Medicine Hat Catholic Board of Education

"SHOWING THE FACE OF CHRIST TO ALL"

PUBLIC AGENDA

January 12, 2010 – 6:00 p.m

Catholic Education Centre – 1251 – 1st Avenue SW

Medicine Hat Catholic Board of Education

ACTION AGENDA

DATE: January 12, 2010 Place: Catholic Education Centre Time: 6:00 P.M.

1.	***Opening Prayer*** **WE ARE CALLED Always and Everywhere to:** **Model Christ** **Pray and Service** **Build a Faith Community**	**WS**	
2.	***Approval of the Minutes of the Regular Board Meeting*** **♦Recommendation:** THAT the Minutes of the Regular Board Meeting held December 08, 2009 be approved as circulated.	**JC**	
3.	***Approval of the Minutes of the Special Board Meeting*** **♦Recommendation:** THAT the Minutes of the Special Board Meeting held December 10, 2009 be approved as circulated.	**JC**	
4.	***Approval of the Action Agenda*** **♦Recommendation:** THAT the Action Agenda dated January 12, 2010 be approved as circulated.	**JC**	*1 - 4*
5.	***Approval of the Non-Action Agenda*** **♦Recommendation:** THAT the Non-Action Agenda dated January 12, 2010 be approved as circulated.	**JC**	*5*
6.	***Corporate Communications*** **6.1** Letter from ***Buffalo Trail Public Schools*** regarding funding reduction on rural school jurisdictions in the province. Buffalo Trail encourages the Board to contact the MLA's. **6.2** Letter from ***Alberta Distance Learning Centre*** commending the Division on the success of our students enrolled in ADLC courses. ADLC is encouraging our Division to contact the Ministry to request the continued support of distance learning programming. **6.3** Prayer Cards to celebrate ***The Year of the Priest*** (***June 19, 2009 – June 19, 2010***) were received; the cards will be distributed one for each student and staff member in the Division. **6.4** Letter from ***Alberta Education*** from the Office of the Minister of Education recognizing the Division's achievement on the Accountability Pillar. Our division received seven Minister's Education Leadership Recognition Awards (***MELRA)***.	**JC**	*Encl. 6 - 11*
7.	***Policy 7 – Board Operations*** **♦Recommendation:** THAT the Medicine Hat Catholic Board of Education approve third reading of Policy 7 – Board Operations.	**JC/GM**	*Encl. Memorandum 12 - 24*
8.	***Superintendent's Report*** 8.1 Field Trip Supervision 8.2 Grade Reconfiguration Implementation Plan 8.3 St. Thomas Aquinas School and the Francophone Board communication (s)	**DL**	*Encl. Memorandum 25 - 73*

	8.4 Allocation of $4,500 from Bishop's Dinner Proceeds 8.5 Board Policy Review Cycle 8.6 Board Policy 11 – Board Delegation of Authority – Termination of Temporary Contracts 8.7 Memorial for Sister Joan Burns 8.8 Religious Education Coordinator 8.9 Revised Administrative Procedures		
9.	***School Year Calendar*** **♦Recommendation:** THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the school year calendar for the 2010 – 2011 school year.	**WS**	*Encl. Memorandum 74*
10.	***Budget Priorities and Assumptions*** **♦Recommendation:** THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approves the 2010 – 2011 budget assumptions as presented.	**GM**	*Encl. Memorandum 75 - 77*
11.	***Special School Tax Levy*** **♦Recommendation:** THAT the Board of Trustees for the Medicine Hat Catholic Board of Education is interested in raising funds through the Special School Tax Levy and directs senior administration to present opportunities and options for which money raised from the Special School Tax Levy may be used.	**GM**	*Encl. Memorandum 78 - 93*
12.	***Weather Cancellation Criteria for Transportation*** **♦Recommendation:** THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approves criteria as presented by TRAXX for cancelling school bus operations due to weather conditions.	**GM**	*Encl. Memorandum 94 - 98*
13.	***Classroom Modulars*** An update of the classroom modulars for St. Patrick's School and St. Mary's School will be provided by the Secretary-Treasurer to the Board.	**GM**	*Encl. Memorandum 99*
14.	***Budget Consultation – TOWN HALL MEETING JANUARY 18, 2010*** Minister Hancock and Alberta Education have been soliciting input in regards to the 2010 Budget. School jurisdictions have been urged to begin conversations with all stakeholders about the upcoming budget. A Town Hall Meeting is scheduled to create the opportunity for Catholic stakeholders to have input on the 2010 Budget. **A Town Hall Meeting is planned for January 18, 2010 @ St. Patrick's Parish Hall at 7:00 p.m.**	**DL**	*Encl. Memorandum 100*
15.	***COMMITTEE REPORTS***	**JC**	
	15.1 Medicine Hat Catholic Schools' Education Foundation - Kelly Van Ham		
	15.2 Representative to ACSTA – Peter Grad		
	15.3 Representative to Teacher Board Advisory Committee – Stan Aberle		
	15.4 Representative to ASBA Zone 6 - Ken Arthur		
	15.5 Representative to Spiritual Leadership Scholarship Awards – Stan Aberle		
	15.6 Representative to Support Staff Board Advisory Committee – Jodi Churla		
	15.7 Representative to Parent Association – Jodi Churla		
	15.8 Salary Negotiations a. ATA – Ken Arthur		

	b. CUPE – Peter Grad		

NON - ACTION AGENDA

DATE: January 12, 2010 Place: Catholic Education Centre Time: 6:00 P.M.

No.	ITEM		PAGE
1.	**INFORMATION ITEMS** • ***2010 EXCELLENCE IN TEACHING AWARD.** Nominate an outstanding Teacher or Principal today. Nomination packages are available on line @ www.education.gov.ab.ca/teachers/excellence.aspx • **FEBRUARY IS REGISTRATION MONTH IN ALL MEDICINE HAT AND BOW ISLAND CATHOLIC SCHOOLS** 0 **Internal Division Wide Registration Feb 8 – 12, 2010** 0 **New Student Registration Feb 22 – 26, 2010** 0 **Open Houses, School Tours, Orientation & Information Evenings held throughout February** • **ALBERTA SCHOOL EMPLOYEE BENEFITS TRUSTEE REPORT** • **TRAINING FOR CONTRACT NEGOTIATIONS** • **ELECTION 2010** 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.		*101 – 103* *104 - 111*

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

Buffalo Trail PUBLIC SCHOOLS

1041 – 10A Street
Wainwright, Alberta T9W 2R4
P: 780.842.6144
F: 780.842.3255
www.btps.ca

December 14, 2009

Board of Trustees
Medicine Hat Catholic Separate Regional Division No. 20
1251 - 1 Avenue S.W.
Medicine Hat, AB T1A 8B4

Dear Board,

Recently the Board of Trustees of Buffalo Trail Public Schools sent a letter to our local MLA's expressing our concern over the potential impact of funding reduction on rural school jurisdictions in the province. In particular, our Board expressed concern over the removal of the Small Schools by Necessity funding that is currently available under the funding framework. A portion of the content of that letter is provided below:

> *"We have had the opportunity to attend stakeholder input meetings with Alberta Education and provide our perspective as a rural school jurisdiction. A part of the discussion has focused on the potential elimination of targeted funding meant to provide equity for all students in the Province of Alberta. As a small rural school jurisdiction of 14,250 square kilometers attempting to provide a quality education to children in more than 25 rural communities, we are concerned with the potential that the Small School by Necessity funding might be targeted for reduction. As a part of our budgeting process and honoring the intent of these funds to support many of our small rural schools identified in this funding, we allocate these monies directly to the these schools. We feel that it is important for you to understand the impact of the withdrawal of this funding on our schools. We have prepared the following information for your in consideration:*

School	SSBN Funding Allocated	Percentage of Overall School Budget
Amisk School	$111,686.00	20.07%
Clandonald School	$117,477.00	27.72%
Delnorte School	$296,876.00	32.4%
Dewberry School	$241,544.00	34.15%
Dr. Folkins Community School	$319,366.00	28.46
E.H. Walter School	$302,279.00	22.83%
Edgerton Public School	$324,704.00	26.94%
Hughenden Public School	$136,272.00	8.64%
Irma School	$202,081.00	13.60%
Kitscoty Elementary School	$4,008.00	.26%
Kitscoty High School	$98,007.00	6.62%

Mannville School	$168,395.00	10.12%
Marwayne Jubilee School	$54,469.00	2.85%
Total SSBN Allocation	$2,520,059.00	7.88%

As you can see by the information provided, the reduction of the Small School by Necessity funding would have a devastating effect on many of our small rural schools. The significant reduction in SSBN funding will compromise our ability to provide programming in many of these schools. This will put our Board in the unenviable position of having to close either divisions or entire schools in some of our communities.

While we are seeing some growth at the K – 3 level, the overall decline in high school populations in many of our small rural communities has meant that Buffalo Trail has had to be very creative in terms of program offering students in our small rural high schools. We make extensive use of video conferencing throughout our jurisdiction to provide program to students. Within the current funding allocation, we already offer over 30 high school courses to over 400 students across BTPS via this technology. The assumption that we can make use of this type of technology to replace existing school programs cut through a loss of funding would not recognize that we have already taken these proactive steps to meet the learning needs of our students within the current funding model.

Over the next few weeks, we are certain that discussions will increase with respect to the funding for education in the Province of Alberta. As our MLA, we assume that you will be asked to provide your input and want to ensure that you clearly understand how a decision to reduce the SSBN funding will impact many of the small rural communities in your constituency. We know that you value these communities and will be putting their best interests forward in these discussions."

As a rural board in the province, we are confident that your Board would be equally concerned with losing the funding provided to us under the SSBN allocation. We know that we are all diametrically opposed to funding reductions in education as we see education as an investment rather than an expense. However, we felt it was important that the our MLA be aware if funding meant to value education in rural communities in this province were removed, the impact on many of our communities would be significant. As a Board, we encourage you to share you similar information with your local MLA.

Sincerely,

Darcy Eddleston, Board Chair

Alberta Distance Learning Centre

4601-63 Avenue Box 4000 Barrhead AB T7N 1P4

Toll-free: 1-866-774-5333

Fax: 780-674-7593

www.adlc.ca

~ Success for Every Student ~

December 9, 2009

Mr. David Leahy
Medicine Hat Catholic Separate Regional Division No. 20
1251 - 1 Avenue S.W.
Medicine Hat AB T1A 8B4

Dear Mr. Leahy:

As part of the accountability framework included in the Service Agreement established with Alberta Education and Alberta Distance Learning Centre (ADLC) in September 2008, we wish to commend you on the success of students from Medicine Hat Catholic Separate Regional Division No. 20 enrolled in Alberta Distance Learning Centre courses.

This past year the Alberta Distance Learning Centre provided service to Medicine Hat Catholic Separate Regional Division No. 20 students enrolled in 218 courses with a successful completion rate of 95%. A detailed report with specific data concerning student success at school or course level is available on request.

You may have read in Alberta Education's publication "Budget 2010 Dialogue-What We Heard" that some school jurisdictions suggest funding to Alberta Distance Learning Centre can either be reduced or eliminated: *"Level the playing field for distance learning by eliminating the subsidy to the Alberta Distance Learning Centre"*(page 3). Because of its unique provincial mandate, ADLC is funded under "Differential Cost Funding" established in the original divestiture of ADLC to Pembina Hills Regional Division in June of 1997. ADLC receives no other funding from the Ministry.

In the Service Agreement, Pembina Hills Regional Division is provided 56% of the Basic Instruction Grant for the operation of ADLC. When Medicine Hat Catholic Separate Regional Division No. 20 registers students in a course with ADLC, Medicine Hat Catholic Separate Regional Division No. 20 receives 100% Basic Instruction Grant, while ADLC receives 56% from the Ministry's Differential Cost Grants to present your students with value added services. This funding enables ADLC to assist your jurisdiction in providing an exemplary education program. Funding for such services covers instruction, timely course development, licensing of software and a Learning Management System, technical infrastructure and support for students and staff, and professional development for teachers required to deliver various programs.

.../2

If funding for the Alberta Distance Learning Centre is eliminated, services presently provided to 28,227 students in 644 provincial schools will be dramatically reduced. We appreciate your valuable partnership and if, like us, you value services provided by ADLC to your students and staff, we encourage you to contact the Ministry requesting continued support of ADLC.

Please contact us to discuss further ADLC programs and funding cuts.

Sincerely,

Ralph Helder
Director, Alberta Distance Learning Centre

R. Harvey

Richard Harvey
Superintendent, Pembina Hills Regional Division No 7

RH/lj

ALBERTA
EDUCATION

Office of the Minister

December 9, 2009

Mr. Stan Aberle
School Board Chair
Medicine Hat Catholic Separate Regional Division No. 20
1147-3 Street NW
Medicine Hat, AB T1A 7Y4

Dear Mr. Aberle:

Educating our children is one of the most important functions in society, and all parents want to know that their children are receiving a quality education. The Ministry of Education evaluates how well the education system is meeting the expectations of parents and society. As an annual checkup on the education system, the Accountability Pillar provides an opportunity for making adjustments over time to address challenges and ensure continuous improvement. The information in the Accountability Pillar is particularly useful to the public when interpreting ongoing performance of school jurisdictions.

I would like to take this opportunity to commend your success on your 2009 results. I believe it will be with great pleasure that you share this information with your board; namely, your jurisdiction's evaluation in the areas of:

- Safe and Caring was **High** and **Improved** in 2008 and 2009, resulting in an overall evaluation of **Good** in both years.
- Program of Studies was **High** in 2007 and 2008, and **Very High** and **Improved Significantly** in 2009 with an overall evaluation of **Excellent**.
- Education Quality was **High** in 2007, 2008 and 2009, with an overall evaluation of **Good** in all three years.
- Drop Out Rate was **High** in 2008 and 2009 with an overall evaluation of **Good** in both years.
- High School Completion Rate (3 year) was **High** in 2007 and 2008, and **Very High** and **Improved** in 2009 with in an overall evaluation of **Excellent**.
- Citizenship was **High** and **Improved** in 2008, and **High** and **Improved Significantly** in 2009, resulting in an overall evaluation of **Good** in both years.
- School Improvement was **Very High** and **Improved** in 2009, resulting in an overall evaluation of **Excellent**.
- Provincial Achievement Test (Acceptable) was **High** in 2006, 2007, 2008, and 2009, with an overall evaluation of **Good** in all four years.
- Diploma Examination (Acceptable) **Improved** in 2009, resulting in an overall evlauation of **Good**.

worldskills Calgary2009

224 Legislature Building 10800 - 97 Avenue, Edmonton, Alberta Canada T5K 2B6 Telephone 780-427-5010 Fax 780-427-5018
203, 569 Riverbend Square, Edmonton, Alberta Canada T6R 2E3 Telephone 780-413-5970 Fax 780-413-5971

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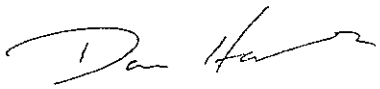
While a school makes the most direct contribution to the success of its students, jurisdictional leadership from the locally elected board members and the district's central office makes a significant contribution as well. I encourage you to continue the good work you are doing in your communities in applying the most effective practices for achieving these results.

Thank you for your contribution to the success of our students.

Sincerely,



Dave Hancock, QC
Minister
Alberta Education

cc: Mr. David Leahy, Superintendent, Medicine Hat Catholic Separate Regional Division No. 20

Medicine Hat Catholic Board of Education
Board Meeting
January 12, 2010

Name:	Greg MacPherson, Secretary-Treasurer
Agenda Item:	Third Reading of Amendment to Policy 7 – Board Operations
Purpose:	Decision Making
Attachments:	Policy 7 – Board Operations
Background:	Policy 7 needs to be updated to account for the inclusion of Morningstar School District into the division. As well, adjustments to the descriptions of the wards needed to up updated.
Recommendation/ Decision:	It is recommended that the Board of Trustees of Medicine Hat Catholic Board of Education approve the first and second reading of the changes to Policy 7 – Board Operations as presented below:

1. Wards

Within the stipulations of Ministerial Orders 086/94 and 170/94 establishing the Medicine Hat Catholic Separate Regional Division No. 20, and subsequent Ministerial Orders ~~009/2004~~ 009/2007 and ~~084/2004~~ 039/2009, the Board has ~~decided~~ approved bylaw 2010/01 to provide for the nomination and election of trustees within the Division by wards, and electoral subdivisions where appropriate.

1.1. Electoral Ward 1 shall comprise all those lands within the ~~former~~ Medicine Hat Roman Catholic Separate School District No. 21 and as amended from time to time:
   1.1.1. Four (4) trustees shall be elected at large from within the Ward.
1.2. Electoral Ward 2 shall comprise all those lands within the ~~former~~ Bow Island Roman Catholic Separate School District No. 82:
   1.2.1. One (1) trustee shall be elected at large from within the Ward.
1.3. The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward and electoral subdivision in the same manner as if it were a subdivision in a school division.
1.4. If a vacancy occurs in the membership of the Board during the three years following an election, a by-election may be held, unless this vacancy occurs in the last six months before the next election.

Resulting Action:	Policy 7 to be officially updated.
Responsibility:	Secretary-Treasurer.

BOARD OPERATIONS

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

The Board believes that its fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the Catholic community to contribute to the educational process, Board meetings will be open. Towards this end, the Board believes its affairs are to be conducted in public to the greatest extent possible.

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

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

1. Wards

   Within the stipulations of Ministerial Orders 086/94 and 170/94 establishing the Medicine Hat Catholic Separate Regional Division No. 20, and subsequent Ministerial Orders ~~009/2004~~ **009/2007** and ~~084/2004~~ **039/2009**, the Board has ~~decided~~ **approved bylaw 2010/01** to provide for the nomination and election of trustees within the Division by wards, and electoral subdivisions where appropriate.

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

   1.1.1 Four (4) trustees shall be elected at large from within the Ward.

   1.2 **Electoral** Ward 2 shall comprise all those lands within the former Bow Island Roman Catholic Separate School District No. 82:

   1.2.1 One (1) trustee shall be elected at large from within the Ward.

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

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

2. Organizational Meeting

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

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

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

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

2.1 Elect a vice-chair;

2.2 Create such standing or ad hoc committees of the Board as are deemed appropriate, and appoint members;

2.3 Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;

2.4 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;

2.5 Review Board member conflict of interest stipulations and determine any disclosure of information requirements; and

2.6 Other organizational items as required.

Trustees will volunteer for committee and representative assignments.

3. Regular Meetings

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

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

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

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

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

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

Failure to attend may result in disqualification.

3.4 If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its members an acting Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.

3.5 Regular meetings of the Board will not normally be held without the Superintendent and/or designate(s) in attendance.

4. Special Meetings

4.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

4.2 Special meetings of the Board will only be called when the Chair, the majority of Trustees or the Minister, is of the opinion that an issue must be dealt with before the next regular Board meeting.

4.3 A written notice of the special meeting including date, time, place and nature of business shall be issued to all trustees by registered mail (at least seven days prior to the date of the meeting) or in person (at least two days prior to the date of the meeting) unless every trustee agrees to waive in writing the requirements for notice.

4.4 The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.

4.5 Special meetings of the Board will not normally be held without the Superintendent and/or designate(s) in attendance.

5. In-Camera (Private) Sessions

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

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

5.1 Individual students and ECS children;

5.2 Individual employees and personnel matters;

5.3 Collective bargaining issues;

5.4 Litigation issues;

5.5 Acquisition/disposal of property; and

5.6 Other topics that a majority of the trustees present feel should be held in private, in the public interest

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

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

6. Agenda for Regular Meetings

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

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

6.1.1 Opening

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

6.1.2 Action Items

- New Business
- Committee Reports

6.1.3 Non Action Items

- Information
- Correspondence

6.1.4 Adjournment

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

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

6.3.1 By notifying the Superintendent or Board Chair at least five (5) working days prior to and not including the Board meeting day.

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

6.3.3 As a request from a committee of the Board.

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

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

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

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

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

7. Minutes for Regular or Special Meetings

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

7.1 The minutes shall record:

7.1.1 Date, time and place of meeting;

7.1.2 Type of meeting;

7.1.3 Name of presiding officer;

7.1.4 Names of those trustees and administration in attendance;

7.1.5 Approval of preceding minutes;

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

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

7.1.8 Names of persons making the motion;

7.1.9 Points of order and appeals;

7.1.10 Appointments;

7.1.11 Summarized reports of committees;

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

7.1.13 Trustee declaration pursuant to the School Act.

7.2 The minutes shall:

7.2.1 Be prepared as directed by the Superintendent;

7.2.2 Be reviewed by the Superintendent prior to submission to the Board;

7.2.3 Be delivered to all trustees prior to the next regular meeting of the Board;

7.2.4 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board;

7.2.5 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business; and

7.2.6 Be distributed to stakeholders.

7.3 The Superintendent shall ensure, upon acceptance by the Board, that appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the Division are affixed to the concluding page of the minutes.

7.4 The Superintendent shall establish a codification system for resolutions determined by the Board which will:

7.4.1 Provide for identification as to the meeting at which it was considered;

7.4.2 Establish and maintain a file of all Board minutes.

7.5 Upon adoption by the Board, the minutes shall be open to public scrutiny through posting on the Division website or availability at the Board Office.

8. Motions

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

8.1 Notice of Motion

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

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

8.2 Discussion on Motions

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

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

8.3 Speaking to the Motion

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

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

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

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

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

8.4 Reading of the Motion

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

8.5 Recorded Vote

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

8.6 Required Votes

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

8.7 Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure

may be determined by motion supported by the majority of trustees in attendance.

9. Delegations to Board Meetings

The Board welcomes public participation at Board meetings as a desirable demonstration of the public's interest in education.

The Board welcomes the opportunity to hear presentations on educational matters from individuals or groups.

9.1 Normally, the Board will hear a presentation from groups or individuals at a regular Board meeting. The Board will assess the information presented and decide on appropriate action when required.

9.2 Petitions not supported by the appearance of the petitioners before the Board will be dealt with as regular correspondence.

9.3 Anyone desiring to make a presentation to the Board shall approach the Superintendent or the Board Chair with the request, giving reasons for it.

9.4 A written request for an item to be placed on the agenda for a regular meeting must be received by the Board Chair or the Superintendent at least five (5) working days prior to and not including the date of the meeting. The request shall contain sufficient information to enable the trustees to become acquainted with the subject beforehand. The delegation shall first discuss the request with the Superintendent. If an appearance before the Board is then desired, a copy of the request shall be sent to each trustee with the agenda for the meeting at which the delegation is to appear. It is preferable that the request includes possible solutions.

9.5 Any presentation by a group or individuals shall be added to the Board agenda at a time determined by the Board Chair.

9.6 A spokesperson(s) for the delegation must be identified.

9.7 The Board Chair shall make time available to the members of the delegation to speak to the agenda item under discussion by the Board. Delegations are encouraged to keep their presentations brief, with a maximum of fifteen (15) minutes. The Board Chair has the right to restrict the length of time for any delegation at any meeting.

9.8 Matters deemed to be of a sensitive and/or confidential nature shall be heard at an in-camera session of the Board. Personnel issues will not be discussed in an open forum.

9.9 Upon completion of the presentation the Board Chair shall allow for trustee questions of the delegation.

9.10 In discussing matters with the delegation, the Board Chair shall act as spokesperson for the Board. It must be remembered that delegations come to express problems and give information thereon. For this reason, individual trustees may only seek clarification of items presented by the delegation. At no time during the presentation shall any trustee commit the Board to any specific course of action.

9.11 Delegations will be given a copy of this section of Policy 7 prior to their presentation.

9.12 The Board will normally make a decision on the matter at a meeting following the meeting at which the presentation is made. Upon completion of the presentation, the Board Chair shall inform the delegation when a decision, if required, will be made. Such decision will be communicated in writing to the spokesperson.

9.13 The Superintendent or designate shall see that there is adequate seating for the public at regular Board meetings. If the attendance is expected to be beyond the capacity of the Boardroom, the Superintendent or designate shall provide for the meeting in another location.

10. Recording Devices

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

11. Trustee Compensation

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

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

11.1 Honorarium

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

11.1.2 The Board Chair shall receive 22% of the average teacher's salary.

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

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

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

11.2 Allowances and Expenses

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

11.2.2 Mileage shall be paid at the Government of Alberta rate per kilometer for each automobile required. Air travel may be used where economy of time or money warrants.

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

11.2.4 When hotel accommodations are required, the cost of a single accommodation will be reimbursed upon submission of a receipt. Meal allowance will be at a rate not to exceed $40.00 per day (breakfast - $7.00; lunch - $10.00 and dinner - $23.00).

11.2.5 Miscellaneous expenses such as registration fees, delegate's attendance at banquets, taxi fares, etc, will be reimbursed upon submission of receipts.

11.2.6 Advances may be granted upon written application.

12. Trustee Conflict of Interest

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

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

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

12.1 The trustee is expected to be conversant with sections 80-91 of the School Act.

12.2 The trustee is responsible for declaring him/herself to be in possible conflict of interest.

12.2.1 The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.

12.2.2 Following the declaration of conflict of interest by a trustee, all debate and action shall cease until the trustee has left the room.

12.3 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the School Act and ensure that his/her declaration and absence is properly recorded within the minutes.

12.4 The recording secretary will record in the minutes:

12.4.1 The trustee’s declaration;

12.4.2 The trustee’s abstention from the debate and the vote; and

12.4.3 That the trustee left the room in which the meeting was held.

13. Board Memberships

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

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

13.1 The Board will endeavour to send at least one representative to the General Meetings of the ASBA and the ACSTA.

13.2 The Board approves the attendance, at the Board's expense, of trustees at ASBA and ACSTA conferences, conventions, seminars and workshops at the Zone or provincial levels.

13.3 The annual budget will provide for membership dues to the ASBA and the ACSTA.

14. Board Self-Evaluation

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

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

14.1 The annual Board self-evaluation process will complement the Superintendent evaluation process described in the document entitled *Superintendent Evaluation Process, Criteria and Timelines*.

14.2 The purpose of the Board self-evaluation is to answer the following questions:

14.2.1 How well have we fulfilled each of our defined roles in relation to our mission, goals and objectives as a Board this past year?

14.2.2 How do we perceive our interpersonal working relationships?

14.2.3 How well do we receive input and how well do we communicate?

14.2.4 How well have we adhered to our annual work plan?

14.2.5 How would we rate our Board-Superintendent relations?

14.2.6 How well have we adhered to our governance policies?

14.2.7 What have we accomplished this past year? How do we know?

14.3 The principles upon which the Board self-evaluation is based are as follows:

14.3.1 A learning organization or a professional learning community is focused on the improvement of practice.

14.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.

14.3.3 An evidence-based approach provides objectivity.

14.4 The components of the Board self-evaluation are:

14.4.1 Review of Board Role Performance

14.4.2 Monitoring Interpersonal Working Relationships

14.4.3 Monitoring Board Representation/Communication

14.4.4 Review of Annual Work Plan Completion

14.4.5 Monitoring Board-Superintendent Relations

14.4.6 Review of Board Motions

14.4.7 Review of Board Governance Policies

14.4.8 Creating a Positive Path Forward

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

First Reading:	MARCH 11, 2008
Second Reading:	MARCH 11, 2008
Third Reading:	APRIL 08, 2008

First Reading:	December 08, 2009 (proposed)
Second Reading:	December 08, 2009 (proposed)
Third Reading:	January 12, 2010 (proposed)

Memorandum

January 6, 2010

To: Board of Trustees

From: David Leahy, Superintendent of Schools

Re: Field Trips

Action: Item presented for: Information and dissemination

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.

Action:
Principals discuss the enclosure with teachers and school councils for the purpose of giving senior administration feedback prior to the development of our own Field Trip Administrative Procedure. Feedback is requested prior to March 8.

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 Coat 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

Medicine Hat Catholic Board of Education

Grade Reconfiguration Work Plan
2010 - 2011

Medicine Hat Catholic
Separate Regional Division #20

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BACKGROUNDER

The Board of Trustees at a Special Board Meeting held at St. Louis School on December 10, 2009 approved the following Grade Reconfiguration Plan for implementation September 2010.
Note: (current configuration is indicated in the brackets)

Grade Reconfiguration for Implementation September 2010:

1. **St. Michael's Medicine Hat K-6**
   Current configuration (K-5)

2. **St. Francis K-6**
   Current configuration (K-5)

3. **St. Louis K-6**
   Current configuration (K-5)

4. **St. Mary's 7-9 dual track with French Immersion in Grade 7-9, Fine Arts Academy in Grades 7-9**
   Current configuration (K-7 French Immersion and Grades 6-8 with Fine Arts programming)

5. **Mother Teresa K-6**
   Current configuration (K-5)

6. **St. Patrick's K-5**
   Current configuration (K-4)

7. **Notre Dame 6-9 with Sports Academy programming**
   Current configuration (5-8) with Sports Academy programming

8. **McCoy 10-12**
   Current configuration (9-12)

9. **Add: St. Thomas Aquinas School will be returned to our operational inventory and will be home to the French Immersion K-6 Program. The current lease of St. Thomas Aquinas School to the Francophone Board will not be renewed.**

The Board and Senior Administration acknowledge and appreciate the input received from our Catholic stakeholders at the Special Meetings held over the last two months. The input certainly assisted the Board in making this decision. The Division will face challenges as we move toward implementation, but we strongly believe we have provided for the best possible learning environments for our students; and at the same time, started a process of dealing with the concern of overcrowding in some of our schools.

The Grade Reconfiguration Implementation Work Plan outlines the implementation process.

Key Issue: Student Registration and Transition

Outcome	Task and Timeline	Most Responsible
Development of a new STUDENT REGISTRATION FORM (including new language regarding Catholicity)	**Superintendent will forward Catholicity statement to Executive Assistant by Jan 8, 2010**	**Executive Assistant Superintendent**
Development of a new STUDENT REGISTRATION FORM	**Update the Student Registration Form completed by January 15, 2010** **Hard Copy Student Registration Form(s) to schools by February 5, 2010**	**Executive Assistant**
The Division will register students for the 2010-2011 school year.	**Internal Student Registration Feb 8 – 12, 2010. Note: Registration Form is status quo; Full Day Kindergarten programming is contingent on Budget**	**Superintendent Executive Assistant School Administration**
The Division will register students for the 2010-2011 school year	**Student Services determines Pre-School sites for 2010-2011 by March 15, 2010; and conducts pre-school registration at a date to be determined**	**Director of Student Services**
Modify SIRS to capture Catholicity data	**Identification of Catholicity data needed to be captured by SIRS; January 22, 2010**	**Superintendent Director of Information Systems**
Open House(s) for St. Thomas students and parents and staff	**By January 30, 2010; Approach Francophone Senior Administration to seek permission to hold an Open House in February 2010** • **Open House August 26, 2010**	**Superintendent**
Coordinate transition for St. Mary's to St. Thomas Aquinas School of school resources	**St. Mary's Administration calculate instructional time to determine *if* the FI Program and Grade 6 Regular Programming can be shut down early in June 2010; by January 30, 2010**	**Superintendent St. Mary's Administration**

Key Issue: Academy Program of Studies

Outcome	Task and Timeline	Most Responsible
Establish Academy Programming configuration for 2010 – 2011 **Note: Contingent on the results of the Program Review and Budget Allocations; Academy Programming is subject to change**	**School Administration develops program scenarios and share these with staff, parents and senior administration; by January 31, 2010**	**St. Mary's Administration** **Notre Dame Administration**
Establish Academy Programming configuration for 2010 – 2011	**Complete Academy Program Review *Survey Results*; by January 31, 2010**	**Consultant** **Superintendent of Schools**
Establish Academy Programming configuration for 2010 – 2011	**Academy Programming structure for 2010 – 2011 is determined; by February 12, 2010 and is communicated to parents ASAP**	**School Administration** **Senior Administration**
Establish Academy Programming configuration for 2010 – 2011	**Notre Dame to establish a Sports Academy Parent Advisory Committee; by October 31, 2010**	**Notre Dame Administration**

Key Issue: Programming for students with special needs

Outcome	Task and Timeline	Most Responsible
Establish Special Education allocation to each school	**Examine school population and school needs in order to determine FTE allocations; by March 12, 2010**	**Director of Student Services**
Establish K & E Program in Grade 8 and 9 at St. Mary's School	**Educate staff, students and parents about the program including Parent Information evenings; staff orientation sessions; establish and order resources; identify the numbers and the codes of students; by August 2010**	**Director of Student Services**
Recommendation on feasibility to offer K & E Program in Grade 8 and 9 at Notre Dame Academy	**Student numbers; space, program needs, staffing; by March 12, 2010**	**Director of Student Services**

Key Issue: Staffing

Outcome	Task and Timeline	Most Responsible
Principal transfers will occur in a manner to enhance planning for 2010 - 2011	Transfers potentially May 3, 2010	Superintendent Deputy Superintendent
Appoint Principal for St. Thomas Aquinas School	Have new principal in place by April 01, 2010;	Superintendent Deputy Superintendent
Hire Secretary, Library Technician and Custodian for St. Thomas Aquinas School	Secretary for April 01, 2010 Library Technician by; June 15, 2010 Custodian for August 01, 2010	Deputy Superintendent Superintendent
Establish Admin allocation to each school	Examine school population and school needs in order to determine FTE allocations by March 12, 2010	Deputy Superintendent Superintendent
Establish new support staff allocations to schools in light of grade reconfiguration	Examine school population and school needs in order to determine FTE allocations by March 12, 2010	Deputy Superintendent Secretary-Treasurer
Allocate extra resources for manpower in July and August 2010	Develop cost(s) for contracting services; by April 01, 2010 Develop costs for additional summer staff; by April 01, 2010	Secretary-Treasurer
Resources are moved and are in place in a timely fashion	Transferred Teachers move personal belongings; by June 29, 2010. Digital File transfer will comply with Administrative Procedure and be completed by August 01, 2010	Transferred Teachers Director of Information Systems
Resources are moved and are in place in a timely fashion	Transferred Teachers will hand in keys to School Administration by June 29, 2010	Transferred Teachers
Resources are moved and are in place in a timely fashion	Security codes for Transferred Teachers will be in place on July 02, 2010.	Director of Information Systems
Adequate staff will be available to support transition during July and August 2010	Senior Administration will ask all Managers to make recommendations on a July and August vacation schedule that will allow for the completion of all work plan tasks; by January 31, 2010	Senior Administration

All schools will be staffed to deliver the required program of studies	**Call for all job sharing & transfer requests; by February 12, 2010**	**Deputy Superintendent**
	Enrolment numbers & projections due; by February 26, 2010	**Deputy Superintendent Secretary-Treasurer School Administration**
	Principals submit their "projected FTE Staffing list" to Sr. Admin (incl. expected courses and/or grades to be offered and number of sections for each; by March 5, 2010	**School Administration**
	Admin Hires or Transfers Announced by; March 12, 2010	**Deputy Superintendent**
	1st draft of staffing; by March 16, 2010	**Deputy Superintendent**
	Round 1 of staffing posted; by March 23, 2010	**Deputy Superintendent**
	ERIP applications due; by April 0, 2010	
	1st Round of staffing completed by; April 14, 2010	**Deputy Superintendent**
	Board to make ERIP decisions by; April 13, 2010	**Superintendent**
	Round 2 of staffing posted; by April 23, 2010	**Deputy Superintendent**
	Round 2 of staffing complete; by April 29, 2010	**Deputy Superintendent**
	Principals move to new schools; by May 3, 2010	**Superintendent of Schools**
	Round 3 of staffing posted; by May 11, 2010	**Deputy Superintendent**
	Round 3 of staffing complete; by May 21, 2010	**Deputy Superintendent**
	All resignations due; by May 31, 2010	**Teachers**
	Remaining staffing, if any, is completed; by June 1, 2010	**Deputy Superintendent**
	Staffing presented to the Board; by June 8. 2010	**Superintendent**

Key Issue: School facility needs

Outcome	Task and Timeline	Most Responsible
Establish maintenance and facility upgrades required for St. Thomas Aquinas School	**Audit of the existing condition of St. Thomas Aquinas School including determining improvements made by the lessee; by March 01, 2010**	**Secretary-Treasurer Facilities & Operations Supervisor**
New Modulars at St. Patrick's, St. Michael's Medicine Hat and St. Mary's (with upgrades) are operational	**Establish maintenance required for new modular's; by August 15, 2010**	**Secretary-Treasurer**

Key Issue: equipment and furniture

Outcome	Task and Timeline	Most Responsible
To equip St. Thomas Aquinas School with necessary custodial equipment	Establish what custodial equipment will be required for St. Thomas Aquinas School by April 01, 2010	Secretary-Treasurer
To equip the Child Care Modulars at St. Mary's School with necessary custodial equipment if needed	Establish what custodial equipment will be required for child care modulars at St. Mary's School by April 01, 2010	Secretary-Treasurer
Properly equip all division schools -Teacher Desks -Student Desks -Chairs -Filing Cabinets	Prepare school list of the furniture and equipment that is needed and list of that which is surplus; by April 01, 2010	School Administration Superintendent/Facilities & Operations Supervisor
Properly equip all division schools -Teacher Desks -Student Desks -Chairs -Filing Cabinets	Re-distribute equipment and furniture as necessary; by August 01, 2010	School Administration Superintendent/Facilities & Operations Supervisor

Key Issue: technology

Outcome	Task and Timeline	Most Responsible
Properly equip all division schools with technology including: -SmartBoards -Computers -Laptops -Printers -Projectors -Fax Machine -Telecommunications -Senteo	**Prepare school list(s) with a recommendation to Senior Administration of the technology equipment that is needed and list of that which is surplus; by February 12, 2010**	**Director of Information Systems**
Properly equip all division schools with technology including: -SmartBoards -Computers -Laptops -Printers -Projectors -Fax Machine -Telecommunications -Senteo	**Re-distribute technology equipment as necessary; by August 15, 2010**	**Director of Information Systems**

Key Issue: Instructional Resources

Outcome	Task and Timeline	Most Responsible
Each School will have the classroom learning resources it needs	**Prepare school list(s) of student textbooks and related resources that are surplus/needed. Submit lists to Deputy Superintendent by; April 30, 2010** **Textbooks/Resources boxed and ready to move; by July 02, 2010** **Redistribute existing student textbooks and related resources as needed; by July 09, 2010**	**School Administration** **Deputy Superintendent**
Each School will have a centralized library that serves the needs of the students	**Prepare school list(s) of library resources and related resources that are surplus/needed. Submit lists to Deputy Superintendent by; April 30, 2010** **Library resources boxed and ready to move; by July 02, 2010** **Redistribute existing library resources and related resources as needed; by July 09, 2010**	**School Administration** **Deputy Superintendent**
Each School will have the Physical Education resources it needs	**Prepare school list(s) of Physical education resources and related resources that are surplus/needed. Submit lists to Deputy Superintendent by; April 30, 2010** **Physical Education Resources boxed and ready to move; by July 02, 2010** **Redistribute Physical Education Resources and related resources as needed; by July 09, 2010**	**School Administration** **Deputy Superintendent**

Key Issue: School attendance zones (notre Dame, St. Mary's, St. Michael's)

Outcome	Task and Timeline	Most Responsible
The Division has a responsibility to assign attendance zones to schools in order to maximize operation and programming efficiencies	**Status Quo for 2010 – 2011.** **A public consultation will be initiated to review school boundaries and the practice of cross attendance and recommendations will be made to the Board of Trustees; by December 14, 2010**	**Superintendent**

Key Issue: Student transportation

Outcome	Task and Timeline	Most Responsible
The Division will provide cost effective transportation to and from school for eligible students	**Coordinate with Totem Transportation to develop routes to transport French Immersion Students to St. Thomas; by February 26, 2010**	**Secretary-Treasurer**
The Division will provide cost effective transportation to and from school for eligible students	**Identifying the allowable start and close times for St. Thomas Aquinas School; by February 26, 2010**	**Secretary-Treasurer**
The Division will provide cost effective transportation to and from school for eligible students	**Evaluate the impact of the grade 6 and grade 9 moves and determine the number of buses required K – 12 division wide; by February 26, 2010**	**Secretary-Treasurer**
The Division will provide cost effective transportation to and from school for eligible students	**As part of the budget process, explore new funding alternatives and new efficiencies for transportation; by February 26, 2010**	**Secretary-Treasurer**

Key Issue: extra-curricular activities including Athletics

Outcome	Task and Timeline	Most Responsible
The Division will provide extra-curricular opportunities for students	**The Deputy Superintendent will meet with principals and teachers to insure that the division continues to offer extensive extra-curricular opportunities for students by; May 01, 2010**	**Deputy Superintendent**

Key Issue: transition funding/BUDGET

Outcome	Task and Timeline	Most Responsible
Extra work week for Library Technicians for all schools except for St. Michael's School BI to move library books and text books	**Notify Library Technicians by March 01, 2010**	**Deputy Superintendent Human Resources Supervisor**
Extra work week for Library Technicians for all schools except for St. Michael's School BI to move library books and text books	**Review extra work week assignment with Human Resources to coordinate within ESS; by May 1, 2010**	**Deputy Superintendent Human Resources Supervisor**

Key Issue: playground needs

Outcome	Task and Timeline	Most Responsible
Students will have access to an appropriate outdoor play structure at St. Thomas Aquinas School	**Determine the cost of moving and installing the current playground structure from St. Mary's School to St. Thomas Aquinas School; by February 12, 2010**	**Secretary-Treasurer**
Students will have access to an appropriate outdoor play structure at St. Thomas Aquinas School	**Determine the cost of installing a new playground structure at St. Thomas Aquinas School; by February 12, 2010**	**Secretary-Treasurer**

Key Issue: Reopening St. Thomas Aquinas School

Temporary office

Outcome	Task and Timeline	Most Responsible
The Division will provide temporary office space for the St. Thomas Aquinas School Principal and Secretary	**Transition an empty classroom at Mother Teresa School into a temporary office for the principal and secretary of St. Thomas Aquinas School; by April 1, 2010** **-2 phone lines** **-photocoper** **-filing cabinets** **-office supplies** **-fax machine** **-computer**	**Superintendent**

Key Issue: Communication Plan

Outcome	Task and Timeline	Most Responsible
Inform stakeholders about student registration.	**January 5, 2010 DLT Agenda Item Advertising in MH News, BI Commentator, Street Signs, TV, Parish Bulletins, School Newsletters in February 2010**	**Superintendent of Schools Executive Assistant**
Keep all stakeholders informed on progress towards implementing Grade Reconfiguration	**Publish Grade Reconfiguration Work plan on Division web page by; January 15, 2010**	**Superintendent Executive Assistant**
Keep all stakeholders informed on progress towards implementing Grade Reconfiguration	**Distribute Grade Reconfiguration Work plan to all division employees and school councils by; January 15, 2010**	**Superintendent**
Keep all stakeholders informed on progress towards implementing Grade Reconfiguration	**Provide monthly grade reconfiguration updates to the Board of Trustees; ongoing**	**Executive Assistant**
Keep all stakeholders informed on progress towards implementing Grade Reconfiguration	**Provide monthly grade reconfiguration updates to the Division web page; ongoing**	**Superintendent**
Keep all stakeholders informed on progress towards implementing Grade Reconfiguration	**Provide monthly grade reconfiguration updates via school newsletters; ongoing**	**Executive Assistant**
Keep all stakeholders informed on progress towards implementing Grade Reconfiguration	**The Division's "Zooming in on Our School Community" summer publication will feature a section on grade reconfiguration and the reopening of St. Thomas Aquinas School; July/August 2010**	**Executive Assistant**
Keep French Immersion parents informed on progress towards the transfer of the French Immersion Program to St. Thomas Aquinas School	**Senior administration will attend monthly meetings of the Canadian Parents For French (CPF) group at St. Mary's School; ongoing**	**Superintendent**

Medicine Hat Catholic Board of Education Grade Reconfiguration 2010 - 2011

Timeline

APPENDIX 1

Deadline	Key Issue	Task	Most Responsible
January 08	Student Registration and Transition	Superintendent forward to Executive Assistant new Catholicity Statement for 2010-2011 registration form	Superintendent of Schools
January 15	Communication Plan	Publish Grade Reconfiguration Work plan on Division web page	Superintendent Executive Assistant
January 15	Student Registration and Transition	Update the Student Registration Form	Executive Assistant
January 22, 2010	Student Registration and Transition	Identification of Catholicity data needed to be captured by SIRS;	Superintendent of Schools
January 29 2010	Student Registration and Transition	St. Mary's Administration calculate instructional time to determine *if* the FI Program and Grade 6 Regular Programming can be shut down early in June 2010	Superintendent of Schools St. Mary's Administration
January 29, 2010	Academy Program of Studies	School Administration develops program scenarios and share these with staff, parents and senior administration	St. Mary's and Notre Dame School Administration
January 30, 2010	Student Registration and Transition	Approach Francophone Senior Administration to seek permission to hold an Open House in April 2010 Open House August 26, 2010	Superintendent of Schools
January 31, 2010	Academy Program of Studies	Complete Academy Program Review *Survey Results*	Lyle Lorenz Superintendent of Schools
February 01, 2010	Communication Plan	Advertising in MH News, BI Commentator, Street Signs, TV, Parish Bulletins, School Newsletters for registration week	Superintendent of Schools Executive Assistant
February 05, 2010	Student Registration and Transition	Hard Copy Student Registration Form(s) to schools	Executive Assistant

Deadline	Key Issue	Task	Most Responsible
Feb 08 – 12, 2010	Student Registration and Transition	Student Registration	Superintendent of Schools School Administration Executive Assistant
February 12, 2010	Academy Program of Studies	Academy Programming structure for 2010 – 2011 is determined and is communicated to parents ASAP	Senior Administration St. Mary's and Notre Dame School Administration
February 12, 2010	Staffing	Call for all job sharing & transfer requests	Deputy Superintendent
February 12, 2010	Technology	Prepare school list(s) with a recommendation to Senior Administration of the technology equipment that is needed and list of that which is surplus;	Director of Information Systems
February 12, 2010	Playground Needs	Determine the cost of moving and installing the current playground structure from St. Mary's School to St. Thomas Aquinas School	Secretary-Treasurer
February 12, 2010	Playground Needs	Determine the cost of installing a new playground structure at St. Thomas Aquinas School	Secretary-Treasurer
February 19, 2010	Programming for Students with special needs	Establish Student numbers; space, program needs, staffing; for possible Knowledge and Employability program at Notre Dame	Director of Student Services
February 26, 2010	Staffing	Enrolment numbers & projections due	Deputy Superintendent Secretary-Treasurer School Administration
February 26, 2010	Student Transportation	Coordinate with Totem Transportation to develop routes to transport French Immersion Students to St. Thomas	Secretary-Treasurer
February 26, 2010	Student Transportation	Identifying the allowable start and close times for St. Thomas Aquinas School	Secretary-Treasurer

Medicine Hat Catholic Board of Education Grade Reconfiguration 2010 - 2011 Timeline

APPENDIX 1

Deadline	Key Issue	Task	Most Responsible
February 26, 2010	Student Transportation	Evaluate the impact of the grade 6 and grade 9 moves and determine the number of buses required K – 12 division wide	Secretary-Treasurer
February 26, 2010	Student Transportation	As part of the budget process, explore new funding alternatives and new efficiencies for transportation	Secretary-Treasurer
March 01, 2010	School facility needs	Audit of the existing condition of St. Thomas Aquinas School including determining improvements made by the lessee	Secretary-Treasurer Facilities and Operations Supervisor
March 01, 2010	Transition funding/BUDGET	Notify Library Technicians at impacted schools that they will be given extra hours during the summer	Deputy Superintendent Human Resources Supervisor
March 05, 2010	Staffing	Principals submit their "projected FTE Staffing list" to Sr. Admin (incl. expected courses and/or grades to be offered and number of sections for each	School Administration
March 12, 2010	Programming for students with special needs	Examine school population and school needs in order to determine FTE allocations	Director of Student Services
March 12, 2010	Staffing	Examine school population and school needs in order to determine school administration FTE allocations	Superintendent Deputy Superintendent
March 12, 2010	Staffing	Examine school population and school needs in order to determine school allocations for support staff	Superintendent Deputy Superintendent
March 12, 2010	Staffing	Admin Hires or Transfers Announced	Deputy Superintendent

Deadline	Key Issue	Task	Most Responsible
March 15, 2010	Staffin	Student Services determines Pre-School sites for 2010-2011	Director of Student Services
March 16, 2010	Staffing	1st draft of staffing	Deputy Superintendent
March 23, 2010	Staffing	Round 1 of staffing posted	Deputy Superintendent
April 01, 2010	Staffing	Have principal in place for St. Thomas Aquinas School and begin working out of Mother Teresa School	Superintendent Deputy Superintendent
April 01, 2010	Staffing	Hire a secretary for St. Thomas Aquinas School and begin working out of Mother Teresa School	Deputy Superintendent
April 01, 2010	Staffing	Develop cost(s) for contracting services for extra human resources to help with grade reconfiguration transition. Develop costs for additional summer staff; by April 01, 2010	Secretary-Treasurer
April 01, 2010	Staffing	ERIP applications due	Superintendent
April 01, 2010	Equipment and furniture	Establish what custodial equipment will be required for St. Thomas Aquinas School	Secretary-Treasurer
April 01, 2010	Equipment and furniture	Establish what custodial equipment will be required for child care modulars at St. Mary's School	Secretary-Treasurer
April 01, 2010	Equipment and furniture	Prepare school list of the furniture and equipment that is needed and list of that which is surplus	School Administration Superintendent/Facilities and Operations Supervisor

Medicine Hat Catholic Board of Education Grade Reconfiguration 2010 - 2011 Timeline

APPENDIX 1

Deadline	Key Issue	Task	Most Responsible
April 01, 2010	Temporary Office for St. Thomas Aquinas School	Transition an empty classroom at Mother Teresa School into a temporary office for the principal and secretary of St. Thomas school phone lines -photocopier -filing cabinets -office supplies -fax machine -computer	Superintendent of Schools
April 13,2010	Staffing	Board to make ERIP decisions	Superintendent
April 14,2010	Staffing	1st Round of staffing completed	Deputy Superintendent
April 29,2010	Staffing	Round 2 of staffing complete	Deputy Superintendent
April 30, 2010	Instructional Resources	Prepare school list(s) of student textbooks and related resources that are surplus/needed. Submit lists to Deputy Superintendent	School Administration Deputy Superintendent
April 30, 2010	Instructional Resources	Prepare school list(s) of library resources and related resources that are surplus/needed. Submit lists to Deputy Superintendent	School Administration Deputy Superintendent
April 30, 2010	Instructional Resources	Prepare school list(s) of physical education resources and related resources that are surplus/needed. Submit lists to Deputy Superintendent	School Administration Deputy Superintendent

Deadline	Key Issue	Task	Most Responsible
May 01, 2010	Programming for students with special needs	Educate staff, students and parents about the Knowledge and Employability program for St. Mary's including Parent Information evenings; staff orientation sessions; establish and order resources; identify the numbers and the codes of students	Director of Student Services
May 01, 2010	Transition funding/BUDGET	Review extra work week assignment with Human Resources to coordinate within ESS or create an exception by	Deputy Superintendent Human Resources Supervisor
May 03, 2010	Staffing	Principal Transfers	Superintendent Deputy Superintendent
May 03,2010	Staffing	Principals move to new schools	Superintendent of Schools
May 11,2010	Staffing	Round 3 of staffing posted	Deputy Superintendent
May 21,2010	Staffing	Round 3 of staffing complete	Deputy Superintendent
May 30, 2010	Extra-curricular activities including Athletics	The Deputy Superintendent will meet with Principals and Teachers to insure that the division continues to offer extensive extra-curricular opportunities for students.	Deputy Superintendent
May 31,2010	Staffing	All resignations due	Teachers
June 01, 2010	Staffing	Remaining staffing, if any, is completed	Deputy Superintendent
June 08, 2010	Staffing	Staffing presented to Board	Superintendent Deputy Superintendent
June 15, 2010	Staffing	Hire a Library Technician for St. Thomas Aquinas School and begin working out of either St. Mary's or Mother Teresa	Deputy Superintendent

Medicine Hat Catholic Board of Education Grade Reconfiguration 2010 - 2011 Timeline

APPENDIX 1

Deadline	Key Issue	Task	Most Responsible
July 02, 2010	Instructional Resources	Textbooks/Resources boxed and ready to move	School Administration
July 02, 2010	Instructional Resources	Library resources move	School Administration
July 02, 2010	Instructional Resources	Physical Education resources boxed and ready to move	
July 09, 2010	Instructional Resources	Redistribute existing student textbooks and related resources as needed July 09, 2010	Deputy Superintendent
July 09, 2010	Instructional Resources	Redistribute existing library resources and related resources as needed	Deputy Superintendent
July 09, 2010	Instructional Resources	Redistribute physical education resources and related materials as necessary	Deputy Superintendent
August 01, 2010	Staffing	Hire a custodian for St. Thomas Aquinas School	Deputy Superintendent
August 01, 2010	Equipment and furniture	Re-distribute equipment and furniture as necessary	School Administration Superintendent/Facilities and Operations Supervisor
August 15, 2010	School Facility Needs	Establish maintenance required for new modular's	Secretary-Treasurer
August 15, 2010	Technology	Re-distribute technology equipment as necessary	Director of Information Systems
August 15, 2010	Communication Plan	The Division's "Zooming in on Our School Community" summer publication will feature a section on grade reconfiguration and the reopening of St. Thomas Aquinas School	Executive Assistant Superintendent

Deadline	Key Issue	Task	Most Responsible
August 26, 2010	Student Registration and Transition	Hold an Open House at St. Thomas Aquinas School in August 2010	Superintendent of Schools Principal and Staff St. Thomas Aquinas
October 31, 2010	Academy Program of Studies	Notre Dame to establish a Sports Academy Parent Advisory Committee	Notre Dame School Administration
December 14, 2010	School attendance zones (Notre Dame, St. Mary's, St. Michael's)	Status Quo for 2010 – 2011 A public consultation will be initiated to review school boundaries and the practice of cross attendance and recommendations will be made to the Board of Trustees	Superintendent
Ongoing January to June 2010	Communication Plan	Provide monthly grade reconfiguration updates to the Board of Trustees	Superintendent
Ongoing January to June 2010	Communication Plan	Provide monthly grade reconfiguration updates to the Division web page	Executive Assistant
Ongoing January to June 2010	Communication Plan	Provide monthly grade reconfiguration updates via school newsletters	Executive Assistant

Inquires about the Grade Reconfiguration Implementation Work Plan
can be directed to the Office of the Superintendent of Schools, Mr. David Leahy @ (403 527-2292)

Conseil scolaire du Sud de l'Alberta

Suite 230, 6940 Fisher Road SE
Calgary (Alberta)
T2H 0W3

Tél. 403.686.6998
Sans frais 1.877.245.7686
Téléc. 403.686.2914

Calgary, December 16, 2009

Medicine Hat Catholic Board of Education
1251 1st Ave SW
Medicine Hat (Alberta)
T1A 8B4

Dear Mr. Aberle,

I was disappointed, to say the least, when our Superintendent informed me that he had received a call from your Superintendent. He was informed that your Board has chosen not to renew our lease for St.Thomas Aquinas School.

I hope you can appreciate the impact your decision has had on our community. Our children find it hard to understand your decision. Our parents are asking why move us after all the efforts to establish a school and a community.

We are questioning, why couldn't you have asked to meet with us before making such a decision? Our working relationship had always been very positive and our two Boards had come to an understanding about the St.Thomas Aquinas School.

We weren't given a new school in Medicine Hat. The government chose to lease us a school that your Board had determined as surplus. We have made it our own. It has become the centre for the francophone community.

It is regrettable that you have chosen this course of action for a number of reasons. Not the least of which is creating an impression that we are being used as a pawn in a large game. It is our hope that you would accept an invitation to discuss these issues.

Sincèrement,

Anne-Marie Boucher
Chairperson

Cc Hounourable Dave Hancock, Minister of Education
Honourable Hector Goudreau, Minister responsible for the Secrétariat francophone

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**

December 21, 2009

Conseil scolaire du Sud de l'Alberta
Suite 230, 6940 Fisher Road SE
Calgary, Alberta
T2H 0W3

Dear Anne-Marie Boucher:

Thank you for your letter dated December 16, 2009, regarding St. Thomas Aquinas School. Rather than respond to the issues you raised in this letter, I would prefer to discuss them at a face to face meeting as soon as possible in January.

Please have your Superintendent of Schools contact our Superintendent, Mr. David Leahy @ (403) 527-2292, as soon as possible to set up this meeting.

Sincerely,

Stan Aberle
Chair of MHCBE

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**

MEDIA RELEASE

In an effort to clear up some misconceptions in the community over the recent decision of the Board of Trustees of Medicine Hat Catholic to return St. Thomas Aquinas to its inventory the following Frequently Asked Questions are presented as information:

1. **Did Medicine Hat Catholic give advance notice to the Conseil scholair du Sud de l'Alberta that it might be taking St. Thomas Aquinas back?**
   Yes. On June 24, 2009, Medicine Hat Catholic Superintendent of Schools, David Leahy, phoned the Mr. Gerald Auger, the Superintendent of Schools for Conseil scholair du Sud de l'Alberta, to inform him that the MHCBE budget had been approved the previous night. Mr. Leahy informed Mr. Auger that the budget contained money set aside to refurbish St. Thomas in case we decided during the 2009-2010 school year to take the school back at the end of its current lease. Mr. Auger was informed that a decision had not been made to take St. Thomas back but that it was a possibility that the lease would not be renewed when it expired at the end of July 2010.
   In fact, the Conseil scholair du Sud de l'Alberta wrote Alberta Education this fall asking for a new school based on the conversation Mr. Leahy had with Superintendent Auger.

2. **Is the Medicine Hat Catholic Board of Education breaking its lease with Conseil scolaire du Sud de l'Alberta?**
   No. The lease is set to expire on July 31, 2010. There is a clause is the lease that MHCBE needs to notify Conseil scolaire du Sud de l'Alberta six months prior to the end of the lease if the lease will not be renewed.

3. **How long is the current lease?**
   The current lease is for two years. MHCBE has been unwilling to sign longer leases with the Counseil scolaire du Sud de l'Alberta for the St. Thomas property for some time now. MHCBE has done this because we are facing a space crunch at a number of schools and had to keep our options open in terms of gaining some facility relief by re-opening St. Thomas.

4. **Taking back St. Thomas was not part of Superintendent Leahy's proposed Facility/Grade Reconfiguration Plan. Why did the Board of Trustees alter the plan to bring back St. Thomas?**
   This was a very difficult decision. MHCBE has a serious overcrowding problem in a number of our schools. There is no guarantee that we will be getting a much needed school let alone modular classrooms. During the public consultations on Mr. Leahy's plan, the Board of Trustees heard many stakeholders put forward the position that we would gain additional space by bringing back St. Thomas into our inventory. When St. Thomas Aquinas was closed our Division had enough surplus space to accommodate all our students in our nine remaining schools. However, over time, our student population has increased steadily and we are facing a problem with over utilization. As a result St. Thomas is no longer considered surplus.
   In addition, looking after our own students has to be our number one priority. We feel that bringing back St. Thomas School into our Division will be in the best interests of the Division because it will alleviate overcrowding at St. Mary's.

5. **Is Medicine Hat Catholic willing to meet with the Counseil scolaire du Sud de l'Alberta to discuss this issue?**
   Yes. The Counseil scolaire du Sud de l'Alberta sent us a letter last week requesting a meeting. *We replied that we were willing to meet this week. We contacted the Chairperson of the Counseil scholair du Sud de l'Alberta in order to set up a meeting; however, some of the officials with Counseil scolaire du Sud de l'Alberta were unavailable for a meeting this week.*

6. **Is the decision to take back St. Thomas a political ploy by MHCBE to put pressure on the government to allocate a school?**
   No! During the recent regional planning process our board decided that we were not going to play politics when it comes to facilities in Medicine Hat. Our Division was not happy with the regional planning process or the final report. Our dissatisfaction was communicated to the Minister of Education and our local MLA's. We have been very public in supporting the needs of other jurisdictions for schools. We respect the constitutional right Francophones enjoy for education. We need space. We need it next year and the community told us to take St. Thomas back.

7. **Some Francophone parents are upset that they heard about this decision through the media. Why was this decision not shared with the Francophone school before it was announced?**
The MHCBE made the decision on the facility plan at a public board meeting on Thursday, December 10. We held five public consultation meetings prior to the board meeting. We promised our community that we would make the decision in public. What the public saw on December 10 was vigorous debate amongst the trustees.
By 9:00 a.m. on December 11, 2009, we had informed Superintendent Auger of the decision.

For more information please contact:
Mr. Stan Aberle, Chair, MHCBE
(403-580-9030)

Memorandum

January 6, 2010

To: Board of Trustees

From: David Leahy, Superintendent of Schools

Re: 2009 Bishop's Dinner Proceeds

Action: Item presented for: Decision Making

Background:
The Diocese of Calgary has written the Division to inform us that $4,500 from the proceeds of the 2009 Annual Bishop's Dinner will be allocated to Medicine Hat Catholic.

Recommendation:
That the Board of Trustees pass a motion assigning the $4,500 on a per student basis with direction that schools use the money to support their environmental initiatives.

Catholic Diocese of Calgary

"Care for the environment is not an option but an imperative"

December , 2009

Medicine Hat CSRD No. 20
1251-1 Avenue SW
Medicine Hat, AB T1A 8B4

Attention: Stan Aberle, Chair
David Leahy, Chief Superintendent

Bishop Fred Henry told nearly 800 guests attending the October 13, 2009 Bishop's Dinner of the important legacy of St. Francis of Assisi, the patron saint of ecology and living things. He urged those attending to carefully consider their own personal relationship and attitudes toward the natural world.

The evening and the message from Bishop Henry was well received and I am pleased to advise that funds raised for the evening totalled $33,000. I am further pleased to enclose a cheque in the amount of $4,500 for Medicine Hat CSRD N.20

Thank you for attending the annual event that celebrated the environment and raised funds for the four Catholic School Districts in Calgary and Southern Alberta to initiate environmental projects.

Should you have any questions please contact me directly at 403-218-5534 or email: dd.coutts@rcdiocese-calgary.ab.ca

I look very forward to hearing of the progress and success of the initiatives.

Best regards,

D.D. (Dolores) Coutts, Director
Catholic Charities

Cc: Bishop Fred Henry
Michael Chan Chief Operating Officer

Encl.

Memorandum

January 6, 2010

To: Board of Trustees

From: David Leahy, Superintendent of Schools

Re: Policy 11 Board Delegation of Authority-Termination of Temporary Contracts

Action: Item presented for: Discussion

Background:

Currently the Board has delegated the following authority to the Superintendent of Schools in relation to temporary contracts"

> **"**The Superintendent is authorized to terminate the contracts of teachers; on a temporary contract; should there be an unanticipated drop in enrolment which puts the Division budget in a deficit position."

Legal advice from both the Alberta Teacher's Association and the Alberta School Boards Association is that the Board delegate authority to the Superintendent of Schools to terminate temporary contracts without any restrictions.

Recommendation:

That as part of its annual policy review cycle the Board of Trustees consider revising Policy 11: Board Delegation of Authority in order to allow the Superintendent of Schools to terminate temporary contracts.

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 a teacher from the performance of the teacher's duties without prior notice if the Superintendent is of the opinion that the welfare of the students is threatened by the presence of the teacher. The suspension shall be conducted in accordance with the requirements of the School Act.

4. The Superintendent is authorized to terminate the contracts of teachers; on a temporary contract; should there be an unanticipated drop in enrolment which puts the Division budget in a deficit position.

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

FIRST READING: FEBRUARY 09, 2009
SECOND READING: MARCH 10, 2009
THIRD READING: MARCH 10, 2009

Memorandum

January 6, 2010

To: Board of Trustees

From: David Leahy, Superintendent of Schools

Re: Revised Administrative Procedure 405 - Job Sharing

Re: Revised Administrative Procedure 424 -

Action: Item presented for: Information

Background:

In order to better facilitate staffing, senior administration is moving up the deadline on AP 405 and AP 424, for teachers wishing to request a transfer or a job share arrangement.

Note: The deadline was April 01.

Note: The new deadline for making requests is <u>March 01.</u>

Administrative Procedure 405

JOB SHARING

Background

From time to time, the Division receives requests from staff members to job share. The Division believes that there are circumstances where job sharing can contribute to the health and wellness of staff members and of students. This procedure is required to ensure that staff members are treated consistently and fairly in each situation.

Procedures

1. Proposals for job sharing must be submitted to the principal prior to **March 1** each year.

2. The Superintendent may approve job sharing arrangements of all staff, excepting the senior administrators in Central Office.

3. Any job sharing arrangement shall not result in extra cost to the Division.

4. The Superintendent will review annually all job sharing arrangements.

Reference: Section 18, 20, 60, 61, 113, School Act

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.

3. Teacher transfers will be in accordance with the School Act and the Collective Agreement.

4. The following factors will be taken into consideration by the Superintendent prior to making a recommendation pertaining to teacher transfers:

    4.1 The reason given for the requested transfer;

    4.2 The number and kind of positions available;

    4.3 The goals and purposes of the Division as a whole;

    4.4 The goals and purposes of the school or schools affected by the transfer;

    4.5 The needs of the program and grade levels of the schools concerned; and

    4.6 The seniority of affected teachers.

5. 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).

Note: A Board of Reference may come into play if the transfer can be construed as constructive dismissal.

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

Medicine Hat Catholic Board of Education

School Year Calendar

2010 - 2011 FINAL

August

22	23	24	25	26*	27	28
29	30S	31				

2	P.D./Staff Day - 1.0 Faith; 1.0 Staff
2	Instructional
4	Total
*	First day for teachers
S	First day for students

September

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
27	28	29	30			

1	P.D.
19	Instructional
20	Total

October

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25^	26	27	28	29	30
31						

^ AISI PD Day

2	P.D.
18	Instructional
20	Total

November

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1	P.D.
20	Instructional
21	Total

December

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	1/2 PD day: McCoy High
1	Full P.D. day: Elem & Middle Sch
14	Instructional: Elem/Middle
15	Instructional McCoy
15	Total

January

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1	P.D.
18	Instructional
19	Total

February

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

4	Teachers' Convention + 2 days in lieu
15	Instructional
19	Total

* Time in lieu for P/T Conferences

S - Feb 1 First day of 2nd Semester

March

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1	P.D.
22	Instructional
23	Total

April

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1	P.D.
14	Instructional
15	Total

May

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1	P.D.
20	Instructional
21	Total

June

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28E	29H	30*		

*

3/2	P.D./Staff Days
19	Instructional-Elementary/Middle School
20	Instructional-High School
22	Total
H	Last day for high school students
E	Last day for elem./middle students
*	Last day for all teachers

Semester	1	2	Total
Instructional Days			
Elementary/Middle	90/	90/	180
McCoy High	/91	/91	182
Non-instructional Days			
Professional/Staff Days	8/7	6/5	14/12
Parent Teacher Conferences	0	2	2
Teacher's Convention	0	2	2
Total	98	100	198

Medicine Hat Catholic Board of Education
Board Meeting
January 12, 2010

Name:	Greg MacPherson, Secretary-Treasurer
Agenda Item:	2010-2011 Budget Priorities and Assumptions
Purpose:	Decision
Attachments:	2010-2011 Budget Assumptions
Background:	Annually, as part of the budget process, senior administration seeks Board approval on the assumptions to be made in the development of the budget and seeks any other direction the Board may wish to include in the budget development.
Recommendation/ Decision:	Recommended Motion That the Board of Trustees for Medicine Hat Catholic Board of Education approves the 2010-2011 budget assumptions as presented.
Resulting Action:	Senior Administration to use the assumptions to develop the 2010-2011 budget.
Responsibility:	Secretary-Treasurer

Medicine Hat Catholic Board of Education
Budget Assumptions
2010-2011

Source	Details	Follow-up Required
Initial - Management	Alberta Average Weekly Earnings Index (AAWEI) assumed to be 0%. Impact to: • ATA Agreement • CUPE collective agreement. Assume increase to support staff will match the certificated teacher increases. Any change to the AAWEI would be funded for certificated teachers by Alberta Education.	
Initial – Management	Alberta Education funding to have a 0% increase.	
Initial – Management	Continue to fund full-day Kindergarten.	
Initial – Management	Religious Education Coordinator to be a 1 FTE position. The Curriculum Coordinator responsibilities will be tasked to the Deputy Superintendent.	
Initial – Management	French Immersion expands to Grade 8 with resulting required staffing	
Initial – Management	Technology funding to include evergreening of computers and required servers. Consider sufficient back-up server option for the SRB server.	
Initial – Management	Continue with the Full-time Resource Officer at McCoy.	
Initial – Management	Continue to explore delivery alternatives at St. Michaels in Bow Island.	
Initial – Management	Fund a 0.50 FTE Occupational Health and Safety Officer.	
Initial - Management	Maintenance Department to include 1.0 FTE increase to replace position cut in 2009/10	
Initial Management	Business Services increase 1.0 Administrative Support to assist with	

	Payroll/HR/AP/Maintenance/Technology responsibilities.	
Initial – Management	Enrollments – forecast no increase.	
Initial – Board	Funds available for a Staff appreciation event for Start of 2010/11 school year.	
Initial – Management	St. Thomas Impacts • Principal • Secretary • Custodian • Utilities • Materials and Supplies	
Initial - Management	Transportation • Increased transportation costs to bus French Immersion to St. Thomas • Transportation pressures at all schools will continue and cost savings are not likely to be material. • Cost pressures in terms of fuel and contracting costs are likely to place pressures in this area.	
Initial – Management	Student Enrollments are not expected to change.	
Initial – Management	Provide funding supports to create an advanced placement program within the division.	

Medicine Hat Catholic Board of Education
Board Meeting
January 12, 2010

Name:	Greg MacPherson, Secretary-Treasurer
Agenda Item:	Special School Tax Levy
Purpose:	Decision
Attachments:	Special School Tax Levy Information Package
Background:	The MHCBE may authorize a plebiscite to obtain the approval of the electors of the Regional Division for a special school tax levy. The amount of the levy cannot exceed three percent of the budget of the board and cannot be in effect for more than three years. Money raised through the levy can only be used for the purpose outlined in the resolution. The plebiscite may only be held in the year of a general election.
Recommendation/ Decision:	Senior Administration would like to determine from the Board if there is any interest from the Trustees related to the Special School Tax Levy. Recommended Motion That the Board of Trustees for Medicine Hat Catholic Board of Education is interested in raising funds through the Special School Tax Levy and directs senior administration to present opportunities and options for which money raised from the Special School Tax Levy may be used.
Resulting Action:	TBD
Responsibility:	Secretary-Treasurer

SPECIAL SCHOOL TAX LEVY

INFORMATION PACKAGE

Business Operations & Stakeholder Support
Alberta Education
8th Floor Commerce Place
10155 102 Street
Edmonton Alberta T5J 4L5

Assessment Services Branch
Alberta Municipal Affairs
15th Floor Commerce Place
10155 102 Street
Edmonton Alberta T5J 4L4

Government of Alberta
Education

Alberta

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1. CONTACTS

Staff in the Business Operations & Stakeholder Support Branch at Alberta Education assist with the process of requisitioning revenues, beyond those provided by government, with a Special School Tax Levy. They are available to assist you with application of the relevant legislation, passing of a resolution, and timelines for the plebiscite. Branch staff also provides supporting legislation and requisite forms for the process.

Address: Business Operations & Stakeholder Support Branch
Alberta Education
8th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta
T5J 4L5
Phone: 780-427-2055 (Toll Free at 310-0000)
Facsimile: 780-644-5799

Staff in the Assessment Services Branch at Municipal Affairs can assist with determining the distribution of a board's requisition among affected municipalities, estimating the impact of the levy on property taxpayers, and can assist municipalities with calculating the Special School Tax Levy rates.

Address: Assessment Services Branch
Alberta Municipal Affairs
15th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta
T5J 4L4
Phone: 780-422-7125 (Toll Free at 310-0000)
Facsimile: 780-422-3110

2. INTRODUCTION

The purpose of this information package is to inform public and separate school jurisdictions of the process when considering a Special School Tax Levy.

For more information on legislation that governs the process, please refer to the *School Act,* the *Special School Tax Levy Plebiscite Regulation,* the *Local Authorities Election Act* and the *Municipal Government Act.*

A Special School Tax Levy allows public and separate school boards to requisition revenues beyond those provided for by government. The *School Act* enables public and separate school boards to pass a resolution to authorize a plebiscite to obtain the approval of the electors of that district or division for a Special School Tax Levy. The amount of the levy cannot exceed three per cent of the budget of the board in the year the resolution is passed and cannot be in effect for more than three years, ending December 31 of the year of the next general election. Money raised through the levy can only be used for the purpose outlined in the resolution.

A. SPECIAL SCHOOL TAX LEVY PROCESS

Section 190 of the *School Act* provides that the board may hold a Special School Tax Levy plebiscite of the eligible electors of a district or division. Under Section 193(3) of the *School Act* the eligible voters in the plebiscite are the persons eligible to vote at the general election for members of the board that passed the resolution, (the "Eligible Voters").

Sections 190 to 193 of the *School Act* describe the process available to school boards when considering a Special School Tax Levy plebiscite. The process involves a number of specific steps and it is essential that the following steps and timelines are completed in accordance with the legal requirements in the *School Act*. The process and results of the vote may be challenged by an elector if all of the requirements are not met.

Step 1 – The school jurisdiction contacts Municipal Affairs to obtain municipal contact information for the municipalities that may be affected by the Special School Tax Levy, and to determine the amount of the levy that could be applied to each municipality.

Step 2 – The school jurisdiction contacts the potentially affected municipalities within the school jurisdiction with the levy amount that could be applied so that each municipality may calculate local Special School Tax Levy rates.

Step 3 – At least 60 days prior to considering a resolution for a plebiscite, the board must give public notice to eligible voters of the board's intention to meet and consider the resolution. To meet this deadline, the notice would have to be scheduled prior to mid-June. (NOTE: Calculation of the exact dates must be based on when the actual general election date is scheduled to be held).

Step 4 – At least 60 days before the general election day, the board must pass a resolution to hold a plebiscite at a general public meeting of the board. To meet this deadline, the meeting would have to be scheduled in mid-August.

Step 5 – During the 30 days immediately before the general election date the board is required, by public notice, to provide the information in the prescribed Form 20A. This includes a yearly estimate of the amount that would be raised by the Special School Tax Levy, the number of years for which the Special School Tax Levy would apply, and the purpose of the Special School Tax Levy. To meet the deadline, the notice would have to be made in Mid-September.

Step 6 – Unless the plebiscite is withdrawn prior to the date of the general election, the plebiscite is held on the day of the general election.

Step 7 – If the plebiscite receives a "yes" vote from more than 50 per cent of the electors voting on the Special School Tax Levy, the levy will be imposed on the declared property (or undeclared in the case of individually owned property) contained within the geographical area governed by the school jurisdiction for education purposes.

3. Important Dates to Remember When Considering a 2010 Special School Tax Levy

NOTE: CALCULATION OF THE EXACT DATES MUST BE BASED ON WHEN THE ACTUAL GENERAL ELECTION DATE IS SCHEDULED TO BE HELD.

Prior to; Monday, May 3, 2010	Review the *School Act* (SA), the *Special School Tax Levy Plebiscite Regulation* (SSTLP Reg.), the *Local Authorities Election Act* (LAEA), and the *Municipal Government Act* (MGA).
Prior to; Monday, May 10, 2010	Contact Municipal Affairs to discuss the potential impact of the Special School Tax Levy on the municipality and jurisdiction, and for the municipal contact information.
Monday, May 17, 2010	Coordinate with each affected municipality's returning officer, if plans are to proceed with a question on the ballot.
Sunday, June 20, 2010	Last day to give public notice of the board's intention to meet and consider a resolution to authorize the holding of a plebiscite (Section 190(2) SA).
Thursday, August 19, 2010	Last day to hold a public meeting and pass a resolution to authorize the holding of a plebiscite (Section 190(1) SA).
Sunday, October 17, 2010	Last day to withdraw a plebiscite by resolution, (Section 190(4) SA).
Monday, October 18, 2010	**Election Day**
Friday, October 22, 2010	Returning officer must post results of plebiscite vote by noon at the office of each local jurisdiction and advise the relevant Minister's Deputy Minister, (Section 96 LAEA).

A. CALENDAR OF EVENTS FOR A 2010 SPECIAL SCHOOL TAX LEVY

MAY **2010**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 COMPLETE Review - SA - SSTLP Reg. - LAEA - MGA	4	5	6	7	8
9	10 COMPLETE Contact with Municipal Affairs re: - Impact of Levy - Municipal Contact info	11	12	13	14	15
16	17 CONTACT Municipality re: - Calculation - Apply rates	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE **2010**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20 LAST DAY to give public notice of the board's intent to consider a resolution	21	22	23	24	25	26
27	28	29	30			

JULY **2010**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST **2010**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 LAST DAY to hold a public meeting and pass a resolution	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER **2010**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER **2010**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17 LAST DAY to withdraw a plebiscite by resolution	18 ELECTION DAY	19	20	21	22 POST RESULTS of plebiscite vote by noon	23
24	25	26	27	28	29	30
31						

4. Special School Tax Levy Frequently Asked Questions

Q. Which jurisdictions may raise additional funds by way of a Special School Tax Levy?
A. Only public and separate boards can pass a resolution, under Section 190 of the *School Act,* to authorize a plebiscite to obtain the approval of electors of that district or division for a Special School Tax Levy. Under Section 4 of the *School Act*, Francophone boards cannot impose a Special School Tax Levy.

Q. How are local Special School Tax Levy rates calculated?
A. The potentially affected municipalities within the school jurisdiction boundaries calculate and apply the local Special School Tax Levy rates, (Section 164(1)(b) and Section 192(1) of the *School Act*).

Q. When should a school jurisdiction consider a Special School Tax Levy?
A. There may be instances in which a school jurisdiction and electors may want to raise additional funds beyond those provided by government, for a specific purpose. A resolution must be passed at least 60 days before the general election, (Section 193(1) of the *School Act*).

Q. When can a school jurisdiction impose a Special School Tax Levy?
A. School jurisdictions must first pass a resolution to authorize a plebiscite and the majority of the electors of the district or division must vote in favour of the Special School Tax Levy, (Section 190(1) and 192(1) of the *School Act*).

Q. Why must there be a resolution to authorize a plebiscite and electors vote in favour of a plebiscite?
A. Raising funds in this manner ensures that taxpayers support the purpose for additional payments they will make and that these dollars are used for the purpose for which they were intended, (Section 191(3) of the *School Act*).

Q. How does the jurisdiction keep its electors informed of the Special School Tax Levy?
A. The jurisdiction keeps its electors informed from the beginning to the end of the process by way of public meetings and notices, (Section 190 of the *School Act,* and Sections 1 and 2 of the *Special School Tax Levy Plebiscite Regulation*).

Q. When should the jurisdiction post and publish the public notices?
A. During the 30 days immediately before the election date, the public notice must be posted and published in the prescribed Form 20A at least once a week for two weeks, (Section 271(1) and 271(2) of the *School Act,* and Section 35(2) of the *Local Authorities Election Act*).

Q. Can an elector provide notice to change their school support declaration after a school board passes a resolution to hold a plebiscite for a Special School Tax Levy?
A. In general, an individual may not change their school support declaration or withdraw a notice already given on or after the date on which the board of a school district or division passes a resolution authorizing a plebiscite (Section 156(4) of the *School Act*).

The exceptions to this general rule are found in section 156(4) of the *School Act*, where an individual may only change the school support declaration if the board withdraws the resolution or the plebiscite is not supported by the majority of electors. If the plebiscite is successful, then the individual may not change their school support declaration until the taxable period of the levy ends or public notice is given that a board intends to pass a resolution for another Special School Tax Levy, whichever occurs first.

Q. What is the maximum amount of a Special School Tax Levy?
A. The amount of a Special School Tax Levy can be up to a maximum of three per cent of the board's budget for the year in which the resolution is passed, (Section 191(1) of the *School Act*).

Q. What can the money raised by way of a Special School Tax Levy be used for?
A. The money raised through a Special School Tax Levy can only be used for the purpose outlined in the jurisdiction's resolution, (Section 191(3) of the *School Act*).

Q. How long is a Special School Tax Levy in effect?
A. A Special School Tax Levy is in effect for a maximum three year period, ending on December 31 of the year of the next general election, (Section 191(2) of the *School Act*). Any subsequent Special School Tax Levy would require another successful plebiscite.

Q. What kind of information must be provided when giving public notice?
A. When commencing with Step 3, public notice must be in accordance with Section 190.2 of the *School Act*. It is recommended that the public notice include the same information outlined in Section 2 of the *Special School Tax Levy Plebiscite Regulation*.
When commencing with Step 5, the public notice must be in accordance with Section 271 of the *School Act* and Sections 1 and 2 of the *Special School Tax Levy Plebiscite Regulation*, using the prescribed Form 20A.

Q. Who is responsible for collecting the additional funds if electors support the plebiscite?
A. Boards will requisition the amount of the Special School Tax Levy from the municipalities involved. The collection of the Special School Tax Levy is the responsibility of the municipalities, who then forward it to the school board, (Section 164(1)(b) and Section 192(1) of the *School Act*).

Q. How does a municipality know what amount to pay to the district or division if electors support the plebiscite?
A. Each affected municipality is required to pay the amount of the board's requisition. The affected municipalities are required to levy the amount of the requisition required by the board on the assessable property of the electors of that district or division, (Sections 179, 180, 181 of the *School Act*, Section 355 of the *Municipal Government Act*).

Q. Can a jurisdiction withdraw its plebiscite for a Special School Tax Levy?
A. The jurisdiction may withdraw its plebiscite by way of a resolution at any time up to the date on which the plebiscite is to be held, (Section 190(4) of the *School Act*).

Q. What should the ballot look like if the plebiscite is passed by a resolution?

A. The ballot to be used for a plebiscite for a Special School Tax Levy is set out in the schedule to the *Special School Tax Levy Plebiscite Regulation.* It simply asks electors to indicate if they approve of the Special School Tax Levy (yes or no). This ballot would only be used in the year in which a general election is held under the *Local Authorities Election Act.*

Q. How does the jurisdiction notify the Deputy Minister of the results of the plebiscite?

A. The returning officer must forward a signed statement showing the number of votes for and against the plebiscite to the relevant Minister's Deputy Minister. (Section 96 of the *Local Authorities Election Act*)

Q. Can an elector contest the validity of a vote on a bylaw or question, such as the Special School Tax Levy plebiscite?

A. Any elector can contest the validity of a vote on a bylaw or question and the issue may be tried by the Court, (Section 126 of the *Local Authorities Election Act*).

Q. Where can I find the links to the legislation and prescribed form referred to in this information package?

A. All of the links to the legislation can be found on the Queen's Printer and Alberta Education website:

School Act –
http://www.qp.alberta.ca/574.cfm?page=s03.cfm&leg_type=Acts&isbncln=9780779733941

Special School Tax Levy Plebiscite Regulation –
http://www.qp.alberta.ca/574.cfm?page=1998_094.cfm&leg_type=Regs&isbncln=9780779735471

Local Authorities Election Act –
http://www.qp.alberta.ca/574.cfm?page=L21.cfm&leg_type=Acts&isbncln=9780779725687

Municipal Government Act –
http://www.qp.alberta.ca/574.cfm?page=M26.cfm&leg_type=Acts&isbncln=9780779744916

Prescribed Form 20A –
http://education.alberta.ca/media/305920/20a.pdf

5. Completing Forms and Ballots

Appendix A: Forms and Ballots

There is a prescribed form and ballot that must be completed entirely and accurately to validate the Special School Tax Levy process. The following are examples of the form and ballot to be used:

Form 20A

SPECIAL SCHOOL TAX LEVY PLEBISCITE

PUBLIC NOTICE

School Act, Sections 271 & 276
Special School Tax Levy Plebiscite Regulation, A.R. 94/1998

ATTENTION: ELECTORS of _____

(Name of District or Division)

_____ No. _____

(Specify a Separate School Jurisdiction)

TAKE NOTICE that: The Board of Trustees of the above District/Division is seeking the approval of electors to levy an additional $_____ per year for a period of_____ year/years
(amount) (number)
through a special school tax levy.

The funds raised will only be used for:

If this special school tax levy is supported by a majority of electors, it will result in an additional tax of approximately $ _____ per year for a period of_____ year/years for a property valued at
(amount) (number)
$100 000 for tax purposes.

The Board of Trustees will present the question of a special school tax levy to its electors at the election for school trustees to be held on _____
(date of election)

_____ _____
Secretary-Treasurer/Treasurer Name of School District or Division

Public Notice
271 (1) Subject to this **Act,** when public notice, other than notice of a public meeting under Section 269, is required to be given under this **Act,** the notice shall be given
(a) by posting it in 5 or more conspicuous places to which the public has normal and regular access, and
(b) by publishing it, at the same time the notice is posted, in a newspaper circulating within the district or division at least once a week for 2 weeks.
(2) A notice given under this section shall be in a form prescribed by the Minister.

SAMPLE

(Consolidated up to 181/2008)

ALBERTA REGULATION 94/98

School Act

SPECIAL SCHOOL TAX LEVY PLEBISCITE REGULATION

Table of Contents

1 Date of public notice
2 Content of public notice
3 Ballot
4 Repeal
5 Expiry

Schedule

Date of public notice

1 If a board passes a resolution authorizing a plebiscite under section 190 of the *School Act*, the board shall give public notice in accordance with section 271(1) of the *School Act* of the board's resolution during the 30 days immediately before the date on which the plebiscite is to be held.

AR 94/98 s1;251/2001

Content of public notice

2 The public notice under section 1 shall state

(a) the amount per year the board estimates would be raised by the special school tax levy,

(b) the number of years for which the special school tax levy would apply, and

(c) the purpose for which the funds raised by the special school tax levy would be used by the board.

Ballot

3 A ballot used in a plebiscite authorized under section 190 of the *School Act* shall be in the form set out in the Schedule to this Regulation.

AR 94/98 s3;251/2001

Repeal

4 The *Special School Tax Levy Plebiscite Regulation* (AR 78/95) is repealed.

Expiry

5 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on October 31, 2013.

AR 94/98 s5;63/2003;181/2008

SCHEDULE FORM BALLOT

Schedule

Form

Ballot

The Board of Trustees of __(school jurisdiction)_ No. ____ is seeking the approval of electors to levy an additional $ (amount)__ per year for a period of _(number)_ year/years through a Special School Tax Levy.

The funds raised will be used for:

Do you approve?

- ☐ Yes, I am in favour of this Special School Tax Levy.
- ☐ No, I am against this Special School Tax Levy.

Medicine Hat Catholic Board of Education
Board Meeting
January 12, 2010

Name:	Greg MacPherson, Secretary-Treasurer
Agenda Item:	School Bus Inclement Weather Criteria
Purpose:	Decision
Attachments:	Extract of the Totem Contract Traxx Document – No School Bus Transportation Days – Winter Months
Background:	The Transportation contract MHCBE has with TRAXX contains a clause which directs that TRAXX shall set their safety criteria for inclement weather operation and make this criteria known to MHCBE for approval. This then provides the means for cancelling school bus operations for safety issues. Currently there is no defined criteria for cancelling school bus operations. The proposed policy would allow for cancellation due to heavy overnight snowfall and ice on Roads. The assessment of this is delegated to TRAXX's Director of Safety to make the assessment based on safety. The decision is to be made by 0530 on the day and local radio stations would be notified. Temperature in itself is not a criteria to be used for the decision to cancel school bus operations for the day.
Recommendation/ Decision:	Recommended Motion That the Board of Trustees for Medicine Hat Catholic Board of Education approves criteria as presented by TRAXX for cancelling school bus operations due to weather conditions.
Resulting Action:	Senior Administration will develop a communication to go home with students and be posted on the division web-page identifying the conditions in which school bus operations would be cancelled for the day. The communication would also stress that temperature is not a deciding factor for the cancellation of the school bussing. Parents are to assess the situation for their children, while understanding that the bus may be delayed.
Responsibility:	Secretary-Treasurer

TRAXX

NO SCHOOL BUS TRANSPORTAIONS DAYS - WINTER MONTHS

The harsh weather conditions that we sometimes experience in Alberta over the winter months can lead to a day where it is unsafe to transport children to school. There are a number of weather conditions that make driving a school bus with due care and attention impossible. The main issue is inevitably road conditions although cold and wind chill are also a consideration that cannot be ignored if we are to ensure the safety of the children transported to and from school in the Medicine Hat area. The following road conditions are those that are considered dangerous for safely transporting children to school in a school bus:

a. Heavy overnight snow fall
b. Ice on roads

Heavy overnight snow fall. This can lead to very serious road conditions that make it impossible to drive safely. Although the City is fairly good at clearing the main highway it is not very good at clearing the streets in our area. Redcliff is particularly bad and none of the side streets in Medicine Hat are cleared quickly. This leads to slow travel and in many cases School Buses getting stuck. This really only applies to Heavy overnight snow fall.

If a heavy snow fall is experienced, TRAXX Director of Safety will assess the situation at 5.30am on the day of the fall. He alone will make the decision if he believes that it is detrimental to travel on that day. An announcement will then be made on the local radio station and School Boards will be informed of the decision. Richard Spencer, TRAXX Safety Director has many years experience with Medicine Hat road conditions. As an ex Medicine Hat police officer he is well versed in what is considered safe and what is not. This decision to not provide transport will only be made if he believes it is unsafe to transport children safely.

Ice on roads. This is the most dangerous condition for driving. Daily thaw of snow and overnight freezing can make the roads very dangerous. This condition is more likely to prevent the safe transportation of children than heavy snow fall. Most traffic accidents occur when these road conditions are experienced. We should not underestimate these road conditions when driving and have even great responsibility when carrying children.

If Ice on roads is likely or experienced, TRAXX Director of Safety will assess the situation at 5.30am of that day. He alone will make the decision if he believes that it is detrimental to travel on that day. An announcement will then be made on the local radio station and School Boards will be informed of the decision.

The other serious weather related condition that also needs to be considered and must be the sole responsibility of the School Boards and parents is temperature and wind chill. During the winter months delays are likely and small children standing outside waiting for their school bus are at risk. Low temperature (-30 to -40) with an added wind chill can be very dangerous. The contractor will not call a "no transport day" but will advise when it is considered that children may be in danger. Road conditions that cause delays and low temperature can have serious implications for those small children waiting for longer periods for transport.

Parents must be advised of this danger in School memo's on a regular cycle to ensure that children are protected against the elements.

TRAXX Transportation Ltd

(e) The Fleet Operator will investigate and take such remedial action as is warranted in relation to any complaints received by the Board concerning any of the driving personnel of the Fleet Operator and shall fully co-operate with the Board in resolving any such complaints.

(f) The Fleet Operator shall instruct its driving personnel to maintain proper order in its school buses and discipline shall be carried out in accordance to the Board's student discipline policy as amended from time to time. The Fleet Operator and its driving personnel shall not, at any time, discuss with the students any topic of school discipline or policy and will, at all times, maintain a position of impartiality. All significant infractions which require remedial action shall be reported to the school principal in writing for their exclusive action. The school administration will advise the Fleet Operator in writing with 2 school days of the actions taken.

(g) The Fleet Operator and its driving personnel shall, at all times, use every reasonable care and precaution to protect the students from injury.

(h) The Fleet Operator recognizes that, for the protection of students, persons who have contact with students and their families, must be of stable personality, of temperate nature, be well-spoken and of high moral character. All employees of the Fleet Operator must have a Criminal Record Check, Child Welfare System Information Check, Drivers Abstract and Oath of Confidentiality on file and update prior to the commencement of each school year. The Fleet Operator shall ensure that all personnel met these qualifications, and shall provide documentation to demonstrate any of these qualifications upon a request by the Board.

(i) The Fleet Operator shall maintain a telephone line which the public may have reasonable access to an appropriate individual or individual(s), such as a dispatcher, to ask questions about transportation, arrange for transportation and inquire about delays. This line shall be operational from 7:00 am until all buses have returned to the bus depot and post trip inspection has been completed or until 5:00 pm, whichever is later. An emergency contact number shall be made known and available for use by certain Board representatives, such as school based administrators to address emergency situations such as a lost child and the like.

(j) The Fleet Operator shall set their safety criteria for inclement weather operation and make the safety criteria known to the Board for Board approval.

On school days mornings where the inclement weather meets or exceeds the set criteria, the Fleet Operator may make the decision to cancel transportation services for the day based on the set safety criteria. At such time the Fleet Operator shall inform the Board Superintendent and Secretary-Treasurer through telephone calls and email. The Fleet Operator shall then inform the required media outlets (radio at a minimum) to inform the public that transportation services are cancelled. This decision must be made and communicated to the local radio stations no later than 6:15 am on the school day.

(k) Any additional transportation services for the delivery of students as detailed in (1) above will be negotiated with the Fleet Operator. Should the Fleet Operator and the Board not reach mutual agreement, it is understood alternative suppliers may be contracted.

3. PAYMENT TO FLEET OPERATOR

(1) Subject to the following proviso, the Board shall pay the Fleet Operator an annual amount which shall be based on the number of school buses provided, however should the schools be closed for any reason for a period of ten (10) or more consecutive school days and the Board does not require school bus service on account thereof, the annual amount shall be reduced day by day at the rate of annual amount divided by the maximum number of school days within the given year for each school day the schools remained closed in excess of ten (10) or more consecutive school days.

(2) On or before the last day of each and every month from and including September 30 to and including June 30 of each and every school year during the currency of this agreement, the Board shall pay the Fleet Operator the set daily amount multiplied by the number of outlined buses multiplied by the number of operating days per month upon receipt of an invoice from the Fleet Operator. If the Fleet Operator is unable to provide transportation in whole or in part on a school day, the Board may, at their sole discretion, withhold an amount based on the number of days in the month or part days in the month a route, or routes, were not serviced. This would not include days cancelled due to safety concerns as noted in 2(j).

(3) The amount payable by the Board to the Fleet Operator under this agreement for the period August 31, 2009 to June 30, 2014, shall be in accordance with Article 3(1).

Medicine Hat Catholic Board of Education
Board Meeting
January 12, 2010

Name:	Greg MacPherson, Secretary-Treasurer
Agenda Item:	St. Patrick's and St. Mary's Modular Updates
Purpose:	Information
Attachments:	None
Background:	St. Patrick's and St. Michael's (Medicine Hat) were approved for two modulars apiece. The connecting links at both locations were approved on December 22, 2009. The Modulars have been ordered and are scheduled for final inspection on March 25, 2010. We should have the modular drawings available by the End of January 2010. The plans will need final mechanical updates and the revised cost estimate sent to Alberta Infrastructure. Once approved, it will go out for tender with an expected closing date at the end of February 2010. Permits from the City can be finalized once we have the final drawings which should be in place by the end of February 2010. From March 1 – August 1 will be the construction and they should be operational August 1. The critical date is that the Modulars should be onsite by April 30, 2010.
Recommendation/ Decision:	Not required.
Resulting Action:	Secretary-Treasurer to monitor the process.
Responsibility:	Secretary-Treasurer

Memorandum

January 6, 2010

To: Board of Trustees

From: David Leahy, Superintendent of Schools

Re: Division Budget Consultation, January 18, 2010, 7:00 p.m. St. Patrick's Church Hall

Action: Item presented for: Information

Background:

As part of the budget planning process the Board of Trustees wishes to engage the Catholic community in Bow Island and Medicine Hat. Government has been preparing the education sector to expect a very lean budget in 2010-2011. The Board of Trustees is very interested in hearing from all stakeholders on what division budget priorities should be.

All schools have been asked to send at least five parents to the January 18, budget consultation meeting.

Stakeholders in attendance on January 18 will be placed in groups associated with the four basic grade divisions in our system:

K-3, 4-6, 7-9, and 10-12

Participants will be asked to identify what are the things they value most in the division.

Participants will also be asked to identify areas where Medicine Hat Catholic might be able to address potential budget constraints.

Finally, participants will be asked if they have any further ideas for educational directions in Medicine Hat Catholic.

The feedback garnered from the budget consultation meeting will help the Board of Trustees in its budget deliberations.

Medicine Hat Catholic Board of Education
Board Meeting
January 12, 2010

Name:	Greg MacPherson, Secretary-Treasurer
Agenda Item:	ASEBP Trustees Report
Purpose:	Information
Attachments:	December 2009 ASEPP Trustees Report
Background:	This document are the highlights of the December 18, 2009 ASEBP Trustees Meeting
Recommendation/ Decision:	None
Resulting Action:	None required
Responsibility:	None.

Alberta School Employee Benefit Plan

Trustees' Report

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

Volume 17-09 • No. 10 • December 2009

Highlights of the December 18, 2009, Trustees' Meeting

1. Executive Director's Report

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

2. Financial Health

- ASEBP measures its financial health through the capital adequacy ratio and the related capital adequacy reserve. The intent of this reserve is to provide financial stability during unusual times.
- ASEBP's capital adequacy policy identifies how much capital ASEBP reasonably requires under unusual circumstances. The policy is based on the premise that capital adequacy is more than simply being able to meet day-to-day expenses or being solvent—ASEBP has a number of measures in place to protect the plan from risks associated with regular operations. These include having reserves for future disability payments, analyzing past claims experience and projecting expected changes, including margins to account for some degree of fluctuation, etc. The capital adequacy reserve is in addition to all regular reserves.
- The financial framework captured in the capital adequacy policy strives to establish an appropriate balance between assets and liabilities, thus helping the ASEBP Trustees to determine when ASEBP has sufficient financial resources to meet specific risks during unusual times which impact overall financial performance. These risks are related to asset, reserve and claims variability:
  - asset variability takes into account the market value of investments and other assets held by ASEBP which can be subject to significant variation (as recently experienced)
  - reserve variability takes into account the possibility of major swings in the number of open disability claims and the corresponding impact on reserves required to make future payments
  - claims variability takes into account the possibility of an unusual fluctuation in claims
- A factor of financial risk has been assessed for each of these three areas of variability in order to determine total capital requirements. The ratio of total available capital compared to total required capital is expressed as a percentage. When the ratio reaches 100% the capital adequacy reserve is fully funded. For example, if the required capital was deemed to be $100 and available capital was $90, the capital adequacy ratio would be 90%. The available monies are set aside in a capital adequacy reserve (in the example, this would be $90) and are available to offset unusual circumstances which increase ASEBP's financial liabilities.
- The Plan Actuary estimated the capital adequacy ratio as at August 31, 2009, will be under 100%. (The year end numbers are estimated as the audited financial statements are in progress.) It is anticipated that the capital adequacy reserve will be drawn down to cover any deficiency shown on the financial statements. The reserve will then be rebuilt over time.

Continued...

3. Reserves

- Each fiscal year end (August 31), ASEBP must establish reserves to:
  - ensure that promised benefits will be paid in the event of an interruption of premiums or a partial wind-up of a benefit plan
  - reflect the impact of claims in the year they were incurred
- Last month the ASEBP Trustees set reserves. This month they made an adjustment to the reserves, based on additional information which recently became available. As a result, the reserves have been set at $268 million.
- Most of this amount relates to future payments for Extended Disability claims. This is primarily because ASEBP must set aside enough money to pay each disability claim as long as required into the future, sometimes to age 65. Since the bulk of this money will be paid out at some time in the future, reserves have an opportunity to earn investment income. The expected investment income is also factored in when setting the reserves.

4. Dental Benefit List Fees

- On January 1, 2010, ASEBP Dental Benefit List fees will increase by 3.95% (last year it was 7.07%). This is an overall weighted average as each procedure code will be adjusted individually. Some fees will go up less than 3.95% while others will go up more than 3.95%.

The ASEBP Trustees send their best wishes to all for the New Year

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.

Alberta School Employee Benefit Plan

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Executive Assistant:
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Plan Consultants & Actuaries:
Johnson Inc.

PROUDLY CANADIAN
WINTER 2010 PROGRAMS

Participate in a Bargaining / Arbitration Simulation!

1. UNION CONTRACT NEGOTIATIONS

"Preparation is your key to success"

Vancouver	January 11, 12 & 13
Edmonton	February 1, 2 & 3
Saskatoon	February 24, 25 & 26

2. WINNING GRIEVANCES & ARBITRATIONS

"What you need to know in order to win"

Vancouver	January 18, 19 & 20
Edmonton	February 8, 9 & 10

A lot to learn, a lot to remember. The facilitator is excellent!
— University of Alberta

Showed the real practical side. Exceeds expectations!
— Peter Kiewit Sons Co.

This training puts you in the driver seat.
Hands on experience is a great way to learn!
— United Auto Workers

Excellent program – learned so much.
— College of Pharmacists

Excellent!
— United Steel Workers

The facilitator was EXCELLENT in his presentation.
Very good information provided.
— CUPE

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Register Today!
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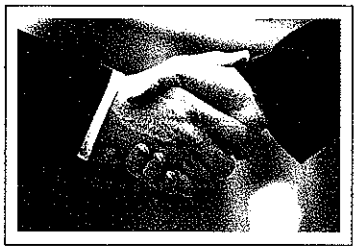
1. UNION CONTRACT NEGOTIATIONS

"Your organization's viability depends on you having the right skills!"



Negotiating collective agreements is the single most critical responsibility for both Management and Union. The process and the results of the collective agreement have the potential to destroy the relationship between the parties. It can also alter how effectively Management can manage its workplace, as well as the Union's ability to represent the interests of its members. Ultimately, this single business contract can lead to the success or the demise of the organization, and the viability of the membership. How this process is managed and the resulting collective agreement will determine your success.

Collective bargaining is a complex process between two opposing interests. On one side, you have Management who must meet organizational and financial objectives. They must ensure the profitability and even survivability of their organization. Increases in labour budgets and limitations on their management rights can, in some circumstances, lead to the demise of the organization. On the other side, the Union, by legislation, must protect not only the economic welfare of its members, but must ensure that employees are treated fairly and that they work in a safe environment. Failure to properly represent its members can also jeopardize the strength of a Union.

It is the role of a skilled negotiator to bridge the gap between these two positions. It is the successful negotiator that will move the discussions from a position of resistance and opposing demands, to a position of mutual agreement and a concluded collective agreement. Whether you are assisting with negotiations in the back room, will be negotiating for the first time, or have concluded agreements in the past, this three day program will give you strategies and skills that Chief Negotiators for national and Fortune 500 companies use at the bargaining table. Learn how successful negotiators are able to manage this delicate process and come out 'victorious.'

DATES & LOCATION:

Vancouver	January 11, 12 & 13
Edmonton	February 1, 2 & 3
Saskatoon	February 24, 25 & 26

PROGRAM INFORMATION:

- Breakfast & lunch included daily
- Program is in session from 9:00am to 4:00pm
- Teams may choose to stay in the evening during Day Two to continue their case preparation

WHAT OUR CLIENTS SAY ABOUT US:

"Excellent!"
- Labatt

"Excellent. Knowledge on this subject is awesome."
- United Mine Workers of America

"An outstanding course, very well organized and detailed... would definitely attend another course offered!"
- Petro Canada

"Excellent! Program is something we need more of, employers and union reps working side by side."
- IUOE

"Well done. Promotes thought."
- CAW

"Best corporate training I've have. Lots of hands on participation!"
- City of Edmonton

"The hands-on sessions with the accompanying feedback were truly beneficial!"
- Saskatchewan Institute of Applied Science and Technology

"The course was perfect for understanding the finer points of union contract negotiations."
- School District #68

"I would recommend this course to anyone heading into Union Contract Negotiations."
- Tourism Saskatchewan

"Very Enlightening!"
- Telus

"Negotiators leave a legacy behind ... what will they say about your contract?"

DAY ONE

UNDERSTANDING THE LAW

- Notice periods for parties bound by a collective agreement
- Pre-strike / pre-lockout vote and notice
- Illegal job action – what to do
- When you should apply for essential services
- Notice of strike or lockout
- Last offer votes – when you should use them
- Mediation services – can they really provide assistance
- Unfair labour practice complaints – what this can accomplish
- How to prepare for binding arbitration

COLLECTIVE BARGAINING LANGUAGE & INTERPRETATION

- Intent of collective agreement language – what the words really mean
- How to draft collective agreement language
- Utilizing a 'definitions section' to your advantage
- Master agreements & pattern bargaining
- How to build intent into a collective agreement
- What is parole evidence
- Learning to read language in the alternative

COLLECTIVE BARGAINING OVERVIEW

- Understanding the collective bargaining process
- The principles of negotiation
- Positional versus interest-based bargaining – pros and cons of each
- Mandatory contract provisions
- Successful bargaining strategies
- Position and situation assessment
- Using different negotiation styles to resolve negotiation impasse
- First contracts – what to include and what to avoid

DAY TWO

PREPARING FOR COLLECTIVE BARGAINING

- Data collection and utilization
- Team selection – responsibilities of each member
- The importance of location and logistics
- Keeping track of all of your documents
- Team preparation and readiness
- Knowing your bottom-line and how much flexibility you have
- Developing your strike/lockout plan in advance
- Costing your collective agreement for the duration of the agreement

NEGOTIATION TECHNIQUES

- Understanding the difference between technical and tactical skills
- Navigating through proposals to arrive at the deal
- Developing negotiation tactics
- The three main negotiation techniques – when these are appropriate
- Exchanging proposals prior to negotiating
- Knowing what to leave out of a collective agreement
- Knowing when to give up on an issue
- Preparing your opening statement for negotiations
- Putting together your final document for signature

STRATEGIES WHILE AT THE TABLE

- The top 5 rules for the negotiation team
- How do you 'condition' a negotiations table
- Making critical decisions at the table
- Drafting the tentative memorandum of agreement – the essential components
- Understanding the negotiations cycle
- When to use final offer votes
- Preparing the final document
- How to use your team members' strengths strategically during negotiations

DAY THREE

NEGOTIATION SIMULATION

You will be assigned to a negotiations team, representing either the Union or the Management for this negotiation simulation. Each team will be provided with the case study which includes information about the organization, the Union, the labour environment, the issues that have resulted in grievances, and the current collective agreement. Each team will then determine their approach and strategy, which articles require modifying, and their strike/lockout positions.

Union and Management will meet throughout the day to exchange proposals. During each exchange, you will have the opportunity to participate as the lead spokesperson. By the end of this day, the two parties must reach a concluded collective agreement. How you achieve this depends on your team's ability to put your newly developed skills to use!

LEARNING OBJECTIVES

- How to develop a negotiations strategy and achieve consensus with your negotiations team
- How to manage the 'politics' of the back room
- How to develop effective presentation techniques and advocacy
- How to move a discussion from a position of resistance to one of agreement
- Why document control and the flow of paper is crucial
- How to read, write and interpret language quickly
- Know when to sign off on a proposal
- Why team selection is important
- Test your newly acquired knowledge and techniques from Day One and Day Two!
- Participate in a detailed debriefing

WHO SHOULD ATTEND THESE PROGRAMS:

- ✓ Human Resources Managers, Labour Relation Specialists, Negotiators, Board Members and Entrepreneurs
- ✓ Union Shop Stewards, Business Agents and Presidents
- ✓ Financial Managers, Administrators, Directors and General Managers
- ✓ Managers/Supervisors involved in data collection, investigations and preparation of information

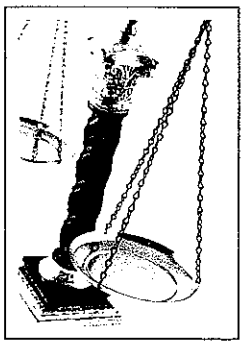
A PARTIAL LIST OF LEADING ORGANIZATIONS THAT HAVE PREVIOUSLY ATTENDED OUR MANAGEMENT PROGRAMS:

Edmonton Examiner, Daimler Chrysler, Law Society of Alberta, Inland Construction, BC Public School Employers Association, College of Physicians and Surgeons, Global Television Network, City of North Vancouver, Department of the Attorney General, Colliers International, Rogers Sugar Ltd., Burnaby Fire Fighters Local 323, Halifax Herald Ltd., Health Sciences Association of Alberta, Mercer Human Resource Consulting, Ledcor Industries Ltd., Registered Nurses Association of BC, Delta Barrington Hotel, Riverside Forest Products Ltd., Rocky Mountaineer Rail Tours, Delta Firefighters Association, CUPE, Malaspina University College, Edmonton Petroleum Club, Edmonton Public Library, Maple Leaf Poultry, Maritime Paper Products Ltd., McCain Foods, Cross Cancer Institute, University of Alberta, University of British Columbia, Island Farms Dairies, Abbotsford Police Department, ADT Security, Coca-Cola Bottling Ltd., Cormode & Dickson Construction, CTV, Deloitte & Touche, McCoy Bros Inc., Glotman Simpson Consulting Engineers, Gorman Bros. Lumber Ltd., Foothills Hospital, Brinks Canada, Hertz Rent-A-Car, Kiwanis Nursing Home, IATSE, Rolex Watch Company, Intel Financial Inc., MS Society of Canada, Musqueam Band, Alberta Human Resources and Employment, John Howard Society, Kelowna and District Society for Community Living, Kent Homes, Greater Moncton Airport, Kitselas Village Administration Department of Education, Kwantlen University College, Labatt Breweries, Legal Aid Alberta, Canadian Pacific Hotel, Ministry of Public Safety & Solicitor General, Capital Health Authority, Legal Services Society, Yellow Cab, Lilydale Foods, Tim Hortons, Protec Dental Labs, Purolator Courier, Recyc-Haul Waste Management, Tourism BC, Blue Cross, Canada Revenue Agency, Greater Victoria Savings Credit Union, Canadian Blood Services, London Drugs Limited, Saanich Police Department, Medical Society of NS, Dalhousie University, ILWU Local 502, Saskatchewan Liquor & Gaming Authority, Department of Public Safety, International Association of Machinists & Aerospace Workers and more ...

"Understanding how to apply the Labour Code / Trade Union Act in Contract Negotiations is a must!"

2. WINNING GRIEVANCES & ARBITRATIONS

"Learn how to resolve disputes and successfully defend your position."



Grievances that lead to arbitration are not only financially draining, but the results of the arbitration can have a significant impact on the morale and operations of the organization. In some situations, the win or loss of an arbitration can completely change the culture and the perceived rights of Management or Union. Therefore, it is in the best interest of both parties to resolve disputes as quickly as possible. However, in some circumstances if you must defend a business decision, and take a grievance to arbitration then you must be prepared to win.

This three day comprehensive program will highlight the considerations that you first need to make before you take a grievance to arbitration. Have you exhausted all of the available options for a settlement? Or is this a business or principled decision that requires the award of an Arbitrator? Have you considered both mitigating and aggravating factors? In this program, you will learn how to use the grievance process to resolve disputes.

If arbitration becomes the only option, then you must be prepared to WIN. Learn what documents are required to build your defense, how to develop a 'theory' for your position, and how to use case law. Learn how to develop questions in order to ensure that the responses will support your argument. Learn that witness preparation is crucial, as their testimony can potentially destroy the credibility of your case.

On the third day of this program, you will participate in an arbitration hearing simulation; however, the case and facts are real. The outcome of this arbitration will be decided upon your preparation, your presentation skills and your ability to convince the Arbitrator. Successful presenters are able to showcase the merits of their position in a coherent, logical and convincing manner. It is these skills that will WIN your case. Can you afford not to do it right?

DATES & LOCATION:

Vancouver January 18, 19 & 20

Edmonton February 8, 9 & 10

PROGRAM INFORMATION:

- Breakfast & lunch included daily
- Program is in session from 9:00am to 4:00pm
- Teams may choose to stay in the evening during Day Two to continue their case preparation

WHAT OUR CLIENTS SAY ABOUT US:

"I learned so much about arbitration."
– Alberta Union of Provincial Employees

"Excellent, very informative."
– University of British Columbia

"I learned so much – both what to do and what not to do."
– CEP

"Excellent!"
– City of Red Deer

"Enjoyed it immensely."
– Palliser Health Region

"Excellent, excellent, excellent! Best course ever."
– Calgary Fire Department

"Moved at a very fast pace, and was full of useful information."
– COPE

"Pace was fast. Great guidance and support. Exceeds expectations."
– Fairmont Hotel

"Excellent energy, very captivating. There was a lot to take in and consider. I will be getting a lot of use out of this binder and my notes. Great 3 days!"
– SGEU

"Very enlightening and extremely interesting."
– Lafarge Canada

"Very educational & informative. Presented in an entertaining and interactive manner."
– Retail Wholesale Union

DAY ONE

GRIEVANCE MANAGEMENT

- 7 steps to an effective grievance investigation
- Understanding grievances and hidden issues
- What the Union and Management are responsible for in this process
- Writing effective grievance replies
- What information you must gain from interviewing the grievor and the witnesses
- How to effectively use 'Step 1' and 'Step 2' grievance meetings
- Who should be involved

USING 3RD STEP GRIEVANCES TO RESOLVE DISPUTES

- Conducting 3rd step grievance meetings
- What information you should and must reveal
- Preparing grievance settlements
- Who has the authority to sign settlement letters
- Understanding the full meaning of 'without prejudice'
- Principled versus business decisions
- 3 purposes of grievance meetings
- Using 3rd step meetings to develop last chance agreements

PREPARING FOR ARBITRATION

- Selecting a single Arbitrator versus an Arbitration Board
- Understanding the law
- Gathering the evidence that you will require
- Preparing witnesses and gathering facts
- Preparing witness statements
- Developing the theory for your case
- Preparing exhibits – finding the smoking gun
- Researching legal authorities – Case Law
- Final preparation and presentation in advance
- Avoiding pitfalls of asking the wrong questions
- How to help an Arbitrator understand the theory of your case

DAY TWO

CONDUCTING THE ARBITRATION HEARING

- Understanding the process
- Designing an opening statement
- Presenting your evidence
- Asking the right questions in direct examination
- Cross examining witnesses
- Re-examination – when you should do it
- How to use rebuttal evidence to your advantage
- Designing your rebuttal argument
- Knowing when you have talked enough

THE ARBITRATION PROCESS

- The rules of natural justice – what they are
- Preliminary objections – when and how to use them
- Production of documents – what you need to give to the other side
- What you must include in your arbitration brief
- Subpoena – when you should give one
- Exclusion of witnesses
- When an arbitration award should be reviewed or set aside
- Decision making process and the award

THE RULES OF EVIDENCE

- Who has the burden of proof
- Balance of probabilities – how Arbitrators make decisions
- The rules against hearsay
- What power does an Arbitrator have to admit evidence
- How to submit documentary evidence
- Video surveillance evidence and tape recordings – when and if these are admissible
- Parole evidence – what it is and how to use it
- What is the estoppel argument

"You can have the stronger case but still lose due to your presentation skills."

DAY THREE

ARBITRATION HEARING SIMULATION

You will be presented with a real grievance about a termination that went to arbitration.

Representing either Management or Union, your team will develop the theory of your case, which will be supported by case law. You will also request a remedy from the Arbitrator that should be consistent and in keeping with the merits of your argument and theory.

During this simulation, you will have the opportunity to role-play – to take the stand as a witness or the grievor. Your team will develop and present the opening arguments, which must also be consistent with the facts that will be brought forward by the witnesses. Experience first hand how quickly your case can turn because you have said too much or not enough during direct and cross examination. After your final arguments, the Arbitrator will make an award based on the evidence brought forward which supports the more "probable" story.

LEARNING OBJECTIVES

- Practice your presentation skills under pressure
- Learn how to argue your case
- Learn how to develop questions in response to new information
- Learn first hand why preparation is the key
- Witness preparation – why this must be done thoroughly
- Why cases with merit are lost in arbitration
- How to determine if you and your advocates are doing a good job
- Participate in a detailed debriefing

WHAT OUR CLIENTS SAY ABOUT US:

"One of the best programs I've been to."
– Calgary Public Library

"Very informative. Lesson went well beyond what I was expecting."
– Iron Workers Union

"Excellent program that takes the technical & tactical aspects of preparing for and winning grievances and arbitrations."
– Calgary Police Association

"Very good learning experience. The simulation was great, it brought everything to life!"
– Sherritt Coal

20 YEARS OF GOOD ADVICE

Canadian Professional Management Services is a management consulting firm that focuses on 'People and Leadership.' For over 20 years, our consultants have been providing advice on labour relations, strategic planning, leadership, professional development and board governance.

Our facilitators are practitioners who offer their services to entrepreneurs, boards and associations, and organizations in both the public and private sectors. We combine our Canadian experience and education with a flair for presenting to provide a learning experience that is second to none. Our areas of expertise include:

Labour Relations
- Labour-management consensus building
- Labour contract negotiations
- Grievance management
- Arbitration presentation
- Collective agreement administration
- Facilitation/process consultation

Strategic Management
- Strategic vision formulation
- Management audits
- Competitive benchmarking
- Amalgamations and restructuring
- Strategic planning process & the development of a strategic plan

Human Resources Management
- Performance management
- Supervisory/leadership training
- Personnel recruitment
- HR information systems
- WCB/disability management

Executive Development for Police & Law Enforcement and Fire Leaders
- Organizational development
- Ethics and ethical conduct
- Leadership and supervisory excellence
- Developing intelligent organizations
- International leadership conferences

Please call us at 1-888-452-6422 or visit www.cpmsnational.com to learn how we can assist you.

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www.cpmsnational.com ENROLLMENT FORM 1-888-452-6422

STEP I: SELECT PROGRAMS

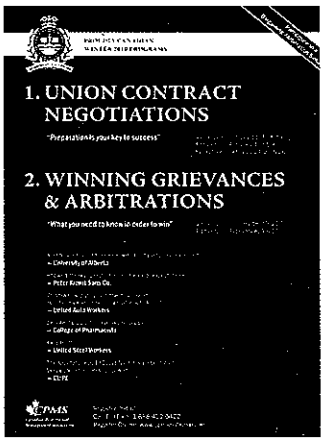
1. UNION CONTRACT NEGOTIATIONS

- ❑ January 11, 12 & 13
  Vancouver - Marriott Pinnacle
  1128 West Hastings Street
  (604) 684-1128
- ❑ February 1, 2 & 3
  Edmonton - The Westin
  10135 100th Street
  (780) 426-3636
- ❑ February 24, 25 & 26
  Saskatoon - Sheraton Cavalier
  612 Spadina Crescent East
  (306) 652-6770

2. WINNING GRIEVANCES & ARBITRATIONS

- ❑ January 18, 19 & 20
  Vancouver - Marriott Pinnacle
  1128 West Hastings Street
  (604) 684-1128
- ❑ February 8, 9 & 10
  Edmonton - The Westin
  10135 100th Street
  (780) 426-3636

Preferred accommodation rates available.
Please call us at 1.888.452.6422



STEP II: REGISTRANTS

Name: _____ Title: _____ 1❑ 2❑

Name: _____ Title: _____ 1❑ 2❑

Name: _____ Title: _____ 1❑ 2❑

Name: _____ Title: _____ 1❑ 2❑

Name: _____ Title: _____ 1❑ 2❑

Organization: _____

Address: _____

_____ Postal Code: _____

Phone: _____ Fax: _____

Email for Confirmation: _____

STEP III: PAYMENT INFORMATION

SAVE $600

$1599.00 per registration per three day program plus GST. Save $600 when you register for 3 or more programs at $1399.00 plus GST per program. Breakfast and lunch is included daily. [GST# 874032162]

❑ Cheque enclosed is payable to CPMS Inc.
❑ Credit Card (Visa/MC/Amex)
❑ Invoice my organization
PO Number: _____

Card Number: _____ Expiry: _____

Card Holder: _____

Signature: _____

STEP IV: REGISTER

Online: www.cpmsnational.com
Toll Free: 1-888-452-6422
By Tel: (604) 688-2641
By Fax: (604) 688-2642
By Email: registrations@cpmsnational.com

By Mail: Canadian Professional
Management Services
780 - 1111 West Hastings Street
Vancouver, BC
V6E 2J3

Cancellation Policy: Payment will be reimbursed if cancellation is received a minimum of 10 working days prior to the program. A credit note will be issued for all other cancellations. Substitutions can be made at any time.

WHAT YOU CAN EXPECT:

- ✓ Take home material for future reference
- ✓ Small interactive sessions, limited seats
- ✓ Open discussions, interaction and real life examples
- ✓ Facilitators who are leaders/practitioners
- ✓ Guaranteed course satisfaction

Certificates will be presented upon completion of the program.

ON-SITE FACILITATION:

Whether you require a customized program, or would like the convenience of bringing a facilitator to your organization, at CPMS we can do both. We will design a program curriculum to specifically meet your learning objectives, using scenarios and case studies that are applicable to your industry while tailoring the discussions to meet the education and experience level of the participants. In this setting, participants will gain the added advantage of learning with their peers while discussing situations that they may currently experience.

Some of our most requested programs include:

- Learning to Think Strategically
- Successful Supervision
- Developing Leadership Skills
- Managing Your Employees' Performance

Please contact us at 1-888-452-6422 to learn more about these services.