

**MINUTES OF THE REGULAR BOARD MEETING OF THE MEDICINE HAT CATHOLIC BOARD OF EDUCATION held at Catholic School Board Office, 1251 – 1<sup>st</sup> Avenue S.W., Medicine Hat, Alberta on February 12, 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 JANUARY 08, 2019**

3463 Motion. Peter Grad: "THAT the Minutes of the Regular Meeting dated January 08, 2019 be approved as circulated".

Carried unanimously.

**APPROVAL OF THE ACTION AGENDA**

3464 Motion. Kathy Glasgo. "THAT the Action Agenda dated February 12, 2019 be approved as amended".

Add: GRACE to Committee Reports

Carried unanimously.

**APPROVAL OF THE NON-ACTION AGENDA**

3465 Motion. Robert Risling: "THAT the Non-Action Agenda dated February 08, 2019 be approved as circulated".

Carried unanimously.

**PRESENTATION**

Note: **SFX ACADEMY** – Mr. Nick Gale, Principal of St. Francis Xavier School gave a presentation to the Board of the "new" Sports Academy starting in September 2019 for grades 4-6. The SFX Academy will focus on physical literacy offering skill development in Volleyball, Soccer, Baseball and Basketball. Details about the program are posted on the website. In addition, an Excellence Program will be offered focusing on numeracy & literacy with enrichment activities in robotics and computer programming.

**APPENDIX "A"**

**CATHOLIC EDUCATION**

- Note: **Excellence in Catholic Education** – The nomination process for the Excellence in Catholic Education Award is complete with the award recipient announced this week.
- Note: **Ash Wednesday Services** – The service for Ash Wednesday in our schools was reviewed, Trustees are invited to attend the celebrations at any of our the schools on Wednesday, March 6, 2019.
- Note: **School Sponsored Masses** – The parish community continues to express their appreciation for students and staff for the school sponsored masses. A schedule was circulated for the upcoming Mass. St. Patrick's School is March 17 that Holy Family at 10:30; St. Louis School is May 26 at St. Patrick's Parish and St. Mary's School date to be announced.
- Note: **Grade 6 Retreats** – Retreats for students will begin in the upcoming months. These are full day retreats that give our students an opportunity to learn about the Gifts and the Fruits of the Spirit and to take an inventory of themselves.
- Note: **Knights of Columbus Vocations Challenge** – Schools attached to Holy Family Parish will be involved in the KOC vocation challenge. Students will express their understanding of religious vocation in various media forms as a poster, or short essay, poem or prayer.
- Note: **Religious Education Network** – A committee was formed last year that now completed a scope and sequence for grade 9 religion program that should be ready for piloting in September based upon the curriculum outcomes from the Ontario Catholic Secondary Religious Education Curriculum Policy document. It will be presented to the ACSTA, CCSSA and AB Bishop's for final approval. Another committee will be formed to begin exploring the scope and sequence for our Kindergarten program.
- Note: **School Parish Community Relations Committee Report** – No report.

## **BOARD WORK PLAN**

- Note: **Three Year Education Plan Review and Strategic Priorities Review** – See Superintendent report.

## **CORPORATE COMMUNICATIONS**

- Note: **Media Release SFX Academy** – The District issued a media release announcing the new Sports Academy at St. Francis Xavier School for grades 4 – 6 starting in September 2019.

## **APPENDIX "B"**

### **SUPERINTENDENT OF SCHOOLS – Joe Colistro**

- Note: **Presentation to ASBA Zone 6** – We have been invited by the ASBA Zone 6 to do a presentation on a topic of our choice at one of their upcoming meetings. We have set April 17th for the presentation. After discussing potential topics with senior administration the presentation will center on Balanced Learning, a concept being initiated at École St. John Paul II School. The presentation will take place at the school so that participants can hear and see the resources being used to enhance the program.
- Note: **Administrative Procedure 260 – AP 260 Field Trips** - Section 25 has been updated to include a list of activities that are acceptable or require principal or superintendent approval. They are categorized as Green, Amber and Red. Section 29 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 these have been reviewed and discussed with the District Leadership

Team. Principals will review the changes with lead teachers and coaches to ensure understanding and compliance.

Note: **MH College Students Presentation** – On February, 2019 at the request of Medicine Hat College, the MHCBE senior administration team including the Superintendent and two Associates met with first year students. At the meeting we had the opportunity to provide demographic information, share our District priorities, discuss the Teacher Quality Standard, talk about our AERR results and answer questions. The morning was a great opportunity to connect with aspiring young teachers.

Note: **Strategic Planning Session** – For the past four years at the annual Board Strategic Planning Session the group established Board priorities that guided the development of School Annual Plans and the Alberta Education Three Year Education Plan. We will review the 3 year Ed Plan and current priorities to assist in determining future priorities. The Annual Board Strategic Planning Session for the 2018-2019 school year has been set for April 4th, 2019, from 4-7 pm. A light supper will be provided. We have invited representatives from trustees, central office senior admin, school based administrators, support staff and parents.

Note: **Edwin Parr Teacher Award** – 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. This year we have a number of first year teachers. Administrators were reminded to submit nominations to the District office by February 22, 4pm. Following this, should we have more than one nominee, a committee will be established to select one candidate from our District. School board nominations are to be submitted to the chair (or designate) of the ASBA zone in our jurisdiction by March 15, 2019.

#### APPENDIX “C”

##### **INTERNATIONAL FIELD TRIP**

Note: No field trip approval.

##### **COMMUNICATIONS**

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

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

Note: The Board thanked Ms. Jessica Caparini for her service to the school district this past year. Ms. Caparini has been in a communications role on a temporary assignment filling a leave of absence until March 12, 2019, this is Jessica’s last board meeting. The Board thanked her for her excellent contribution to the school district. The Board presented Jessica with a gift recognizing her service.

#### APPENDIX “D”

##### **ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman**

Note: **No report.**

##### **SECRETARY-TREASURER – Greg MacPherson**

##### **SCHOOL FEES 2019-2020**

3466 Motion. Robert Risling: “Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education approve first reading for the

amendment to Policy 2 – Role of the Board by replacing 9.12 with “Approve school fees as defined by the Minister of Education”.

Carried unanimously.

3468 Motion. Kathy Glasgo: “Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education approve the International Fees for 2019-20 as presented”.

Carried unanimously.

Note: It was noted the fees include the Before and After School Programming Fee and Early Learning Programming Fee.

#### APPENDIX “E”

Note: **Carbon Monoxide Detectors** – Recently there has been attention in the public relating to Carbon Monoxide Detectors (CMD) in Schools. While CMD’s are not required in schools under existing legislation, Medicine Hat Catholic Board of Education has had CMD’s in all building since 2008 and they are replaced as they expire. We are currently undertaking a review if we should expand the number of units. The estimated cost would be approximately \$2,000, a final decision or recommendation by administration.

#### INFRASTRUCTURE MAINTENANCE RENEWAL 2018-19

3469 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education amend the 2018-19 IMR Plan to include the development of a barrier free washroom at St. Francis Xavier School with the total of the projects amounting to \$180,000 not including non-refundable GST”.

Carried unanimously.

Note: **MHCBE 5 Year Financial Profile** – Annually the Board received from AB Education the 5-year financial reporting profile which takes our year-end figures from our financial statements and compares our position to that of all other boards and to boards of a similar size.

Note: **2019-20 Budget** – The Budget cycle has begun. The Board approved the initial budget assumptions. We will begin collecting enrolment projection numbers after the February break. The next step is the release of the provincial budget, specifically the adjustments to the AB Education Funding Manual.

Note: **Solar Panel Grants** – Administration continues to review the Solar Panel Grant with a view of submitting a letter of intent. There was a comment from the Board regarding the HAT SMART grant from the City of Medicine Hat and whether that may assist the district.

Note: **ASEBP** – The ASEBP Trustees’ report is presented for information only.

#### APPENDIX “F”

#### ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Chuck Hellman

Note: **No report.**

#### EARLY CHILDHOOD SERVICES – Terri Ball

Note: **Out of School Care Review** – The objective of the Out of School Care Review is to contribute to decisions about programming that will provide some consistencies across the District and enhance the effectiveness and efficiency of the Out of School Care Programs in MHCBE. Committee representation for the review will include senior level administration;

finance department representation as well as school based administration. Over the next few months we will focus on collecting and compiling data relevant to programming, fee structures, registration processes, etc. Results and recommendations will be discussed with all stakeholders once the review has been completed.

## **COMMITTEE REPORTS**

### **Medicine Hat Catholic Schools' Education Foundation – Dick Mastel**

Note: The foundation members elected a Chair and Vice-Chair. Some discussion about a Priest appreciation event as a fundraiser for the foundation. A review of the upcoming annual golf tournament and a review of the financial statement.

### **Representative to ACSTA – Dick Mastel**

Note: ACSTA is preparing an elections toolkit that will assist school boards with messaging at election time. Discussion regarding a video/documentary relating to reconciliation may be a resource that schools can utilize at the senior high level, we will review to see if our high school has information about this available resource. The ACSTA continues to discuss succession planning for administration, it was noted that one of the challenges for the ACSTA is to advocate following the election with an entirely new slate of contacts with government. Discussion regarding GRACE and PACE and how these organizations can work together. PACE is an umbrella group of GRACE, which was spearheaded by a local organization within Christ the Redeemer. There was general discussion by MHCBE Trustees relating to the ACSTA-Shared Facilities Covenant and the awareness of Bishop McGrattan relating to the document.

### **Representative to Teacher Board Advisory Committee – Kathy Glasgo**

Note: Discussion about OH&S Legislation. The ATA would like to see the Terms of Reference relating to the OH&S committee structure. Discussion continues relating to the structure of TBA and how we can better serve the Teachers and have their concerns brought forward through this group. The TBA is addressed in the collective agreement currently. We need to try hard to create an avenue for Teachers to bring issues forward. In September 2019, we will have a full complement of representative from elementary, secondary and high school. We would like a set agenda with schedule meetings for the year. There was some disappointment with how quickly the Board made the decision to no longer offer the Gradual Retirement Plan.

### **Representative to ASBA Zone 6 – Peter Grad**

Note: There was a presentation about 'unstructured play', a project currently at Holy Spirit. Discussions relating to the new legislation for drivers in Alberta and the impact on Boards; the name of the program is Mandatory Entry Level Training (MELT). School boards are discussing this at the local level with their transportation service providers. We will need to review this legislation on how it impacts our 15 passenger van listed as a commercial bus, our drivers may be required to have this endorsement to meet the commercial requirements.

### **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 25, 2019 at 7pm.

### **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. Next meeting is March 4, 2019.

**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. No meeting has been scheduled.

**CLOSING PRAYER**

Note: The meeting closed with prayer led by Peter Grad.

**ADJOURNMENT**

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

Note: The meeting adjourned at 8:57 p.m.

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Dick Mastel, Board Chair

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Della Dewald, Executive Assistant