.S.A. 2000, Chapter S-3 and its associated regulations, the power to close a school or a school building rests solely with the Board of Trustees and cannot be delegated. The Closure of Schools Regulation identifies the formal process that will be followed when closure is being considered. In accordance with those process requirements, the information in this notice is provided to the parents/guardians of students registered at Juno Beach Academy of Canadian Studies and is available on the CBE web site.

ⁱⁱ The Closure of Schools Regulation (AR 238/97) is directive regarding the content of the Written Notice. The layout of that information is discretionary. For ease of presentation, the specific information set forth at s. 4 (2) and (3) of the Closure of Schools Regulation (AR 238/97) is set forth in this Written Notice in the following manner:

- s. 4 (2) (a) & (b) are contained within this document at the section entitled ATTENDANCE AREA
- s. 4 (c) & (d) are contained within this document under section entitled STUDENT ENROLMENT AND TRANSPORTATION
- s. 4 (2) (b.1) is contained within this document within the section entitled CBE CAPITAL PLANS
- s. 4 (2) (e) is contained within this document under the section entitled PROGRAMMING AND EDUCATIONAL IMPACTS ON LEARNING
- s. 4 (2) (f) is contained within this document under the section entitled PROGRAMING AND EDUCATIONAL IMPACTS OF REMAINING OPEN as well as under FINANCIAL IMPLICATIONS
- s. 4 (2) (g) is contained within this document under the section entitled PROGRAMING AND EDUCATION IMPACTS OF CLOSING as well as under FINANCIAL IMPLICATIONS
- s.4 (3) (a) & (b) are contained within this document under section entitled FINANCIAL IMPLICATIONS under subsection Future Use of Facility

Question Submission Form



Calgary Board
of Education

Questions regarding the Board of Trustees' consideration of closure of Juno Beach Academy of Canadian Studies may be submitted in writing **prior to 12:00 noon on Wednesday, February 8, 2017 to:**

Sydney Smith, Director, Area V
Calgary Board of Education
1123 – 87 Ave. S.W.
Calgary, Alberta T2V 0W2

Phone: 403-777-8780 Fax: 403-777-8789 or Email: dialogue@cbe.ab.ca

The first public meeting is scheduled for **Thursday, February 9, 2017 at 7:00 p.m. in the Dr. Norman Bethune School gymnasium. An additional public meeting will be held on February 27, 2017.** Further details regarding the second meeting will be provided.

It is not possible to respond individually to questions or inquiries prior to the public meeting. At the public meeting, having reviewed questions for relevancy and redundancy, selected questions will be answered. Should your specific question(s) not be selected for response at the public meeting, you will have ample opportunity to direct questions to administration and you are invited to do so.

Name: _____ **Phone:** _____



**Calgary Board
of Education**

Board of Trustees

1221 – 8 Street SW Calgary, AB T2R 0L4 | t | 403-817-7933 | f | 403-294-8282 | www.cbe.ab.ca

February 22, 2017

WRITTEN NOTICE REGARDING CONSIDERATION OF CLOSURE JUNO BEACH ACADEMY OF CANADIAN STUDIES

A public meeting for the purpose of discussing information contained within this notice will be held:

Date: Monday, February 27, 2017

Time: 12:00 Noon

Location: Education Centre
1221 – 8 St. S.W., Calgary, Alberta

INTRODUCTION

At a regular meeting on Tuesday December 6, 2016, the Board of Trustees of the Calgary Board of Education (CBE) passed a motion to consider the closure of the Juno Beach Academy of Canadian Studies located at Dr. Norman Bethune School.ⁱ No closure decision will be made by the Board of Trustees until parents and the public have had an opportunity to provide input with respect to this important community matter. The Board of Trustees held a meeting at Juno Beach Academy on February 9, 2017. This meeting provides the public with an additional opportunity to provide input into the proposed consideration of closure. The public meeting will provide those in attendance with an opportunity to be informed, participate in a discussion, ask questions and make statements respecting the information provided in this notice.ⁱⁱ

Enrolment in the Juno Beach Academy of Canadian Studies continues to decline. There are currently no students enrolled in Grades 7-9, and 15 students in Grades 10-12 enrolled in the program. Ongoing engagement work and efforts by the parent and school community to attract students to the program have not been successful in increasing enrolment.

BACKGROUND

Juno Beach Academy of Canadian Studies was initially opened in 2003 at Sir William Van Horne High School with an enrolment of 112 students in Grades 7-9, expanding a grade a year. In 2006 the program was moved to Lord Shaughnessy High School and enrolment climbed to 182 students as the school expanded to include Grade 12. Two years later, in September 2008 the program had a peak enrolment of 195 students. In 2010 due to the development of the Career and Technology Centre (CTC) at Lord Shaughnessy High School, the program was moved once again to Dr. Norman Bethune School which is located in the community of Acadia on the same school site as Lord Beaverbrook High School. For the 2015-16 school year the Juno Beach Academy of Canadian Studies operated as a shared campus with Lord Beaverbrook High School under one principal. There were 52 students enrolled.

The Juno Beach Academy of Canadian Studies has continued to see declining enrolment since its peak in 2008. The low enrolment was identified as a concern in

learning | **as unique** | as every student

Board Chair

Joy Bowen-Eyre Wards 1 & 2

Vice-Chair

Trina Hurdman Wards 6 & 7

Trustees

Lynn Ferguson Wards 3 & 4

Pamela King Wards 5 & 10

Judy Hehr Wards 8 & 9

Julie Hrdlicka Wards 11 & 13

Amber Stewart Wards 12 & 14

CBE's Three-Year System Student Accommodation Plan in June 2013. Since that time the CBE has held numerous engagements with parents to support a plan to increase enrolment. As of September 2016 there were 15 students enrolled with no students in Grades 7, 8 or 9.

When considering accommodation of students, CBE Administrative Regulation 1090, Student Accommodation Planning Process, outlines the following guiding principles:

- a) minimize disruptions for students;
- b) provide program continuity from Kindergarten to Grade 12;
- c) keep cohort groups of students together;
- d) allow students to attend school as close to home as possible;
- e) provide long term sustainability;
- f) use space and resources effectively; and
- g) provide equitable access for all students to quality learning environments and choice of programs.

In consideration of these planning principles, the 15 students currently registered in the Juno Beach Academy of Canadian Studies are accessing core and complementary courses at Lord Beaverbrook High School integrated with Lord Beaverbrook students. This provides the opportunity for students to access the programming necessary to meet their personal learning needs as part of a vibrant high school with more than 1,700 students. It allows a cohort of students to learn together and supports the effective use of resources.

Students in the Juno Beach Academy of Canadian Studies come together at Dr. Norman Bethune School to access the courses that define the program: Military Studies, Canadian History and Canadian Geography.

The table below provides the enrolment history since 2008 for Juno Beach Academy of Canadian Studies:

Year	GR7	GR8	GR9	GR10	GR11	GR12	Total
2008	18	26	39	39	27	46	195
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2015	0	9	15	12	7	9	52
2016	0	0	0	5	5	5	15

Given current enrolment and attrition rates, projected enrolment for the next two years is between five and 10 students. Up to 10 students would need to be relocated as a result of a school closure.

ATTENDANCE AREA

As this is a single site program, students currently attending Juno Beach Academy of Canadian Studies come from across the city. Fifteen students are currently enrolled with five anticipated to graduate in June 2017. If the current Grade 10 and 11 students choose to return to their designated schools across the city, there will be minimal impacts within those existing schools given the low numbers of students.

The remaining students could also be accommodated at Lord Beaverbrook High School as out of attendance area students and several have expressed a desire to stay at Lord Beaverbrook High School until they complete Grade 12.

STUDENT ENROLMENT AND TRANSPORTATION

The number of students who would need to be relocated as a result of the closure would be up to 10 students. As noted above students can be accommodated at Lord Beaverbrook High School or return to their designated schools.

Across the city, high school students access schools using Calgary Transit so there are no transportation impacts.

CBE CAPITAL PLANS (Three-Year School Capital Plan and Ten-Year System Student Accommodation and Facilities Strategy)

A decision to close the Juno Beach Academy of Canadian Studies would have no implications relative to the CBE's Capital Plans. The CBE's Three Year Capital Plan identifies projects and priorities for new school/replacement school construction and major modernization projects and is submitted to the province on an annual basis. The document can be accessed on the CBE website through a link at:

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PROGRAMMING AND EDUCATIONAL IMPACTS OF CLOSING

Program Implications for Other Schools

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Program Implications for Students

The re-designation of Juno Beach Academy of Canadian Studies students into existing high schools offers them better access to courses/programming through increased course option selections. Parents and students have expressed a desire to remain at Lord Beaverbrook High School. Students will benefit from being mixed with the larger group of students at Lord Beaverbrook, with whom they are familiar, as larger classes will enable them to have access to more diverse viewpoints brought into the learning conversations. In addition a larger high school provides access to greater variety of course offerings as well as extra-curricular opportunities. The return of these 10 students into existing high schools will have positive outcomes for their learning.

PROGRAMMING AND EDUCATIONAL IMPACTS OF REMAINING OPEN

Lack of enrolment in the previous years has had an impact on how the program has been delivered. Effects of low enrolment on program delivery can be seen in how the principles of the program were not met in the years prior to the 2015-16 school year. Core components such as Military History 7 and 8 as well as Military Studies 25 were not offered. Canadian History 20 and Canadian Geography 20 have both been optional. These courses were identified as the foundation of the Juno Beach Academy of Canadian studies program.

Should the Juno Beach Academy of Canadian Studies not close, there will be impacts for learning for existing students. Next year's Grade 11 and 12 students would continue to access their core and CTS programming at Lord Beaverbrook High School; however reduced staff would mean that required courses to meet program integrity may be challenging to offer.

Due to lack of enrolment, it is anticipated that there would be no programming offered at Juno Beach Academy of Canadian Studies for students in Grades 7-10 if the school remained open.

FINANCIAL IMPLICATIONS

If the program were to remain open

There are currently 3.0 full time equivalent (FTE) administrative and teaching positions assigned to Juno Beach Academy of Canadian Studies, along with 1.7615 FTE support staff positions. Total annual cost of these positions is approximately \$425,000.

Yearly annual average building operating and maintenance costs are approximately \$150,000-\$200,000. This includes maintenance and custodial staff, utilities and maintenance and repairs.

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The annual average building operating and maintenance costs are approximately \$150,000-\$200,000. This includes maintenance and custodial staff, utilities and maintenance and repairs. The closure of Juno Beach Academy of Canadian Studies will have no immediate impact upon the facility operating costs.

Future Use of Facility

The Dr. Norman Bethune School building may be used as a contingency space to support modernizations of other facilities or as CBE administrative space. A small number of returning Grade 12 complex learning needs students are currently accessing the building. Use of the facility for this purpose will be monitored/assessed into the future.

The future of the facility will be monitored in accordance with the process outlined in the Three Year Capital Plan.

ADDITIONAL INFORMATION

Trustees welcome your views and input and invite you to provide comments to them directly or through administration at the Area V Office. Questions regarding the Board of Trustees' consideration of closure of Juno Beach Academy of Canadian Studies may be submitted in writing on the attached form, **prior to 12:00 noon on Friday, February 24, 2017.**

Attention: Sydney Smith, Director, Area V
Calgary Board of Education
1123-87 Avenue S.W.
Calgary, Alberta T2V 0W2
Phone: 403-777-8780 Fax: 403-777-8789
Email directly to dialogue@cbe.ab.ca

It is not possible to respond individually to questions or inquiries prior to the public meeting. At the public meetings, having reviewed questions for relevancy and redundancy, selected questions will be answered. Should your specific question(s) not be selected for response at the public meeting, you will have ample opportunity to direct questions to administration, and you are invited to do so.

As outlined in the Alberta Government *Closure of Schools Regulation* Section 6(1), the Board of Trustees shall not make a decision on the consideration of closure of Juno Beach Academy of Canadian Studies until at least three weeks have passed from the date of the second public meeting. The Board of Trustees will give due consideration to any written submissions on the proposed closure that it receives after Feb. 9th and prior to the final debate and decision at a meeting of the Board of Trustees.

Yours sincerely,



Joy Bowen-Eyre
Chair of the Board of Trustees
CALGARY BOARD OF EDUCATION

Form For Return: Question Submission Form

End Note

ⁱ Pursuant to the School Act, R.S.A. 2000, Chapter S-3 and its associated regulations, the power to close a school or a school building rests solely with the Board of Trustees and cannot be delegated. The Closure of Schools Regulation identifies the formal process that will be followed when closure is being considered. In accordance with those process requirements, the information in this notice is provided to the parents/guardians of students registered at Juno Beach Academy of Canadian Studies and is available on the CBE web site.

ⁱⁱ The Closure of Schools Regulation (AR 238/97) is directive regarding the content of the Written Notice. The layout of that information is discretionary. For ease of presentation, the specific information set forth at s. 4 (2) and (3) of the Closure of Schools Regulation (AR 238/97) is set forth in this Written Notice in the following manner:

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- s. 4 (2) (f) is contained within this document under the section entitled PROGRAMING AND EDUCATIONAL IMPACTS OF REMAINING OPEN as well as under FINANCIAL IMPLICATIONS
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Question Submission Form



Calgary Board
of Education

*Questions regarding the Board of Trustees' consideration of closure of Juno Beach Academy of Canadian Studies may be submitted in writing **prior to 12:00 noon on Friday, February 24, 2017 to:***

Sydney Smith, Director, Area V

Calgary Board of Education

1123 – 87 Ave. S.W.

Calgary, Alberta T2V 0W2

Phone: 403-777-8780 Fax: 403-777-8789 or Email: dialogue@cbe.ab.ca

The Board of Trustees held one meeting on February 9, 2017. There is an additional meeting on February 27, 2017 at noon at 1221 8 Street S.W. in the Multipurpose room.

It is not possible to respond individually to questions or inquiries prior to the public meeting. At the public meeting, having reviewed questions for relevancy and redundancy, selected questions will be answered. Should your specific question(s) not be selected for response at the public meeting, you will have ample opportunity to direct questions to administration and you are invited to do so.

Name:

Phone:

| agenda |

Thursday,
February 9, 2017
7:00 p.m.
Dr. Norman Bethune
School

Board of Trustees Calgary Board of Education Public Meeting

Discussion Respecting Consideration of Closure of Juno Beach Academy of Canadian Studies

- 1 | Welcome, Introductions and Meeting Outline
Carrie Edwards, Meeting Chair
 - 2 | Opening Remarks *David Stevenson, Chief Superintendent of Schools*
 - 3 | Purpose of the Meeting & Role of the Board of Trustees
Joy Bowen-Eyre, Board Chair
 - 4 | Review of Written Notice *Carrie Edwards, Meeting Chair*
 - Introduction
 - CBE Planning Principles
 - Issue
 - Background
 - Information
 - Attendance Areas
 - Student Enrolment and Transportation
 - Capital Plans
 - Programming and Educational Impacts on Learning
 - Programming and Educational Impacts
 - Financial Implications / Future Use of Facility
- Break – 10 minutes (at the discretion of the Chair)***
- 5 | Responses to Previously Submitted or Anticipated Questions
Carrie Edwards, Meeting Chair
 - 6 | Open Discussion Questions and Comments from Parents and
Public (See Discussion Guidelines on reverse)
Carrie Edwards, Meeting Chair
 - 7 | Closing Remarks *Carrie Edwards, Meeting Chair*
 - Opportunity for Written Submissions & Further Questions (see over)

PURPOSE OF THE MEETING

At its Regular Meeting on Tuesday, December 6, 2016, the Board of Trustees of the Calgary Board of Education passed a motion to formally consider the closure of Juno Beach Academy of Canadian Studies. No decision has yet been made by the Board of Trustees of the Calgary Board of Education and no decision will be made until parents and the public have had an opportunity to provide input with respect to this community matter. The Board of Trustees of the Calgary Board of Education have organized and convened this public meeting for the purpose of providing a public opportunity for the discussion of the information contained in the Written Notice Regarding Consideration of Closure of Juno Beach Academy of Canadian Studies.

1. The Chair shall facilitate the meeting and ensure that matters of business raised in the
2. During the Open Discussion portion of the meeting, all participants are asked to seek recognition from the Chair by proceeding to the designated floor microphone.
3. Upon being recognized by the Chair, all participants are asked to state and spell their name, state the nature of their interest and to indicate if they wish to ask a question, make a comment, or both.
4. The Chair shall be solely responsible to determine whether questions have already been asked and answered, or, if they are relevant, provide a response to the questions or to direct questions to appropriate CBE administrative personnel for response.
5. Speakers from the floor will be limited to three minutes for questions or comments, and the Chair shall exercise discretion in allowing follow-up questions, time permitting.
6. When a speaker's time has expired, they may return to the end of the line and again seek recognition from the Chair.
7. The Chair reserves the right to declare individuals out of order if their conduct or comments are disruptive and to take such action as necessary to restore order.
8. The Chair may confer with the Procedures Chair at any time to resolve any questions arising, and rulings thereafter shall be final.

WRITTEN SUBMISSIONS & FURTHER QUESTIONS

It is not possible to direct personal responses to each question. All questions submitted will be reviewed for relevancy and repetitiveness and those selected for response will be answered on the CBE website at <http://www.cbe.ab.ca/>.

Please submit all Written Submissions and Questions to:

Office of the Board of Trustees, Re: Juno Beach Academy of Canadian Studies
Education Centre, 1221 8th Street SW, Calgary, AB T2R 0L4

Or email to dialogue@cbe.ab.ca

**Written submissions and follow-up questions must be received by
12:00 p.m. on Friday, March 31, 2017**

| agenda |

Board of Trustees

Calgary Board of Education

Public Meeting

Discussion Respecting Consideration of Closure of Juno Beach Academy of Canadian Studies

Thursday,
February 27, 2017
12:00 p.m.
Education Centre
1221 8 Street SW
Calgary, AB. T2R 0L4

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Carrie Edwards, Meeting Chair
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7. The Chair reserves the right to declare individuals out of order if their conduct or comments are disruptive and to take such action as necessary to restore order.
8. The Chair may confer with the Procedures Chair at any time to resolve any questions arising, and rulings thereafter shall be final.

WRITTEN SUBMISSIONS & FURTHER QUESTIONS

It is not possible to direct personal responses to each question. All questions submitted will be reviewed for relevancy and repetitiveness and those selected for response will be answered on the CBE website at <http://www.cbe.ab.ca/>.

Please submit all Written Submissions and Questions to:

Office of the Board of Trustees, Re: Juno Beach Academy of Canadian Studies
Education Centre, 1221 8th Street SW, Calgary, AB T2R 0L4

Or email to dialogue@cbe.ab.ca

**Written submissions and follow-up questions must be received by
12:00 p.m. on Friday, March 31, 2017**



**Calgary Board
of Education**

Board of Trustees

1221 - 8 Street SW Calgary, AB T2R 0L4 | t | 403-817-7933 | f | 403-294-8282 | www.cbe.ab.ca

January 31, 2017

The City of Calgary Council
c/o His Worship, Mayor Naheed Nenshi
P.O. Box 2100 Station M
Calgary, Alberta T2P 2M5

Dear Mayor Nenshi:

On behalf of the Board of Trustees, I am writing to advise you that at its regular meeting on December 6, 2016, the Board of Trustees passed the following motion:

THAT the Board of Trustees is satisfied that there is cause to proceed with a consideration of closure of Juno Beach Academy of Canadian Studies (Juno Beach), in accordance with the Closure of Schools Regulation.

It is expected that a decision will be made by the Board of Trustees before the end of the school year. In addition to this official notification regarding consideration of closure of these programs, *the Closure of Schools Regulation* states:

5 (1) Where a board has given notice at a regular meeting of the board that it is considering the closure of a school, the board...

(b) shall provide an opportunity for the council of the municipality in which the school is located to provide a statement to the board of the impact the closure may have on the community.

A public meeting to discuss this closure consideration will be held in the near future. The date and time of the meeting will be advertised.

We look forward to receiving Council's written statement about this consideration of closure. Thank you.

Yours truly,

Joy Bowen-Eyre, Chair
Board of Trustees

cc: Mr. Jeff Fielding, City Manager, The City of Calgary



March 24, 2017

Joy Bowen-Eyre, Chair
Board of Trustees
Calgary Board of Education
1221 8 Street SW
Calgary, AB T2R 0L4

Dear Ms Bowen-Eyre:

**Re: Notice of School Closure
Juno Beach Academy of Canadian Studies**

Further to your letter of 2017 January 31 to Mayor Nenshi and copied to this office, I would like to advise as follows.

The City acknowledges the fact that it is not the decision-maker for school programs or facilities and that decisions on school programs or facilities are the responsibility of the school boards, in consultation with the Province. Further, The City acknowledges that the Calgary Board of Education has announced its intent to close the school and all programs therein contained. As no change of use is proposed for this site at this time, a report to Council will not be required.

Council appreciates the opportunity to comment on school closures. Regarding the specific intent to close the Juno Beach Academy of Canadian Studies, this current school is identified in the Municipal Development Plan (MDP) as located in the Residential – Developed – Established Land Use Typology. The future of this area within the community of Acadia and according to the MDP is intended to be part of a complete residential community where modest redevelopment is encouraged. New developments in Established Areas should incorporate low to moderate densities, a mix of land uses and a pedestrian-friendly environment. Higher residential densities may be supported in areas of the community that are more extensively served by public facilities and transit, appropriate to specific conditions and character of the community. The community of Acadia does not benefit from a local area plan and therefore planning considerations must hinge on the higher level policies of the MDP.

Although the catchment for the student body is Calgary wide (being a specialized charter school) it may be helpful to understand demographic data on the immediate community in which the school resides. Acadia's population peaked in 1972 at almost 14,000 residents and has fallen to a stable longer term population of 11,500. There has been an increase in new residential units across the community since 1972 from below 4,000 units to a high of 5,000 units by 2008. However, this new construction has not increased the overall population, but rather has reversed earlier population loss and stabilized the population. Historical census data by age cohort provides another view of population change in Acadia. The adult cohorts (age 20-65) have declined slightly with a significant rise in the older 65+ cohort along with declining numbers of children (age 5-14) and high school aged students (age 15-19). However, looking at a shorter time horizon (using more detailed data from 1999-present) it can be seen that the youngest cohort (age 0-4) has been increasing steadily since 2011, which is paralleled by a rise in those aged 25-34 in Acadia. I hope that your Board finds this information helpful for consideration in the decision-making process.

Should you have any concerns or questions, please contact Denise Carbol, Acting Coordinator, City Wide Policy, who may be reached at (403)268-3263, or by email denise.carbol@calgary.ca.

Thank you for considering The City of Calgary in this matter.

Yours truly,



Jeff Fielding
City Manager
The City of Calgary | Mail Code #8003
T 403-268-2109 F 403-537-3027
10th Floor, Calgary Municipal Building
E Jeff.Fielding@calgary.ca

CC: Mayor Naheed Nenshi, #8069
Members of Council, # 8001A/8001B
Brad Stevens, Deputy City Manager, Deputy City Manager's Office, #8191
Eric Sawyer, Chief Financial Officer, Chief Financial Office, #8003
Stuart Dagleish, General Manager, Planning and Development, #8116
Kathy Dietrich, Director, Calgary Growth Strategies, #8117
Rollin Stanley, General Manager, Urban Strategy, #8063
Kurt Hanson, General Manager, Community Services, #8116
Mac Logan, General Manager, Transportation, #8067
Rob Pritchard, General Manager, Utilities and Environment Protection, #417
Keith Simmons, President, Acadia Community Association

ATTACHMENT VI

WRITTEN SUBMISSIONS RECEIVED AFTER THE PUBLIC MEETING

This is a compilation of all written submissions from the public, and for reasons of the FOIPP legislation this material is being circulated to Trustees only.

Trustees must give due consideration to all written submissions received after the public meeting.



CALGARY BOARD OF EDUCATION

Minutes of the Regular Meeting of the Board of Trustees (the "Board") held in Room T224, Education Centre, 1221 - 8 Street SW, Calgary, Alberta on Tuesday, February 28, 2017 at 12 noon

MEETING ATTENDANCE

Board of Trustees:

Trustee J. Bowen-Eyre, Chair
Trustee L. Ferguson
Trustee J. Hehr
Trustee J. Hrdlicka
Trustee T. Hurdman
Trustee P. King
Trustee A. Stewart

Administration:

Mr. D. Stevenson, Chief Superintendent of Schools
Mr. D. Breton, Superintendent, Facilities and Environmental Services
Ms. J. Everett, Superintendent, Learning
Mr. G. Francis, Superintendent, Human Resources/General Counsel
Mr. B. Grundy, Superintendent, Finance/Technology Services
Ms. M. Martin-Esposito, Chief Communications Officer
Ms. K. Fenney, Assistant General Counsel/Corporate Secretary

CALL TO ORDER

Chair Bowen-Eyre called the meeting to order at 12:14 p.m.

MOTION TO MOVE IN CAMERA

MOVED by Trustee Ferguson:

Whereas the Board of Trustees is of the opinion that it is in the public interest that matters on the Private Agenda for the Regular Meeting of the Board of Trustees, Tuesday, February 28, 2017, 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.

Recessed: 1:50 p.m.

Reconvened: 2:03 p.m.



**Calgary Board
of Education**

MOTION TO REVERT TO PUBLIC MEETING

MOVED by Trustee Stewart:

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

The motion was
CARRIED UNANIMOUSLY.

MOTIONS TO ACTION IN-CAMERA RECOMMENDATIONS

MOVED by Trustee Hehr:

THAT, subject to receiving appropriate Ministerial approval, the Board of Trustees approves the award of the Lord Beaverbrook High School Construction Management Modernization Contracts.

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee Ferguson:

THAT, subject to receiving appropriate Ministerial approval, the Board of Trustees approves the award of the James Fowler High School Construction Management Modernization Contracts.

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee King:

THAT, when the Board adjourns, it adjourns to meet at the call of the Chair.

The motion was
CARRIED UNANIMOUSLY.

ADJOURNMENT

The meeting adjourned at 3:14 p.m.

Chair

Corporate Secretary
Adopted:

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 Street SW, Calgary, Alberta on Tuesday, March 7, 2017 at 12:00 noon

MEETING ATTENDANCE

Board of Trustees:

Trustee J. Bowen-Eyre, Chair
Trustee L. Ferguson
Trustee J. Hehr
Trustee J. Hrdlicka
Trustee T. Hurdman
Trustee P. King
Trustee A. Stewart

Administration:

Mr. D. Stevenson, Chief Superintendent of Schools
Ms. S. Church, Deputy Chief Superintendent of Schools
Mr. D. Breton, Superintendent, Facilities and Environmental Services
Ms. J. Everett, Superintendent, Learning
Mr. G. Francis, Superintendent, Human Resources/General Counsel
Mr. B. Grundy, Superintendent, Finance/Technology Services
Ms. M. Martin-Esposito, Chief Communications Officer
Ms. K. Fenney, Assistant General Counsel/Corporate Secretary
Ms. D. Perrier, Recording Secretary

Stakeholder Representatives:

Mr. D. Dyck, Senior High School Principals’ Association
Mr. G. Finlay, Principals’ Association for Adolescent Learners
Ms. R. Harms, Elementary School Principals’ Association
Ms. M. Hood, Senior High School Principals’ Association
Mr. K. Kempt, Alberta Teachers’ Association, Local 38
Mr. T. Killam, Canadian Union of Public Employees (CUPE), Local 40
Ms. L. Robb, Calgary Board of Education Staff Association
Mr. M. Wilson, Principals’ Association for Adolescent Learners

1 | CALL TO ORDER, NATIONAL ANTHEM AND WELCOME

Chair Bowen-Eyre called the meeting to order on the link at 12:00 p.m. and O Canada was led by students from Sir John Franklin School’s Brass Choir. On behalf of the Board, Trustee King expressed appreciation for the performance. She shared some remarks about the history of the school’s Band program, including the path from its demise to its success. She extended congratulatory remarks to the school’s Grade 8/9 Band on their achievement of a trophy for *Most Outstanding Junior High Concert Band* at the Alberta International Band Festival held February 22-28, 2017.

Following a short break the meeting resumed in the Multipurpose Room.

Chair Bowen-Eyre acknowledged the traditional territories and oral practices of the Blackfoot Nations, which includes the Siksika, the Piikani, and the Kainai. She also acknowledged the Tsuut'ina and Stoney Nakoda First Nations, the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta. She acknowledged and welcomed staff, the public and representatives from the aforementioned organizations.

2 | **CONSIDERATION/APPROVAL OF AGENDA**

Ms. K. Fenney, Corporate Secretary, noted that no changes were required to the Agenda.

MOVED by Trustee Ferguson:

THAT the Agenda for the Regular Meeting of March 7, 2017 be approved as submitted.

The motion was
CARRIED UNANIMOUSLY.

3 | **AWARDS AND RECOGNITIONS**

3.1 **Lighthouse Award**

Superintendent Everett introduced this month's Lighthouse Award recipient as TELUS Spark, Calgary's Science Centre. TELUS Spark has been a valued Calgary Board of Education (CBE) partner for over 20 years. This partnership began when the science centre became one of the first Campus Calgary Open Minds sites and since 1997, over 12,000 CBE students and teachers have participated in this full-week program. The partnership has grown and now offers over 50 unique and different learning opportunities for CBE students and staff.

Students Katelynn, Kathline and Keyra from West Dover School shared remarks about the impact TELUS Spark's programming has had on their personal learning.

Ms. K. Ziff, Vice President of Content from TELUS Spark, expressed appreciation for the recognition and the partnership. She thanked her colleagues, CBE administration, Chevron and Crescent Point Energy for their contributions. On behalf of TELUS Spark, Ms. Ziff accepted the Lighthouse Award, which was presented by Chair Bowen-Eyre on behalf of the Board.

At this point in the meeting, Chief Superintendent Stevenson introduced and welcomed Ms. K. Fenney in the position of Corporate Secretary. He pointed out that Ms. Fenney will also continue her work as Assistant General Counsel for the Calgary Board of Education.

4 | **RESULTS FOCUS**

4.1 **Results 5: Character – Annual Monitoring**

Chief Superintendent Stevenson introduced the report and noted that in 2015-16 at least 97.5% of students experienced success with the two indicators that were measured by

report cards, and over 90% experienced success with six of the seven indicators measured through student surveys. In comparison to 2014-15, results in 2015-16 have increased or been maintained in all nine of the Character monitoring measures and all of the nine targets have been met.

Chief Stevenson introduced and called forward three students to comment on their learning experiences with Results 5: Character. Ben, from A.E. Cross School, Aidan, from Ernest Manning High School, and Jacob, from Centennial High School, shared their individual stories of learning and demonstrating traits of character in both the school environment and the community.

Administration responded to trustee questions on issues including: student engagement in the classroom to help them better understand the survey questions to provide data that is representative; the student grades that are surveyed; the actual number of students on an Individual Program Plan that responded to the survey question “makes responsible decisions”; clarification of how student responses are interpreted for the question of using technology responsibly and with integrity; and the fact that some of the indicators for report card measures are unique to actual report card stems.

Chair Bowen-Eyre asked trustees to identify their intentions to bring forward any motions related to reasonable progress being made towards achievement of this Results policy, exceptions or commendations. Trustee King shared her intention to propose a motion of commendation. The Chair asked that any proposed motions be provided to the Corporate Secretary and to all trustees by the end of day, Wednesday, March 8, 2017. She noted that the item will be placed on the March 14, 2017 Agenda for the Board’s consideration.

5 | OPERATIONAL EXPECTATIONS

5.1 OE-8: Communication With and Support for the Board – Annual Monitoring

Chief Superintendent Stevenson provided opening remarks and noted the targets were met for all twenty indicators that encompass the twelve policy subsections for OE-8.

At the request of a trustee, Chief Stevenson commented further about issues that were of significant difference from previous years of reporting.

Chair Bowen-Eyre asked trustees to identify their intentions to bring forward any motions related to compliance, exceptions or commendations for OE-8: Communication With and Support for the Board. Trustee King shared her intention to propose a motion of commendation on March 14, 2017. The Chair requested that trustees send any motions to be proposed to the Corporate Secretary and to all trustees by the end of day, March 8, 2017.

6 | PUBLIC COMMENT

There were no public comments.

7 | **MATTERS RESERVED FOR BOARD ACTION**

7.1 **Three-Year School Capital Plan 2018-2021**

Superintendent Breton provided highlights of the contents of the Three-Year School Capital Plan. He pointed out that the system utilization rate dropped from over 87% to 82% during this school year; however, if no new schools are approved in the next five years, it is projected that the system utilization rate would rise back up to 86% by the end of 2021/2022. This Capital Plan shifts the emphasis towards modernizing existing junior high and middle schools, with the objective of reducing our deferred maintenance and optimizing the learning environments within our older schools. The Calgary Board of Education (CBE) has recently moved from a model that grouped schools into five geographical administrative areas to a model that is based upon seven feeder school families. In the future the Capital Plan will focus upon the City of Calgary planning sectors to align with the demographic growth forecast provided by the City. The City's planning sector growth projections have always formed the basis for the CBE's Three-Year School Capital Plan, and so this change is only a cosmetic one and will not have any impact upon the way new schools or modernization projects are prioritized.

Administration responded to trustee questions on issues including: expectations for the roll out of school capital plans in relation to priorities that were submitted and could possibly change as a result of the timing of government announcements for new schools and modernizations; how the balance is made between program needs and infrastructure needs; the rationale for the drop in priority ranking for the north central Calgary high school; the status of engagements to review high school needs across the system; with respect to modernizations, details of what is covered through Infrastructure Maintenance and Renewal (IMR) program funding, versus Capital project funding; how priority ranking is applied for school modernization needs; what the province takes into consideration as classroom space in calculating school utilization rates; the one project listed as a partnership consideration in the Three-Year School Capital Plan as priority C-14 Innovation Centre/Academy; details surrounding the status of the Booth Centre replacement project; cost estimates for building new schools and for modernizations to schools; and past and future challenges for the CBE in paying new school commissioning costs.

Chair Bowen-Eyre stated that the Three-Year School Capital Plan will be placed on the March 14, 2017 public agenda for consideration by the Board of Trustees.

8 | **CONSENT AGENDA**

The Chair noted that items on the consent agenda are approved with the agenda as follows:

8.1 **Approval of Minutes**

- Regular Meeting held February 7, 2017

THAT the Board of Trustees approves the minutes of the Regular Meeting held February 7, 2017 as submitted.

8.2 Items Provided for Board Information

8.2.1 Correspondence

8.2.2 Impact of Proposed Changes to Operational Expectations Policy Statements

9 | **ADJOURNMENT**

Chair Bowen-Eyre declared the meeting adjourned at 1:38 p.m.

Chair

Corporate Secretary
Adopted:

CALGARY BOARD OF EDUCATION

Minutes of the Regular Meeting of the Board of Trustees (the "Board") held in Room T224, Education Centre, 1221 - 8 Street SW, Calgary, Alberta on Tuesday, March 21, 2017 at 12 noon

MEETING ATTENDANCE

Board of Trustees

In Attendance:

Trustee J. Bowen-Eyre, Chair
Trustee L. Ferguson
Trustee J. Hrdlicka
Trustee P. King
Trustee A. Stewart (arrived at 12:18 a.m.)

Absent:

Trustee J. Hehr
Trustee T. Hurdman

Administration:

Mr. D. Stevenson, Chief Superintendent of Schools
Ms. S. Church, Deputy Chief Superintendent of Schools
Mr. D. Breton, Superintendent, Facilities and Environmental Services
Ms. J. Everett, Superintendent, Learning
Mr. G. Francis, Superintendent, Human Resources/General Counsel
Mr. B. Grundy, Superintendent, Finance/Technology Services
Ms. M. Martin-Esposito, Chief Communications Officer
Ms. K. Fenney, Assistant General Counsel/Corporate Secretary

CALL TO ORDER

Chair Bowen-Eyre called the meeting to order at 12:14 p.m.

MOTION TO MOVE IN CAMERA

MOVED by Trustee Ferguson:

Whereas the Board of Trustees is of the opinion that it is in the public interest that matters on the Private Agenda for the Regular Meeting of the Board of Trustees, March 21, 2017, 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 Stewart



**Calgary Board
of Education**

Recessed: 12:57 p.m.
Reconvened: 1:36 p.m.

MOTION TO REVERT TO PUBLIC MEETING

MOVED by Trustee Stewart:

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

The motion was
CARRIED UNANIMOUSLY.

ADJOURNMENT

MOVED by Trustee King:

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

The motion was
CARRIED UNANIMOUSLY.

The meeting adjourned at 2:44 p.m.

Chair

Corporate Secretary
Adopted:



**report to
Board of Trustees**

Correspondence

Date	April 4, 2017
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	Kelly-Ann Fenney Office of the Corporate Secretary
Purpose	Information
Governance Policy Reference	Operational Expectations OE-8: Communication With and Support for the Board

1 | Recommendation

The following correspondence is being provided to the Board for information:

- Letter dated March 15, 2017 from His Worship, Mayor Nenshi, City of Calgary, to Calgary Catholic School Board Chair C. Low, and Calgary Board of Education Board Chair J. Bowen-Eyre, re: collaboration on the development of a modernized Joint Use Agreement (JUA) between The City of Calgary and School Boards.

Attachments: Relevant Correspondence



March 15, 2017

NAHEED K. NENSHI, MAYOR

Cheryl Low
Chair
Calgary Catholic School District Board of Trustees
1000 – 5 Avenue SW
Calgary, AB T2P 4T9

Joy Bowen-Eyre
Chair
Calgary Board of Education Board of Trustees
1221 8 St SW
Calgary, AB T2R 0L4

Cheryl! *Joy!*
Dear Chairs Low and Bowen-Eyre:

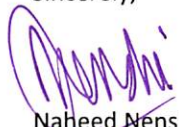
As you know, on September 30, 2016 we signed the Memorandum of Understanding (MoU) pertaining to Municipal Reserve (MR) lands, their use and management.

As recognized by the MoU, efficient use of MR requires our continuous collaboration. In signing the MoU, we took the first step to foster that collaboration between The City of Calgary and the School Boards. The process we set up and agreed upon worked very well, and I suggest we use the same model of working together to embark on the next step of successfully managing our use of MR lands – developing a modernized Joint Use Agreement (JUA).

To do this, The City is proposing the creation of a governance working team this spring to work on the principles that should guide the negotiations of a modernized JUA between The City and School Boards. We would anticipate that the principles would be developed in the spring, but the actual work on the new JUA would not occur until after the municipal and school board elections in the fall.

I look forward to hearing from you in regards to the governance working team, and continuing to build on the work we have done together.

Sincerely,


Naheed Nenshi
MAYOR

Looking forward to working on this!

CC: **Calgary City Council**
Jeff Fielding, City Manager
Brad Stevens, Deputy City Manager
Stuart Dalgleish, General Manager Planning and Development
Devery Corbin, Manager Intergovernmental & Corporate Strategy

Historic City Hall, 700 Macleod Trail South, #8069, Calgary, AB, Canada T2P 2M5
T 403.268.5622 F 403.268.8130 E themayor@calgary.ca

report to Board of Trustees

Chief Superintendent's Update

Date	April 4, 2017
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	David Stevenson, Chief Superintendent of Schools
Purpose	Information
Governance Policy Reference	Operational Expectations OE-8: Communication With and Support for the Board

1 | Recommendation

This report is being provided for the information of the Board. No decision is required at this time.

2 | Issue

As the Board of Trustees' chief executive officer, the Chief Superintendent is accountable for meeting the expectations set by the Board. These expectations are stated in Results and Operational Expectations policies.

OE-8: Communication With and Support for the Board requires "the Board is supported in its work and is fully and adequately informed about matters relating to Board work and significant organizational concern." With other reports submitted to the Board of Trustees, this update meets the requirement of OE-8 for the provision of information in a timely, simple and concise form.



Records Management Quarterly Report

BACKGROUND

At the Board of Trustees' meeting on January 24, 2012, administration was directed to provide quarterly updates to the Board regarding the Calgary Board of Education's progress to address records management and retention issues. The following is the 2016/17 2nd quarter update presented in response to this directive.

Quarterly reports reference Generally Accepted Recordkeeping Principles as a means of contextualizing the work and overall progress. The Principles are an industry standard that forms the basis for the Corporate Records Management Program. Following are the Principles of Records Management:

- Accountability
- Transparency
- Integrity
- Protection
- Compliance
- Accessibility
- Retention
- Disposition

QUARTERLY UPDATE

Principle of Accountability

Official Student Record (OSR) Folder

Records Management has received an overwhelmingly positive response regarding the implementation of the OSR Folders. Staff members continue to express appreciation for consistency that has resulted from the OSR Folder standardization; this is especially apparent when staff changes or staff transfers occur.

Moreover, many schools have used the OSR Folder transition period as an opportunity to reorganize all their student records.

Since the introduction of the new OSR Folders, 67,396 regular size folders and 3,712 oversize folders have been distributed to schools. Records Management staff continues to work directly with schools in support of the transition to the new OSR Folders and the associated protocols and practices.

Status of Records Management (RM) Practices at Schools

On March 3rd the Supervisor, Records Management and the Director, Information Technology Services met with the Deputy Chief Superintendent and Area Directors to share the 2016 Audit findings and to discuss the status of schools' RM practices. Each Area Director received a package comprising individual School Audit Reports for schools within their Area that were audited, together with a summary report of the status of RM practices

for all schools within their Area. In addition, discussions also centred on the OSR Folder implementation as well as ideas and suggestions related to OSR Folder transfer processes.

Benefits

Establishing a standardized OSR folder along with processes and protocols are meant to enhance efficiency by eliminating duplications like multiple file reorganizations, while simultaneously improving the general care and maintenance of student records. At the same time, it is imperative that we build measurable compliance of our new processes. In addition, centrally acquiring the standardized Student Folders will result in savings as a result of bulk purchasing.

Area Directors are accountable for Schools and school operations and as such, ensuring they have current information about the Records Management practices in their schools, as well as the status of RM initiatives, is crucial for ensuring continued progress.

Principles of Retention and Disposition

Offsite Storage of CBE Records

The focus on retention and disposition continued and as of the end of February 2017:

Records received from schools and departments

341 administrative and 193 student record boxes were received, classified and retained in accordance with the organization's Classification and Retention schedule.

Record boxes provided to schools and departments

513 boxes were distributed to CBE schools and administrative offices.

Off-site Disposition

The disposition has occurred for 485 boxes of records that are eligible for destruction.

On-site Active Disposition

Using the Active Disposition process, 27 boxes of records located at schools and administrative offices were disposed.

Benefits

- Provides facilities more suitable for maintaining semi-active and inactive records (primarily fire suppression, enhanced security and protective racking to shield physical boxes from damage).
- Addresses overcrowding and related occupational safety concerns at the CBE's onsite facilities.
- Reduces storage of active records by allowing the disposition of inactive, duplicate, or obsolete material.

- Record boxes provided to schools and departments provide superior protection of records during transit and resists crushing during long term storage.
- Reduces unnecessary monthly costs associated with record storage since records whose significance has passed are disposed.
- Reduces and/or eliminates ad hoc and uncontrolled destruction of records.

Principle of Compliance

Coordination with Human Resources (HR) Department

After student records, HR records make up the largest volume of physical information resources created and managed within the CBE. In addition, the management of HR records tends to be subject to various regulations and/or legislation.

The HR department's records management practices were reviewed during the 2016 Records Management Audit and although the intent was to create a baseline against which progress could be monitored, the exercise also identified opportunities for improvements. Accordingly, the Records Management team has been working with the HR department to improve recordkeeping practices and redefine record keeping requirements by:

- Clearly defining practices and processes to manage the records created and stored as a prerequisite to improving access, retrieval and disposition
- Developing policies, procedures that address the management of Electronic Records as part of the overall e-Records implementation plan
- Reviewing and implementing the CRS to ensure that it is consistent with Human Resource requirements, meets legal compliance, reduces storage costs and improves productivity
- Addressing the recordkeeping concerns of all HR stakeholders

Employee Health Resource Centre (EHRC) Records

Based on other recommendations from the 2016 Records Management Audit of HR's RM practices, retention periods related to EHRC records were reviewed and appropriately updated in the Classification and Retention Schedule (CRS). In addition, consistent with this CRS update, 120 boxes of EHRC records were transferred to the Records Centre.

Benefits

Enhanced coordination between the Human Resources Department and the Records Management team will support continuous improvement of the Records Management practices within HR. Similarly, applying the updated CRS will facilitate accurate retention and disposition of HR records in accordance with pertinent legal and regulatory requirements.

Principles of Protection and Availability

Records requests

Following from the previously implemented process to track record requests as a means of understanding related time, effort, and costs, during the quarter 293 requests were received and responded to. Of these, approximately 66% represented requests from the public (including past students or on behalf of past students) and the remaining 34% were internal requests.

Confidential Shred Bins

During the quarter, records were securely disposed of throughout the CBE with the emptying of a total of 3652 Shred Bins. To ensure adequate and efficient coverage at schools and administrative sites, RM staff members continuously monitor, adjust and adapt elements of the program to fit changing circumstances.

Benefits

The Shred Bin program adjustments have resulted in greater efficiency and satisfaction with the program. In addition, the Shred program has contributed significantly to compliance on related Operational Expectations and has helped to increase awareness of security issues with student information.

Principles of Integrity and Transparency

Onsite Training

Site visits and Record Management consultations and training sessions were provided to the following Schools and Service Units during the reporting period:

Onsite Training	
Accounts Payable	Speech Language Services
Bowcroft School	

Benefits

In order for Records Management practices to be adopted and become standard organizational practice, they must be supported by on-going training and appropriate communications. In particular, new understandings and processes often require targeted training and specific communication to employees to build the foundations for achieving a mature RM program.

Records Management Support

Records Management Technicians continue to assist schools with a variety of Records Management tasks including:

- Switching old folders to the new Official Student Record (OSR) folders
- File clean-up and organization
- Preparation of record for transfer to the Records Centre
 - Sorting records based on similar retention

- o Packing records in appropriate RM Boxes
- o Completing Transmittal Forms
- o Separating and gathering records that were past their retention period
- Providing hands-on RM training as required by schools

Specifically, during the reporting period, the following schools received support from the RM Technicians.

RM Support/Assistance	
Haysboro School	Sam Livingston School
Connaught School	Eugene Coste School
Bowcroft School	Colonel J. Fred Scott School
Bowness High School	Elboya School
Taradale School	Glamorgan School
Jennie Elliott School	Pineridge School
Senator Patrick Burns School	Westgate School
Silver Springs School	W.O. Mitchell School
Briar Hill School	Huntington Hills School
Banff Trail School	Samuel W. Shaw School
Maple Ridge School	

Benefits

Direct contact with Schools and School Administrative staff has resulted in much improved practices as reflected in increased awareness of and appreciation for the Records Management program. School Record inventories provide vital information for administering the Corporate Records Management Program as they contribute to mapping all the information stored at school sites which in turn are critical for locating, retrieving and managing records.



DAVID STEVENSON
CHIEF SUPERINTENDENT OF SCHOOLS

GLOSSARY – Developed by the Board of Trustees

Board: Board of Trustees

Governance Culture: The Board defined its own work and how it will be carried out. These policies clearly state the expectations the Board has for individual and collective behaviour.

Board/Chief Superintendent Relationship: The Board defined in policy how authority is delegated to its only point of connection – the Chief Superintendent – and how the Chief Superintendent’s performance will be evaluated.

Operational Expectations: These policies define both the nonnegotiable expectations and the clear boundaries within which the Chief Superintendent and staff must operate. They articulate the actions and decisions the Board would find either absolutely necessary or totally unacceptable.

Results: These are our statements of outcomes for each student in our district. The Results policies become the Chief Superintendent’s and the organization’s performance targets and form the basis for judging organization and Chief Superintendent performance.