

## CALGARY BOARD OF EDUCATION

Minutes of the Regular Meeting of the Board of Trustees held in the Board Room, Education Centre,  
515 Macleod Trail SE, Calgary, Alberta on Tuesday, December 7, 2010 at 12:00 Noon

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### MEETING ATTENDANCE

#### Board of Trustees

Trustee P. Cochrane, Chair  
Trustee C. Bazinet  
Trustee J. Bowen-Eyre  
Trustee L. Ferguson  
Trustee P. King  
Trustee G. Lane  
Trustee S. Taylor

#### 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. J. Johnston, Superintendent, Human Resources  
Ms. D. Meyers, Superintendent, Finance and Business Services  
Mr. R. Peden, General Counsel and Corporate Secretary  
Ms. J. Barkway, Assistant Corporate Secretary  
Ms. S. Wasylyshyn, Executive Assistant to the Trustees  
Ms. D. Perrier, Recording Secretary

Action By

Chair Cochrane called the meeting to order at 12:02 p.m.

### IN-CAMERA ISSUES

#### Motion to Move In Camera

MOVED by Trustee Lane:

**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, December 7, 2010 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

Action By:

MOVED by Trustee Taylor:

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

The motion was  
CARRIED UNANIMOUSLY.

**Motions to Action In-Camera Recommendations**

MOVED by Trustee King:

**THAT the Board of Trustees approves the proposed bargaining mandate for negotiations with the Bargaining Council of the Calgary Board of Education Construction and Maintenance Skilled Trades Unions, as submitted in the attachment to the private report dated December 7, 2010.**

The motion was  
CARRIED UNANIMOUSLY.

MOVED by Trustee Bowen-Eyre:

**THAT the Board of Trustees directs the Chief Superintendent to provide a draft communication plan on January 4, 2011, regarding the new Education Centre project.**

The motion was  
CARRIED UNANIMOUSLY.

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

**THAT the Board of Trustees receives the *Chief Superintendent's Update* private report dated December 7, 2010 for information.**

**THAT the Board of Trustees receives the *EducationMatters Trustee Liaison* private report dated December 7, 2010 for information.**

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

- **Memo dated November 25, 2010 to the Board of Trustees, from the Chief Superintendent, regarding coverage during the Chief Superintendent's absence.**

At 2:55 p.m., Chair Cochrane declared a recess until 5:00 p.m.

Action By

Action By:

Minutes of the Reconvened Meeting of the Regular Meeting of the Board of Trustees which commenced at 12:00 Noon on December 7, 2010 and adjourned to 5:00 p.m. on December 7, 2010 held in the Board Room, Education Centre, 515 Macleod Trail SE, Calgary, Alberta

MEETING ATTENDANCE

Board of Trustees:

Trustee P. Cochrane, Chair  
Trustee C. Bazinet  
Trustee J. Bowen-Eyre  
Trustee L. Ferguson  
Trustee P. King  
Trustee S. Taylor  
Trustee G. Lane

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. J. Johnston, Superintendent, Human Resources  
Ms. D. Meyers, Superintendent, Finance & Business Services  
Mr. R. Peden, General Counsel and Corporate Secretary  
Ms. J. Barkway, Assistant Corporate Secretary  
Ms. S. Wasylshyn, Executive Assistant to the Trustees  
Ms. H. Numrich, Recording Secretary

Stakeholder Representatives:

Ms. J. Minifie, Calgary Board of Education Staff Association  
Ms. S. Nichol, Alberta Teachers' Association, Local 38  
Ms. L. Newton, Calgary Association of Parents and School Councils  
Mr. C. Barabash, Principals' Association for Adolescent Learners (PAAL)

**1.0 CALL TO ORDER, NATIONAL ANTHEM AND WELCOME**

Chair Cochrane called the reconvened meeting back to order at 5:00 p.m. Sadie, a grade 8 student from Mount Royal School led in the singing of the national anthem. Chair Cochrane acknowledged and welcomed representatives from the aforementioned organizations.

**2.0 CONSIDERATION/APPROVAL OF AGENDA**

Ms. Barkway noted that there would be one public inquiry under Section 5.3 of the Agenda.

MOVED by Trustee Taylor:

Action By:

**THAT the Agenda for the Regular Meeting of December 7, 2010, be approved with the addition of the noted item.**

The motion was  
CARRIED UNANIMOUSLY.

### **3.0 SCHOOL/SYSTEM PRESENTATIONS**

#### **3.1 Mount Royal School – Ends 2**

Director J. Langley introduced the presentation and Principal S. Searle of Mount Royal School. Principal Searle introduced the staff members present including Mr. C. Griffin, Assistant Principal and Ms. K. Vandertol-Cyr, Learning Leader. She noted that Sadie, the student who led in the national anthem, would be playing the role of Alice in an upcoming school musical of “Alice in Wonderland”. Principal Searle informed that Mount Royal School is a very diverse community comprised of many backgrounds, cultures, races and religions. The school of approximately 250 students represents more than 35 countries and 45 different languages.

The success of the improved literacy goal at Mount Royal School has been evident as students are engaged and excited about the variety of learning opportunities available to them. A DVD was shown which portrayed several students sharing their experiences. Over half of the students at Mount Royal School are English as a Second Language (ESL) learners and several students spoke of how the ESL class had helped them. It was noted that the Provincial Achievement Test (PAT) results show students at Mount Royal School outperforming their provincial peers in many categories; this is quite an accomplishment as many of the ESL students have been in Canada less than 3 years. Chair Cochrane, Ward Trustee, thanked the staff and students for their presentation.

### **4.0 HONOURS AND RECOGNITIONS**

#### **4.1 Lighthouse Award – Jacket Racket**

Ms. M. Levy, System Principal, Corporate Partnerships, provided introductory comments to this month’s Lighthouse Award recipient, Jacket Racket Calgary. She stated that every year since 1988, Jacket Racket Calgary has helped to fulfill a need by collecting, sorting, cleaning and distributing warm winter clothing to students. She expressed thanks to the volunteers, many of which are former CBE employees, for the significant and meaningful contributions they make to students and families and for their concern and dedication to serving the youth of Calgary. Ms. E. Russell, a former CBE teacher and the Program Co-coordinator of Jacket Racket Calgary accepted the award from Chair Cochrane who also expressed her gratitude on behalf of the Board of Trustees.

### **5.0 PUBLIC CONVERSATION AND INFORMATION**

#### **5.1 Report from the Chair and Trustees**

Action By:

Trustee King reported that she had recently attended a play at Forest Lawn High School written by the Drama 20 students entitled "*A Year in the Life*". She commented that it was very well done and gave a message with a strong impact regarding personal choices and high school completion.

## **5.2 Report from the Chief Superintendent**

Chief Superintendent Johnson reported that Education Minister D. Hancock publicly released the *Programme for International Student Assessment* (PISA) results today. These are international tests in math, science and combined reading. She noted that Alberta students continue to rank among the best in Canada and the world and that in relation to the province, the CBE ranks higher yet. The results are available on the Alberta Education website.

## **5.3 Public Question Period**

The member of the public who had requested a public inquiry was not present; therefore, in accordance with Board procedures, it was not read.

## **5.4 Stakeholder Reports**

5.4.1. There were no stakeholder reports.

## **5.5 Trustee Inquiries**

## **6.0 ACTION ITEMS**

### **6.1 Three Year Education Plan, 2010-2013, and Annual Education Results**

Chief Superintendent Johnson provided introductory comments to the report noting that this is the first year that the Three Year Education Plan and the Annual Education Results Report have been combined into one report. She stated that it is important to note that this report aligns with provincial directions and that it connects to a vision of learning for a lifetime that is being developed across Alberta and the world.

Superintendent C. Faber expressed her thanks to the staff who worked on the report. She noted that the final publication of this document will include an update to some of the achievement gaps that have been identified on page 6-49. The following changes were noted: On page 6-59 titles are missing on the pie graphs and at the top of the page and the *Actual Revenue* column should read *Actual Expense*; and the *Total Revenue* should read *Total Expense*.

Superintendent Faber stated that they are very proud of the CBE learning results compared with those across the province. Alberta Education requires the CBE to set targets that are focused on raising results to the next level. In most cases, targets are set at a 1% increase over the prior year. This time the target has been increased by 5% for high school completion of First Nations, Metis, Inuit (FNMI) students as they believe this is achievable with the strategies in place. Areas of concern in individual subject area results have been recognized and Administration has

Action By:

identified actions to address this. The report has been developed to foster strong communication links, to be shared broadly and become part of many conversations.

Trustees asked questions to which Administration responded and a summary of the discussion follows:

- Trustees noted that the Mega End on page 6-19 of the report is referred to as Personalized Learning rather than High School Completion which could be confusing. Administration explained that the reasoning behind using this term is that Personalized Learning is the major strategy used in order to achieve high school completion and when learning is personalized, students will be successful. Administration agreed to change the title of the End.
- It was noted that this is the first time that Alberta Education has publicly released the results of First Nations, Metis and Inuit (FNMI) students as shown on page 6-50 of the report.
- One of the *Actions to Achieve Strategies* on page 6-26 of the report is: *To implement strategies that build increased capacity in the evaluation and selection of access to reliable and relevant teaching and learning resources.* Over the past four years Administration has been developing ways to allow students to have access to different tools, instruments, technologies and tool sets in order to accomplish this. Some of these opportunities might include face to face or virtual opportunities as well as the redesign of libraries as learning commons. This is a learning resources strategy across the system that facilitates learning to be personalized and customized for each student's learning needs.
- Budget Initiatives on page 6-62 refer to new funding received. Superintendent Meyers explained that the new funding being referred to is from the July, 2010 announcement by the Minister of Education regarding provincial funding for teacher salary increases. This is the same new funding referred to for new initiatives or enhancements in the 2010-2011 fall updated budget that will also include adjustments related to September enrolment and the resulting staffing changes in schools.
- The new initiatives or enhancements for the 2010-2011 June approved budget listed on page 6-62 of the report include re-allocation of aboriginal supports. This funding was re-allocated in order to support aboriginal students system wide.
- Chief Superintendent Johnson stated that a communication strategy will be undertaken to make this report more widely available. It will be made available to schools and posted on the CBE website. She reported that the results are excellent and this report aligns the work of the CBE with the Ends policies as well as the goals of Alberta Education. It involves every service unit and school in the CBE and it is important that they each understand their part in this important strategy.
- The International Certificate program is a pilot project that is in its second year. The goal is to implement the Global Learning Strategy in such a way that it is made available to every student. The program was put in place twelve months ago to help schools embrace world mindedness and connect with communities around the world. In order to prepare students for the future in the areas of citizenship, character and personal development they must understand the

Action By:

concept of a global society and engage in relevant activities to expand their perspective and appreciation for diversity.

- A Trustee inquired about the drop out rate for students who are younger than 14 years of age. Chief Johnson stated that students are required by law to be in school until they are 16 years of age; however, there are programs in place to address the needs of students under the age of 14 who do not regularly attend school. They are not considered drop outs at this age.

MOVED by Trustee Ferguson:

**THAT the Board of Trustees approves the amended combined *Annual Education Results Report 2009-2010 and Three Year Education Plan 2010-2013.***

Trustee comments in support of the motion included: appreciation for a combined report; it will be useful to be able to read it on-line; and it is appreciated that the data is related to the Ends statements.

Chair Cochrane called for the vote on the motion.

The motion was  
CARRIED UNANIMOUSLY.

## **6.2 Update to the 2010-2011 Budget**

Superintendent D. Meyers provided brief introductory comments to the report. She explained that it is being brought forward at this time to reflect the additional funding that was received through the July funding announcement and requires that an updated budget be submitted to Alberta Education. It was noted that the adjustments that are normally made to reflect the September enrolments and the resulting staff changes have been included now, rather than waiting to include them in the first quarter report in January, 2011.

Trustees asked questions to which Administration responded and a summary of the discussion follows:

- A Trustee questioned what the changes to the budget were and expressed concern that they had not been previously approved. There was a lengthy discussion regarding the updated budget. Superintendent Meyers explained that this is an unusual year and September enrolment changes are being provided now in this updated budget rather than waiting until January to be included in the first quarter report, simply because the numbers are available now. She noted that the summary of changes has been provided in the attachments to the report and that it is being submitted for Board approval. Attachment II includes the data in regards to the additional funding for the September enrolment and the resulting staffing changes. The additional provincial revenue of approximately \$26 million shown in Attachment II is comprised of approximately \$15 million increase for teacher salaries, \$5 million in deferred revenue and \$5 million for amortization. If this updated budget is approved, the first quarter report will compare the actual expenditures to this budget.

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- Superintendent Meyers clarified that there was no delay in reporting the updated figures to the Board of Trustees as they were not known until the end of September when enrolment counts were in. The deadline set by the Minister of Education to submit the updated budget is November 30, 2010.
- Chief Superintendent Johnson noted that there had been previous Board meeting discussions regarding whether Board approval of expenditures greater than \$500,000 is required when dealing with contracts or staffing. She noted that planning around full day kindergarten was done in the spring and had already been budgeted for. This additional funding allowed for completion of that plan.
- The Budget Report is a template from Alberta Education. The final approved budget for 2009/2010 is the actual fourth quarter budget update.
- A Trustee noted that even though the teacher salary increase was funded in July, other pressures are still creating a draw down on reserves as seen on page 6-2 of the report. Superintendent Meyers noted that the amount drawn down from reserves in this new budget is significantly less than originally anticipated; however, a draw from reserves is part of the regular budgeting process. There is an imbalance between revenues and expenses due to a variety of non-funded areas including grid increments, full day kindergarten and no class size initiative funding. All of these are now being supported through the reserves.
- Director Braun explained that reduction of 180 Full-Time Equivalent (FTE) certificated staff and 84 support staff resulted in a savings of approximately \$20 million. Chief Superintendent Johnson noted that Trustees had requested a three year projection from Administration; it was provided and this decision was made based on the financial information and scenarios provided.

MOVED by Trustee Lane:

**THAT the Board of Trustees approves the updated 2010/2011 Operating Budget Report (Attachment III) as at November 30, 2010, reflecting total planned spending of \$1.059 billion, and submit the report to Alberta Education; and**

**THAT the Board of Trustees approves the amended operating reserve draws as follows for 2010/2011:**

	<u>(\$000's)</u>
a) Utility Expense Stabilization Reserve	\$ 2,300
b) General Instruction Reserve	2,000
c) Fiscal Stability Reserve	3,000
d) Administrative Systems Renewal Reserve	3,074
e) School Designated Funds Draw Down	1,500
f) Unrestricted Net Assets	<u>2,500</u>
<b>Total Request</b>	<b><u>\$14,374</u></b>

A Trustee commented in support of the motion that this is an unusual year resulting in an ambiguity that requires special attention. They believe that it has been handled appropriately recalling that when the additional funding was received in the summer it was discussed that it would be incorporated into the budget in November or December.



Action By:

A Trustee commented that this situation should cause the Board to consider how the lack of adequate provincial funding can be relayed to the public as well as other levels of government.

Chair Cochrane called for the vote on the motion.

The motion was  
CARRIED UNANIMOUSLY.

Recessed at 6:30 p.m.  
Reconvened at 6:45 p.m.

## **7.0 MONITORING AND RESULTS**

### **7.1 Annual Monitoring of Ends 2: Academic Success**

Chief Superintendent Johnson and Superintendent Faber each provided brief introductory remarks.

Chair Cochrane noted that Trustees must determine whether reasonable progress has been made to the ultimate achievement of this Ends result; that the emphasis is on progress, not compliance.

The questions and discussion between Trustees and Administration is summarized as follows:

- A Trustee noted a significant drop in the number of students registered in the Registered Apprenticeship Program (RAP) (from 351 in 2008-2009 to 170 in 2009-2010). Administration speculated that this might be due to the downturn in the economy, as employers pay students to work and it may be difficult to find positions. Another possibility is that there have been other routes opened for students and the increased number of choices may also have had an impact. Administration is continuing to investigate to understand and determine what they can do to provide support to this program.
- There were 100 students awarded the International Certificate in the 2009-2010 school year. The pilot project very successful and enrolment is expected to significantly increase this year as it is more widely offered.
- It was noted that page 7-28 refers to *exceptions noted in Attachment I*; it should read *Attachment II*.
- Results indicate that particular subject areas require additional attention including English Language Arts, Applied Math and Science 30. Initial steps focus on understanding the data and supports identified. Another area of concern noted is the Provincial Achievement Test (PAT) scores in the Knowledge & Employability (K&E) courses. The goal is to increase participation in the exams as well as in the learning programs.
- In response to a Trustee question Chief Superintendent Johnson stated that she is not aware of any analysis done regarding the semester system and how it impacts English Language Arts results. Director P. Kover indicated that evidence does show that students in the second semester often do better; however, that is mostly

Action By:

due to five more months of life experience and is not directly a result of the semester system. Director Kover further noted that students are doing well in the reading comprehension of the diploma exam and less well on the critical response portion. Administration is investigating this further with learning leaders and Alberta Education.

- Although concern has been noted with the FNMI students, Administration will not identify particular focus groups of students when looking at this End. The challenges and differences in every group are great. They have chosen instead to look at each student individually.
- The diploma exam participation measure included on page 7-10 of the report is from Alberta Education. Superintendent Faber stated that Alberta Education is looking at what high school success looks like and that change may be seen in the near future. It was noted that high school completion is reached in different ways; some students will not participate in diploma exams but will complete high school. She reported that currently the CBE is participating in a high school flexibility project with James Fowler High School and the province.
- A Trustee questioned what kind of factors might be affecting the varied parental response to measure 3.7 - parents and teachers who agree that students are taught the attitudes and behaviours that will make them successful at work when they finish school. Director R. Mosher noted that the “don’t know” factor was recently discussed when reviewing the Mega End. Alberta Education is indicating that the CBE “don’t know” responses are higher than the province. This might indicate some lack of awareness in parents regarding high school success; more attention will be paid to that this year and the current technology strategy will help to address this. Dr. Kover noted that the percentage of parents that believe that students are well prepared for work rises from grade 4 to grade 10 as the work world draws nearer.
- A Trustee questioned if it had been considered to promote a gap year concept. Superintendent Faber stated that this is under consideration and that they are in the process of launching a new transition that would invite all Calgarians to complete high school with the CBE. Eight points of re-entry have been identified. If the Minister of Education passes legislation around the change in age for funded high school students it would provide an opportunity for students to return to the CBE after a gap period. This might be done online, through adult learning, or into the regular system where appropriate and approved. It might be a combination of programs blended over time. She stated that more needs to be done to allow students to complete high school over a period of time.
- The number of 2009-2010 certificates of high school achievement and high school completion will be available at the end of the year.

MOVED by Trustee Lane:

**THAT the Board of Trustees has reviewed the scheduled monitoring report on *Ends 2: Academic Success* and concludes that reasonable**

Action By:

**progress is being made toward the ultimate achievement of this Ends policy.**

Trustee comments in support of the motion are as follows:

- This is an impressive, interesting report that shows the CBE doing well in comparison with the province as a whole and internationally in the International Baccalaurate program.
- There are a number of indicators in this report that show reasonable progress has been made.
- A trustee commented that although it is difficult to determine the definition of reasonable progress, they are in support of the motion as this report indicates that students did better than predicted in the PAT results for students in grade 6 and grade 9 at a significant level, showing that a difference is being made in the lives of students.

Chair Cochrane called for the vote on the motion.

The motion was  
CARRIED UNANIMOUSLY.

**Motion Arising**

MOVED by Trustee Ferguson:

**THAT the Board of Trustees comments on the following areas of challenge: English Language Arts 30 diploma exam results; Science 30 diploma exam results; successful outcomes for students enrolled in Knowledge & Employability (K&E) courses and participation rates in K & E courses.**

There were several questions regarding the motion and some discussion regarding the participation rate in the Knowledge & Employability courses. It was noted that it is a challenge to have parents agree to have their students participate in the K&E courses as students receive a certificate, rather than a diploma. The K&E success rate was noted as an area of challenge and strategies for improved results need to be developed. Appropriate placement is an issue that has surfaced based on the results of the K&E exams and an understanding of high school completion. It might be more appropriate to refer to the number of students enrolled in a particular course, rather than a percentage.

A Trustee commented in support of the motion that the results show that there are several areas of concern. There is a need to identify areas of challenge and to look for strategies to improve results.

MOVED by Trustee Taylor:

**THAT the motion be amended to delete “and participation rates in K & E courses.**

Action By:

Trustee comments in support of the motion included:

- Participation rates in K&E courses are a different measure entirely as test results are not related to participation. If we want to see improvement, we need to understand what improvement is. We are not currently measuring participation rate and there is no benefit in doing so. There is a lot of information already and there is no need to gather more unless it will help to ensure student success.
- There is a lack of understanding as to what we mean by participation rate, and we are not sure if it should be higher or lower.

Trustee comments not in support of the motion included:

- There is a significant drop in the number of students registered in the K&E courses who receive a certificate of high school achievement, and that is of concern.
- There is a secondary element related to participation rates and how to engage students to enroll in the K&E course, not just how successful they are once they are in it.

Chair called for the question on the amendment to the motion.

The amendment was  
DEFEATED.

In Favour: Trustee Bazinet  
Trustee Taylor

Opposed: Trustee Bowen-Eyre  
Trustee Ferguson  
Trustee King  
Trustee Cochrane  
Trustee Lane

At 7:56 p.m. Trustee Cochrane received the consent of the Board to continue to the end of the Agenda.

Chair Cochrane called for vote on the original motion which is repeated as follows:

**THAT the Board of Trustees comments on the following areas of challenge:**

- **English Language Arts 30 diploma exam results;**
- **Science 30 diploma exam results;**
- **Successful outcomes for students enrolled in Knowledge & Employability (K&E) courses;**
- **Participation rates in K&E courses.**

The motion was  
CARRIED UNANIMOUSLY.

## **7.2 Annual Monitoring of EL-11: Financial Condition**

Chief Superintendent N. Johnson provided brief introductory comments. She noted that this report shows partial compliance, in that measure 5.1, regarding reports and filings to any provincial or federal agency was not met. The year end audit report of

Action By:

the Local Authorities Pension Plan contributions was not submitted on or before the filing date. This matter has been raised with the third party service provider for corrective action. She further noted that under measure 8.2, in regards to the settlement of payroll debts, was not met, and Administration continues to diligently address payroll issues through the extensive remediation project that is currently underway.

Chair Cochrane reviewed the criteria against which the Trustees are to judge this report, including that of reasonable interpretation of the policy, compliance with the policy and whether sufficient information has been provided. She noted also that any decision or comment of the Board of Trustees around non-compliance is in no way intended to be a vote of non-confidence for the Chief Superintendent.

Trustees asked questions to which Administration responded and a summary of the discussion follows:

- A Trustee noted that this is the second year of non-compliance in the area of payroll issues. Superintendent J. Johnston stated that this has been a longstanding issue and remediation is anticipated to be complete by April, 2011. He noted that there are currently eight payroll runs. Consideration is being given to reducing this to a single payroll once the remediation is done, and possibly instituting a hold back of one week in order to achieve compliance.
- It was noted that there is confusion in the Executive Limitations between the word “budget” vs. “actual”. Executive Limitations 11: Financial Condition, sub-point 1 reads: “*Accordingly the Chief Superintendent shall not expend more funds than have been received or are reasonably expected to be received...*” Superintendent Meyers stated that the term “*reasonably expected to receive*” is future tense which makes it a budget.

MOVED by Trustee Lane:

**THAT the Chief Superintendent has reasonably interpreted the provisions of this policy, *Executive Limitation 11: Financial Condition* and the Board of Trustees finds the Chief Superintendent to be in compliance.**

MOVED by Trustee Bazinet:

**THAT the motion be amended to add “with the exception of sub-section 8”.**

Trustee comments in support of the motion included:

- When errors are made to an employees’ pay it needs to be dealt with in a timely manner. Accuracy in payroll is very important and if this is not happening, there is non-compliance.
- Administration has indicated non-compliance for a second year, this is a serious matter.

Action By:

- The Audit Committee has also indicated there is a problem regarding payroll.

Chair called for the vote on the amendment to the motion.

The amendment was  
CARRIED UNANIMOUSLY.

Chair Cochrane called for the vote on the motion as amended as follows:

**THAT the Chief Superintendent has reasonably interpreted the provisions of this policy, *Executive Limitations 11: Financial Condition* and the Board of Trustees finds the Chief Superintendent to be in compliance with the exception of sub-section 8.**

The motion was  
CARRIED UNANIMOUSLY.

MOVED by Trustee Bazinet:

**THAT the Chief Superintendent be directed to report back to the Board on EL-11: Financial Condition, sub-section 8 prior to the end of April, 2011.**

There was some discussion as to what the report would include and the Board agreed that the report should include only the part that is out of compliance. Superintendent Johnston clarified that the goal is to bring a report to the Board in April regarding successful remediation.

The motion was  
CARRIED UNANIMOUSLY.

Recessed at 8:29 p.m.  
Reconvened at 8:39 p.m.

### 7.3 Annual Monitoring of EL-13: Facilities

Chief Superintendent Johnson thanked the staff who worked on the report. She noted that a total of 43 measures were developed as operational interpretations of the 14 policy provisions in the Executive Limitation. The results show accomplishment of 42 of the 43 measures.

Trustees asked questions to which Administration responded and a summary of the discussion follows:

- Administration reported non-compliance with measure 6.2 regarding *technical provincial codes governing maintenance activities* as there were three small electrical repair projects undertaken without a permit being obtained. Director Hoerz reported that these included: a school in Area 1 where an additional fire bell was added to the alarm system; a school in Area 2 where an additional electrical receptacle was provided in a hallway; and a school in Area 3 where an

Action By:

electrical reciprocal for the kiln was relocated so that the kiln could be moved. He stated that this work was undertaken by certified journeymen and that they do have confidence in the workmanship.

- In measure 6.4 Administration indicated that the CBE has accepted confirmation from a firm that is in the process of completing the requirements to obtain a Certificate of Recognition as an equivalent to having the certificate. Director Hoerz stated that this was in recognition that firms are just beginning to comply with this process in Alberta as owners are demanding it of their service providers. There is no timeline for completion as their engagement to do the work may be shorter than the time it takes to obtain the certificate.
- Superintendent Coppinger noted a correction on page 7-52 of the report. The report should read: “The Ten-Year System Accommodation and Facilities Strategy was received for information at the November 30, 2010 meeting of the Board of Trustees” (rather than November 16, 2010).

MOVED by Trustee Bowen-Eyre:

**THAT the Chief Superintendent has reasonably interpreted the provisions of this policy, *Executive Limitation 13: Facilities* and the Board of Trustees finds the Chief Superintendent to be in compliance.**

The motion was  
CARRIED UNANIMOUSLY.

#### **7.4 Annual Monitoring of EL-7: Treatment of Staff and Volunteers**

Chief Superintendent Johnson provided introductory remarks. Superintendent Johnston provided further comments noting three areas of particular interest: background checks; job descriptions and the Worker’s Compensation Board. Background checks of volunteers are not included as part of the review at this time as this area is decentralized to schools and are the responsibility of principals. There are discussions already underway to provide a tracking system for this requirement. Job descriptions are required to be current and maintained. A job evaluation committee meets bi-weekly to discuss and review job descriptions. An organizational action plan to improve the CBE’s results was undertaken as a result of a due diligence review for Worker’s Compensation Board (WCB) as it became apparent that the CBE was not performing well resulting in loss time claims and injuries. A joint action plan with the WCB and the CBE was developed with a focus on facility operators and cleaning staff in the first phase. Results show that this action plan has resulted in a positive effect on the lost time claims, amounting to nearly \$400,000 in cost savings already. Superintendent Johnston acknowledged and attributed these positive results largely to the staff who worked on this plan. He also noted that the second phase of this plan which was recently launched focuses on Educational Assistants. Early indicators suggest that the same level of success will be achieved with this group. Superintendent Johnston acknowledged staff and stakeholders who had worked on this aspect as well.

MOVED by Trustee King:

Action By:

**THAT the Chief Superintendent has reasonably interpreted the provisions of this policy, *Executive Limitation 7: Treatment of Staff and Volunteers* and the Board of Trustees finds the Chief Superintendent to be in compliance.**

MOVED by Trustee Taylor:

**THAT the motion be amended to include “with the exception of policy sub-section 1”, due to insufficient information related to background checks.**

- This report does not provide information as to whether background checks of volunteers are occurring properly or not and volunteer screening is an important area that we should not let slide.
- Trustees commented that they would like to see a policy in place that would include some tracking for the background checks of volunteers.
- A Trustee commented that although tracking would be good to have in place there is no evidence to suggest background checks of volunteers are not being done. It is understood that they take place at the school level monitored by principals. It was noted that there were times in the past when there was a backlog at the police service due to the large volume of volunteer checks.

Chair Cochrane called for the vote on the amendment to the motion.

The amendment was  
CARRIED.

In Favour: Trustee Bowen-Eyre  
Trustee King  
Trustee Taylor  
Trustee Bazinet

Opposed: Trustee Ferguson  
Trustee Cochrane  
Trustee Lane

A Trustee commented on the importance of this Executive Limitation regarding how staff and students are treated. The report was noted as being easy to read and that it provided very clear evidence that was easy to understand.

Chair Cochrane called for the vote on the amended motion as follows:

MOVED by Trustee King:

**THAT the Chief Superintendent has reasonably interpreted the provisions of this policy, *Executive Limitations 7: Treatment of Staff and Volunteers* and the Board of Trustees finds the Chief Superintendent to be in compliance with the exception of policy sub-section 1, due to insufficient information related to background checks.**



Action By:

The motion was  
CARRIED UNANIMOUSLY.

## **8.0 POLICY DEVELOPMENT AND REVIEW**

### **9.0 CONSENT AGENDA**

Chair Cochrane declared the following items to be adopted as submitted:

#### **9.2 Chief Superintendent Consent Agenda**

##### 9.2.1 Chief Superintendent's Monthly Update

**THAT the Board of Trustees receives the Chief Superintendent's Monthly Update report for information.**

##### 9.2.2 Facility Condition Report (EL-13E)

**THAT the Board of Trustees receives the Annual Facility Condition Report (EL-13E) for information and for the record.**

##### 9.2.3 Locally Developed Courses

**THAT the Board of Trustees approves the following acquired and adapted Calgary Board of Education senior high locally developed courses for use in Calgary Board of Education schools for the period February 1, 2011 to August 31, 2013.**

- **Military History 15**
- **Military History 25**

## **10.0 TRUSTEE NOTICES OF MOTION**

There were no trustee notices of motion.

## **11.0 ADJOURNMENT**

Chair Cochrane declared the meeting adjourned at 9:03 p.m.