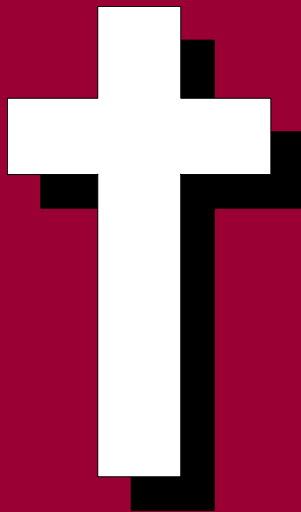


Medicine Hat Catholic Board of Education

"SHOWING THE FACE OF CHRIST TO ALL"



PUBLIC AGENDA

April 13, 2010 – 6:00 p.m

Catholic Education Centre – 1251 – 1st Avenue SW

ACTION AGENDA

Time: 6:00 P.M.

Hyperlink
Encl.
7 - 8

	<p>♦Recommendation: THAT the Non-Action Agenda dated April 13, 2010 be approved as circulated.</p>		
6.	<p><i>Corporate Communications</i></p> <p>6.1 Letter to the Knights of Columbus dated March 29, 2010 requesting financial support for costs associated with the school name change to Monsignor McCoy High School. This initial financial request is for \$3,500 for the lettering on the outside of the school building.</p> <p>6.2 Letter to the Minister of Education, Minister of Health and Wellness, Honourable MLA Rob Renner and MLA, Mr. Len Mitzel asking for support of sustainable funding for the <i>Community Coming Together Mental Health Capacity Building Project.</i></p>		<p><i>Encl. 9</i></p> <p><i>Encl. 10</i></p>
7.	<p><i>Program Review – Turning Points</i></p> <p>Program reviews are underway for specialized programs in the Division including a review of the Turning Points Program. A Behavioural Services Consultant from Grasslands School Division was hired as an independent consultant to do the review. A report will be presented to Senior Administration to assist with determining direction for current and future programming. An overview of the report will be presented by the Consultant to the Board for information.</p>	DL	
8.	<p><i>Grade Re-Configuration</i> http://www.mhcbe.ab.ca/docs/library/Communication%20Grade%20Reconfiguration%20September%202010.pdf</p> <p>♦Recommendation: THAT the Board of Trustees for the Medicine Hat Catholic Board of Education provide Senior Administration with direction on the grade configuration.</p>	SA	<i>Encl. 11</i>
9.	<p><i>Group Insurance Information for Employees</i></p> <p>AON has been offering a group insurance program to all of the USIC (Urban Schools Insurance Consortium) Boards. AON is requesting further distribution of information to employees as per their marketing plan.</p> <p>♦Recommendation: THAT the Board of Trustees authorizes the distribution of the group insurance information to all staff as presented in the AON Marketing Plan.</p>	GM	<i>Encl. 12 - 20</i>
10.	<p><i>Preliminary Draft Budget</i></p> <p>♦Recommendation: THAT the Board of Trustees for the Medicine Hat Catholic Board of Education schedule a Special Board Meeting for May 27, 2010 to review and approve the 2010 – 2011 Budget and schedule a Special Board Meeting for November 25, 2010 to approve the updated Budget and approve the 2009 – 2010 Annual Audited Financial Statement.</p>	GM	<i>Encl. 21 - 23</i>
11.	<p><i>Diploma Examination Review</i> http://new.mhcbe.ab.ca/docs/library/January%202010%20Diploma%20Examination%20Results.pdf</p> <p>The Deputy Superintendent will give a PowerPoint presentation of the 2010 Diploma Examination Results for McCoy High School.</p>	WS	<i>Encl. 24 - 40</i>
12.	<p><i>Three Year Education Plan Review(2009-2012)and Development (2010-2013)</i></p> <p>The Division has begun the input cycle for development of the <i>2010-2013 Three Year Education Plan.</i> Stakeholders are being asked to review the <i>2009-2012 Three Year Education Plan</i> and make suggestions for new goals and or new strategies for existing goals for the upcoming three year plan.</p> <p>http://new.mhcbe.ab.ca/docs/library/2008_2011_Three_Year_Education_Plan_June08a.pdf</p>	DL	<i>Hyperlink Encl. 41 - 42</i>

13.	<p><i>Superintendent's Report – Mr. David Leahy</i></p> <p>13.1 Administrator Appointments</p> <p>13.2 Administrator Evaluations and Contract Recommendations</p> <p>13.3 Administrative Procedure 260 - Field Trip Supervision (draft)</p> <p>13.4 Administrative Procedure 425 – Certificated Staff Reduction (draft)</p> <p>13.4 Bishop's Dinner Proceeds</p> <p>13.6 Science Fair and Music Festival Participation</p> <p>13.7 French as a Second Language Report (Language Program Data Collection) and Letter from Notre Dame Academy</p> <p>♦Recommendation: THAT the Board of Trustees for the Medicine Hat Catholic Board of Education receives the request from Mr. Grisonich as information and that the Board of Trustees direct Senior Administration to include in the 2010-2013 Annual Education Plan a review of the Division FSL program and provide Trustees with recommendations before February 1, 2011, on whether to maintain the current nine year FSL program or move to a three year program effective September 2011.</p> <p>13.9 Provincial Basketball Championships</p>	DL	Encl(s). 43 - 63
14.	<p><i>Meeting with the Minister of Education</i></p> <p>The Board will review the outcome of the Meeting with the Minister of Education held on March 22, 2010. A meeting had also been scheduled with the Minister for April 06, 2010.</p>	SA	
15.	<p><i>Full-Day Kindergarten</i></p> <p>http://new.mhcbe.ab.ca/docs/library/Kindergarten%20Full%20Day%20Survey%20Feb%202010%20Letterhead.pdf</p> <p>♦Recommendation: THAT the Board of Trustees for the Medicine Hat Catholic Board of Education make a decision on kindergarten programming for the 2010 – 2011 school year.</p>	SA	Hyperlink
16.	<p><i>Update on Modular's at St. Mary's, St. Michael's (MH) and St. Patrick's</i></p> <p>The Division is in the process of installing 6 modulars. Two modular childcare spaces (funded by the Ministry of Child and Youth Services) at St. Mary's School and two modulars each at St. Michael's School in Medicine Hat and St. Patrick's School provided through the emergent needs modular program. Mr. MacPherson will provide further details of the installations. No Board motion is required.</p>	GM	Encl. 64 - 65
17.	<p><i>Three Year Capital Plan Priorities</i></p> <p>The Board is presented with two options requesting as a first priority either a "new high school" or "a new elementary school in Sector 5".</p> <p>♦Recommendation: THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approves Option 2 as presented as the priorities for the 2010 – 2011 Capital Plan Submission.</p>	GM	Encl. 66- 77
18.	<p><i>Board Work Plan</i></p> <p>The Board will review the Annual Work Plan as identified in Board Policy and make recommendations for the upcoming 2010 – 2011 Annual Board Work Plan.</p> <p>http://www.mhcbe.ab.ca/docs/library/Board%20Work%20Plan%202009%20-2010%20Amended.pdf</p>	SA	Encl. 78
19.	<p><i>COMMITTEE REPORTS</i></p> <p>19.1 Medicine Hat Catholic Schools' Education Foundation - Kelly Van Ham</p> <p>19.2 Representative to ACSTA – Peter Grad</p> <p>19.3 Representative to Teacher Board Advisory Committee – Stan Aberle</p> <p>19.4 Representative to ASBA Zone 6 - Ken Arthur</p> <p>19.5 Representative to Spiritual Leadership Scholarship Awards – Stan Aberle</p>	SA	

	19.6	Representative to Support Staff Board Advisory Committee – Jodi Churla		
	19.7	Representative to Parent Association – Jodi Churla		
	19.8	Salary Negotiations		
	a.	ATA – Ken Arthur		
	b.	CUPE – Peter Grad		

NON - ACTION AGENDA

DATE: April 13, 2010

Place: Catholic Education Centre

Time: 6:00 P.M.

No.	ITEM		PAGE
1.	<p>INFORMATION ITEMS</p> <ul style="list-style-type: none"> • <u>REGISTRATION CONTINUES IN ALL MEDICINE HAT AND BOW ISLAND CATHOLIC SCHOOLS</u> <ul style="list-style-type: none"> ○ KINDERGARTEN – GRADE 12 • <u>ELECTION 2010</u> A Municipal election will be held on October 18, 2010 in Alberta. We invite our Catholic community to consider running for Catholic School Board Trustee. Trusteeship is a unique vocation which serves the Church and the community. You will play an integral part in ensuring that Christ is at the heart of every Catholic school in Medicine Hat and Bow Island. You are fully supported by the Alberta Catholic School Trustees Association, to assist you in providing exceptional service to the Catholic community. Please contact the Catholic School Board Office @ (403) 527-2292 for more information. • <u>Alberta Catholic School Trustees Association (ACSTA) SPICE AND BLUEPRINTS CONFERENCE</u> Registration information for the ACSTA SPICE and BLUEPRINTS Conferences are attached, the Board will determine interest in attending the conference. http://www.acsta.ab.ca/conferences/spice/index.html SPICE April 29 – May 02, 2010 http://www.acsta.ab.ca/conferences/blueprints/index.html BLUEPRINTS May 04 – May 07, 2010 • March 2010 ASEBP Trustee Report. 		Encl. 79 - 81

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

NUTRITION

Background

The Division commits, within the limits of its resources, to support the creation of school environments that promote wellness and facilitate healthy lifestyle choices for staff and students. This is in line with the Catholic belief that the human body is good and is to be properly cared for. In order to grow, thrive and learn, students need access to healthy food. The Division will engage stakeholders to discuss and jointly make decisions which promote healthy eating. *Specifically:*

1. All students, K-12, will have opportunities, support and encouragement to eat healthy foods.
2. Food and beverages sold or served at school will support healthy eating choices.
3. Schools will provide nutrition education and will establish links between education, foods available at school and school activities.
4. Each school has its own uniqueness and can meet these guidelines within their own environment.
5. Parents have the major responsibility for ensuring their children are eating healthy and living active lives.

This Administrative Procedure recognizes that all foods, in moderation, can be enjoyed when part of a lifestyle that encompasses healthy eating and active living.

Procedures

1. The primary goal for the Division is for foods and beverages that are sold or served within schools are consistent with Eating Well with Canada's Food Guide and the Alberta Nutrition Guidelines for Children and Youth
http://www.hc-sc.gc.ca/fn-an/alt_formats/hpfb-dgpsa/pdf/food-guide-aliment/print_eatwell_bienmang-eng.pdf.

This should also be consistent with the Alberta Education curriculum.

2. Schools will ensure that food and beverages sold or served at school by parents, staff, food service providers, and community partners will support healthy eating choices. This includes foods sold or served in canteens or tuck shops, cafeterias, vending machines, meal or snack programs, school activities, events, celebrations, fundraising, and those used as rewards.
3. School fundraising activities that include food or beverages will be consistent with the Alberta Nutrition Guidelines <http://www.health.alberta.ca/documents/Nutrition-Guidelines-2008.pdf>. (This includes parent/school councils and associated school

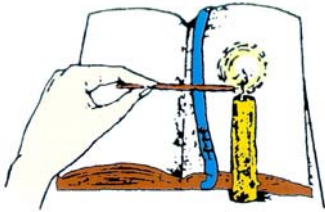


organizations who participate in fundraising off the school site or outside of the school day).

4. When appropriate, students should be involved in decisions regarding the food choices available at their schools.
5. All Division staff plays a prominent role in modeling healthy eating and active living as lifestyle choices.
6. Schools will ensure that by September 2011 they are meeting the expectations of all food and beverages being served meet the Alberta Nutrition Guidelines for Children and Youth.

DRAFT





***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

March 29, 2010

Mr. Michael Anctil
District 35 District Deputy
Knights of Columbus Council #1732
Medicine Hat, Alberta

Dear Mr. Michael Anctil,

This is further to our letter to the Knights of Columbus dated April 21, 2009 and September 14, 2009. To-date, following a request to consider a school name change from the Knights of Columbus Fourth Degree, we have consulted our Catholic stakeholders at Town Hall Meetings and since then, the Board of Trustees for the Medicine Hat Catholic Board of Education have passed a motion to support the school name change from **McCoy High School** to **Monsignor McCoy High School**.

The Board of Trustees is formally requesting an expression of interest in writing, from the Knight of Columbus for financial support of costs associated with the school name change, in particular, **funding for the lettering on the outside of the school building**. The Board has received an initial costing of this project at approximately \$3,500. We sincerely appreciate the involvement of the Knights of Columbus in our educational ventures and we are at this time graciously looking for your financial support in the amount of \$3500 to fund this initial project.

As time progresses and projects are further identified, your financial support would be most appreciated. It was determined, however, that much of the reference to McCoy High School will remain in the school, with only "future projects" using the name Monsignor McCoy High School. The intent is not to remove references to McCoy High School as this is a significant part of the history of the school.

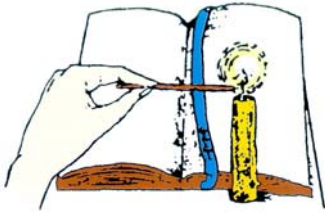
We are asking that you forward this letter onto the following **Medicine Hat** and **Bow Island Knights of Columbus Councils**: #9502, #7325 and Bishop Carroll Assembly Fourth Degree.

Should you have any questions, please do not hesitate to contact me. The Board of Trustees would be happy to make a formal presentation to the Knights of Columbus. Thank you for your interest, we await your reply.

Sincerely,

Stan Aberle
Chairman of the Board

DL/dd



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

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

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Telephone (403) 527-2292

March 29, 2010

Minister of Education, Honourable Dave Hancock
Minister of Health and Wellness, Honourable Gene Zwozdesky
Honourable Rob Renner MLA
Mr. Len Mitzel, MLA

Dear Ministers and MLA's;

We are writing to ask for your support to sustain the funding for the '**Community Coming Together**' **Mental Health Capacity Building Project**, which serves our middle school communities of St. Mary's School and Notre Dame Academy within the Medicine Hat Catholic School Division. Currently we anticipate funding to end in February 2011.

Our program currently offers students and their families a consistent wrap around service model that has proven to be an efficient method of dealing with the unique mental health concerns of adolescents. We have seen marked increased levels of service of students and families now accessing known community services including (**Mental Health Therapists, Addictions Counselors, Youth Workers, and Public Health Nurses**) in the familiar setting of their own school with only one entry/referral point required to access services. Students are now provided counseling during school hours thus removing the significant barrier in attending counseling at an off-site location. In addition, activity based programming offered after school provides an environment for adolescents to be engaged in healthy activity during those times when students may often be left unsupervised after school when there is a higher level of incidents with drug and alcohol use and conduct that may not reflect a healthy and active lifestyle.

We have seen a decreased number of crisis situations and an increase in the resiliency skills of our students. Collaboration between our staff and parents serves to create a complete picture in meeting the unique mental health needs of each student in addressing concerns such as (divorce in the family, drug use and abuse, depression, academic issues, relationships among many other mental health issues).

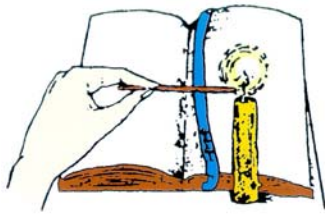
Teachers, Administrators, and Learning Assistants are now able to consult with the community professionals on-site to better serve the students in their classrooms. This project is highly acclaimed among other school divisions in the province for its wrap around service delivery model that is making a difference in supporting mental health in the lives of students and families and we are committed to its success.

Thank you for your time; should you require additional information, please feel free to contact me.

Sincerely,

Stan Aberle, Chairman of the Board

SA/dd



Medicine Hat Catholic Board of Education

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A MESSAGE TO OUR COMMUNITY

December 11, 2009

The Board of Trustees at a Special Board Meeting held at St. Louis School; 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. We 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.

On behalf of the Board of Trustees

Stan Aberle, Board Chair

Medicine Hat Catholic Board of Education

**Medicine Hat Catholic Board of Education
Board Meeting
April 13, 2010**

PUBLIC MEETING

Name: Greg MacPherson, Secretary-Treasurer

Agenda Item: Group Insurance Information for Employees

Purpose: Decision Making

Attachments: AON Group results and Marketing Plan
Property Premium sheets for distribution (2)
January 29, 2009 email to staff
October 22, 2009 email to staff

Background: AON has been offering a group insurance program to all the USIC boards. They have requested that we distribute out information regarding property premiums and to ensure that our employees are aware of this benefit.

They are seeking a method to ensure staff are aware of the program.

The Board has previously authorized the distribution to the employees of information provided.

**Recommendation/
Decision:** The Board of Trustees authorizes the distribution of the group insurance information to all staff as presented in the AON Marketing Plan.

Resulting Action: The information sheets are to be distributed to all staff via email and posted on the intranet.

Responsibility: Secretary-Treasurer.



2009 Group Results
&
2010 Marketing Plan

Prepared specifically for

Medicine Hat Catholic Regional
Division #20

March 29th 2010

Aon Group Advantage

Production

Property		2008	2009	Var % 08-09
Gross Written	Premium	\$ -	\$ 2,822	
	PolicyCount	-	4	
	ClientCount	-	4	

Auto		2008	2009	Var % 08-09
Gross Written	Premium	\$ -	\$ 12,420	
	PolicyCount	-	6	
	ClientCount	-	7	

Combined LOB		2008	2009	Var % 08-09
	Premium	\$ -	\$ 15,242	
	PolicyCount	-	10	
	ClientCount	-	11	

Quotes 2010	5
Sales 2010	3

USIC Overall Results

USIC Southern Alberta Combined	Gross Written Premium	Earned Premium	Incurred Losses	Earned Loss Ratio	Policies in force	New Policy Count	Claims Count
2009	\$ 98,000	\$ 64,000	\$ 19,000	30.1%	93	58	7
2008	\$ 37,000	n/a	n/a	n/a	38	39	*****
Var % 08-09	165%				144.7%	48.7%	

What to expect from intact in 2010

- Property rate increase effective for new business and renewals April 15th 2010
- On average most insured's will see a 10% increase on their property policies ✕
- Intact to use postal codes to determine increases, those located in high impact areas affected by water, hail and wind damage to see the bigger increases (0%-50%)
- Automobile policies have no increase at this time
- Intact to provide dislocation report for the larger policy increases for us to address on a case by case basis
- Aeroplan miles were discontinued in 2009

Marketing actions in 2009

- January 2009, inter office memo sent out to staff informing them about new program
- October 2009, email and program info sheet sent out via email to all staff

Medicine Hat Catholic **Annual Marketing Schedule**

Target Dates***Marketing Initiative*****April 5th 2010**

Electronic message which has an additional link embedded that takes the client/prospect to Aon website designed specifically to address rate increase. Further, when they go to website, they also have the option of clicking on the Insurance Bureau of Canada link which takes them to the flood prevention tips. This is combined with water damage prevention tips on the reverse side (second page)

Upload the benefit's and features sheet to the staff website, bringing consistency to the Alberta Boards

June 1st 2010

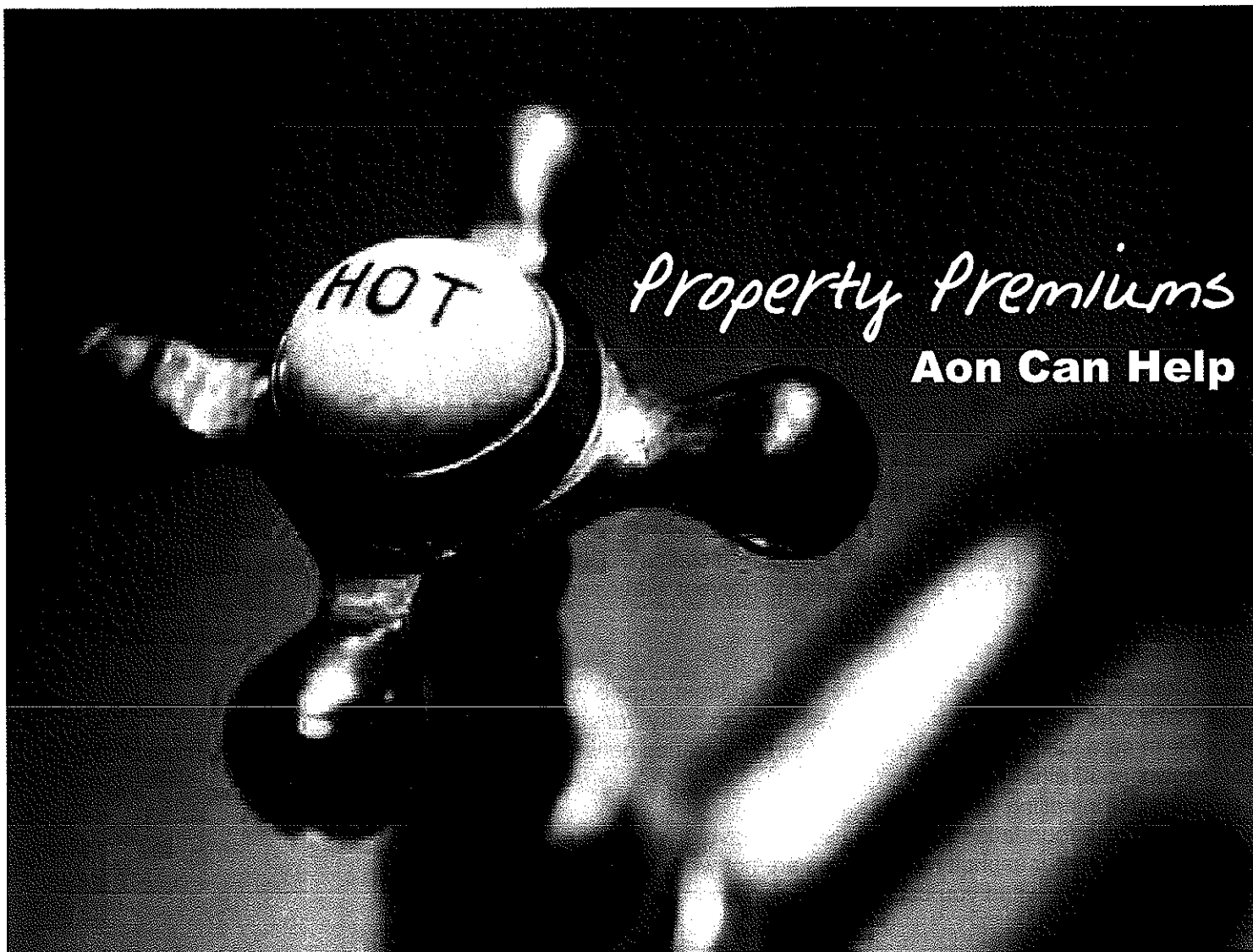
Add Boating Safety tip to the staff website/send out to all staff

Summer 2010

Aon to attend staff golf tournament and provide cash prize for first hole in one at designated hole or provide a prize donation (shirts/balls etc.)

October 1st 2010

October 2010, fall/Halloween safety tips, and product update/enhancements



Property Premiums

Aon Can Help

Personal property rates are on the rise. Insurance is being affected by changes beyond our control. As a country we are experiencing more extreme weather events from water to wind to hail. Housing designs have changed and the improved qualities of materials used have increased the replacement cost of our homes.

More families have finished basements, and laundry facilities may now be located in higher floors so when flooding occurs there is much more damage. Water related damage is the leading cause of insurance claims.

A competitive rate with the best possible coverage available. Review your policy carefully to make sure it is correct. Check with your broker for any additional discounts you may be eligible for (alarm, claims free, mature citizen, mortgage free, new home discounts). What is your current property deductible? Did you know that raising your property deductible will provide you with a discount of:

Homeowners and Rented Dwellings		
<i>Deductible</i>	<i>Discount</i>	<i>Max Credit Cap</i>
\$1,000	15%	Max Credit \$200
\$2,500	25%	Max Credit \$350
\$5,000	30%	Max Credit \$450

Tenant and Condominium		
<i>Deductible</i>	<i>Discount</i>	<i>Max Credit Cap</i>
\$500	10%	
\$1,000	23%	Max Credit \$125
\$2,500	32%	Max Credit \$200
\$5,000	38%	Max Credit \$250

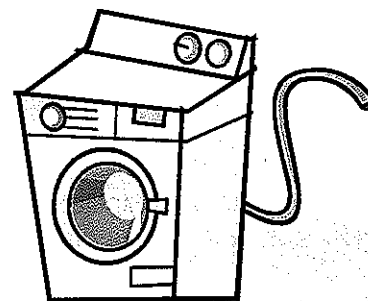


Property Premiums

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More families have finished basements, and laundry facilities may now be located in higher floors so when flooding occurs there is much more damage. Water related damage is the leading cause of insurance claims.



A competitive rate with the best possible coverage available. Review your policy carefully to make sure it is correct. Check with your broker for any additional discounts you may be eligible for (alarm, claims free, mature citizen, mortgage free, new home discounts). What is your current property deductible? Did you know that raising your property deductible will provide you with a discount of:

Homeowners and Rented Dwellings		
Deductible	Discount	Max Credit Cap
\$1,000	15%	Max Credit \$200
\$2,500	25%	Max Credit \$350
\$5,000	30%	Max Credit \$450

Tenant and Condominium		
Deductible	Discount	Max Credit Cap
\$500	10%	
\$1,000	23%	Max Credit \$125
\$2,500	32%	Max Credit \$200
\$5,000	38%	Max Credit \$250

Colleen Nicholson

From: Colleen Nicholson
Sent: Thursday, January 29, 2009 2:00 PM
To: All Division Staff
Subject: Voluntary School Board Employees Insurance Program
Attachments: Info Brochure.pdf; Group Home & Auto Insurance Program.pdf

Our division insurance provider has implemented a program for employees whereby you may purchase home and auto insurance directly through their company. The name of the program is Aon Group Advantage and they offer competitive rates and discounts made possible by their group buying power.

At the January 13, 2009 meeting, the Board made the following motion - *Aon Reed Stenhouse - the Board approved the circulation of the publication from Aon Reed Stenhouse: Group Home & Auto Insurance Program, to division employees. The Board does not endorse the program.*

While this program is not endorsed by the board of trustees, they did want to bring it to your attention. The program is completely voluntary and this offer is extended to ALL employees on the division payroll. Should be you interested, please find contact information and details on the attached brochure and program.

Colleen Nicholson

Executive Secretary, Business Services
Medicine Hat Catholic Board of Education
1251 1st Avenue SW
Medicine Hat, AB T1A 8B4
Phone 403.502.8351
Fax 403.529.0917
Email colleen.nicholson@mhcbe.ab.ca

Colleen Nicholson

From: Colleen Nicholson
Sent: Thursday, October 22, 2009 11:11 AM
To: All Division Staff
Subject: A message from our insurance carrier - AON Reed Stenhouse
Attachments: Group Home Auto Ins Program.pdf

We would like to remind all Alberta staff that you have exclusive access to a Discounted Group Home & Automobile Program developed specifically for all employees of Alberta school boards. Under this particular program, all staff, family that reside with them and all dependants (mothers and fathers in nursing homes, children away for school ...) will be able to take advantage of the generous discounts offered under this program. You will receive additional discounts of 20% off your property policy and another 20% off your automobile policy.

These discounts offered are over and above the discounts that you may already have. This program is voluntary and at no obligation to purchase. Please see attached information for program details and contact information.

Colleen Nicholson

Executive Secretary, Business Services
Medicine Hat Catholic Board of Education
1251 1st Avenue SW
Medicine Hat, AB T1A 8B4
Phone 403.502.8351
Fax 403.529.0917
Email colleen.nicholson@mhcbe.ab.ca



Medicine Hat Catholic

Employees Program

GROUP HOME & AUTOMOBILE INSURANCE PROGRAM

Did you know ...

... that as an employee of Medicine Hat Catholic, you and your family have the opportunity to enjoy preferred discounted rates for your personal Home and Automobile Insurance? That's right; Medicine Hat Catholic and Aon Reed Stenhouse Inc have negotiated a discount over and above the discounts you may already have. Under this employee program, you will enjoy an additional discount of:

- A 20% premium discount off your personal Property Insurance; and,
- Another 20% premium discount off your personal Auto Insurance

The following is a brief outline of some of the features that are available under this Program:

- An "Optional" Home & Automobile Program that offers competitive group rates
- The lead underwriter is Novex Group Insurance Company, a division of Intact Insurance (formerly ING Insurance)
- When both your home and auto are combined in "my home & auto" program, your policy includes:
 - ✓ A single deductible for a loss involving both your home & auto policy
 - ✓ A 10% discount on your home premium and 7.5% discount on auto physical damage
 - ✓ A single monthly withdrawal for both policies with no service charge fee
 - ✓ Endorsements on your auto policy for Loss of Use, Legal Liability for Non-Owned Automobiles, Limited Waiver of Depreciation and the Accident & Conviction Waiver Endorsements are all included free of charge provide you qualify for coverage
- Optional coverage includes:
 - ✓ Excess liability for limits up to \$5,000,000
 - ✓ An accident and deductible waiver on your home policy
 - ✓ Identity Theft with a coverage limit of \$25,000
 - ✓ Travel Insurance "TravelWell" with a limit of \$5,000,000
 - ✓ Title Insurance that protects you against title fraud for as long as you own the home
- Other Features include:
 - ✓ Deductible waiver on home losses over \$10,000
 - ✓ Sewer back-up coverage included in most areas
 - ✓ Guaranteed Replacement Cost and Single Limit coverage on your home
 - ✓ A Condo Package that includes up to \$500,000 or optional \$1,000,000 for Unit Additional Protection, Improvements & Betterments and Common Elements Loss Assessment
 - ✓ A 24-hour Emergency Claims Service with a promise that you will be contacted within 30 minutes or you will be reimbursed up to \$1,000 of your premium

Aon Group
Advantage

What sets Aon's personal insurance program apart?

We add real value by being advocates — not just suppliers — for our clients.

Proud to be your Trusted Advisor.

CONTACT Aon Reed Stenhouse
Toll Free: 1.800.448.2539
Email: insure@aon.ca
www.aon.com/groupadvantage

**Medicine Hat Catholic Board of Education
Board Meeting
April 13, 2010**

PUBLIC MEETING

Name: Greg MacPherson, Secretary-Treasurer

Agenda Item: Preliminary Draft Budget - Timelines

Purpose: Decision Making

Attachments: Email from the Minister of Education dated March 22, 2010 – AAWE and Budget Update

Background: The Minister of Education has indicated that with the challenges boards are facing with budgets that "...it may not be reasonable or prudent to require board approved budgets by May 31, 2010". The Minister has indicated that if a board will not have an accumulated operating deficit, then the submission deadline is November 30, 2010. This will allow for more information to be available, such as student enrollment.

Senior Administration has worked through several options with the budgets. And based on the information known feels we can have a draft budget prepared for board review prior to May 31, 2010. If the Board were to approve the draft budget, Senior Administration can use it for decision making related to staffing and other programming decisions. This is consistent with the process followed in the prior year. Then the Board would review the updated budget with any other recommended changes in November. This is consistent with the prior year process and similar to previous years where there was a fall budget update.

The proposed timeline for the budget would be:

May 27, 2010 – Special Board meeting to approve the 2010-11 Budget.

November 25, 2010 – Special Board Meeting to approve the updated 2010-11 Budget and the Annual Audited Financial Statements.

**Recommendation/
Decision:** The Board of Trustees schedule a special board meeting for May 27, 2010 to review and approve the 2010-11 budget and schedule a special board meeting for November 25, 2010 to approve the updated 2010-11 budget and the approve the 2009-10 Annual Audited Financial Statements.

Resulting Action: Budget to be presented according to the timelines.

Responsibility: Secretary-Treasurer

Greg MacPherson

From: Education Minister [Education.Minister@gov.ab.ca]
Sent: Monday, March 22, 2010 3:35 PM
Cc: EDC- All Education Staff
Subject: AAWE AND BUDGET UPDATE

**To: Board Chairs of Public, Separate, Francophone and Charter School Boards
Presidents and Executive Director of Stakeholder Associations**

ACSTA (Alberta Catholic School Trustees' Assoc.)
ASBA (Alberta School Boards Association)
ASCA (AB School Councils' Assoc.)
AAPCS (Assoc. of AB Public Charter Schools)
ATA (Alberta Teachers' Association)
CASS (College of AB School Superintendents)
Federation des conseils scolaires francophones de l'Alberta
PSBAA (Public School Boards' Assoc. of Alberta)
ASBOA (Assoc. of School Business Officials of AB)

I was pleased that I was able to meet with the members of Alberta School Boards Association this morning, and I am providing this followup e-mail to confirm information about Alberta Average Weekly Earnings (AAWE) index funding decision shared with you in that meeting.

After the arbitrator's decision regarding the AAWE, I indicated it was my intention to return to Treasury Board in order to seek appropriate funds to support the 5.99 per cent AAWE decision. I am pleased to confirm that Treasury Board has given its support and directed the allocation of the additional funds necessary to fulfill the agreement.

For the 2009/2010 school year, base and class size grants will increase from 4.8 to 5.99 per cent, retroactive to September 1, 2009. Jurisdictions will receive a retroactive lump-sum payment for the September 2009 to March 2010 period to reflect increased rates for these months. Commencing April 1, 2010, your monthly payments will be based on the new rates. An updated grant rate schedule can be viewed online at www.education.alberta.ca/admin/funding/rates.aspx. This increased support will continue for 2010/2011 and subsequent school years.

I appreciate that we still face challenges for 2010/2011 and future school years, and I continue my work with the Alberta School Boards Association and the Alberta Teachers' Association to develop a long-term plan. However, it is recognized that boards must prepare their budgets for the 2010/2011 school year prior to this plan being finalized. Long-term strategic requirements, a continuing commitment to class size guidelines and continued growth in the student population indicate that we must sustain employment in the teaching workforce, particularly in support of students in the classroom. It is also recognized that the new increased grant rates may not, in some cases, be sufficient to accommodate staff contractual obligations that are effective September 1, 2010. I expect jurisdictions will be rigorous in evaluating programs and initiatives to ensure there is value to students in the classroom.

As you know, government and the ministry have undertaken substantive reviews and made difficult adjustments where appropriate. We also acknowledge that in order to sustain student-focused services and supports, jurisdictions may have to draw on accumulated reserves and surpluses. As in previous years, prior ministerial approval is not required for deficit budgets. In fact, deficit budgets are the only means of drawing down

accumulated operating surpluses. However, where a deficit budget is expected to result in (or increase) an accumulated operating deficit, ministerial approval will be required.

I expect that approval will be granted where there is clear indication that programs, services and supports were rigorously evaluated, and expenditure plans are focused on sustaining classrooms and student-focused services.

Budget planning is particularly challenging and it may not be reasonable or prudent to require board approved budgets by May 31, 2010. However, boards should receive clear information from their administrators on budget proposals prior to the start of the school year. Where these preliminary budget proposals will result in accumulated operating deficits, a request for ministerial approval should be forwarded before June 30, 2010. Where budget proposals will not result in accumulated operating deficits, we will require the submission of board approved budgets before November 30, 2010. This will also allow for alignment of other information, such as final student counts and class scheduling.

I will continue to explore strategies and options that will provide clarity and predictability with regard to future expenditure and revenue expectations. While expenditure pressures and revenue capacity may not be well matched in a particular year, it is my objective to match long-term revenue with long-term expenditures.

Your continued support in managing the delivery of exceptional services and supports to Alberta students is appreciated.

Dave Hancock, Q.C.
Minister of Education

cc: Superintendents of Public, Separate, Francophone and Charter School Boards
All Secretary Treasurers of Public, Separate, Francophone and Charter School Boards
All Education Staff

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DIPLOMA EXAM RESULTS

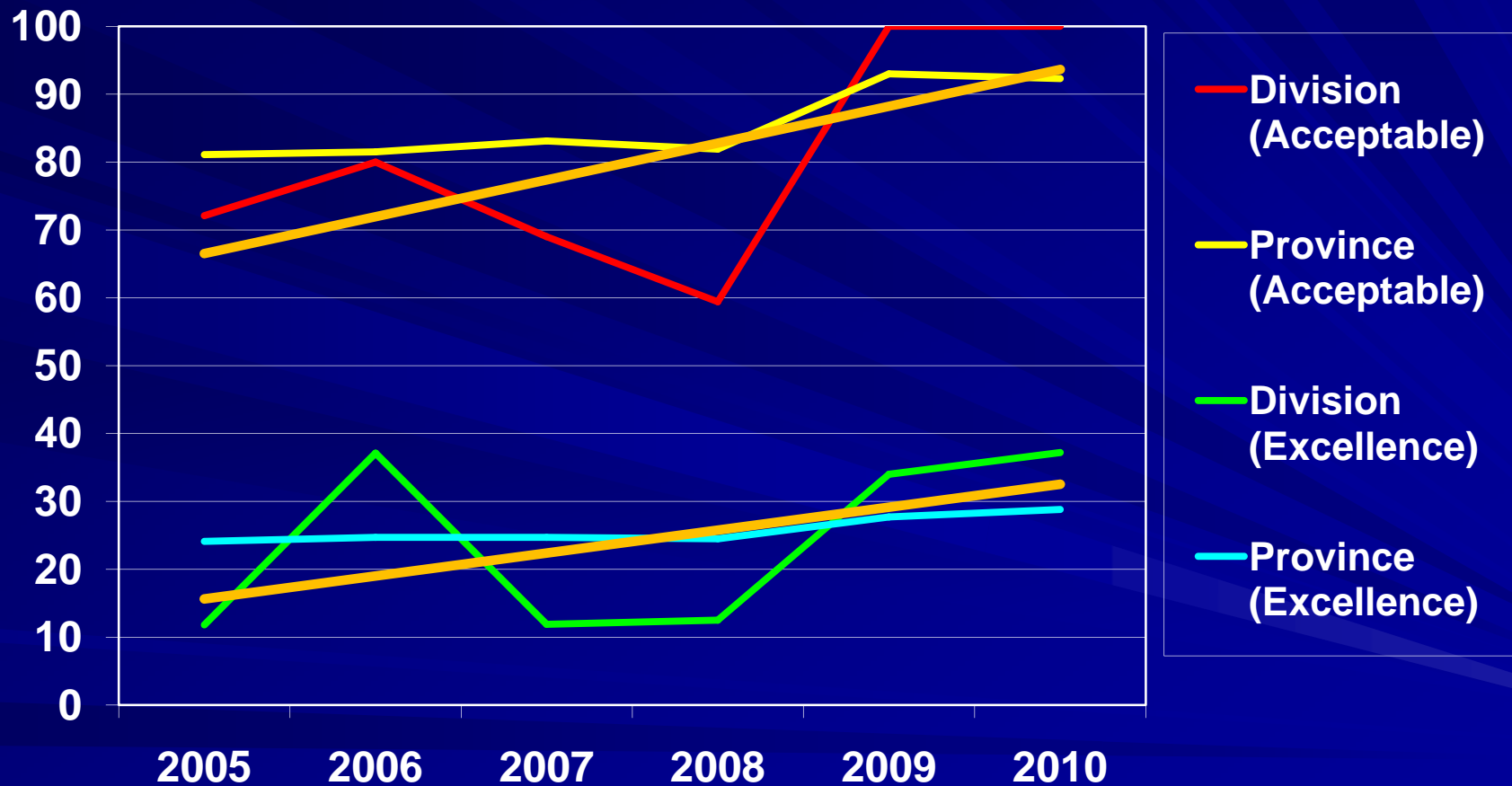
January 2010

MEDICINE HAT CATHOLIC BOARD OF EDUCATION

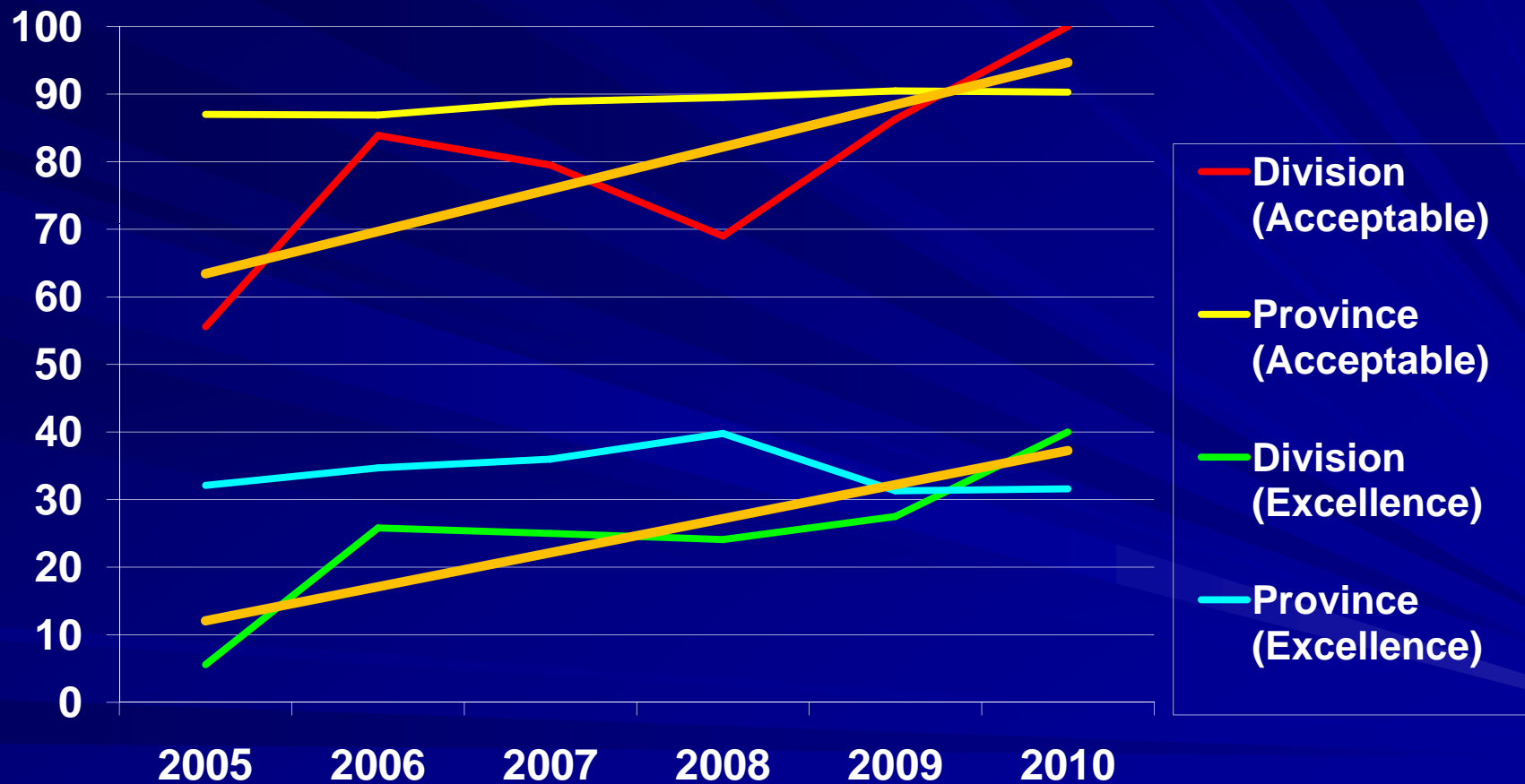
Overall Results

Course	Acceptable Standard		Standard of Excellence	
	MHCBE	Province	MHCBE	Province
Biology 30	100	92.3	37.2	28.8
Chemistry 30	90.9	90.3	40.0	31.6
Physics 30	93.3	90.3	23.3	26.7
ELA 30-1	100	96.6	20.7	13.3
ELA 30-2	100	95.9	6.1	6.2
Social 30-1	96.8	96.3	22.2	17.7
Social 30-2	96.6	94.9	6.9	9.0
Pure 30	92.3	92.9	23.1	33.1
Applied 30	88.9	90.5	3.7	12.2

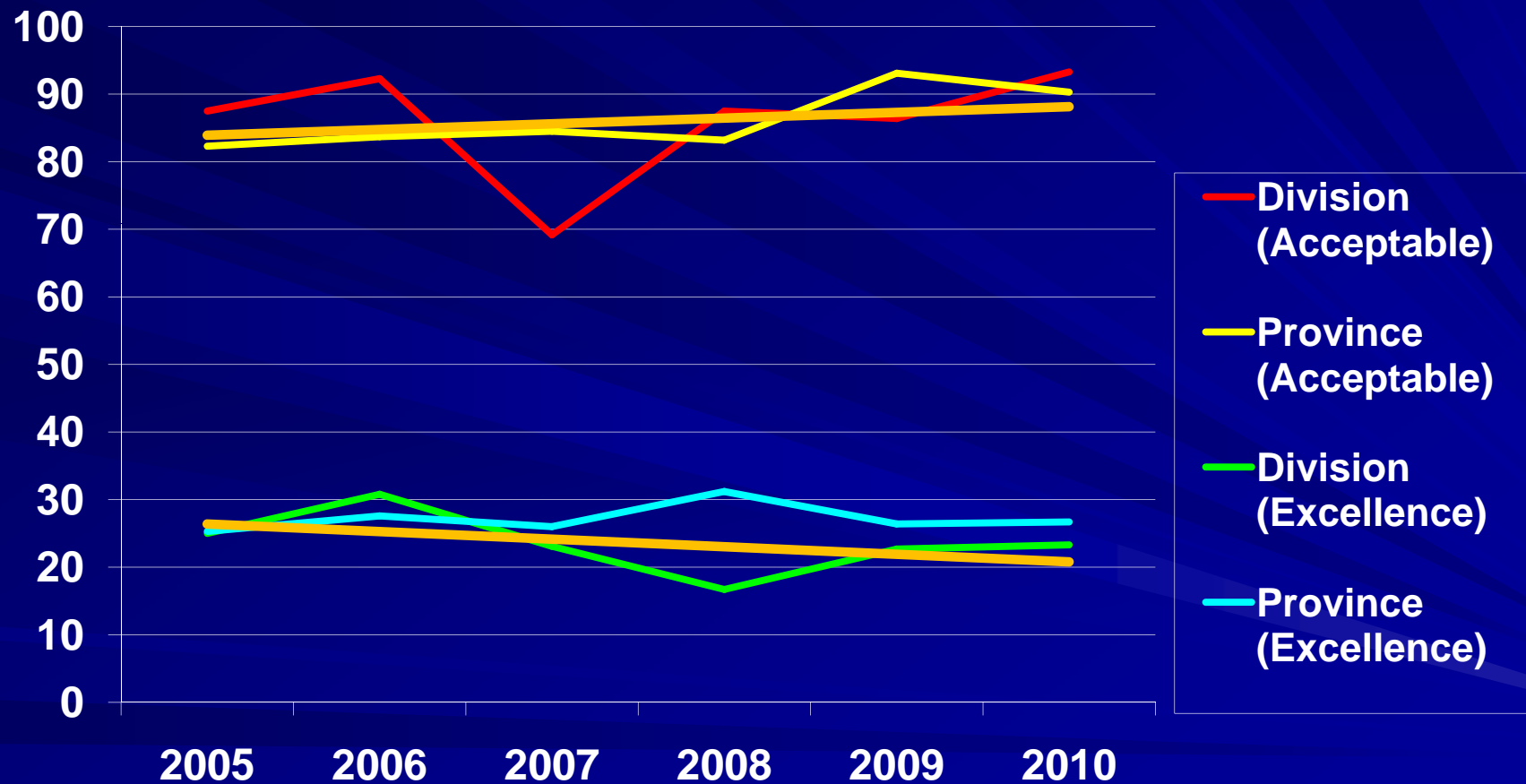
Biology 30



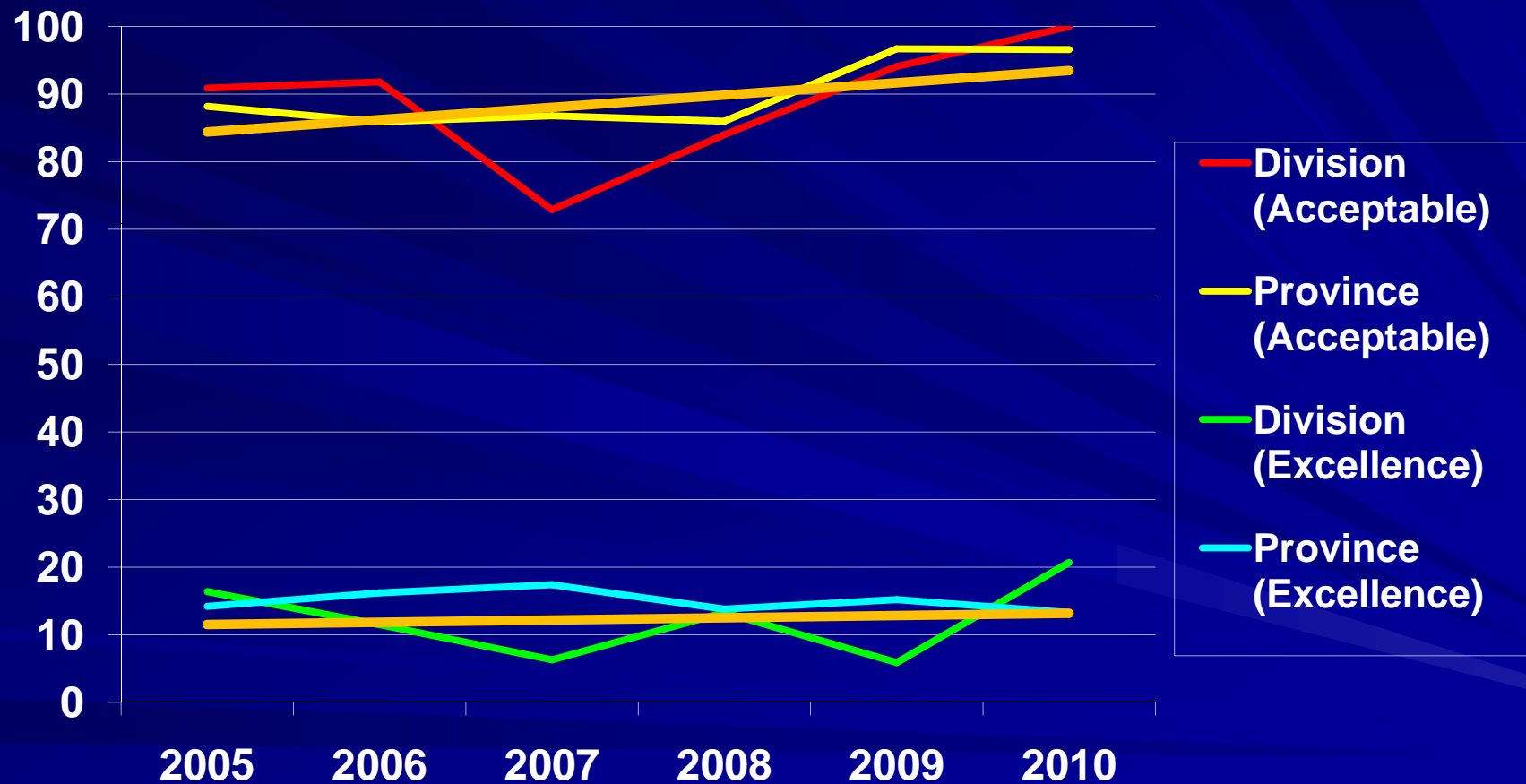
Chemistry 30



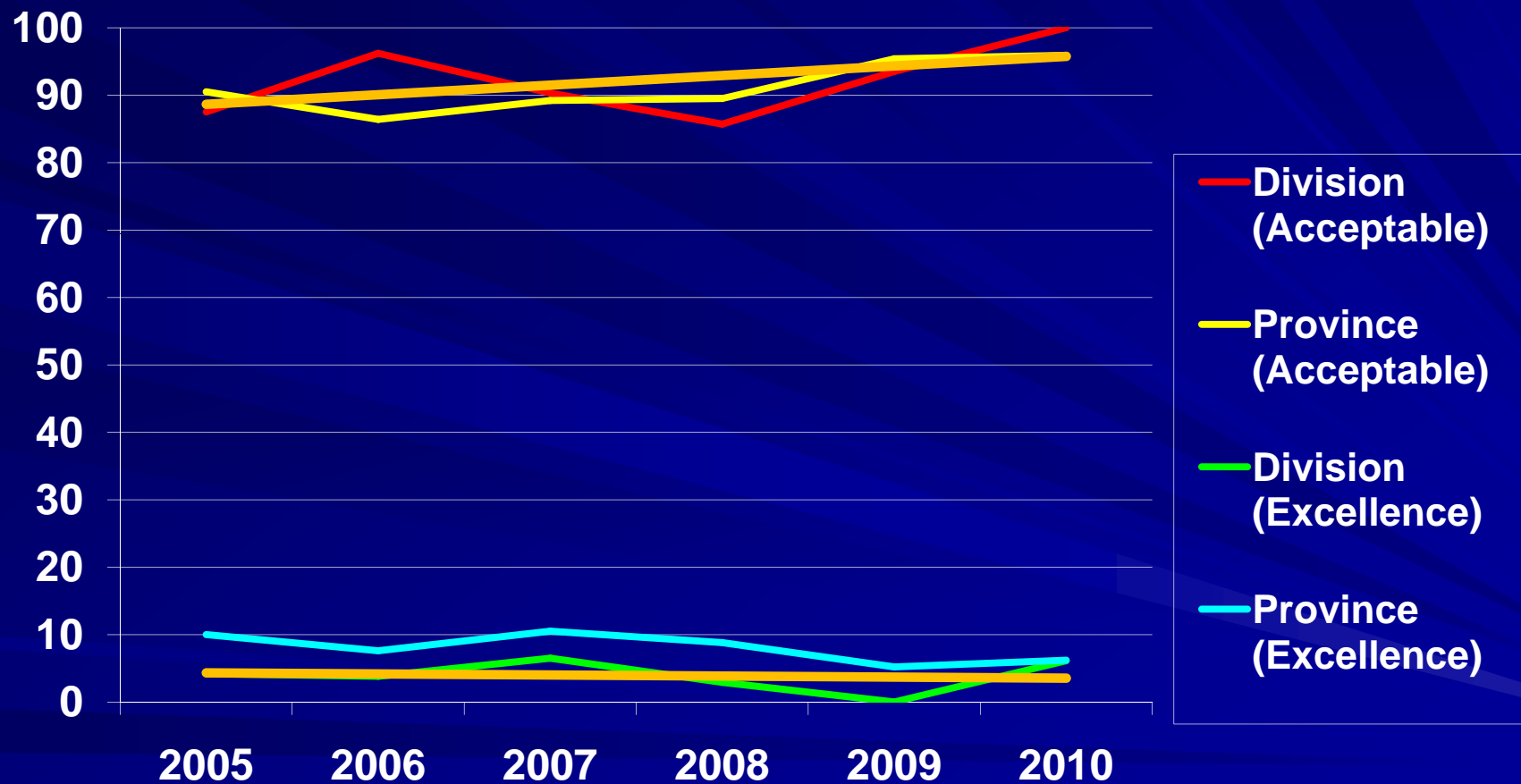
Physics 30



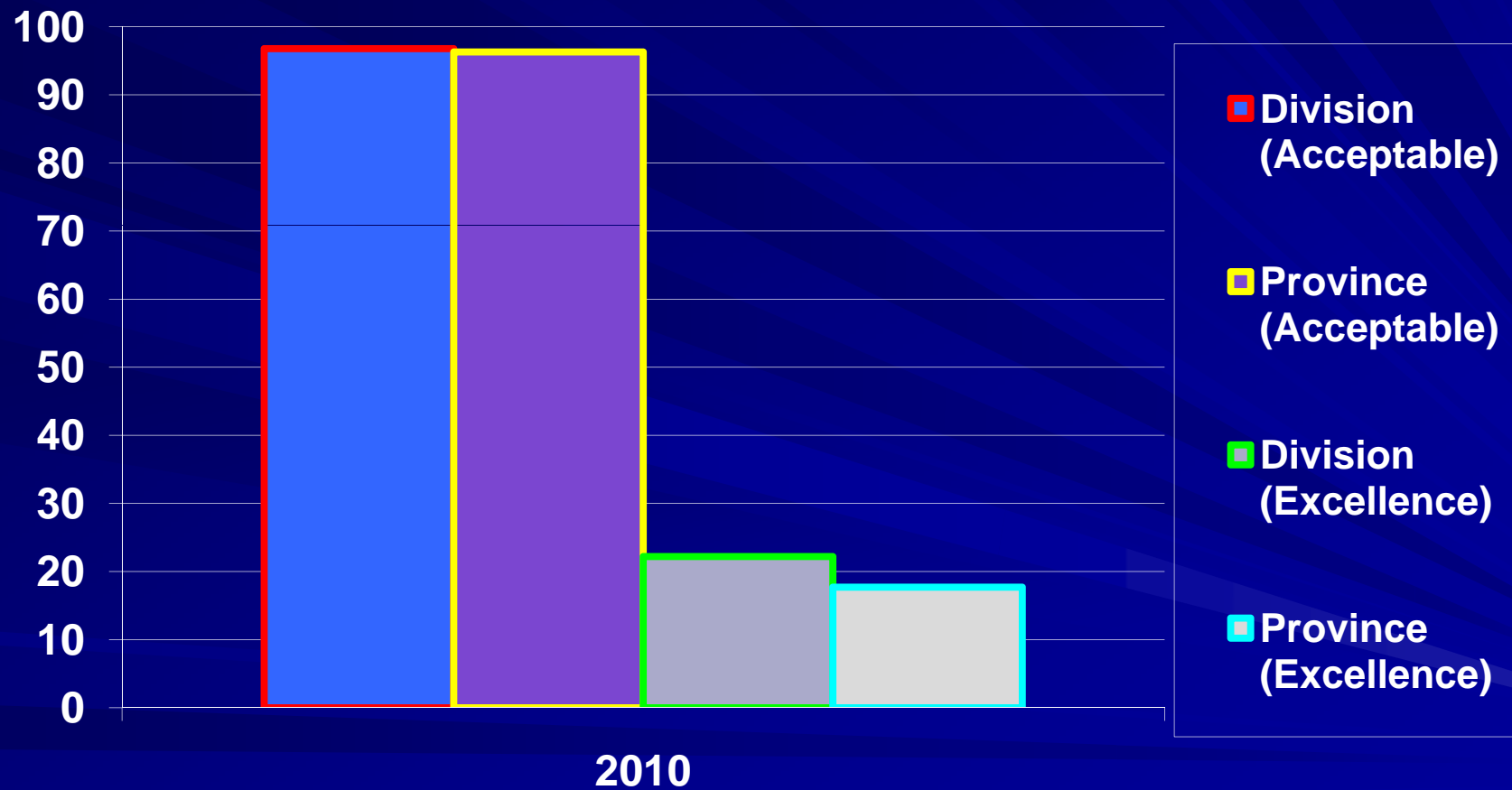
English 30-1



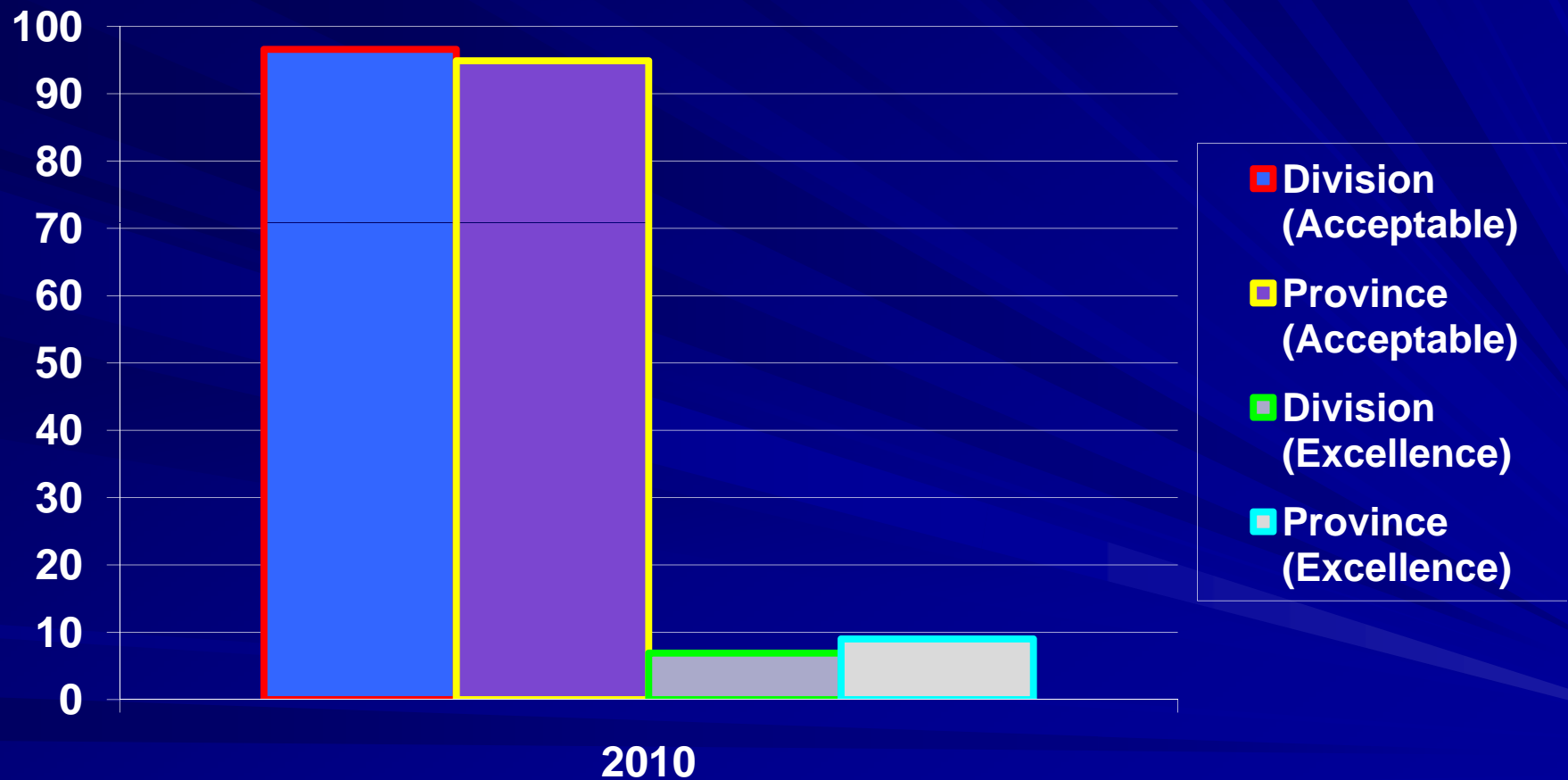
English 30-2



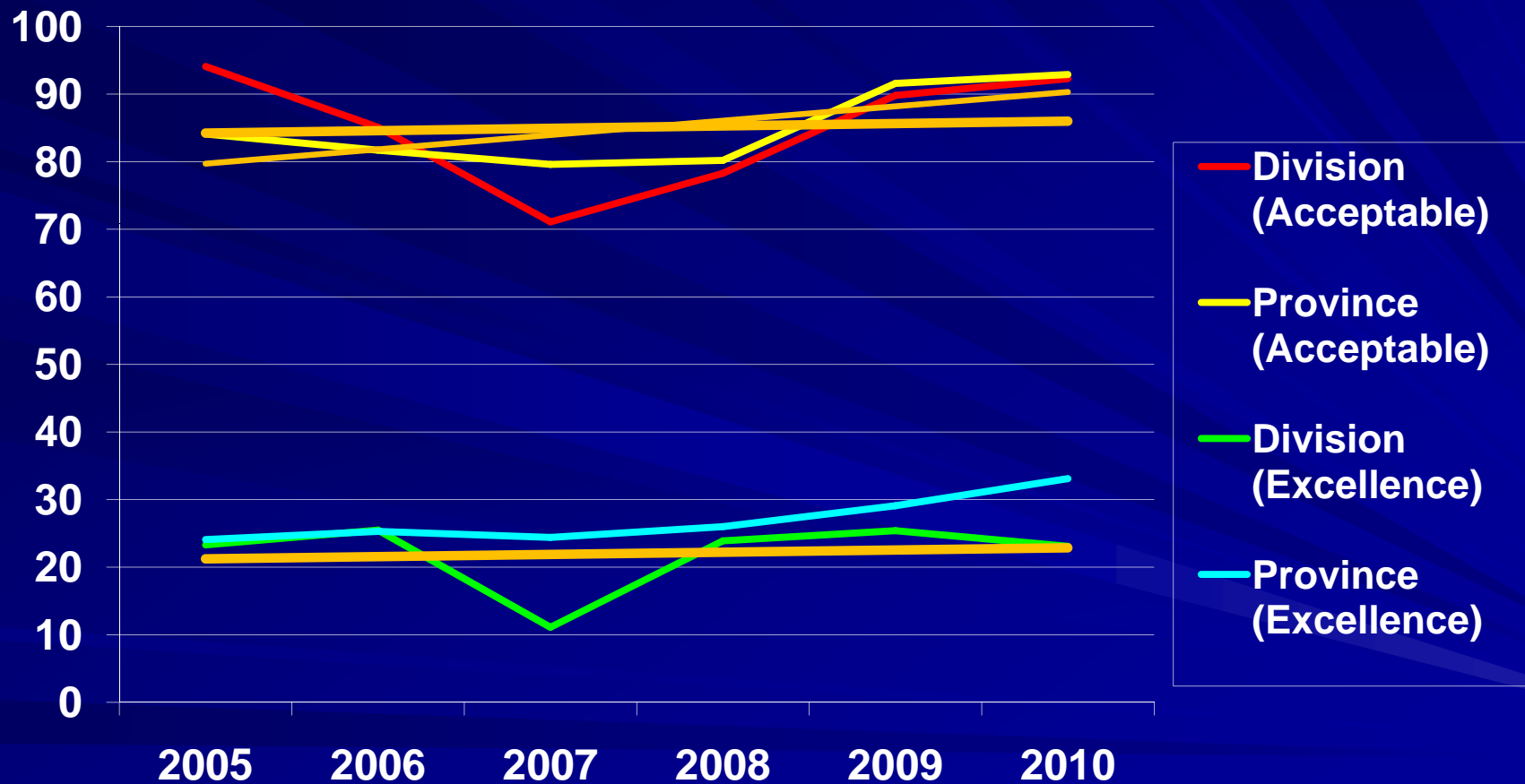
Social 30-1 NEW



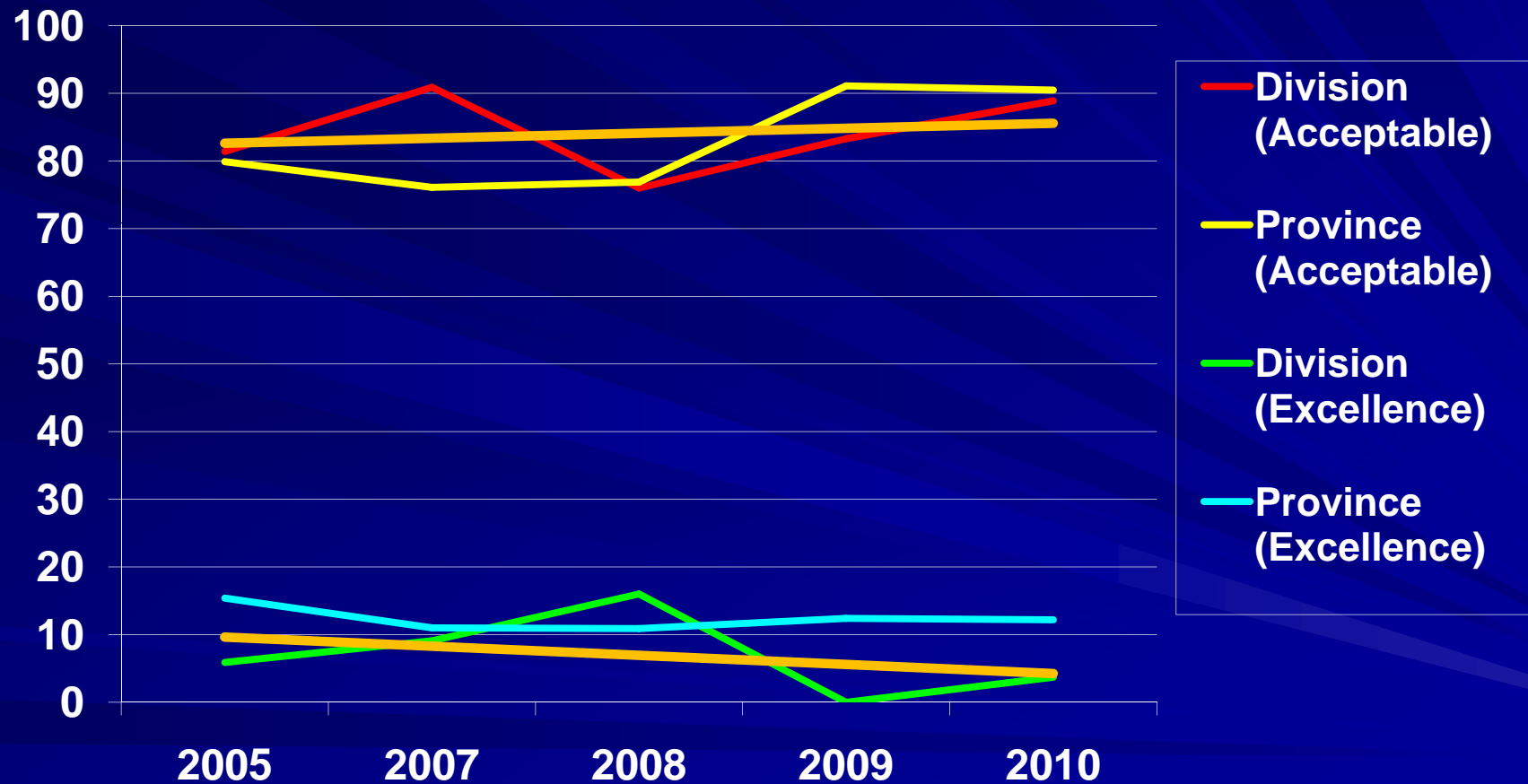
Social 30-2 NEW



Pure Math 30



Applied Math 30



Percentage Difference (School-Awarded vs. Diploma Examination)

Average % Score	School-Awarded Mark		Diploma Exam Mark		Final Course Mark	
Course	Prov.	Sch	Prov.	Sch	Prov.	Sch
Biology 30	72.5	78.4	65.8	71.1	69.5	75.0
Chemistry 30	73.3	74.9	65.8	65.5	69.9	70.5
Physics 30	74.8	75.3	61.6	65.7	68.5	70.7
ELA 30-1	71.6	74.3	62.0	64.7	67.1	69.8
ELA 30-2	64.2	66.8	64.8	65.7	64.9	66.5
Social 30-1 NEW	72.7	73.7	62.7	63.1	68.0	68.7
Social 30-2 NEW	64.6	61.9	64.5	69.4	64.9	65.9
Pure 30	73.1	71.7	68.6	66.7	71.2	69.5
Applied 30	65.8	64.2	62.2	58.6	64.4	61.7

Percentage Distribution

School-Awarded (Diploma Exam Mark)

Course	A 80-100%	B 65-79%	C 50-64%	F 0-49%
Biology 30	46.5 (39.5)	46.5 (27.9)	7.0 (23.3)	0.0 (9.3)
Chemistry 30	49.1 (32.7)	30.9 (14.5)	16.4 (32.7)	3.6 (20.0)
Physics 30	36.7 (20.0)	50.0 (43.3)	13.3 (26.7)	0.0 (10.0)
ELA 30-1	27.6 (10.3)	58.6 (44.8)	10.3 (37.9)	3.4 (6.9)
ELA 30-2	9.1 (6.1)	54.5 (54.5)	36.4 (33.3)	0.0 (6.1)
Social 30-1 N	34.7 (11.1)	44.4 (39.7)	19.0 (36.5)	1.6 (12.7)
Social 30-2 N	6.9 (20.7)	31.0 (44.8)	58.6 (31.0)	3.4 (3.4)
Pure 30	30.8 (20.0)	41.5 (35.4)	23.1 (32.3)	4.6 (12.3)
Applied 30	3.7 (3.7)	40.7 (29.6)	55.6 (40.7)	0.0 (25.9)

Percentage Distribution- Diff. between Prov. And School (Diploma Examination Mark ONLY)

Course	A (80-100%)	B (65-79%)	C (50-64%)	F (0-49%)
Biology 30	+5.1	+1.0	+3.9	-9.9
Chemistry 30	-16.6	+6.0	+1.6	+8.9
Physics 30	-6.6	+7.9	-1.9	+0.4
ELA 30-1	-7.5	-4.2	+21.5	-0.8
ELA 30-2	-4.7	-7.2	+7.0	+5.0
Social 30	-2.1	-10.3	+13.0	-0.7
Social 33	-6.7	+7.5	-1.2	+0.5
Pure 30	-3.0	+0.1	+6.6	-3.8
Applied 30	-14.6	-11.5	+8.5	+17.5
+ (above Prov.) - (below Prov.)	1+/-8-	5+/-3-	7+/-2-	<u>5+/-4-</u>

Percentage Distribution- Diff. between Prov. And School (Diploma Examination Mark ONLY)

Course	A (80-100%)	B (65-79%)	C (50-64%)	F (0-49%)
Biology 30	+12.3	+0.7	-2.5	-10.6
Chemistry 30	+2.9	-11.6	+10.6	-2.0
Physics 30	-1.3	+18.5	-0.7	-16.5
ELA 30-1	+2.1	+10.3	-3.4	-9.1
ELA 30-2	-3.7	+12.1	-4.6	-3.8
Social 30-1	-1.8	+6.8	+1.0	-6.0
Social 30-2	+7.5	+7.5	-4.8	-10.3
Pure 30	-9.6	+3.6	+9.2	-3.1
Applied 30	-10.3	-4.8	+11.2	+3.9
+ (above Prov. 2009)	1+/8-	5+/3-	7+/2-	<u>5+/4-</u>
- (below Prov. 2010)	4+/5-	7+/2-	4+/5-	<u>1+/8-</u>

Observations - Overall

- There was marked improvement in all courses except Math. Pure Math 30 exceeded the Province in % of B's.
- Physics and Social 30-2 had some strong positives even though neither exceeded the Province's SE: Physics.
- English 30-1 showed overall improvement with across the board strong results.
- English 30-2 had very similar results to the Province and out-performed in 3 of 4 categories.
- Biology 30 had another excellent showing especially in SE.
- Chemistry 30 showed a strong SE result.
- Social 30-1 was above the Province in % of A's and B's
- Social 30-2 out-performed the Province in % of A, B, C and F's (i.e. > than Prov, in A and B; < Prov, in C and F).

Action Plan – to April 13, 2010

- Senior Admin met with McCoy admin (March 26 a.m.) to discuss short and long(er) term goals and planning per Diplomas. Discussion of most Team Leaders input was also received.
- McCoy admin plans to meet with Team Leaders and Diploma teachers to analyze results from January and identify areas of strength and weakness, and then look back to 2008-09 results to see if there is a similar trend in these areas.
- Results of analyses, with a teacher/school-plan to identify and address areas of strength and weakness, will be presented to McCoy admin.
- McCoy admin will then present to Senior Admin on above
- McCoy admin travelled to St. Thomas in October to discuss Achievement results.

Memorandum

April 13, 2010

To: Board of Trustees
From: David Leahy, Superintendent of Schools
Re: Three Year Plan Review
Action: Item presented for: Information

Electronic Enclosure # Electronic Link to 2009-2012 Three Year Education Plan

http://new.mhcbe.ab.ca/docs/library/2008_2011_Three_Year_Education_Plan_June08a.pdf

http://www.mhcbe.ab.ca/Documents.php?df_id=966

Background:

Progress report on the 2009-2012 Three Year Education Plan will be presented to the Board.

Memorandum

April 13, 2010

To: Board of Trustees
From: David Leahy, Superintendent of Schools
Re: Three Year Plan Development
Action: Item presented for: Information

Electronic Enclosure # Electronic Link to 2009-2012 Three Year Education Plan

http://new.mhcbe.ab.ca/docs/library/2008_2011_Three_Year_Education_Plan_June08a.pdf

http://www.mhcbe.ab.ca/Documents.php?df_id=966

Background:

The Division has begun the input cycle for development of the 2010-2013 Three Year Education Plan.

Stakeholders are being asked to review the 2009-2012 plans and make suggestions for new goals and or new strategies for existing goals.

Memorandum

April 13, 2010

To: Board of Trustees

From: David Leahy, Superintendent of Schools

Re: Administrative Appointments

Item presented for: Information

Background:

The following administrative appointments were recently made:

1. Mrs. Erica Bodnaruk was appointed Vice Principal, McCoy High School to Acting Principal, St. Francis Xavier School.
2. Mr. Pat Weisgerber was appointed Acting Vice Principal McCoy High School.

Memorandum

April 13, 2010

To: Board of Trustees
From: David Leahy, Superintendent of Schools
Re: Administrator Contracts
Action: Item presented for: Information

Background:

The following school based administrators will be offered new contracts.

1. Mr. Chuck Hellman-three year term contract as Principal for the Division for the 2010-2011 to 2012-2013 school years.
2. Mr. Robert Dumanowski -three year term contract as Principal for the Division for the 2010-2011 to 2012-2013 school years.

Memorandum

April 13, 2010

To: Board of Trustees
From: David Leahy, Superintendent of Schools
Re: Draft Field Trip Administrative Procedure
Action: Item presented for: Information

Electronic Enclosure # Draft Field Trip Administrative Procedure

Background:

Senior Administration has developed a draft field trip administrative procedure. The draft AP is being circulated to all stakeholders for feedback. A new field trip AP will be in place by September 2010.

FIELD TRIP SUPERVISION

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(s) in charge means the Teacher(s) 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 mean 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. 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 and 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 involving travelling 200 km or more from the school.
 - 4.2. The Board for travel outside of Canada and the continental United States.
 - 4.3. Student travel is limited by the following:
 - 4.3.1. Elementary students may only travel within Alberta.
 - 4.3.2. Middle School students may only travel within Canada.
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. This provision does not apply to voluntary trips.
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. Assistance will be provided by the school, club or team that is sponsoring the trip.
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 purposes 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, experience 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 document 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, including required vaccinations.
- 8.9. Comply with all Board Policies and Administrative 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 teachers' 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 charges 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;
 - 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 – 3, one adult to 8 students;
 - 10.3. For students in Grades 4 – 9, one adult to 10 students; and
 - 10.4. For students in Grades 10 – 12, one adult to 15 students.



- 10.5. 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 is new to the school.
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 and 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 Procedure.
- 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 driver's 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 carries will not be authorized.

17. Secondary classes conducted at off-site facilities in the community during regular class times are not considered field trips (ie: Physical Education 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 of 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(s); if required;
- 18.12. Any unusual factors such as rigorous physical activity, water related activities or water sports;
- 18.13. Any special risks associated with the activity;
- 18.14. A reminder that parents or guardians must inform the teacher in charge about any relevant medical conditions of the student;
- 18.15. Emergency procedures to be followed in the event of injury, illness or unusual circumstances;
- 18.16. The need for additional medical coverage for out-of-province and out-of-country trips;



- 18.17. Other relevant information about the trip which may influence the parent's or guardians' decision to withhold permission.
19. When a parent meeting has been called for a trip:
- 19.1. The teacher in charge must keep a record of attendance at the parent meeting and;
- 19.2. The student's parent or guardian must attend the parent meeting to discuss the field trip and the rules of conduct expected of students. If emergent reasons prevent the parent from attending the meeting the parent must make arrangements to meet the teacher, at a time convenient to the teacher, to speak about the trip.
20. One permission form is acceptable for a series of walking actives in the neighborhood 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 schools code of conduct;
- 22.2. Comply with the rules of the activity venue;
- 22.3. Fulfill all preparatory requirements at an appropriate level of performance;
- 22.4. Dress appropriately according to the type of off-site activity;
- 22.5. Cooperate fully with everyone authorized by the Board to provide education programs and other services;
- 22.6. Participate in a responsible and cooperative manner during the trip;
- 22.7. Account to the teacher in charge for their conduct;
- 22.8. Respect the rights of others; and
- 22.9. Carry out all follow up procedures in an appropriate manner.
23. A student may not participate in an off-site activity unless the student is enrolled in a sponsoring or participating school and is part of the class or group taking part in the off-site activity.
24. Volunteers:



24.1. Volunteers must:

24.1.1. Comply with the requirements of Administrative Procedure 490 Volunteers;

24.1.2. Have qualifications appropriate to the off-site activity; and

24.1.3. Complete the appropriate trip forms;

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

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

24.3.1. Report any inappropriate conduct to the teacher in charge;

24.3.2. Adhere to the schedule of itinerary;

24.3.3. Dress appropriately according to the type of off-site activity;

24.3.4. Fulfill their duties for the duration of the off-site activity, including evenings and weekends.

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

25.1. Off-site activities that require travel time that would be too long for the age of the students involved;

25.2. Off-site activities that require inordinate expenses or excessive absence from the 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:

26.1. Aerial gymnastics

26.2. Auto racing

26.3. Boxing

26.4. Bobsledding

26.5. Hang gliding

26.6. Hiking on the West Coast Trail in the Pacific Rim National Park Reserve BC

26.7. Ice climbing

26.8. Motorcycling of any nature

26.9. Paintball, laser tag games of war

26.10. Rodeos

26.11. Trampolining

26.12. American gladiator style events

26.13. Bicycle motocross (BMX)

26.14. Bungee jumping

26.15. Caving



- 26.16. Drag racing
- 26.17. Extreme sports
- 26.18. White water rafting
- 26.19. Horse jumping
- 26.20. Hot air balloon rides (tethered and untethered)
- 26.21. Luge
- 26.22. Mountain scrambling and technical mountaineering
- 26.23. Rifle ranges or other activities involving firearms
- 26.24. Skydiving
- 26.25. Winter biathlon with firearms

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

- 27.1. Canoeing
- 27.2. Fencing
- 27.3. Kayaking
- 27.4. Mountain biking
- 27.5. Open water swimming
- 27.6. Rock climbing
- 27.7. Scuba diving
- 27.8. Tobogganing, tubing, sledding
- 27.9. Wall climbing

The activities listed in Sections 26 and 27 are not meant to be exhaustive in terms of all available field trips and possible field trip activities. Activities not listed in either section will be considered on a case by case basis.

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 licenses 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 floatation device.
- 29.2. For activities involving canoeing, sailing, and power craft, the activity must meet or exceed 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 schools commitment to a quality physical education program and;
- 31.1.3. For students in grade 6 and under the activity includes a minimum one mandatory lesson at the beginning of each day on a ski hill.
- 31.2. Prior to the skiing or snowboarding trip, the teacher in charge must have visited the ski resort recently and be familiar with seasonal conditions at the time of the activity;
- 31.2.1. Make contact with the ski resort operator in order to arrange the student identification and controls procedures and;
- 31.2.2. 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 or guardians signed acknowledgment 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 will 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.



CERTIFICATED STAFF REDUCTION

Background

The Division's commitment to provide Catholic education of the highest quality to students requires that it be sensitive to the educational needs of the students. We realize that increased class sizes will affect the quality of education; however, our ability to provide educational services to students may be affected by changing student enrolments, governmental support for education, student needs, new and/or revised curricula and changes in the function of existing physical facilities. Should changes in any of these areas be, in the opinion of the Division, of sufficient significance, then the Division may deem a reduction in the number of ~~professional staff~~ **certificated teacher staff** to be warranted. The Division will reduce staff only when, in the opinion of the Division, it is absolutely necessary.

Procedures

1. **Certificated** staff reduction will be considered to arise and will be dealt with on a ~~school-by-school~~ **Division** basis.
- ~~2. Principals, in consultation with the Superintendent, shall determine staffing levels in their schools. Principals shall, in the event staff reduction is considered necessary, identify to the Superintendent or designate, both the number of and identity of professional staff that the principal recommends as surplus to the needs of the school.~~ **The Superintendent or designate, in consultation with Principals, shall determine staffing levels in their schools. In the event staff reduction is considered necessary, the Superintendent or designate, in consultation with Principals, identify the number of and identity of certificated staff that the Superintendent or designate deems to be surplus to the needs of the Division.**
3. Without in any way limiting the factors that may singularly or in combination give rise to the need to reduce professional staff, the following factors may be some of those, either individually or in combination, that result in the need to reduce professional staff, namely;
 - 3.1. Student enrolments both current and projected;
 - 3.2. Government and/or local financial support for education, both current and projected;
 - 3.3. Student education needs, both current and projected;
 - 3.4. ~~New or revised curricula, both current and projected;~~
 - 3.5. Changes in the function of existing physical facilities, both current and projected;
 - 3.6. Appropriateness of academic and experience qualifications and the application of such qualifications to the needs and programs of the Division. Every effort will be made to ensure that appropriately qualified staff are ~~retained as employees of the Division;~~ **placed in positions to provide optimum student learning.**



- ~~3.7. Relative competency; to be determined on the basis of written performance appraisals up to the previous five years service with the Division by Division supervisory and administrative staff;~~
- ~~3.8. The staff member's contribution to the school community's call to promote and nurture the Catholic Faith; and~~
- ~~3.9. Other circumstances both current and projected.~~
- ~~4. In addition to identifying the number and identity of professional staff deemed surplus, the principal shall identify to the Superintendent or designate the factor or factors that, in the opinion of the principal, have given rise to the need to reduce professional staff.~~
5. In determining the need for, the number of and identity of professional **certificated** staff considered to be surplus to the needs of the school, **Division** the principal **Superintendent or designate** will consider the following:
 - 5.1. Expiry of time certain contracts/assignments;
 - 5.2. Voluntary attrition;
 - 5.3. Voluntary resignation;
 - 5.4. Voluntary ~~or statutory~~ retirement;
 - 5.5. Voluntary leave of absence; and
 - 5.6. Voluntary changes in employment status (i.e. full time to part time).
6. The Superintendent or designate shall discuss with the principal:
 - 6.1. The principal's **Superintendent's or designate's** conclusion that staff reduction is warranted;
 - 6.2. The determination of the number of professional **certificated staff** to be reduced;
 - 6.3. The consideration given by the principal **Superintendent or designate** to the matters referred to in the paragraph above; and
 - 6.4. The identity of persons identified as being surplus to the needs of the school.
7. In applying this procedure, ~~the principal and~~ the Superintendent or designate may, at his or her discretion, determine that a teacher assigned to ~~one or more CTS areas (Home Economics or Industrial Arts), French or Special Education programs~~ **specialized positions and/or programs** may be considered exempt from the application of this procedure. The needs of each school with regards to specialized teaching assignments will be carefully considered.
8. If the Superintendent or designate is of the opinion ~~that the principal's conclusion~~ that staff reduction is warranted and that the number of and identity of persons declared surplus to the needs of the school **Division** is likewise warranted, the Superintendent shall recommend to the Board that the contract of such individuals ~~be identified by the principal~~ be terminated in accordance with the provisions of the School Act.



9. In the letter to the teacher advising of the recommendation to the Board, the Superintendent shall provide the following information, namely:
 - 9.1. The recommendation to terminate the contract of employment;
 - 9.2. ~~The reasons for the recommendation~~ **criteria applied**;
 - 9.3. The date, time and location of the Board meeting at which the Board will consider the recommendation;
 - 9.4. The teacher's right to attend the meeting and make representation to the Board; and
 - 9.5. The teacher's right to seek legal counsel.
10. Notice of termination, if that is the Board's decision, shall be given in accordance with the School Act.

Reference: Section 60, 61, 104, 105, 107, 113 School Act
Policy 14 – Hearings on Teacher Matters
Employment Standards Code



Memorandum

April 13, 2010

To: Board of Trustees

From: David Leahy, Superintendent of Schools

Re: **Bishop's Dinner**

Item presented for: Information

Background:

Proceeds from the 2009 Bishop's Dinner were donated to school divisions within the Diocese.

Schools within the Medicine Hat Catholic Board of Education were directed to utilize the money to support environmental initiatives.

Below is a summary of how the money was spent in our Division.

Bishop's Dinner

Proceeds

School

McCoy	Recycling Program
St. Francis Xavier	Recycling Program
St. Michael's (M.H.)	Recycling Program
St. Louis	Recycling Program
St. Mary's	Planting new trees on school property
Mother Teresa	Recycling Program
Notre Dame	Recycling Program
St. Patrick's	Subsidizing solar panel installation
St. Michael's (B.I.)	Recycling Program

Memorandum

April 13, 2010

To: Board of Trustees
From: David Leahy, Superintendent of Schools
Re: FSL Report and Request from Notre Dame Academy
Action: For Decision Making

Enclosures:

1. MHCBE Annual FSL enrollment Report to Alberta Education (attached)
 2. Letter from Mr. Rob Grisonich, Principal Notre Dame Academy (attached)
 3. Link to Alberta Education, French as a Second Language Webpage
<http://education.alberta.ca/francais/teachers/progres/compl/fsl.aspx>
-

Background:

Mr. Rob Grisonich the Acting Principal of Notre Dame Academy has written the Board Chair and Superintendent of Schools requesting permission to no longer provide French as a Second Language Instruction to Grade Six students at Notre Dame Academy

Recommendation:

That the Board of Trustees receives the request from Mr. Grisonich as information and that the Board of Trustees direct Senior Administration to include in the 2010-2013 Annual Education Plan a review of the Division FSL program and provide Trustees with recommendations before February 1, 2011, on whether to maintain the current nine year FSL program or move to a three year program effective September 2011.

**Language Programming Data Collection
Jurisdiction Report**

Medicine Hat Catholic Separate Regional Division No. 20 (4501)

Language	Program	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
McCoy High School (6870)															
French	French as a Second Language	0	0	0	0	0	0	0	0	0	15	0	0	15	30
French	French as a Second Language	0	0	0	0	0	0	0	0	0	17	18	20	0	55
Spanish	Language and Culture	0	0	0	0	0	0	0	0	0	19	0	0	14	33
Spanish	Language and Culture	0	0	0	0	0	0	0	0	0	20	24	11	0	55
	School Totals:	0	0	0	0	0	0	0	0	0	71	42	31	29	173
Mother Teresa School (6877)															
French	French as a Second Language	0	0	0	0	23	50	0	0	0	0	0	0	0	73
	School Totals:	0	0	0	0	23	50	0	0	0	0	0	0	0	73
Notre Dame Academy (1229)															
French	French as a Second Language	0	0	0	0	0	93	110	25	13	0	0	0	0	241
	School Totals:	0	0	0	0	0	93	110	25	13	0	0	0	0	241
St. Francis Xavier School (6871)															
French	French as a Second Language	0	0	0	0	27	33	0	0	0	0	0	0	0	60
	School Totals:	0	0	0	0	27	33	0	0	0	0	0	0	0	60
St. Louis School (6872)															
French	French as a Second Language	0	0	0	0	10	12	0	0	0	0	0	0	0	22
	School Totals:	0	0	0	0	10	12	0	0	0	0	0	0	0	22
St. Mary's School (6873)															
French	Alt. French (French Immersion)	25	15	14	21	15	19	11	15	0	0	0	0	0	135
French	French as a Second Language	0	0	0	0	0	0	62	25	28	0	0	0	0	115
	School Totals:	25	15	14	21	15	19	73	40	28	0	0	0	0	250
St. Michael's School (6874)															
French	French as a Second Language	0	0	0	0	29	28	0	0	0	0		0	0	57
	School Totals:	0	0	0	0	29	28	0	0	0	0	0	0	0	57
St. Michaels School (6970)															
French	French as a Second Language	0	0	0	4	10	10	6		0	0	0	1	0	31
Spanish	Language and Culture	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spanish	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	School Totals:	0	0	0	4	10	10	6	0	0	0	0	1	0	31
St. Patrick's School (6875)															
French	French as a Second Language	0	0	0	0	73	0	0	0	0	0	0	0	0	73
	School Totals:	0	0	0	0	73	0	0	0	0	0	0	0	0	73
	Authority Totals:	25	15	14	25	187	245	189	65	41	71	42	32	29	980

March 31, 2010

X *W. Leary*

Notre Dame

 *Showing the face of Christ to all* Academy

Voice: (403) 527-5118 FAX: (403) 527-6649

646 Spruce Way S.E. Medicine Hat AB Canada T1B 4L4 www.mhcbe.ab.ca/notredame

Date: April 1st, 2010

To: Mr. David Leahy (Superintendent) &
Mr. Stan Aberle (Board Chair)

Re: French 6 Program at Notre Dame Academy

Please accept this as my request to consider the possibility of removing the French 6 program within Notre Dame Academy. Of the 327 students enrolled in our Grade 7 to 9 classes, we have a total of 26 students signed up for French. Our Grade 7 program is the lowest with 6.

The programming we are proposing would see the Grade 6 students with more Core time and more Religion time. In order to accomplish this we have removed the Exploratory programs and the French programs offered at Notre Dame. Students would receive the following:

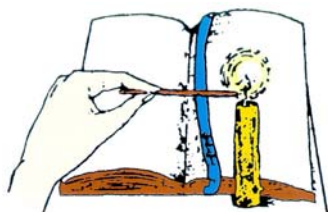
Religion – 5 periods	Mathematics – 5 periods
PE/Health – 5 periods	Social Studies – 5 periods
Language Arts – 6 periods	Science – 5 periods
Library – 1 period	Music – 1 period
Art – 1 period	Option Program – 1 period

Our Sport Focus Students would receive

Religion – 5 periods	Mathematics – 5 periods
Sport of Choice – 6 periods	Social Studies – 5 periods
Language Arts – 6 periods	Science – 5 periods
Library – 1 period	Music – 1 period
Art – 1 period	

Thank you for considering our request.

Rob Grisonich
Acting Principal
Notre Dame Academy



*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

January 29, 2010

Dear Athletes, Parents, and Basketball Fans:

On behalf of the Medicine Hat Catholic Board of Education I would like to welcome you to the 3A Provincial Basketball Championships.

Medicine Hat is known for its hospitality and I am sure you will not be disappointed during your stay in our city.

I would like to thank and acknowledge the countless hours of preparation put in by tournament organizers and officials. We are very happy to be co-hosting this event with our friends from Medicine Hat School District No. 76.

Congratulations are also extended to all teams. Getting to the championship itself is a worthy accomplishment.

Good luck!

Sincerely,

David Leahy
Superintendent of Schools

DL/dd

Athletes Prayer

“Lord, take my life, my energy, my event, and help me compete fairly and to the best of my ability today. Help me respect my opponents, and compete by the rules. Help me accept the outcome—win or lose—grant me the insight to evaluate and improve my performance, to support and encourage my teammates, and to listen to my coach. You created me with this love for sport, please use sport to mold me into a person whose life glorifies You.”

Bernard Thompson

**Medicine Hat Catholic Board of Education
Board Meeting
April 13, 2010**

PUBLIC MEETING

Name: Greg MacPherson, Secretary-Treasurer

Agenda Item: Update on Modulares Installation

Purpose: Information

Attachments: None

Background: The division is in the process of installing 6 modulares. Two child care space modulares (funded through the Ministry of Child and Youth Services) are being installed at St. Mary's and two modulares each at St. Michaels Medicine Hat and St. Patrick's provided through the emergent needs modular program.

St. Mary's (Child Care Modulares)

The modulares are installed and the interiors are substantially finished. There are change orders related to the air conditioning and modifications to the sink and fountain which are still outstanding.

The exterior will be finished as the weather warms for painting and concrete pouring.

It is expected the modulares will be operational by June 30, 2010.

Student Services will be funding from their existing budget the amounts not being covered by Child and Youth Services, such as fencing, tack boards, whiteboards, etc, estimated to be approximately \$35,000.

There were some significant delays getting the approvals from the City to commence the project. Most of these centered on water runoff issues.

St. Patrick's and St. Michaels (Medicine Hat)

The four modulares are fully constructed and are awaiting transportation.

The tender has been issued and responses received on March 30, 2010. We have sent the bids to Alberta Infrastructure who will review the submissions and let us know when we can award the tender. We have contacted Alberta Infrastructure and expect a decision on April 15, 2010.

The City has approved the Development Permit and we are waiting on the Building Permit, however the City has stated that it is approved, however they have not been produced as yet.

The tender stated that all construction is to be complete by July 30, 2010, - however the longer it takes Alberta Infrastructure to approve the winning tender it puts increased pressure on the process.

Each site will have \$12,000 to equip the modulars. Typically the Principal of each site has been involved in the decisions on equipping the class. Typical items include student desks, Cabinets/bookshelves, curtains, tack boards, white boards, smart boards, teacher desks. Some of the desks may be available from the school from where they are coming from.

During the construction, schools will be losing portions of the parking lots, experiencing increased noise and traffic and having to close entrance ways.

There were delays with the approvals of the connecting links, particularly with the cost. We were asking for a ramp to facilitate access for individuals with disabilities. Alberta Infrastructure was pushing for a short connecting link by using stairs and installing a lift. The disadvantage of the lift is the annual maintenance costs and that it needs to be supervised while in operation which puts additional pressure on school staff. The final plan has for the modulars being closer to grade than usual which reduces the length of the ramp required.

Recommendation/
Decision:

None

Resulting Action:

Project continues as planned.

Responsibility:

Secretary-Treasurer

**Medicine Hat Catholic Board of Education
Board Meeting
April 13, 2010**

PUBLIC MEETING

Name: Greg MacPherson, Secretary-Treasurer

Agenda Item: Three-year Capital Plan

Purpose: Decision Making

Attachments: Draft Discussion Document for Three-Year Plan

Background: Annually school jurisdictions are to submit to Alberta Education and Alberta Infrastructure, through BLIMS the three year capital requirements.

Attached is a document with two options; request as a first priority a new high school or request a new elementary school in sector 5.

Option 1 was the direction the board was headed previously, however with grade reconfiguration the capacity issues are reduced.

Option 2 is consistent with the revised submission last year.

**Recommendation/
Decision:** That the Board of Trustees for Medicine Hat Catholic Board of Education approves Option 2 as presented as the priorities for the 2010-11 Capital Plan submission.

Resulting Action: Secretary-Treasurer to prepare the BLIMS submission as approved in terms of the priorities.

Responsibility: Secretary-Treasurer

Three-year Capital Plan DRAFT – DISCUSSION DOCUMENT

2010-11 to 2012-13

4/7/2010

Medicine Hat Catholic Board of Education
Three-year Facility Plan
2010/11 – 2012/13

Option 1 –New High School Required

The primary feature of this option is the building of a new high school and converting McCoy into the junior high school for the city. Note Dame would become the Sector 5 Elementary School and St. Mary's would be assessed for further opportunities.

Serial	School	Description	New/ Expansion	Modernization	Modulars	Number of Modulars
1	New High School	New High School for enrollment of 1100 students.	1			
2	McCoy	Functional Modernization to convert into a Junior High School.		1		
3	St. Mary's	No work required. Students to transition to McCoy. Assess opportunities for the future.				
4	Notre Dame	No work required. Transition into an elementary for Sector 5 based on McCoy being a Junior High School 2 modulars required to address immediate enrollment pressures and CTS deficiency. Consider rezoning for the short term.			6	2
5	St. Michaels (Medicine Hat)	Continued growth in the north (Sector 1) will place pressure on the current size. A Functional Modernization with some expansion will be required and supported with Modulars Functional		4	1	2

Medicine Hat Catholic Board of Education
Three-year Facility Plan
2010/11 – 2012/13

Option 1 –New High School Required

Serial	School	Description	New/ Expansion	Modernization	Modulars	Number of Modulars
		Modernization Replace existing Modular due to age. 2 additional modulars to support immediate growth.				
6	St. Francis	Continued growth in the north (Sector 1) will place pressure on the current size. A Functional Modernization with some expansion will be required and supported with Modulars Functional Modernization 2 additional modulars to support immediate growth.		3	2	2
7	St. Louis	No work required at this point. Assess opportunities for the future.				
8	St. Thomas	Functional Modernization. Facility audit indicates there is significant work required within the school (FCI> 50%). Replace 2 modulars due to exceeding life expectancy.		2	3	2
9	Mother Teresa	Replace 3 modulars due to exceeding life			4	3

**Medicine Hat Catholic Board of Education
Three-year Facility Plan
2010/11 – 2012/13**

Option 1 –New High School Required

Serial	School	Description	New/ Expansion	Modernization	Modulars	Number of Modulars
		expectancy.				
10	St. Patrick	No work required at this point. 4 additional modulars required to address immediate enrollment pressures. Consider rezoning for the short term.			5	4
11	St. Michaels (Bow Island)	Functional Modernization to 'right-size' the school and to provide the services required for a school of this size.		5		

Advantages

1. A larger high school for the division which meet the needs for the future.
2. Solves Sector 5 elementary issue.
3. Addresses elementary issues in Sector 1

Disadvantages

1. All students outside of Sector 1 must travel to the Junior High School
2. Size of McCoy may not be sufficient for significant future growth without expansion.
3. Pressure remains in sector 5 until facilities are ready. St. Patricks may not have the capacity to physically accommodate the growth
4. Decision required on future of St. Marys
5. High school capacity may be difficult to realize over the short to medium terms.

Medicine Hat Catholic Board of Education
Three-year Facility Plan
2010/11 – 2012/13

Option 2 –New Elementary School Required

The primary feature of this option is the construction of a new elementary school in Sector 5. McCoy would be modernized.

Serial	School	Description	New/ Expansion	Modernization	Modulars	Number of Modulars
1	New Sector 5 elementary School	New elementary School in Sector 5 for enrollment of 250 students.	1			
2	McCoy	Functional Modernization to address capacity and programming deficiencies.		1		
3	St. Mary's	No work required. Assess opportunities for the future.				
4	Notre Dame	Functional Modernization to address CTS issues in the school 2 modulars required to address immediate enrollment pressures and CTS deficiency. Consider rezoning for the short term.		3	6	2
5	St. Michaels (Medicine Hat)	Continued growth in the north (Sector 1) will place pressure on the current size. A Functional Modernization with some expansion will be required and supported with Modulars Functional		5	1	2

Medicine Hat Catholic Board of Education
Three-year Facility Plan
2010/11 – 2012/13

Option 2 –New Elementary School Required

Serial	School	Description	New/ Expansion	Modernization	Modulars	Number of Modulars
		Modernization Replace existing Modular due to age. 2 additional modulars to support immediate growth.				
6	St. Francis	Continued growth in the north (Sector 1) will place pressure on the current size. A Functional Modernization with some expansion will be required and supported with Modulars Functional Modernization 2 additional modulars to support immediate growth.		4	2	2
7	St. Louis	No work required at this point. Assess opportunities for the future.				
8	St. Thomas	Functional Modernization. Facility audit indicates there is significant work required within the school (FCI> 50%). Replace 2 modulars due to exceeding life expectancy.		2	3	2

**Medicine Hat Catholic Board of Education
Three-year Facility Plan
2010/11 – 2012/13**

Option 2 –New Elementary School Required

Serial	School	Description	New/ Expansion	Modernization	Modulars	Number of Modulars
9	Mother Teresa	Replace 3 modulars due to exceeding life expectancy.			4	3
10	St. Patrick	4 additional modulars required to address immediate enrollment pressures. Consider rezoning for the short term. Removal of modulars or relocation of modulars when new sector 5 school operational.		6	5	4
11	St. Michaels (Bow Island)	Functional Modernization to 'right-size' the school and to provide the services required for a school of this size.		5		

Advantages

1. Addresses Sector 5 enrollment pressures
2. Addresses CTS concerns at Notre Dame
3. Addresses McCoy deficiencies

Disadvantages

1. Pressure remains in sector 5 until facilities are ready. St. Patricks may not have the capacity to physically accommodate the growth

Medicine Hat Catholic Board of Education
Three-year Facility Plan
2010/11 – 2012/13
Enrollment (2010-11 Projected)

School	Grade												2010-11 ECS		PS	FTE
	1	2	3	4	5	6	7	8	9	10	11	12	Total			
McCoy										186	166	189	541			541
St. Francis	19	18	25	22	27	33							144	16		152
St. Louis	13	13	17	24	13	11	2	1		2			96	8		100
St. Mary's							124	119	111				354			354
St. Michael-MI	36	29	27	29	30	29	1		1	3		1	186	30	20	211
St. Patrick	68	74	64	83	72								361	74	25	410.5
Mother Teresa	51	48	51	54	24	51							279	40	32	315
St. Michael-BI	4	7	10	4	9	10	6	12	7	10	2	4	85	7		88.5
Notre Dame						95	109	114	98				416			416
St. Thomas	20	12	12	16	14	18							92	13		98.5
TOTALS	211	201	206	232	189	247	242	246	217	201	168	194	2,554	188	77	2686.5

School	Net Capacity		Revised Capacity	FTE	Available Space up to 85%			
	ty	Mods			severe	Adj Sev	Util.	
McCoy	860		860	541.0	20	581.0	68%	
St. Francis	181		181	152.0	2	156.0	86%	(2)
St. Louis	316		316	100.0	21	142.0	45%	127
St. Mary	649		649	354.0	15	384.0	59%	168
St. Michaels	225	50	275	211.0	30	271.0	99%	(37)
St. Patricks	372	50	422	410.5	39	488.5	116%	(130)
Mother Teresa	400		400	315.0	46	407.0	102%	(67)
SMBI	226		226	88.5	3	94.5	42%	
Notre Dame	465		465	416.0	4	424.0	91%	(29)
St. Thomas	152		152	98.5		98.5	65%	31
Totals - Divisi	3846	100	3946	2686.5	180	3046.5	77%	

Grade 1-9	1991
Grade 10-12	563
Sub-Total	2554
ECS FTE	94
Pre School	38.5
TOTAL F	2686.5

City of Medicine Hat Rate	3720	2952.0	79%	60
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Sector 1							77%
McCoy	860	0	860	541	20	581	68%
St. Michaels	225	50	275	211	30	271	99%
St. Francis	181	0	181	152	2	156	86%

Sector 2							
St. Mary	649	0	649	354	15	384	59%

Sector 3							
St. Louis	316	0	316	100	21	142	45%

Sector 4							92%
Mother Teresa	400	0	400	315	46	407.0	102%
St. Thomas	152	0	152	98.5	0	98.5	65%

Sector 5							103%
St. Patricks	372	50	422	410.5	39	488.5	116%
Notre Dame	465	0	465	416	4	424	91%

Medicine Hat Catholic Board of Education
Three-year Facility Plan
2010/11 – 2012/13
Enrollment (2011-12 Projected)

School	Grade												2010-11	ECS	PS	FTE
	1	2	3	4	5	6	7	8	9	10	11	12	Total			
McCoy										209	186	166	561			561.0
St. Francis	19	19	18	25	22	27							130	16		138.0
St. Louis	13	13	13	17	25	13		2	1		2		99	8		103.0
St. Mary's							132	124	119				375			375.0
St. Michael-Mi	36	36	29	27	29	30		1		1	3		192	30	20	217.0
St. Patrick	74	68	74	64	83								363	74	25	412.5
Mother Teresa	51	51	48	51	54	24							279	40	32	315.0
St. Michael-Bi	4	4	7	10	4	9	10	6	12	7	10	2	85	7		88.5
Notre Dame						72	105	109	114				400			400.0
St. Thomas	20	20	12	12	16	14							94	13		100.5
TOTALS	217	211	201	206	233	189	247	242	246	217	201	168	2,578	188	77	2,710.5

School	Net Capacity		Revised Capacity	FTE	Available Space			
	ty	Mods			severe	Adj Sev	Util.	up to 85%
McCoy	860		860	561.0	20	601.0	70%	
St. Francis	181		181	138.0	2	142.0	78%	12
St. Louis	316		316	103.0	21	145.0	46%	124
St. Mary	649		649	375.0	15	405.0	62%	147
St. Michaels	225	50	275	217.0	30	277.0	101%	(43)
St. Patricks	372	50	422	412.5	39	490.5	116%	(132)
Mother Teresa	400		400	315.0	46	407.0	102%	(67)
SMBI	226		226	88.5	3	94.5	42%	
Notre Dame	465		465	400.0	4	408.0	88%	(13)
St. Thomas	152		152	100.5		100.5	66%	29
Totals - Divisi	3846	100	3946	2710.5	180	3070.5	78%	

Grade 1-9	1,992
Grade 10-12	586
Sub-Total	2,578
ECS FTE	94
Pre School	38.5
TOTAL F	2710.5

City of Medicine Hat Rate	3720	2976.0	80%	56
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Sector 1							78%
McCoy	860	0	860	561.0	20	601.0	70%
St. Michaels	225	50	275	217.0	30	277.0	101%
St. Francis	181	0	181	138.0	2	142.0	78%

Sector 2							62%
St. Mary	649	0	649	375.0	15	405.0	62%

Sector 3							46%
St. Louis	316	0	316	103.0	21	145.0	46%

Sector 4							92%
Mother Teresa	400	0	400	315.0	46	407.0	102%
St. Thomas	152	0	152	100.5	0	100.5	66%

Sector 5							101%
St. Patricks	372	50	422	412.5	39	490.5	116%
Notre Dame	465	0	465	400.0	4	408.0	88%

Medicine Hat Catholic Board of Education
Three-year Facility Plan
2010/11 – 2012/13
Enrollment (2012-13 Projected)

School	Grade												2010-11		ECS	PS	FTE
	1	2	3	4	5	6	7	8	9	10	11	12	Total				
McCoy										233	209	186	628				628.0
St. Francis	22	19	19	18	25	22							125	16			133.0
St. Louis	14	14	13	13	17	25			2	1		2	101	8			105.0
St. Mary's							98	132	124				354				354.0
St. Michael-A	40	37	36	29	27	29			1		1	3	203	30	20		228.0
St. Patrick	80	74	68	74	68								364	74	25		413.0
Mother Teresa	55	51	51	48	51	54							310	40	32		346.0
St. Michael-E	7	4	4	7	10	4	9	10	6	12	7	10	90	7			93.0
Notre Dame						83	82	105	109				379				379.0
St. Thomas	20	20	20	12	12	16							100	13			106.0
TOTALS	238	219	211	201	210	233	189	247	242	246	217	201	2,654	188	77		2,786.0

School	Net Capacity		Revised Capacity	FTE	Available Space			
	Capacity	Mods			severe	Adj Sev	Util.	up to 85%
McCoy	860		860	628.0	20	668.0	78%	
St. Francis	181		181	133.0	2	137.0	76%	17
St. Louis	316		316	105.0	21	147.0	47%	122
St. Mary	649		649	354.0	15	384.0	59%	168
St. Michaels	225	50	275	228.0	30	288.0	105%	(54)
St. Patricks	372	50	422	413.5	39	491.5	116%	(133)
Mother Teresa	400		400	346.0	46	438.0	110%	(98)
SMBI	226		226	93.5	3	99.5	44%	
Notre Dame	465		465	379.0	4	387.0	83%	8
St. Thomas	152		152	106.5		106.5	70%	23
Totals - Divi	3846	100	3946	2786.5	180	3146.5	80%	

Grade 1-9	1,990
Grade 10-12	664
Sub-Total	2,654
ECS FTE	94
Pre School	38.5
TOTAL F	2786.5

City of Medicine Hat Rate	3720	3047.0	82%	52
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Sector 1							83%
McCoy	860	0	860	628.0	20	668.0	78%
St. Michaels	225	50	275	228.0	30	288.0	105%
St. Francis	181	0	181	133.0	2	137.0	76%

Sector 2							
St. Mary	649	0	649	354.0	15	384.0	59%

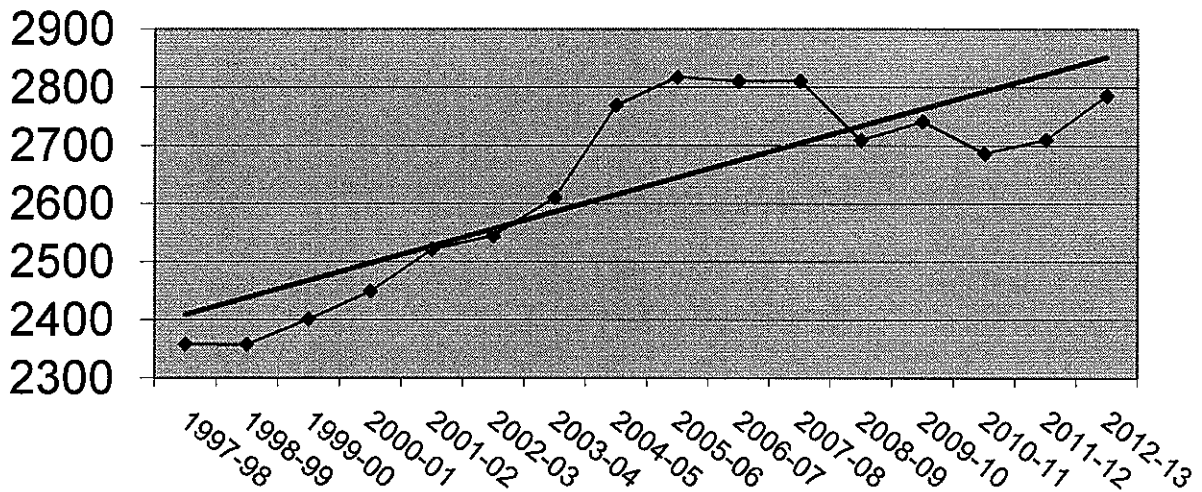
Sector 3							
St. Louis	316	0	316	105.0	21	147.0	47%

Sector 4							99%
Mother Teresa	400	0	400	346.0	46	438.0	110%
St. Thomas	152	0	152	106.5	0	106.5	70%

Sector 5							99%
St. Patricks	372	50	422	413.5	39	491.5	116%
Notre Dame	465	0	465	379.0	4	387.0	83%

Medicine Hat Catholic Board of Education
Three-year Facility Plan
2010/11 – 2012/13
Enrollment Trend and Forecast

Student Population 16 Year Comparison



Enrollment Comp.	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2003-05	2003-06	2003-07	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
McCoy	526	499	494	521	515	660	710	710	710	710	731	764	770	792	756	745.0	541.0	561.0	628.0
St. Francis	178	178.5	178.5	171.5	158.5	170	183	183	183	183	151	155	165	161	148.5	138.5	152.0	138.0	133.0
St. Louis	106	126.5	127.5	135.5	143	135.5	138.5	138.5	138.5	138.5	139.5	116	118	115	109.5	94.0	100.0	103.0	105.0
St. Mary's	557	545	559	539	564	427	445	445	445	445	382	391.5	427.5	449	462.5	482.5	354.0	375.0	354.0
St. Michael's - Mt	157.5	203	210	212.5	228	212.5	201	201	201	201	185.5	155.5	157	160.5	152.5	155.5	201.0	207.0	218.0
St. Patrick's	235.5	225.5	231.5	293.5	306.5	359.5	365	365	365	365	300	337.5	324.5	329.5	322.5	315.5	398.0	400.0	401.5
St. Thomas	152.5	145	140.5	135.5	139.5	124	116.5	116.5	116.5	116.5	93.5	68	0	0	0	0.0	98.5	100.5	106.0
Mother Teresa	294	292.5	303.5	284	297.5	295	268.5	268.5	268.5	268.5	205.5	201.5	263	247.5	229	252.0	299.0	299.0	330.0
St. Michael's - BI	130.5	142.5	156.5	156.5	169	161	153	153	153	153	156.5	153.5	115.5	90.5	90	92.5	88.5	88.5	93.0
Notre Dame											395	425	419	415	414	411	416	400	379
Other	21						30	30	30	30	29.8	50	51	51	25	55	38.5	38.5	38.5
Medicine Hat Catl	2358	2357.5	2401	2449	2521	2544.5	2610.5	2610.5	2610.5	2610.5	2769.3	2817.5	2810.5	2811.0	2709.5	2741.5	2686.5	2710.5	2786.0

MEDICINE HAT CATHOLIC BOARD OF EDUCATION – BOARD WORK PLAN 2009 - 2010

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<p>AP500 BUDGET Review and Board Priorities and Assumptions</p> <p>Board Policy Review</p>	<p>Three Year Education Plan review</p>	<p>Quarterly Finance Report BOARD MOTION (APPROVAL)</p> <p>AP305 – Boundaries and Attendance areas established by March 31 BOARD MOTION (APPROVAL)</p> <p>AP 505 – School Fees approved by the Board by March 31 BOARD MOTION (APPROVAL)</p> <p>School Calendar approved by March 31 BOARD MOTION (APPROVAL)</p> <p>Preliminary Staffing</p> <p>Student Enrolment Projections</p> <p>ASBA Edwin Parr Nomination Mar 30</p> <p>Board develops new Three Year Education Plan priorities and approves strategic plan</p>	<p>ERIP – Early Retirement Incentive Plan approval by April 30 BOARD MOTION (APPROVAL)</p> <p>AP500 - Preliminary (DRAFT BUDGET) for Board Review</p> <p>AP 432 – Termination notice or notice of change for VP Consultant or Coordinator by Apr 30 effective June 30</p> <p>Finalize SBDM Allocations</p> <p>Revised Staffing Requirements</p> <p>Three Year Education Plan review</p> <p>Board Review of Achievement & Diploma Exams</p> <p>Board Annual Work Plan Development</p> <p>SPICE Conference Apr 26 – 29</p> <p>BLUEPRINTS Conference May 1 – 4</p> <p>ACSTA Spring Conference is 2011</p>	<p>BUDGET due to AB ED May 31 BOARD MOTION (APPROVAL)</p> <p>Three Year Facility Plan BOARD MOTION (APPROVAL)</p> <p>Locally Developed Courses BOARD MOTION (APPROVAL)</p> <p>Staffing Report to the Board</p> <p>Revised (draft) BUDGET for Board Review & Stakeholder Feedback</p> <p>McCoy Grad</p> <p>ASBA Zone 6 Edwin Parr Awards</p> <p>Board Planning with P/VP regarding Three Year ED Plan</p> <p>Education Week (Dates)</p> <p>Proposed Agreement with City of MH for Municipal Election Returning Officer</p>	<p>Three Year Education Plan to AB ED by June 30 BOARD MOTION (APPROVAL)</p> <p>Quarterly Finance Report BOARD MOTION (APPROVAL)</p> <p>Policy 2 – Superintendent’s Evaluation</p> <p>Staffing Report to the Board</p> <p>ASBA Spring Conference June 2 – 4</p> <p>Retiree Recognition Evening</p> <p>Meeting with Bishop</p> <p>Staff Appreciation Breakfast in partnership with the Knights of Columbus</p>		<p>School Opening Day Mass August 27</p>	<p>Policy 2 – Approve the Board Annual Work Plan BOARD MOTION (APPROVAL)</p> <p>Policy 7 - Annual Board Self-Evaluation</p> <p>ASBA Friends of Education, Honorary Life Member, Long Service Award, Premier’s Award, President’s Award Sept 22, 2009</p> <p>ASBA and ACSTA Awards Review</p> <p>Board and ATA Social September 18, 2009</p>	<p>IMR Project Approval BOARD MOTION (APPROVAL)</p> <p>Policy 17 – By October 15 school councils provide Financial Statements</p> <p>Bishop’s Dinner October 13</p> <p>Premier’s Dinner October 08</p> <p>McCoy School Awards</p> <p>Facility Planning Review</p> <p>World Teachers’ Day October 5</p> <p>Board Organizational Meeting</p> <p>Religious Education Advisory Meeting, Breakfast Meeting Late October</p> <p>Board Retreat</p>	<p>Annual Education Results Report due to AB ED by Nov 30 BOARD MOTION (APPROVAL)</p> <p>Audited Financial Statement and Management Letter - In Camera and Audited Financial Statement due to AB ED by Nov 30 BOARD MOTION (APPROVAL)</p> <p>Fall BUDGET Revision BOARD MOTION (APPROVAL)</p> <p>Policy 7 –inform the Board of the Honorarium</p> <p>Meet with MLA’s Nov 13, 2009</p> <p>Review of Achievement & Diploma Exams</p> <p>ACSTA and ASBA AGM Nov 20 – Nov 24</p> <p>Catholic Education Sunday</p> <p>Accountability Pillar Results Report</p> <p>McCoy Name Change decision</p> <p>Electoral Boundary First, Second, Third Reading(s)</p>	<p>Quarterly Finance Report BOARD MOTION (APPROVAL)</p>
<div>Town Hall Meeting</div>											
2011 – 2012 Centennial Year Celebration Planning											

**Medicine Hat Catholic Board of Education
Board Meeting
April 13, 2010**

PUBLIC MEETING

Name: Greg MacPherson, Secretary-Treasurer

Agenda Item: ASEBP Trustees Report

Purpose: Information

Attachments: March 2010 ASEBP Trustees Report

Background: Report on ASEBP Trustees March 2010 Meeting

Recommendation/
Decision: None

Resulting Action: The Secretary-Treasurer to ensure new rates are included in the 2010-11 budget.

Responsibility: Secretary-Treasurer



Trustees' Report

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

Volume 18-10 • No. 03 • March 2010

Highlights of the March 19-20, 2010, Trustees' Meeting

1. Executive Director's Report

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

2. Premium Rates 2010/11 - Second Reading

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

Plan 5 - single \$77.00, family \$184.00

Essential - single \$50.50,
family \$120.25

Prime - single \$56.75, family \$135.50

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

♦ Dental Care:

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

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

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

Essential - single \$30.00,
family \$75.25

Prime - single \$43.00, family \$105.75

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

♦ Vision Care:

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

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

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

♦ Early Retirement Benefits Package 2:

Single \$125.00, family \$200.00

♦ Substitute Teachers and Casual Staff:

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

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

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

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

♦ Blanket Life Insurance for School Trustees: \$60.00 per person per year

- ♦ Notification to school jurisdictions about their final 2010/11 premium rates, including any discounts and surcharges, will be sent to employer and employee representatives shortly.
- ♦ *Level 1 and 2 Health Benefits Claims Experience Reports* will be distributed in April.

3. Investments

- ♦ The ASEBP Trustees met with three of the investment managers and reviewed the results for all segments of the portfolio. The combined return for 2009 was 15.67%. This means ASEBP's portfolio has recovered a significant amount of the value lost during the market decline of 2008.
- ♦ The ASEBP Trustees continuously monitor investments and review detailed performance reports on a quarterly basis. They meet face-to-face with all investment managers at least once per year, usually at the September and March meetings. The ASEBP Trustees also regularly review their investment policy and are considering some changes.

4. Capital Adequacy

- ♦ The ASEBP Trustees are considering refinements to their capital adequacy policy effective September 1, 2010. Discussion is scheduled to continue at the April Trustees' meeting.

Note: the December 2009 edition of the *ASEBP Trustees' Report* contains a detailed explanation of the capital adequacy policy and how it contributes to ASEBP's financial health.

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



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 Karen Holloway
 Dolaine Koch
 Larry Liffiton
 Valerie Ling
 Lance Miller
 Arlene Purcell

Executive Director:

Jennifer Carson

Executive Assistant:

Trudy Gusse

Plan Consultants & Actuaries:

Johnson Inc.