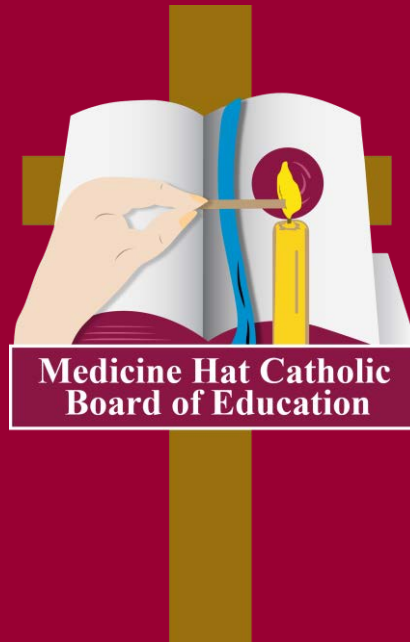


# Medicine Hat Catholic Board of Education



## PUBLIC AGENDA

**Tuesday, December 12, 2017 @ 6:00 p.m.**

Catholic School Board Office  
1251 – 1<sup>st</sup> Avenue SW Medicine Hat, AB

# Medicine Hat Catholic Board of Education

## ACTION AGENDA

DATE: December 12, 2017

Place: Catholic Education Centre

Time: 6:00 p.m.

	<p><b>WE ARE CALLED Always and Everywhere to:</b>  <b>Model Christ, Pray and Serve, Build a Faith Community</b></p> <p><b>Theme for 2017-2018:</b>  <b>“I have the strength for everything through Him who empowers me”. Phil 4:13</b></p>		
1.	<p><b><i>Opening Prayer – Blessing before a Meeting</i></b>  <b>Working for Justice &amp; Compassion:</b>  <b>Father,</b>  As we begin our meeting together, help us to work in common purpose that emphasizes your justice and compassion. Let our work be deemed beneficial to all and let your love come through our actions. We ask this in your name, Amen.</p>	Peter Grad	
2.	<p><b><i>2.1 Approval of the Minutes of the Regular Board Meeting – November 14, 2017</i></b>  <b><i>♦ Recommendation:</i></b>  “THAT the Minutes of the Regular Meeting held November 14, 2017 be approved as circulated”.</p> <p><b><i>2.2 Approval of the Minutes of the Special Board Meeting – November 27, 2017</i></b>  <b><i>♦ Recommendation:</i></b>  “THAT the Minutes of the Special Board Meeting held November 27, 2017 be approved as circulated”.</p>	Dick Mastel	
3.	<p><b><i>Approval of the Action Agenda</i></b>  <b><i>♦ Recommendation:</i></b>  “THAT the Action Agenda dated December 12, 2017 be approved as circulated”.</p>	DM	Encl. 1-5
4.	<p><b><i>Approval of the Non-Action Agenda</i></b>  <b><i>♦ Recommendation:</i></b>  “THAT the Non-Action Agenda dated December 12, 2017 be approved as circulated”.</p>	DM	Encl. 6
5.	<p><b><i>6:00 Presentation</i></b>  <b><i>5.1</i></b> No presentation scheduled.</p>	DM	
6.	<p><b><i>Corporate Communications</i></b>  <b><i>6.1 Accountability Pillar Results – Letter to MHCBE Staff</i></b>  <b><i>6.2 Council of Catholic School Superintendents of Alberta (CCSSA) – Thank you to MHCBE for serving on the steering committee.</i></b>  <b><i>6.3 Alberta Catholic School Trustees’ Association (ACSTA) – Thank you to MHCBE for our donation to the silent auction to raise funds for Toonies for Tuition. A total of \$5,374 was raised and will be donated to the Canadian Catholic School Trustee’s Association Endowment Fund.</i></b></p>	DM	Encl. 7 8 9



10.	<b><i>St. John Paul II School</i></b> <b><i>10.1 Planning &amp; Construction – Greg / Joe</i></b>	GM/JC	(Report) -
11.	<b><i>Superintendent of Schools Report – Mr. Joe Colistro</i></b> <b><i>11.1 Education Plan Report</i></b> <b><i>11.2 St. Teresa of Calcutta Dedication</i></b> <b><i>11.3 Board Retreat – Mission &amp; Vision Statement Review</i></b> <b><i>11.4 AP 260 – Water Activities</i></b> <b><i>11.5 International Field Trips (standing item)</i></b> <b><i>11.6 Communications Reports</i></b> <b><i>11.6.1 Corporate Communications</i></b> <b><i>11.6.2 School Communications &amp; Social Media</i></b>	JC	(Report) 33 - 36   37 - 53  54 - 58 59- 62
12.	<b><i>Associate Superintendent Human Resources – Mr. Chuck Hellman</i></b> <b><i>12.1 Overview of November 17, 2017 PD Day – Literacy &amp; Numeracy</i></b>	CH/HL	(Report) 63 - 67
13.	<b><i>Secretary-Treasurer Report – Mr. Greg MacPherson</i></b> <b><i>13.1 First Quarter 2017-2018 Finance Report</i></b> <b><i>13.2 2017-2018 Infrastructure Maintenance Renewal (IMR) Plan</i></b>	GM	Report 68 Handout
14.	<b><i>Associate Superintendent Learning Services – Mr. Hugh Lehr</i></b> <b><i>14.1 Overview of November 17, 2017 PD Day – Literacy &amp; Numeracy</i></b>	HL/CH	Report -
15.	<b><i>Coordinator of Early Childhood Services –Mrs. Terri Ball</i></b> <b><i>15.1 No report.</i></b>	TB	Report -
16.	<b><i>Religious Education Coordinator Report – Mrs. Jill Wilkinson</i></b> <b><i>16.1 Marks of a Catholic Leader</i></b>	JW	(Report) 69 - 72
17.	<b>COMMITTEE REPORTS (presented by appointed Trustees)</b>	DM	
	17.1 Medicine Hat Catholic Schools' Education Foundation – Dick Mastel		
	17.2 Representative to ACSTA– Dick Mastel 17.2.1 ACSTA Highlight – Articles 17.2.2 Trustees/Administration who attended the ACSTA Annual General Meeting & Convention in Edmonton will report.		Encl. 74 - 75
	17.3 Representative Teacher Board Advisory Committee –Kathy Glasgo		
	17.4 Representative to ASBA Zone 6 – Dick Mastel 17.4.1 Trustees/Administration who attended the ACSTA Annual General Meeting & Convention in Edmonton will report.		
	17.5 Representative to Support Staff Board Advisory Committee– David Leahy		Encl. 73
	17.6 Representative to Parent Association– Kathy Glasgo		
	17.7 Salary Negotiations 17.7.1 ATA– Peter Grad 17.7.2 CUPE– Dick Mastel		
	17.8 CUPE Staff Board Advisory Committee – Robert Risling		
	17.9 Spiritual Leadership Scholarship Board Representative – David Leahy		
	17.10 Student Board Advisory Committee – Dick Mastel		
	17.11 Monsignor McCoy Modernization (Adhoc) Committee – David Leahy		
	17.12 School Parish Relations Committee – Robert Risling, Kathy Glasgo		

18.	<p style="text-align: center;"><i>Closing Prayer –</i></p> <p><b>Carrying out Your Ministry:</b></p> <p><b>Lord,</b></p> <p><i>Thank you for being with us during this meeting and for having guided our thoughts, words and actions. Stay with us now as we leave this meeting and return to our respective lives. Help us to keep you, as you are now, in our thoughts, words, and actions. We ask this in your name, Amen.</i></p>	<b>Peter Grad</b>	
19.	<i>Adjournment</i>	<b>Dick Mastel</b>	

# NON – ACTION AGENDA

DATE: December 12, 2017

Place: Catholic Education Centre

Time: 6:00 P.M.

No.	INFORMATION ITEMS	PAGE
1.1	<p><b><u>CELEBRATE CANADA'S 150<sup>TH</sup>!</u></b></p> <p>A yearlong celebration! Canada 150 Happy Birthday Canada (1867–2017)</p>	
1.2	<p><b>TAXES – DECLARE YOUR SUPPORT for CATHOLIC SCHOOLS –</b> <i>The Medicine Hat Catholic Board of Education</i> reminds our community of the importance of declaring your <b>PROPERTY TAXES</b> in support of Catholic Education <b>How do you declare your support?</b> - To ensure your property taxes are supporting Catholic Schools, you must declare your Catholic school support as “<b>Separate</b>” on your annual property assessment notice. <i>Contact the Taxation Office at the City of Medicine Hat, or the Town or Municipal Office in your area.</i> Changes made on or before Dec 31 will be in effect for the next taxation year. <i>Thank you for your supporting Catholic Schools.</i></p>	

## **Notice of Public Board Meetings**

- All regularly scheduled Public Board Meetings are held the **2<sup>nd</sup> Tuesday** of each month at the Catholic Education Centre located at 1251 – 1<sup>st</sup> Avenue SW (unless otherwise advertised).
- Public Board Meetings for the Medicine Hat Catholic Board of Education begin at **6:00 pm** with **presentations** at **6:00 pm** (unless otherwise advertised).
- General Public welcome to attend - Information @ [www.mhcbe.ab.ca](http://www.mhcbe.ab.ca) or 403.527.2292.



# ***Medicine Hat Catholic Board of Education***

1251 – 1<sup>st</sup> Avenue SW, Medicine Hat, Alberta T1A 8B4

Toll Free 1.866.864.0013

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Phone 403.527.2292

[www.mhcbe.ab.ca](http://www.mhcbe.ab.ca)

Fax 403.529.0917

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November 22, 2017

To MHCBE District Staff,

The Medicine Hat Catholic Schools Accountability Pillar Results Reports for the 2016-2017 school year demonstrate excellent results. These results are directly related to the strong leadership in our schools and the excellent work of our teachers and support staff, who day in and day out, deliver quality instruction in a faith filled environment.

In partnership with our supportive and caring parents who play a key role in the education of their children, our staff make a difference to those they encounter. We are proud of the hard work of our students who remind us on a daily basis why we are part of the vocation as Catholic educators.

Our Catholic schools are rooted in the gospel values and it is through this lens that we provide hope to the students and families entrusted to us. Community is at the heart of why we exist. In partnership with the family and parishes we strive to create this sense of belonging, of community.

We would like to thank each of you for the dedication, care and compassion, and energy you bring to your work. You are where God needs you to be. You are making a difference, for our students, families and community.

The Alberta Education Accountability Pillar Results is more than a report; it is our very own report card and we are exceptionally proud of the results.

On behalf of the Medicine Hat Catholic Board of Education, thank-you.

Yours truly,

Dick Mastel, Board Chair  
Medicine Hat Catholic Board of Education

Accountability Pillar Results can be found at [www.mhcbe.ab.ca](http://www.mhcbe.ab.ca)

***“Showing the Face of Christ to All”***

**In partnership with Family, Church and Community since 1911**



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October 27, 2017

Mr. Joe Colistro  
Superintendent  
Medicine Hat Catholic Board of Education  
1251 – 1<sup>st</sup> Avenue SW  
Medicine Hat, AB, T1A 8B4

Dear Joe,

On behalf of the Council of Catholic School Superintendents of Alberta I'd like to thank you for serving on the steering committee of our inaugural Marked by God: Leadership in Alberta Catholic School's conference. CCSSA very much appreciates your servant leadership.

The conference was a tremendous success with approximately 290 Catholic school and district leaders from across Alberta and Yellowknife attending. We feel the objectives of the conference steering committee listed below were achieved:

1. To celebrate Catholic leadership
2. To network with other Catholic leaders across the province
3. To reflect on what it means to be a Catholic leader
4. To inspire leaders to continue with the critical work they are already doing
5. To build up Catholic education and its leadership

We truly appreciate your time and expertise in making the conference a success.

Together in Christ,

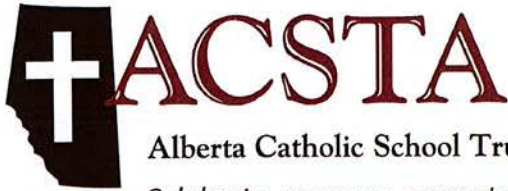


Karl Germann  
CCSSA President  
c/o 21 Walters Place  
Leduc, AB T9E 8S7  
C: 403.409.9943  
E: [karlgermann@gpcsd.ca](mailto:karlgermann@gpcsd.ca)

### ***Vision Statement***

"The Council of Catholic School Superintendents of Alberta is a community of disciples providing a valuable and valued voice that influences the development and direction of Catholic Education in Alberta"





Alberta Catholic School Trustees' Association

*Celebrate, preserve, promote and enhance Catholic education*

Suite 205, 9940 - 106 Street  
Edmonton, Alberta, Canada T5K 2N2

Phone: (780) 484-6209 Fax: (780) 484-6248  
Internet: [www.acsta.ab.ca](http://www.acsta.ab.ca) e-mail: [admin@acsta.ab.ca](mailto:admin@acsta.ab.ca)

November 29, 2017

Mr. Dick Mastel, Chair  
Medicine Hat CSRD No. 20  
1251 - 1 Avenue SW  
MEDICINE HAT AB T1A 8B4

Dear Mr. Mastel:

Our annual AGM and Convention is complete and the Silent Auction was a great success again! We would like to express our gratitude for your generous support of Development and Peace and the Canadian Catholic School Trustees' Association's Toonies for Tuition program through your sponsorship and donation to the Alberta Catholic School Trustees' Association (ACSTA) Silent Auction held on Saturday, November 18<sup>th</sup>.

Your donations raised funds in support of Development and Peace, the official international development organization of the Catholic Church in Canada, which supports solidarity with worldwide social movements in addressing injustice and creating change. Its mission includes educating the Canadian population about the causes of impoverishment of peoples and mobilizes actions for change. The Toonies for Tuition Assistance Program helps students to receive faith-based Catholic education in provinces that do not have publicly funded Catholic schools.

The ACSTA is truly blessed to have community partners, like you, who share our vision and mission of Catholic education and are willing to assist us as you have. In fact, we were able to raise \$5,374, which will be sent in equal parts to the Canadian Catholic School Trustees' Association Endowment Fund, which supports the Toonies for Tuition program, and Development and Peace, sponsored by the Canadian Conference of Catholic Bishops. We hope and trust that this partnership continues in the future!

Again, thank you for supporting these important endeavours which do make a difference to help further and strengthen Catholic education in Canada.

Sincerely,

Adriana LaGrange, President

Dean Sarnecki, Executive Director

OF EDUCATION  
CATHOLIC BOARD  
MEDICINE HAT  
TIME:

DEC 01 2017

RECEIVED

## Policy 8

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### COMMITTEES OF THE BOARD

The Board may establish committees to assist in the governance of the division. The function of a committee is to assist in facilitating the decision-making of the Board.

The Board shall:

1. At its annual organizational meeting, establish such standing Internal Committees as it deems necessary. All such committee meetings shall be closed to the public and press. Such standing committees shall remain in place until the subsequent organizational meeting unless dissolved by Board motion.
2. At any duly constituted meeting, establish such standing or ad hoc committees as it deems necessary.
3. The Board will determine the terms of reference of each committee, including purpose, powers and duties, membership and meeting requirements.
4. Committees have no legal power unless they are empowered by the Board to act on its behalf.
5. Board Chair will make Trustee Appointments to the Internal Committees at the Annual Organizational Meeting.
6. Guidelines for the operation of committees are as follows:
  - 6.1. The Board Chair shall be an ex-officio member of every Board committee and may actively participate.
  - 6.2. Committees shall select a Chair at their annual Organizational Meeting.
  - 6.3. When appropriate, appoint or elect a recording secretary who will keep records of all meetings.
  - 6.4. The Trustee representative is responsible for providing a report to the Board including information and/or recommendations for the consideration and direction of the Board.
  - 6.5. If a member cannot attend a meeting, that member is responsible for having an alternate member in the same standing attend on his/her behalf.

### Standing Committees

Standing committees are established to assist the Board with work of an on-going or recurring nature.

#### 1. Board Committee of the Whole

##### 1.1. Purpose

- 1.1.1. This Committee exists for the purpose of gathering information to assist in the governance of the Division by examining issues requiring resolution at regular or special Board meetings.

The Committee of the Whole acts as, but is not limited to:

- 1.1.1. Advocacy Committee.
- 1.1.2. Audit Committee.
- 1.1.3. Communications and Public Relations Committee.
- 1.1.4. Facilities Committee.
- 1.1.5. Finance Committee.

- 1.1.1. Policy Committee.
- 1.2. Powers and Duties
  - 1.2.1. This Committee meets as necessary to plan the work of the Board and discuss issues that may affect resolutions at regular or special Board meetings.
  - 1.2.2. The Committee of the Whole is strictly advisory and does not have a mandate to pass a motion or a resolution.
- 1.3. Membership
  - 1.3.1. All Trustees and the Superintendent or designate(s) are members of this Committee. Other persons may be present at the wish of the Board.
  - 1.3.2. The Board Chair elected at the annual Organizational Meeting will act as Chair for the Committee of the Whole.
- 1.4. Meetings
  - 1.4.1. The Board in consultation with the Superintendent may schedule a Committee of the Whole meeting at a time and place agreeable to the membership.
  - 1.4.2. Committee of the Whole meetings shall be **closed open** to the public and press.
- 2. The Negotiations Committee – Alberta Teachers’ Association is established as a standing committee of the Board, with responsibility for work as detailed as follows:
  - 2.1. Purpose
    - 2.1.1. To negotiate a collective agreement with the ATA representatives.
  - 2.2. Powers and Duties
    - 2.2.1. Establish Board proposals within the mandates set by the Board.
    - 2.2.2. Discuss, consult and negotiate with ATA representatives.
    - 2.2.3. Recommend action to the Board on negotiations issues.
  - 2.3. Membership
    - 2.3.1. One or more Trustees as determined by the Board.
    - 2.3.2. Superintendent and/or designate(s).
  - 2.4. Meetings
    - 2.4.1. As required to negotiate agreements.
- 3. The Negotiations Committee – Canadian Union of Public Employees is established as a standing committee of the Board, with responsibility for work as detailed as follows:
  - 3.1. Purpose
    - 3.1.1. To negotiate a collective agreement with the CUPE representatives.
  - 3.2. Powers and Duties
    - 3.2.1. Establish Board proposals within the mandates set by the Board.
    - 3.2.2. Discuss, consult and negotiate with CUPE representatives.
    - 3.2.3. Recommend action to the Board on negotiations issues.
  - 3.3. Membership
    - 3.3.1. One or more Trustees as determined by the Board.
    - 3.3.2. Superintendent and/or designate(s).
  - 3.4. Meetings
    - 3.4.1. As required to negotiate agreements.
- 4. The Teacher Board Advisory Committee is established as a standing committee of the Board, with responsibility for work as detailed as follows:
  - 4.1. Purpose
    - 4.1.1. The Committee exists as the primary vehicle for communicating the views of teachers on matters of school affairs with the Board.
  - 4.2. Powers and Duties
    - 4.2.1. Discuss items brought forward by either teachers or the Board, excluding those matters addressed through negotiations.
    - 4.2.2. Communicate to the Board the views of teachers on matters discussed.
  - 4.3. Membership as per the Frame of Reference and Collective Agreement
    - 4.3.1. One Trustee.
    - 4.3.2. Superintendent and/or designate(s).
    - 4.3.3. President of the Local ATA 39, One High School Representative, One Middle School Representative, Two Elementary Representatives chosen by the local.

- 4.4. Meetings
  - 4.4.1. Called throughout the year as established by the Committee.
- 5. The Support Staff Board Advisory Committee is established as a standing committee of the Board, with responsibility for work as detailed as follows:
  - 5.1. Purpose
    - 5.1.1. The Committee exists as the primary vehicle for communicating the views of support staff on matters of school affairs with the Board.
  - 5.2. Powers and Duties
    - 5.2.1. Discuss items brought forward by either support staff or the Board.
    - 5.2.2. Communicate to the Board the views of support staff on matters discussed.
  - 5.3 Membership as per the Frame of Reference
    - 5.3.1 One Trustee.
    - 5.3.2 Superintendent and/or designate(s).
    - 5.3.3 Committee Representatives.
  - 5.4 Meetings
    - 5.4.1 Called throughout the year as established by the Committee.
- 6. The Canadian Union of Public Employee CUPE) Staff Board Advisory Committee is established as a standing committee of the Board, with responsibility for work as detailed as follows:
  - 6.1. Purpose
    - 6.1.1. The Committee exists as the primary vehicle for communicating the views of CUPE staff on matters of school affairs with the Board.
  - 6.2. Powers and Duties
    - 6.2.1. Discuss items brought forward by either CUPE staff or the Board.
    - 6.2.2. Communicate to the Board the views of CUPE staff on matters discussed.
  - 6.3. Membership as per the Frame of Reference
    - 6.3.1. One Trustee.
    - 6.3.2. Superintendent and/or designate(s).
    - 6.3.3. Committee Representative.
  - 6.4. Meetings
    - 6.4.1. Called throughout the year as established by the Committee.
- 7. Student / Board Advisory Committee
  - 7.1. Purpose
    - 7.1.1. The Board of Trustees believes regular communication with stakeholder members is important and necessary for an effective school system. While recognizing the Board's authority to establish policy under the *School Act, Section 60(1)*, the Board values input from students on school and division operational issues. The Student / Board Advisory Committee will identify issues and propose possibilities for school and system improvement. This Advisory Committee is not meant to replace student voice through other avenues such as "Tell Them from Me" and "Speak Out" but are meant to build upon those mediums of communication.
  - 7.2. Membership
    - 7.2.1. The Student / Board Advisory Committee will consist of a maximum of two Trustees,  $\pm 10$  student representatives from across the Division and the Superintendent and/or designate. Additional resource people may be in attendance depending upon the agenda topics.
    - 7.2.2. Committee members will be selected by the Superintendent or designate, with a focus on obtaining representatives from a wide range of skills and interests and from the various schools in the Division.
    - 7.2.3. The student representatives shall be from grade 8 - 11 and are invited to serve a two-year term.
    - 7.2.4. In the first year, the Superintendent or designate may appoint students for 1 - 3 year term in order to ensure a balance of sustainability and new membership.
  - 7.3. Guidelines
    - 7.3.1. Any member of the Student / Board Advisory Committee may initiate agenda items for discussion on any matter relevant to students. The Superintendent or designate is charged with finalizing the agenda.

- 7.3.2. The Committee may make recommendations to the Board but does not hold any governance authority.
- 7.3.3. The Committee structure and mandate will be reviewed annually. Students will be invited to apply through their school Principal who shall forward the names to the Superintendent or designate. A simple application form/procedure shall be forwarded to the students. Parent consent and support for travel will be required as one of the criteria for the selection process.
- 7.4. Meetings
  - 7.4.1. The Student / Board Advisory Committee will meet as required, however it is expected that two meetings per year will be held. Discussion items will be sent to the Superintendent or designate who will be responsible for distributing the agenda to committee members.
  - 7.4.2. The Superintendent or designate will chair the meetings.
- 8. The School Parish Relations Committee is established as a standing committee of the Board, with responsibility for work as detailed as follows:
  - 8.1. Purpose
    - 8.1.1. To enhance the identity of Catholic Education.
    - 8.1.2. To enhance the relationship between the Medicine Hat Catholic Board of Education, Holy Family Parish and St. Patrick's Parish.
  - 8.2. Membership
    - 8.2.1. One or more Trustees.
    - 8.2.2. Superintendent.
    - 8.2.3. Religious Education Coordinator.
    - 8.2.4. Members at large from parish and schools.
  - 8.3. Meetings
    - 8.3.1. Regular meetings will be held no less than three times per year.
    - 8.3.2. Meeting dates to be determined by the chair.
    - 8.3.3. Agenda to be developed by the Chair in conjunction with the Superintendent and Religious Education Coordinator.
    - 8.3.4. Minutes will be taken at each meeting and distributed to all committee members.
- 9. Ad Hoc Committees - Ad Hoc committees may be established at any meeting of the Board for the purpose of studying, investigating or acting on specific matters; they cease to exist as soon as they have completed the specified task. Terms of reference are outlined at the time of establishment.
- 10. Resource Personnel - The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Legal Reference: Section 60, 61, 62, 63, 68, School Act

First Reading: MARCH 11, 2008  
 Second Reading: MARCH 11, 2008  
 Third Reading: JUNE 10, 2008

First Reading: APRIL 07, 2009  
 Second Reading: MAY 12, 2009  
 Third Reading: MAY 12, 2009

First Reading: DECEMBER 13, 2011  
 Second Reading: MARCH 13, 2012  
 Third Reading: MARCH 13, 2012

First Reading: DECEMBER 11, 2012  
 Second Reading: MARCH 12, 2013  
 Third Reading: MAY 14, 2013

First Reading: FEBRUARY 14, 2017  
 Second Reading: FEBRUARY 14, 2017  
 Third Reading: MARCH 14, 2017

**First Reading:** December 14, 2017 (tentative)

November 14, 2017

NOTICE OF MOTION

SUBMITTED BY TRUSTEE DAVID LEAHY

Pursuant to Board Policy 7 **"Board Operations"** "Section 8, subsection 8.1; I hereby give notice that I would like the following motion to be placed on the regular agenda for the Board of Trustees regular meeting on December 12, 2017.

Motion ...David Leahy: That the Trustees of the Medicine Hat Catholic Board of Education direct administration to ask all employees to complete a violence and verbal abuse Risk Assessment Questionnaire by February 28, 2018. The results of the violence and verbal abuse Risk Assessment Questionnaire should be shared with the Board of Trustees by the board's March 14, 2018, regular meeting. It is recommended that administration use the attached sample risk assessment questionnaire developed by the Alberta Government. (Preventing Violence and Harassment at the Workplace...revised 2010.)

David Leahy  
Mee L



## Appendix A

### Sample Risk Assessment Questionnaire

1.

(a) Have you experienced verbal abuse while an employee of this organization?

Yes ☐ No ☐

(b) If yes, did you report the incident(s)?

Yes ☐ No ☐

(c) If yes, did you report the incidents(s)?

Verbally? ☐ In writing? ☐

(d) What was the relationship of the abuser to you?

☐ Co-worker ☐ Client/Customer  
☐ Member of the public ☐ Other (please specify)

(e) Where did the abuse occur? (e.g. Human Resources, parking lot, locker room, etc.)

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(f) When did the abuse occur? i.e. year, month, week or day

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2.

(a) Have you experienced a threat of physical violence while an employee of this organization?

Yes ☐ No ☐

(b) If yes, did you report the incident(s)?

Yes ☐ No ☐

(c) If yes, did you report the incidents(s)?

Verbally? ☐ In writing? ☐



(d) What was the relationship of the abuser to you?

- |   |   |
|---|---|
| <input type="checkbox"/> Co-worker            | <input type="checkbox"/> Client/Customer        |
| <input type="checkbox"/> Member of the public | <input type="checkbox"/> Other (please specify) |
- 

(e) Where did the abuse occur? (e.g. Human Resources, parking lot, locker room, etc.)

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(f) When did the abuse occur? i.e. year, month, week or day

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3.

(a) Have you experienced a physical assault or attack while an employee of this organization?

Yes ☐ No ☐

(b) If yes, did you report the incident(s)?

Yes ☐ No ☐

(c) If yes, did you report the incidents(s)?

Verbally? ☐ In writing? ☐

(d) What was the relationship of the abuser to you?

- |   |   |
|---|---|
| <input type="checkbox"/> Co-worker            | <input type="checkbox"/> Client/Customer        |
| <input type="checkbox"/> Member of the public | <input type="checkbox"/> Other (please specify) |
- 

(e) Where did the abuse occur? (e.g. Human Resources, parking lot, locker room, etc.)

---

---

---

(f) When did the abuse occur? i.e. year, month, week or day

---

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4. Did you miss any time from work as a result of the violence or harassment?  
Yes ☐ No ☐

If yes, please indicate the length of absence from work.

\_\_\_\_\_ days/wks/months

5. Do you:

(a) Work alone or with a small number of co-workers?

Yes ☐ No ☐

(b) Work late at night or early in the morning?

Yes ☐ No ☐

6. Are you concerned about your safety on the job?

Yes ☐ No ☐

What is your source of concern?

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7. Do you believe that such a possibility represents a:

- ☐ High risk                      ☐ Medium risk                      ☐ Low risk

The completion of this section is voluntary. Information gathered from this section will only be used for statistical analysis and to identify trends in workplace violence and harassment abuse. Complete individual confidentiality will be maintained.

Male ☐

Female ☐

Length of service

- ☐ 1 year  
☐ 1-3 years  
☐ 3-5 years  
☐ 5-10 years  
☐ more than 10 years

Job classification: \_\_\_\_\_

November 14, 2017

NOTICE OF MOTION

SUBMITTED BY TRUSTEE DAVID LEAHY

Pursuant to Board Policy 7 **"Board Operations"** "Section 8, subsection 8.1; I hereby give notice that I would like the following motion to be placed on the regular agenda for the Board of Trustees regular meeting on December 12, 2017.

Motion ...David Leahy: That effective January 1, 2018, the agenda for the regular meetings of the Trustees is revised as follows:

That after Corporate Communications a new standing agenda item be added entitled "Catholic Education." Effective January 1, 2018 all agenda items related specifically to Catholic Education will be listed under the agenda heading described above.

Example: Religious Education Coordinator Report  
Alberta Catholic School Trustees Report  
Administration Reports for Catholic School Superintendents Association

*David Leahy*  
David Leahy

November 14, 2017

NOTICE OF MOTION

SUBMITTED BY TRUSTEE DAVID LEAHY

Pursuant to Board Policy 7 **"Board Operations"** "Section 8, subsection 8.1; I hereby give notice that I would like the following motion to be placed on the regular agenda for the Board of Trustees regular meeting on December 12, 2017.

Motion ...David Leahy: That effective January 1, 2018, the Board of Trustees will direct all trustees making reports to the board concerning committee and assigned responsibilities to submit written reports to be included in the agenda package of the regular monthly meeting. In addition to the trustees written report, the attachment to the board agenda should include any minutes produced from meetings related to the responsibilities described above.

David Leahy  
Daw Lev

November 14, 2017

NOTICE OF MOTION

SUBMITTED BY TRUSTEE DAVID LEAHY

Pursuant to Board Policy 7 **"Board Operations"** "Section 8, subsection 8.1; I hereby give notice that I would like the following motion to be placed on the regular agenda for the Board of Trustees regular meeting on December 12, 2017.

Motion ...David Leahy: That the Trustees of the Medicine Hat Catholic Board of Education, effective January 1, 2018, eliminate the \$65 a month cell phone subsidy for all trustees with the exception of the Board Chair.

David Leahy  
Mao Leahy

### BOARD OPERATIONS

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

The Board believes that its fundamental obligation is to build and preserve the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the Catholic community to contribute to the educational process, Board meetings will be open. Towards this end, the Board believes its affairs are to be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board welcomes opportunities to become familiar with the views of parents or electors through presentations at Board meetings.

#### 1. Wards

Within the stipulations of Ministerial Order 034/2017, the Board has approved bylaw 2017/01 to provide for the nomination and election of trustees within the Division by wards, and electoral subdivisions where appropriate.

1.1 Electoral Ward 1 shall comprise all those lands within the former Medicine Hat Roman Catholic Separate School District No. 21 and as amended from time to time:

1.1.1 Five (5) trustees shall be elected at large from within the Ward.

1.2 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward and electoral subdivision in the same manner as if it were a subdivision in a school division.

1.3 If a vacancy occurs in the membership of the Board during the three years following an election, a by-election may be held, unless this vacancy occurs in the last six months before the next election.



## 2. Organizational Meeting

An organizational meeting of the Board shall be held annually, and no later than four weeks following Election Day when there has been a general election. The Superintendent or designate will give notice of the organizational meeting to each trustee as if it were a special meeting.

Each trustee will take the oath of office immediately following the call to order of the organizational meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.

As per the School Act, the Secretary Treasurer act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election, the Board Chair shall preside over the remainder of the organizational meeting. The Board Chair shall be elected for a period of one year.

The organizational meeting shall, in addition include, but not be restricted to, the following:

- 2.1 Elect a vice-chair;
- 2.2 Create such standing or ad hoc committees of the Board as are deemed appropriate, and appoint members;
- 2.3 Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
- 2.4 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;
- 2.5 Review Board member conflict of interest stipulations and determine any disclosure of information requirements; and
- 2.6 Other organizational items as required.

Trustees will volunteer for committee and representative assignments.

## 3. Regular Meetings

3.1 Regular Board meetings will be held once every month as a general rule. There will be no meeting in July or August. The schedule of meetings will be set at the Board's annual organizational meeting or the first regularly scheduled meeting.

3.1.1 Notwithstanding the schedule noted above, the Board may, by resolution, alter the schedule in such manner as it deems appropriate.

3.2 All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.

3.3 All trustees who are absent from three consecutive regular meetings shall:

3.3.1 Obtain authorization by resolution of the Board to do so; or

3.3.2 Provide to the Chair evidence of illness in the form of a medical certificate respecting the period of absence.

Failure to attend may result in disqualification.

- 3.4 If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its members an acting Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.
- 3.5 Regular meetings of the Board will not normally be held without the Superintendent and/or designate(s) in attendance.

#### 4. Special Meetings

- 4.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.
- 4.2 Special meetings of the Board will only be called when the Chair, the majority of Trustees or the Minister, is of the opinion that an issue must be dealt with before the next regular Board meeting.
- 4.3 A written notice of the special meeting including date, time, place and nature of business shall be issued to all trustees by registered mail (at least seven days prior to the date of the meeting) or in person (at least two days prior to the date of the meeting) unless every trustee agrees to waive in writing the requirements for notice.
- 4.4 The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.
- 4.5 Special meetings of the Board will not normally be held without the Superintendent and/or designate(s) in attendance.

#### 5. In-Camera (Private) Sessions

The School Act uses the term "private" for non-public meetings. Robert's Rules of Order uses the term "executive session" for the same distinction. The term "in-camera" is commonly used and is synonymous with the other two terms.

The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent. The reason for the In-Camera session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons:

- 5.1 Individual students and ECS children;
- 5.2 Individual employees and personnel matters;
- 5.3 Collective bargaining issues;
- 5.4 Litigation issues;
- 5.5 Acquisition/disposal of property; and
- 5.6 Other topics that a majority of the trustees present feel should be held in private, in the public interest

Such sessions shall be closed to the public and press. The Board shall only discuss the matter which gave rise to the closed meeting. Board members and other persons attending the session shall maintain confidentiality and not disclose the substance of discussions at such sessions.

The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.

## 6. Agenda for Regular Meetings

The Board Chair in consultation with the Superintendent is responsible for preparing an agenda for Board meetings.

### 6.1 The order of business at a regular meeting shall be as follows:

#### 6.1.1 Opening

- ♦ Call to Order
- ♦ Opening Prayer
- ♦ Approval of Minutes
- ♦ Consideration of the Action Agenda
  - Modifications, Additions, Deletions
  - Approval
- ♦ Consideration of Non-Action Agenda
  - Approval

#### 6.1.2 Corporate Communications

#### 6.1.3 Presentations/Delegations

#### 6.1.4 Action Items

#### 6.1.5 Committee Reports

#### 6.1.6 Non Action Items

#### 6.1.7 Adjournment

### 6.2 The agenda will be supported by copies of letters, reports, contracts and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties.

### 6.3 Items may be placed on the agenda in one of the following ways:

6.3.1 By notifying the Superintendent or Board Chair at least eight (8) working days prior to and not including the Board meeting day.

6.3.2 By notice of motion at the previous meeting of the Board.

6.3.3 As a request from a committee of the Board.

6.3.4 Issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.

6.4 The agenda package, containing the agenda and supporting information, will be delivered to each trustee at least four (4) calendar days prior to the date of the meeting. Subsequently, emergent information may be sent electronically.

6.5 The list of agenda items shall be posted on the Division website and be available in the Division Office. Any elector may inspect the agenda and request a paper copy.

6.6 The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.

6.7 During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.

## 7. Minutes for Regular or Special Meetings

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

### 7.1 The minutes shall record:

7.1.1 Date, time and place of meeting;

7.1.2 Type of meeting;

7.1.3 Name of presiding officer;

7.1.4 Names of those trustees and administration in attendance;

7.1.5 Approval of preceding minutes;

7.1.6 A brief summary of the circumstances which gave rise to the matter being debated by the Board;

7.1.7 All resolutions, including the Board's disposition of the same, placed before the Board, must be entered in full;

7.1.8 Names of persons making the motion;

7.1.9 Points of order and appeals;

7.1.10 Appointments;

7.1.11 Summarized reports of committees;

7.1.12 Recording of the vote on a motion (when requested pursuant to the School Act); and

7.1.13 Trustee declaration pursuant to the School Act.

### 7.2 The minutes shall:

7.2.1 Be prepared as directed by the Superintendent;

- 7.2.2 Be reviewed by the Superintendent prior to submission to the Board;
- 7.2.3 Be delivered to all trustees prior to the next regular meeting of the Board;
- 7.2.4 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board;
- 7.2.5 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business; and
- 7.2.6 Be distributed to stakeholders.
- 7.3 The Superintendent shall ensure, upon acceptance by the Board, that appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the Division are affixed to the concluding page of the minutes.
- 7.4 The Superintendent shall establish a codification system for resolutions determined by the Board which will:
  - 7.4.1 Provide for identification as to the meeting at which it was considered;
  - 7.4.2 Establish and maintain a file of all Board minutes.
- 7.5 Upon adoption by the Board, the minutes shall be open to public scrutiny through posting on the Division website or availability at the Board Office.

## 8. Motions

Motions do not require a seconder, except in rare instances as described below.

### 8.1 Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

A trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date. A trustee may also provide the Superintendent with a written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting. The trustee will need not be present during the reading of the motion, however if the trustee is not present, a seconder is required at the meeting at which the notice is given, otherwise the item will be dropped.

### 8.2 Discussion on Motions

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

A Board motion or a recommendation from administration must be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.

### 8.3 Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee is not to speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

#### 8.4 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

#### 8.5 Recorded Vote

Whenever a recorded vote is requested by a trustee before the vote is taken, the minutes shall record the names of the trustees who voted for or against the matter. Immediately after a vote is taken and on the request of a trustee, the minutes shall record the name of that trustee and whether that trustee voted for or against the matter or abstained.

#### 8.6 Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School Act, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot, unless there is unanimous agreement among the trustees to use a show of hands.

#### 8.7 Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

### 9. Delegations to Board Meetings

The Board will receive representation and delegations from parents, staff or other interested persons provided that the item has been placed on the agenda or has received the approval of the Board. Such presentations will normally be held at a regular public meeting. Matters deemed to be of a sensitive and/or confidential nature shall be heard at an in-camera session of the Board. Personnel issues will not be discussed in an open forum.

If the Board is of the view that an emergency situation exists, the following procedures may be modified by means of a Board motion. Individuals or groups wishing to make a presentation to the Board shall be advised that a maximum of fifteen minutes will be provided

- 9.1 Individuals or groups wishing to make a formal presentation to the Board must provide a written request along with supporting documentation to the Superintendent or the Board Chair not later than eight (8) calendar days prior to the meeting at which the presentation is to be made.
- 9.2 The written request must identify the spokesperson and provide the terms of reference for the presentation.
- 9.3 The Superintendent will inform the designated spokesperson of the time and place of the meeting and provide a copy of the Board's procedures regarding presentations.
- 9.4 The Board will not debate or make a decision on a matter presented to it at the meeting, unless it is deemed critical by the majority of the Board.
  - 9.4.1 Questions of clarification directed through the Board Chair may be asked of the spokesperson or of the Superintendent. The Superintendent may refer the question to the appropriate senior administrator.
  - 9.4.2 For matters requiring further Board deliberation, the Superintendent may be required to prepare a recommendation for the consideration of the Board at the next regular meeting.
  - 9.4.3 Upon completion of the presentation, the Board Chair shall inform the delegation when a decision, if required, will be made. Such decision will be communicated in writing to the spokesperson.
  - 9.4.4 The Board Chair shall be responsible for informing the spokesperson of the decision of the Board regarding items raised in the presentation.

## 10. Recording Devices

The Board expects that anyone wanting to use a recording device at a public Board meeting shall obtain prior approval of the Chair.

## 11. Trustee Compensation

The Board recognizes that the duties of a trustee require time and commitment. In order to compensate trustees for time spent on Board business and time away from regular work and family, the Board provides each trustee with an honorarium. Rather than compensating trustees for meeting attendance, in-town travel expenses and sundry out-of-pocket expenses, the Board provides each trustee with an honorarium. Recognizing that the Board Chair must devote more time to preparing agendas and acting as spokesperson for



the Board, the Board Chair receives a larger honorarium than the other four trustees. Reimbursement of out of town travel expenses and conference attendance for trustees is the same as for Division personnel as outlined below.

The Board believes that an honorarium is a fair method of compensation for trustees.

#### 11.1 Honorarium

11.1.1 The total trustees' honoraria shall be a sum equal to the average teacher's salary calculated by dividing the total salary paid to all certificated teachers covered by the collective agreement, of the Medicine Hat Catholic Board of Education by the total number of full time equivalent certificated teachers.

11.1.2 The Board Chair shall receive 22% of the average teacher's salary plus an additional \$200 per month.

11.1.3 The remaining 78% of the average teacher's salary shall be divided equally among the remaining four trustees.

11.1.4 The Superintendent or designate shall calculate the average teacher salary on September 30 of each year and from that calculation, determine the amount of each trustee's honorarium for the ensuing school year.

11.1.5 At the first regular Board meeting following October 31 of each year, the Superintendent or designate shall advise the Board of the honorarium payable to each trustee for that school year.

#### 11.2 Allowances and Expenses

11.2.1 Trustees shall be reimbursed expenses (unless reimbursed by another agency) incurred in carrying out business of the Board, public relations, or attending a convention or conference and requiring absence from his or her place of residence. Reimbursement will be made upon submission of an expense form.

11.2.2 The rates and eligibility are identified in Administrative Procedure 512-Expense Reimbursement.

11.2.3 Trustees will be paid a per diem allowance of \$100.00 for each day or part day the trustee is absent from his/her place of residence.

### 12. Trustee Conflict of Interest

The trustee is directly responsible to the electorate of the Division and to the Board.

Upon election to office, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

The Board believes that its ability to discharge its obligations is dependent upon the trust and confidence of the electorate in its Board and its trustee members. Therefore, the Board believes in the requirement to declare conflict of interest.

- 12.1 The trustee is expected to be conversant with sections 80-91 of the School Act.
- 12.2 The trustee is responsible for declaring him/herself to be in possible conflict of interest.
  - 12.2.1 The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
  - 12.2.2 Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.
- 12.3 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the School Act and ensure that his/her declaration and absence is properly recorded within the minutes.
- 12.4 The recording secretary will record in the minutes:
  - 12.4.1 The trustee's declaration;
  - 12.4.2 The trustee's abstention from the debate and the vote; and
  - 12.4.3 That the trustee left the room in which the meeting was held.

### 13. Board Memberships

The Board believes it is important to trustees to remain current with provincial issues concerning education. The Board believes that in order to stay well informed membership in provincial associations is essential.

The Board supports membership in the Alberta School Boards Association (ASBA) and the Alberta Catholic School Trustees' Association (ACSTA).

- 13.1 The Board will endeavour to send at least one representative to the General Meetings of the ASBA and the ACSTA.
- 13.2 The Board approves the attendance, at the Board's expense, of trustees at ASBA and ACSTA conferences, conventions, seminars and workshops at the Zone or provincial levels.
- 13.3 The annual budget will provide for membership dues to the ASBA and the ACSTA.

### 14. Board Self-Evaluation

The Board believes that evaluation is essential to the continual improvement and success of a school division.

The Board shall plan for and carry through an evaluation of its functioning as a Board.

- 14.1 The annual Board self-evaluation process will complement the Superintendent evaluation process described in the document entitled *Superintendent Evaluation Process, Criteria and Timelines*.
- 14.2 The purpose of the Board self-evaluation is to answer the following questions:
  - 14.2.1 How well have we fulfilled each of our defined roles in relation to our mission, goals and objectives as a Board this past year?

- 14.2.2 How do we perceive our interpersonal working relationships?
- 14.2.3 How well do we receive input and how well do we communicate?
- 14.2.4 How well have we adhered to our annual work plan?
- 14.2.5 How would we rate our Board-Superintendent relations?
- 14.2.6 How well have we adhered to our governance policies?
- 14.2.7 What have we accomplished this past year? How do we know?
- 14.3 The principles upon which the Board self-evaluation is based are as follows:
  - 14.3.1 A learning organization or a professional learning community is focused on the improvement of practice.
  - 14.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.
  - 14.3.3 An evidence-based approach provides objectivity.
- 14.4 The components of the Board self-evaluation are:
  - 14.4.1 Review of Board Role Performance
  - 14.4.2 Monitoring Interpersonal Working Relationships
  - 14.4.3 Monitoring Board Representation/Communication
  - 14.4.4 Review of Annual Work Plan Completion
  - 14.4.5 Monitoring Board-Superintendent Relations
  - 14.4.6 Review of Board Motions
  - 14.4.7 Review of Board Governance Policies
  - 14.4.8 Creating a Positive Path Forward

Reference: Section 60, 64, 65, 66, 67, 68, 70, 71, 72, 73, 74, 75, 76, 80, 81, 82, 83, 145, 261, 262, School Act  
Local Authorities Elections Act

First Reading:	MARCH 11, 2008
Second Reading:	MARCH 11, 2008
Third Reading:	APRIL 08, 2008
First Reading:	December 08, 2009
Second Reading:	December 08, 2009
Third Reading:	January 12, 2010
First Reading	December 13, 2011
Second Reading	March 13, 2012
Third Reading	March 13, 2012
First Reading:	November 10, 2015
Second Reading:	November 10, 2015
Third Reading:	December 08, 2015
First Reading	September 12, 2017
Second Reading	September 12, 2017
Third Reading	October 10, 2017



## Superintendent's Report December 12<sup>th</sup>, 2017

### Regular Board Meeting

#### 1. Education Plan Format

On behalf of the Board I have thanked the DLT for their support of the new Education Plan presentation format. School based administration from each of the MHCBE schools will be presenting their Education Plan to stakeholder groups between January-April 2018. The format will include half of the schools presenting on one night and the other half on an alternate night. Members of the parish, K of C, and CWL will be invited to the presentations. Details, dates and locations need to be confirmed.

**Recommendation: Receive as information**



#### 2. St. Teresa of Calcutta Dedication

*"Not all of us can do great things. But we can do small things with great love." – Mother Teresa*

On February 14, 2017, the Board of Trustees passed a motion to commission a local artist to create and install a sculpture in dedication of St. Teresa of Calcutta at Mother Teresa School. The artist dedicated her time to the project and the large wooden sculpture of St. Teresa of Calcutta will be placed in a prominent location in the school. The K of C, CWL, Parish Council, trustees, central office staff and school administration were in attendance.

The dedication to St. Teresa of Calcutta was held at Mother Teresa School on Thursday, November 23, 2017. The sculpture was unveiled for the first time at the School Celebration and local artist, Marina Cole, was in attendance. A letter from the Chairman of the Board will be sent to Marina Cole, the artist, thanking her for the generous donation and commitment to our Catholic schools.

**Recommendation: Receive as information**

### **3. Board Retreat - Mission and Vision Statement Review**

This year's Board retreat, as determined by the trustees, will be based on our Mission and Vision statements and will occur in spring 2018. The process for the review will be:

- **Option 1** - Review and discuss our current Mission and Vision statements and how they apply to our day to day operations, the District strategic planning session and setting of the 2018-19 priorities. This option would be a day long retreat.
- **Option 2** - Complete a re-write of the current Mission and Vision statement. This process, if approved would take the next 6 months. Surveys would need to be completed. Stakeholders, including trustees, parish priests, central office and district staff, K of C, CWL, Parish Council, the parent association, should be invited to participate. Below is an outline of the proposed process should the Board wish to re-write the Mission and Vision statement.

I have informed the Division Leadership team that once the decision to review or to re-write has been determined I will inform them of the details and their involvement.

### **PROPOSED FORMAT**

#### **Mission and Vision Statement Re-write - Timeline**

##### **January 2018**

- Mission and Vision statement review is initiated. Mission and Vision Ad Hoc Committee is established at the **January 9<sup>th</sup> 2018** Board meeting. Bishop Grattan is notified of the review.
- Committee representation includes 2 trustees, 2 Principals, 3 senior level administrators, 2 parents, 2 teachers, 2 support staff and 2 students. A trustee is asked to chair the committee and develop terms of reference. (Deacon Robert is willing to do this)
- Surveys are sent to MHCBE stakeholders seeking input on the Mission and Vision statement. Stakeholders include School Board trustees, Division Leadership Team, Parent Association, all Division staff, St. Patrick's and Holy Family clergy, and student advisory groups.

##### **February 2018**

- Mission and Vision Committee meets to review and compile the survey results.
- Mission and Vision Committee meets to formulate themes.

##### **March 2018**

- The Mission and Vision Committee is expanded to include greater representation for consultation and begin to develop the first draft for the Mission and Vision statement.

The group is expanded to include representatives from the K of C, CWL, Parish Council and clergy.

- A Formation day is held on **March 12<sup>th</sup>** of the expanded committee to review the draft and finalize the Mission and Vision statement. The Formation day is organized and arranged by an invited facilitator.

April 2018

- The Board at their **April 10<sup>th</sup>** Regular Board meeting accept the wording and give first and second reading.
- The Board at their **May 8<sup>th</sup>** meeting officially approve the Mission and Vision statement through third and final reading of amendments to Board Policy 1 – Divisional Foundational Statements.

May 2018

- **May 15<sup>th</sup>** – Strategic Planning session is held to determine the Division priorities for the 2018-2019 school year. The newly approved Mission and Vision statement provides the foundation for the development of the Strategic Priorities, 2018-2019.

**Recommendation: Receive as information and Discussion**

#### **4. AP 260 - Water Activities**

We are currently reviewing our expectations for Water Activities within AP 260 Field Trips. One of the resources we use is the document “Safety Guidelines for Physical Activity in Alberta Schools”. I have been in contact with a number of other School Divisions throughout the province to determine their current practice.

#### **Current wording of AP 260 - WATER ACTIVITIES**

28. Each trip that includes water-related activities must have a safety assessment, unless the trip is on an approved activities list.

28.1. All participants involved in sailing or boating activities must:

28.1.1. Have swimming skills commensurate with the activity and;

28.1.2. Wear a Transport Canada approved lifejacket or personal floatation device.

28.2. For activities involving canoeing, sailing, and power craft, the activity must meet or exceed safety guidelines.

28.3. When canoe trips take place on lakes or rivers, the Teacher in charge must have visited the site prior to the trip, and be familiar with the proposed route and the seasonal conditions at the time of the trip.

28.4. Adequate instruction and demonstration must be given to all participants involved before allowing the participants to undertake any water-related activity. Depending on the location the recommended supervisor to student ratio for canoeing, sailing and power craft activities may range from 1- 5 to 1- 10.

#### **29. SWIMMING ACTIVITY**

29.1. Students attending off-site activities may not swim unless there is a lifeguard on duty.

29.2. If the facility operator does not provide a lifeguard at a swimming activity, students may swim if the school provides a lifeguard with current certification in National Lifeguard Service,

Standard First Aid and a CPR Basic Rescuer for every fifty (50) participants using the swimming pool.

29.3. Students are permitted to swim in unsupervised hotel swimming pools as long as a Teacher or parent supervisor is present.

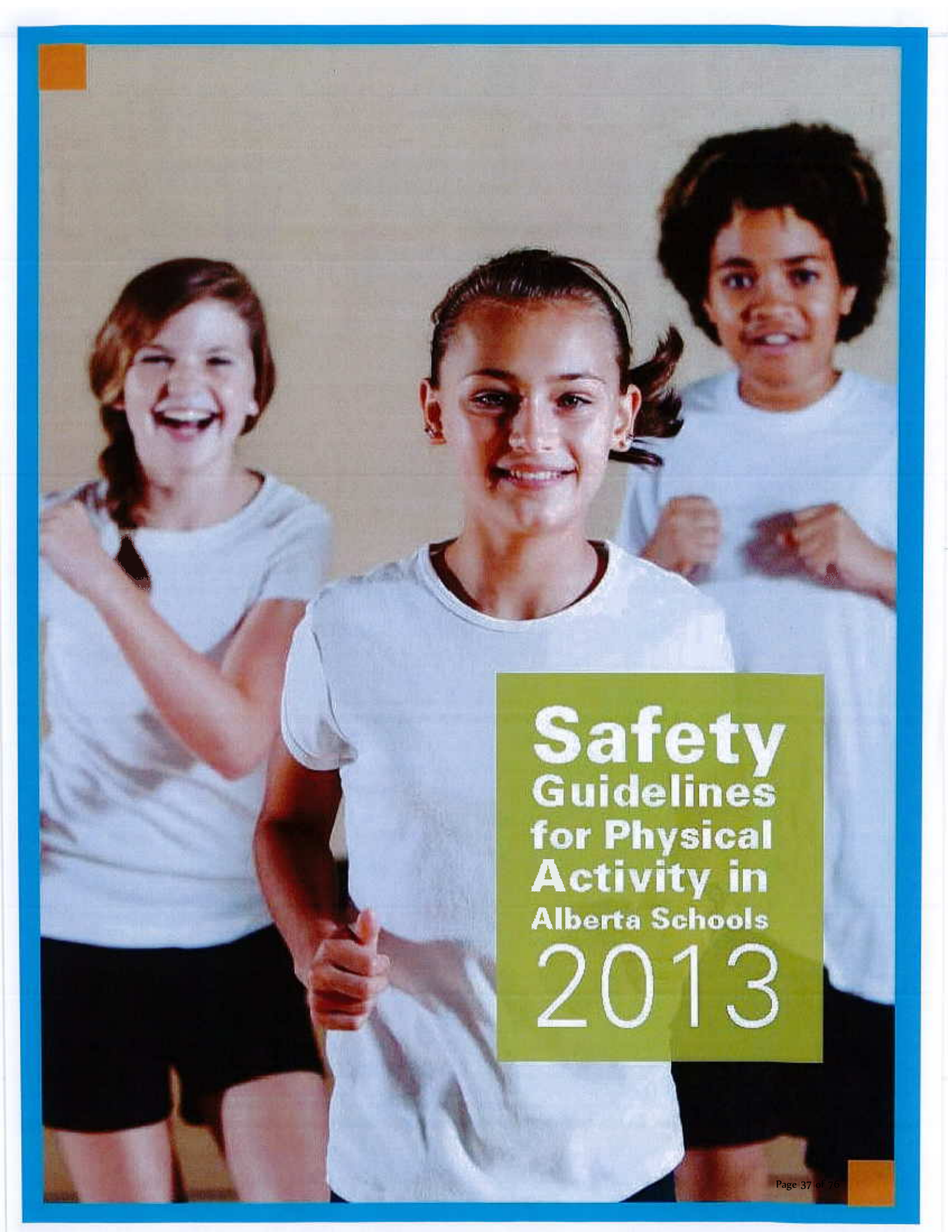
**Recommendation: Receive as information and Discussion**

**Attachment** - Safety Guidelines for Physical Activity in Alberta Schools, pages 31-32

Need-To-Know Info for Pool or Open Water Activities.

**Recommendation: Receive as information**



A photograph of three young girls running towards the camera. They are all wearing white t-shirts and black shorts. The girl in the center is slightly ahead of the other two and is smiling broadly. The girl on the left is also smiling and has her arms pumping. The girl on the right is smiling and has her hands clasped in front of her. The background is a plain, light-colored wall. The entire image is framed by a thick blue border.

# **Safety Guidelines for Physical Activity in Alberta Schools 2013**

## POOL or OPEN WATER ACTIVITIES



Pool or Open Water Activities  
pg. 31-32

Also use



All Physical Activities  
pg. 11-17

## NEED-TO-KNOW INFO FOR POOL or OPEN WATER ACTIVITIES

### Pool or Open Water Activities

Open Water activities include those that involve swimming in a lake or ocean. In addition to the considerations for All Physical Activities, the following should be considered for Pool-based Activities:

### Supervision for Pool or Open Water Activities

- Constant visual supervision during the entire activity by a certified NLS lifeguard is recommended.
- At least one supervisor must have a current certification, e.g., National Lifeguard Services (NLS) Lifeguard – Waterfront Option Certification or NLS – Pool Option with two years waterfront experience.
- The designated lifeguard must be familiar with the pool or open water location being used and the appropriate procedures for the location.
- Teacher should accompany students on deck during activity.
- Teachers should discuss with the lifeguard what the teacher's role is during an emergency.
- Students must ask permission to leave the pool, the immediate shore area or the change facilities.
- Student to lifeguard ratio is specific to each facility or open water location. For pools, this ratio is based on the Lifesaving Society – Public Aquatic Facility Safety Standards. Consult with facility to determine their requirements.
- For open water locations that do not have a defined student to lifeguard ratio, the ratio should be determined through consultation between the teacher and the lifeguard.
- Change facilities should be closely and frequently monitored.
- Local swim area guidelines/rules should be followed.
- When using pools or other water with no lifeguard for recreational swimming (e.g., hotel pools during a ski trip or lake during outdoor education trips) swimming should be done only during designated times with adequate adult supervision.

### Instructional Considerations for Pool or Open Water Activities

- Prior to giving students access to deep water (above chest height) or where a current exists that may pull students into deep water, students must be able to meet the *Swim to Survive Standard*, a sequence of three skills: roll into deep water, tread water for 1 minute and swim 50 m (use Appendix Q).
- A properly fitted lifejacket/PFD should be used to support weak or non-swimmers in water deeper than chest height or where a current exists that could pull student into deeper water.
- Initial screening/testing of swimming skills should be done in shallow water with no current.
- Parents/guardians must be informed when students will be going off school board property to go to a pool or open water location.
- Teacher/instructor and in-charge person on shore should be informed of students with medical problems that may affect their safety in the water.

*Continued on next page*



## POOL or OPEN WATER ACTIVITIES



Pool or Open Water  
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Also use



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- Emergency procedures should be outlined to students prior to entering the water.
- Prolonged breath holding games should not be allowed.
- Showers should be taken before entering water
- Students with infected cuts or sores should not enter pool.
- Rules of municipal/local pool or swim area must be adhered to and students should be informed of and adhere to rules such as:
  - No running or pushing on pool deck
  - No gum chewing
  - No food in pool area
  - No glass around pool or on beach
  - Stay clear of diving area
  - No diving in shallow water
  - No horseplay
  - No outdoor shoes on pool deck
  - Entry into water less than 2.5 m deep must be feet first.
- These rules will change from location to location.

### Equipment/Facilities for Pool or Open Water Activities

- When using an outdoor pool or open water location, weather conditions must be stable and free of threat of thunderstorms.

#### For Pool or Open Water Activities:

- School or community pools should be used. Backyard pools must not be used.
- Pool deck should be clear of obstacles and clear of excess water.
- Electrical equipment should be properly grounded (GFI).
- Standard safety equipment should be available as stated in the pool regulations, e.g., ring buoys, reaching poles and spinal boards.

#### For Open Water Activities:

- Use of a municipally or otherwise designated swimming waterfront is recommended. If using another location refer to the Waterfront Safety Standards available at [www.lifesavingsociety.org](http://www.lifesavingsociety.org).
- Teacher should ensure the following items are accessible:
  - Whistle or other signaling device
  - Buoyant throw line
  - Reaching assists
  - Spinal board
  - Blanket
  - Salt
  - Rescue boat/craft.
- Teacher should ensure that the waterfront area is
  - Clearly marked
  - Free from hazards
  - Roped off with floating markers
  - Of suitable water temperature
  - Water is reasonably clean and clear.

# FIELD TRIPS

## Background

The Division recognizes that field trips that occur off the school site can be an effective means of providing students with learning opportunities beyond those which can be offered within the school. The community can be viewed as being an extension of the school, and therefore, the Division endorses educational field trips during school hours when such field studies have educational value and complement the school curriculum.

The Division endorses field trips that have clear educational value, that support the mission of the Division, and enhance student learning as described in the program of studies, particular to the grade level of the student.

## Definitions

**Field Trip** - means an approved school activity that occurs outside of school property. This definition includes Division sponsored student exchange programs, classes, programs extracurricular activities **and education travel** that occur outside of school property. It excludes, work study and work experience programs.

**Local Field Trip** – means any field trip occurring within the City of Medicine Hat and the surrounding areas but not occurring any farther than 20 km from the nearest city limit. Includes Local Trip and Day Trip.

**Provincial Field Trip** – means any field trip that occurs within the Province of Alberta outside the City of Medicine Hat. Includes Day or Overnight Trip.

**Canadian Field Trip** – means any field trip that occurs outside Alberta within Canada.

**International Field Trip** – means any field trip that occurs in whole or in part outside of Canada.

**Teacher(s) in charge/Lead Teacher** - means the Teacher(s) responsible for the planning, coordination and implementation of an excursion or field trip.

**Parent** – means a person defined as “parent” pursuant to Section 1 (1) (q) and 1 (2) of the School Act.

**Volunteer** – means a person defined as a parent or any other person who is not employed by the school division and who agrees to attend the field trip to support and help.

**High Risk** – activities characterized by greater potential for injuries with severe consequences, person-to-person and person-to-person equipment contact, uniqueness of equipment used, speed of action, protective equipment used, specialized supervision required and training required



**Supervisor** – means any person employed by the school division and who agrees to attend the field trip to support and help or work with identified students.

## **PROCEDURES**

1. All Division policies and administrative procedures are deemed to be in effect during all field trips.

## **PURPOSE**

2. The purpose of an educational field trip is to enable students to participate in quality off-site educational experiences that:
  - 2.1. Are at the heart of the educational process;
  - 2.2. Are connected to the Guide to Education, Program of Studies, Curriculum and Learning Outcomes and;
  - 2.3. Are relevant, flexible, responsive, affordable and accessible.
3. Off-site activities must demonstrate the key understandings that:
  - 3.1. Learning requires purposeful involvement;
  - 3.2. Interpersonal relationships are essential to the learning process;
  - 3.3. Clear expectations and relevant feedback are needed; and
  - 3.4. Diversity is valued within a responsive environment
4. Field trips must take place within a context of:
  - 4.1. Attention to the safety and security of students;
  - 4.2. Attention to risk assessment of field trip activities; and
  - 4.3. Protection of students, staff and volunteers and the Board.
5. Field trips may be supported in part or in whole by parents or guardians of eligible students, but no eligible students may be denied participation on the basis of inability to pay. This provision does not apply to voluntary trips.
6. Field trips are expected to be affordable for students, and assistance is available for students who are unable to pay the costs due to financial need. Assistance will be provided by the school, club or team that is sponsoring the trip. This does not apply to voluntary trips.

## **APPROVAL**

7. No field trip shall be undertaken without prior written authorization.



## LOCAL AND PROVINCIAL TRIPS

7.1. The Principal has *final approval* for Local and Provincial Field Trips.

7.1.1. In all cases, the Teacher in Charge must consult with and obtain the preliminary approval of the Principal before proceeding to plan a field trip.

7.1.1.1. A Local [Field Trip Form 260-1A](#) must be made by the Teacher in Charge to the Principal at least two weeks prior to the planned/anticipated date of departure.

7.1.2. A Provincial [Field Trip Form 260-2A](#) must be made by the Teacher in Charge to the Principal at least one month prior to the planned/anticipated date of departure.

## CANADIAN AND INTERNATIONAL TRIPS

7.2. In all cases, the Teacher in Charge must consult with and obtain the preliminary approval of the Principal before proceeding to plan a field trip.

7.3. Teacher in Charge submits [Field Trip Form 260-3A](#) to the Principal for initial approval, at least six months prior to the trip;

7.4. Principal submits [Field Trip Form 260-3A](#) to the Superintendent of Schools/Field Trip Assessment Committee, at least six months prior to the trip, for secondary review.

7.5. Superintendent submits to the Board of Trustees for final approval ;

7.6. International field trips shall only be approved for high school students when:

7.6.1. The field trip has a curricular link to a course that students participating in the field trip are enrolled in during the same school calendar year or in special circumstances where high schools offer International field trips every second year, provided the requisite course was completed in the previous year.

7.6.2. The field trip is required in order to attend an athletic competition, fine arts competition or fine arts performance.

7.6.3. The field trip is required in order for students to provide Catholic service learning.

7.7. Information from the Government of Canada advice and advisories travel web page will be considered when determining if approval is granted for an international trip.



- 7.8.** Should circumstances develop that raise concerns related to student health or safety, a field trip may be cancelled by the Superintendent/Board in consultation with the Field Trip Assessment Committee, and the division will not be responsible for any reimbursement of lost funds which are not covered by travel insurance.
- 7.9.** All participants taking part in an International field trip shall obtain and be responsible for the cost of medical insurance for the duration of the field trip.
- 7.10.** As well, all participants taking part in International field trips and Canadian field trips using a commercial carrier must purchase group cancellation/travel insurance.

**8. Student travel limitations:**

- 8.1.** Early Learning – Grade 6 students may only travel within Alberta including Fort Walsh or Cypress Hills, Saskatchewan which will be considered Provincial Trips.
- 8.2.** Grades 7 – 9 students may only travel within Canada.
- 8.3.** Grade 10 – 12 will have access to local, provincial and international trips.
- 8.4.** Any exception to the above must be approved by the Superintendent in consultation with the Field Trip Assessment Committee.

**TEACHER IN CHARGE**

**9. The Teacher in charge must:**

- 9.1.** Consult with and obtain the approval of the Principal before planning for the field trip may proceed.
- 9.2.** Be designated teacher in charge and be present on the trip.
- 9.3.** Submit an educational assessment for the Principal's approval that:
  - 9.3.1.** Ensures that all requisite field trip documentation is provided to the Principal within the required time frames;
  - 9.3.2.** Includes a statement of purposes that explicitly defines instructional objectives;
  - 9.3.3.** Outlines the lead up and follow up activities, as required;
  - 9.3.4.** Provides a safety assessment of the activity; wherever possible or reasonable, have visited the location of the field trip prior to the trip and be familiar with the seasonal conditions at the time of the activity.



- 9.4. Have the training, experience and knowledge appropriate for leading the trip or have the assistance of a guide with the training, knowledge and experience needed.
- 9.5. Select appropriate volunteers for the trip and provide volunteers with direction as to the requirements of the trip and their responsibilities prior to departure; see [Administrative Procedure 490 – Volunteers](#).
- 9.6. Use guides when appropriate or as directed.
- 9.7. Ensure that appropriate document is filed with the Principal and accompanies the Teacher in charge on the trip.
- 9.8. Advise students regarding trip hazards and appropriate safety procedures, including required vaccinations.
- 9.9. Comply with all [Board Policies](#) and [Administrative Procedures](#) while on the trip.
- 9.10. Without delay advise the Principal of any accidents, problems, unusual incidents, “close calls”, unsafe situations or any other situation which the Principal should be reasonably advised. After having verbally advised the Principal, the lead Teacher shall, within a reasonable timeframe, provide the Principal with a written report detailing the situation and steps taken to resolve the issue.
- 9.11. For trips outside complete [Form AP 260-5 Emergency Contact List Form](#). A completed copy will accompany the Teacher in Charge on the trip; a copy will be submitted to the Superintendent of Schools.

## THE PRINCIPAL

### 10. The Principal must:

- 10.1. Review the field trip application;
- 10.2. Be satisfied that the Teacher in charge understands the policies and procedures defining the Teachers’ responsibilities and duty of care;
- 10.3. Be satisfied that the current safety guidelines have been met or exceeded;
- 10.4. Be satisfied that the students, Teachers, staff, volunteers and parents or guardians will receive the appropriate information about the trip;
- 10.5. Be satisfied that arrangements are in place for covering all the financial matters, including refund procedures, contingency funds and an accounting for all expenditures;
- 10.6. Consult with the Teachers in charges before recommending final approval;
- 10.7. Ensure that the Teacher in charge completes a preliminary risk assessment for any trip.





- 10.8.** Principals must ensure that eligibility criteria are established for all field trips. Eligibility criteria can include previous behavior.
- 10.9.** Be the final authority for Local and Provincial field trips.

## **FIELD TRIP ASSESSMENT COMMITTEE (CANADIAN AND INTERNATIONAL ONLY)**

### **11. Field Trip Assessment Committee:**

- 11.1.** Provides a secondary review of the proposed Canadian or International field trip, including:
- 11.1.1.** Review of [Field Trip Form 260-3A](#);
  - 11.1.2.** Review supporting documentation;
  - 11.1.3.** Review of [Parent Consent Form 260-3B](#);
  - 11.1.4.** Providing assistance to the Principal or lead teacher as may be required
- 11.2.** The Field Trip Assessment Committee upon completing their review will forward the application to the Board for approval.

## **SUPERVISION**

### **12. The minimum acceptable standard of supervision for field trips is:**

- 12.1.** For students in Early Learning, Kindergarten, one adult to 5 students;
- 12.2.** For students in Grades 1 – 3, one adult to 8 students;
- 12.3.** For students in Grades 4 – 9, one adult to 10 students; and
- 12.4.** For students in Grades 10 – 12, one adult to 15 students;
- 12.5.** High Risk, Provincial, Canadian and International Trips, one adult to 10 students;
- 12.6.** Skiing and Snowboarding trips, one adult to 10 students;
- 12.7.** Exceptions to the above will apply to school team sports and clubs where the ratio shall be one adult to 15 participants.
- 12.8.** Deviation from these standards with permission of the Principal are acceptable for low risk trips based on the following being considered:
  - Age of students;
  - Nature of the activity;
  - Risk of the activity;
  - Size of the group;
  - Participation of special needs students;
  - Unique or particular circumstances of the venue (crowded, expansive etc);



- Experience of the supervisor(s) relative to the activity;
  - Other safety concerns.
- 12.9.** On high risk trips acceptable standards may only be changed with the approval of the Superintendent.
- 12.10.** If a field trip involves being away on a Sunday plans should be made, if at all possible, to ensure that field trip participants attend Mass.
- 12.11.** Employees or Students are not permitted to consume alcohol.
- 12.12.** Parents and Students in (grades 7–12) will be required to sign a [Code of Conduct Agreement 260-4](#) for trips outside Alberta.
- 13.** For field trips outside of the Province of Alberta, the minimum acceptable standard of supervision is two adult supervisors.
- 14.** Where field trips include overnight stays and the student group includes male and female students, supervision of the group must include both male and female supervisors.
- 15.** Additional supervision by certificated staff and/or volunteers from the school must be considered for field trips involving:
- Increased risks;
    - Large numbers of students;
    - Participation of students with special needs;
    - Crowded venues;
    - Trips which are new to the school.
- 16.** All supervision must be provided by individuals who are over the age of 18 and who meet the requirements of [Administrative Procedure 490 Volunteers](#).

## TRANSPORTATION

- 17.** Transportation of students on field trips must comply with Division Policy and Procedure.
- 17.1.** Commercial transportation shall be used whenever possible.
- 17.1.1.** Only properly licensed and insured commercial transportation vehicles and drivers shall be used.
- 17.1.2.** Schools are advised to use carriers under contract to the Division.
- 17.1.3.** If a school wishes to use a carrier not contracted with the Division, the carrier must have an Operating Authority Certificate from the Motor Transport Board and a Certificate of Insurance coverage evidencing auto liability coverage of not less than twenty (20) million dollars.



- 17.2. The Principal must ensure that a staff member, student or volunteer driving a vehicle that is not Division-owned is properly licensed and insured.
- 17.3. The Division has insurance coverage that provides for indemnification in the event of bodily injury or property damage to third parties as the result of an automobile accident for which the staff member, student or volunteer is legally responsible. However, the primary liability protection for the staff member, student or volunteer driving a vehicle that is not Division owned is provided by his/her own liability policy. The minimum liability coverage is required to be two (2) million dollars. (Reference: [Administrative Procedure 552](#)).
- 17.4. Schools are required to retain copies of the driver's license and insurance pink slip information. The Driver Information form attached to [Administrative Procedure 552 Student Transportation Private Vehicles](#) may be used as a record.
- 17.5. Student drivers shall not, under any circumstances, be used for a division transportation purposes whatsoever, including field trip transportation.
- 17.6. Air transportation other than on commercial carriers will not be authorized.

## CONSENT

18. In order to ensure informed **consent**, parents shall be provided with the following information *in writing* for [Local](#), [Provincial](#) and [Canadian/International](#) field trips:

- 18.1. Purpose and educational goal of the field trip;
- 18.2. The name of the Teacher in charge and a contact telephone number;
- 18.3. The date;
- 18.4. The destination, and where necessary, a map of the area;
- 18.5. General nature of activitie(s) and detailed itinerary for out of Province trips;
- 18.6. Departure and return times;
- 18.7. Mode of transportation;
- 18.8. Financial arrangements;
- 18.9. Safety precautions;
- 18.10. Level of supervision;
- 18.11. The date of the parent meeting(s); if required;
- 18.12. Any unusual factors such as rigorous physical activity, water related activities or water sports;
- 18.13. Any special risks associated with the activity;
- 18.14. A reminder that parents or guardians must inform the Teacher in charge about any relevant medical conditions of the student;



- 18.15.** Emergency procedures to be followed in the event of injury, illness or unusual circumstances;
  - 18.16.** The need for additional medical coverage for out-of-province and out-of-country trips;
  - 18.17.** Other relevant information about the trip which may influence the parent's or guardians' decision to withhold permission.
- 19.** When a parent meeting has been called for a trip:
- 19.1.** The Teacher in charge must keep a record of attendance at the parent meeting and;
  - 19.2.** The student's parent or guardian must attend the parent meeting to discuss the field trip and the rules of conduct expected of students. If emergent reasons prevent the parent from attending the meeting the parent must make arrangements to meet the Teacher, at a time convenient to the Teacher, to speak about the trip.
- 20.** One permission form is acceptable for a series of walking activities in the neighborhood of the school. Permission forms are not necessary for Daily Physical Activity walks or walking to church.
- 21.** One permission form is acceptable for a series of off-site activities such as performing arts, swimming lessons, physical education classes, outdoor education classes or athletics as long as the permission form includes a schedule of all activities and meets requirements of the Superintendent.
- 22.** Each student participating in an off-site activity must:
- 22.1.** Comply with the rules of the school and the requirements of the schools code of conduct;
  - 22.2.** Comply with the rules of the activity venue;
  - 22.3.** Fulfill all preparatory requirements at an appropriate level of performance;
  - 22.4.** Dress appropriately according to the type of off-site activity;
  - 22.5.** Cooperate fully with everyone authorized by the Board to provide education programs and other services;
  - 22.6.** Participate in a responsible and cooperative manner during the trip;
  - 22.7.** Account to the Teacher in charge for their conduct;
  - 22.8.** Respect the rights of others; and
  - 22.9.** Carry out all follow up procedures in an appropriate manner.



23. A student may not participate in an off-site activity unless the student is enrolled in a sponsoring or participating school and is part of the class or group taking part in the off-site activity. Children of Volunteers may be allowed to participate with permission of the Principal.

## VOLUNTEER

### 24. Volunteers:

#### 24.1. Volunteers must:

- 24.1.1. Comply with the requirements of [Administrative Procedure 490 Volunteers](#);
- 24.1.2. Have qualifications appropriate to the off-site activity; and
- 24.1.3. Complete the appropriate trip forms;

#### 24.2. Volunteers are expected to know the details of the off-site activity and their specific duties and authority prior to departure.

#### 24.3. Volunteers must support and follow the school code of conduct and;

- 24.3.1. Report any inappropriate conduct to the Teacher in charge;
- 24.3.2. Adhere to the schedule of itinerary;
- 24.3.3. Dress appropriately according to the type of off-site activity;
- 24.3.4. Fulfill their duties for the duration of the off-site activity, including evenings and weekends.

## ACTIVITIES

### 25. The following off-site activities are ***not permitted***:

- 25.1. Off-site activities that require travel time that would be too long for the age of the students involved;
- 25.2. Off-site activities that require inordinate expenses or excessive absence from school or;
- 25.3. Off-site activities that are hazardous or prohibited activities.

- |   |  |   |
|---|--|---|
| • Aerial gymnastics                       | • trampolining                                     | • rifle ranges or other activities involving firearms |
| • auto racing                             | • gladiator style events                           | • skydiving   |
| • boxing                                  | • bicycle motocross (bmx)                          | • winter biathlon with firearms                       |
| • bobsledding                             | • bungee jumping                                   | • Luge  |
| • demolition derbies                      | • caving (spelunking)                              | • Mountain climbing                                   |
| • dunk tanks                              | • drag racing                                      | • Racing of watercraft                                |
| • hang gliding                            | • extreme sports                                   | • Scuba diving  |
| • ice climbing                            | • horse jumping                                    | • White-water rafting                                 |
| • motorcycling of any nature              | • hot air balloon rides (tethered and untethered)  | • Fencing   |
| • paintball, laser tag games or war games | • mountain scrambling and technical mountaineering |   |
| • rodeos                                  |  |   |



**26.** The following off-site activities ***are permitted with proper pre-authorization*** of the Superintendent of Schools:

- Canoeing
- Kayaking
- Mountain biking
- Open water swimming
- Rock climbing
- Wall climbing
- Hiking on the west coast trail
- Tobogganing, tubing, crazy carpet and sledding

The activities listed in Sections 27 are not meant to be exhaustive in terms of all available field trips and possible field trip activities. High Risk activities not listed in either section will be considered on a case by case basis by the Field Trip Assessment Committee.

### **OFF-SITE ACTIVITIES IN REMOTE OR WILDERNESS AREAS**

**27.** In a remote or wilderness area, the Teacher in charge must:

- 27.1.** Have visited the location of the off-site activity prior to the trip and be familiar with the proposed route and seasonal conditions at the time of the trip;
- 27.2.** Use professional guides when appropriate or as directed;
- 27.3.** Establish and communicate class safety and emergency procedures to all participants;
- 27.4.** Ensure that appropriate communication devices are taken on the trip;
- 27.5.** Ensure constant communication within the group and access to external communication as needed;
- 27.6.** Be familiar with the nearest accessible medical station and telephone service;
- 27.7.** Notify Local area authorities, such as policy forestry or park officials about the proposed activity and location or route to be used;
- 27.8.** Contact Local authorities for information regarding environmental conditions, seasonal wildlife concerns and trail conditions; the parent/guardian must be informed of the present environmental conditions, the seasonal wildlife concerns and trail conditions;
- 27.9.** Establish procedures so that contact can be made with the Principal via police, forestry or park officials or other persons in the area;
- 27.10.** Obtain camping permits, fire permits, fishing and other licenses and area use permission where required; and;
- 27.11.** Ensure that one supervisor is qualified in emergency first aid and CPR.
- 27.12.** The parent/guardian must be informed of any all activities undertaken.



## **WATER ACTIVITIES**

**28.** Each trip that includes water-related activities must have a safety assessment, unless the trip is on an approved activities list.

**28.1.** All participants involved in sailing or boating activities must:

- 28.1.1.** Have swimming skills commensurate with the activity and;
- 28.1.2.** Wear a Transport Canada approved lifejacket or personal floatation device.

**28.2.** For activities involving canoeing, sailing, and power craft, the activity must meet or exceed safety guidelines.

**28.3.** When canoe trips take place on lakes or rivers, the Teacher in charge must have visited the site prior to the trip, and be familiar with the proposed route and the seasonal conditions at the time of the trip.

**28.4.** Adequate instruction and demonstration must be given to all participants involved before allowing the participants to undertake any water-related activity. Depending on the location the recommended supervisor to student ratio for canoeing, sailing and power craft activities may range from 1- 5 to 1- 10.

## **29. SWIMMING ACTIVITY**

**29.1.** Students attending off-site activities may not swim unless there is a lifeguard on duty.

**29.2.** If the facility operator does not provide a lifeguard at a swimming activity, students may swim if the school provides a lifeguard with current certification in National Lifeguard Service, Standard First Aid and a CPR Basic Rescuer for every fifty (50) participants using the swimming pool.

**29.3.** Students are permitted to swim in unsupervised hotel swimming pools as long as a Teacher or parent supervisor is present.

## **30. SKIING AND SNOWBOARD ACTIVITY**

**30.1.** Downhill skiing and snowboarding are acceptable activities for students provided the following conditions have been met:

- 30.1.1.** Conditioning activities have occurred in physical education classes, or as part of a fitness program leading up to the skiing or snowboarding activity.
- 30.1.2.** Skiing or snowboarding are part of a well-balanced yearly program and reflect the schools commitment to a quality physical education program and;
- 30.1.3.** For students in grade 6 and under the activity includes a minimum one mandatory lesson at the beginning of each day on a ski hill.



- 30.2.** Prior to the skiing or snowboarding trip, the Teacher in charge must have visited or contacted the ski resort recently and be familiar with seasonal conditions at the time of the activity;
- 30.2.1.** Make contact with the ski resort operator in order to arrange the student identification and controls procedures and;
  - 30.2.2.** Understand the ski resort's emergency protocol.
- 30.3.** Upon arrival at the ski resort, the Teacher in charge must:
- 30.3.1.** Divide students into levels of ability as described by the parent or guardians signed acknowledgment of the student's skier or snowboarder's classification;
  - 30.3.2.** Assist the ski resort staff with grouping students for their lessons;
  - 30.3.3.** Along with the ski resort staff, emphasize to the students that they will be given permission to use specified slopes or trails and that the use of other slopes or trails is prohibited and;
  - 30.3.4.** Assist the ski resort staff with controlling student access to slopes or trails.
- 30.4.** At the conclusion of the K-6 mandatory lesson:
- 30.4.1.** The ski resort instructor will identify the level of ability of the students, and assign appropriate ski or snowboarding slopes or trails; and
  - 30.4.2.** Students will begin supervised skiing and snowboarding on the assigned slopes or trails;
- 30.5.** During the supervised ski time, students are expected to ski in pairs or groups of three or four.
- 30.6.** A minimum supervision ratio for skiing and snowboarding is one adult to 10 students, including at least one adult supervisor in the ski lodge.
- 30.7.** Supervision of ski slopes must be carried out by supervisors/volunteers on the hill, at the base and in the lodge on a constant rotation.
- 30.8.** All participants in skiing and snowboarding activities must:
- 30.8.1.** Wear a CSA approved Ski/Snowboard helmet and;
  - 30.8.2.** Ski or snowboard only on designated open runs within the ski area.

## **31. SKATING**

- 31.1.** All participants are required to wear CSA approved Skating/Hockey helmets when participating in a skating activity.





RESOURCES: [Safety Guidelines for Physical Activity in Alberta Schools](#)

FIELD TRIP FORMS are accessible in the [Division Intranet](#)

AP 260 – 1A [Field Trip Local Application Form](#)

Includes: Local Field Trip  
Day Trip

AP 260 – 1B [Field Trip Local Parent Consent Form](#)

Includes: Local Field Trip  
Day Trip

AP 260 – 2A [Field Trip Provincial Outside of City within Alberta Application Form](#)

Includes: Day Trip-Outside City Limits-within Alberta  
Overnight Trip

AP 260 – 2B [Field Trip Provincial Outside of City within Alberta Parent Consent Form](#)

Includes: Day Trip-Outside City Limits-within Alberta  
Overnight Trip

AP 260 – 3A [Field Trip Canadian and International outside Alberta Application Form](#)

Includes: Canadian Field Trip  
International Field Trip

AP 260 – 3B [Field Trip Canadian and International outside Alberta Parent Consent Form](#)

Includes: Canadian Field Trip  
International Field Trip

AP 260 - 4 [Field Trip Code of Conduct Agreement Form](#)

Includes: Field Trips outside Alberta, Canadian and International  
Grades 7 - 12

AP 260 – 5 [Emergency Contact List Form](#)

Includes: Field Trips Canadian and International





## FEBRUARY IS REGISTRATION MONTH IN ALL CATHOLIC SCHOOLS in MEDICINE HAT K -12 & Early Learning! for 2018-2019

"Everything Registration" ...

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### 1. District-Wide February 2018 Registration Communication Strategy

#### January 08, 2018 – Pre-Advertising

- Website, Social Media – Registration Coming Soon!
- Posters to Schools advertising Registration.

#### January 15, 2018 – Registration Process Begins

- Registration Forms, brochures insert and brochures are revised and printed.

#### January 22, 2018 –Student Registration

- Pre-Populated Student Registration Forms home in the backpacks (students currently enrolled), **returned Feb 2, 2018**
- Blank Student Registration Forms supplied to schools for *New Students* and *Early Learning & Kindergarten*. New registrations accepted.
- Webpage [Parent Page](#) updated with 2018-2019 Registration Information, Forms, Handbooks, and Brochures etc. K – 12 including Early Learning and Kindergarten Brochures

#### January 22, 2018 – Advertising Launch

- **Magnet Signs** on school properties and various locations throughout the City.
- **MH News** – Catholic School Open Houses -listing of open houses scheduled for all 9 Schools-Ad: **Jan 27<sup>th</sup>**
- **MH News/Shopper Feature**–Spot Ad (Division Wide Registration) & Early Learning -Ad: **Feb 5<sup>th</sup>**
- **Website/Social Media**
  - **Latest News** - Registration Info Push → from Division to School Websites.
  - Specialized **Facebook Cover Photos/Banners** created for school Facebook Pages.
  - **Social Media Postings** → (Facebook, Twitter & Instagram)

#### February 5 – 9, 2018- Advertising

- **We're on the Radio –**  
2 Radio Ads: #1 (District-Wide Registration); #2 (Kindergarten & Early Learning). Recorded with student voiceovers. CHAT, MY96 & 93.7-Airing the week of Feb 5- 9<sup>th</sup> English & French Immersion.

*Watch for a Catholic School Open House near you in Feb 2018!*

**OPEN HOUSES** will be offered as part of our February Registration event:

- We will post a “Come to a Catholic School Open House” listing on the web & social media.
- We plan to cluster the open houses FEB 5<sup>TH</sup> – FEB 9<sup>TH</sup>, 2018 to create excitement & continuity



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## 2. Save the Date

*Monsignor McCoy High School Modernization Fri. February 16, 2018*

- *Grand Opening*
- *Donor Wall Dedication*
- *School Tours*

- *Event*

**1: – 2:00** High School Modernization Grand Opening

- Prayer
- O'Canada – led by Student Band/Choral
- Welcome
- Remarks: Minister of Education, MLA's, Board Chair, Superintendent, School Principal, Student Council, Parent Council
- Bishop/Priest Dedication/Blessing
- Ribbon Cutting / Dedication Wall Reveal
- Performance by (Band/Choral)
- Closing, Thank you's

**2:00 – 3:00**

- Cake Cutting, Refreshments, School Tours



# Monsignor McCoy High School Modernization

## Donations to Date = \$233,975

*Thank You Donors: you've helped us raise \$233,975.*

### Sponsorship

**\$75,000 +**

Archie & Joan MacPhail & Family. Sponsorship includes naming of a dedicated space associated with a Saint. The common area will be named St. Isidore Hall – Archie & Joan MacPhail & Family

### Platinum Sponsors

**\$50,000**

Stark's Plumbing & Heating

### Gold Sponsors

**\$20,000 + Above**

King Orthodontics

### Silver Sponsors

**\$10,000-\$19,999**

Jim & Sue Van Der Sloot

Todd & Shelley Beck

Dan, Barb & Quirina Thompson

Medicine Hat Catholic Schools' Education Foundation

### Bronze Sponsors

**\$1000- \$9999**

Fabian & Margo Delwo and Family; Bernice & Bob Desrosiers and Family; Chester & Sophie Dumanowski and Family; Mark & Jody Dumanowski Family; Steve & Shannon English; Knights of Columbus Joe McKenna Council #9502; Mark & Faye Gripp; Sisters of Charity of St. Louis of Calgary; Ben R. & Sheilagh Lockert; Mike & Myrna Stark; Henk Hof Family; Catholic Women's League-Holy Family Parish; K Melle Family

### Brick Donors

**\$500- \$999**

Gale Family; Monsignor McCoy High School Parent Council; Notre Dame Academy; St. Patrick's School Teachers; St. Patrick's School Students; Catholic Women's League-St. Patrick's Parish; École St. Thomas d'Aquin Parent Council; McCoy Colts Football Booster Club; Emily C. King; Victoria A. King; Thomas J. King; St. Mary's School; The Hoffman Family; Gay Pelchat; The Graf Family-In Memory of Alexander Graf; Guy & Trina Lanigan; Greg & Marla MacPherson; Grace Porter & Family; Lon Bosch; Lee & Tamara Little; Logan, Morgan, & Chandler Little; Murray & Emily Haubrich & Family; David & Anita Leahy & Family; Bishop Carroll Assembly (4th Degree of K of C); Joan Richard (Richard Family); Chuck & Denise Hellman; Kevin & Tina Steinke; George & Jean Kambeitz; Mother Teresa School Council; Teresa, Warren, Amy, Megan & Emily Stark; Dick & Debbie Mastel; Mr. Bosch NDA Homeroom Students 2016-2017; Mr. Bosch NDA Homeroom Students 2014-2015


## Friends of Monsignor McCoy Up to \$499

Cathryne Cooney; Chester Dumanowski; Regina Durst; Helen Hammer; Leo Lewans; Holy Family Parish; St. Francis Xavier School Parent Council; St. Mary's School Parent Council; James & Doreen Geiger; John & Ada Hammel; Ingrid & Gerry Andres & Family; Lyle Faichuk; Rachel Hammel; Harty Farms Ltd. (Richard & Gladys); John & Anna Lacher; Beverley A. Dirk; Robert Wist; Margaret M. Fischer; John Weber; Howard J. Loewen; Peter & Phyllis Hammel; Bill Zwicker


## Anonymous & Silent Donors

Thank You.

## Thank You to our Gracious Donors & Sponsors!



**MONSIGNOR MCCOY HIGH SCHOOL  
GRAND OPENING!** - Thank you donors,  
you've helped us raise \$233,975 to support the  
Modernization of our High School. Fundraising is  
now drawing to a close.  
Planning stages for the  
Donor Dedication Wall is  
beginning. Donors will be  
featured by category:  
FRIENDS OF MONSIGNOR  
MCCOY, BRICK DONORS,  
BRONZE, SILVER, and GOLD &  
PLATINUM AND SPONSORSHIP!



**Save the Date – Friday, Feb 16, 2018** High School Modernization Grand  
Opening will take place in February 2018 featuring...*Donor Dedication Wall  
Acknowledgement, School Tours & Grand Opening Celebration!* Watch for  
details in the new year!

### 3. St. Teresa of Calcutta — Dedication at Mother Teresa School



**St. Teresa of Calcutta**

"Not all of us can  
do great things.  
But we can do  
small things with  
great love".  
- Mother Teresa

Dedication of St. Teresa of Calcutta School Sculpture  
November 23, 2017 - Mother Teresa School  
MEDICINE HAT CATHOLIC BOARD OF EDUCATION

**ST. TEREŠA OF CALCUTTA** – In February 2017, the Board passed a motion to *commission a local artist* to create and install *a sculpture in dedication of St. Teresa of Calcutta* at Mother Teresa School.

The large wooden carved sculpture was unveiled at a celebration on November 23<sup>rd</sup> at the school and blessed by **Father Albert**.

Those in attendance received a special prayer card marking the event. Watch the dedication on [Youtube](#).

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#### 4. Corporate Communications Advertising/Public Relations

##### December – IT'S CHRISTMAS TIME

Christmas message... [Listen](#)

Its Christmas time...and Medicine Hat Catholic Schools are preparing our hearts for Jesus to come. We wait...and we pray... and we hope...so we can love more generously. Medicine Hat Catholic Schools wish you a happy and holy Christmas season. May the Lord bless you in the coming year...Merry Christmas!



Derrian Hallas- School Communications and Social Media  
Contact Information: [derrian.hallas@mhcbe.ab.ca](mailto:derrian.hallas@mhcbe.ab.ca) (403) 878-2017  
**#MHCatholic**

## Social Media Activity

826 to **836** "likes" on our **Facebook Page**  
546 to **553** followers on **Twitter**  
219 to **240** followers on **Instagram**

**Please see social media posts from November below**



**MH Catholic Schools @MHCatholic · 21h**  
Nothing is quite as beautiful as the sound of children's voices ❤️🎵 Our St. Michael's School choir was so excited to Christmas carol for our friends at Cypress View Foundation this afternoon 🎄 #medhat



**MH Catholic Schools @MHCatholic · Nov 3**  
Our sweet St. Louis grade 1 class dropping off goodie bags to our #MedHat firefighters for #RAKday! #gobekind @rakday\_mh @MH\_Firefighters



**MH Catholic Schools @MHCatholic · Nov 23**  
A beautiful celebration & dedication to St. Teresa of Calcutta at @MotherTeresaMH ❤️ #medhat #mhcatholic

"Not all of us can do great things. But we can do small things with great love." - Mother Teresa



**MH Catholic Schools @MHCatholic · Nov 7**  
Students braved the cold to acknowledge the sacrifices of our military by placing a poppy on every headstone in Hillside Cemetery ❤️ #MedHat







**Medicine Hat Catholic Board of Education** added 3 new photos.

November 21 at 1:11pm · Medicine Hat · 🌐

MHCBE is proud to partner with Ever Active Schools, AHS, Be Fit For Life and Jumpstart to promote physical literacy in our elementary schools!

Thanks to this awesome physical literacy initiative, St. Francis Xavier School's grade 5/6 class had a great afternoon of fitness at the downtown YMCA 🙌



**MH Catholic Schools** @MHCatholic · Nov 3  
St. Mary's "snow angels" shoveling for their neighbors this snowy afternoon  
#RakDayMH #GoBeKind #medhat @StMarys\_MH @medicinehatcity



You Retweeted

**Medalta** @Medalta · Nov 24  
CONGRATS @StMichaels\_MH! You've won the in class clay experience! Prepare to "get dirty making some cool things!"

#medhat



**MH Catholic Schools** @MHCatholic · Nov 8

The @MMcCoy\_MH Student Council spread some joy at the #MedHat Regional Hospital by handing out @TimHortons gift cards to staff & patients ❤️ Random acts of kindness aren't limited to just one day... Kindness has no limits! #RAKday #RAKdayMH #gobekind @CFSEA



**Medicine Hat Catholic Board of Education** added 10 new photos — at 📍 Scotiabank Saddledome.

November 1 at 11:39am · Calgary · 🌐

We are so proud to have our Monsignor McCoy High School Student Council & Notre Dame Academy ME to WE Leadership team attending The #WEDay youth conference in Calgary today!

"Together, we are powerful beyond measure, knowing that our strength lies in the uniqueness of us"... WE DAY is an unparalleled international event bringing together world-renowned speakers, A-list performers, and tens of thousands of youth to inspire and celebrate youth making a difference in local communities.





**MH Catholic Schools** @MHCatholic · Nov 11

This past week has been filled with art projects, songs & poetry paying tribute to those who have fought and continue to fight for our country and our freedom  
#CanadaRemembers



**MH Catholic Schools** @MHCatholic · Nov 27

Tonight, at a Special Board Meeting the Board of Trustees approved:  
 ✓ The Audited Financial Statement  
 ✓ Fall Budget Update  
 ✓ Annual Education Result Report  
 #abed #medhat #mhcatholic



**MH Catholic Schools** @MHCatholic · Nov 28

Huge thanks to the @MHC\_Rattlers for coming out and spending time with our students at @StPatricksMH this afternoon ⚽ Looks like we might have some future MHC Rattlers Soccer players in this group! #medhat #mhcatholic #getactive



**MH Catholic Schools** @MHCatholic · Nov 14

All smiles at St. Louis School today when the @MHC\_Rattlers stopped by for a little soccer game ⚽ #medhat #community @MHCollege



**MH Catholic Schools** @MHCatholic · Nov 28

You are invited by the next generation of entrepreneurs! Please join us for @MotherTeresaMH's Young Entrepreneur Program Trade Show tonight from 5:00-7:00pm in the school gym... you will be amazed! @EnactusMHC #medhat goo.gl/qRBKrs



**MH Catholic Schools** @MHCatholic · Nov 9

Another super fun MY KIDS Class of the Week Pizza Party with @KimJohnston & @onairmic 🍕 Congrats to Miss. Gregus' grade 1/2 Class from @StFrancisMH thanks @BPMedicineHat for the pizza!





**MH Catholic Schools** @MHCatholic · Nov 24  
 Congratulations to @MMcCoy\_MH's first Band Trip of the Month draw winner!  
 🌴 Tickets are still available for purchase for a chance to win 🎟  
[goo.gl/GbRhYi](http://goo.gl/GbRhYi)



**St. Louis School Medicine Hat** is at 📍 St. Louis School Medicine Hat.  
 Published by Mhcbe Schools (?) · November 23 at 3:39pm · Medicine Hat · 🌐

St. Louis & CHAT 94.5 FM Drive Away Hunger Campaign Challenge!  
 Our students were challenged to raise more food than last year for the Chat 94.5 Food Drive. This year we raised 965lbs!  
 The class that had the highest percentage of food got to throw whipped cream pies at Mrs. Richard. Congrats grade 1 for a job well done & to Mrs. Richard for being such a great sport!



**Medicine Hat Catholic Board of Education** is at 📍 Saamis Immigration Services Association.  
 November 3 at 2:20pm · Medicine Hat · 🌐

St. Mary's School grade 9 Fine Arts Band surprised new local Canadian Citizens by playing O Canada today 🇨🇦 #RAKday #GoBEKIND



**Medicine Hat Catholic Board of Education** added 4 new photos — at 📍 Notre Dame Academy Medicine Hat.  
 Just now · Medicine Hat · 🌐

We don't just stop at baseball, golf, hockey & soccer... Our NDA Academy students are always learning new skills to help them become well-rounded athletes 🏆



**Medicine Hat Catholic Board of Education** shared École St. Thomas d'Aquin Medicine Hat's post.  
 November 28 at 9:27am · 🌐  
 Who wouldn't love lunch with the principal?!



**MH Catholic Schools** @MHCatholic · Nov 17  
 #MHCatholic District Staff PD Day today 📖 Special guest speaker @drrobinbright shares the importance of broad-based literacy development in the classroom #professionaldevelopment #MHCBEliteracy



**Associate Superintendent Human Resources  
Board Meeting, December 12, 2017**

**Literacy - Numeracy Committee/November 17 PD Day Update**

The Literacy /Numeracy committee (chaired by Dr. Trisha Sotropa) has been meeting monthly, each school has at least one representative on the committee. The Division Literacy Vision is, **“Students in Medicine Hat Catholic have the literacy competencies to participate fully and successfully in living, learning and work.”** The focus of the committee revolves around the following goals:

- a. Increase Literacy
- b. Build Awareness
- c. Enhance Opportunities
- d. Facilitate Partnerships

On November 17, the division hosted a literacy PD day. All division teachers, librarians, and learning assistants had the privilege of hearing Dr. Robin Bright from the University of Lethbridge speak about the importance of literacy across the disciplines. She stated that there are 4 things that all teachers, regardless of the course they teach, need to work on to ensure literacy plays an important part of daily instruction. They are:

1. Word recognition
2. Fluency
3. Vocabulary
4. Comprehension

Dr. Bright challenged all staff to think about, and plan for making literacy an important part of instruction. All school staffs (teachers) were tasked with completing an action plan to make literacy a more important part of what they do in their school. Enclosed is an example of one of one such action plan. All plans will be shared through the literacy numeracy committee. I will be following up with division administrators on how implementation is progressing throughout the New Year.

**Recommendation: N/A**

**Attachment: Action Plan**

**Vision - Students in Medicine Hat Catholic have the literacy competencies to participate fully and successfully in living, learning and work.**

## **Literacy Work Plan 2017-2018**

### **Goal 1 – Increase Literacy**

<b><u>Actions</u></b> (What you need to do to achieve your goal?)	<b><u>Success Criteria</u></b> (What evidence or artifacts will demonstrate that you have accomplished the goal?)	<b><u>Time Frame</u></b> (How will you prioritize your actions? When will you begin?)	<b><u>Resources</u></b> (Who or what can support implementation?)
All classrooms will have student access to a subject specific vocabulary through a variety of sources (e.g. word wall, journals, personal dictionaries).	If we are asked what we are doing to develop vocabulary skills, all of the staff can lead them to: (a) word wall (b) journal (c) personal dictionaries	Sept. – June	Subject vocabulary lists, spelling lists, library, etc.

**Vision - Students in Medicine Hat Catholic have the literacy competencies to participate fully and successfully in living, learning and work.**

## **Literacy Work Plan 2017-2018**

### **Goal 2 – Build Awareness**

<b><u>Action</u></b> (What you need to do to achieve your goal?)	<b><u>Success Criteria</u></b> (What evidence or artifacts will demonstrate that you have accomplished the goal?)	<b><u>Time Frame</u></b> (How will you prioritize your actions? When will you begin?)	<b><u>Resources</u></b> (Who or what can support implementation?)
Display literacy posters & facts sheets (e.g. Literacy Progressions) on the digital/media display board in the school hallway and on bulletin boards in classrooms.	References made towards the displayed “fact sheets.”	Sept. – June	SAPDC, AB Education website
Create community connections to increase engagement through School Council.	Create and enhance opportunities for parent discussions.	Sept. – June	Staff
Literacy-at-a-glance “sheets” will be handed out to parents at Parent-Teacher Interview time.	Parents will become (more) aware of the literacy awareness initiatives in our school.	Sept. – June	AB Education website

**Vision - Students in Medicine Hat Catholic have the literacy competencies to participate fully and successfully in living, learning and work.**

## **Literacy Work Plan 2017-2018**

### **Goal 3- Enhance Opportunities**

<b><u>Action</u></b> (What you need to do to achieve your goal?)	<b><u>Success Criteria</u></b> (What evidence or artifacts will demonstrate that you have accomplished the goal?)	<b><u>Time Frame</u></b> (How will you prioritize your actions? When will you begin?)	<b><u>Resources</u></b> (Who or what can support implementation?)
PLC discussions regarding RTI (Response to Intervention) in the school.	Students will experience improvements in oral reading, fluency, comprehension, etc.	Sept. – June	LLI (Leveled Literacy Intervention) resources, library books, classroom library, RTI activity pages, RAZ Kids, Reading A-Z.

**Vision - Students in Medicine Hat Catholic have the literacy competencies to participate fully and successfully in living, learning and work.**

## **Literacy Work Plan 2017-2018**

### **Goal 4 – Facilitate Partnerships**

<b><u>Action</u></b> (What you need to do to achieve your goal?)	<b><u>Success Criteria</u></b> (What evidence or artifacts will demonstrate that you have accomplished the goal?)	<b><u>Time Frame</u></b> (How will you prioritize your actions? When will you begin?)	<b><u>Resources</u></b> (Who or what can support implementation?)
Facilitate partnerships (e.g. guest readers during Education week).	Promoting and fostering student engagement and the love of literacy/reading.	Sept. – June	Celebrity guest speakers from a wide-variety of backgrounds.



**Secretary Treasurer  
Board Report  
December 12, 2017 Public Meeting**

**1. First Quarter 2017-18 Finance Report**

The first quarter 2017-18 Finance Report will be presented

**Recommendation:**     *None required*

**Attachment:**           To be distributed

**2. 2017-18 Infrastructure Maintenance Renewal ('IMR') Plan**

The 2017-18 IMR Plan is deferred for approval to January 2018.

**Recommendation:**     *None*

**Attachment:**           None



## **Title – Religious Education Coordinator**

### **Board Report December 12, 2017**

#### **Marks of a Catholic Leader – what is happening in our schools?**

##### **Mark 1: Dignity of All**

#### **Provide faith formation opportunities for staff and students**

- Prayer on announcement slides, at the start and end of the day, whole school prayer
- 3 minute Loyola Retreats (send to staff via e-mail)
  - <https://www.loyolapress.com/3-minute-retreats-daily-online-prayer>
- Lead or participate in staff prayer group/intercessory prayers
- Faith leader presentations at staff meeting
- Assemblies – faith message/Gospel message and teaching. This is where you bring faith to students
- Constantly communicate our faith
- Prayers around special occasions and/or difficult situations
- Help students see the gifts that God has given them through liturgies/activities
- Marks of a Catholic teacher PD for staff
- Support/organize Service Projects
- Organize a faith formation day for students
- Rosary club
- Provide a faith component for parents at monthly meetings

#### **Ensure relationships at school are respectful and life-giving**

- Focus on care of others at assemblies
  - Anti-Bullying/Brave Bystander Program/
  - Monthly Bucket-filler themes
  - Life-long Character development
- Communication is key – verbal, body and expressive language – always be transparent
- Staff gatherings – to get to know your staff (commonalities)
- Friday socials – invite to all
- Provide mentors/helpers for new students/model respectful relationships
- Build a welcoming culture at school
- Service projects (singing @ seniors' homes)
- Be a good listener
- Celebrate the little positive things
- Be “nice” – treat people with kindness
- Show compassion
- Have a backbone – stand up for what is right

- Learn from mistakes – ask for forgiveness
- Follow up on situations
- “checking-in” with staff or students about issues you have been made aware of.
- Making new staff, students and parents feel very welcomed and an important part of the school

### **Identify and empower key leaders who help the faith community at school**

- Through personal discussions with staff, know where they are at with their faith journey and where they feel comfortable in sharing with others at staff meetings or during assemblies
- Saints group activities discussed at staff meetings and with support staff
- Invite in community members to share stories of faith in classrooms or in assembly
- Identify Religious Rep or Faith Leader to help lead liturgies/assemblies at school
  - Give the faith leaders resources and time to plan for liturgies so they can be cheerleaders for our faith
  - “Live Like That” – key leaders share personal faith stories that students can relate to.
  - Recognize these leaders (nominate for Excellence in Catholic Education Award)
- Faith leaders take on service projects that teach students how to be better citizens
- Have 1-1 conversations with people to encourage participation in faith activities (not an e-mail “to all”)
- Every grade/staff member leads/organizes a school mass/ liturgy or faith portion of the assembly

### **Allocate resources to support the whole person – staff and students**

- Build/promote a sense of community
  - Staff meeting breakfasts
  - Morning prayer group
  - Social events throughout the year (i.e. salsa classes)
  - Service Projects
- Saints Group activities
- Birthday crosses that have a faith theme
- Purchase books or share resources with others
- Budget allocations – PD, Resources to support
- Bring forward PD opportunities
- Cover classes for collaborative work
- Refocus on prayer corners
  - Provide \$ support
  - Encourage “functional” prayer corners
- Allocate \$ for service projects
- Identify strengths so they can be maintained and weaknesses so they can be supported
- Guest speakers

## **Recognize and celebrate the gifts and talents of others**

- “Shout Out to” board in staff room – staff share their thanks and wows
- Inspirational “quips” at staff meetings (i.e. fortunate cookies – “we are fortunate to have you”)
- Recognize Volunteers and/or staff during the school year for
  - Coaching
  - Public speaking
  - Staff leadership
  - Option classes
- Recognize staff and/or students at assemblies
  - Superstars
  - Awards day
  - Alumni Wall of Fame
  - Following in Jesus’ Footsteps
  - Student achievement
  - Student leadership (student council, volunteer work i.e. breakfast program)
  - Whole school – Christmas concert, festivals, Celebrate the Arts
- Informal conversations in the classroom to thank students and staff
- Principal’s Good Book

## **Responding pastorally and personally to difficult situations**

- Listening
- Caring
- Permeating our faith
- Discipline policy – reconciliation
- Power of prayer
  - pray for calm and understanding for myself when in difficult situations
  - pray for others
  - pray about the situation and ask God for help
- Identify needs – put yourself in their shoes – be empathetic; lose the “suck it up buttercup” mentality
- Focus on building relationships with students to open communication to community to seek support

### **Words of Wisdom**

**What is one pearl of great value that you want to pass on to your students and/or staff:**

- Nothing is more important than working closely with students so that they may be the best they can be – whatever that looks like, whatever that takes.
- Don't forget to say "I love you"
- Let others know how much you value or care for them daily
- Value the people around you
- Don't wish your life away; enjoy life as much as you can
- It's okay to be wrong. Learning happens best when we struggle through difficult times. We learn to be patient, appreciative and thoughtful of others.
- Tell staff they are a gift and that they make a difference. "You matter!"
- Tell students "It is wonderful that you are here!"
- Be kind; the world is a better place when you are.
- Words of encouragement affect others.
- Express your gratitude
- Know Christ personally.
- The presence and realization of the Holy Spirit in their lives.
- Care for others.
- Do the right thing
- Laugh
- Persevere
- Nurture your faith

## Committee Assignments-Trustee Report

Submitted by David Leahy

### 1. Monsignor McCoy Modernization (Adhoc) Committee

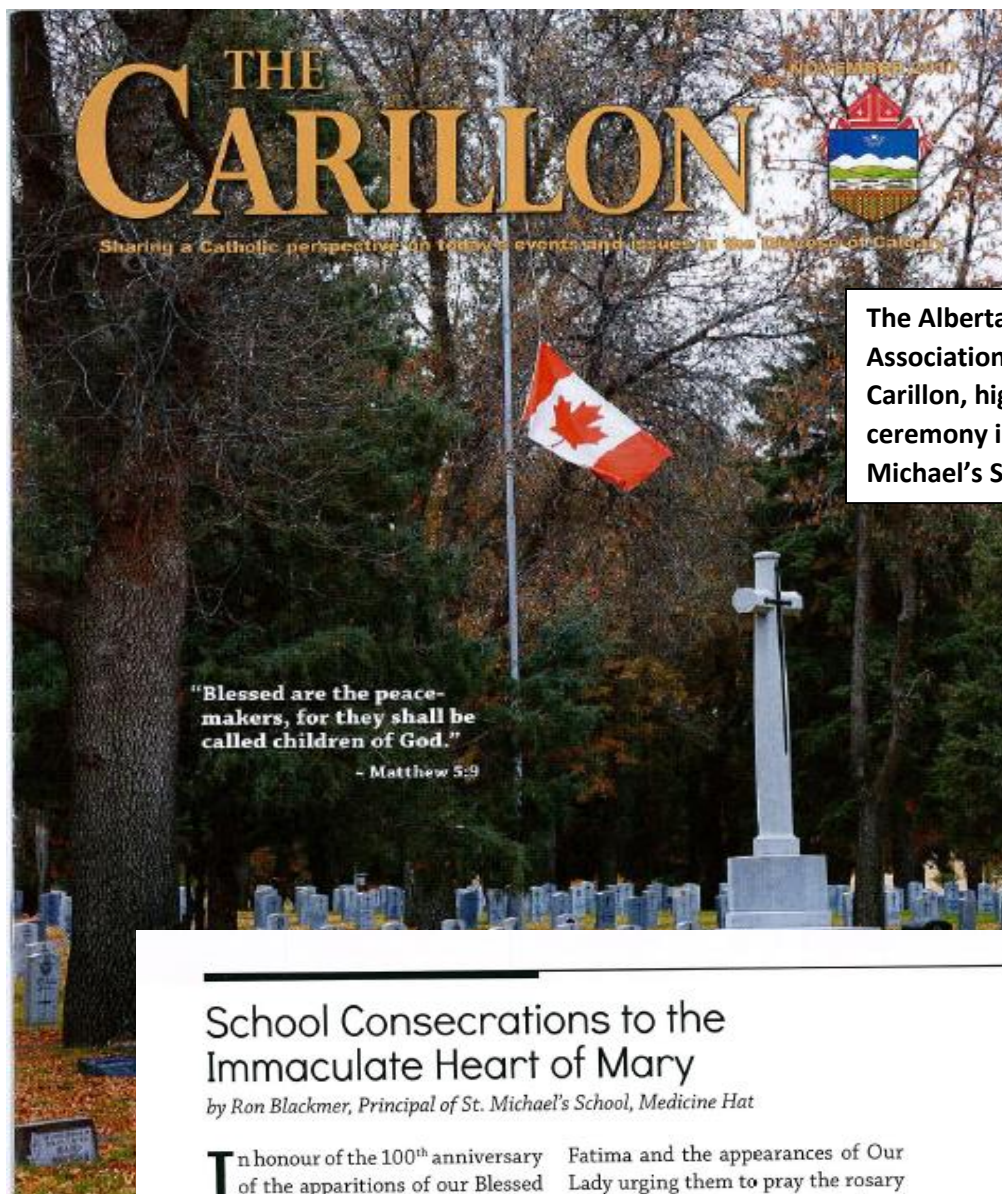
Central administration, Monsignor McCoy school based administration and the board representative met at Monsignor McCoy on Friday, December 1, 2017, to discuss plans for donor recognition. School based administration briefed committee members on the recommended location of the donor wall in St. Isidore Hall. Committee members were also briefed on how various donor levels will be recognized. It was agreed that the next step would be to get several design options for the committee to review. A timeline was also agreed to ensure that the donor wall would be completed before the official opening of the modernization.

### 2. Support Staff Board Advisory Committee

The first meeting of the Support Staff Advisory Committee for the 2017-2018 school year was held on Wednesday, December 6, 2017.

#### Highlights

- Election of Chairperson
- The committee reviewed changes to the Support Staff Board Advisory Terms of Reference. These changes will be brought forward for Board approval in January.
- Senior administration has been asked to review the terms of reference for the Teacher Board Advisory Committee to see if communication from that committee goes through the board or the Superintendent.
- The next meeting will be on Wednesday, February 7, 2018.



The Alberta Catholic School Trustee's Association's fall publication of the Carillon, highlighted a special ceremony in October held at St. Michael's School in Medicine Hat.

## School Consecrations to the Immaculate Heart of Mary

by Ron Blackmer, Principal of St. Michael's School, Medicine Hat

In honour of the 100<sup>th</sup> anniversary of the apparitions of our Blessed Mother at Fatima, schools within the **Medicine Hat Catholic Board of Education**, as well as the Catholic Education Office, consecrated their buildings, staff and students to the Immaculate Heart of Mary. This initiative follows the consecration of our country and dioceses by bishops and parishes by priests earlier this summer.

Director of Religious Education of Medicine Hat Catholic, Jill Wilkinson, assisted administrators of various schools, with parish priests, to officially consecrate the schools in prayer services during the month of October. At St. Michael's School, students were reminded of the story of the three shepherd children of

Fatima and the appearances of Our Lady urging them to pray the rosary for the conversion of souls. Students and staff prayed the rosary followed by a special consecration prayer and school blessing by Fr. Tomy Manjaly.



Our Catholic Faith is so rich in meaningful traditions, which are imperative for our children to experience. The story of Fatima and the examples of St. Jacinta, St. Francisco and soon to be canonized, Lucia, help

students to understand our devotion to Mary and how God chooses even children to spread his salvation throughout the world. The consecration celebration held at St. Michael's on Tuesday, October 10, was part of the school's ongoing devotion to our Blessed Mother which consists of a weekly rosary making club and rosary lunch club.

We have such a tremendous freedom in our Catholic schools to educate our children in meaningful, life altering experiences. This was one such moment that I pray will remain with our students and staff throughout their schooling experience and in years to follow.





# ACSTA 2017 AGM & Convention Highlights

## ACSTA welcomes new board and trustees

[http://www.acsta.ab.ca/content/file/Catholic\\_Dimension\\_Winter\\_2017.pdf](http://www.acsta.ab.ca/content/file/Catholic_Dimension_Winter_2017.pdf)



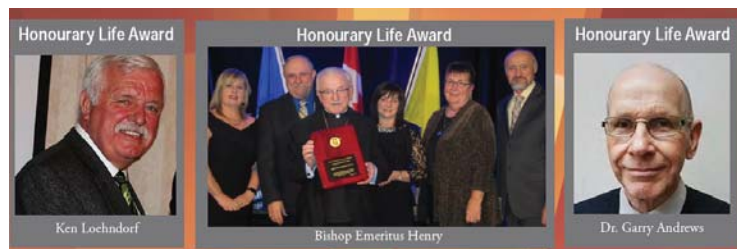
Lunch with Minister of  
Education David Eggen

The Alberta Catholic School Trustees' Association (ACSTA) Annual General Meeting and Convention took place from November 17 to 19 at the Westin Edmonton, opening with a new trustee orientation session for newly elected Catholic trustees.

The theme for 2017 was "Catholic Trusteeship: A Call to Missionary Discipleship." Keynote speakers for 2017 were Bishop Emeritus Henry and Fr. Stefano Penna, who both gave informed, insightful and inspiring addressees to Catholic trustees and guests in attendance.

Bishop Henry spoke on the theme "time is greater than space" using advice from Pope Francis. He encouraged Catholic trustees to be champions of Catholic education, to always be disciples of Jesus and to stand their ground when faced with challenges.

## ACSTA AGM & Convention 2017 Awards



**Congratulations Dr. Garry Andrews,**  
Medicine Hat Catholic Board of Education nominated Dr. Garry Andrews for the ACSTA Honourary Life Award.

### **Congratulations, MHCBE Trustee, Mr. Peter Grad,**

Mr. Grad received an ACSTA 10 Year Service Award! Congratulations Mr. Grad.



In no particular order, some missing from photos - Darrell Ghostkeeper, Living Waters CRD, Peter Grad, Medicine Hat CSRD, Rhonda Lafrance, St. Paul ERD, Adriana LaGrange, Red Deer CRS, Diane Lavoie, Holy Family CRD, Carmelle Lizée, Holy Family CRD, Diane MacKay, Red Deer CRS, Mary Martin, Calgary CSSD, Keith McGrath, Fort McMurray RCSSD, Margaret Michaud, Holy Family CRD, Cindy Olsen, Edmonton CSSD, Terry O'Donnell, Holy Spirit RCSRD, Mario Paradis, Conseil scolaire du Nord-Ouest, Danny Ponjavic, Holy Spirit RCSRD, Harry Salm, Christ the Redeemer CSRD, Irene Sawyer, Living Waters CRD, Jamie Schoorlemmer, Grande Prairie RCSSD, Paula Scott, Lloydminster RCSSD, Bob Spitzig, Holy Spirit RCSRD, Kelly Whalen, Holy Family CRD, Beatrice Wright, Holy Family CRD, Eldon Wyant, Grande Prairie RCSSD, Richard Yaceyko, Evergreen CSRD, Marilyn Bergstra, Edmonton CSSD, Liam McNiff, Red Deer CRS.

# The Season of Advent in M+H Catholic Schools

Our Catholic schools will have a special celebration every day to acknowledge the season of Advent. Each classroom has their own Advent wreath and candles where they light the candles, sing and pray.



*"The people who walked in darkness have seen a great light" Isaiah 9:2a*

## What is Advent?

Advent is a time set aside for us at the beginning of the church year when hope and joy should fill our hearts as we know that Jesus, our Saviour, has come and will come again to give us life everlasting.

Advent calls us to rediscover the reasons for our belief in Jesus as the Christ. It is a season meant to encourage a person and profound interior journey of waiting in our hearts and homes. The word Advent comes from the Latin *advenio*, "to come to," and refers to the coming of Christ

## What happens during this time?

A symbol central to our waiting time is the Advent wreath. The wreath is circular, reminding us that God's love is never ending. Four candles (3 purple and 1 pink) are placed on the wreath to symbolize the four Sundays before Christmas. This is a time of waiting and preparing for Jesus. Purple is the colour of royalty – to prepare for the King. Each week a new candle is lit and a prayer is said.

The purple candles remind us that Advent is really a "Little Lent" where we prepare by doing good for others. At this time of year, all of our school are involved in charitable acts and helping others less fortunate than ourselves. For example, Angel Trees, Food Hampers, Santa Claus Fund donations and much more.

## When is Advent?

Advent extends over four Sundays before Christmas. This year, the first Sunday of Advent is December 3, the second Sunday of Advent is December 10, the third Sunday of Advent is December 17, and the fourth Sunday of Advent is December 24.

## Advent Prayers:

- Week 1:** O God, during this Advent season, help me prepare for the coming of your Son. May I remember to show kindness to those around me. Amen.
- Week 2:** Jesus, when you came you brought peace to the world. May I always be a sign of your peace. Amen.
- Week 3:** Dear Lord, Advent is a season of joy. Help me serve you always with a happy heart. Amen.
- Week 4:** Heavenly Father, when you sent your Son to our world, everyone rejoiced. During the Advent and Christmas seasons, fill my heart with love for you. Amen.

## M+H Catholic Schools Advent Masses:

- Monday, December 4th @ 8:20am **Monsignor McCoy High School** at Monsignor McCoy
- Tuesday, December 5th @9:30am **Mother Teresa School & École St. Thomas d'Aquin** at Holy Family Parish
- Thursday, December 7th @ 10:00 **St. Patrick's School & Notre Dame Academy** at Holy Family Parish
- Friday, December 8th @ 10:00 **St. Michael's School & St. Louis School** at St. Patrick's Church
- Friday, December 15th @ 11:00 **St. Francis Xavier School** at St. Patrick's Church
- Wednesday, December 20th @ 10:00 **St. Mary's School** at Holy Family Parish
- [Link](#) to Daily Mass Scripture & Reflections in Preparation for Christmas