

Medicine Hat Catholic Board of Education



PUBLIC AGENDA

Tuesday, December 08, 2015 @ 3:00 p.m.

Catholic School Board Office
1251 – 1st Avenue SW Medicine Hat, AB

Medicine Hat Catholic Board of Education

ACTION AGENDA

DATE: December 08, 2015

Place: Catholic Education Centre

Time: 3:00 P.M.

	<p>WE ARE CALLED Always and Everywhere to: Model Christ, Pray and Serve, Build a Faith Community Theme for 2015-2016: REJOICE WITH A GREAT AND GLORIOUS JOY</p>		
1.	<p><i>Opening Prayer – Blessing before a Meeting</i> <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>	Regina Durst	
2.	<p><i>Approval of the Minutes of the Regular Board Meeting</i> <u>♦Recommendation:</u> THAT the Minutes of Regular Board Meeting November 10, 2015 be approved as circulated.</p>	Dick Mastel	
3.	<p><i>Approval of the Minutes of the Special Board Meeting</i> <u>♦Recommendation:</u> THAT the Minutes of the Organizational Meeting November 24, 2015 be approved as circulated.</p>	DM	
4.	<p><i>Approval of the Action Agenda</i> <u>♦Recommendation:</u> THAT the Action Agenda dated December 08, 2015 be approved as circulated.</p>	DM	<i>Encl. 1-4</i>
5.	<p><i>Approval of the Non-Action Agenda</i> <u>♦Recommendation:</u> THAT the Non-Action Agenda dated December 08, 2015 be approved as circulated.</p>	DM	<i>Encl. 5</i>
6.	<p><i>5:15 p.m. PRESENTATION – Teacher Gradual Retirement Program (GRP)</i> In February 2015, the Board of Trustees passed a motion “that the Board of Trustees for the MHCBE approve the development of a Teacher Gradual Retirement Plan to be a one year pilot effective immediately with Administration to develop a Plan in collaboration with the local ATA”. Mr. Chuck Hellman, Associate Superintendent has invited Mr. Jim Schmid, a teacher in the Division to speak to the Board about his experience with the program. Mr. Hellman will review the program along with his recommendations.</p>	DM CH	
7.	<p><i>Corporate Communications</i> <u>7.1 Invitation from Prairie Rose School Division</u> to the Sod Turning of Schuler School construction site on December 14, 2015. <u>7.2 Letter of congratulations from Mr. Drew Barnes (MLA) (W) Cypress-Medicine Hat</u> to Mr. Dick Mastel and Reverend Mr. Robert Risling on their appointments as Chair and Vice-Chair for Medicine Hat Catholic Board of Education for the 2015-2016 school year. <u>7.3 Medicine Hat Catholic Board of Education participated in Toonies for Tuition</u> campaign for the Alberta Catholic School Trustees’ Association, the ACSTA raised \$5,429.02 from the event.</p>	DM	<i>Encl. 6 7 – 8 9</i>

	<u>7.4 Spiritual Leadership Scholarship Award Recipient</u> – Thank you letter from Attiya Fune.		10
8.	<p><u>Board Work Plan</u></p> <p><u>8.1 Quarterly Finance Report</u> - The Secretary-Treasurer will present the 1st Quarter Financial Report to the Board under Item # 13 of the Board Agenda.</p> <p><u>8.2 Board Self Evaluation</u> On an annual basis as outlined in the Board Work Plan, the Board completes a Board Self-Evaluation to review its Goals and Priorities, Performance, Governance and Policy Making and Relationships. The Board hired a consultant, Dr. Garry Andrews to facilitate the evaluation. The Board Chair will review the evaluation process undertaken by the Board and present the following motion for approval. Note: The Board was presented the details of the evaluation in the Committee of the Whole meeting earlier.</p> <p><u>♦Recommendation:</u> THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Board Self-Evaluation completed in accordance with Policy 7-Board Operations (Article 14).</p> <p><u>8.3 Superintendent of Schools Evaluation</u> On an annual basis as outlined in the Board Work Plan, the Board completes an Evaluation of the Superintendent of Schools in accordance with Board Policy 2.</p> <p><u>♦Recommendation:</u> THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Evaluation of the Superintendent of Schools Mr. Joe Colistro in accordance with Board Policy 2 – Role of the Board (Article 6).</p> <p><u>8.4 Policy 7 – Board Operations</u> THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve 3rd reading of Policy 7 – Board Operations that the Chair of the board receive 22% of the annual teachers’ salary plus an additional \$200 per month”.</p> <p><u>8.5 Administrative Procedure 540-Naming of Facilities</u> The Board will review AP 540 Naming of Facilities.</p>	<p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p>	<p>Encl.</p> <p>11 – 21</p> <p>22</p>
9.	<p><u>Monsignor McCoy High School - Modernization</u></p> <p><u>9.1</u> Website: www.mccoymodernization.ca <i>The website is active for Monsignor McCoy High School. The website contains the video interview describing the project as well as the online fundraising campaign.</i></p> <p><u>9.2</u> Monsignor McCoy High School Construction</p> <p><u>9.3</u> Fundraising – Della</p>	GM/JC	
10.	<p><u>Southland Elementary School - New</u></p> <p><u>10.1</u> Planning & Construction</p>	GM/JC	
11.	<p><u>Superintendent of Schools Report – Mr. Joe Colistro</u></p> <p><u>11.1</u> C2 – Reducing Teacher Workload and Improving Teaching Efficacy (encl)</p> <p><u>11.2</u> Syrian Refugees</p> <p><u>11.3</u> Field Trips, Administrative Procedure 260 (encl)</p> <p><u>11.4</u> Strategic Planning Spring 2016</p> <p><u>11.5</u> Communications</p> <p><u>11.6</u> Staff Social Event January 29, 2015</p> <p><u>11.7</u> Meeting with Bishop Henry</p> <p><u>11.8</u> Fine Arts Calendar (encl)</p> <p><u>11.9</u> Parent Association (encl)</p> <p><u>11.10</u> Communications Reports</p> <p><u>11.10.1</u> Corporate Communications</p>	JC	<p>(Report) 23 – 25</p> <p>26</p> <p>27 – 42</p> <p>43</p> <p>44</p> <p>45 - 49</p>

12.	<i>Associate Superintendent Human Resources – Mr. Chuck Hellman</i> <i><u>12.1</u> Class Size Survey</i>	CH	(Report) 50 51 - 54
13.	<i>Secretary-Treasurer Report – Mr. Greg MacPherson</i> <i><u>13.1</u> 1st Quarter Finance Report</i> <i><u>13.2</u> Administrative Procedure 552 – Student Transportation Private Vehicles</i> <i><u>13.3</u> Administrative Procedure 530 – Insurance Management</i>	GM	(Handout) 55 - 57 58 - 59
14.	<i>Associate Superintendent Learning Services – Mr. Hugh Lehr</i> <i><u>14.1</u> Making a Difference – Promising Inclusive Practices in High Schools.</i> Alberta Education had asked SAPDC to become involved in making a video that illustrates great practices in our High Schools in the South that support diverse learners. This is an opportunity to share the great practices we have in the south.	HL	(Report) 60
15.	<i>Director of Early Childhood Services – Mrs. Kym Porter</i> <i><u>15.1</u> No report.</i>	KP	
16.	<i>Religious Education Coordinator Report – Mrs. Jill Wilkinson</i> <i><u>16.1</u> Door of Mercy</i> <i><u>16.2</u> Faith formation Mini Sessions</i> <i><u>16.3</u> Parish, School, Family Connections</i> <i><u>16.4</u> Keeping Christ in Christmas</i> <i><u>16.5</u> Mission Mexico Dec 11, 2015</i>	JW	(Report) 61 - 62
17.	<i><u>17.1</u> ACSTA AGM November 2015 – November 13 - 15, 2015.</i> Trustees and Administration will report on the event. <i><u>17.2</u> ASBA AGM November 2015 – November 15 - 17, 2015.</i> Trustees and Administration will report on the event.		
18.	COMMITTEE REPORTS (presented by appointed Trustees)	Chair	
	18.1 Medicine Hat Catholic Schools' Education Foundation – <i>Mrs. Regina Durst</i>		
	18.2 Representative to ACSTA– <i>Mr. Dick Mastel</i>		
	18.3 Representative Teacher Board Advisory Committee – <i>Reverend Mr. Robert Risling</i>		
	18.4 Representative to ASBA Zone 6 – <i>Mr. Peter Grad</i>		
	18.5 Representative to Support Staff Board Advisory Committee– <i>Mrs. Regina Durst</i>		
	18.6 Representative to Parent Association– <i>Reverend Mr. Robert Risling</i>		
	18.7 Salary Negotiations <i><u>18.7.1</u> ATA– Mr. Peter Grad</i> <i><u>18.7.2</u> CUPE– Mr. Dick Mastel</i>		
	18.8 CUPE Staff Board Advisory Committee – <i>Reverend Mr. Robert Risling</i>		
	18.9 Spiritual Leadership Scholarship Board Representative – <i>Mrs. Regina Durst</i>		
	18.10 Student Board Advisory Committee – <i>Mr. Dick Mastel</i>		
	18.11 C2 (Adhoc) Committee – <i>Reverend Mr. Robert Risling</i>		
	18.12 Monsignor McCoy Modernization (Adhoc) Committee – <i>Mrs. Regina Durst</i>		
	18.13 “New” School Parish Relations Committee (Adhoc) Committee – TBA		
19.	<i>Closing Prayer</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>	Regina Durst	

20.	<i>Adjournment</i>	Dick Mastel
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NON – ACTION AGENDA

DATE: Tuesday, December 08, 2015 Place: Catholic Education Centre Time: 3:00 P.M.

No.	INFORMATION ITEMS	PAGE
1.1	<p><u>REGISTRATION 2015 - 2016</u></p> <p>* REGISTRATION in all Catholic schools in Medicine Hat for the 2015 – 2016 school year all grades is ongoing</p> <p><u>ALL ARE WELCOME–</u> <i>Are you a new resident to this country or new to our community or have a new learner getting ready to start school? Did you know that Catholic Schools in Alberta are publicly funded? That means, while we have school fees, there is no tuition. Our Schools offer a faith filled education. We nourish the whole child, spiritually, socially and academically and all are welcome! Call us for information or to register in one of our nine Schools in the City of Medicine Hat. MEDICINE HAT CATHOLIC BOARD OF EDUCATION – 403.527.2292 or www.mhcbe.ab.ca. Come, Experience Catholic Schools - “Showing the Face of Christ to All”.</i></p>	
1.2	<p><u>TAXES – DECLARE YOUR SUPPORT for CATHOLIC SCHOOLS</u> – <i>The Medicine Hat Catholic Board of Education</i> reminds our community of the importance of declaring your PROPERTY TAXES in support of Catholic Education How do you declare your support? - To ensure your property taxes are supporting Catholic Schools, you must declare your Catholic school support as “Separate” 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. Changes made on or before Dec 31 will be in effect for the next taxation year. Thank you for your supporting Catholic Schools.</i></p>	

Notice of Public Board Meetings

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



"Everyone Learning Together"

918 - 2nd Avenue • Dunmore, AB T1B 0K3
Ph: (403) 527-5516 • Fax: (403) 528-2264

November 25, 2015

Medicine Hat Catholic Board of Education
1251 1st Ave SW
Medicine Hat, AB T1A 8B4

Dear Superintendent Joe Colistro,

Prairie Rose School Division is very excited that work is underway on the replacement of Schuler School. To commemorate the project, the division would like to hold an official ground breaking ceremony where students, staff, parents, community partners and the media would be invited to attend.

The event is scheduled for December 14, 2015 at 10:30 a.m. at the Schuler School construction site. The ceremony would include brief remarks from a member of the Prairie Rose board of trustees, a student representative, Alberta Infrastructure and Alberta Education. We would be honoured if you and Board Chair Dick Mastel could join us to help officially kick start the project.

Please RSVP to Angela Baron (angela.baron@prrd.ab.ca) at your earliest convenience to confirm your attendance. We hope to see you there.

Yours truly,

Stuart Angle
Board Chair
Prairie Rose School Division

OF EDUCATION
CATHOLIC BOARD
MEDICINE HAT

NOV 30 2015

RECEIVED



LEGISLATIVE ASSEMBLY

ALBERTA

Drew Barnes, MLA

Cypress-Medicine Hat Constituency

November 20, 2015

Mr. Dick Mastel

Medicine Hat Catholic Board of Education

1251 – 1st Avenue SW

Medicine Hat, AB T1A 8B4

Dear Mr. Mastel,

Re: Congratulations!

I would like to congratulate you on recently being elected as the *Board Chair* of the *Medicine Hat Catholic Board of Education*. I commend you for all your hard work and commitment to the education of our youth.

It is my hope that you will continue to encourage and strengthen others within the community and throughout Alberta to reach their greatest potential for success and prosperity. Strong communities have both a strong economic and social fabric – thanks for going above and beyond to help make this all possible.

On behalf of the constituents of Cypress-Medicine Hat, thank you for this incredible display of hard work and community spirit.

Keep up the great work!!

Sincerely,

Drew Barnes, MLA

Cypress-Medicine Hat

Shadow Minister of Health

Legislature Office: 5th Floor – 9820 – 107 Street, Edmonton, AB T5K 1E7
Telephone: (780) 427-6662 Fax: (780) 638-3506

Constituency Office: #5, 1299 Trans Canada Way SE, Medicine Hat, AB T1B 1H9
Telephone: (403) 528-2191 Fax: (403) 528-2278
cypress.medicinehat@assembly.ab.ca



LEGISLATIVE ASSEMBLY

ALBERTA
Drew Barnes, MLA
Cypress-Medicine Hat Constituency

November 20, 2015

Mr. Robert Risling

Medicine Hat Catholic Board of Education
1251 – 1st Avenue SW
Medicine Hat, AB T1A 8B4

Dear Mr. Risling,

Re: Congratulations!

I would like to congratulate you on recently being elected as the *Vice-Chair* of the *Medicine Hat Catholic Board of Education*. I commend you for all your hard work and commitment to the education of our youth.

It is my hope that you will continue to encourage and strengthen others within the community and throughout Alberta to reach their greatest potential for success and prosperity. Strong communities have both a strong economic and social fabric – thanks for going above and beyond to help make this all possible.

On behalf of the constituents of Cypress-Medicine Hat, thank you for this incredible display of hard work and community spirit.

Keep up the great work!!

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cypress.medicinehat@assembly.ab.ca

Della Dewald

From: Alberta Catholic School Trustees' Association <admin@acsta.ab.ca>
Sent: Tuesday, December 01, 2015 2:15 PM
Subject: Thank you for Supporting the Toonies for Tuition Campaign and Development & Peace

Memorandum to: **ACSTA Board of Directors**
Catholic School Board Chairs
Catholic School District Superintendents

From: Dean Sarnecki
Executive Director

Re: Thank you for Supporting the Toonies for Tuition Campaign and Development & Peace

We are pleased to announce that a total of \$5,429.02 was raised at the Silent Auction that was held in conjunction with the 2015 ACSTA AGM & Convention. The proceeds will be split equally between the Toonies for Tuition Campaign and Development and Peace.

Thank you for supporting this important endeavour.

Alberta Catholic School Trustees' Association

#205, 9940 - 106 Street
Edmonton AB T5K 2N2
Phone: 780/484-6209 Fax: 780/484-6248
admin@acsta.ab.ca

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Michelle Collett

Alberta Catholic School Trustees' Association
205, 9940 - 106 Street
EDMONTON AB T5K 2N2
Phone: 780-484-6209

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November 1st, 2015

Attiya Purificati Fune

Medicine Hat Catholic Board of Education

1251 1st Ave SW

Medicine Hat, AB

T1A 8B4

RE: Social and Spiritual Leadership Award

My name is Attiya Purificati Fune and I was the recipient of Social and Spiritual Leadership Award at Monsignor McCoy High School for the 2014-2015 school year. I would like to extend my most sincere gratitude for this generous scholarship and for your recognition of my efforts as a leader in my school community.

I am currently attending the University of Alberta, in my first semester, working towards my Bachelor of Science with a major in Biological Sciences. Though I have not yet declared my minor, I intend to do so by the end of next year.

As a university student living away from home, I greatly appreciate the financial contribution that you have made to my success. I hope that in my new community, I can continue to act as a social and spiritual leader for those in need.

Sincerely,

A handwritten signature in black ink, appearing to read 'Attiya Fune', written in a cursive style.

Attiya Purificati Fune

University of Alberta

BOARD OPERATIONS

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

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

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

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

1. Wards

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

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

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

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

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

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

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

2. Organizational Meeting

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

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

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

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

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

Trustees will volunteer for committee and representative assignments.

3. Regular Meetings

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

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

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

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

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

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

Failure to attend may result in disqualification.

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

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

4. Special Meetings

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

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

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

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

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

5. In-Camera (Private) Sessions

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

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

5.1 Individual students and ECS children;

5.2 Individual employees and personnel matters;

5.3 Collective bargaining issues;

5.4 Litigation issues;

- 5.5 Acquisition/disposal of property; and
- 5.6 Other topics that a majority of the trustees present feel should be held in private, in the public interest

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

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

6. Agenda for Regular Meetings

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

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

6.1.1 Opening

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

6.1.2 Corporate Communications

6.1.3 Presentations/Delegations

6.1.4 Action Items

6.1.5 Committee Reports

6.1.6 Non Action Items

6.1.7 Adjournment

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

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

- 6.3.1 By notifying the Superintendent or Board Chair at least eight (8) working days prior to and not including the Board meeting day.
- 6.3.2 By notice of motion at the previous meeting of the Board.
- 6.3.3 As a request from a committee of the Board.
- 6.3.4 Issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
- 6.4 The agenda package, containing the agenda and supporting information, will be delivered to each trustee at least four (4) calendar days prior to the date of the meeting. Subsequently, emergent information may be sent electronically.
- 6.5 The list of agenda items shall be posted on the Division website and be available in the Division Office. Any elector may inspect the agenda and request a paper copy.
- 6.6 The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
- 6.7 During the course of the Board meeting, the majority of trustees present may amend the agenda and place items before the Board for discussion. The Board may take action on such items.

7. Minutes for Regular or Special Meetings

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

7.1 The minutes shall record:

- 7.1.1 Date, time and place of meeting;
- 7.1.2 Type of meeting;
- 7.1.3 Name of presiding officer;
- 7.1.4 Names of those trustees and administration in attendance;
- 7.1.5 Approval of preceding minutes;
- 7.1.6 A brief summary of the circumstances which gave rise to the matter being debated by the Board;
- 7.1.7 All resolutions, including the Board's disposition of the same, placed before the Board, must be entered in full;
- 7.1.8 Names of persons making the motion;
- 7.1.9 Points of order and appeals;
- 7.1.10 Appointments;
- 7.1.11 Summarized reports of committees;
- 7.1.12 Recording of the vote on a motion (when requested pursuant to the School Act); and

7.1.13 Trustee declaration pursuant to the School Act.

7.2 The minutes shall:

7.2.1 Be prepared as directed by the Superintendent;

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

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

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

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

7.2.6 Be distributed to stakeholders.

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

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

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

7.4.2 Establish and maintain a file of all Board minutes.

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

8. Motions

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

8.1 Notice of Motion

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

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

8.2 Discussion on Motions

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

A Board motion or a recommendation from administration must be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the

Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.

8.3 Speaking to the Motion

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

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

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

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

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

8.4 Reading of the Motion

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

8.5 Recorded Vote

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

8.6 Required Votes

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

8.7 Debate

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

9. Delegations to Board Meetings

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

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

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

10. Recording Devices

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

11. Trustee Compensation

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

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

11.1 Honorarium

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

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

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

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

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

11.2 Allowances and Expenses

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

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

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

12. Trustee Conflict of Interest

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

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

which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

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

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

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

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

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

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

12.4 The recording secretary will record in the minutes:

12.4.1 The trustee's declaration;

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

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

13. Board Memberships

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

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

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

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

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

14. Board Self-Evaluation

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

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

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

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

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

First Reading: November 10, 2015
Second Reading: November 10, 2015
Third Reading: Proposed Dec 8, 2015

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

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

Administrative Procedure 540

NAMING OF FACILITIES

Background

Naming a school, a portion of a school, or a school system facility is a matter that deserves thoughtful attention.

Procedures

1. The Superintendent shall authorize the formation of a committee for the naming of a school or a portion of a school.
2. The committee may have representation from the community at large, school administration, the local teaching staff, parents, and the students.
 - 2.1 The community at large may include representation from the parish council, historical societies, senior citizens, or groups who may have an interest in being represented.
 - 2.2 Each representative group shall be limited to a maximum of two members.
 - 2.3 The committee shall determine the process that will be followed in soliciting input in the naming process.
3. The names considered shall:
 - 3.1 Have significance for the students, parents and the community of the particular facility;
 - 3.2 Be easily identifiable with the facility;
 - 3.3 Not be in conflict with the names of other facilities in the system, or surrounding districts;
 - 3.4 Be appropriate in terms of copyright and trademark provisions.
4. Where possible, new facilities shall be assigned names before construction begins.
5. The Board is responsible for approval of names of all Division-owned facilities.

Reference: Section 60, 61, 113 School Act



Superintendents Report – December 8th 2015

1. C2 – Reducing Teacher Workload and Improving Teaching Efficacy

On November 24th a C2 meeting was held in Calgary for Division and ATA local representatives from School Districts predominately from Calgary south. Dick Mastel and I attended on behalf of the Board and Bernie Kinch and Doug Hendricks on behalf of the ATA local. Discussion was held on a number of topics including:

- Was C2 worth it?
- What's next?
- Professional Time? What does it look like?
- Assessment and Reporting

Alberta Education also focused on improving teacher efficacy.

Teacher Efficacy is defined by the ATA as *the confidence teachers hold about their individual and collective capacity to influence student learning*.

At our last DLT meeting I posed the question “What can we be doing in our schools to improve teacher efficacy”? We will be following up with a local C2 meeting in early January.

Background - What is C2?

On May 15, 2013 legislation in the form of The Assurance Act Bill 26 was passed. The legislation provided for a provincial framework agreement for Teachers and School Boards in Alberta. The framework agreement outlines the functions of C2 Committees with respect to transformational change guided by Inspiring Education.

The assumption of the C2 Committee is that practices that build teacher capacity and effectiveness, and contribute to student learning and success are important and need to be well supported. The reduction of teacher workload and enhancing efficacy related to jurisdictional tasks are the mandate of the C2 Internal Review.

A report was completed in March of 2015 that contains the results and initial recommendations related to the C2 Internal Review of teacher workload, efficacy and jurisdictional tasks for MHCBE. A poster was also developed that illustrates our accomplishments. (Attachment)

Recommendation: Receive as Information

Attachment - C2 – Reducing Teacher Workload and Improving Teaching Efficacy

2. Syrian Refugees

It is anticipated that as many as 150-200 Syrian refugees will be placed in Medicine Hat. It is quite possible that some of the refugee children will end up in our schools. As a community we are committed to supporting these students and families. They will need much more than just food, clothing, and shelter. As a school community we will need, among many other things, to provide support for trauma, language, and education gaps from delays in being school.

Once we have an idea of how many students might be attending our schools and the grade levels we will plan accordingly.

Recommendation: Information and Discussion

3. Field Trip AP 260

Over the last few weeks the world, once again, became a more complex place to live. The bombings in Paris brought an increased concern about potential risks associated with travelling to certain countries.

Safety is, and must be seen as a top priority in field trip planning. As you are aware we revised our Field Trip AP 260 and are currently working on revisions to the Volunteer AP 490. Over the past year as part of the process there

were numerous meetings held with the Division Leadership Team and the newly formed Field Trip Assessment Committee. We reviewed numerous Field Trip AP's from other districts, received legal advice, and consulted with our insurers. These discussions led to the approval of the new Field Trip AP 260.

Administrators identified staff members that have or are likely to plan a field trip outside of Alberta or internationally. It was important that these lead teachers were clear on what is required when planning these trips.

On Monday November 30th I facilitated, with other senior admin, a Field Trip workshop to review the revised Field Trip AP and the accompanying documents that are required. We also discussed the creation of a checklist of items required when planning a trip.

Recommendation: Information and Discussion

Attachment – AP 260 Field Trips

4. Strategic Planning Meeting Spring 2016

On May 1st, 2015 the Medicine Hat Catholic Board of Education held a Strategic Planning session. The Strategic Planning session provided an opportunity for stakeholders to review the vision, mission, values, and to articulate the strategic priorities for the division. Representatives from stakeholder groups included trustees, senior administration, central office staff, and school based administration. As a group we:

- reflected on what makes Medicine Hat Catholic Schools Catholic,
- examined why students attend Medicine Hat Catholic Schools,
- completed a SWOT Analysis (strengths, weaknesses, opportunities, and threats).

Based on the responses, the stakeholder groups brainstormed possible themes. The information collected was used to develop Division Strategic Priorities. The Strategic Priorities became the focus for the MHCBE 3 year plan (2015-2018) and for School Based Annual Plans for the 2015-2016 school year.

Once again we will be hosting a Strategic Planning Session in the spring of 2016. I would be hoping to have at least 2 or 3 administrators participate. I believe what was missing last year was input from teachers and parents. I will engage these two groups directly and invite individuals to participate.

Recommendation: Receive as Information

5. Communications

As you are aware Dominique Hirsch resigned her position as Communications Coordinator effective November 30th. Working closely with Della she helped chart a communication plan for the Division. We have made great progress since September and are on solid ground moving forward.

The posting for the Communications Officer was placed in the Medicine Hat News on Wednesday December 2nd and Saturday December 5th. Closing date is set for December 11th.

We plan to interview the week of December 14th with the new staff member starting January 4th.

At the meeting Della will review work to date within her portfolio in corporate communications including the Marketing Strategy.

6. Staff Social Event January 29th 2015.

It is our intention to host a social event for all staff at the January 29th PD day during the lunch break. We are hoping to have a ***Chili Cook Off*** where each school will be asked to provide a pot of chili in the competition. We want to have a little fun and thank staff at the same time.

Recommendation: Receive as information

7. Meeting with Bishop Henry

Bishop Henry hosted a meeting December 4th at the Pastoral Centre in Calgary for Division Superintendents and Associates. Chuck and I attended the meeting. Given that Pope Francis has announced a Year of Jubilee for Divine Mercy to begin on December 8th 2015, Bishop Henry thought it might be a good occasion to meet to share the diocesan plan, proposals, etc. and how our Catholic schools might fit in and contribute. Superintendents were invited to add specific items to the agenda on areas of concerns or if they had questions that could benefit all.

I will provide an update at our Board meeting.

Recommendation: Receive as information

8. Fine Arts Calendar 2015-2016

We have finalized the 2015-2016 Fine Arts calendar. The Fine Arts calendar reviewed by our Fine Arts staff, administrators, and parents, highlights the many activities that take place throughout the year in our Division. I would ask that you take particular note of the December events as it lists the Christmas concerts, performances and dates for each of our schools. One of our strategies within the priority, *“To enhance and foster a love of the Fine Arts*, was to create a Division calendar and encourage trustees and senior admin attend these events.

Recommendation: Receive as information

Attachment - Fine Arts Calendar 2015-2016

9. Parents Association

The Parents Association meeting was held on Monday November 30th. At the meeting the group discussed their three year plan which was recently developed with input from parents within the association. The plan is linked to our strategic priorities focusing in on three key areas:

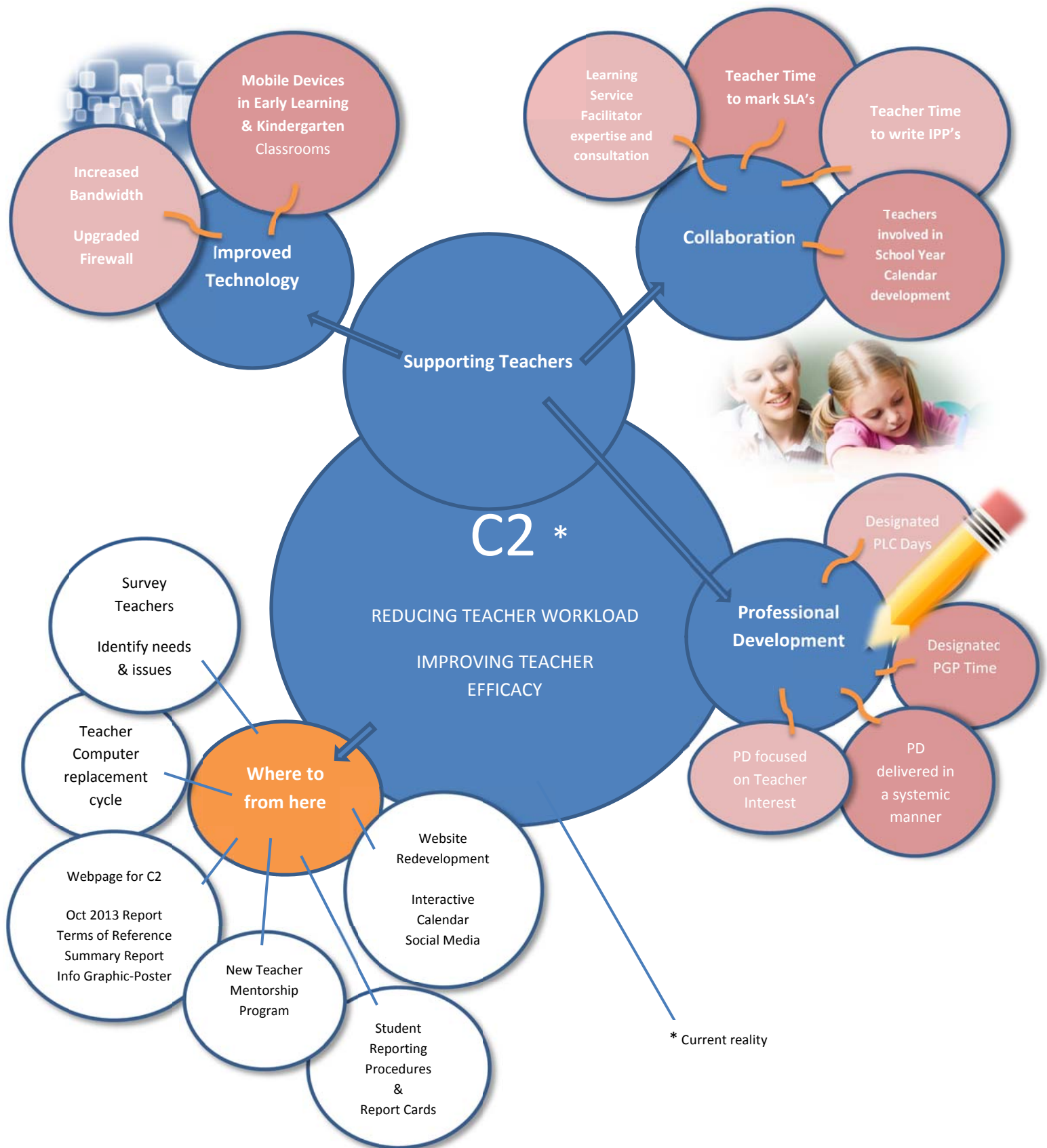
- a. Strategic Priority #1 - To foster home school parish relationships
- b. Strategic Priority #2 - To nurture and enhance the identity of our Catholic schools.
- c. Strategic Priority #7 - To provide effective and meaningful communication to all stakeholders.

It was great to have the parent group embrace the strategic priorities established by the Board in such as a tangible way. This collaboration allows us to provide linkage between parents, schools and the Division.

Recommendation: Receive as information

Attachment - Medicine Hat Catholic Schools Parent Association - 3 Year Plan - 2015/16

C2 – Reducing Teacher Workload and Improving Teaching Efficacy



Medicine Hat Catholic Board of Education & ATA Local #39

Working Together for Student Learning

March 2015

FIELD TRIPS

Background

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

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

Definitions

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

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

Provincial Field Trip – means any field trip that occurs within the Province of Alberta.

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

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

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

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

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

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



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

PROCEDURES

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

PURPOSE

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



APPROVAL

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

LOCAL AND PROVINCIAL TRIPS

- 7.1. The Principal has *final approval* for Local and Provincial field trip.

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

- 7.1.2. A Local field trip application must be made by the lead Teacher to the Principal ***at least two weeks prior*** to the planned/anticipated date of departure.

- 7.1.3. A Provincial field trip application must be made by the lead Teacher to the Principal ***at least one month prior***; *unless under extenuating circumstances*, of the planned/anticipated date of departure.

CANADIAN AND INTERNATIONAL TRIPS

- 7.2. The Principal *for initial approval* and the Field Trip Assessment Committee for final approval for Canada and International Field Trip.

- 7.3. A Canadian or International field trip application must be made by the lead Teacher to the Principal and to Field Trip Assessment Committee at least six months prior to the planned/anticipated date of departure. Final itineraries are submitted to the school Principal and Field Trip Assessment Committee for approval as soon as they become available from the travel/tour company.

- 7.4. Authorization must be given by the Field Trip Assessment Committee by submitting a Canadian/International Preliminary Approval Form, for Canada and International field trips, before fundraising begins and before any deposit is paid.

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

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

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



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

7.6. Any International field trip to a country identified as an area for travelers to “exercise a high degree of caution” or greater by the Department of Foreign Affairs and International Trade Canada (DFAIT) will not be approved. If DFAIT changes the identification of a country to “exercise a high degree of caution” or greater after the International field trip has been approved, the International field trip must and will be cancelled unless the itinerary can be changed to remove any travel to countries categorized as “exercise a high degree of caution” or greater.

7.7. Should circumstances develop that raise concerns related to student health or safety, a field trip may be cancelled by the Superintendent/Board in consultation with the Field Trip Assessment Committee, and the division will not be responsible for any reimbursement of lost funds which are not covered by travel insurance.

7.8. All participants taking part in an International field trip shall obtain and be responsible for the cost of medical insurance for the duration of the field trip.

7.9. As well, all participants taking part in International field trips and Canadian field trips using a commercial carrier must purchase group cancellation/travel insurance.

8. Student travel limitations:

8.1. Early Learning - Grade 6 students may only travel within Alberta including Fort Walsh or Cypress Hills, Saskatchewan which will be considered Provincial Trips.

8.2. Grades 7 - 9 students may only travel within Canada.

8.3. Grade 10 – 12 will have access to local, provincial and international trips.

8.4. Any exception to the above must be approved by the Superintendent in consultation with the Field Trip Assessment Committee.

TEACHER IN CHARGE

9. The Teacher in charge must:

9.1. Consult with and obtain the approval of the Principal before planning for the field trip may proceed.

9.2. Be designated teacher in charge and be present on the trip.

9.3. Submit an educational assessment for the Principal’s approval that:



- 9.3.1.** Ensures that all requisite field trip documentation is provided to the Principal within the required time frames;
 - 9.3.2.** Includes a statement of purposes that explicitly defines instructional objectives;
 - 9.3.3.** Outlines the lead up and follow up activities, as required;
 - 9.3.4.** Provides a safety assessment of the activity; wherever possible or reasonable, have visited the location of the field trip prior to the trip and be familiar with the seasonal conditions at the time of the activity.
- 9.4.** Have the training, experience and knowledge appropriate for leading the trip or have the assistance of a guide with the training, knowledge and experience needed.
- 9.5.** Select appropriate volunteers for the trip and provide volunteers with direction as to the requirements of the trip and their responsibilities prior to departure; (see [Administrative Procedure 490 – Volunteers](#)).
- 9.6.** Use guides when appropriate or as directed.
- 9.7.** Ensure that appropriate document is filed with the Principal and accompanies the Teacher in charge on the trip.
- 9.8.** Advise students regarding trip hazards and appropriate safety procedures, including required vaccinations.
- 9.9.** Comply with all Board Policies and Administrative Procedures while on the trip.
- 9.10.** Without delay advise the Principal of any accidents, problems, unusual incidents, “close calls”, unsafe situations or any other situation which the Principal should be reasonably advised. After having verbally advised the Principal, the lead Teacher shall, within a reasonable timeframe, provide the Principal with a written report detailing the situation and steps taken to resolve the issue.

THE PRINCIPAL

10. The Principal must:

- 10.1.** Review the field trip application;
- 10.2.** Be satisfied that the Teacher in charge understands the policies and procedures defining the Teachers’ responsibilities and duty of care;
- 10.3.** Be satisfied that the current safety guidelines have been met or exceeded;



- 10.4. Be satisfied that the students, Teachers, staff, volunteers and parents or guardians will receive the appropriate information about the trip;
- 10.5. Be satisfied that arrangements are in place for covering all the financial matters, including refund procedures, contingency funds and an accounting for all expenditures;
- 10.6. Consult with the Teachers in charges before recommending final approval;
- 10.7. Ensure that the Teacher in charge completes a preliminary risk assessment for any trip.
- 10.8. Principals must ensure that eligibility criteria are established for all field trips. Eligibility criteria can include previous behavior.
- 10.9. Be the final authority for Local and Provincial field trips.

FIELD TRIP ASSESSMENT COMMITTEE

11. Field Trip Assessment Committee must:

- 11.1. Review the completed Off-Site Activity Form 260 for Canadian and International field trips;
- 11.2. Review the ~~Parent Permission Letter~~ **Parent Consent Form**
- 11.3. May provide assistance and advice to the Principal regarding the safety and curriculum aspects of any proposed field trip;
- 11.4. Determine if Canadian or International field trip authorization is granted or not, and notifies the Principal accordingly; such a determination is final with no appeal;
- 11.5. Review as required by the circumstances, the safety of Canadian or International field trips and where circumstances warrant, may recommend to the Board to cancel a Canadian or International field trip.
- 11.6. Be the final authority for Canadian and International field trips.

SUPERVISION

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

- 12.1. For students in Early Learning, Kindergarten, one adult to 5 students;
- 12.2. For students in Grades 1 – 3, one adult to 8 students;



- 12.3. For students in Grades 4 – 9, one adult to 10 students; and
- 12.4. For students in Grades 10 – 12, one adult to 15 students;
- 12.5. International trips or Canadian trips, one adult to 10 students;
- 12.6. Skiing and Snowboarding trips, one adult to 10 students;
- 12.7. Exceptions to the above will apply to school team sports and clubs where the ratio shall be one adult to 15 participants.
- 12.8. Deviation from these standards with permission of the Principal are acceptable for low risk trips based on the following being considered:
- Age of students;
 - Nature of the activity;
 - Risk of the activity;
 - Size of the group;
 - Participation of special needs students;
 - Unique or particular circumstances of the venue (crowded, expansive etc);
 - Experience of the supervisor(s) relative to the activity;
 - Other safety concerns.
- 12.9. On high risk trips acceptable standards may only be changed with the approval of the Superintendent.
- 12.10. If a field trip involves being away on a Sunday plans should be made, if at all possible, to ensure that field trip participants attend Mass.
- 12.11. Employees or Students are not permitted to consume alcohol.
- 12.12. Parents and Students in (grades 7–12) will be required to sign a [Code of Conduct Agreement](#) for trips outside Alberta.
13. For field trips outside of the Province of Alberta, the minimum acceptable standard of supervision is two adult supervisors.
14. Where field trips include overnight stays and the student group includes male and female students, supervision of the group must include both male and female supervisors.
15. Additional supervision by certificated staff and/or volunteers from the school must be considered for field trips involving:
- Increased risks;
 - Large numbers of students;
 - Participation of students with special needs;
 - Crowded venues;
 - Trips which are new to the school.



16. All supervision must be provided by individuals who are over the age of 18 and who meet the requirements of Administrative Procedure 490 Volunteers.

TRANSPORTATION

17. Transportation of students on field trips must comply with Division Policy and Procedure.

- 17.1. Commercial transportation shall be used whenever possible.

- 17.1.1. Only properly licensed and insured commercial transportation vehicles and drivers shall be used.
- 17.1.2. Schools are advised to use carriers under contract to the Division.
- 17.1.3. If a school wishes to use a carrier not contracted with the Division, the carrier must have an Operating Authority Certificate from the Motor Transport Board and a Certificate of Insurance coverage evidencing auto liability coverage of not less than ~~five (5) million~~ twenty (20) million dollars.

- 17.2. The Principal must ensure that a staff member, student or volunteer driving a vehicle that is not Division-owned is properly licensed and insured.

- 17.3. The Division has insurance coverage that provides for indemnification in the event of bodily injury or property damage to third parties as the result of an automobile accident for which the staff member, student or volunteer is legally responsible. However, the primary liability protection for the staff member, student or volunteer driving a vehicle that is not Division owned is provided by his/her own liability policy. The minimum liability coverage is required to be two (2) million dollars. (Reference: [Administrative Procedure 552](#))

- 17.4. Schools are required to retain copies of the driver's license and insurance pink slip information. The Driver Information form attached to [Administrative Procedure 552 Student Transportation Private Vehicles](#) may be used as a record.

- 17.5. Student drivers shall not, under any circumstances, be used for a division transportation purposes whatsoever, including field trip transportation.

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

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



CONSENT

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

- 19.1.** Purpose and educational goal of the field trip;
- 19.2.** The name of the Teacher in charge and a contact telephone number;
- 19.3.** The date;
- 19.4.** The destination, and where necessary, a map of the area;
- 19.5.** A detailed itinerary, setting out the general nature and number of activities;
- 19.6.** Departure and return times;
- 19.7.** Mode of transportation;
- 19.8.** Financial arrangements;
- 19.9.** Safety precautions;
- 19.10.** Level of supervision;
- 19.11.** The date of the parent meeting(s); if required;
- 19.12.** Any unusual factors such as rigorous physical activity, water related activities or water sports;
- 19.13.** Any special risks associated with the activity;
- 19.14.** A reminder that parents or guardians must inform the Teacher in charge about any relevant medical conditions of the student;
- 19.15.** Emergency procedures to be followed in the event of injury, illness or unusual circumstances;
- 19.16.** The need for additional medical coverage for out-of-province and out-of-country trips;
- 19.17.** Other relevant information about the trip which may influence the parent's or guardians' decision to withhold permission.

20. When a parent meeting has been called for a trip:

- 20.1.** The Teacher in charge must keep a record of attendance at the parent meeting and;
- 20.2.** The student's parent or guardian must attend the parent meeting to discuss the field trip and the rules of conduct expected of students. If emergent reasons prevent the parent from attending the meeting the parent must make arrangements to meet the Teacher, at a time convenient to the Teacher, to speak



about the trip.

- 21.** One permission form is acceptable for a series of walking activities in the neighborhood of the school. Permission forms are not necessary for Daily Physical Activity walks or walking to church.
- 22.** One permission form is acceptable for a series of off-site activities such as performing arts, swimming lessons, physical education classes, outdoor education classes or athletics as long as the permission form includes a schedule of all activities and meets requirements of the Superintendent.
- 23.** Each student participating in an off-site activity must:
 - 23.1.** Comply with the rules of the school and the requirements of the schools code of conduct;
 - 23.2.** Comply with the rules of the activity venue;
 - 23.3.** Fulfill all preparatory requirements at an appropriate level of performance;
 - 23.4.** Dress appropriately according to the type of off-site activity;
 - 23.5.** Cooperate fully with everyone authorized by the Board to provide education programs and other services;
 - 23.6.** Participate in a responsible and cooperative manner during the trip;
 - 23.7.** Account to the Teacher in charge for their conduct;
 - 23.8.** Respect the rights of others; and
 - 23.9.** Carry out all follow up procedures in an appropriate manner.
- 24.** A student may not participate in an off-site activity unless the student is enrolled in a sponsoring or participating school and is part of the class or group taking part in the off-site activity. Children of Volunteers may be allowed to participate with permission of the Principal.

VOLUNTEER

25. Volunteers:

- 25.1.** Volunteers must:
 - 25.1.1.** Comply with the requirements of Administrative Procedure 490 Volunteers;



- 25.1.2. Have qualifications appropriate to the off-site activity; and
- 25.1.3. Complete the appropriate trip forms;
- 25.2. Volunteers are expected to know the details of the off-site activity and their specific duties and authority prior to departure.
- 25.3. Volunteers must support and follow the school code of conduct and;
 - 25.3.1. Report any inappropriate conduct to the Teacher in charge;
 - 25.3.2. Adhere to the schedule of itinerary;
 - 25.3.3. Dress appropriately according to the type of off-site activity;
 - 25.3.4. Fulfill their duties for the duration of the off-site activity, including evenings and weekends.

ACTIVITIES

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

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

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



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

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

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

OFF-SITE ACTIVITIES IN REMOTE OR WILDERNESS AREAS

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

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



WATER ACTIVITIES

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

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

29.1.1. Have swimming skills commensurate with the activity and;

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

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

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

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

30. SWIMMING ACTIVITY

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

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

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

31. SKIING AND SNOWBOARD ACTIVITY

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

31.1.1. Conditioning activities have occurred in physical education classes, or as part of a fitness program leading up to the skiing or snowboarding activity.



- 31.1.2.** Skiing or snowboarding are part of a well-balanced yearly program and reflect the schools commitment to a quality physical education program and;
 - 31.1.3.** For students in grade 6 and under the activity includes a minimum one mandatory lesson at the beginning of each day on a ski hill.
 - 31.2.** Prior to the skiing or snowboarding trip, the Teacher in charge must have visited or contacted the ski resort recently and be familiar with seasonal conditions at the time of the activity;
 - 31.2.1.** Make contact with the ski resort operator in order to arrange the student identification and controls procedures and;
 - 31.2.2.** Understand the ski resort's emergency protocol.
 - 31.3.** Upon arrival at the ski resort, the Teacher in charge must:
 - 31.3.1.** Divide students into levels of ability as described by the parent or guardians signed acknowledgment of the student's skier or snowboarder's classification;
 - 31.3.2.** Assist the ski resort staff with grouping students for their lessons;
 - 31.3.3.** Along with the ski resort staff, emphasize to the students that they will be given permission to use specified slopes or trails and that the use of other slopes or trails is prohibited and;
 - 31.3.4.** Assist the ski resort staff with controlling student access to slopes or trails.
 - 31.4.** At the conclusion of the K-6 mandatory lesson:
 - 31.4.1.** The ski resort instructor will identify the level of ability of the students, and assign appropriate ski or snowboarding slopes or trails; and
 - 31.4.2.** Students will begin supervised skiing and snowboarding on the assigned slopes or trails;
 - 31.5.** During the supervised ski time, students are expected to ski in pairs or groups of three or four.
 - 31.6.** A minimum supervision ratio for skiing and snowboarding is one adult to 10 students, including at least one adult supervisor in the ski lodge.



31.7. Supervision of ski slopes must be carried out by supervisors/volunteers on the hill, at the base and in the lodge on a constant rotation.

31.8. All participants in skiing and snowboarding activities must:

31.8.1. Wear a CSA approved Ski/Snowboard helmet and;

31.8.2. Ski or snowboard only on designated open runs within the ski area.

32. SKATING

32.1. All students are required to wear CSA approved Skating/Hockey helmets when participating in a skating activity.



RESOURCES: Safety Guidelines for Physical Activity in Alberta Schools

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

AP 260 – 1 [Off-Site Activity-Low Risk-within Alberta](#)

Includes: Local Field Trip
 Day Trip, Provincial Field Trip-Low Risk

AP 260 – 2 [Off-Site Activity-High Risk-outside Alberta](#)

Includes: Provincial Field Trip-High Risk
 Canadian Field Trip
 International Field Trip

AP 260 – 3 [Parent/Guardian Consent & Acknowledgement of Risk](#)

Includes: Local Field Trip
 Provincial Field Trip- Low Risk

AP 260 – 4 [Parent/Guardian Consent & Acknowledgement of Risk](#)

Includes: Provincial Field Trip-High Risk
 Canadian Field Trip
 International Field Trip

AP260-5 [Parent/Guardian Consent & Acknowledgement of Risk](#)

Includes: Local Field Trips Only





SEPTEMBER 2015

14	St. Mary's Fine Arts Mixer	St. Mary's School	6:30 pm	Free
14	St. Mary's Fine Arts Mixer	St. Mary's School	7pm	Free
24	St. Mary's Awards Night	St. Mary's School	7 pm	Free
24	Mother Teresa Scottish Guard Band	Ross Glen Park	11 am	Free

OCTOBER 2015

Date	St. Mary's Beauty & the Beast Auditions	St. Mary's School
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NOVEMBER 2015

10	Remembrance Day Celebrations	All Schools		
25	St. Mary's AB Opera Tin Soldier	St. Mary's School	9:30 am	Free
25	St. Michael's AB Opera	St. Michael's School	1:30 pm	Free
25	St. Louis & Mother Teresa (Lethbridge Symphony Orchestra)	Lethbridge	All Day	\$5.

December 2015

3	St. Michaels Christmas Concert	MH College Eresman Theatre	7 pm	By Donation
9	St. Francis Xavier Christmas Concert	Dream Centre	7pm	By Donation
10	École St. Thomas Christmas Concert	Dream Centre	6:30 pm	By Donation
14	Monsignor McCoy Evening (Concert, Wine & Cheese, Silent Auction)	MH College Courtyard MH College Theatre	6 pm Auction 7 pm Concert	Free Free
14	Notre Dame Academy Christmas Gala	Notre Dame Academy	6 pm	Free
14	St. Patrick's Preschool Concert	St. Patrick's School	6:30	Free
15	St. Patrick's K-2 Christmas Concert	St. Patrick's School	10:30 am/1pm/6:30pm	Free
15	St. Mary's Christmas Concert	MH College Eresman Theatre	12:30 pm	Free
15	St. Mary's Christmas Performance	MH College Eresman Theatre	7 pm	\$5 (tixx.ca)
16	St. Louis Christmas Concert	St. Louis School	TBA	Free
16	Mother Teresa Christmas Concert	Esplanade	7 pm	Free
16	St. Patrick's Preschool Concert	St. Patrick's School	6pm	Free
17	St. Mary's Fine Arts Academy Trip	Calgary	All Day	TBA
17	St. Louis Caroling	Teeoda Lodge	1 pm	Free

JANUARY 2016

27	St. Francis Xavier Worship Wednesday	St. Francis Xavier School	12:45	Free
29	St. Mary's Fine Arts Gala (Adult event)	Masonic Hall	6:30 pm	\$15

FEBRUARY 2016

24	St. Francis Xavier Worship Wednesday	St. Francis Xavier School	12:45	Free
February 29 - March 13 Rotary Music Festival		MH College/Esplanade	TBA	Free

MARCH 2016

10	Mother Teresa Art Auction	Mother Teresa School	6 pm	Free
18	St. Louis Church Concert	St. Patrick's Parish	TBA	Free
23	St. Francis Xavier Worship Wednesday	St. Francis Xavier School	12:45	Free
24	St. Michael's Passion Play	St. Michael's School	10:30am	Free
24	St. Francis Xavier Shadow Tableau	St. Francis Xavier School	9am	Free

APRIL 2016

14 – 16	Monsignor McCoy Jack and the Beanstalk Play	MH College Eresman Theatre	Matinee Time TBA Evening Time	TBA TBA
18 – 24	St. Mary's Beauty and the Beast Jr Musical	MH College Eresman Theatre	Matinee: 19, 20, 21, 22 Evening: 22, 23, 7pm Special Matinee: 24, 2pm	\$3 (for schools only) \$12 (tixx.ca) \$12
TBA	Mother Teresa Canadiana Musical Theatre	Mother Teresa	TBA	TBA

April 30–June 18 Division-Wide "School Art" on display @ the Esplanade

MAY 2016

2	Division-Wide Schools "Spring Sing"	MH College Eresman Theatre	1 pm	by Donation
5	Mother Teresa Music Monday	Mother Teresa School	2:30 pm	Free
6	St. Louis School Spring Tea	St. Louis School	1 pm	Free
10	St. Patrick's Gr. 3-5 Performance	St. Patrick's School	7 pm	Free
24 – 27	St. Michael's Fine Arts Week	St. Michael's School	All Week	Free
27	St. Francis Xavier Worship Wednesday	St. Francis Xavier School	12:45	Free
26	St. Michael's Art Extravaganza	St. Michael's School	6 pm	Auction & Donations
31	St. Mary's Spring Concert	MH College Eresman Theatre	12:30	Free
31	St. Mary's Spring Performance	MH College Eresman Theatre	7 pm	\$5 (tixx.ca)
TBA	St. Francis Xavier Talent Show	St. Francis Xavier School	TBA	TBA

JUNE 2016

6	Monsignor McCoy Fine Arts Event	MH Musical Theatre Playhouse	7 pm	TBA
TBA	Mother Teresa Fine Arts Event	Esplanade	TBA	TBA

Medicine Hat Catholic Schools Parent Association - 3 Year Plan 2015/16					
<u>GOAL</u>	<u>SPECIFIC STRATEGY</u>	<u>MEASURABLE</u>	<u>ATTAINABLE</u>	<u>RELEVANT</u>	<u>TIME SPECIFIC</u>
Strategic Priority #2: Support Catholicity	- get together again with Superintendent, Jill to discuss specific issues	- have meeting	- definitely (when, where)	- create common understanding of what issues are.	- review yearly - ongoing in 3 yr. plan
	- add to our reports the Catholic things being done at each school.	- each rep will self monitor	- yes	- recommendation from the Board (3 yr board plan)	- school year ongoing
Strategic Priority #1: Home/School/Parish	- encourage parents to attend masses and celebrations	- email reminders	- yes	- Through encouraging our children's parents to attend Catholic celebrations we are supporting the Catholic enrichment of our students. Role modeling.	- school year ongoing
	- Catholic service projects	- Corrine looking into Salvation Army needs - We now have 6 teams working Wednesdays at Hot Meal Program	- yes	- Again ... role modeling	- year round
Strategic Priority #7: Continue to be Communication group for parents at Division level	- agenda - hot topics	- topics will be chosen from suggestions brought by reps .	- yes	- each topic will be chosen because of its relevance to our group and to parents	- school year ongoing
	- minutes to parents	- now on website. Members have minutes	Immediately	- anyone can look up previous minutes whenever necessary	- school year ongoing
	- brochure (example from EIPS)	- Patty Sanders will put together a brochure	End of year	- information for any parents wondering who we are. - a conversation starter about the high level of parent involvement in our division	- created and distributed to all PA reps to display at their schools. - PDF also put on the website to download anytime.
Academic Support	- Joe's PD idea	- PA's took request for topics back to councils and Joe came up with most popular choices	Yes	- the topics will be chosen by parents for parents	

1. Corporate Communications

Strategic Priority #7 - To provide effective and meaningful communication to all stakeholders.

1. Advertising/Public Relations - Exhibit a consistent message and increase community awareness.

- a. **November 11, 2015 Remembrance Day** – Feature in print, web & social media messaging and Board Bulletin (**Attached**)
- b. **2016 Alberta Winter Games** – Feature in print in the 2016 Winter Games Tabloid, 30,000 copies printed and distributed in Feb 2016. Half Page ad “Supporting Students as Athletes”. (**Attached**)
- c. **Tourism Medicine Hat Relocation Guide** – Feature in print Glossy Handout circulated by Tourism Medicine Hat. Half Page ad. (**Attached**)
- d. **Christmas Ad MH News & MH Shopper (Attached)**
- e. **Christmas Radio Ad CHAT & MY 96**
Script: Wishing you Faith, Love and Joy as you gather with family and friends during this most Holy Season. From the Board of Trustees, Alberta Teachers Association Local number 39, Staff and Students of the Medicine Hat Catholic Board of Education.
- f. **Christmas CHAT TV Ad.**

Strategic Priority #6 - To enhance and foster a love of the Fine Arts.

- g. **FINE ARTS CALENDAR**– We were excited to share the Fine Arts Calendar 2015-2016 Poster with Division Staff recently, as well it is posted on the Division Website and will be include in the upcoming School newsletters



One of the Division’s priorities for 2015-2016 is to: **“Enhance & foster a love of the Fine Arts”** with a strategy of developing a Fine Arts Calendar. As this is a collaborative effort to obtain the details of the events, we thanked all of those who worked on compiling the information. The calendar will be produced on an annual basis.

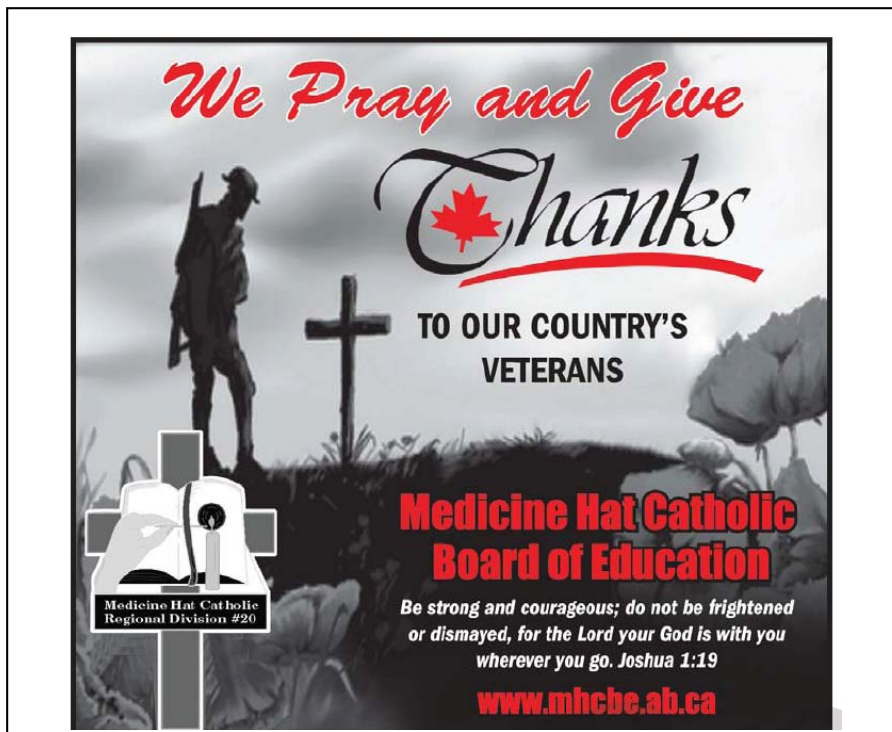
2. Reposting the Communications Officer Position. This position will support School Based Communications, Social Media & the Monsignor McCoy High School Fundraising Communications. We hope the position will start very early in January 2016.

3. EMERGENCY COMMUNICATIONS – SE ALBERTA ZONE

I attended a meeting on Nov 26th in Lethbridge of the Communications contacts with SE Alberta Zone 6 School Jurisdictions. This meeting is supported by the CASSIX Superintendents.

- i. Discussion and Debrief regarding Emergency Communications:
Working with Neighboring School Jurisdictions during a Crisis.
- ii. Topics:
 1. Common Terminology & Protocols
 - a. Did you know LockDown means different things in different school divisions?
 - b. How then do emergency services such as the Police Service respond?
 - c. VTRA Protocol / Incident Command System (ICS) Protocol (used by Police & RCMP)
 2. Mobilizing Contacts
 3. Utilizing and Sharing documents to assist in crisis communications

VISUALS OF AD COPY NOVEMBER & DECEMBER 2015



REMEMBRANCE DAY



It all starts here!

We offer a wide range of programming options including State of the Art Technology, English & French Immersion, Academics in Sports & Fine Arts, Early Learning Programs, Half-Day Kindergarten and Inclusive Education for all. Our schools are committed to Academic Excellence, Spiritual and Social Development and Inclusive Education for all. Catholic Education is the education of the whole child.

Come, Experience Catholic Schools

All are Welcome. Serving families in Medicine Hat, Dunmore & Redcliff. Enroll now in one of our 9 catholic Schools.

MEDICINE HAT CATHOLIC BOARD OF EDUCATION

"Showing the Face of Christ to All"

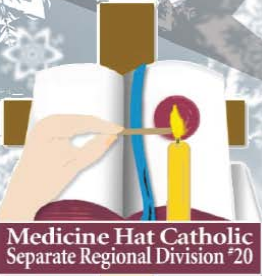
WWW.MHCBE.AB.CA
403.527.2292

f t



- MH Tourism Guide

- 2016 ALBERTA WINTER GAMES Tabloid 30,000 printed




Proudly Supporting Students as Athletes

We are proud to be a sponsor and a community partner of the 2016 AWG Games. A giving spirit will be alive and well in our school communities. Our schools will serve as Athlete Villages, while our parents and staff will serve as volunteers. We support the athletes and wish them success in their sport. May they be blessed as they develop new friendships and build on relationships that will last a lifetime.

Congratulations Medicine Hat Alberta Games Society on your commitment and dedication in bringing the Games to our fine city!

Good luck athletes!

Medicine Hat Catholic Board of Education
"Showing the Face of Christ to All"
 www.mhcbe.ab.ca 403.527.2292





- Christmas
- MH News (Song Book)



CELEBRATE THE MIRACLE *of* CHRIST'S BIRTH

The Board of Trustees for the Medicine Hat
Catholic Board of Education wish you and your
family a season filled with love and joy.


Enjoy the holiday season.
Students return to school January 4, 2016.




www.mhcbe.ab.ca • 403-527-2292

41230533 • 12/01/15

Blessings of the Season



Wishing
you and
your family
a season
filled with
love, faith,
and joy.



**Medicine Hat Catholic
Board of Education**
1251 - Avenue SW, Medicine Hat, AB T1A 8B4
Telephone: 403-527-2292 • Fax 403-529-0917
www.mhcbe.ab.ca

In partnership with family, church, and community since 1911

- Christmas
- MH SHOPPER

**Associate Superintendent Human Resources
Board Meeting, December 8, 2015**

1. Class Size Survey Information

All school jurisdictions in Alberta are required to publish their class size averages. The 2014-2015 class size average report for MHCBE is attached.

Action: Information only

Recommendation: N/A

Attachment – Class size survey information for MHCBE

Jurisdiction Report - to be included with AERR

CORE SUBJECTS ONLY

Jurisdiction:

4501 - Medicine Hat Catholic Separate Regional Division No. 20

Number of Schools Reported:

9

Total Number of Schools:

9

	K to 3			4 to 6			7 to 9			10 to 12		
	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16
Monsignor McCoy High School										26.4	27.2	27.4
Mother Teresa School	18.1	20.1	20.2	22.0	20.5	21.0						
Notre Dame Academy				20.5	21.3	20.5	26.0	23.8	22.7			
St. Francis Xavier School	17.3	16.2	16.3	20.9	20.3	18.0						
St. Louis School	14.7	13.7	17.3	17.3	13.7	17.5						
St. Mary's School							23.9	22.8	24.4			
St. Michael's School	18.0	16.9	18.0	21.5	21.5	21.0						
St. Michaels School	8.0			13.0			10.8			13.5		
St. Patrick's School	23.0	20.9	19.6	24.5	23.4	22.2						
St. Thomas Aquinas School	18.0	15.8	18.7	23.5	24.0	22.0						
Total for Jurisdiction 4501	18.7	18.2	18.8	21.3	21.1	20.7	24.1	23.3	23.6	24.8	27.2	27.4

Note:

3/4 combined classes are included in the Gr. 4 to 6 average
6/7 combined classes are included in the Gr. 7 to 9 average
9/10 combined classes are included in the Gr. 10 to 12 average
Special Education classes are included
Team taught classes are reflected as an instructional PTR size (i.e., a class of 50 with two teachers would be reported as two classes of 25).
Colony/Huttenie schools have been excluded
Outreach/alternative schools have been excluded
Virtual/Home Ed/Distance Ed programs have been excluded
Core Classes: Math, Language Arts, Sciences, Social Studies, Special Education

Jurisdiction Report - to be included with AERR

ALL SUBJECTS

Jurisdiction:

4501 - Medicine Hat Catholic Separate Regional Division No. 20

Number of Schools Reported:

10

Total Number of Schools:

10

	K to 3			4 to 6			7 to 9			10 to 12		
	2011/12	2012/13	2013/14	2011/12	2012/13	2013/14	2011/12	2012/13	2013/14	2011/12	2012/13	2013/14
Monsignor McCoy High School										22.4	24.2	23.7
Mother Teresa School	17.5	19.6	18.2	22.2	23.0	22.0						
Notre Dame Academy				24.0	22.9	21.3	23.2	25.3	24.3			
St. Francis Xavier School	17.3	17.7	17.2	20.0	23.0	23.6						
St. Louis School	23.4	14.3	15.3	21.8	22.2	17.9						
St. Mary's School							20.9	24.0	23.8			
St. Michael's School	19.9	20.2	18.1	21.4	23.9	20.5						
St. Michaels School	13.0	11.7	10.1	15.4	12.2	14.4	18.3	15.2	12.8	11.8	13.5	14.4
St. Patrick's School	20.4	20.4	23.0	22.0	23.3	24.5						
St. Thomas Aquinas School	16.8	17.5	18.0	19.5	21.5	23.5						
Total for Jurisdiction 4501	18.9	18.8	18.8	21.4	22.4	21.7	21.5	23.9	23.4	21.5	23.5	22.8

Note:

3/4 combined classes are included in the Gr. 4 to 6 average
6/7 combined classes are included in the Gr. 7 to 9 average
9/10 combined classes are included in the Gr. 10 to 12 average
Special education classes are included
Team taught classes are reflected as an instructional PTR size (i.e., a class of 50 with two teachers would be reported as two classes of 25).
Colony/Huttenite schools have been excluded
Outreach/alternative schools have been excluded
Virtual/Home Ed/Distance Ed programs have been excluded

2015/16 Jurisdiction Summary

CORE SUBJECTS ONLY

4501 - Medicine Hat Catholic Separate Regional Division No. 20

Jurisdiction:

Number of Schools Reported:

9

Total Number of Schools:

9

Total Number of FTE Teacher Assistants:

56.2

Number of FTE Teacher Assistants assigned to students with special needs:

38.4

	K to 3			4 to 6			7 to 9			10 to 12		
	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16
Average Class Size	18.7	18.2	18.8	21.3	21.1	20.7	24.1	23.3	23.6	24.8	27.2	27.4
Number of Students with Severe Disabilities per cl	1.3	1.8	1.6	0.5	0.7	0.7	0.2	0.3	0.3	0.2	0.0	0.2
Number of Mild/Moderate Students per class	1.3	1.8	1.8	1.4	1.7	1.6	2.0	1.9	1.7	3.0	2.4	2.8
Number of Gifted/Talented Students per class							0.7	0.3	0.1	1.1	1.1	0.8
Number of ESL Students per class	0.8	0.6	0.6	0.8	1.0	0.9	0.5	0.4	0.3	0.5	0.4	0.4
Smallest Class	5	7	8	12	9	11	10	5	10	12	9	6
Largest Class	28	23	24	30	27	24	32	33	34	34	36	36

Distribution of Class Sizes - %	K to 3			4 to 6			7 to 9			10 to 12		
	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16
1 to 5	2.6							1.0				
6 to 10	2.6	2.7	5.8		1.8		1.0	3.9	1.0		2.3	4.2
11 to 15	15.4	21.8	7.2	12.2	3.6	0.9	7.6	4.9	4.2	16.0	4.7	
16 to 20	47.4	44.9	51.8	21.7	34.8	41.8	7.6	19.4	16.7	12.0	4.7	12.5
21 to 25	29.5	30.6	35.3	50.4	47.3	57.3	41.9	35.0	52.1	22.0	27.9	18.8
26 to 30	2.6			15.7	12.5		32.4	28.2	9.4	26.0	18.6	16.7
31 to 35							9.5	7.8	16.7	24.0	39.5	43.8
36 to 40											2.3	4.2
Over 40												

Distribution of Class Sizes - #	K to 3			4 to 6			7 to 9			10 to 12		
	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16
1 to 5	4.0							1.0				
6 to 10	4.0	4.0	8.0		2.0		1.0	4.0	1.0		1.0	2.0
11 to 15	24.0	32.0	10.0	14.0	4.0	1.0	8.0	5.0	4.0	8.0	2.0	
16 to 20	74.0	66.0	72.0	25.0	39.0	46.0	8.0	20.0	16.0	6.0	2.0	6.0
21 to 25	46.0	45.0	49.0	58.0	53.0	63.0	44.0	36.0	50.0	11.0	12.0	9.0
26 to 30	4.0			18.0	14.0		34.0	29.0	9.0	13.0	8.0	8.0
31 to 35							10.0	8.0	16.0	12.0	17.0	21.0
36 to 40											1.0	2.0
Over 40												

Average by Subject Category	K to 3			4 to 6			7 to 9			10 to 12		
	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16
Language Arts English/French	19.7	19.2	18.7	20.8	21.6	20.8	24.5	23.3	22.8	24.9	25.0	28.3
Mathematics	19.7	18.8	18.8	20.9	20.4	20.7	24.1	22.8	24.0	22.6	26.0	25.4
Science	19.8	19.2	18.9	21.8	21.2	20.7	24.2	23.5	24.0	25.8	34.3	33.0
Social Studies	19.8	19.2	18.9	21.8	21.2	20.7	23.7	23.5	23.3	27.2	28.8	28.8
Special Education												7.5
Biology										32.0	26.7	30.4
Chemistry										22.5	26.8	31.5
Physics										23.3	28.0	24.3

Note:

3/4 combined classes are included in the Gr. 4 to 6 average
6/7 combined classes are included in the Gr. 7 to 9 average
9/10 combined classes are included in the Gr. 10 to 12 average
Special Education classes are included
Team taught classes are reflected as an instructional PTR size (i.e., a class of 50 with two teachers would be reported as two classes of 25).
Colony/Hutterite schools have been excluded
Outreach/alternative schools have been excluded
Virtual/Home Ed/Distance Ed programs have been excluded
Core Classes: Math, Language Arts, Sciences, Social Studies, Special Education

2015/16 Jurisdiction Summary

ALL SUBJECTS

Jurisdiction:	4501 - Medicine Hat Catholic Separate Regional Division No. 20
Number of Schools Reported:	9
Total Number of Schools:	9
Total Number of FTE Teacher Assistants:	56.2
Number of FTE Teacher Assistants assigned to students with special needs:	38.4

	K to 3			4 to 6			7 to 9			10 to 12		
	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16
Average Class Size	18.8	18.3	19.0	21.7	21.0	20.5	23.4	22.0	23.1	22.8	24.5	24.8
Number of Students with Severe Disabilities per cl		1.7	1.5	0.5	0.7	0.6	0.4	0.4	0.5	0.3	0.2	0.3
Number of Mild/Moderate Students per class	1.3	1.9	1.9	1.6	1.7	1.7	2.7	2.6	2.3	3.7	3.3	3.3
Number of Gifted/Talented Students per class			0.0				0.6	0.2	0.1	0.9	0.8	0.7
Number of ESL Students per class	0.8	0.6	0.5	0.9	1.0	0.8	0.5	0.5	0.4	0.5	0.4	0.4
Smallest Class	5.0	7.0	8.0	12.0	9.0	11.0	7.0	5.0	4.0	5.0	8.0	6.0
Largest Class	28.0	23.0	24.0	41.0	27.0	24.0	45.0	42.0	55.0	34.0	36.0	37.0

Distribution of Class Sizes - %	K to 3			4 to 6			7 to 9			10 to 12		
	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16
1 to 5	2.4	0.0	0.0	0.0	0.0	0.0	0.0	1.2	0.4	1.0	0.0	0.0
6 to 10	2.4	2.4	5.1	0.0	0.8	0.0	3.5	4.3	4.0	3.1	2.2	10.9
11 to 15	14.3	21.2	6.1	10.3	5.9	2.7	10.2	12.6	8.0	16.3	14.0	4.3
16 to 20	50.0	45.9	53.5	22.1	35.5	41.6	9.4	20.5	19.0	16.3	10.8	8.7
21 to 25	28.6	30.6	35.3	51.0	46.5	55.7	35.8	32.3	41.2	24.5	26.9	27.2
26 to 30	2.4	0.0	0.0	15.8	11.3	0.0	31.1	20.1	9.7	22.4	19.4	16.3
31 to 35	0.0	0.0	0.0	0.0	0.0	0.0	8.3	7.9	16.4	16.3	24.7	28.3
36 to 40	0.0	0.0	0.0	0.0	0.0	0.0	1.2	0.8	0.0	0.0	2.2	4.3
Over 40	0.0	0.0	0.0	0.8	0.0	0.0	0.4	0.4	1.3	0.0	0.0	0.0

Distribution of Class Sizes - #	K to 3			4 to 6			7 to 9			10 to 12		
	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16
1 to 5	8	0	0	0	0	0	0	3	1	1	0	0
6 to 10	8	8	16	0	2	0	9	11	9	3	2	10
11 to 15	48	72	19	26	15	7	26	32	18	16	13	4
16 to 20	168	156	167	56	91	106	24	52	43	16	10	8
21 to 25	96	104	110	129	119	142	91	82	93	24	25	25
26 to 30	8	0	0	40	29	0	79	51	22	22	18	15
31 to 35	0	0	0	0	0	0	21	20	37	16	23	26
36 to 40	0	0	0	0	0	0	3	2	0	0	2	4
Over 40	0	0	0	2	0	0	1	1	3	0	0	0

Average by Subject Category	K to 3			4 to 6			7 to 9			10 to 12		
	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16
Language Arts English/French	19.7	19.2	18.7	20.8	21.6	20.8	24.5	23.3	22.8	24.9	25.0	28.3
Mathematics	19.7	18.8	18.8	20.9	20.4	20.7	24.1	22.8	24.0	22.6	26.0	25.4
Science	19.8	19.2	18.9	21.8	21.2	20.7	24.2	23.5	24.0	25.8	34.3	33.0
Social Studies	19.8	19.2	18.9	21.8	21.2	20.7	23.7	23.5	23.3	27.2	28.8	28.8
Health	20.1	19.1	18.8	22.2	20.9	20.7	24.3	23.6	25.3			
Physical Education	20.1	19.1	18.9	22.0	20.9	20.5	22.5	22.9	24.3	21.1	28.3	25.8
Art	20.1	19.2	18.9	22.3	21.4	20.7	25.8	23.6	26.6	25.0	22.0	22.7
Music	19.8	19.1	18.9	23.4	21.2	20.7	30.4	23.6	42.2	21.5	17.0	18.5
Drama	18.8	17.0	22.5	21.5	21.5	21.0	24.4	22.7	26.0	21.0	19.0	37.0
Second Languages									12.0	17.0	15.0	
Religious Instruction/Studies	18.3	19.0	19.8	22.0	21.2	20.7	24.5	21.8	24.0	26.5	30.7	31.0
Environmental and Outdoor Education												
Social Science									29.3			
Career and Technology Studies				20.5	21.3		22.8	21.2	17.5	21.2	20.0	20.4
Knowledge and Employability							13.4	11.7	12.0	12.5	14.3	8.8
Special Education												7.5
Local Developed Course											16.0	15.0
Other			18.0	14.0	16.9	18.5	8.0	18.9	20.6	9.0		
Career and Life Management										19.7	29.0	23.5
Biology										32.0	26.7	30.4
Chemistry										22.5	26.8	31.5
Physics										23.3	28.0	24.3

Note: 3/4 combined classes are included in the Gr. 4 to 6 average
6/7 combined classes are included in the Gr. 7 to 9 average
9/10 combined classes are included in the Gr. 10 to 12 average
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STUDENT TRANSPORTATION – PRIVATE VEHICLES

Background

The Division believes that students are to be transported to and from school or to and from school-sponsored activities by school bus, taxi or their parents. Occasionally, however, special circumstances do warrant Division employees transporting students in privately owned vehicles. For the purpose of this procedure, a “private” vehicle will refer to any vehicle not owned by the Division, including rented vehicles.

The Division authorizes the transportation of students in privately owned vehicles in special circumstances.

Procedures

1. The preferred form of travel is by school bus, and it is expected that students will travel by school bus to the following activities provided that the number of students warrants the use of a school bus:
 - 1.1 All athletic competitions with the Division;
 - 1.2 All field trips with destinations within or outside of the Division; and
 - 1.3 All special events (i.e.: festivals, drama and theatre productions).
2. Where small numbers of students are being transported on Division business, for the purpose of Division competition or field trips travel may be in vehicles owned and operated by an employee or volunteer, providing that the following conditions are met:
 - 2.1 The principal provides his or her prior written approval that the specific activity is a school-sponsored activity and recommends the use of a privately owned vehicle.
 - 2.2 The employee or volunteer shall carry:
 - 2.2.1 Third party and passenger hazard liability insurance in an amount of not less than **\$2,000,000** per occurrence; and
 - 2.2.2 Accident benefits insurance of not less than **two (2) million dollars**.
 - 2.2.3 Employees and Volunteers insurance coverage shall be the primary coverage. The Board’s insurance would only cover liability once the driver’s two million was exhausted in a catastrophic claim.
3. The principal may authorize the use of private vehicles to transport students subject to the following conditions:
 - 3.1 The driver is in possession of a valid driver’s license;
 - 3.2 The driver is over the age of 18, and it not a student at Monsignor McCoy
 - 3.3 School bus, taxi or parental transport of the student is not feasible;
 - 3.4 Adequate measures are established to ensure student safety;

- 3.5 Adequate insurance coverage on the vehicle is maintained; and
 - 3.6 Responsible adults are assigned as drivers.
 - 3.7 The vehicle is adequately maintained.
- 4. In cases where a principal approves the rental of a private vehicle to transport children, a copy of the rental agreement must be faxed to Division office in order to receive confirmation of coverage by the Division insurer.
 - 5. A copy of the following shall be provided to the principal and placed in the appropriate school file prior to the activity taking place:
 - 5.1 A copy of the employee's or volunteer's drivers license; and
 - 5.2 A copy of the employee's and volunteer's insurance policy or a declaration form confirming at the time that the volunteer does have **\$2,000,000** coverage, name of their insurer or agent and expiry date of the policy.
 - 5.3 A copy of the employee's and volunteer's current motor vehicle report (MVR) be obtained and reviewed for eligibility of driving. In order for the driver to be eligible to drive for the board the driver will have no more than 7 minor demerit points. All major infractions to be reviewed for driving eligibility.
 - 6. In all cases, the individual's insurance must provide for primary or first loss insurance.
 - 7. The principal shall require any employee or volunteer wishing to provide transportation through a private automobile to fully complete, execute and return to a signed Driver Agreement for [Students Transported in Private Vehicles Form](#).
 - 8. In all cases, the individual must provide to the principal a current copy of his or her license for the school year in question.
 - 9. All documentation described within this procedure must be retained on file at the school by the principal.
 - 10. Each individual, whether an employee or a volunteer, using his/her own vehicle to transport students engaged in authorized activities must be advised by the principal of the importance of securing the foregoing insurance coverage, and be provided with a copy of this procedure for their review.
 - 11. Any person transporting students in accordance with this procedure must be aware of provincial licensing requirements and the procedures to employ in the event of an accident.
 - 12. Students may provide their own transportation within the city of Medicine Hat. Students may also provide their own transportation to Eagle Butte High School in Dunmore. The Division assumes no responsibility when parents give students permission to use their own private vehicle to attend Division events in Medicine Hat and Dunmore. Schools are expressly forbidden from soliciting students to use their private vehicles to travel to school sponsored events outside of Medicine Hat and Dunmore.

13. Travel expenses, if claimed by the driver, are to be reimbursed from the school budget at a rate mutually agreed upon to a maximum of the Division's per kilometer rate.

Reference: Section 12, 45, 51, 52, 60, 61, 79, 113, 117, School Act
 Traffic Safety Act
 School Bus Operation Regulation
 Student Transportation Regulation 250/98 (amended AR 197/2000)

Administrative Procedure 530

INSURANCE MANAGEMENT

Background

In order to ensure that the requirements of legislation are met and the Division's interests are protected, the Superintendent will provide for continuous insurance coverage in accordance with these procedures.

Procedures

1. The Secretary-Treasurer is authorized to obtain adequate insurance for the Division.
2. The Division shall provide insurance coverage for the following:
 - 2.1 Buildings,
 - 2.2 Contents,
 - 2.3 Liability – for individual trustees, staff members, student teachers and interns, and volunteers; all the foregoing while performing duties authorized by the Division,
 - 2.4 Crime,
 - 2.5 Automobile fleet,
 - 2.6 Travel accident, including travel conditions,
 - 2.7 Student accident,
 - 2.8 Boiler and machinery,
 - 2.9 Errors and omissions, including coverage for Trustee and miscellaneous Board activities,
 - 2.10 Sexual molestation and abuse,
 - 2.11 Course of construction and wrap up, and
 - 2.12 Foreign student accident
3. Building insurance shall be secured to provide coverage at full replacement cost.
4. Contents insurance shall be obtained on an actual cash value basis.
 - 4.1 Claims made under the building and contents section of the insurance policy resulting from accidents, vandalism or theft shall be made by the Secretary-Treasurer upon receipt of the required information from the principal or department head.
5. Travel accident insurance shall be obtained to cover staff members and trustees while traveling on Division business.



6. On an annual basis, the Secretary-Treasurer shall review its insurance coverage and make such arrangements for insurance coverage as deemed necessary.
7. The Secretary-Treasurer shall make available to staff members and others as required information describing the Division's insurance coverage.

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





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

***Associate Superintendent
Learning Services***

Date: December 8, 2105

Name: Hugh Lehr

Agenda Item: Making a Difference - Promising Inclusive Practices in High Schools - To Meet the Needs of All Students in Across All Subject Disciplines

Alberta Education had asked SAPDC to become involved in making a video that illustrates great practices in our High Schools in the South that support diverse learners. This is an opportunity to share the great practices we have in the south.

Recommendation

- Receive as information

Attachment – N/A

What's happening in Religious Education?

1. Door of Mercy

Pope Francis is awakening our world to the need for mercy. Francis has made mercy a central theme of his papacy, speaking of it often in homilies and in his texts. He uses the word, mercy, 32 times in the ***Joy of the Gospel***. Our Pope has proclaimed a Holy Year; an Extraordinary Jubilee of Mercy to begin on December 8th 2015 with the opening of the Holy Door at St. Peter's Basilica at the Vatican. The other holy doors of basilicas around the world will then be opened. How will we mark this special year? A special door at each of the schools will be designated as the Door of Mercy. This will be the passageway between the outside world and the inside world of our schools –communities of caring where we see many examples of tenderness, of kindness, of compassion, and of forgiveness. Students will decorate the doors with symbols that are meaningful to their school contexts. Each student will also be receiving a Jubilee of Mercy prayer card from the Diocese of Calgary.

2. Faith Formation Mini Sessions – When You Teach in a Catholic School...

Whether staff teach science or math, music or gym, teachers are responsible for helping to shape the faith and value system of our young people. To support our staffs in this "handing on the faith", short sessions have been created to help teachers become more aware of their important role. Each religion faith leader has participated in one mini session in order to prepare them to co-facilitate with their administrator. These sessions take about ten minutes and are meant to be used at the beginning of each staff meeting. The monthly sessions have been attached. Session topics include passing on the faith, growing our faith, permeating our faith, following the teachings of our Pope, living our faith, becoming aware of what defines us as Catholic, and prayer. Although the sessions are complete with information, video links, questions and a final prayer, schools can most definitely tweak the sessions so that it better suits the school's context. The first session began at November's staff meeting and will continue until June.

3. Parish – School – Family Connections:

To continue to build connections between the parish, school and family, schools have begun to sponsor a Sunday Mass and look forward to journeying through Advent with a Mass at one of the churches. École St. Thomas sponsored the November 29th Sunday Mass @ Holy Family Parish. The students, families and staff did an exceptional job at bringing the community together! Upcoming masses for December:

- Mother Teresa and École St. Thomas – Dec 1st @ Holy Family 10:30
- Monsignor McCoy – Dec 2nd @ St. Patrick's 1:00
- St. Michaels and St. Louis – Dec. 10th @ St. Patrick's 10:00
- St. Patrick's School – Dec. 11th @ Holy Family 9:45
- St. Mary's – Dec 16th @ Holy Family
- St. Francis – Dec 17th @ St. Patrick's 11:00

4. Keeping Christ in Christmas

We once again have a great opportunity to remind our students of the reason for this Holy season. The Knights of Columbus is sponsoring a poster contest with the theme: Keeping Christ in Christmas. Students create a poster sharing their reflections of this important message. The Catholic Women's League is sponsoring a writing contest with the theme: Keeping Christ in Christmas. Students can write a story, poem, letter or an essay sharing their reflections and thoughts of this important message. The posters and essays will be picked up from the schools on Friday, December 11th.

5. Mission Mexico Dec 11th

Students and staff in Medicine Hat Catholic schools will once again participate in Mission Mexico Day in order to help support the humanitarian needs of the marginalized mountain communities in southern Mexico. Many Mexican students benefited from the proceeds donated last year to "Alex's Welding Shop" in memory of former Monsignor McCoy student, Alex Graf. The story "Pedro – A True Story of Mission Mexico" is being delivered to each elementary school in the Calgary Diocese. This true story shares the life of a blind indigenous boy who was helped from the funds raised through Mission Mexico.



CELEBRATE THE MIRACLE *of* CHRIST'S BIRTH

The Board of Trustees for the Medicine Hat
Catholic Board of Education wish you and your
family a season filled with love and joy.

Enjoy the holiday season.
Students return to school January 4, 2016.



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Medicine Hat Catholic
Board of Education

Showing the Face of Christ to All



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*Joy to the World, the Lord has come!
Let earth receive her King,
Let every Heart prepare Him room*

We wish you and your families a Merry Christmas
to Give and Love, to Embrace and Celebrate



Latest News

