

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, December 3, 2013 at 3:00 p.m.

MEETING ATTENDANCE

Board of Trustees:

Trustee S. Taylor, Chair
Trustee J. Bowen-Eyre
Trustee L. Ferguson
Trustee J. Hehr
Trustee T. Hurdman
Trustee P. King
Trustee A. Stewart

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. B. Grundy, Superintendent, Finance and Supply Chain Services
Dr. C. Oishi, Superintendent, Human Resources
Mr. D. Parsons, Superintendent, Learning Services
Mr. G. Francis, General Counsel, Legal Services
Ms. J. Barkway, Corporate Secretary
Ms. J. Manfield, Recording Secretary

Stakeholder Representatives:

Ms. H. Doppmeier, Alberta Teachers’ Association, Local 38
Ms. L. Robb, Calgary Board of Education Staff Association
Mr. R. Laycock, Principals’ Association for Adolescent Learners (PAAL)

1 | CALL TO ORDER, NATIONAL ANTHEM AND WELCOME

Chair Taylor called the meeting to order at 3:03 p.m. O Canada was led by students from Lord Beaverbrook High School’s symphonic band and choir by way of a DVD recording.

Chair Taylor acknowledged and welcomed representatives from Administration and the aforementioned organizations.

2 | CONSIDERATION/APPROVAL OF AGENDA

Ms. J. Barkway, Corporate Secretary, informed that Agenda Item 4.1 has been removed due to the weather conditions, and in its place Chief Superintendent Johnson would provide a verbal update. Item 9.1, Fourth Quarter Budget Variance Report, Item 9.2,

First Quarter Budget Variance Report for the 2013-14 Operating and Capital Budgets and Fall 2013 Budget Update, and Item 9.3, Terms and Conditions for New Reserves were removed from the Consent Agenda for consideration immediately following the Consent Agenda.

MOVED by Trustee King:

THAT the Agenda for the Regular Meeting of December 3, 2013 be approved as submitted, subject to the revisions noted above.

The motion was
CARRIED UNANIMOUSLY.

3 | **AWARDS AND RECOGNITIONS**

There were none.

4 | **RESULTS FOCUS**

4.1 **Chief Superintendent Update**

Chief Superintendent Johnson provided a brief update as follows:

- As a result of the changes initiated for report cards, 169 of the 201 Kindergarten to Grade 9 schools are now using only two reporting periods. The information will be available on the CBE website to inform the public.
- Administration informed that the CBE has decided not to administer the Grade 3 PAT's this year. Grade 3 students will now engage in the new Student Learning Assessments (SLAs) that Alberta Education is developing.
- There will be new regulations forthcoming regarding digital citizenship. Administration will be creating signage that will be placed in schools that indicates there are to be no digital devices allowed where there is privacy needed.
- The CBE made the decision to keep schools open during the December 2nd snow storm to ensure the safety of students by avoiding the situation of having some students show up for school and be locked out.

4.2 **Calgary Board of Education Annual Education Results Report 2012-2013 and Three-Year Education Plan 2013-2016**

Chief Superintendent Johnson introduced the report and explained that the Annual Education Results Report (AERR) is accountability to students, parents, community and the province of our performance. It measures our achievement against Alberta Education's goals and objectives for student learning in the province. She provided a breakdown of student enrolment numbers in the various programs offered across the system. She noted that in 4 out of the 7 survey measures in the Accountability Pillar Survey, and for the student outcome measures, the CBE was evaluated as improved significantly. The report presents the results for 2012-13 and the Interim Three-Year Education Plan 2013-16 and introduces four broad metastrategies: personalize learning, build professional capital, engage our public, and steward our resources.

Superintendent Faber provided an overview of the metastrategies, and explained to the Board how to interpret the *Combined 2013 Accountability Pillar Overall Summary* on page 10 of the report. She noted that the CBE has improved significantly on the following six measures: Safe and Caring Schools, High School Completion Rate, Diploma Exam Participation Rate, Citizenship, Parental Involvement, and School Improvement. The summary indicated some areas where improvement is needed and will be the focus for the work this year. The summary for First Nations, Métis and Inuit on page 11 shows some improvement, but the overall achievement is very low and is a cause for concern. The CBE recognizes that the work with First Nations, Métis and Inuit students must continue to be a strong focus and has established initiatives to eliminate the gap between these students and all other students.

