

## **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 17, 2013 at 3:00 p.m.

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### MEETING ATTENDANCE

#### Board of Trustees:

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

#### Absent:

Trustee J. Hehr

#### Administration:

Ms. N. Johnson, Chief Superintendent of Schools  
Mr. D. Stevenson, Deputy Chief Superintendent of Schools  
Mr. E. Heeger, Director, Capital Planning and Development  
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:

Mr. R. Anderson, Canadian Union of Public Employees, Local 40 (attended at 3:25)  
Ms. L. Robb, Calgary Board of Education Staff Association  
Mr. F. Bruseker, Alberta Teachers' Association, Local 38  
Ms. L. Cooper, Elementary School Principals' Association  
Mr. D. Swift, Principals' Association for Adolescent Learners (PAAL)

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

Chair Taylor called the meeting to order at 3:05 p.m. and O Canada was led by students from the Radisson Park School choir by way of a DVD recording.

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

**2 | CONSIDERATION/APPROVAL OF AGENDA**

Chair Taylor informed that Chief Superintendent Johnson would provide a verbal update under proposed new Agenda Item 3.3.

MOVED by Trustee King:

**THAT the Agenda for the Regular Meeting of December 17, 2013, be approved as submitted, subject to the revision 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. She stated that 42% of the Calgary Food Bank's clients are children, and that without their basic nutritional need being met, it is hard for students to concentrate on their learning and personal development. The Fuel for School program was co-founded by Gary Peddle and Eamon Hurley, who understand the value of education and the role of nutrition in advancing learning. The program started in 2007 and is currently running in 19 CBE schools.

Ms. L. Androsoff, Principal at Rundle School expressed how indebted the school is to the generosity and vision of Gary and Eamon around what children can achieve when they have adequate nutrition. She introduced students Joseph and Kaitlyn to share some comments about the program. They noted that the program feeds kids who can't have breakfast at home, and how they appreciate knowing that when they get to school breakfast will be waiting for them. Principal Androsoff concluded by stating that statistics show 31% of Canadian children do not eat breakfast daily, and that research shows that attendance, behaviour, attitude, mood, and academic performance improve when children participate in a breakfast program.

Co-founder Eamon Hurley remarked that the Fuel for School program provides an opportunity for individuals and donors to give back to the public education system. He stated that they look forward to making sure they have a sustainable program to benefit all children that need and deserve it. Co-founder Gary Peddle expressed how being involved in the program is very rewarding, and that seeing the reaction of the kids is a bonus. The award will help make people aware that we do have a hunger problem in our schools and in our city, and that hunger is not something that just occurs in third-world countries.

Chair Taylor thanked Mr. Peddle and Mr. Hurley on behalf of the Board of Trustees and expressed how touched she was that because of the program so many children won't go hungry.

### **3.2 Iris and Canadian Bureau for International Education**

Chief Superintendent Johnson stated that the CBE was recently awarded the *Comprehensive Internationalization Award* by the Canadian Bureau of International Education (CBIE). The award acknowledges the significant investment and focus that the CBE has placed on providing opportunities and experiences for our students to become engaged citizens in our vast and complex world.

The second award presented was an innovation award for *Iris*, and is the second award recognizing the CBE's own web-based teaching and learning application. It is a national award that focuses on the innovative nature of *Iris*.

### **3.2 Chief Superintendent's Verbal Update**

Chief Superintendent Johnson provided a brief update as follows:

- 16 Administrative Regulations have recently been deleted as the content was redundant, no longer required, or not current.
- The CBE has submitted four proposals for curriculum design in response to Alberta Education's Request for Proposal; there is one proposal each for grades K-3, 4-6, 7-9, and 10-12.
- The *Freedom of Information and Protection of Privacy Act* requires all public organizations in Alberta to protect sensitive information. The CBE determined that the way to provide assurances to teachers, parents, staff, students, and government agencies that sensitive data was protected was to encrypt every CBE workstation, laptop, and all portable devices. Encryption is a technology that protects information by scrambling the data so it can only be used by those that are authorized to do so.
- The CBE has been invited to make a presentation on our significant progress towards *Inspiring Education* on January 15, 2014 in Edmonton to the *National Public Education Support Fund* delegates from the United States.

## **4 | RESULTS FOCUS**

### **4.1 School Presentation – Radisson Park School – Results 2**

Dr. D. Yee, Area III Director, provided a brief introduction of the presentation, noting that Radisson Park School is a K-5 school of 300 students in the southeast community of Albert Park Radisson Heights. She stated that as an Area Director, a key responsibility is to monitor and support the school development planning process, and that the video will show the school development plan review for 2012-13 which highlights project based learning.

Principal T. Drefko stated that since the school opened in 2006, there has been a whole school commitment to balanced literacy starting in Kindergarten. She stated that a good indicator of academic success is a child's reading level at the end of grade 3. She explained that through various approaches, teachers implement a well-planned comprehensive literacy program that gradually shifts the responsibility of the process

from the teacher to the student. She noted that the impact of this approach is evident through both school based data and the grade 3 Provincial Achievement Tests.

Principal Drefko also told of how last year's work was challenging as it was a change yet it was also exciting, motivating and rewarding to see teachers and students so engaged in their work. She stated that this years' school development plan is a continuation of the journey they started last year.

Ms. K Passingham, Assistant Principal, provided details of how last year the Division 1 team of teachers and students planned, implemented, worked through and assessed a very successful social studies project. Teachers found that what they do must be purposeful and intentional and that the work they do must be authentic for students; that it meets the needs of very diverse learners.

Learning Leader Ms. B. Carroll provided brief comments on the progress of the Division 2 level. She explained that this year they are focusing on the question "*What does it mean to be resilient and remarkable?*" which was established using the school motto "*Respectful, Resilient, and Remarkable*" and their mascot the grey-horned owl.

Learning Leader Ms. C. Docherty thanked the Board for the opportunity to share their student success, and extended an invitation to visit the school.

Trustee King thanked Radisson Park School for their intentional work to ensure that students have a solid foundation to ensure their success.

She also recognized and thanked Rundle School for bringing student voice to the boardroom to speak about the Fuel for School program.

## **5 | OPERATIONAL EXPECTATIONS**

There were no items.

## **6 | PUBLIC COMMENT**

There were no public comments.

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

### **7.1 Financial Statements and Statistical Information**

Trustee Ferguson, as Chair of the Audit Committee, provided highlights of the report and noted that the CBE has complied with all legislated requirements of the *School Act* and the governance policy with respect to the preparation of the audited financial statements for the fiscal year ended August 31, 2013.

Trustee Ferguson expressed her appreciation to all the volunteer members of the Audit Committee for their diligent work, and acknowledged that we are fortunate to have three external members, all of whom have significant experience and qualifications in the financial area.

The auditors, KPMG LLP have confirmed that the CBE Administration have appropriately coordinated and cooperated with them, and that KPMG reported no significant deficiencies in controls for how funds are received, processed or disbursed. The statements indicate that CBE Administration have done a good job of planning and reorganizing operations to sustain high quality for students. The anticipated 2012-13 deficit of \$16.1 million was reduced to \$7.7 million, and without the change to the Public Sector Accounting Standards (PSAS) would be \$1.6 million. Some challenges noted were the change in the Superintendent of Finance during the audit, and the change in the PSAS which required the restatement of the previous year. There was a loss in administrative funding which impacted timeliness and the ability of staff; nevertheless the auditors commented on the very strong work done by Administration.

The statements illustrate a system under strain due to increased enrolment, inflationary costs, and government revenues that are not keeping pace. We have been forced to do more with less but have ensured that funds were directed to classrooms first.

Superintendent Grundy noted a correction on page 66 of the report in the Benefits column, to change Trustee Lane's benefits to \$4,662, and updating the totals accordingly. The overall bottom line for Benefits remains the same.

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

- A structural deficit is use of one-time funding to support an operating deficit. Reserves are utilized to support a structural deficit and over time, will not be able to sustain the operating deficit. Administration noted that the structural deficit is dependent on revenue.
- On page 28, with respect to the "Net Debt" item, Administration explained that deferred revenue involves the construction of schools on our behalf by Alberta Education. When the province transfers the building to the CBE, they also transfer sufficient funds to offset the amortization of the building. The handling of the deferred revenue in this manner is an accounting requirement that results in net debt.
- The amount shown for bad debt on page 14 includes 3,000 students impacted under instructional supplies and materials, 840 under transportation contracts, and 3,500 students under noon supervision. The amount may include families that may have been eligible for waivers, and also includes families that protest the payment of fees.
- Administration will provide information to the Board to confirm that the calculation for the cost of transportation does not include the cost of waivers or bad debt.
- The amount shown for utilities under the Learning Innovation column on page 11 includes supernet and connectivity costs associated with Telus and Shaw.
- The increase in capital assets on page 61 represents board-funded capital which is due to the amortization of assets to fund operating costs that enhance the infrastructure of the organization.
- The decrease in transportation fees from 2012 to 2013 on page 64 is attributed to the opening of four new schools; therefore we are bussing fewer students.

Administration noted that due to the corrections noted earlier on page 66, note 19 of the Unaudited Financial Statements would require an amendment.

MOVED by Trustee Ferguson:

**THAT the Board of Trustees approves the Consolidated Financial Statements as amended, the Audited Financial Statements and the Unaudited Statistical Information of the Calgary Board of Education for the years ended August 31, 2012 and 2013, including the Auditors' Report thereon, dated December 17, 2013, as submitted, for submission to the Education Minister for the Province of Alberta.**

The motion was  
CARRIED UNANIMOUSLY.

## 8 | **BOARD CONSENT AGENDA**

### 8.1 Approval of Minutes

- Regular Meeting held November 26, 2013

**THAT the Board of Trustees approves the minutes of the Regular Meeting held November 26, 2013, as submitted.**

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

### 9.1 CBE Funding of EducationMatters

**THAT the Board of Trustees receives the CBE Funding of EducationMatters report for information and for the record.**

Recessed at 4:36 p.m.  
Reconvened at 4:55 p.m.

## 10 | **IN-CAMERA ISSUES**

### 10.1 Motion to Move In Camera

MOVED by Trustee Bowen-Eyre:

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, December 17, 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 Ferguson  
Trustee King  
Trustee Stewart

Opposed: Trustee Hurdman  
Trustee Taylor

**10.2** Motion to Revert to Public Meeting

MOVED by Trustee Stewart:

**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 Board of Trustees receives the Student Information System Review report for information.**

The motion was  
CARRIED UNANIMOUSLY.

MOVED by Trustee Ferguson:

**THAT the Construction Projects Status report be received for information and for the record; and**

**THAT the information in Attachments I, II, and IV be authorized for public release.**

The motion was  
CARRIED UNANIMOUSLY.

MOVED by Trustee Hurdman:

**THAT the Board of Trustees receives the Private Sector Engagement Update report for information.**

The motion was  
CARRIED UNANIMOUSLY.

MOVED by Trustee King:

**THAT the Board of Trustees authorizes the Chair to sign the Chief Superintendent's authorizations for travel and the travel and subsistence expense reports.**

The motion was  
CARRIED UNANIMOUSLY.

11 | **ADJOURNMENT**

Chair Taylor declared the meeting adjourned at 6:02 p.m.