

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 October 09, 2018 at 6:00 p.m.

TRUSTEES AND OFFICERS PRESENT

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| Dick Mastel | Trustee, Board Chair |
| Robert Risling | Trustee, Vice-Chair |
| Kathy Glasgo | Trustee |
| Peter Grad | Trustee |
| David Leahy | Trustee |
| Joe Colistro | Superintendent of Schools |
| Chuck Hellman | Associate Superintendent Human Resources |
| Greg MacPherson | Secretary Treasurer |
| Hugh Lehr | Associate Superintendent Learning Services |
| Sandra Richard | Religious Education Coordinator |
| Terri Ball | Coordinator of Early Childhood Services Absent |
| Della Dewald | Executive Assistant & Corporate Communications |
| Jessica Caparini | Communications Officer |

OPENING PRAYER

Note: The meeting was opened with prayer led by David Leahy

Note: The Board held it's Annual Organizational Meeting prior to the Regular Meeting.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING SEPTEMBER 11, 2018

3419 Motion. David Leahy: "THAT the Minutes of the Regular Board Meeting dated September 11, 2018 be approved as amended".

Note: Amendment to Motion #3413 re: Superintendent Compensation. Trustee Leahy requested the vote be recorded, it is noted 3 Trustees in Favor, 2 Trustees Opposed. Request was granted to record the vote after the fact.

Vote: In favor: 3 Trustees
Opposed: 2 Trustees

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

3420 Motion. David Leahy: "THAT the Action Agenda dated October 09, 2018 be approved as amended".

Note: Addition: Item #7.6 Amend the Board Work Plan to include Consecration of the District & Schools.

Carried unanimously.

Note: Mr. Leahy noted this Board needs to accept an accolade for the transparency of information listed on our Board Agenda's. He commends the detailed information available on the Agenda for Trustees and the General Public.

APPROVAL OF THE NON-ACTION AGENDA

3421 Motion. Kathy Glasgo: "THAT the Non-Action Agenda dated October 11, 2018 be approved as circulated".

PRESENTATION

Note: Representative Delayne Sackman from MNP was in attendance to present the Board with the Audit Plan for the upcoming Audit. The Audited Financial Statement will be approved by the Board at a meeting in November.

CATHOLIC EDUCATION

Note: **Chaplaincy** – We continue to work toward hiring a Chaplain for MH Catholic Schools. We will be sending a letter to the Diocese of Calgary notifying the Bishop of request for funding from the local parishes to support the position. We will need to determine if this position will be a certificated teacher, the successful candidate must have a theological background.

Note: **Bishop's Dinner** – October 29, 2018 is the day, we are booked one table for MHCBE. We plan to have Trustees, Administration, Parent Representative, School Principal & a Student at our table. We will receive a financial donation from the proceeds of the Bishop's Dinner to support Student Retreats in our Schools-theme: Encountering Christ through Retreats.

Note: **Catholic Education Sunday** – November 4, 2018 Catholic Education Sunday will be celebrated, our Trustees will read the Letter from the Bishop at each of our masses that weekend.

Note: **Notice of Motion** – Trustee David Leahy presented a Notice of Motion submitted October 09, 2018:
Proposed Motion: That Trustees direct administration to engage in discussion with Local parishes in order:
1. to have more of our parents and children baptized through the schools and; or
2. to explore the possibility of RCIC run through our schools

Note: The proposed motion will be presented at the November 2018 Board Meeting.

Note: **Parish & School Connections** – No meeting to-date, no report at this time.

BOARD WORK PLAN

Note: Notice of Motion – Trustee David Leahy presented a Notice of Motion submitted October 09, 2018:
Proposed Motion: That Trustees amend Board Policy and the respective Support Staff Handbooks to allow staff to appeal a termination of employment to the Board of Trustees.

Note: The proposed motion will be presented at the November 2018 Board Meeting.

BOARD WORK PLAN 2018-2019

Note: The Board Work Plan directs the monthly work of the Board. A Board Work Plan was approved at the September 2018 Board Meeting. Five items were noted under September 2018; those 5 items are now embedded into the revised plan. The Board will review the placement of those items and determine any action required from the revised Work Plan. And in addition, Trustee Robert Risling presented the recommendation to further revise the work plan to include the Reconsecration to Mary, this is not a necessary activity, but it is a good practice. In May, the month of Mary, we reconsecrate the District, and invite our Schools to do the same either every October or May. To concecate means to set something aside for a holy purpose.

3422 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the revised 2018-2019 Board Work

Plan to include the Reconsecration to Mary in the School District during the month of May annually.

Carried unanimously.

Note: Boundary Review - Annually the Board reviews boundaries and determines if any changes are recommended prior to February registration. It was noted there are no immediate pressing Boundary change at this time. No motion.

Note: Class Size Survey – The Class Size Survey is presented to the Board on an annual basis and in addition is included in the Annual Education Results Report. The Class Size Survey data will be entered beginning mid-October, the data will then be analyzed by the jurisdiction and once finalized submitted to AB Education on or before November 30, 2018.

APPENDIX “A”

COMMUNICATION STRATEGY

Note: As detailed in Board Policy 2 – Role of the Board, the Board will annually approve a Communication Strategy.

3423 Motion. David Leahy: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2018-2019 Communication Strategy as presented”.

Carried unanimously.

APPENDIX “B”

CORPORATE COMMUNICATIONS

Note: Letter to the City of Medicine Hat relating to Cannabis. – The Board of Trustees wrote a letter to the City of Medicine Hat relating to the Cannabis legislation and public consumption in the City of Medicine Hat.

Note: Alberta Health Services Flu Vaccination Schedules for SE AB – Notice from AB Health Services of the upcoming Flu Clinics.

Note: École St. John Paul II School Grand Opening Celebration – Invitation to our community to attend the School Grande Opening celebration on Monday, October 22, 2018.

APPENDIX “C”

SUPERINTENDENT OF SCHOOLS – Joe Colistro

Note: **Board Retreat** – In the Board Work Plan an Annual Retreat is scheduled for trustees and the District Leadership Team. We will once again this year be inviting Bonnie Annicchiarico to facilitate the retreat. Last year Bonnie presented on the Marks of a Catholic School. The Board determined that December 13, 2018 from 9 am – 3 pm will be the day of the Retreat. This year the topic of the retreat will be Catholic Education: Marks of an Excellent Catholic Leader.

Note: **Sports Academy Review** – The Medicine Hat Catholic Board of Education requested Dr. Daniel Balderson of the University of Lethbridge to evaluate the Notre Dame Sports Academy. The objective of the Sports Academy Review was to contribute to decisions about program modification and continuation that will enhance the effectiveness and efficiency of the academies. The Sports Academy Review which has now been completed, highlights commendations and recommendations. The

report will be reviewed by senior administration, trustees and school based staff in the coming weeks.

Note: **Education Plan** – At the last Board meeting it was decided that school presentations should be held over two to three nights and parents and parishioners should be invited to attend. This was discussed with the DLT at our recent meeting. Guidelines for presentations will be provided to school administrators in the coming week. The School Education Plans will occur on November 22, 2018 at Holy Family Parish Hall, December 5th at Monsignor McCoy High School and December 6th at St. Patrick's Parish Hall, all presentations will be from 6 – 8 p.m., a schedule will be circulated with each school presentation date & time.

Note: **Nutrition Update** – The Nutrition program has started off with great success. We currently have over 500 student's receiving a breakfast or lunch daily. Due to the high participation of students from all 4 school involved, preparation has become a big job and the kitchen at St. Louis is challenging. This has allowed us to look at how we might work closely with the staff and students at Monsignor McCoy High School. As a result we have decided that on 3 or 4 days out of 5, dependent on availability, Monsignor McCoy High School Food Lab will be used for some food preparation. The School Nutrition Program Coordinator and the Foods Instructor from McCoy met to discuss available times. The School Nutrition Program Coordinator can be in the Monsignor McCoy High School Food Lab kitchen for School Nutrition Program preparation and it doesn't affect the Food CTS classes. No additional permits are needed as Monsignor McCoy High School is already inspected and has all the requirements met for AHS. Cambros for Safe food transportation have been ordered and expected delivery is the end of Oct 9-12.

Note: **Bishop's Dinner** - The Bishops Dinner is on Friday, October 19 starting at 5:30pm. This year the focus of the Bishops Dinner will be on supporting youth in our Diocese. The Bishop has granted that money raised at the dinner go towards providing funding of initiatives in each of the 5 Districts within the Diocese. This coming year every student from K-12 in Medicine Hat Catholic Schools will have the opportunity to have an enhanced retreat on the theme "A Personal Encounter with Jesus".

INTERNATIONAL FIELD TRIP- NOTRE DAME TO MARITIMES JUNE TO JULY 2019

3424 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Notre Dame trip to Maritimes June 27th to July 5th 2019. subject to:

- Submitting the final itinerary with confirmation of the number of students
- Submitting all required forms to the Superintendent at least 90 days prior to the trip
- Submitting a plan if a student is denied access to the flight
- Transportation details updated if changes are made
- Swimming guidelines reviewed and adhered to as provided in updated Field Trip AP260 .
- Confirm mass attendance

It is noted the Board has the right to cancel the trip at any time in accordance with AP 260".

COMMUNICATIONS

Note: **Corporate Communications** – The October 2018 report is attached as an appendix to the minutes.

Note: **School Communications & Social Media** – The October 2018 report is attached as an appendix to the minutes.

APPENDIX "D"

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

Note: **Staffing Update** – An overview of staffing was presented to the Board including the number of certificated staff.

SCHOOL YEAR CALENDAR 2018-2019 REVISION

Note: Monday, November 12, 2018 is currently in our calendar as an instructional day, in the revised calendar (attached) it has been changed to a non-instructional day. The calendar revision is a result of a recent change within Employment Standards for Remembrance Day (Nov 11) falling on a weekend. There will be no school for students or staff on Monday, November 12, 2018. November 12, 2018 will be a paid day for district staff based on your regularly scheduled hours of work for that day.

3425 Motion. David Leahy: "That the Board of Trustees for the MHCBE adjust it's 2018-2019 School Year Calendar so that Noember 12, 2018 becomes a day in lieu for Remembrance Day falling on a Sunday".

Vote: In Favor: 3 Trutees
Opposed: 2 Trustees

Carried.

APPENDIX "E"

SECRETARY-TREASURER – Greg MacPherson

Note: **Student Enrolment** – The Board received the Enrolment Report with enrolment as of September 30, 2018. Enrolment numbers were presented Actual to Budget, Actual to Prior Year and Actual to Expected (roll over).

APPENDIX "F"

NOVEMBER SECOND REGULAR MEETING

Note: In November 2018 the Board of Trustees will need to approve the 2017-18 Audited Financial Statements, the 2018-19 Fall Budget Update and the Annual Education Results Report.

3426 Motion. Kathy Glasgo: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education hold a Regular Meeting of the Board under Section 66 of the School Act on November 27, 2018 at 3:30 p.m. at the Catholic Education Centre".

Carried unanimously.

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

Note: **Mental Health Strategy** – A review of Workplace Violence and Harassment Survey, EMental Health, Regional Collaborative Service Delivery, Alberta Edcation Guidelines relating to Seclusion and Restraint, Violence Threat-Risk Assessment, Collaboative Planning Circules, Supporting Individuals Through Valued Attachments. We have excellent mental health support in our schools, we have a unique situation where we have school liaison counsellors in the Elementary, Jr. High and High School.

APPENDIX "G"

INDIGENOUS ACKNOWLEDGEMENT STATEMENT

Note: The Board was presented with Administrative Procedure 192-Indigenous Acknowledgement Statement. The Board approved an Indigenous Acknowledgement Statement to be read at School and District special

events and celebrations. The Medicine Hat Catholic Board of Education acknowledges the historical significance and contributions of Indigenous Peoples and their cultures. In gratitude, the Medicine Hat Catholic Board of Education honours the traditional territory of Indigenous People in the spirit of the Truth and Reconciliation Commission of Canada. Statement.

3427 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Indigenous Acknowledgement Statement as per Administrative Procedure 192.

- *"Before we begin, the Medicine Hat Catholic Board of Education would like to acknowledge that we are gathering on the traditional land of the Blackfoot people who have welcomed here for centuries the Cree, the Métis, other First Nations and Non-Indigenous people. The land is now recognized as the traditional territory of Treaty 7 to the north, west and south and Treaty 4 to the east. In gratitude, the Medicine Hat Catholic Board of Education honours the traditional territory of Indigenous Peoples".*

Carried unanimously.

APPENDIX "H"

COMMITTEE REPORTS

Medicine Hat Catholic Schools' Education Foundation – Dick Mastel

Note: A meeting was held on September 18, 2018, the next meeting is scheduled for the November 21, 2018. A sub-committee was struck to deal specifically with fundraising within the Foundation, that meeting is set for October 17, 2018; this is a new committee for the Foundation. Sandra Richard plans to attend the next Foundation meeting to talk about the Chaplaincy position.

Representative to ACSTA – Dick Mastel

Note: The next meetings will be at the upcoming Annual General Meetings in Edmonton. Mr. Paul McGlohan will be one of the speaker at AGM before the general sessions.. Bylaws presented at the AGM will be for approval. There are going to be term limits for the President position, a two year term limit, which would be six years total on the executive. Our current Vice President will likely not run again. There is no term limit for Directors. Bylaw changes have been signed off by Dentons law firm. We are looking to review the Advocacy Plans and the Bylaws vetted by legal. In 2020 we will move the AGM to Chateau Lacombe in Edmonton currently held at the Westin. Accommodations are at \$170 per night. Discussion to leave the Westin has been ongoing for some time. Not sure where is ASBA is going to end up as there will not be enough room to host both AGM's at one hotel. A brief review of the ACSTA proposed budget included in the board package; the ACSTA has funds in reserve and is spending that down currently. It is important to remember that in May 2020 Mr. David Wells will be in Alberta and available to School Boards for Seminars and Retreats and Professional Development for \$1500 per day plus travel.

Representative to Teacher Board Advisory Committee – Kathy Glasgo

Note: Meeting was held recently, lots of good conversation. This is seen as a valuable group that will continue. Teachers like the Gradual Retirement Program and hope it continues. We talked about having representation from Elementary, Middle/Jr. High and High School at the table.

Representative to ASBA Zone 6 – Peter Grad

Note: A report was circulated from ASBA from their September meeting with a general review of the report by the Trustees. It was noted there is a new

policy making tool that may be of interest to Boards. Greg MacPherson, Chuck Hellman and Peter Grad attended the recent meeting of ASBA regarding central bargaining.

Representative to Support Staff Board Advisory Committee – David Leahy

Note: No report. The meeting is scheduled for the week of October 15th.

Representative to Parent Association – Kathy Glasgo

Note: The Organizational Meeting of Parent Association was held September 24, 2018. Mrs. Jodi Kerr is elected Chair of Parent Association. PACE is coming to Medicine Hat to do a presentation at Holy Family Parish on Tuesday, October 16, 2018, everyone is invited to attend. This group is endorsed by Bishop McGrattan. Parents Advocating for Catholic Education (PACE). We will share information with parents and staff.

Representative to Salary Negotiations – ATA – Mr. Peter Grad

Note: We had excellent negotiations with ATA, very positive.

Representative to Salary Negotiations – CUPE – Mr. Dick Mastel

Note: No report.

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

Note: Next meeting is October 18, 2018 at 3:30 p.m. Trustee Risling is unable to attend. Trustee Glasgo will attend the meeting.

Representative to Spiritual Leadership Scholarship Representative – Mr. David Leahy

Note: Mr. Dick Mastel, Board Chair will present the award the Monsignor McCoy High School Awards evening October 29, 2018 at 7 pm at the high school. It was suggested that perhaps we can remove this monthly Committee Report as it only receives activity once a year.

Representative to Student Board Advisory Committee – Mr. Dick Mastel

Note: No meeting. No report.

Student Enrolment and Retention Committee – Reverend Mr. Robert Risling and Ms. Kathy Glasgo

Note: Next meeting is scheduled for Monday, October 15, 2018 3:30 – 5:30 pm at the School Board Office. Approximately 27 people attending.

CLOSING PRAYER

Note: The meeting closed with prayer led by Mr. David Leahy.

ADJOURNMENT

Note: The regular meeting was called adjourned by the Board Chair.

Note: The meeting adjourned at 9:04 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant