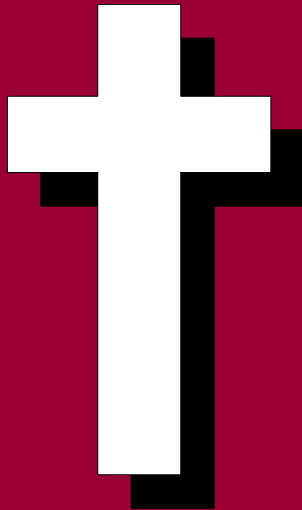


Medicine Hat Catholic Board of Education

"SHOWING THE FACE OF CHRIST TO ALL"



PUBLIC AGENDA

March 09, 2010 – 6:00 p.m

Catholic Education Centre – 1251 – 1st Avenue SW

Medicine Hat Catholic Board of Education

ACTION AGENDA

DATE: March 09, 2010

Place: Catholic Education Centre

Time: 6:00 P.M.

1.	<p><i>Opening Prayer</i></p> <p style="text-align: center;">WE ARE CALLED Always and Everywhere to: Model Christ Pray and Serve Build a Faith Community</p>	SA	
2.	<p><i>7:00 p.m. - PRESENTATIONS</i></p> <p>EXCELLENCE IN TEACHING AWARD NOMINEE 2010</p> <ul style="list-style-type: none"> Mrs. Lenore Kowalchuk, St. Michael's School Nominee (also in attendance Mr. Ron Blackmer, Principal and Mrs. Denise Simbulan, and Mrs Michelle Anderson (Nominators) http://education.alberta.ca/teachers/excellence.aspx <p>EDWIN PARR AWARD NOMINEE 2010</p> <ul style="list-style-type: none"> Miss Alexa Gossard, first year teacher at St. Michael's School Nominee for the Alberta School Boards' Association 2010 Edwin Parr Award (also in attendance Mr. Ron Blackmer, Principal) http://www.asba.ab.ca/services/awards.asp <p>COMMUNITY COMING TOGETHER-Mental Health Project</p> <ul style="list-style-type: none"> Mr. Nick Gale, Coordinator of the Community Coming Together Project will make a presentation to the Board. The project is looking for a Letter of Support from the Board to pursue funding from Government. The project has grown and changed in the last year to include increased levels of staffing, more educational education opportunities and become a community and division resource. With the pilot project funding expiring in February of 2011, support of all stakeholders is required to continue to provide the wrap around services provided by the mental health project. 	SA SA HL	
3.	<p><i>Approval of the Minutes of the Regular Board Meeting</i></p> <p>♦Recommendation: THAT the Minutes of the Regular Board Meeting held February 09, 2010 be approved as circulated.</p>	SA	
4.	<p><i>Approval of the Action Agenda</i></p> <p>♦Recommendation: THAT the Action Agenda dated March 09, 2010 be approved as circulated.</p>	SA	1 - 5
5.	<p><i>Approval of the Non-Action Agenda</i></p> <p>♦Recommendation: THAT the Non-Action Agenda dated March 09, 2010 be approved as circulated.</p>	SA	6

6.	<p><i>Corporate Communications</i></p> <p>6.1 Letter from the Kiwanis Regional Science Fair requesting for financial support. The funds have been authorized and forwarded to the Regional Committee to support the Science Fair. Please attend and support our students on March 27, 2010.</p> <p>6.2 Government of Alberta funding under the Federal Action Plan for Official Languages in Education 2009 – 2013.</p> <p>6.3 Education Week is April 25 – May 01, 2010. The theme: Education: The Heart of Our Communities. Plan to attend the schools during that week to attend Education Week Events.</p> <p>6.4 Letter from the Alberta Teacher's Association regarding the Alberta Average Weekly Earnings Index (AAWEI) Grievance/Arbitration.</p> <p>6.5 Thank you letter(s) received from students, Miss Danielle Whitfield and Miss Sharrese Bennett, recipients of the Board sponsored Spiritual Leadership Scholarship Awards. Both students attended McCoy High School.</p> <p>6.6 Thank you cards received from Grade 9 students Rachel Brown and Jeff Steiert recipients of the Grade 9 Merit Award.</p> <p>6.7 A thank you note and an expression of gratitude from the Sisters of Charity of St. Louis signed by Sister Mary Anne Mulvihill.</p>	SA	7 - 13
7.	<p><i>Policy 11 – Board Delegation of Authority</i></p> <p>In January 2010 the Board directed the Superintendent of Schools to bring forward a revision to Board Policy 11- BOARD DELEGATION OF AUTHORITY relating to the termination of temporary teacher contracts. In researching the revisions to Policy 11 it was determined it was prudent to bring forward changes that clearly establish the Superintendent of School's authority to also suspend and terminate non-certified staff. The Policy has received first and second reading. The Policy is presented for third reading.</p> <p>♦Recommendation: THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve third reading of Policy 11- Board Delegation of Authority.</p>	SA	14 - 16
8.	<p><i>Administrative Procedure 505 – School Fees</i></p> <p>Each year the Board of Trustees is required to approve the general school fees/textbook rental fees for the following year.</p> <p>♦Recommendation: THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2010 – 2011 general school fees/text book rental as presented.</p>	SA	17 - 20
9.	<p><i>Quarterly Finance Report</i></p> <p>The Secretary-Treasurer Mr. Greg MacPherson will present the Quarterly Finance Report for Board Approval.</p> <p>♦Recommendation: THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Quarterly Finance Report as presented.</p>	GM	No Encl.
10.	<p><i>Full Day Kindergarten Survey Results</i></p> <p>Budget constraints are making it unlikely that we will be able to continue to offer full day kindergarten in its current structure. The Board of Trustees directed senior administration to survey incoming Kindergarten parents on possible alternative methods of providing Kindergarten programming. Results of the survey are attached, also attached are the letter is the letter and a copy of the survey.</p> <p>♦Recommendation: THAT the Board of Trustees for the Medicine Hat Catholic Board of Education establish</p>	DL	21 - 23

	timelines for making a decision on kindergarten programming for the 2010 – 2011 school year and communicate that decision to stakeholders.		
11.	<p><i>Superintendent's Report – Memorandums are attached outlining the details from the Superintendent of Schools.</i></p> <p>11.1 Field Trip Administrative Procedure</p> <p>11.2 Program Reviews including Turning Points, Fine Arts Academy and Sports Academy</p> <p>11.3 Administrative Procedure 424 – Teacher Transfers</p> <p>11.4 Administrative Procedure 433 – Administrator Transfers</p> <p>11.5 Bishop's Dinner \$4,500 proceeds for school programs</p>	DL	24 - 40
12.	<p><i>Budget 2010</i></p> <p>Senior administration has been working on a number of different budget scenarios. The development of the 2010-2011 budgets for the Medicine Hat Catholic Board of Education has been challenging because of a loss of revenue.</p> <p>1. At this time the province has not funded an anticipated 3% pay increase for teachers. This equals approximately \$556,000.</p> <p>2. Due to the revised structure of the class size initiative grant the Division will be seeing a reduction in revenue of \$500,000.</p> <p>This loss of this revenue coupled with already anticipated increased costs associated with grade reconfiguration has resulted in senior administration looking at several budget scenarios that see a phased in approach to grade reconfiguration. These budgets scenarios are being presented to Trustees to create an awareness of the issues/pressures for the Division.</p> <p><u>♦Recommendation:</u></p> <p>THAT the Board of Trustees for the Medicine Hat Catholic Board of Education provides senior administration with clarification/direction concerning the budget development. This is necessary given that budget assumptions were developed without the knowledge that the Division would be facing a loss of approximately \$1,000,000 of revenue.</p>	SA/DL	41
13.	<p><i>Grade Reconfiguration</i></p> <p>13.1 Meeting with the MLA's on Friday, February 19, 2010</p> <p>13.2 Letter from the Minister of Education (dated January 12, 2009) (received on February 18, 2010)</p> <p>13.3 Memorandum from the Superintendent of Schools with responses to the Minister's Letter.</p>	DL/SA	42 - 47
14.	<p><i>McCoy Name Change to Monsignor McCoy</i></p> <p>In response to an RFP, we have received costing for front signage to remove the school name as McCoy High School and erect a new sign as Monsignor McCoy High School. The Knights of Columbus were approached in September 2009 looking for their financial support of this project. A discussion by the Board will determine what other costs are to be considered and presented to the K of C to assist the Board in completing this project.</p>	SA	
15.	<p><i>Alberta School Boards Association (ASBA) Awards 2010</i></p> <p>The ASBA recognizes excellent first-year teachers, long serving trustees, outstanding school boards and citizens who contribute to public education in Alberta. Deadline for applications are outlined below with a link to the complete application package attached.</p> <p>http://www.asba.ab.ca/services/awards.asp</p> <ul style="list-style-type: none"> • Edwin Parr Award April 01, 2010 – Our Edwin Parr nominee Mrs. Alexa Gossard was recognized by our Board earlier this evening. The Board will complete the 	GM	

	<p>application process including producing a video and submit her nomination package to ASBA Zone 6.</p> <p>Friends of Education Award September 24, 2010</p> <p>Honorary Life Member Award September 24, 2010</p> <p>ASBA Long Service Award September 24, 2010 - The Board has determined that Mr. Kelly Van Ham, long servicing Trustee will be nominated for this award this year. The Board will complete the application and forward to ASBA. The Board congratulations Mr. Van Ham on his tremendous contribution to education.</p> <p>Premier's Award September 24, 2010</p> <p>Zone Appreciation Award June 25, 2010</p>		
16.	<i>COMMITTEE REPORTS</i>	SA	
	16.1 Medicine Hat Catholic Schools' Education Foundation - Kelly Van Ham		
	16.2 Representative to ACSTA – Peter Grad		
	16.3 Representative to Teacher Board Advisory Committee – Stan Aberle		
	16.4 Representative to ASBA Zone 6 - Ken Arthur		
	16.5 Representative to Spiritual Leadership Scholarship Awards – Stan Aberle		
	16.6 Representative to Support Staff Board Advisory Committee – Jodi Churla		
	16.7 Representative to Parent Association – Jodi Churla		
	16.8 Salary Negotiations <ul style="list-style-type: none"> a. ATA – Ken Arthur b. CUPE – Peter Grad 		

NON - ACTION AGENDA

DATE: March 09, 2010

Place: Catholic Education Centre

Time: 6:00 P.M.

No.	ITEM		PAGE
1.	<p>INFORMATION ITEMS</p> <ul style="list-style-type: none"> • <u>REGISTRATION CONTINUES IN ALL MEDICINE HAT AND BOW ISLAND CATHOLIC SCHOOLS</u> <ul style="list-style-type: none"> ○ KINDERGARTEN – GRADE 12 • <u>ELECTION 2010</u> A Municipal election will be held on October 18, 2010 in Alberta. We invite our Catholic community to consider running for Catholic School Board Trustee. Trusteeship is a unique vocation which serves the Church and the community. You will play an integral part in ensuring that Christ is at the heart of every Catholic school in Medicine Hat and Bow Island. You are fully supported by the Alberta Catholic School Trustees Association, to assist you in providing exceptional service to the Catholic community. Please contact the Catholic School Board Office @ (403) 527-2292 for more information. • <u>Alberta Catholic School Trustees Association (ACSTA) SPICE AND BLUEPRINTS CONFERENCE</u> Registration information for the ACSTA SPICE and BLUEPRINTS Conferences are attached, the Board will determine interest in attending the conference. http://www.acsta.ab.ca/conferences/spice/index.html SPICE April 29 – May 02, 2010 http://www.acsta.ab.ca/conferences/blueprints/index.html BLUEPRINTS May 04 – May 07, 2010 • <u>Trustees' Report from ASEBP (attached)</u> 		48

Notice of Public Board Meetings

Public Board Meetings for the Medicine Hat Catholic Board of Education will begin at **6:00 PM** with **presentations** at **7:00 PM**

All regularly scheduled Public Board Meetings are the **2nd Tuesday** of each month held at the Catholic Education Centre located at 1251 – 1st Avenue SW unless otherwise advertised.

Public welcome to attend - Information @ www.mhcbe.ab.ca

2010 Excellence in Teaching Awards Program

To be nominated for an Excellence in Teaching Award is an Honour.

PURPOSE:

- recognizes outstanding Alberta teachers and principals
- honours creative, innovative and outstanding teaching
- focuses public attention on the teaching profession
- involves Albertans in celebrating teaching excellence.

RECOGNITION:

- eligible nominees receive certificates of recognition
- semi-finalists, who are not award recipients, receive certificates of recognition and access to \$1500 for professional development
- semi-finalists are honoured at regional celebrations in April
- Provincial Excellence in Teaching Award recipients receive certificates of recognition, commemorative pins and access to \$4000 for professional development
- SMARTer Kids Foundation Innovative Use of Technology Award recipients receive certificates of recognition, commemorative pins and comprehensive technology packages
- award recipients' schools receive monetary awards and certificates of recognition
- Provincial Excellence in Teaching Award recipients and SMARTer Kids Foundation Innovative Use of Technology Award recipients are honoured at a special dinner and ceremony in May.

ELIGIBILITY:

- nominees must, at the time of nomination:
 - hold an Alberta permanent professional teaching certificate
 - teach or support the teaching of courses of study and education programs authorized by the *School Act* during the 2009-2010 school year
 - work directly with students in a school setting on a daily basis (may be a principal or other certificated staff member).

RESTRICTIONS:

- only one nomination per certificated teacher is accepted
- previous Provincial Excellence in Teaching Award recipients and SMARTer Kids Foundation Innovative Use of Technology Award recipients are not eligible
- teachers must be nominated individually; teacher teams are not eligible
- any teacher who was selected as a semi-finalist in 2007, 2008 or 2009 is not eligible for nomination in 2010.

DEADLINE:

- **February 5, 2010.**

PRESENTED BY:

Government of Alberta ■
Education

SELECTION CRITERIA

PROVINCIAL EXCELLENCE IN TEACHING AWARD

The **Criteria for Selection** below apply to all award categories.

The Selection Committee will look for **specific examples** of:

- A. How the nominee's teaching or leadership excels at:
- fostering the development of students and their intellectual, social, emotional and physical growth
 - establishing a stimulating learning environment
 - motivating students to exceed their own expectations
 - attending to individual student needs
 - working collaboratively with colleagues
 - demonstrating an in-depth knowledge of subject matter and curriculum
 - being involved in professional growth activities
 - achieving positive results in student learning
 - demonstrating caring for the well-being of students and colleagues, thereby contributing to a positive school climate.

– AND –

- B. How the nominee's teaching or leadership is **innovative or creative in supporting student learning** in one or more of the areas identified under section A.

Innovative or creative teaching that supports student learning may refer to:

- introducing or applying successful or proven practices or approaches new to a classroom or a school
- adapting approaches advocated in the literature or elsewhere for specific contexts of teaching and learning
- championing a successful or proven approach throughout a school or school district/division
- developing teacher resources or materials that complement an existing approach.

SMARTER KIDS FOUNDATION INNOVATIVE USE OF TECHNOLOGY AWARD

The Selection Committee will look for **specific examples** of how the nominee excels in meeting the "Criteria for Selection" through the use of technology.

SELECTION PROCESS

- A rigorous selection process reviews each eligible nomination package to ensure the criteria have been met.
- The Selection Committee is made up of representatives from: Alberta Education, the Alberta School Boards Association, the Alberta School Councils' Association, the Alberta Teachers' Association, the Association of Alberta Deans of Education, the Association of Independent Schools and Colleges, the College of Alberta School Superintendents, the Council on Alberta Teaching Standards.

SUPPORTED BY:



EDMONTON JOURNAL
The NEW face of Edmonton

SMARTer Kids
Foundation Page 7 of 65

2010 Edwin Parr Teacher Award

Alberta School Boards Association

2010 Edwin Parr Teacher Award

Awards and employee recognition programs are an effective way of obtaining higher levels of employee morale and commitment as suggested by contemporary human resource literature. Our example is the ASBA Edwin Parr Teacher Award.

We know every school board has successful first year teachers. These individuals can acquire an additional level of local recognition by being nominated for the ASBA Edwin Parr Teacher Award. Hopefully, your school board will choose to participate in the process leading to the selection of the 2010 ASBA Edwin Parr Teacher Award winners.

In preparing the nomination of your board's most outstanding novice teacher, please note:

1. School board nominations are to be submitted to the chair of the ASBA zone in which your jurisdiction is located by **April 1, 2010**.
2. Your nominee must complete the Nominee Consent portion of the Nomination Form.
3. Each ASBA zone will select one nominee as the zone winner of the award, with the exception of Zone 2/3. This zone will select two winners because of the amalgamation of zones 2 and 3.
4. Please submit one (1) complete copy of the nomination information to your Zone Chair and retain one (1) complete copy of the nomination information at the nominating board office for a period of one (1) year. **Please do not submit original documents to the ASBA office, as we will not be returning any portions of the submissions.**
5. The **Zone Chair** is to submit one copy of the nomination package and a recent **original head and shoulders photograph of the zone winner** to the ASBA offices two weeks prior to the local zone Edwin Parr Teacher Award presentation to ensure timely preparation of this award.
6. The Edwin Parr Teacher Awards will be presented at the ASBA Fall General Meeting.
7. The ASBA Zone Chairs are:

Zone 1, Mr. Ralph Wohlgemuth Grande Prairie RCSSD No. 28 9902 - 101 Street Grande Prairie AB T8V 2P4 780.539.2158R 780.539.3000B 780.532.3430F Email: ralph.wohlgemuth@amec.com	Zone 5, Mr. Jay Lyons Foothills School Division No. 38 120 – 5 Avenue West, Box 5700 High River AB T1V 1M7 403.256.9224R 403.652.3001B 403.651.7701F Email: lyonsjc@telus.net
Zone 2/3, Mrs. Lisa Brower Elk Island Public Schools 683 Wye Road Sherwood Park AB T8B 1N2 780.449.3936R 780.908.9305C 780.417.8107B Email: lisa.brower@ei.educ.ab.ca	Zone 6, Mrs. Colleen Deitz Palliser RD No. 26 101, 3305 – 18 Avenue N Lethbridge AB T1H 5S1 403.599.2306R 403.328.4111B 403.327.9426F Email: colleen.deitz@pallisersd.ab.ca
Zone 4, Mrs. Dianne Macaulay Red Deer Public Schools 4747 - 53 Street Red Deer AB T4N 2E6 403.346.0472R 403.342.3710B 403.347.8190F Email: dmacaulay@rdpsd.ab.ca	

Alberta School Boards Association

2010 Edwin Parr Teacher Award

Background

Edwin Parr homesteaded in the Meanook area near Athabasca in 1920. Prior to 1925 he began his long career in educational affairs as a member of the board with the George Lake School District. He served as chair of the board with the Athabasca School Division and was on the council of the County of Athabasca from its formation in 1959 until his death in January 1963. Edwin Parr was president of the Alberta School Trustees' Association from 1956 to 1962. Ed Parr, as he was known to all, instituted an "Annual Teacher Award" in his school system. Each year a member of the teaching staff was chosen to receive a gold watch and an appropriate certificate for long and meritorious service.

In searching for a way in which his memory might be perpetuated and to honor the profession he so dearly respected, the Alberta School Trustees' Association established the Edwin Parr Teacher Award in 1964.

Criteria

- Any first year K-12 teacher is eligible for nomination.
- A minimum of 100 full-time equivalent days of teaching service within the current school year is required (ie) **September 2009 to June 2010**.
- A teacher may have a maximum of 120 full-time equivalent days of teaching service prior to signing a contract.
- A teacher must hold an Interim Professional Certificate or other valid Alberta teaching authority.
- Deadline for nominations is **April 1, 2010**.
- First year teaching experience must be completed in Alberta from a school jurisdiction that is a member of the ASBA.

Procedural Guidelines

Each school board is restricted to nominating one candidate. Supporting evidence, duly signed by the appropriate school board official(s), must accompany each nomination.

Awards Presentation

An appropriate gift will be presented to the six Edwin Parr Teacher Award winners at a zone function in their honor prior to the ASBA Fall General Meeting.

A gold watch and a framed certificate bearing the Association's logo will be presented by the President of the Alberta School Boards Association to the six Edwin Parr Teacher Award winners at the ASBA Fall General Meeting.

Selection Criteria

(a)	School board evaluation	40 Points
(b)	Student teaching evaluation	10 Points
(c)	Scholastic history	10 Points
(d)	Interview with zone selection committee	40 Points

Only the above noted criteria will be used in determining the winner. Please submit all documentation in English.

Alberta School Boards Association

2010 Edwin Parr Teacher Award

Procedures Regarding the Award

1. Initial identification and selection of each candidate will be made by the school board.
2. Upon school board approval of the nomination, the school superintendent or his/her authorized representative, will submit one complete copy of the nomination package of the district winner to the appropriate ASBA Zone Chair by **April 1, 2010** and retain one complete copy of the nomination package at the board office for one year.
3. All information accompanying the nomination will be considered privileged and will be treated in strict confidence.
4. The Association will pay expenses for zone winner attendance at the presentation ceremonies during the ASBA Fall General Meeting.
5. The evaluation accorded the nominee by his/her school board shall, at minimum, provide an assessment of the nominee's:
 - A. Knowledge of student learning styles;
 - B. Skill in utilizing a variety of instructional methodologies;
 - C. Skill in utilizing a variety of student evaluation methodologies;
 - D. Skill in diagnosing the entry knowledge and/or skill of students for a given set of instructional objectives;
 - E. Skill in assisting students to develop a positive self-concept;
 - F. Involvement in professional development;
 - G. Involvement in extra-curricular and community activities.
 - H. Interpersonal skills with students.
6. A recent head and shoulders photograph of the Edwin Parr Award winner must accompany the nomination package that is submitted to the ASBA offices two weeks prior to the local zone Edwin Parr Teacher Award presentation.

Alberta School Boards Association

2010 Edwin Parr Teacher Award

Nomination Form

The _____ in Zone _____
Jurisdiction

wishes to nominate the following teacher for the Alberta School Boards Association 2010 Edwin Parr Teacher Award.

Name	School Name
------	-------------

Box Number/Street Address	Box Number/Street Address
---------------------------	---------------------------

Town/City/Province/Postal Code	Town/City/Province/Postal Code
--------------------------------	--------------------------------

Home Telephone	School Telephone
----------------	------------------

Home Email Address	School Email Address
--------------------	----------------------

Present Teaching Assignment:

Post Secondary Education:

Name (please print)

Signature

Position

Alberta School Boards Association

2010 Edwin Parr Teacher Award

Please submit:

- (a) evaluation of the teacher completed by school board personnel;
- (b) student teaching evaluation;
- (c) scholastic history (**no originals please**).

Please note * all evaluations must be completed.

Nominee consent:

I, _____ consent to my nomination for the
Print Name

ASBA Edwin Parr Teacher Award and authorize the release of any or all information pertaining to my employment for the purpose of this nomination. This includes the use of my photograph to assist the ASBA in developing media releases and/or award materials.

Signature

Please forward this nomination and above-noted documentation (1 copy) of the winner to the chair of the ASBA zone in which your jurisdiction is located by **April 1, 2010**.

Note: Please retain one (1) complete copy of the nomination package at the board office for a period of one (1) year.

Alberta School Boards Association

2010 Edwin Parr Teacher Award

Attention: All Edwin Parr Teacher Award Nominees

About the Alberta School Boards Association

Established in 1907, the Alberta School Boards Association (formerly the Alberta School Trustees' Association), celebrated its 100th year of service to the province's 62 school boards in 2007. Membership in the ASBA is voluntary – every francophone, public and separate school board in the province is a member of the ASBA. As well as serving school boards in Alberta, membership has been extended to the publicly supported school systems in the cities of Yellowknife and Lloydminster.

What does the ASBA do?

The ASBA offers school boards

- the powerful advocacy opportunities that present themselves when school boards unite to lobby on behalf of the province's students and the communities they serve
- the services of a team of lawyers, negotiators and consultants, well versed in the culture of school boards, who are available to help with unique local challenges
- exclusive access to a suite of insurance, employee benefit and pension plans designed especially for school boards and their employees
- opportunities to network and learn at two annual meetings, regular Zone (regional) meetings and provincial issues forums
- timely information about emerging trends in education

Who was Edwin Parr?

Those who knew Edwin Parr describe him as a person intensely concerned with the education of children. So great was his interest that he sacrificed much of his own time to ensure the children in his area received an education equal to or better than that available to urban students. During the time he was a member of the Athabasca School Board, the district began to centralize. The students from one-room rural schools were predictably uncomfortable in the larger town schools. Many came from poor homes and crossed the Athabasca River on the ferry in the summer and ice in winter.

Edwin Parr, who participated in selecting new teachers, stressed to the applicants that they must go beyond the duties normally expected of teachers. He was adamant that they make the students feel at home so that they would finish high school and have the opportunity to continue their education. He was especially interested in the performance of first-year teachers and often visited the schools after hours to talk to the principals about the new teachers. With Edwin Parr, children came first and he expected every teacher to feel the same. He wanted teachers to be a positive influence in the community. They were encouraged to visit the children's homes and attend Home and School Association meetings.

Edwin Parr's interest in first-year teachers led to his school division instituting an "Annual Teacher Award." He encouraged the Alberta School Trustees' Association to consider a similar award at the provincial level but his dream was not realized in his time. In searching for a way to perpetuate the memory of a man who served as the Alberta School Trustees' Association's president from 1956 to 1962 and to honour the profession he so deeply respected, the Association established the Edwin Parr Teacher Award. The award is presented each year to a novice teacher who demonstrates initial teaching proficiency.

Alberta School Boards Association

2010 Edwin Parr Teacher Award

A. School Board Evaluation

1. Each nominating school/school district is expected to provide a written assessment of the nominee.
2. The written assessment, at minimum, must address all of the following dimensions of successful teaching practice. Please provide a translation for reports written in French.

<u>Dimension</u>	<u>Maximum Points Awarded</u>
(A) Knowledge of student learning styles	5 points
(B) Skill in utilizing a variety of instructional methodologies	5 points
(C) Skill in utilizing a variety of student evaluation methodologies	5 points
(D) Skill in diagnosing the entry knowledge and/or skill of students for a given set of instructional objectives	5 points
(E) Skill in assisting students to develop a positive self-concept	5 points
(F) Involvement in professional development,	5 points
(G) Involvement in extra-curricular and community activities	5 points
(H) Interpersonal skills with students	5 points

Maximum possible	40 points

Alberta School Boards Association

2010 Edwin Parr Teacher Award

B. Student Teaching Evaluation

1. A maximum of 10 points can be awarded.
2. The final (culminating, etc.) Student Teaching Report should be used.

<u>University Grade</u>	<u>Points</u>
ALL grades awarded are at the maximum possible	10
MOST grades awarded are at the maximum possible, with very few lower	8
ALL grades awarded are at the very good level with very few lower	6
Grades awarded are primarily the satisfactory (or equivalent terminology) level	4

NOTE: Zone committees should examine the grading system used by the nominee's university and adapt it to the above-noted where necessary.

C. Scholastic History

1. A maximum of 10 points can be awarded.
2. Examine the nominee's final average (standing) for academic preparation. The average is obtained by the addition of all course marks divided by the number of courses. Use the nearest number on the grid to calculate the points awarded. Please be sure to include transcripts of transfer colleges if applicable.

9 Point	Alpha	4 Point	Points Awarded
9.0	A+	4.0	10
8.7	A	3.9	9
8.0	A-	3.7	8
7.3	B+	3.3	7
6.5	B	3.0	6
6.0	B-	2.7	5
5.5	C+	2.3	4
5.1	C	2.0	3
4.7	C-	1.7	2
3.8	D+	1.3	1

**Canadian Grade Comparison Guide, University of Alberta, Office of the Registrar - November 30, 1999*

Note: University of Calgary Alpha "A" is 4.0

Alberta School Boards Association

2010 Edwin Parr Teacher Award

Selection Notification Form

ASBA Zone _____, on behalf of _____
Jurisdiction

wishes to advise the ASBA of its selection of the following teacher for the Alberta School Boards Association 2010 Edwin Parr Teacher Award.

NAME: _____

ADDRESS: _____
Box Number/Street Address

Town/City/Province/Postal Code

Signed: _____
Zone Chair

Dated: _____

Please submit:

- (1) school board nomination form;
- (2) nominee consent form;
- (3) evaluation of teacher by school board personnel;
- (4) university reports, including student teaching evaluations;
- (5) comments of the zone committee; and
- (6) a recent original photograph of winner.

Please forward this notification and above-noted documentation to:

Corporate Services
Alberta School Boards Association
1200, 9925 - 109 Street
Edmonton AB T5K 2J8
Tel: 780.482.7311 Fax: 780.482.5659

Alberta School Boards Association

2010 Edwin Parr Teacher Award

Procedures Regarding the Award

In order for zone selection committees to better focus their assessment of your nominee, the performance evaluation accorded the nominee must be set forth as follows:

A. Knowledge of student learning styles.

B. Skill in utilizing a variety of instructional methodologies.

C. Skill in utilizing a variety of student evaluation methodologies.

D. Skill in diagnosing the entry knowledge and/or skill of students for a given set of instructional objectives.

Alberta School Boards Association

2010 Edwin Parr Teacher Award

E. Skill in assisting students to develop a positive self-concept.

F. Involvement in professional development.

G. Involvement in extra-curricular, and community activities.

H. Interpersonal skills with students.

Note: While you may submit, as supporting materials, copies of the evaluation reports issued to the nominee, it is very important that the forms enclosed be completed and submitted as part of the nomination process. **Please do not submit electronic productions of the teacher's work.**

Alberta School Boards Association

2010 Edwin Parr Teacher Award

Candidate Name	Jurisdiction	A. School Board Evaluation 40 Points	B. Student Teaching Evaluation 10 Points	C. Scholastic History 10 Points	D. Zone Selection Committee 40 Points	Total
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Alberta School Boards Association

2010 Edwin Parr Teacher Award

Interview Evaluation Form

Name _____

Jurisdiction _____

A. Personal Characteristics

Rating Scale - Poor to Excellent	1	2	3	4
Personal Appearance Well-groomed, appropriate attire				
Confidence Poised, composed, positive				
Maturity Perceptive, insightful, discerning, possesses understanding of self and others				
Communication Articulate, concise, convincing, uses effective pronunciation, enunciation, modulation, appropriate language, facial expressions and gestures, establishes eye contact				
Interpersonal Interaction Tactful, courteous, attentive, friendly, interested, sincere, empathetic, establishes rapport, co-operative, approachable				

B. Professional Attributes

Rating Scale - Poor to Excellent	1	2	3	4
Organization Methodical, systematic, logical, analytical, goal-oriented, adheres to objectives				
Initiative Resourceful, responsible, imaginative, innovative, inventive, enthusiastic, energetic, creative, decisive.				
Career Orientation Consultative, questioning, studious, exhibits interest in professional growth				
Self-Evaluation and Growth Evaluates long-range and daily plans, reflective, develops own teaching philosophy and style, growing in professional awareness				
Awareness of Educational Environment Knowledgeable about current reality, trends and changes				

Kiwanis Regional Science Fair Committee

c/o Medicine Hat High School, 200 7th Street S. W.
Medicine Hat, Alberta, T1A 4K1

February 12, 2010

Superintendent of Schools
MHCBE No. 20
1251 - 1st Avenue S.W.
Medicine Hat, Alberta
T1A 8B4

Dear Mr. David Leahy

The Regional Science Fair held in Medicine Hat this past spring successfully promoted the spirit of scientific investigation among the students of southeastern Alberta.

The committee would like to continue our multi-faceted strategies aimed at promoting science fair participation. This plan includes the following elements:

- to continue to send quality projects to the Canada Wide Science Fair;
- to continue our collaboration with the Praxis Science and Technology Hotline to establish direct contact with all regional science activities and to help promote science in our district;
- to strengthen our bond with the Kiwanis, to share in the leadership of the committee and to strengthen our fund raising ability;
- to enrich the awards program for the science winners in all divisions, with an emphasis on the secondary;
- to continue increasing the number of students involved at the local science fair level;
- and to facilitate the operation of the Alberta Science Fair Foundation in its effort to support Alberta science fairs.

With the assistance of our partner, the Kiwanis Club, and the continued support from most of the districts we were able to meet our goals for 2008-2009 school year. The Kiwanis not only provide us with monetary assistance but also with the full support of their organization. It is with this

commitment and the increasing support from the Alberta Science Foundation that we are able to finance this increasingly expensive enterprise without increasing costs at the local level.

We were able to send top quality projects from **our students right here** to the Canada Wide Science Fair in Winnipeg, Manitoba in May of 2009. Our students represented themselves and their schools well at the fair and gained considerable expertise from their experience. The number of contestants sent to the CWSF depends on the quality of the projects, as defined by the judges and our financial ability. We continue to hope that it is not our finances that limit how many students are able to present their project at the national level.

At this time, we are requesting financial support, from the **Medicine Hat Catholic Board of Education** in the amount of **\$1100**. Your system has traditionally been a very strong supporter of the science fair and it is hoped that we will be able to count on your full assistance.

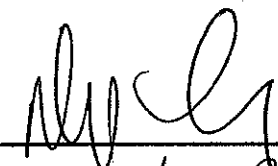
Thank you for promoting the excitement of science in action for the students of southeastern Alberta.

Sincerely yours,



Patty Rooks
Acting Regional Executive Director
Praxis – The Science & Technology Hotline

February 17/2010
Date


Approved for Payment
DAVID LEAHY

Kiwanis Regional Science Fair Committee
Budget for 2008 - 2009

INCOME	2008-2009
Kiwanis Grant	\$7500.00
Supporting School Districts Fees	\$2525.00
SE Alberta Watershed Alliance	\$400.00
Minister of Finance	\$1100.00
Medicine Hat College	\$200.00
Government of Alberta	\$1100.00
Fundraising	
Alberta Science Fair Foundation	\$5300.00
Total Income	\$18125.00
EXPENSES	
YSF Canada	\$9561.25
Cash Awards	\$625.00
National Science Fair out of pocket expenses	\$309.57
Substitute Teacher Costs	\$732.00
Non-monetary Awards (trophies, medals etc.)	\$664.97
Promotion and Marketing	
Misc (e.g. T-shirts)	\$1565.55
Regional Fair and Judging	\$1916.25
Advertising	\$226.80
Miscellaneous	\$472.92
Total Expenses	\$16074.31
Net Total	\$2050.69
Income - Expenses	

Government of Alberta ■

Education

Program Development and Standards Division
French and International Education Services Sector
Official Languages in Education Programs
9th Floor, 10044-108 Street
Edmonton, AB T5J 5E6
Canada
Telephone: 780-427-5538
www.education.gov.ab.ca

February 17, 2010

Ms. Sherri Fedor
Assistant Superintendent of Student Services
Medicine Hat School District No. 76
601 - 1st Avenue S.W.
Medicine Hat, Alberta T1A 4Y7

Dear Ms. Fedor:

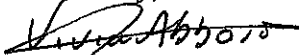
Subject: *Acting for the Future: Funding under the Federal Action Plan for Official Languages in Education 2009-2013*

The purpose of this letter is to provide an update regarding proposals submitted under *Acting for the Future: Funding related to the Federal Action Plan for Official Languages in Education 2009-2013*. We thank you for your submission as well as the information provided upon request.

Subject to final ratification, the total amount of **\$360,000.00** will be awarded over the next four years for the project entitled ***South Eastern Alberta French Second Language Learning Community***. This project is included under Alberta's 2009-2013 bilateral agreement submission to the federal government. Negotiations regarding its finalization are nearing completion and it is anticipated that they will be concluded by the end of March 2010. Further information will be provided upon finalization of the agreement.

Thank you for your interest and commitment to supporting French language education.

Sincerely,



Vivian Abboud
Manager – Official Languages in Education Programs
Program Development and Standards Division

VA/dt

cc: Wayne Schlosser, Deputy Superintendent, Medicine Hat Catholic Separate Regional
Division No. 20
Len Vandervaart, Division of Arts, Medicine Hat College
Brian Andjelic, Deputy Superintendent, Prairie Rose Regional District No. 8
Paul Houston, Program Facilitator, Medicine Hat Catholic Separate Regional Division No.
20

2010 02 24

via Fax—403-529-0917

Mr David Leahy, Superintendent
Medicine Hat Catholic
Separate Regional Division No 20
1251 1st Avenue SW
Medicine Hat AB T1A 8B4

Dear Mr Leahy

Re Alberta Average Weekly Earnings (AAWE) Grievance/Arbitration
—Our File MHC109-09

The Alberta Teachers' Association (the Association) has received and reviewed the 2009/10 Addendum to the collective agreement outlining the Medicine Hat Catholic Separate Regional Division No 20 pay schedule for 2009/10.

The Association is satisfied that the School Division has implemented the AAWE increase of 5.99 per cent as calculated by Statistics Canada in table 281-0026 effective 2009 09 01.

We are therefore withdrawing the grievance originally filed on 2009 10 08.

Sincerely

Michael Kischuk
Executive Staff Officer
Teacher Welfare

MJK/seb
cc D Hendricks, Economic Policy Committee Chair, Medicine Hat CSRD No 20
G MacPherson, Secretary-Treasurer, Medicine Hat CSRD No 20

November 9, 2009

Dear Sir or Madame,

I was both surprised and honoured to receive the Social and Spiritual Leadership award, sponsored by the Medicine Hat Catholic Board of Education. I am proud to have been a student within our Catholic school system in Medicine Hat for the past 13 years and will always cherish the memories that my time here has given me.

I appreciate your confidence in me, as well as your willingness to support me through my studies. I am currently attending the U of A, where I will be completing a science degree in preparation for either medicine or dentistry.

Again, thank you for investing in me along with my future. God Bless!

Sincerely,

Danielle Whitfield

To: Medicine Hat Catholic Board of Education

I just wanted to take the time to thank you for recognizing my accomplishments. The Social and Spiritual Leadership Award that was presented to me for a value of \$250 was very much appreciated. It means a lot to me to know that I was noticed for the hard work and time I put into making my school a better place. I have learned over the years that the effort you put into something will pay off. Thank you for awarding me with such an honorable award.

Sharrese Bennett

Memorandum

March 09, 2010

To: Board of Trustees

From: David Leahy, Superintendent of Schools

Re: Policy Revision Board Policy 11: Delegation of Authority

Action: Item presented for: Decision Making

Background:

In the January 12, 2010, Regular Board meeting Trustees passed a motion directing the Superintendent of Schools to bring forward a revision to Board Policy 11- BOARD DELEGATION OF AUTHORITY related to the termination of temporary teacher contracts.

In researching the revisions to Policy 11 senior administration decided it was prudent to bring forward changes that clearly establish the Superintendent of School's authority to suspend and terminate non-certified staff.

Subsequently, during the February 9, 2010, regular meeting, Trustees approved first and second reading of the revised Policy 11.

Recommendation:

That the Board of Trustees approve third reading to the proposed revisions to Board Policy 11-BOARD DELEGATION OF AUTHORITY.

BOARD DELEGATION OF AUTHORITY

The School Act allows for the Board to delegate certain of its responsibilities and powers to others.

The Board authorizes the Superintendent to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which, in accordance with section 61(2) of the School Act, cannot be delegated. This delegation of authority to the Superintendent specifically:

- ♦ Includes any authority or responsibility set out in the School Act and regulations as well as authority or responsibility set out in other legislation or regulations;
- ♦ Includes the ability to enact Administrative Procedures, practices or regulations required to carry out this authority; and also
- ♦ Includes the ability to sub-delegate this authority and responsibility as required.

Notwithstanding the above, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.

Further, the Board requires that any new provincial, regional or local initiatives must be initially brought to the Board for discussion and determination of decision-making authority.

Specifically

1. The Superintendent is directed to develop an administrative procedure to fulfill Board obligations created by any federal legislation or provincial legislation other than the School Act.
2. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with provincial policies and procedures for the following program areas:
 - 2.1 Special Education
 - 2.2 Guidance and Counseling
 - 2.3 Services for Students and Children
 - 2.4 School-Based Decision Making
 - 2.5 Student Evaluation
 - 2.6 Teacher Growth, Supervision and Evaluation
 - 2.7 Home Education

- 2.8 Early Childhood Services
 - 2.9 Outreach Programs
 - 2.10 Knowledge and Employability Courses
 - 2.11 Locally Developed / Acquired and Authorized Junior and Senior High School Complementary Courses.
 - 2.12 Off – Campus Education
 - 2.13 English as a Second Language
 - 2.14 French as a Second Language and French Language Immersion
 - 2.15 Second Languages
 - 2.16 Transportation Fees
3. The Superintendent is authorized to suspend employee's from the performance of the employee's duties without prior notice if the Superintendent of Schools is of the opinion that the welfare of the students is threatened by the presence of the employee.
 4. The Superintendent is authorized to terminate the contracts of teachers; on a temporary contract; In accordance to the requirements of the School Act Sections 101 (1), (2), (3), (4) and 132. The Superintendent of Schools is authorized to terminate the contracts of non-certificated staff in accordance with the Employment Standards Code which is outlined in the Employment Standards Guide and any other pertinent agreements that may exist.
 5. The Board authorizes a line of credit not to exceed the accounts receivable from the preceding year at any one time to meet current expenditures in the fiscal year.

Legal Reference: Section 60, 61, 105, 113, 183 School Act
Section 101 (1), (2), (3), (4), 132
Employment Standards Code
Employment Standards Guide

FIRST READING: FEBRUARY 10, 2009
SECOND READING: MARCH 10, 2009
THIRD READING: MARCH 10, 2009

FIRST READING: FEBRUARY 09, 2010
SECOND READING: FEBRAURY 09, 2010
THIRD READING: MARCH 09, 2010 (proposed)

Memorandum

March 09, 2010

To: Board of Trustees

From: David Leahy, Superintendent of Schools

Re: AP 505 School Fees

Action: Item presented for: Decision Making

Background:

Each year the Board of Trustees is required to approve textbook rental fees for the following year.

Recommendation:

That the Board of Trustees approve the 2010- 2011 general school fees/textbook rental fees as outlined in the enclosure.

Administrative Procedure 505

SCHOOL FEES

Background

Some school fees, other than tuition are necessary for schools to recover the cost of instructional materials used in specialized courses (art, career and technology studies, etc.) and for rental of textbooks, band instruments and lockers. In order to provide for consistency throughout the Division, the Board will continue to set school fees.

The Division will assess school fees to recover the cost of certain instructional materials as provided for in the School Act. The Division will endeavour to keep school fees assessed students to a minimum.

Procedures

1. School fees will be set annually by the Board in consultation with the schools.
2. The Division has approved the following fees:
 - 2.1 Textbook rental

The Division authorizes the renting of textbooks to students at a fee sufficient to cover the costs of administration of the plan to recover in three years the cost of textbooks provided. The fee will be calculated on the cost of the complete set of textbooks required for the academic program at the Elementary and Middle School levels. At the High School level, fees are computed on the basis of texts required for actual courses taken.
 - 2.2 Student Accident Insurance

The fee for this optional coverage is authorized. Schools will collect and transmit funds to the authorized insurance agent.
 - 2.3 Locks for Lockers

An annual rental fee per lock shall be assessed where locks are provided for lockers in the school system.
 - 2.4 Career and Technology Studies (Home Economics and Industrial Arts)

Students participating in Career and Technology Studies courses will be assessed a fee that will adequately cover the cost of materials used by students in any Career and Technology Studies courses. This fee will be collected prior to the commencement of each course.
 - 2.5 Art Courses

Students participating in any Art courses at the Middle and High School level will be assessed a fee that will adequately cover the cost of materials used by



students in any Art course. This fee will be collected prior to the commencement of each course.

2.6 General Fee

A request to assess students a general fee may be submitted to the Board through the Superintendent for approval. This request should specify the purpose for the fee.

2.7 Band Instrument Rental

Those students wishing to rent a band instrument will be assessed an annual fee to cover the cost of maintaining band instruments.

2.8 School Council Fee

An annual fee of \$1.00 per student may be assessed to cover School Council operating expenses. This fee would be collected by the principal and assigned to the School Council Treasurer who would be accountable for all disbursements. School Councils wishing to assess this fee should so advise the principal no later than March 31 of the previous school year.

3. No fees other than those authorized by the Board will be assessed against any student attending any of the schools in the Division.
4. The collection of all school fees is the responsibility of the school.
5. Schools will make provisions for those circumstances where families cannot afford to pay school fees. Students whose families cannot afford school fees must not be penalized or prohibited from participation in programs. These provisions are to be communicated clearly to staff and students.
6. During the budget preparation process, in consultation with school staff and the School Council, the principal will develop a recommendation and rationale for the upcoming year's school fees. This recommendation and rationale will be provided to the Superintendent on or before March 1 of each year.
7. After due consideration, and before March 30 of each year, the Board will determine the school fees for the upcoming year.
8. Schools shall advise parents of the amount and purpose of approved school fees prior to or at the time of registration.
9. School fees for elementary and middle schools are due and payable on the first day of classes for the school year, and for high schools, on the first day of each semester.
10. Parents requesting waivers of fees must do so through the office of the Superintendent.
11. Unpaid school fees will be subject to a collections process.

Reference: Section 16, 20, 60, 61, 113, 116, School Act



School Fees Outline Current Year

MEDICINE HAT CATHOLIC BOARD OF EDUCATION General School Fees Outline		
Note: Fees will be reviewed in accordance with Administrative Procedure 505-School Fees on or before April 01 of each school year.		
SCHOOL FEES – All Schools	2009 - 2010	2010 – 2011 "Proposed"
<ul style="list-style-type: none"> Pre-School 	- Pre-School is a <u>Fee for Service</u> program – (calculated on attendance days per week) \$63.00 - \$315.00 per month	\$65.00 - \$325.00 per month (calculated on attendance days per week)
<ul style="list-style-type: none"> Kindergarten 	\$200.00 / year	TO BE DETERMINED contingent on programming
Textbook Rentals		
<ul style="list-style-type: none"> Grade 1, 2 	23.00 / year	25.00 / year
<ul style="list-style-type: none"> Grade 3, 4, 5 	34.00 / year	36.00 / year
<ul style="list-style-type: none"> Grade 6, 7, 8 	46.00 / year	48.00 / year
<ul style="list-style-type: none"> Grade 9, 10, 11, 12 	70.00 / year	72.00 / year
Note: INDIVIDUAL SCHOOL FEE SCHEDULES ARE AVAILABLE FROM EACH SCHOOL.		

Memorandum

March 09, 2010

To: Board of Trustees
From: David Leahy, Superintendent of Schools
Re: Full Day Kindergarten Parent Survey
ACTION: Item presented for: Information/Discussion

Background:

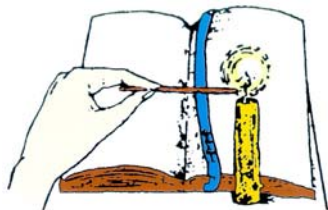
Budget constraints are making it unlikely that we will be able to continue to offer full day kindergarten in its current structure.

The Board of Trustees directed senior administration to survey incoming kindergarten parents on possible alternative methods of providing kindergarten programming.

Results of the survey submitted to central office by noon Wednesday, March 3, 2010 are attached.

Recommendation:

Trustees establish timelines for making a decision on kindergarten programming and communicating that decision to stakeholders.



Medicine Hat Catholic Board of Education

1251 – 1st Avenue SW., Medicine Hat, Alberta T1A 8B4

Fax (403) 529-0917

www.mhcbe.ab.ca

Telephone (403) 527-2292

Kindergarten Programming Update Survey

February 22, 2010

Dear Parents and Guardians:

Thank you for registering for Kindergarten with our School Division. We are excited to provide exceptional programming for your child and we hope to make your child's Kindergarten experience very positive and rewarding.

We currently offer a \$200/per year *Full Day Every Day Kindergarten Program* in our elementary schools. As you may have become aware we are experiencing budget pressures for the 2010 – 2011 school year. In order to address some of those pressures one option is to re-develop the delivery of our Kindergarten Programming.

The Medicine Hat Catholic Board of Education will be unable to continue to offer our current *Full Day Every Day Kindergarten Program* for the 2010-2011 school year. You may not be aware but the province only funds us for a Half Day Program. The cost of the additional half day is subsidized by other resources in the Division.

We would like to continue to offer our current *Full Day Every Day Kindergarten Program* but the economic outlook makes it unfeasible.

What does that mean to you as a parent or guardian? - In the place of *Full-Day Everyday Kindergarten*, the Division is considering 4 alternatives on the attached survey. Please read the alternatives and mark your choice from 1 - 4 with #1 as your most favoured option through to #4 as your least favoured option.

We sincerely appreciate your interest in registering your child in Kindergarten with the Medicine Hat Catholic Board of Education. We have an excellent school system and we look forward to working with you over the next 13 years.

Please **COMPLETE** the **attached survey** and **RETURN TO THE SCHOOL** on or before the end of the day on **Wednesday, March, 3, 2010**; you may also complete the survey at the school.

The results of the survey will be shared with the Board of Trustees at the Board Meeting on Tuesday, March 09, 2010 held at the Catholic School Board Office at 6:00 p.m., 1251 – 1st Avenue SW. The public is welcome to attend all public Board Meetings.

This survey applies to our Catholic Schools in Medicine Hat only.

KINDERGARTEN PROGRAM SURVEY-FEBRUARY 22, 2010

Using the numbers 1, 2, 3, 4 please indicate which of the Kindergarten Program Alternatives you favor most. Use # 1 to indicate your most favored option, # 2 your next favored option, #3 the next and # 4 for your least favoured option. Mark the number in the box to the left of the alternatives outlined below.

☐ **Alternative A: *FULL DAY EVERY DAY KINDERGARTEN PROGRAM*** with a *monthly fee* of approximately \$280-\$300 a month. Total cost to parents would be approximately \$2800-\$3000. This fee would be mandatory if you wanted the full day program. If you do not pay the fee your child would be enrolled for a half day program. Students in the half day program would still cover the mandated curriculum. It is important to note that in full day kindergarten students do not cover more curriculum; they have more exposure and time to cover the necessary objectives.

☐ **Alternative B:** Return to the ***HALF DAY EVERY DAY KINDERGARTEN PROGRAM*** which may run in either the morning or the afternoon. Parents will be responsible for picking up or dropping off children at noon hour. Other than a kindergarten program fee of approximately \$100.00 for the entire year there would be no other cost. The kindergarten program fee helps to pay for field trips and other activities.

☐ **Alternative C:** Returning to a ***HALF DAY KINDERGARTEN PROGRAM*** but delivering it in a ***FULL DAY/ALTERNATING DAY*** model. In this alternative, your child would attend Kindergarten one week Full Day on Tuesday and Thursday; the next week your child would attend Kindergarten full days Monday, Wednesday and Friday. Or, for half the school year, your child would attend Kindergarten full days on Tuesday and Thursday; and for the second half of the year your child would attend Kindergarten full days on Monday, Wednesday, and Friday. The only fee would be the Kindergarten Program Fee of approximately \$100 for the entire year.

☐ **Alternative D:** Returning to a ***HALF DAY KINDERGARTEN PROGRAM*** but providing child care to parents for the other half day. In this alternative your child would attend Kindergarten in either the morning or the afternoon. The remaining other half day, the Division would provide child care in the form of a play/activity based program staffed by early childhood educators (not certified teachers.) The cost of this program would be approximately \$100-\$150 a month for a total yearly cost of approximately \$1000-\$1500. The school would provide lunch supervision and care for your child during the noon hour. If parents did not want to pay the child care fee their child would be in a Half Day Program and would need to be picked up or dropped off at noon time.

☐ Those students who are eligible for ***Program Unit Funding*** (PUF) may qualify for Full Day Programming at no cost. This programming may be a combination of Kindergarten and a complimentary early childhood service. If your child is or will be accessing PUF, please check the box to the left.

Please be aware that because of the dynamics of the 2010 Budget the Board may not be able to adopt a program alternative that is favored by the majority of parents. There are many variables at play in the Budget and the situation is very unclear at this time. If you have any questions please contact the School Principal or call the Office of the Superintendent of Schools, Mr. David Leahy @ 403-527-2292. THANK YOU.

COMMENTS:

Division Wide Kindergarten Program Alternative Results

Option "A"		Option "B"		Option "C"		Option "D"	
30	1st	33	1st	34	1st	25	1st
12	2nd	23	2nd	36	2nd	38	2nd
16	3rd	22	3rd	30	3rd	33	3rd
54	4th	34	4th	21	4th	12	4th
318		281		280		248	Total

Note: Smallest number in total row denotes the parents first choice overall

Option "A"- Full Day Every Day Kindergarten with a monthly fee \$280-300.

Option "B"- 1/2 Day Kindergarten AM / PM.

Option "C"-1/2 Day Kindergarten (Full day M/W/F and T/TH rotation)

Option "D"-1/2 Day Kindergarten in AM and preschool in PM for \$100-150/mth)

Memorandum

March 09, 2010

To: Board of Trustees

From: David Leahy, Superintendent of Schools

Re: Field Trips

Action: Item presented for Information

Background:

The Division does not have a comprehensive Field Trip Supervision Policy. The enclosure for this agenda item is the Field Trip Administrative Procedure from St. Thomas Aquinas School District.

I am currently soliciting input from various stakeholders including trustees prior to developing a draft Field Trip Administrative Procedure for Medicine Hat Catholic. I am bringing this item forward again to provide Trustees with another opportunity to discuss this issue and provide feedback before our draft Field Trip AP is developed.

Administrative Procedure 260

FIELD TRIPS AND EXCURSIONS

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, and extra curricular activities that occur outside of school property but excludes work study, work experience programs and educational travel outside of the province beyond five (5) days in duration.

Teacher in Charge means the teacher responsible for the planning, coordination and implementation of an excursion or field trip.

Parent means a person defined as a parent in the School Act Section 1(q) and (2).

Safety Guidelines means the most current Safety Guidelines for Physical Activity in Alberta schools that are in force.

Participant means a student, volunteer, teacher or other Division staff member who travels on the off-site activity, but does not include a guide or service provider staff.

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. Field trips must take place within a context of :
- 3.1 Attention to the safety and security of students;
 - 3.2 Attention to risk assessment of field trip activities; and
 - 3.3 Protection of students, staff, volunteers and the Board.

APPROVAL

4. No field trip shall be undertaken without prior written authorization by:
- 4.1 The principal, in consultation with the Superintendent, for field trips within the province for less than two (2) days; and
 - 4.2 The Board, for field trips involving travel outside of Alberta and/or for more than two (2) days.
5. Principals must ensure that eligibility criteria are established for all field trips.
6. 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.
7. 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.
8. The teacher-in-charge must:
- 8.1 Consult with and obtain the approval of the principal before planning for the field trip may proceed;
 - 8.2 Submit an educational assessment for the principal's approval that
 - 8.2.1 Includes a statement of purpose that explicitly defines instructional objectives;
 - 8.2.2 Outlines the lead up and follow up activities, as required;
 - 8.2.3 Provides a safety assessment of the activity;
 - 8.3 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;
 - 8.4 Have the training and knowledge appropriate for leading the trip;
 - 8.5 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 390 – Volunteers);
 - 8.6 Use guides when appropriate or as directed;

- 8.7 Ensure that appropriate documentation is filed with the principal and accompanies the teacher-in-charge on the trip;
 - 8.8 Advise students regarding trip hazards and appropriate safety procedures; and
 - 8.9 Comply with all Board policies and procedures while on the trip.
9. Before approving a field trip, a principal must:
- 9.1 Be satisfied that the teacher in charge understands the policies and procedures defining the teacher's responsibilities and duty of care;
 - 9.2 Be satisfied that the current safety guidelines have been met or exceeded;
 - 9.3 Be satisfied that the students, teachers, staff, volunteers and parents or guardians will receive the appropriate information about the trip;
 - 9.4 Be satisfied that arrangements are in place for covering all the financial matters, including refund procedures, contingency funds and an accounting for all expenditures;
 - 9.5 Consult with the teachers in charge before recommending final approval;
 - 9.6 Ensure that the teacher in charge completes a preliminary risk assessment for any trips not on the approved list;
 - 9.7 Submit a copy of all appropriate documentation related to the trip to the Superintendent; and
 - 9.8 Advise the Superintendent in writing of any trips out of province or beyond two (2) days in duration.

SUPERVISION

10. Unless otherwise approved by the Superintendent, the minimum acceptable standard of supervision for field trips is:
- 10.1 For students in kindergarten, one adult to 5 students;
 - 10.2 For students in grades 1 to 3, one adult to 8 students;
 - 10.3 For students in grades 4 to 9, one adult to 10 students; and
 - 10.4 For students in grades 10 to 12, one adult to 15 students.
- Exceptions to the above will apply to school team sports and clubs where the ratio shall be one adult to 15 participants.
11. For field trips outside of the Province of Alberta, the minimum acceptable standard of supervision is two adult supervisors, one of whom must be the teacher-in-charge.
12. 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.

13. Additional supervision by certificated staff and/or volunteers from the school must be considered for field trips involving:
 - 13.1 Increased risks;
 - 13.2 Large numbers of students;
 - 13.3 Participation of students with special needs;
 - 13.4 Crowded venues;
 - 13.5 Trips that are new to the school; and
 - 13.6 For overnight trips, if members of the same family group are supervising students.
14. All supervision must be provided by individuals who are over the age of 18 and who meet the requirements of Administrative Procedure 490: Volunteers.
15. In addition to the requirement for adult supervision, in special circumstances, students who are in grades 10, 11 or 12 and who have demonstrated leadership skills or special qualifications, such as National Lifeguard Service qualification may provide specialized supervision.

TRANSPORTATION

16. Transportation of students on field trips must comply with Division policy and procedures.
 - 16.1 Commercial transportation shall be used where possible.
 - 16.1.1 Only properly licensed and insured commercial transportation vehicles and drivers shall be used.
 - 16.1.2 Schools are advised to use carriers under contract to the Division.
 - 16.1.3 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 of not less than five (5) million dollars.
 - 16.2 The principal must ensure that a staff member, student, or volunteer driving a vehicle that is not Division-owned is properly licensed and insured.
 - 16.3 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.
 - 16.4 Schools are encouraged to retain copies of the drivers' license and insurance pink slip information. The Driver Information Form attached to Administrative Procedure 551: Student Transportation: Private Vehicles may be used as a record.

16.5 Air transportation other than on commercial carriers will not be authorized.

17. Secondary classes conducted at off-site facilities in the community during regular class times are not considered field trips (i.e. a Physical Education 10 skating class). Parents must be provided with a course syllabus that includes a schedule of off-site classes.

CONSENT

18. In order to ensure informed consent, parents shall be provided with the following information in writing:

- 18.1 Purpose or 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 A detailed itinerary, setting out the general nature and number of activities;
- 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, 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 guardian's 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, or, if the student's parent or guardian does not attend the parent meeting, the teacher-in-charge must personally speak to the parent or guardian about the trip.

20. One permission form is acceptable for a series of walking activities in the neighbourhood of the school.
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 school's 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.
24. Volunteers
 - 24.1 Volunteers must:
 - 24.1.1 Comply with the requirement 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 or 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.
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 expense or excessive absence from school, or
- 25.3 Off-site activities that are hazardous or prohibited activities.
26. Active participation in the following off-site activities is not permitted as a Division off-site activity.
- aerial gymnastics
 - auto racing
 - boxing
 - bobsledding
 - demolition derbies
 - dunk tanks
 - hang gliding
 - hiking on the West Coast Trail in the Pacific Rim National Park Reserve, BC
 - ice climbing
 - motorcycling of any nature
 - paintball, laser tag games or war games
 - rodeos
 - trampolining
 - American gladiator style events
 - bicycle motocross (BMX)
 - bungee jumping
 - caving (spelunking)
 - drag racing
 - extreme sports
 - horse jumping
 - hot air balloon rides (tethered and untethered)
 - mountain scrambling and technical mountaineering
 - rifle ranges or other activities involving firearms
 - skydiving
 - winter biathlon with firearms

27. The following off-site activities are permitted with proper pre-authorization of the Superintendent.

- canoeing
- kayaking
- mountain biking
- open water swimming
- rock climbing
- stage fighting and movement
- wall climbing
- fencing
- luge
- mountain climbing
- racing of watercraft
- scuba diving
- tobogganing, tubing, crazy carpet, and sledding
- white-water rafting

OFF-SITE ACTIVITIES IN REMOTE OR WILDERNESS AREAS

28. In a remote or wilderness area, the teacher-in-charge must:

- 28.1 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;
- 28.2 Use professional guides when appropriate or as directed;
- 28.3 Establish and communicate class safety and emergency procedures to all participants;

- 28.4 Ensure that appropriate communication devices are taken on the trip;
- 28.5 Ensure constant communication within the group and access to external communication as needed;
- 28.6 Be familiar with the nearest accessible medical station and telephone service;
- 28.7 Notify local area authorities, such as police, forestry or park officials about the proposed activity and location or route to be used;
- 28.8 Contact local authorities for information regarding environmental conditions, seasonal wildlife concerns, and trail conditions;
- 28.9 Establish procedures so that contact can be made with the principal via police, forestry or park officials, or other persons in the area;
- 28.10 Obtain camping permits, fire permits, fishing and other licences and area use permission where required; and
- 28.11 Ensure that one supervisor is qualified in emergency first aid and CPR.

WATER ACTIVITIES

- 29. Each trip that includes water-related activities must have a safety assessment, unless the trip is on an approved activities list.
 - 29.1 All participants involved in sailing or boating activities must:
 - 29.1.1 Have swimming skills commensurate with the activity, and
 - 29.1.2 Wear a Transport Canada approved lifejacket or personal flotation device.
 - 29.2 For activities involving canoeing, sailing and power craft, the activity must meet or exceed the Safety Guidelines.
 - 29.3 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.
 - 29.4 Adequate instruction and demonstration must be given to all participants involved before allowing the participants to undertake any water-related activity.

30. Swimming Activities

- 30.1 Students attending off-site activities may not swim unless there is a lifeguard on duty.
- 30.2 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, a CPR Basic Rescuer, for every fifty (50) participants using the swimming pool.

31. Skiing and Snowboarding

- 31.1 Downhill skiing and snowboarding are acceptable activities for students provided the following conditions have been met:

- 31.1.1 Conditioning activities have occurred in physical education classes, or as part of a fitness program leading up to the skiing or snowboarding activity;
- 31.1.2 Skiing or snowboarding are part of a well balanced yearly program, and reflect the school's commitment to a quality physical education program; and
- 31.1.3 For students in Grade 6 and under the activity includes, at a minimum, one mandatory lesson at the beginning of each day on a ski hill.
- 31.2 Prior to the skiing or snowboarding trip, the teacher-in-charge must
 - 31.2.1 Have visited the ski resort recently and be familiar with seasonal conditions at the time of the activity;
 - 31.2.2 Make contact with the ski resort operator in order to arrange the student identification and controls procedures; and
 - 31.2.3 Understand the ski resort's emergency protocol.
- 31.3 Upon arrival at the ski resort, the teacher-in-charge must:
 - 31.3.1 Divide students into levels of ability as described by the parent's or guardians signed acknowledgement of the student's skier or snowboarder's classification;
 - 31.3.2 Assist the ski resort staff with grouping students for their lessons;
 - 31.3.3 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
 - 31.3.4 Assist the ski resort staff with controlling student access to slopes or trails.
- 31.4 At the conclusion of the K-6 mandatory lesson:
 - 31.4.1 The ski resort instructor will identify the level of ability of the students, and assign appropriate ski or snowboarding slopes or trails; and
 - 31.4.2 Students may begin supervised skiing and snowboarding on the assigned slopes or trails.
- 31.5 During the supervised ski time, students must ski in pairs or groups of three or four.
- 31.6 A minimum supervision ratio for skiing and snowboarding is one adult to 10 students, including at least one adult supervisor in the ski lodge.
- 31.7 Supervision of ski slopes must be carried out by supervisors on the hill, at the base and in the lodge on a constant rotation.
- 31.8 All participants in snowboarding activities must:
 - 31.8.1 Wear a CSA approved helmet; and
 - 31.8.2 Ski or snowboard only on designated open runs within the ski area.

Reference: Section 18, 20, 45, 60, 61, 113, School Act
 Traffic Safety Act
 Safety Guidelines for Physical Activity in Alberta Schools
 Safety Guidelines for Secondary Inter-School Athletics in Alberta

Revised March 2008

Memorandum

March 09, 2010

To: Board of Trustees

From: David Leahy, Superintendent of Schools

Re: Program Reviews

Action: Item presented for: Information

Background:

The Division is currently reviewing the following programs:

- Turning Points (St. Louis)
- Fine Arts Academy (St. Mary's)
- Sports Academies (Notre Dame)

The draft report from the Academy Program Reviews has been submitted to senior administration and the school for review. The final report will be presented to the Board of Trustees on the April 13, 2010 regular meeting.

The Turning Points review is still in progress. A report to the Board is tentatively set for May 11, 2010 regular board meeting.

Memorandum

March 09, 2010

To: Board of Trustees

From: David Leahy, Superintendent of Schools

**Re: Administrative Procedure 424 Teacher Transfers and Administrative Procedure 433
Administrator Transfers**

Action: Item presented for: Information

Background:

Grade reconfiguration will necessitate a number of teacher transfers. There may also be some administrative transfers because of the re-opening of St. Thomas Aquinas School.

As a result senior administration felt it was prudent to review our existing Administrative Procedures on teacher transfers and administrator transfers with the Alberta Teacher's Association and the Alberta School Board's Association.

The enclosed Administrative Procedures have been revised to reflect the suggestions we received from the ATA and the ASBA.

Administrative Procedure 424

TEACHER TRANSFERS

Background

Shifting student enrolments, program changes, financial considerations or other influences may necessitate the occasional transfer of staff within the Division.

The Division believes that occasional transfer of teachers within the Division promotes collegiality and benefits students; therefore the Superintendent may transfer teachers from one school to another within the Division.

Procedures

1. ~~Teachers may request a transfer from one school to another. Such requests are to be in writing and submitted to the Superintendent prior to **March 1**.~~
2. ~~The Superintendent or a principal may request a transfer of a teacher.~~

1. **Consideration for a transfer may be initiated by:**

1.a A teacher requesting a transfer from one school to another. Such requests are to be made in writing and submitted to the Superintendent by March 01.

1.b A Principal requesting the transfer of a teacher to the Superintendent.

1.c Senior Administration requesting a staff transfer.

- 2 Teacher transfers will be **carried out** in accordance with the School Act and the Collective Agreement.
3. The following factors will be taken into consideration by the Superintendent **when considering a transfer request** ~~prior to making a recommendation pertaining to teacher transfers:~~
 - 3.1 The reason given ~~for the requested transfer;~~ **by the person initiating the transfer**
 - 3.2 ~~The number and kind of positions available;~~
 - 3.3 The goal, purposes **and needs** of the Division as a whole;



- 3.4 The goals, purposes **and needs** of the school or schools affected by the transfer;
- 3.5 The needs of the program and grade levels of the schools concerned; and
- 3.6 The ~~seniority~~ **experience, interests and educational training** of affected teachers.

3.7 Other considerations deemed relevant by the Superintendent

- 4. ~~Prior to a decision being made pertaining to teacher transfers, the Superintendent and/or designate will discuss the transfer with the teacher(s) affected and the principal(s) of affected school(s).~~ Prior to a transfer being effected, the Superintendent or designate will provide the teachers affected and the principals of the affected schools with an opportunity to discuss the proposed transfers.**

Note: ~~A Board of Reference may come into play if the transfer can be construed as constructive dismissal.~~ **Where a teacher objects to the transfer, the teacher may request a hearing before the board in accordance with section 104 of the School Act.**

Reference: Section 60, 61, 104, 113, School Act
Policy 14 – Hearings on Teacher Matters
Collective Agreement



Administrative Procedure 433 (Revised) March 2010

ADMINISTRATOR TRANSFER

Background

The Division views all administrative positions as being leadership roles. The responsibility for the administration of the Division schools as site-based leaders appropriately defines this role. Division administrators, singly and as a team, give educational and religious leadership to their school.

Given the critical nature of the administrative leadership positions within our schools the Division views the retention and exercise of its rights to transfer administrators between Schools as fundamental. Subject to s. 104 of the School the Superintendent may transfer administrators in his or her absolute discretion exercised in good faith.

In addition the Board discretion to transfer outlined above the Division believes that periodic ~~rotation~~ **transfer** of school-based administrators contributes to their professional growth, thereby improving the quality of education in the Division. Accordingly, all school-based administrators are appointed as Division administrators, with the expectation that ~~assignments may be rotated periodically.~~ **administrators may be transferred periodically.**

The Division encourages the periodic ~~rotation~~ **transfer** of school-based administrators.

Procedures

1. The Superintendent is responsible for ~~rotating assignments~~ transferring administrators in accordance ~~to~~ **with** the following:
 - 1.1 All transfers shall comply with s. 104 of the School Act.
 - 1.2 Transfers of ~~assignments~~ **administrators** will be motivated primarily by what serves the interest of students and the needs of the Division; and secondarily; ~~on~~ by the desires and interests of school-based administrators. ~~Rotation~~ **Transfers** of school-based administrators is not to be undertaken as a punitive measure.
 - 1.3 ~~Unless a school administrator agrees, an administrator cannot be transferred to a school which is more than 50 kms away from their present school.~~
2. Where the Superintendent initiates the transfer of a school-based administrator, his/her salary will be "red circled" for three years, as per Article 6.7 of the Collective Agreement. The administrator will receive the higher of: his/her current salary frozen at the June 30 rate; or the salary of the school he/she has been designated to. After the three-year period, Article 6 of the collective agreement between the Division teaching staff and the Board will govern the administrator's salary.



- ~~2.1 The Superintendent will annually review school administrative assignments.~~
- ~~2.2 The Superintendent or designate will consult with individual school based administrators as to their educational interests in rotation.~~
- ~~2.3 The Superintendent or designate when possible, will seek various stakeholder input, through dialogue, profiling and/or other means.~~
- ~~2.4 The Superintendent will prepare a listing of school based administrative assignments and notify administrative staff of the proposed assignments.~~
- ~~2.5 The Superintendent will bring forward a listing of school based administrative assignments at an appropriate time to the Board for their information.~~

Reference: Section 19, 20, 60, 61, 96, 104, 113, School Act
Policy 14 – Hearings on Teacher Matters



Medicine Hat Catholic Board of Education
Bishops Dinner Proceeds

School	Donation - Split by FTE
McCoy	\$1,243
St. Francis	231
St. Louis	156
St. Mary's	805
St. Michael's MH	276
St. Patricks	526
Mother Teresa	420
St. Michael - BI	154
Notre Dame	685
Total	\$4,500

Memorandum

March 09, 2010

To: Board of Trustees

From: David Leahy, Superintendent of Schools

Re: 2010 budget

Action: Item presented for: Information/Discussion

Background:

Senior administration has been working on a number of different budget scenarios.

The development of the 2010-2011 budgets for the Medicine Hat Catholic Board of Education has been challenging because of a loss of revenue.

1. At this time the province has not funded an anticipated 3% pay increase for teachers. This equals approximately \$556,000.
2. Due to the revised structure of the class size initiative grant the Division will be seeing a reduction in revenue of \$500,000.

This loss of this revenue coupled with already anticipated increased costs associated with grade reconfiguration has resulted in senior administration looking at several budget scenarios that see a phased in approach to grade reconfiguration.

These budgets scenarios are being presented to trustees to create an awareness of the issues/pressures before us.

Recommendation:

The Board of Trustees provides senior administration with clarification/direction concerning budget development. This is necessary given that budget assumptions were developed without the knowledge that the Division would be facing a loss of approximately \$1,000,000 of revenue.



ALBERTA
EDUCATION

Office of the Minister

January 12, 2010

Mr. Stan Aberle
Board Chair
Medicine Hat Catholic Separate Regional Division
1251 - 1 Avenue SW
Medicine Hat, Alberta
T1A 8B4

Dear Mr. Aberle:

I am writing in followup to my November 26, 2009 communication to you, which preceded your board's decision regarding the lease of St. Thomas Aquinas School to the Greater Southern Public Francophone Education Region. I would like to address a number of student accommodation issues.

I understand that on December 14, 2009, you, your superintendent and senior officials met with representatives from Education and Infrastructure to discuss concerns regarding the Medicine Hat Regional Plan. At that time, it was indicated that some clarification regarding capital project priorities would address these concerns. This, along with other minor changes, will be undertaken early in the new year and forwarded to the four school authorities in Medicine Hat.

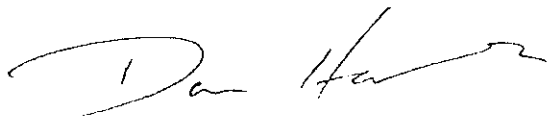
With respect to further school infrastructure issues, I was extremely disappointed to learn that on December 10, 2009, your board decided not to renew the lease agreement with the Francophone board for St. Thomas Aquinas School for the 2010/2011 school year. Both the Regional Plan and the background information communicated by your jurisdiction to the public as part of the consultation on facility and grade reconfiguration opposed this direction. I am aware of your board's recent media release responding to community questions associated with the decision to terminate the lease agreement for St. Thomas Aquinas School. I note that this document cites crowding at St. Mary's as the primary reason for your board's decision. However, information your jurisdiction previously provided in the form of responses to frequently asked questions suggested that the overcrowding issue could be addressed with the use of modular classrooms. I would like to remind you that four modular classrooms were approved for your board this year at an estimated cost of \$1.2 million and that your jurisdiction subsequently reported on its website an enrolment increase of only 26.5 FTEs.

Also, it has recently come to my attention that the lease agreement for St. Thomas Aquinas School provides for a six months' notice to terminate the lease. Be advised that Section 2 of the *Disposition of Property Regulation* states that "notwithstanding Section 200(2) of the Act, a board may, without the approval of the Minister lease a school building or portion of it for 12 months or more if the lease contains a termination provision allowing the board to terminate the lease on a 12 months' notice."



While every effort is being made to secure alternative accommodation for Francophone students in Medicine Hat for the 2010/2011 school year, should our efforts prove unsuccessful within the timelines available due to the short lease termination notice, I may direct your board to postpone the implementation of its decision.

Yours truly,



Dave Hancock, Q.C.
Minister

cc: Honourable Rob Renner
MLA, Medicine Hat

Len Mitzel
MLA, Cypress-Medicine Hat

RECEIVED

FEB 18 2010

MEMPHIS
CATHOLIC BOARD
OF EDUCATION

Memorandum

March 09, 2010

To: Board of Trustees

From: David Leahy, Superintendent of Schools

Re: Minister's Letter Regarding St. Thomas Aquinas Lease

Action: Item presented for: Information and discussion

Background:

The Division received a letter from the Minister of Education on February 12, 2010 concerning the Board's decision on December 10, 2009, to not renew the lease of St. Thomas Aquinas School to the Greater Southern Public Francophone Education Region.

Senior administration is concerned that the letter contains a number of inaccuracies.

In an effort to clear up these inaccuracies I will quote specific parts of the Minister's letter and then offer comment. (**The quotations from the Ministers letter will be in bold**; my comments *will be in italics*)

Quote from Minister's Letter - "Also, it has recently come to my attention that the lease agreement for St. Thomas Aquinas School provides for a six months' notice to terminate the lease. Be advised that Section 2 of the *Disposition of Property Regulation* states that "notwithstanding Section 200(2) of the Act, a board may, without the approval of the Minister lease a school building or portion of it for 12 months or more if the lease contains a termination provision allowing the board to terminate the lease on a 12 months' notice." "While every effort is being made to secure alternative accommodation for Francophone students in Medicine Hat for the 2010/2011 school year, should our efforts prove unsuccessful within the timelines available due to the short lease termination notice, I may direct your board to postpone the implementation of its decision."

MHCBE Response: - The Medicine Hat Catholic Board of Education is not terminating it's lease of St. Thomas Aquinas School to the Greater Southern Francophone Education Region. We are not renewing the lease.

Article nine of the lease lays out conditions for termination. However as stated above we are not terminating the lease. With respect to the decision to not renew the lease, Article 10 of the agreement (on page 10) states that the Francophone board have the option to renew the lease for 2 periods of 1 year each (if they provide notice at least 3 months before the end of the lease). HOWEVER, 10.1, indicates that we will provide notice of our consent or rejection of the renewal within 30 days of the receipt. MHCBE feels that we were will within our rights to notify the Francophone Board that we were not going to be renewing the lease. We felt it was prudent to communicate this to the Francophone Board before the deadline established for the request for lease renewal.

Quote from Minister's Letter - "With respect to further school infrastructure issues, I was extremely disappointed to learn that on December 10, 2009, your board decided not to renew the lease agreement with the Francophone Board for St. Thomas Aquinas School for the 2010/2011 school year. Both the Regional Plan and the background information communicated by your jurisdiction to the public as part of the consultation on facility and grade reconfiguration opposed this direction."

MHCBE Response: - Not renewing the lease at St. Thomas became a possibility based on the feedback we heard from stakeholders in our public consultation meetings about grade reconfiguration. In his letter to us on November 26, 2009, the Minister stated that he was aware we were undertaking public consultation. He also stated "Your patience and proactive approach to student accommodation in this period of economic uncertainty is appreciated."

Many of our stakeholders told us during the public consultation that they felt it was unlikely that the province would provide the funding for a new school for Medicine Hat Catholic in the next three to five years. They stated that we had a school available to us-St. Thomas Aquinas....so we should take it back when the lease ended.

The background information on grade configuration was prepared by the Superintendent of Schools. In every public meeting the Superintendent of Schools made it clear that his proposal was just that ...his proposal. He explained that the board, during their fall retreat, directed him to develop a proposal for grade configuration that would be taken to stakeholders. In every meeting the Superintendent explained that the board might accept the proposal in totality, the board might accept part of the proposal, or the board may go in another direction. The purpose of the superintendent's grade reconfiguration proposal and background package was to inform stakeholders and give them a proposed solution as a place to begin consultation.

As a result of what the Board of Trustees heard in the public consultations, the grade reconfiguration proposal from the superintendent was amended.

Quote from Minister's Letter - I am aware of your board's recent media release responding to community questions associated with the decision to terminate the lease agreement for St. Thomas Aquinas School. I note that this document cites crowding at St. Mary's as the primary reason for your board's decision. However, information your jurisdiction previously provided in the form of responses to frequently asked questions suggested that the overcrowding issue could be addressed with the use of modular classrooms. I would like to remind you that four modular classrooms were approved for your board this year at an estimated cost of \$1.2 million and that your jurisdiction subsequently reported on its website an enrolment increase of only 26.5 FTEs.

MHCBE Response: - (the response to this quote will be in the separate sections with subheadings)

Reasons for Decision -

Both the Regional Plan and the Board have identified the reasons behind the need for grade reconfiguration. Many of our schools have exceeded recommended capacity. We meet the criteria established by government to ask for a new school in sector 5. Over the course of the next three years (if we kept the current configuration of Grades 9-12 at McCoy) we will have close to 1000 students at our high school. McCoy is crowded right now with approximately 750 students.

The reason St. Mary's was cited in the answer to some of the questions from the community was in the context of the space issues at that school and the need to find a new home for French Immersion . St. Mary's is the home to:

- *A pre K to Grade 7 French Immersion program with close to 120 students. (it will continue to grow until it is a pre K to Grade 12 program*
- *A Fine Arts Academy Grades 6-8*
- *A regular middle school program Grades 6-8*
- *A special education program for students with severe cognitive delays*
- *A special education program for middle school students with mild and moderate delays.*

As the French Immersion program has continued to grow (intake of 25 students in Kindergarten September 2009) St. Mary's is running out of space. If we do not find another home for French Immersion some of our programming at St. Mary's will have to suffer. MHCBE is very proud of its innovative, creative programming. For a district our size we provide tremendous opportunities for our students:

- *Exceptional special education*
- *Fine Arts focus school*
- *Sports Academies at Notre Dame (hockey, golf, soccer, baseball)*
- *Fine Arts Academy at St. Mary's.*
- *Exceptional high school completion rates (RAP, Work Experience)*
- *Tremendous utilization of technology*

*Our stakeholders have rated our program of studies as **excellent** on the provincial accountability pillar and we don't want to lose any component of that programming.*

Modulars -

Overcrowding in our district could be addressed with the use of modular classrooms. The only problem is that there are no guarantees that we are going to get any additional modular classrooms. The regional plan and previous capital plans have outlined the need for a significant number of modulars in Medicine Hat Catholic if we do not get a new school.

The feedback from our stakeholders was that if we were not assured of getting new space (a school or modulars) then we needed to use space we already had: St. Thomas Aquinas.

Modulars at St. Patrick's and St. Michael's Medicine Hat -

Infrastructure approved those modulars on an emergency basis. St. Patrick's School will be getting 2 modulars. The utilization rate at St. Patrick's is over 100%. St. Michael's School has seen significant growth over the last two years. In 2009-2010 we moved from one kindergarten class to 2. With grade reconfiguration...even with the additional modulars ...utilization at St. Michael's is projected to be at 90%.

There was nothing in our discussions with infrastructure about these modulars that indicated they were being placed not only because of overcrowding but also because of anticipated future growth. We had a telephone conference with infrastructure about the placement of the modulars and why there were being placed at St. Michael's and St. Patrick's. . They signed off on our request.



Trustees' Report

Information for school trustees, participating employers and employee representatives
published following each regularly scheduled meeting (Sept. - June)

Volume 18-10 • No. 02 • February 2010

Highlights of the February 19, 2010, Trustees' Meeting

1. Executive Director's Report

- ♦ The Executive Director provided the customary overview of claims statistics.

2. Premium Rates 2010/11 - First Reading

- ♦ The ASEBP Trustees gave **initial approval** (first reading) to September 1, 2010, premium rates.
- ♦ The overall premium rate increase for 2010/11 is 3.95%:
 - ♦ Life Insurance: no change
 - ♦ Accidental Death & Dismemberment: no change
 - ♦ Extended Disability Benefits: no change
 - ♦ Extended Health Care: 4.50% increase
 - ♦ Dental Care: 9.75% increase
 - ♦ Vision Care: no change
- ♦ A breakdown of the monthly premium rates is provided below.
 - ♦ **Life Insurance:**
Plan 2 - \$0.140 per \$1,000 of coverage
 - ♦ **Accidental Death & Dismemberment:**
Plan 2 - \$0.015 per \$1,000 of coverage
 - ♦ **Extended Disability Benefits:**
Plan D - 2.15% of monthly earnings
Plan E - 2.15% of monthly earnings
 - ♦ **Extended Health Care:**
Plan 1 - single \$85.25, family \$205.25
Plan 2 - single \$62.25, family \$149.00
Plan 5 - single \$77.00, family \$184.00

Essential - single \$50.50,
family \$120.25

Prime - single \$56.75, family \$135.50

Prime Plus - single \$72.75,
family \$174.00

- ♦ **Dental Care:**

Plan 1 - single \$37.25, family \$93.75

Plan 2 - single \$48.50, family \$118.50

Plan 3 - single \$48.50, family \$132.75

Essential - single \$30.00,
family \$75.25

Prime - single \$43.00, family \$105.75

Prime Plus - single \$54.00,
family \$147.25

- ♦ **Vision Care:**

Plan 1 - single \$2.25, family \$5.50

Plan 2 - single \$4.25, family \$10.50

Plan 3 - single \$8.75, family \$21.50

- ♦ **Early Retirement Benefits Package 2:**

Single \$125.00, family \$200.00

- ♦ **Substitute Teachers and Casual Staff:**

Package 1 (single coverage) - \$69.00,
with dental \$131.75

Package 2 (family coverage) - \$156.50,
with dental \$304.75

Package 3 (single coverage) - \$73.25,
with dental \$136.00

Package 4 (family coverage) - \$160.75,
with dental \$309.00

- ♦ **Blanket Life Insurance for School**

Trustees: \$60.00 per person per year

- ♦ **Please note** that final approval (second reading) is required and changes could occur between readings.
- ♦ Notification to school jurisdictions about their final 2010/11 premium rates, including any discounts and surcharges, will be sent to employer and employee representatives following final approval of premium rates (late March). Preliminary information is available by contacting Nathan Forsyth or Robin Doan.
- ♦ *Level 1 and 2 Health Benefits Claims Experience Reports* will be distributed in April.

3. Investments

- ♦ The ASEBP Trustees hosted three private equity managers at a roundtable discussion. The managers provided an overview of their approach to investing, including how they monitor and evaluate the private companies they purchase.

The ASEBP Trustees' Report is distributed to participating employers, School Trustees, ATA and CUPE locals, and other employee representatives. It provides an overview of issues discussed by ASEBP's Trustees. Information from this report may be provided to covered members, but please note that changes may occur between first and second readings. ASEBP will continue to confirm policy changes in Administration Bulletins. If you would like to be included on the distribution list, please contact the Communications Team.



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