

**MINUTES OF THE REGULAR BOARD MEETING OF THE MEDICINE HAT CATHOLIC BOARD OF EDUCATION held at Catholic School Board Office, 1251 – 1<sup>st</sup> Avenue S.W., Medicine Hat, Alberta on October 10, 2017 @ 6:00 p.m.**

**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
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 Trustee Robert Risling. The Board Chair welcomed the Gallery and the Media.

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING**

3257 Motion. Peter Grad: "THAT the Minutes of the Regular Meeting held September 12, 2017 be approved as circulated".

Carried unanimously.

**APPROVAL OF THE ACTION AGENDA**

3258 Motion. Robert Risling: "THAT the Action Agenda dated October 10, 2017 be approved circulated".

**APPROVAL OF THE NON-ACTION AGENDA**

3259 Motion. Regina Durst: "THAT the Non-Action Agenda dated October 10, 2017 be approved circulated".

**PRESENTATIONS - FNMI**

Note: Mrs. Raevon Gehring, FNMI was not in attendance to give a presentation on strategies to enhance FNMI Programming in MH Catholic Schools.

**CORPORATE COMMUNICATIONS**

Note: **Catholic Bishops of Alberta & NWT Letter** – The Bishop's prepared a letter regarding the upcoming Election in Alberta. The letter was shared with our Parishes and Schools.

Note: **MHCBE Nomination of Dr. Garry Andrews** – Medicine Hat Catholic Board of Education nominated Dr. Garry Andrews for an ACSTA Honorary Life Award with the Alberta Catholic School Trustees' Association. The award will be presented to Dr. Andrews and the Annual General Meeting in November.

**APPENDIX "A"**

**BOARD WORK PLAN**

- Note: **Board & Superintendent Evaluation** – An invitation was extended to Dr. Garry Andrews to again facilitate the Board's self-evaluation and the evaluation of the Superintendent of Schools. Dr. Andrews is unable to accept the assignment. The Board asked Administration to contact Mr. Terry Gunderson, Consultant with ASBA to facilitate it's evaluation in the Spring of 2018.
- Note: **Addition to the Board Work Plan** – The ACSTA has added a New Trustee Orientation Session on November 17, 2017 prior to the ACSTA AGM in Edmonton. This event was added to the Board's Work Plan for 2017 – 2018.
- Note: **Meeting with Bishop McGrattan** – The Board has tentatively arranged to meet with Bishop McGrattan on either March 7<sup>th</sup> or March 8<sup>th</sup> from noon to 3. The new Board following the election on October 16, 2017 will review the date.
- Note: **Bishop's Dinner** – Tickets have been purchased for a table of 8. We have a 8 attendees representing our School District including Trustees, Administration and the Parent Association Representative. The dinner is October 19, 2017 in Calgary at 6 pm.

#### APPENDIX "B"

#### **MONSIGNOR MCCOY HIGH SCHOOL MODERNIZATION**

- Note: **Construction** – We are pleased to announce we are seeing the end of the modernization nearing completion hopefully by the end of November 2017.
- Note: **Fundraising** – Fundraising has drawn to a close. The next phase is to engage School Administration to arrange a tour of the facility relating to the dedication feature wall. We will contact Monsignor McCoy to arrange a meeting for the last week in October. At that time, we will look to potentially set a date for the Modernization reveal and Open House and to acknowledge all of the donors to the modernization. Following that, we will advertise the date, begin the planning for the event. This is a very exciting time.

#### **ST. JOHN PAUL II SCHOOL**

- Note: **Construction** – The glazing has been installed. The building envelop is up with cladding finish to follow. Roof finish is being completed. Interior walls are al constructed, with door frames and doors installed. Interior painting has commended. Services have been installed. The four modular units are in place. The estaimatec completion is about 70%, with substantial completion in December 2017 or January 2018.

#### **SUPERINTENDENT OF SCHOOLS – Joe Colistro**

- Note: **Catholic Leadership** – On September 22, 2017 members from our Central Office Senior Leadership Team provided faith formation for the CCSSA (Catholic School Superintendents) on Reflections on Christian leadership based on the book by Henri Nouwn titled "In the name of Jesus". This was a fantastic conference. This kind of professional development is key to providing administrators with the tools to be excellent Catholic leaders in their schools.
- Note: **Marks of an Excellent Catholic Leader** – We are so pleased we had 13 members from MH Catholic including school based leadership team members and central office leadership team attend the Marks of an Excellent Catholic Leader Conference on October 12-13, 2017. This is excellent faith formation for our leaders.

- Note: **School Education Plans 2017 – 2018** – Continuous improvement is expected in our schools. Planning and reporting processes at the school level are essential for focusing efforts to improve the quality of education. Each year schools complete a School Education Plan with a focus on our Strategic Priorities of the District that align with the provincial Annual Education Results Report. Trustees have requested that schools give 20 minute presentations of their plans at regular board meetings throughout the year. We are setting the schedule with the Principals, with presentations to begin with the November Board Meeting. This will be reviewed with the new Board following the election.
- Note: **Emergency Protocols** – Last year we developed common language around Emergency Protocols with School Division #76 and Prairie Rose School Division #8. An Emergency Protocol guide was developed and sent home to parents. Each staff member received a desktop copy and laminated poster to put up in their classroom. School administrators have been asked to review these protocols on an annual basis. We hope in the coming few months to introduce Hour Zero, a school emergency program, for the District. The program is a complete emergency program for K-12 schools. Our Occupational Health and Safety Officer will be coordinating the delivery of the program.
- Note: **Fall Board and DLT Retreat** – The Fall Board and DLT Retreat is scheduled in the Board Work Plan for October or November. I would recommend that the retreat date be determined once the newly elected Board is in place. It had been decided that the retreat would be based on a review of the Mission and Vision statement for the District.
- Note: **International Students** – Our two international students from Yokohama Hayato School in Japan arrived last week. Previously scheduled to arrive on October 2nd the students were delayed in Calgary by an extra day due to the winter storm that we encountered. After much planning and some anxiety the students and their chaperones were finally able to make it to Medicine Hat on October 3rd in the evening. The two students were met by myself and their homestays. The students were warmly greeted at Monsignor McCoy where they will be attending school for the next three months.
- Note: **Vital Signs** – The Superintendent and Associate Superintendent attended the Community Foundation luncheon on October 5, 2017. Representatives from throughout Medicine Hat and area attended. Vital Signs is part of a Community Foundations of Canada program which reports on quality of life in Canadian communities including education.

## **INTERNATIONAL FIELD TRIPS**

### **Monsignor McCoy High School Basketball Trip**

3260 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Monsignor McCoy High School Boys Basketball trip to SanDiego/Los Angelas on December 26, 2017 to January 2, 2018, it is noted the Board can cancel the trip at any time in accordance with Administrative Procedure 260".

Note: It is noted the trip is contingent on the details below:

- Transportation details finalized and approved by the board;
- Submitting a final itinerary;
- Clarification of the agreement from the Service Provider Encore;
- Submitting all required forms at least 90 days prior to the trip;
- Submitting a plan if a student is denied access to the flight or to the country;

Carried unanimously.

## **COMMUNICATIONS**

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

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

Note: Della Dewald and Derrian Hallas reported on the Canadian Association of Communitors in Education (CACE) Conference they attended in October. This is a national conference with colleagues from across Canada who work in communications in education. Their key takeaways were communicating with Millennials, Emergency Response Planning, Connecting with FNMI Communities, Profiling School Board Trustees over their term in office, School Branding, Evaluating School Communication & Advertising and focusing on communicating in realtime.

#### APPENDIX “C”

##### **ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman**

Note: **Literacy and Numeracy Committee**- One of the division’s strategic priorities is, “To Develop a Literacy and Numeracy Initiative to ensure every student is successful.” This committee has been developed, and has member representation from all schools. Also included in the committee membership are two school administrators, and one central office administrator. The chairperson of the committee is Trisha Sotropa. To date, the committee has met on two occasions, members are expected to present monthly to their entire staff’s during a staff meeting. The next meeting of the committee is Oct. 11th. The Medicine Hat Catholic Board of Education Literacy Plan has the following vision: *Students in Medicine Hat Catholic have the literacy competencies to participate fully and successfully in living, learning and work.* This vision statement mirrors the provincial vision statement on literacy. To date the committee has completed the vision and goal statement. This will lead to the November 17th PD day in which schools will meet to develop concrete actions to support literacy in each school, in each classroom across the disciplines. By the end of November, every school will have a plan to meet their needs on Literacy Goals; increase literacy, build awareness; enhance opportunities and facilitate partnerships.

#### APPENDIX “D”

Note: **Accountability and Assurance Models for School Board Planning** – Early Talk of a public assurance model for schools started around the same time as the 2013 Ministerial order came out from then Minister, Jeff Johnson. The government’s work on Inspiring Education, the minister’s 3 E’s – ethical citizen, engaged thinker, entrepreneurial spirit, as well as the 10 competencies lent itself to more of an assurance model vs the traditional accountability model. Added to this was the gov’t’s plan to move from PAT’s to more SLA’s right up through Grade 9. An assurance model requires Learner Success to be the primary focus, and school division’s use: Accountability Pillar information, Community Engagement, and Local Strategic Priorities to report on and improve learner success.

##### **SECRETARY-TREASURER – Greg MacPherson**

Note: First and Second Reading were made at the September 12, 2017 Board meeting relating to Policy 1, 2 & 7 with changes to correspond to the name change and the Ministerial Order. Each of the policies are presented for third reading.

##### **POLICY 1 – FOUNDATIONAL STATEMENTS**

3261 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve third reading of Policy 1 – Foundational Statements”.

Carried unanimously.

#### APPENDIX “E”

## **POLICY 2 – ROLE OF THE BOARD**

3262 Motion. Robert Risling: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve third reading of Policy 2 – Role of the Board”.

Carried unanimously.

## APPENDIX “F”

## **POLICY 7 – BOARD OPERATIONS**

3263 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve third reading of Policy 7 – Board Operations”.

Carried unanimously.

## APPENDIX “G”

Note: **Solar Panels** – At the September 12, 2017 Board meeting the Trustees inquired about the the cost of the solar panels being installed at St. John Paul II. The cost is \$101,222, covered as part of the Contract.

Note: **Number of Non-Certificated Staff** – At the September 12, 2017 Board meeting the Trustees inquired about the number of non-certificated staff. As of September 21, 2017 there are 197 non-certificated employees representing 156.54 FTE.

Note: **2017- 2018 Fall Budget** – The September 30 numbers for the funded enrolment have been received and were distributed at the meeting. 15.5 FTE above budget, which is a good news story. Some schools are up, some are down, overall we are well above the budget with additional funding in the amount of \$124,000. We will have precise numbers for the Board at the November meeting. We are down year over year by 40 due to demographics, that being grade 12 higher than Kindergarten entry.

## APPENDIX “H”

Note: **Organizational Meeting** – In accordance with S.64(1)(b) of the School Act, the Organizational Meeting for the Medicine Hat Catholic Board of Education will occur at 6:00 p.m. on October 25, 2017 in the Board Room at the Catholic Education Centre.

## **SPECIAL BOARD MEETING- November 27, 2017**

Note: A special meeting will be required to approve the 2016 – 2017 Audited Financial statements, the 2017 – 2018 Fall Budget Update and the Annual Education Results Report.

3264 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education call a Special Board Meeting on Monday, November 27, 2017 at 4:00 pm in the Board room at the Catholic Education Centre to approve the 2016 - 2017 Audited Financial Statements, the 2017 – 2018 Fall Budget Update and the Annual Education Results Report”.

Carried unanimously.

## **ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr**

Note: **Mental Health Strategic Plan** – A handout of the Strategic Plan for Mental Health was distributed. A indepth review of the tiered integrated approach to the continuum of mental health support was presented. Given the important relationship between positive mental health and academic success, schools have an important role in nurturing students’

positive mental health and well-being. Much of the good work currently underway across the province related to inclusive education, including: welcoming, caring, respectful and safe learning environments; high school redesign; Regional Collaborative Service Delivery (RCSD); Comprehensive School Health; and Mental Health Capacity Building projects; supports students' mental health and well-being. A review of our Foundational Services, Prevention, Intervention and Specialized Support were detailed in the presentation.

#### APPENDIX "I"

##### **COORDINATOR OF EARLY CHILDHOOD SERVICES – Terri Ball**

**Note:** **Early Learning Update – October 6<sup>th</sup>** was our first Early Learning and Kindergarten Professional Learning day. We are working on developing goals and strategy banks for the Dossier IPP program for early learning and kindergarten programs. Our early learning teams are also participating in a professional learning series based on Stuart Shanker's work in the area of Self-Regulation. MHCBE's Inclusive Learning Consultant, Monica Braat, will be facilitating a three part learning series for our early learning and kindergarten teams. The first session was held on October 6<sup>th</sup> and we will continue with our professional learning in the area of Self-Reg on March 2<sup>nd</sup> as well as on May 4<sup>th</sup>. As a result of this learning series, we hope to improve our understanding of how we can best support our children so that everyone feels safe, engaged and ready to learn.

##### **RELIGIOUS EDUCATION COORDINATOR – Jill Wilkinson**

**Note:** Religious Education Coordinator reported in detail on the following: School Sponsored Masses, Bible Liturgy, Catholic Education Sunday, School Retreats, Update on New Curriculum Implementation and Faith Formation for New Teachers. The detailed Religious Education Report for October 2017 is attached as an appendices.

#### **COMMITTEE REPORTS**

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

**Note:** Last meeting was held on September 19, 2017. It is noted the School Enhancement Grant is available to Schools and can be accessed by Schools until April 30, 2018. There will a presentation by the Knights of Columbus of the Catholic Schools' Education Foundation in October. The next meeting is November 21, 2017.

##### **Representative to ACSTA – Mr. Dick Mastel**

**Note:** The levy for the legal fees has been withdrawn. The ACSTA have almost \$350,000 in the levy account to deal with legal challenges. There will be a 2% increase from \$160 to \$163 per day. The ACSTA has requested the assistance of Dr. Bob Murray who is the managing partner of Dentons to do a review of the ACSTA Strategic Plan. It is noted the findings were not all positive. We do get high marks for faith formatin but concerns over communications. The ACSTA would like to engage parents more strategically.

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

**Note:** No report.

##### **Representative to ASBA Zone 6 – Mr. Peter Grad**

**Note:** The next executive meeting is in Lethbridge on October 11, 2017 Peter will not attend due to the Trustee Forum being held at Holy Family Parish.

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

Note: No report.

**Representative to Parent Association – Mr. Peter Grad**

Note: Trustee Risling attended the meeting for Trustee Grad. The Parent Association held it's organizational meeting, Ms. Jodi Kerr is the Parent Association Chair for 2017 – 2018. Robert presented the idea of having faith formation as part of the parent association meetings similar to the faith formation undertaken by the Parish School Relations Committee.

**Representative to Salary Negotiations – ATA – Mr. Peter Grad**

Note: We have not as of yet began local negotiations.

**Representative to Salary Negotiations – CUPE – Mr. Dick Mastel**

Note: The contract as settled some time ago, here have been some changes to employment standards that may have some implications on the contract. The contract as to meet the minimums of labour standards. New employment standards are in effect January 1, 2018 that will impact Support Staff Handbook, Teacher's Contract and CUPE Contract.

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

Note: Next meeting is December 4, 2017. CUPE staff have requested a meeting to discuss some items.

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

Note: We have received one application for the Spiritual Leadership Scholarship Award. The Board will review the eligibility of the application; once approved, the Board will issue a scholarship in the amount of \$250 and present to the student at Monsignor McCoy High School awards night on November 8, 2017.

**Representative to Student Board Advisory Committee – Mr. Dick Mastel**

Note: No report.

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

Note: No further report. We are awaiting access to the School common area to determine the dedication wall.

**Representative to School Parish Relations Committee – Mr. Robert Risling**

Note: We have a number of meetings scheduled to meet with various groups including CWL, Kof C etc., this is to have conversations and build relationship.

**CLOSING PRAYER**

Note: The meeting closed with prayer led by Robert Risling.

**ADJOURNMENT**

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

Note: The meeting adjourned at 9:20 p.m.

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Dick Mastel, Board Chair

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Della Dewald, Executive Assistant