

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 September 12, 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 Peter Grad. The Board Chair welcomed the Gallery and the Media.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING

3241 Motion. Peter Grad: "THAT the Minutes of the Regular Meeting held June 13, 2017 be approved as circulated".

Carried unanimously.

APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING

3242 Motion. Robert Risling: "THAT the Minutes of the Special Meeting held June 27, 2017 be approved as circulated".

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

3243 Motion. Peter Grad: "THAT the Action Agenda dated September 12, 2017 be approved as amended".

Note: Addition Item #15.4 David Wells
 Item #12.7 School Fees
 Item #12.8 Big Brothers and Sisters Memorandum of Understanding
 Item #12.9 MH College Memorandum of Understanding

Carried unanimously.

APPROVAL OF THE NON - ACTION AGENDA

3244 Motion. Regina Durst: "THAT the Non-Action Agenda dated September 12, 2017 be approved a circulated".

Carried unanimously.

CORPORATE COMMUNICATIONS

Note: **Media Release** - MHRCCSSD#21 & 5th Trustee
School Fee Communication - School Newsletter Insert
"New" Nutrition Program – St. Louis School & Mother Teresa School
Media Release – Minister's Youth Council Appointment

APPENDIX "A"

BOARD WORK PLAN

3245 Motion. Robert Risling: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2017 – 2018 Board Work Plan".

Carried unanimously.

Note: It was noted the Board would like to propose an alternate date to meet with Bishop McGrattan either March 7th or March 8th, 2018.

APPENDIX "B"

BOARD AND SUPERINTENDENT EVALUATION

Note: As per the Board Work Plan, the Board conducts a self-evaluation and an evaluation of the Superintendent of Schools. The evaluations are scheduled for the Spring of 2018. The previous evaluations were facilitated by Dr. Garry Andrews.

3246 Motion. "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education engage in hiring a consultant to facilitate the Board Self-Evaluation and the Evaluation of the Superintendent of Schools".

Carried unanimously.

Note: **Meeting Bishop McGrattan** – Annually the Board attempts to meet with the Bishop from the Diocese of Calgary. As noted above, a new date will be proposed.

Note: **Consultations with Stakeholders in Alberta regarding the School Act** – Trustees and Senior Administration will determine who might be able to attend the upcoming session in Lethbridge on September 19th and 20, 2017. At this time Mr. Peter Grad and Mr. Dick Mastel will be registered to attend.

Note: **Bishop's Dinner** – Annually, the Board purchases a table for 8 to support the Diocese of Calgary in their annual fundraising efforts to support Charities across Alberta. Registered to attend this year thus far: Dick Mastel, Peter Grad, Joe Colistro, Chuck Hellman, Derrian, Hallas, Jodi Kerr, Jill Wilkinson, Greg MacPherson. If however a parent from the Parent Association or a member of the Division Leadership Team wishes to attend, a member from the senior administration team will decline.

MINISTERIAL APPROVAL – RE-APPOINTMENT OF THE SUPERINTENDENT OF SCHOOLS

Note: **Ratification of the Appointment and the Contract of Employment** - We have received the Minister's approval of the reappointment of Mr. Joseph Colistro as Superintendent for Medicine Hat Catholic Board of Education in a letter dated July 14, 2017 from Alberta Education.

RATIFICATION OF THE RE-APPOINTMENT OF THE SUPERINTENDENT OF SCHOOLS

3247 Motion. "BE IT RESOLVED that the Board of Trustees for the Medicine Hat Catholic Board of Education ratify the re-appointment of Mr. Joe Colistro as Superintendent of School for the Medicine Hat Catholic Board of Education and that the effective date of the re-appointment be August 1, 2018 to July 31, 2020".

Carried unanimously.

RATIFICATION OF THE CONTRACT OF EMPLOYMENT FOR THE SUPERINTENDENT OF SCHOOLS

3248 Motion. "BE IT RESOLVED that the Board of Trustees for the Medicine Hat Catholic Board of Education ratify the contract of employment for Mr. Joe Colistro as Superintendent of School for the Medicine Hat Catholic Board of Education

and that the effective date of the contract of employment be extended to July 31, 2019 with an option for an additional year to July 31, 2020”.

Carried unanimously.

APPENDIX “C”

MONSIGNOR MCCOY MODERNIZATION

Note: **Construction** – Substantial completion expected by mid-October including the elevator installation. The leadership at Monsignor McCoy High School has done extremely well maintaining a functional educational setting for staff and students during the modernization.

Note: **Fundraising** – We are at the beginning of the planning stages for a grand re-opening and dedication of the school modernization. We will arrange a meeting with school administration, central office administration, a Trustee representative, and a parent representative from Monsignor McCoy. The meeting will focus on the planning for the dedication feature wall to highlight the donors. We will await access to space, then call the meeting, perhaps on location at the school.

APPENDIX “D”

ST. JOHN PAUL II SCHOOL

Note: **Construction** – Substantial completion is set for mid to late December 2017. Modularity from St. Patrick’s School are on-site and will be installed soon.

APPENDIX “E”

SUPERINTENDENT OF SCHOOLS – Joe Colistro

Note: **The Year Ahead 2017 – 2018** – We have a lot going on this year including Annual Plans; Teacher Collective Bargaining; St. John Paul II School opening dates and planning, transportations & boundaries; Trustee Elections; Capital Planning Priorities; Board Policy Review; AP Review; Hour Zero Implementation; Nutrition Program; CCSSA Faith Formation; Dossier Implementation; PD Guidelines; International Education; Committees including Athletics ad hoc, Literacy and Numeracy and the Mental Health Strategy. We will need to prioritize and work together.

Note: School Education Plans 2017 – 2018 – Last year we had each of the schools make a presentation to the Board to present their school plans; the Board is very interested in having the schools present again this year.

- Timeline for completion, Division level – August 30th, 2017
- Timeline for completion, School level – October 16th, 2017
- Review- Superintendent and senior admin
- Initial- October 17th - November 10th 2017
- Follow-up May 1-31st 2018
- Communication – posted to website after November 11th or when all reviews are completed
- Input – Stakeholders including teachers, support staff, parent group, and at high school student feedback on some of the priorities.

Note: **Classroom Improvement Fund** – The Proposal from the Medicine Hat Catholic Board of Education (MHCBE) targets the needs of the Division by providing support for the Division Literacy and Numeracy initiative, the hiring of additional teachers, non-teaching staff, professional development initiatives, and materials and equipment to enhance the classroom experience. The Division was allocated \$385,000 and the total amount is to be expended in this initial proposal. A highly collaborative process was used to identify areas of focus. School based administrators and teachers were given the opportunity to discuss the needs of their school and how funds could be effectively used. Staff involvement in the decision making process increased their commitment, ownership and accountability for the

decisions. Information was received by the teacher representatives from each school and follow-up conversations held with staff and school administration by both school and teacher representatives. Once the information was received and compiled the CIF Committee met to discuss how to proceed. During a highly collaborative and meaningful first meeting a decision on how the money would be allocated was agreed upon.

The first area focus is providing support for the Division Literacy and Numeracy initiative. The MHCBE Literacy and Numeracy initiative is a Division wide priority and focuses on developing and implementing best practices in the areas of literacy and numeracy. As stated by Alberta Education, "To succeed in today's data-driven and interconnected world, it is essential that all Alberta children develop strong literacy and numeracy skills". All teachers and students from Kindergarten to Grade 12 will benefit for the Literacy and Numeracy initiative. The intended outcomes of the Literacy and Numeracy initiative include, improved literacy and numeracy outcomes for students, developing common goals and a vision for literacy and numeracy, formulating a Division wide approach for teaching of literacy and numeracy and providing professional development for staff to develop professional knowledge around best practices. The timeline is ongoing from September 2017 to June 2018.

The second area focus is on hiring teachers. It was decided that three new part-time teachers will be hired and four will have their current FTE time increased. This will be a benefit to six of the nine schools. The intended outcomes focus on providing teacher collaboration time, reducing teacher student ratios, more one on one attention for students, increased music time, and providing for levelled literacy intervention.

The third area of focus is on hiring additional non-teaching staff. Approximately three learning assistants will be hired and two will have their time increased to provide support to teachers. The intended outcomes for the additional Learning Assistant time in the classroom will be providing additional support for mild-moderate and severely coded students. Staff and teacher hiring's were completed prior to the start of the 2017-2018 school year.

The fourth area of focus is on Professional Development. Release time will be provided for teacher's to create blocks for collaborative planning, engagement or inclusion in key areas of instruction. Opportunities for professional development in literacy and numeracy and to enhance instruction through assessment will be provided. The timeline for professional development is ongoing from September 2017 to June 2018.

The fifth area of focus is on purchasing materials and resources. Five schools will be provided with funding for materials or equipment for the classroom, including Chrome books, I-Pads, whiteboard tables and chairs, Jump Math programs, educational apps, and Scholastic resources. The timeline is September 30, 2017 to have materials ordered.

Note: **Nutrition Program** – We received \$141,000 for two schools. The Program started on September 11, 2017 at St. Louis School and Mother Teresa School. We are doing all of the food preparation and cooking at the School. If the money increases we will see if we can increase the program to benefit more schools. The media release outlines the details.

Note: **Administrative Procedures Review** – There are a number of key Administrative Procedures that significantly impact Schools and Administration. We review those in depth at our August 30th Division Leadership Team meeting. AP 505 School Fees; AP 260 Field Trips; AP 490 Volunteers; AP 351 Student Conduct; AP 317 Students with Severe Allergies; AP 316 Administration of Medication to Students; AP 406 Evaluation of Teachers; AP 400 Staff Recruitment and AP 418 School Based Administrator Growth, Supervision and Evaluation.

Note: **CCSSA Leadership Conference** – We have 13 people attending from our Division, including 9 Administrators. That is great news. The CCSSA is hosting a leadership Conference on October 12-13, 2017 in Red Deer Alberta. The conference will be centered on **The Marks of an Excellent Catholic Leader** document. This Catholic leadership framework may be used to:

- Inspire Catholic leaders in their service of Catholic education
- Offer a role description for Catholic leaders
- Provide indicators and offer exemplars
- Create conversations around Catholic leadership

- Assist leaders as they strive for excellence in their vocation
- Serve as a resource when identifying, recruiting and hiring Catholic school leaders.

COMMUNICATIONS

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

APPENDIX “F”

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

- Note: **Classroom Improvement Fund** – The Memorandum of Agreement between Alberta Education and the ATA included a 1 time fund provided for classroom improvement. Medicine Hat Catholic received \$ 385 000. A committee of ATA members, central office staff and a board member negotiated how the money was to be spent. Each school received an allocated amount based on the number of certificated staff they had. The schools then presented a plan on how to spend their money based on the government parameters. Schools hired or increased FTE for both certificated staff, and uncertificated staffs to support students, schools also have or will be purchasing materials such as chrome books, literacy numeracy materials, standing desks, etc. A fund of \$15 000 was allocated for the Literacy / Numeracy Committee. This committee was started last June in response to the Board’s strategic priority to, “Develop a Literacy and Numeracy Initiative to ensure every student is successful.” The CIF was welcomed, and students will benefit throughout the 2017/2018 school year.
- Note: **Instructional & Assignable Time** - The ATA Memorandum of Agreement between The ATA and TEBA stipulates under section 11, Conditions of Practice – 11.1 (a) “teacher instructional time will be capped at 907 hours per school year.” and (b) “teacher assignable time will be capped at 1200 hours per school year.” All teachers (does not include principals or vice principals) are under the 907 cap for the 2017-2018 school year. Schools have been asked to work with their staffs to adjust assignable hours to 1150 per school year. This allows principals to have some flexibility to assign teachers tasks such as meetings / open houses, etc. throughout the school year. Principals have also been asked to engage their staffs in planning weekly collaborative time for teachers to work with colleagues in Professional Learning Communities. Assignable time may be used to find the time for teachers to work collaboratively.

SECRETARY-TREASURER – Greg MacPherson

- Note: **2017 – 2018 Enrolment Update** – The enrolment numbers as of September 30, 2017 will be used for the Fall Budget Update. Currently we are up 7.0 FTE over our budget. A September 30, 2017 enrolment number will be presented at the October meeting.
- Note: **Administrative Procedure – School Security** –The draft AP has been developed regarding school security as a result of an incident at a school. The AP was presented to the District Leadership Team and will be operational after the presentation to the Board.

APPENDIX “G”

- Note: **School Fees 2017 – 2018** – The Minister of Education has approved the 2017-2018 School Fees and the associated Administrative Procedure 505 – School Fees.

APPENDIX “H”

Note: **ACSTA AGM Provincial Issues for Consideration** – A reminder for the Trustees that the deadline for a Board to submit provincial issues for consideration at the Annual General Meeting is September 19, 2017. No issues were conveyed from the Board at this time.

Note: **Transportation Update** – The return to school has gone smoothly. Several stops which were previously located within the walk boundary were removed; however students are able to wait at an eligible stop outside the walk boundary. All route maps were updated and posted on the Southland Transportation website. Southboundary Road will be under construction from August 25 to October 15, 2017. Southland is aware and will adjust routes. We are also working with a new transportation provider in Medicine Hat to ensure they are adequately insured and operating.

JOINT USE AGREEMENT

3249 Motion. Regina Durst: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education ratifies the Joint Use Agreement as presented”.

Carried unanimously.

APPENDIX “I”

POLICY 1 – FOUNDATIONAL STATEMENTS

Note: Policy 1 was revised with cosmetic changes to correspond to the name change.

3250 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve first reading of Policy 1”.

Carried unanimously.

3251 Motion. Robert Risling: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve second reading of Policy 1”.

Carried unanimously.

POLICY 2 – ROLE OF THE BOARD

Note: Policy 2 was revised with cosmetic changes to correspond to the name change.

3252 Motion. Robert Risling: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve first reading of Policy 2”.

Carried unanimously.

3253 Motion. Regina Durst: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve second reading of Policy 2”.

Carried unanimously.

POLICY 7 – BOARD OPERATIONS

Note: Policy 7 was revised with cosmetic changes to correspond to the name change, as well the Ward references were updated to correspond to the Ministerial Order.

3254 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve first reading of Policy 7”.

Carried unanimously.

3255 Motion. Regina Durst: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve second reading of Policy 7”.

Carried unanimously.

Note: Third readings will be at the October meeting for Policy 1, Policy 2 and Policy 7.

APPENDIX POLICY “J”

SCHOOL FEES

3256 Motion. Regina Durst: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the amendments for the 2017 – 2018 School Fee Schedule as presented”.

Carried unanimously.

APPENDIX “K”

Note: **Big Brothers and Sisters Memorandum of Understanding (MOU)** – The District will renew the MOU with Big Brothers & Sisters and provide greater opportunities for our students. The program includes in-school mentoring, Go Girls, Game On and Teen Mentoring. No motion.

Note: **Medicine Hat College Memorandum of Understanding (MOU)** – The District will renew the MOU for 2017 – 2018 with Medicine Hat College for Notre Dame Academy use of the MH College Carpentry Lab, the Plumbing and Welding Labs. Funding for the use of the labs is from the Notre Dame Academy school budget. No motion.

APPENDIX “L”

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

Note: **PLC FORMATION** – On August 31, 2017, Teachers in our District formed PLC Groups with topics to work on throughout the year on designated PD Days including Developing modified assessments; response to intervention; using google classroom; best practices for assistive technology, enrich faith based repertoire and instruction; common CTS procedures and developing a positive mental outlook through team building and sports.

Note: **PAT and DIPLOMA Accommodations** – Starting in the 2017-2018 school year, Alberta Education will streamline processes to provide supports for students writing diploma exams and Provincial Achievement Tests (PATs). All accommodations and provisions will be available to students without an application process. Currently, students need to qualify to use accommodations when writing provincial assessments. Teachers are required to substantiate the request by documenting that the student uses specific accommodations for their classroom assessments and some schools even use specialized psycho-educational assessments to further substantiate the need for accommodations. School authorities review the majority of individual accommodation requests using the aforementioned information. Moving forward, schools may simply order accommodations from Alberta Education for students who typically use them (e.g., audio) by the deadline indicated in the Schedule section of the General Information Bulletins. Schools are not required to request or maintain documentation of students using these accommodations. To further support students when writing provincial assessments, all students may now take up to twice the official time limit to write a diploma exam or PAT, if needed. Students who use additional writing time will indicate use of this provision on their response sheet.

COORDINATOR OF EARLY CHILDHOOD SERVICES – Terri Ball

Note: **Early Learning Update** – We are currently providing support for children with mild to moderate as well as severe needs in our kindergarten and early learning programs within our six elementary schools. We also provide supports and services within approximately sixteen private daycare and preschool centres across the city. We continue to identify children requiring supports throughout the school year. Our early learning teams continue to focus on developing early literacy and numeracy skills through play as well as self-regulation and complex communication needs. We will be participating in further professional

development in this area. We are also involved in community initiatives such as the Early Childhood Coalition, the Fresh Start to School Program and Flulapalooza which helps to foster relationships with parents as well as other community partnerships.

RELIGIOUS EDUCATION COORDINATOR – Jill Wilkinson

Note: **Parish and School Connections** - Connecting schools with the parish to build is an important part of enhancing our Catholicity. The following are some of the ways we're building our relationship with the parishes. Schools will continue to sponsor a Mass during the school year. Two school administrators have been invited to sit on parish councils at each parish. Bible Liturgy will be held on September 28th beginning at 10:30 at Holy Family. School Parish Relations standing committee will be invited to speak at the service groups at each of the parishes. This includes the Knights of Columbus, Catholic Women's League and Parish Council. Tentative date for the Holy Family K of C is November 13th; each month one school will be featured through the parish bulletin and/or announcements. Schools will highlight an aspect of their school that is connected to our Catholic identity. Grade 5 and 6 parish retreats will continue this year. Schools are being invited to consecrate their schools to the Blessed Virgin Mary in the month of October. Both parish priests have offered to help. The Legion of Mary has provided numerous resources.

Note: **RE Curriculum grade 3 Implementation** - Grade 3 teachers were provided with a PD session last June. This session included an overview of the new program and they learned how to use the digital resources. Supports will continue throughout the year through a professional learning community as well as two grade level meetings.

Note: **Bishop's Dinner** - This year the focus will be on the youth and vocations. In particular we will examine faith and their role in the church. Michael Chiasson will be the Keynote Speaker. One of the organizations that is being supported is the Medicine Hat Youth Action Society. It is an all-inclusive youth wellness centre that provides a safe environment for youth in our community. At the MHYAS youth are given the opportunity to find social support, build self-esteem, gain social skills and learn to build resiliency while participating in social-recreational activities.

COMMITTEE REPORTS

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

Note: Our next meeting is Tuesday, September 19, 2107. The Foundation sponsored Mr. David Wells for the Faith Formation Day .

Representative to ACSTA – Mr. Dick Mastel

Note: Meeting is being held in Nisku on the 14th and 15th. Discussion at the last meeting was the Buttermann and Theordore Case. Buttermann case is likely done as it has passed the timeline to respond to go to the Supreme Court. Regarding the Theordore case it has turned out to be a larger case than originally thought with ramifications across the country.

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

Note: No report.

Representative to ASBA Zone 6 – Mr. Peter Grad

Note: Next meeting is Wednesday, September 13, 2017 in Lethbridge.

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

Note: No report.

Representative to Parent Association – Mr. Peter Grad

Note: Next meeting is September 25, 2017. Trustee Risling will attend for Mr. Grad.

Representative to Salary Negotiations – ATA – Mr. Peter Grad

Note: There is a TEBA meeting on September 25, 2017 to review the plan and where to from here.

Representative to Salary Negotiations – CUPE – Mr. Dick Mastel

Note: No report.

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

Note: No report. Next meeting is December 4, 2017.

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

Note: No report.

Representative to Student Board Advisory Committee – Mr. Dick Mastel

Note: No report.

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

Note: No report.

Representative to School Parish Relations Committee – Mr. Robert Risling

Note: No report.

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 9:35 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant