

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 March 08, 2016 @ 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
Kym Porter	Director of Early Childhood Services
Della Dewald	Executive Assistant & Communications
Derrian Nau	Communications Officer

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 Peter Grad. Welcome to the Gallery and the Media.

APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING

3067 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 February 09, 2016" as circulated".

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

3068 Motion. Regina Durst: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Action Agenda dated March 08, 2016 as amended".

Note: Add: 10.7 Anonymous Threat
12.7 May 2016 Board Meeting

Carried unanimously.

APPROVAL OF THE NON-ACTION AGENDA

3069 Motion. Robert Risling: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Non-Action Agenda dated March 08, 2016 as circulated".

Carried unanimously.

PRESENTATION

SECTOR 5 ELEMENTARY SCHOOL (SOUTHLANDS)

Note: **Southland School Presentation** – Representatives from Ferrari Westwood Babbit were in attendance to present the Board with drawings for the new Elementary School in Southland.

3070 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the design drawings of the Sector 5 Elementary School (Southlands) as developed".

Carried unanimously.

CORPORATE COMMUNICATIONS

Note: A letter from the Honourable Robert Wanner was received acknowledging receipt of the Board's letter of response to the Minister's Guidelines.

Note: Spreading the Good News – March 2016 Highlights:
Rotary Music Festival, thank you to Students & Staff;
Regional Science Fair, thank you to Students & Staff;
Upcoming Performances Beauty & the Beast Jr. and Jack and Beanstalk;
Congratulations Monsignor McCoy Girls Basketball Conference champs,
thank you and congratulations to the Players and Coaches.

BOARD WORK PLAN

Note: Meetings with local MLA's are arranged for: April 27, 2016 at 6 pm with *Honorable Robert Wanner, MLA for Medicine Hat* and April 26, 2016 with *Mr. Drew Barnes, MLA for Cypress/Medicine Hat*. Trustees confirmed their attendance for the meetings. The Trustees will continue to develop their Agenda and forward to the MLA's prior to the meeting date.

MONSIGNOR MCCOY MODERNIZATION – Standing Item

Note: **Planning and Construction** – Mr. MacPherson reported that construction work continues. The temporary classrooms are operational and final “tuning” is underway. The renovations on the west wing is now underway. Scheduling is still on target. We are working with school administration on the redesign of the Shop and on the plan for furniture and equipment budgets.

Note: **Fundraising** – Mrs. Dewald reported that we have now raised \$126,705 in fundraising to support enhancements not covered by the grant. The communications team continues to develop the Q & A of the modernization. A detailed plan of the circulation strategy will be presented to the Board at the April Board Meeting. We hope by that time, our “new” software implementation will be complete with the online payment choice available. We are wanting to plan the circulation of the Q & A with the online payment feature.

SOUTHLAND ELEMENTARY SCHOOL – Standing Item

Note: **Planning and Construction** – Mr. MacPherson reported the design is being costed and we are awaiting responses. There was an issue with the site in that the soil quality was poor and there will need to be significant remediation of the site. The architect is setting a meeting with the City of Medicine Hat regarding the completion of the traffic impact study. The Development Permit was submitted to the City on February 5, 2016. The subdivision application was sent out and will close March 9, 2106. Other issue include: Water run off on the site; irrigation plan and agreement on operational aspects of the outdoor rink. As the designs are now approved, costing will continue and government approval processes will proceed.

SUPERINTENDENT OF SCHOOLS – JOE COLISTRO

Note: **Anonymous Threat** – Mr. Colistro reviewed the anonymous threat received by a number of our high school students and other high school students in Medicine Hat. The decision was made to send students home from Monsignor McCoy High School following notification of the threat. Protocols were immediately implemented including cancelled field trips for for all schools with students remaining in doors. We implemented a communication strategy with our staff, our parents and general public. Messaging including hard copy information home in backpacks, website, social media, phone fan out and continual contact with local and regional media Radio and TV. High School students returned to school the next day. Safety protocols remained in place for the week, normal school routine then resumed. We will look back at our response to the threat

to evaluate our communication strategy.

Note: **Premier's Office Liaison** – We were contacted by Rick Pollard, Stakeholder Relations Manager for the Office of the Premier, he was asked by the Premier's Office to serve as a liaison with rural stakeholders. He would like to set up a time for our Board Chair and the Superintendent to have a preliminary phone call with him to see where things stand with Medicine Hat Catholic and how our government might work together with us more effectively. A time for a teleconference is being arranged.

Note: **Minister's Guidelines – Policy and Procedures Requirements** – By March 31, 2016 Board's need to submit policy and procedures that address responsibilities under Section 45.1 and 16.1 of the School Act. We are currently updating our existing Policy 1 Division Foundational Statements and AP 160 Safe and Caring Learning Environments and AP 351 Student Conduct. It is noted the guidelines are not legislation. The Board reviewed revisions to Policy 1 for approval of 1st and 2nd reading.

POLICY 1 – DIVISION FOUNDATIONAL STATEMENTS – 1ST READING

3071 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve Policy 1 Division Foundational Statements for 1st reading as presented".

Carried unanimously.

APPENDIX "A"

POLICY 1 – DIVISION FOUNDATION STATEMENTS – 2ND READING

3072 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve Policy 1 Division Foundational Statements for 2nd reading as presented".

Carried unanimously.

APPENDIX "B"

Note: **Strategic Planning 2016** – The Board Strategic Planning Session is scheduled for March 17, 2106 from 4 – 7 p.m. This will include Trustees, Central Office Admin, School Admin, Teachers, Support Staff and Parents from the Parent Association. Adelee Penner from Alberta Education will also join us. The group will begin to develop the strategic priorities for the division for 2016 – 2017.

Note: **Administrative Procedure 260 Field Trips** – We have completed the changes we wish to make to AP 260 – Field Trips. We have revised the AP and developed a series of new forms to accompany the AP. We will now allow the schools to use the forms and will determine as we move forward if further changes may be required.

APPENDIX "C"

INTERNATIONAL FIELD TRIPS - Standing Item

Note: No field trip applications are being presented to the Board at this time.

COMMUNICATIONS REPORT

Note: **Corporate Communications – Della Dewald**

1. Southeastern Alberta Report – This annual publication is circulated to the entire community of Medicine Hat. Publication date is March 2016, MHCBE has a feature page "Inviting Registrations" and "All are Welcome" and "Catholic Schools are a publicly funded, vibrant part of the public education system in Alberta".

2. Rotary Music Festival – MHCBE featured an ad in the Festival Program celebrating the efforts and talents of the competitors.
3. Social Media Platform is expanding to all schools, the social media guidelines are being developed to create consistency and branding of our social medial presence division-wide.
4. Communications Plan will be presented to the Board in April 2016. We had planned to bring it forward in March, however, due to time constraints as a result of our crisis communication response to the anonymous threat, the Communication Plan was rescheduled to present in April.

Note:

School Communications & Social Media – Derrian Nau

1. We continue to work on the Q & A, pictures featuring the construction phases are being taken for the brochure.
2. Our “likes” on Facebook increased from 264 to 309 from Feb 2 – March 4, this is significant in the social media world. Also 36 new Twitter followers, this shows that people are choosing to follow and like us as a reliable and consistent source of information.
3. #MHCBE Schools is being added to posts, this will increase our visibility overall.
4. Working with Community Coming Together to promote their events.
5. All 9 schools were featured in Social Media over the course of the Month.
6. Special Features: 100th day of school; Ash Wednesday; Pink Shirt Day.
7. Website Updates: Addition: newspaper articles photo album (updated daily). Addition: Important Catholic News, we determined this will feature news from the Pope and Bishop and other significant information regarding the Catholic faith.
8. Working with local media to develop relationships to help us promote our school events.

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

2016-2017 SCHOOL YEAR CALENDAR

Note: Draft calendars were reviewed by Staff, Trustees and Parents over the last number of months, the calendar is presented for approval.

3073 Motion. Regina Durst: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2016 – 2017 School Year Calendar as presented”.

Note: Mr. Peter Grad presented a proposed amendment to the calendar.

3074 Motion. Peter Grad: “Amend the calendar so that Teachers begin on Thursday September 1, 2016 rather than Wednesday, August 31, 2016”.

Note: Vote on the Amendment.

Vote: In Favor: 2 Trustees
Opposed: 2 Trustees

Note: Amended Motion is defeated. The original motion was restated.

Carried Unanimously.

APPENDIX “D”

Note: **Edwin Parr Award 2016** – Teresa Sherk from Mother Teresa School will be the Nominee from Medicine Hat Catholic Board of Education for the upcoming ASBA Edwin Parr Award. The Board will invite Ms. Sherk to the April Board Meeting to make a presentation.

Note: **2016 Excellence in Teaching Award** –Trisha Sotropa from St. Mary’s School has been nominated for the Provincial Excellence

in Teaching Award. The Board will invite Ms. Sotropa to the April Board to make a presentation.

SECRETARY-TREASURER REPORT – Mr. Greg MacPherson

Note: **2015 - 2016 Second Quarter Financial Update** – The Board was presented with the 2015 -2016 2nd Quarter update as an executive summary. No motion to approve this update is required, it is presented for information. Mr. MacPherson reviewed the forecasted operations to year-end with a comparison of revenues of expenses. The Board was reminded of its commitment of \$251,000 for the modernization enhancements not covered by the grant.

APPENDIX “E”

Note: **2009 – 2014 Financial Reporting Profile** – This was presented to the Board for information. Alberta Education released the 2009 -2014 financial reporting profile, the report contains financial comparator information with other school divisions in the province.

INCREASE IN THE NUMBER OF TRUSTEES

Note: Trustees were provided with a briefing note reviewing the formal process that must be undertaken to increase the number of Trustees of a Board. In the past 5 Trustees served on the Board, however, with the removal of the Bow Island Ward under Ministerial Order, there are now 4 Trustees serving. Trustee establishment may only be increased at the time of elections. It was noted about \$10,000 of legal costs may be incurred to undertake the process.

3075 Motion. Robert Risling: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education engage in a process for the establishment of a fifth Trustee and authorize Senior Administration to engage with a consultant through the Alberta School Boards Association”.

Carried unanimously.

2017- 2020 CAPITAL PLAN

Note: Annually school boards are required to submit a capital plan. The Board authorized administration to prepare a new 3-Year and 10-Year plan taking into account certain changes in the Division. Administration has been working with a contractor (Ferrari Westwood Babit) to develop that plan and cost it out. The plan should be ready for presentation in the fall. Until then, administration is recommending using the existing plan.

3076 Motion. Regina Durst: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2017 -2020 Capital Plan as presented”.

Carried unanimously.

APPENDIX “F”

Note: **ASBA Bylaw Amendments** – The Board was presented with a letter from the ASBA asking for bylaw amendment proposals from Boards by March 23, 2016. No recommendations were presented by the Board at this time.

Note: **2016 -2017 School Fee Update** – Administration is working through a project with our schools on analyzing how the school fees are being used. The Board Work Plan indicates that the school fees are approved by March 31, 2016 however this is not a requirement in the School Act. The NDP Government is discussing the future of school fees. We will continue the school fee project and discuss further at the April Board Meeting.

MARCH 2016 BOARD MEETING

3077 Motion. Regina Durst: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education hold a 2nd Regular Board Meeting on Tuesday, March 22, 2016 at 7:00 p.m. at the Catholic Education Centre".

Carried unanimously.

MAY 2016 BOARD MEETING

3078 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education move the May Board from May 10, 2016 to May 18, 2016".

Carried unanimously.

Note: **AP 305 Boundary Attendance Areas** – The Board Work Plan has the boundary and attendance areas established by March 31. Administration is not proposing any alterations be made at this time.

PRELIMINARY STAFFING/ENROLMENT

Note: The Board Work Plan has preliminary staffing and enrolments presented to the Board. The Associate Superintendent Human Resources presented an overview of preliminary staffing information. More detailed information will be provided as we move through the staffing process. We are now collecting information from schools and analyzing the demographics. Looking at a simple enrolment roll-over from 2015-2016 enrolment we can start to see the potential enrolment. Overall we would expect a demographic decline of only 15.0 FTE. Several other factors include school projections, grade transition factors, ECS entry and general economic impacts on migration. We will continue to review the enrolment projection through the budget process.

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Mr. Hugh Lehr.

Note: No report.

MEETING RECESS

Note: The Board Chair noted the time of day is 9:02 p.m. and the Board determined it will reconvene this meeting due to the late hour.

3079 Motion. Dick Mastel: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education recess the March 08, 2016 Regular Board Meeting and reconvene at the 2nd Regular Board Meeting on March 22, 2016 at 7:00 p.m.".

Carried unanimously.

Note: The March 22, 2016 meeting will resume at the Early Childhood Educator Report.

Note: The Board Chair called the meeting recessed.

Note: The meeting recessed at 9:02 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant