

## **CALGARY BOARD OF EDUCATION**

Minutes of the Regular Meeting of the Board of Trustees (the “Board”) held on Tuesday, September 28, 2021 at 12:00 p.m. through Microsoft Teams

---

### MEETING ATTENDANCE (Virtual)

Board of Trustees

#### In Attendance:

Trustee M. Dennis, Chair  
Trustee A. Adams  
Trustee M. Bradshaw  
Trustee R. Hehr  
Trustee T. Hurdman

#### Absent:

Trustee J. Hrdlicka

#### Administration:

Mr. C. Usih, Chief Superintendent of Schools  
Mr. R. Armstrong, Superintendent, Human Resources  
Mr. D. Breton, Superintendent, Facilities and Environmental Services  
Ms. K. Fenney, General Counsel  
Ms. J. Pitman, Superintendent, School Improvement  
Ms. A. Holowka, Superintendent, School Improvement  
Ms. T. Minor, Corporate Secretary  
Ms. M. Broda, Board Administrator

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

Chair Dennis called the meeting to order at 12:03 p.m. and O Canada was led by students from Fish Creek School by way of pre-recorded video.

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

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

### 2 | **CONSIDERATION/APPROVAL OF AGENDA**

Ms. Minor, Corporate Secretary, noted there were no changes to the agenda.



MOVED by Trustee Hehr:

**THAT the Board of Trustees approves the agenda for the Regular Meeting of September 28, 2021 as submitted.**

The motion was  
CARRIED UNANIMOUSLY.

**3 | AWARDS AND RECOGNITIONS**

There were no awards or recognitions.

**4 | RESULTS FOCUS**

There were no reports or presentations.

**5 | OPERATIONAL EXPECTATIONS**

There were no reports or presentations.

**6 | PUBLIC COMMENT**

**6.1 Ms. Amanda Hu, member of the World Health Network, Aerosol Task Force**

Ms. Hu spoke about undertaking classroom by classroom heating ventilation and air conditioning (HVAC) performance and capacity assessments, along with allowing stand alone filtration units in classrooms in order to mitigate the risks of aerosol transmission of COVID-19 in classrooms. She mentioned the importance of mitigating these risks for health and safety reasons and also as it pertains to insurance coverage.

**7 | MATTERS RESERVED FOR BOARD INFORMATION**

There were no reports or presentations.

**8 | MATTERS RESERVED FOR BOARD DECISION**

**8.1 Proposed Amendments to GC-5E: Board Evaluation Committee Terms of Reference**

Chair Dennis introduced the report, stating the policy revisions were part of ongoing work of the Board identifying areas of improvement including renaming the Board Evaluation Committee the “Board Governance Committee.”

MOVED by Trustee Adams:

**THAT the Board of Trustees approves the amendments to GC-5E: Board Committees – Board Governance Committee Terms of Reference, Attachment I to this report.**



In debate of the motion, a trustee made comments on adjusting the Committee's work to include more in-depth review of Board Policies, and expanding the membership to three trustees.

Chair Dennis called for a vote on the motion.

The motion was  
CARRIED UNANIMOUSLY.

## 9 | **CONSENT AGENDA**

### 9.1 **Items Provided for Board Decision**

9.1.1 OE-1: Global Operational Expectations – Annual Monitoring

**THAT the Board of Trustees approves that the Chief Superintendent is in compliance with the provisions of OE-1: Global Operational Expectations.**

### 9.2 **Items Provided for Board Information**

Chair Dennis noted that the Board would meet in-camera following the public portion of the meeting to discuss one legal, two labour, three land, and four strategic planning matters. She noted the next public Board meeting is scheduled for Tuesday October 12, 2021.

Recessed: 12:14 p.m.  
Reconvened: 12:39 p.m.

## 10 | **IN-CAMERA SESSION**

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

### **Motion to Move In-Camera**

MOVED by Trustee Bradshaw:

Whereas the Board of Trustees is of the opinion that it is in the public interest that matters on the private agenda for the Regular Meeting of the Board of Trustees, September 28, 2021 be considered at an in-camera session; therefore, be it

*Resolved*, **THAT the Regular Meeting of the Board of Trustees moves in-camera.**

The motion was  
CARRIED UNANIMOUSLY.

Trustee Bradshaw departed a portion of the meeting due to a declared pecuniary interest in accordance with Section 88(1) of the *Education Act*.



Motion to Revert to Public Meeting

MOVED by Trustee Hurdman:

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

The motion was  
CARRIED UNANIMOUSLY.

Motion to Action In-Camera Recommendations

MOVED by Trustee Adams:

**THAT the Board of Trustees approves the elementary school being built in the community of Mahogany be named Mahogany School.**

The motion was  
CARRIED.

In Favour:	Trustee Adams Trustee Dennis Trustee Hehr Trustee Hurdman
Opposed:	Trustee Bradshaw
Absent:	Trustee Hrdlicka

11 | **ADJOURNMENT**

MOVED by Trustee Hurdman:

**THAT on adjournment, the meeting adjourns to the call of the Chair.**

The motion was  
CARRIED UNANIMOUSLY.

The meeting adjourned at 3:54 p.m.

Attachment:

- Amended GC-5E: Board Governance Committee Terms of Reference



**GOVERNANCE CULTURE****GC-5E: Board Committees Terms of Reference**

**Monitoring Method:** Board Self-assessment  
**Monitoring Frequency:** Annually

**Board Governance Committee****Purpose/Charge:**

The purpose of the Board Governance Committee (the "Committee") is to:

- (a) Assist the Board of Trustees in fulfilling its responsibility for maintaining high standards in board governance by reviewing the Board Policies (as defined in GC-3: Board Job Description) and making recommendations to the Board of Trustees on areas of improvement;
- (b) Overseeing the Board's debrief on the quality of each meeting;
- (c) Overseeing the process for the Chief Superintendent's annual summative evaluation; and
- (d) Overseeing the process to assess the performance of the Board, its committees and individual trustees through the annual monitoring of its Governance Culture policies and Board-Chief Superintendent Relationship policies.

**Membership:**

1. The Committee shall be comprised of:
  - Board Vice-Chair, to serve as Chair of the Committee
  - Two trustees
  - Corporate Secretary
2. The trustee members will be appointed annually at the Board of Trustees' Organizational meeting.

**Meetings:**

1. The Committee will meet monthly, and may meet at such other times as required by the Committee Chair.
2. The Chair of the Committee shall establish the agendas for meetings, ensure that properly prepared agenda materials are circulated to the members with sufficient time for review prior to the meeting, and be responsible for reporting to the Board of Trustees.

3. A majority of the members of the Committee shall constitute a quorum. Two trustees must be present at all Committee meetings.

**Reporting Schedule:**

1. The Committee Chair or his/her designate shall report to the Board on matters arising at Committee meetings. The Committee Chair shall report at least quarterly to the Board of Trustees on the Committee's responsibilities and how it has discharged them.
2. Minutes of all meetings of the Committee shall be provided to the Board of Trustees by the Chair and filed with the Board of Trustees for the corporate record.

**Roles and Responsibilities:**

1. The Committee shall have the responsibilities set out in Appendix I as well as any other matters as may be delegated to the Committee by the Board from time to time.
2. The Committee and each of its members shall comply with such additional requirements as may be specified in the *Education Act* and in resolutions of the Board in effect from time to time.

**Authority Over District Resources:**

The Committee shall have no authority over resources of The Calgary Board of Education; this is a responsibility of the Board of Trustees.

Approved: September 28, 2021

**Appendix I**  
**Board Governance Committee**  
**Roles and Responsibilities Calendar**

√ When Performed

Roles and Responsibilities	Monthly	Annually	As Required
<b>Board Policies</b>			
1. Review the Governance Culture policies and recommend to the Board for approval any amendments thereto.		√	
2. Review the Board-Chief Superintendent policies and recommend to the Board for approval any amendments thereto.		√	
3. Review the Board Meeting Procedures and recommend to the Board for approval any amendments thereto.		√	
4. Lead the Board in regular and systematic review of all Results policies and recommend to the Board for approval any amendments thereto.	√		
5. Lead the Board in regular and systematic review of all Operational Expectations policies and recommend to the Board for approval any amendments thereto.	√		
6. Lead the Board in debrief on the quality of its regular meetings.			√
<b>Chief Superintendent's Annual Summative Evaluation</b>			
7. Develop a process and timeline for the Chief's annual summative evaluation and recommend to the Board for approval.		√	
8. Oversee the process to complete the Chief's annual summative evaluation in accordance with Board-Chief Superintendent Relationship		√	

<b>Roles and Responsibilities</b>	<b>Monthly</b>	<b>Annually</b>	<b>As Required</b>
Policy 5: Chief Superintendent Accountability.			
9. Prepare the Board's annual summative evaluation letter and recommend to the Board for approval.		√	
<b>Board of Trustees' Self-Evaluation</b>			
10. Develop a process and timeline to annually assess and evaluate the Board's performance and effectiveness, including its committees and individual trustees through the annual monitoring of its Governance Culture policies and Board-Chief Superintendent Relationship policies		√	
11. Oversee the process to complete the Board's annual self-evaluation.		√	
12. Prepare the Board's annual self-evaluation report and recommend to the Board for approval.		√	
<b>Other</b>			
13. Review the Board Evaluation Committee Terms of Reference once every year to ensure its continued relevance and appropriateness, and make recommendation(s) to the Board.		√	