public agenda

Regular Meeting of the Board of Trustees

October 2, 2018 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	Topi	ic	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			
15 mins	3.1	Lighthouse Award	J. Everett	GC-3	
5 mins	3.2	IAP2 2018 Core Values Award	M. Martin- Esposito	OE-8	
	4	Results Focus			
	5	Operational Expectations			
	6	Public Comment [PDF]		GC-3.2	
Max 20 mins	Requ	uirements as outlined in Board Meeting Procedures			
	7	Matters Reserved for Board Action	Board	GC-3	
	8	Consent Agenda	Board	GC-2.6	
	8.1	Approval of Minutes Regular Meeting held September 11, 2018 (THAT the Board approves the minutes of the Regular Meeting held September 11, 2018 as submitted.)			Page 8-1

Time	Topi	ic		Who	Policy Ref	Attachment
	8.2	(THAT i Schedu public n	ons to the Schedule of Regular Meetings the Board of Trustees approves revisions to the le of Regular Meetings to remove the Oct. 16/18 neeting; add a public meeting on Oct. 23/18, and rivate meeting on Oct. 17/18.)			Page 8-6
	8.3	Items F	Provided for Board Information		OE-7	
		8.3.1	EducationMatters – Financial Statements as at July 31, 2018		GC-3	Page 8-8
	9	In-Can	nera Session			
3:00 p.m.	10	Adjou	rnment			

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 corpoce@cbe.ab.ca.



report to Board of Trustees

Revisions to the Schedule of Regular Meetings

Date October 2, 2018

Meeting Type | Regular Meeting, Public Agenda

To Board of Trustees

From Trish Minor

Associate Corporate Secretary

Purpose Decision

Governance Policy Reference Governance Culture

GC-2: Governing Commitments

GC-6: Annual Work Plan

1 | Recommendation

- THAT the Board of Trustees approves revisions to the Schedule of Regular Meetings, to:
 - remove the public meeting scheduled for Tuesday, October 16, 2018, commencing at 12:00 p.m., in the Multipurpose Room at 1221 - 8 Street SW, Calgary, Alberta; and
 - 2) add a public meeting to be held on Tuesday, October 23, 2018, commencing at 12:00 p.m., in the Multipurpose Room at 1221 8 Street SW, Calgary, Alberta; and
 - add a private meeting to be held on Wednesday, October 17, 2018, commencing at 12:00 p.m., in Room T224 at 1221 – 8 Street SW, Calgary, Alberta.

2 | Background

On June 19, 2018, at the Board of Trustees' Organizational Meeting, the Board approved the Schedule of Regular Meetings for September 2018 to June 2019. It has recently been brought to the Board's attention that it would be beneficial to change the date of the public meeting scheduled on October 16, 2018 to October 23, 2018 and to add a private meeting on October 17, 2018.

Attachment I: Schedule of Regular Meetings – revisions in tracked changes



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BOARD OF TRUSTEES SCHEDULE OF REGULAR MEETINGS SEPTEMBER 2018 TO JUNE 2019

held at the Education Centre, 1221 - 8 Street SW, Calgary, Alberta

PUBLIC AGENDAS	PRIVATE AGENDAS
12:00 p.m. to 3:00 p.m.	12:00 p.m. to 3:00 p.m.
Multipurpose Room	Room T224
September 11, 2018	
September 18, 2018	September 25, 2018
October 2, 2018	
October 16, 2018	October 17, 2018
October 23, 2018	October 30, 2018
	,
November 6, 2018	November 22, 2018
November 13, 2018	
November 27, 2018	
December 4, 2018	December 11, 2018
·	·
January 8, 2019	
January 15, 2019	January 29, 2019
February 5, 2019	
February 12, 2019	February 26, 2019
•	
March 5, 2019	
March 12, 2019	March 19, 2019
, -	,
April 9, 2019	
April 16, 2019	April 30, 2019
May 14, 2019	
May 21, 2019	May 28, 2019
, ,	,
June 11, 2019	
June 18, 2019	June 25, 2019
	, , , , , , , , , , , , , , , , , , , ,

(Organizational Meeting of the Board of Trustees – Tentatively June 18, 2019)

report to Board of Trustees

EducationMatters Financial Statements as at July 31, 2018

Date October 2, 2018

Meeting Type Regular Meeting, Public Agenda

To Board of Trustees

From Trish Minor

Associate Corporate Secretary

Purpose Information

Originator | Monica Bryan, Director, Finance and Administration, EducationMatters

Governance Policy Reference Go

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.

Appendix I: Education Matters Financial Statements as at July 31, 2018





Sept 25 2018

To the Calgary Board of Education Trustees

EducationMatters is pleased to share its July 31, 2018 unaudited internal financial report (the "Report") with you.

During the report period, EducationMatters provided more than \$137,000 in enhancement grants to more than eight different recipients including schools and departments. Examples of the initiatives funded include:

- Dual Credit and Exploratory programs;
- Maker Education six schools;
- Vocabulary Books to Connaught School;
- Sensory Supports for Students with Diagnosed and Undiagnosed Complex Needs;
- > Fuel for School program; and
- Sponsorship of "Ksistsikoom" event.

In addition to the distributed grants, EducationMatters distributed 100 student award payments totalling \$149,000, which help students experience success in their further educational pursuits.

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, 2018 and audited December 31, 2017
- ➤ Unaudited Statement of Operations for the period ended July 31, 2018 and audited comparative for the year ended December 31, 2017
- Unaudited Operating Budget Comparison to July 31, 2018
- > Statement of EducationMatters Funds Established as at July 31, 2018
- > Statement of Grants Awarded for the year to date July 31, 2018
- > A discussion of some of the amounts and transactions summarized in the statements

Respectfully submitted,

Monica Bryan - Director, Finance & Administration, EducationMatters Marilyn Field - Executive Director, EducationMatters Mark Saar - Treasurer, Board of Governors, EducationMatters

EducationMatters Statement of Financial Position

As at July 31, 2018 \$'000 (unaudited)

ASSETS	As At July 31/18 (unaudited)	As At
AGGETG	(diladdited)	(addited)
Cash and cash equivalents	146	160
Investments	7,148	7,286
Accounts receivable	1	1
Prepaid expenses	-	-
Capital assets	14	19
Total assets	7,309	7,466
LIABILITIES		
Accounts payable	14	35
Deferred Contributions	1	441
Total liabilities	15	476
FUND BALANCES		
Endowment funds	5,414	5,258
Flow through funds	1,033	957
Operating funds	847	775
Total fund balances	7,294	6,990
Total liabilities and fund		
balances	7,309	7,466

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EducationMatters Statement of Operations

Year to Date to July 31, 2018 \$'000

(unaudited)

(audited)

	Endowment \$	Flow-Thru \$	Operating \$	<u>Total</u> \$	Dec 31/17 \$
REVENUES	•	•	*	•	•
Contributions	71	323	40	434	1,847
CBE grants			440	440	660
Gains/losses on investments	167		25	192	555
Interest & fees			45	45	71
Total revenue	238	323	550	1,111	3,133
GRANTS					
Grants issued	38	248		286	1,471
EXPENSES					
Salaries & benefits Consulting & professional			333	333	527
fees			21	21	42
Administrative expenses	44		118	162	277
Advertising & communications			5	5	27
Total expenses	44		477	521	873
FUND BALANCES					
Change during the period	156	75	73	304	789
Beginning balance	5,258	957	775	6,990	6,201
Balance, end of period	5,414	1,032	848	7,294	6,990

Total	contributions	cinco	incontion	(\$'000\·
I OTAL	contributions	SINCE	incention	

2018 YTD	434
2017	1,847
2016	1,662
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
	17,975

EducationMatters Operating Budget Comparison Year-to-Date July 31, 2018 \$'000

	2018 BUDGET	31 July Actual (unaudited)
	\$	\$
Operating Expenses by function:		
Salaries and Employee Benefits	570	333
Events	25	13
Fund Development & Communications	49	13
Organizational Administration	217	118
Total Expenses	861	477

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EducationMatters Funds Established as at July 31, 2018

	Fund Balance \$
Flow Thru Funds (Grants):	
Calgary Flames Ambassadors Supports for Kids with the Gift of Dyslexia Fund	10
Career Pathways Flow Thru Projects Fund	170
Civil Society & Citizenship Flow Thru Fund	142
Cornerstone Flow Thru Fund, Enhancing Education for Economically Disadvantaged Students	285
Dr. Brendan Croskery Aboriginal Culture Fund	475
Educational Enhancement Supports for Financial Needs Students Fund	4,710
Fuel for School Program Flow Thru Fund	476
Integro Legacy Fund	171,464
Mawer Investment Management Literacy Flow Thru Fund	5,614
Public Education Enhancement Flow Thru Fund (Designated)	73,036
Public Education Enhancement Flow Thru Fund	17,950
Schools Helping Schools Fund	1,565
Willow Park School Program Enhancement Fund	33
Total Flow Through Funds (Grants)	\$275,930

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	Fund Balance
	\$
Endowment Funds (Grants):	
Athletics Endowment Fund, Helping Students in Need	45,377
Bob Bannerman Memorial Fund	14,277
Beverley Hubert Global Citizenship Fund	22,941
Beyond Your Backyard Opportunities Fund	10,637
Career Pathways Field of Interest Endowment Fund	81,426
Christine M. Fielding Memorial Endowment Fund	57,872
Civil Society & Citizenship Education Endowment Fund	22,523
ConocoPhillips World Schools Debate Development Endowment Fund	49,303
Cornerstone Endowment Fund, Enhancing Education for Economically Disadvantaged	78,118
Creagh Family Fund	30,839
Dr. Brendan Croskery Aboriginal Culture Fund	40,632
EducationMatters Admin Endowment Fund	44,195
Enhancing Education for Students with Special Needs Endowment Fund	36,133
Enhancing ESL Education Endowment Fund	54,848
Future Leaders Endowment Fund	43,782
Georgie C Higgins Junior High Memorial School Fund	14,148
Georgie C Higgins Investment Fund for Lester B Pearson High School	14,859
Governors' Endowment Fund	9,495
Jason and Jane Louie Memorial Fund	7,938
Kaiti Perras Love of Dance Memorial Fund	118,406
Lehew-Wyman Family Endowment Fund	51,374
M.P. Hess Fund	10,285
Margaret and Bill Whelan Endowment Fund	72,732
Mary Nelson Memorial Fund	64,587
Mawer Investment Management Literacy Fund	55,017
McGill University Faculty of Agricultural and Environmental Sciences Fund Public Education Enhancement Endowment Fund	8,218 329,346
	43
Public Education Enhancement Endowment Fund (Designated) Schools Helping Schools Fund	41,879
Southland Transportation Career Pathways Endowment Fund	7,748
Sunnyside School Endowment Fund	28,223
Supports for Students Born with Fetal Alcohol Spectrum Disorder Fund	35,706
TEAM Leadership Lord Beaverbrook HS Endowment Fund	7,055
Terry Wright Endowment Fund	7,862
Tiberious Publishing Program Fund	15,174
Tyler Zeer Endowment Fund	35,577
William Reid School Endowment Fund	20,211
Youth Mentorship Endowment Fund	9,974
	2,2.

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

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\$1,598,760

EducationMatters Funds Established as at July 31, 2018

	Fund
	Balance
Flow Thru Funds (Student Awards)	\$
Aboriginal Students Award Fund	3,986
Big Brothers Big Sisters Society of Calgary and Area Award Fund	1,050
Calgary Bridge Foundation for Youth Student Awards Fund	2,500
Calgary Entrepreneur Organization (CEO)	625
City of Calgary Degree Granting Scholarship Fund	40,803
City of Calgary Post Secondary Scholarships	47,600
ConocoPhillips Canada Awards	10,695
David James Anderson Memorial Award Fund	419
EducationMatters Scholarship Flow Thru Fund	110,704
EllisDon Student Award Fund	6,634
Emmalee Cherweniuk Award Fund	800
ENMAX Scholarship Fund	46,969
Everett and Mitchell Code Scholarship	11,887
Fogolar Furlan di Calgary Italian Award	19,215
Forest Lawn Resiliency Scholarship Fund	6,080
Future Leaders Flow Thru Scholarship Fund	958
Green & Gold Flow Thru Scholarship Fund	4,819
Haworth & Heritage Bus Interiors Architecture/Interior Design Scholarship Fund	5,198
Henry Wise Wood Warriors Legacy Flow Thru Fund	2,281
Henry Wise Wood Class of 1970 Scholarship Fund	895
Hopewell Scholarship Fund	12,167
Integro Legacy Scholarship Fund	17,621
Ivy & Len Freeston Student Award Flow Thru Fund	131
Jennifer Ellen Shepherd Memorial Award Fund	2,000
Jim Hoeppner Award	20
Job's Daughters International Scholarship	3,000
Kermet Archibald & Jacoba Van Den Brink Memorial Scholarship at the Cgy Found	29,258
Lauber Student Award	7,220
Laurie Sommerville Scholarship Award Fund	19,583
Louise Dean High School Awards	9,668
The Marguerite Patricia P. Bannister Scholarship Fund at the Calgary Foundation	255,855
Maureen Langston Memorial Fund	5,400
Nickolas Paswisty Memorial Bursary	3,406
Pay It Forward Fund	10,585
Queen Elizabeth Deaf and Hard of Hearing Scholarship and Program Enhancement Fund R.M. (Mac) Dobson Creative Writing Scholarship	14,176 872
Richard Dunn Music Scholarship Fund	2,035
Southland Transportation Scholarship Flow Thru Fund	20,556
Tenaris Merit Awards	1,000
Thorner/Johnston/DiMarzo Family Bursary	18,000
Tom Inkster Memorial Scholarship Fund	2,424
Verna Hart Toole Legacy Award Fund	435
Total Flow Thru Funds (Student Awards)	\$ 759,530
Total Firm Firm a dilute (ottation America)	Ψ1 00,000

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For decomposit Founds (Ottodent Assesseds).	Fund Balance
Endowment Funds (Student Awards):	12,526
Aaron, Harben Vocal Music Prize Fund	14,469
Aaron Family Scholarship Fund Aberhart Alumni Scholarship Fund	84,139
Accomplished Angels Student Award Fund	1,005,536
Accomplished Angels Student Award Fund Ann Strand Memorial Awards Fund	8,031
Ann Strand Memorial Awards Fund Anthony Ward Memorial Fund	4,018
Archie McKillop Student Award Endowment Fund	101,908
Arrata Family Award for New Canadians	48,227
Ariata Family Award for New Carladians Avis Hibbard Bursary	1,737
Benjamin (Ben) Albert Legacy Fund	291,368
Bennett Jones Scholarship Fund	10,274
Big Brothers Big Sisters Society of Calgary and Area Award Fund	18,340
Bob Clarke Memorial Scholarship	2,270
Bruce Leitl Composition Award Fund	14,310
Carolyn Baxter Memorial Award Fund	9,025
CNIB Memorial Scholarship Fund	4,215
Claire Poppit Award	7,474
Colonel Walker Community School 1950 to 1965 Alumni Award	14,426
David E. Mitchell Award	55,823
David James Anderson Memorial Award Fund	14,648
Doris Donald Memorial Bursary in Fine Arts	1,342
Douglas Norton Scholarship	2,375
Dr. Gordon Higgins Student Award Fund	26,782
Drs. Harry & Martha Cohen Prize Fund	10,327
Dustin Peers Memorial Visual Arts Award	219,343
Edith Berger Memorial Scholarship Fund	22,115
EducationMatters Endowed Scholarship Fund	2,688
EF Coste Scholarship	4,841
E George Brigden Memorial Scholarship	4,375
Emmalee Cherweniuk Award Fund	13,205
Ena Paul Memorial Award	4,067
Everett and Mitchell Code Scholarship	13,475
F Margaret Milligan Scholarship	707
Frank L Woodman Scholarship	2,105
Frank Whipple Memorial Bursary	6,515
Future Leaders Scholarship Endowment Fund	27,868
Gary Weimann Award for Community Service	24,405
George Morley Memorial Scholarship	12,196
Green & Gold Endowment Scholarship Fund	192,720
Hal Winlaw Health & Nutrition Legacy Award Fund	8,321
Haworth & Heritage Business Interiors Architecture/Interior Design Scholarship Fund	36,735
H.D. Cartwright Memorial Award	10,956
Henry Wise Wood Warriors Legacy Endowment Scholarship Fund	57,559
Hugh Robertson Science Award Fund	21,713
Ivy & Len Freeston Student Award Endowment Fund	19,891
James Fowler School Award Fund	16,073
Jennifer Ellen Shepherd Memorial Award Endowment Fund	80,464
Jennifer Eyton Memorial Trust Fund	2,839
Joan Ethier Women in Science Scholarship	417,538
Joanne Mugford Memorial Art Award Joh's Daughters International Scholarship	8,487 5,085
Job's Daughters International Scholarship	5,085
John Bancroft Memorial Award Keith Carswell Memorial Scholarship	13,262 10,210
Keith Yu Memorial Scholarship Fund	31,445
rolli i a monolal Johalalip i ana	31.440

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	Fund Balance
Endowment Funds (Student Awards) cont'd:	\$
Laine McLeod Memorial Scholarship	7,501
Langevin School Bursary	27,213
Lawrence Parker Memorial Scholarship	8,276
Marjorie Taylor Memorial Scholarship Fund	70,191
Marnie Whitehead Memorial Scholarship	2,129
Marofke Family Aberhart Music Scholarship	56,912
Mary Belkin Memorial Scholarship Fund	29,967
Maurice A Spring (Vocational) Scholarship	4,880
MW & JR Tebo Memorial Journalism Fund	19,370
Pamela Jane Hardy Memorial Award Fund	59,429
Queen Elizabeth Deaf and Hard of Hearing Scholarship and Program Enhancement Fund	74,124
Richard D. Tingle Student Award Fund	34,757
Rick Theriault Outstanding Athletic Contribution Award Fund	21,157
Ross Glen Scholarship Fund	47,052
Ruth Ursula Leipziger Scholarship Fund	35,717
Shawn Whitney Memorial Award Fund	14,618
Sir Winston Churchill Enterprise & Innovation Scholarship	7,227
Southland Transportation Scholarship Endowment Fund	7,879
Steven Irving Memorial Music Scholarship	37,962
Susy Devlin Memorial Award Fund	32,629
Teens Against Drunk Drivers (TADD) Scholarship	7,201
Thomas Moore Memorial Bursary Fund	17,034
Thomas Walter Morrish Memorial Scholarship	9,183
Trades Related Career Pathways Student Award	86,405
Viscount Bennett Band Parents Association Award Fund	11,807
William Keir MacGougan Memorial Bursary	29,364
Total Endowment Funds (scholarship availability capped @ 4.5% per annum)	\$3,814,777

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EducationMatters

Statement of Grants & Scholarships Awarded Year-to-Date July 31, 2018

Tour to Bute outy on, 2010	\$
Pontf Trail Cohool - Payahalagigal Carvina Face	
Banff Trail School - Psychological Service Fees	1,680 14,500
Cappy Smart School - Maker Education Career & Technology Centre – Alberta Skills Competition	14,500
CBE Area 7 - Alberta Skills Competition	50
CBE - Cinderella Project	475
CBE - Dual Credit and Exploratory Programs	19,000
CBE - Fuel for School Program	8,733
CBE - Pincher Creek Interdisciplinary Learning Experience	6,733 790
Centennial High School - Athletic Fees	32
· · · · · · · · · · · · · · · · · · ·	100
Central Memorial High School - Alberta Skills Competition Connaught School - Culturally Diverse Reading Material	717
Connaught School - Culturally Diverse Reading Material Connaught School - Vocabulary Books	1,293
· · · · · · · · · · · · · · · · · · ·	1,293 587
Crescent Heights High School - Athletic Fees	265
Henry Wise Wood High School - Athletic Fees	
Huntington Hills School - Maker Education	14,500
Jack James High School - Alberta Skills Competition	1,650 950
James Fowler High School - iPads for LEAD Program James Short Memorial School - Maker Education	
	14,500 265
John G. Diefenbaker High School - Athletic Fees	600
Lester B. Pearson High School - Athletic Fees	683
Lester B. Pearson High School - Finance Club	14,500
Lester B. Pearson High School - Maker Education	14,300
Lord Beaverbrook High School - Alberta Skills Competition	950
Louise Dean School - Baby Tales	
Nelson Mandela High School - Athletic Fees	80 5 249
Niitsitapi Learning Centre - Sensory Supports for Students with Complex Needs	5,248 141
Queen Elizabeth High School - Athletic Fees	14,500
Peter Lougheed School - Maker Education	300
Robert Thirsk High School - Athletic Fees	
Sir John A. Macdonald School - Maker Education	14,500 80
St. Mary's High School - Athletic Fees	
William D. Pratt School - "Ksistsikoom"	5,000
Total 2018 YTD Program Grants	\$ 136,909
Total 2018 YTD Scholarships	\$ 149,000
Total 2018 YTD Grants & Scholarships	\$ 285,909

Total Grants since Inception \$ 8,935,000 Total Scholarships since Inception \$ 3,406,000

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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 December, 2017 we deferred \$440,000 of CBE operating contributions received in 2017 that relate to our fiscal year 2018. This amount is reflected in the financial statements at July 31, 2018, as provided in this report.

Capital assets consist primarily of office equipment.

Statement of Operations

Fundraising initiatives for 2018 are proceeding as planned and anticipated.

In accordance with best practices for 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, 2018 reflect both realized and unrealized gains on funds. For the long term EducationMatters expects steady growth of its investments.

Grants and scholarships at \$286,000 issued year-to-date, continue to provide a significant contribution supporting Calgary Board of Education students.

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