

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 March 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	Absent
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	

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 FEBRUARY 12, 2019

3470 Motion. Kathy Glasgo: “THAT the Minutes of the Regular Meeting dated February 12, 2019 be approved as circulated”.

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

3471 Motion. Robert Risling. “THAT the Action Agenda dated March 12, 2019 be approved as circulated”.

Carried unanimously.

APPROVAL OF THE NON-ACTION AGENDA

3471.1 Motion. Peter Grad: “THAT the Non-Action Agenda dated March 12, 2019 be approved as circulated”.

Carried unanimously.

PRESENTATION – EXCELLENCE IN CATHOLIC EDUCATION AWARD

Note: Recipient - The Board of Trustees announced Mr. Ron Blackmer, Principal from St. Michael’s School as the recipient of the 2019 Excellence in Catholic Education Award. This prestigious award recognizes exemplary faith leadership in preparing youth to grow into outstanding citizens. Ron will be formally recognized at the provincial level by the Council of Catholic School Superintendents of Alberta (CCSSA) at the upcoming SPICE conference. The Board extended their congratulations to Mr. Blackmer.

Note: Nominee – The Board recognized Ms. Carol Kimenius as a nominee for the 2019 Excellence in Catholic Education Award. As an award nominee, Carol was acknowledged as an Ambassador for Catholic Education. The Board extended their congratulations to Ms. Kimenius.

CATHOLIC EDUCATION

- Note: **David Wells** –A visit to from David Wells during his next year’s visit to Alberta to provide professional development for Boards across the province, may not be possible due to scheduling and cost (\$1500 plus expenses).
- Note: **Donation Drive** – For two weeks leading up to March 29th, schools and district office gathered items to donate to the local Pregnancy and Family Support Centre, the Champion Centre, and the St. Vincent de Paul Society.
- Note: **Religion Survey** - There will be two religion surveys in the next few months. Firstly from Bishop McGrattan and the task force he has initiated in our Diocese on the spiritual needs of our youth for students in grades 6-12. We have requested the results for our area as well as being part of the greater Diocesan study. The second survey will be for all students in grades 4-12 and parents and staff.
- Note: **Meeting with Parishes** - Father Iqbal and Father Tomy would like to meet with administrators in June to create a calendar for faith events to ensure priests are available for schools. A meeting is scheduled for June 5, 2019 at the Board Office.
- Note: **Chaplain** – We have two applicants for the position. Interviews will be held with an updated provided at the April board meeting.
- Note: **Catholic Education Week** – May 5-10, 2019. We are working with faithleaders from the schools and other Religious Education Coordinators from around the province, ACSTA and the parishes to bring forth ideas that we can implement in our schools.
- Note: **GrACE** – A meeting will be held with community members and representatives from the School district and Parish community. More information to follow.

BOARD WORK PLAN

- Note: **Recruitment of the Superintendent of Schools** – The Board will provide an update regarding the Superintendent of School recruitment process later in the meeting as an item under the Secretary-Treasurer report.
- Note: **Meeting with Bishop McGrattan** – The Board would like the annual meeting with the Bishop to continue. The Board will extend an invitation to the Bishop to meet at the time of confirmation in Medicine Hat.
- Note: **Meeting with MLA** – Following the election in Alberta on April 16, 2019, the Board will contact the MLA’s and extend an invitation to meet with Trustees in the fall of 2019.
- Note: **MHCBE Staff Social** – This item is on the Board work plan annually, however at this time there are no plans to hold the event this year.

CORPORATE COMMUNICATIONS

- Note: **Message from the Premier of Alberta** – A letter from the Premier of Alberta along with a set of four resources was received for Jr. and Sr. High Schools across Alberta titled: *Indigenous Peoples Atlas of Canada* for Monsignor McCoy, St. Mary’s and Notre Dame. Honourable Mr. Bob Wanner, MLA attended Monsignor McCoy in person to present the resources to the school.

SUPERINTENDENT OF SCHOOLS – Joe Colistro

Note: **Strategic Planning Session** – 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. The Planning Session will be an opportunity to review our current priorities, and our 3 year Education plan leading to establishing District Priorities for the 2019-2020 school year. Invitations have been sent out to those who have agreed to participate this year. We have currently have over 25 participants including 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 who has taught in an Alberta school jurisdiction which is a member of the ASBA. This year we have a number of first year teachers and are pleased to announce that we will be nominating one of them. School board nominations are to be submitted to the chair (or designate) of the ASBA zone in our jurisdiction by March 15, 2019.

Note: **International Education** – This year we continued to grow the international education program accepting 2 students at Notre Dame and 3 at Monsignor McCoy. In the fall of 2018 MHCBE will be hosting international students from Korea, Japan, Spain, China, and possibly other countries.

FIELD TRIP MONSIGNOR MCCOY HIGH SCHOOL

Note: Monsignor McCoy is requesting approval for a Panterra Eco-expeditions trip to the Sea of Cortez from April 9-16, 2020. The trip is a Marine Biology excursion that Monsignor McCoy has participated in more than 10 times. The Field Trip Assessment Committee including the Lead teachers for the trip reviewed the application on February 14th. The trip will be discussed at the board meeting.

3472 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Monsignor McCoy High School Panterra Marine Biology trip to Sea of Cortez, Mexico on or about April 9, 2020 to April 20, 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 or entry to the country
- Transportation details finalized and approved
- Close monitoring by school administration of Government of Canada advice and advisories travel webpage for the Mexico
- Every child must pass the Canadian Swim to Survive test to attend the Panterra trip
- Meet any other requirements of the School District insurance provider
- And, it is noted the Board has the right to cancel the trip at any time".

Carried unanimously.

COMMUNICATIONS

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

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

APPENDIX "B"

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

Note: **Recess Summit** – The district received \$15,000 from a Comprehensive School Health Funding Grant to host a Recess Summit in Medicine Hat. We have contracted the services of Dr. Lauren McNamara from Ryerson University. Her area of expertise is the cumulative influence of daily recess on children’s prosocial behaviors, developmental health trajectories and academic success. She will be presenting on the research surrounding recess and play on students’ success and will also be giving concrete ideas and plans on how to make recess effective in improving the social, emotional, physical, behavioral and academic success for students. The summit is scheduled for May 31st and will be held at the Medicine Hat College. Participants from the surrounding school districts as well as the Medicine Hat College are invited to attend. From MHCBE, elementary and middle school administrators and health champions will be attending.

SCHOOL YEAR CALENDARS

3473 Motion. Robert Risling: “THAT the Board of Trustees for the Medicine approve the School Year Calendars for 2019-2020 as circulated”.

Carried unanimously.

APPENDIX “C”

Note: **Staffing** – Chaplain interviews will be held on March 13, 2019. Start date for this assignment is tentatively set for April 1, 2019. We have posted two positions; a Drama Instructor for Monsignor McCoy and a Physical Literacy/Academy Specialist for St. Francis Xavier School. Accurate numbers for the provincial budget will be needed to move further into staffing for next year.

SECRETARY-TREASURER – Greg MacPherson

SCHOOL FEES

3474 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine approve the School Fees as presented”.

Carried unanimously.

APPENDIX “D”

POLICY 2 – ROLE OF THE BOARD

3475 Motion. Robert Risling. “THAT the Board of Trustees for the MHCBE approve 2nd 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 including International student fees, before and after school fees and early learning fees”.

Vote:
In Favor – 3 Trustees
Opposed – 1 Trustee

Carried.

3476 Motion: Robert Risling: “THAT the Board of Trustees for the MHCBE approve 3rd 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 including International student fees, before and after school fees and early learning fees”.

Vote:
In Favor - 3 Trustees
Opposed – 1 Trustee

Carried.

Note: **2018-19 2nd Quarter Financial Update** – Handout of the quarterly report. This is distributed for information for the Board, no motion is required.

APPENDIX “E”

Note: **2018-19 Grounds-Keeping Contract** – A Request for Proposals (RFP) for the grounds keeping contract has closed and was awarded to Medicine Hat Public School Division.

APPENDIX “F”

Note: **Automated External Defibrillators (AED) Administrative Procedure** – AED’s have been purchased and installed in all schools. A draft AP has been developed relating the AED process within the district. It was noted that the AED’s are registered with 911 for emergency response.

Note: **ATA Collective Agreement** - The final wording of the ATA Collective Agreement for Sept 1, 2016 to August 31, 2018 has been agreed to. The agreement has been signed by MHCBE and we are waiting on the final signatures from the ATA. No action required from the Board.

APPENDIX “G”

3-YEAR CAPITAL PLAN AND 10-YEAR CAPITAL PLAN

MOVE IN CAMERA

3477 Motion. Peter Grad. “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education move In-Camera”.

Carried unanimously.

Note: The Board moved In-Camera at 7:38 p.m.

MOVE OUT OF IN-CAMERA

3478 Motion. “THAT the Board of Trsutees for the Medicine Hat Catholic Board of Education move out of In-Camera”.

Note: The Board moved out of In-Camera at 8:36 p.m.

3479 Motion. Kathy Glasgo: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2019 3-year and 10-year Capital Plan as presented and submit it to Alberta Education as required for the 2019 Capital Plan submission”.

Carried unanimously.

EVALUATION OF LANDS AND BUILDINGS SURPLUS TO BOARD REQUIREMENTS

3480 Motion. Robert Risling: Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education in accordance with Policy 19 approve the March 2019 Evaluation of Lands and Buildings Surplus to Board requirements and distribute as required to the City of Medicine Hat and Alberta Education”.

Carried unanimously.

ÉCOLE ST. THOMAS D’AQUIN

3481 Motion. Peter Grad: “Be it resolved that the Board of Trsutees for the Medicine Hat Catholic Board of Eduction transfer ownership of the former École St. Thomas d’Aquin and grounds to Prairie Rose School Division No for one dollar. Prairie Rose School Division No 8 will pay for all costs related to the transfer documents and legal fees, subject to Ministerial approval. If Prairie Rose School Division No 8 ceased to use the former

École St. Thomas d'Aquin as publicly funded school or to shift the program away from providing instruction solely to Mennonite Students from Redcliff and area or in ten-years, whichever occurs first, the School building and grounds ownership will be transferred back to the Medicine Hat Catholic Board of Education for the sum of one dollar".

Carried unanimously.

MEMORANDUM OF UNDERSTANDING

3482 Motion. Kathy Glasgo: "Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Memorandum of Understanding regarding the transfer of Ecole St. Thomas d'Aquin to Prairie Rose School Division No. 8".

Carried unanimously.

FORMER ST. LOUIS SCHOOL (CAPE)

3483 Motion. Peter Grad: "Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education in accordance with Policy 19 declare the former St. Louis School surplus to the needs of the district and start the process to dispose of the school and the land in accordance with the Disposition of Property Regulation".

Carried unanimously.

APPENDIX "H"

Note: **Administrative Procedure 305** – Boundaries and Attendance Areas – At the January 2019 board meeting, the Trustees were provided with an assessment of current boundaries and attendance areas and it has been determined there are no changes required at this time.

Note: **MELT and S-Endorsement** – A briefing note of the transportation regulations was provided specifically dealing with MELT and S-Endorsements. The Minister of Education announced new deadlines and mandatory entry level training. It is noted this will have little impact with us as Southland Transportation has extensive training for drivers. If Boards receive funding we will make sure to seek our proportional share.

Note: **ASEBP** – The ASEBP Trustees' Report is presented for information only.

RECRUITMENT OF SUPERINTENDENT OF SCHOOLS

MOVE IN CAMERA

3484 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education move In-Camera".

Carried unanimously.

Note: The Board moved In-Camera at 8:52 p.m.

MOVE OUT OF IN-CAMERA

3485 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education move out of In-Camera".

Carried unanimously

Note: The Board move out of In-Camera at 9:13 p.m.

3486 Motion. Robert Risling: "BE IT RESOLVED that the Board of Trustees for the Medicine Hat Catholic Board of Education make an offer of

employment for the position of Superintendent of Schools for the Medicine Hat Catholic Board of Education to candidate 245-001, conditional on receipt of ministerial approval, mutual agreement on a contract of employment, and a criminal record check and a child intervention record check satisfactory to the Board”.

Carried unanimously.

3487 Motion: Kathy Glasgo: “ BE IT RESOLVED that the Board of Trustees for the Medicine Hat Catholic Board of Education request Ministerial Approval of candidate 245-001 as the Superintendent of Schools for the Medicine Hat Catholic Board of Education from August 1, 2019 to July 31, 2020 conditional on mutual agreement of a contract of employment”.

Carried unanimously.

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

Note: **Ministerial Order Seclusion Room Standard, February 28, 2019** – An order was issued by the Minister relating to Seclusion Rooms in Schools in Alberta. It was noted that Medicine Hat Catholic schools do not have seclusion rooms as defined in the ministerial order.

APPENDIX “I”

Note: **South Eastern Regional Collaborative Service Delivery Response to Traumatic Death Impacting Children & Youth Protocol** – A protocol has been developed for a regional response to traumatic death in a school community.

EARLY CHILDHOOD SERVICES – Terri Ball

Note: **Out of School Care Review** – The committee met to review and discuss AP 546 as well as the Before and After School program guide. In addition, a parent and staff survey was developed with results shared once the data is collected.

Note: **Early Learning and Kindergarten PD Day** – Kindergarten Teachers, ELP Educators and the Early Learning Team will meet on March 8th to review the calendar for next year, religion resources used in Kindergarten, the role of the Family Liaison Counsellor as well as planning relating to curriculum implementation.

COMMITTEE REPORTS

Medicine Hat Catholic Schools’ Education Foundation – Dick Mastel

Note: Two sub-committee meetings were held, the Foundation awarded three grants. The group spoke about a fundraising dinner celebrating the clergy in the area, with an invitation being extended to Bow Island, Brooks, Oyen, Drumheller. The event is tentatively planned for September 2019 at Holy Family Parish, the event is organized through the Parish community.

Representative to ACSTA – Dick Mastel

Note: Next meeting is planned for June. Trustees received notification by email of an Alberta Catholic School Trustees’ Association Director resignation.

Representative to Teacher Board Advisory Committee – Kathy Glasgo

Note: Discussion about OH&S Legislation in relation to the committee structure, either one committee representing the jurisdiction or one committee per school. There is a meeting tomorrow to review the future structure of

Teacher Board Advisory Committee including a review of the Terms of Reference.

Representative to ASBA Zone 6 – Peter Grad

Note: Next meeting Wednesday, March 20, 2019.

Representative to Support Staff Board Advisory Committee – David Leahy

Note: No report. Trustee Absent.

Representative to Parent Association – Kathy Glasgo

Note: Meeting was held February 27, 2019. Good discussion regarding GrACE. There is lots of excitement in our community as a whole regarding the support and advocacy of Catholic education.

Representative to Salary Negotiations – ATA – Mr. Peter Grad

Note: A meeting will be held in Edmonton this week regarding current central salary negotiations.

Representative to Salary Negotiations – CUPE – Mr. Dick Mastel

Note: No report.

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

Note: Meeting was held March 4, 2019, notes are attached for Trustee review.

Representative to Spiritual Leadership Scholarship Representative – Mr. David Leahy

Note: No report. Trustee Absent.

Representative to Student Board Advisory Committee – Mr. Dick Mastel

Note: We are meeting with St. Mary's students March 28, 2019.

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

Note: No report.

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 9:37 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant