

MINUTES OF THE REGULAR BOARD MEETING OF THE MEDICINE HAT CATHOLIC BOARD OF EDUCATION held at Catholic School Board Office, 1251 – 1st Avenue S.W., Medicine Hat, Alberta on January 09, 2018 at 6:00 p.m.

TRUSTEES AND OFFICERS PRESENT

| | |
|-----------------|--|
| Peter Grad | Trustee |
| Dick Mastel | Trustee |
| Kathy Glasgo | Trustee |
| Robert Risling | Trustee |
| David Leahy | Trustee |
| Joe Colistro | Superintendent of Schools |
| Chuck Hellman | Associate Superintendent Human Resources |
| Greg MacPherson | Secretary Treasurer |
| Hugh Lehr | Associate Superintendent Learning Services |
| Jill Wilkinson | Religious Education Coordinator |
| Terri Ball | Coordinator of Early Childhood Services |
| Della Dewald | Executive Assistant & Corporate Communications |
| Derrian Hallas | Communications Officer |

OPENING PRAYER

Note: The meeting was opened with prayer led by Kathy Glasgo. Thank you to the Media for attending. The meeting is being recorded by the media. The Board Chair thanked the gallery for attending. It was noted approximately 30 people were in the gallery.

APPROVAL OF THE ACTION AGENDA

3318 Motion. Robert Risling: "THAT the Action Agenda dated January 09, 2018 be approved amended".

Note: Amendment:
- Move Item #5 Delegation and #6 Ecole St. Thomas d'Aquin School Closure Consideration to the start of the meeting.
- Addition 14.2 – Joint Use Agreement

Carried unanimously.

DELEGATION - École St. Thomas d'Aquin School Council

5.2 Delegation #2 Re: École St. Thomas d'Aquin School Closure Consideration

Note: École St. Thomas d'Aquin Parent(s); spokesperson. On behalf of our Chair, sincerely thank the Board for having given our school community the opportunity to address to our concerns. Meeting yesterday was vital, it was made apparent to the community that you care about our school. Thank you Joe and Chuck. We are pleased to be part of this discussion. We are invested in our Catholic schools, as our motto says, Show the Face of Christ to All. We too want to pursue programming to grow numbers but foster growth in the body of Christ, we too believe schools are at the heart of any community. We want to strive to protect these principles. Thank you for the Board's commitment. We can reassure you that we will work together. The majority on School Council would choose the move. We are strong advocates of Catholic education and French Immersion Programming.

ÉCOLE ST. THOMAS D'AQUIN SCHOOL CLOSURE CONSIDERATION

Note: The Board gave an overview of the January 8, 2018 Public Information Meeting and will review the next steps in the process regarding consideration of School Closure of École St. Thomas d'Aquin with the intention to move the program to St. John Paul II School. At the December 12, 2017

regularly scheduled Board Meeting, the Board of Trustees made the following motions:

- “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education give notice for the consideration of School Closure of École St. Thomas d’Aquin with the intention to move the program to St. John Paul II School”.
- “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education schedule a Public Meeting for the purpose of providing and discussing information with stakeholders on the consideration of School Closure of École St. Thomas d’Aquin and that the meeting take place on Monday, January 8, 2018”. The Public Meeting will be held at École St. Thomas d’Aquin, 1970—19th Avenue S.E., Medicine Hat, AB at 6:30 p.m. The meeting is open to all stakeholders in our community.

Note: We heard from parents of their concerns regarding the process. No decision can be made earlier than January 29, 2018, a three weeks period from today. We have one Trustee who will not be in the city on January 29, 2018. We may choose to schedule the Board Meeting on Tuesday, January 30, 2018.

BOARD MEETING JANUARY 30, 2018 – ÉCOLE ST. THOMAS D’AQUIN

3319 Motion. David Leahy: “That the Board of Trustees for the Medicine Hat Catholic Board of Education schedule a Regular Board Meeting on Tuesday, January 30, 2018 at 6 p.m., to be held at the Catholic School Board Office to discuss the proposed closure of École St. Thoms d’Aquin and to move the program to St. John Paul II School for the 2018-2019 school year”.

Carried unanimously.

Note: The majority of the gallery left the room.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING

3320 Motion. Peter Grad: “THAT the Minutes of the Regular Meeting held November 14, 2017 be approved as circulated”.

Note: Vote:
In-Favor: 4
Opposed: 1

Carried.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING

3321 Motion. Kathy Glasgo: “THAT the Minutes of the Regular Meeting held December 12, 2017 be approved as circulated”.

Note: It is noted Board Chair, Mr. Dick Mastel read a statement to David Leahy relating to the notice of motion, pecuniary interest and legal advice sought.

Note: It is noted Trustee, Mr. David Leahy replied stating a Point of Privilege. Mr. Leahy requested a copy of the statement from Mr. Mastel. The statement was not shared.

Note: Vote:
In-Favor: 4
Opposed: 1

APPROVAL OF THE NON-ACTION AGENDA

3322 Motion. Peter Grad: “THAT the Non-Action Agenda dated January 09, 2018 be approved circulated”.

Carried unanimously.

CATHOLIC EDUCATION

Note: As part of the monthly Board Meeting format starting in the New Year, there will be a standing agenda item titled: CATHOLIC EDUCATION. The intention is to highlight and feature agenda items specifically related to Catholic Education in this section. This is a great opportunity for us to bring prominence to items relating to Catholic Education at the start of the Board Meetings. The Religious Education Coordinator Report and the School Parish Relations Committee Report will be feature in this section.

Religious Education Coordinator – Jill Wilkinson

Note: **Blueprints and S.P.I.C.E. (ACSTA Retreats)**
This year the SPICE retreat will be held April 26th to 29th and the Blueprints Retreat will be held May 1st to 4th at the Delta Lodge in Kananaskis. Both retreats will feature Reverend Dr. Richard Leonard. Fr. Leonard, is an Australian Jesuit writer and film critic who has written and spoken about cinema, culture, and faith on four continents. Born at Warwick, Queensland, and growing up in Toowoomba, Fr. Leonard directs the Australian Catholic Office for Film and Broadcasting for the Bishop's Conference. The Education Foundation has always been supportive in providing grants to aid staff who want to attend SPICE. The Education Foundation will be providing grants for 3 staff members to attend the retreat.

Note: **Week of Prayer for Christian Unity 2018-** Every year between January 18 and January 25, Christians around the world are invited to celebrate a week of prayer for the unity of all Christians. This year, we rejoice to pray with the Christians of the Caribbean who have chosen as their theme "Your Right Hand, O Lord, Glorious in Power" inspired by Exodus 15:6. They invite Christians around the world to discover their unity in Jesus by always striving to be a reconciled community that serves as an effective sign of how to live in justice and peace for all the people of the earth. The unity prayer has been provided so you can join the prayers of Christians around the world.

Note: **Chaplain – Joe Colistro-** We would like to add this as a Board Assumption depending n the scope of the position, if District-Wide it could be full time, if Middle School, it could be part-time. The Role description is detailed in the Superintendent Report (attached as an appendices to the minutes).

Note: **Board Retreat – Mission & Vision Statement Review** – Joe Colistro Trustee, Robert Risling will chair this committee. We are hoping by April 2018 to do third reading on our new Mission and Vision Statement. Trustees Robert Risling and Kathy Glasgo in addition to Joe Colistro, Chuck Hellman & Jill Wilkinson are on the Committee.

BOARD WORK PLAN

Note: This item was presented at the November 14, 2017 Regular Board Meeting. The Board had a general discussion regarding the structure of Committee of the Whole. The recommendation presented by Trustee Mr. David Leahy was to restructure the Committee of the Whole Meeting to be open to the public and press. The recommendation at the November 14, 2017 Board Meeting was to present a revised Policy 8 at the December 12, 2017 Board Meeting for first reading. This item was tabled at the December 2017 Meeting to January 09, 2018.

BOARD POLICY 8 – BOARD OPERATIONS – FIRST READING

3323 Motion. Kathy Glasgo: "“THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve first reading Board Policy 8-

Board Operations with a revision to Article 1.4.2 wherein Committee of the Whole meetings shall be open to the public and press”.

Note: Vote:
In-Favor: 3
Opposed: 2

Carried.

CORPORATE COMMUNICATIONS

Note: Bill 24 – Message from the Minister of Education.

Note: Bishop’s Dinner – Thank you letter to MHCBE.

Note: Media Release – December 12, 2017.

APPENDIX “A”

MONSIGNOR MCCOY HIGH SCHOOL MODERNIZATION

Note: **Construction** – We are pleased to announce we are seeing the end of the modernization nearing completion. New offices are nearly complete. Flooring will be done next week. Hardware is installed throughout. The main floor is now complete. Building management system needs to be operationalized. There was a minor leak from a heating pipe freezing; one of the air exchanges was bringing in cold air and a line froze, this has been addressed and repairs done. We will be doing a final walk through soon.

Note: **Fundraising** –With the construction nearing completion, it’s time to celebrate! March 1, 2018 is the date of the Grand Opening for the Modernization. Invitations have been developed, dignitaries have been invited, the programming is being finalized and details relating to the celebrations are well underway. We are nearing the completion relating to the Donor Dedication Wall plaque layout in addition to marking St. Isidore Hall with a plaque. At the February meeting a detailed report will be provided to Trustees with a draft program indicating the times and the role for the Trustees. The invitation to the event is open to staff, parents, students & the general public.

ST. JOHN PAUL II SCHOOL

Note: **Construction** – Construction on our “new” Catholic Elementary School, St. John Paul II in Southlands, is progressing well with estimated completion in spring of 2018. Following the École St. Thomas d’Aquin decision, the Boundaries and Attendance areas will be set for St. John Paul II. We expect the school to be open March 2018. We will move the furniture from school to school. We have requested three Modulars, we expect to hear from Capital Planning in February. We are currently working with the City regarding the baseball diamonds. Transportation planning is in the works, before we make the final decision we need to know the boundaries, again this is contingent on whether the Board moves the program to St. John Paul II School and closes École St. Thomas d’Aquin. There will be an RFP for furniture, for funds in the amount of \$521,000, we have 24 months to spend the funds, this allows us adequate time to plan.

SUPERINTENDENT OF SCHOOLS – Joe Colistro

Note: **Nutrition Program Update** –MHCBE received \$141,000 in grant funding for the 2017-2018 school year to implement a nutrition program in the District. St. Louis School and Mother Teresa, both who have developed partnerships in the community were selected as the two schools in the District that would be implementing the Nutrition program. St. Louis is providing a daily lunch program and Mother Teresa a

breakfast program. The daily meals support healthy eating choices as per the Alberta Nutrition Guidelines for Children and Youth. The programs have been running at both schools since the beginning of September and response has been extremely positive. Currently St. Louis is serving approximately 85 student's lunch and Mother Teresa has 265 students signed up for breakfast. These numbers vary month to month. Our District Nutrition workers are amazing and doing great work. This has undoubtedly contributed to the success of the program.

Note: **AP 260 – Water Activities** - As discussed at the December Board meeting we are currently reviewing our expectations for Water Activities within AP 260 Field Trips. I have been in contact with a number of other School Divisions throughout the province to determine their current practice. Since the last Board meeting I have had conversations with our Insurance broker on expectations and best practices. Urban Schools Insurance Consortium, (USIC) the insurance consortium that MHCBE belongs to, will be bringing forward a number of recommendations at their upcoming stakeholder meeting that will help guide our practice and allow us to make any necessary changes to our Field Trip AP 260. It is my intention to bring those changes to the Board as we receive more direction from our Insurance provider.

Note: **Education Plan Formation** - The DLT will be presenting their Education Plan to stakeholder groups between January-April 2018. The format will include half of the schools presenting on one night and the other half on an alternate night. Members of the parish, K of C, and CWL will be invited to the presentations. Details, dates and locations are currently being worked out. We are looking at February Feb12, 14, 15, 26, 27, 28 for the first presentations and March 5-8 as the second potential dates. Please check your calendars to determine when you are available. Once trustees have confirmed availability I will bring the dates forward to the DLT.

APPENDIX "B"

COMMUNICATIONS

Note: **Corporate Communications** – The January 2018 report is attached as an appendix to the minutes.

Note: **School Communications & Social Media** – The January 2018 report is attached as an appendix to the minutes.

APPENDIX "C"

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

Note: **Student Transition Update** – On Tuesday, December 19th, school administrators met to discuss student transition. The focus was on retaining more grade 9 students moving from the middle schools, St. Mary's and Notre Dame, to grade 10 at Monsignor McCoy High School. The group discussed 6 topics:

1. The numbers (what is our reality in terms of transition)
2. Factors beyond our control in relation to student choosing high schools other than Monsignor McCoy
3. What students are saying in terms of reasons for choosing a different high school than Monsignor McCoy
4. What our present practice is in terms of transition from Middle Schools to High School
5. Brainstorm new ideas to increase number of students transitioning to Monsignor McCoy
6. New ideas to be used to encourage more students to transition to Monsignor McCoy for the 2017/2018 school year.

Note: Overall we want to increase collaboration between fine arts and middle and increase transition activity and create connections between elementary to middle school and middle school to high school. We had

great conversation and established some clear criteria and direction for creating that continuity.

SECRETARY-TREASURER – Greg MacPherson

Note: **IMR - INFRASTRUCTURE MAINTENANCE PLAN** – Annually the Board approves an IMR Plan.

3324 Motion. Peter Grad: “BE it resolved that the Board of Trsutees for the Medicine Hat Catholic Board of Education approve the 2017-2018 IMR Plan in the amount of \$2,021,400 for new projects and \$344,975 for the previously committed projects in progress for 2016-2017 as presented”.

Carried unanimously.

APPENDIX “D”

Note: **Rotary Track (CHHS) Resurfacing** - We have received a request to financially support resurfacing of the Rotary Track in the amount of \$25,000. The track is located at Cresent Heights High School. The track was built in 2017. Our High School Principal has indicated access for Catholic Schools at the track is good. The Board is looking for more information relating to details on access.

APPENDIX “E”

Note: **AP 505 School Fees** - We are beginning to review our School Fees that will be approved by the Board in March 2018. AP 505 was amended to reflect a change in practice on how buss passes are used on the Charter City Bus for Notre Dame Academy.

Note: **AP 500 - Annual District Budget** – Annually the Board approves a Budget. Assumptions will be presented to the Board shortly.

Note: **AP 505 – Transportation of Students** – This Administrative Procedure is being amended to relect a practice which has recently changed regarding busing of non-resident students.

Note: **Joint Use Agreement** – There have been some discussions in public relating to the Joint Use Agreement and concern from some user groups regarding the cost to the gymnasium facilities at Schools. The agreement has moved from a yearly fee to an hourly user fee. At St. Mary’s for example it is \$25 per hour. The City of Medicine Hat continues to do the bookings.

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

Note: **Workplace Risk Assessment Survey/Questionnaire** - At the December 12, 2017 regularly scheduled Board Meeting, the Board voted in favor to engage all employees in a Workplace Risk Assessment Survey/Questionnaire regarding violence and verbal abuse. The survey will be coordinated through Learning Services and will be administered to all District Staff by February 28, 2018. A review of the process, survey instruction and timelines will be presented.

COORDINATOR OF EARLY LEARNING – Terri Ball

Note: **2017-2018 Program Unit Funding Audit** - In keeping with accountability requirements, Alberta Education will audit a stratified random sample of 15% of each school authority’s new PUF applications with a minimum of 20 applications selected. The sample will reflect the provincial ratio of severe codes. Each school authority is responsible for providing documentation that demonstrates the impact of the child’s needs within the learning environment as well as indicating the supports that are in

place to meet the needs of the child. All audit files must be created by school authority personnel and uploaded to the PUF SharePoint Site by January 25th. An Alberta Education team will then review each submitted file to determine if it meets eligibility criteria. Alberta Education will communicate the findings of the audit to individual school authorities. If there are a significant number of files (20%) that do not meet eligibility criteria, Alberta Education will request a new 10% sample of the school authority's total PUF population for review. A payment adjustment will be made to the school authority for each file that does not meet eligibility criteria. Historically we have done well in our Audits.

COMMITTEE REPORTS

Medicine Hat Catholic Schools' Education Foundation – Dick Mastel

Note: Next meeting is January 16, 2018. Mr. Mastel is away, Kathy Glasgo will attend in his absence.

Representative to ACSTA – Dick Mastel

Note: Next meeting is February 2nd and February 3, 2018.

Representative to Teacher Board Advisory Committee – Kathy Glasgo

Note: No report.

Representative to ASBA Zone 6 – Peter Grad

Note: Next meeting is January 10, 2018. Both Kathy Glasgo and Peter Grad will attend.

Representative to Support Staff Board Advisory Committee – David Leahy

Note: No report.

Representative to Parent Association – Kathy Glasgo

Note: No report. Next meeting is in February.

Representative to Salary Negotiations – ATA – Mr. Peter Grad

Note: No report.

Representative to Salary Negotiations – CUPE – Mr. Dick Mastel

Note: There have been changes to the labour laws effective January 1, 2018. We had a meeting scheduled for January 11, 2018 to review any impact of these changes, the meeting was cancelled and rescheduled to February, with a date to be set.

Representative to CUPE Staff Board Advisory – Reverend Mr. Robert Risling

Note: Next meeting is February 5, 2018.

Representative to Spiritual Leadership Scholarship Representative – Mr. David Leahy

Note: No report.

Representative to Student Board Advisory Committee – Mr. Dick Mastel

Note: We have met with students at St. Mary's School. We talked about many things on what the students loved, what they would like to see added and what concerns they have. Overall the students reported they really like their school. Students would like to see more project based work rather

than textbook activities, they would like to see partner learning. They like the new chrome books and robotics class. Social media is a concern sometimes. They said they would like to learn more about how to study. They like the extra help from Teachers. Would like a longer lunch period. Note: We plan to go to Notre Dame and Monsignor McCoy next to visit with students there.

Representative to Monsignor McCoy Modernization (Adhoc) Committee – Mr. David Leahy

Note: A written Trustee report was enclosed in the January Agenda Package. It is attached as an appendices to the minutes.

Representative to School Parish Relations Committee – Reverend Mr. Robert Risling and Ms. Kathy Glasgo

Note: No report.

Student Recruitment and Retention (Adhoc) Committree – Reverened Mr. Robert Risling and Ms. Kathy Glasgo

Note: Terms of Reference need to be developed for this committee.

CLOSING PRAYER

Note: The meeting closed with prayer led by Kathy Glasgo

ADJOURNMENT

Note: The regular meeting was called adjourned by the Board Chair.

Note: The meeting adjourned at 10:20 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant