

## **CALGARY BOARD OF EDUCATION**

Minutes of the Regular Meeting of the Board of Trustees (the “Board”) held on Tuesday, May 18, 2021 at 12:00 p.m. through Microsoft Teams

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### MEETING ATTENDANCE (Virtual)

#### Board of Trustees:

Trustee M. Dennis, Chair  
Trustee A. Adams  
Trustee M. Bradshaw  
Trustee R. Hehr  
Trustee J. Hrdlicka  
Trustee T. Hurdman

#### Administration:

Mr. C. Usih, Chief Superintendent of Schools  
Mr. R. Armstrong, Superintendent, Human Resources  
Mr. D. Breton, Superintendent, Facilities and Environmental Services  
Ms. K. Fenney, General Counsel  
Mr. B. Grundy, Superintendent, Finance/Technology Services  
Ms. M. Martin-Esposito, Chief Communications Officer  
Ms. J. Pitman, Superintendent, School Improvement  
Ms. D. Unruh, Acting Superintendent, School Improvement  
Ms. T. Minor, Corporate Secretary  
Ms. M. Broda, Board Administrator

### **1 | CALL TO ORDER, NATIONAL ANTHEM AND WELCOME**

Chair Dennis called the meeting to order at 12:00 p.m. and O Canada was led by students from New Brighton School by way of pre-recorded video.

Chair Dennis 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.

Chair Dennis welcomed staff, public members, and union representatives participating in the virtual Board meeting.

### **2 | CONSIDERATION/APPROVAL OF AGENDA**

Ms. Minor, Corporate Secretary, noted there were no requests for agenda changes.



MOVED by Trustee Hurdman:

**THAT the Board of Trustees approves the agenda for the Regular Meeting of May 18, 2021 as submitted.**

The motion was  
CARRIED UNANIMOUSLY.

**3 | AWARDS AND RECOGNITIONS**

There were no awards or recognitions.

**4 | RESULTS FOCUS**

There were no reports or presentations.

**5 | OPERATIONAL EXPECTATIONS**

**5.1 OE-6: Asset Protection – Annual Monitoring**

Chief Superintendent Usih introduced the report stating that policy OE-6: Asset Protection establishes the Board of Trustees' expectations regarding the protection of organizational assets. The ongoing COVID-19 pandemic impacted some processes and practices, but sufficient evidence was still available to make a determination of full compliance.

Administration responded to trustees questions on matters including: comparing the records review completed with the planned management audit; marginal condition index; frequency of Alberta Infrastructure facilities audits; risks due to changes of the Infrastructure Maintenance Renewal and Capital Maintenance Renewal funding; number of active staff and student accounts; re-evaluating of insurance coverage and changes over past few years.

Chair Dennis asked trustees to identify their intentions to bring forward any motions related to compliance, exceptions or commendations for OE-6: Asset Protection to the Corporate Secretary and to trustees by noon, Wednesday, May 19, 2021. She stated that if no motions come forward, the item will be placed on the May 20, 2021 consent agenda with a motion that the Board of Trustees approves that the Chief Superintendent is in compliance with the provisions of OE-6.

**6 | PUBLIC COMMENT**

There were no public comments.

**7 | MATTERS RESERVED FOR BOARD INFORMATION**

**7.1 Education Plan 2021-2024**

Chief Superintendent Usih introduced the Education Plan 2021-2024. He stated that the Plan is a direct reflection of priorities identified by the Board of Trustees needed for student



success. The three identified priorities were: achievement; equity; and well-being. The Education Plan supports the priorities through four key goals: learning excellence; people excellence; collaborative partnerships; and strategic resourcing. The goals set direction for the system, schools, and service units. The plan represents ongoing work in a cycle of continuous improvement. It is important to note, that historically, the Education Plan was presented after the start of the school year but is being presented prior to the upcoming school year to provide clear direction of priorities and allow planning in advance of the new school year. This better aligns with the budget and the Alberta Education Assurance Framework. The Education Plan has to be submitted to the Province of Alberta prior to May 31, 2021.

Superintendent Pitman provided greater detail on the Education Plan, stating it builds on the strength of planning over time, and utilizes and reports on local measures to track incremental progress related to key outcomes and actions over time. The Plan uses both Provincial and local measures allowing for monitoring of impacts of actions within the year and by engaging in a cycle of continuous improvement over a three year period. Evidence of student achievement and student well-being was analyzed and used, along with Board priorities, to determine outcomes with actions. Work was done to align to Provincial requirements under the Assurance Framework, and key actions set out a measured response as CBE continues to adjust and set a path forward during the COVID-19 pandemic. Development and implementation of frameworks will be publicly available in the fall of 2021 and will focus on practices, professional learning, and the use of assessment and monitoring tools. The CBE will continue to evolve the manner in which input and feedback will be collected and utilized. The Education Plan makes clear the CBE's goals and how they will be achieved.

Administration responded to trustees questions on matters including: effect of funding shifts and risks to the Indigenous Education Strategy; shift from narrow to broad stakeholder engagement; process changes to schools development planning; shift from evolving strategies to frameworks; collection methods of the new key measures and baseline data available; impacts of Provincial Achievement Testing and diploma exams being optional or cancelled due to COVID-19; funding available from the Province to align with the Assurance Framework; resource framework on the use of technology; opportunities to be involved in new and emerging technologies groups involved in creating the Education Plan frameworks and how they are being measured; working with post secondary institutions to align education and expectations of future teachers; measures used for student well-being and frequency of assessments; supports being provided in response to the COVID-19 pandemic; capability for community partners to offer increased supports; update on the new quality standards introduced by the Provincial Government; Alberta Education assurance measures being used; the optimal number of student devices to number of students; and connecting with and measuring success of our collaborative partnerships and the impacts on students.

Chair Dennis noted the Education Plan report will be debated by the Board of Trustees at the Regular Meeting of May 20, 2021.



## 7.2 Budget Report for the 2021-22 School Year

Chief Superintendent Usih introduced the report and highlighted: that total staffing will remain similar to 2020/2021 levels; schools will receive \$3.5 million more due to a slight increase in government funding and prudent financial management across the organization; and that transportation will be more affordable with a 40% reduction to student transportation fees for the upcoming school year.

Superintendent Grundy provided greater detail stating the budget is built in support of student success through the Board's priorities of achievement, equity, and well-being as set out in the Education Plan. He further highlighted some important points including: the budget is balanced without using operating reserves or other sources of one time funding and by building on the prudent financial decisions made in previous years; the Resource Allocation Method (RAM) funding changed to include the equity index allocation method; and the RAM also includes a criteria based response fund. The reduction to student transportation fees is in addition to the full rebate received for fees paid the 2020-2021 school year. No funding has been allocated to COVID-19 pandemic response but the situation is being followed closely. If COVID-19 related costs manifest, the CBE plans to submit a request for the use of operating reserves. The CBE has begun to plan for the likely withdrawal of \$35 million in bridge funding and \$18 million in COVID-19 mitigation funding for the 2021/22 school year. The budget is working in conjunction with the Education Plan to provide quality public education to students and their families.

Administration responded to trustees questions on matters related to the cover report including: Operations and Maintenance (O & M) funding changes, funding manual changes; funding remaining sustainable and predictable; percentage of schools under the 85% utilization rate; funding expectations from Alberta Education regarding the new curriculum implementation; cost of the new curriculum implementation; and impact to the CBE from the provincial transportation task force report.

Administration responded to trustees questions on matters related to the executive summary including: realignment of the positions appearing in service unit budgets but supporting schools exclusively; Program Unit Funding (PUF) reductions; third year Kindergarten severe students clarification; previous data for third year Kindergarten severe and moderate language delay; reductions to the number of early childhood centres and busing reductions; coded students in the system that require full time Education Assistants but do not have access to them; and how many full time Education Assistants are employed by the CBE.

Administration responded to trustees questions on matters related to the context section including: COVID-19 cost implications related to switching to online learning from in-person; timelines for using reserves to cover COVID-19 costs and requirement of Ministerial approval; COVID-19 cost being low for 2021-22 school year compared to current year; personal protective equipment costs anticipated for next year; cost indications for student assessments to determine learning loss due to pandemic; ability to provide sustainable education with existing funding levels; range of adjustments a school might see due to new RAM allocation method; PUF funding uses for assessments to get students access to PUF supports; and changes to PUF funding for Early Development Centres.



Recessed: 2:06 p.m.  
Reconvened: 2:16 p.m.

The question and answer session continued on matters related to revenue, expenses and the remainder of the report including: impact of the Infrastructure Maintenance Renewal (IMR) grant being offset by Capital Maintenance and Renewal (CMR) grant; research supporting full day kindergarten; criteria used to choose full day Kindergarten locations; funding availability to expand full day Kindergarten; increases to fees expected for bussing for 2022-2023 school year; areas that increased and decreased due to bridge funding; fee waiver requests expected for next year; Grade 7-9 school supplies fees; costs to change school names; flexibility of CMR grant application process; category classification differences between corporate costs and operational costs; per student allocation using the RAM; school resource officers' budget; external services budget deficit; and international student registrations.

Chair Dennis noted the budget report will be debated by the Board of Trustees at the Regular Meeting of May 20, 2021.

## 8 | **MATTERS RESERVED FOR BOARD DECISION**

### 8.1 **Delegation of Authority to the Chief Superintendent Resolution**

Chair Dennis noted the report is in front of the Board to consider revisions to the Delegation of Authority to ensure that any reference to the *School Act* have been updated to the *Education Act*.

MOVED by Trustee Bradshaw:

**THAT the Board of Trustees approves the Delegation of Authority Resolution, as provided in Attachment I to this report; and**

**THAT the Board of Trustees approves that the Delegation of Authority Resolution, as provided in Attachment I to this report, be the Board-Chief Superintendent Relationship Policy 4E: Delegation of Authority to the Chief Superintendent policy, and that this policy will replace B/CSR-4E dated June 21, 2016.**

In debate of the motion a trustee made a comment on the resolutions being proposed are designed to bring policies in alignment with the *Education Act*.

Chair Dennis called for a vote on the motion.

The motion was  
CARRIED UNANIMOUSLY.



8.2 Minutes of the Regular Meeting held April 27, 2021

MOVED by Trustee Hurdman:

**THAT the Board of Trustees approves the minutes of the Regular Meeting held April 27, 2021.**

Chair Dennis called for a vote on the motion.

The motion was

CARRIED UNANIMOUSLY.

Abstained: Trustee Hrdlicka

9 | **CONSENT AGENDA**

9.1 Items Provided for Board Decision

9.1.1 Meeting Minutes

- Regular Meeting held March 23, 2021
- Regular Meeting held April 6, 2021

**THAT the Board of Trustees approves the minutes of the Regular Meetings held March 23, 2021 and April 6, 2021.**

9.1.2 Governance Culture and Board/ Chief Superintendent Relationship Governance Policies – Board of Trustees’ Annual Self-Evaluation

**THAT the Board of Trustees approves the Board’s self-evaluation report as developed during the evaluation workshop of February 24, 2021.**

9.2 Items Provided for Board Information

9.2.1 Chief Superintendent’s Update

Chair Dennis noted that the Board would meet in-camera following the public portion of the meeting to discuss two labour and three strategic planning matters. She noted the next public Board meeting is scheduled for Thursday, May 20, 2021.

Recessed: 2:59 p.m.

Reconvened: 3:24 p.m.

10 | **IN-CAMERA SESSION**

All Trustees and Superintendents confirmed they were alone and in a location that no other person could hear them or any part of this meeting.



Motion to Move In-Camera

MOVED by Trustee Adams:

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, May 18, 2021 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.

Motion to Revert to Public Meeting

MOVED by Trustee Hurdman:

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

The motion was  
CARRIED UNANIMOUSLY.

Motion to Action In-Camera Recommendations

MOVED by Trustee Hrdlicka:

**THAT the Board of Trustees authorizes the Chair to communicate with the Alberta School Council Association Award Recipients.**

The motion was  
CARRIED UNANIMOUSLY.

11 | **ADJOURNMENT**

MOVED by Trustee Bradshaw:

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

The motion was  
CARRIED UNANIMOUSLY.

The meeting adjourned at 5:42 p.m.

Attachment:

- Amended B/CSR-4E: Delegation of Authority to the Chief Superintendent



**BOARD/CHIEF SUPERINTENDENT RELATIONSHIP  
B/CSR-4E: Delegation of Authority to the Chief  
Superintendent**

- A. THAT the Board of Trustees rescinds its June 21, 2016 resolution concerning the delegation of authority.
- B. THAT pursuant to the *Education Act*:
1. the Board of Trustees delegates to the Chief Superintendent, including the power to sub-delegate after that, the power to do any act or thing or exercise any power that the Board may or is required to exercise except:
    - (a) those matters that cannot be delegated under section 52(4) of the *Education Act*;
    - (b) the appointment of an auditor under section 138 of the *Education Act*; and
    - (c) those specific matters and decisions reserved to the Board of Trustees in its Governance Policies (i.e. Results, Operational Expectations, Board/Chief Superintendent Relationship and Governance Culture policies).
  2. Notwithstanding Paragraph B.1 above, the Board of Trustees delegates to the Chief Superintendent the following powers, which cannot be sub-delegated:
    - (a) the power to suspend the services of a teacher in accordance with sections 213(1) and 213(2) of the *Education Act*; and
    - (b) the power to terminate the services of a teacher.
  3. With respect to the powers specified in Paragraph B.2 above all suspensions and/or terminations shall be carried out in accordance with the *Education Act* and shall be reported in writing to the Board of Trustees following any such suspension or termination.
  4. No decision of the Chief Superintendent to suspend the services of a teacher, or to terminate the services of a teacher, or to terminate a designation made under section 202, 203, or 204 of the *Education Act* may be appealed to the Board of Trustees.
- C. THAT pursuant to section 52(1) of the *Education Act* and section 95 of the *Freedom of Information and Protection of Privacy Act* the Chief Superintendent is designated as head of the Calgary Board





**BOARD/CHIEF SUPERINTENDENT RELATIONSHIP  
B/CSR-4E: Delegation of Authority to the Chief  
Superintendent**

of Education for the purposes of the *Freedom of Information and Protection of Privacy Act*.

- D. THAT, pursuant to its powers under section 10 of the *Student Record Regulation*, the Board of Trustees designates the Chief Superintendent to be responsible for ensuring that the policies and procedures established by the Calgary Board of Education comply with the *Student Record Regulation* and the *Freedom of Information and Protection of Privacy Act*.
- E. THAT, when the Board of Trustees is recessed for 30 days or more, the Board of Trustees delegates to the Chief Superintendent, including the power to sub-delegate, all powers related to the selection and approval of tenders under the *School Buildings and Tenders Regulation*. Approvals of any such tenders are subject to the *Education Act* and other applicable legislation and regulations.
1. With respect to the power set out in this Paragraph E the Chief Superintendent shall:
    - (a) notify the Corporate Secretary of the Board of Trustees as soon as possible of any approvals of tenders made during the Board of Trustees' recess;
    - (b) seek the appropriate Ministerial approvals in accordance with the *Education Act* and regulations and provide a record of such approvals to the Corporate Secretary; and
    - (c) when the Board of Trustees' recess terminates, provide a report to the Board of Trustees of all tenders awarded during the recess period.
- F. THAT, pursuant to its delegation of authority specified in Paragraph B. above, and in accordance with section 42 of the *Education Act*, the Board of Trustees resolves to establish the appeal procedures set out in the Chief Superintendent's Administrative Regulations including:
1. Administrative Regulation 3003;
  2. Administrative Regulation 5007;
  3. Administration Regulation 5008; and
  4. Administrative Regulation 6006.

Adopted: May 18, 2021