

## **CALGARY BOARD OF EDUCATION**

Minutes of the Regular Meeting of the Board of Trustees (the "Board") held in the Multipurpose Room, Education Centre, 1221 – 8 Street SW, Calgary, Alberta on Tuesday, October 8, 2013 at 5:00 p.m.

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### MEETING ATTENDANCE

#### Board of Trustees:

##### Present:

Trustee P. Cochrane, Chair  
Trustee J. Bowen-Eyre  
Trustee L. Ferguson  
Trustee P. King (arrived at 5:08 p.m.)  
Trustee G. Lane  
Trustee S. Taylor

##### Absent:

Trustee C. Bazinet

##### Administration:

Ms. N. Johnson, Chief Superintendent of Schools  
Mr. D. Stevenson, Deputy Chief Superintendent of Schools  
Mr. F. Coppinger, Superintendent, Facilities and Environmental Services  
Ms. C. Faber, Superintendent, Learning Innovation  
Mr. D. Parsons, Superintendent, Learning Services  
Mr. A. Jain, Acting Superintendent, Finance and Supply Chain Services  
Dr. C. Oishi, Superintendent, Human Resources  
Mr. G. Francis, General Counsel, Legal Services  
Ms. J. Barkway, Corporate Secretary  
Ms. J. Manfield, Recording Secretary

##### Stakeholder Representatives:

Mr. R. Anderson, Canadian Union of Public Employees, Local 40  
Ms. C. Hall, Principals' Association for Adolescent Learners (PAAL)

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

Chair Cochrane called the meeting to order at 5:07 p.m. and O Canada was led by a group of students from Alex Munro School.

Chair Cochrane acknowledged and welcomed representatives from the aforementioned organizations.

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

Ms. J. Barkway, Corporate Secretary, noted that there were late distributions for Agenda Item 7.1, ASBA Zone 5 Handbook – Recommendations, and Item 5.1, September 30 Student Enrolment Summary 2013.

Chair Cochrane informed that the Chief Superintendent would make an announcement between Agenda Items 4.1 and 4.2.

MOVED by Trustee Ferguson:

**THAT the Agenda for the Regular Meeting of October 8, 2013, be approved as submitted, subject to the revisions noted above.**

The motion was  
CARRIED UNANIMOUSLY.

## 3 | **AWARDS AND RECOGNITIONS**

### 3.1 **Lighthouse Award**

Superintendent Faber introduced the award stating that this year the Lighthouse Awards highlight student voice, by having students who have experienced the generosity of our partners and community networks speak of their experiences and the significance of an organization's contribution. Chevron has been a key funder of the Open Minds program since the inception in 1993, supporting Zoo School at the Calgary Zoo, Museum School at the Glenbow Museum, and Science School at Telus Spark. Students and educators have engaged in these community-based educational opportunities that allow them to move their classroom into an educationally rich environment of exploration and discovery. Superintendent Faber thanked Chevron for their ongoing support noting that these opportunities are a catalyst for learning activities throughout the year.

Mr. Dave Williams, Principal at Rosemont School talked of his experience at the Calgary Science Centre in the late 1990's when Chevron kicked off their partnership with Open Minds. This year the school has three classrooms participating and he has experienced the profound impact that the Open Minds program has had on students. He introduced students Julie and Emily and their parents to share in their experience from Zoo School and how it helped them to grow as learners. The students spoke of how the program changed their perspectives about nature and animals, and how they see things differently; sketching things that they would have never stopped to see before. Zoo School is a week long program that involves students choosing an animal to focus on for the week. Teacher C. Reschke told of how students spend time each day observing that animal for extended periods of time, which encouraged the students to make a personal connection and make the learning meaningful to them.

Michael Barrett, head of Public Affairs for Chevron Canada stated that he is deeply honoured to accept the award. He explained that it is a unique program and they have taken it around the world and within Canada. This is Chevron's 75<sup>th</sup> Anniversary in Canada and they feel part of the Calgary community. Despite the important things the

company has done in Canada in terms of their discoveries in oil and gas, the social investment in their community engagement programs is what they are most proud of and will continue to do.

Chair Cochrane thanked Mr. Barrett on behalf of the Board of Trustees and expressed how she felt it a powerful thing for a corporation to give a young person the opportunity to see the world in a different way.

#### **4 | RESULTS FOCUS**

##### **4.1 School Presentation – Alex Munro School – Results 4**

Ms. L. Sherwood, Area II Assistant Principal and former Assistant Principal at Alex Munro School introduced the presentation and thanked music teacher Mr. B. Hoag for the students' wonderful Marimba presentation which took place on the Link prior to the meeting. She stated that over the past three years the school has worked on the personal development result through new and innovative teaching and learning practices in mathematics education in support of conceptual learning. Through the introduction of the *Iris* platform students reflect on their learning while corroborating with their teacher and peers to develop mathematical understandings.

Principal L. Sparks noted that personal development is embedded in all their work as a learning community. She told of how the school held mathematics workshops which engaged students through conversations in math forums which called them to critically think on their learning goals and put into practice their own learning strategies.

Teacher C. Gould also spoke of how the school held mini math conferences where students learn from each other. Two short videos were shown of Grade 1 student Kaylah and Grade 3 student Dryden which showed how they made connections in math and explained their thinking in order to arrive at the correct answers. Some of the strategies used were triangle math, the hundred chart, the open number line and equations. She stated that it is when students begin to think and talk about their thinking that they begin to take ownership of their learning and ask their own questions. Teacher J. El-Guebaly and student Sunny also spoke on the process of discovering and understanding self as a learner.

Trustee Ferguson thanked the staff and students for their presentation on student voice and Results 4 noting that it is wonderful for trustees to see how *Iris* has helped to set learning goals based on what students have learned about themselves.

##### **Chief Superintendent Announcement**

Chief Superintendent Johnson read a letter into the record, providing notice to the Board of Trustees of her resignation as Chief Superintendent effective April 8, 2014.

##### **4.2 Provincial Achievement Tests/Diploma Exam Results**

To set the context, Superintendent Faber spoke briefly about the impact of the flooding in June which occurred in the middle of provincial exams. She informed that all grade 3

and 6 students were able to write the Provincial Achievement Tests. In grade 9, only the French Language Arts test was written by all students, all other exams were cancelled. Only 6 subjects out of 11 were written by all students for the grade 12 diploma exams before the flood. She noted that following the flood, all diploma students were given exemptions from writing exams by Alberta Education. As such, the information in the report is organized into pre and post flood sections to help better explain results.

Superintendent Faber explained that the Provincial Achievement Tests are administered at the grade 3, 6 and 9 levels and that the purpose of this data is to help us understand if students are generally learning what they are expected to learn so we can report to Albertans how well students have achieved provincial standards at given points in their education. The information assists schools, jurisdictions and the province in monitoring and improving student learning.

Superintendent Faber provided an analysis of the Provincial Achievement Tests and Diploma Exam Results, aided by a PowerPoint presentation. Throughout the analysis she offered additional comments as follows:

- The grade 3 Provincial Achievement Tests results are above provincial results in all three subjects at the acceptable standard and at the standard of excellence.
- The grade 6 Provincial Achievement Test results are above provincial results in every subject at the acceptable standard, and at the standard of excellence with the exception of Social Studies, where results were marginally below the province.
- The percentage of grade 9 French Language Arts students achieving the acceptable standard decreased slightly. It is equal to the provincial average and reflects a decline in the participation rate. At the standard of excellence the percentage remains steady while that of the province rose.
- CBE English Language Learners (ELL) exceeded provincial results at the acceptable standard and the standard of excellence in 7 out of 9 subjects. It was noted that French Language Arts is a challenge for ELL students. Statistics are based only on the number of students who actually wrote the exam.
- Students with identified Special Education Needs exceeded provincial results at the acceptable standard in 9 out of 9 subjects, and 8 out of 9 subjects at the standard of excellence.
- All Diploma exams completed prior to the flood are a valid representation of student achievement across the school system. Diploma exam results are above the province in 6 of 6 subjects at both the acceptable standard and the standard of excellence.
- Due to the flood, Alberta Education cancelled the remaining grade 9 Provincial Achievement Tests and the Knowledge and Employability tests for students in Calgary and southern Alberta; therefore, no results are available for students enrolled in those courses. Teacher assessments and report card data will be used to monitor and assess the progress of students who were enrolled in Knowledge and Employability courses in 2012-2013.
- Students who chose to write the exams post-flood do not constitute a representative sample of students registered in those courses. The results are not valid

representations of achievement in the CBE, and caution should be used in drawing any inferences or conclusions at the system or provincial level.

Trustees posed questions, which were addressed by Administration and are summarized as follows:

- The percentages shown in the table on page 4-6 for English as a Second Language Achievement results reflect the number of CBE students that are second language learners.
- The analysis of the Knowledge and Employability teacher assessments and report card data is not yet available to compare to previous years. Comparison data will be available later this fall.
- Two areas Administration will focus on are the results for First Nations, Metis, and Inuit students and Knowledge and Employability students which need improvement throughout the system. The results will be available to the public in the annual education results report in November.
- Administration confirmed that information will be provided throughout the year for each subject area, and the monitoring will be done all at once.
- The province will show N/A or blank in the columns for the results for school boards in Calgary and Southern Alberta for the Accountability Pillar results and in the annual education results reports. There will be an impact on trend data. Administration is confident that the teacher awarded mark is a reasonable assessment of student achievement.
- Administration will monitor the decline in the acceptable standard participation rate for grade 9 French Language Arts results. The results are based on the total number of students enrolled; students who chose not to write are considered to have not met the acceptable standard.
- The latest results on the drop-out rate were released in May. The next report will be included in the annual education results report. The present results show that the high school completion rates are at 73.7%, an increase over the 3-year average of 71%. The drop-out rate is down from the 3-year average of 3.6% to 3.5%.

MOVED by Trustee King:

**THAT the Board of Trustees receives the report titled “Summary of the 2012-2013 Provincial Achievement Test and Diploma Examinations” for information.**

The motion was  
CARRIED UNANIMOUSLY.

## 5 | **OPERATIONAL EXPECTATIONS**

### 5.1 **September 30 Student Enrolment Summary 2013**

Superintendent Coppinger briefly introduced the report noting that the overall enrolment projection was extremely accurate this year. Comparison results from last year show an

increase of 3,631 students, with the major increases in Kindergarten through grade 6, and reflect the overall population increase in Calgary in the last year.

Trustees posed questions, which were addressed by Administration and are summarized as follows:

- As enrolment numbers are up and alternative program numbers are down, a trustee questioned if the increase in enrolment may be due to the fact that alternative program learners are shifting to a more inclusive education. Administration stated that the September 30 count measures students at the beginning of the school year; students will move and transition to other programs throughout the year.
- The *Education Act* intends to raise the age that students must leave the school system to 21 in 2015. Administration is working on developing the numbers and what the impact will be. An estimate will be provided in a comprehensive report in November.
- Information on any unusual growth in specific areas in the City will be provided in the November report.
- More accurate high school class size information will be included in the November report. An example was provided of where the reported class sizes of 50 often had two teachers; therefore the ratio was 25:1. There is not nearly the concern that was sensationalized at the beginning of the year.

MOVED by Trustee Ferguson:

**THAT the Board of Trustees receives the report on September 30, 2013 student enrolment for information.**

The motion was  
CARRIED UNANIMOUSLY.

Recessed: 6:27 p.m.  
Reconvened: 6:42 p.m.

## **5.2** Operational Expectations 3: Treatment of Owners – Annual Monitoring

Deputy Chief Superintendent Stevenson provided highlights of the contents of the report. He acknowledged that the timeline for records management as attached to the report was updated, and reflects the completion of items consistent with the quarterly reports. He noted that although some tasks have been adjusted and new milestones added and completed, the overall estimates remain as originally identified. He also noted that this year adherence to indicator #1 on page 5-5 was received from all 14 service units. There is a new indicator #2 on page 5-5 for subsection 3.2 regarding effectively handling complaints, and a new indicator #2 on page 5-9 for subsection 3.4 which relates to the collection of data regarding volunteer drivers.

Chair Cochrane noted that Trustees are to determine whether the Chief Superintendent is in compliance with OE-3: Treatment of Owners, based on the Board's previously approved interpretation and indicators. She pointed out that any decision or comment of the Board of Trustees around non-compliance of the operational expectations, or any

part of it, is in no way intended to be a vote of non-confidence for the Chief Superintendent.

Trustees posed questions, which were addressed by Administration and are summarized as follows:

- The Communications Department supports schools in keeping their websites current and to maintain branding. At times it is challenging to find staff that can support maintaining and updating websites. There are instances where websites fall behind in having current information available. Administration is working with Communications to provide training opportunities to support schools.
- A trustee questioned why principals would respond “NA” for indicator #2 on page 5-7. Administration responded that some schools have unique settings where it is not reasonable to establish a school council. Administration works with the Solicitor General and Child and Family Services to ensure students and parents are kept informed and communicated with.
- Alberta Education’s Accountability Pillar Survey considers the CBE’s annual Parental Involvement result significantly improved at 77.4%. The result is slightly below the province’s results and is therefore considered intermediate.
- Given the circumstances due to the June floods, all principals were advised that the requirement was still in place to communicate with and be available to parents who wished to initiate a student mark or placement appeal.
- Administration felt that it is compliant with indicator #3 on page 5-4 as requests for information do not normally elevate to that level. There is generally an agreement worked out with respect to what information can be provided or not. There is one investigation which has not yet commenced and we therefore have no outcome.
- The Board-approved indicator includes information on investigations and does not include information on specific incidents such as laptop thefts or the posting of trustees’ personal information. Administration is aware of those particular issues but there is no indicator for those events in this report. Administration noted that they reporting the way the legislation requires them to report, and suggested perhaps the word “*incidents*” should be included in the indicator.
- The number of reported visits to the CBE public website does not include CBE students or employees.
- There is a CBE Administrative Regulation that prohibits password sharing.

MOVED by Trustee Ferguson:

**THAT the Board of Trustees approves that the Chief Superintendent is in compliance with the provisions of OE-3: Treatment of Owners.**

MOVED by Trustee Taylor:

**THAT the motion be amended to include “with the exception of policy subsection 3.1.**

Trustees debated the motion to amend, which is summarized as follows:

- A trustee noted two high profile privacy issues in the past year where confidential information was not protected and therefore felt policy subsection 3.1 should be called out of compliance in order to recognize that.
- A trustee reminded that these are Board-approved indicators and that Administration provided indicators based on what the Board asked for. This information is monitored in OE-4: Treatment of Employees, and in OE-11: Learning Environment/ Treatment of Students, as is stated in the Board-approved interpretation for this policy subsection.
- In opposition to the motion, many trustees felt that Administration have met all three indicators of compliance as approved by the Board.

Chair Cochrane restated the proposed amendment and called for the vote.

The motion was  
DEFEATED.

In favour: Trustee Bowen-Eyre  
Trustee Taylor

Opposed: Trustee Cochrane  
Trustee Ferguson  
Trustee King  
Trustee Lane

Chair Cochrane restated the main motion and debate of the motion follows:

- Trustees in support of the motion felt all three indicators of compliance have been met. It was noted that there is significant improvement in the Accountability Pillar Survey for the Parental Involvement results.
- The report is prepared in accordance with the Generally Accepted Recordkeeping Principles which lends credibility to the information provided in the report.
- The motion covers a broad area around the Treatment of Owners and a trustee felt that although she had some privacy concerns, there has been significant improvement in public engagement.
- There is significant improvement in the percentage of teachers and parents satisfied with parental involvement in the decisions about their child's education. In the time of the flood there was great flexibility in accommodating the needs of students. It was also noted that a growing number of departments are responding to criticisms or concerns received at the system level at a time when there are serious cuts in the level of Administrative personnel in these departments.

Chair Cochrane restated the main motion and called for the vote.

The motion was  
CARRIED UNANIMOUSLY.

Motion Arising

MOVED by Trustee Taylor:

**THAT the Chief Superintendent reviews the reasonable interpretation and indicators of section 3.1 of OE-3 and report to the Board by December 1, 2013.**

Trustees posed questions regarding the motion which are summarized as follows:

- Trustee Taylor stated that the purpose of the review is that she believes there is a gap in the information being provided; information on FOIP incidents are not being monitored. She had concerns that there is no requirement to report on privacy breaches. She stated it may require adding to the interpretation on page 5-3, making changes to indicator #3, or adding a new indicator. Administration noted that OE-8: Communication With and Support for the Board requires the Chief Superintendent to report any events that may draw attention of the media or involve the Board.

Trustees debated the motion, which is summarized as follows:

- A trustee felt that the Board should be informed of any breach in the protection of confidential information, regardless of any media attention.
- A trustee had concerns that we may be overlooking the context and the purpose of the policy, which is that *"The Chief Superintendent shall maintain an organizational culture that treats all organization owners with respect, dignity and courtesy"*.
- The motion is vague and does not provide clear direction to the Chief Superintendent as to what the Board is expecting from the review.
- A trustee had concerns that although trustees have been informed of privacy breaches over the past year, those discussions have not taken place in public. The public could be informed about how privacy breaches may impact them directly through monitoring reports.

The motion was  
DEFEATED.

In favour:	Trustee Taylor
Opposed:	Trustee Bowen-Eyre Trustee Cochrane Trustee Ferguson Trustee King Trustee Lane

Motion Arising

MOVED by Trustee Ferguson:

**THAT the Board of Trustees commends Chief Superintendent for the significant improvement, as measured by Alberta Education's Accountability Pillar Survey, on the measure "percentage of teachers and parents satisfied with parental involvement in decisions about their child's education".**

Trustees posed questions regarding the motion which are summarized as follows:

- The percentage increase is 1.4% above the three-year trend, and not an increase from last year to this year.
- A trustee felt that although it was discussed, the information is not included in this report.

Trustees debated the motion, which is summarized as follows:

- The increase is significant as it is important that we involve parents in decisions about their child's education to further personalized learning.
- Although we are making gains, the Accountability Pillars Survey results show we are still below the province. It is an upward trend but we should be closer to the provincial average.
- Trustees should be provided with the complete Accountability Pillars Survey results as a whole, and not be commending information that is not included in this report.
- It was stated that commendations are given at the time of monitoring and this improvement should be recognized.

The motion was  
DEFEATED.

In favour: Trustee Cochrane  
Trustee Ferguson  
Trustee Lane

Opposed: Trustee Bowen-Eyre  
Trustee King  
Trustee Taylor

At 7:50 Chair Cochrane received permission to continue to the end of the agenda.

### **5.3 Operational Expectations 2: Temporary Chief Superintendent Succession – Reasonable Interpretation**

The Chief Superintendent reminded trustees that at the September 3, 2013 meeting, the Board requested the review of the interpretation of OE-2, including the indicator of compliance.

MOVED by Trustee King:

**THAT the Board of Trustees approves the reasonable interpretation of OE-2: Temporary Chief Superintendent Succession.**

The motion was  
CARRIED UNANIMOUSLY.

## **6 | PUBLIC COMMENT**

**6.1** There were none.

## 7 | **MATTERS RESERVED FOR BOARD ACTION**

### 7.1 **ASBA Zone 5 Handbook - Recommendations**

At the October 1, 2013 Board meeting, a motion was made to have the Board Chair and Corporate Secretary perform a review of and provide recommendations to the ASBA Zone 5 Handbook. Trustees' questions and responses to the recommendations are summarized as follows:

- At the ASBA Zone 5 Annual General Meeting (AGM) on October 4, 2013 it was suggested that a Board representative be asked to sit on a committee to review the Zone 5 bylaws. Chair Cochrane stated that it was her belief that the bylaws were adopted at the AGM, and did not include any of the suggested changes the Board provided to the Zone which are included in Attachment III to the report.
- It is unclear whether the proposed motion meets the requirements of the Zone in terms of providing direction to make the changes. In a review of the Zone 5 minutes, there was no evidence of any Boards bringing forward a motion to change the bylaws.
- It was suggested that the motion be revised to include "*and each Member Board*" after the words "*for submission to ASBA Zone 5,*".

MOVED by Trustee Bowen-Eyre:

**THAT the Board of Trustees approves, for submission to ASBA Zone 5 and each Member Board, the proposed changes to the ASBA Zone 5 Handbook, as attached in Attachment I of this Report, including the Bylaws for Operation, Roles and Responsibilities and Member Boards information.**

Trustees debated the motion, which is summarized as follows:

- In opposition to the motion, a trustee stated that although there are some valid changes that should be made, they don't merit the time and cost of another review. She noted that the ASBA's legal department was engaged and their opinion sought, and the bylaw was found to be acceptable.
- Updating the Zone 5 handbook is part of the Roles and Responsibilities of the Vice-Chair as shown on page 7-17 of the report. A trustee felt that given the fact that there was a conversation at the AGM on October 4<sup>th</sup> that they may still need to review their bylaws, we should take the opportunity to provide the input that is contained in Attachment I.
- It is also the ASBA Zone 5 Chair's responsibility to initiate discussion with Zone 5 executive prior to the AGM to review the Handbook and Bylaws. These recommendations would assist them in the work they should be doing.

The motion was  
CARRIED.

In favour: Trustee Bowen-Eyre  
Trustee Cochrane  
Trustee Ferguson  
Trustee King  
Trustee Lane  
  
Opposed: Trustee Taylor

Chair Cochrane declared the items on the Consent Agenda to be approved as presented, as follows:

## 8 | **BOARD CONSENT AGENDA**

### 8.1 Approval of Minutes

- Special Meeting held August 14, 2013
- Regular Meeting held September 24, 2013
- Regular Meeting held October 1, 2013

**THAT the Board of Trustees approves the minutes of the Special Meeting held August 14, and the Regular Meetings held September 24, and October 1, 2013, as submitted.**

### 8.2 Correspondence

**THAT the Board of Trustees receives the following correspondence for information and for the record, in the form as submitted:**

- Letter dated September 25, 2013 from Barbara Clifford, Returning Officer, The City of Calgary to Greg Bass, Deputy Minister of Education providing a copy of Form C-2013 Candidates Nomination Form as required by the Local Authorities Election Act.

### 8.3 Trustee Liaison Report re: Calgary Association of Parents and School Councils (CAPSC)

**THAT the Calgary Association of Parents and School Councils (CAPSC) liaison report be received for information.**

## 9 | **CHIEF SUPERINTENDENT CONSENT AGENDA**

### 9.1 Timing of Year-End Financial Reporting

**THAT the Board of Trustees receives the report for information.**

Chair Cochrane informed that this is her last Board meeting as Chair of the Board of Trustees, and thanked her trustee colleagues for entrusting her with the role. She also acknowledged the support of Ms. J. Barkway, Corporate Secretary, the Recording Secretaries, and the IT department, as well as the Chief and all of the Superintendents.

Recessed 8:09  
Reconvened: 8:23

**10 | IN-CAMERA ISSUES**

**10.1 Motion to Move In Camera**

MOVED by Trustee Ferguson:

Whereas the Board of Trustees is of the opinion that it is in the public interest that matters on the Private Agenda for the Regular Meeting of the Board of Trustees, Tuesday, October 8, 2013, 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.

In favour: Trustee Bowen-Eyre  
Trustee Cochrane  
Trustee Ferguson  
Trustee King  
Trustee Lane  
  
Opposed: Trustee Taylor

**10.2 Motion to Revert to Public Meeting**

MOVED by Trustee Ferguson:

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

The motion was  
CARRIED UNANIMOUSLY.

**10.3 Motions to Action In-Camera Recommendations**

MOVED by Trustee King:

**THAT the Chief Superintendent provides information to the Board of Trustees, as specified in the report.**

The motion was  
CARRIED UNANIMOUSLY.

Chair Cochrane declared the following items on the Private Consent Agenda approved as presented.

**THAT the liaison report regarding EducationMatters be received for information.**

**THAT the Board of Trustees receives the correspondence attached to the private report for information and for the record.**

**THAT the Board of Trustees receives the correspondence attached to the private addendum #2 report for information and for the record.**

**THAT the imagineCALGARY Liaison Report containing the imagineCALGARY Stewardship Group meeting minutes dated December 13, 2012, January 17, February 14, March 21, April 25, May 23, and September 19, 2013 be received for information.**

**11 | ADJOURNMENT**

Chair Cochrane declared the meeting adjourned at 8:30 p.m.