Superintendent Grundy provided an overview of the financial results. He stated that funding on a per student basis was down by 0.3% which equated to a reduction of \$42,000 for every 1,000 students for the 2012-13 school year, and for 2013-14 the per student funding was reduced a further 3% which equates to more than \$300,000 less funding for every 1,000 students. He noted that this year the deficit is forecast to be \$17.1 million, and that the system's ability to adapt is being stressed and the ability to maintain current levels of service is being challenged.

Superintendent Coppinger stated that the CBE expects to learn of 2-3 modernizations and some new schools early next year, which would not be completed until 2017. As a result, he expects that there will be more parent concerns voiced on student accommodation issues. He noted that the probable consequences of school overcrowding will be more lotteries, grade configuration changes, boundary changes, and transportation issues. There will be longer travel times, and there may not be enough busses or drivers to accommodate the expected growth in students.

Chief Superintendent Johnson concluded by stating that Learning Innovation, Communications, Finance, Facilities, and Environmental Services all collaborated in the preparation of the report.

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

- Administration provided details on improving the results for First Nations, Métis and Inuit students which will include working with Elders, the community and their families. Early literacy was identified as an area of focus for this group of students.
- Administration clarified that the measures for Citizenship on page 10 of the report are identical to the measures that we have for Results 3.
- The areas of focus identified in the metastrategies were developed through consultation with principals, education directors, and other experts. It is intended to be simple and broad enough that the community and the school could find their own place in it.
- The number of students reported for the Teacher Assessment results on page 12 of the report in the Spring 2013 represent the number of children who were identified for reassessment in the Fall 2012 Teacher Assessment.

- Administration speculated that the significant increase in the High School Completion rate for First Nations, Métis and Inuit students may be due to the fact that a number of students return to school at that level to complete Grade 12.

MOVED by Trustee Ferguson:

THAT the Board of Trustees approves the Annual Education Results Report 2012-2013 and the Three-Year Education Plan 2013-2016 and authorizes its submission to Alberta Education.

Trustees debated the motion and their comments are summarized as follows:

- The report highlights the excellence of our student learning compared to the province and we should be proud of the results. Concern was expressed from several trustees that we need to improve the results for First Nations, Métis and Inuit students. The document can be utilized to advocate on behalf of students. There is significant improvement in several accountability areas. In particular, several Trustees were impressed with the significant improvement in the high school completion rate.
- There was concern that the new strategies are not monitored, whereas our policies are. There should be a plan that ties in more closely with our policies to identify areas we need to focus on.
- The document reflects on how Administration is going to achieve the mega result. The strategies set the vision for student outcomes.

Chair Taylor called for the vote on the motion.

The motion was
CARRIED UNANIMOUSLY.

4.3 Results 2: Academic Success – Annual Monitoring

Chief Superintendent Johnson provided a brief review of the contents of the report. She stated that the report highlights the strengths of learning and teaching that takes place in our schools every day, and recognizes the strong levels of achievement and the continuous focus on improving results for students.

The following is a summary of Administration's responses to Trustee questions:

- Pursuant to an earlier Board decision, information will be provided throughout the year on each discipline but will not be monitored.
- The Student Learning Assessments are being developed and will be piloted next September. Alberta Education has yet to release specific information about the new assessment tool.
- Interim Grade 3 assessments will be based on teachers' assessments and judgement.
- Due to the challenges with the data sources as a result of the June flood, caution should be taken when interpreting the information for 2013 diploma exams.

- It is difficult to include junior/middle school data in the table on page 4-18 due to the fact that there are a number of different types of report cards and assessment indicators used in those schools.
- The Provincial Achievement Test and Diploma exam results are each their own distinct data sets and are not intended to be compared.
- Administration consulted with school principals when creating the questions and it was felt that they were reasonable and answerable by the students. There was no feedback that students were unable to understand the questions.
- Administration is trying to determine what happened to the survey instrument which resulted in there being no useful information available for 2013. The change in the administrative instrument introduced error factors which compromised the Grade 12 student survey results.

Chair Taylor noted that trustees are to determine whether or not the report provides sufficient evidence that the CBE has made reasonable progress towards achieving the Result, and to build a portfolio of the Chief Superintendent's performance in the Results side of the Chief Superintendent's job expectations. The emphasis for monitoring results is not on compliance, but rather on reasonable progress.

MOVED by Trustee Bowen-Eyre:

THAT the Board has reviewed the monitoring report on Results 2: Academic Success and concludes that reasonable progress is being made toward the ultimate achievement of this Results policy.

Trustees debated the motion and their comments are summarized as follows:

- In support of the motion, a trustee stated there is a major change in the learning environment and the Board needs to be flexible with the information. The data that we are seeing today will look different for the next several years.
- A trustee stated that due to the loss of a huge percentage of results for diploma exams, and with the issues around the survey results data, there is a lack of evidence of reasonable progress.
- Although there are several indicators where we do not have data, the major indicators are there and we can feel confident that we are in compliance with Academic Success.
- There may be shortcomings in the report due to the flood, but the results we do have look reasonably consistent and explainable.

Chair Taylor called for the vote on the motion.

The motion was
CARRIED UNANIMOUSLY.

Recessed at 5:06
Reconvened at 5:23

5 | OPERATIONAL EXPECTATIONS

5.1 OE-11: Learning Environment/Treatment of Students – Annual Monitoring Report

Superintendent Parsons provided a brief review of the contents of the report. He stated that all of the six policy provisions show evidence of compliance. He added that as a result of *Inspiring Education* and the Ministerial Order, the landscape in Alberta is evolving, and this will affect the interpretation and indicators in this report. Administration is reviewing and updating the Administrative Regulation for student records and changes will be incorporated into the revisions of OE-11.

Chair Taylor noted that Trustees are to determine whether the Chief Superintendent is in compliance with OE-11: Learning Environment/Treatment of Students, 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.

The following is a summary of Administration's responses to Trustee questions:

- Administration confirmed that all indicators will be updated prior to the next monitoring report.
- Administration recognizes that the reasonable interpretation of subsection 11.4 does not capture incidents where student records may have been compromised.
- Administration will consult with Legal Services to determine what trend data could possibly be disclosed for subsection 11.6.
- Administration provided details on the percentages of students who responded to the questions related to if they feel safe at school and are learning the importance of caring for others.
- Administration is working to set up a liaison meeting with the ATA to address concerns expressed by teachers regarding encryption of student information. There is information on the CBE staff *insite* regarding timelines and impacts. The encryption program will be completed this year and will increase our level of security.

MOVED by Trustee Stewart:

THAT the Board of Trustees approves that the Chief Superintendent is in compliance with the provisions of OE-11: Learning Environment/Treatment of Students.

At this point in the meeting, Chair Taylor indicated her intention to put forward a motion arising. Vice-Chair Bowen-Eyre assumed the Chair.

MOVED by Trustee Taylor:

THAT the motion be amended by the addition of "*with the exception of policy subsection 11.4*".

Trustee comments in debate of the motion are summarized as follows:

- The approved indicators and evidence did not capture an incident that occurred where student records were inadvertently released.
- There is evidence of compliance on all four indicators for this policy subsection.

The motion to amend was
DEFEATED.

In favour:	Trustee Taylor
Opposed:	Trustee Bowen-Eyre Trustee Ferguson Trustee Hehr Trustee Hurdman Trustee King Trustee Stewart

Chair Taylor resumed the Chair.

Trustee comments in debate of the main motion are summarized as follows:

- Several trustees expressed support for the motion and indicated their desire for new indicators in the next monitoring period.
- A trustee stated that the report relies on self-reporting data and would like to see more examples of external evidence of compliance.
- A trustee expressed that she would like to see indicators around the five questions that students were asked; information from the *Tell Them From Me* survey could also be useful.
- A trustee questioned how many indicators are necessary to prove compliance; too many indicators create greater workloads for Administration.

Chair Taylor called for the vote on the motion.

The motion was
CARRIED UNANIMOUSLY.

At 5:58 Chair Taylor received the consent of the Board to continue to the end of the Agenda.

6 | PUBLIC COMMENT

6.1 There were none.

7 | MATTERS RESERVED FOR BOARD ACTION

There were no items.

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

8 | BOARD CONSENT AGENDA

8.1 Approval of Minutes

- Regular Meeting held November 5, 2013
- Special Meeting held November 13, 2013

THAT the Board of Trustees approves the minutes of the Regular Meeting held November 5, 2013 and the Special Meeting held November 13, 2013, as submitted.

8.2 EducationMatters Financial Statements

THAT the Board of Trustees receives the EducationMatters financial report for information and for the record, in the form as submitted.

The following items were removed from the Consent Agenda for consideration:

9 | CHIEF SUPERINTENDENT CONSENT AGENDA

9.1 2012-13 Fourth Quarter Budget Variance Report

The following is a brief summary of Administration's responses to questions:

- In response to a question related to sub-note (14) on page 9-6 regarding bad debt expense, Administration explained that as part of the year-end process, all of the accounts receivable are assessed and it was determined that approximately \$720,000 were unlikely to be collected.
- Due to the change in the accounting standards, the deficit this year is \$7.7 million, rather than the \$1.6 million that would have been the result under the old standards. The change relates primarily to "*unrealized investment gains*".
- For 2012-12 the CBE had good returns on investments.

MOVED by Trustee King:

- 1. THAT the Board of Trustees receives the 2012-13 Fourth Quarter Operating Budget Variance Report (Attachment I to the report) for information.**
- 2. THAT the Board of Trustees receives the 2012-13 Fourth Quarter Capital Budget Status Report (Attachments II and III to the report) for information.**

The motion was
CARRIED UNANIMOUSLY.

9.2 First Quarter Budget Variance Report for the 2013-14 Operating and Capital Budgets and Fall 2013 Budget Update

The following is a brief summary of Administration's responses to questions:

- Administration confirmed that additional funding was provided to high schools through the Resource Allocation Methodology due to the increase in enrolment.
- A trustee questioned whether there is a trend towards the ratio between certificated staff and non-certificated staff employed. Administration stated they would have to go back three to five years to analyze the data. Administration provided some information which indicated a slight increase in the percentage of funds going to certificated staff, and a slight decrease for funds going to non-certificated staff.
- Administration will provide updated Transportation costs for Quarter 2.
- Administration will look at what the Transportation Reserves are when setting the 2014-2015 transportation fees.
- The amount shown for legal fees for the Office of the Chief Superintendent on page 9-13 includes the Legal Services office, the Chief Superintendent's office, Area offices, Global Learning, and Communications. Trustees agreed to further discuss what information they would like to see in quarterly updates.

MOVED by Trustee King:

1. **THAT the Board of Trustees receives the 2013-14 first quarter operating budget variance analysis (Attachment I to the report) for information and for the record.**
2. **THAT the Board of Trustees approves the amended planned 2013-14 use of operating reserves and designated funds (Attachment II to the report) for a total of \$12.7 million, an increase of \$0.9 million.**
3. **THAT the Board of Trustees receives the 2013-14 first quarter capital budget variance reports (Attachments III and IV to the report) for information and for the record.**
4. **THAT the Board of Trustees receives the Fall 2013 Update to the 2013-14 Operating Budget (Attachment V to the report), reflecting total planned spending of \$1,192.5 million, an increase of \$15.6 million, and authorize submission to Alberta Education.**

The motion was
CARRIED UNANIMOUSLY.

9.3 Terms and Conditions for New Reserves

MOVED by Trustee King:

- THAT the terms and conditions for the Changes in Accounting Policy Reserve be approved (Attachment I to the report).**

THAT the terms and conditions for the Operating Lease Reserve be approved (Attachment II to the report).

THAT the terms and conditions for the EducationMatters Endowment Fund be approved (Attachment III to the report).

The motion was
CARRIED UNANIMOUSLY.

10 | ADJOURNMENT

Chair Taylor declared the meeting adjourned at 6:28 p.m.