

**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 May 14, 2019 at 4:00 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

**OPENING PRAYER**

Note: The meeting was opened with prayer led by Robert Risling with the Consecration to Mary.

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 09, 2019**

3502 Motion. David Leahy : “THAT the Minutes of the Regular Meeting dated April 09, 2019 be approved as amended”.

Note: Page 1683 under Committee Reports – Edit to read: that the two Support Staff representatives have resigned as members of the executive.

Carried unanimously.

**APPROVAL OF THE ACTION AGENDA**

3503 Motion. Peter Grad. “THAT the Action Agenda dated May 14, 2019 be approved as amended”.

Note: Addition: SRO Contract  
North Flats Neighborhood Lease Agreement  
Budget Approval Date

Carried unanimously.

Note: It was noted the meeting would begin with the Consecration of Mary at 4 pm, the Presentation from Monsignor McCoy will follow at 4:15 pm, the Board will then Recess at 6 pm to attend the Memorial Mass for Sister Mary Anne Mulvihill at Holy Family Parish and the meeting will Reconvene at 8 pm.

**APPROVAL OF THE NON-ACTION AGENDA**

3504 Motion. Kathy Glasgo: “THAT the Non-Action Agenda dated May 14, 2019 be approved as circulated”.

Carried unanimously.

**PRESENTATION – BASEBALL ACADEMY AND FITNESS & PERFORMANCE COURSE**

Note: Mr. Paul Bauche, Principal and Teacher, Mr. BJ Melle from Monsignor McCoy presented an overview of the new programming at the high school starting in September 2019. The Baseball Academy & Performance Course will be offered in partnership with Alberta Sport Development Centre (ASDC). Details and registration info posted on school website or by calling the school.

## CATHOLIC EDUCATION

- Note: **Catholic Education Week** - A review of Catholic Education Week was presented. Brochures unique to each parish were created and handed out, the brochures highlighted what each of the schools within those parishes are doing. Michael Chaisson was a speaker for the day for students at Monsignor McCoy with presentations to St. Mary's School and Notre Dame.
- Note: **Chaplain Update** – A Media Release was issued today, May 14, 2019. The Chaplain will work closely with the Religious Education Coordinator and report directly to the Coordinator and the Superintendent of Schools.
- Note: **Faith Formation Day** – Planned for August 30, 2019, a detailed description of the day will be presented at the June Board Meeting.
- Note: **World Catholic Education** – WCED is May 30, 2019, staff and students will be invited to wear blue on that day.
- Note: **Parish Priests Meeting** - June 5, 2019 is the day planned to have our school administration meet with Parish Priests, a report will be presented at the June board meeting.
- Note: **Catholic Education Course** – We met with the MH College regarding the possibilities of them offering a course in their education program relating to Catholic education. We could potentially create an option course to be offered. The college is open to the idea, we may be able to have our Chaplain assist with this endeavor.
- Note: **STREAM** – A number of us will be attending the STREAM conference in Anaheim. A report on the conference will be presented from those attending.

## APPENDIX "A"

### SCHOOL PARISH COMMUNITY RELATIONS COMMITTEE REPORT–ROBERT RISLING

- Note: This continues to be an excellent committee between our Parish and community with great opportunity to build relationships. Our meetings continue to discuss how to get the schools involved in the parishes, we know the parish must continue to reach out to the schools.

## BOARD WORK PLAN

- Note: **Recruitment of the Superintendent of Schools Update** – The contract for the Superintendent has been accepted and has been submitted for ministerial approval. We hope to receive approval in June, our letter was submitted on April 29, 2019.

## NOTICE OF MOTION

- Note: Trustee, Mr. David Leahy submitted a Notice of Motion re:Trustee Remuneration. The Notice of Motion was presented at the May 14, 2019 Board Meeting. The Motion will be presented at the June 11, 2019 Board Meeting with a proposed 1<sup>st</sup> reading realting to the per diem for non-working Trustees be eliminated and travel to be increased to \$250.

## STAKEHOLDER ENGAGEMENT

- Note: This would be a large stakeholder initiative that could include Town Hall Meetings. We would direct Administration to set it up. Outcome of the engagement process would allow people to speak to talk about what the district should be doing and what they would like to see. Presentations can made, report on results with open ended questions to stakeholders.

- Note: Whereas the district has not conducted a large stakeholder engagement initiative in at least five years.
- Whereas the Board of Trustees is half way through its current term.
  - Whereas best practice in strategic planning calls for the active and timely engagement of all stakeholders.
  - Whereas the district will have a new Superintendent of Schools for the 2019-2020 school years.

3505 Motion. Robert Risling: "Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education direct administration to organize a major stakeholder consultation process to be completed by March 1, 2020".

Carried unanimously.

## **BUDGET**

Note: This is data collection with information and feedback for the Board to assist the Board in possibly what could come in the fall.

- Note: Whereas the new provincial government has indicated that a new budget will not be presented until the fall of 2019.
- Whereas the new provincial government has not made any commitment to increase educational funding to match enrolment growth of inflation.
  - Whereas best budgeting practice involves meaningful consultation with all stakeholders.
  - Whereas the district has established a priority on rebuilding its unreserved surplus.

3506 Motion. Robert Risling: "Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education direct administration to conduct an electronic survey of all stakeholders asking for their responses to the following two questions on or before September 30, 2019".

Note: Where do you think the district can save money?  
Where do you think the district should spend more money?

Carried unanimously.

## **MOTION TO RECESS**

Note: Mr. Dick Mastel, recessed the meeting for the group to attend the Memorial Mass for Sister Mary Anne at Holy Family Parish. The meeting is recessed until 8 pm.

## **MOTION TO RECONVENE**

Note: Mr. Dick Mastel, reconvened the meeting at 8 pm.

## **RETREAT**

Note: This would be a full day retreat, with part of the day dedicated to Trustees and part of the day with Trustees and Administration.

- Note: Whereas the district will have a new superintendent of schools starting on August 1, 2019.
- Whereas the Board of Trustees is half way through its terms.
  - Whereas the Board of Trustees recognize that best practice to on-boarding a senior management employee is to engage that individual in a review and analysis of the current state of all district operations.

3507 Motion. David Leahy: "Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education hold a retreat with the new superintendent prior to September 30, 2019".

Carried unanimously.

## ACCOLADES

Note: Several accolades were made for current and former staff and students and coaches for their support and work within our Catholic schools and Catholic community including former Principals including the current production at Monsignor McCoy High School.

## CORPORATE COMMUNICATIONS

Note: **Minister of Education** – Message from the new Education Minister Adrianna LaGrange.

Note: **Media Release** – Monsignor McCoy High School Baseball Academy and Fitness & Performance Course.

Note: **Spring Sing** – District elementary schools performance May 16, 2019.

Note: **Monsignor McCoy High School Grad Schedule**  
- Thursday May 16, 2019 – 3:30 Mass, Holy Family Parish  
- Thursday, May 16, 2019 – 7:00 Ceremonies, Cypress Centre  
- Friday, May 17, 2019 – 6:00 Banquet, 9:00 Dance, Cypress Centre

Note: **Retirees 2019**- Annually the Board of Trustees hosts a Retiree Dinner to acknowledge employees retiring from the District. The retiree dinner is scheduled for Monday, June 10, 2019. This is an opportunity for the Board to extend a heartfelt thank you to each employee for their years of service and their dedication and commitment in “Showing the Face of Christ to All”. The evening will celebrate and recognize each Retiree. Congratulations to our 2019 Retirees! –  
Joe Colistro, Carol Kimenius, Bernard Kinch, Patty Jo Folliott, Brenda Hammel, Bernard Kinch, Douglas Hendricks

Note: **Chief Gord Earl Scholarships** – We are so excited to award \$100 scholarships to six deserving grade 6 students with the Chief Gord Earl Scholarships. The scholarships will be presented to MHCBE Students on Saturday, June 08, 2019 at 12:30 pm as part of the Medicine Hat Police Service Open House & Community BBQ. Open to the general public. The scholarship are funded by the Medicine Hat Community Foundation.

## APPENDIX “B”

### SUPERINTENDENT OF SCHOOLS – Joe Colistro

Note: **Strategic Priorities – Updated April 10, 2019 - for Board approval**  
On April 4th, 2019 the Medicine Hat Catholic Board of Education held their Annual Board Strategic Planning Session to reflect on the success of the current priorities and establish Board priorities for the 2019-2020 school year. Priorities were updated based on the feedback received from the trustees at the April meeting. The priorities have been shared with the DLT and the Parent Association group.

3508 Motion. Kathy Glasgo. “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2019-2020 Strategic Priorities”.

Carried unanimously.

Note: **AP 260 Field Trips** – AP 260 Field Trips has been updated and posted to our website. The changes include guidelines around swimming and when swimming consent forms are required. Please refer to Water Activities section 27 and Swimming Activities section 28 for recent updates. I reviewed these sections at the recent DLT meeting as well as the Field Trips forms that are currently posted.

## APPENDIX “C”

## INTERNATIONAL FIELD TRIPS

Note: Two trips presented for Board approval.

### International Field Trip – Monsignor McCoy Girls Basketball Phoenix Dec 2019

3509 Motion. David Leahy: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Monsignor McCoy High School Girls Basketball trip to Phoenix, Arizona on or about Dec 26, 2019 to Dec 31, 2019 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
- 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.

### International Field Trip – Monsignor McCoy Boys Basketball LA/SanDiego Dec 2019/20

3510 Motion. Robert Risling: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Monsignor McCoy High School Boys Basketball Trip to LA/SanDiego 2019/20 on or about December 26, 2019 to January 02, 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
- 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 May 2019 report is attached as an appendix to the minutes.

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

## APPENDIX “D”

### ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

Note: The Medicine Hat Catholic Board of Education acquires and authorizes our High School to offer locally developed courses to students. The Religious Education (Roman Catholic) 15/25/35 courses are adapted from Edmonton Catholic Separate School District #7. Religious Education (Roman Catholic) courses belong to the Alberta Catholic School Trustees’ Association. Edmonton Catholic Schools. Administers these courses. Medicine Hat Catholic Board of Education has acquired the courses from Edmonton Catholic Schools.

3511 Motion. Peter Grad. “THAT the Medicine Hat Catholic Board of Education authorizes Monsignor McCoy High School to offer the Locally Developed Course titled: Religious Education 15, 25, 35 in 3 & 5 credit courses beginning in September 1, 2019 to August 31, 2022 as acquired from Edmonton Catholic Separate School District #7”.

Carried unanimously.

**SECRETARY-TREASURER – Greg MacPherson**

**2022 SPECIAL OLYMPICS**

3512 Motion. Kathy Glasgo: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education send a letter of support to the bid committee for the 2022 Special Olympics Canada Games”.

Carried unanimously.

Note: **ASEBP Report** – For information only.

Note: **IMR Update** – NDA Parking Lot South Entrance. The IMR plan for the past few years had a project included for the development of a south entrance from the parking lot. We had a plan to split the cost three ways between MHCBE, the City of MH and the YMCA with each contributing \$20 - \$25,000. In a recent meeting the YMCA has decided not to proceed with the funding project. We will meet with the School and with the City of MH in May to discuss the future of the project.

**SRO CONTRACT**

3513 Motion. Peter Grad: “ THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2019-2020 School Resource Officer as presented”.

Carried unanimously.

Note: **North Flats Neighborhood Lease Agreement** – The agreement was presented for information only.

Note: **Budget Approval Date** - The Board set a Board Meeting for June 25, 2019 at 6 pm for the budget approval.

APPENDIX “E”

**ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr**

Note: **Move for Mental Health** – The Move for Mental Health Run was held on May 4, 2019. A video from the day was presented.

**EARLY CHILDHOOD SERVICES – Terri Ball**

Note: **Out of School Care Review** – Data for the parent and staff surveys has been collected at the school level. The committee continues to look at developing more effective and efficient registration forms, program plans and parent handbooks. We have met with our Child Care Licensing Officer and Child Care Licensing Supervisor to discuss processes and licensing requirements. We will be forwarding our final documentation to them and asking for feedback as to how we can assure that we are effectively meeting licensing requirements across the district.

Note: **Early Learning and Kindergarten PD Day** – Kindergarten and early learning teachers participated in a one day training session in order to facilitate implementation of the Early Years Evaluation Teacher Assessment for the 2019 - 2020 school year. We discussed the skills that will be evaluated with suggestions for observing these skills in our kindergarten classrooms. We also learned about integrating existing classroom activities as well as how to incorporate into purposeful, play-based learning. The remainder of our early learning team participated in an information sharing session. Together, we worked through a module on Trauma Informed Care. We discussed the character qualities required for the Trauma Informed Care approach as well as the importance of building strong relationships in order to foster healing and recovery. We also reviewed the guiding principles for Trauma Informed Care and how

they can help define our roles as well as our practice as we work with children, families and colleagues.

## **COMMITTEE REPORTS**

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

Note: No report.

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

Note: Meeting was held on June 13th and 14th. We did attend a teleconference as part of the Budget Committee to review ACSTA Budget Assumptions. It was noted the white document needs to be completed on behalf of the Board and submitted to ACTA by the end of May 2019. Lots of discussion about ACSTA membership voter rights and the implications if a Trustee contravenes a bylaw.

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

Note: We met on 1st of May we plan to revert to the original format of Teacher Board Advisory wherein we have representatives from each division. There will be four meetings per year: October, January, March and June. There were a number of concerns raised relating to Gradual Retirement Program elimination and ERIP's not being approved.

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

Note: Edwin Parr Nominee Mr. Wyatt Sehn, 1st year Teacher from St. Mary's School representing MH Catholic Schools will attend the ASBA Banquet in Taber on May 15, 2019 along with invited guests including representatives of Trustees and Senior Administration. Good Luck Wyatt. There is an ASBA Zone 6 Meeting tomorrow prior to the banquet. They will present a preliminary budget prior to the June Spring General Meeting. Dr. Vivian Aboud will be presenting the budget tomorrow. The budget is pretty good. Observations: no fee increase for the next three years and the Association is obligated for a leasing agreement until 2028. Discussions relating to buy or build or keep on renting the facility space for the ASBA, it has been discussed they will continue to rent until 2028.

### **Representative to Support Staff Board Advisory Committee — Mr. Robert Risling**

Note: At a recent meeting, the Support Staff Board Advisory Committee Terms of Reference were reviewed including the changes made in the Support Staff Handbook. Also to-date, meetings have been held with support staff board advisory representatives. Concerns have been raised by support staff including disparity in rates of pay, professional development and consistency and standards in training from school to school. A meeting is scheduled for May 29, 2019, we will communicate what our commitment is.

### **Representative to Parent Association – Kathy Glasgo**

Note: We met on April 29, 2019. Presented information from GRACE. Each school will receive a copy of Grace video. Kathy will attend at schools if invited. We talked about don't forget school council is not just fundraising, but that it's a mission of charity.

### **Representative to Salary Negotiations – ATA – Mr. Peter Grad**

Note: A meeting is scheduled for June 6, 2019. We can meet prior to that meeting to discuss the beginning of negotiations.

### **Representative to Salary Negotiations – CUPE – Mr. Dick Mastel**

Note: We are expecting within the next 45 days CUPE to send us a letter to begin negotiations.

**Representative to CUPE Staff Board Advisory - Mr. David Leahy**

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.

**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 9:28 p.m.

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Dick Mastel, Board Chair

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Della Dewald, Executive Assistant