

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 November 13, 2018 at 6:00 p.m.

TRUSTEES AND OFFICERS PRESENT

Dick Mastel	Trustee, Board Chair	
Robert Risling	Trustee, Vice-Chair	
Kathy Glasgo	Trustee	
Peter Grad	Trustee	
David Leahy	Trustee	Absent at 8:24 pm
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 Kathy Glasgo.

APPROVAL OF THE MINUTES OF THE ORGANIZATIONAL MEETING OF OCTOBER 09, 2018

3428 Motion. David Leahy: "THAT the Minutes of the Organizational Meeting dated October 09, 2018 be approved as circulated".

Carried unanimously.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 09, 2018

3429 Motion. Kathy Glasgo: "THAT the Minutes of the Regular Meeting dated October 09, 2018 be approved as circulated".

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

3430 Motion. Peter Grad: "THAT the Action Agenda dated November 13, 2018 be approved as amended".

Note: Table to December Meeting:

Item #6.6.1 Notice of Motion: to engage in discussion with our local parishes

Item #7.3 Develop Board Policy to allow support staff to appeal a termination

Add: Item #11.1.2 Legal Matter
Item #9.8.1 Defibrillators

Carried unanimously.

APPROVAL OF THE NON-ACTION AGENDA

3431 Motion. Kathy Glasgo: "THAT the Non-Action Agenda dated November 13, 2018 be approved as circulated".

PRESENTATION

Note: **Community Coming Together** – Community Coming Together – Representative, Mrs. Patty Wagman from Community Coming Together (CCT) gave a presentation to the Board on the programming currently offered in our Schools. The program is designed to provide Mental Health Wellness programming for students. Programming includes, stress management, anxiety reduction along with many other programs to support students. The program is also designed to access resources and services in the community and to make those connections for students and their families.

CATHOLIC EDUCATION

Note: **Excellence in Catholic Education** – The Board is seeking nominations for the Excellence in Catholic Education Award. A Trustee representative is required to form part of the selection committee.

Note: **Catholic Education Week** – We have created a document with strategies and actions for our Schools and District to promote Catholic Education Week.

Note: **Chaplaincy** – We have contacted our Parish Community stakeholders to request their financial support of a District Chaplain for MHCBE. We will report on the outcome of the requests as we receive responses. A letter has been sent to the MH Catholic Schools' Education Foundation, the Religious Education Coordinator will make a presentation to the Foundation next week. The parish priests have requested we contact the Bishop regarding our financial request from the local parishes. We would like to finalize the job posting for the beginning of December 2018.

Note: **School Parish Community Relations Committee** – The committee met last week, it was a good meeting.

BOARD WORK PLAN

Note: **Superintendent Recruitment** - The Superintendent of Schools for Medicine Hat Catholic Board of Education has announced his intention to retire as Superintendent of Schools for Medicine Hat Catholic Board of Education as of July 31, 2019. The Board reviewed their timeline and process to recruit a Superintendent for Medicine Hat Catholic Board of Education. The Media Release of this announcement will be published today, November 13, 2018. The job posting will be finalized and posted November 14, 2018. The Board formally thanked Mr. Colistro for his exceptional service to Medicine Hat Catholic.

Note: **Accountability Pillar Results** – Mr. Chuck Hellman gave a presentation of the Accountability Pillar Results. Excellent results were reported. The results will be shared with our School Community. We are in the 95th percentile in 10 of 16 categories. The Story of MH Catholic is we continue to do exceptionally well. We have top notch leaders, excellent teachers and support staff and well prepared students.

APPENDIX "A"

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. Historically, class size survey data is required to be submitted on or before November 30, 2018 and is to be included in the AERR. On November 8, 2018 the Minister has announced Class Size Survey data is due by January 15, 2019. It is noted there is a new software application with AB Education that will be available as of November 15th for jurisdictions to begin entering data for 2018-2019.

CORPORATE COMMUNICATIONS

Note: **Safety City Request.** – The Board of Trustees received a letter from the Safety City requesting funds in the amount of \$5,000 to support the program offered in our community.

Note: The Board appreciates the programming offered by Safety City and acknowledges its services delivered to students in Medicine Hat for many years. The Board noted at this time it is unable to financially support the community program, however, may consider it as part of the budget assumption discussion in January 2019.

APPENDIX “B”

Note: **PACE** – Parents Advocating for Catholic Education – A presentation was held in Medicine Hat on Tuesday, October 16, 2018 at 7pm, Staff & Parents were encouraged to attend. A Poster was shared with our school and parish communities. Schools notified our parent community via an electronic school newsletter circulation notice of the event. A number of people attended the event, it is encouraging to see the enthusiasm of this group. We will continue to support and advocate for the PACE.

APPENDIX “C”

Note: **Administrative Procedure 192** – Indigenous Acknowledgement Statement. The Board in consultation with representatives within our community has developed Administrative Procedure 192-Indigenous Acknowledgement Statement. The AP has been posted to the district website & shared within our School community.

APPENDIX “D”

Note: **GRACE** – Grateful Advocates for Catholic Education – A partnership of stakeholders resolutely committed to Catholic Education within the province of Alberta. The Board will advocate for GRACE and support their mission.

Note: **Métis Week** – November 12-16, 2018. Alberta Teachers’ Association – Education for Reconciliation-Walking Together.

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: **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: **Professional Growth Plans and Education Plan Meetings** – By October 15, 2018 each school administrator completed a professional growth plan. School Administrators will meet with central office senior administration between Oct 29 – Nov 2 to review the PGP’s and review their School Education Plans.

Note: **November 2018 Meetings** – The Superintendent of Schools provided a listing of meetings scheduled for November 2018.

Note: **Keysoft Update** – School Cash Online is a tool our district started using in 2017 allowing parents to make purchases online. This year 1,796 parents of students are signed up, this is up from last year, representing 66.3% of the student population.

Note: **Field Trip Administrative Procedure 260** – Processes and procedures regarding Water Activities have been reviewed over the past two years, we have made significant changes to the Field Trip AP, this includes clarification on definitions.

INTERNATIONAL FIELD TRIP- ST. MARY'S TRIP APRIL 8 – APRIL 14, 2020

3432 Motion. Peter Grad: “ THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the St. Mary’s School French Language Arts and Social Studies trip to Quebec/Ontario on or about April 8, 2020 to April 14, 2020 subject to:

- Submitting the final itinerary
- 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 finalized and approved
- Volunteer requirements must meet guidelines in Administrative Procedure 260

It is noted the Board has the right to cancel the trip at any time in accordance with AP 260. It is noted the swimming activity guidelines are under review”.

Carried unanimously.

COMMUNICATIONS

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

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

APPENDIX “E”

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

Note: **New Curriculum** – An update of the upcoming new curriculum was shared with the Board including the timeline for implementation and future curriculum release.

Note: **Fine Arts Academy Review** – The Board will engage the services of Colleen Whidden to conduct the Fine Arts Academy Review. She is an instructor at the MH College in the Mount Royal Education Program. Timeline for the review will see completion by the end of January 2019 with a report to the Board in February.

Note: *It was noted, Trustee, Mr. David Leahy left the Board Meeting at 8:24 p.m.*

SECRETARY-TREASURER – Greg MacPherson

RESURFACING OF ALL-WEATHER TRACK

3433 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education contribute \$5,000 to resurfacing the all-weather track as per the request from the Medicine Hat and District Track and Field Society”.

Carried unanimously.

APPENDIX "F"

Note: **Big Brothers an Sisters Memorandum of Understanding** – The MOU was presented to the Board for information only. The arrangement is the same as in prior years. We are continuing with the partnership.

APPENDIX "G"

Note: **Administrative Procedure 162 – Sharps Safe Disposal** – The draft AP 162 is presented to the Board for review. It has also been presented to the District Leadership Team. It is presented to the Board for information only. The AP will be posted to the District website as of November 14, 2018 will be in effect.

Note: **2019 Modular Submission** – The Modular Plan was reviewed in detail. The plan was shared with the Board for information only. It has been submitted to Alberta Education.

APPENDIX "H"

2018- 2019 TRUSTEE HONORARIUM

Note: An overview of the new tax regulations affecting Trustee honorarium was presented.

3434 Motion. Kathy Glasgo: "That the Board of Trustees for the Medicine Hat Catholic Board of Education move that due to recent changes to Income Tax regulations as applied to Trustees, the Board will adjust Board Policy 7 to reflect a honoraria increase to hold Trustees harmless from the effect of the new tax implications of their honoraria using the 36% tax bracket as a baseline".

Carried unanimously.

Note: This adjustment would be included in the 2018-19 Budget.

Note: Board Policy 7-Board Operations -Article 7 will be modified to account for changes.

Carried unanimously.

Note: **2017 – 2018 School Council Financial Statements** – All financial statements have not been received from Schools as required under Policy 17. We are working with the schools to have them available for December 2018.

APPENDIX "I"

2018-2019 INFRASTRUCTURE MAINTENANCE PLAN (IMR)

3435 Motion. Robert Risling: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2018-2019 IMR Plan in the amount of \$1,038,121 for new projects and \$628,064 for the previously committed projects in progress for 2017-2018".

Carried unanimously.

Note: **ACSTA Facilities Covenant Review** – The Covenant was presented for information. The Board Work Plan states on an annual basis the Board will review the Covenant.

Note: **CAPE Lease** – The lease was presented for information only. The lease extends to the end of May 2019 or earlier to allow CAPE to transfer to their new facilities and to rehabilitate the site.

Note: **Reminder of November 27, 2018 Board Meeting** – A second regular Board meeting for November will be held on Tuesday, Nov 27, 2018 at 3:30 p.m. The Board will: Approve the 2017-18 Audited Financial Statements, Approve the 2018-2019 Fall Budget Update and Approve the AERR and 2018-2021 Three Year Education Plan.

UTILITY RIGHT OF WAY – École St. John Paul II School

3436 Motion. Robert Risling: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve registration of a Utility Right of Way Agreement on the Land Title for for Ecole St. John Paul II School”.

Carried unanimously.

LEGAL MATTER 2017-06-001

3437 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve proceeding with the recommendations from the Board’s lawyer regarding the next steps in the matter”.

Carried unanimously.

APPENDIX “J”

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

Note: **November 16, 2018 Professional Development Day** – The District will host a Professional Development Day on Friday, November 16, 2018. A review of the day was presented to the Trustees.

APPENDIX “K”

COMMITTEE REPORTS

Medicine Hat Catholic Schools’ Education Foundation – Dick Mastel

Note: The next meeting of the Foundation is November 21, 2018.

Representative to ACSTA – Dick Mastel

Note: There is a Directors meeting in Edmonton on November 15, 2018 prior to the ACSTA Annual General Meeting. There will be bylaws presented for members to vote. Trustees have copies of the bylaws.

Representative to Teacher Board Advisory Committee – Kathy Glasgo

Note: The next meeting is scheduled for November 28, 2018.

Representative to ASBA Zone 6 – Peter Grad

Note: A report was circulated prior to the meeting. Report highlights included a review of upcoming Zone meeting agenda; ASBA has shortlisted four people for the Executive Director position; discussions regarding Superintendents contracts and the dues to CASS; Palliser School Division is donating old computers to the Dominican Republic.

Representative to Support Staff Board Advisory Committee – David Leahy

Note: Trustee Leahy was absent. It is noted report was included in the Board Agenda package.

Representative to Parent Association – Kathy Glasgo

Note: An overview of the PACE meeting was shared. Each school reviewed activities occurring within each of our school, this was excellent to hear.

Representative to Salary Negotiations – ATA – Mr. Peter Grad

Note: No report.

Representative to Salary Negotiations – CUPE – Mr. Dick Mastel

Note: No report.

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

Note: The October 18, 2018 was cancelled and rescheduled to December 3, 2018.

Representative to Spiritual Leadership Scholarship Representative – Mr. David Leahy

Note: Trustee Leahy was absent. No report.

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: At an upcoming Board meeting the Superintendent will present a moving forward plan.

CLOSING PRAYER

Note: The meeting closed with prayer led by Kathy Glasgo.

ADJOURNMENT

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

Note: The meeting adjourned at 9:43 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant