

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 April 10, 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
Jessica Caparinl	Communications Officer

OPENING PRAYER

Note: The meeting was opened with prayer led by Robert Risling. The Board Chair thanked the gallery for attending.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING

3353 Motion. Kathy Glasgo: “THAT the Minutes dated March 10, 2018 be approved as circulated”.

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

3354 Motion. David Leahy: “THAT the Action Agenda dated April 10, 2018 be approved as amended”.

Note: Add: Notice of Motion – Trustee Leahy re: Board Policy 10 – Policy Making, (1st & 2nd reading).

Carried unanimously.

APPROVAL OF THE NON-ACTION AGENDA

3355 Motion. Peter Grad : “THAT the Non-Action Agenda dated April 10, 2018 be approved as circulated”.

Carried unanimously.

PRESENTATION – AMBASSADOR FOR CATHOLIC EDUCATION – EDWIN PARR NOMINEE

Note **Edwin Parr** - The Board of Trustees recognized Ms. Rachel Folk, Teacher at Mother Teresa School as the 2018 Edwin Parr Nominee. This prestigious first year teacher award recognizes innovative and outstanding teaching practice of 1st year teachers. As a nominee, Rachel will represented MHCBE at the upcoming ASBA Zone 6 Edwin Parr Awards Banquet on May 9, 2018. Good luck Rachel.

APPENDIX “A”

CATHOLIC EDUCATION

Note: **Candidates for Sacraments**– Total number of children receiving 1st Communion is 74. Of those, 85% attend Catholic Schools. Total number of children receiving confirmation is 81%.

Note: **Religious Education Curriculum Update** – Plans are underway to implement new Religious Education curriculum. An urgent appeal is made of the Board to provide the resources and professional development to implement the curriculum.

3356 Motion. David Leahy: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education allocate up to \$48,000 starting in the 2017-2018 school year spread over the 2018-2019 school year for the purpose of implementing the Grade 4 and Grade 5 Religious Education Curriculum”.

Carried unanimously.

Note: **Baptismal Kit** - A sampling of the new Baptismal Kit was shared with Trustees. The first kit was handed out at Holy Family Parish recently to a child receiving baptism. This is very exciting for our school district to be able to engage with our families at this special time of their child's life. The kit includes a very special gift from our Catholic School District.

Parish Community Relations Committee Report – Robert Risling, Trustee

Note: No report.

MHCBE Mission Vision Survey & Board Retreat – Joe Colistro

Note: **Board Retreat** – Addressed later in the meeting under the Superintendent of Schools Report.

BOARD WORK PLAN

POLICY 2 – ROLE OF THE BOARD – Third Reading

Note: **Board Policy 2 – Policy is presented for 3rd reading.**

3357 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve 3rd reading of Policy 2 to revise 7.1 to read: Participate in ASBA and ASBA Zone 6 and ACSTA and utilize their advocacy services”.

Carried unanimously.

Note: **Board Work Plan** - Annually the Board reviews it's work plan to begin planning for the upcoming year. The Board annually approves it work plan in September.

Note: **Board Self-Evaluation and Superintendent Evaluation May 23, 2018** - In accordance with Board Policy, the Board conducts annual evaluations. Evaluations for 2018 are planned for Wednesday, May 23, 2018. This is a full day event. The morning will consist of the Superintendent Evaluation with the afternoon the Board Self- Evaluation. A review of the process as determined by ASBA Consultant, Mr. Terry Gunderson will be shared. The Board hired Mr. Gunderson to conduct the evaluations this year.

Note: **Meeting with Bishop McGrattan** – The Board planned to meet with the Bishop McGrattan on March 15, 2018, however, due to a winter storm were unable to travel. A meeting with the Bishop is a priority for the Board and planning will continue to arrange another date.

POLICY 10– POLICY MAKING – 1st & 2nd Reading

Note: A Notice of Motion was presented by Trustee Leahy with a recommendation that the following statement be added after the note on Third Reading (Article 5) in Board Policy 10 “Policy Making”:
“With the agreement of all Trustees the process established by the above to revise existing policy may be set aside if the change(s) being proposed are minor in nature”.

3358 Motion. David Leahy: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve 1st reading of Policy 10”.

Note: Vote: 4 in favor
1 opposed
Carried.

3359 Motion. David Leahy: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve 2nd reading of Policy 10”.

Note: Vote: 4 in favor
1 opposed
Carried.

APPENDIX “C”

CORPORATE COMMUNICATIONS

Note: **Education Week** – The schools will acknowledge and celebrate Education Week identified by Alberta Education & Alberta Teachers Association April 30 to May 4, 2018. The Theme: *Learning is a Journey*.

Note: **Music Monday & MHCBE 10th Annual Spring Sing** –Our Catholic Elementary Schools are celebrating the 10th Annual Spring Sing on Monday, May 7, 2018 at the Medicine Hat College at 12:15 p.m. This celebration is part of the Nation-Wide Music Monday. Admission, by donation. Approximately 200 students from MH Catholic Schools will participate in a massed choir. Trustees, General Public, Parents are invited to attend. This is an exciting event for our school community. Show your support for Music in our Catholic School Community, hope to see you there! Thank you Music Teachers and Directors for preparing our students for this exciting event!

APPENDIX “D”

Note: **World Catholic Education Day – May 10, 2018** – Every year, 40 days after Easter on Ascension Thursday, Catholics across the globe give thanks for the gift that is Catholic education through the celebration of World Catholic Education Day. MH Catholic Schools will acknowledge this very special day with special prayers.

MONSIGNOR MCCOY HIGH SCHOOL MODERNIZATION

Note: This item will be removed as a standing item on the Board Agenda.

ÉCOLE ST. JOHN PAUL II SCHOOL

Note: **Update** – The playground RFP has been granted. We continue to hold site-planning meetings. Registration is ongoing, currently we have 51 English students and 100 French Immersion. We are finalizing staffing. We are continuing to develop the details of the early learning programs. October 22, 2018, will be the date for the Grand Opening Celebration, this date is the Feast of St. John Paul II.

We have applied for a STEP Grant to support the school with administrative support and or general support in the library set up etc. The 3 modulars are approved and will be moved to the new location. We are working with the City regarding the ball field and the hockey rink. Final work on the modular should be final by August 15th. We will be ready for September 2018. We are unable to host an Open House at the school at this time, but we hope to be able to schedule that soon.

SUPERINTENDENT OF SCHOOLS – Joe Colistro

Note: **Sports Academy Review** – A meeting was held on April 9th to set the terms of reference for the Sports and Fine Arts Academy review. Dr. Danny Balderson from the University of Lethbridge will develop the Sports Academy Review at a cost of \$5,000 plus expenses with the report due to the Board in Oct 2018.

Note: **Board Retreat** – Surveys were sent to MHCBE stakeholders on March 12, 2018 seeking input on the Mission and Vision statement. The survey closed March 19th. We had 76 respondents about 53% were parents, with 27% teachers, only 1 Trustee and 3 administrators responded. The timeline to complete the Mission and Vision statements will move to the fall of 2018. We are hosting a Formation/Retreat day on April 24, 2018 facilitated by Ms. Bonnie Annicchiarico, Associate Superintendent of Christ the Redeemer Catholic Schools.

Note: **Superintendent and Board Evaluation** – Mr. Terry Gunderson, ASBA Consultant is conducting the Superintendent and School Board Evaluation in May, he has shared the general outline and expectations for the evaluation process with the Executive Assistant. The Executive Assistant will forward the information and responsibilities prior to the Board meeting. As a reminder the date for the Board and Superintendent review is May 23, 2018 with two sessions occurring, the Superintendent evaluation discussion in the morning, and the Board evaluation in the afternoon. The Trustees are expected to be part of both sessions.

Note: **MH College First Year Students** – On March 20, 2018, I was invited to speak to Medicine Hat College, First Year Education Students on three topics. These included: providing my educational story, information about the Medicine Hat Catholic School District and what does Medicine Hat Catholic look for in a new teacher. About 30 students participated in the session.

Note: **University of Lethbridge** – The University of Lethbridge is planning a PS III seminar on campus, in conjunction with the Professional Inquiry Project Symposium for their graduating InternTeachers on Friday, April 20. They anticipate that they will have approximately 65 Interns in attendance, and we will have three concurrent sessions (50 minutes each), offered three times for different groups of twenty students. We have been invited to be a part of a “School District Walk-About” in order to provide us with an opportunity to connect with graduating Interns, and to talk about what we look for in new teachers and the hiring process in our school district.

COMMUNICATIONS

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

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

APPENDIX “E”

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

Note: **ERIP** – The previous collective agreement between the Board and Medicine Hat Catholic teachers stated that all ERIP applications shall be filed by April 1. (14.2) Due to the signed MOA between the Medicine Hat Catholic Board of Education and the Alberta Teacher's Association, applications for ERIP will be extended for this year only to May 1, 2018. The Board must make a decision on ERIPs by May 30th.

Note: **Support Staff Retirement Procedure** - Although Support Staff are not required to provide additional notice to MHCBE, staff are encouraged to inform HR of their intention to retire by the end of April. This allows us time to coordinate all of the necessary requirements with Human Resources and the Benefits Department. It also allows enough notice for employees to access the Employee Recognition Program. The retirement dinner was originally scheduled for June 11th. Due to the MOA extending the time line in which teachers can apply for ERIP, the retirement evening may have to be moved to a later date.
Note: Following discussion and a review of the timeline required to adequately implement the Employee Recognition Program online gift-program, the Retiree Dinner is moved to Monday, June 25, 2018.

Note: **Preliminary Staffing for 2018-2019** - The staffing process for the 2018/2019 school year is underway. Staffing is determined in consultation with administration teams in all schools. Staffing takes into consideration budget, class size guidelines, enrollment, potential retirements etc. Presently, a number of staffing scenarios have been considered, however, until retirements and enrollment numbers are finalized, planning will be ongoing.

Note: **January 2018 High School Diploma Exam Results** - January of 2018, Monsignor McCoy grade 12 students wrote the diploma exams for their first semester classes with excellent results reported. Congratulations to Monsignor McCoy Staff & Students. We will share highlights of the results in each school newsletter, post to the web and social media and share with our parish community in the Board Bulletin.

SECRETARY-TREASURER – Greg MacPherson

ÉCOLE ST. JOHN PAUL II PLAYGROUND

3360 Motion. Kathy Glasgo: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the award of the installation of the playground for École St. John Paul II School to Blue Imp".

Carried unanimously.

2017 – 2018 AMENDED INFRASTRUCTURE MAINTENANCE RENEWAL (IMR)

3361 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the amended 2017 – 2018 Infrastructure Maintenance Renewal Plan as presented".

Carried unanimously.

AP 505 SCHOOL FEES

3362 Motion. Robert Risling: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve 2018 – 2019 School Fees as presented and that the Ecole St. John Paul II School itemized "Christmas concert and Meet the Staff Night fees be removed".

Carried unanimously.

2018 – 2019 BUDGET

3363 Motion. Kathy Glasgo: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education schedule a regular meeting on May 29, 2018 at 6:00 p.m. to approve the 2018-2019 budget".

Carried unanimously.

BUDGET ASSUMPTIONS

3364 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Budget assumptions for 2018 – 2019 as presented".

Carried unanimously.

APPENDIX "F"

Note: **Update on 2016 – 208 ATA Collective Agreement Process.**

Note: Mr. David Leahy, Trustee left the room at 8:47 pm.

Note: We have to take the exiting Memorandum of Agreement and current Collective Agreement and merge with the Provincial Agreement. TEBA will put this together for us.

Note: Mr. David Leahy, Trustee returned to the room at 9:00 p.m.

2019 – 2021 THREE YEAR CAPITAL PLAN

3365 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education continue to adopt the 2019 – 2022 Capital Plan as presented".

Carried unanimously.

APPENDIX "G"

Note: It was noted we will engage with Mr. David Cocks on a three year and ten year plan.

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

Note: **School Resource Officer** – Our Resource Officer carry Naloxone with them. There are conversations at the local and provincial levels about having the Naloxone spray available in schools. The cost is \$194 for two doses.

Note: **Gun Safe** – We are looking to provide a Safe in the school in order for School Resource Officers to store their gun while in the building. For example if an Officer chooses to participate in a school-based activity such as a basketball game they would have a safe place to store the gun. Other school districts have safes on-site.

COORDINATOR OF EARLY LEARNING – Terri Ball

Note: **No report.**

COMMITTEE REPORTS

Medicine Hat Catholic Schools' Education Foundation – Dick Mastel

Note: The meeting was held on March 20, 2018. There is a new Foundation Director, Mr. Walter Pratt. There were two presentations from the Joe Stroh and Gay Pelchet Scholarship recipients. Next meeting is May 22, 2018. The next golf meeting is April 11, 2018.

Representative to ACSTA – Dick Mastel

Note: Next meeting is 24th and 25th.

Representative to Teacher Board Advisory Committee – Kathy Glasgo

Note: No report.

Representative to ASBA Zone 6 – Peter Grad

Note: The Executive Meeting is scheduled for Wednesday April 11, 2018 in Lethbridge.

Representative to Support Staff Board Advisory Committee – David Leahy

Note: No report.

Representative to Parent Association – Kathy Glasgo

Note: The meeting was held on March 25, 2018. The PACE group will be giving a presentation at an upcoming parent association meeting. Mr. Bernie Kinch was in attendance to talk about the Memorandum of Agreement. The next meeting is May 20, 2018.

Representative to Salary Negotiations – ATA – Mr. Peter Grad

Note: No further report to earlier report in the meeting this evening.

Representative to Salary Negotiations – CUPE – Mr. Dick Mastel

Note: No report.

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

Note: No report.

Representative to Spiritual Leadership Scholarship Representative – Mr. David Leahy

Note: No report.

Representative to Student Board Advisory Committee – Mr. Dick Mastel

Note: No report. The next student group we plan to meet with is Notre Dame Academy.

Student Recruitment and Retention (Adhoc) Committee – Reverend Mr. Robert Risling and Ms. Kathy Glasgo

Note: A meeting is set for April 12, 2018 at 3:30 to review the Terms of Reference and develop an initial strategy for the work of the 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 9:18 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant