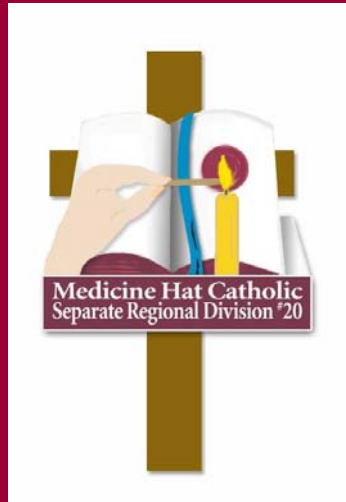


Medicine Hat Catholic Board of Education



PUBLIC AGENDA

Tuesday, June 10, 2014 @ 3:00 p.m.

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

Medicine Hat Catholic Board of Education

ACTION AGENDA

DATE: June 10, 2014

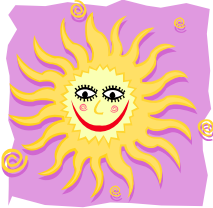
Place: Catholic Education Centre

Time: 3:00 P.M.

	<p>WE ARE CALLED Always and Everywhere to: Model Christ, Pray and Serve, Build a Faith Community</p> <p>Theme for 2013 – 2014: <i>LIVING FAITH THROUGH ACTION</i></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>	Natalie Van Tryp	
2.	<p><i>Approval of the Minutes of the Regular Meeting</i> <u>♦Recommendation:</u> THAT the Minutes of May 13, 2014 Regular Board Meeting be approved as circulated.</p>	PG	
3.	<p><i>Approval of the Minutes of the Special Board Meeting</i> <u>♦Recommendation:</u> THAT the Minutes of May 20, 2014 Special Board Meeting be approved as circulated.</p>	PG	
4.	<p><i>Approval of the Action Agenda</i> <u>♦Recommendation:</u> THAT the Action Agenda dated June 10 2014 be approved as circulated.</p>	PG	1 - 4
5.	<p><i>Approval of the Non-Action Agenda</i> <u>♦Recommendation:</u> THAT the Non-Action Agenda dated June 10, 2014 be approved as circulated.</p>	PG	5
6.	<p>PRESENTATIONS 3:30 p.m. <u>6.1 Southeastern Alberta Skills Competition participants and teachers</u> from Monsignor McCoy High School will in attendance to tell us about the trade's competition. Students competed locally at the Southeastern Alberta Skills Competition held at the Medicine Hat College and depending on the result are chosen to compete in the Provincial Skills Competition held in Edmonton competing alongside 700 competitors in 43 events! These four students were chosen to compete provincially. Students will briefly demonstrate their skill. This is a presentation to give the opportunity for Monsignor McCoy students and teachers to highlight the CTS programming at the school. Brandon Debler – Welding accompanied by Teacher: Mr. Roy Graf *(Received 1st place at the MH College and 11th at Provincials) Culinary Arts – Shaydel Brigden accompanied by Teacher: Tara Ensiz *(Received 1st at MH College & 12th at Provincials) TV/Videography – Brayden Layton & Josh Philips accompanied by Teacher: Bernie Kinch *(Received 1st at MH College and 12th at Provincials)</p>	PG	Encl.

	<p>PRESENTATIONS . . .(continued) 5:00 p.m. <u>6.2</u> Ambassadors for Catholic Education – Students from St. Mary’s School, Mitchell Beckedorf and Hailey Doucette received top honours & recognition at the local level at the Regional Science Fair. Both students were chosen to attend the National Science Fair in Windsor Ontario May 10–17, 2014. The students will be in attendance to tell us about their projects. Mr. Bob Buday, Teacher at St. Mary’s School will be in attendance to introduce the students and describe the Science Fair experience. The Board will be recognized as Ambassadors for Catholic Education and they will be presented with an Above & Beyond Award. Congratulations Mitchell and Hailey.</p> <p>★ Mitchell’s project is titled: Enlightening Plan Growth ★ Hailey’s project is titled: Who do you Trust?</p> <p><u>6.3</u> Ambassadors for Catholic Education – Students from St. Mary’s School, in the Academy Choir, under the direction of Mrs. Helen Snortland received honours at the local Music Festival. The students moved on to perform at the Vancouver “World Strides Heritage Performance” event where they received a Gold standing. This is a significant recognition for St. Mary’s School Fine Arts Program. Congratulations! The Choir, along with Mrs. Snortland will be acknowledged as Ambassadors for Catholic Education and will be presented with the Above & Beyond Award. Mrs. Snortland along with two students will in attendance to tell us about their experiences. A video of the performance will be presented. Congratulations St. Mary’s Academy Choir.</p> <p><u>6.3.1</u> Ambassadors for Catholic Education – Above and Beyond Award. Miss Hailey Doucette received the Ovation Award at the musical festival in Vancouver which recognizes a student who demonstrates determination, inspiration and service to other. Hailey was chosen from among 1600 choir members. The Board will acknowledge Hailey as Ambassador for Catholic Education and present her with an Above & Beyond Award for the contributions to her school community.</p>		
7.	<p><u>Corporate Communications</u> <u>7.1</u> Spreading the “Good News” – June 2014 <u>7.2</u> Trustees and Administration will report on the Grad Celebrations they attended: <u>7.2.1</u> Monsignor McCoy Grad - May 16, 2014 <u>7.2.2</u> St. Michael’s School Bow Island Grad - May 24, 2014 <u>7.3</u> Letter from MLA Drew Barnes thanking the Board & Senior Administration following the recent meeting. <u>7.4</u> Letter from MLA Drew Barnes congratulating MHCBE for receiving recognition of a publication award for our 2013 – 2014 Back to School Booklet. <u>7.5</u> Letter from Government of Alberta-Infrastructure - Mother Teresa School IMR Project approved. <u>7.6</u> ACSTA Media Release – Task Force for Teaching Excellence</p>		<p><i>Encl.</i> 7 – 8</p> <p>9</p> <p>10</p> <p>11 – 12</p> <p>13</p>
8.	<p><u>Trustee Recognition Mrs. Natalie Van Tryp– Letter to Bow Island Community</u> <u>8.1</u> The Board of Trustees will recognize Mrs. Natalie Van Tryp for her service to the Division as a Trustee for a one year term 2013 – 2014. Mr. Peter Grad will present Mrs. Van Tryp with a gift to acknowledge her service and commend her for her fine work and contribution as a Board member. <u>8.2</u> The Board will present a letter to Mrs. Van Tryp that will serve as an open letter to the St. Michael’s Bow Island Catholic Education community.</p>		
9.	<p><u>Locally Developed Courses</u> <u>9.1 ♦ Recommendation:</u> “THAT the Medicine Hat Catholic Board of Education authorizes Monsignor McCoy High School to offer the Locally Developed Course titled: <i>Learning Strategies 15, 25, 35</i> in <i>3 & 5</i> credit courses beginning in September 2014 as acquired from Calgary Roman Catholic Separate</p>	WS	<p><i>Encl.</i> 14</p>

	<p>School District No.1”.</p> <p>Note: Mrs. Natasha Taylor, a teacher from Monsignor McCoy High School, will be in attendance to tell the Board about the courses specifics and the benefits to students. Mr. Wayne Schlosser will provide the background on acquiring locally developed courses. Mr. Schlosser will introduce Mrs. Taylor. This item will follow the 3:30 presentation group from Monsignor McCoy High School.</p>		
10.	<p><i>Superintendent Report – Dr. Garry Andrews</i></p> <p><i>10.1 Fall Retreat</i></p> <p><i>10.2 Safe and Caring Schools Information</i></p> <p><i>10.3 Promotion of our Schools & Enrolment (Trustee, Mr. Risling)</i></p> <p><i>10.3.1 Also see Registration Information on Non-Action Agenda in Parish Bulletins</i></p> <p><i>10.4 Task Force for Teaching Excellence</i></p> <p><i>10.5 Sponsorship of School Masses/Enhancing Catholic Dimension (Trustee, Mr. Risling)</i></p> <p><i>10.6 Retiree’s Dinner</i></p> <p><i>10.7 DLT Discussion</i></p> <p><i>10.8 Professional Learning Community (PLC) Time</i></p> <p><i>10.9 École St. Thomas d’Aquin Fundraiser</i></p> <p><i>10.10 Meeting with MLA Drew Barnes</i></p> <p><i>10.11 Meeting with Dr. Denise Henning</i></p> <p><i>10.12 Meeting with Bishop Henry</i></p> <p><i>10.13 Speed Zone Signs - (Trustee, Mr. Risling)</i></p>	GA	<p><i>Report</i></p> <p><i>15 – 16</i></p> <p><i>17</i></p>
11.	<p><i>Deputy Superintendent Report – Mr. Wayne Schlosser</i></p> <p><i>11.1 Staffing Update</i></p> <p><i>11.2 AP 130 School Year</i></p>	WS	<p><i>Encl.</i></p> <p><i>18 - 20</i></p>
12.	<p><i>Secretary-Treasurer Report – Mr. Greg MacPherson</i></p> <p><i>12.1 Infrastructure Maintenance and Renewal Plan (IMR) Plan</i></p> <p><i>♦ Recommendation:</i></p> <p>THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the IMR Plan as presented.</p> <p><i>12.2 3rd Quarter Financial Update (2013 – 2014) (handout)</i></p> <p><i>12.3 Transportation Update</i></p> <p><i>12.4 Monsignor McCoy High School Modernization</i></p>	GM	<p><i>Encl.</i></p> <p><i>21 – 22</i></p> <p><i>23</i></p> <p><i>24 - 25</i></p> <p><i>26 - 27</i></p>
13.	<p><i>Associate Superintendent Learning Services – Mr. Hugh Lehr</i></p> <p><i>13.1 Inclusive Education Surveys</i></p>	HL	
14.	<p><i>Religious Education Coordinator Report – Mrs. Jill Wilkinson</i></p> <p><i>14.1 Division Faith Formation Day for the 2014 – 2015 school year</i></p> <p><i>14.2 ACSTA Excellence in Catholic Education Award</i></p>	JW	<p><i>Encl.</i></p> <p><i>28 – 29</i></p> <p><i>30</i></p>
15.	<p><i>COMMITTEE REPORTS (presented by appointed Trustees)</i></p> <p><i>15.1 Medicine Hat Catholic Schools’ Education Foundation- Mrs. Natalie Van Tryp</i></p> <p><i>15.2 Representative to ACSTA– Mr. Dick Mastel</i></p> <p><i>15.3 Representative Teacher Board Advisory Committee– Reverend Mr. Robert Risling</i></p> <p><i>15.4 Representative to ASBA Zone 6 – Mr. Peter Grad</i></p> <p><i>15.4.1 ASBA Spring General Meeting held Monday, June 02, 2014. Mr. Grad and Mr. Mastel will report on the AGM.</i></p> <p><i>15.4.2 Edwin Parr Banquet (attendance)</i></p> <p><i>15.4.3 Zone 6 Handbook Review – Strategic Plan</i></p>	PG	<p><i>45 - 46</i></p>


	15.5	Representative to Support Staff Board Advisory Committee– <i>Mrs. Regina Durst</i>		
	15.6	Representative to Parent Association– <i>Reverend Mr. Robert Risling</i> <i>15.6.1 Report from Parent Association Representatives Meeting – Enhancing Catholic Dimension</i>		
	15.7	Salary Negotiations <i>15.7.1 ATA– Mr. Peter Grad</i> <i>15.7.2 CUPE– Mr. Dick Mastel</i>		
	15.8	CUPE Staff Board Advisory Committee– <i>Mrs. Natalie Van Tryp</i>		
	15.9	Spiritual Leadership Scholarship Board Representative BI– <i>Mrs. Natalie Van Tryp</i> <i>15.9.1 No applications were received from St. Michael's School in Bow Island as of June 1st.</i>		
	15.10	Spiritual Leadership Scholarship Board Representative – <i>Mrs. Regina Durst</i> <i>15.10.1 One application for Spiritual Leadership Scholarship was received as of June 1st which is the deadline for submissions. The Board will review to determine the applicant has met the criteria. The scholarship award will be presented by a Board Member at the upcoming October 2014 Monsignor McCoy High School Awards Ceremony.</i>		
	15.11	Student Board Advisory Committee – <i>Mr. Peter Grad</i>		
	15.12	C2 Committee – <i>Reverend Mr. Robert Risling</i>		
16.		<p style="text-align: center;"><i>Closing Prayer</i></p> <p style="text-align: center;">Our summer prayer is dedicated to all</p> <p>Lord God and Father Almighty, you know everything and you know that we love you! We will follow you in the quiet of our hearts and in our love for one another. You have promised us to be with us always: We count on your words and bless you forever for your beautiful promises. May we carry the love we've experienced this year out into the world this summer and always. We ask this through your Son, Jesus Christ our Lord. <i>(Children's Daily Prayer, 2008-2009, P. 340)</i></p> <p style="text-align: center;">The Board of Trustees and Senior Administration extend their best to all of you. Have for a restful summer break.</p> <p style="text-align: center;">Students return Tuesday, Sept 2, 2014</p> <p style="text-align: center;"></p>	Natalie Van Tryp	
17.		<i>Adjournment</i>		

NON - ACTION AGENDA

DATE: June 10, 2014

Place: Catholic Education Centre

Time: 3:00 P.M.

No.	INFORMATION ITEMS	PAGE
1.1	<p><u>REGISTRATION</u></p> <p>* REGISTRATION in all Catholic schools in Medicine Hat & Bow Island for the 2014-2015 School year is ongoing</p> <p>Early Learning Programs (Kindergarten, Grades 1-12)</p>	
1.2	<p><u>REGISTRATION – (Insert in Parish Bulletins May 2014)</u></p> <p><i>Are you a new resident to this country or new to our community or have a new learner getting ready to start school?</i> 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".</p>	
1.3	<p><u>INSPIRING EDUCATION</u> - Read the report on the Task Force on Teaching Excellence and learn about Inspiring Education</p> <p>https://inspiring.education.alberta.ca/initiative/task-force-for-teaching-excellence/</p> <p>https://inspiring.education.alberta.ca/what-is-inspiring-education/</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**

SPREADING THE GOOD NEWS!

JUNE 2014

MEDICINE HAT CATHOLIC BOARD OF EDUCATION

"SPREADING THE GOOD NEWS" highlights "Good News".
Please forward your submissions to
communications@mhcbe.ab.ca.



★ St. Mary's Fine Arts Academy Choir Grades 8 & 9
performing in Vancouver.

- Congratulations to the students, staff & Choir
Director Mrs. Helen Snortland



Bravo! Congratulations to All!

Festival Group Award: The Fine Arts Academy Grade 8 & 9 Choir won 1st place with a gold standing which is 90% or above, in the category of "Junior High Concert Choirs," at the recent Worldstides Heritage Music Festival in Vancouver.

Festival Individual Award: St. Mary's Student, Hailey Doucette was selected and was presented the Ovation Award out of 1600 choir members! ***Congratulations Hailey!***

- **What is an Ovation Award?** - Recognizes a student at each festival who represents that spirit of determination, inspiration and service to others that exists in all of us. A student who gives of themselves on behalf of their family, your school music program, your school and your community.

★ **Grade 2 Friendship Celebration** - Over 160 students from Grade 2 classrooms across the Division spent the day together in a Friendship Celebration on Wednesday, June 4, 2014. The day began with students attending Mass at St. Patrick's Parish followed by an afternoon celebration at Heald Park. So Fun!



Grade 2 Friendship Celebration - June 04, 2014

Heald Park, Medicine Hat

A gathering of 160 students from numerous Grade 2 Catholic Schools in Medicine Hat



LEGISLATIVE ASSEMBLY

ALBERTA

Drew Barnes, MLA

Cypress-Medicine Hat Constituency

May 22, 2014

Mr. Peter Grad, Board Chair
Medicine Hat Catholic Board of Education
1251 – 1 Avenue SW
Medicine Hat, AB T1A 8B4

Dear Mr. Grad:

Thank you for arranging for the meeting with the Board on Tuesday.

I appreciate the Medicine Hat Catholic Board of Education keeping me "in the loop" with current issues and concerns, and providing me with the opportunity to discuss these face to face with all Board members.

Please keep in touch and thank you again.

Sincerely,

Drew Barnes, MLA
Cypress-Medicine Hat

Legislature Office: 717 Legislature Annex, 9718 – 107 Street, Edmonton, AB T5K 1E4
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

May 15, 2014

Mr. Garry Andrews, Superintendent
Medicine Hat Catholic Board of Education
1251 – 1 Avenue SW
Medicine Hat, AB T1A 8B4

Dear Mr. Andrews:

I would like to extend my congratulations to the staff who were involved in creating the "Back to School" Information Calendar for 2013-14. I see this calendar earned a second place in the "best specialty publication" category with Newspapers Canada!

They should be very proud of that their efforts and hard work resulted in this recognition; especially since I'm certain they did not expect such an outcome and were simply doing the best they could with the job at hand!

Please tell all involved they should be very proud of their efforts.

Sincerely,

Drew Barnes, MLA
Cypress-Medicine Hat

May 20, 2014

Mr. Garry Andrews
Superintendent
Medicine Hat Catholic Separate Regional Division No. 20
1251 - 1 Avenue SW
Medicine Hat, Alberta
T1A 9B4

Dear Mr. Andrews:

**RE: 2013/2014 - MEDICINE HAT - MOTHER TERESA SCHOOL
(INFRASTRUCTURE MAINTENANCE RENEWAL (IMR) FUNDING)**

Thank you for your submission of bids for the Mother Teresa School HVAC Upgrade project in Medicine Hat. We note that the following bids were received and considered by your school board:

Baumann's Ventilation & Plumbing Ltd.	\$379,625.00
Amron Construction Ltd.	\$394,987.00
Pad-Car Mechanical Ltd.	\$398,496.00
Starks Plumbing & Heating Ltd.	\$444,700.00

It is our understanding that your board has called for and accepted bids in accordance with the *School Buildings and Tendering Regulation (Alberta Regulation 383/88)*.

Your board's request to accept the bid submitted by Baumann's Ventilation & Plumbing Ltd. in the sum of \$379,625.00, which was the lowest qualified bid, has been approved.

When the construction contract is executed, please forward one copy to Infrastructure, Learning Facilities Branch, for record and grant processing purposes.

The copies of all bid documents submitted will be kept on file for record purposes. Claims for refunding the Goods and Services Tax on construction materials and services can be made directly to Canada Revenue Agency.

Your school board must complete this project within the overall 2013/2014 IMR allocation approved by the Minister of Education.

.../2

Mr. Garry Andrews
Page Two

If you have any questions, please call Don Kromm, Acting Director, South, Learning Facilities Branch, Infrastructure, at 403-592-2667 (toll-free by dialing 310-0000 first).

Sincerely,



Guy A. Smith
Executive Director



L. Cameron
Executive Director
Capital Planning
Alberta Education

cc: Greg MacPherson, Secretary Treasurer, Medicine Hat Catholic Separate Regional Division
Avi Habinski, Director, Capital Planning South
Don Kromm, Acting Director, South, Learning Facilities Branch
George Lee, Director, Budget and Fiscal Analysis

May 16, 2014

Task Force for Teaching Excellence Sets Sights on Teacher Formation

The Alberta Catholic School Trustees' Association (ACSTA) acknowledges and appreciates the recent work of the committee on the Task Force for Teaching Excellence. The ACSTA supports all efforts to improve teaching practices for the purpose of enriching the educational experience for students.

The Alberta Catholic School Trustees' Association is encouraged that the commitment to excellence for teachers and school leaders has emerged as the key outcome of the task force. Ensuring alignment with *Inspiring Education*, teacher internships, mentorship and focused professional development, including that of faith formation in Catholic schools, are important to achieving the goals of forming excellent teachers. During the Plenary Assembly of the Congregation for Catholic Education, on February 13, 2014, Pope Francis brought the vocation of teaching into high importance when he said, "The educator in Catholic schools must first be very competent, qualified, and at the same time full of humanity, capable of being among the young people with their pedagogical style, to promote their human and spiritual growth." Excellence in teaching involves fostering growth in the teacher as a whole person.

The ACSTA is pleased to see that Alberta Education is committed to a collaborative approach in gathering perspectives on the Task Force from all stakeholders and encourages its member boards to participate in formal and informal consultations through the Alberta School Boards Association (ASBA), directly with the government, and through any other feedback opportunities to ensure that all perspectives may be considered.

The Alberta Catholic School Trustees' Association is the voice of Catholic trustees in Alberta and the Northwest Territories. For more information visit: www.acsta.ab.ca

- 30 -

Media inquiries may be directed to:

Tony Sykora
President, ACSTA
(780) 484-6209

Dean Sarnecki
Executive Director, ACSTA
205, 9940 - 106 Street
Edmonton, AB T5K 2N2

(780) 484-6209
(780) 484-6248 (fax)



Medicine Hat Catholic Board of Education

Board Meeting Agenda Item

Memorandum

Date: June 10, 2014

To: Board of Trustees

From: Wayne Schlosser

Agenda Item: Locally Developed Courses

Purpose: INFORMATION/ACTION

Strategic Plan Reference: Student Achievement

Enclosures: No

Background: Locally Developed Courses have a three year life cycle. We have requested approval from the originator of the courses to acquire the courses as listed for use in September 2014 for a 3-year cycle. LDCs are approved at the provincial level. Although AB ED has removed the requirement to have a Board motion before approving the use of a LDC we believe a paper trail is still required for our files. We are requesting the use of the courses Learning Strategies 15-25-35 for both 3 credits and 5 credits as developed by Calgary Catholic School District.

Recommendation/Decision: **That the Board move to accept Learning Strategies 15-25-35 for both 3 and 5-credits for implementation beginning in the 2014-2015 school year for the next three years.**

Resulting Acting: Motion as per above

Responsibility: Trustees

Superintendent's Report to MHCBE

June 10, 2014

1. Fall retreat – Deacon Robert has suggested that we begin discussions regarding the planning for our Fall retreat. Bishop Henry indicated a willingness to attend and take a leadership role. We would also extend an invitation to the DLT. Deacon Robert has noted that the Bishop is available on Friday, October 10.

Recommendation: Set a date for the Fall retreat and determine its general theme.

2. Safe and Caring Schools information – Jill was in attendance at the Religion Coordinators' meeting and indicated there are materials becoming available to school divisions regarding the Safe and Caring Schools document which has been adopted by Alberta's Catholic schools. Over the upcoming year we will be in contact with school divisions regarding their use of these materials.

Recommendation: Receive as information

3. Promotion of our schools: As a follow up to recent discussions regarding letting the public know more about our schools we have asked our individual schools to include in their brochures reference to several features about Catholic education. It appears some individuals, new to the province, do not understand that Catholic education in Alberta is tuition-free and we are in fact, publically funded. These brochures will be circulated throughout the neighborhoods in which the schools are located. As well, we are developing a short promotional video which features our school division and which can be showed at open houses, parent-teacher interviews or on-screen in the hallways of the schools. The video will be available on our website. If it is completed by the time of our meeting we will show it.

Recommendation: Receive as information

4. Task Force for Teaching Excellence: As trustees are aware, this report was released in May and a response from individuals and organizations is being requested. The committee which will receive the responses and prepare recommendations for the Minister is not the same as the one which authored the report. I understand that membership on this committee was equally divided between those appointed by the ATA and those appointed by the Minister.

Recommendation: Consider a response from MHCBE

5. Sponsorship of School Masses – Fr. Philip has invited our schools to participate in sponsoring one mass each during the course of the upcoming year. With nine schools this would involve preparation for masses from September until June (excluding December). The DLT have received this information and Jill will coordinate a response to Fr. Philip. Since some schools do not believe they have the personnel to prepare music for the masses there may need to be consideration to assisting in this area.

Recommendation: Receive as information

6. Retirees' Evening – Please be reminded of the Board's sponsorship of an evening to honor our Retirees. The event takes place on June 16 at the Medicine Hat Lodge.

Recommendation: Confirm attendance with Della Dewald

7. DLT discussion: At our recent DLT meeting the topic of professional attire was discussed. After reviewing information from the ATA as well as previous memoranda from central office, it was affirmed that standards which reflect our Catholic values as well as demonstrate a commitment to professionalism and appropriateness are fundamental requirements. No Administrative Procedure or standard code is being contemplated. Principals and Vice-principals will provide an opportunity for discussion of this topic at their staff meetings and/or as appropriate. They will provide direction and guidance as required.

Recommendation: Receive as information

8. PLC time: Our DLT discussions about hours of instruction resulted in an interesting proposal regarding the retention of our current school day schedule for 2014-15. If we retain the existing school day schedule we might be able to gain one hour over the span of a month during which teachers could then meet on site for PLC's. This would entail having buses arrive one hour early on that particular day but overall no instructional time would be lost. We will ask for feedback from Southland and from our individual parent association groups to see if this is something to pursue. More information will be brought to the board when it is available.

Recommendation: Receive as information

9. St. Thomas Fundraising activity: St. Thomas is undertaking a fundraising activity throughout the upcoming school year. There will be a monthly draw conducted regarding a "Trip of the Month" and the staff has requested the assistance of a trustee or central office administrator in making the draw at one of the assemblies. Administrators have agreed to participate as required.

Recommendation: Trustees, if available, are asked to confirm their participation with Della Dewald

10. Meeting with MLA Drew Barnes: Our trustees and senior administration met with Mr. Barnes (Wildrose) on May 20. A brief report will be given on June 10.

Recommendation: Receive as information

11. Meeting with Dr. Denise Henning: Senior Administration will have an informal meeting with Dr. Henning, MH College President, on June 11. The intent is to welcome her to the community and provide her with information about our schools.

Recommendation: Receive as information.

12. Meeting with Bishop Henry: June is scheduled on our work plan as the month for meeting with Bishop Henry. Since it has been suggested that we invite the Bishop to lead our retreat in the Fall we are not pursuing a meeting with him in June.

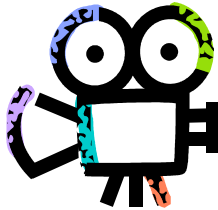
Recommendation: Receive as information

13. Other

Hello everyone,

Please include this Message to Parents/Guardians in your June School Newsletter.

Della



MESSAGE TO PARENTS AND GUARDIANS,

We are very excited to tell you that Medicine Hat Catholic Board of Education is in the process of developing a Promotional Video highlighting our exceptional programming and our Catholic Schools. As part of this process, your child may be highlighted in a particular activity or program, however, children's specific identity will not be shared. In completing your child's annual registration form, your signature provides general consent which creates the opportunity for your child's school or the school division to take photos or videos of classroom activities or school sponsored activities. As part of normal school community life, activity and healthy participation is important and encouraged. Children love the opportunity to be featured in photos or video about their school and we hope to create a very positive experience for them. Once our video is complete, parents and students can view it on your child's school website and on the division website. We have contracted a local videographer Perspective Image (Joshua Swanson), who has done exceptional work for the school division and we are very excited to have Joshua be involved in this project. If you are looking for a sampling of his work; he has recently completed a video production for one of our Teachers who was nominated for the Edwin Parr First Year Teacher Award, you can find that video at http://www.mhcbe.ab.ca/News.php?news_id=4823. If you have a particular concern or question, please do not hesitate to email the School Division Office at communications@mhcb.ca or call the Office of the Superintendent at 403.502.8347 or talk directly to your School Principal. The general theme of the video is ***"Bringing Learning to Life"***.



Medicine Hat Catholic Board of Education

Board Meeting Agenda Item

Memorandum

Date: June 10, 2014

To: Board of Trustees

From: Wayne Schlosser

Agenda Item: Administrative Procedure 130

Purpose: Information

Strategic Plan Reference: Effective and Efficient Operations

Enclosures: YES

Background: The current Admin Procedure 130 was reflective of a different environment. We now need to look (more) closely at teacher workload and instructional minutes. The revision of AP 130, as proposed, would give school admin more flexibility in meeting the 907 instructional hour "cap" for teachers as per the Collective Agreement.

Summary: (as per Alberta Education guidelines for student instructional hours)
Elementary from 960 hours to 950 (minimum)
Middle Schools from 960 hours to 950 hours (minimum)
High School from 1010 hours to 1000 hours (minimum)

Recommendation/Decision: Information only

Resulting Acting: This revised AP will be replacing the former one in our Administrative Procedures Manual.

Responsibility: Executive Assistant

SCHOOL DAY AND YEAR

Background

The School Act requires the Division to specify the school opening date, the number and the days of school operation, the length of the school day, the number and length of recesses and the number of hours of instruction, and to communicate this information to the Minister of Education before May 31 of every year for the following school year. In setting the school day and year, the Division considers the total hours of instruction as well as the number of operational days required to provide our students the best possible education as well as professional opportunities for staff.

When setting the school day and year, the Division will endeavour to provide sufficient instructional days to deliver Catholic education of the highest quality to our students and to provide adequate non-instructional days to allow for professional growth of staff while recognizing the needs of families. When deliberating the school calendar for the upcoming academic year, the Division will consult broadly with all the interested school community groups by referring the proposed calendar to administrators, teachers, and school councils and accepting suggestions and comments.

The Board sets the initial parameters and approves the annual school-year calendar.

Definitions

1. Instructional days are to be defined as days on which teachers instruct students at school.
2. Non-instructional days are defined as days on which teachers, but not students are present in the school or days in which teachers are participating in professional development outside of the school. These include teachers' convention, parent/teacher interviews, staff professional development days, and school opening and closing day. Also included are emergency closures or other closures authorized by the Minister.
3. Total operational days are defined as the sum of instructional and non-instructional days in the school year.

Procedures

1. The Superintendent will ensure that each school meets or exceeds the instructional time requirements as stated in these procedures.
2. It is the responsibility of the principal of each school to ensure that instructional time is used in the best interest of students and Catholic education.



3. Each principal will ensure his/her school meets the minimum hours of instruction as follows:

Kindergarten:	Minimum of 475 hours
Elementary:	Minimum of 950 hours
Middle School:	Minimum of 950 hours
High School:	Minimum of 1000 hours

4. The number and length of recesses will be determined by the principal in consultation with staff and School Council, and will form part of the school plan submitted for Superintendent's approval.
5. Principals will ensure that parents of students registered in his/her school will receive school day and year (calendar) information at the beginning of each school year.

Reference: Section 56, 61, 97, School Act





Medicine Hat Catholic Board of Education

Board Meeting Agenda Item

June 10, 2014

Memorandum

To: Board of Trustees

From: Secretary-Treasurer

Agenda Item: Update on Infrastructure Maintenance and Renewal Plan

Purpose: Decision Making

Strategic Plan Reference: Facilities

Enclosures: 1. Updated IMR Plan

Background: Certain changes have become necessary for the 2013-14 IMR plan. The prices for projects are generally known now. There was an emergency roof repair required at one school. There was an initial plan for handicapped access at another school, however discussions with the school may find a less cost alternative.

Recommendation/Decision: To be determined. Will be seeking Board approval to approve the updated IMR plan

Resulting Action: To be determined

Responsibility: Secretary-Treasurer and Facilities and Operations Supervisor

Medicine Hat Catholic Board of Education
2013-14 IMR Plan

Fiscal Year Project	Facility	Project	Carry- forward Budget	Estimated Cost New Projects	Total	Expense	Capital	Actual Bids
2013-14	St. Mary's School	Replace Roof #2 and Roof #3		135,000			135,000	114,673
2013-14	St. Mary's School	Replace RTU #13		5,000				5,980
2013-14	Notre Dame Academy	South Entrance - Board Approved September 10, 2013		20,000		5,000	20,000	(980)
2013-14	Ecole St. Thomas D'aquin	Mechanical Upgrade		71,000			71,000	(20,000)
2013-14	Mother Teresa	Mechanical Upgrade		500,000			500,000	(15,000)
2013-14	5 Schools	Audit of existing Building Management Systems		5,000		5,000		120,375
2013-14	St. Francis School	Replace HPS Lights in Gym		4,000		4,000		500
2013-14	St. Michael's Medicine Hat	Energy Savings/Operational Savings Projects - Continuation		55,000		55,000		-
2013-14	St. Francis School	Energy Savings/Operational Savings Projects - Continuation		40,000		40,000		25,875
2013-15	St. Patrick's	NEW - PORTABLE REROOF		-				
2013-14	SMMH	NEW - HANDICAPPED ACCESS		-				
2013-14	CAPE	Replacement of Office Carpet		7,000		7,000		2,315
		GST at 1.6%		13,472		1,856	11,616	1,607
TOTAL IMR Expenditure Budget 2013-14				855,472	-	117,856	737,616	102,019

IMR Budget Summary

Total IMR available for 2013-14	\$ 647,695
add: 2013-14 IMR	422,300
IMR Available for 2013-14	1,069,995
less: 2012-13 IMR Costs in Progress	-
IMR Available for New 2013-14 Projects	1,069,995
less: 2013-14 New Projects	(753,453)
IMR available for emergent needs or for 2013-14 use	316,542
	9939,4085



Medicine Hat Catholic Board of Education

Board Meeting Agenda Item

June 10, 2014

Memorandum

To:	Board of Trustees
From:	Secretary-Treasurer
Agenda Item:	2013-14 3 rd Quarter Financial Update
Purpose:	Information
Strategic Plan Reference:	Efficient and Effective Operations
Enclosures:	To be presented at the meeting
Background:	The 3 rd quarter financial report will be presented to their board for their information.
Recommendation/Decision:	None
Resulting Action:	None
Responsibility:	Secretary-Treasurer



Medicine Hat Catholic Board of Education

Board Meeting Agenda Item

June 10, 2014

Memorandum

To: Board of Trustees

From: Secretary-Treasurer

Agenda Item: Transportation Update

Purpose: Information

Strategic Plan Reference: Efficient and Effective Operations

Enclosures: None

Background:

Southland was awarded a five-year contract for school busing commencing September 2, 2014 based on the RFP process undertaken.

We have meet with Southland and agreed that we would mirror the processes we are currently following with regards to routes. This means that school bell times and most routes will not be affected. Where possible, existing drivers of the routes would continue on their routes to provide for continuity. The enclosure outlines the information provided to parents through school newsletters regarding transportation. The process essentially remains the same. Route information is posted to the provider's website on August 1. Parents confirm the location and time. Any changes required to routes would occur on the second week of school, as in prior years.

The next stage is to work with the local transportation providers to obtain their field trip rates for 2014-15 so schools can plan for their activities in the new year.

We will also be working with NDA to assist in developing the academy busing agreement with a local service provider.

Southland will be making contact with the school administration to introduce themselves and to have a discussion on the transportation for the upcoming year.

There may need to be some adjustments to school times pending the outcome of the adjustments to instructional hours in the Administrative Procedure 130.

Recommendation/Decision:

None

Resulting Action:

To be determined

Responsibility:

Secretary-Treasurer



Medicine Hat Catholic Board of Education

Board Meeting Agenda Item

June 10, 2014

Memorandum

To:	Board of Trustees
From:	Secretary-Treasurer
Agenda Item:	Modernization of Monsignor McCoy
Purpose:	Information
Strategic Plan Reference:	Facilities
Enclosures:	None
Background:	Senior Administration will provide a briefing on the recent updates regarding the Modernization at Monsignor McCoy
Recommendation/Decision:	None
Resulting Action:	Continue with the process
Responsibility:	Secretary-Treasurer



MONSIGNOR MCCOY HIGH SCHOOL MODERNIZATION PROJECT!

The Medicine Hat Catholic Board of Education is pleased to receive funds from the Ministry of Education for the modernization of Monsignor McCoy. Although this is a remarkable step towards meeting the needs of the school, additional enhancement dollars will be required to allow for a ***gymnasium the size of other similar sized schools***, a ***black box theatre*** and a ***chapel***. This is where you will have a chance to participate by investing in our kids and our school. Help us make our dream a reality. Through various donation, sponsorship or partnership opportunities you will have the chance to participate in this project. ***Watch for details to be circulated home with students in the coming weeks.***

Invest in **OUR KIDS,**
Invest in **OUR SCHOOL!**

Monsignor McCoy High School construction begins Nov 2014 with occupancy scheduled for Sept 2016. We are excited as we embrace this modernization opportunity as a community to enhance the educational experiences for our students for years to come.



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

Date: June 10, 2014

Agenda Item: Division Faith Formation

Name: Jill Wilkinson

Purpose: **Information**

Attachments: Yes – Faith Formation Day August 2014

Background: LeAnne Thieman is the presenter for the morning of the faith day. She resides in Fort Collins, Colorado and comes to us highly recommended. Bishop Lafoya from the Diocese of Pueblo stated that she had an incredible impact at a Foundation Dinner and is the only speaker they have invited to return for a second time. She challenges everyone to recognize their own God-given purpose in life and to go out and make a difference in the world. She also shares her personal account of her own experience of faith and the renewed appreciation of the beauty and treasure of our Catholic Faith.

The afternoon will include staff recognition, welcoming of new staff and a Mass

Recommendation: Meeting in August to finalize the details for the afternoon

Resulting Action: Establish a time for the meeting

Responsibility: Trustees, Senior Administration, Religious Education Coordinator

Faith Formation Day – August 28, 2014

- 8:00 – 8:30 Medicine Hat College Theatre
- Socialize with colleagues and friends. College cafeteria & Starbucks will be open for the purchase of refreshments. Please remember that there is no food or drink allowed in the theatre.
- 8:30 – 8:45 Prayer
8:45 – 9:00 Greetings
- 9:00 – 10:15 Keynote speaker – Leann Thieman
Theme – *Carrying the Light of Christ into the World*
- 10:15 – 10:30 Intermission
- 10:30 – 11:30 Leann Thieman
- 11:30 – 1:00 Lunch is on your own. Enjoy!
- 1:00 – 1:30pm Holy Family Parish
- Welcoming of New Staff
Employee Service Recognition (5 year increments)
- 1:30 – 2:45 Mass

LeAnn Thieman fuses true stories and life balance strategies to impact audiences. Her story of being “accidentally” caught up in the Vietnam Orphan Airlift in 1975 engages and inspires people. LeAnn has written 15 books that have motivated and changed the lives of millions of readers. LeAnn inspires health, hope, and happiness: to nurture ourselves physically, mentally and spiritually; to keep the faith and do extraordinary things, as ordinary people; to balance our lives and truly live our priorities. She has been a devoted nurse for thirty years and has earned the Certified Speaking Professional designation and in August, 2008 was inducted into the National Speakers Association’s Speaker Hall of Fame, motivating people to say, “I’m going to live my life differently after hearing you today.”



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

Date: June 10, 2014

Agenda Item: Excellence in Catholic Education Award

Name: Jill Wilkinson

Purpose: **Information**

Attachments: None

Background: Every year during the Alberta Catholic School Trustees' Association encourages school divisions to nominate one teacher to receive the Excellence in Catholic Education Award. These awards are presented to the teachers at either the SPICE or Blueprints Conference. The award honors teachers who are dedicated to Catholic education, inspire their students, and have demonstrated excellence in teaching. In the past, the process for nominating a teacher for this award was very lengthy and onerous. The ACSTA has responded by making revisions to the process. The criteria for this award is now up to each school division. Once a nominee has been selected, a 300 word explanation for why the recipient deserves the award will need to be written for the program. In addition, a 5 sentence introduction needs to be written to introduce the teacher at SPICE/Blueprints. The presenter needs to be someone for senior admin.

Recommendation: The school division create criteria.

Resulting Action: A teacher is deserving of this award and meeting the criteria be nominated for the 2014-2015 school year.

Responsibility: Board of Trustees, administration