

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 09, 2016 @ 3:15 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 3:15 p.m.

OPENING PRAYER

Note: The meeting was opened with prayer led by Mr. Dick Mastel.

APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING

3061 Motion. Regina Durst: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Minutes of the Regular Board Meeting dated January 12, 2016" as amended".

Note: Remove the website address from the Field Trip Policy 2016 item; replace with the Government of Canada Advice and Advisories web page as a reference.

Carried unanimously.

APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING

3062 Motion. Robert Risling; "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Minutes of the Special Board Meeting dated January 26, 2016".

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

3063 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Action Agenda dated February 09, 2016".

Carried unanimously.

APPROVAL OF THE NON-ACTION AGENDA

3064 Motion. Robert Risling: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Non-Action Agenda dated February 09, 2016".

Carried unanimously.

PRESENTATION – EXCELLENCE IN CATHOLIC EDUCATION AWARD

Note: **Excellence in Catholic Education** – The Board of Trustees was very pleased to announce that Ms. Carol Kimenius, a Teacher from St. Francis

Xavier School as the recipient of the 2016 Excellence in Catholic Education Award for MHCBE. Carol is recognized for her exemplary faith leadership in preparing our youth to grow into outstanding citizens. She will also be acknowledged by the Council of Catholic School Superintendents Association (CCSSA) at the upcoming SPICE Conference. The Board presented Carol with a Certificate and an engraved Cross. Congratulations Carol!

PRESENTATION – COMMUNITIES COMING TOGETHER (CCT)

Note: **CCT** - Ms. Patti Wagman, CCT Project Coordinator was in attendance to give an update of the CCT Project and the resulting positive experiences of students. It is noted this program was initially to support middle school and high school students but it is now branched out to our elementary schools. The program engages students on how to take care of their own mental wellness. We are now integrated into each of our 9 schools. We are excited about the upcoming Move for Mental Health Fun Run.

CORPORATE COMMUNICATIONS

Note: **Letter from the Board responding to the Minister's Guidelines** – The Board reviewed its communication strategy for circulating their letter responding to Minister Eggen's Guidelines on "Creating Learning Environments that Respect Diverse Sexual Orientations, Gender Identities and Gender Expressions".

1. Letter home via School Newsletters Jan 29, 2016 – with electronic links
2. All Division Staff Jan 29, 2016
3. Copies sent to the Minister of Education, Premier of Alberta, MLA Barnes & MLA Wanner
4. Division Website posting Jan 29, 2016
5. Letter home via hardcopy with students (in backpacks), week of Feb 1- 5, 2016
6. Letter to Catholic community via Parish Bulletin Feb 6, 2016

It was noted by the Superintendent of Schools that we have heard from Parents appreciating the tone of the letter and the leadership of the Board in developing the letter. The Superintendent has also shared the letter with other School Divisions.

Note: **February Registration 2016** – February is Registration Month in all Catholic Schools in Medicine Hat including K- 12 and our Early Learning Programs.

Note: **Letter of Support** – The Board wrote a letter to St. Patrick's Parent Society in support of their St. Patrick's School Playground Expansion and their Community Facility Enhancement Grant application.

APPENDIX "A"

BOARD ORGANIZATIONAL MEETING

Note: The Board determined it is necessary to move the start time of the Board Meeting to accommodate Trustee schedules beginning with the March 8, 2016 Board meeting.

3065 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education move the start times of its regularly scheduled monthly Board Meeting effective March 08, 2016 as follows:
Committee of the Whole Meeting from 1 pm to 3:15 pm
Regularly Scheduled Public Board Meeting from 3 pm to 6 pm
Presentations from 5 pm to 6 pm".

Carried unanimously.

BOARD WORK PLAN

Note: **Meeting with MLA Drew Barnes and MLA Bob Wanner** – The Board will schedule meetings with MLA's to discuss educational issues in our community, our regional and provincially. The Executive Assistant will coordinate the meetings and inform the Trustees. The Board presented a number of discussion topics including: Financial Reporting of Board's to the Province, Teacher Employer Bargaining Authority, School Fees, LBGTQ, Modernization and the New School and Successes.

Note: **Board Policy Review** – As part of the Board's annual work plan the Board review's its 19 Policies to determine any changes that are required. The Board reviewed a number of policies and made a number of suggestions for recommendations. Trustees and Senior Administration will continue to review the Policies accordingly and present changes for 1st, 2nd, and 3rd reading as required.

MONSIGNOR MCCOY MODERNIZATION –Standing Item

Note: **Planning and Construction** – Mr. Greg MacPherson reported that Construction continues on the school. The temporary classrooms are operational and finel tuning is underway. The renovations to the west wing is underway. Scheduling is on target. We are working with school administration on the redesign of the shop. We are working with school administration with the plan for furniture and equipment budgets.

Note: **Fundraising** – Mrs. Della Dewald reported that we have raised almost \$125,000 in fundraising to support enhancements not covered by the grant. The communications team is developing a Q & A for the Monsignor McCoy Modernization. We plan to circulate the Q & A to our parent and parish community to highlight the modernization progress and create opportunity for donation to the fundraising project. Mr. MacPherson further noted that should fundraising not raise the required funds, the Board will need to use monies from Reserves.

SOUTHLAND ELEMENTARY SCHOOL-NEW- Standing Item

Note: **Planning and Construction** – Mr. MacPherson reported the design is being costed and we are waiting for responses. The Architect is setting up a meeting with the City with regards to the completion of the traffic impact study. The development permit went to the City on February 5, 2016. We have met with the City on two occasions regarding the subdivision. We are working on obtaining the survey. Other issues include: Agreement on operational aspects of the outdoor skating rink; Water run off for the site and Irrigation Plan.

SUPERINTENDENT OF SCHOOLS – JOE COLISTRO

Note: **Strategic Planning Meeting Spring 2016** – We have a meeting planned for March 17, 2016 from 4 – 7 pm. In attendance will be Trustees, Central Office Senior Administration, and representation from School Administration, Teachers, Support Staff and Parents. We will also be joined by Adelee Penner from Alberta Education.

Note: **School Based Administrator Growth Supervision & Evaluation AP 418** – Administrators must complete annual Professional Growth Plans (PGP) in accordance in our policy. On October 15th of each school year Administrators complete a PGP plan which is reviewed by the Superintendent and Senior Administration in October in conjunction with the Schools Education Plan. A mid-year review is then conducted in May in conjunction with the Education Plan review. In addition, this year we have 5 Principals and 2 Vice-Principals that will have Evaluations for the purpose of a contract recommendation(s). Principal Evaluations are conducted by the Superintendent with Vice-Principal Evaluations conducted by the Principal.

Note: **Edwin Parr Award** – Each year ASBA Zone 6 honours first year teachers. School Boards nominate a first year K-12 teacher by March 18, 2016. Nominees must complete the nominee consent form. We hope to nominate a Teacher for an Edwin Parr Award this year; we have a number of young vibrant Teachers worthy of the nomination. Principals are working through the process. The Superintendent of Schools is required to authorize the nomination as well.

Note: **January 29, 2016 Division Wide PD Day** – Staff participated throughout the day in professional development activities. Teachers were involved in grade level and subject meetings, learning assistants and behavior associates were involved in a self-regulation workshop, secretaries were involved with the new Kev-Soft program and registration processes for next year while librarians met to talk about library commons. Staff also participated in a Staff Chili Cook-Off competition. It was a fantastic day of learning and wellness.

Note: **Information Technology – Survey** – Division Strategic Priority #4 is to develop a vision for the use of technology to enhance learning. We are commencing work on this priority with a survey to be completed by staff.

COMMUNICATIONS REPORT

Note: **Corporate Communications – Della Dewald**

1. Family Literacy Day – January 27, 2016 –MH News publication
2. 2016 Alberta Winter Games – Feature in the 30,000+ publication from the City of MH. Half Page Ad – Proudly supporting Students as Athletes.
3. Winter Games Activities at Schools featured in the MH News & Social Media.
4. Games Partnership - We are proud to support the Games as a Partner – Photo of City of MH Games Representatives, our Board Chair and Superintendent – feature in the MH News article shared in Board Bulletin.
5. February Registration – Advertising strategy included Print Media, Radio, School Newsletters, Parish Bulletin, Website, Social Media.
6. Radio Ads with a Twist –MHCBE students were the audio voice over for the Radio features. Excellent result.
7. Digital Ads – MH Mall and MH Clinics on display boards.
8. Magnets Signs – 6 School Locations & 3 Public Locations
9. Facebook & Twitter featuring Registration details.
10. Community Classrooms - St. Michael's School, St. Mary's School and Ecole St. Thomas d'Aquin featured on social media.
11. Door of Mercy Publication – A division wide publication will feature all 9 Schools & Board Office doors, this will be shared with stakeholders.
12. Communication Goals & Strategies – Develop a Communications Plan, Strategies to engage our school communities.
13. Website Refresh included reformatting display of Latest News, Media & a Newsroom feature as well as expansion of display on landing page with 5 features rotating.

Note: **School Communications & Social Media – Derrian Nau**

1. Media Release introducing Derrian to staff and trustees. Posted to website and embedded in Board Bulletin.
2. Social Media Activity 60+ posts on Facebook and Twitter for January; 42+ likes on Facebook now at 278.
3. Happy Students, Happy Life – Simple post that included the MHCBE promo video from website. It had the highest amount of views in MHCBE page history of 1203 people reached and 11 shares.
4. Social Media Activity
 - a. Profiling all 9 schools
 - b. Registration Push and Open House information
5. McCoy Modernization – Q & A Development
6. Development of Social Media Strategy

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

Note: **2016 -2017 School Year Calendar** – A draft calendar was presented to the Board during the January Board meeting. The draft has been reviewed by the Division Leadership Team, Teachers and presented to Parents for feedback. A final calendar will be presented for Board approval at the March 08, 2016 Board meeting.

APPENDIX “B”

Note: **Evaluation of Professional Practice Document** – Principals conduct evaluations of Teachers for varying purposes. To assist Principals with this process, a Committee has been struck to develop a new *Evaluation of Professional Practice* document. The document will closely tie in with the Teacher Quality Standard Document currently used in Alberta. The new evaluation document will be ready to implement in the 2016 – 2017 school year.

SECRETARY TREASURER REPORT – GREG MACPHERSON

Note: **Budget Assumptions** – The Board reviewed budget assumptions for 2016 -2017 as circulated. The Board is looking for more information about the French Immersion Program and would like to review the overall program at the March 8, 2016 Board meeting. French Immersion will also be a topic at the Strategic Planning Meeting on March 17th. It was suggested by a Trustee that perhaps French Immersion be a standing item on the monthly Board Agenda.

BUDGET ASSUMPTIONS 2016 -2017

3066 Motion. Regina Durst: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2016 -2017 Budget Assumptions as presented”.

Carried unanimously.

APPENDIX “C”

Note: **Board Work Plan – AP 505 School Fees** – We are in the process of gathering further information regarding school fees in preparation of the Board approving the School Fees in March 2016. We are also waiting for information from Minister of Education, David Eggen regarding the potential elimination of school fees. We may need to delay the approval of the fees, it will depend on the NDP government. We potentially may hold off until the Budget is presented by the government to determine whether the fees will remain status quo, whether they are eliminated or increased or decreased.

It was noted that defining school fees is complicated when determining mandatory fees, extra-curricular fees and how do text books fit into the equation. Our annual division school fees amount to \$150,000.

Note: **Additional Board Meeting** - If an additional Board Meeting is required in March 2016 to approve School Fees or third reading of a Board Policy the date of Tuesday, March 22nd at 7 pm was proposed as a date. No motion was passed.

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – HUGH LEHR

Note: **Syrian Task Force** – A task force has been formed in Medicine Hat. Similar committees have been formed throughout the province. Their role is to plan and prepare for incoming Syrian refugees for housing, medical, education and other supports. 87 have arrived in Medicine Hat; 17 families (35 adults and 60 children). Some families are government funded others are privately funded. Medicine Hat Catholic has received two privately funded families with four children.

Note: **Violent Threat Risk Assessment (VTRA)** – February 10th and 11th there will be training in Level I VTRA; March 15th and 16th Level II training with Kevin Cameron; March 16th at the Esplanade the Regional Protocol will be signed. We are a partner in the Southeastern Alberta Regional VTRA Protocol, we will have a Trustee sign the protocol at the ceremony on behalf of MHCBE.

DIRECTOR OF EARLY CHILDHOOD SERVICES – KYM PORTER

Note: **Job Fair** – MHCBE will be participating in the Spring Job Fair at the MH College on February 24, 2016. We will have a table set up to profile our division. This is a good opportunity to connect with future employees and connect with our community.

Note: **Early Childhood Conference** – On February 6, 2016, the MH College hosted an Early Childhood Conference. Dr. Robbin Gibb, Associate Professor at the Canadian Centre for Behavioural Neuroscience was the keynote. We sponsored a number of our school-based Learning Assistants to attend this event. An excellent PD opportunity.

Note: **Program Unit Funding (PUF) 2015 – 2016 Audit** – Alberta Education provides PUF funding to school authorities to implement educational programming for children with severe disabilities or delays ages 2 years 6 months and less than 6 years of age on September 01. PUF is accessed for a maximum of three years for eligible children. A sampling of 10% of our applications are audited by Alberta Education. We have been very successful in the annual audit process to-date. Funding is based on successful audit results.

RELIGIOUS EDUCATION COORDINATOR – JILL WILKINSON

Note: **Ash Wednesday** – Schools invite Trustees and Senior Administration to attend their Ash Wednesday celebrations. A list of Ash Wednesday prayer service times and locations were shared.

Note: **New Curriculum** – The Grade 1 program is being very well received by the grade 1 students and teachers. Grade level meetings have been held to identify what components of the program can be assessed and reported to parents. Teachers have been collaborating to share resources. One Teacher in fact, will be leading a Praying in Colour Session at the March PD Day. Grade 2 curriculum will be purchased with implementation for the 2016 -2017 school year. All grade 2 teachers will gather to learn the 6 tasks of Catechesis. The roll out for other grades is: Grade 3 & 4 September 2017; Grade 5 & 6 September 2018 and Grades 7 & 8 September 2019.

Note: **BLUEPRINTS & SPICE** – Registration is now open for Blueprints May 3 – 6; and SPICE April 28 – May 1. To-date we have 4 staff attending including the recipient of the Excellence in Catholic Education Award for MHCBE. Interested Trustees please contact Jill as soon as possible.

COMMITTEE REPORTS

Medicine Hat Catholic Schools Education Foundation – Regina Durst

Note: The Annual General Meeting of the Foundation was held January 19, 2016. The August 31, 2015 Financial Statement was accepted. The next meeting is scheduled for March 15, 2016.

Representative to ACSTA – Dick Mastel

Note: No report. Next meeting is February 12, 2016.

Representative to Teacher Board Advisory Committee – Robert Risling

Note: No report.

Representative to ASBA – Peter Grad

Note: The next ASBA Zone meeting is in Lethbridge, February 10, 2016. There is a Board of Directors meeting later in the month where we will be doing strategic planning. Peter will circulate the ASBA Strategic Plan to Trustees for information.

Representative to Support Staff Board Advisory – Regina Durst

Note: A meeting was held on January 20, 2016. There was some discussion about grid placement. There was a request that support staff be emailed the Support Staff Handbook rather than just posted to the Employee Self-Serve website, this would be helpful for staff. Pensionable service for secretaries is being reviewed in relation to full-time equivalency and 205 days. The next meeting is scheduled for April 20, 2016.

Representative to Parent Association – Peter Grad

Note: The next meeting is February 29, 2016.

Representative to Salary Negotiations ATA – Peter Grad

Note: No report. The Teacher Board Employer Bargaining model is continuing to be developed in the province.

Representative to Salary Negotiations CUPE – Dick Mastel

Note: No report.

Representative to CUPE Staff Board Advisory Committee – Robert Risling

Note: A meeting was held on January 14, 2016. The meeting was an excellent exchange of information with good discussion regarding working conditions. Very positive group dynamics. The next meeting is planned for May 16, 2016.

Representative to Spiritual Leadership Scholarship Award – Regina Durst

Note: No report.

Representative to Student Board Advisory Committee – Dick Mastel

Note: No report.

Representative to C2 Adhoc Committee – Robert Risling

Note: No report.

Representative to Monsignor McCoy High School Modernization Adhoc Committee – Regina Durst

Note: No report.

Representative to School Parish Relations Adhoc Committee – Robert Risling

Note: Initial discussions were held to plan a meeting for January 14, 2016. Jill Wilkinson will coordinate the meeting to include representatives from the Parish and the School Community. The meeting is scheduled for March 2, 2016.

CLOSING PRAYER

Note: The meeting was closed in prayer led by Dick Mastel.

ADJOURNMENT

Note: The Board Chair called the meeting adjourned.

Note: The meeting adjourned at 6:53 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant