

public agenda

Regular Meeting of the Board of Trustees

November 6, 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			
15 mins	3.1 Legacy Award		GC-3	
	4 Results Focus			
	5 Operational Expectations			
20 mins	5.1 OE-4: Treatment of Employees – Annual Monitoring	G. Francis	OE-1,9	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	Board	GC-3	
	8 Consent Agenda	Board	GC-2.6	

Time	Topic	Who	Policy Ref	Attachment
	8.1 Financial Status of Reserves and Designated Funds at August 31, 2018 <i>(THAT the transfers represented in Attachment I to the report be approved.)</i>		OE-5, 8	Page 8-1
	8.2 Items Provided for Board Information		OE-7	
	8.2.1 Correspondence			Page 8-9
	9 In-Camera Matters			
3:00 p.m.	10 Adjournment			

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.

operational
expectations
monitoring report

Monitoring report for the
school year 2017-2018

Report date:
November 6, 2018

OE-4: Treatment of Employees**CHIEF SUPERINTENDENT CERTIFICATION**

With respect to Operational Expectations 4: Treatment of Employees, the Chief Superintendent certifies that the proceeding information is accurate and complete.

- In Compliance.
 In Compliance with exceptions noted in the evidence.
 Not in Compliance.

Signed: *D. Stevenson* Date: Oct. 30, 2018
David Stevenson, Chief Superintendent

BOARD OF TRUSTEES ACTION

With respect to Operational Expectations 1: Global Operational Expectations, the Board of Trustees:

- Finds the evidence to be compliant
 Finds the evidence to be compliant with noted exceptions
 Finds evidence to be not compliant

Summary statement/motion of the Board of Trustees:

Signed: _____ Date: _____
Chair, Board of Trustees

OE-4: Treatment of Employees

Executive Summary

The Board of Trustees believes that student success and well-being depend upon the recruitment, retention, and fair compensation of highly qualified employees working in an environment that is safe, courteous, and professionally supportive.

This Operational Expectation establishes the values and expectations of the Board of Trustees for the Calgary Board of Education regarding the treatment of employees.

This report is the first monitoring report for OE- 4: Treatment of Employees following the revisions to the OE in March 2017. The Board approved revised reasonable interpretation and indicators in October 2017. The Board last monitored OE - 4 on November 28, 2017. The data provided in that report was for the 2016-2017 school year, based upon the previous OE - 4 statements, reasonable interpretation and indicators that were approved in June 2012.

This report includes data available from the 2017-2018 school year and contains evidence to support the following findings:

Policy Statement	Indicator	Finding
4.1	4.1.1	Compliant
4.1	4.1.2	Not applicable
4.1	4.1.3	Compliant
4.1	4.1.4	Compliant
4.2	4.2.1	Compliant
4.2	4.2.2	Compliant
4.2	4.2.3	Compliant
4.3	4.3.1	Compliant
4.3	4.3.2	Compliant
4.4	4.4.1	Compliant
4.4	4.4.2	Compliant
4.4	4.4.3	Compliant
4.4	4.4.4	Compliant



OE-4: Treatment of Employees

The Board of Trustees believes that student success and well-being depend upon the recruitment, retention, and fair compensation of highly qualified employees working in an environment that is safe, courteous, and professionally supportive.

Board-approved Interpretation |

CBE has the ability to positively impact achievement of CBE Results through the quality and performance of employees and attention to workplace culture.

The Chief Superintendent interprets:

- *recruitment* to mean the selection of employees newly hired to the CBE.
- *retention* to mean the ongoing employment and commitment of employees.
- *fair compensation* to mean the aggregate cost of salaries and benefits for employees that are competitive subject to CBE’s ability to pay.
- *highly qualified* to mean possessing the skills, knowledge and abilities required of the position and whose principles align with CBE values and vision.

The Chief Superintendent shall:

4.1	Provide a safe, supportive and respectful organizational culture for all staff that respects diversity and fosters a positive and welcoming environment.	Compliant
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It is important to create and maintain a workplace that engages employees and enables them to perform their duties to the best of their ability.

OE-4: Treatment of Employees

The Chief Superintendent interprets:

- *safe* to mean a work environment that is free from potential harm to employees and their well-being.
- *supportive* to mean opportunities for growth and development
- *respectful* to mean a work environment that is caring and where employees feel they are treated fairly.
- *organizational culture* to mean the creation and existence of a safe and courteous environment for its employees
- *diversity* to mean exhibiting the full range of human characteristics and abilities.
- *positive and welcoming environment* to mean an atmosphere that is encouraging, stimulating and engaging.

Board-approved Indicators and *Evidence of Compliance* |

1. An employee engagement survey will be conducted every two years.	Compliant
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The organization is compliant with this indicator.

Evidence statement

The first employee engagement survey was completed in the spring of 2017 with a response rate of 61%. The next employee engagement survey is scheduled for the spring of 2019.



OE-4: Treatment of Employees

2. Improvement will be noted in the bi-annual employee engagement survey on identified areas of focus.	Not applicable
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This indicator is not applicable to the current monitoring report.

Evidence statement

Administration is not able to provide data in this monitoring report in response to this indicator. The second bi-annual employee engagement survey will occur in the spring of 2019.

3. A comprehensive program of PIF and granted leaves of absences in support of opportunities for personal and professional growth or learning will be offered annually.	Compliant
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The organization is compliant with this indicator.

Evidence statement

The CBE currently provides Professional Improvement Fellowships (PIF) leave opportunities to continuous Staff Association (SA), Professional Support Staff (PSS) and certificated Alberta Teachers' Association (ATA) employees.

Twenty-seven (27) employees were granted and began their Professional Improvement Fellowship (PIF) leave during the 2017-2018 school year.

Twenty-three (23) employees taking a PIF were affiliated with the ATA and four (4) with the SA.

The length of PIFs requested and commencing in 2017- 2018 varied from two (2) months to 12 months. Currently, the CBE does not track if other granted leaves (such as deferred salary or general leaves) are utilized for professional or personal development; however, it is plausible that some are used in this manner.

All leave of absence information including forms and application procedures are provided on the CBE Staff Insite. The site is accessible to all CBE employees.



OE-4: Treatment of Employees

4. Mechanisms in place that support a safe organizational culture are utilized (such as Harassment, Workplace Violence, and Whistleblower reports).	Compliant
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The organization is compliant with this indicator.

Evidence statement

The Chief Superintendent sets expectations for the organization through administrative regulations. Primary to setting the expectations that support a safe organizational culture are:

- AR 4038 – Harassment, Sexual Harassment and Discrimination
- AR 4080 – Workplace Violence
- AR 4090 – Public Interest Disclosure (Whistleblower Protection)

One hundred percent (100%) of school based principals, area directors, and service unit directors reported having shared and discussed the Working Relationship Commitment and AR 4090 – Public Interest Disclosure (Whistleblower Protection) with their direct reports.

All administrative regulations are available on the CBE public-facing website and Staff Insite.

4.2	Establish and implement standards and practices for the recruitment, fair compensation, and retention of highly qualified employees.	Compliant
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The processes involved in hiring new employees and maintaining current employees is critical to support achievement of CBE Results.

OE-4: Treatment of Employees

The Chief Superintendent interprets:

- *recruitment* to mean the selection of employees newly hired to the CBE.
- *fair compensation* to mean the aggregate cost of salaries and benefits for employees that are competitive subject to CBE's ability to pay.
- *retention* to mean the ongoing employment and commitment of employees.
- *highly qualified* to mean possessing the skills, knowledge and abilities required of the position.

Board-approved Indicators and Evidence of Compliance |

1. 90% of employees who pass their probationary period will still be employed with the CBE at the 2 year anniversary.	Compliant
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The organization is compliant with this indicator.

Evidence statement

At the end of the 2017-2018 school year, 92.98% of continuous employees remained employed with the CBE two years after completing their probation period.

2. 95% of school based principals and assistant principals who successfully pass their evaluation will have maintained the designation at the 3 year anniversary.	Compliant
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The organization is compliant with this indicator.



OE-4: Treatment of Employees*Evidence statement*

One hundred percent (100%) of school-based principals and assistant principals, who successfully passed their evaluation in 2015-2016, maintained their designation at their three year (3) anniversary.

In the 2015-2016 school years, 23 principals and 38 assistant principals passed their evaluation.

3. Salaries and benefits are reviewed annually against identified comparators.	Compliant
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The organization is compliant with this indicator.

Evidence statement

An in-depth review of out-of-scope salaries and benefits took place from 2014-2017. The results of reviews were presented to the Board of Trustees on April 19, 2016 and June 27, 2017. The CBE has continued to review the salaries and benefits throughout 2017-2018, using ongoing surveys and other review tools. Note that the Board of Trustees review and approve all changes to salary and benefits through ratification of collective agreements and approval of exempt terms and conditions.

4.3	Administer clear personnel rules and procedures for employees, including processes for suspension, transfer and termination actions.	Compliant
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Having clear rules and procedures that identify expectations and govern employees is essential to the fair and transparent operation of the organization.



OE-4: Treatment of Employees

The Chief Superintendent interprets:

- *administer* to mean develop, provide and apply.
- *personnel rules* to mean CBE Administrative Regulations pertaining to employee behaviour and those provisions/processes identified within the *School Act*.
- *procedures* to mean those practices and processes subject to the provisions of the collective agreements, terms and conditions of employment and current *School Act*.

<p>1. 100% of employees will be made aware of Calgary Board of Education policies or regulations governing:</p> <ul style="list-style-type: none"> • respect in the workplace; • conflict of interest; and • responsible use of electronic information resources. 	Compliant
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The organization is compliant with this indicator.

Evidence statement

All employees, upon joining the organization are provided CBE documentation regarding regulations governing respect in the workplace, employee code of conduct and responsible use of electronic information resources, through the onboarding process. Employees are responsible for signing-off to indicate awareness.

Every new employee is provided a link to all new hire documents which includes:

- AR 4027 – Employee Code of Conduct
- AR 1061 – Responsible Care and Security of Information
- AR-1062 – Responsible Use of Electronic Information
- AR 1070 – Occupational Health and Safety
- AR 6024 – Student Records



OE-4: Treatment of Employees

Regulations governing respect in the workplace and conflict of interest are available to all employees. These regulations are posted online on the CBE Staff Insite for employees to access. All employees are advised, as part of a communication plan, of any changes to the administrative regulations.

One hundred percent (100%) of employees are made aware of the policy regarding the responsible use of electronic information each time they log into the CBE network.

2. There will be no grievance arbitration, board of reference decisions, or findings in a court of law that the CBE failed to administer clear personnel rules and procedures for employees, including processes for suspension, transfer and termination actions	Compliant
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The organization is compliant with this indicator.

Evidence statement

There were no grievance arbitrations, board of reference decisions or findings in a court of law during the reporting period.

4.4	Ensure the Board's approval for the bargaining mandate, the ratification of all collective agreements for unionized employees, and the approval of the total compensation of all exempt employees.	Compliant
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Negotiation discussions with unionized employees must be conducted within reasonable and permitted parameters



OE-4: Treatment of Employees

The Chief Superintendent interprets:

- *Board's approval* to mean a carried motion recorded in the minutes of a meeting of the Board of Trustees.
- *bargaining mandate* to mean the parameters within which a new collective agreement may be negotiated.
- *ratification* to mean the approval to conclude a collective agreement in accordance with the Labour Relations Code.
- *total compensation* to mean aggregate cost of salaries and benefits for exempt employees that are funded from the CBE budget.
- *exempt employees* to mean personnel who are not part of a bargaining unit according to the Labour Relations Code.

1. The commencement of every round of collective bargaining occurs after the Board of Trustees approves a bargaining mandate.	Compliant
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The organization is compliant with this indicator.

Evidence statement

The following bargaining mandates were presented to the Board of Trustees between September 1, 2017 and August 31, 2018 (fiscal year).

Alberta Teachers' Association (ATA):

- Presented to the Board: October 10, 2017
- Dates bargaining commenced: November 14, 2017, December 7, 14, 2017, January 12, 16, 2018 and February 8, 9, 2018

Staff Association (SA)

- Presented to the Board: October 10, 2017 and revised June 26, 2018
- Dates Bargaining Commenced: November 13, 20, 27, December 4, 15, January 8, 15, 22, 29



OE-4: Treatment of Employees

Canadian Union of Public Employees (CUPE)

- Presented to the Board: October 10, 2017 and revised June 26, 2018
- Dates Bargaining Commenced: November 28, 29, December 12, 13, January 25, 26, February 7, March 19, 20, April 4, 5 and June 13
- Mediation begins on October 25

2. All collective bargaining settlements occur within the parameters of any mandate approved by the Board of Trustees.	Compliant
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The organization is compliant with this indicator.

Evidence statement

Collective bargaining settlements were within the parameters of the mandate approved in indicator 4.4.1 between September 1, 2017 and August 31, 2018 (fiscal year).

The only settlement during the 2017/18 fiscal year was with the Alberta Teachers' Association (ATA): Memorandum Of Agreement – February 9, 2018

3. Every round of collective bargaining is concluded with the ratification of the new collective agreement by the Board of Trustees	Compliant
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The organization is compliant with this indicator.

Evidence statement

Collective bargaining was concluded with the ratification with union groups. The dates they were ratified with the Board of Trustees (BOT) are as follows;

Alberta Teachers' Association (ATA):

- Ratified with union – February 9, 2018
- Ratified with Board of Trustees – March 20, 2018



OE-4: Treatment of Employees

Staff Association (SA): In mediation – TBD

Canadian Union of Public Employees (CUPE): In mediation – TBD

4. Changes to total compensation packages for exempt employees occur after the Board of Trustees' approval.	Compliant
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The organization is compliant with this indicator.

Evidence statement

No changes to the total compensation package for exempt employees occurred from September 1, 2017 – August 31, 2018.



OE-4: Treatment of Employees

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

Financial Status of Reserves and Designated Funds at August 31, 2018

Date	November 6, 2018
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	David Stevenson, Chief Superintendent of Schools
Purpose	Decision and Information
Originator	Brad Grundy, Chief Financial Officer and Corporate Treasurer
Governance Policy Reference	Operational Expectations OE-5: Financial Planning OE-8: Communication With and Support for the Board
Resource Person(s)	Ed Sutlic, Director, Corporate Finance

1 | Recommendation

It is recommended:

1. THAT the transfers represented in Attachment I be approved.

2 | Issue

Operational Expectation OE-5: Financial Planning requires that the Chief Superintendent will not transfer monies between reserves or committed operating surplus without Board approval. This report seeks approval for the 2017-18 reserve transfers in accordance with Board direction.



3 | Background

Each spring the Calgary Board of Education prepares its operating and capital budgets for the following fiscal year. Quarterly and annual reports are presented to the Board of Trustees to provide updates on the status of the results of financial activity. These results are compared to the approved Operating and Capital Budgets to meet the monitoring requirements of OE 5: Financial Planning.

When the year-end actual financial results are known, funds are transferred in to or out of reserves in order to fund a deficit or to reserve the use of a surplus. The Board has approved terms and conditions for various operating and capital reserves which include conditions for additions and withdrawals that are subject to Board approval consistent with OE 5: Financial Planning.

Practice at the Calgary Board of Education has permitted unspent budgeted funds pertaining to one-time programs to be carried forward for use in the following year. These are called Designated Funds.

On November 28, 2017 the Board of Trustees approved the 2017-18 Fall Budget which included the planned use of \$7.0 million from operating reserves and \$21.7 million from capital reserves. The use of reserves was identified to balance an operating deficit and to fund projects that were incomplete as at Aug. 31, 2017 and continuing into 2017-18.

In the third quarter financial forecast report, Administration had maintained the anticipated planned use of operating reserves at \$7.0 million and revised the anticipated use of capital reserves to \$20.5 million from capital reserves. The third quarter forecast was also used as a basis for establishing the reserves available to balance the 2018-19 budget.

Administration is anticipating to be in a more favourable position at August 31, 2018 than what was anticipated in the third quarter forecast. As a result, proposed draws from both operating and capital reserves are reduced from what was forecasted.

If the proposed transfers are approved, the operating reserves balances at Aug. 31, 2018 of \$26.0 million is available to fund operations in future years (Attachment I).

4 | Analysis

The following provides details to support all requests for Operating and Capital Reserve transfers for the year ended Aug. 31, 2018 (Attachment I).

Restricted Reserves

EducationMatters flow-through fund

The CBE is required to consolidate the financial results of EducationMatters¹ for financial reporting purposes under public sector accounting standards. The EducationMatters flow-through fund represents the operating surplus of EducationMatters which is not available to support CBE operations.

Sept 1, 2017	Transfers in / (out)	Aug 31, 2018
\$ 1,918,000	\$ 9,000	\$ 1,927,000

Designated Operating Funds

Operating budgets are prepared on an annual basis and relate to the Calgary Board of Education's fiscal year of September 1 to August 31. Past practice at the Calgary Board of Education has been to permit unspent budgeted funds pertaining to projects initiated in the year that are not yet fully complete to be carried forward for use in the following year. If not approved, these expenditures would need to be funded from 2018-19 resources.

Sept 1, 2017	Transfers in / (out)	Aug 31, 2018
\$ 5,530,244	\$ 372,078	\$ 5,902,322

Guidelines are in place to assist in the determination of which requests are considered appropriate to support the carryforward of unspent budgeted funds. A copy of the guidelines is included for information as Attachment II.

The \$0.4 million transfer in represents the net difference between the increase in school carryforwards (\$2.3 million) offset by a reduction in service unit carryforwards (\$1.9 million).

¹ EducationMatters is a charitable trust that funds innovative public enhancement programs. It is governed through a Trust indenture by an independent Board of Governors, which includes two appointed CBE Trustees.

Available for use reserves

Fiscal Stability Reserve

The Fiscal Stability Reserve was established at the end of 2006-07 and amended in September 2016 to:

- stabilize the CBE's operating activities from year to year if provincial funding does not keep pace with student growth.
- stabilize the CBE's operating activities from year to year in years of temporary student decline.
- provide funds for planned or unexpected dramatic operational consequences or emergencies.
- provide funds for one-time initiatives that generate operating budget savings.

\$6.5 million is recommended for transfer to the reserve. The targeted minimum balance under the terms and conditions for this reserve is \$5 million or 0.5% of the total annual operating budget.

Sept 1, 2017	Transfers in / (out)	Aug 31, 2018
\$ 21,803,051	\$ 6,508,114	\$ 28,311,165

Capital Reserves

Other Capital Reserves

Other Capital Reserves includes the carry forward of unspent budgeted funds from the previous year as well as other specific capital reserves established such as for capital leases, relocations, etc. Similar to Operating Designated funds, unspent budgeted funds pertaining to projects initiated in the year that are not yet fully complete are recommended for carry forward for use in the following year.

The same guidelines for both operating and capital are used to determine which requests are considered appropriate for carryforward. See Attachment II.

Sept 1, 2017	Transfers in / (out)	Aug 31, 2018
\$22,583,771	\$ (8,200,683)	\$ 14,383,088

5 | Financial Impact

The Statement of Operations for the Year Ended August 31, 2018

For the year ended August 31, 2018, the Calgary Board of Education's unrestricted surplus is expected to be \$nil, after accounting for the reserve provision requests identified in this report.

The complete Financial Statements with the signed Audit Report will be presented to the Board of Trustees in November 2018 for final adoption and approval. At the time of writing this report, the audit is in progress. Any changes required as a result of audit findings could amend the year end unrestricted surplus balance or actual reserves transfers recommended for the CBE.

The Financial Statements will include disclosure of planned reserve transfers and the reserved designated funds with full disclosure in the 2017-18 year-end Audited Financial Statements and this disclosure will be consistent with previous Board of Trustees motions.

6 | Conclusion

Each of these requests to transfer funds to or from these Reserves is being recommended in accordance with the Board approved terms and conditions for specific reserve funds where applicable, and in accordance with provincial regulations and guidelines. A summary of all reserves and designated fund activity for the year ended August 31, 2018 is provided in Attachments I and II. These are consistent with OE 5: Financial Planning.

This report represents the Financial Status of Operating Reserves, Designated Operating Funds, Capital Reserves and Designated Capital Funds as at August 31, 2018, with a request for consideration and approval of the Reserve transfers by the Board of Trustees in connection with the 2017-18 Operating and Capital Budgets and associated financial results for the Calgary Board of Education, as required by OE 5: Financial Planning.



DAVID STEVENSON
CHIEF SUPERINTENDENT OF SCHOOLS

ATTACHMENTS

Attachment I: 2017-18 Statement of Total Reserves and Designated Funds
Attachment II: Guidelines for carryforward requests

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.



Attachment I – 2017-18 Statement of Total Reserves and Designated Funds

CALGARY BOARD OF EDUCATION 2017-18 PROPOSED USE OF OPERATING RESERVES (in \$ thousands)

<u>Description</u>	Reserve balance Sept 1, 2017	2017-18 Fall Update planned use of reserves ⁽¹⁾	2017-18 proposed use of reserves	Balance Aug. 31, 2018	Anticipated 2018-19 use of reserves ⁽⁴⁾
Accumulated operating reserves					
<u>Available for use reserves</u>					
Fiscal stabilization reserve	21,803	(7,000)	6,508	28,311	(2,500)
<u>Restricted reserves</u>					
EducationMatters flow-through funds ⁽²⁾	1,918	-	9	1,927	-
Changes in accounting policy reserve	(10,164)	-	-	(10,164)	-
Total operating reserves	13,557	(7,000)	6,517	20,074	(2,500)
Designated operating reserves					
School decentralized budgets	2,854	-	2,269	5,123	-
Instructional and service unit initiatives	2,676	-	(1,897)	779	-
Total designated funds	5,530	-	372	5,902	-
Total operating reserves and designated funds	19,087	(7,000)	6,889	25,976	(2,500)
Capital reserves					
Building reserve	9,019	(2,200)	-	9,019	-
Other capital reserves ⁽³⁾	22,584	(19,473)	(8,201)	14,383	-
Plant, operations and maintenance asset replacement	798	-	-	798	-
Total capital reserves	32,401	(21,673)	(8,201)	24,200	-
Total reserves	51,488	(28,673)	(1,311)	50,177	(2,500)

(1) Approved by the Board of Trustees on Nov 28, 2017.

(2) This reserves is the result of consolidating EducationMatters into the CBE's financial statements in accordance with accounting standards.

(3) Included in Other capital reserves is designated capital funds - capital funds carried forward for projects that were in progress and will continue into 2018-19. The Designated Capital Funds balance at Aug 31, 2018 is \$8.7 million.

(4) Anticipated use of reserves in 2018-19 includes amounts approved in the 2018-19 budget on May 22, 2018 as well as subsequent board motions approving additional draws from reserves.



Attachment II: GUIDELINES FOR CARRYFORWARD REQUEST

- 1) The amount requested is for project expenditures not otherwise incorporated in the 2017-18 operating and capital budgets and are directly related and critical to the success of the Three-Year Education Plan.
- 2) The initial funding for the project has been specifically approved by superintendents' team or the Capital Budget Council.
- 3) The project is already underway as evidenced by outstanding purchase orders or a work order.
- 4) All service unit carryforward requests will be presented to superintendents' team for approval or rejection.



**report to
Board of Trustees**

Correspondence

Date	November 6, 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-7: Communication With and Support for the Board

1 | Recommendation

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

- Letter dated October 15, 2018 from Mr. G. Gamble, Education Manager, Alberta Education, to Board Chair re: Ministerial Order 031/2018, Boundary Adjustment Order.

Attachments: Relevant Correspondence



AR103125

October 15, 2018

Ms. Trina Hurdman
Board Chair
Calgary Board of Education
1221 - 8 Street SW
Calgary AB T2R 0L4

Mr. Todd Brand
Board Chair
Rocky View School Division
2651 Chinook Winds Drive SW
Airdrie AB T4B 0B4

Ms. Cheryl Low
Board Chair
Calgary Roman Catholic Separate School District
1000 - 5 Avenue SW
Calgary AB T2P 4T9

To the Board Chairs:

Attached for your records is a copy of the Ministerial Order 031/2018, The Airdrie School District No. 918, The Dawson Hill School District No. 4365 (Rocky View School Division No. 41), the Calgary School District No. 19 and the Calgary Roman Catholic Separate School District No. 1 Boundary Adjustment Order.

If you should require further information, please call me at 780-644-5752. To be connected toll free from outside of Edmonton, call 780-310-0000 and give the operator the appropriate telephone number.

Sincerely,

Glen Gamble
Education Manager
Business Operations & Stakeholder Support Branch


Attachment

cc: Jeff Fielding, City Manager, City of Calgary
Rick McDonald, Interim County Manager, Rocky View County
Cathy Hogg, President, Public School Boards' Association of Alberta
Valeria Palladino, Interim Chief Executive Officer, Alberta School Boards Association
Dean Sarnecki, Alberta Catholic School Trustees' Association
Christine Bigoray, Director, Tax Program Delivery, Municipal Affairs
Rick Grebenstein, Senior Manager, Business Operations & Stakeholder Support

GOVERNMENT OF ALBERTA
DEPARTMENT OF EDUCATION
MINISTERIAL ORDER (# 031 / 2018)

I, David Eggen, Minister of Education, pursuant to Section 239 of the **School Act**, make the Order in the attached Appendix, being The Calgary School District No. 19, The Calgary Roman Catholic Separate School District No. 1, The Airdrie School District No. 918 and The Dawson Hill School District No. 4365 (The Rocky View School Division No. 41) Boundary Adjustment Order.

DATED at Edmonton, Alberta, September 4, 2018.


MINISTER OF EDUCATION

APPENDIX

MINISTERIAL ORDER (# 031 / 2019)

SCHOOL ACT

The Calgary School District No. 19, The Calgary Roman Catholic Separate School District No. 1, The Airdrie School District No. 918 and The Dawson Hill School District No. 4365 (The Rocky View School Division No. 41) Boundary Adjustment Order

1 Pursuant to Sections 125 and 138 of the **Municipal Government Act**, Order in Council 333/2007 dated August 1, 2007, separated lands from The Municipal District of Rocky View No. 44 and annexed them to The City of Calgary.

2 Pursuant to Section 239 of the **School Act**, the following lands are taken from The Dawson Hill School District No. 4365 (The Rocky View School Division No. 41) and are added to The Calgary School District No. 19 and The Calgary Roman Catholic Separate School District No. 1:

Township 24, Range 2, West of the 5th Meridian
West half of Section 31.

3 Pursuant to Section 239 of the **School Act**, the following lands are taken from The Airdrie School District No. 918 (The Rocky View School Division No. 41) and are added to The Calgary School District No. 19:

Township 26, Range 1, West of the 5th Meridian
Section 3; East half of Section 4.

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4. The Calgary School District No. 19 shall be comprised of the following lands:

Township 22, Range 29, West of the 4th Meridian

Section 8; Sections 14 to 17 inclusive; Sections 20 to 23 inclusive; Sections 26 to 29 inclusive; Sections 32 to 35 inclusive; Portions of Sections 7, 18, 19, 30, and 31; Those portions of Sections 3, 4, 10, and 11 lying North of The Bow River; Those portions of Section 9 lying North of The Bow River and Southwest of the left bank of The Bow River and West of the most Westerly road right-of-way of The Deerfoot Trail; Those portions of Sections 25 and 36 contained in Road Plan 741 0459.

Township 23, Range 29, West of the 4th Meridian

Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive; Sections 33 to 36 inclusive.

Township 24, Range 29, West of the 4th Meridian

Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive; Sections 33 to 36 inclusive.

Township 25, Range 29, West of the 4th Meridian

Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive; Sections 33 to 36 inclusive.

Township 22, Range 1, West of the 5th Meridian

Sections 12 and 13; Sections 21 to 36 inclusive; Those portions of Sections 11 and 14 lying North and East of The Macleod Trail; Legal subdivisions 9, 13, 14, 15, and 16 of Section 19; Legal subdivisions 12, 13, 14, 15, and 16, excluding those lands contained within Plan 1011285, Block 2, Lot 1 of Section 20; Those portions of Sections 19 and 20 contained in Road Plan 1996 I.X.

Township 22, Range 2, West of the 5th Meridian

Sections 25 to 27 inclusive; Sections 34 to 36 inclusive; Those portions of Sections 22 to 24 inclusive contained in Road Plan 2413 I.X.

Township 23, Range 1, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 24, Range 1, West of the 5th Meridian

Sections 1 to 36 inclusive.

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Township 24, Range 2, West of the 5th Meridian

Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive; Sections 31 to 36 inclusive; That portion of the Northeast quarter of Section 8 contained in Road Plan 7810831; That portion of the East half of Section 20 contained in Road Plan 7810330.

Township 25, Range 1, West of the 5th Meridian

Sections 1 to 36 inclusive, excluding that portion of the North half lying East of the West limit of main Highway No. 2A as shown on Road Plan 7598 J.K.

Township 25, Range 2, West of the 5th Meridian

Sections 1 to 5 inclusive; Sections 8 to 17 inclusive; Sections 20 to 28 inclusive; Sections 33 to 36 inclusive; That portion of the Southeast quarter of Section 6 lying South of The Bow River.

Township 26, Range 1, West of the 5th Meridian

Section 3; East half of Section 4.

Township 26, Range 2, West of the 5th Meridian

Sections 1 and 2 contained in Road Plan 8011000.

All government road allowances and government road allowance intersections intervening and adjoining the above described lands.

- 5 The Dawson Hill School District No. 4365 (The Rocky View School Division No. 41) shall be comprised of the following lands:

Township 24, Range 2, West of the 5th Meridian

Sections 29 and 30; Sections 5 to 8 inclusive, excluding that portion of the Northeast quarter of Section 8 contained in Road Plan 7810831; Sections 17 to 20 inclusive, excluding that portion of the East half of Section 20 contained in Road Plan 7810330.

Township 24, Range 3, West of the 5th Meridian

Sections 1 to 8 inclusive; Sections 12, 13, and 24; East half and Northwest quarter of Section 23; East half and those portions of the West half of Section 11 lying South of The Elbow River; East half of Section 14; South half of Section 25.

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Township 24, Range 4, West of the 5th Meridian

Sections 1, 2, 11, and 12; Those portions of Section 3 and 10 lying South and East of The Elbow River; That portion of Section 13 lying South of The Elbow River.

Township 25, Range 2, West of the 5th Meridian

That portion of the Southwest quarter of Section 6 lying South of The Bow River.

- 6 The Airdrie School District No. 918 (The Rocky View School Division No. 41) shall be comprised of the following lands:

Township 26, Range 28, West of the 4th Meridian

Sections 6, 7, 18, 19, 30, and 31.

Township 26, Range 29, West of the 4th Meridian

Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 27 inclusive; Sections 34 to 36 inclusive; Portions of Sections 4, 9, 16, 21, 28, and 33.

Township 27, Range 26, West of the 4th Meridian

Sections 6 to 9 inclusive; Sections 14 to 24 inclusive; Sections 27 to 34 inclusive; North halves of Sections 5, 10, and 11.

Township 27, Range 27, West of the 4th Meridian

Sections 18, 19, 30 and 31.

Township 27, Range 28, West of the 4th Meridian

Sections 4 to 9 inclusive; Sections 13 to 20 inclusive; Sections 34 to 36 inclusive; West half of Section 33.

Township 27, Range 29, West of the 4th Meridian

Sections 1 and 2; Sections 11 to 14 inclusive; Sections 23 to 26 inclusive; Portions of Sections 3, 10, 15, 22, and 27.

Township 28, Range 26, West of the 4th Meridian

Those portions of Sections 4, 5, and 6 lying South of The Rosebud River.

Township 28, Range 27, West of the 4th Meridian

Section 6.

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Township 28, Range 28, West of the 4th Meridian
Sections 1 to 3 inclusive; East half of Section 4.

Township 28, Range 29, West of the 4th Meridian
Portions of Sections 15, 22, 27, and 34.

Township 29, Range 29, West of the 4th Meridian
Portions of Section 3.

Township 26, Range 1, West of the 5th Meridian
Sections 1 and 2; Sections 5 to 36 inclusive, excluding Road Plan 620 L.K. in Sections 25 and 36; West half of Section 4.

Township 26, Range 2, West of the 5th Meridian
Section 3; Sections 10 to 15 inclusive; Sections 22 to 27 inclusive; Sections 34 to 36 inclusive; North half and Southeast quarter of Section 33; Those portions of Sections 1 and 2 not contained in Road Plan 8011000.

Township 27, Range 1, West of the 5th Meridian
Sections 1 to 36 inclusive, excluding those lands in Section 13 included in Road Plan 4209 E.Z.

Township 27, Range 2, West of the 5th Meridian
Sections 1 to 4 inclusive; Sections 8 to 17 inclusive; Sections 20 to 29 inclusive; Sections 32 to 36 inclusive; East halves of Sections 18, 19, 30, and 31; Northeast quarter of Section 5.

Township 28, Range 1, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 28, Range 2, West of the 5th Meridian
Sections 1 to 5 inclusive; Sections 10 to 15 inclusive; Sections 22 to 27 inclusive; Sections 34 to 36 inclusive; East halves of Sections 6 and 33; South half of Section 9; Southeast quarters of Sections 7 and 8; Northeast quarter of Section 28.

Township 29, Range 1, West of the 5th Meridian
Sections 1 to 15 inclusive.

Township 29, Range 2, West of the 5th Meridian
Sections 1, 2, 11, and 12.

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- 7 The Calgary Roman Catholic Separate School District No. 1 shall be comprised of the following lands:

Township 21, Range 27, West of the 4th Meridian

Sections 25 to 27 inclusive; Sections 31 to 36 inclusive; Those portions of Sections 22, 23, 24, 28, 29, and 30 lying North of The Bow River.

Township 21, Range 28, West of the 4th Meridian

Section 36; Those portions of Sections 25 and 26 lying North of The Bow River; Those portions of Sections 34 and 35 lying North and East of The Bow River.

Township 22, Range 27, West of the 4th Meridian

Sections 1 to 36 inclusive.

Township 22, Range 28, West of the 4th Meridian

Sections 1 and 2; Sections 9 to 36 inclusive; Those portions of Sections 3, 4, 5, 7, and 8 lying North and East of The Bow River.

Township 22, Range 29, West of the 4th Meridian

Section 8; Sections 13 to 17 inclusive; Sections 20 to 29 inclusive; Sections 32 to 36 inclusive; Portions of Sections 7, 18, 19, 30, and 31; Those portions of Sections 3, 4, 10, 11, and 12 lying North of The Bow River; Those portions of Section 9 lying North of The Bow River and Southwest of the left bank of The Bow River and West of the most Westerly road right-of-way of The Deerfoot Trail.

Township 23, Range 27, West of the 4th Meridian

Sections 1 to 36 inclusive.

Township 23, Range 28, West of the 4th Meridian

Sections 1 to 36 inclusive.

Township 23, Range 29, West of the 4th Meridian

Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive; Sections 33 to 36 inclusive.

Township 24, Range 27, West of the 4th Meridian

Sections 1 to 36 inclusive.

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Township 24, Range 28, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 24, Range 29, West of the 4th Meridian
Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive;
Sections 33 to 36 inclusive.

Township 25, Range 27, West of the 4th Meridian
Sections 5 to 8 inclusive; Sections 17 to 20 inclusive; West halves of Sections 4, 9, 16,
21, 30, and 31; Southwest quarter of Section 28; Southeast quarter of Section 29.

Township 25, Range 28, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 25 Range 29, West of the 4th Meridian
Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive;
Sections 33 to 36 inclusive.

Township 26, Range 28, West of the 4th Meridian
Sections 4, 6, 7, 9, 18, 19, 30, and 31; South half and Northeast quarter of Section 5;
West halves of Sections 3 and 10; Southeast quarter of Section 8.

Township 26, Range 29, West of the 4th Meridian
Sections 1 to 3 inclusive; Sections 10 to 15 inclusive; Sections 22 to 27 inclusive;
Sections 34 to 36 inclusive; Portions of Sections 4, 9, 16, 21, 28, and 33.

Township 27, Range 26, West of the 4th Meridian
Sections 6 to 9 inclusive; Sections 14 to 24 inclusive; Sections 27 to 34 inclusive;
North halves of Sections 5, 10, and 11.

Township 27, Range 27, West of the 4th Meridian
Sections 18, 19, 30, and 31.

Township 27, Range 28, West of the 4th Meridian
Sections 4 to 9 inclusive; Sections 13 to 30 inclusive; Sections 34 to 36 inclusive; East
half of Section 33.

Township 27, Range 29, West of the 4th Meridian
Sections 1 and 2; Sections 11 to 14 inclusive; Sections 23 to 26 inclusive; Portions of
Sections 3, 10, 15, 22, and 27.

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Township 28, Range 26, West of the 4th Meridian

Those portions of Sections 4, 5, and 6 lying South of The Rosebud River.

Township 28, Range 27, West of the 4th Meridian

Section 6.

Township 28, Range 28, West of the 4th Meridian

Sections 1 to 3 inclusive; East half of Section 4.

Township 28, Range 29, West of the 4th Meridian

Portions of Sections 15, 22, 27, and 34.

Township 29, Range 29, West of the 4th Meridian

Portions of Section 3.

Township 22, Range 1, West of the 5th Meridian

Sections 12 and 13; Sections 21 to 36 inclusive; All those portions of Sections 11 and 14 lying North and East of The Macleod Trail; Legal subdivisions 9, 13, 14, 15, and 16 of Section 19; Legal subdivisions 12, 13, 14, 15, and 16 of Section 20 excluding those lands contained within Plan 1011285, Block 2, Lot 1 of Section 20; Those portions of Sections 19 and 20 contained in Road Plan 1996 I.X.

Township 22, Range 2, West of the 5th Meridian

Sections 25 to 27 inclusive; Sections 34 to 36 inclusive; Those portions of Sections 22 to 24 inclusive contained in Road Plan 2413 I.X.

Township 23, Range 1, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 23, Range 2, West of the 5th Meridian

Sections 35 and 36 lying North and East of The Elbow River.

Township 23, Range 4, West of the 5th Meridian

Those portions of Sections 18, 19, 20, 28, 29, 33, and 34 contained within Lots 6, 7, and 8, Plan 57814 CLS, The Sarcee Indian Reserve No. 145.

Township 23, Range 5, West of the 5th Meridian

Sections 1 to 4 inclusive; Sections 8 to 19 inclusive; Sections 23 to 26 inclusive; Sections 30 and 31; North half and Southwest quarter of Section 32; East halves of Sections 22 and 27; West half of Section 29; North half of Section 35.

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Township 24, Range 1, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 24, Range 2, West of the 5th Meridian
Sections 1 to 4 inclusive; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive;
Sections 31 to 36 inclusive; That portion of the Northeast quarter of Section 8 contained
in Road Plan 7810831; That portion of the East half of Section 20 contained in Road Plan
7810330.

Township 24, Range 4, West of the 5th Meridian
Sections 18, 19, 30, and 31.

Township 24, Range 5, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 25, Range 1, West of the 5th Meridian
Sections 1 to 36 inclusive, excluding that portion of the North half lying East of the West
limit of main Highway No. 2A as shown on Road Plan 7598 J.K.

Township 25, Range 2, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 25, Range 3, West of the 5th Meridian
Sections 13, 24, 25, and 26; Sections 31 to 36 inclusive; Those portions of Sections 1, 12,
14, and 23 lying North and East of The Bow River; Those portions of Sections 20 to 22
inclusive lying North of The Bow River; Those portions of Sections 27 to 30 inclusive
lying North of The Bow River.

Township 25, Range 4, West of the 5th Meridian
Section 6; Sections 9 to 16 inclusive; Sections 21 to 28 inclusive; Sections 33 to 36
inclusive; East halves of Sections 8, 17, 20, and 29.

Township 25, Range 5, West of the 5th Meridian
Sections 1 to 6 inclusive.

Township 25, Range 6, West of the 5th Meridian
That portion of Section 31 lying North of The Bow River and outside The Stony Indian
Reserve.

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Township 25, Range 7, West of the 5th Meridian

That portion of Section 36 lying North of The Bow River and outside The Stony Indian Reserve.

Township 26, Range 1, West of the 5th Meridian

Sections 1 to 36 inclusive, excluding Road Plan 620 L.K.

Township 26, Range 2, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 26, Range 3, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 26, Range 4, West of the 5th Meridian

Sections 1 to 4 inclusive; Sections 7 to 16 inclusive; Sections 21 to 29 inclusive; Sections 32 to 36 inclusive; South half of Section 17; East halves of Sections 30 and 31; North half of Section 20; Southeast quarter and that portion of Section 18 lying South of The Bow River; That portion of the Northeast quarter of Section 5 lying North of The Bow River, including the Canadian Pacific Railway Right-of-Way; Northeast quarter of Section 19.

Township 26, Range 5, West of the 5th Meridian

Sections 19 to 21 inclusive; Sections 28 to 33 inclusive; West halves of Sections 22 and 27; Northeast quarter of Section 8; Those portions of the Northwest quarter of Section 6 lying outside The Stony Indian Reserve; Those portions of Section 7 lying North and East of The Stony Indian Reserve; Those portions of the West halves of Sections 15 and 16 lying North of The Bow River; Those portions of Sections 13, 17, and 18 lying South of The Bow River.

Township 26, Range 6, West of the 5th Meridian

Sections 7 and 13; Sections 18 to 36 inclusive; Those portions of Sections 4, 5, 6, 9, 10, and 14 lying North of The Bow River and lying outside of The Stony Indian Reserve; Those portions of Sections 8, 15, 16, and 17 lying outside of The Stony Indian Reserve.

Township 26, Range 7, West of the 5th Meridian

Section 13; Sections 18 to 36 inclusive; Those portions of Sections 1, 7, 8, 11, 12, 14, 15, 16, and 17 lying North of The Stony Indian Reserve.

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In Township 27, Range 1, West of the 5th Meridian

Sections 1 to 36 inclusive, excluding those lands in Section 13 included in Road Plan 4209 E.Z.

Township 27, Range 2, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 27, Range 3, West of the 5th Meridian

Sections 1 to 6 inclusive; Sections 9 to 16 inclusive; Sections 23 to 26 inclusive; Sections 35 and 36; East halves of Sections 22, 27, and 34.

Township 27, Range 4, West of the 5th Meridian

Sections 1 to 8 inclusive; South halves of Sections 9 to 12 inclusive; Sections 17 to 20 inclusive; Sections 29 to 32 inclusive.

Township 27, Range 5, West of the 5th Meridian

Sections 5 to 8 inclusive; Sections 13 to 36 inclusive; East half of Section 12.

Township 27, Range 6, West of the 5th Meridian

Sections 1 and 2; Sections 5 to 8 inclusive; Sections 11, 12, and 17; South halves and Northwest quarters of Sections 4 and 18; West half of Section 9; Southwest quarter of Section 3.

Township 27, Range 7, West of the 5th Meridian

Sections 1 to 5 inclusive; Sections 8 to 12 inclusive.

Township 28, Range 1, West of the 5th Meridian

Sections 1 to 36 inclusive.

Township 28, Range 2, West of the 5th Meridian

Sections 1 to 6 inclusive; Sections 10 to 15 inclusive; Sections 22 to 27 inclusive; Sections 34 to 36 inclusive; South halves of Sections 7 and 9; East half of Section 33; Southeast quarter of Section 8; Northeast quarter of Section 28.

Township 28, Range 3, West of the 5th Meridian

Sections 1 and 2; East half of Section 3; South halves of Sections 11 and 12; Southeast quarter of Section 10.

Township 28, Range 4, West of the 5th Meridian

Sections 6, 7, 18, 19, 30 and 31; South half of Section 5.

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Township 28, Range 5, West of the 5th Meridian
Sections 1 to 36 inclusive.

Township 28, Range 6, West of the 5th Meridian
Section 1; Sections 4 to 30 inclusive; East half of Section 2; West half of Section 3.

Township 29, Range 1, West of the 5th Meridian
Sections 1 to 15 inclusive.

Township 29, Range 2, West of the 5th Meridian
Sections 1, 2, 11, and 12.

- 8 This Order shall be effective on the date of signing.