

MINUTES OF THE REGULAR MEETING OF THE MEDICINE HAT CATHOLIC BOARD OF EDUCATION held at Catholic School Board Office, 1251 – 1st Avenue S.W., Medicine Hat, Alberta on October 11, 2016 @ 6:00 p.m., following the Organizational Meeting.

TRUSTEES AND OFFICERS PRESENT

Peter Grad	Trustee
Dick Mastel	Trustee
Regina Durst	Trustee
Robert Risling	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
Kym Porter	Director of Early Childhood Services
Della Dewald	Executive Assistant & Corporate Communications
Derrian Hallas	Communications Officer

Note: The Board Chair called the meeting to order at 6:15 p.m.

OPENING PRAYER

Note: The meeting was opened with prayer led by Peter Grad. Welcome to the Gallery, it was noted no Media was in attendance.

APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING

3125 Motion. Peter Grad. "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Minutes of the September 13, 2016 Board Meeting as circulated".

Carried unanimously

APPROVAL OF THE ACTION AGENDA

3126 Motion. Robert Risling. "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Action Agenda dated October 11, 2016 as amended".

Add: MLA Mark Smith
International Education

Move: Item # 13 move ahead of Item #10

Carried unanimously.

APPROVAL OF THE NON-ACTION AGENDA

3127 Motion. Regina Durst. "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Non-Action Agenda dated October 11, 2016 as circulated".

Carried unanimously.

CORPORATE COMMUNICATIONS

Note: **World Teacher's Day 2016** – A great article in the MH News recognizing the fine work of our Teachers. The Superintendent of Schools also sent a personal acknowledgement to our Division teaching staff.

Note: **Emergency Protocol Media Release** – The Division issued a Media Release dated September 29, 2016 announcing a shared emergency

protocol initiative in partnership with our neighboring Boards, the local Police Service and other community partners.

Note: **Alberta Health Services – Fentanyl** – It's imperative to know and understand the risks involved with fentanyl. We will share the information with our school community.

Note: **Mr. Speaker's Outreach** – Bringing the legislature to youth in Alberta.

APPENDIX "A"

BOARD WORK PLAN

Note: **Board and Superintendent Evaluation** – Dr. Garry Andrews has been contracted to conduct the Board and Superintendent Evaluation. The Board determined that Tuesday, November 15, 2016 will be the day the evaluation interviews are held with Board Members and select members of the Division Leadership Team and Senior Administration.

Note: **Begin Boundary Review Discussions** – No decisions are made at this time regarding boundary changes. We will begin this conversation once the Facility Plan Review is undertaken.

Note: **Board and DLT Retreat** – The date is set for Tuesday, October 18, 2016 with Board Members and members of our Division Leadership Team. This item will be reviewed as part of the Religious Education Coordinator's report.

Note: **Monsignor McCoy High School Awards October 26, 2016** – Mrs. Regina Durst, Trustee will attend the Awards celebration for the high school to be held at the MH College on Wednesday, October 26, 2016 at 7 pm. The Board will award two awards for Spiritual Leadership Scholarship and 1 award for the AHS St. Theresa Reunion Scholarship for high marks.

Note: **Bishop's Dinner October 20, 2016** – Representatives from the Board, Senior Administration and the Parent Association will attend the Bishop's Dinner in Calgary. It's a wonderful celebration and a great opportunity for our division to support the charities identified by the Diocese of Calgary.

APPENDIX "B"

MONSIGNOR MCCOY HIGH SCHOOL MODERNIZATION

Note: **Construction** – We are holding a site meeting every two weeks. Administrators and students are doing exceptionally well accommodating the construction. It was noted the boiler needs to be replaced soon. It was originally part of the plan but was removed; it is now back onto the infrastructure maintenance and is moved to a priority.

Note: **Fundraising** – Fundraising to-date is at \$229,425. We are excited to advise that our on-line donation site is now available as part of the SchoolCashOnline program. We will now let our stakeholders know through social media, school newsletters and on our division website. As we move closer to the modernization completion, we will begin the discussion and begin to plan the display of the donors at the school; this potentially could be part of the work of the Modernization Adhoc Committee, chaired by Trustee, Mrs. Durst.

SOUTHLAND ELEMENTARY SCHOOL – ST. JOHN PAUL II School

Note: **Construction** – The project is moving along quickly. Meetings are being held every two weeks. Fencing around the site is installed. Site levelling is started already. Activity is occurring on site. There are some community concerns with the site; one neighbor approach us that the

park is being lost and some concerns have been expressed about the inaccessibility of the outdoor rink during construction. We acknowledge the concerns and note that there will be long term benefit following the construction. We are still looking at November or December 2017 for completion. We are pleased to advise that 117 solar panes are being installed on the new school. The school will generate about 1/3 of its annual energy need.

SUPERINTENDENT OF SCHOOLS

Note: **Education Plan** – Division priorities with strategies are outlined in the education plan, schools now take those priorities and develop strategies for their schools. We will meet with each school administer individually to review their education plans. It is noted the Board will invite each School Administration to present their Education Plan to the Board, 2 schools per Board meeting from November 2016 to March 2017, approximately 20 minutes per school.

Note: **Mother Teresa School Name** – At the June 2016 Board meeting there was no intention to rename Mother Teresa School to St. Teresa. The Pope has stated that she will always be known as Mother Teresa. It was noted that schools in Alberta that are named Blessed Mother Teresa changed their name to St. Teresa; however, schools that are named Mother Teresa have stayed the same. Our own Mother Teresa School held an event at the school to recognize her canonization. We could certainly create something to permanently mark the event and we could also have a statue in the building with a ceremony. More research will be done.

Note: **Emergency Protocols** – Shared Emergency Protocols were adopted on September 29, 2016, the information is now being shared with our community including, staff and parents.

Note: **Technology Committee** – There is a provincial PD event coming up in Edmonton that will lend to the greater basis of understanding to drive technology forward in our Division to enhance student learning. The Superintendent of Schools will attend.

INTERNATIONAL TRIPS

Note: **International Field Trips** – A field trip application was presented to the Board.

3128 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Notre Dame Academy Trip to the Maritimes on or about June 29, 2017 to July 7, 2017 subject to the final itinerary and any outstanding items and it is noted the Board has the right to cancel the trip at any time".

Carried unanimously.

Note: **MLA Mark Smith (Shadow Minister of Education)** - A meeting was held on October 4, 2016, Deacon Robert Risling chaired the meeting. We talked about Catholic education as a constitutional right; funding for staffing in particular our support staff, success in our division, special education funding, FNMI and the School Act.

Note: **International Education** – We met with a private school from Japan. We talked about student exchanges and what that might look like if we partner with them. We could potentially have about 20 students in grades 7,8 and 9 who would enroll in our Catholic school. Many foreign students look for the opportunity to have religious education as part of their academic instruction. We are also looking to contact a school in France.

COMMUNICATIONS

Note: **Corporate Communications** – The September 2016 report is attached as an appendix to the minutes.

Note: **School Communications & Social Media** – The September 2016 report is attached as an appendix to the minutes.

APPENDIX “D”

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

Note: **Annual Education Results Report/Accountability Pillar** – Results highlights included in 15 of 16 categories we are above the provincial average. MH Catholic is very high in 7 categories measured (safe and caring schools, student learning opportunities, student learning, achievement, preparation for lifelong learning, world of work, citizenship, parental involvement and continuous improvement. Congratulations to our students, teachers and parents. Our catholic schools are doing incredibly well. We continue to move forward with instructional leadership.

Note: **October 21, 2016 PD Day** – Dr. Jodi Carrington will be providing PD for our staff, held at St. Mary’s School beginning at 8:30 am., Trustees are invited to attend. This day will provide our teachers and support staff with strategies to support students in the areas of self-regulation and getting students ready to learn, there will also be a focus on supporting students with anxiety.

Note: **Student Board Advisory** – We had a group of students gather last year to talk about issues important to students. We will follow the same format and engage another group of students this year. The Board Chair will send an email to fellow Trustees to determine what topics and discussion items they would want to engage students with.

APPENDIX “E”

SECRETARY-TREASURER – Greg MacPherson

CUPE COLLECTIVE AGREEMENT RATIFICATION

Note The document was circulated to Trustees in the Committee of the Whole earlier today. The agreement addressed Compassionate Leave; Seniority; Shift Differential; Annual Vacation; Salary Increment.

3129 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the CUPE Collective Agreement for the period of September 1, 2016 to August 31, 2019 as presented”.

Carried unanimously.

Note: **Enrolment Report** – We have provided Trustees with the Enrolment Report as of September 30, 2016. We are up 27 FTE, we are up 5 FTE from the previous year. Year over year we are showing a positive upward trend.

APPENDIX “F”

SCHOOL MESSENGER

Note: We are currently using Synvoice. We were able to use this system during our crisis response last year, however the division needs an improved notification system division wide for absences as well as providing for multiple device communication including text messaging. We are currently spending \$1700. The new system would be \$6300 on an annualized basis.

3130 Motion. Regina Durst: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve a budget increase of \$4200 for the purchase of School Messenger".

Carried unanimously.

HOURLY ZERO

Note: We currently have emergency response plans, however, our plans need to be reviewed. We have approached Hour Zero, a School Emergency Management System for a quote. They have quoted a price of \$49,000 as a startup cost with an annual fee of \$3600. This startup cost would be amortized over 3 years. We have explored a grant to help with the cost.

3131 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the purchase and implementation of the Hour Zero Program and that the cost be offset by any provincial grant received".

Carried unanimously.

Note: **Special Olympics Alberta Games** – We have agreed to the use of our schools during the Special Olympics being held in Medicine Hat July 7 – 9, 2017. Event will bring in about 1200 athletes and their families.

Note: **October 24, 2016 Federal Bi-Election** – Our schools are aware their facilities could be used as voting stations and it is noted that we don't allow access to political candidates looking to canvas on school grounds or in the buildings.

Note: **Notre Dame Academy Playground** – We share the grounds between the Catholic Board, Public Board, City of Medicine Hat and the YMCA. Notre Dame is working with the public school to develop a playground, a fitness park, targeted to junior high. We could ask that both schools boards approach the City to potentially cost share this project. Trustees would like to have more information.

Note: **Facilities Meeting** – A previously scheduled meeting was cancelled due to a conflict, it is now rescheduled to November 7, 2016 at 4:30 p.m. at the Board Office.

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

Note: **PD Training** – We are participating in VTRA Training in partnership with the public board and our mental health partners on Dec 1 and Dec 2 available for certificated staff. On November 4, 2016, a Division PD Day, will start with Mass in the am followed by PD at Notre Dame and then a division wellness event (chili-cook-off) from 11 – noon, with PD to follow the rest of the afternoon. Trustees are invited.

Note: **Professional Learning Committees** – We held our PLC selection exercise where certificated staff chose a PLC to be part of for the year. Some of the PLC's include Engagement, Literacy, Making School a Safe Haven among others. Teachers get about 8 opportunities throughout the year to work together in their PLC.

DIRECTOR OF EARLY CHILDHOOD SERVICES – Kym Porter

Note: **No Items.**

RELIGIOUS EDUCATION – Jill Wilkinson

Note: **Parish School Connections** – To continue to build connections between the parish, school and family, each school is "sponsoring" a Mass within the school year. This means that each school staff, along with the

students and families will lead the ministries in the celebration of Sunday Mass. Afterwards we will celebrate in the hall to eat and visit with the parish community.

- St. Michael's School October 2nd @ St. Patrick's Parish
- École St. Thomas November 6th @ Holy Family Parish
- St. Louis November November 6th @ St. Patrick's Parish
- Monsignor McCoy November 20th @ Holy Family Parish
- Notre Dame Academy December 11th @ Holy Family Parish
- Mother Teresa School January 22nd @ Holy Family Parish
- St. Francis Xavier February 5th @ St. Patrick's Parish
- St. Patrick's School March 19th @ Holy Family Parish
- St. Mary's School June 11th @ Holy Family Parish

Note: **School Retreats** - Our parish will continue to provide a faith retreat for all of our grade 5 and 6 students. The focus for grade 5 is building church using the symbol of the rock and for grade 6 it is how we can be witnesses for the Church through the discernment of our gifts. Each retreat will begin with a Mass and end with a guided meditation and blessing. FacetoFace Ministries will be in all the elementary and middle schools in October and November. For the past six years FacetoFace Ministries has been facilitating retreats in Catholic Schools across Western Canada. FacetoFace celebrates our faith through music, activities, keynote talks, and prayer. It offers a high-energy retreat that targets each age group perfectly. The School Retreats leave every school enriched and challenged.

Note: **Bible Liturgy** - All 185 of our grade 4 students gathered in Holy Family Parish today (October 11th) to celebrate a Liturgy of the Word and receive Bibles that were purchased through the donations of our Catholic community.

Note: **Board Retreat: October 18th – 8:30 – noon followed by lunch**
Location – Holy Family
The Division Leadership Tam has been invited to attend this retreat. Harley Packer will be the speaker. He is a member of St. Ambrose Catholic Church in Coaldale and leads the music ministry for the parish. Harley speaks at parish missions, conferences, retreats and youth events. His presentation is entitled "Coming to your senses: Renew your mind renew your life" and is grounded in Luke's Gospel of the Prodigal Son.

Note: **Update on New Curriculum Implementation:**

- Grade 3 & 4 September 2017
- Grade 5 September 2018
- Grade 6 & 7 September 2019

COMMITTEE REPORTS

Medicine Hat Catholic Schools' Education Foundation – Mrs. Regina Durst

Note: A meeting was held on September 20, 2016. The annual golf tournament raised \$10,000. Grants will be awarded at the Grants meeting on October 12, 2016. The awards ceremony will be held September 28, 2016 and scholarships will be awarded on October 28, 2016. The next meeting is November 15, 2016.

Representative to ACSTA – Mr. Dick Mastel

Note: The next meeting will coincide with the Annual General Meeting in November in Edmonton.

Representative to Teacher Board Advisory Committee – Reverend Mr. Robert Risling

Note: No report.

Representative to ASBA Zone 6 – Mr. Peter Grad

Note: There is an executive meeting on October 12, 2016 in Lethbridge, the next meeting will be an organizational meeting. Peter announced that he has been an ASBA Zone Director for the full term. The Board of Directors met in August and September and again at the Issues Forum on September 27th and 28th. The bargaining conversations were useful. There are still questions about the Education Act.

Representative to Support Staff Board Advisory Committee – Mrs. Regina Durst

Note: No report.

Representative to Parent Association – Mr. Peter Grad

Note: Mr. Robert Risling attended the meeting on Mr. Grad's behalf. The meeting was an Organizational Meeting for Parent Association for the 2016 -2017 school year. Each school reported on their fundraising efforts, the next meeting is October 24, 2016.

Representative to Salary Negotiations – ATA – Mr. Peter Grad

Note: No report.

Representative to Salary Negotiations – CUPE – Mr. Dick Mastel

Note: We have ratified the CUPE Agreement as reported earlier in the meeting.

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

Note: We have set a meeting for October 27, 2016.

Representative to Spiritual Leadership Scholarship Board Representative – Mrs. Regina Durst.

Note: The Awards will be held on October 26, 2016 for Monsignor McCoy High School at the MH College at 7 pm. Board awards are presented that evening to three recipients. Mrs. Durst will be in attendance to present the awards on behalf of the Board.

Representative to Student Board Advisory Committee – Mr. Dick Mastel

Note: A meeting will be planned during the school year.

Representative to C2 Adhoc Committee – Reverend Mr. Robert Risling

Note: No report.

Representative to Monsignor McCoy Modernization (Adhoc) Committee – Mrs. Regina Durst

Note: We will look to set up a meeting of the Adhoc Committee to have initial discussions about the modernization donations and the recognition for donors.

Representative to School Parish Relations Committee (Adhoc) Committee – Mr. Robert Risling

Note: We met on September 22, 2016, the meeting was well attended. Our goal is to meet three times per year, we began looking at the Growing Forward document, we hope the Board will enter into the document over the year as well. Really good discussion at the group meeting, there is positive feedback about the work we are doing together. We are continuing to look for ways to build community.

CLOSING PRAYER

Note: The meeting closed with prayer led by Mr. Peter Grad.

ADJOURNMENT

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

Note: The meeting adjourned at 9:28 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant