

**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 September 10, 2013 @ 3:00 p.m.**

**TRUSTEES AND OFFICERS PRESENT**

Peter Grad	Chair
Stan Aberle	Vice-Chair
Kelly Van Ham	Trustee
Dick Mastel	Trustee
Warren Stark	Trustee
Garry Andrews	Acting Superintendent of Schools
Wayne Schlosser	Deputy Superintendent
Greg MacPherson	Secretary Treasurer
Hugh Lehr	Associate Superintendent Learning Services
Jill Wilkinson	Religious Education Coordinator
Della Dewald	Executive Assistant

**OPENING PRAYER**

Note: The meeting opened with prayer led by Mr. Peter Grad.

Note: Welcome to the gallery. Welcome to the media in attendance: Peggy Revell, Medicine Hat News, CHAT TV and Harv Speers, CJCY Radio.

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

2799 Motion. Stan Aberle: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Minutes of the Regular Board Meeting held June 11, 2013 as circulated".

Carried unanimously.

**APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING**

2800 Motion. Warren Stark: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Minutes of the Special Board Meeting held June 11, 2013 as circulated".

Carried unanimously.

**APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING**

2801 Motion. Kelly Van Ham: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Minutes of the Special Board Meeting held July 17, 2013 as circulated".

Carried unanimously.

**APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING**

2802 Motion. Dick Mastel: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Minutes of the Special Board Meeting held August 06, 2013 as circulated".

Carried unanimously.

**APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING**

2803 Motion. Warren Stark: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Minutes of the Special Board Meeting held August 14, 2013 as circulated".

Carried unanimously.

#### APPROVAL OF THE ACTION AGENDA

2804 Motion. Kelly Van Ham: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Action Agenda as amended".

Note: Add: Special Board Meeting Minutes August 01, 2013  
Letter from the Office of the Bishop  
Insurance Broker  
Policy 7 Amendment – Board Operations

Carried unanimously.

#### APPROVAL OF THE NON-ACTION AGENDA

2805 Motion. Dick Mastel: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Non-Action Agenda as circulated".

Carried unanimously.

#### APPROVAL OF THE SPECIAL BOARD MEETING MINUTES

2806 Motion. Stan Aberle: "THAT the Board of Trustees approve the Special Board Meeting Minutes of August 01, 2013 as circulated".

Carried unanimously.

#### CORPORATE COMMUNICATIONS

Note: **Alberta Culture Days** – Scheduled for September 7 – September 29, 2013 all schools are encouraged to find creative ways for their students to engage in celebrating Culture Days in Alberta.

Note: **Back to School Message** – A message from Acting Superintendent, Dr. Garry Andrews was circulated in school newsletters and on the division website.

Note: **World Teacher's Day** – October 5, 2013 is World Teacher's Day. The Board acknowledges the exceptional work done by our Teachers. Advertising in the Medicine Hat News and on the website promotes the day.

Note: **A letter from Service Alberta** was received which outlines the new Public Interest Disclosure (Whistleblower Protect) Act (PIDA) legislation. It is noted there is no additional funds to administer this legislation.

Note: **A letter from Alberta Education** acknowledging receipt of the 2014 – 2017 Three Year Capital Plan.

Note: **A letter from Chinook's Edge School Division** expressing sympathy for students, parents and staff and trustees whose lives were affected by the floods in Alberta.

Note: **A letter from the Office of the Bishop** requesting funding for Priests retirement facility (Providence Care Centre).

#### APPENDIX "A"

#### PRESENTATIONS

Note: A presentation by Parish Youth Coordinator Ms. Louisa Gietz informing the Board about the program goals and implementation. Currently both parishes are funding the salary for this coordinator position.

#### BECOME A CATHOLIC SCHOOL TRUSTEE

Note: Detailed information about becoming a Catholic School Board Trustee in the upcoming election is available at the School Board Office and on the Division website. Nomination Day is September 23, 2013 with School Board Elections on October 21, 2013.

#### APPENDIX "B"

##### **MINISTERIAL ORDER**

Note: The Board of Trustees received the ministerial approval from Alberta Education for the appointment of Dr. Garry Andrews as the Acting Superintendent of Schools for Medicine Hat Catholic Board of Education from August 21, 2013 to February 21, 2014. The Board issued a media release on August 27, 2013.

#### APPENDIX "C"

##### **EDUCATION ACT**

Note: All Albertans are encouraged to participate in the Education Act Regulatory Review over the next several months. New legislation will come into effect for the 2015 – 2016 school year. There is a public consultation process on October 09, 2013.

#### APPENDIX "D"

##### **BOARD SELF-EVALUATION**

Note: The Board will engage in its annual Board Self Evaluation. The evaluation will review the work of the Board from the last year.

##### **BOARD WORK PLAN**

Note: The Board reviewed its annual Work Plan and made appropriate changes. The Board will approval the Plan at the October 08, 2013 Board Meeting.

##### **BOARD RETREAT**

Note: The Board reviewed plans for a Retreat. It was determined that the new Board of Trustees will focus on the retreat and plan the date and determine the topic.

##### **COMMUNICATIONS REPORT**

Note: Mrs. Della Dewald presented an overview of the Advertising and Communications Strategy for 2013 Back to School campaign. This community engagement strategy included a new edition of the Back to School "Zooming in on our School Community" publication in a calendar format, which was particularly well received by the community. Additionally visual advertising on properties situated throughout the City of Medicine Hat was utilized; local Radio advertising plus a Summer Safety TV advertising campaign as well as website ads and print media in the Medicine Hat News, Bow Island Commentator and Medicine Hat Shopper.

##### **BUDGET / ENROLMENT / STAFFING**

Note: This report presented in a coordinated effort by Dr. Garry Andrews, Mr. Wayne Schlosser and Mr. Greg MacPherson. A review of enrolment projections, impacts to the Budget, staffing changes and an update on French Immersion were reviewed by administration for the Board for information.

##### **ACTING SUPERINTENDENT SEPTEMBER REPORT – Dr. Garry Andrews**

Note: Dr. Andrews presented his initial observations and recommendations for his term with Medicine Hat Catholic. In the next few months Dr. Andrews will focus on providing for the legal requirements of the Board, maintain and enhance a sense of community, balance other commitments and prepare for the transition of a new Superintendent.

**MOTION TO MOVE IN-CAMERA – (PERSONNEL)**

2807 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education move In-Camera".

Carried unanimously.

Note: The gallery, administration and all others left expect for Trustees at 4:10 p.m.

**MOTION TO MOVE OUT OF IN-CAMERA**

2808 Motion. Stan Aberle: "THAT the Board of Trustees move out of In-Camera".

Carried unanimously.

Note: The gallery, administration and all others returned to the Board Room at 4:28 p.m.

Note: The Board noted that the advertising for a Superintendent of Schools will be left for the new Board of Trustees following the upcoming election.

**SECRETARY-TREASURER REPORT – Mr. Greg MacPherson**

**SPECIAL BOARD MEETING**

2808 Motion: Warren Stark: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education hold a Special Board Meeting on Tuesday, November 26, 2013 at 1:30 p.m. to approve the Financial Statements, Fall Budget Update and Three Year Education Plan".

Carried unanimously.

**BOARD ORGANIZATIONAL MEETING**

Note: The Board will hold its Board Organizational Meeting on Tuesday, November 12, 2013 prior to the Regular Board Meeting.

**NOTRE DAME ACADEMY SOUTH ENTRANCE**

2809 Motion. Kelly Van Ham: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education authorizes the Secretary-Treasurer to develop a south access to Notre Dame Academy parking lot, in accordance with all applicable city regulations, using the 2013 – 2014 IMR budget to fund no greater than 50% of the cost of the development to a maximum cost to the division of \$20,000".

Carried unanimously.

**INSURANCE BROKER**

Note: The division is a member of the Insurance Consortium and thus is presented with information that AON Reed Stenhouse has been replaced by Marsh Canada.

**POLICY 7 BOARD OPERATIONS**

2810 Motion. Stan Aberle: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve 1<sup>st</sup> reading of Policy 7 – Board Operations".

Carried unanimously.

Note: The change to Policy 7 outlines the benefits available to Trustees. This is not new, it is however, reflective of the Board's current & historical practice.

#### APPENDIX "E"

#### RELIGIOUS EDUCATION REPORT – MRS. JILL WILKINSON

Note: **Faith Development Day Survey** – Results of the 2013 Faith Development Day Survey completed by staff were shared. The division will review the results and make appropriate changes for improvement for next year's celebration. Overall the event was well received.

Note: **Parish and School Activities – Masses and Surveys.** Louisa will be attending the Meet the Teacher Nights at the schools. We feel very positive about our Parish and School connections. A personal invitation will be sent to each Trustee to their emails to invite them to Monday morning school masses.

#### ADMINISTRATIVE PROCEDURE 414 – EMPLOYEE RECOGNITION

Note: A review of the implementation of the procedures of AP 414 in relation to the launch of the Employee Recognition Program was provided by Mr. Aberle and Mrs. Dewald. This was the very first year of the program, overall well received by staff. Feedback from the Survey will provide details on how to improve the event. This year employees at 5 years increments were acknowledged as well as new employees; those years included: 2008, 2003, 1998, 1993, 1988 and 1978. The Board extends their heartfelt appreciation to our employees for their commitment and dedication to the Division.

#### ACSTA AGM NOVEMBER 15 – 17, 2013

Note: No resolutions were presented by MHCBE to ACSTA for the AGM. Trustees and Administration will plan to attend the AGM in Edmonton.

#### ASBA AGM November 17 – 19, 2013

Note: Trustees and Administration will plan to attend the AGM in Edmonton.

#### CATHOLIC DIOCESE OF CALGARY

Note: Bishop's Dinner 2013 – The annual Bishop's Dinner will be attended by 8 members of our local Catholic School and Parish Community if the Board decides to financially support the event. The proceeds will support local charities as identified by the Diocese of Calgary. The event is in Calgary, October 17, 2013.

#### BISHOP'S DINNER

2811 Motion. Stan Aberle: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education purchase a table of 8 for \$1200 for the Bishop's Centennial Dinner on October 17, 2013".

Carried unanimously.

Note: The charities are: Sheldon Kennedy Child Advocacy Centre, St. Mary's University College and Centennial Seminary Endowment Fund.

Note: Centennial Year Celebrations – The Roman Catholic Diocese of Calgary invites everyone to the Centennial Year End Wrap up on Friday, November 29, 2013 at St. Mary's Cathedral at 7:00 p.m. in Calgary.

#### **COMMITTEE REPORTS**

##### **Medicine Hat Catholic Schools' Education Foundation – Kelly Van Ham**

Note: Next meeting is September 17, 2013.

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

Note: No report.

##### **Representative to Teacher Board Advisory – Warren Stark**

Note: No report.

##### **Representative to ASBA Zone 6- Peter Grad**

Note: Next meeting is this week in Edmonton.

##### **Representative to Support Staff Board Advisory Committee – Warren Stark**

Note: No report.

##### **Representative to Parent Association – Stan Aberle**

Note: Next meeting is Monday, September 30, 2013 at 7:00 p.m. at the Catholic School Board Office.

##### **Representative to Salary Negotiations – ATA – Peter Grad**

Note: We had discussions in June with our local ATA. The next meeting is slated for late October.

##### **Representative to Salary Negotiations – CUPE – Dick Mastel**

Note: We met on August 30, 2013. The next meeting is scheduled for September 24, 2013.

##### **CUPE STAFF BOARD ADVISORY COMMITTEE – Kelly Van Ham**

Note: No report.

##### **Spiritual Leadership Scholarship Award – BI – Kelly Van Ham**

Note: No report.

##### **Spiritual Leadership Scholarship Award – MH – Stan Aberle**

Note: Awards will be presented at the Monsignor McCoy High School Awards night in October. Either the Chair or Vice-Chair will present the award.

##### **Post Centennial Planning Board Representative – Stan Aberle**

Note: No report.

#### **ADJOURNMENT**

Note: The Board Chair called the meeting adjourned.

Note: The meeting adjourned at 5:20 p.m.

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Peter Grad, Board Chair

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Della Dewald, Executive Assistant