

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 February 14, 2017 @ 6:00 p.m.

TRUSTEES AND OFFICERS PRESENT

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

OPENING PRAYER

Note: The meeting was opened with prayer led by Trustee, Peter Grad. Board Chair, Mr. Mastel welcomed all those in attendance. Welcome to Sandra Richard, Principal at St. Louis School.

APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING

3168 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Minutes of the Regular Board Meeting dated January 10, 2017".

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

3169 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Action Agenda dated February 14, 2017 as amended".

Note: Add: Approval of the Special Board Meeting Minutes
Contractual Agreement Change
Audit RFP for Audit Services
Mother Teresa School Sculpture

Carried unanimously.

APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING

3170 Motion. Regina Durst: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Special Board Meeting Minutes dated January 12, 2017".

Carried unanimously.

APPROVAL OF THE NON-ACTION AGENDA

3171 Motion. Robert Risling: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Non-Action Agenda dated January 10, 2017 as circulated".

Carried unanimously.

PRESENTATIONS – SCHOOL EDUCATION PLANS 2016 -2017-St. Louis School

Note: This year, each of our 9 Catholic Schools will present their 2016/17 School Education Plans to the Board. St. Louis School presented their plan via a video presentation at the February Board meeting. The School focused the presentation on the integration of the Division's 7 Strategic Priorities:

1. Increasing Student Engagement by foster and developing relationships between students, parents, staff, parish and community;
2. To Enhance Catholic Identity;
3. To enhance student learning through actions that reflect the values of inclusive education;
4. Provide a welcoming, caring, respectful and safe learning environment;
5. To enhance and foster a love of the fine arts;
6. To foster the Catholic spirit of athletics;
7. To develop a vision for the use of technology support student learning.

Thank you to the staff, parents & students at St. Louis School the Board is impressed with your commitment and the exceptional work being done at your school to integrate the strategic priorities.

CORPORATE COMMUNICATIONS

Note: **Minister's Visit to Medicine Hat & MH Catholic Schools** – On Thursday, February 9, 2017 the Minister of Education, the Honourable Mr. David Eggen visited Medicine Hat and area with a special visit to St. Mary's School. The school visit was followed by a meeting with Minister Eggen at the Catholic School Board office with Trustees and Administration.

Note: **National Flag Day – Feb 15th** – Our schools will participate in the event by recognizing the day and celebrating the flag. Schools will take pictures and/or video; we will share the highlights of the event on our social media feeds. This is part of a yearlong celebration in Canada as part of Canada's 150th Sesquicentennial. Catholic schools will participate with various events throughout the year.

BOARD WORK PLAN

Note: **Gradual Retirement Plan** – This item has no further action or discussion at this time.

Board Reviews 3 Year Education Plan to determine priorities – We reviewed our plan with our Education Manager on Jan. 26, 2017; we've set aside a meeting on March 24, 2016 to develop priorities for next year.

Mass of Installation for the Most Reverend William T. McGrattan as eighth Bishop of the Diocese of Calgary, February 27, 2017. Trustee, Mr. Dick Mastel and Superintendent, Mr. Joe Colistro will be attending to represent the School Division. Mr. Robert Risling will also be in attendance representing the Parish community in Medicine Hat.

ACSTA – The ACSTA is looking to engage our ratepayers regarding the upcoming Municipal Election in October 2017. There is a poster circulating that we will share with our schools.

Letter to Father Fred Monk – The Board wrote a thank you letter to Father Fred for his work with Mission Mexico along with our donation.

"13" the Musical – High School Production – Get your Tickets

Shrek Jr – St. Mary's School Production – Get your Tickets

MONSIGNOR MCCOY MODERNIZATION

Note: **Construction** –A handout was circulated with an update of the modernization. The modernization project is behind schedule an estimated 6 weeks. Demolition of the existing weight room and change rooms facilitating the transformation of the small gymnasium in the new central gathering space, auxiliary gymnasium and exercise facility are being scheduled in order to prevent disruption of school operations.

APPENDIX "A"

Note: **Fundraising** –No report.

SOUTHLAND ELEMENTARY SCHOOL – ST. JOHN PAUL II SCHOOL

Note: **Construction** –Significant activity occurring on-site. We have also had an initial meeting to begin the planning for the interior of the school including colour schemes.

Proposed Timeline for St. John Paul II School:

- Anticipated to open for students in September 2018;
- K–5 or K–6 Elementary including an Early Learning Program;
- Registration begins in Jan/Feb 2018;
- Natural Attendance Area & School Boundaries will be determined in the Fall/Winter 2017.

CONTRACTUAL AGREEMENT

3172 Motion. Regina Durst: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education open the contract for Employee #11213 to extend the contract to July 31, 2019 with an option for an additional year to July 31, 2020”.

Note: It was noted the contract currently expires in July 31, 2018.

Carried unanimously.

MOTHER TERESA SCHOOL SCULPTURE – DEDICATION TO ST. THERESA

3173 Motion. Regina Durst: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education authorize the local artist, Maria Cole with Chainsaw Spirit to create and install a sculpture in dedication of St. Teresa at Mother Teresa School of up to \$1000”.

Carried unanimously.

Note: It was noted the artist will dedicate her time to the project. A proposal was presented from the Chainsaw Spirit with a quote for \$1,000.

Carried unanimously.

APPENDIX “B”

SUPERINTENDENT OF SCHOOLS – Joe Colistro

Note: **David Eggen, Minister of Education Visit** - During the of February month David Eggen, the Minister of Education visited a number of schools across the province including the Medicine Hat Catholic Board of Education on Thursday, Feb 9th, 2017. The Minister’s schedule included a visit to St. Mary’s School where staff and students had an opportunity to showcase the many exceptional quality learning opportunities including Academics, French Immersion, Fine Arts Academy, Career Technology Foundations (CTF) and the HUB. Students from the school greeted the Minister in English & French and accompanied him on the tour of the School. Following the tour the Minister had a formal meeting with Trustees & Senior Administration.

Note: **CCSSA Marks of an Excellent Catholic Leader** - The CCSSA is hosting a Catholic 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. The success of a Principal rests on his Spiritual Leadership, Instructional Leadership and Managerial Leadership, it’s about building capacity in our administrators and upcoming leaders in the Division.

Note: **Edwin Parr Teacher Award** – Each year the ASBA honors six outstanding first-year teachers with the Edwin Parr Teacher Award. School Boards may nominate any first-year K to 12 Teacher who has taught in an Alberta school jurisdiction which is a member of the ASBA. Again this year, we are looking for nominations from our Division

for this prestigious 1st year teacher award. Nominations need to be submitted at the division level by February 28, 2017. Nominations to the ASBA by March 17, 2017.

Note: **Presentation to ASBA Zone 6** – We have been invited to the ASBA Zone 6 to give a presentation about our Mental Health Strategy. We plan to make the presentation at the regional meeting in January or February 2017.

INTERNATIONAL FIELD TRIP

Note: No report.

COMMUNICATIONS

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

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

APPENDIX “C”

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

Note: **School Year Calendar** – We will present the Board will a calendar for approval at the March 2017 Board Meeting. Schools have been reviewing with their staff and parents.

Carried unanimously.

APPENDIX “D”

SECRETARY-TREASURER – Greg MacPherson

Note: **2016 – 2017 Infrastructure Maintenance Renewal (IMR Plan** – It is noted that this item will be deferred to the February 2017 Board Meeting.

NEW TRUSTEE POSITION THIRD READING

Note: The Trustees will vote on their proposal to increase the number of Trustees in the Division. This will involve third reading a replacement bylaw.

3174 Motion. Regina Durst: “BE it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education consider and pass for third reading by-law 2017/01-Electoral Wards Bylaw replacing bylaw 2010/01-Electoral Wards Bylaw”.

Carried unanimously.

3175 Motion. Peter Grad: “BE it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education request that the Minister convert Medicine Hat Catholic Board of Education from a Regional Division to a Roman Catholic Separate School District subject to the corporate name remaining Medicine Hat Catholic Board of Education and that no specific audit be required to transfer the assets and liabilities from the current Regional Division to the new School District”.

Carried unanimously.

APPENDIX “E”

ST. MICHAEL’S SCHOOL

- 3176 Motion. Peter Grad: "BE it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education authorize that \$5,000 from the accumulated school based restricted reserve be used by St. Michael's School to increase professional development and cultural programming within the current year".

Carried unanimously.

C2 COMMITTEE - DISSOLUTION

- 3177 Motion. Peter Grad: "BE it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education dissolves the C2 Adhoc Committee effective immediately".

Carried unanimously.

SCHOOL PARISH COMMITTEE – 1st and 2nd READING

- 3178 Motion. Regina Durst: "BE it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education approve first reading the transition of the School Parish Committee from an Adhoc Committee into a Standing Committee under Policy 8 – Committees of the Board as amended".

Carried unanimously.

- 3179 Motion. Peter Grad: "BE it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education approve second reading the transition of the School Parish Committee from an Adhoc Committee into a Standing Committee under Policy 8 – Committees of the Board as amended".

Carried unanimously.

Note: This will be brought back for 3rd reading at the March 2017 Board Meeting.

ALBERTA SCHOOL COUNCIL'S ASSOCIATION (ASCA) Annual Conference and AGM

Note: Presented to Trustees for information only.

APPENDIX "F"

AUDITOR SERVICES

- 3180 Motion. Regina Durst: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education establish an ADHOC Committee under Policy 8 consisting of a Trustee, the Superintendent of Schools, the Secretary-Treasurer and the Assistant Secretary-Treasurer for the purpose of recommending the appointment of the Board's Auditor at the April 11, 2017 Board Meeting using the RFT for Audit Services as the Terms of Reference".

Carried unanimously.

APPENDIX "G"

TECHNOLOGY BUDGET

- 3181 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education recommends the Technology Budget be increased in the amount of \$30,000 to support the hiring of a full-time Director of Technology".

Carried unanimously.

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Mr. Hugh Lehr

Note: No report.

DIRECTOR OF EARLY CHILDHOOD SERVICES –Terri Ball

Note: Thank you to our Communications Team for the support in re-branding of our Early Learning and Kindergarten Brochures. A review of the Program Unit Funding model, including the process to assess students in Early Learning Programs, was presented for information.

RELIGIOUS EDUCATION – Jill Wilkinson

Note: **CCSSA Marks of an Excellent Catholic Leaders** –The leadership team has worked closely with the first two marks of this document: (Mark 1) embracing the dignity of all and (Mark 2) expressing and developing a living Catholic worldview. Discussions have been affirming and inspiring, but also challenging as leaders recognize that the roles and responsibilities of Catholic schools goes far beyond the academics.

Note: **2017 Excellence in Catholic Education Award** – The Excellence in Catholic Education award was established by the Council of Catholic School Superintendents of Alberta. This prestigious award recognizes Catholic Teachers in Alberta who have done an exemplary job in preparing our youth to grow into outstanding Catholic citizens. In our Division, a recipient is awarded annually. We established a committee composed of a Teacher, a Trustee, a Parent, two Administrators and two Members of the Parish Community to determine the winning recipient. This year we have two nominees. Both of the nominees are passionate about Catholic education, inspire their students, and demonstrate a strong commitment to youth. The committee will determine the winning recipient. Each of the nominees will be individually recognized as an Ambassador for Catholic Education at the March 14th Board meeting.

Note: **Religious Education Congress** - The Religious Education Congress is the largest gathering of its kind. The three day event is held at the Anaheim Convention Centre and offers more than 200 speakers presenting over 300 workshops, 16 Liturgies. Medicine Hat Catholic has 16 staff members attending including 5 administrators. Following the Congress, staff members will be asked to share their experiences with the school community at the March staff and leadership meetings.

Note: **School Sponsored Masses** – To date, seven out of nine of the schools have sponsored a Mass at Holy Family or St. Patrick's Parishes. The parish community continues to express their appreciation for the students and staff who take on the various ministerial roles.
St. Patrick's School – March 19th at Holy Family Parish (10:30)
St. Mary's – June 11th at Holy Family Parish (10:30)

Note: **Ash Wednesday Prayer Services** – Services will be held at each of our schools on Ash Wednesday. Trustees are invited to attend any of the services at the schools.

COMMITTEE REPORTS

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

Note: Annual General Meeting was held on January 17, 2017. Mr. Rob Stroh will continue as the Chair of the Foundation. Planning for the Foundation Golf Tournament for June 9, 2017 is well underway.

Representative to ACSTA – Mr. Dick Mastel

Note: ACSTA is rebranding their website and their log. ACSTA would like to create a direct link to Catholic School Boards. A report on the annual

convention, there is some general concerns about hosting the AGM at the Westin, the committee will look to rectify issues. SPICE and Blueprints are fast approaching. David Wells and Father Leonard are presenting. Peace and Development continues to do exceptional work. The ACSTA contributed \$20,000 a couple of years ago; they are looking to support it again in the amount of \$20,000. Dick Mastel noted he is no longer part of the Convention Committee, he has volunteered for the Finance Committee for the ACSTA.

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

Note: Trustee Risling absent. No report.

Representative to ASBA Zone 6 – Mr. Peter Grad

Note: No report.

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

Note: Peter Grad attended the meeting and presented the report. Bereavement Leave was discussed. Currently support staff only have 3 days bereavement leave for out of town, where our other contracts or agreements have 5 days. The Trustees reviewed and determined that 5 days is fair. The Trustees instructed Administration to communicate to support staff that we will move to 5 days bereavement leave. The next meeting is March 22, 2017.

Representative to Parent Association – Mr. Peter Grad

Note: No report.

Representative to Salary Negotiations – ATA – Mr. Peter Grad

Note: No report.

Representative to Salary Negotiations – CUPE – Mr. Dick Mastel

Note: No report.

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

Note: Robert Risling absent. Greg MacPherson reported for Trustee Risling. The groups met two weeks ago, no items were brought forward. We do continue our discussions and encourage our staff to identify any safety issues in relation to OH&S.

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

Note: No report.

Representative to Student Board Advisory Committee – Mr. Dick Mastel

Note: A meeting with students at Monsignor McCoy is scheduled for March 14, 2017.

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 meet sometime in March or April to review the strategy for the Wall of Fame dedications and to consider the initial planning for an Open House.

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

Note: Robert Risling Absent. Jill Wilkinson reported. We met on January 19, 2017. We looked at Marks 3 and 4. We are making excellent connections working together with the Knights of Columbus and others including our Schools. We are connecting with Notre Dame and St. Mary's School to promote awareness and engagement regarding the *Rafiki Bracelets*. This group is so passionate about the work they are doing.

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 8:50 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant