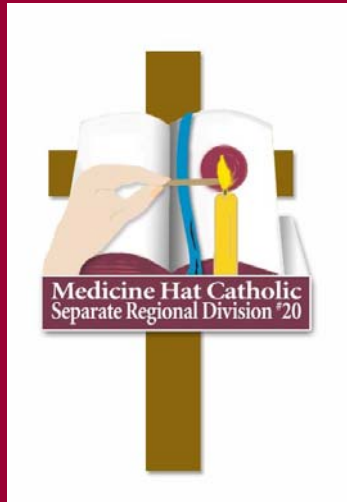


# Medicine Hat Catholic Board of Education



## PUBLIC AGENDA

**Tuesday, May 14, 2013 – 3:00 p.m**

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

# *Medicine Hat Catholic Board of Education*

## **ACTION AGENDA**

**DATE:** May 14, 2013

**Place:** Catholic Education Centre

**Time:** 3:00 P.M.

	<b>WE ARE CALLED Always and Everywhere to: Model Christ Pray and Serve Build a Faith Community</b>		
1.	<p style="text-align: center;"><b><i>Opening Prayer – Blessing before a Meeting</i></b></p> <p style="text-align: center;"><i>Lord, bless us as we gather today in your name. Send us the guidance of your Spirit to bring us wisdom and understanding. Help us to open our minds and our hearts so that we may listen respectfully to the viewpoints of others and make decisions in accordance with your wishes. Help us to grow in faith so that we may serve you and others in all that we do. We ask this grace through Christ our Lord. Amen.</i></p>	Stan Aberle	
2.	<p><b><i>Approval of the Minutes of the Regular Board Meeting</i></b></p> <p><b><u>◆Recommendation:</u></b> THAT the Minutes of the Regular Board Meeting held April 16, 2013 be approved as circulated.</p>	PG	
3.	<p><b><i>Approval of the Minutes of the Special Board Meeting</i></b></p> <p><b><u>◆Recommendation:</u></b> THAT the Minutes of the Special Board Meeting held March 20, 2013 be approved as circulated.</p>	PG	
4.	<p><b><i>Approval of the Action Agenda</i></b></p> <p><b><u>◆Recommendation:</u></b> THAT the Action Agenda dated May 14, 2013 be approved as circulated.</p>	PG	<i>1 - 4</i>
5.	<p><b><i>Approval of the Non-Action Agenda</i></b></p> <p><b><u>◆Recommendation:</u></b> THAT the Non-Action Agenda dated May 14, 2013 be approved as circulated.</p>	PG	<i>5</i>
6.	<p><b><i>Corporate Communications</i></b></p> <p><b><u>6.1 Monsignor McCoy High School Grad</u></b> – Mr. Clyde Pudwell, Superintendent of Schools to bring greeting. Event details: Mass at 3:30 Holy Family Parish, Exercises at 7:00 pm at the Cypress Centre on Thursday, May 16, 2013; Banquet at 6:00 pm with Dance to follow on Friday, May 17, 2013.</p> <p><b><u>6.2 St. Michael's School Bow Island Grad</u></b> – Mr. Hugh Lehr, Associate Superintendent Learning Services to bring greetings. Event details: Mass at 5:00 at St. Michael's Parish in Bow Island, Banquet 6:15 pm at the Burdett Hall, Ceremonies 8:00 pm St. Michael's School in Bow Island.</p> <p><b><u>6.3 Buffalo Trail Public Schools</u></b> – Support for Emergent Items at the ASBA Spring General Meeting.</p> <p><b><u>6.4 Letter to the Minister of Education</u></b> dated April 17, 2013 notifying the Minister of the Board's decision to ratify the Framework Agreement.</p> <p><b><u>6.5 Letter to Bishop Frederick Henry</u></b> acknowledging the efforts of our local Parish Priests in offering Mass at the schools.</p> <p><b><u>6.6 City of Medicine Hat letter of support</u></b> from the Board to the 2016 Alberta Winter Games Committee.</p> <p><b><u>6.7 Alberta Music Festival Association</u></b> letter congratulating Monsignor McCoy High School Ensemble recommended attending the 2013 Alberta Provincial Music Festival. The Choir</p>		<p><i>Encls.</i> <i>6</i></p> <p><i>7</i></p> <p><i>8</i></p> <p><i>9</i></p> <p><i>10</i></p> <p><i>11</i></p> <p><i>12</i></p>

	<p>received this distinction at the 2013 Rotary Music Festival for their outstanding performance here in Medicine Hat. Congratulations Monsignor McCoy School Ensemble. Best of luck at the Provincials.</p> <p><b><u>6.8 School Art Scholarships &amp; Awards</u></b> – Students from our School Division will be acknowledged at the May 12, 2013 School Art Awards held at the Esplanade. Trustee, Mr. Stan Aberle will be in attendance to present the Division Sponsored School Art \$50. Scholarships. All are invited to attend the event and tour the entire School Art installation at the Esplanade Gallery.</p> <p><b><u>6.9 Education Week Activities &amp; World Catholic Education Day</u></b> – Thank you to each of our Catholic Schools for showing many many events over the course of Education Week May 06 – May 10, 2013. Events were highlighted on the Division Website and in the Media. World Catholic Education Day celebrated on Thursday, May 09, 2013 across the globe. Every staff member and student across the school division participated with a WORLD CATHOLIC EDUCATION DAY prayer. This same prayer was recited by Catholic schools around the world.</p> <p><b><u>Prayer for Catholic Education</u></b> – All-powerful God, on this day as we celebrate Catholic schools throughout the world, more than ever we ask for your guidance and protection as we face the challenges to our educational system. May each school, teacher and student know your wisdom and loving presence. May your spirit give us committed hearts and creative ways to serve our communities and society. We ask this through Jesus Christ our risen Lord, Amen.</p>		13
7.	<p><b><u>5:00 pm -PRESENTATIONS</u></b></p> <p><b><u>7.1 Ambassador for Catholic Education-</u></b> Mrs. Erika Bodnaruk, Mother Teresa School Principal, is the recipient of the <b>ATA COUNCIL FOR SCHOOL LEADERSHIP - Distinguished Leadership Award</b>. This provincial award recognizing quality leadership that benefits students and teachers. The Board of Trustees for Medicine Hat Catholic Board of Education acknowledges this recognition with an Ambassador for Catholic Education Award. Congratulations Erika! Mrs. Tanya Scherer at Teacher with the Division nominated Mrs. Bodnaruk and will be present to tell the Board about her nomination.</p>	PG	Encl. 14
8.	<p><b><u>Board Policy 8 – Committees of the Board</u></b></p> <p><b><u>◆Recommendation:</u></b> THAT the Board of Trustees approve 3<sup>rd</sup> reading of Policy 8 – Committees of the Board.</p>	PG/SA	Encl. 15 – 18
9.	<p><b><u>Retiree Dinner</u></b> – The Board of Trustees will set a date to celebrate the 2012– 2013 Retirees. Annually the Board of Trustees holds a <b>Retiree Evening</b> to acknowledge employees retiring from the Division. This is an opportunity for the Board to extend their heartfelt thank you’s individuals for the years of service to the division and their dedication and commitment in “Showing the Face of Christ to All”. The evening will celebrate and recognized individual talents and expertise. Each retiree will be presented an appropriate gift acknowledging service to the School Division. Trustees will determine a date in the month of June. Invitations will be mailed to Retirees. Last year’s event was Monday, June 18, 2012. A proposed date is <b>MONDAY JUNE 17, 2013. Invitations will be mailed to Retirees.</b> A list of all Retirees will be published in the June.</p>	PG	
10.	<p><b><u>Superintendent Report – Mr. Clyde Pudwell</u></b></p> <p><b><u>10.1</u></b> <b>Ministerial Order #001/2013</b> dated May 06, 2013 regarding Student Learning. Provincial Achievement Tests being replaced by Student-Friendly Assessments.</p> <p><b><u>10.2 Graduation Ceremonies</u></b></p> <p><b><u>10.3 Power Engineering Partnership</u></b></p> <p><b><u>10.4 School Based Administration Update</u></b></p> <p><b><u>10.5 Staff Appreciation Event</u></b></p> <p><b><u>10.6 Accountability Pillar Results</u></b></p> <p><b><u>10.7 Administrative Procedure 414 – Employee Recognition</u></b></p>	CP	Encl. 19 – 25  26 27 – 28 29 30 – 31 32 – 33 34 - 35

11.	<i><b>Deputy Superintendent Report – Mr. Wayne Schlosser</b></i> <i>11.1 St. Michael's School Year Calendar</i> <i>11.2 Staffing Update</i> <i>11.3 Leadership Development Program</i> <i>11.4 CASSIX/ASBOA Conference</i>	<b>WS</b>	<i>Encl.</i> <i>36 – 37</i> <i>38</i> <i>39 – 42</i> <i>43</i>
12.	<i><b>Secretary-Treasurer Report – Mr. Greg MacPherson</b></i> <i>12.1 Special School Tax Levy</i>	<b>GM</b>	<i>Encl.</i> <i>44 - 60</i>
13.	<i><b>Religious Education Coordinator Report – Mrs. Jill Wilkinson</b></i> <i>13.1 World Religions 30 Update</i> <i>13.2 Board Recognition for service at Parishes</i>	<b>JW</b>	<i>Encl.</i> <i>61</i> <i>62</i>
14.	<i><b>Registered Apprenticeship Program Banquet; Edwin Parr 1<sup>st</sup> Year Teacher Award Banquet; Regional Skills Competition</b></i> Trustees and Senior Administration attended the various events; those Trustees and Senior Administration will give a report on the event activities.	<b>PG</b>	
14.	<b>COMMITTEE REPORTS (presented by appointed Trustees)</b>	<b>PG</b>	
	<b>14.1</b> Medicine Hat Catholic Schools' Education Foundation- <i>Mr. Kelly Van Ham</i>		
	<b>14.2</b> Representative to ACSTA– <i>Mr. Dick Mastel</i>		
	<b>14.3</b> Representative to Teacher Board Advisory Committee– <i>Mr. Warren Stark</i>		
	<b>14.4</b> Representative to ASBA Zone 6 – <i>Mr. Peter Grad</i>		
	<b>14.5</b> Representative to Support Staff Board Advisory Committee– <i>Mr. Warren Stark</i>		
	<b>14.6</b> Representative to Parent Association– <i>Mr. Stan Aberle</i>		
	<b>14.7</b> Salary Negotiations 16.7.1 ATA– <i>Mr. Peter Grad</i> 16.7.2 CUPE– <i>Mr. Dick Mastel</i>		
	<b>14.8</b> CUPE Staff Board Advisory Committee– <i>Mr. Kelly Van Ham</i>		
	<b>14.9</b> Spiritual Leadership Scholarship Board Representative BI– <i>Mr. Kelly Van Ham</i>		
	<b>14.10</b> Spiritual Leadership Scholarship Board Representative – <i>Mr. Stan Aberle</i>		
	<b>14.11</b> Post - Centennial Planning Board Representative– <i>Mr. Stan Aberle</i>		
15.	<i><b>Closing Peace Prayer</b></i> <i>Lord, we come to you today to seek the peace that you alone can give.</i> <i>Strengthen us in our work as we seek to build a peaceful community.</i> <i>Amen</i>	<b>Stan Aberle</b>	
16.	<i><b>Adjournment</b></i>		

# NON - ACTION AGENDA

DATE: May 14, 2013 Place: Catholic Education Centre Time: 3:00 P.M.

No.	INFORMATION ITEMS	PAGE
1.	<p><b>1.1 <u>SUPPORT OUR PARISH COMMUNITIES</u></b>  Roman Catholic Diocese of Calgary  <b>Centennial Year 1912–2012 Events:</b>  - <b>May 26, 2013</b>, Centennial Mass in Medicine Hat  - <b>November 4, 2013</b>, Closing Mass at the Jubilee Auditorium, Calgary</p> <p><b>1.2 <u>TAXES - DECLARE YOUR SUPPORT for CATHOLIC SCHOOLS</u></b> - <i>The Medicine Hat Catholic Board of Education</i> reminds our community of the importance of declaring your <b>PROPERTY TAXES</b> in support of Catholic Education <b>How do you declare your support?</b> - To ensure your property taxes are supporting Catholic Schools, you must declare your Catholic school support as <b>"Separate"</b> on your annual property assessment notice. <i>Contact the Taxation Office at the City of Medicine Hat, or the Town or Municipal Office in your area.</i> Changes made on or before Dec 31 will be in effect for the next taxation year. <b>Thank you for your supporting Catholic Schools.</b></p> <p><b>1.3 <u>School Board Trusteeship</u></b> – The School Division has begun actively engaging our community to bring about awareness for School Trusteeship in the upcoming 2013 Municipal Election. Earlier in March 2013 the Alberta School Boards Association asked School Divisions to promote the Information Sessions being offered in local communities across the province. Our Division advertised in partnership with the Public and Rural School Board in our regional area in a collective advertisement on behalf of the three school boards to promote School Board Trusteeship and to advertise the ASBA Information Session held in our community in March 2013. The ASBA was very pleased to hear about our partnership ad and was very pleased with the turnout at their session. The ASBA has expressed their appreciation in the thank you letter which is attached. More recently, on the Division Website at <a href="http://www.mhcbe.ab.ca">www.mhcbe.ab.ca</a> we have posted 5 separate documents including:  - Path to the Voting Booth  - A complete guide to Catholic School Trusteeship  - Role of the Medicine Hat Catholic School Board  - Role of the Medicine Hat Catholic School Board Trustee  - Election Posters  Information is available in both English &amp; French.  <b><u>ELECTION 2013</u></b>  <b>School Board Elections:</b> October 21, 2013  <b>Nomination Day:</b> September 23, 2013  <b>Do you want to be a School Board Trustee? Contact the Catholic School Board Office for information at 403.502.8347.</b></p>	

## Notice of Public Board Meetings

- All regularly scheduled Public Board Meetings are the **2<sup>nd</sup> Tuesday** of each month held at the Catholic Education Centre located at 1251 – 1<sup>st</sup> Avenue SW (unless otherwise advertised).
- Public Board Meetings for the Medicine Hat Catholic Board of Education will begin at **3:00 pm** with **presentations at 5:00 pm** (unless otherwise advertised).
- **General Public welcome to attend - Information @ [www.mhcbe.ab.ca](http://www.mhcbe.ab.ca)**

Please join us May 18  
when we celebrate the  
academic accomplishments  
of the 2013 Graduating Class  
of St. Michael's School

Mass 5:00pm  
St. Michael's Church

Banquet 6:15pm  
Burdett Hall

Ceremonies 8:00pm  
St. Michael's School

Grande March to follow



RSVP by May 3, 2013



*The Monsignor McCoy  
High School  
Class of 2013*

*Requests the honour  
of your presence*

*Graduation Ceremonies  
Thursday, May 16th*

*Mass at 3:30 pm  
Holy Family Parish*

*Exercises at 7:00 pm  
Cypress Centre*

*Friday, May 17th*

*Banquet at 6:00 pm  
Dance at 9:00 pm  
Cypress Centre*



*Please RSVP to Lore Luca  
via email [lore.luca@mhcb.e.ab.ca](mailto:lore.luca@mhcb.e.ab.ca) or  
telephone 527-8161 by  
Tuesday, April 30, 2013*

*Upon confirmation of attendance,  
One complimentary banquet ticket will be  
mailed to you.*

*You may purchase a second ticket at a cost  
of \$37 if you would like to bring a guest.*



*CHOOSE YOUR Friends  
WITH CAUTION;*

*PLAN YOUR Future  
WITH PURPOSE &*

*Frame YOUR LIFE  
WITH Faith.*

*-THOMAS S. MONSON*





1041 - 10A Street  
Wainwright, AB T9W 2R4

T: 780.842.6144  
F: 780.842.3255  
www.btps.ca

March 8, 2013

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

**SUBJECT: Support for Emergent Items at the ASBA Spring General Meeting**

Dear Board Chair: *Peter*

On behalf of the Board of Trustees of Buffalo Trail Public Schools, I would like to draw your attention to two items we are proposing as emergent items to the upcoming ASBA SGM. It is our feeling that at the ASBA Fall Annual General Meeting discussion and debate on Motion #10 did not show respect to the member board who was bringing that motion forward. It was apparent that there were representatives at microphones prepared to speak on the motion when the question was called to vote on the motion. Our Board has concerns that the "question" could be called without any discussion when it was obvious there would have been debate. We feel that as a political body, we should take steps to ensure there is opportunity to hear as many perspectives as possible on a matter and that a reasonable amount of time is allowed for discussion and debate prior to the decisions we are making.

Robert's Rules dictate that no member can speak more than once to each motion and no member can speak more than three minutes unless granted by the Chair. Realizing controlling this could be a mammoth task; a suggestion has been made that ASBA adopt the AAMDC's format of having a timing device that gives a warning before the microphone is muted.

This being said we are proposing implementation of Roberts Rules and a timing device for future ASBA member meetings and are asking for your support for these emergent items should we be successful in having them reach the floor of the SGM. We are hopeful that this background information being sent to you ahead of time would give you a chance to review with your Boards and gather their perspectives to help you in your decision making process.

Sincerely,

A handwritten signature in black ink, appearing to read "Darcy Eddleston".

Darcy Eddleston  
Board Chair

Cc: Jacquie Hansen, President, ASBA





# *Medicine Hat Catholic Board of Education*

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

Toll Free 1.866.864.0013

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Phone 403.527.2292

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

Fax 403.529.0917

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April 17, 2013

Honourable Jeff Johnson  
Minister of Education  
424 Legislature Building  
10800 – 97 Avenue  
Edmonton, Alberta  
T5K 2B6

Dear Minister Johnson:

**RE: RATIFICATION OF FRAMEWORK AGREEMENT**

It is with pleasure that I announce the Medicine Hat Catholic Board of Education has ratified the Framework Agreement as presented to ASBA on March 15, 2013. Our Board continues to have certain concerns; however we appreciate that the Board Comfort Letter addresses many of the concerns and look forward to the sign off of the Board Comfort Letter.

We will continue with the local bargaining with the ATA local as laid out in Part D for the bargained enhancements of the Framework Agreement.

Thank you for your efforts and leadership in this process. If there are any questions regarding this, please contact me.

Sincerely,

Peter Grad, Board Chair  
Medicine Hat Catholic Board of Education

cc: Ms. Carol Henderson, President, Alberta Teachers' Association  
Ms. Jacquie Hansen, President, Alberta School Boards Association

PG/dd

*"Showing the Face of Christ to All"*

In partnership with Family, Church and Community since 1911



# *Medicine Hat Catholic Board of Education*

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Toll Free 1.866.864.0013

Phone 403.527.2292

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

Fax 403.529.0917

May 9, 2013

Most Reverend Bishop Frederick Henry  
Bishop of the Diocese of Calgary  
120 17th Avenue SW  
Calgary, Alberta  
T2S 2T2

Your Excellency,

I am the Religious Education Coordinator for the Medicine Hat Catholic Board of Education. In keeping with the Year of Faith, our school staffs have been blessed with the opportunity to celebrate a monthly Mass held at each of our schools in Medicine Hat. This could not have happened without the support of our priests.

This letter of thanks acknowledges Fr. Philip and Fr. Matthew from Holy Family Parish and Fr. Long from St. Patrick's Parish who gave of their time to preside over Mass each Wednesday morning. These Masses have not only nourished our Catholic school community but provided our school staffs with a unifying spirit.

We are very fortunate to have priests who give of their time to reflect Christ's love in our schools and support us in our journey in faith and understanding of what it means to be a disciple of Christ. We are looking forward to continuing to build our relationships between Church, Family and Community.

Sincerely,

Jill Wilkinson  
Religious Education Coordinator  
Medicine Hat Catholic Board of Education

Copy - Fr. Philip, Holy Family Parish  
Fr. Matthew, Holy Family Parish  
Fr. Long, St. Patrick's Parish

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# *Medicine Hat Catholic Board of Education*

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Fax 403.529.0917

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May 9, 2013

City of Medicine Hat  
580 – 1<sup>st</sup> Street SE  
Medicine Hat, Alberta  
T1A 8E6

Dear 2016 Alberta Winter Games Committee:

We have received your request for a *Letter of Support* to support the bid to host the Winter Games in 2016. At the April 16, 2013 Catholic School Board Meeting, the Board of Trustees unanimously passed the following motion:

“That the Board of Trustees for the Medicine Hat Catholic Board of Education endorse the bid of the City of Medicine Hat to host the 2016 Alberta Winter Games and agree to allow the use of our school facilities to stage events and accommodate participants”.

Congratulations Alberta Winter Games Committee on your commitment and dedication in bringing the games to our fine city.

Yours truly,

Peter Grad  
Board Chairman  
Medicine Hat Catholic Board of Education

PG/dd

*“Showing the Face of Christ to All”*

In partnership with Family, Church and Community since 1911





Alberta Music Festival  
37 Beech Cres.  
Olds, Alberta T4H 1L8  
April 20, 2013

Clyde Pudwell – Superintendent  
Medicine Hat Catholic Board of Education  
1251 – 1<sup>st</sup> Ave. SW  
Medicine Hat, AB T1A 3Y6

Dear Mr. Pudwell:

On behalf of the Alberta Music Festival Association, we would like to offer our congratulations to the following group in your School Division:

**Monsignor McCoy High School Ensemble**

This school group has been recommended to perform in the 2013 Alberta Music Festival. Each year, choirs and choral speech classes from across the province are recommended to represent their festival and community at the Provincial Festival in Edmonton. We would like to recognize the hard work and dedication of both the teacher and the students.

The Alberta Music Festival Association would also like to thank the Medicine Hat Catholic Board of Education for their dedication to the youth of Alberta. We applaud your decision to provide curriculum involving the Arts. It is an important part of a well-rounded education. We look forward to your continued support.

Congratulations!!

Wendy Durieux – Provincial Administrator  
Alberta Music Festival



**ESPLANADE  
Art Gallery**  
presents

**School Art  
2013**  
35<sup>th</sup> Anniversary!

**School Art  
2013**  
35<sup>th</sup> Anniversary!

FREE ADMISSION TO THE GALLERIES APRIL  
27 – JUNE 9 GENEROUSLY SPONSORED BY

**cenovus**  
ENERGY

**April 27 – June 9, 2013**

*The Galleries are open Sundays April 28 – June 9, noon – 5PM*

**Sunday May 12**

**1PM Public Reception**

Esplanade Art Gallery and Main Lobby

**1.30 PM Awards Ceremony**

Main Theatre

We know spring has finally arrived when the display of blossoming creativity of Medicine Hat and region's students, from Kindergarten to Grade 12, opens to the sun in our amazing annual School Art exhibition. A Medicine Hat tradition for 35 years, the first School Art exhibition was shown in the spring of 1978 at the previous location of the Art Gallery on Bomford Crescent. School Art has grown from approximately 50 works to over 700 from 41 schools. Paintings, drawings, collages, sculptures, ceramics, photographs, animated and live action video – and some works which are indescribable – impress and inspire viewers with the inventiveness and artistic skills of Medicine Hat students.

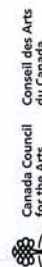
*Reception refreshments are courtesy of Prairie Rose School Division # 8 and presentation materials are courtesy of Medicine Hat School District #76. We thank all volunteers, sponsors, participants, presenters and jurors for their continued support of this program and the promotion of visual arts in our community.*

**ESPLANADE  
Art Gallery**

403.502.8580

[www.esplanade.ca](http://www.esplanade.ca)

401 FIRST STREET SE  
MEDICINE HAT, AB  
T1A 8W2



Canada Council  
for the Arts  
Conseil des Arts  
du Canada

IMAGE: Dannan Edwards,  
*Cowboy Up!* (detail), mixed media,  
Cornerstone Christian School,  
Kindergarten



A facility of

Medicine Hat  
The Gas City





## CONGRATULATIONS MRS. BODNARUK!!!

The staff and students of Mother Teresa School are so proud to announce that our Principal, Mrs. Bodnaruk, is the 2012-2013 recipient of the Distinguished Leadership Award.

We are so proud!

### COUNCIL FOR SCHOOL LEADERSHIP ~ Distinguished Leadership Award Recipient ~

*The Council for School Leadership is pleased to announce that a school leader in your school district / division;*

- **Erika Bodnaruk**

*has been selected as a recipient of the 2012-2013 Distinguished Leadership Award presented by the Council for School Leadership of the Alberta Teachers' Association.*

*The CSL Distinguished Leadership Awards creates a learning community of outstanding principals and assistant principals throughout Alberta who can share professionally, interact collegially and act as mentors to new colleagues. It provides avenues for research and sharing of best practices. The cadre of Distinguished Alberta School Leaders are people who are looking to challenge the status quo, improve learning in their contexts, and be equipped for higher levels of leadership. These individuals are considered role models in a vibrant network of educational leaders with the confidence and capabilities to lead innovative change for 21st century learning - the Council for School Leadership.*

*The selection committee chose **Erika Bodnaruk** as a deserving school leader for this honour from many dozens of nominations - this reflects on the leadership qualities both of the recipient and of the learning ecosystem in your school division. The nominator and the recipient of this prestigious award will also be notified of this well-deserved honour.*

## Policy 8

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### COMMITTEES OF THE BOARD

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

The Board shall:

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

#### Standing Committees

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

##### 1. Board Committee of the Whole

###### 1.1 Purpose

This Committee exists for the purpose of gathering information to assist in the governance of the Division by examining issues requiring resolution at regular or special Board meetings. The Committee of the Whole acts as, but is not limited to:

- 1.1.1 Advocacy Committee
  - 1.1.2 Audit Committee
  - 1.1.3 Communications and Public Relations Committee
  - 1.1.4 Facilities Committee
  - 1.1.5 Finance Committee
  - 1.1.6 Policy Committee
  - 1.2 Powers and Duties
    - 1.2.1 This Committee meets as necessary to plan the work of the Board and discuss issues that may affect resolutions at regular or special Board meetings.
    - 1.2.2 The Committee of the Whole is strictly advisory and does not have a mandate to pass a motion or a resolution.
  - 1.3 Membership
    - 1.3.1 All trustees and the Superintendent or designate(s) are members of this Committee. Other persons may be present at the wish of the Board.
    - 1.3.2 The Board Chair elected at the annual Organizational Meeting will act as Chair for the Committee of the Whole.
  - 1.4 Meetings
    - 1.4.1 ~~Committee of the Whole meetings are called as required.~~ **The Board in consultation with the Superintendent may schedule a Committee of the Whole meeting at a time and place agreeable to the membership.**
    - 1.4.2 ~~Committee of the Whole meetings are not open to the public.~~ **shall be closed to the public and press.**
2. The Negotiations Committee – Alberta Teachers’ Association is established as a standing committee of the Board, with responsibility for work as detailed as follows:
- 2.1 Purpose
    - 2.1.1 To negotiate a collective agreement with the ATA representatives
  - 2.2 Powers and Duties
    - 2.2.1 Establish Board proposals within the mandates set by the Board
    - 2.2.2 Discuss, consult and negotiate with ATA representatives
    - 2.2.3 Recommend action to the Board on negotiations issues
  - 2.3 Membership
    - 2.3.1 One or more trustees as determined by the Board
    - 2.3.2 Superintendent and/or designate(s)
  - 2.4 Meetings
    - 2.4.1 As required to negotiate agreements
3. The Negotiations Committee – Canadian Union of Public Employees is established as a standing committee of the Board, with responsibility for work as detailed as follows:
- 3.1 Purpose
    - 3.1.1 To negotiate a collective agreement with the CUPE representatives
  - 3.2 Powers and Duties
    - 3.2.1 Establish Board proposals within the mandates set by the Board
    - 3.2.2 Discuss, consult and negotiate with CUPE representatives
    - 3.2.3 Recommend action to the Board on negotiations issues
  - 3.3 Membership
    - 3.3.1 One or more trustees as determined by the Board
    - 3.3.2 Superintendent and/or designate(s)
  - 3.4 Meetings
    - 3.4.1 As required to negotiate agreements
4. The Teacher Board Advisory Committee is established as a standing committee of the Board, with responsibility for work as detailed as follows:
- 4.1 Purpose
    - 4.1.1 The Committee exists as the primary vehicle for communicating the views of teachers on matters of school affairs with the Board
  - 4.2 Powers and Duties

- 4.2.1 Discuss items brought forward by either teachers or the Board, excluding those matters addressed through negotiations
  - 4.2.2 Communicate to the Board the views of teachers on matters discussed
- 4.3 Membership as per the Frame of Reference and Collective Agreement
  - 4.3.1 One trustee
  - 4.3.2 Superintendent and/or designate(s)
  - 4.3.3 President of the Local ATA 39, One High School Representative, One Middle School Representative, Two Elementary Representatives chosen by the local
- 4.4 Meetings
  - 4.4.1 Called throughout the year as established by the Committee
- 5. The Support Staff Board Advisory Committee is established as a standing committee of the Board, with responsibility for work as detailed as follows:
  - 5.1 Purpose
    - 5.1.1 The Committee exists as the primary vehicle for communicating the views of support staff on matters of school affairs with the Board
  - 5.2 Powers and Duties
    - 5.2.1 Discuss items brought forward by either support staff or the Board.
    - 5.2.2 Communicate to the Board the views of support staff on matters discussed
  - 5.3 Membership as per the Frame of Reference
    - 5.3.1 One trustee
    - 5.3.2 Superintendent and/or designate(s)
    - 5.3.3 Committee Representatives
  - 5.4 Meetings
    - 5.4.1 Called throughout the year as established by the Committee
- 6. The Canadian Union of Public Employee CUPE) Staff Board Advisory Committee is established as a standing committee of the Board, with responsibility for work as detailed as follows:
  - 6.1 Purpose
    - 6.1.1 The Committee exists as the primary vehicle for communicating the views of CUPE staff on matters of school affairs with the Board
  - 6.2 Powers and Duties
    - 6.2.1 Discuss items brought forward by either CUPE staff or the Board.
    - 6.2.2 Communicate to the Board the views of CUPE staff on matters discussed
  - 6.3 Membership as per the Frame of Reference
    - 6.3.1 One trustee
    - 6.3.2 Superintendent and/or designate(s)
    - 6.3.3 Committee Representatives
  - 6.4 Meetings
    - 6.4.1 Called throughout the year as established by the Committee
- 7. Student / Board Advisory Committee
  - 7.1 Purpose
    - 7.1.1 The Board of Trustees believes regular communication with stakeholder members is important and necessary for an effective school system. While recognizing the Board's authority to establish policy under the *School Act, Section 60(1)*, the Board values input from students on school and division operational issues. The Student / Board Advisory Committee will identify issues and propose possibilities for school and system improvement. This Advisory Committee is not meant to replace student voice through other avenues such as "Tell Them from Me" and "Speak Out" but are meant to build upon those mediums of communication.
  - 7.2 Membership
    - 7.2.1 The Student / Board Advisory Committee will consist of a maximum of two trustees,  $\pm 10$  student representatives from across the Division and the Superintendent and/or designate. Additional resource people may be in attendance depending upon the agenda topics.
    - 7.2.2 Committee members will be selected by the Superintendent or designate, with a focus on obtaining representatives from a wide range of skills and interests and from the various schools in the Division.

7.2.3 The student representatives shall be from grade 8 - 11 and are invited to serve a two-year term.  
7.2.4 In the first year, the Superintendent or designate may appoint students for 1 - 3 year terms in order to ensure a balance of sustainability and new membership.

7.3 Guidelines

- 7.3.1 Any member of the Student / Board Advisory Committee may initiate agenda items for discussion on any matter relevant to students. The Superintendent or designate is charged with finalizing the agenda.  
7.3.2 The Committee may make recommendations to the Board but does not hold any governance authority.  
7.3.3 The Committee structure and mandate will be reviewed annually.  
7.3.4 Students will be invited to apply through their school Principal who shall forward the names to the Superintendent or designate. A simple application form/procedure shall be forwarded to the students. Parent consent and support for travel will be required as one of the criteria for the selection process.

7.4 Meetings

- 7.4.1 The Student / Board Advisory Committee will meet as required, however it is expected that two meetings per year will be held.  
7.4.2 Discussion items will be sent to the Superintendent or designate who will be responsible for distributing the agenda to committee members.  
7.4.3 The Superintendent or designate will chair the meetings

8. Ad Hoc Committees - Ad Hoc committees may be established at any meeting of the Board for the purpose of studying, investigating or acting on specific matters; they Cease to exist as soon as they have completed the specified task. Terms of reference are outlined at the time of establishment.
9. Resource Personnel - The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

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

FIRST READING:	MARCH 11, 2008
SECOND READING:	MARCH 11, 2008
THIRD READING	JUNE 10, 2008

FIRST READING:	APRIL 07, 2009	Motion # 2266
SECOND READING:	MAY 12, 2009	Motion # 2273
THIRD READING:	MAY 12, 2009	Motion # 2274

First Reading	December 13, 2011
Second Reading	March 13, 2012
Third Reading	March 13, 2012

<b>First Reading</b>	<b>December 11, 2012</b>
<b>Second Reading</b>	<b>January 08, 2013</b>
<b>Third Reading</b>	<b>proposed May 14, 2013</b>



May 9, 2013

## **Alberta empowers more students to succeed**

Alberta is giving teachers more tools to help students succeed by introducing new, more student-friendly assessments that will replace the existing Provincial Achievement Tests (PATs).

"Kids learn at their own pace, and we need to make sure parents and teachers are informed about how kids are doing and where they might need help," said Education Minister Jeff Johnson. "Moving the provincial assessment to the start of the school year allows more time to identify areas where kids might need some extra attention and get them the support they need to succeed."

The series of new computer-based tests - known as Student Learning Assessments - will be developed by experts and administered at the start of Grades 3, 6 and 9. This will better enable parents and teachers to be aware of a child's strengths or areas needing improvement over the course of the school year to support more personalized learning.

"Assessing children's literacy and numeracy skills at the beginning of the school year is a step in the right direction," said Brad Vonkeman, president of the Alberta School Councils' Association. "This shift should encourage a greater focus on each student's individual learning needs and promote better communication between teachers and parents."

The tests maintain a strong focus on literacy and numeracy, but will also help educators and parents understand how well students demonstrate competencies such as creativity, critical thinking and problem-solving.

"This is very good news for Alberta students and parents," said Carol Henderson, president of the Alberta Teachers' Association. "I congratulate the Premier on fulfilling this important campaign promise. The current testing program provided little value for learning and did not fit with the vision of Inspiring Education. The Alberta Teachers' Association looks forward to working with government to develop this new program that will advance student learning."

"This change will ensure that each Alberta student will now start Grade 3 with a snapshot of his/her strengths and where they may need to improve," said Jacquie Hansen, president of the Alberta School Boards Association. "From there, students, parents and teachers will draw up an individual roadmap to build on each student's strengths and to address each student's challenges. Follow through will be key to make this individualized learning possible."

While most students are comfortable taking such tests on a computer, traditional paper copies will also be available.

Grade 3 students will be first to write the new assessments, with pilots starting in September 2014. Full implementation for Grade 3 is expected by September 2015. Pilots for Grades 6 and 9 are scheduled to begin in 2015 and 2016, respectively.

Alberta Education will continue to work with the Alberta Teachers' Association, Alberta School Boards' Association, College of Alberta School Superintendents, Alberta School Councils' Association and the Alberta Assessment Consortium to develop and test the Student Learning Assessment process.

Our government was elected to keep building Alberta, to live within its means and to fight to open new markets for Alberta's resources. We will continue to deliver the responsible change Albertans voted for.

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**Media inquiries may be directed to:**

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To call toll free within Alberta dial 310-0000.

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**From:** Education Deputy Minister <EducationDeputyMinister@gov.ab.ca>  
**Sent:** Tuesday, May 07, 2013 1:11 PM  
**To:** \_EDC-All Education Staff  
**Subject:** Ministerial Order on Student Learning  
**Attachments:** Ministerial Order.pdf

**TO: All Superintendents of Public, Separate, Francophone and Charter School Boards  
Executive Director, Stakeholder Associations**

ACSTA (Alberta Catholic School Trustees' Association)  
ASBA (Alberta School Boards Association)  
AHEA (Alberta Home Education Association)  
ASCA (Alberta School Councils' Association)  
ATA (Alberta Teachers' Association)  
AAPCS (Association of Alberta Public Charter Schools)  
ACFA (Association canadienne-française de l'Alberta)  
AISCA (Association of Independent Schools & Colleges in Alberta)  
ASBOA (Association of School Business Officials of Alberta)  
CASS (College of Alberta School Superintendents)  
CCSSA (Council of Catholic Superintendents of Alberta)  
Federation des parents francophones de l'Alberta  
Federation des conseils scolaires francophones de l'Alberta  
Learning Disabilities Association of Alberta  
PSBAA (Public School Boards' Association of Alberta)

Yesterday marked a major milestone in our journey of helping to bring *Inspiring Education* to life with the approval and signing of Ministerial Order (#001/2013) on Student Learning. The new Ministerial Order will ensure our education system is responsive to the needs of all learners and prepares students for success in the 21st century. The policy shift identified in *Inspiring Education*—namely, to place less emphasis on content and more on competencies—is the primary focus of the new Ministerial Order. This new policy direction sets the expectations for student learning in our province – from Kindergarten through Grade 12.

The Ministerial Order will serve as the foundation for the development of Alberta's provincial curriculum – including programs of study, assessment, and learning and teaching resources. Albertans, especially students, have told us they want more relevant and engaging curriculum, now and into the future. The new Ministerial Order provides us with a clear focus on building the student competencies of the three E's of an educated Albertan – an engaged thinker and ethical citizen with an entrepreneurial spirit. New curriculum will support a strong foundation of literacy and numeracy and the development of cross-curricular competencies. Students will continue to learn content in subject areas; however, there will be more emphasis on applying knowledge. As programs of study change, resources and assessments will also change to align with the new directions. These changes will help to ensure that our education system meets the needs of all students in the coming decades.

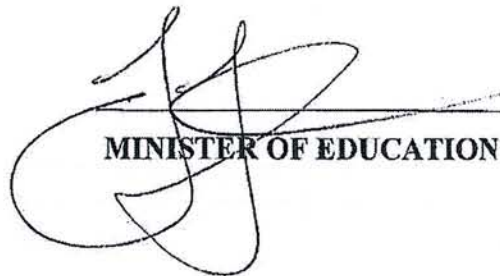
A copy of the new Ministerial Order is attached. It will serve as a guide on the expected learning opportunities to be provided to all Alberta students throughout their Kindergarten to Grade 12 educational journey – whether in public, separate, Francophone, private, charter or home-school settings.

Michael Walter

**GOVERNMENT OF ALBERTA  
DEPARTMENT OF EDUCATION  
MINISTERIAL ORDER (#001/2013)**

I, Jeff Johnson, Minister of Education, pursuant to Section 39(1)(f) of the *School Act*, make the order in the attached Appendix, being an order to adopt or approve goals and standards applicable to the provision of education in Alberta.

Dated at Edmonton, Alberta May 6, 2013.



MINISTER OF EDUCATION



**APPENDIX**  
**SCHOOL ACT**  
**MINISTERIAL ORDER (#001/2013)**  
**STUDENT LEARNING**

**An Order to Adopt or Approve Goals and Standards Applicable to the  
Provision of Education in Alberta**

WHEREAS the fundamental goal of education in Alberta is to inspire all students to achieve success and fulfillment, and reach their full potential by developing the competencies of Engaged Thinkers and Ethical Citizens with an Entrepreneurial Spirit, who contribute to a strong and prosperous economy and society.

WHEREAS education in Alberta is based on the values of opportunity, fairness, citizenship, choice, diversity, and excellence.

WHEREAS the educational best interest of the child is the paramount consideration in making decisions about a child's education.

WHEREAS education in Alberta will be shaped by a greater emphasis on education than on the school; on the learner than on the system; on competencies than on content; on inquiry, discovery and the application of knowledge than on the dissemination of information; and on technology to support the creation and sharing of knowledge than on technology to support teaching.

WHEREAS competencies are interrelated sets of attitudes, skills and knowledge that are drawn upon and applied to a particular context for successful learning and living, are developed over time and through a set of related learner outcomes.

WHEREAS students will study subjects; learn reading, writing and mathematics; and focus more deeply on a curriculum that allows for more interdisciplinary learning through competencies that are explicit in all subjects.

WHEREAS an Engaged Thinker knows how to think critically and creatively and make discoveries through inquiry, reflection, exploration, experimentation and trial and error; is competent in the arts and sciences including languages; uses technology to learn, innovate, collaborate, communicate and discover; has developed a wide range of competencies in many areas, including gathering, analysis and evaluation of information; is familiar with multiple perspectives and disciplines and can identify problems and then find the best solutions; as a team member, integrates ideas from a variety of sources into a coherent whole and communicates these ideas to others; adapts to the many changes in society and the economy with an attitude of optimism and hope for the future; as a lifelong learner, believes there is no limit to what knowledge may be gleaned, what skills may be accumulated, and what may be achieved in cooperation with others; and always keeps growing and learning.



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**Appendix**

**Ministerial Order (#001/2013)**

WHEREAS an Ethical Citizen understands that it is not all about them, has learned about and is appreciative of the effort and sacrifice that built this province and country and sees beyond self-interests to the needs of the community; is committed to democratic ideals; contributes fully to the world economically, culturally, socially and politically; as a steward of the earth, minimizes environmental impacts; builds relationships through fairness, humility and open mindedness, with teamwork, collaboration and communication; engages with many cultures, religions and languages, values diversity in all people and adapts to any situation; demonstrates respect, empathy and compassion for all people; cares for themselves physically, emotionally, intellectually, socially and spiritually; is able to ask for help, when needed, from others, and also for others; and assumes the responsibilities of life in a variety of roles.

WHEREAS an individual with an Entrepreneurial Spirit is motivated, resourceful, self-reliant and tenacious; continuously sets goals and works with perseverance and discipline to achieve them; through hard work, earns achievements and the respect of others; strives for excellence and personal, family and community success; is competitive and ready to challenge the status quo; explores ideas and technologies alone or as part of diverse teams; is resilient, adaptable, able and determined to transform discoveries into products or services that benefit the community and, by extension, the world; develops opportunities where others only see adversity; has the confidence to take risks and make bold decisions in the face of adversity, recognizing that to hold back is to be held back; and has the courage to dream.

WHEREAS graduation requirements, education delivery and standards for student learning are set out in other legislative and policy instruments.

- 1 Ministerial Order No. 004/98, dated February 10, 1998, is hereby repealed by this order.
- 2 The goal of this Student Learning Ministerial Order for an inclusive Kindergarten to Grade 12 education is to enable all students to achieve the following outcomes:
  - (1) be Engaged Thinkers and Ethical Citizens with an Entrepreneurial Spirit;
  - (2) strive for engagement and personal excellence in their learning journey;
  - (3) employ literacy and numeracy to construct and communicate meaning; and
  - (4) discover, develop and apply competencies across subject and discipline areas for learning, work and life to enable students to:
    - (a) know how to learn: to gain knowledge, understanding or skills through experience, study, and interaction with others;
    - (b) think critically: conceptualize, apply, analyze, synthesize, and evaluate to construct knowledge;
    - (c) identify and solve complex problems;

-3-  
**Appendix**

**Ministerial Order (#001/2013)**

- (d) manage information: access, interpret, evaluate and use information effectively, efficiently, and ethically;
- (e) innovate: create, generate and apply new ideas or concepts;
- (f) create opportunities through play, imagination, reflection, negotiation, and competition, with an entrepreneurial spirit;
- (g) apply multiple literacies: reading, writing, mathematics, technology, languages, media, and personal finance;
- (h) demonstrate good communication skills and the ability to work cooperatively with others;
- (i) demonstrate global and cultural understanding, considering the economy and sustainable development; and
- (j) identify and apply career and life skills through personal growth and well-being.

3 This Order shall be effective on the date of signing.



***Medicine Hat Catholic Board of Education  
Board Meeting  
Agenda Item***

Date: May 14, 2013

Agenda Item: 2013 Graduation Ceremonies

Name: Clyde Pudwell

Purpose: Discussion

Attachments: None

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Background:

Monsignor McCoy High School and St. Michael's School Bow Island are both holding their graduation ceremonies on the same weekend with M. McCoy on May 16, 17 and SMBI on May 18<sup>th</sup>. Sr. Administration will be represented with Clyde going to M. McCoy and Hugh going to SMBI.

The Graduation Ceremonies and Event details are outlined in the Board Agenda package under Corporate Communications Items 6.1 and 6.2.

Recommendation

Both graduations have Sr. Admin and Board representation

Resulting Action:

Find out who will be representing the Board at each and to find out who will be attending

Responsibility:

Superintendent



***Medicine Hat Catholic Board of Education  
Board Meeting  
Agenda Item***

Date: May 14, 2013

Agenda Item: Power Engineering Program Partnership

Name: Clyde Pudwell

Purpose: Information

Attachments: Power Engineering Program Model

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Background: MHCBE is exploring a partnership with SD 76, Medicine Hat College, Cenovus and Careers to help support the workforce and our students in the area of power engineering.

Recommendation None

Resulting Action: Update Trustees on possible partnership

Responsibility: Superintendent

# Power Engineering Program Model

Grade 10 – Interview and Student Selection (June 2013)

Costs: Books = \$800-\$1,000 and are used all three years.

NAIT = Tuition \$500 for each of Year 1, 2, and 3

\$2,500 for three years with NAIT. (Additional costs once student moves to Medicine Hat College.

Year 1

Grade 11  
Theory  
(Sept 2013-June  
2014)

Summer after Grade 11  
(July & August 2014)  
Steam Time  
8 weeks  
320 hours

Year 2

Grade 12  
Theory  
(2014-15)

Summer after Grade 12  
(July & August 2015)  
Steam Time  
8 weeks, 320 hours

Year 3

2<sup>nd</sup> year Grade 12  
Sept 2015 to Feb 2016  
Continue Theory and  
Steam Time – 320 hours to  
complete CAREERS Power  
Engineering 4<sup>th</sup> Class  
Certification

Student is enrolled in high school to earn CTS credits for the last of the 4<sup>th</sup> class Theory but only attends school to write the NAIT exams. The student is at the work place while working on Theory.

Year 4

March following Graduation  
Enroll at MHC  
for 3<sup>rd</sup> Class Certificate  
March – May 2016  
& Sept – Dec 2016  
(Receive 3<sup>rd</sup> Class certificate at  
this time)

January – April  
2017  
Enroll in  
2<sup>nd</sup> Class Theory  
courses

**Note:** Year 4 would be a certificate program and is not to be confused with the 2 year technology diploma program. Successful students would receive a 3<sup>rd</sup> Class Certificate from the Medicine Hat College and be a 3<sup>rd</sup> Class Power Engineer upon successful completion of the 3<sup>rd</sup> Class ABSA exams. They would then have the option of continuing on to complete the first part of the a 2<sup>nd</sup> class designation. **This portion of the program model is dependent upon MHC getting the approval of ABSA.**





***Medicine Hat Catholic Board of Education  
Board Meeting  
Agenda Item***

Date: May 14, 2013

Agenda Item: School Based Administration Update

Name: Clyde Pudwell

Purpose: Information

Attachments: None

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Background:

1. Mr. Neal Siedlecki has been chosen as the new Principal of Notre Dame Academy beginning with the 2013 - 2014 school year.
2. Mr. Mike Weisgerber's transfer request has been approved beginning with the 2013 – 2014 school year.
3. The Principalship position at École St. Thomas d'Aquin has been posted for the 2013 – 2014 school year. This position is currently filled by an "Acting Principal".
4. The Principalship position at St. Michael's School in Bow Island has been posted beginning with the 2013 – 2014 school year.

Recommendation                      None

Resulting Action:                      Update Trustees on Administration positions

Responsibility:                      Superintendent



***Medicine Hat Catholic Board of Education  
Board Meeting  
Agenda Item***

Date: May 14, 2013

Agenda Item: Staff Appreciation Feedback

Name: Clyde Pudwell

Purpose: Information/Discussion

Attachments: Feedback Summary

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Background: On March 15, 2013 the Board held their Staff Appreciation Event. It was held on a PD day in the afternoon.

Recommendation Look over the feedback and decide on next year's event.

Resulting Action: Staff Appreciation Event for 2013-14 school year.

Responsibility: Trustees

### Staff Appreciation Feedback

QUESTION	FEEDBACK
Number of staff that are in favor of holding it in the afternoon of a PD day?	40
Number of staff that are not in favor of holding it in the afternoon of a PD day?	6
If we did something similar next year, what adjustments or revisions would you suggest?	<ol style="list-style-type: none"> <li>1) More notice</li> <li>2) Just have time to socialize (no entertainment)</li> <li>3) Have team building activities</li> <li>4) Don't hold on Friday during Lent</li> <li>5) More family-oriented event (where children would be able to attend)</li> <li>6) That we hold a BBQ?</li> <li>7) Please not on a report card month next time</li> <li>8) Less structured and more time for socialization</li> <li>9) Please be sensitive to what food is served as some staff had to leave because of a nut allergy...</li> <li>10) Since we have so many wonderful and talented students in our district and because the appreciation day was so close to Rotary Music Festival I would prefer entertainment provided by students who have done solo, duet, ensemble festival preparation to perform. These performances are highly entertaining and give the students a much needed opportunity to practice performing. These are not necessarily prepared by teachers but are students active in the fine arts in the Catholic community.</li> <li>11) The venue is poor for any performance however, as the ceilings are low and the sound system did not work efficiently. The Cowboy Poet had very poor diction so this combined with the sound system made it difficult to hear. Ditto with the magician although his tricks were fun.</li> <li>12) I would change the position of the performer, the light behind the performers made it very difficult to see what was going on.</li> <li>13) N/A (everything was organized well and entertainment was good)</li> <li>14) Get Medicine Hat's finest band "First Degree" to play for us..... I heard the Keyboardist is phenomenal lol ( Note: Mr. Weisgerber did not submit this, however does have an idea who submitted it !)</li> <li>15) Open Bar...I think they were joking</li> <li>16) More notice</li> </ol>
Other ideas or suggestions that the Board could do for this event?	<ol style="list-style-type: none"> <li>1) Opening Year BBQ</li> <li>2) Cancel It (Any money spent on this is too much at this time)</li> <li>3) Although the idea is great it was hard to sit and enjoy the entertainment when there is so much to do in my classroom! One's tastes vary so much, so the entertainment for me is not something that I would normally go to.....that made me feel restless. I think the most important part is to just have an opportunity to visit</li> <li>4) Due to severe peanut allergies, I would suggest no nuts on the tables. No need for a lot of snacks as everyone was full from lunch, and no one was hungry enough to eat the sortment of food provided. ( it was sort of a waste)</li> <li>5) Like the entertainer idea – suggestion – Ken Haldverson – Alberta Teacher – very funny.</li> <li>6) Terry Knodle – local hypnotist</li> </ol>



***Medicine Hat Catholic Board of Education  
Board Meeting  
Agenda Item***

Date: May 14, 2013

Agenda Item: Accountability Pillar Results - May

Name: Clyde Pudwell

Purpose: Information/Discussion

Attachments: Authority Acct. Pillar Results Diagram - May

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Background: Each year in May, School Jurisdictions receive their Accountability Pillar Results from the Acct. Pillar Surveys. These results do not include the 2013 school year DIPS and PAT results because they are not complete at this time.

Recommendation Use results as part of the development of our Three Year Education Plan

Resulting Action: Trustees are familiar with our Division results

Responsibility: Superintendent



Accountability Pillar Overall Summary  
3-Year Plan - May 2013

Authority: 4501 Medicine Hat Catholic Separate Regional Division No. 20



Measure Category	Measure Category Evaluation	Measure	Medicine Hat CSRD No. 20			Alberta			Measure Evaluation		
			Current Result	Prev Year Result	Prev 3 Yr Average	Current Result	Prev Year Result	Prev 3 Yr Average	Achievement	Improvement	Overall
Safe and Caring Schools	Excellent	<a href="#">Safe and Caring</a>	91.3	90.6	90.5	89.0	88.6	88.1	Very High	Maintained	Excellent
Student Learning Opportunities	Excellent	<a href="#">Program of Studies</a>	79.6	82.2	83.3	81.5	80.7	80.7	High	Declined	Acceptable
		<a href="#">Education Quality</a>	91.7	91.8	91.9	89.8	89.4	89.3	Very High	Maintained	Excellent
		<a href="#">Drop Out Rate</a>	0.8	0.0	1.3	3.5	3.2	3.9	Very High	Maintained	Excellent
		<a href="#">High School Completion Rate (3 yr)</a>	84.6	88.5	84.4	74.8	74.1	72.7	Very High	Maintained	Excellent
Student Learning Achievement (Grades K-9)	Good	<a href="#">PAT: Acceptable</a>	87.7	90.6	87.9	79.1	79.3	78.9	High	Maintained	Good
		<a href="#">PAT: Excellence</a>	21.8	22.3	20.4	20.9	19.6	19.1	High	Maintained	Good
Student Learning Achievement (Grades 10-12)	Good	<a href="#">Diploma: Acceptable</a>	91.6	87.0	86.4	83.5	82.6	83.5	High	Improved	Good
		<a href="#">Diploma: Excellence</a>	19.0	21.3	17.0	18.6	18.7	18.7	Intermediate	Maintained	Acceptable
		<a href="#">Diploma Exam Participation Rate (4+ Exams)</a>	58.3	58.8	56.4	56.6	56.2	54.9	High	Maintained	Good
		<a href="#">Rutherford Scholarship Eligibility Rate (Revised)</a>	68.7	67.7	65.4	61.3	61.5	59.4	High	Maintained	Good
Preparation for Lifelong Learning, World of Work, Citizenship	Excellent	<a href="#">Transition Rate (6 yr)</a>	69.1	64.4	64.3	59.5	58.4	59.2	Very High	Maintained	Excellent
		<a href="#">Work Preparation</a>	83.1	83.3	82.2	80.3	79.7	79.9	High	Maintained	Good
		<a href="#">Citizenship</a>	86.0	85.1	84.7	83.4	82.5	82.0	Very High	Maintained	Excellent
Parental Involvement	Excellent	<a href="#">Parental Involvement</a>	85.7	82.8	84.4	80.3	79.7	79.8	Very High	Maintained	Excellent
Continuous Improvement	Acceptable	<a href="#">School Improvement</a>	82.8	86.0	86.2	80.6	80.0	80.0	Very High	Declined Significantly	Acceptable

Notes:

- 1) PAT results are a weighted average of the percent meeting standards (Acceptable, Excellence) on Provincial Achievement Tests. The weights are the number of students enrolled in each course. Courses included: English Language Arts (Grades 3, 6, 9), Science (Grades 6, 9), French Language Arts (Grades 6, 9), Français (Grades 6, 9).
- 2) Diploma results are a weighted average of percent meeting standards (Acceptable, Excellence) on Diploma Examinations. The weights are the number of students writing the Diploma Examination for each course. Courses included: English Language Arts 30-1, English Language Arts 30-2, French Language Arts 30-1, Français 30-1, Pure Mathematics 30, Applied Mathematics 30, Biology 30, Science 30.
- 3) Overall evaluations can only be calculated if both Improvement and achievement evaluations are available.
- 4) Results for the ACOL measures are available in the detailed report; see "ACOL Measures" in the Table of Contents.
- 5) Data values have been suppressed where the number of students is less than 6. Suppression is marked with an asterisk (\*).

### EMPLOYEE RECOGNITION (draft) (2)

#### Background

The Division values the commitment shown by employees who have served our students and the Division with years of service.

***The Division will recognize employees and trustees who have years of service.***

#### Procedures

1. The Board of Trustees will be involved in the recognition of employees.
2. An Employee Recognition Program will acknowledge an employee's incremental years of service in 5 year increments. Years of Service recognition will be at the first Annual Faith Development Day or at an appropriate occasion beginning with the 2013 – 2014 school year. The Employee Recognition Program is detailed below. Beginning with an employee's 15<sup>th</sup> year of service an *on-line gift purchase program* is in effect as follows:

2.1	0 years (new employee)	Pin
2.2	5 years	MHCBE Gift
2.3	10 years	MHCBE Gift
2.4	15 years	On-Line Gift Program
2.5	20 years	On-Line Gift Program
2.6	25 years	On-Line Gift Program
2.7	30 years	On-Line Gift Program
2.8	35 years	On-Line Gift Program
2.9	40 years	On-Line Gift Program
2.10	45 years	On-Line Gift Program

3. Years of Service is defined as service earned while being gainfully employed and drawing a pay cheque from the Division.

**3.1** Years of Service is based on any position with the Division, full or part time;

**3.2** Casual and substitute service shall not qualify for years of service;



- 3.3** Maternity, paternity or adoption leave, leave of absence without pay and benefits or extended disability will not be counted as years of service.
- 4.** All employees are required to notify the Board in writing of their intent to resign/retire including those on leave of absence without pay, and extended disability leaves.
- 5.** An employee who retires from the Division will be presented with a plaque to acknowledge their service. The plaque will be presented at the Employee Recognition Dinner held in the month of June of each school year. The employee will also choose a gift from the *on-line gift purchase program* based on the following:
- 5.1** 10 years and less than 15
  - 5.2** 15 years and less than 25 years
  - 5.3** 25 years and over
- 6.** Trustees retiring, stepping down or unsuccessful in a bid for re-election will be presented with an appropriate gift as per @ the 10 Years of Service level.
- 7.** ATA and CUPE representatives will be invited to attend the Employee Recognition Dinner as a guest.

Reference: Section 60, 61, 113, School Act





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

### **Board Meeting Agenda Item**

#### **Memorandum**

Date: May 14, 2013

To: Board of Trustees

From: Wayne Schlosser

Agenda Item: 2013-2014 SMBI Calendar

Purpose: Information

Strategic Plan Reference Effective and Efficient Operations

Enclosures: YES

Background: Finalization of the St. Michael's, Bow Island Calendar is now complete. This calendar meets the instructional hours for both elementary and senior high school students. Mr. Weisgerber and I have been in talks regarding how to build the SMBI calendar around our Medicine Hat calendar and the PRSD Draft calendar.

I commend Mr. Weisgerber, his staff and the school council for creating a very unique "school specific" calendar.

Recommendation/Decision: Approval of the SMBI 2013-2014 calendar as attached. (Formatting changes may need to be made before posting it to the Division website). We will need to look at support staff and custodial positions to ensure services are being provided as required.

Resulting Acting: as per above

Responsibility:



MEDICINE HAT CATHOLIC BOARD OF EDUCATION

SCHOOL YEAR CALENDAR - **Bow Island**

# 2013 - 2014 FINAL

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



## Medicine Hat Catholic Board of Education

### Board Meeting Agenda Item

#### Memorandum

Date: May 14, 2013

To: Board of Trustees

From: Wayne Schlosser

Agenda Item: Staffing Update

Purpose: Information

Strategic Plan Reference: Effective and Efficient Operations/Student Achievement

Enclosures: None

Background: **Student FTE:** Overall, we are down 64 students than we had projected.

**Certificated FTE:** We are anticipating 10.10 FTE fewer teachers for 2013-14. We DO have hot spots (larger than normal class sizes and with split classes) at certain schools that leave no wiggle room for accepting additional students...unless we add FTE. This will impact our budget's bottom line. (10.10 FTE = 5.90 ERIP; 3.0 probationary and temporary teachers being filled internally; 1.00 LOA being filled internally; 02.0 FTE Band for NDA being filled internally.

**Conclusion:** We are continuing to monitor school enrolment numbers with an eye to class sizes and the logistics and needs within the numbers.

Recommendation/Decision: That Senior Admin adds additional FTE as deemed necessary at the appropriate time.

Resulting Acting: As per above.

Responsibility: Senior Administration



***Medicine Hat Catholic Board of Education  
Board Agenda Item***

<u>Date:</u>	May 14, 2013
<u>Agenda Item:</u>	2013-2015 Leadership Development Program
<u>Name:</u>	Wayne Schlosser
<u>Purpose:</u>	Information
<u>Attachments:</u>	YES (2)
<u>Background:</u>	<p>MHCBE will facilitate a Leadership Development Program for the 2013-2014 school year (pending sufficient participants).</p> <p>During our staff speak out sessions several enquiries from teachers indicated there may be sufficient interest. Mr. Pudwell and I met with the Provincial ATA who would facilitate this for our Cohort for the next two years. This will assist our Division in building leadership capacity from within. The previous Cohort was very well received and 5 of the 18 participants are now in school-based administration positions.</p>
<u>Recommendation:</u>	NONE
<u>Resulting Action:</u>	NONE

# MEDICINE HAT CATHOLIC BOARD OF EDUCATION LEADERSHIP DEVELOPMENT PROGRAM (Overview)

May 14, 2013

1. Overview
  - a. Proposal of a 2-year program
  - b. Meet four (4) times per year for two years on a cyclical basis.  
Proposed Format of Times (2.5 hours max):  
Meetings would consist of:
    - 2 afternoon sessions (sub required)
    - 3 after school session
    - 3 Saturday morning sessions
  - c. **Suggested Topics**
    - Principal Quality Practise Document
    - School Act, Division Policy and Administrative Procedures
    - Catholic Education
    - Leadership Styles and effective Leadership
    - Teacher Growth, Supervision and Evaluation Policy 2.1.5
    - Special Education, Technology and AB ED and Division Funding
    - ATA relationships and roles
    - Three Year Plans and the Accountability Pillar Surveys
    - School Councils and their Roles; working with them
    - Community Involvement and Community Partners
    - How to Deal With Difficult People
    - Working with Central Office and Trustees
    - Other (to be determined in Fall meetings by the Cohort)
  - d. **Proposed partnership with Provincial ATA (facilitators), Medicine Hat Teachers Local ATA, and MHCBE.**
2. Dates and times for Fall 2013 – Spring meeting dates and times – TBD by Steering Committee



## IN PARTNERSHIP:

### The Alberta Teachers' Association



11010-142 Street NW  
Edmonton, AB  
T5N 2R1  
Phone: (780)447-9400  
Fax: (780) 455-6481  
[www.teachers.ab.ca](http://www.teachers.ab.ca)

### Medicine Hat Catholic Board of Education



1251 – 1 Avenue S.W.  
Medicine Hat, AB  
T1A 8B4  
Phone: (403)527-2292  
Fax: (403)529-0917  
[www.mhcbe.ab.ca](http://www.mhcbe.ab.ca)

#### Steering Committee:

Deanna Burzminski  
David Leahy  
Wayne Schlosser  
Neal Siedlecki  
Pat Weisgerber

#### Facilitator:

Dr. Mark Yurick - ATA

## Medicine Hat Catholic Board of Education

### LEADERSHIP DEVELOPMENT PROGRAM *for* LEADERS IN SCHOOLS (School Leadership Program)

2009 – 2011

Are you interested in increasing your leadership capacity and improving schools?

Consider enrolling in Leadership Training for Leaders in Schools.

This program will be beneficial to all professional certificated staff who are interested in becoming administrators or those who would like to fill school leadership roles.

#### If you are an:

- Administrator
- Full-time Teacher
- Part-time Teacher
- Team Leader
- Curriculum Representatives
- Grade / P.D. Representatives
- Are an existing member of the Leadership Pool



What is involved?	How do I register?																																
<p>As a participant in the training for School Leadership Program, you will be expected to make a commitment spanning two school years. The focus of the program will be on the development of leaders in their school role. However, the program is open to all professional staff who are committed to contributing time, energy and resources.</p> <p>There may be the opportunity to receive university credit for participation in this program.</p> <p>You will help design the program, based on your needs and interest areas and that of other colleagues in your group. Potential topics could include:</p> <table><tr><td>- Catholic Education</td><td>- Conflict Resolution</td></tr><tr><td>- Principal Quality Practice Guidelines</td><td>- Policy and Administration Practices</td></tr><tr><td>- Effective Leadership</td><td>- Rights and Responsibilities</td></tr><tr><td>- Teacher Supervision</td><td>- Timetabling</td></tr><tr><td>- School Act</td><td>- Staffing (CUPE &amp; ATA)</td></tr><tr><td>- Budgets and their Development</td><td>- Assessment and the Role of Administration</td></tr></table>	- Catholic Education	- Conflict Resolution	- Principal Quality Practice Guidelines	- Policy and Administration Practices	- Effective Leadership	- Rights and Responsibilities	- Teacher Supervision	- Timetabling	- School Act	- Staffing (CUPE & ATA)	- Budgets and their Development	- Assessment and the Role of Administration	<p><b>Leadership Training for Leaders in Schools Application Process It's Simple.</b></p> <ol style="list-style-type: none"><li>1. Talk to your Principal about your interest (release time from teaching duties will be required for participation in the program).</li><li>2. Forward your interest by email to Mr. Wayne Schlosser, Deputy Superintendent at <a href="mailto:wayne.schlosser@mhcbe.ab.ca">wayne.schlosser@mhcbe.ab.ca</a>; include your: <b>*YOUR NAME, YOUR SCHOOL NAME AND YOUR EMAIL ADDRESS.</b></li></ol> <p><b>Registration deadline is Friday, June 19, 2009@ 4pm</b></p> <p>Please note: We hope to not have to limit enrolment. In the event that enrolment becomes an issue, an attempt will be made to represent each school and division in the cohort group. 15 registrants max. enrollment. FIRST COME—FIRST SERVE.</p> <p><b>Applicants will be notified by e-mail of their acceptance by June 24, 2009.</b></p>																				
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When and where are the sessions?	What past participants said about the program?																																
<p>Four sessions will be offered in the first year and four sessions in the second year. Sessions will take place in the Board Room at Central Office,</p> <p><b>The schedule for this year's program is:</b></p> <table><tr><td>· Session 1:</td><td>Wednesday, October 7, 2009</td><td>12:30—4:00</td><td>(lunch served)</td></tr><tr><td>· Session 2:</td><td>Wednesday, December 2, 2009</td><td>4:00—6:00</td><td>(dinner served)</td></tr><tr><td>· Session 3:</td><td>Saturday, February 6, 2010</td><td>9:00—12:00</td><td>-----</td></tr><tr><td>· Session 4:</td><td>Wednesday, April 21, 2010</td><td>12:30—4:00</td><td>(lunch served)</td></tr><tr><td>· Session 5:</td><td>TBA</td><td></td><td></td></tr><tr><td>· Session 6:</td><td>TBA</td><td></td><td></td></tr><tr><td>· Session 7:</td><td>TBA</td><td></td><td></td></tr><tr><td>· Session 8:</td><td>TBA</td><td></td><td></td></tr></table>	· Session 1:	Wednesday, October 7, 2009	12:30—4:00	(lunch served)	· Session 2:	Wednesday, December 2, 2009	4:00—6:00	(dinner served)	· Session 3:	Saturday, February 6, 2010	9:00—12:00	-----	· Session 4:	Wednesday, April 21, 2010	12:30—4:00	(lunch served)	· Session 5:	TBA			· Session 6:	TBA			· Session 7:	TBA			· Session 8:	TBA			<p>“I will be able to follow up this session with more collaborative skill in working with team members.”</p> <p>“As a result of this session, I have a deeper appreciation for diversity in the change and the chance to look for creative pathways and opportunities.”</p>
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## **Medicine Hat Catholic Board of Education**

### **Board Meeting Agenda Item**

#### **Memorandum**

Date: May 14, 2013

To: Board of Trustees

From: Wayne Schlosser/Della Dewald

Agenda Item: Zone 6 Summer CASS/ASBOA Conference

Purpose: INFORMATION/ACTION

Strategic Plan Reference: Efficient and Effective Operations

Enclosures: NONE

Background: This Annual Event is held at Waterton National Park August 13-16. It is MHCBE turn to host this prestigious event. We have nearly everything covered, thanks to Mrs. Della Dewald's expertise. We are looking for local sponsorship for golf prizes, door prizes, cash donations, etc. to buy such prizes. We will be sending a letter to local corporate partners and service providers for MHCBE. We are asking assistance from our Trustees to visit 2-3 of these businesses to follow-up on our mailed out letter.

We also understand that some of these businesses have been approached for the Education Foundation Golf Tournament and do not want to ask too often for too much.

Recommendation/Decision: That Trustees assist us with getting sufficient sponsorship to make this a break-even event.

Resulting Action: As per above

Responsibility: Della Dewald



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

### **Board Meeting Agenda Item**

**May 14, 2013**

### **Memorandum**

**To:** Board of Trustees

**From:** Secretary-Treasurer

**Agenda Item:** Special School Tax Levy

**Purpose:** Information

**Strategic Plan Reference:** Effective and Efficient Operations

**Enclosures:** Special School Tax Levy Information Package

**Background:** A Special School Tax Levy allows school boards to requisition revenues beyond those provided for by government. The School Act enables school boards to pass a resolution to authorize a plebiscite to obtain approval of the electors of the regional division for a Special School Tax Levy. A resolution is passed in the year of the general election for a maximum of four years ending December 31 of the year of the next general election. The process involves a number of specific steps.

The amount to be raised is 3% of the budget of the board for the year in which the resolution is passed. There would need to be a purpose for which the funds raised by the Special School Tax Levy would be used by the board.

**Timelines –**

60 days prior to considering a resolution for a plebiscite, the board must give notice to eligible voters of the board's intention to meet and consider the resolution. To meet this deadline, the notice would have to be scheduled prior to June 23, 2013

60 days prior to Election Day, the board must pass a resolution to hold a plebiscite at a general meeting of the board. This would need to occur prior to August 22, 2013.



If the Board is interested in a Special School Tax Levy, we will need to make contact with Municipal Affairs and coordinate with each affected municipalities returning officer

Recommendation/Decision: None

Resulting Action: To be determined

Responsibility: Senior Administration

# **SPECIAL SCHOOL TAX LEVY**

## **INFORMATION PACKAGE**

**Business Operations & Stakeholder Support**  
**Alberta Education**  
**8<sup>th</sup> Floor, Commerce Place**  
**10155 102 Street**  
**Edmonton, Alberta T5J 4L5**

**Grants and Education Property Tax**  
**Alberta Municipal Affairs**  
**17<sup>th</sup> Floor, Commerce Place**  
**10155 102 Street**  
**Edmonton, Alberta T5J 4L4**

 **Government**

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## I. CONTACTS

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

**Address:** Business Operations & Stakeholder Support Branch  
Alberta Education  
8<sup>th</sup> Floor, Commerce Place  
10155 – 102 Street  
Edmonton, Alberta  
T5J 4L5

**Phone:** 780-427-2055 (Toll Free at 310-0000)

**Facsimile:** 780-644-5799

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

**Address:** Grants and Education Property Tax Branch  
Alberta Municipal Affairs  
17<sup>th</sup> Floor, Commerce Place  
10155 – 102 Street  
Edmonton, Alberta  
T5J 4L4

**Phone:** 780-422-7125 (Toll Free at 310-0000)

**Facsimile:** 780-422-1016

## 2. INTRODUCTION

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

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


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


### A. SPECIAL SCHOOL TAX LEVY PROCESS


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


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





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


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

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

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

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

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

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

### 3. IMPORTANT DATES TO REMEMBER WHEN CONSIDERING A 2013 SPECIAL SCHOOL TAX LEVY

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

Prior to; Monday, May 6, 2013	Review the <i>School Act</i> (SA), the <i>Special School Tax Levy Plebiscite Regulation</i> (SSTLP Reg.), the <i>Local Authorities Election Act</i> (LAEA), and the <i>Municipal Government Act</i> (MGA).
Prior to; Monday, May 13, 2013	Contact Municipal Affairs to discuss the potential impact of the Special School Tax Levy on the municipality and jurisdiction, and for the municipal contact information.
Tuesday, May 21, 2013	Coordinate with each affected municipality's returning officer, if plans are to proceed with a question on the ballot.
Sunday, June 23, 2013	Last day to give public notice of the board's intention to meet and consider a resolution to authorize the holding of a plebiscite (Section 190(2) SA).
Thursday, August 22, 2013	Last day to hold a public meeting and pass a resolution to authorize the holding of a plebiscite (Section 190(1) SA).
Sunday, October 20, 2013	Last day to withdraw a plebiscite by resolution, (Section 190(4) SA).
Monday, October 21, 2013	<b>Election Day</b>
Friday, October 25, 2013	Returning officer must post results of plebiscite vote by noon at the office of each local jurisdiction and advise the relevant Minister's Deputy Minister, (Section 96 LAEA).

## A. CALENDAR OF EVENTS FOR A 2013 SPECIAL SCHOOL TAX LEVY

**MAY**

**2013**

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

**JUNE**

**2013**

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

**JULY****2013**

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

**AUGUST****2013**

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



**SEPTEMBER****2013**

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

**OCTOBER****2013**

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



## SPECIAL SCHOOL TAX LEVY FREQUENTLY ASKED QUESTIONS

- Q. Which jurisdictions may raise additional funds by way of a Special School Tax Levy?
- A. Only public and separate boards can pass a resolution, under Section 190 of the *School Act*, to authorize a plebiscite to obtain the approval of electors of that district or division for a Special School Tax Levy. Under Section 4 of the *School Act*, Francophone boards cannot impose a Special School Tax Levy.
- Q. How are local Special School Tax Levy rates calculated?
- A. The potentially affected municipalities within the school jurisdiction boundaries calculate and apply the local Special School Tax Levy rates, (Section 164(1)(b) and Section 192(1) of the *School Act*).
- Q. When should a school jurisdiction consider a Special School Tax Levy?
- A. There may be instances in which a school jurisdiction and electors may want to raise additional funds beyond those provided by government, for a specific purpose. A resolution must be passed at least 60 days before the general election, (Section 193(1) of the *School Act*).
- Q. When can a school jurisdiction impose a Special School Tax Levy?
- A. School jurisdictions must first pass a resolution to authorize a plebiscite and the majority of the electors of the district or division must vote in favour of the Special School Tax Levy, (Section 190(1) and 192(1) of the *School Act*).
- Q. Why must there be a resolution to authorize a plebiscite and electors vote in favour of a plebiscite?
- A. Raising funds in this manner ensures that taxpayers support the purpose for additional payments they will make and that these dollars are used for the purpose for which they were intended, (Section 191(3) of the *School Act*).
- Q. How does the jurisdiction keep its electors informed of the Special School Tax Levy?
- A. The jurisdiction keeps its electors informed from the beginning to the end of the process by way of public meetings and notices, (Section 190 of the *School Act*, and Sections 1 and 2 of the *Special School Tax Levy Plebiscite Regulation*).
- Q. When should the jurisdiction post and publish the public notices?
- A. During the 30 days immediately before the election date, the public notice must be posted and published in the prescribed Form 20A at least once a week for two weeks, (Section 271(1) and 271(2) of the *School Act*, and Section 35(2) of the *Local Authorities Election Act*).
- Q. Can an elector provide notice to change their school support declaration after a school board passes a resolution to hold a plebiscite for a Special School Tax Levy?
- A. In general, an individual may not change their school support declaration or withdraw a notice already given on or after the date on which the board of a school district or division passes a resolution authorizing a plebiscite (Section 156(4) of the *School Act*).

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

- Q. What is the maximum amount of a Special School Tax Levy?
- A. The amount of a Special School Tax Levy can be up to a maximum of three per cent of the board's budget for the year in which the resolution is passed, (Section 191(1) of the *School Act*).
- Q. What can the money raised by way of a Special School Tax Levy be used for?
- A. The money raised through a Special School Tax Levy can only be used for the purpose outlined in the jurisdiction's resolution, (Section 191(3) of the *School Act*).
- Q. How long is a Special School Tax Levy in effect?
- A. A Special School Tax Levy is in effect for a maximum three year period, ending on December 31 of the year of the next general election, (Section 191(2) of the *School Act*). Any subsequent Special School Tax Levy would require another successful plebiscite.
- Q. What kind of information must be provided when giving public notice?
- A. When commencing with Step 3, public notice must be in accordance with Section 190.2 of the *School Act*. It is recommended that the public notice include the same information outlined in Section 2 of the *Special School Tax Levy Plebiscite Regulation*. When commencing with Step 5, the public notice must be in accordance with Section 271 of the *School Act* and Sections 1 and 2 of the *Special School Tax Levy Plebiscite Regulation*, using the prescribed Form 20A.
- Q. Who is responsible for collecting the additional funds if electors support the plebiscite?
- A. Boards will requisition the amount of the Special School Tax Levy from the municipalities involved. The collection of the Special School Tax Levy is the responsibility of the municipalities, who then forward it to the school board, (Section 164(1)(b) and Section 192(1) of the *School Act*).
- Q. How does a municipality know what amount to pay to the district or division if electors support the plebiscite?
- A. Each affected municipality is required to pay the amount of the board's requisition. The affected municipalities are required to levy the amount of the requisition required by the board on the assessable property of the electors of that district or division, (Sections 179, 180, 181 of the *School Act*, Section 355 of the *Municipal Government Act*).
- Q. Can a jurisdiction withdraw its plebiscite for a Special School Tax Levy?
- A. The jurisdiction may withdraw its plebiscite by way of a resolution at any time up to the date on which the plebiscite is to be held, (Section 190(4) of the *School Act*).



- Q. What should the ballot look like if the plebiscite is passed by a resolution?
- A. The ballot to be used for a plebiscite for a Special School Tax Levy is set out in the schedule to the *Special School Tax Levy Plebiscite Regulation*. It simply asks electors to indicate if they approve of the Special School Tax Levy (yes or no). This ballot would only be used in the year in which a general election is held under the *Local Authorities Election Act*.
- Q. How does the jurisdiction notify the Deputy Minister of the results of the plebiscite?
- A. The returning officer must forward a signed statement showing the number of votes for and against the plebiscite to the relevant Minister's Deputy Minister. (Section 96 of the *Local Authorities Election Act*)
- Q. Can an elector contest the validity of a vote on a bylaw or question, such as the Special School Tax Levy plebiscite?
- A. Any elector can contest the validity of a vote on a bylaw or question and the issue may be tried by the Court, (Section 126 of the *Local Authorities Election Act*).
- Q. Where can I find the links to the legislation and prescribed form referred to in this information package?
- A. All of the links to the legislation can be found on the Queen's Printer and Alberta Education website:

*School Act –*

[http://www.qp.alberta.ca/574.cfm?page=s03.cfm&leg\\_type=Acts&isbncln=9780779733941](http://www.qp.alberta.ca/574.cfm?page=s03.cfm&leg_type=Acts&isbncln=9780779733941)

*Special School Tax Levy Plebiscite Regulation –*

[http://www.qp.alberta.ca/574.cfm?page=1998\\_094.cfm&leg\\_type=Regs&isbncln=9780779735471](http://www.qp.alberta.ca/574.cfm?page=1998_094.cfm&leg_type=Regs&isbncln=9780779735471)

*Local Authorities Election Act –*

[http://www.qp.alberta.ca/574.cfm?page=L21.cfm&leg\\_type=Acts&isbncln=9780779725687](http://www.qp.alberta.ca/574.cfm?page=L21.cfm&leg_type=Acts&isbncln=9780779725687)

*Municipal Government Act –*

[http://www.qp.alberta.ca/574.cfm?page=M26.cfm&leg\\_type=Acts&isbncln=9780779744916](http://www.qp.alberta.ca/574.cfm?page=M26.cfm&leg_type=Acts&isbncln=9780779744916)

*Prescribed Form 20A –*

<http://education.alberta.ca/media/305920/20a.pdf>

## 5. COMPLETING FORMS AND BALLOTS

### APPENDIX A: FORMS AND BALLOTS

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

# **SPECIAL SCHOOL TAX LEVY PLEBISCITE PUBLIC NOTICE**

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

ATTENTION: ELECTORS OF \_\_\_\_\_

(Name of District or Division) \_\_\_\_\_

No \_\_\_\_\_

(Specify a Separate School Jurisdiction) \_\_\_\_\_

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

(amount) (number)

The funds raised will only be used for:

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

(amount) (number)

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

Secretary-Treasurer/Treasurer \_\_\_\_\_

Name of School District or Division \_\_\_\_\_

**Public Notice**

271 (1) Subject to this Act, when public notice, other than notice of a public meeting under Section 269, is required to be given under this Act, the notice shall be given

- (a) by posting it in 5 or more conspicuous places to which the public has normal and regular access, and
- (b) by publishing it, at the same time the notice is posted, in a newspaper circulating within the district or division at least once a week for 2 weeks.

(2) A notice given under this section shall be in a form prescribed by the Minister.

# SPECIAL SCHOOL TAX LEVY PLEBISCITE REGULATION

(Consolidated up to 181/2008)

## ALBERTA REGULATION 94/98

### School Act

## SPECIAL SCHOOL TAX LEVY PLEBISCITE REGULATION

### Table of Contents

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

### Schedule

#### Date of public notice

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

AR 94/98 s1;251/2001

#### Content of public notice

- 2 The public notice under section 1 shall state

- (a) the amount per year the board estimates would be raised by the special school tax levy,
- (b) the number of years for which the special school tax levy would apply, and
- (c) the purpose for which the funds raised by the special school tax levy would be used by the board.

#### Ballot

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

AR 94/98 s3;251/2001

#### Repeal

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

#### Expiry

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

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



## SCHEDULE FORM BALLOT

### Schedule

### Form

### Ballot

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

The funds raised will be used for:

Do you approve?

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



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

### ***Board Meeting***

#### ***Agenda Item***

**Date:** May 14, 2013

**Agenda Item:** World Religions 30 update

**Name:** Jill Wilkinson

**Purpose:** Information

**Attachments:** yes – Handout will be distributed at meeting

#### **Background:**

There are many questions surrounding the new World Religions 30 course. Questions such as

- When is implementation expected to occur?
- Is it a compulsory for Catholic students? Public students?
- Will this be considered a LDC (locally developed course)?
- What religion course will this replace?
- What is the appropriate grade level?
- How many credits will students receive?
- What was the feedback from teachers who piloted the course?
- What was the feedback from parents?

#### **Recommendation /Decision:**

Kathy Inglis will provide answers to these questions as well as provide a thorough in-service for proper implementation of this course at St. Basil's in Lethbridge on Monday, May 13<sup>th</sup>. Religious Education coordinator will attend this meeting to help support the administrators and teachers of Monsignor McCoy .

#### **Resulting Action:**

With this information, Monsignor McCoy will be able to make decisions about when to introduce this course.

**Responsibility:** Religious Education Coordinator, Monsignor McCoy administrators and religious education teacher



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

### ***Board Meeting***

#### ***Agenda Item***

**Date:** May 14, 2013

**Agenda Item:** Board Recognition of service at parishes

**Name:** Jill Wilkinson

**Purpose:** Information

**Attachments:** no

**Background:** Board recognition and relationship building.

At the request of the board to acknowledge those individuals who are showing the face of Christ through action, we are excited about the significant involvement of staff and students in the parishes of Medicine Hat and Bow Island.

Staff - over 65 staff members regularly participate as Eucharistic ministers, lectors, choir members and many more ministries.

Students - 85 students serve at Mass as altar servers, lectors or members of the choir.

Staff and students are modeling active Christian service in their support of the Bow Island and Medicine Hat parish communities.

#### **Recommendation /Decision:**

How does the board of trustees wish to acknowledge these students?

What specifically do you want to thank them for?

#### **Resulting Action:**

A personal message will be published in the May board bulletin. A thank you message will also occur through the parish bulletins and Catholic Education Sunday.

**Responsibility:** Board of Trustees, Religious Education Coordinator, Executive Assistant & Communications