

CALGARY BOARD OF EDUCATION

Minutes of the Regular Meeting of the Board of Trustees (the “Board”) held on Tuesday, October 12, 2021 at 12:00 p.m. through Microsoft Teams

MEETING ATTENDANCE (Virtual)

Board of Trustees

In Attendance:

Trustee A. Adams, Vice-Chair
Trustee M. Bradshaw
Trustee R. Hehr
Trustee J. Hrdlicka
Trustee T. Hurdman

Absent:

Trustee M. Dennis, Chair

Administration:

Mr. C. Usih, Chief Superintendent of Schools
Mr. R. Armstrong, Superintendent, Human Resources
Mr. D. Breton, Superintendent, Facilities and Environmental Services
Ms. K. Fenney, General Counsel
Mr. B. Grundy, Superintendent, Finance/Technology Services
Ms. M. Martin-Esposito, Chief Communications Officer
Ms. J. Pitman, Superintendent, School Improvement
Ms. A. Holowka, Superintendent, School Improvement
Ms. T. Minor, Corporate Secretary
Ms. M. Broda, Board Administrator

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

Vice Chair Adams assumed the Chair as Trustee Dennis was absent.

Vice Chair Adams called the meeting to order at 12:00 p.m. and O Canada was led by students from Deer Run School by way of pre-recorded video.

Vice Chair Adams acknowledged the traditional territories and oral practices of the Blackfoot Nations, which includes the Siksika, the Piikani, and the Kainai. She also acknowledged the Tsuut’ina and Stoney Nakoda First Nations, the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta.

Vice Chair Adams welcomed staff, public members, and union representatives participating in the virtual Board meeting.



2 | CONSIDERATION/ APPROVAL OF AGENDA

Ms. Minor, Corporate Secretary, noted there was a request for item 10.2.2 Construction Projects Status Report to be removed from the consent agenda.

MOVED by Trustee Bradshaw:

THAT the Board of Trustees approves the agenda for the Regular Meeting of October 12, 2021 as submitted, subject to the change noted above.

The motion was
CARRIED UNANIMOUSLY.

3 | OPENING REMARKS

Vice Chair Adams spoke about this being the last public Board meeting for the elected trustees and thanked the Chief Superintendent, administration, and all staff for their hard work and commitment to students and families of the CBE. She highlighted the many challenges faced over the last four years, including the change in government; a new funding formula; a new draft curriculum; and the COVID-19 pandemic. She also highlighted some of the work completed and policy amendments made over the last four years, which include the development of risk management, equity index, program evaluation, and Indigenous lifelong learning frameworks.

Chief Superintendent Usih reiterated that this was the final public Board meeting for the current elected term. He expressed gratitude for the trustees' service and passion in making decisions that reflect the CBE values.

4 | AWARDS AND RECOGNITIONS

There were no awards or recognitions.

5 | RESULTS FOCUS

There were no reports or presentations.

6 | OPERATIONAL EXPECTATIONS

There were no reports or presentations.

7 | PUBLIC COMMENT

There were no public comments.

8 | MATTERS RESERVED FOR BOARD INFORMATION

There were no reports or presentations.



9 | **MATTERS RESERVED FOR BOARD DECISION**

9.1 **Proposed Amendment to Operational Expectations 4 Reasonable Interpretations and Indicators**

Chief Superintendent Usih introduced the report, stating the proposed amendments are in response to the Board's amendments of policy OE-4: Treatment of Employees. The recommended amendments allow CBE administration to provide the Board with stronger reasonable interpretations and indicators for the policy.

Superintendent Armstrong provided context to the report and noted that the shorter, single focused employee surveys will enable administration to address key issues in a more timely, focused, and responsive manner. It is anticipated that the first survey will be conducted in late winter or early spring of 2022.

MOVED by Trustee Hurdman:

THAT the Board of Trustees approves the revised Reasonable Interpretations and Indicators for Operational Expectations 4: Treatment of Employees.

In debate of the motion, trustees made comments on: raising the issue over the years in regards to the existing employee survey; focusing on the employee survey and on seeing improvement in the two years following; the amendments addressing concerns expressed by employees regarding the broad questions and costs with an annual survey; administering the survey every two years using existing resources, being fiscally prudent, and allowing for better control; the importance of what is happening in schools being the focus; and on COVID-19 affecting the employees in schools the most.

Vice Chair Adams called for a vote on the motion.

The motion was
CARRIED UNANIMOUSLY.

9.2 **Minutes of the Regular Meeting held September 28, 2021**

MOVED by Trustee Hehr:

THAT the Board of Trustees approves the minutes of the Regular Meeting held September 28, 2021, as submitted.

The motion was
CARRIED UNANIMOUSLY.

Abstained: Trustee Hrdlicka



10 | **CONSENT AGENDA**

10.1 **Items Provided for Board Decision**

10.1.1 Meeting Minutes

- Regular Meeting September 14, 2021

THAT the Board of Trustees approves the minutes of the Regular Meeting held September 14, 2021, as submitted.

10.2 **Items Provided for Board Information**

10.2.1 Chief Superintendent's Update

10.2.2 Construction Projects Status Report

Administration responded to trustees questions on matters including: the deficiencies and outstanding landscaping for the schools showing as 99 percent completed; the landscaping area surrounding schools that the CBE is responsible for; and an update on progress of the north Calgary high school.

10.2.3 EducationMatters Financial Statements – August 31, 2021

Vice Chair Adams noted that the Board would meet in-camera following the public portion of the meeting to discuss four land and three strategic planning matters.

Recessed: 12:24 p.m.

Reconvened: 12:44 p.m.

10 | **IN-CAMERA SESSION**

All Trustees and Superintendents confirmed they were alone and in a location that no other person could hear them or any part of this meeting.

Motion to Move In-Camera

MOVED by Trustee Hrdlicka:

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, October 12, 2021 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.



Motion to Revert to Public Meeting

MOVED by Trustee Hehr:

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

The motion was
CARRIED UNANIMOUSLY.

Motion to Action In-Camera Recommendations

MOVED by Trustee Hrdlicka:

THAT the Board of Trustees approves submission of a Miscellaneous Plan affecting the Montgomery School lands; and,

THAT the Board of Trustees authorizes the Chair to correspond with the Minister of Education pertaining to the Easement Agreements.

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee Hurdman:

THAT the Board of Trustees approves registration of a Public Access Easement Agreement and Pathways Access Agreement on the Montgomery School lands; and,

THAT the Board of Trustees authorizes the Chair to correspond with the Minister of Education pertaining to the Easement Agreements.

The motion was
CARRIED UNANIMOUSLY.

MOVED by Trustee Bradshaw:

THAT the Board of Trustees approves the recommendation set out in this report.

The motion was
CARRIED UNANIMOUSLY.



MOVED by Trustee Hehr:

THAT the Board of Trustees approves the reappointment of Ms. Melanie Sortland as Governor of EducationMatters for an additional three-year term effective September 25, 2021, ending September 25, 2024.

THAT the Board of Trustees approves the reappointment of Dr. Richard Sigurdson as Governor of EducationMatters for a three-year term effective October 6, 2021, ending October 6, 2024.

The motion was
CARRIED UNANIMOUSLY.

11 | **ADJOURNMENT**

The meeting adjourned at 3:07 p.m.

Attachment:

- Amended OE-4: Treatment of Employees Reasonable Interpretations and Indicators



OPERATIONAL EXPECTATIONS**OE-4E: Treatment of Employees
Reasonable Interpretation and Indicators****Monitoring Method: Board Self-assessment****Monitoring Frequency: Annually**

The Board of Trustees believes that student success and well-being depend upon the recruitment, retention, and fair compensation of highly qualified employees working in an environment that is safe, courteous, and professionally supportive.

Interpretation |

CBE has the ability to positively impact achievement of CBE Results through the quality and performance of employees and attention to workplace culture.

The Chief Superintendent interprets:

- *recruitment* to mean the selection of employees newly hired to the CBE;
- *retention* to mean the ongoing employment and commitment of employees;
- *fair compensation* to mean the aggregate cost of salaries and benefits for employees that are competitive subject to CBE's ability to pay; and
- *highly qualified* to mean possessing the skills, knowledge and abilities required of the position and whose principles align with CBE values and vision.

The Chief Superintendent shall:

- 4.1 Provide a safe, supportive and respectful organizational culture for all staff that respects diversity and fosters a positive and welcoming environment.

Interpretation |

The Chief Superintendent has a responsibility to ensure that the organization implements policies and practices that ensure a welcoming, caring, respectful and safe work environment.



The Chief Superintendent interprets:

- *safe* to mean a learning environment that is free from potential harm to staff and their well-being;
- *supportive* to mean an environment that provides opportunities for growth and development necessary for staff to fulfill their positions related to the business of CBE;
- *respectful* to mean a learning environment that is caring and where staff feel they are treated fairly;
- *organizational culture* to mean the creation and existence of a safe and courteous environment for its employees;
- *respects diversity* to mean acceptance and inclusion of individuals exhibiting the full range of human characteristics and abilities (uniqueness within humanity); and
- *positive and welcoming environment* to mean an atmosphere that is encouraging, stimulating, and engaging.

Indicators |

1. Improvement aimed at promoting a welcoming, caring, safe and respectful work environment is noted within two years of scheduled single topic surveys.
2. A comprehensive program of PIF and granted leaves of absences in support of opportunities for personal and professional growth or learning will be offered annually.
3. Mechanisms in place that support a safe organizational culture are utilized (such as Harassment, Workplace Violence and Whistleblower reports).

- 4.2 Establish and implement standards and practices for the recruitment, fair compensation, and retention of highly qualified employees.
 - a. Retain an external expert to conduct a salary survey of exempt and executive positions in 2023 and every four years thereafter.

Interpretation |

The Chief Superintendent has a responsibility to ensure implementation of effective recruitment processes and procedures in the recruitment of employees who have the expertise and skills appropriate to their position.

The Chief Superintendent interprets:

- *standards* to mean the benchmarks of the CBE that provide a measure through which analysis of practices supports continuous growth in practices;
- *practices* to mean the strategic operations of human resources through which CBE manages employees compliant with legislative and regulatory requirements and in alignment with CBE's Education Plan;
- *recruitment* to mean the selection of employees newly hired to CBE;
- *fair compensation* to mean the salaries and benefits for employees that are competitive subject to CBE's ability to pay;
- *retention* to mean the ongoing employment and commitment of employees; and
- *highly qualified* to mean possessing the skills, knowledge and abilities required of the position and principles that align with CBE values and vision.

Indicators |

1. 90% of employees who pass their probationary period will still be employed with the CBE at the 2 year anniversary.
2. 95% of school based principals and assistant principals who successfully pass their evaluation will have maintained the designation at the 3 year anniversary.
3. Salaries and benefits are reviewed annually against identified comparators.
4. An external expert conducted a survey of exempt and executive position salaries.

4.3 Administer clear personnel rules and procedures for employees, including processes for suspension, transfer and termination actions.

Interpretation |

Having clear rules and procedures that identify expectations and govern employees is essential to the fair and transparent operation of the organization.

The Chief Superintendent interprets:

- *administer* to mean develop, provide and apply;
- *personnel rules* to mean CBE Administrative Regulations pertaining to employee behaviour and those provisions/processes identified within the *Education Act*; and
- *procedures* to mean those practices and processes subject to the provisions of the collective agreements, terms and conditions of employment and current *Education Act*.

Indicators |

1. 100% of employees will be made aware of The Calgary Board of Education policies or regulations governing:
 - Respect in the workplace;
 - Conflict of interest; and
 - Responsible use of electronic information resources.
2. There will be no grievance arbitration, board of reference decisions, or findings in a court of law that the CBE failed to administer clear personnel rules and procedures for employees, including processes for suspension, transfer and termination actions.

4.4 Ensure the Board's approval for the bargaining mandate, the ratification of all collective agreements for unionized employees, and the approval of the total compensation of all exempt employees.

Interpretation |

Negotiation discussions with unionized employees must be conducted within reasonable and permitted parameters.

The Chief Superintendent interprets:

- *Board's approval* to mean a carried motion recorded in the minutes of a meeting of the Board of Trustees;
- *bargaining mandate* to mean the parameters within which a new collective agreement may be negotiated;
- *ratification* to mean the approval to conclude a collective agreement in accordance with the Labour Relations Code;
- *total compensation* to mean aggregate cost of salaries and benefits for exempt employees that are funded from the CBE budget; and
- *exempt employees* to mean personnel who are not part of a bargaining unit according to the Labour Relations Code.

Indicators |

1. The commencement of every round of collective bargaining occurs after the Board of Trustees approves a bargaining mandate.
2. All collective bargaining settlements occur within the parameters of any mandate approved by the Board of Trustees.
3. Every round of collective bargaining is concluded with the ratification of the new collective agreement by the Board of Trustees.
4. Changes to total compensation packages for exempt employees occur after the Board of Trustees' approval.

Approved: October 12, 2021