

## 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, January 19, 2010 at 5:00 p.m.

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### MEETING ATTENDANCE

#### Board of Trustees:

Trustee P. Cochrane, Chair  
Trustee C. Bazinet  
Trustee G. Dirks  
Trustee L. Ferguson  
Trustee P. King (left at 7:02 p.m.)  
Trustee K. Kryczka  
Trustee G. Lane

#### Administration:

Ms. N. Johnson, Chief Superintendent of Schools (left at 7:02 p.m.)  
Mr. D. Stevenson, Deputy Chief Superintendent of Schools  
Mr. F. Coppinger, Superintendent, Facilities and Environmental Services  
Mr. J. Johnston, Superintendent, Human Resources  
Ms. C. Faber, Superintendent, Learning Innovation  
Ms. D. Lewis, Superintendent, Learning Support  
Mr. C. Davies, Sr. Executive Assistant to the Chief Superintendent of Schools  
Ms. B. Kuester, Executive Director of Communications  
Mr. R. Peden, General Counsel  
Ms. J. Barkway, Assistant Corporate Secretary  
Ms. S. Wasylyshyn, Executive Assistant to the Trustees  
Ms. H. Numrich, Recording Secretary

#### Stakeholder Representatives:

Ms. J. Regal, Alberta Teacher's Association, Local No. 38  
Ms. J. Minifie, Calgary Board of Education Staff Association  
Ms. L. Shutiak, Calgary Association of Parents and School Councils  
Mr. B. Anderson, Canadian Union of Public Employees, Local No. 40  
Ms. C. O'Connor, Elementary School Principals' Association  
Ms. S. Konopnicki, Elementary School Principals' Association  
Dr. A. McKay, Principals' Association for Adolescent Learners (PAAL)

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

Chair Cochrane called the meeting to order at 5:01 p.m. The Mount Royal School senior band, ACCESS class, sign language club and leadership class accompanied the singing of the national anthem by way of a DVD. Chair Cochrane acknowledged and welcomed representatives from the aforementioned organizations.

Action By

Action By:

## **2.0 CONSIDERATION/APPROVAL OF AGENDA**

Ms. Barkway noted the following proposed changes to the Agenda: three Stakeholder Reports would be included; Items 9.2.1 and 9.2.3 were pulled from the Consent Agenda to be discussed immediately following the approval of the Consent Agenda; and an in-camera Item 11.0 was added to the Agenda.

MOVED by Trustee Ferguson:

**THAT the Agenda for the Regular Meeting of January 19, 2010, be approved with the amendments noted above.**

The motion was  
CARRIED UNANIMOUSLY.

## **3.0 SCHOOL/SYSTEM PRESENTATIONS**

There were no school/system presentations.

## **4.0 HONOURS AND RECOGNITIONS**

### **4.1 Lighthouse Award – BMO Employee Charitable Foundation**

Ms. M. Levy, System Principal, Corporate Partnerships, introduced this month's recipient of the Lighthouse Award, Bank of Montreal (BMO) Employee Charitable Foundation. The Foundation supports thousands of registered charities in Canada. In addition to annual donations made to CBE's *Book Bags for Kids* program, dedicated BMO employees join us as we deliver book bags to dozens of identified schools each December. An additional \$1,000 donation was designated to the *Book Bags for Kids* program as part of BMO's *Season of Giving* event. Ms. J. Sherban, Treasurer of the Regional Board of Directors and Chair of the BMO Employee Charitable Foundation, and Ms. M. Evashuk, BMO Harris Private Banking, Senior Private Banker accepted the award with gratitude. Ms. Sherban noted that the Foundation is celebrating their 10<sup>th</sup> anniversary this year. Chair Cochrane presented a plaque on behalf of the Board of Trustees and the Calgary Board of Education. She expressed appreciation for the organization and the members of the Foundation who make a personal investment in the futures of our children, particularly for the gifts of book bags for kids and for being models to our children.

## **5.0 PUBLIC CONVERSATION AND INFORMATION**

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

- Chair Cochrane welcomed back Mr. W. Braun as Chief Financial Officer.
- Chair Cochrane read a statement regarding the devastating earthquake on January 12, 2010 in Haiti, stating that even in our own CBE community we are seeing the effects of this natural disaster and on behalf of the Board of Trustees she expressed sincere sympathy and support to the families that were directly affected.

Action By:

- Trustee Lane reported that he had participated in an Olympic Torch Assembly at Briar Hill School. The school was a consolidation point for Olympic torch runners and was attended by a radio station, many parents, students and staff.
- Trustee Kryczka reported that she had attended an Alberta School Boards' Association (ASBA) First Nations Metis Inuit (FMNI) committee meeting with trustees from other metro and rural boards. She expressed that it was rewarding to share best practices with each other and that she looks forward to planning priorities in the coming year with confidence. She noted that change is eminent, reinforcing the need to be innovative and collaborative in our efforts.
- Trustee Ferguson reported that she and Trustees Dirks, Bazinet and King, along with some superintendents and other CBE staff attended the 13<sup>th</sup> anniversary celebration of the Chinese Academy. She presented a plaque that was given to the CBE in recognition of their partnership with us.
- Trustee King reported that she had attended the "*ReadOn! Literacy for Life*" launch at Penbrooke Meadows School. Author Sigmund Brouwer and some of the Hitmen hockey players were also in attendance. The Grade 6 students, trustees and principals received complimentary copies of an autographed book by Sigmund Brouwer for their school libraries. This is the tenth novel in the Hitmen series, written to encourage disinclined readers. She also noted that Trustee Ferguson attended a launch of this same program at the Saddledome where she participated by dropping the puck. Trustee King expressed gratitude for partners such as this that value literacy.

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

Chief Superintendent Johnson shared that she was proud to announce that CBE principal, Ms. S. Levesque recently won Canada's Outstanding Principal Award. Chief Johnson spoke of Ms. Levesque's amazing work experience and dedication to students for more than 30 years. Chief Johnson noted that Ms. Levesque will be formally recognized in the boardroom in February after she attends a gala event in Ottawa to accept the award.

Chief Superintendent Johnson shared an e-mail that she had just received from a colleague and educator in Haiti who had survived the earthquake. She stated that when a tragedy of the magnitude of the devastating earthquake in Haiti strikes, the fragility of life is put into stark perspective and the concept of a global village takes on a whole new meaning. We are all connected in more ways than ever before, which makes the events in Haiti all the more heartbreaking. Chief Johnson expressed sincere sympathy to those who have experienced loss as a result of this disaster, and stated that we offer our full support to all staff and students and their families who are personally affected during this difficult time.

## **5.3 Public Question Period**

There were no public questions.

Action By:

#### **5.4 Stakeholder Reports**

##### **5.4.1. Ms. G. Whitehead, parent**

Ms. Whitehead expressed, in her opinion, the unfairness of the CBE noon hour supervision fee of \$260 per child for students who are not bused, compared to those students who have noon hour supervision included with their bus transportation fee. It is her belief that other parents have brought this issue to the Board several times in the past and it has not yet been resolved. She noted several concerns for students who do not stay at school for lunch that included: safety concerns for students walking home over the lunch hour; no one at home to greet students at noon if parents are working; difficulty for stay at home parents to drive back and forth to the school to pick up and drop off students at lunch, often with younger siblings and in inclement weather. It is her belief that local students save schools money with fewer supervision costs and no bus schedules to arrange. She believes that local community families take pride in the school, care about its appearance and often help to maintain playgrounds, etc. She requested that the CBE charge all users equally or not at all.

##### **5.4.2. Ms. S. Bodie, parent representative for Chris Akkerman School**

Ms. Bodie expressed that she is a caring, concerned parent speaking on behalf of Chris Akkerman School parents regarding the accommodation issue at Chris Akkerman School. She stated that parents understand the need for the proposal and the move. She believes that parents are feeling that there is no room for negotiations ahead of time as they have been told by Community Engagement and Operational Planning (CEOP) that the details will be worked out following a closure decision. Ms. Bodie stated that parents were told that their feedback regarding this closure consideration would be posted on the website, but this has not yet happened.

Ms. Bodie informed that parents are concerned that this proposal will mean that they will have to move their children not only from their school, but from their day care. She explained that there is an established, well-run day care located in the community where many students are cared for before and after school and on school holidays. She stated that this day care is critical for working parents and the children are well established and cared for there. The proposal to designate regular program students to Marlborough School would place the day care within the walk zone, but too far for day care staff to walk the children to and from school. She requested that the Board consider moving the walk zone (150 feet) in order to allow the day care students bus transportation as well as to ensure that there is a bus stop located in front of the day care. She requested that this be done, prior to the consideration of closure decision.

##### **5.4.3 Ms. H. Mowat**

Ms. Mowat stated that she was there to tell everyone that we have all been brainwashed and betrayed by governments, councils, school trustees and corporations. She continued explaining her reasoning for this belief, including Margaret Thatcher's disappointment in mass education. Ms. Mowat stated that it is her opinion that children have been taught to replace biblical values with that of a new world order.

Action By:

## **5.5 Trustee Inquiries**

There were no Trustee inquiries.

## **6.0 ACTION ITEMS**

### **6.1 Proposed Accommodation Plan for Chris Akkerman School and Marlborough School**

Chair Cochrane reminded Trustees that this decision is about whether or not there is enough information contained in this report to proceed with a consideration for closure; it is not a decision for closure.

Director Carlton provided a brief overview of the contents of the report. He noted that both schools have been previously designated as bus receivers; Chris Akkerman School for the community of Taradale, and Marlborough School for the community of Saddle Ridge. He explained that when a new school was built in Taradale space became available to start a Traditional Learning Centre (TLC) program at Chris Akkerman School, a request that Area III had been waiting for, for some time. When a new school opens in Saddle Ridge in 2010 there will be additional space available at Marlborough School. This accommodation plan proposes to consolidate the regular programs into one school for grades K-6 at Marlborough School and to continue a TLC program at Chris Akkerman School. The end result is that there will be two schools and two programs in the Marlborough community for residents to choose from.

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

- Taradale students that once attended Chris Akkerman School now attend a new school in their community. Overflow students from Taradale School are designated to Chief Justice Milvain School that is located closer to Taradale than Chris Akkerman School.
- The new P3 (public partnership) school being built in the community of Saddle Ridge will be a K-4 school. Grade 5 and 6 students will still attend Chris Akkerman School.
- There was some discussion regarding the number of Kindergarten students projected at Chris Akkerman School in the Traditional Learning Centre Program. Director Carlton explained that the TLC Kindergarten students currently attend Penbrooke Meadows School as there is not room to accommodate them at Chris Akkerman School. It is anticipated that a maximum of 100 Kindergarten students will be accepted into this program for fall 2010.
- The TLC program is in very high demand and it is possible that Chris Akkerman School may soon be over capacity. CEOP is currently working with the Area Director and it is a possibility that an additional site will soon be needed to accommodate this program. Chief Superintendent Johnson indicated that due to the significant parental interest in this program Administration is planning to review and develop long term plans that include a wider strategy

Action By:

for the TLC program. They will be considering whether it might be offered in more community schools and as a result reduce the busing need.

MOVED by Trustee Dirks:

**THAT the Board receives the accommodation and implementation plan outlined in this report for information and for the record.**

The motion was  
CARRIED UNANIMOUSLY.

MOVED by Trustee Ferguson:

**THAT the Board of Trustees is satisfied that there is cause to proceed with a consideration of closure of the kindergarten to grade six regular program at Chris Akkerman School, in accordance with the Closure of Schools Regulation and the Board of Trustees' Governance Process Policy 5E: *Board of Trustees' Procedure – Consideration of School Closure.***

Trustees commented in support of the motion that the reports and attachments including the community consultation show that there is cause for the Board to proceed with a consideration of closure.

The motion was  
CARRIED UNANIMOUSLY.

MOVED by Trustee King:

**THAT the Board follows the procedures for the closure of schools, as outlined in Governance Policy GP-5E, sections 4 to 7.**

The motion was  
CARRIED.

In Favour: Trustee Ferguson  
Trustee King  
Trustee Lane  
Trustee Cochrane  
Trustee Kryczka  
Trustee Bazinet

Opposed: Trustee Dirks

## **7.0 MONITORING AND RESULTS**

## **8.0 POLICY DEVELOPMENT AND REVIEW**

### **8.1 Ends 1: Mega End – Reasonable Interpretation, Outcomes, Measures and Data Sources**

Chief Johnson provided an introductory PowerPoint presentation to give an overview of the new reporting on the Ends statements. She stated that this report addresses what the Calgary Board of Education is for, rather than focusing on what the organization does.

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

Action By:

- A Trustee questioned the inclusion of specific percentages under “Measures” on page 8-16 of the report, stating that a target is different from a measure. Mr. C. Davies explained the rationale behind including percentages was to be consistent with the report that was brought forward previously.
- Superintendent Faber stated that high school success looks differently now than it did in the past where traditionally high school completion was academic and represented 100 credits of student work. She stated that success can be designed in different ways. Students who choose a vocational program are provided with skilled training and industry recognition in order to be well prepared for life long learning and success. The Mega End is to be inclusive of all students.
- The goal of personalization of learning it is to support students in order to allow them to address their individual passions and skills. This can be done through different approaches and environments. The relationship between the teacher, student and curriculum shifts depending on student need. Although each student will require different levels of support, it is critical that every student receives what they need in order to reach their goals. There was some discussion regarding the diverse needs of students and how to ensure that all children have access to learning that will meet their needs.

Ends 1 monitoring will include identified outcomes, reasonable interpretation and monitoring of Ends 2 - 5 as well as transition, preparation and high school success using these measures and data sources. The new way of monitoring the Ends will show how the Ends work together to accomplish this. Chief Superintendent Johnson stated that they are confident that these are the best measures for this point in time. The monitoring of the Mega End will include Accountability Pillar Survey results and provincial results; however the true measure of Ends 1 will be determined in the future by a longitudinal study that will ask participants to reflect upon their high school education.

- In response to a Trustee question regarding the move from a knowledge based teaching to a holistic view, Chief Superintendent Johnson explained that this takes place when the relationship with the teacher and student is reciprocal. There are times when the student can lead the learning as well as the teacher, and the focus is different.
- This report emphasizes recognition of individual strengths, to encourage students to be the best they can be. There will always be imbalances, depending on skills. With a population of 100,000 students there will be some students whose success will not be reflected in the data sources and measures as some students are not capable of writing a provincial test, taking a survey, etc. Chief Superintendent Johnson stated that initiatives are currently underway to ensure that every student’s individual needs are met. This will include reviewing Individual Program Plans (IPP) and/or looking at exemplars on report cards by teacher observations and professional judgment of progress. This will be done electronically as pilot projects in some schools already this year.
- Work with Inspiring Education shows that parents and the community are looking to us for leadership and see this approach as being more responsive

Action By:

and responsible. Parents and students have been consulted. It will have significant impact for public education.

MOVED by Trustee Lane:

**THAT the Board of Trustees approves the Reasonable Interpretation, including Outcomes, Measures and Data Sources, provided in this report.**

A Trustee commented that it is recognized that this is the beginning of a process that will undergo amendments and revisions over time. It is innovative and worthy of support.

MOVED by Trustee Dirks:

**THAT the approval of the Reasonable Interpretation be subject to the following amendments:**

- **On page 8-16 of the report removal of the specific numbers included in the percentages of the third and fourth bullets under Measures; and**
- **the addition of *Individual Program Plans (IPPs) and Report Card Exemplars* under the Data Sources section.**
- A Trustee commented in support of the motion that IPP's and report card exemplars are significant data sources that are accessed for the purpose of finding information and to assist in reaching conclusions; therefore it is important to include them in the motion.
- A Trustee commented that if additional data sources were discovered during the year, it is understood that Administration would be able to use them regardless of whether or not they are included in the current report.
- A Trustee commented in support of the motion that the measures refer to categories of information that will be measured rather than specific percentages as targets. Percentages should not be included in some and not others.

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

The amendment was  
CARRIED UNANIMOUSLY.

Trustee Cochrane repeated the motion, as amended:

**THAT the Board of Trustees approves the Reasonable Interpretation, including Outcomes, Measures and Data Sources, provided in this report, subject to the following amendments:**

- **On page 8-16 of the report removal of the specific numbers included in the percentages of the third and fourth bullets under Measures; and**
- **the addition of *Individual Program Plans (IPPs) and Report Card Exemplars* under the Data Sources section.**

Action By:

Trustee comments in support of the amended motion included:

- This report is an excellent description of what we educate for. The research is appreciated and Trustees look forward to seeing the first monitoring of this Ends policy under this new reasonable interpretation. This report could be transformational for the system, and to the way that we deliver learning and teaching to a diverse group of students.
- This is a very powerful report; it goes beyond high school graduation, to preparing for the future. It will look different for each student, helping them to identify their own skills, abilities, preferences and how they can make a difference in the world.
- A Trustee noted support for the concept that all of the Ends work together with the Mega End, as they are intertwined.

Chair Cochrane called for the vote on the amended motion.

The motion was  
CARRIED UNANIMOUSLY.

Recessed at 7:02 p.m.  
Reconvened at 7:18 p.m.

Trustee King did not return to the meeting.

Chair Cochrane noted that Chief Superintendent Johnson did not return to the meeting as she had to catch a flight. Deputy Chief Superintendent D. Stevenson resumed her place.

8.2 Impact Statement Re: Policy Recommendations for Changes to EL 17: imagineCALGARY Partnership and EL 3: Information, Counsel and Support to the Board of Trustees

Deputy Chief Superintendent D. Stevenson introduced the report with brief introductory comments. He stated that Administration is committed to exercising leadership in support of the partnership between the CBE and the imagineCALGARY project. Administration respectfully requests that they be given latitude in regards to choosing the manner in which they report to the Board of Trustees and to the timing of the publication of this information.

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

- Ms. B. Kuester stated that the Annual Report to the Community includes the many successes of our system. This could easily be expanded to include imagineCALGARY. A change to policy EL-5 would not be necessary as it can be incorporated just as it is.
- In order to ensure that imagineCALGARY would continue to be monitored on a regular basis it would become part of EL-3, which is monitored annually. It would also ensure that the Board of Trustees would receive

Action By:

documentation from Administration either through the Chief Superintendents' Monthly Update and/or the Annual Report to the Community.

- A Trustee noted concern that the type of reporting that would be in the Annual Report to the Community may not be as extensive as the imagineCALGARY report has been in the past, and may not be enough information to the imagineCALGARY partners who look to the CBE for leadership. Ms. Kuester explained that the Annual Report to Community can include a section as broad as we like on imagineCALGARY to ensure that all of the targets are covered. The Annual Report to the Community includes examples of how we meet the other Ends and there are strict guidelines for the financial information.
- Superintendent Copping advised that the Facilities and Environmental Services department, provides an annual environmental report, and that the information related to imagineCALGARY could also be incorporated into that report. Elements are taken from this and included in the monitoring report.

MOVED by Trustee Bazinet:

**THAT the Board of Trustees receive the report titled "*Impact Statement Re: Policy Recommendations for Changes to EL 17: imagineCALGARY Partnership and EL 3: Information, Counsel and Support to the Board of Trustees*" for information.**

The motion was  
CARRIED UNANIMOUSLY.

### 8.3 GP 10 and GP 11 - Amendments

Chair Cochrane provided brief introductory comments to the report.

MOVED by Trustee Bazinet:

**THAT the Board of Trustees gives first reading to the amended policies attached as Appendix I, specifically:**

- **Governance Process 10 – Addressing Board Member Violations, as amended in tracked changes; and**
- **Governance Process 11 – Board of Trustees' Committees, as amended in tracked changes.**

The motion was  
CARRIED UNANIMOUSLY.

MOVED by Trustee Dirks:

**THAT the Board of Trustees gives second reading to the amended policies attached as Appendix I, specifically:**

- **Governance Process 10 – Addressing Board Member Violations, as amended in tracked changes; and**
- **Governance Process 11 – Board of Trustees' Committees, as amended in tracked changes.**

Action By:

The motion was  
CARRIED UNANIMOUSLY.

MOVED by Trustee Kryczka:

**THAT the Board of Trustees approves that amendments to these policies be given more than two readings at this meeting.**

The motion was  
CARRIED UNANIMOUSLY.

MOVED by Trustee Lane:

**THAT the Board of Trustees gives third reading and thereby final approval to the amended policies attached as Appendix I, specifically:**

- **Governance Process 10 – Addressing Board Member Violations, as amended in tracked changes; and**
- **Governance Process 11 – Board of Trustees’ Committees, as amended in tracked changes.**

The motion was  
CARRIED UNANIMOUSLY.

(For ease of reference, the approved policies are attached to these minutes).

## **9.0 CONSENT AGENDA**

Chair Cochrane noted that Items 9.2.1 and 9.2.3 had been removed from the Consent Agenda. She declared the remaining items to be adopted as submitted:

### **9.1 Board Consent Agenda**

#### 9.1.1 Approval of Minutes

- Regular Meeting held December 1, 2009
- Regular Meeting held December 15, 2009
- Regular Meeting held January 5, 2010

**THAT the Board of Trustees approves the Minutes of the Regular Meetings held December 1, 2009; December 15, 2009 and January 5, 2010, as submitted.**

#### 9.1.2 Correspondence

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

- **Correspondence dated December 9, 2009 to Board Chair, Pat Cochrane from The Honourable Dave Hancock, Minister of Education commending the CBE for success on the 2009 Accountability Pillar Results.**

Action By:

- **Correspondence dated December 15, 2009 to Board Chair, Pat Cochrane from the Honourable Dave Hancock, Minister of Education thanking the Board of Trustees and Chief Superintendent Johnson for providing the input for consideration in preparation of the 2010-2011 provincial budget.**

9.1.3 Annual Monitoring of GP 7, 10 and 11

**THAT the Board of Trustees approves the Governance Process Policy Monitoring reports for Governance Process Policies 7, 10 and 11 in the form as submitted as Attachment I to the report dated January 19, 2010.**

9.1.4 EducationMatters Reappointment of Governor

**THAT the Board of Trustees approves the reappointment of Dr. P. Michael Maher as Governor of EducationMatters, for an additional 3-year term effective December 2, 2009, ending December 2, 2012.**

## 9.2 Chief Superintendent Consent Agenda

9.2.2 First Quarter Capital Budget Status Report as at November 30, 2009

**THAT information regarding all budget revisions and transfers, as outlined in this report for the period September 1 to November 30, 2009 inclusive, be received for monitoring and for the record; and**

**THAT attachments I to IV, reflecting actual capital expenditures for the period September 1 to November 30, 2009 and forecast expenditures for year ending August 31, 2010, be received for monitoring information and for the record; and**

**THAT the capital fund surplus of \$7.074 million, designated for project initiatives carried forward from 2008/09, be approved for transfer and inclusion in the 2009/10 Capital Budget. (A listing of approved items as identified in Attachment V of the report).**

9.2.4 Appointment of Corporate Secretary and Treasurer

**THAT the Board of Trustees receives the attached correspondence for information and for the record.**

9.2.1 Report on Financial Status of Operating Budget as at November 30, 2009

Mr. Braun provided introductory comments and informed that factors contributing to the complexity of this report included: some fiscal adjustments by the province in the fall; the September 30th enrolments changed dramatically from what was expected; and one time funding that was not contemplated when the budget was drafted.

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

- Sustainable transfers are items that will be repeated in the following year and need to be subtracted or added in for comparison in the next budget for the following year. Non-sustainable items are items that

Action By:

are one time in nature and are carried forward such as designated funds at schools and capital projects that are incomplete.

- Mr. Braun reported that last August the province introduced claw backs that were taken out of the base operating grant funding. For CBE, this is a reduction of approximately \$3 million that is considered sustainable as it is expected to be a permanent reduction. It is not known if there will be additional claw backs in the coming year. He noted that the next budgeting year will be a challenge and decisions to continue to draw on reserves or to cut back in some other areas will be difficult. Mr. Braun noted that the fuel grant has also been eliminated.

A Trustee commented that the Education Minister spoke of one-time cuts, not a permanent reduction to the basic grant funding, and noted that there was an assumption at the Trustee level of various boards that this was not a permanent reduction. Director J. Anderson responded that the claw back was recorded as sustainable to be conservative. Mr. Braun stated that this conservative approach will be helpful for 2010/11 budget planning. He will seek clarification from the province and report back to the Board on this at the next meeting, and noted that if their interpretation is wrong the budget can be adjusted for the second quarter reporting. (It was also noted that this reduction in funding is recorded in the ministry's budget as a sustainable reduction).

- Mr. Braun responded to a Trustee question regarding salaries and benefits, stating that there are some positions that were not filled immediately and temporary staff were hired to fill vacancies. There is also a variance in salaries as senior staff retire and new staff with less experience are hired.
- Mr. Braun stated that EL-10 requires that Administration deliver a balanced budget. In order to do so this year, the encumbrance of reserve draws is requested, as based on current projections, it might become necessary. Mr. Braun stated that the Calgary Board of Education's reserves would still be classed as "healthy". There is a surplus from prior years of unrestricted net assets that have not yet been put into operating reserves of approximately \$3 million. There is also \$19 million in restricted reserves for a total of \$22 million. The province recommends boards to have reserves of approximately 2.5 per cent of their budgets; we are at 2.3 per cent which is very close.

At 7:59 p.m. Chair Cochrane received the consent of the Board to continue to end of Agenda.

MOVED by Trustee Kryczka:

**THAT information regarding all budget revisions made during the period September 1, 2009 to November 30, 2009 inclusive (identified in the Analysis section and in Attachments I and II of the report), be received for monitoring information and for the record;**

Action By:

**THAT the Statement of Revenue and Expense for the period September 1, 2009 to November 30, 2009 and Forecast Annual Revenue and Expense for the year ending August 31, 2010 and notes thereto (Attachments III and IV, respectively) be received for monitoring information and for the record;**

**THAT service unit operating fund surplus of \$2.9 million for initiatives carried forward from 2008/09, be approved for transfer and inclusion in the 2009/10 operating budget. (A listing of approved items as identified in Attachment V of the report);**

**THAT expected year-end August 31, 2010 reserve draws of \$2.5 million from the Fiscal Stability Reserve and \$1.0 million from the General Instruction Reserve be approved to mitigate grant funding adjustments and the fiscal correction from the Province.**

The motion was  
CARRIED UNANIMOUSLY.

#### 9.2.3 2009/10 Operating Budget Update

Mr. Braun provided introductory comments and explained that in the past Alberta Education asked for a fall update; however, because of uncertainty they have now allowed boards the option to adopt their budget in May/June or delay to November 30<sup>th</sup>. CBE chose to adopt in June and now provide an amendment for November 30<sup>th</sup>. Generally the budget is amended at the first quarter reporting in order to provide a modified budget for the next year. Mr. Braun stated that the class size average target has been sustained even though the grants were reduced.

A Trustee commented that these are very complex, uncertain times. The CBE continues to support a diverse population of learning needs, set up costs of new schools, fund for full day kindergarten, etc. There is concern as to how we are going to meet our commitments.

A Trustee noted concern that the accumulated operating surplus on page 9-7 has already been reduced by \$8 million this year. It will be diminished in three years if this continues. Mr. Braun stated that the initial budget called for a draw of 3.9 million from reserves to balance the budget. Part of this was due to utility cost increases and the planned reduction to offset transportation fees.

MOVED by Trustee Bazinet:

**THAT the Board of Trustees approve this updated 2009/2010 Operating Budget Report as at November 30, 2009 and submit the report to Alberta Education.**

The motion was  
CARRIED UNANIMOUSLY.

Action By:

### **10.0 TRUSTEE NOTICES OF MOTION**

Trustee Dirks brought forward a Notice of Motion on behalf of Chair Cochrane and himself regarding gender specific education and an update on the effectiveness of the CBE with regards to the education of boys.

Trustee Bazinet brought forward a Notice of Motion to rescind motions from September 21, 2004 regarding donor recognition and to request a report on donor recognition.

Recessed at 8:09 p.m.  
Reconvened at 8:19 p.m.

### **11.0 IN-CAMERA ISSUES**

#### **11.1 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, January 19, 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.

#### **11.2 Motion to Revert to Public Meeting**

MOVED by Trustee Ferguson:

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

The motion was  
CARRIED UNANIMOUSLY.

### **11.3 MOTIONS TO ACTION IN-CAMERA RECOMMENDATIONS**

MOVED by Trustee Dirks:

**THAT the Board of Trustees receives for information the reports on student accommodation issues.**

The motion was  
CARRIED UNANIMOUSLY.

**12. ADJOURNMENT**

Chair Cochrane declared the meeting adjourned at 9:57 p.m.

Action By:

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## **CALGARY BOARD OF EDUCATION**

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### **Board of Trustees' Policy – Governance Process GP-10: Addressing Board Member Violations**

**Monitoring Method: Self Assessment**

**Monitoring Frequency: Annual**

The Board of Trustees and each of its members believe in faithful compliance with the provisions of the Board of Trustees' policies. Accordingly:

1. any allegations of non-compliance against a trustee shall be provided in writing to the Chair or Vice-Chair of the Board of Trustees;
  2. a trustee who is alleged to have violated Board of Trustees' policy shall be informed in writing by the Chair and shall be allowed to present his or her views of such alleged breach at a private Board of Trustees' meeting. The complaining party shall be identified;
  3. trustees who are found to have violated Board of Trustees' policy may be subject to censure as outlined below and may result in the Board of Trustees instituting the following sanctions:
    - (a) if the Board of Trustees so determines at a private meeting of the Board of Trustees, the Board Chair shall write a letter of censure marked "Personal and Confidential" to the trustee in question.
    - (b) for subsequent occurrence(s), a motion of censure against the trustee in question shall be considered at a public Board of Trustees' meeting;
- a motion to remove the trustee in question from one or more appointments may be considered at a public Board of Trustees' meeting.

Adopted:



## **CALGARY BOARD OF EDUCATION**

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### **Board of Trustees' Policy – Governance Process GP-11: Board of Trustees' Committees**

**Monitoring Method: Self-Assessment  
Monitoring Frequency: Annual**

A committee is a Board of Trustees' committee only if its existence and mandate comes from the Board of Trustees. Board of Trustees' committees are not to interfere with the wholeness of the Board of Trustees' job, nor interfere with delegation from the Board of Trustees to the Chief Superintendent. Therefore, Board committees shall be used sparingly.

1. The Board of Trustees shall establish Board committees and their Terms of Reference. Such committees will be advisory to the Board of Trustees and shall assist the Board of Trustees in its work as governors, representatives and advocates.
  
2. The Board of Trustees shall appoint members to committees and these members shall serve at the pleasure of the Board.
  
3. Committee membership shall be reviewed annually at the Organizational Meeting and more frequently if the Board of Trustees so determines.
  
4. The Board of Trustees shall review annually the Terms of Reference of all committees.
  
5. Each committee shall be chaired by a person who is appointed by the Board of Trustees. It shall be the responsibility of the Committee Chair to:
  - provide written reports to the Board of Trustees;
  - to bring recommendations from the committee to the Board of Trustees;
  - to review annually with committee members GP-11 and the Committee Terms of Reference;
  - to file minutes of committee meetings with the Board of Trustees for the corporate record and include at least the following information:
    - (a) date and place of meeting;
    - (b) attendees;
    - (c) record of decisions and who is assigned any actions arising; and
    - (d) date, time and place of next meeting.

6. Attendance at meetings of Board committees shall be limited to Committee members and invited guests, unless otherwise decided by the Board of Trustees.
  
7. The only Board committees are those listed in Governance Process Policy 11E, Board of Trustees' Committees – Terms of Reference.

Adopted: January 19, 2010