

CALGARY BOARD OF EDUCATION

Minutes of the Organizational Meeting of the Board of Trustees (“Board”) held in the Multipurpose Room, Education Centre, 1221 8th Street SW, Calgary, Alberta, on Tuesday, June 13, 2023 at 3:00 p.m.

MEETING ATTENDANCE

Board of Trustees:

Trustee P. Bolger
Trustee N. Close
Trustee M. Dennis (virtual)
Trustee D. Downey
Trustee L. Hack
Trustee C. May
Trustee S. Vukadinovic

Administration:

C. Usih, Chief Superintendent of Schools
D. Breton, Superintendent, Facilities and Environmental Services
K. Fenney, General Counsel (virtual attendance)
J. Pitman, Superintendent, School Improvement
M. Martin-Esposito, Chief Communications Officer
P. Minor, Corporate Secretary
D. Perrier, Senior Board Administrator

1 | CALL TO ORDER, NATIONAL ANTHEM AND WELCOME

The meeting commenced at 3:00 p.m. and in accordance with Section 1 of the *Board Procedures Regulation* under the *Education Act*, Corporate Secretary Minor assumed the Chair as Chair Hack pro tem. O Canada was led by students from McKenzie Lake School through a video recording.

Corporate Secretary Minor acknowledged the traditional territories and oral practices of the Blackfoot Nations, which includes the Siksika, the Piikani, and the Kainai. Also acknowledged were 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.

2 | CONSIDERATION/APPROVAL OF AGENDA

MOVED by Trustee Hack:

THAT the Board of Trustees approves the Agenda for the June 13, 2023 Organizational Meeting, as submitted.

The motion was
CARRIED UNANIMOUSLY.

3 | **ELECTION OF OFFICERS**

3.1 **Nominations for and Election of Chair of the Board**

In accordance with Section 1(3) of the *Board Procedures Regulation*, Corporate Secretary Minor presided over the election of Board Chair.

P. Minor called for nominations for the position of Chair of the Board of Trustees.

Trustee Downey nominated Trustee Hack.

P. Minor called two more times for further nominations and there were none.

Trustee Hack agreed to let her name stand for Chair of the Board of Trustees.

P. Minor declared Trustee Hack acclaimed as Chair of the Board of Trustees. Trustee Hack assumed the Chair.

3.2 **Nominations for and Election of Vice Chair of the Board**

Chair Hack called for nominations for the position of Vice Chair of the Board of Trustees.

Trustee Downey nominated Trustee May for Vice Chair of the Board of Trustees.

Chair Hack called two more times for further nominations and there were none.

Trustee May confirmed she would allow her name to stand for Vice Chair of the Board.

Chair Hack declared Trustee May acclaimed as Vice Chair of the Board of Trustees.

4 | **ESTABLISHMENT OF COMMITTEES, COMMITTEE MEMBERSHIP AND LIAISON LINKS**

4.1 **Establishment of Committees and Committee Membership**

Recessed: 3:07 p.m.

Reconvened: 3:11 p.m.

MOVED by Trustee Bolger:

THAT the Board of Trustees approves the continued functioning of the following committees and their Terms of Reference, as outlined in GC-5E that was circulated to Trustees:

- **Agenda Planning Committee**
- **Audit and Risk Committee**
- **Board Governance Committee**
- **Name Review Committee (ad hoc)**
- **Name Review Committee for Sir John A. Macdonald School**
- **School Name Recommendation Committee (ad hoc)**

- **Trustee Remuneration Committee**

D. Downey spoke to the removal of the Engagement Planning Committee, noting that good work has been accomplished; the work has been resolved.

The motion was
CARRIED UNANIMOUSLY.

- **Audit and Risk Committee**

Chair Hack noted that two nominations had come forward for the Audit and Risk Committee through the written nomination process and those nominees were Trustee Dennis as Committee Chair and Trustee Vukadinovic as the second trustee appointment to the Committee.

Chair Hack called two more times for nominations from the floor and there were none.

Trustee Dennis agreed to let her name stand for Chair of the Audit and Risk Committee. Trustee Vukadinovic agreed to let her name stand for the second trustee appointment to the Committee.

Chair Hack declared Trustee Dennis elected as Chair of the Audit and Risk Committee and Trustee Vukadinovic elected as the second trustee appointed to the Committee.

- **Board Governance Committee**

Chair Hack noted that two nominations had come forward for the Board Governance Committee through the written nomination process, and those nominees were Trustees Close and Hack as the trustee appointments to the Committee. The Board Vice Chair, Trustee May, will serve as the Committee Chair in accordance with the Terms of Reference for the Committee.

Chair Hack called two more times for nominations from the floor and there were none.

Trustees Close and Hack agreed to let their names stand for trustee appointments to the Board Governance Committee.

Chair Hack declared Trustee Close and herself as the trustees appointed to the Board Governance Committee.

- **Name Review Committee for Sir John A. Macdonald**

Chair Hack noted that a Name Review Committee for Sir John A. Macdonald requires the appointment of a Committee Chair. Through the written nomination process, one nomination came forward and that nominee was Trustee Vukadinovic.

Chair Hack called two more times for nominations from the floor and there were none.

Trustee Vukadinovic agreed to let her name stand for Chair of the Name Review Committee for Sir John A. Macdonald.

Chair Hack declared Trustee Vukadinovic as Chair of the Name Review Committee for Sir John A. Macdonald.

Trustee Remuneration Committee

Chair Hack noted that two nominations had come forward for the Trustee Remuneration Committee through the written nomination process, and those nominees were Trustee Downey as Chair of the Committee and Trustee Vukadinovic as the second trustee appointment to the Committee.

Chair Hack called two more times for nominations from the floor and there were none.

Trustee Downey agreed to let her name stand for Chair of the Trustee Remuneration Committee. Trustee Vukadinovic agreed to let her name stand as the second trustee appointment to the Committee.

Chair Hack declared Trustee Downey as Chair of the Trustee Remuneration Committee and Trustee Vukadinovic as the second trustee appointed to the Committee.

For the purpose of clarification, the Agenda Planning Committee did not require nominations, as the membership is comprised of the Board Chair, Trustee Hack, Vice Chair, Trustee May, and Second Vice Chair; it is chaired by the Board's Vice Chair. In addition, there are no appointments for the School Naming Committee as it is an ad hoc committee formed when needed.

A summary of trustee appointments to the Board of Trustees' Committees is as follows:

Agenda Planning Committee

- Trustee May (Chair) (as per GC-5E, the Vice Chair serves as Committee Chair)
- Trustee Hack (Board Chair)
- Trustee ____ (determined when the Roster for Second Vice-Chair is approved)

Audit and Risk Committee

- Trustee Dennis (Chair)
- Trustee Vukadinovic

Board Governance Committee

- Trustee May (Chair) (as per GC-5E, the Vice Chair serves as Committee Chair)
- Trustee Close
- Trustee Hack

Name Review Committee for Sir John A. Macdonald

- Trustee Vukadinovic (Chair)
- Trustee Hack

Trustee Remuneration Committee

- Trustee Downey (Chair)
- Trustee Vukadinovic

4.2 Appointment of Trustees to Liaison Responsibilities

- Alberta School Boards Association – Board of Directors

Chair Hack noted that through the written nomination process Trustees Bolger and Vukadinovic were nominated for the regular appointment and Trustee Hack was nominated for the alternate appointment to the ASBA Board of Directors.

Chair Hack called two more times for further nominations from the floor and there were none.

Trustee Bolger agreed to let her name stand for the regular appointment to the ASBA Board of Directors.

Recessed: 3:19 p.m.
Reconvened: 3:21 p.m.

Trustee Vukadinovic withdrew her name for the appointment.

Trustee Hack agreed to let her name stand as alternate.

Chair Hack declared Trustee Bolger as the regular appointment to the ASBA Board of Directors and herself as the alternate appointment. These appointments are effective from June 30, 2023 to June 2025.

- **Alberta School Boards Association Zone 5**

Chair Hack noted that one nomination had come forward for the Board liaison appointment to the Alberta School Boards Association Zone 5 through the written nomination process and that nominee was Trustee Close.

Chair Hack called two more times for nominations from the floor and there were none.

Trustees Close agreed to let her name stand for the nomination.

Chair Hack declared Trustee Close as the liaison appointment to the Alberta School Boards Association Zone 5.

- **Alberta Teachers' Association Council of School Representatives**

Chair Hack noted that one trustee serves as liaison, but whenever possible the Board has two trustees attend the meetings. Through the written nomination process, Trustees May and Hack were nominated for the Alberta Teachers' Association Council of School Representatives.

Chair Hack called two more times for nominations from the floor and there were none.

Trustees May and Hack agreed to let their names stand for the nomination.

Trustee May and Trustee Hack were declared the liaison appointments to the Alberta Teachers' Association Council of School Representatives.

- **EducationMatters Board of Governors**

Chair Hack noted that a vacancy exists for a trustee liaison representative on the EducationMatters Board of Governors. She stated that one nomination had come forward

through the written nomination process for EducationMatters Board of Governors and the nominee was Trustee Vukadinovic.

Chair Hack asked two more times for nominations from the floor and there were none.

Trustee Vukadinovic agreed to let her name stand for the appointment.

Chair Hack declared Trustee Vukadinovic as the second liaison representative for the EducationMatters Board of Governors, joining Trustee Bolger whose term of appointment will expire October 29, 2024.

- **Elder Advisory Council**

Chair Hack noted that two nominations had come forward through the written nomination process for the Elder Advisory Council and those nominees were Trustees Downey and May.

Chair Hack called two more times for nominations from the floor and there were none.

Trustees Downey and May agreed to let their names stand for the nomination.

Chair Hack declared Trustee Downey and Trustee May as liaison appointments to the Elder Advisory Council.

- **Teachers' Employer Bargaining Association Representative Committee**

Chair Hack noted that one nomination had come forward through the written nomination process for the Teachers' Employer Bargaining Association Representative Committee and that nominee was Trustee Close.

Chair Hack called two more times for nominations from the floor and there were none.

Trustee Close agreed to let her name stand for the nomination.

Chair Hack declared Trustee Close as the liaison appointment to the Teachers' Employer Bargaining Association Representative Committee.

- **CBE Transportation Advisory Committee**

Chair Hack noted that one nomination had come forward through the written nomination process for the CBE Transportation Advisory Committee and that nominee was Trustee Dennis.

Chair Hack called two more times for nominations from the floor and there were none.

Trustee Dennis agreed to let her name stand for the nomination.

Chair Hack declared Trustee Dennis as the liaison appointment to the CBE Transportation Advisory Committee.

For clarification, the trustee appointments to liaison responsibilities is as follows:

Alberta School Boards Association Board of Directors

- Trustee Bolger (*regular appointment*)
- Trustee Hack (*alternate appointment*)

Alberta School Boards Association Zone 5

- Trustee Close

Alberta Teachers' Association Council of School Representatives

- Trustee May (*regular appointment*)
- Trustee Hack (*alternate appointment*)

Education Matters Board of Governors

- Trustee Bolger (*term June 2021 to June 2024*)
- Trustee Vukadinovic (*term June 2023 to June 2024*)

Elder Advisory Council

- Trustee Downey
- Trustee May

Teachers' Employer Bargaining Association Representative Committee (TEBA)

- Trustee Close

CBE Transportation Advisory Committee

- Trustee Dennis

**5 | SCHEDULE OF REGULAR MEETINGS AND GC-6E: ANNUAL WORK PLAN
2023-2024**

MOVED by Trustee May:

THAT the Board of Trustees approves the Schedule of Regular Board Meetings, including the date, time and place, from September 2023 through June 2024, as provided in Attachment I of the report.

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee Downey:

THAT the Board of Trustees approves GC-6E: Annual Work Plan for 2023-2024 in principle, as provided in Attachment II of the report, recognizing that the work of the Board and agenda planning for specific Board Meetings is subject to ongoing review and update by the Board's Agenda Planning Committee.

The motion was
CARRIED UNANIMOUSLY.

The approved Schedule of Regular Meetings and GC-6E: Annual Work Plan 2023-2024 are attachment to these minutes.

6 | ADJOURNMENT

Chair Hack declared the meeting terminated at 3:29 p.m. She noted the next public Board meeting is June 20, 2023.

Attachment:

- Schedule of Regular Meetings and GC-6E: Annual Work Plan 2023-2024



**Calgary Board
of Education**

**BOARD OF TRUSTEES
SCHEDULE OF REGULAR MEETINGS
SEPTEMBER 2023 TO JUNE 2024**

held at the Education Centre, 1221 – 8 Street SW, Calgary, Alberta
(or virtual through Microsoft Teams)

PUBLIC AGENDAS 11:00 a.m. to 4:30 p.m.	PRIVATE AGENDAS 11:00 a.m. to 4:30 p.m.
September 26, 2023	
October 17, 2023 October 24, 2023	
November 7, 2023 November 28, 2023	November 23, 2023
December 12, 2023	
January 16, 2024 January 30, 2024	
February 13, 2024	
March 5, 2024 March 19, 2024	
April 9, 2024 April 23, 2024	
May 21, 2024 May 28, 2024	
June 11, 2024 June 25, 2024	

(Organizational Meeting of the Board of Trustees – Tentatively June 11, 2024)

**Board of Trustees’
Governance Policy**

**GOVERNANCE CULTURE
GC-6E: Annual Work Plan – 2023-2024 (DRAFT)**

**Monitoring Method: Board Self-assessment
Monitoring Frequency: Annual**

MONTH	GC/ B/CSR	OE	RESULTS	STRATEGIC DIALOGUE/ ENGAGEMENT	BOARD DEVELOPMENT/ GENERATIVE DISCUSSION	OTHER BOARD ACCOUNTABILITIES
2023 SEP 26						<ul style="list-style-type: none"> Locally Developed Courses EducationMatters
OCT 17, 24	GC 1-9, B/CSR 1-5	OE-1 (M)	DIPS & PATS	COSC – Oct 26	Corporate Part- nerships	<ul style="list-style-type: none"> Modular Classroom Plan
NOV 7, 23, 28		OE-4 (M)				<ul style="list-style-type: none"> EducationMatters ASBA FGM Nov 19-21 Audited Financials Annual Education Results Report
DEC 12		OE-8 (M)				<ul style="list-style-type: none"> School Enrolment Report
2024 JAN 16, 30			R-2 (M)			<ul style="list-style-type: none"> Chief Sup’t Summa- tive Evaluation
FEB 13		OE-3 (M)	R-2 (M con’t)	COSC – Feb. 22		
MAR 5, 19		OE-7 (M)	R-3 (M)		Career Education and Unique Path- ways	<ul style="list-style-type: none"> Edwin Parr Nominee Friend of Education Nominee 3-Yr. School Capital Plan Trustee Remunera- tion Report
APR 9, 23		OE-2 (M) OE-6 (M)	R-4 (M)			<ul style="list-style-type: none"> Budget Assumptions Report Board of Trustees 2024-23 Operating Budget Locally Developed Courses
MAY 21, 28			R-5 (M)			<ul style="list-style-type: none"> Education Plan 2024-25 Budget
JUNE 11, 25		OE-5 (M) OE-9 (M)		COSC – Jun. 5		<ul style="list-style-type: none"> ASBA SGM June 3-4 3 Yr. System Student Accommodation Plan 10 Yr. Student Acc. & Facilities Strategy EducationMatters (presentation)

RI Reasonable Interpretation
I Indicators

M Monitoring of compliance or reasonable progress
RM Re-monitoring
B/T Baseline and Targets