

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 December 11, 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
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
Della Dewald	Executive Assistant & Corporate Communications
Jessica Caparini	Communications Officer

OPENING PRAYER

Note: The meeting was opened with prayer led by Robert Risling. The Board Chair thanked the Gallery and Media for attending the meeting.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 10, 2018

3443 Motion. David Leahy: "THAT the Minutes of the Regular Meeting dated November 10, 2018 be approved as circulated".

Carried unanimously.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 27, 2018

3444 Motion. Kathy Glasgo: "THAT the Minutes of the Regular Meeting dated November 27, 2018 be approved as circulated".

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

3445 Motion. Peter Grad: "THAT the Action Agenda dated December 11, 2018 be approved as amended".

Addition: Item #10.3 Voluntary Retirement Package

Carried unanimously.

APPROVAL OF THE NON-ACTION AGENDA

3446 Motion. Robert Risling: "THAT the Non-Action Agenda dated December 11, 2018 be approved as circulated".

PRESENTATION

Note: No presentation.

CATHOLIC EDUCATION

NOTICE OF MOTION

Note: A Notice of Motion submitted by Trustee, David Leahy at the October 9, 2018 Regular Board Meeting for review at the November 13, 2018 Board Meeting tabled to December 11, 2018.

◆ Recommendation:

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

3447 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education direct Administration to engage in discussion with local parishes in order to have more of our parents and children baptized through the schools and to explore the possibility of RCIC run through the Schools".

Carried unanimously.

Note: **Chaplaincy Update** – The posting for the Chaplain is complete with an end date for applications of January 7 with a start date by February 1, 2019.

Note: **Mission Mexico** - We will be acknowledging our commitment to Mission Mexico Day on December 12 by encouraging students/staff to bring a loonie or twoonie to donate. This coincides with our feast for Our Lady of Guadalupe. This is a charity that is sponsored through the Diocese and especially close to many of our staff due to the connection with the Graf family who have established "Alex's Welding Shop" in the region of Mexico which we support. Annette Graf has created a powerpoint and video that she has shared with all schools.

Note: **Week of Prayer for Christian Unity 2019** - Every year between January 18 and January 25, Christians around the world are invited to celebrate a week of prayer for the unity of all Christians. This year, we rejoice to pray with the Christians of Indonesia who have chosen as their theme "Justice, and only justice, you shall pursue.." inspired by Deuteronomy 16:18-20. We will have daily prayers for students and staff during this week and a liturgy for elementary school assemblies will be sent to administrators.

Note: **Keeping Christ in Christmas** - Our schools are partnering again with the St. Patrick's CWL and the Knights of Columbus on their poster/essay contest "Keeping Christ in Christmas". Students are asked to create a poster sharing this message or write a poem, story, letter or video essay on the same topic. These will be displayed in St. Patrick's church hall starting on December 12.

Note: **Catholic Education Week Update** – We will be joining with the other Catholic school boards across the province to plan and organize a Catholic Education Week in May rather than in February. The feedback that we have received from our group last month will be part of the driving force in our initiatives as well.

Note: **Bishop McGrattan's Parish Pastoral Visit** - Bishop McGrattan will be making his first Parish Pastoral Visit to St. Patrick's Parish on Friday, December 14. Father Tomy, Deacon Robert, and I have been working together to plan the school visits that make up part of his visit. Details of the visit will be shared at the Board meeting.

Note: **School Parish Community Relations Committee Report** – No report.

BOARD WORK PLAN

NOTICE OF MOTION

Note: A Notice of Motion submitted at the October 9, 2018 Regular Board Meeting for review at the November 13, 2018 Board Meeting tabled to December 11, 2018.

◆ Recommendation:

That Trustees develop Board Policy and the respective Support Staff Handbooks to allow staff to appeal a termination of employment to the Board of Trustees.

- 3448 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education develop board Policy and the respective Support Staff Handbooks to allow staff to appeal a termination of employment to the Board of Trustees".

Carried unanimously.

Note: It was noted Administration will review and have it ready for September 2019.

Note: ASBA Strategic Plan Review – As noted on the Board Work Plan, the Board will annually review the ASBA Strategic Plan.

CORPORATE COMMUNICATIONS

Note: **Administrative Procedure 132 – Inclement Weather** - The District updated AP 132 – Inclement Weather and shared the documents with Parents in the November School Newsletters.

Note: **Audited Financial Statement, Fall Budget Update, Combined Annual Education Results Report 2018-2021**- Documents were approved by the Board at the November 27, 2018 Board Meeting. Documents were submitted to Alberta Education by November 30th and published on the District website. All documents can be found by searching the documents library.

Note: **Safety City Letter** – A letter was sent to Safety City responding to their request for funding from MHCBE to support their programming. The Board noted in the letter that the request may be considered as part of next year's budget assumptions discussion in January 2019.

Note: **Accountability Pillar Results** – The Board noted it will develop a letter of thanks and congratulations to staff and parents for their hard work as demonstrated in our excellent results on the accountability pillar.

APPENDIX "A"

SUPERINTENDENT OF SCHOOLS – Joe Colistro

Note: **AERR and 3 Year Education Plan** – On December 6th, Senior Administration and our FNMI Lead Teacher met three Field Managers from AB Education to discuss our plan. It was an excellent two hour meeting. They were pleased with our comprehensive report and the time, detail and attention to ensuring it was a meaningful and living document.

Note: **Administrative Procedure 260 – Field Trip Swimming Consent Form** - AP 260 Field Trips, Section 28 outlines the requirements for school participation in water based activities including boating, swimming off-site and in hotel swimming pools. Changes have been made to the AP and will be reviewed and discussed at the meeting. We are in discussion with our Insurance provider to review our changes and revised AP. These changes are to be reviewed by school principals with lead teachers and coaches on a regular basis to ensure compliance.

Note: **MHCBE Board and DLT Retreat-December 13, 2018** – In the Board Work Plan an Annual Retreat is scheduled for trustees and the Division 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 retreat is scheduled for Dec 13th, 9-3 pm at Holy Family Parish Hall. Coffee will be served at 8:30 and

the day will start with an Opening Celebration at 9:00. This year the topic of the retreat will be Catholic Education: Marks of an Excellent Catholic Leader.

Note: **School Education Plan Presentations** - All schools have now presented their School Education Plan to stakeholders. I am very pleased with the effort, passion and thorough presentation given by our school administrators for their respective schools. We have much to be proud of. As we continue to examine ways to engage stakeholders the trustees will need to give thought to how they might want to proceed with Education Plan presentations in the coming year. Congratulations to our school administrators.

Note: **Masses, Christmas concerts and school functions** – Trustees and senior office administration are encourage to attend a school based function, whether that be a school mass, a concert or special school function. Schools celebrate the advent season in a meaningful way embracing our Catholic traditions. Our involvement is much appreciated and it provides an opportunity to engage our parents and staff during this advent season. A list of activities was shared with Trustees.

APPENDIX “B”

INTERNATIONAL FIELD TRIP

Note: No field trip approval.

COMMUNICATIONS

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

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

Note: The Communications Team, Della Dewald and Jessica Caparini gave a presentation of the highlights from the Communications Conference they attended at the end of October 2018.

APPENDIX “C”

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

Note: **AB Education Curriculum Implementation Plan** – Since the November Board meeting, Alberta Education has provided information concerning the implementation plan for the new K-4 curriculum. The highlights include:

- a. January / June 2019 (K-4 Preparatory Phase) – AB Education will prepare to pilot new curriculum. AB Ed will determine questions, methods and participants for field testing. Part of the preparation process will be looking at resources. AB Ed believes approximately 70% of approved resources will continue to be used for the new curriculum. The approved resources will be analyzed to determine appropriateness by resource committees.
- b. September 2019 / June 2020 (K-4 Early Implementation Stage) – This is the pilot year. How schools / classes / teachers get chosen to pilot is not known at this time. (MHCBE will be looking to pilot in a number of schools) Resources/ assessments will continue to be developed.
- c. September 2020 (K-4 Full Implementation Stage) – All teachers will be responsible for the new curriculum.

Note: **Learning Quality Standard Certification** - The new LQS will be implemented by September 2019. Prior to September 1, 2019, teachers who are in a leadership role in the 2018/2019 school year may acquire their leadership certification in two ways:

1. Those working in designated principal roles during the 2018/19 school year, those are acting in the principal role for half of the 2018/19 school year, as well as principals on leave during the year: apply for a grandparented leadership certification.
2. Those in assistant principal, associate principal, vice-principal, or other school jurisdiction leadership roles in the 2018/19 school year: complete a one-time approved in-service training program. This training will be available throughout Alberta. The one-time in-service training opportunities are being developed and provided through a collaborative effort by the Alberta Teachers' Association (ATA), College of Alberta School Superintendents (CASS), and Association of Independent Schools & College in Alberta (AISCA).

VOLUNTARY RETIREMENT PACKAGE

- 3449 Motion. David Leahy: "That the Board of Trustees for the Medicine Hat Catholic Board of Education extend a Voluntary Retirement Package to all certificated teachers who are members of the Alberta Teachers' Retirement Fund who by January 7, 2019 submit a letter of resignation effective January 31, 2019; such employees will be offered a temporary contract effective February 1, 2019 to June 30, 2019 commensurate with their current contractual status".

Carried unanimously.

SECRETARY-TREASURER – Greg MacPherson

Note: **2018-19 1st Quarter Financial Update** – The 1st quarter financial updated was handed out. This is a review of Revenues and Expenses for the three months ended November 30, 2018. This is presented for information, no motion required.

Note: **Playground Pilot Project Submission** – An email from the Education Minister and pilot project information was reviewed. The Ministry of Education is piloting a project for the construction or replacement of school year playgrounds across the province. =\$25 Million was set aside for this project. Senior Administration conducted an assessment of our playgrounds and compared the results to the criteria outlined. Three projects were selected primarily on age and deviation from the current CSA standards for submission for the pilot project. Playground proposals have been submitted for St. Patrick's School, Mother Teresa School and St. Michael's School.

Note: **Solar Panels** - An email from the Education Minister was reviewed. The Government of Alberta is investing \$15 Million into the installation of solar panels. Senior Administration is reviewing documentation and is preparing to submit the expression of interest.

Note: **Playground Trial Results** – The Board reviewed the information package from the City of Medicine Hat. The City has completed school and playground zone trails. Overall there was no trial enhancement which clearly demonstrated an ability to improve driver and pedestrian awareness or compliance in zones. The City's plan is to re-establish the zones to their original condition, implement an education campaign, continue to review parking challenges around the school and investigate alternative road narrowing traffic calming techniques.

Note: The Board of Trustees requested they would like more information about the results and findings from the School & Playground Zone Trails and have extended an invitation to the City of Medicine Hat to an upcoming Board Meeting.

APPENDIX "D"

POLICY 7 – BOARD OPERATIONS

Note: Relating to Trustee Honorariums, Policy 7 - Article 11 required amendments following a motion made at the November 13, 2018 Board Meeting.

3450 Motion. Peter Grad: "That the Board of Trustees for the Medicine Hat Catholic Board of Education approve first reading of the amendment to Policy 7-Board Operations as presented".

Carried unanimously.

3451 Motion. Kathy Glasgo: "That the Board of Trustees for the Medicine Hat Catholic Board of Education approve second reading of the amendment to Policy 7-Board Operations as presented".

Carried unanimously.

APPENDIX "E"

Note: **School Council Reports and Financial Statements** – The 2017-2018 Statements have not been received from all Principals as yet under Policy 17. We are working with the Schools to have them compiled and available for the January 2019 Board Meeting.

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

Note: **School Resource Officer** – The Resource Officer position has been a partnership with MHCBE and the MH Police Service for many years. A description of their roles and responsibility was heard with the Board. This continues to a worthwhile and positive role for our schools.

EARLY CHILDHOOD SERVICES – Terri Ball

Note: **Physical Literacy in Early Learning** – This continues to be a focus for our Early Learning Programs. A presentation Physical Literacy will be given at the January 2019 Board Meeting.

COMMITTEE REPORTS

Medicine Hat Catholic Schools' Education Foundation – Dick Mastel

Note: The meeting was held on November 21, 2018. The next meeting is the Annual General Meeting in January 2019.

Representative to ACSTA – Dick Mastel

Note: There was an increase in the budget of 5.2%, 1.7% of that has to do with increase in enrolment of students across the province. There as an excellent speaker at the ACSTA AGM in November in Edmonton. There continues to be conversations about the PSBAA and their advocacy for one education system, it is the ACSTA's intention not to engage in a public debate.

Representative to Teacher Board Advisory Committee – Kathy Glasgo

Note: We had a meeting in November. There are a few TAPI issues with the new process, but they are working it out and for the most part it is going very well. We were made aware of the glitch in the ATRF pay. The group had a brief discussion about TEBA. There was conversation about transition to retirement programs.

Representative to ASBA Zone 6 – Peter Grad

Note: Last meeting was in November, which was the ASBA Zone 6 organizational meeting with two positions re-elected by acclamation. There is an executive meeting tomorrow in Lethbridge and an upcoming TEBA meeting in Edmonton. The ASBA AGM was held in Edmonton;

there were several policy amendments. Emergent discussions relating to rural busing. There is a new mandatory training program MELT- Mandatory Entry Level Training for bus drivers. Issues continue to arise relating to the public passing school buses unsafely in the rural areas.

Representative to Support Staff Board Advisory Committee – David Leahy

Note: No report.

Representative to Parent Association – Kathy Glasgo

Note: We met on November 26, 2018. Each school gave their report. Senior administration was in attendance and gave an indepth review of our Accountability Pillar Results. We received more advocacy forms signed by parents in support of PACE. We have submitted 900 signatures already.

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: We met on December 3, 2018. This is a great group to work with. Most of our discussions is OH&S and ongoing training. Overall everyone is happy. We did discuss and overarching issue at the high school regarding students in the school after hours under no supervision and no staff in the school. Custodians are raising a concern. We will continue to work with the school to address this, in addition, we will lock down east and west wings with no access to school building after hours.

Representative to Spiritual Leadership Scholarship Representative – Mr. David Leahy

Note: No report.

Representative to Student Board Advisory Committee – Mr. Dick Mastel

Note: No report.

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

Note: This was address earlier in the meeting.

CLOSING PRAYER

Note: The meeting closed with prayer led by Dick Mastel.

ADJOURNMENT

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

Note: The meeting adjourned at 8:27 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant