

public agenda

Regular Meeting of the Board of Trustees

September 11, 2018
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		GC-2	
	3 Awards and Recognitions			
	4 Results Focus			
	5 Operational Expectations			
Max 20 mins	6 Public Comment [PDF]		GC-3.2	
	7 Matters Reserved for Board Action	Board	GC-3	
15 mins	7.1 Chinook Learning Services Writing Centres	D. Stevenson	OE-3;R-2	Page 7-1
	8 Consent Agenda	Board	GC-2.6	
	8.1 Roster for Second Vice-Chair <i>(THAT the Board approves the roster for the period of September 2018 through August 2019 as submitted.)</i>	Board	GC-4	Page 8-1
	8.2 Items Provided for Board Information		OE-7	
	8.2.1 Correspondence			Page 8-2

Time	Topic	Who	Policy Ref	Attachment
	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.

report to Board of Trustees

Chinook Learning Services Writing Centres

Date	September 11, 2018
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	David Stevenson, Chief Superintendent of Schools
Purpose	Decision
Originator	Ronna Mosher, Acting Superintendent Learning
Governance Policy Reference	OE-3 – Instructional Program R-2 – Academic Success
Resource Person(s)	Christine Meaden, Director, Curriculum and Pathways Elizabeth Wood, Director, Research and Strategy

1 | Recommendation

It is recommended:

THAT the Board of Trustees approves three additional school codes to be used as diploma exam writing centre codes for Chinook Learning Services at James Fowler High School, Lord Beaverbrook High School, and Lord Shaughnessy Campus.

2 | Issue

Individual writing centre codes are required to support efficient and accurate administrative processes at the three Chinook Learning Services locations that provide students with opportunities to write Alberta Education's Diploma Examinations.

3 | Background

As of September 2018, Chinook Learning Services will be located in four separate sites, three of which will include diploma exam writing centres: James Fowler High School, Lord Beaverbrook High School and Lord Shaughnessy Campus.

Alberta Education typically sends diploma exam materials and student lists to each school location using their school code. This typical distribution system would see all diploma exam registration and writing materials arrive at one Chinook Learning Services site and then be manually separated and transported to the other Chinook Learning Services locations by CBE staff.

This manual practice would be inefficient and create unnecessary risks to exam security and to the accuracy of materials available at each site. It would also create inconveniences for students registering for diploma exams and add additional administrative tasks to the work of school personnel.

Alberta Education supports other schools in the province in similar situations by providing a unique exam writing centre code for each location and tying those writing centre codes to the overall school code. This process would allow each Chinook Learning Services location to be identified as an exam writing location for students, reducing confusion in the lead up to and on exam writing day. It would also ensure that each Chinook Learning Services location receives the correct exam materials (writing booklets, labels and any additional items related to student accommodations and supports). Establishing a unique writing centre code for each location would help students and staff access accurate and timely information and materials for diploma exams while ensuring that results and accountability measures remain tied to the school as a whole.

The provision of school codes (to be used as writing centre codes) requires the approval of the Board of Trustees.

4 | Analysis

Identifying each Chinook Learning Services location with a separate school (writing centre) code will facilitate:

- clear diploma exam registration processes and access for students
- efficient shipping of exam materials to/from each site; and
- efficient administrative processes for the organization and distribution of exam materials at each site.

5 | Financial Impact

There is no financial cost associated with the issuance of additional school codes.

Administrative tasks within the CBE would be able to be conducted efficiently and accurately.

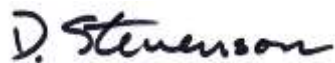
6 | Implementation Consequences

With the Board of Trustee's approval, writing centre codes will be assigned by Alberta Education to each of the three sites thereby allowing for a smooth transition of Chinook Learning Services writing centre from the Viscount Bennett site to the three new sites.

Calgary Board of Education students will be writing Diploma Examinations at Chinook Learning Services at James Fowler High School, Lord Beaverbrook High School, and Lord Shaughnessy Campus in November 2018.

7 | Conclusion

The addition of the requested writing centre codes would help ensure that students and staff have accurate and timely information and materials for diploma exams.



DAVID STEVENSON
CHIEF SUPERINTENDENT OF SCHOOLS

ATTACHMENTS 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.

report to Board of Trustees

Roster for Second Vice-Chair

Date	September 11, 2018
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	Trish Minor Associate Corporate Secretary
Purpose	Decision
Governance Policy Reference	Governance Culture GC-4: Officers' Roles

1 | Recommendation

THAT the Board of Trustees approves the roster for Second Vice-Chair for the period of September 2018 through August 2019 as follows:

- | | |
|--------------------------|------------------|
| ▪ September/October 2018 | Trustee Hehr |
| ▪ November/December 2018 | Trustee Adams |
| ▪ January/February 2019 | Trustee Davis |
| ▪ March/April 2019 | Trustee Hrdlicka |
| ▪ May/June 2019 | Trustee Bradshaw |

2 | Background

The Board of Trustees' Board Meeting Procedures require that a second Vice-Chair be appointed on a rotating roster basis, every two months. During the months of July and August Trustees will provide information to the Corporate Secretary and other trustees regarding their availability and whereabouts, in order that each trustee can be contacted in the event of the need to call a special meeting, an emergency, or if a trustee(s) is required to assist the Chair and/or Vice-Chair. The roster was not completed at the Organizational Meeting held June 19, 2018, and it needs to be updated following the Organizational Meeting, as it must exclude the Chair and Vice-Chair.

**report to
Board of Trustees**

Correspondence

Date	September 11, 2018
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	Trish Minor Associate 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 June 8, 2018 from the Ministers of Education and Infrastructure regarding next steps for CBE projects that were approved in March 2018.

Attachments: Relevant Correspondence



Office of the Minister



AR102262

JUN 08 2018

Mrs. Trina Hurdman
Chair
Calgary School District
1221 - 8 Street SW
Calgary AB T2R 0L4

Dear Mrs. Hurdman:

On behalf of the Government of Alberta, we are pleased to advise you that the following projects for Calgary School District are approved as part of the March 23, 2018 announcement:

Project Name	Delivery Type	Grade Configuration	Opening Capacity
New Skyview Ranch Elementary/Middle School Project	Infrastructure Managed	K-9	900
New Mahogany Elementary School	Infrastructure Managed	K-4	600
New Coventry Hills High School (Design Only)	Infrastructure Managed	10-12	1,800
New Auburn Bay Middle School (Design Only)	Infrastructure Managed	5-9	900

As Alberta Infrastructure will co-ordinate and deliver these projects on behalf of the school jurisdiction, we encourage you to work closely with Infrastructure staff, who will provide assistance as needed. Alberta Infrastructure will contact jurisdiction staff regarding next steps, including the scheduling of a project kick-off meeting. Alberta Education is also available to provide guidance and assistance.

We encourage you to explore and develop partnerships wherever possible to enhance educational opportunities for your students.

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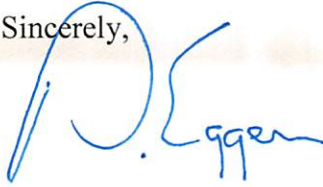
Mrs. Trina Hurdman
Page 2

The Infrastructure contact for this project is Sean Siegers, Director, South, Learning Facilities Branch, who can be contacted at sean.siegers@gov.ab.ca or 403-476-4847. The Education project contact is Erin Owens, Director, Capital Planning South, at erin.owens@gov.ab.ca or 780-643-1455. Both numbers can be accessed toll-free by first dialing 310-0000.

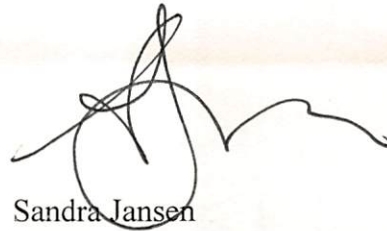
We are pleased to advise that for all the newly announced projects, Alberta Infrastructure will co-ordinate the ordering and installation of site signage to coincide with construction.

We look forward to the successful and timely completion of these projects.

Sincerely,



David Eggen
Minister of Education



Sandra Jansen
Minister of Infrastructure