

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 January 8, 2019 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 DECEMBER 11, 2018

3452 Motion. Peter Grad: "THAT the Minutes of the Regular Meeting dated December 11, 2018 be approved as circulated".

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

3453 Motion. Kathy Glasgo. "THAT the Action Agenda dated January 08, 2019 be approved as circulated".

Carried unanimously.

APPROVAL OF THE NON-ACTION AGENDA

3454 Motion. Robert Risling: "THAT the Non-Action Agenda dated January 08, 2019 be approved as circulated".

Carried unanimously.

PRESENTATION

Note: **Early Learning-Physical Literacy & Early Intervention –** Representatives Ms. Nancy Small and Ms. Robin Seitz from LEAP Physical Therapy were in attendance. Terri Ball, Early Childhood Services Coordinator introduced the speakers. An overview of the services provided to our youngest learners was presented. Services include behavioral support, physiotherapy, occupational therapy and speech including support for mobility and socialization. The goal is to provide support holistically and to the whole child. Strategies are provided at a very early age to develop strategies early to support the child in navigating the school life, the classroom setting and the playground.

CATHOLIC EDUCATION

Note: **Blueprints and SPICE –** SPICE will be held May 2-May 5, 2019, Blueprints May 7-May 10, 2019 at the Pomeroy Kananaskis Mountain Lodge. A review of keynote speakers was presented. The MH Catholic

Schools' Education Foundation has provided grants for 3 staff members to attend. Those interested are directed to contact our Religious Education Coordinator.

- 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 Unity. 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. All Schools will receive the reflection and prayers for the week. Schools will have a powerpoint to be used during the assembly.
- Note: **Brown Bag Lunch Delivery** – Thank you to the MH Catholic Schools' Education Foundation for the grant in the amount of \$3,000 to assist in delivering Brown Bag Lunches daily to students in MH Catholic Schools.
- Note: **Bishop's Visit Update** – The pastoral Bishop's visit to Medicine Hat was excellent. The Bishop visited St. Patrick's Parish and those schools within the Parish. This was a day of celebration in our schools. Mrs. Richard noted she was able to see our schools through the Bishop's eyes and seeing the beauty of MH Catholic. The Bishop engaged with students throughout the day. It truly was a joy filled experience for the Bishop, our Schools & Staff & Students.
- Note: **Face to Face Retreats** – Full day retreats at St. Louis School, St. Francis School, St. Mary's School, Mother Teresa School and St. Michael's School will take place the week of January 14-18, 2019. Trustees are invited to attend any of the retreats.
- Note: **School Parish Community Relations Committee Report** – No report.

BOARD WORK PLAN

- Note: **Budget** - As noted in the the Board Work Plan, the board will approve budget assumptions at the outset of the budget process. The Secretary-Treasurer will prepare a draft budget based on the priorities set out in the 3 year Education Plan. See Secretary-Treasurer Report.
- Note: **AP 505–School Fees** - The Board will begin the process to review School Fees for board approval by Mar 31. See Secretary-Treasurer Report.
- Note: **AP 305–Boundary & Attendance Review** – Annually the Board reviews boundaries and attendance areas. See Secretary-Treasurer Report.
- Note: **Board Policy Review** – As noted on the Board Work Plan, annually the Board determines a process to review Board Policy. At this time, no recommendations were presented by Trustees to review Board Policy.
- Note: **Superintendent Recruitment** – The Board reviewed the recruitment process to fill the vacancy for Superintendent of Schools. The Board met to do an initial shortlisting of applications. Two candidates were shortlisted to be interviewed in February. In addition, the Board plans to extend the job posting with a closing date on the competition until January 31, 2019. Interviews will occur the week of February 11, 2019.

CORPORATE COMMUNICATIONS

- Note: **Thank you Letter to Staff and Parents** – The Board wrote a letter addressed to Staff and Parents in MH Catholic Schools congratulating them on the excellent results as detailed in the Accountability Pillar. The letter was sent to staff and shared with parents in school newsletters.
- Note: **Young Artists Inspired by Nature** – Monsignor McCoy High School along with the other regional local high schools have created art works

now on display at an Art Exhibit at Police Point Park from Jan 3 – 27, 2019. The exhibit is open the general public.

APPENDIX “A”

SUPERINTENDENT OF SCHOOLS – Joe Colistro

Note: **Strategic Planning** – The Medicine Hat Catholic Board of Education has for the past four years at the Annual Board Strategic Planning Session established Board priorities and these priorities to guide the development of School Ed Plans and the Alberta Education Three Year Education Plan. The Annual Board Strategic Planning Session for the 2018-2019 school year has been set for April 4, 2019 from 4-7 pm. Light refreshments will be provided. Once again this year we will be inviting representation from trustees, central office senior admin, school based administrators, support staff and parents.

Note: **Administrator Evaluations** – We have started the process of completing administrator evaluations. Following the guidelines outlined in Administrative Procedure 418 School Based Administrator Growth, Supervision & Evaluation, we will be completing six principal evaluations (completed by the Superintendent) and four vice-principal evaluations (completed by the Principal and Associate Superintendent of Human Resources). The evaluations this year will focus on the nine competencies of the Leadership Quality Standard which leaders are required to demonstrate in their practice, plus reflection on their role using the Marks of an Excellent Catholic Leader.

Note: **Edwin Parr Teacher Award** – We are now starting the process of asking that individuals be considered for the Edwin Parr award for the current school year. This year we are fortunate to have a number of first year teachers in our District. Each year the ASBA honors six outstanding first-year teachers with the Edwin Parr Teacher Award. School boards may nominate any first-year K to 12 teacher who has taught in an Alberta school jurisdiction which is a member of the ASBA. School board nominations are to be submitted to the chair (or designate) of the ASBA zone in our jurisdiction by February 28th 2019. Nomination forms will be posted on the ASBA website by mid-January 2019.

Note: **Marks of an Excellent Catholic Leader Retreat** - On December 13, 2018, principals, vice-principals, trustees and senior administration held their annual Board Retreat. The retreat facilitated by Bonnie Annicchiarico focused on the 5 Marks of An Excellent Catholic Leader. The sessions, which included personal stories and witnessing, included Embrace and Advocate, Foster and Witness, and Gather and Commit.

INTERNATIONAL FIELD TRIP

Note: No field trip approval.

COMMUNICATIONS

Note: **Corporate Communications** – The January 2019 report is attached as an appendix to the minutes.

Note: **School Communications & Social Media** – The January 2019 report is attached as an appendix to the minutes.

APPENDIX “B”

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

Note: **Class Size Report** – Class Size report is finalized and posted to the District website and submitted to Alberta Education. Class Size number for Medicine Hat Catholic Schools for 2018-2019 are reported as: K-3=19.2 / 4-6=20.9 / 7-9=24.6 / 10-12=23.5

APPENDIX "C"

EARLY RETIREMENT REQUEST

Note: **Early Retirement Request** – In accordance with Article 7.4.2.1 of the ATA Collective Agreement, application for ERIP shall be filed no later than April 1st. The Board has received an early request application from two employees. The Board considered the requests as presented.

3455 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education table the Early Retirement Incentive Plan application for Employee #10244 until May 2019".

Carried unanimously.

3456 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education table the Early Retirement Incentive Plan application for Employee #10346 until May 2019".

Carried unanimously.

GRADUAL RETIREMENT PLAN

Note: Annually the Board reviews the Gradual Retirement Plan and determines whether to continue to offer the plan.

3457 Motion. Kathy Glasgo: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education continue to offer the Gradual Retirement Plan".

Vote: In Favor: 0 Trustees
Opposed: 5 Trustees

Motion Defeated.

Note: The Gradual Retirement Plan will be discontinued.

SECRETARY-TREASURER – Greg MacPherson

Note: **Safety City Request** – The Board reviewed a written request from Safety City inquiring about the playground equipment at the former St. Thomas Aquinas School. The Board noted that until we determine whether the facility is surplus to the needs of the District, we make no decision.

APPENDIX "D"

Note: **River Valley Community Church Request** – The Board reviewed a written request from the River Valley Community Church regarding the use of the gymnasium of the former St. Louis School (currently leased by CAPE) until the end of May 2019 or until the site is rehabilitated. The Board noted that at this time, the Church can access the Joint Use Agreement for the use of the St. Louis School.

APPENDIX "E"

BOARD POLICY 7 – BOARD OPERATIONS

Note: At the November 13, 2018 Board Meeting the Board determined amendments were required to Policy 7-ARTICLE 11 relating to Trustee Honorariums. First and Second Reading were approved at the December 4, 2018 Board Meeting. Policy 7-Board Operations is presented for Third Reading.

3458 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve 3rd Reading of Policy 7 as presented".

Amendment: David Leahy: "I move to amend Policy 7–Article 11, to eliminate the \$200 per month".

Amendment: Robert Risling: "I move to amend Policy 7–Article 11, to eliminate the \$200 per month and realign the Trustee percentage and reallocate to the Chair's percentage to protect for the elimination of the \$200 per month".

3459 Amendment to the Amendment
Vote: 3 In Favor
2 Opposed

Carried.

3460 Original Motion:
Vote: 3 In Favor: Robert Risling, Kathy Glasgo, David Leahy
2 Opposed: Peter Grad, Dick Mastel

Note: The vote was requested to be recorded.

Carried.

Note: Board Policy 7 – Board Operations will be revised and posted to the District website.

2018 – 2019 IMR PLAN AMENDMENTS

3461 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education amend the 2018-2019 IMR Plan to include the change table at St. Patrick's School, a door assist in the administration office at Monsignor McCoy High School with the total of the projects amounting to \$7,200 plus non-refundable GST".

Carried unanimously.

2019 – 2020 BUDGET

3462 Motion. Kathy Glasgo: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2019-2020 Budget Assumptions as amended".

Amendment: Edit #11 – Change ATA to Certificated Staff
Add #21 – Addition of a .5 FTE Academy Coordinator for 2019-20

Carried unanimously.

APPENDIX "F"

Note: **AP 505 – School Fees** – As outlined in the Board Work Plan, the school fee process has begun for 2019-20. The Principals will work with school councils. The Board will approval School Fees prior to March 31, 2019.

APPENDIX "G"

Note: **AP 305 – Boundaries and Attendance Areas** – The Board Work Plan, has the review of the Boundaries and attendance areas for approval by March 31. An assessment was made and no changes to the boundaries or attendane areas is needed at this time.

APPENDIX "H"

Note: **Playground Grants** –There has been no further information received on the grant submissions made for three replacement playgrounds at schools.

Note: **Solar Panel Grants** – Administration continues to review the Solar Panel Grant with consideration of submitting a letter of intent. It is expected more information will be available in February 2019.

Note: **2017-18 School Council Financial Statements** – The School Council and Fundraising Society Financial Statements have been generally received from all Principals under Policy 17. The statements are available to Trustees should they wish to review.

Note: **ASEBP Report** – The Alberta School Employee Benefit Plan Report is shared with Trustees for information.

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

Note: **Workplace Violence and Harassment Survey** – A number of recommendations from the survey highlighted work that needed to be done to further ensure the safety and security of all of our staff and students. Thus far following the survey we have developed an Emergency Safety Intervention Policy and Support Space Guidelines; Increased Staff Training including communication and collaboration around support plans and implemented a number of ongoing proactive and regulatory strategies.

Note: **Behavioural Management Associate** – We are experiencing a number of changes within this role assignment in our schools and we are currently reviewing the role of this position in the district overall.

EARLY CHILDHOOD SERVICES – Terri Ball

Note: No further report following the presentation made earlier in the meeting.

COMMITTEE REPORTS

Medicine Hat Catholic Schools' Education Foundation – Dick Mastel

Note: No report. The next meeting is January 11, 2019, it is our first golf tournament meeting of the year.

Representative to ACSTA – Dick Mastel

Note: No report. The next meeting is February 7, 2019.

Representative to Teacher Board Advisory Committee – Kathy Glasgo

Note: No report. The next meeting is scheduled for January 23 or 24, 2019. We continue to review the model of the Teacher Board Advisory Committee. We may determine the previous model for this committee may be more effective in that there is at least one representative from each grade division. We will continue review strategies to engage this committee.

Representative to ASBA Zone 6 – Peter Grad

Note: No report. Next meeting is January 16, 2019.

Representative to Support Staff Board Advisory Committee – David Leahy

Note: No report.

Representative to Parent Association – Kathy Glasgo

Note: No report. Next meeting is scheduled for February 2019.

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: No report.

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: No report. A date will be set for the next meeting.

CLOSING PRAYER

Note: The meeting closed with prayer led by Robert Risling.

ADJOURNMENT

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

Note: The meeting adjourned at 9:15 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant