

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 December 12, 2017 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 Peter Grad. Thank you the Media for attending. The meeting is being recorded by the media. The Board Chair thanked the gallery, mostly parents from Ecole St. Thomas d'Aquin for attending for the Capital Plan discussion. It was noted approximately 25 people were in the gallery.

APPROVAL OF THE ACTION AGENDA

3299 Motion. Peter Grad: "THAT the Action Agenda dated December 12, 2017 be approved amended".

Note: Amendment: Move Item #7, Capital Plan to start of the meeting following the Approval of the Agenda;
Move Item #2, Approval of the Minutes to follow Capital Plan;
Move the Committee of the Whole Item (Student Enrolment) to Public Meeting

Carried unanimously.

APPROVAL OF THE NON-ACTION AGENDA

3300 Motion. David Leahy: "THAT the Non-Action Agenda dated December 12, 2017 be approved circulated".

Carried unanimously.

CAPITAL PLAN DISCUSSION- ÉCOLE ST. THOMAS D'AQUIN

Note: The Board sent a letter home with Student of Parents & Guardians of Ecole St. Thomas d'Aquin advising them the Board would be having a Capital Plan discussion at the December 12, 2017 Board Meeting regarding their school. The Board Chair read a statement detailing the School Area Capacity Utilization and the Facility Condition Index which, is the highest in the District and also needs the most repairs; and further, that opening the new Catholic elementary would further drop the District utilization rate. The Board conducted a facilities review last year which was shared with the Division Leadership Team. It was noted the intention would be to move the French Immersion Program to another school in the district. Trustees then expressed individual opinions on the potential notice of motion. Following discussion, the following motions were made:

3301 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education give notice for the consideration of School Closure of Ecole St. Thomas d'Aquin with the intention to move the program to St. John Paul II School effective September 2018".

Carried unanimously.

3302 Motion. Kathy Glasgo: THAT the Board of Trustees for the Medicine Hat Catholic Board of Education schedule a public meeting as outlined in the School Act for providing and discussing information for stakeholders on the consideration of School Closure of Ecole St. Thomas d'Aquin".

Carried unanimously.

Note: A brief five minute recess was called at 6:36 pm to allow the gallery to leave the meeting.

APPENDIX "A"

APPROVAL OF THE MINUTES OF THE REGULAR MEETING

3303 Motion. David Leahy. "THAT the Minutes of the Regular Meeting held November 14, 2017 be tabled to January 09, 2018".

Note: Trustee Leahy noted a Point of Privilege, and that no discussion would occur following his statement, relating to a matter from the October 25th Board Meeting. Trustee Leahy stated his rights may have been violated in relation to the Notice of Motion he made on October 25, 2017 in which legal advice was sought by the Board; he further noted this may have affected the rights and privileges of the entire Board.

Note: The Board voted on Motion # 3303
In Favor: 3 Trustees
Opposed: 2 Trustees

Carried.

3304 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approves the Chair approaching ASBA legal to get an interpretation of Trustee Leahy's motion".

3305 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education authorize Trustee Leahy to contact ASBA legal.

Note: Further discussion occurred relating to the Notice of Motion and legal advice.

IN-CAMERA-LEGAL

3306 Motion. Robert Risling. "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education move In-Camera".

Carried unanimously.

Note: The Board moved In-Camera at 7:01 p.m. The gallery left the room.

OUT OF IN-CAMERA

3307 Motion. David Leahy. "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education move out of In-Camera".

Note: The Board moved out of In-Camera at 7:02 p.m. The gallery returned to the room.

Note: David Leahy withdrew the Motion #3305 for the MHCBE to authorize Trustee Leahy to contact ASBA Legal. There was no objection to the motion being withdrawn. Mr. Leahy noted he will seek independent legal advice.

Note: The Board voted on Motion #3304.

Carried unanimously.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING

3308 Motion. Kathy Glasgo: "THAT the Minutes of the Special Meeting held November 27, 2017 be approved as circulated".

Carried unanimously.

CORPORATE COMMUNICATIONS

Note: **Accountability Pillar Results** – Excellent results for MHCBE. The Board prepared a letter that was sent to All District Staff, thanking them for their exceptional work resulting in exceptional results on the accountability pillar for our MH Catholic Schools.

Note: **Council of Catholic School Superintendents of Alberta (CCSSA)** – Thank you to MHCBE for serving on the steering committee for this provincial conferences.

Note: **Alberta Catholic School Trustees' Association** – Thank you to MHCBE for our donation to the silent auction which raised funds for Toonies for Tuition. A total of \$5,374 was raised for ACSTA.

APPENDIX "B"

BOARD WORK PLAN

Note: **New Trustee Orientation Session** – A Trustee Orientation Session is planned for December 14, 2017 from 3:30 – 6:30 with Mr. Jim Gibbons from the ASBA.

Note: **Board Policy 8** – This item was presented at the November 14, 2017 Board Meeting at which time, 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.

BOARD POLICY 8 – BOARD OPERATIONS – FIRST READING

3309 Motion. David Leahy: "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 ~~closed~~ open to the public and press".

3310 Mr. Peter Grad presented an amendment to the motion. "THAT first reading of Board Policy 8 be tabled to January 09, 2018 following the session with ASBA Consultant, Mr. Jim Gibbons".

Vote on the Amendment to the Motion.
In Favor: 4 Trustees
Opposed: 1 Trustee

Carried.

Note: First reading of Board Policy 8 will be tabled to January 09, 2018 meeting.

APPENDIX "C"

NOTICE OF MOTION PRESENTED BY TRUSTEE LEAHY

- Board Policy 7-Board Operations Re: Questionnaire

3311 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education direct administration to ask all employees to complete a violence and verbal abuse Risk Assessment Questionnaire by February 28, 2018".

3312 Mr. Peter Grad presented an amendment to the motion. "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education form an adhoc committee to engage the activity to administer the Risk Assessment Questionnaire".

Note: Vote on the Amendment to the Motion.
In favor: 2 Trustees
Opposed: 3 Trustees
Amendment defeated.

Carried.

Note: It was noted Learning Services will develop and administer the Risk Assessment Questionnaire. An update will be provided by Learning Services at the January 09, 2018 meeting.

APPENDIX "D"

NOTICE OF MOTION PRESENTED BY TRUSTEE LEAHY

- Board Policy 7-Board Operations Re: New Standing Item on Board Agenda

3313 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education effective January 1, 2018 revise the Regular Board Meeting Agenda so that after Corporate Communications a new standing agenda item be added entitled: "Catholic Education".

Carried unanimously.

APPENDIX "E"

NOTICE OF MOTION PRESENTED BY TRUSTEE LEAHY

- Board Policy 7-Board Operations Re: Trustee Report

3314 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education effective January 1, 2018 submit written reports concerning committee and assigned responsibilities to be included in the Agenda package of the Regular monthly meeting and in addition attach any minutes produced from meeting related to the responsibilities described above".

Carried unanimously.

APPENDIX "F"

NOTICE OF MOTION PRESENTED BY TRUSTEE LEAHY

- Board Policy 7-Board Operations Re: Elimination of the \$65 cell phone allowance for Trustees

3315 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education effective January 1, 2018 eliminate the \$65 per month cell phone subsidy (allowance) for all Trustees with the exception of the Board Chair".

Vote: In Favor – 1 Trustee
Opposed – 4 Trustees

Motion Defeated.

APPENDIX “G”

MONSIGNOR MCCOY HIGH SCHOOL MODERNIZATION

Note: **Construction** – We are pleased to announce we are seeing the end of the modernization nearing completion. Over the Christmas break many of the final construction projects will be completed including flooring in the main hallway adjacent to the common area.

Note: **Fundraising** – We toured the facility, primarily the common area, relating to the Donor dedication feature wall. The date of the Grand Opening for the Modernization will be finalized shortly. We will begin the planning for the event including developing invitations for dignitaries, 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 dAquin decision, the Boundaries and Attendance areas will be set for St. John Paul II.

SUPERINTENDENT OF SCHOOLS – Joe Colistro

Note: **Education Plan Format** – On behalf of the Board I have thanked the DLT for their support of the new Education Plan presentation format. School based administration from each of the MHCBE schools 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 need to be confirmed.

Note: **St. Teresa of Calcutta Dedication** – On February 14, 2017, the Board of Trustees passed a motion to commission a local artist to create and install a sculpture in dedication of St. Teresa of Calcutta at Mother Teresa School. The artist dedicated her time to the project and the large wooden sculpture of St. Teresa of Calcutta will be placed in a prominent location in the school. The K of C, CWL, Parish Council, trustees, central office staff and school administration were in attendance. The dedication to St. Teresa of Calcutta was held at Mother Teresa School on Thursday, November 23, 2017. The sculpture was unveiled for the first time at the School Celebration and local artist, Marina Cole, was in attendance. A letter from the Chairman of the Board will be sent to Marina Cole, the artist, thanking her for the generous donation and commitment to our Catholic schools.

Note: **Board Retreat – Mission and Vision Statement Review** – This year’s Board Retreat will be based on our Mission and Vision statements and will occur in spring 2018. The process for the review will be either Option 1 or 2. Option 1 - Review and discuss our current Mission and Vision statements and how they apply to our day to day operations, the District strategic planning session and setting of the 2018-19 priorities. This option would be a day long retreat. Option 2 - Complete a re-write of the current Mission and Vision statement. This process, if approved would take the next 6 months. Surveys would need to be completed. Stakeholders, including trustees, parish priests, central office and district staff, K of C, CWL, Parish Council, the parent association, should be invited to participate.

- 3316 Motion. Robert Risling: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education undertake a Mission and Vision Statement Review over a six month period which includes multiple stakeholders engagement and that a Mission & Vision Adhoc Committee be established at the January 9, 2018 Board Meeting to coordinate the review".

Carried unanimously.

Note: It is noted the Trustee, Robert Risling will chair the Adhoc Committee. Bishop McGrattan will be notified of the review.

Note: **AP 260 – Water Activities** – We are currently reviewing our expectations for Water Activities within AP 260 Field Trips. One of the resources we use is the document "Safety Guidelines for Physical Activity in Alberta Schools". I have been in contact with a number of other School Divisions throughout the province to determine their current practice.

INTERNATIONAL FIELD TRIP

Note: Monsignor McCoy High School has presented their Field Trip application for an international trip in April 2019. The Field Trip Assessment Committee will now review the application.

STUDENT RETENTION & ENROLMENT

Note: This item was added to the Agenda by Trustee, David Leahy. Discussion focused on establishing a committee to develop a long term strategy on how we can build our enrolment, with the committee reporting back to the Board.

- 3317 Motion. Robert Risling: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education establish an Adhoc Committee consisting of Administration, District Leadership Team, Trustees, Parent Council and various stakeholders with the purpose to develop a long term strategic plan to for recruitment and retention of students".

Carried unanimously.

COMMUNICATIONS

Note: **Corporate Communications** – The December 2017 report is attached as an appendix to the minutes.

Note: **School Communications & Social Media** – The December 2017 report is attached as an appendix to the minutes.

APPENDIX "H"

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

Note: **Overview of November 17, 2017 PD Day Literacy and Numeracy** – Chuck Hellman & Hugh Lehr reported. On November 17, the District hosted a literacy PD day. All division teachers, librarians, and learning assistants had the privilege of hearing Dr. Robin Bright from the University of Lethbridge speak about the importance of literacy across the disciplines. She stated that there are 4 things that all teachers, regardless of the course they teach, need to work on to ensure literacy plays an important part of daily instruction. They are: Word Recognition; Fluency; Vocabulary; Comprehension. All plans will now be shared through the literacy numeracy committee. We are breaking down barriers to developing literacy. This was a fantastic and valueable day.

SECRETARY-TREASURER – Greg MacPherson

Note: **First Quarter 2017-2018 Finance Report** – The 1st Quarter 2017-2018 Finance Report was presented for information only.

APPENDIX “I”

Note: **2017-2018 Infrastructure Maintenance (IMR) Plan** – The Secretary-Treasurer noted the report will be presented to the Trustees at the January 09, 2018 meeting for approval.

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

Note: No report.

COORDINATOR OF EARLY LEARNING – Terri Ball

Note: No report.

COORDINATOR OF RELIGIOUS EDUCATION – Jill Wilkinson

Note: **Marks of a Catholic Leader** – The complete report is attached as an appendices. Schools are sharing with one another, what they are doing in their schools. Leadership teams is getting ideas from one another on what they can do and what they can take back to their staff. Mark 1-Dignity of All. Each month we do a mark, next week we will do Mark 2.

COMMITTEE REPORTS

Medicine Hat Catholic Schools’ Education Foundation – Dick Mastel

Note: David Wells will be returning to Alberta in a year and a half for an extended period of time to work with school boards, teachers and students directly on evangelization. The Foundation is sponsoring this. The Foundation received a \$400,000 donation from St. Patrick’s Joe McKenna 9502 Knights of Columbus, this is an extraordinary large amount of money donated and is greatly appreciated. A plan for the investment of the funds is being developed. We currently have \$890,000 equity in the Foundation including the Funds raised for the modernization.

Representative to ACSTA – Dick Mastel

Note: The strategic plan was reviewed at the general meeting. The new plan will be presented to the Board in February. The budget was presented with a 2% increase.. A Catholic education legal summit is scheduled for Nov 28th & 29th 2018. Next meeting is 2nd & 3rd of February.

Representative to Teacher Board Advisory Committee – Kathy Glasgo

Note: No report. Trustee Glasgo will contact Mr. Glen Barth regarding a potential meeting.

Representative to ASBA Zone 6 – Peter Grad

Note: Peter will be unable to attend the Zone 6 meeting tomorrow in Lethbridge, he is Edmonton at the ASBA Provincial Meeting. Peter commented on the ASBA & ACSTA Annual General Meeting in Edmonton in November, noting that he continues to value working with colleagues across the province to continue advocacy for Catholic Education.

Representative to Support Staff Board Advisory Committee – David Leahy

Note: A written Trustee report was enclosed in the December Agenda Package. The first meeting of the Support Staff Advisory Committee for the 2017-2018 school year was held on Wednesday, December 6, 2017.

Meeting Highlights: Election of Chairperson; The committee reviewed changes to the Support Staff Board Advisory Terms of Reference, these changes will be brought forward for Board approval in January. Senior administration has been asked to review the terms of reference for the Teacher Board Advisory Committee to see if communication from that committee goes through the board or the Superintendent. The next meeting will be on Wednesday, February 7, 2018.

Representative to Parent Association – Kathy Glasgo

Note: We reviewed the 2nd Mark. Discussion about casinos came up, we advised the group that we can't engage in casinos. Next meeting is at the end of February.

Representative to Salary Negotiations – ATA – Mr. Peter Grad

Note: Mr. David Leahy left the room at 9:20 p.m.

Note: There is no court case regarding the instructional time. At the upcoming December 18, 2017 we will exchange envelopes with our negotiating intentions.

Note: Mr. David Leahy returned to room at 9:25 p.m.

Representative to Salary Negotiations – CUPE – Mr. Dick Mastel

Note: We have received notice from CUPE to meet regarding the new employment labour standards effective January 1, 2018.

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

Note: Some items were deferred. We discussed OH&S Committee updates. We talked about training. We do currently have 2 days as part of the 10 PD days in the District. A new item brought up for discussion was additional custodial staffing during school tournaments. We continue to discuss security for custodians after hours. Next meeting is December 12, 2017.

Representative to Spiritual Leadership Scholarship Representative – Mr. David Leahy

Note: No report.

Representative to Student Board Advisory Committee – Mr. Dick Mastel

Note: Next meeting is scheduled for Wednesday, December 13, 2017.

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

Note: A written Trustee report was enclosed in the December Agenda Package. Central administration, Monsignor McCoy school based administration and the board representative met at Monsignor McCoy on Friday, December 1, 2017, to discuss plans for donor recognition. School based administration briefed committee members on the recommended location of the donor wall in St. Isidore Hall. Committee members were also briefed on how various donor levels will be recognized. It was agreed that the next step would be to get several design options for the committee to review. A timeline was also agreed to ensure that the donor wall would be completed before the official opening of the modernization.

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

Note: Meeting is scheduled for February 1, 2018 at St. Patrick's Church. K of C, CWL and Parish Council to come together. We will be inviting Parishoners as well.

CLOSING PRAYER

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

ADJOURNMENT

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

Note: The meeting adjourned at 9:30 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant