

## 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, June 9, 2015 at 12 noon

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### MEETING ATTENDANCE

#### Board of Trustees:

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

#### Administration:

Mr. D. Stevenson, Chief Superintendent of Schools  
Ms. S. Church, Deputy Chief Superintendent of Schools  
Mr. F. Coppinger, Superintendent, Facilities and Environmental Services  
Ms. J. Everett, Superintendent, Learning Services  
Mr. B. Grundy, Superintendent, Finance and Supply Chain Services  
Ms. M. Martin-Esposito, Acting Chief Communications Officer  
Mr. G. Francis, General Counsel, Legal Services/Superintendent, Human Resources  
Ms. J. Barkway, Corporate Secretary  
Ms. D. Perrier, Recording Secretary

#### Stakeholder Representatives:

Mr. F. Bruseker, Alberta Teachers' Association, Local 38  
Ms. C. Malette, Principals' Association for Adolescent Learners (PAAL)  
Ms. S. O'Dwyer, Principals' Association for Adolescent Learners (PAAL)  
Ms. L. Robb, Calgary Board of Education Staff Association

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

Chair Bowen-Eyre called the meeting to order at 12:04 p.m. and O Canada was led by the Rideau Park School elementary choir and junior band, by way of a video recording.

Chair Bowen-Eyre acknowledged and welcomed staff, the public and representatives from the aforementioned organizations.

### 2 | CONSIDERATION/APPROVAL OF AGENDA

MOVED by Trustee Ferguson:

**THAT the Agenda for the Regular Meeting of June 9, 2015 be approved, as submitted.**

The motion was  
CARRIED UNANIMOUSLY.



### **3 | AWARDS AND RECOGNITIONS**

#### **3.1 Lighthouse Award**

Superintendent Everett introduced this month's Lighthouse Award recipient as Cenovus Energy, which has had a collaborative partnership with the CBE since 2001. Cenovus offers a variety of educationally rich program and initiatives, including: the Calgary Campus Open Minds, Healthy Living School at Viva; the Lead Program at Discovering Choices High Schools; the Energy and Environmental Innovations course at the Career and Technology Centre (CTC) at Lord Shaughnessy High School; Gifts in Kind; Employee Giving Programs; and, Letters of Support for CBE Dual Credit Applications.

Two Grade 12 students, Jarryd and Jessica, shared comments about their learning experience with the Energy and Environmental Innovations course at the CTC. They cited some of the real-life connections they have made as a result of hands-on learning and shared their future paths for continued learning. The students thanked Cenovus Energy for their work and assistance in student learning, and congratulated them as a recipient of the Lighthouse Award.

Ms. Lynne Douglas, Group Lead, Community Investment, accepted the Lighthouse Award on behalf of Cenovus Energy, which was presented by Chair Bowen-Eyre on behalf of the Board.

### **4 | RESULTS FOCUS**

#### **4.1 R-5: Character – Annual Monitoring**

Chief Superintendent Stevenson provided a brief summary of the contents of the annual monitoring report for Results 5: Character, and noted that year over year improvements have been demonstrated in 9 of the 11 indicators. He introduced Kailey, a Grade 9 student from Elboya School, and Kylah, a Grade 12 student from William Aberhart High School, who came forward and shared comments about their learning and personal experiences in relation to Character development.

Chief Stevenson noted that both Kailey and Kylah participated in the Student Advisory Councils and he has had the opportunity to witness their leadership skills and development of knowledge.

In response to trustee questions regarding capacity building for enhancing student voice, Administration noted that student voice is encouraged daily in the classrooms for students of all grade levels, through participatory activities, goal-setting, self-understanding, self-assessment and leadership.

Chair Bowen-Eyre asked trustees to identify their intentions to bring forward any motions related to reasonable progress, exceptions or commendations for Results 5: Character. Trustee Ferguson noted her intention to bring forward a motion of commendation. The Chair pointed out that the item will be placed on the agenda for the Regular Meeting of June 16, 2015 for debate and decision.

#### 4.2 Review of Results 2: Academic Success – Indicators

A typographical error was noted on page 4-17, in the second last bullet, to correct the spelling of the word “undue”. Chief Superintendent Stevenson provided a brief review of the contents of the report. The report provides some recommendations to the Board for reporting on Results 2 in the future, including the addition of high school completion data and the modification of survey measures.

Administration addressed trustee questions. With respect to the removal of the indicators within section 2.2 of Results 2, for inclusion as indicators for R-4: Personal Development, Administration noted that this is intended only as a change in the monitoring and it will in no way affect the delivery of technology or its connection to academic success. Some details were also provided on how the reporting could be provided on the academic subject areas, the work that has been undertaken for the survey strategy review and redesign, and the break-down of report card data.

MOVED by Trustee Stewart:

**THAT the Board of Trustees approves the indicators for Governance Policy Results 2: Academic Success, including, but not limited to, those indicators provided in the report.**

Trustee comments in debate of the motion included: the belief that the indicators will provide a better understanding of how we are doing academically as a system, and what areas require attention; the indicators provide a broader scope to the definition of academic success; in terms of the different forms of assessment that the system is moving towards, for both teachers and students, a greater variety of indicators will benefit the Board in monitoring academic success; and, the provision of expanded data sets will give a clearer picture of report card data and teacher assessments.

Chair Bowen-Eyre called for the vote on the motion.

The motion was  
CARRIED UNANIMOUSLY.

### 5 | OPERATIONAL EXPECTATIONS

#### 5.1 OE-1: Global Operational Expectations – Annual Monitoring

Chief Superintendent Stevenson provided opening remarks about the annual monitoring report for OE-1: Global Operational Expectations. He pointed out that due to the provincial election and the resulting change in government, the provincial budget has been delayed. Subsequently, Administration has been unable to complete the annual monitoring report for OE-5: Financial Planning, as it is based on the budget and on local decisions. The determination of compliance for OE-1 has been based on all of the other Operational Expectations monitoring reports presented to date.

Chair Bowen-Eyre clarified that trustees are to determine whether the Chief Superintendent is in compliance with OE-1: Global Operational Expectations, and whether the Board is satisfied that its policy values are being complied with. She noted that any decision or comment of the Board of Trustees around non-compliance of the



policy, or any part of it, is in no way intended to be a vote of non-confidence for the Chief Superintendent. Regardless of the action, the result of the Board's vote will inform the Board discussion during the Chief Superintendent's summative evaluation.

In response to a question, Administration stated that the Administrative Regulation for the Code of Conduct for Employees was last updated in June of 2014, and it will again be reviewed by Superintendent's Team in the next week or two.

Chair Bowen-Eyre asked trustees to identify their intentions to bring forward any motions related to compliance, exceptions or commendations for OE-1: Global Operational Expectations. She noted that if no motions of exceptions or commendations come forward, the item will be placed on the consent agenda for the Regular Meeting of June 16, 2015, noting that the Board approves that the Chief Superintendent is in compliance with the provisions of OE-1: Global Operational Expectations.

## 5.2 Proposed Amendment to Governance Policies: Operational Expectations – Second Reading

MOVED by Trustee Hurdman:

**THAT the Board of Trustees gives second reading, and thereby final approval, to the amendment of the following Operational Expectations Policies, as provided in the attachments to the report:**

- **OE-1: Global Operational Expectations**
- **OE-3: Treatment of Owners**
- **OE-4: Treatment of Employees**
- **OE-5: Financial Planning**
- **OE-8: Communication With and Support for the Board**
- **OE-9: Communicating With the Public**
- **OE-10: Instructional Program**
- **OE-11: Learning Environment/Treatment of Students**

In debate of the motion trustee comments included: many of the revisions to these policies are housekeeping and provide clarity; the additional statements should provide our public with more assurance and confidence in our system; and the revisions to the policies strengthen the Board's position in governance and speak to our values.

Chair Bowen-Eyre called for the vote on the motion.

The motion was  
CARRIED UNANIMOUSLY.

In response to a question, Administration agreed that the policy revisions will result in some changes to the reasonable interpretations and indicators for the Board's approval.

The revised policies, as approved by the Board, are attached to these minutes.

## 6 | PUBLIC COMMENT

There were none.



7 | **MATTERS RESERVED FOR BOARD ACTION**

7.1 **2015-16 Budget Update**

Superintendent Grundy provided a verbal update, noting that the provincial government provided an update on May 28<sup>th</sup>, at which time they also made available their funding manual. The new government has restored funding for enrolment, increased rates for a number of funding categories and removed a number of constraints imposed under the former government's 2015 budget document. Administration intends to bring forward a modified budget assumptions report no later than June 18<sup>th</sup>, and at the same time, present the budget report for the fiscal year 2015-16. The budget report will return to the Board on June 22<sup>nd</sup> for further consideration and approval, prior to submission to the province on June 30<sup>th</sup>. The detailed 2015-16 budget will be presented to the Board in the fall, after the September 30<sup>th</sup> enrolment count and, hopefully, after the provincial government submits its 2015 budget.

Chair Bowen-Eyre reiterated that due to the election and resulting change in government, the May 31<sup>st</sup> budget deadline was extended to June 30, 2015. We have now received the information that is required to prepare a budget for submission to Alberta Education. In order to meet the June 30<sup>th</sup> deadline, the Board anticipates that on Thursday, June 18, 2015 at 12 noon it will reconvene in public and be presented with the proposed 2015-16 Budget. At that meeting, the Board will review the budget and have a question and answer session. On Monday, June 22, 2015 the Board will reconvene the public meeting from 9:30 a.m. to 11:00 a.m. to debate and consider the 2015-16 Budget for submission to Alberta Education.

The Board recognizes that due to the shortened timeline of this budget cycle, the Calgary Board of Education 2015-16 Budget will not provide all of the detailed information as it has in the past. The information to be provided will be in the format required by the Minister of Alberta Education. The Board anticipates that in the fall, following the September 30<sup>th</sup> enrolment count, a full detailed budget report will be presented by Administration.

7.2 **Office of the Board of Trustees' 2015-16 Operating Budget**

It was noted that this item was first presented to the Board on May 12, 2015 and was subsequently carried over to this meeting for Board consideration.

MOVED by Trustee Ferguson:

**THAT the Board of Trustees approves the 2015-16 budget for the Office of the Board of Trustees of \$1,285,598 to be reasonable to allow the Board to effectively and efficiently perform its governing responsibilities.**

The motion was  
CARRIED UNANIMOUSLY.

## 8 | CONSENT AGENDA

The Chair noted that items on the consent agenda are approved with the agenda, as follows:

### 8.1 Approval of Minutes

- Regular Meeting held April 7, 2015
- Regular Meeting held April 14, 2015
- Regular Meeting held April 28, 2015

**THAT the Board of Trustees approves the minutes of the Regular Meetings held April 7, April 14 and April 28, 2015, as submitted.**

### 8.2 Items Provided for Board Information

- 8.2.1 EducationMatters Financial Statements
- 8.2.2 Implications of Proposed Changes to Results 2, 3, 4 and 5
- 8.2.3 Chief Superintendent's Update
- 8.2.4 Construction Projects Status Report

Chair Bowen-Eyre stated that the Regular Meeting would go in-camera for the Board to discuss one legal issue with personal information.

Recessed: 1:22 p.m.

Reconvened: 1:45 p.m.

## 9 | IN-CAMERA ISSUES

### 9.1 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, June 9, 2015, 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.



9.2 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.

9.3 Motion to Action In-Camera Recommendation

MOVED by Trustee Ferguson:

**THAT the Board of Trustees approves that the new high school to be built in northeast Calgary be named “Nelson Mandela High School”; and**

**THAT the Board of Trustees authorizes the signing of the Code of Conduct agreement, as attached to the report; and**

**THAT the decision be communicated as quickly as possible.**

The motion was  
CARRIED UNANIMOUSLY.

10 | ADJOURNMENT

Chair Bowen-Eyre declared the meeting adjourned at 1:54 p.m.

## **OPERATIONAL EXPECTATIONS**

### **OE-1: Global Operational Expectation**

**Monitoring Method:** Internal Report  
**Monitoring Frequency:** Annually

The Chief Superintendent shall not cause, allow, or fail to take reasonable measures to prevent any practice, activity, decision or organizational condition that is unlawful, unethical, unsafe, disrespectful, imprudent, in violation of Board policy or endangers the organization's credibility or risks the loss of public confidence.

Adopted: June 9, 2015





**OPERATIONAL EXPECTATIONS**  
**OE-3: Treatment of Owners**

**Monitoring Method:** Internal Report  
**Monitoring Frequency:** Annually

The Chief Superintendent shall maintain an organizational culture that treats all organization owners with respect, dignity and courtesy.

The Chief Superintendent will:

- 3.1 Manage information in such ways that confidential information is protected.
- 3.2 Effectively handle complaints.
- 3.3 Maintain an organizational culture that:
  - a. values individual differences of opinion;
  - b. reasonably includes people in decisions that affect them;
  - c. provides open and honest communication in all written and interpersonal interaction; and
  - d. focuses on common achievement of the Board's *Results* policies.

Adopted: June 9, 2015



**OPERATIONAL EXPECTATIONS**  
**OE-4: Treatment of Employees**

**Monitoring Method:** Internal Report  
**Monitoring Frequency:** Annually

The Chief Superintendent shall ensure the recruitment, employment, development, evaluation and compensation of the organization's employees in a manner necessary to enable the organization to achieve its *Results* policies.

The Chief Superintendent will:

- 4.1 Maintain an organizational culture that positively impacts the ability of employees to responsibly perform their jobs and work in an environment characterized by safety, professional support and courtesy.
- 4.2 Ensure that all paid personnel clear background inquiries and checks prior to their employment.
- 4.3 Select the most highly qualified and best-suited candidates for all positions.
- 4.4 Ensure that all employees are qualified to perform the responsibilities assigned to them.
- 4.5 Administer clear personnel rules and procedures for employees, including processes for suspension, transfer and termination actions.
- 4.6 Effectively handle complaints and concerns.
- 4.7 Maintain adequate job descriptions for all employee positions.
- 4.8 Protect confidential information.
- 4.9 Develop total compensation plans to attract and retain the highest quality "exempt" employees within available resources.



- 4.10 Honour the terms of negotiated agreements.
- 4.11 Receive Board of Trustees' approval for the bargaining mandate and ratification of all collective agreements for unionized employees.
- 4.12 Receive Board of Trustees' approval for total compensation packages for all exempt employees.
- 4.13 Reasonably include people in decisions that affect them.

Adopted: June 9, 2015

**OPERATIONAL EXPECTATIONS**  
**OE-5: Financial Planning**

**Monitoring Method:** Internal Report  
**Monitoring Frequency:** Annually

The Chief Superintendent shall develop and maintain a multi-year financial plan that is related directly to the Board's *Results* priorities and *Operational Expectations* goals, and that avoids long-term fiscal jeopardy to the organization.

The Chief Superintendent will develop a budget that:

- 5.1 Is in a summary format understandable to the Board and presented in a manner that allows the Board to understand the relationship between the budget and the *Results* priorities and any *Operational Expectations* goals for the year as set out in the Annual Summative Evaluation.
- 5.2 Credibly describes revenues and expenditures.
- 5.3 Shows the amount spent in each budget category for the most recently completed fiscal year, the amount budgeted for the current fiscal year, and the amount budgeted for the next fiscal year.
- 5.4 Discloses budget-planning assumptions .
- 5.5 When future government funding commitments have been made, creates a multi-year budget and plans for fiscal soundness in future years.
- 5.6 Reflects anticipated changes in employee compensation, including inflationary adjustments, step increases, performance increases and benefits.
- 5.7 Includes amounts determined by the Board to be necessary for the Board to effectively and efficiently perform its governing responsibilities.



The Chief Superintendent may not develop a budget that:

- 5.8 Plans for the expenditure in any fiscal year of more funds than are conservatively projected to be available during the year.

Adopted: June 9, 2015

**OPERATIONAL EXPECTATIONS****OE-8: Communication With and Support for the Board**

**Monitoring Method:** Internal Report  
**Monitoring Frequency:** Annually

The Chief Superintendent shall ensure that the Board is supported in its work and is fully and adequately informed about matters relating to Board work and significant organizational concern.

The Chief Superintendent will:

- 8.1 Submit required monitoring data (see policy *B/CSR-5: Monitoring Chief Superintendent Performance*) in a thorough, accurate and understandable fashion, according to the Board's annual work plan schedule, and including both Chief Superintendent interpretations and relevant data to substantiate compliance or reasonable progress.
- 8.2 Provide for the Board in a timely manner, information about trends, facts and other information relevant to the Board's work.
- 8.3 Inform the Board of significant transfers of money within funds or other changes substantially affecting the organization's financial condition.
- 8.4 Ensure that the Board has adequate information from a variety of internal and external viewpoints to ensure informed Board decisions.
- 8.5 Inform the Board of anticipated significant media coverage.
- 8.6 Inform the Board, the Board Chair or individual members if, in the Chief Superintendent's opinion, the Board or individual members have encroached into areas of responsibility assigned to the Chief Superintendent or if the Board or its members are non-compliant with any *Governance Culture* or *Board/Chief Superintendent Relationship* policies.



- 8.7 Present information in simple and concise form, indicating clearly whether the information is incidental, intended for decision preparation, or for formal monitoring.
- 8.8 Treat all members equally and ensure that all members have equal and timely access to information.
- 8.9 Inform the Board in a timely manner of any actual or anticipated noncompliance with any *Board Operational Expectations* policy or any anticipated failure to achieve reasonable progress toward any *Results* policy.
- 8.10 Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Chief Superintendent, but required by law to be approved by the Board.
- 8.11 Inform the Board in advance of any deletions of, additions to, or significant modifications of any instructional programs.
- 8.12 Ensure that the Board has the support necessary for it to perform its duties in an effective manner.

Adopted: June 9, 2015

**OPERATIONAL EXPECTATIONS****OE-9: Communicating With the Public****Monitoring Method: Internal Report****Monitoring Frequency: Annually**

The Chief Superintendent shall ensure that the public is adequately informed about the condition and direction of the organization.

The Chief Superintendent will:

- 9.1 Ensure the timely flow of information, appropriate input, and strategic two-way dialogue between the organization and the citizens of Calgary that builds understanding and support for organizational efforts.
- 9.2 Prepare and publish, on behalf of the Board, an annual progress report to the public that includes the following items:
  - a. data indicating student progress toward accomplishing the Board's *Results* policies;
  - b. information about strategies, programs and operations intended to accomplish the Board's *Results* policies; and
  - c. revenues, expenditures and a review of the organization's financial condition.
- 9.3 Ensure that all student accommodation decisions are made as far in advance as possible prior to the decision taking effect.
- 9.4 Collaborate with other levels of government and external partners in support of public education.
- 9.5 Ensure that school councils have the information and tools to perform their mandated role.

Adopted: June 9, 2015





**OPERATIONAL EXPECTATIONS**  
**OE-10: Instructional Program****Monitoring Method: Internal Report**  
**Monitoring Frequency: Annually**

The Chief Superintendent shall maintain a program of instruction that offers challenging and relevant opportunities for all students to achieve at levels defined in the Board's *Results* policies.

The Chief Superintendent will ensure that the instructional program:

- 10.1 Is personalized, enabling students to learn at their own pace, place and time.
- 10.2 Supports children as individuals emotionally, intellectually, physically, socially and spiritually.
- 10.3 Is based on provincially-approved programs of study, available in a variety of forms, in-person or virtually, collaboratively or independently.
- 10.4 Includes multiple approaches to assessment, including qualitative measures that effectively measure each student's progress toward achieving or exceeding standards and competencies.
- 10.5 Is inclusive of new and innovative programs to meet students' interests and passions and accommodates different learning styles and needs.
- 10.6 Is regularly evaluated and modified as necessary to assure its continuing effectiveness.

The Chief Superintendent will:

- 10.7 Ensure that no program emphasizes a particular religion, notwithstanding the School Act definition of alternative programs.

Adopted: June 9, 2015



**OPERATIONAL EXPECTATIONS****OE-11: Learning Environment/Treatment of Students**

**Monitoring Method:** Internal Report  
**Monitoring Frequency:** Annually

The Chief Superintendent shall establish and maintain a learning environment that is safe, respectful and conducive to effective learning for each student.

The Chief Superintendent will:

- 11.1 Protect instructional time provided for students during the academic day by prohibiting interruptions due to unnecessary intrusions.
- 11.2 Provide safe learning conditions for each student.
- 11.3 Maintain a climate that is characterized by support and encouragement for high student achievement.
- 11.4 Ensure that all confidential student information is lawfully collected, used and protected.
- 11.5 Provide instructional programs and transportation services that consider the educational needs of students, the choices of families, and the fiscal and operational capacity of the organization.
- 11.6 Provide transportation services that are safe and reliable.
- 11.7 Ensure that no student will be denied access to instructional programs due to an inability to pay.
- 11.8 Ensure that all volunteers clear reasonable background inquiries and checks prior to having contact with students.



The Chief Superintendent shall not:

- 11.9 Tolerate any behaviors, actions or attitudes by adults who have contact with students that hinder the academic performance or the well-being of students.

Adopted: June 9, 2015