

**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 June 11, 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
Derrian Hallas	Communications Officer

**OPENING PRAYER**

Note: The meeting was opened with reading & reflection led by Trustee, Robert Risling.

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF May 14, 2019**

3514 Motion. Robert Rising: "THAT the Minutes of the Regular Meeting dated May 14, 2019 be approved as circulated".

Carried unanimously.

**APPROVAL OF THE ACTION AGENDA**

3515 Motion. Kathy Glasgo. "THAT the Action Agenda dated June 11, 2019 be approved as amended".

Note: Addition: Item #10.4 Support Staff Salary increase.

Carried unanimously.

**APPROVAL OF THE NON-ACTION AGENDA**

3516 Motion. Peter Grad: "THAT the Non-Action Agenda dated June 11, 2019 be approved as circulated".

Carried unanimously.

**CATHOLIC EDUCATION**

Note: **Religious Education Network** – Pearson, the publisher of Growing in Faith, Growing in Christ are looking for reviewers for the upcoming Gr 7 & 8 resources. As well Pearson is interested in developing future AB Curriculum Resources that would have a Catholic option. St. Mary's University currently offering elementary Bachelor of Ed Program hoping to have a secondary program in the fall of 2020. The CCSSA have endorsed the piloting of the new Scope & Sequence for our Gr 9 Religion courses.

Note: **Meeting with Parish Priests and Administrators** – On June 5<sup>th</sup>, the three priests, our Chaplain, Parish Secretaries and one Administrator from each school met to our masses, liturgies and church visits for the year.

Note: **Southern AB Religious Education Commission** – Met with Director of Pastoral Ministry and Moderator of the Curia, Father Curia including a FACETIme with our Vicar of Education, Father Noel Farman about the results of the survey administered to youth in our Diocese.

Note: **Faith Formation Day 2019** – August 30, 2019 Faith Formation Day is planned with guest speaker Steve Angrisano.

#### APPENDIX “A”

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

Note: From the visit with Bishop McGratten a recommendation was for the Parish to support out Youth Minister. Deacon Robert is part of the committee that will meet monthly, this new group will look at the structure of youth ministry and how to support it.

#### **BOARD WORK PLAN**

Note: **Work Plan for 2019-2020** – The Board Chair, Superintendent & Executive Assistant will meet to draft the 2019-2020 Board Work Plan that will be approved by the Board at the September 2019 board meeting.

Note: **Staffing Report** – Item #10; ASBA Spring General Meeting – Item #14; 3<sup>rd</sup> Quarter Financial Report Item #11.

Note: **Retiree Dinner** – At a special evening the Board honoured those retiring from the School District. On behalf of the Board of Trustees for the Medicine Hat Catholic Board of Education, thank you for your faith filled service. Congratulations and all the best to our retirees: Joe Colistro, Bernard Kinch, Patty Jo Foliott, Brenda Hammel, Carol Kimenius, Maureen Woelfle, Douglas Hendricks

Note: **Meeting with MLA Barnes** – Tentative dates to meet with MLA Drew Barnes have been set, however, due to calendar conflicts the meeting will be rescheduled to the fall of 2019. New dates will be proposed after Sept 1, 2019.

#### **RATIFY THE APPOINTMENT OF THE SUPERINTENDENT OF SCHOOLS**

Note: The Ministerial Order has been received appointing Mr. Dwayne Zarichny, Superintendent of Schools for Medicine Hat Catholic Board of Education.

3517 Motion. David Leahy: “Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education appoint Mr. Dwayne Zarichny as Superintendent of Schools for the Medicine Hat Catholic Board of Education for the period of August 1, 2019 to July 31, 2020”.

Carried unanimously.

#### **RATIFY THE CONTRACT OF EMPLOYMENT – SUPERINTENDENT OF SCHOOLS**

3518 Motion. Kathy Glasgo: “Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education ratify the contract of employment for Mr. Dwayne Zarichny as Superintendent of Schools for Medicine Hat Catholic Board of Education for the period of August 1, 2019 to July 31, 2020”.

Carried unanimously.

#### APPENDIX “B”

#### **CORPORATE COMMUNICATIONS**

- Note: **Media Release** – A media release was issued May 16, 2019 announcing the Appointment of the Superintendent of Schools effective August 1, 2019.
- Note: **Media Release** – A media release was issued May 13, 2019 announcing the appointment of a Chaplain for MH Catholic Schools.
- Note: **Retirement Come & Go Tea for Mr. Joe Colistro** – The district hosted a Come & Go Tea on Monday, June 17, 2019 for our community to stop by the Board Office to say farewell to Mr. Colistro. The Board extends their sincere appreciation to our outgoing Superintendent of Schools who will be retiring at the end of this school year. Mr. Colistro has provided exemplary leadership for Medicine Hat Catholic Schools during his 5 year tenure. His strong commitment to Catholic education and his well as his emphasis on building positive relationships both within and outside of the school community, was an excellent addition to our Catholic Schools. Thank You & Farewell, Mr. Colistro!
- Note: **Chief Gord Earl Scholarships** – Medicine Hat Catholic Schools nominated 6 students, one from each of our elementary schools to receive a Gord Earl Scholarship funded by the Medicine Hat Community Foundation. Each of the students will be awarded their scholarship at the Medicine Hat Policy Service Community BBQ on June 8th. Congratulations Students! A letter will be provided to the Community Foundation acknowledging the scholarships awarded.
- Note: **Student Vote!** – The recent Alberta Election had the highest turnout to-date of more that 173,00 students from 1,250 schools participate in casting a ballot. **Medicine Hat Catholic Schools had 7 schools registered with 327 cast ballots on Student Vote Day.**
- Note: **Terry Fox Foundation** – Letter received from The Terry Fox Foundation – Congratulations Medicine Hat Catholic Schools who raised **\$8,005** to benefit cancer research. Six of our schools participated in the annual Terry Fox Run!
- Note: **Three Year Education Plan and Annual Education Results Report** – Letter from Alberta Education.
- Note: **University of Lethbridge** – Thank you letter from U of L of the support provided to the University of Lethbridge Faculty of Education from Medicine Hat Catholic Board of Education.

## APPENDIX “C”

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

- Note: **Strategic Priorities** – The Board approved the strategic priorities at the May 2019 Board Meeting for the 2019-2020 school year. Mr. Colistro met with Mr. Zarichny, incoming Superintendent to discuss how he might wish to proceed with School Education Plans. His initial thought was he was very pleased with how the District and schools develop strategies and indicators of success for each Priority. He would like to continue the current process at least for the coming year. The Board can discuss with him if they wish to continue the same method of presentations to stakeholders or consider alternate ways of engaging stakeholders with the School Education Plans.
- Note: **Retiree Dinner Farewell** – Mr. Colistro publically thanked the trustees and District office administration for the farewell provided at the Retiree Dinner on June 10th. In particular, he thanked Della Dewald, Executive Assistant, for the great attention and detail that is made each and every year to ensure this is a very special night for retirees. Mr. Colistro noted it has been a privilege to have served the Medicine Hat Catholic Board of Education as Superintendent of Schools for the past five years he wished the District the very best as they continue to journey, providing quality faith filled education.

Note: **International Education** – Effective June 2019, we've hired an International Education Supervisor to manage the recruitment of international students, finding suitable homestay families and supporting those students and their families while in Canada. The Supervisor will be working closely with the Executive Assistant who currently manages the the International Education file.

## COMMUNICATIONS

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

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

## APPENDIX "D"

### ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

#### SUPPORT STAFF SALARY INCREASE

Note: A review of current support staff salaries including an analysis of comparisons were presented.

3519 Motion. "That the Board of Trustees for the Medicine Hat Catholic Board of Education approve salary increase for support staff as presented".

Carried unanimously.

Note: **Staffing** - Staffing is nearing completion for the 2019-2020 school year. On Monday, June 3rd, Notre Dame Administration interviewed for 5 positions, on Thursday, June 6, district principals interviewed for 7 elementary positions. On Friday, June 7th, senior administration and the Chairman of the Board interviewed for the principalship of St. Michael's School, Mrs. Shannon English was appointed Principal of St. Michael's School effective the 2019-2020 school year. The Vice-Principal posting closes June 14, 2019.

Note: **Professional Development 2019-2020** - Through extensive collaboration with administration and teachers, the MHCBE PD plan has been changed to better meet the needs of the District. The Board was presented the 2019-2020 PD calendar.

## APPENDIX "E"

Note: **Recess Summit** – On May 31st, MHCBE hosted a recess summit with Dr. Lauren McNamara. All MHCBE elementary school principals and health champions attended. The Board will receive a short summary of the research presented on the connection between positive recess experience and students' social, emotional, behavior and academic needs.

### SECRETARY-TREASURER – Greg MacPherson

Note: **ASEBP** – The Alberta School Employee Benefits Plan monthly publication was shared with Trustees for information only.

Note: **2019 – 2020 Budget** - The Board will approve the 2019-2020 Budget at the upcoming June 25, 2019 Board Meeting. It was noted the Board Chair will be absent on June 25, 2019 and that Board Vice-Chair, Mr. Robert Rising will chair the board meeting.

Note: **Third Quarter Financial Update** - A financial update for MHCBE for the period of Sept 1, 2019 to May 31, 2019 including explanatory notes. For the nine months ended May 31, 2019, \$25.3 M of revenues have been recorded which is 77.7% of budget. Revenues are generally on target.

Expenditures are \$25.9 M as of May 31, 2019 which is 78.6% of the budget. Expenditures are generally on target.

#### APPENDIX "F"

##### **SCHOOL FEES**

Note: St. Mary's School requested a number of adjustments for the 2019-2020 school fees outline.

3520 Motion. David Leahy: "Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education approve the amendment to the 2019-20 as presented".

Amendments: Football team, change the working to *play for the Jr. Colts*;  
New fee: Track & Field Zone Fee \$30; Revised Cost  
Elkwater Trip from \$10 to \$25; New Fee—Student Council  
\$30 (rather than fundraising, this fee is to cover the cost of  
Blue Day, Gr 9 farewell).

Vote: In Favor: 4 Trustees  
Opposed: 1 Trustee

Carried.

#### APPENDIX "G"

##### **ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr**

Note: **PAS Program** – In partnership with SD76, AHS, Prairie Rose, students from MHCBE can access the intensive mental health support program from grades 7 – 12. The brochure was reviewed which details the program.

#### APPENDIX "H"

Note: **Regional Collaborative Service Deliver (RCSD)** – The SE RCSD exists to enable effective collaboration between Children's Services, Community and Social Services, Education, school authorities, Health, Alberta Health Services, First Nations and community organizations at the local, regional and provincial levels. A review of the service delivery was presented along with how the budget of \$2,000,000 is allocated within the region.

##### **EARLY CHILDHOOD SERVICES – Terri Ball**

Note: **Out of School Care Review** – The process for the Out of School Care Review is almost complete. AP 546 will soon be posted on our website. District templates have been developed for our registration form, Parent Handbook and Program Plan. Each template can be personalized at the school level but the required content will remain consistent. Once finalized, we will submit the templates to the Child Care Licensing Officer and/or Supervisor for feedback.

##### **COMMITTEE REPORTS**

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

Note: The annual golf tournament is fast approaching, the event will take place on Friday, June 14, 2019.

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

Note: No report. The next meeting is June 13<sup>th</sup> and 14<sup>th</sup>, 2019 in Edmonton.

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

Note: No report.

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

Note: At the June Spring General Meeting in Red Deer the budget passed with 100% support from Boards. The final zone meeting will take place Wednesday June 12, 2019. The next three years there will not be an increase in fees from Boards, the ASBA will draw on the surplus from the Building Fund. The ASBA will continue to rent property in downtown Edmonton and has signed a 9 year agreement. There was an interesting session offered at the AGM relating to evidence based mental health leadership program with the goal to reduce stigma.

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

Note: No further report from the earlier discussion regarding support staff salary adjustment.

**Representative to Parent Association – Kathy Glasgo**

Note: The last meeting was held for the year. The group will meet again in September.

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

Note: We've been in communication with our local ATA representative and will be looking to arrange a meeting date.

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

Note: We have been in communication with our local CUPE representative and will be looking to arrange a meeting date.

**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 Dick Mastel.

**ADJOURNMENT**

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

Note: The meeting adjourned at 7:55 p.m.

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Dick Mastel, Board Chair

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Greg MacPherson, Secretary Treasurer