

public agenda

Regular Board Meeting

October 4, 2016
12:00 p.m.

Multipurpose Room,
Education Centre
1221 8 Street SW,
Calgary, AB

R-1: Mission |

Each student, in keeping with his or her individual abilities and gifts, will complete high school with a foundation of learning necessary to thrive in life, work and continued learning.

Conflict of Interest reminder: Trustees must disclose any potential pecuniary interest in any matter before the Board of Trustees, as set forth in the agenda as well as any pecuniary interest in any contract before the Board requiring the Board's approval and/or ratification.

Time	Topic	Who	Policy Ref	Attachment
12:00 p.m.	1 Call to Order, National Anthem and Welcome			
	2 Consideration/Approval of Agenda		GC-2	
	3 Awards and Recognitions			
	4 Results Focus			
15 mins	4.1 School Presentation – Ernest Morrow School	D. Yee	R- 4	
	5 Operational Expectations			
20 mins	5.1 OE-3: Treatment of Owners – Annual Monitoring	D. Stevenson	OE-3, 8, B/CSR-5	Page 5-1
30 mins	5.2 Community Engagement Framework – presentation	M. Martin- Esposito	OE - 9	
Max 20 mins	6 Public Comment [PDF] Requirements as outlined in Board Meeting Procedures		GC-3.2	
	7 Matters Reserved for Board Action	Board	GC-3	



Time	Topic	Who	Policy Ref	Attachment
	8 Consent Agenda	Board	GC-2.6	
	8.1 Approval of Minutes			Page 8-29
	<ul style="list-style-type: none"> ▪ Regular Meeting held September 20, 2016 (<i>THAT the Board approves the minutes of the Regular Meeting held September 20, 2016 as submitted.</i>) 			
	8.2 Items Provided for Board Action			
	8.2.1 Christine Meikle Closure (<i>THAT Christine Meikle School be closed effective January 31, 2017 for relocation of the existing program; THAT upon closure, the name Christine Meikle School be transferred to new facility; and, THAT the Board corresponds with parents and the Ministers, as required.</i>)	D. Breton	OE-8,11,12	Page 8-37
	8.3 Items Provided for Board Information		OE-8	
	8.3.1 Chief Superintendent’s Update		B/CSR-5 OE-8	Page 8-13
	8.3.2 Education Matters Financial Statements as July 31, 2016		GC-3	Page 8-1
	8.3.3 Trustee Liaison Report re: Alberta School Boards Association - Board of Directors			Page 8-19
	8.3.4 Trustee Liaison Report re: Alberta School Boards Association – Zone 5			Page 8-22
	9 In-Camera Session			
3:00 p.m.	10 Adjournment			
	Debrief	Trustees	GC-2.3	

Notice |
 This public Board meeting will be recorded & posted online.
 Media may also attend these meetings.
 You may appear in media coverage.

Archives will be available for a period of two years.
 Information is collected under the authority of the School Act and the Freedom of Information and Protection of Privacy Act section 33(c) for the purpose of informing the public.

For questions or concerns, please contact:
 Office of the Corporate Secretary at corpsec@cbe.ab.ca.

operational expectations monitoring report

Monitoring report for the school year 2015-2016

Report date: October 4, 2016

OE-3: Treatment of Owners

CHIEF SUPERINTENDENT CERTIFICATION

With respect to Operational Expectations 3: Treatment of Owners, the Chief Superintendent certifies that the proceeding information is accurate and complete.

- [x] In Compliance.
[] In Compliance with exceptions noted in the evidence.
[] Not in Compliance.

Signed: [Signature] David Stevenson, Chief Superintendent

Date: Sept. 19/16

BOARD OF TRUSTEES ACTION

With respect to Operational Expectations 3: Treatment of Owners, the Board of Trustees:

- [] Finds the evidence to be compliant
>[] Finds the evidence to be compliant with noted exceptions
>[] Finds evidence to be not compliant

Summary statement/motion of the Board of Trustees:

Signed: _____ Chair, Board of Trustees

Date: _____

OE-3: Treatment of Owners

Executive Summary

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

This Operational Expectation establishes the values and expectations of the Board of Trustees for the Calgary Board of Education regarding the actions that support relationships between the organization and members of the Calgary community.

The Chief Superintendent’s reasonable interpretation for OE 3: Treatment of Owners was approved on September 4, 2012. The Board of Trustees last monitored OE 3 on October 6, 2015. An extraordinary monitoring report was also submitted on October 6, 2015 as requested by the Board of Trustees.

3.1 Manage information in such ways that confidential information is protected.	Compliant
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Indicator 1a): Non-compliant
 Indicator 1b): Compliant
 Indicator 2: Compliant
 Indicator 3: Compliant

3.2 Effectively handle complaints.	Compliant
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Indicator 1: Compliant
 Indicator 2: Compliant
 Indicator 3: Compliant
 Indicator 4: Compliant

OE-3: Treatment of Owners

<p>3.3 Maintain an organizational culture that:</p> <ul style="list-style-type: none"> a. values individual differences of opinion; b. reasonably includes people in decisions that affect them; c. provides open and honest communication in all written and interpersonal interaction; and d. focuses on common achievement of the Board's <i>Results</i> policies. 	<p>Compliant</p>
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Indicator 1: Compliant
 Indicator 2: Compliant
 Indicator 3: Compliant
 Indicator 4: Compliant
 Indicator 5: Compliant
 Indicator 6: Compliant

<p>3.4 Conduct reasonable background inquiries and checks prior to utilizing the services of any volunteers who have contact with students.</p>	<p>Compliant</p>
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Indicator 1: Compliant
 Indicator 2: Compliant



OE-3: Treatment of Owners

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

Board-approved Interpretation |

The Chief Superintendent interprets the Board of Trustees values a relationship between the Calgary Board of Education and its owners that is characterized by:

acknowledgement of roles, responsibilities and contributions;
clear and understood decision-making processes where voice is valued; and
collective support for student learning.¹

The Chief Superintendent interprets:

organizational owners to be those Albertans with the greatest vested interest in public education in our city: the citizens of Calgary. Owners are “those individuals whose lives are benefited, either directly or indirectly, by what the organization does.”² In this context, the Calgary Board of Education serves the Calgary community. Where the interpretation of an OE-3 sub-section targets a specific owner group, the group is named.

organizational culture to mean the superglue that bonds an organization, defines the working environment, unites people and helps an enterprise accomplish its desired results—the distinctive values, customs and regulations of the Calgary Board of Education. Culture is both a product and a process. As a product, it embodies wisdom accumulated from experience. As a process, it is renewed and re-created as newcomers learn the old ways and begin to shape innovation and change.³

respect to mean the diverse perspectives of owners are valued;

dignity to mean the perspectives of owners are considered with serious intent;

courtesy to mean the interactions with owners are characterized by civility and helpfulness.

¹ *Working Relationship Commitment*, Calgary Board of Education (2010)

² Dawson, Linda J. and Quinn, Randy. *Boards that matter*. Rowan & Littlefield Education (2011)

³ Bolman, Lee G. and Deal, Terrence E. *Reframing organizations – artistry, choice and leadership*. Jossey-Bass. (2008)



The Chief Superintendent will

3.1 Manage information in such ways that confidential information is protected.	Compliant
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Board-approved Interpretation |

The Chief Superintendent interprets:

confidential information to mean information about owners with the exception of employees and students. Confidential employee information is addressed in OE-4: Treatment of Employees and confidential student information is addressed in OE-11: Learning Environment/Treatment of Students.

Information collected in the course of operations relating to owners as described above includes and is not limited to:

- banking information;
- credit card information;
- tax information;
- custody agreements;
- divorce agreements;
- immigration status;
- demographic information.

Further, this confidential information exists in the form of a record. A record is defined as information that is written, photographed, scanned or stored in any manner.

protected to mean secure in three areas: physical, technical and administrative. Examples include secure storage of records (physical), access controls (technical) and protocols governing the release of personal information (administrative).

The Calgary Board of Education records management program is designed in accordance with Generally Accepted Recordkeeping Principles (GARP). CBE information security protocols are maintained in accordance with Information Technology industry best practices.

The creation, establishment, implementation and maintenance of a comprehensive strategic records management program for the Calgary Board of Education is a multi-year process. Development and implementation of systematic processes require analysis, determination and organizational change management. Generally, this represents a multi-year endeavor with many interdependencies and complexities.

Board-approved Indicators and *Evidence* of Compliance |

1. a) 100 per cent of confidential information about owners (as described



in the above interpretation) is received, maintained, preserved or disposed by the CBE in accordance with Generally Accepted Recordkeeping Principles, as measured by internal tracking.

The organization is non-compliant with this indicator.

During the reporting period, there were instances where the expected standards for the Principles of Protection as defined by Generally Accepted Recordkeeping Principles were not met. Specifically, there were eighteen (18) phishing incidents where staff members were deceived into disclosing their passwords and two (2) incidents where staff members willingly shared their passwords with other CBE staff. This means that parties who were not entitled or authorized obtained access to CBE systems on these occasions.

- b) Targets set for completion of records management tasks required to achieve compliance will be met, as measured by the Records Management time line.

The organization is compliant with this indicator.

All targets defined in the timeline for the 2015-2016 school year were met and were consistent with the quarterly updates on the records management work shared with the Board of Trustees in Chief Superintendent written update reports on September 8, 2015, December 1, 2015, March 1, 2016, and June 14, 2016.

The Corporate Records Management Program timeline is available at: <http://www.cbe.ab.ca/about-us/board-of-trustees/trusteepublicdouments/corporate-records-management-program-high-level-timeline.pdf>

2. 100 per cent of critical/sensitive/confidential electronic information and data within CBE-managed systems is access controlled with passwords, as measured by internal tracking.

The organization is compliant with this indicator.

Internal controls confirm that 100 per cent of critical/sensitive/confidential electronic information and data within CBE-managed systems is access controlled with passwords. Encryption is applied to all CBE desktops and laptops as well as enforced on all mobile devices that connect to the corporate mail system. An external audit of the Oracle Financials System included the examination of password controls and no password issues were identified.

3. 100 per cent of orders resulting from investigations by the Office of the Information and Privacy Commissioner into CBE responses to privacy and/or access inquiries indicate the Office upholds decisions made by the CBE, as measured by internal tracking.

The organization is compliant with this indicator.

In the 2015-2016 year, 100 per cent of orders resulting from investigations by the Office of the Information and Privacy Commissioner into CBE responses to privacy and/or access inquiries upheld decisions made by Calgary Board of Education. There was one inquiry conducted during the 2015-2016 school year.

Evidence demonstrates three of the four indicators in sub-section 3.1 are in compliance. The exception is indicator 1 a).

3.2 Effectively handle complaints.	Compliant
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Board-approved Interpretation |

The Chief Superintendent interprets:

effective to mean interactions are characterized by respectful and courteous dialogue with Calgary Board of Education employees;

handle to mean CBE employees are reasonably accessible and respond to complaints in a timely fashion;

complaints to mean a criticism or concern from an owner:

- about the values, customs or regulations of the CBE;
- within the context of their relationship with the CBE; and
- requiring a response.

Board-approved Indicators of Compliance |

1. 90 per cent of voice mail and e-mail criticisms or concerns received at the system level are acknowledged within two business days, as measured by internal tracking.

The organization is compliant with this indicator.

All 12 offices confirmed that more than 90 per cent of complaints received in their office during the 2015-2016 school year received an initial response within two business days. Confirmation was received from the following offices: Office of the Chief Superintendent, Communications, Facilities and Environmental Services, Finance and Supply Chain Services, Human Resources, Learning, Legal Services, and five Area offices.

2. 10 per cent or less of the criticisms or concerns received at the system level require direct and personal interaction between the complainant and a superintendent, as measured by internal tracking.

The organization is compliant with this indicator.

Confirmation that 10 per cent or less of the criticisms or concerns received at the system level required direct and personal interaction between the complainant and a superintendent was received from the following offices: Office of the Chief Superintendent, Communications, Facilities and Environmental Services, Finance and Supply Chain Services, Human Resources, Learning, and Legal Services.

3. 100 per cent of school principals confirm a minimum of one half-day is provided for student mark and/or student grade placement appeals, as measured by Action Manager.

The organization is compliant with this indicator.

For 2015-2016, 100 per cent of school principals responded "Yes" to the following statement:

"provisions were made for a minimum of one half-day for student mark and/or grade placement appeals".

4. 100 per cent of school principals confirm that provision is made during the school year for individual conferences when requested by the parent or considered necessary by the teacher, as measured by Action Manager.

The organization is compliant with this indicator.

For 2015-2016, 100 per cent of school principals responded Yes to the following statement:

"provisions were made during the school year for individual conferences when requested by the parent or considered necessary by the teacher."

Evidence demonstrates all indicators in sub-section 3.2 are in compliance.

<p>3.3 Maintain an organizational culture that:</p> <ol style="list-style-type: none">a. values individual differences of opinion;b. reasonably includes people in decisions that affect them;c. provides open and honest communication in all written and interpersonal interaction; andd. focuses on common achievement of the Board's <i>Results</i> policies.	<p>Compliant</p>
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Board-approved Interpretation |

The Chief Superintendent interprets:

values individual differences of opinion to mean consideration is given to the diverse viewpoints and feedback of parents/guardians, students and members of the Calgary community;

reasonably includes people in decisions that affect them to mean those owners most directly impacted by decisions are provided with an appropriate opportunity to provide feedback to the decision-making process,

provides open and honest communication to mean CBE employees state what is understood to be true at the time, and share information that is validated and respects confidentiality as required;

focuses on common achievement of the Board's Results policies to mean the values, customs and regulations of the CBE regarding student learning act as the filters for interactions and decision-making.

Board-approved Indicators of Compliance |

1. 100 per cent of community engagement processes are organized for appropriate participation and input in decision-making, as measured by internal tracking.

The organization is compliant with this indicator.

There was extensive system engagement during the 2015-16 school year on significant system issues including the CBE's transportation services, schools impacted by new school openings, construction and modernization projects and various school/area specific initiatives. This engagement included in-person, online and interview opportunities with students, parents, staff and community members. Information was shared in advance of active engagement to provide clarity to help people understand the scope of the engagement. Invitations to in-person engagement sessions outlined the topics to be explored, opportunities people would have to share their input and feedback, identified what aspects of the decision input and feedback could be provided; the level of engagement, decisions to be made and who would be making the decision.

Examples of system engagement opportunities offered during the 2015-2016 school year included: more than 20 in-person transportation engagement sessions; 5 open houses for impacted schools, 19 group sessions on improving public engagement at the CBE and 6 in-person sessions on budget. Online survey opportunities were offered for all of these topics as well as some one on one interviews.

*A new community engagement framework, called **dialogue**, that identified a clear process for CBE employees to follow was developed and will be used systemically beginning with the 2016-2017 school year.*

2. 100 per cent of schools have a School Council or a School Council establishment meeting, as measured by Action Manager.

The organization is compliant with this indicator.

For 2015-2016, 100 per cent of school principals responded Yes or NA to the following statement in Action Manager:

"my school had a school council and/or an establishment meeting was held."

3. 100 per cent of schools communicate regularly with parents and guardians through a school newsletter and/or active website, as measured by Action Manager.

The organization is compliant with this indicator.

For 2015-2016, 100 per cent of school principals responded Yes or NA to the following statement in Action Manager:

"my school distributed a newsletter or other form of communication to parents and/or maintained an active school website."

4. The Chief Superintendent provides a school newsletter insert a minimum of four times during a school year, as measured by internal tracking.

The organization is compliant with this indicator.

The Chief Superintendent provided five newsletter inserts to Calgary Board of Education schools for the following months: October and December 2015, and February, April and June 2016.

5. CBE administration produces and maintains an active and current public website, as measured by internal tracking.

The organization is compliant with this indicator.

The public website is highly active, averaging between 2 to 3 million page views, and an additional 300,000 document downloads, per month. New content is added daily, including frequent timely updates to key sections such as budget information, school construction and modernization projects. More than 250 news stories were also posted during this school year. The Find A School page was enhanced during the 2015-2016 year to make it easier for the public to find information about new schools, and was one of the most-accessed pages in the website. The number of calls to the public information continues to be about 50 per cent lower than the level before the redesigned public website was launched (December, 2014).

6. The Calgary Board of Education annual Parental Involvement result is intermediate (74.6 per cent or higher), as measured by Alberta Education's



Accountability Pillar Survey. The Alberta Education parental involvement measure states, "Percentage of teacher and parents satisfied with parental involvement in decisions about their child's education."

The organization is compliant with this indicator.

In the 2015-2106 school year, the Calgary Board of Education Parental Involvement achievement result was 78.4%: intermediate (range: 74.58-78.50).

Evidence demonstrates the indicators in sub-section 3.3 are in compliance.

<p>3.4 Conduct reasonable background inquiries and checks prior to utilizing the services of any volunteers who have contact with students.</p>	<p>Compliant</p>
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Board-approved Interpretation |

volunteers to mean persons who assist schools and/or students either in curricular or extra-curricular activities, including volunteer drivers and students volunteering outside their school. It does not include guest speakers, presenters, escorted visitors to the school, parents assisting their own children in the school, or school council members in their position as school council members;

contact with students to mean instances when volunteers interact with CBE students either in curricular or extra-curricular activities;

reasonable background inquiries to mean a current police security check including a vulnerable sector search;

checks to mean the "Driver Agreement – Volunteers" form including all terms, conditions, notes and instructions for any volunteer who intends to transport CBE students to school functions or activities in a privately owned passenger vehicle.

Board-approved Indicators of Compliance |

1. 100 per cent of volunteers provide a valid document to the school principal confirming they passed the vulnerable sector police security check before beginning their volunteer service, as measured by Action Manager.

The organization is compliant with this indicator.

In 2015-2016, 100 per cent of school principals responded Yes or NA to the following statement:

"all volunteers in my school were confirmed as passing the vulnerable sector police security check before beginning their volunteer service."

2. 100 per cent of volunteers transporting students in a privately owned passenger vehicle meet all terms and conditions of the "Driver Agreement – Volunteer" form before transporting students, as measured by Action Manager.

The organization is compliant with this indicator.

In 2015-2016, 100 per cent of school principals responded Yes or NA to the following statement in Action Manager:

"all volunteers in my school transporting students in a privately owned passenger vehicle met all terms and conditions of the "Driver Agreement – Volunteer" form before transporting students."

Evidence demonstrates that all indicators in sub-section 3.4 are in compliance.

**ATTACHMENT: OE-3 Treatment of Owners Capacity Building and Process Information
GLOSSARY – Developed by the Board of Trustees**

Board: The Board of Trustees

Operational Expectations: These policies define both the nonnegotiable expectations and the clear boundaries within which the Chief Superintendent and staff must operate. They articulate the actions and decisions the Board would find either absolutely necessary or totally unacceptable.

Monitoring Report: The Board wants to know that its values have driven organizational performance. The Chief Superintendent will present to the Board, for its evaluation, a report that summarized how either compliance has been achieved on Operational Expectations or how reasonable progress has been made in Results. Each monitoring report requires: a re-statement of the full policy, by section; a reasonable interpretation of each section; data sufficient to prove compliance or reasonable progress; and a signed certification from the Chief Superintendent of the status.

Reasonable Interpretation: Once the Board has stated its values in policy, the Chief Superintendent is required to "interpret" policy values, saying back to the Board, "here is what the Board's value means to me." The Board then judges whether this interpretation is reasonable. In other words, does the Chief Superintendent "get it?" This reasonable interpretation is the first step required in monitoring compliance on Operational Expectations and monitoring reasonable progress on Results.

Compliance: Evidence or data that allow the Board to judge whether the Chief Superintendent has met the standard set in the Operational Expectations values.

Non-compliance: In gathering evidence and data to prove to the Board that its Operational Expectations values have been adhered to, there may be areas where the standards were not met. The policy or subsection of the policy would be found to be "non-compliant." The Chief Superintendent would identify the capacity-building needed to come into compliance and the Board would schedule this section of policy for re-monitoring.



| attachment |

OE-3: Treatment of Owners

Capacity Building Information

Non-compliance

October 4, 2016.

3.1 Manage information in such ways that confidential information is protected.

All incidents were thoroughly investigated, reported and appropriately addressed. To improve the latter outcomes, significant efforts have been directed toward increasing staff awareness of phishing as well as the importance of password protection through presentations at system leadership meetings, code of conduct discussions, informational and illustrative screen savers and where appropriate through performance management consequences.

report to Board of Trustees

Exemption from Closure of School Regulation Christine Meikle School

Date	October 4, 2016
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	David Stevenson, Chief Superintendent of Schools
Purpose	Decision
Originator	Dany Breton, Superintendent Facilities and Environmental Services
Governance Policy Reference	Operational Expectations OE-8: Communication With and Support for the Board OE-9: Communicating With the Public OE-11: Learning Environment - Treatment of Students OE-12: Facilities
Resource Person(s)	Carrie Edwards Director, Planning & Transportation Darlene Unruh, Director, Area II Kelly Ann Fenney, Assistant Legal Counsel Sherri Lambourne, Manager, Real Estate & Leasing Anne Trombley, Manager, Planning

1 | Recommendation

It is recommended:

- THAT Christine Meikle School at 64 12 Street NE be closed effective January 31, 2017 for the purpose of relocating the entirety of the existing program to a purpose-built replacement school at 3525 50 Street NW;
- THAT upon closure of the school at 64 12 Street NE, the name Christine Meikle School be transferred to the new facility located at 3525 50 Street NW; and
- THAT the Board of Trustees corresponds with parents and the Ministers, as required.



2 | Issue

In February 2014 the Alberta Government approved construction of a replacement school for Christine Meikle School. The new school will be completed in the fall of 2016. The relocation of three or more grades of students to a new facility necessitates school closure under the Closure of Schools Regulation.

3 | Background

Christine Meikle School located in the community of Bridgeland/Riverside is a unique setting for students with severe and complex needs. This program draws junior/senior high school students (ages 12 to 19) from all areas of Calgary.

The Christine Meikle School facility is leased from The City of Calgary. The lease agreement was renewed for a 25-year period in 2009, expiring in 2034.

In 2009, Alberta Infrastructure evaluated school facilities through RECAPP and rated the overall condition of the facility as being in acceptable condition. The evaluation made the following recommendations:

- Roof elements require upgrading (drain and gutter modifications, etc.);
- Exterior requires upgrades (replace metal siding, painting, etc.);
- Interior spaces require upgrading (door panic bars, accordion styled partitions, screens, automated door openers, painting, millwork, bathroom fixtures, flooring, etc.);
- Mechanical systems require upgrading (shower stalls, fountains, plumbing fixtures, hot water heaters, boiler, etc.); and
- Electrical systems require upgrading (secondary panels, motor control center, master light fixtures, etc.).

The CBE made the decision not to modernize the existing facility and instead requested funding to construct a replacement school as part of the 2014-17 Three Year School Capital Plan. CBE recognized the need to involve as many stakeholders as possible early in the design of this unique setting with the intent of more fully informing the request for financial support for this project in the Three Year School Capital Plan. Approval from the provincial government was received in February 2014.

The new school facility is built to accommodate a population of up to 125 students. This new school facility incorporates more than just barrier-free accessibility. There is an emphasis on open space and flow where dedicated rooms function to meet the specific needs of both students and staff.

The new school facility is designed with the unique learning needs of the students and the following aspects were considered in the design:

- Appropriate site
- Structurally appropriate facility
- Architectural components
- Interior spaces
- Mechanical systems
- Electrical systems

On September 13, 2016 the Board of Trustees reviewed the specific background of the situation and approved the Board of Trustees Chair correspond with the Minister of Education to request the Minister grant an exemption from sections. 4-7 of the Closure of Schools Regulation (Attachment I). On September 14, Chair Bowen-Eyre corresponded with the Minister to request the exemption (Attachment II).

Naming the new building Christine Meikle is a natural consequence of building a replacement school. Under the Board's policies – GC – 5E the Board has retained responsibility for naming. The policy contemplates the Board of Trustees constituting a committee and engaging with community members in the naming process. Notwithstanding GC- 5E it is recommended that the Board transfer the current name to the new building as the Christine Meikle name is well recognized and an integral part of the school identity. Christine Meikle was considered a leader in the delivery of education to students with complex learning needs and received the Order of Canada. Transferring the name to the new facility continues the honour bestowed on the Meikle family by the CBE and is consistent with expectations of students, staff and parents in the school community. It is also consistent with past practice for the naming of replacement schools.

4 | Implementation Consequences

On September 23, 2016 CBE Trustee Chair Bowen-Eyre received correspondence (Attachment III) from Minister Eggen granting the requested exemption. The minister stated that he is satisfied that the board has worked positively with both the community and the parents of students who will attend the new facility and as such granted the board an exemption from sections 4 through 7 of the Closure of Schools Regulation. Accordingly, administration recommends the Board of Trustees pass the resolution required to close the existing Christine Meikle School and communicate this decision to parents in a timely manner.

If the Board transfers CBE administration will notify the City of Calgary, students and parent community. If the Board of Trustees does not transfer the name the Board will have to commence its naming process.

5 | Conclusion

Extensive communication with the school community, the Bridgeland Community and the Varsity community has been ongoing since the new Christine Meikle School was announced in 2014. As the current site is leased from the city of Calgary and given the exemption received by the Minister of Education, the current lease will be terminated and the school closed by the end of January 2017. Students at the current Christine Meikle School will move to the new facility when it is ready for occupancy sometime in late 2016 or early 2017.



DAVID STEVENSON
CHIEF SUPERINTENDENT OF SCHOOLS

ATTACHMENTS

- Attachment I: Closure of School Regulation
- Attachment II: September 14 Letter from Chair to Minister
- Attachment III: September 23, 2016 Letter from Minister Eggen

GLOSSARY – Developed by the Board of Trustees

Board: Board of Trustees

Governance Culture: The Board defined its own work and how it will be carried out. These policies clearly state the expectations the Board has for individual and collective behaviour.

Board/Chief Superintendent Relationship: The Board defined in policy how authority is delegated to its only point of connection – the Chief Superintendent – and how the Chief Superintendent's performance will be evaluated.

Operational Expectations: These policies define both the nonnegotiable expectations and the clear boundaries within which the Chief Superintendent and staff must operate. They articulate the actions and decisions the Board would find either absolutely necessary or totally unacceptable.

Results: These are our statements of outcomes for each student in our district. The Results policies become the Chief Superintendent's and the organization's performance targets and form the basis for judging organization and Chief Superintendent performance.



Province of Alberta

SCHOOL ACT

CLOSURE OF SCHOOLS REGULATION

Alberta Regulation 238/1997

With amendments up to and including Alberta Regulation 136/2016

Office Consolidation

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(Consolidated up to 136/2016)

ALBERTA REGULATION 238/97

School Act

CLOSURE OF SCHOOLS REGULATION

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- 6 Decision on closure
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- 8 Expiry

Definitions

1 In this Regulation,

- (a) "closure" means any action referred to in section 2;
- (a.1) "Ministers" means, for the purposes of sections 6 and 7, the Ministers determined under section 16 of the *Government Organization Act* as the Ministers responsible for Part 7 of the *School Act*;
- (b) "school year" means the 12-month period beginning on September 1 and ending on the following August 31.

AR 238/97 s1;223/2002;257/2003

Non-application of sections

1.1(1) Sections 4 to 7 do not apply to a closure that occurs

- (a) in connection with the transfer by one board to another board or to the operator of a charter school of the ownership of real property on which a school building is located and the school building will continue to be used for the instruction or accommodation of students,

- (b) as a result of the Minister's having directed the board to dispose of the school building pursuant to section 200(3) of the Act, or
- (c) pursuant to section 2(b) if
 - (i) the school has more than one education program,
 - (ii) the students in the grades being closed are all in the same education program, and
 - (iii) the education program referred to in subclause (ii) is to be transferred to another school.

(2) Where a board plans to transfer an education program pursuant to subsection (1)(c)(iii), the board shall organize and convene an information meeting for the purpose of informing the parents of the students affected by the transfer and the alternative arrangements for continuing the education program at another school.

AR 135/2003 s2;257/2003;170/2004

Exemption from requirements

1.2(1) The Minister may, on the written request of a board or on the Minister's initiative, exempt a board from the requirements of sections 4 to 7 in respect of a closure that occurs

- (a) as a result of the board's inability to comply with section 57(2) of the Act, or
- (b) for health or safety reasons.

(2) The Minister may, on the written request of a board, exempt the board from the requirements of sections 4 to 7 in respect of a closure if the Minister is satisfied that the board has consulted with the community regarding any change in grades and programs in one or more of the schools operated by the board.

AR 257/2003 s4;170/2004

Closure of schools, etc.

2 A board may

- (a) close a school permanently or for a specified period of time,
- (b) close entirely 3 or more consecutive grades in a school, or
- (c) repealed AR 257/2003 s5,

- (d) transfer all students from one school building to one or more other school buildings on a permanent basis.

AR 238/97 s2;257/2003

Policies and procedures for closure of schools

3 A board may develop and implement policies and procedures with respect to closure of schools that are not inconsistent with this Regulation.

AR 238/97 s3;257/2003

Notification of proposed closure

4(1) Where a board is considering the closure of a school, the board shall

- (a) raise the matter by way of a motion at a regular meeting of the board, and
- (b) in writing notify the parents of every child and student enrolled in the school who, in the opinion of the board, will be significantly affected by the closure of the school.

(2) A notice referred to in subsection (1)(b) shall set out the following:

- (a) how the closure would affect the attendance area defined for that school;
- (b) how the closure would affect the attendance at other schools;
- (b.1) information on the board's long-range capital plan;
- (c) the number of students who would need to be relocated as a result of the closure;
- (d) the need for, and extent of, busing;
- (e) program implications for other schools and for the students when they are attending other schools;
- (f) the educational and financial impact of closing the school, including the effect on operational costs and capital implications;
- (g) the educational and financial impact if the school were to remain open;
- (h) and (i) repealed AR 257/2003 s7;

- (j) the time and location of the public meeting referred to in section 5(1)(a).

(3) A notice referred to in subsection (1)(b) may set out the following:

- (a) the capital needs of the schools that may have increased enrolment as a result of the closure, and
- (b) the possible uses of the school building or space in the school building if
 - (i) the entire school is being closed, or
 - (ii) 3 or more consecutive grades in the school are being closed entirely.

AR 238/97 s4;257/2003;170/2004

Public meetings

5(1) Where a board has given notice of motion at a regular meeting of the board that it is considering the closure of a school, the board

- (a) shall organize and convene a public meeting for the purpose of discussing the information provided to the parents under section 4,
- (b) shall provide an opportunity for the council of the municipality in which the school is located to provide a statement to the board of the impact the closure may have on the community, and
- (c) may hold other meetings with respect to the closure at times and places as the board may determine.

(2) The date and place of the public meeting referred to in subsection (1)(a) shall be

- (a) posted in 5 or more conspicuous places in the area or areas of the school or schools affected by the closure, for a period of at least 14 days before the date of the public meeting, and
- (b) advertised in a newspaper circulating within the area or areas of the school or schools affected by the proposed closure, on at least 2 occasions as close as is practicable to the date of the meeting.

(3) At least 2 trustees of the board shall attend the public meeting referred to in subsection (1)(a).

(4) A board shall ensure that minutes of all public meetings held under this section are prepared.

AR 238/97 s5;257/2003

Decision on closure

6(1) A board shall not make a final decision on the proposed closure until at least 3 weeks have passed since the date of the public meeting referred to in section 5(1)(a).

(2) A board shall give due consideration to any written submissions on the proposed closure that it receives after the public meeting referred to in section 5(1)(a).

(3) A board

(a) shall by resolution decide whether to close the school, and

(b) if the decision is to close the school, shall forthwith notify the Ministers in writing of the decision.

AR 238/97 s6;223/2002;257/2003

Closure within school year

7(1) All school closure procedures shall be initiated and completed within the school year in which the decision to close the school is made.

(2) Notwithstanding subsection (1), on the written request of the board, the Ministers may extend the school closure procedures beyond one school year.

AR 238/97 s7;257/2003

Expiry

8 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be re-passed in its present or an amended form following a review, this Regulation expires on August 31, 2018.

AR 238/97 s8;223/2002;257/2003;163/2008;85/2010;150/2012;
231/2012;133/2015;136/2016

9 Repealed AR 223/2002 s5.



**Calgary Board
of Education**

Board of Trustees

1221 – 8 Street SW Calgary, AB T2R 0L4 | t | 403-817-7933 | f | 403-294-8282 | www.cbe.ab.ca

www.cbe.ab.ca

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Vice-Chair

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Pamela King Wards 5 & 10

Judy Hehr Wards 8 & 9

Julie Hrdlicka Wards 11 & 13

Amber Stewart Wards 12 & 14

September 14, 2016

Honourable David Eggen
Minister of Education
228 Legislature Building
10800 – 97th Avenue
Edmonton, Alberta T5K 2B6

Dear Mr. Eggen:

Re: Request for Exemption – Response Required

Please accept this as our Board of Trustees' request that you consider providing an exemption to the Calgary Board of Education ("CBE") from certain provisions of the Closure of Schools regulation as they relate to the education programming at Christine Meikle School.

The Christine Meikle School is a unique setting that provides specialized supports and education programming to students with severe and complex needs. The School provides programming to junior/senior high school students (ages 12 to 19) from all areas of Calgary.

Students of Christine Meikle School benefit from a curriculum that includes communication skills, sensory-motor skills, functional academics, work experience and pre-vocational abilities, travel training, and adaptive physical education. The School delivers a modified curriculum based on the student's individual needs. Instructional accommodations may include the use of assistive technology, augmentative communication systems, and individual or small group instruction. The staff, students and their families also receive consultative support from the Learning service unit.

Background:

In 2014 the CBE requested funding from Alberta Education for a replacement school. Alberta Education approved that funding request. The CBE assumed responsibility for the construction of the new facility. It is scheduled to be completed in December 2016.

The School is currently housed in a leased facility owned by the City of Calgary. CBE leases the building for a nominal amount. When the new facility is ready the CBE intends to move all current students from the existing facility to the new school building and to terminate its lease with the City of Calgary.

learning | as unique | as every student

The new school building is built to accommodate up to 125 students. The unique learning needs of the students were incorporated into the site, architectural components, interior spaces, mechanical systems, and electrical systems. To that end the design and construction of the building emphasizes accessibility, open space and flow. It has dedicated rooms that function to meet the specific needs of students and staff working with those students. The design process was complemented by comprehensive engagement with parents of students of the School and with community members. Parents and community members also had input into the site plan and facility design.

The CBE intends to have current students visit the new facility as part of a transition plan in late fall 2016. This will allow students to be introduced to the new environment while continuing to attend school at the existing facility. Subject to your approval of our request CBE administration will complete the transition process by end of January 2017 by which time all students would be in full time attendance at the new school site.

The relocation of students to the brand new facility necessitates a closure under the Closure of Schools Regulation.

Closure of Schools Regulation

Pursuant to section 2(d) of the Closure of Schools Regulation the transfer of all students from one school building to another school building on a permanent basis is considered a closure. Unless you exercise your discretion as provided in s. 1.2(2) of the regulation the CBE is legally bound to follow the closure provisions outlined in ss. 4-7 of the regulation. Those sections call for notice, advertisement of the proposed closure, a public board meeting, and a three-week wait period before the Board can vote on the proposed closure for relocation. This is a time consuming and costly process for any Board.

For the reasons set out below we request an exemption from the applicable provisions. It is our respectful opinion that the closure of the current facility and the move to the new school building has broad support from the parent community, students and the general public and that engaging in the full closure process will create undue delay and cost for the CBE, its students and their parents.

The Closure of Schools Regulation provides you with broad discretion to exempt boards from the formal closure processes where there are health and safety concerns and/or where a board has consulted with the community. Section 1.2(2) reads as follows:

(2) The Minister may, on written request of a board, exempt the board from the requires of sections 4 to 7 in respect of a closure if the Minister is satisfied that the board has consulted with the community regarding any change in grades and programs in one or more of the schools operated by the board.



We offer the following information for you to consider as you determine whether to exercise your discretion to exempt the CBE from ss. 4-7 of the Closure of Schools Regulation:

Extensive engagement occurred using the International Association for Public Participation (IAP2) process whereby stakeholders are invited to be informed, to raise their concerns and questions, to provide feedback, and to understand where their feedback influenced decision-making.

- In February 2014 the CBE hosted a Design Charette with representatives from Alberta Government, architects, CBE personnel, and community support agencies associated with students with complex learning needs. The information gathered assisted in the design of the new facility.
- Parents with students in the Christine Meikle School have been informed of the replacement school and proposed relocation since 2014. The status of the project was regularly discussed at School Council meetings. The parent community overwhelmingly supports this move.
- Throughout the process Varsity residents, parents and other members of the public had multiple opportunities to offer input. Members of the Board of Trustees met with local MLAs, City Councillors and members of the community association. The CBE held a public meeting in June 2014 in the Varsity community where the CBE shared the site plan and solicited input.
- The CBE hosted additional open houses June 2014 and again in September 2014. The open houses provided information and solicited input about all the new school openings planned for the 2016-2017 year, including the Christine Meikle School. The CBE provided multiple site plans and information regarding the school construction at these meetings.
- In response to ongoing feedback offered by members of the Varsity community the CBE held an additional meeting in the community in August 2014. MLAs and City Councillors were invited to attend.
- Parents have also been part of the transition planning process. In June 2016 CBE staff met with parents to gather feedback on the transition to the new facility. They were also advised that CBE administration would make a recommendation to the Board to consider closure of the existing facility for purposes of relocating to the new facility.
- The CBE hosted a public meeting targeted at members of the Bridgeland Community (where the current facility is located) to discuss the transition plan. The parent community was also invited. The CBE ensured City of Calgary participation to answer questions regarding future use of the existing building. The CBE reiterated that it would be recommending that its Board of Trustees move towards closure of the current school building.

The new school building was not without controversy. In August 2014 a group of community members from Varsity Acres filed a legal action to prevent the CBE from building the facility in its community. This action was discontinued

by all Plaintiffs. The CBE believes it has addressed community concerns regarding the new school building.

Given that the current facility is being replaced by a new and modernized school building that meets the unique needs of this student population it is our view that engaging in the public process as per the Regulation would require the CBE to incur costs for engagements where the outcome would remain the same. It has been our practice to seek a Ministerial exemption for closures arising from relocations where the existing facility will no longer be used and generally those exemption requests have been granted. We believe that parents and community members have been engaged and informed such that the outcome regarding the relocation is clear and that affected persons have had the opportunity to be heard.

On September 13, 2016 the Board of Trustees reviewed a Report outlining the specific background of this situation and passed a motion:

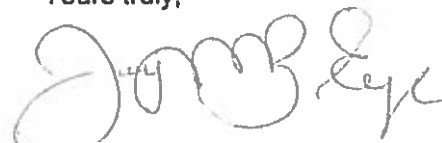
- THAT the Board of Trustees authorizes the Chair to correspond and communicate with the Minister of Education, as discussed in camera.

We believe that it is important to CBE families to commence the transition process as planned and we would appreciate consideration of this request at your earliest convenience. Subject to your approval we would like to transition the students to the new school building by January 31, 2017 and ask that you expedite this request.

Should you elect not to grant the exemption, timely action is required on our part so we can go through the regulatory closure process. CBE administration is committed to keeping stakeholders informed and will schedule an in person meeting to communicate this decision.

If you require further information or wish to hear from the CBE directly, one or more of our senior administrators would be happy to brief you.

Yours truly,



Joy Bowen-Eyre, Chair
Board of Trustees
Calgary Board of Education

ALBERTA
EDUCATION

Office of the Minister

AR95814

SEP 23 2016

Ms. Joy Bowen-Eyre
Board Chair
Calgary Board of Education
1221 - 8 Street SW
Calgary AB T2R 0L4

Dear Ms. Bowen-Eyre:

Thank you for your September 15, 2016 letter requesting an exemption from the requirements of sections 4 through 7 of the *Closure of Schools Regulation*.

Based on the information provided in your letter, I am satisfied that Calgary Board of Education has consulted appropriately with the community. In addition, I am satisfied that the school jurisdiction has worked positively with the parents of the students impacted by the move to a new site, and I believe you have addressed community concerns regarding the new school building.

I hereby grant Calgary Board of Education an exemption from sections 4 through 7 of the *Closure of Schools Regulation* pertaining to the closure of education programming at Christine Meikle School. Your board is now able to proceed with this closure according to your jurisdiction's policy. Please communicate the effective date of the closure by forwarding the board motions, in writing, to my office.

Sincerely,

David Eggen
Minister

**report to
Board of Trustees**

Chief Superintendent's Update

Date	October 4, 2016
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	David Stevenson, Chief Superintendent of Schools
Purpose	Information
Governance Policy Reference	Operational Expectations OE-8: Communication With and Support for the Board

1 | Recommendation

This report is being provided for the information of the Board. No decision is required at this time.

2 | Issue

As the Board of Trustees' chief executive officer, the Chief Superintendent is accountable for meeting the expectations set by the Board. These expectations are stated in Results and Operational Expectations policies.

OE-8: Communication With and Support for the Board requires "the Board is supported in its work and is fully and adequately informed about matters relating to Board work and significant organizational concern." With other reports submitted to the Board of Trustees, this update meets the requirement of OE-8 for the provision of information in a timely, simple and concise form.



Records Management Quarterly Report

BACKGROUND

At the Board of Trustees' meeting on January 24, 2012, administration was directed to provide quarterly updates to the Board regarding the Calgary Board of Education's progress to address records management and retention issues. The following is the 2015/16 4th quarter update presented in response to this directive.

Quarterly reports reference Generally Accepted Recordkeeping Principles as a means of contextualizing the work and overall progress. The Principles are an industry standard that forms the basis for the Corporate Records Management Program. Following are the Principles of Records Management:

- Accountability
- Transparency
- Integrity
- Protection
- Compliance
- Accessibility
- Retention
- Disposition

QUARTERLY UPDATE

Principle of Accountability

Response to the introduction of the new OSR folders has been very positive with schools enthusiastically implementing the folders as well as using the transition period as an opportunity to reorganize their student records.

Even though the original transition plan called for introducing the new folder only to the 2016/17 new intake (~5,000), to date almost 42,000 folders have been distributed to schools. Moreover, since spring 2016, 34 CBE schools have converted their entire student file holdings to the new OSR folders. In addition, a few schools used the summer break to complete their conversion.

Records Management staff continue to provide folders to schools and to work directly with them to ensure the transition to the new OSR folders is simple and effective.

OSR Folder Transition Support

To support schools with the transition to the new OSR folders, funds were allocated to each Area for use by schools prior to the 15/16 year-end.

The expectations were that these funds would be used to assist schools with the purchase of filing cabinets and/or filing accessories that could complement the implementation of the standardized OSR folders. While the transition funding was relatively small (on a per school basis), it was neither



meant to provide filing cabinets for every school nor to solve pre-existing filing challenges. Rather, the funds were provided to ensure that Area Offices had some capacity to assist schools that were in greatest need of augmenting their filing systems.

For clarity, the need for new cabinetry was not necessarily a consequence of the introduction of the new folders as the OSR folders were designed to fit in existing standing and/or lateral cabinets. That said, the standardized folders are more sturdy (consistent with a long retention cycle) and can therefore occupy more filing space.

Benefits

Establishing a standardized OSR folder along with processes and protocols are meant to enhance efficiency by eliminating duplications like multiple file reorganizations, while simultaneously improving the general care and maintenance of student records. At the same time, it is imperative that we build measurable compliance into our new processes. In addition, centrally acquiring the standardized student folders should result in savings as a result of bulk purchasing.

Principles of Retention and Disposition

Offsite Storage of CBE Records

The focus on retention and disposition continued and as of the end of August 2016:

Records received from schools and departments

380 administrative and 589 student record boxes were received, classified and retained in accordance with the organization's Classification and Retention schedule.

Record boxes provided to schools and departments

1238 boxes were distributed to CBE schools and administrative offices.

Off-site Disposition

The disposition of 195 boxes of records, eligible for destruction was completed.

On-site Active Disposition

Using the Active Disposition process, 68 boxes of records located at schools and administrative offices were disposed.

Benefits

- Provides facilities more suitable for maintaining semi-active and inactive records (primarily fire suppression, enhanced security and protective racking to shield physical boxes from damage).
- Addresses overcrowding and related occupational safety concerns at the CBE's onsite facilities.
- Reduces storage of active records by allowing the disposition of inactive, duplicate, or obsolete material.



- Record boxes provided to schools and departments provide superior protection of records during transit and resists crushing during long term storage.
- Reduces unnecessary monthly costs associated with record storage since records whose significance has passed are disposed.
- Reduces and/or eliminates ad-hoc and uncontrolled destruction of records

Principle of Protection and Availability

Records requests

Following from the previously implemented process to track record requests as a means of understanding related time, effort and costs, during the quarter 225 requests were received and responded to. Of these approximately 89% represented requests from the public (including past students or on behalf of past students) and the remaining 11% were internal requests.

Confidential Shred Bins

During the quarter, records were securely disposed of throughout the CBE with the emptying of a total of 1786 Shred Bins. To ensure adequate and efficient coverage at schools and administrative sites, RM staff continuously monitor, adjust and adapt elements of the program.

Benefits

The Shred Bin program adjustments have resulted in greater efficiency and satisfaction with the program. In addition, the Shred program has contributed significantly to compliance on related Operational Expectations and has helped to increase awareness of security issues with student information.

Principles of Integrity and Transparency

Records Management (RM) Insite Page Update

As a part of routine efforts to ensure that RM resources are accurate and accessible to all CBE staff, various RM forms have been updated and added to the overall collection of Forms & Document contained on Staff Insite. In addition, two new sections have been added to the RM Insite page to provide more details related to Record Disposition processes and the Classification and Retention Schedule.

Onsite Training and Consultations

Site visits, RM consultations and/or training sessions were provided to the following Schools and Service Units during the reporting period:

Onsite Training	
Change Management	Corporate Risk Management
Offsite Activities	Employee Health Resource Centre



Benefits

In order for Records Management practises to be adopted and become standard organizational practise, they must be supported by on-going training and appropriate communications. In particular, new understandings and processes often require targeted training and specific communication to employees to build the foundations for achieving a mature RM program.

Records Management Support

Records Management Technicians assisted schools with a variety of Records Management tasks including:

- Transitioning to the new Official Student Record (OSR) folders
- File clean-up and organization
- Preparation of record for transfer to the Records Centre
 - Sorting and separating records based in similar retention
 - Packing records in appropriate RM Boxes
 - Completing Transmittal Forms
 - Separating and gathering records that are past their retention period
- Providing hands-on RM training or consultations as required by schools and service units

Specifically, during the reporting period, the following schools and service units received support from the RM team.

RM Support/Assistance	
Sunalta School	Belfast School
Collingwood School	Bowcroft School
Penbrook Meadows School	James Fowler High School
Highwood School	Emily Follensbee School
Thornccliffe School	Buchanan School
W.H. Cushing Workplace School	A. E. Cross School
Altadore School	

Benefits

Direct contact with schools and school administrative staff has resulted in much improved practices as reflected in increased awareness of and appreciation for the Records Management program. School Record inventories provide vital information for administering the Corporate Records Management Program as they contribute to mapping all the information stored at school sites which in turn are critical for locating, retrieving and managing records.

D. Stevenson

DAVID STEVENSTION
CHIEF SUPERINTENDENT OF SCHOOLS

GLOSSARY – Developed by the Board of Trustees

Board: Board of Trustees

Governance Culture: The Board defined its own work and how it will be carried out. These policies clearly state the expectations the Board has for individual and collective behaviour.

Board/Chief Superintendent Relationship: The Board defined in policy how authority is delegated to its only point of connection – the Chief Superintendent – and how the Chief Superintendent's performance will be evaluated.

Operational Expectations: These policies define both the nonnegotiable expectations and the clear boundaries within which the Chief Superintendent and staff must operate. They articulate the actions and decisions the Board would find either absolutely necessary or totally unacceptable.

Results: These are our statements of outcomes for each student in our district. The Results policies become the Chief Superintendent's and the organization's performance targets and form the basis for judging organization and Chief Superintendent performance.



**report to
Board of Trustees**

EducationMatters Financial Statements as at July 31, 2016

Date	October 4, 2016
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	Janice R. Barkway Office of the Corporate Secretary
Purpose	Information
Originator	Monica Bryan, Director, Finance and Administration, EducationMatters
Governance Policy Reference	Governance Culture GC-3: Board Job Description

1 | Recommendation

- The financial report for EducationMatters is provided for Board information.

2 | Background

The Board of Trustees has requested quarterly reporting from EducationMatters. The attached report is provided in response to this request.

JANICE R. BARKWAY
OFFICE OF THE CORPORATE SECRETARY

Appendix I: Education Matters Financial Statements as at March 31, 2015



September 21, 2016

To the Calgary Board of Education Trustees

EducationMatters is pleased to share its July 31, 2016 unaudited internal financial report (the “Report”) with you.

EducationMatters’ management (“Management”) has prepared the Report to the Trustees based on its internal reports and accounting records. While Management has used its best estimates in preparing the Report, please be advised that the Report has not been audited or reviewed nor have notes to the statements been prepared. Other readers may require additional information in order to rely on the Report for their own purposes.

The Report contains the following special purpose financial statements and other information:

- Unaudited Statement of Financial Position as at July 31, 2016 and audited December 31, 2015
- Unaudited Statement of Operations for the period ended July 31, 2016 and comparative for the year ended December 31, 2015
- Unaudited Operating Budget Comparison to July 31, 2016
- Statement of EducationMatters Funds Established as at July 31, 2016
- Statement of Grants Awarded for the year to date July 31, 2016
- A discussion of some of the amounts and transactions summarized in the statements

Respectfully submitted,

Monica Bryan - Director, Finance & Administration, EducationMatters
Mark Saar - Treasurer, EducationMatters

EducationMatters
Statement of Financial Position

As at July 31, 2016

\$'000

(unaudited)

	As At July 31/16	As At Dec 31/15
ASSETS	<u>(unaudited)</u>	<u>(audited)</u>
Cash and cash equivalents	455	158
Investments	6,190	6,657
Accounts receivable	-	1
Prepaid expenses	-	-
Capital assets	30	32
Total assets	<u>6,675</u>	<u>6,848</u>
LIABILITIES		
Accounts payable	5	28
Deferred Contributions	-	440
Total liabilities	<u>5</u>	<u>468</u>
FUND BALANCES		
Endowment funds	4,769	4,665
Flow through funds	1,018	941
Operating funds	883	774
Total fund balances	<u>6,670</u>	<u>6,380</u>
Total liabilities and fund balances	<u>6,675</u>	<u>6,848</u>

EducationMatters

Statement of Operations

Year to Date to July 31, 2016

\$'000

(unaudited)

(audited)

	<u>Endowment</u>	<u>Flow-Thru</u>	<u>Operating</u>	<u>Total</u>	<u>Dec 31/15</u>
	\$	\$	\$	\$	\$
REVENUES					
Contributions	131	895	19	1,045	1,266
CBE grants			440	440	660
Gains/losses on investments	56		30	86	464
Interest & fees			39	39	61
Total revenue	187	895	528	1,610	2,451
 GRANTS					
Grants issued	44	818		862	806
 EXPENSES					
Salaries & benefits			298	298	490
Consulting & professional fees			20	20	39
Administrative expenses	38		100	138	259
Advertising & communications			2	2	3
Total expenses	38		420	458	791
 FUND BALANCES					
Change during the period	105	77	108	290	854
Beginning balance	4,665	941	774	6,380	5,526
Balance, end of period	4,770	1,018	882	6,670	6,380

Total contributions since inception (\$'000):

2016 YTD	1,045
2015	1,266
2014	1,903
2013	1,244
2012	2,279
2011	1,288
2010	862
2009	733
2008	1,197
2007	641
2006	865
2005	786
2004	612
2003	356
	15,077

EducationMatters
Operating Budget Comparison
Year-to-Date July 31, 2016
(\$'000)

	2016 BUDGET	31 July Actual <small>(unaudited)</small>
	\$	\$
Operating Expenses by function:		
Salaries and Employee Benefits	536	298
Events	90	3
Fund Development & Communications	56	9
Organizational Administration	216	110
Total Expenses	898	420

EducationMatters
Funds Established
as at July 31, 2016

	Fund Balance \$
Flow Thru Funds (Grants):	
Allan Markin Healthy Learners Fund	-
Athletics Flow Thru Fund, Helping Students in Need	-
Benjamin (Ben) Albert Legacy Fund	-
Beverley Hubert Global Citizenship Fund	-
Bowness High School Enhancement Flow Thru Fund	-
Bridlewood School Enhancement Fund	-
Calgary Flames Ambassadors Supports for Kids with the Gift of Dyslexia Fund	10
Campus Calgary Programs Flow Thru Fund	-
Career Pathways Flow Thru Projects Fund	5,309
Christine Meikle School Flow Thru Fund	-
Civil Society & Citizenship Flow Thru Fund	143
Cornerstone Fund, Enhancing Education for Economically Disadvantaged Students	-
Distinguished Alumni Fund	-
Dr. Brendan Croskery Aboriginal Culture Fund	475
Ernest Manning HS Enhancement Flow Thru Fund	-
Family Literacy Program Flow Thru Fund	-
For the Love of Learning Fund	-
French for the Future Program Fund	-
Fuel for School Program Flow Thru Fund	665
Future Leaders Flow Thru Fund	920
Heather and N. Murray Edwards Literacy Fund	-
High School Transition Program	-
Integro Legacy Fund	-
James Fowler HS Art Program Equipment Enhancement Fund	-
Lord Shaughnessy High School Enhancement Flow Thru Fund	-
Louis Riel School Fund	43
Louise Dean School Fund	1,900
McGill University Faculty of Agricultural and Environmental Sciences Fund	-
Mawer Investment Management Literacy Flow Thru Fund	9,316
Public Education Enhancement Flow Thru Fund (Designated)	186,098
Public Education Enhancement Flow Thru Fund	35,161
Schools Helping Schools Fund	1,560
SPIRIT Program Fund	-
Stampede Foundation Fund	-
Students with Special Needs Flow Thru Fund	-
Supports for Students with Fetal Alcohol Spectrum Disorder Flow Thru	-
TEAM Leadership Flow Thru Fund	-
Tyler Zeer Flow Thru Fund	-
West Springs School Enhancement Fund	-
Willow Park School Program Enhancement Flow Thru Fund	33
Youth Mentorship Flow Thru Fund	-
Total Flow Through Funds (Grants)	\$241,633

	Fund Balance \$
Endowment Funds (Grants):	
Athletics Endowment Fund, Helping Students in Need	43,173
Bob Bannerman Memorial Fund	14,240
Beverley Hubert Global Citizenship Fund	21,780
Beyond Your Backyard Opportunities Fund	10,151
Career Pathways Field of Interest Endowment Fund	77,681
Christine M. Fielding Memorial Endowment Fund	40,358
Civil Society & Citizenship Education Endowment Fund	20,985
ConocoPhillips World Schools Debate Development Endowment Fund	49,096
Cornerstone Endowment Fund, Enhancing Education for Economically Disadvantaged	69,607
Creagh Family Fund	27,935
Dr. Brendan Croskery Aboriginal Culture Fund	37,491
EducationMatters Admin Endowment Fund	38,635
Enhancing Education for Students with Special Needs Endowment Fund	34,542
Enhancing ESL Education Endowment Fund	52,362
Future Leaders Endowment Fund	41,751
Georgie C Higgins Junior High Memorial School Fund	12,910
Georgie C Higgins Investment Fund for Lester B Pearson High School	13,249
Governors' Endowment Fund	8,272
Jason and Jane Louie Memorial Fund	7,545
Kaiti Perras Love of Dance Memorial Fund	97,588
Lehew-Wyman Family Endowment Fund	44,311
M.P. Hess Fund	9,806
Margaret and Bill Whelan Endowment Fund	69,459
Mary Nelson Memorial Fund	61,619
Mawer Investment Management Literacy Fund	36,401
McGill University Faculty of Agricultural and Environmental Sciences Fund	7,156
Public Education Enhancement Endowment Fund	314,996
Public Education Enhancement Endowment Fund (Designated)	44
Schools Helping Schools Fund	36,750
Southland Transportation Career Pathways Endowment Fund	7,347
Sunnyside School Endowment Fund	26,892
Supports for Students Born with Fetal Alcohol Spectrum Disorder Fund	35,817
TEAM Leadership Lord Beaverbrook HS Endowment Fund	6,970
Terry Wright Endowment Fund	7,880
Tiberious Publishing Program Fund	15,033
Tyler Zeer Endowment Fund	33,854
William Reid School Endowment Fund	19,238
Youth Mentorship Endowment Fund	9,511
Total Endowment Funds (grant availability capped @ 4.5% per annum)	\$1,462,435

**EducationMatters
Funds Established
as at July 31, 2016**

	Fund Balance \$
Flow Thru Funds (Student Awards):	
Aberhart Alumni Scholarship Fund	1,000
Aboriginal Students Award Fund	4,714
Accomplished Angels Student Award Fund	5,000
Adrienne Goudie Memorial Bursary	456
Arrata Family Award for New Canadians	18
Ataturk Peace Scholarship	-
Bennett Jones Scholarship Fund	-
Calgary Bridge Foundation for Youth Student Awards Fund	7,500
Calgary Chamber of Commerce Play with the Presidents Scholarship Fund	-
Calgary Entrepreneur Organization (CEO)	8,625
City of Calgary Degree Granting Scholarship Fund	39,102
City of Calgary Post Secondary Scholarships	35,700
ConocoPhillips Canada Awards	12,195
CTS Scholarship Flow Thru Fund	-
David James Anderson Memorial Award Fund	1,105
EducationMatters Scholarship Flow Thru Fund	69,807
EllisDon Student Award Fund	6,634
ENMAX Scholarship Fund	3,969
Future Leaders Scholarship Flow Thru Fund	1,958
Gary Weimann Award for Community Service	-
Green & Gold Flow Thru Scholarship Fund	4,819
Hal Winlaw Health & Nutrition Legacy Award	1,850
Haworth & Heritage Bus Interiors Architecture/Interior Design Scholarship Fund	5,251
Henry Wise Wood Warriors Legacy Flow Thru Fund	4,551
Henry Wise Wood Class of 1970 Scholarship Fund	2,695
Hopewell Scholarship Fund	29,859
Integro Legacy Scholarship Fund	38,922
Ivy & Len Freeston Student Award Flow Thru Fund	160
Jennifer Ellen Shepherd Memorial Award Fund	10,000
Jim Hoepfner Award	20
Kermet Archibald & Jacoba Van Den Brink Memorial Scholarship at The Cgy Found	119,114
Lauber Student Award	9,270
Louise Dean High School Awards	8,668
The Marguerite Patricia P. Bannister Scholarship Fund at The Calgary Foundation	286,608
Marofke Family Aberhart Music Scholarship	-
Maureen Langston Memorial Fund	4,500
Nickolas Paswisty Memorial Bursary	3,168
Pay It Forward Fund	4,900
Queen Eliz Deaf and Hard of Hearing Scholarship and Program Enhancement Fund	27,244
R.M. (Mac) Dobson Creative Writing Scholarship	872
Richard D. Tingle Student Award Flow Thru Fund	-
Richard Dunn Music Scholarship Fund	3,055
Southland Transportation Scholarship Flow Thru Fund	1,685
Tenaris Merit Awards Fund	9,000
Tom Inkster Memorial Scholarship Fund	4,424
Verna Hart Toole Legacy Award Fund	435
William & Toshimi Sembo Badminton Scholarship Fund	-
Total Flow Thru Funds (Student Awards)	\$778,853

	Fund Balance \$
Endowment Funds (Student Awards):	
Aaron, Harben Vocal Music Prize Fund	11,010
Aaron Family Scholarship Fund	13,114
Aberhart Alumni Scholarship Fund	75,897
Accomplished Angels Student Award Fund	830,093
Ann Strand Memorial Awards Fund	7,021
Anthony Ward Memorial Fund	3,512
Archie McKillop Student Award Endowment Fund	33,798
Arrata Family Award for New Canadians	46,337
Avis Hibbard Bursary	1,972
Benjamin (Ben) Albert Legacy Fund	260,237
Bennett Jones Scholarship Fund	8,993
Bob Clarke Memorial Scholarship	1,980
Bruce Leidl Composition Award Fund	13,435
Carolyn Baxter Memorial Award Fund	7,905
CNIB Memorial Scholarship Fund	3,684
Claire Poppit Award	7,978
Colonel Walker Community School 1950 to 1965 Alumni Award	12,660
David E. Mitchell Award	52,833
David James Anderson Memorial Award Fund	14,360
Doris Donald Memorial Bursary in Fine Arts	1,732
Douglas Norton Scholarship	2,077
Dr. Gordon Higgins Student Award Fund	22,753
Drs. Harry & Martha Cohen Prize Fund	10,293
Dustin Peers Memorial Visual Arts Award	206,500
Edith Berger Memorial Scholarship Fund	20,398
EducationMatters Endowed Scholarship Fund	2,336
EF Coste Scholarship	4,232
E George Brigden Memorial Scholarship	4,763
Ena Paul Memorial Award	3,541
F Margaret Milligan Scholarship	619
Frank L Woodman Scholarship	1,844
Frank Whipple Memorial Bursary	6,677
Future Leaders Scholarship Endowment Fund	27,339
Gary Weimann Award for Community Service	22,673
George Morley Memorial Scholarship	10,728
Green & Gold Endowment Scholarship Fund	185,529
Hal Winlaw Health & Nutrition Legacy Award Fund	8,515
Haworth & Heritage Business Interiors Architecture/Interior Design Scholarship Fund	33,083
HD Cartwright Memorial Award	9,605
Henry Wise Wood Warriors Legacy Endowment Scholarship Fund	52,195
Hugh Robertson Science Award Fund	18,120
Ivy & Len Freeston Student Award Endowment Fund	19,112
James Fowler School Award Fund	15,014
Jennifer Ellen Shepherd Memorial Award Endowment Fund	75,410
Jennifer Eyton Memorial Trust Fund	2,482
Joan Ethier Women in Science Scholarship	404,450
Joanne Mugford Memorial Art Award	7,419
John Bancroft Memorial Award	11,628
Keith Carswell Memorial Scholarship	10,867
Keith Yu Memorial Scholarship Fund	28,983
Laine McLeod Memorial Scholarship	7,988

**Fund
Balance
\$**

Endowment Funds (Student Awards) cont'd:

Langevin School Bursary	24,888
Lawrence Parker Memorial Scholarship	7,235
Lester B. Pearson Work Experience/RAPP Scholarship Fund	24,422
Marjorie Taylor Memorial Scholarship Fund	66,099
Marnie Whitehead Memorial Scholarship	2,252
Marofke Family Aberhart Music Scholarship	51,921
Mary Belkin Memorial Scholarship Fund	26,789
Maurice A Spring (Vocational) Scholarship	5,008
MW & JR Tebo Memorial Journalism Fund	18,265
Pamela Jane Hardy Memorial Award Fund	48,429
Queen Elizabeth Deaf and Hard of Hearing Scholarship and Prog Enhancement Fund	62,363
Richard D. Tingle Student Award Fund	31,981
Rick Theriault Outstanding Athletic Contribution Award Fund	18,620
Ruth Ursula Leipziger Scholarship Fund	32,340
Shawn Whitney Memorial Award Fund	13,066
Sir Winston Churchill Enterprise & Innovation Scholarship	6,318
Southland Transportation Scholarship Endowment Fund	7,558
Steven Irving Memorial Music Scholarship	35,820
Susy Devlin Memorial Award Fund	30,930
Teens Against Drunk Drivers (TADD) Scholarship	6,308
Thomas Moore Memorial Bursary Fund	15,874
Thomas Walter Morrish Memorial Scholarship	8,619
Trades Related Career Pathways Student Award	78,792
Viscount Bennett Band Parents Association Award Fund	10,827
William Keir MacGougan Memorial Bursary	26,464

Total Endowment Funds (scholarship availability capped @ 4.5% per annum)

\$3,306,912

EducationMatters
Statement of Grants & Scholarships Awarded
Year-to-Date July 31, 2016

	\$
Annie Foote School - Maker Education	14,500
Banting & Best School - Library to Learning Commons	33,000
Bishop McNally High School - Athletics Program	1,105
Bowcroft School - Library to Learning Commons	33,000
Bowness High School - Athletics Program	250
CBE - Biennial Conference on Adolescents and Adults with FASD	4,387
CBE - Cinderella Project	2,852
CBE - Encore Program	2,375
CBE - Exploratory Programs	105,600
CBE – Fuel for School Nutrition Support for Vulnerable Schools	55,627
CBE - Fuel for School Program	7,609
CBE - Leader in Me Program	40,128
CBE - Professional Development for Maker Education	10,000
Centennial High School - Athletics Program	400
Central Memorial High School	410
Colonel J. Fred Scott School - Maker Education	14,500
Crescent Heights High School - Athletics Program	700
Discovering Choices Outreach (Downtown) - Student Basic Needs	57,190
Douglas Harkness School - Library to Learning Commons	33,000
Dr. E.P. Scarlett High School - Athletics Program	75
Dr. Gordon Higgins School - Empathy toys / Supply cart	1,660
Dr. Gordon Higgins School - Maker Education	14,500
Erin Woods School - Maker Education	14,500
Ernest Morrow School - Maker Education	14,500
Forest Lawn High School - Maker Education	14,500
Glenbrook School - Maker Education	14,500
James Fowler High School - Athletics Program	75
James Short Memorial School - Library to Learning Commons	33,000
Junior Achievement of Southern Alberta - Entrepreneurial Trades	47,500
Lester B. Pearson High School - Finance Club	621
Louis Riel School - Technology Learning Fund for Tomorrow's Leaders	6,833
Notre Dame High School - Athletics Program	250
O.S. Geiger School - Library to Learning Commons	33,000
Patrick Airlie High School - Maker Education	14,500
Pineridge School - Library to Learning Commons	33,000
Queen Elizabeth High School - Athletics Program	250
St. Francis High School - Athletics Program	400
Ted Harrison School - Maker Education	14,500
Terrace Road School - Maker Education	14,500
Western Canada High School - Athletics Program	500
William Aberhart High School - Athletics Program	180
Total 2016 YTD Program Grant	\$ 689,977
Total 2016 YTD Scholarships	\$171,806
Total 2016 YTD Grants & Scholarships	\$861,783

Total Grants since Inception	\$ 7,498,746
Total Scholarships since Inception	\$ 2,327,257

EducationMatters
Discussion of Financial Position and Results of Operations

Statement of Financial Position

As a result of CBE and EducationMatters having different fiscal years, a portion of our operating grant contributions are deferred each year end to reflect the fiscal year for which we have received operating funds.

In October, 2015 we deferred \$440,000 of CBE operating contributions received in 2015 that relate to our fiscal year 2016.

Capital assets consist primarily of office equipment.

Statement of Operations

We are boldly pursuing the fund development targets set for 2016.

As is common with most not for profit or charitable organizations, donations are recognized only when they are received and not accrued as promises receivable.

Operating Budget Comparison

Expenditures reported include only cash expenses for budget comparison purposes.

Funds Established and Grants Awarded

Our report on Funds Established and their balances to July 31, 2016 reflect both realized and unrealized gains on funds. For the long term EducationMatters expects steady growth of their investments.

Grants and scholarships at \$861,783 issued year-to-date, continue to provide a significant contribution back to public school students at the CBE.

**report to
Board of Trustees**

**Trustee Liaison Report - Alberta School Boards Association
(ASBA) Board of Directors**

Date	October 4, 2016
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	Trustee Pamela King
Purpose	Information
Governance Policy Reference	Governance Culture GC-3 Board Job Description

1 | Recommendation

The Alberta School Boards Association (ASBA) liaison report containing the ASBA Board of Directors' Meeting Highlights for September 2016 is being provided for Board information.

2 | Issue

The attached are reports provided by the Alberta School Boards Association (ASBA) with respect to their work. As the Board of Trustees' representative on the ASBA Board of Directors, I am providing this report for your information.

Attachment I: ASBA Highlights September 2016



ASBA Board of Directors Meeting

*Board Highlights are circulated to the ASBA Board of Directors and ASBA staff after each meeting. Directors are asked to share Board Highlights with their respective constituencies. See the ASBA website www.asba.ab.ca for official minutes. For more information contact **Marian Johnson** at 1.780.451.7101.*

Local Collective Bargaining Session at ASBA Fall Issues Forum

A session on Local Collective Bargaining will be presented at the Fall Provincial Issues Forum in Edmonton on September 27-28, 2016 at The Matrix hotel. Boards will have the opportunity to discuss how they will prepare for local negotiations and what information and resources they will need to successfully complete those negotiations. Please note that Day Two of the Fall Issues Forum will conclude at 2:30 p.m. on Wednesday, September 28.

Child and Youth Advocate Act Review

The Standing Committee on Legislative Offices of the Alberta Legislative Assembly has invited ASBA to provide input on a review of the *Child and Youth Advocate Act (CYAA)*. There will be a session on the *CYAA* review at the Fall Issues Forum. Attendees will have the opportunity to provide input, which will inform ASBA's submission.

FGM 2016 in Edmonton: Stronger Together

The 2016 Fall General Meeting (FGM 2016) will be held at the Westin Hotel in Edmonton from November 20-22, 2016. This year's theme is *Stronger Together*. Registration will be open by the end of September.

October 16, 2016 is the deadline for Boards to submit proposed emergent policies to ASBA, for consideration at FGM 2016. Please submit proposals to Heather Tkachuk at htkachuk@asba.ab.ca.

Recognition of Scott McCormack, ASBA's former Executive Director, will occur as part of the MLA reception on the evening of Monday, November 21, 2016.

ASBA Strategic Plan 2015-2018 (Year One)

The Board received for information the ASBA Strategic Plan 2015-2018 Implementation Final Report (Year One). It is posted on the ASBA website at <http://bit.ly/2cFFRPg>.

Finance and Audit Committee established

The Board established a Finance and Audit Committee as a standing committee of the Board of Directors. The purpose of the Committee is to assist the Board in fulfilling its oversight responsibilities with respect to budget matters.

ASBA Third Quarter financial statements

The Board received for information ASBA's Third Quarter financial statements. The Board approved directing the Acting Executive Director of ASBA to conduct a study on alternative options for office space, and report back to the Board no later than the end of May 2017.

Local Authorities Pension Plan update

Sheri Wright and Christopher Brown of the Alberta Local Authorities Pension Plan (LAPP) presented an information update to the Board. The board was asked to consider what input it would provide in future discussions on amendments to LAPP's governance structure.

report to Board of Trustees

Trustee Liaison Report – ASBA Zone 5

Date	October 4, 2016
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	Julie Hrdlicka Trustee Liaison, ASBA Zone 5
Purpose	Information
Governance Policy Reference	Governance Culture GC-3 Board Job Description

1 | Recommendation

The ASBA Zone 5 Liaison Report containing the following ASBA Zone 5 meeting minutes is being provided for Board information:

- March 4, 2016
- April 8, 2016
- May 20, 2016

2 | Background

The attached minutes are prepared, approved and publically posted by ASBA Zone 5 on their website. As the Board of Trustees' representative to ASBA Zone 5, I am providing this report for your information.

Attachments: Minutes as noted above



**Alberta School Boards Association – Zone 5
MINUTES
Friday, March 4, 2016**

In Attendance:

Arlene Rheaume	CRPS
Norma Lang	Rocky View Schools
Joanne Van Donzel	Christ The Redeemer
Mary Martin	ASBA
Sherry Nielsen	Golden Hills School Division
Serafino Scarpino	RCSSD
Anne-Marie Boucher	Conseil Franco Sud
Laurie Copland	Foothills
Pamela King	CBE/ASBA
Scott McCormack	ASBA
Julie Hrdlicka	Calgary Board of Education
Grace Cooke	ASBA
Brian Callaghan	ASBA
Beverley Barca	Alberta Education
Ron Taylor	Alberta Education
Judy Hehr	Calgary Board of Education
Lisa Wine	Recording Secretary

Absent:

Amber Stewart	Calgary Board of Education
Jeanine Tucker	Foothills
Jada Hill	Prairie Land Regional

Call to Order:

Anne-Marie Boucher called the meeting to order at 9:32 a.m.

Introductions:

Anne-Marie Boucher conducted introductions with the meeting attendees.

Approval of Agenda:

Arlene Rheaume motioned that the Agenda for the March 4, 2016 meeting be approved.

Carried

Approval of the Minutes:

Joanne Van Donzel motioned the minutes of the February 5, 2016 meeting be approved.

Carried

Business Arising from the Minutes:

No New Business

- Important date March 31, 2016 – deadline for school authorities to submit policies and procedures that address their responsibilities under sections 45.1 and 16.1 of the *School Act*, as per the Minister’s emails.

Second Language Caucus – Joanne Van Donzel

- The Second Language Caucus is no longer. A new group is being created. Joanne is stepping down.

Networking – Doug Gardner, Collen Munro, Jeannine Tucker

No report submitted

Edwin Parr – Mark Chung, Pamela King, Jeannine Tucker, Cathie Williams (alternate)

- Pamela advised they will be meeting as a group. If you have any suggestions please email Pamela.
- Nomination packages will now be a PDF online.
- March 18th is submission deadline.

Field Experiences Policy Advisory – Joanne Van Donzel

Nothing to report.

Labour Relations – Joy Bowen-Eyre

No report submitted.

Health Promoting School Collaborative – Arlene Rheaume

Nothing to report.

Handbook Review Committee- Anne-Marie Boucher, Norma Lang, Cathie Williams, Sherri Nielsen

- They committee will be meeting March 21. They will bring 1st draft to meeting in April with the last of the changes to be made by September for a final draft in October.

In-Camera Required

Joanne Van Donzel motioned for the meeting to go in camera at 13:40

Carried

Serrafino Scarpino motioned for the meeting to go out of camera at 14:00

Carried

Adjournment

- Meeting Adjourned at 14:00

Future Meeting Dates

April 8, 2016, May 20, 2016, June 3, 2016 (if needed)

Alberta School Boards Association – Zone 5 MINUTES

Friday, April 8, 2016

In Attendance:

Jeannine Tucker	Foothills
Amber Stewart	Calgary Board of Education
Norma Lang	Rocky View Schools
Mary Martin	ASBA
Sherri Nielsen	Golden Hills School Division
Serafino Scarpino	RCSSD
Anne-Marie Boucher	Conseil Franco Sud
Pamela King	CBE/ASBA
Scott McCormack	ASBA
Beverley Barca	Alberta Education
Ron Taylor	Alberta Education
Helen Clease	ASBA
Ed Brinkman	Prairie Land Regional
Bev LaPeare	Rocky View Schools
Doug Gardner	Foothills
Pam Halverson	Alberta Education
Colleen Munro	Rocky View Schools
Cheryl Low	RCSSD
Dave Price	Golden Hills
Fiona Gilbert	Rocky View Schools
Lisa Wine	Recording Secretary

Absent:

Arlene Rheume	CRPS
Jada Hill	Prairie Land Regional
Joanne Van Donzel	Christ The Redeemer
Julie Hrdlicka	Calgary Board of Education

Call to Order:

Amber Stewart called the meeting to order at 9:35 a.m.

Introductions:

Amber Stewart conducted introductions with the meeting attendees.

Approval of Agenda:

Serafino motioned that the Agenda for the April 8, 2016 meeting be approved with additions.

Carried

Approval of the Minutes:

- Networking event for July 7th is confirmed. Fort Calgary was booked so the location will be Southern Alberta Pioneers Building.
- Colleen to advise Lisa the details to have a deposit check issued.

Edwin Parr – Mark Chung, Pamela King, Jeannine Tucker, and Serafino Scarpino (alternate)

- 6 submissions received, Pamela to send out to committee members.
- We will be keeping the same format as last year’s event. After the event, the committee will explore how other zones format their events and consider re-formatting the Zone 5 Edwin Parr.
- Pamela requested feedback regarding possibly increasing the ticket price, limiting the number of complimentary tickets and using Eventbrite to coordinate invitations, RSVP’S and payments; there is a service fee of 3.5% + 2.00 per ticket and a payment processing fee of 2.5% per ticket.
- It was agreed that we will use Eventbrite and Zone 5 will absorb the cost of the service and processing fees.

Serafino motioned that the Edwin Parr budget not exceed \$5,000.

Carried

Anne-Marie motioned that the ticket price not exceed \$50.00 per ticket.

Carried

Field Experiences Policy Advisory – Joanne Van Donzel

No report submitted.

Labour Relations – Joy Bowen-Eyre

No report submitted.

Regional Consortium – Judy Hehr

No report submitted

Health Promoting School Collaborative – Arlene Rheaume

No report submitted.

Handbook Review Committee- Anne-Marie Boucher, Norma Lang, Cathie Williams, Sherri Nielsen

- A copy of the Zone 5 Handbook of Bylaws for Operation 1st Draft were sent out and copies were available at the meeting. Also attached to these minutes.
- Anne-Marie highlighted areas that were identified by the committee as possibly needing amending or deletion from the handbook. Anne-Marie requested the Board to bring feedback in May to discuss. The Handbook will be updated by September so that it can be approved at the October AGM.

WORKING Lunch – 12:47-13:28

- Discussion of Bill 504 and Government Monthly Spending.
- Reminder that May 1, 2016 is the deadline for submitting any Emergent Issues for the SGM and May 27, 2016 is the deadline for submitting any Policy Positions for the FGM.
- The next Executive meeting is May 20, 2016 following the regular Zone 5 meeting. At that time, the Executive will review meeting dates and topics for next year, review the budget (to be

**Alberta School Boards Association – Zone 5
MINUTES
Friday, May 20, 2016**

In Attendance:

Arlene Rheaume	CRPS
Jeannine Tucker	Foothills
Amber Stewart	Calgary Board of Education
Mary Martin	ASBA
Sherri Nielsen	Golden Hills School Division
Serafino Scarpino	RCSSD
Anne-Marie Boucher	Conseil Franco Sud
Pamela King	CBE/ASBA
Scott McCormack	ASBA
Leta Youck-McGowan	Alberta Education
Bev LaPeare	Rocky View Schools
Doug Gardner	Foothills
Colleen Munro	Rocky View Schools
Cheryl Low	RCSSD
Fiona Gilbert	Rocky View Schools
Cathie Williams	CCSD
Heather Rodgers	ASBA
Ron Schreiber	Christ the Redeemer
Joanne Van Donzel	Christ the Redeemer
Lisa Wine	Recording Secretary

Absent:

Jada Hill	Prairie Land Regional
Julie Hrdlicka	Calgary Board of Education
Norma Lang	Rocky View Schools

Call to Order:

Amber Stewart called the meeting to order at 9:30 a.m.

Introductions:

Amber Stewart conducted introductions with the meeting attendees.

Approval of Agenda:

Serafino Scarpino motioned that the Agenda for the May 20, 2016 meeting be approved with additions.

Carried

Approval of the Minutes:

Sherri Nielsen motioned that the minutes of the April 8, 2016 meeting be approved.

Carried

Break – 10:58-11:07

Budget Presentation – 11:07-11:38

The Draft 2016-2017 ASBA budget presentation was sent out, the power point was presented by Cathie Williams and Heather Rodgers. Also attached to these minutes.

Networking – Doug Gardner, Collen Munro, Jeannine Tucker

- July 7, 2016 from 4:00-6:00 pm at the Southern Alberta Pioneers Hall located at 3625-4th St. SW Calgary is confirmed. Jeanine will be doing the catering; we will be securing a liquor license for a cash bar. The event will be appetizers and cocktails with a western theme. Sherri volunteered to help with set up of the room and Anne-Marie volunteered to help with the tear down of the room at the end of the evening. We are expecting 50-60 attendees.

Edwin Parr – Mark Chung, Pamela King, Jeannine Tucker, and Serafino Scarpino (alternate)

- The Zone 5 winner is Julie Blank from Calgary Catholic.
- Feedback of teacher presentations was great! Principal write ups versus speeches was great! All trustees should be encouraged to attend next year.
- The committee will be meeting much earlier next year to begin the processes needed and to determine what, if any changes will be made.

Field Experiences Policy Advisory – Joanne Van Donzel

Joanne is looking for an alternate to attend the June meeting.

2nd Language Task Force will need to have a representative for Zone 5 by September.

Cathie Williams nominated Serrafino Scarpino. Joanne Van Donzel seconds the nomination. Mr. Scarpino accepted the nomination. Motion passed unanimously.

Labour Relations – Joy Bowen-Eyre

No report submitted.

Regional Consortium – Judy Hehr

No report submitted. Meeting was yesterday and minutes not yet available for today's meeting.

Health Promoting School Collaborative – Arlene Rheaume

Meeting was May 2, 2016 via teleconference. Arlene provided a verbal report and highlighted areas of their action plan report and data presentation that could be used for Zone 5 PD. The current School Health Newsletter will be sent out to board Chairs today.

Handbook Review Committee- Anne-Marie Boucher, Norma Lang, Cathie Williams, Sherri Nielsen

- The committee will be waiting for the Zone 5 Executive meeting report and will be asking Chair for some direction.
- Please email Anne-Marie with any amendments to the bylaws reviewed last month.