

MINUTES OF THE REGULAR BOARD MEETING OF THE MEDICINE HAT CATHOLIC BOARD OF EDUCATION HELD at the Catholic Education Centre, 1251 – 1st Avenue S.W., Medicine Hat, Alberta on December 11, 2012 @ 3:00 p.m.

TRUSTEES AND OFFICERS PRESENT

Peter Grad	Chair
Stan Aberle	Trustee
Kelly Van Ham	Trustee
Dick Mastel	Trustee
Warren Stark	Trustee
Clyde Pudwell	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. Warren Stark.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING

2695 Motion. Stan Aberle: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Minutes of the Regular Board Meeting dated November 13, 2012 as amended".

Note: Amendment:
The Board noted that the HPV item on Page 1158 of the minutes reads "no particular concerns have been received" be changed to read: "no significant concerns have been received".

Carried unanimously.

APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING

2696 Motion. Warren Stark: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Minutes of the Special Board Meeting dated November 26, 2012 as circulated".

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

2697 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: Board Meeting Format
Add: HPV

Carried unanimously.

APPROVAL OF THE NON-ACTION AGENDA

2698 Motion. Warren Stark: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Non-Action Agenda as amended".

Note: Amend: Revise the regular Board Meeting times from 6:00 p.m. to 3:00 p.m.

Carried unanimously.

PRESENTATION at 5:00 pm

Note: Mr. Hugh Lehr, Associate Superintendent of Learning Services introduced Mrs. Monica Braat, Teacher and Inclusive Education Facilitator in our School Division. Mrs. Braat presented information on the Literacy for All Initiative in our Division. The project is designed for teachers with students with significant disabilities. We have 30 teachers participating across the province of Alberta collaborating using an online community model. The goals of the project are to: enhance the capacity of participating teachers to better meet the diverse learning needs of students with significant disabilities; create a provincial community of practice to analyze the effectiveness and appropriateness of the MEville to WEville literacy and communication teacher resources in Alberta; support and build teacher understanding of literacy and communication strategies for students with significant disabilities.

CORPORATE COMMUNICATIONS

- Note: A letter was sent to the Minister of Education the Honourable Jeff Johnson requesting a meeting with the Board of Trustees regarding the current funding for MHCBE.
- Note: College Avenue Publishers - A thank you letter was sent to the Board of Trustees from Notre Dame Academy students thanking the Board for their support of the Notre Dame Academy Office Technology Program.
- Note: A letter was received from Alberta Infrastructure regarding the École St. Thomas d'Aquin modular payment which was received.
- Note: A thank you letter was received from the Office of the Catholic Bishop of the Diocese of Calgary for our donation from the proceeds from the MHCBE Centennial Bishop's Dinner held in Medicine Hat in June of 2012.
- Note: Donations will be sought from Division staff on behalf of the late Dr. Roy Wilson. A donation on behalf of the division will then be made to the MH College Foundation to support the "Bring back the Music Program" for Elm Street School and Riverside School.
- Note: A request was received from the Wildrose Party regarding the criteria used for our Division's Capital Planning. A letter was forwarded to the Wilrose Party in response to their request.

APPENDIX "A"

POLICY 8 – COMMITTEES OF THE BOARD

2699 Motion. Stan Aberle: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve first reading of Policy 8 – Committees of the Board".

Carried unanimously.

APPENDIX "B"

POLICY 5 – ROLE OF THE BOARD CHAIR

2700 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve first reading of Policy 5 – Role of the Board Chair".

Carried unanimously.

APPENDIX "C"

BOARD WORK PLAN – DECEMBER 2012

Note: The Board Work Plan determines that the Board will have a discussion regarding School Boundaries prior to the annual February student pre-registration.

2701 Motion. Warren Stark: "THAT the Trustees for the Medicine Hat Catholic Board of Education direct senior administration to seek stakeholder input to review boundaries and provide a report to the Board".

Carried unanimously.

BOARD MEETING FORMAT

Note: The intention is that the Board of Trustees for the Medicine Hat Catholic Board of Education holds an In-Camera Session or a Committee of the Whole Meeting or both prior to a regularly scheduled monthly Board Meeting. No motion was presented. Mr. Aberle stated that the type of meeting would be determined by the items to be discussed as outlined in policy.

SPECIAL BOARD MEETING

2702 Motion. Dick Mastel: "THAT the Trustees for the Medicine Hat Catholic Board of Education hold a Special Board Meeting on Monday, January 28, 2013 at 1:00 p.m. at the Catholic School Board Office".

Note: The purpose of the meeting will be to review the stakeholder input.

Carried unanimously.

HUMAN PAPILOMA VIRUS (HPV) VACCINE

Note: This item was added to the agenda for discussion. In a recent decision, the Calgary Catholic Board of Education engaged their stakeholder community to have discussions about the administering of the Human Papilloma Virus (HPV) Vaccine being offered in Catholic Schools. The Board of Trustees for the Medicine Hat Catholic Board of Education is interested in having further discussion about this topic in particular in relation to potentially seeking stakeholder input.

2703 Motion. Stan Aberle: "THAT the Trustees for the Medicine Hat Catholic Board of Education direct the Superintendent of Schools to commence a consultation process with parents to receive their feedback with respect to offering the administering of the HPV Vaccine in our Division Schools for the Board's further consideration".

Vote: In Favor: Mr. Kelly Van Ham
Mr. Stan Aberle
Mr. Warren Stark
Mr. Dick Mastel

Opposed: Mr. Peter Grad

Carried.

Note: Mr. Grad asked that the vote be recorded.

SUPERINTENDENT REPORT

Note: Administrative Procedure 151 – Parent Inquiries - AP 151 will now include a statement which reads: Anonymous and/or third party complaints, request or inquiries will not be dealt with and the process will not advance further than the person receiving the anonymous complaint.

Note: Website Sponsorship – Input will be sought regarding the potential for website sponsorship opportunities. There would be three levels Platinum, Gold & Silver. Requests for proposals and contracts would be need to be

developed for sponsorship. Trustees discussed the sanctity of the public body, and asked if our parent community is OK with this. We will engage

our parent and school community on this discussion. It was suggested that sponsorship could be targeted toward a particular project including: Religious Education Coordinator position; Bussing for Students to church; Symbolism and Resources etc.

Note: Administrative Procedure 400 – Staff Recruitment - A number of revisions were made as outlined. The AP will be finalized and presented to the Board for information.

Note: Administrative Procedure 408 – Professional Growth Plans - Revisions were made as outlined. The AP will be finalized and presented to the Board for information.

Note: Administrative Procedure 406 – Evaluation of Personnel - Revisions were made as outlined. The AP will be finalized and presented to the Board for information.

Note: Bring Your Own Device (BYOD) – A parent meeting was held on December 05, 2012 at St. Mary's School. Details about the BYOD Initiative were reviewed including the (benefits, security, and digital citizenship policy development). Monday, December 10, 2012 was the official launch date for BYOD. Presently we have 11 teachers at 5 different schools including elementary, middle and high school piloting this project.

Note: Speak Out – A Staff Engagement Initiative – We have engaged our school staff in “Speak Out” Sessions. School staff is meeting with central office senior administration. We are using a Stop, Start, Continue model which gives the opportunity for staff to let us know what we are doing well, what we should start doing and what we should stop doing; excellent feedback has been received on the sessions held thus far. The remaining schools will be visited in January.

APPENDIX “D”

Administrative Procedure 491 – Ambassador for Catholic Education

Note: AP 491 – Ambassador for Catholic Education has been developed for use in nominating individuals or groups to receive the Ambassador for Catholic Education Award. Categories of recognition include Edwin Parr Nominees, Excellence in Teaching Nominees; the Power of One Award; Christian Witness Award; Above and Beyond Individual and Group Award. The Board wants to be sure we acknowledge and recognize our staff, students and parents who make a difference in our school community.

APPENDIX “E”

Administrative Procedure 414 – Employee Recognition

Note: AP 414 – Employee Recognition has been revised. It is proposed that the revised AP become in effect as of December 2012 and that beginning with the 2013-2014 school year, the employee recognition program would begin. Employees are acknowledged for their years of service at 5 year increments. Employees would receive “years of service” pins. In addition, once employees have worked 15 years, an additional gift will be provided and chosen by the employee through an on-line gift program. We have done an initial cost analysis.

Note: The Board is asking for a budget line to be created for the Employee Recognition Program.

APPENDIX “F”

DEPUTY SUPERINTENDENT REPORT

- Note: Student Board Advisory Committee – The Board reviewed the proposed parameters around the implementation of a Student Board Advisory Committee which is outlined in detail in Policy 8 – Committees of the Board. This would be a standing committee.
- Note: School Year Calendar 2013 – 2014. Two options are presented to the Board for information. The options are being circulated at our schools for feedback from staff and parents. Faith Formation Day would be August 29, 2013 with Dr. David Wells as the Facilitator. The calendar reflects 198 instructional days. The final feedback needs to be submitted by January 25, 2013.
- Note: Accountability Pillar Zone Report – A report was presented which analyzed the Accountability Pillar Results for our Division compared to others in the Zone.

APPENDIX “G”

SECRETARY-TREASURER REPORT

QUARTERLY FINANCE REPORT

- 2704 Motion. Stan Aberle: “THAT the Trustees for the Medicine Hat Catholic Board of Education approve the Quarterly Finance Report as presented”.

Carried unanimously.

APPENDIX “H”

TRUSTEE CONFLICT OF INTEREST

- Note: The Board has asked Senior Administration to investigate the potential conflict of interest of Mr. Warren Stark. We are still awaiting a legal opinion.

ASSOCIATE SUPERINTENDENT OF LEARNING SERVICES

- Note: A presentation from Ms. Monica Braat, Teacher regarding the Literacy for All Initiative.

RELIGIOUS EDUCATION COORDINATOR

- Note: Religious Education Survey – A survey was conducted to give us information to help us find ways to enhance and improve Catholic education in our Division. The survey focused on how Catholic faith and values are being reflected in the schools through curriculum, celebrations and relationships.
- Note: Religious Education Community Meeting – A meeting was held on November 23, 2012 to engage discussion with the school board, central office personnel and members of the parish community regarding issues affecting Catholic education. We will continue with the relationship building and collaboration.

COMMITTEE REPORTS

Medicine Hat Catholic Schools' Education Foundation – Mr. Kelly Van Ham

- Note: A meeting was held on November 20, 2012 with a presentation from a student group from St. Michael's School in Bow Island. Two grant applications were received; one from ST. Michael's School BI and one from Mother Teresa School.

Note: The Foundation will be reviewing their constitution and the scholarship criteria. The next meeting is scheduled for Tuesday, January 15, 2013; it is the Annual General Meeting for the Foundation.

Representative to ACSTA – Mr. Dick Mastel

Note: The next ACTSA Meeting is scheduled for February 2013. The meetings are held four times per year.

Representative to Teacher Board Advisory Committee – Mr. Warren Stark

Note: No meeting to-date. Meetings are called as needed.

Representative to ASBA Zone 6 – Mr. Peter Grad

Note: A meeting is held monthly the 2nd Wednesday in Lethbridge. Last meeting was held on November 14, 2012 with the election of Officers. Mr. Riley was elected the Labour Representative. The ASBA Vice-President was in attendance.

Note: Holy Spirit School Division gave a presentation on their Windmill and Solar Project. They have tied it to their curriculum.

Representative to Support Staff Board Advisory Committee – Mr. Warren Stark

Note: A meeting was held on November 28, 2012. Changes to the Support Staff Handbook were reviewed. There was a budget update provided. The next meeting is January 30, 2013. Meetings are held every two months, the dates are not fixed.

Representative to Parent Association – Mr. Stan Aberle

Note: Mr. Peter Grad attended the meeting on behalf of Mr. Aberle.

Representative to Salary Negotiations – ATA - Mr. Peter Grad

Note: Negotiations meeting scheduled for Monday, December 10, 2012 to be held at the Catholic School Board Office 9am – 4 pm.

Representative to Salary Negotiations – CUPE – Mr. Dick Mastel

Note: No meeting. No report.

Representative to Spiritual Leadership Scholarship Award Bow Island – Mr. Kelly Van Ham

Note: No report.

Representative to Spiritual Leadership Scholarship Award Medicine Hat – Mr. Stan Aberle

Note: No report.

Representative to Post-Centennial Board Representative – Mr. Stan Aberle

Note: No report.

ADJOURNMENT

Note: The Board Chair called the meeting adjourned.

Note: The meeting adjourned at 6:25 p.m.

- 1173-

Mr. Peter Grad, Board Chair

Mrs. Della Dewald, Executive Assistant