

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 13 2016 @ 6:00 p.m.

TRUSTEES AND OFFICERS PRESENT

Peter Grad	Trustee	Absent
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	Absent

Note: The Board Chair called the meeting to order at 6:00 p.m.

OPENING PRAYER

Note: The meeting was opened with prayer led by Regina Durst. Welcome to the Gallery and the Media.

APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING

3116 Motion. Robert Risling. "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Minutes of the June 14, 2016 Board Meeting as circulated".

Carried unanimously

APPROVAL OF THE ACTION AGENDA

3117 Motion. Regina Durst. "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Action Agenda dated September 13, 2016 as circulated".

Carried unanimously.

APPROVAL OF THE NON-ACTION AGENDA

3118 Motion. Robert Risling. "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Non-Action Agenda dated September 13, 2016 as circulated".

Carried unanimously.

CORPORATE COMMUNICATIONS

Note: **Media Release June 21, 2016** – Sod-Turning of New Elementary School & Naming of St. John Paul II School.

Note: **Back to School Message from the Superintendent** – Mr. Joe Colistro letter to our Parents and Guardians, welcome back to another great school year in Medicine Hat Catholic Schools.

Note: **Congratulations from MH College** - Letter from Denise Henning, President of MH College, acknowledging our new Catholic Elementary School.

Note: **Alberta School Councils' Association** – Welcome letter from ASCA President to our School Council representatives.

Note: **Public School District** – Invitation to the sod-turning for the new Public School in Ranchlands on October 7, 2016. Trustees and Superintendent of Schools invited to attend 1:00 p.m.

APPENDIX "A"

BOARD WORK PLAN

Note: **Board and Superintendent Evaluation** – Dr. Garry Andrews has been contracted as a consultant to complete the evaluations of for 2016 – 2017 for the Board and Superintendent of Schools. A date is proposed for early November. The timeline for the evaluation will be confirmed at the next regularly board meeting.

Note: **Meeting with Bishop Frederick Henry June 22, 2016** – The Board and Senior Administration met with Bishop Henry in Calgary. The Bishop was delighted with the delegation of Trustees and Senior Administration that travelled to Calgary to meet with him. This meeting is planned on an annual basis as part of the Board work plan. The Board thanked the Bishop for meeting with them to discuss education issues and other issues important to Catholic education.

BOARD WORK PLAN

3119 Motion. Robert Risling: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2016 – 2017 Board Work Plan".

Carried unanimously.

APPENDIX "B"

Note: **Board Retreat** – The Board of Trustees will host a Board Retreat on Tuesday, October 18, 2016. The Division Leadership Team will be invited. This item will be reviewed as part of the Superintendent's Report.

Note: **Faith Formation Day 2016** – The Faith Formation Day was held on Friday, September 2, 2016. All Division Staff attended the Faith Development Day on Friday, September 2, 2016. The day began at the Medicine Hat College with keynote speaker Jesse Manibusan. We were inspired and delighted with his message using scripture to let us know we are loved through the blessings from God. The day continued with our Employee Recognition Program followed by Mass at Holy Family Parish in the afternoon. It was a fantastic day!

Note: **Bishop's Dinner 2016** – The Board of Trustees and Senior Administration along with other invited guests will attend the Bishop's Dinner on Thursday, October 20, 2016 in Calgary. A total of 8 in total will attend. The Board has purchased a table of 8.

MONSIGNOR MCCOY HIGH SCHOOL MODERNIZATION

Note: **Construction** - The science wing is open, lots of work has been done over the summer, the next phase is the CTS Wings. The completion date of the modernization is projected to the Spring of 2017. We continue to extend our thank you to the students, parents and staff at the high school for their patience and understanding during this modernization. They are flexible, accommodating and resilient. It was noted there is a Provincial Basketball Tournament that we hope to host at the high school in the Spring, this would be a great way to show case the modernization.

Note: **Fundraising** – Fundraising to-date is at \$229,425. We are excited to advise that our on-line donation site is close to being available through the SchoolCashOnline program. Once it is readily accessible, we will advertise this through social media, school newsletters and on our division website. As we move closer to the modernization completion, we will begin the discussion on 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 School Design went out to tender, it has been tentatively awarded subject to signing, which will be sometime near the end of September 2016. Construction will then likely start right after that time.

SUPERINTENDENT OF SCHOOLS – Joe Colistro

Note: **Education Plan 2016 – 2017** - We have sent the template the Education Plan to the schools, they will complete their plans mid-October. The Trustees noted they would invite the school administration to a public board meeting to share their school education plans with the Trustees. The presentations will be at the start of the Board Meetings. We could potentially have two per board meeting. A schedule will be developed and shared with the Trustees.

Note: **Superintendent Evaluation and Board Evaluation** – As outlined in the Board Work Plan the Superintendent and Board evaluations are scheduled for October. As agreed last spring we have hired Dr. Garry Andrews to conduct the evaluations. Garry will work with Della to arrange interview times with Trustees and members of the Division Leadership Team.

Note: **October Board Retreat** – The Board Retreat will be held on Tuesday, October 18, 2016 at Holy Family Parish, beginning with Mass at 8:30 am. The Board and Division Leadership Team will attend. The facilitator of the retreat will be Mr. Harley Packer.

Note: **Back to School Events** – Each of our schools typically host a back to school event. This is often linked to meet the teacher night. We have asked representatives from our senior administration to be present at these functions. Trustees are encouraged to attend as well.

Note: **International Education** – We are currently pursuing international education opportunities. The Yokohama Hayota School, a private school which provides a secondary school program in the Kanagawa prefecture in Japan, is interested in establishing a partnership with a school in Alberta. The Chief Secretariat will be in Alberta in September, we will meet with him to discuss developing a partnership.

Note: **International Education** – There are a number of Academies in France who are partnered with Alberta School Boards. Programs include student exchanges, visiting and teacher exchange programs. There are a number of Academies in France who are seeking partners or interested in expanding their partnerships with Alberta school boards.

Note: **University of Alberta Relations Meeting** – The President and Vice-Chancellor of the U of A, David H. Turpin and Vice President (University Relations) Debra Pozen Osburn, visited Medicine Hat on August 22, 2016 to discuss the impact of the University is having in the city and to hear from the Trustees and Senior Administration from local school boards on how the University can continue to make an impact in our region in the future.

Note: **Administrative Procedures** – In the coming months, the senior management team will be reviewing the Division administrative procedures. This is a huge task that will require a lot of time and careful thought. Review dates are planned from October through to March. Emergent AP's will be addressed as needed.

Note: **Technology Report** – On May 17, 2016 Alberta Education conducted a technology review of MH Catholic Schools. A report was completed by the team that represents key points from the conversation around the experience with technology in our schools and future strategies regarding the use of technology to support student learning. The next step will be to bring a committee of admin and staff together to develop a technology plan for the future.

Note: **International Field Trips** – No items for September 13, 2016.

COMMUNICATIONS – Della Dewald, Derrian Hallas

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 "C"

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

Note: **Accountability Pillar Update** – This report does not include the PAT and DIPLOMA Exams marks. This document is public. We have done exceptionally well at the Division level and School level. In particular we have outstanding results for Safe and Caring schools and we are scoring over 90% and above the provincial average. The accountability pillar surveys are completed by Grade 4, 7 and 10, students, parents and all teachers.

Note: **Staffing Update** – The Division has a 142.9 certificated staff starting the 2016 – 2017 school year, this number is 2 FTE lower than last year. It is interesting to note that following the Board's decision to have a certificated teacher at the French Immersion Program at the high school, we now have a total of 15 students there. Our French Immersion teacher teaches both at St. Mary's and Monsignor McCoy. Thank you to the Board for having the foresight to move that program forward.

SECRETARY-TREASURER – Greg MacPherson

Note: **Enrolment Update** – Grades 1 – 12, we are up 1 FTE student. Early Learning Program numbers will be in this week, the program just began two days ago. Our official enrolment numbers will be presented to the Board at the October Board Meeting as of September 30th.

SPECIAL BOARD MEETING

3120 Motion. Regina Durst: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education hold a Special Board Meeting on November 23, 2016 at 4:00 p.m. for the purpose of approving the 2015 – 2016 Financial Statements, to approve the Fall Budget Update to the 2016 – 2017 Budget and to approve the combined 2016 – 2019 Annual Education Results Report & Three Year Education Plan".

Carried unanimously.

Note: **ASBA Fall Issues Forum** – A reminder to Trustees that the ASBA is holding a fall issues forum in Edmonton on September 27 and September 28, 2016.

Note: **2016 ACSTA AGM Resolutions** – This is presented for information only. The due date to submit resolutions to the AGM is September 20, 2016.

Note: **Online School Fee Payments** – We are excited to be offering parents the ability to pay all fees, including school fees, athletic fees, field trips etc. online using SchoolCashOnline. Parents have been informed of the sign-up process in June and September.

Note: **Winter Games Legacy** – We have applied to the Winter Games Legacy Committee for a grant to develop an outdoor fitness centre at St. Mary's School similar in nature to the one at Lions Park. We are pleased to have received \$24,000., the exact plans will be developed over the coming months.

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

Note: **P D Days** - We have 3 PD days planned this year for the Learning Assistants. The main focus will be on self-regulation and relationship building with students. We will build on this theme after the PD day with Jody Carrington on November 14, 2016. (September 2, 2016), (October 21, 2016) and (November 14, 2016).

Note: **Student Learning Assessments** – At this time, Alberta Education has taken a few steps back on SLA's to get a more focused look, to make sure this is a useful assessment. We won't be participating in the SLA's this year. We are currently mapping each of the schools to look at our assessment tools to determine do we want common assessment tools division wide. Alberta Education is looking at how they are assessing Grade 3's, we are doing the same thing within the Division, we are just starting that benchmark.

DIRECTOR OF EARLY CHILDHOOD SERVICES – Kym Porter

Note: **Just Right Room** - We have opened a new room at Mother Teresa School called the Just Right Room, modelled from a similar room we currently have not at St. Patrick's School. This is a room that allows children to self-regulate. There are a number of tools, exercise equipment either to stimulate or to de-escalate. We have hired staff to be in the room full days, so that any child can access to room Early Learning to Grade 6. We currently have an occupational therapist training the staff. We will have training sessions for all school staff as well. The equipment is purchased from the Program Unit Funding.

Note: **Fresh Start** – Held on August 24, 2016 hosted at St. Mary's School. This year about 330 students from our community from public schools and catholic schools attended. We are pleased with the donations from the community, next year our goal is 500 children. Children received a passport, circulated through the venue, receiving personal items, hats, mitts, brand new pair of runners, free haircuts, BBQ for the family and even family photos were offered. It ran from 11 am to 7 pm, this is an initiative by Alberta Health Services, in partnership with local school division and many other partners; we are pleased to host the event. Children are referred by the school to access this program.

RELIGIOUS EDUCATION – Jill Wilkinson

Note: **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.
- Teaching Mass will be held in late October for all grade 2 students at Holy Family.
- Bible Liturgy will be held in early October at Holy Family.
- Link to the religious education resources for grade 1 and 2 will be on the schoolsand parish websites.

- All scheduled Masses and parish retreats will be posted on the intranet calendar so trustees can attend if available
- School Parish Relations Meeting in September

Note: **RE Curriculum Grade 2 Implementation** - Grade 2 teachers were provided with an overview of the new program last April. The resources arrived in June. On Wednesday August 31st they all attended a session at St. Patrick's School to learn 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: **Catholic Education Sunday** - Two schools have sponsored the Mass at both parishes on November 6 – which is Catholic Education Sunday. Principals will be speaking before both masses. Two trustees will be needed to provide the message on Catholic Education before the 5:00 Mass and 9:00 Mass at St. Patrick's Church. A video highlighting our Catholic schools with a message

COMMITTEE REPORTS

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

Note: The next meeting is scheduled for September 20, 2016.

Representative to ACSTA – Mr. Dick Mastel

Note: A PD meeting was held on September 8, 2016, Father Penna attended. The group shared a snapshot of the political landscape in the province. There was a report by the Development and Peace, this was excellent. The amount of work done by the committee to support this was exceptional; our very own Teacher, Mrs. Trisha Sotropa contributed to this lesson plan development. It is being utilized in the province. There was a report on the Municipal Government Act. The Annual Convention this year in November is the 50th anniversary of the ACSTA. A legacy gift is being given to the Boards in the province. We are asked to submit photos for the history book. There will again be a silent auction, we are asked to give a donation. The liturgical celebration on Friday will be bilingual and the liturgy on Saturday will be presented by First Nations. In the future, we will be acknowledging indigenous peoples at the start of the ACSTA meetings. Bishop Henry also noted the grade 4 curriculum is almost ready.

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

Note: No report.

Representative to ASBA Zone 6 – Mr. Peter Grad

Note: No report. Trustee is absent.

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

Note: No report.

Representative to Parent Association – Mr. Peter Grad

Note: No report. Trustee is absent.

Representative to Salary Negotiations – ATA – Mr. Peter Grad

Note: No report. It is noted Trustee Grad is in Edmonton attending a TEBA Meeting.

Representative to Salary Negotiations – CUPE – Mr. Dick Mastel

Note: We met recently with CUPE and we are pleased how negotiations are going.

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

Note: No report.

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

Note: The Awards will be upcoming for Monsignor McCoy High School. Two scholarships are available from the Board. We will determine when the awards ceremony will be held and who the recipients will be. The Trustee will attend to present the scholarships on behalf of the Board. The event is typically held annually at the end of October.

Representative to Student Board Advisory Committee – Mr. Dick Mastel

Note: No report.

Representative to C2 Adhoc Committee – Reverend Mr. Robert Risling

Note: No report.

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

Note: No report.

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

Note: We met recently and have set out a plan for next year. Our committee will review Growing Forward document from the Catholic Education Symposium. This is an excellent document that outlines the five markers of a Catholic school. It is perfect for our committee to use as a resource. The Division Leadership Team will also be reviewing this document, it would be important for the Board to do the same. The Board will need to set aside a time to review this resource. The first meeting of this school year is Thursday, September 22, 2016. It was noted this will create outcomes for us to work on. It focuses on new evangelization, what can we be doing to move us all forward in our faith.

CLOSING PRAYER

Note: The meeting closed with prayer led by Mrs. Regina Durst.

ADJOURNMENT

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

Note: The meeting adjourned at 7:36 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant