

# Medicine Hat Catholic Board of Education



## PUBLIC AGENDA

**Tuesday, December 09, 2014 @ 3:00 p.m.**

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

# *Medicine Hat Catholic Board of Education*

## **ACTION AGENDA**

**DATE:** Tuesday, December 09, 2014

**Place:** Catholic Education Centre

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

	<p><b>WE ARE CALLED</b> Always and Everywhere to:  <b>Model Christ, Pray and Serve, Build a Faith Community</b></p> <p>Theme for 2014-2015: <i>Carrying the Light of Christ into the World</i></p>		
1.	<p><b><i>Opening Prayer – Blessing before a Meeting</i></b></p> <p style="text-align: center;"><i>Lord, bless us as we gather today in your name.  Send us the guidance of your Spirit to bring us wisdom and understanding.  Help us to open our minds and our hearts so that we may listen respectfully to the viewpoints of others and make decisions in accordance with your wishes.  Help us to grow in faith so that we may serve you and others in all that we do.  We ask this grace through Christ our Lord. Amen.</i></p>	Dick Mastel	
2.	<p><b><i>Approval of the Minutes of the Regular Board Meeting</i></b></p> <p><b><u>♦Recommendation:</u></b>  THAT the Minutes of Regular Board Meeting November 07, 2014 be approved as circulated.</p>	PG	
3.	<p><b><i>Approval of the Minutes of the Special Board Meeting</i></b></p> <p><b><u>♦Recommendation:</u></b>  THAT the Minutes of Special Board Meeting November 24, 2014 be approved as circulated.</p>	PG	
4.	<p><b><i>Approval of the Action Agenda</i></b></p> <p><b><u>♦Recommendation:</u></b>  THAT the Action Agenda dated December 09, 2014 be approved as circulated.</p>	PG	<i>Encl. 1 - 4</i>
5.	<p><b><i>Approval of the Non-Action Agenda</i></b></p> <p><b><u>♦Recommendation:</u></b>  THAT the Non-Action Agenda dated December 09, 2014 be approved as circulated.</p>	PG	<i>Encl. 5</i>
6.	<p><b><i>Corporate Communications</i></b></p> <p><b><i>6.1 Letter dated November 13, 2014 from Alberta Education, Office of the Minister regarding the Monsignor McCoy Modernization funding.</i></b></p> <p><b><i>6.2 The 2014- 2017 Three Year Education Plan and Annual Education Result Report as approved by the Board at the Special Board Meeting on November 25, 2014 has been forwarded to Alberta Education.</i></b></p> <p><b><i>Note: (Link to the report) → <a href="#">MHCBE Three Year Ed Report and AERR</a></i></b></p> <p><b><i>Note: The report can be found on the Division website <a href="http://www.mhcbe.ab.ca">www.mhcbe.ab.ca</a> under Documents and Publications/Plans and Reports/Education Reports</i></b></p>	PG	<i>Encl. 6 - 7</i>
7.	<p><b><i>Monsignor McCoy High School Modernization</i></b></p> <p><b><i>7.1 Website: <a href="http://www.mccoymodernization.ca">www.mccoymodernization.ca</a></i></b></p> <p><b><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></b></p> <p><b><i>The Superintendent of Schools will provide an update of the modernization</i></b></p>	PG	<i>Encl.</i>

	<i>fundraising.</i>		
8.	<u><b>Superintendent Report – Dr. Garry Andrews</b></u> <u>8.1 Excellence in Catholic Education Award</u> <u>8.2 Religious Education Advisory Meeting</u> <u>8.3 Bill 202 and Bill 10</u> <u>8.4 Superintendent and Board Evaluation for Holy Family Regional Division #37</u> <u>8.5 Executive Director and Board Evaluation for the Alberta Catholic School Trustees’ Association</u> <u>8.6 Fundraising Monsignor McCoy High School</u> <u>8.7 MHCBE Fundraising</u> <u>8.8 Administrative Procedure Review</u> <u>8.9 Communications Coordinator</u>	GA	Report Encl. 8 - 9
9.	<u><b>Deputy Superintendent Report – Mr. Joe Colistro</b></u> <u>9.1 Class Size Report</u> <u>9.2 Websites</u> <u>9.3 Professional Development</u>	JC	Encl. 10 – 14 15 – 16 17
10.	<u><b>Secretary-Treasurer Report – Mr. Greg MacPherson</b></u> <u>10.1 Quarterly Finance Report – Board Approval (Board Work Plan)</u> <u>10.2 ASEBP – EFAP</u> <u>10.3 2014 – 2015 IMR Plan – Board Approval (Board Work Plan)</u>	GM	
11.	<u><b>Associate Superintendent Learning Services – Mr. Hugh Lehr</b></u> <u>11.1 RCSD</u>  <u><b>Inspiring Education, Division Principal – Mr. Chuck Hellman</b></u> <u>11.4 Curriculum Update</u>	HL  CH	Encl. 18 - 21
12.	<u><b>Religious Education Coordinator Report – Mrs. Jill Wilkinson</b></u> <u>12.1 Excellence in Catholic Education</u> <u>12.2 Catholicity in MHCBE</u>	JW	Encl. 22 – 23 24 - 27
13.	<u><b>13.1 ACSTA AGM November 2014 – November 14 - 16, 2014.</b></u> A number of Trustees and Administration attended the AGM in Edmonton. Those in attendance will report on the event.  <u><b>13.2 ASBA AGM November 2014 – November 16 - 19, 2014.</b></u> A number of Trustees and Administration attended the AGM in Edmonton. Those in attendance will report on the event.	PG	
14.	<b>COMMITTEE REPORTS (presented by appointed Trustees)</b>	PG	
	<b>14.1 Medicine Hat Catholic Schools’ Education Foundation - Mrs. Regina Durst</b>		
	<b>14.2 Representative to ACSTA– Mr. Dick Mastel</b>		
	<b>14.3 Representative Teacher Board Advisory Committee – Reverend Mr. Robert Risling</b>		
	<b>14.4 Representative to ASBA Zone 6 – Mr. Peter Grad</b> <u>14.4.1 Zone 6 Handbook– Strategic Plan</u> <u>14.4.2 ASBA Annual Report</u>		
	<b>14.5 Representative to Support Staff Board Advisory Committee– Mrs. Regina Durst</b>		
	<b>14.6 Representative to Parent Association– Reverend Mr. Robert Risling</b>		
	<b>14.7 Salary Negotiations</b>		

	<u>14.7.1</u> ATA– <i>Mr. Peter Grad</i>		
	<u>14.7.2</u> CUPE– <i>Mr. Dick Mastel</i>		
	14.8 CUPE Staff Board Advisory Committee - <i>Reverend Mr. Robert Risling</i>		
	14.9 Spiritual Leadership Scholarship Board Representative – <i>Mrs. Regina Durst</i>		
	14.10 Student Board Advisory Committee – <i>Mr. Peter Grad</i>		
	14.11 C2 (Adhoc) Committee – <i>Reverend Mr. Robert Risling</i>		
	14.12 Monsignor McCoy Modernization (Adhoc) Committee – <i>Mrs. Regina Durst</i>		
15.	<p style="text-align: center;"><i><b>Closing Prayer</b></i></p> <p style="text-align: center;"><i>Lord, we come to you today to seek the peace that you alone can give.</i></p> <p style="text-align: center;"><i>Strengthen us in our work as we seek to build a peaceful community.</i></p> <p style="text-align: center;"><i>Amen</i></p>	Dick Mastel	
16.	<i>Adjournment</i>		

# NON - ACTION AGENDA

DATE: Tuesday, December 09, 2014 Place: Catholic Education Centre Time: 3:00 P.M.

No.	INFORMATION ITEMS	PAGE
1.1	<p><b><u>REGISTRATION</u></b></p> <p><b>* REGISTRATION in all Catholic schools in Medicine Hat for the 2014-2015 School year is ongoing</b></p> <p>Early Learning Programs (Kindergarten, Grades 1-12)</p>	
1.2	<p><b><u>REGISTRATION –</u></b></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 <a href="http://www.mhcbe.ab.ca">www.mhcbe.ab.ca</a>. Come, Experience Catholic Schools - “Showing the Face of Christ to All”.</p>	
1.3	<p><b><u>TAXES - DECLARE YOUR SUPPORT for CATHOLIC SCHOOLS</u></b> - <i>The Medicine Hat Catholic Board of Education</i> reminds our community of the importance of declaring your <b>PROPERTY TAXES</b> in support of Catholic Education <b>How do you declare your support?</b> - To ensure your property taxes are supporting Catholic Schools, you must declare your Catholic school support as <b>“Separate”</b> on your annual property assessment notice. <i>Contact the Taxation Office at the City of Medicine Hat, or the Town or Municipal Office in your area.</i> Changes made on or before Dec 31 will be in effect for the next taxation year. <b>Thank you for your supporting Catholic Schools.</b></p>	
1.4	<p><b><u>INSPIRING EDUCATION</u></b></p> <p><a href="https://inspiring.education.alberta.ca/what-is-inspiring-education/">https://inspiring.education.alberta.ca/what-is-inspiring-education/</a></p>	

## **Notice of Public Board Meetings**

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



ALBERTA  
EDUCATION

*Office of the Minister*

AR86911

November 13, 2014

Mr. Peter Grad  
Chair  
Medicine Hat Catholic Separate Regional Division  
1251 - 1 Avenue SW  
Medicine Hat AB T1A 8B4

Dear Mr. Grad:

Honourable Jim Prentice, Premier of Alberta, forwarded your September 18, 2014 letter regarding local contributions to modernization projects and, more specifically, the modernization of Monsignor McCoy High School. As Minister of Education, I am pleased to respond on behalf of government.

The Government of Alberta recognizes that schools are hubs of communities and is supportive of partnerships that enhance opportunities for students and communities. On this basis, government is supportive of local funding contributions that complement school facilities beyond established space standards. For example, the City of Lethbridge typically provides additional funding to increase the size of school gymnasiums. Through an established joint-use agreement, the students benefit from the additional space during the school day and the community has access to the gym in the evenings.

I understand that a value scoping study was undertaken in February 2012 with representatives of your school jurisdiction and government. During these discussions the issue of increasing physical education space was raised. At this time, it was indicated that the existing physical activity space meets current space standards but that Monsignor McCoy High School requires modernization to achieve 21<sup>st</sup> century learning spaces, including reconfiguring instructional areas and addressing deferred maintenance items.

Subsequent to the approval of the modernization in January 2014, it became clear through the design process that increasing the physical education space beyond the space standards remained a priority for Medicine Hat Catholic. Education remains committed to funding the modernization project to meet current designs standards. In order to provide a flexible approach, it has been agreed that the school jurisdiction will contribute \$251,000 in local funding to support the additional space. This amount was established by Infrastructure as a reasonable budget amount for the additional area.

.../2

Mr. Peter Grad  
Page Two

I commend Medicine Hat Catholic on reviewing the needs of the community and supporting the portion of this important modernization that is beyond the standards set by government.

I wish you every success in the completion of the modernization project.

Sincerely,

A handwritten signature in black ink, appearing to read "Gordon Dirks". The signature is fluid and cursive, with a large initial "G" and a stylized "D".

Gordon Dirks  
Minister  
MLA Elect, Calgary – Elbow

cc: Honourable Jim Prentice  
Premier of Alberta

Honourable Manmeet S. Bhullar  
Minister of Infrastructure



## Superintendent's Report to Board

December 9, 2014

1. **Excellence in Catholic Education Award** – Jill Wilkinson will present the board with information regarding this award. Please note that the application process has been simplified.  
Recommendation: Receive as information
2. **Religious Education Advisory Meeting** – Our board work plan indicates the need to set a date for our Religious Education Advisory Meeting.  
Recommendation: Consider dates for a breakfast or lunch meeting in the new year with Religious Education Advisory Committee members.
3. **Bill 202 and Bill 10** – As you know, Liberal MLA Laurie Blakeman, introduced a private member's bill (202) requiring school boards to support Gay Straight Alliance groups in Alberta's schools. Premier Prentice, as a result, indicated he will introduce Bill 10 which will balance the authority of school boards to make decisions related to their operations but which will also provide students who want to form a GSA with a "clear legal recourse if a school attempts to stand in their way". We have contacted Alberta Education for more information but at this time none is available.  
Recommendation: Receive as information.
4. **Superintendent and Board evaluation for Holy Family Regional Division #37** – I have been asked to lead the evaluation for the Superintendent and Board at Holy Family Regional Division and will be making a presentation to their board in Peace River on December 11. Cost for expenses will be reimbursed to MHCBE. Any honorarium received will be made payable to the Catholic Education Foundation so that it can be donated to the Msgr. McCoy modernization project.  
Recommendation: Receive as information.
5. **Executive Director and Board evaluation for the Alberta Catholic School Trustees Association** – I have been asked to again lead the evaluation for the Executive Director and Board for the Alberta Catholic School Trustees Association. As in the past, cost for expenses will be reimbursed to MHCBE and any honorarium received will be made payable to the Catholic Education Foundation so it can be donated to the Msgr. McCoy modernization project. This evaluation will take place in April and May, 2015.  
Recommendation: Receive as information.
6. **Fundraising update re: Msgr. McCoy** – We have determined the need for a working committee appointed to develop an plan for the next steps in fundraising for Msgr. McCoy's modernization. There have been two parents who volunteered their assistance. We also will have DLT membership on the committee as well as a trustee (Regina Durst). Advice and inservice regarding fundraising will be provided by Sandfly Marketing. Joe Colistro, Greg MacPherson, Hugh Lehr and Della Dewald can provide further information on this topic.  
Recommendation: Receive as information.
7. **MHCBE evaluation** – Please be reminded of the February 7, 2015 date for the board's strategic directions workshop with Positive Culture, at which time a board evaluation will take place.



Recommendation: Receive as information.

8. **Administrative Procedures review** – Joe Colistro has been leading our DLT in a review of a number of administrative procedures. There is no intent to change the procedures at this time but rather to insure that the spirit and intent is still relevant and practicable. Joe will speak to this more in his report.

Recommendation: Receive as information.

9. **Communications' Coordinator position** – We are pleased to announce that we have made an offer to an individual whose qualifications closely match those we were seeking. We will release further information when the candidate confirms the acceptance of our offer. Starting date for this .5 position is anticipated to be January 5, 2015.

Recommendation: Receive as information.

#### 10. Other

Respectfully submitted by

Dr. Garry Andrews, Superintendent

MHCBE

December 9, 2014



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

### **Board Meeting Agenda Item**

#### **Memorandum**

Date:	December 9, 2014
To:	Board of Trustees
From:	Joe Colistro
Agenda Item:	Class Size Initiative Report
Purpose:	Information
Strategic Plan Reference	Effective and Efficient Communications
Enclosures:	YES
Background:	All school jurisdictions in Alberta are required to publish their class size averages. The 2014-2015 class size average report for MHCBE is attached.
Recommendation/Decision:	NONE
Resulting Acting:	NONE
Responsibility:	Deputy-Superintendent of Schools

**Jurisdiction Report - to be included with AERR**

**ALL SUBJECTS**

4501 - Medicine Hat Catholic Separate Regional Division No. 20

**Jurisdiction:**

**Number of Schools Reported:**

9

**Total Number of Schools:**

9

	K to 3			4 to 6			7 to 9			10 to 12		
	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15
Monsignor McCoy High School										24.2	23.7	24.5
Mother Teresa School	19.6	18.2	20.1	23.0	22.0	20.5						
Notre Dame Academy				22.9	21.3	20.8	25.3	24.3	23.0			
St. Francis Xavier School	17.7	17.2	16.4	23.0	23.6	20.3						
St. Louis School	14.3	15.3	13.9	22.2	17.9	14.5						
St. Mary's School							24.0	23.8	20.8			
St. Michael's School	20.2	18.1	16.9	23.9	20.5	20.5						
St. Michaels School	11.7	10.1		12.2	14.4		15.2	12.8		13.5	14.4	
St. Patrick's School	20.4	23.0	20.8	23.3	24.5	23.3						
St. Thomas Aquinas School	17.5	18.0	15.8	21.5	23.5	24.0						
<b>Total for Jurisdiction 4501</b>	<b>18.8</b>	<b>18.8</b>	<b>18.3</b>	<b>22.4</b>	<b>21.7</b>	<b>21.0</b>	<b>23.9</b>	<b>23.4</b>	<b>21.6</b>	<b>23.5</b>	<b>22.8</b>	<b>24.5</b>

**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

Note:  
 This information has not been verified by Alberta Education and is subject to change.

# 2014/15 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:

59.5

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

55.4

	K to 3			4 to 6			7 to 9			10 to 12		
	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15
Average Class Size	18.8	18.8	18.3	22.4	21.7	21.0	23.9	23.4	21.6	23.5	22.8	24.5
Number of Students with Severe Disabilities per cl		1.2	1.7	0.7	0.5	0.7	0.4	0.4	0.4	0.3	0.3	0.2
Number of Mild/Moderate Students per class	2.3	1.3	1.8	2.3	1.6	1.7	2.9	2.7	2.6	3.4	3.7	3.3
Number of Gifted/Talented Students per class				0.0			1.1	0.6	0.2	1.4	0.9	0.8
Number of ESL Students per class	1.0	0.8	0.6	1.3	0.9	1.0	1.0	0.5	0.5	0.8	0.5	0.4
Smallest Class	8.0	5.0	7.0	11.0	12.0	9.0	6.0	7.0	4.0	7.0	5.0	8.0
Largest Class	26.0	28.0	23.0	31.0	41.0	27.0	49.0	45.0	42.0	35.0	34.0	36.0

Distribution of Class Sizes - %	K to 3			4 to 6			7 to 9			10 to 12		
	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15
1 to 5	0.0	2.4	0.0	0.0	0.0	0.0	0.0	0.0	3.5	0.0	1.0	0.0
6 to 10	2.8	2.4	2.4	0.0	0.0	0.8	5.3	3.5	4.2	5.1	3.1	2.2
11 to 15	19.4	14.3	21.4	5.2	10.3	5.9	8.2	10.2	12.0	11.2	16.3	14.0
16 to 20	40.4	50.0	45.7	28.5	22.1	35.5	12.3	9.4	20.5	15.3	16.3	10.8
21 to 25	34.8	28.6	30.6	34.4	51.0	46.5	29.6	35.8	31.3	23.5	24.5	26.9
26 to 30	2.5	2.4	0.0	29.6	15.8	11.3	32.9	31.1	19.7	28.6	22.4	19.4
31 to 35	0.0	0.0	0.0	2.2	0.0	0.0	9.9	8.3	7.7	16.3	16.3	24.7
36 to 40	0.0	0.0	0.0	0.0	0.0	0.0	1.2	1.2	0.8	0.0	0.0	2.2
Over 40	0.0	0.0	0.0	0.0	0.8	0.0	0.4	0.4	0.4	0.0	0.0	0.0

Distribution of Class Sizes - #	K to 3			4 to 6			7 to 9			10 to 12		
	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15
1 to 5	0	8	0	0	0	0	0	0	9	0	1	0
6 to 10	10	8	8	0	0	2	13	9	11	5	3	2
11 to 15	69	48	72	14	26	15	20	26	31	11	16	13
16 to 20	144	168	154	77	56	91	30	24	53	15	16	10
21 to 25	124	96	103	93	129	119	72	91	81	23	24	25
26 to 30	9	8	0	80	40	29	80	79	51	28	22	18
31 to 35	0	0	0	6	0	0	24	21	20	16	16	23
36 to 40	0	0	0	0	0	0	3	3	2	0	0	2
Over 40	0	0	0	0	2	0	1	1	1	0	0	0

Average by Subject Category	K to 3			4 to 6			7 to 9			10 to 12		
	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15
Language Arts English/French	19.1	19.7	18.3	21.9	20.8	21.6	23.3	24.5	22.9	25.6	24.9	25.0
Mathematics	19.1	19.7	17.9	21.9	20.9	20.4	25.0	24.1	22.8	25.3	22.6	26.0
Science	19.6	19.8	18.3	22.1	21.8	21.2	25.9	24.2	22.8	24.0	25.8	34.3
Social Studies	19.2	19.8	18.3	22.1	21.8	21.2	23.7	23.7	22.8	28.8	27.2	28.8
Health	19.4	20.1	18.1	22.5	22.2	20.9	24.6	24.3	22.6			
Physical Education	19.4	20.1	18.3	23.1	22.0	20.9	25.6	22.5	22.6	24.7	21.1	28.3
Art	19.2	20.1	18.3	22.9	22.3	21.4	25.3	25.8	23.6	22.7	25.0	22.0
Music	18.5	19.8	18.3	22.9	23.4	21.2	29.3	30.4	23.6	18.0	21.5	17.0
Drama	19.8	18.8	17.0	24.5	21.5	21.5	24.5	24.4	22.7	26.0	21.0	19.0
Second Languages										17.0	17.0	15.0
Religious Instruction/Studies	19.4	18.3	19.0	22.8	22.0	21.2	26.4	24.5	21.8	26.6	26.5	30.7
Environmental and Outdoor Education							13.0					
Social Science												
Career and Technology Studies				23.3	20.5	21.3	22.4	22.8	20.6	19.8	21.2	20.0
Knowledge and Employability							14.1	13.4	11.7	11.6	12.5	14.3
Special Education												
Local Developed Course												16.0
Other				17.0	14.0	16.9	20.1	8.0	17.8	11.0	9.0	
Career and Life Management										26.3	19.7	29.0
Biology										27.0	32.0	26.7
Chemistry										24.6	22.5	26.8
Physics										30.0	23.3	28.0

**Note:** 3/4 combined classes are included in the Gr. 4 to 6 average  
5/7 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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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).  
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Virtual/Home Ed/Distance Ed programs have been excluded

Note:  
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12/5/2014

**Jurisdiction Report - to be included with AERR**

**CORE SUBJECTS ONLY**

4501 - Medicine Hat Catholic Separate Regional Division No. 20

**Jurisdiction:**

**Number of Schools Reported:**

9

**Total Number of Schools:**

9

	K to 3			4 to 6			7 to 9			10 to 12		
	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15
Monsignor McCoy High School										27.5	26.4	27.2
Mother Teresa School	19.5	18.1	20.1	23.0	22.0	20.5						
Notre Dame Academy				23.3	20.5	21.3	26.7	26.0	23.8			
St. Francis Xavier School	17.5	17.3	16.2	20.7	20.9	20.3						
St. Louis School	14.3	14.7	13.7	21.3	17.3	13.7						
St. Mary's School							23.2	23.9	22.0			
St. Michael's School	20.3	18.0	16.9	24.5	21.5	21.5						
St. Michaels School	11.8	8.0		11.0	13.0		16.4	10.8		11.3	13.5	
St. Patrick's School	20.4	23.0	20.9	23.3	24.5	23.4						
St. Thomas Aquinas School	17.5	18.0	15.8	21.5	23.5	24.0						
<b>Total for Jurisdiction 4501</b>	<b>18.7</b>	<b>18.7</b>	<b>18.2</b>	<b>22.0</b>	<b>21.3</b>	<b>21.1</b>	<b>24.4</b>	<b>24.1</b>	<b>22.8</b>	<b>26.2</b>	<b>24.8</b>	<b>27.2</b>

**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

**Note:**

This information has not been verified by Alberta Education and is subject to change.



2014/15 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:

59.5

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

55.4

	K to 3			4 to 6			7 to 9			10 to 12		
	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15
Average Class Size	18.7	18.7	18.2	22.0	21.3	21.1	24.4	24.1	22.8	26.2	24.8	27.2
Number of Students with Severe Disabilities per cl	1.1	1.3	1.8	0.6	0.5	0.7	0.4	0.2	0.3	0.1	0.2	0.0
Number of Mild/Moderate Students per class	2.4	1.3	1.8	2.2	1.4	1.7	1.7	2.0	1.9	2.8	3.0	2.4
Number of Gifted/Talented Students per class				0.0			1.3	0.7	0.3	2.1	1.1	1.1
Number of ESL Students per class	1.0	0.8	0.6	1.3	0.8	1.0	1.1	0.5	0.4	0.6	0.5	0.4
Smallest Class	10	5	7	11	12	9	6	10	5	7	12	9
Largest Class	26	28	23	29	30	27	32	32	33	35	34	36

Distribution of Class Sizes - %	K to 3			4 to 6			7 to 9			10 to 12		
	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15
1 to 5		2.6							3.8			
6 to 10	2.5	2.6	2.7			1.8	1.0	1.0	3.8	4.1		2.3
11 to 15	19.4	15.4	21.8	6.9	12.2	3.6	7.1	7.6	3.8	6.1	16.0	4.7
16 to 20	41.3	47.4	44.9	27.6	21.7	34.8	11.2	7.6	19.0	10.2	12.0	4.7
21 to 25	34.4	29.5	30.6	36.2	50.4	47.3	34.7	41.9	34.3	12.2	22.0	27.9
26 to 30	2.5	2.6		29.3	15.7	12.5	39.8	32.4	27.6	38.8	26.0	18.6
31 to 35							6.1	9.5	7.6	28.6	24.0	39.5
36 to 40												2.3
Over 40												

Distribution of Class Sizes - #	K to 3			4 to 6			7 to 9			10 to 12		
	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15
1 to 5		4.0							4.0			
6 to 10	4.0	4.0	4.0			2.0	1.0	1.0	4.0	2.0		1.0
11 to 15	31.0	24.0	32.0	8.0	14.0	4.0	7.0	8.0	4.0	3.0	8.0	2.0
16 to 20	66.0	74.0	66.0	32.0	25.0	39.0	11.0	8.0	20.0	5.0	6.0	2.0
21 to 25	55.0	46.0	45.0	42.0	58.0	53.0	34.0	44.0	36.0	6.0	11.0	12.0
26 to 30	4.0	4.0		34.0	18.0	14.0	39.0	34.0	29.0	19.0	13.0	8.0
31 to 35							6.0	10.0	8.0	14.0	12.0	17.0
36 to 40												1.0
Over 40												

Average by Subject Category	K to 3			4 to 6			7 to 9			10 to 12		
	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2012/13	2013/14	2014/15
Language Arts English/French	19.1	19.7	18.3	21.9	20.8	21.6	23.3	24.5	22.9	25.6	24.9	25.0
Mathematics	19.1	19.7	17.9	21.9	20.9	20.4	25.0	24.1	22.8	25.3	22.6	26.0
Science	19.6	19.8	18.3	22.1	21.8	21.2	25.9	24.2	22.8	24.0	25.8	34.3
Social Studies	19.2	19.8	18.3	22.1	21.8	21.2	23.7	23.7	22.8	26.8	27.2	28.8
Special Education												
Biology										27.0	32.0	26.7
Chemistry										24.6	22.5	26.8
Physics										30.0	23.3	28.0

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/Hillier 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

Note:  
This information has not been verified by Alberta Education and is subject to change.

12/5/2014



## Medicine Hat Catholic Board of Education

### Board Meeting Agenda Item

#### Memorandum

Date: December 9, 2014

To: Board of Trustees

From: Joe Colistro

Agenda Item: Websites

Purpose: Information

Strategic Plan Reference Effective and Efficient Communications

Enclosures: No

Background: The Medicine Hat Catholic School Division website and subsequent school sites are being reviewed and updated. A meeting was held with Rolf Traichel, stakeholders from the schools, Division office, and a representative from Dreamstalk, the company, who developed the existing websites. Discussion was held on how we progress and a timeline for the update and refresh. Conversations to be held at the school level prior to the next meeting included:

- Website feel should keep 'Marketing' in mind.
- Website headers across all schools.
- Background Imagery, photos of landscapes or students
- Navigation, drop down menus, reveal menus, navigation bars
- Footers, static information
- Embedded video – revolving or static
- Social media feeds
- Document handling and storage
- Calendars
- News items, Division vs. School
- Interactive features – surveys, questionnaires, etc



Recommendation/Decision:	Information
Resulting Acting:	The new websites to be completed by mid to the end of February in time for the registration of new students.
Responsibility:	Director of Information Services/Deputy-Superintendent of Schools



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

Date: December 9<sup>th</sup>, 2014

Agenda Item: Professional Development - Update

Name: Joe Colistro

Purpose: Information

Attachments: None

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Background:

As stated by Alberta Education "Alberta's teachers are lifelong learners. Professional development and other learning opportunities equip them with the tools and knowledge they need to help students reach their full potential."

Meetings have been held with representatives from the Local ATA, regional Alberta Teachers Association, and SAPDC to discuss areas for potential professional development.

Recommendation:

A Professional Development Annual Plan be developed for Medicine Hat Catholic School staff that addresses key areas of interest and competency's that serve to enhance and improve learning.

Resulting Action:

A Professional Development committee was formed which includes 4 teachers within the ATA, a principal, the Associate Superintendent of Learning Services, Director of Early Childhood Services, Religious Education Coordinator and the Deputy Superintendent. A survey is being complied to be completed by teachers prior to Christmas. Results will help to develop priorities for the PD plan.

Responsibility:

Superintendent/Deputy Superintendent/Learning Services/Inspiring Education Coordinator/Director of Religious Education.



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

Date: December 9, 2014

Agenda Item: Regional Collaborative Service Delivery (RCSD)

Name: Hugh Lehr

Purpose: **Information**, Discussion or Action

Attachments:

- CPC Contact List
- FAQ's
- Continuum of Supports and Services

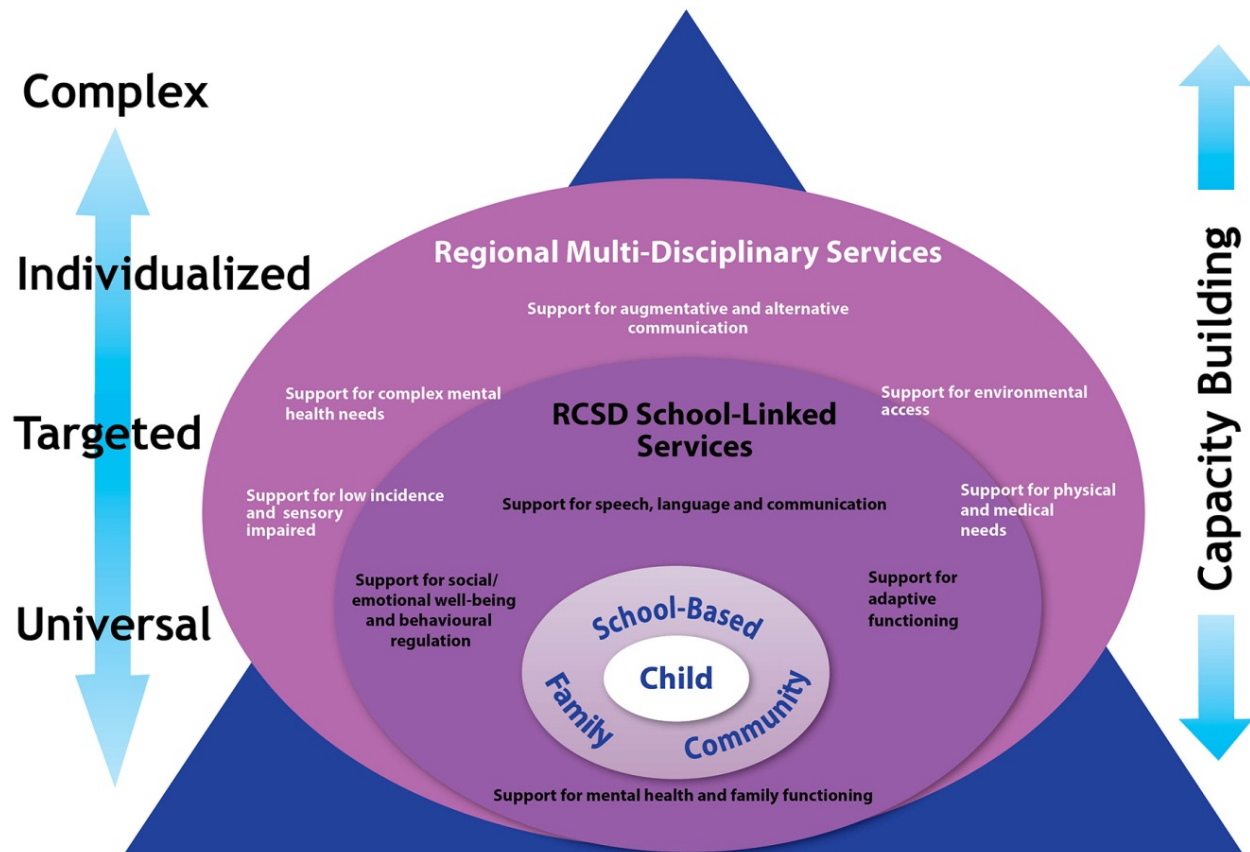
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Background:

Regional Collaborative Service Delivery (RCSD) is designed to coordinate, integrate, and enhance supports and services from service providers to effectively meet the needs of children, youth and their families, and support their learning and well-being. It is intended to create a more streamlined and coordinated approach among the service providers operating with each RCSD region bringing together school authorities, Alberta Health Services (AHS), Human Services (including Child and Family Services, Family Support for Children with Disabilities, and Persons with Developmental Disabilities), and other community organizations and stakeholders so that they can collaborate for the benefit of children, youth and their families. RCSD is a regional model that will support schools and engage community partners in meeting the needs of children and youth throughout the school years – including students (from early childhood services through Grade 12) and children and youth with a low incidence disability or complex need (from birth to age 20).

RCSD PD:

- SIVA Training
- Stuart Shanker – March 17
- Mental Health Group Facilitator



## **Regional Collaborative Service Delivery Framework**

**School Based Team** – personnel on site and in the school daily

School Administration, Learning Services Facilitators, Teachers, L.A's, Behaviour Support, Student and Parents.

**School Linked Team** – scheduled to be at the school on a regular and predictable basis

**OT** – one a month for a day in each Elementary School – CPC day

**SLP** – approx. 1-2 times per week in each elementary school

**MH** - approx. 1-2 times per week in each elementary school

**Regional Multi-disciplinary Team** – accessed on an as needed basis, using a referral process

- Teacher/Consultant for Blind/Visually Impaired (VI): Elaine Todd
- Teacher/Consultant for Deaf/Hard of Hearing (D/HH or HI): Cammie Mah
- Specialized Psychology (Psy.): Marion Douglas
- Physiotherapy (PT): Medicine Hat: Kaitlan Braden, Robin Seitz & Nancy Small
- Augmentative and Alternative Communication (AAC): Melanie Irving (SLP), Staci Cooper (SLP Adolescents) & Rob Downie (OT)

**Integrated Case Management Team** – supporting children and youth with complex needs requiring cross-ministry supports and services

# CPC Contact List 2014-15

MHCBE		Alberta Health Services		
School – meeting time	Principal	Mental Health	Occupational Therapy	Speech Language Pathologist
St. Michael's - AM 527-7242	Ron Blackmer	Lisa Coderre	Jade Flewell	Sunah Jeon
St. Louis - PM 527-7411	Pat Weisgerber	Lisa Coderre	Jade Flewell	Sunah Jeon
Mother Teresa - AM 529-2000	Erika Bodnaruk	Lisa Coderre	Jade Flewell	Sunah Jeon
St. Patrick's - AM 527-1177	Kelly Wilkinson	Lisa Coderre	Jade Flewell	Mary Daku Walker
St. Francis - PM 527-7223	Robert Dumanowski	Lisa Coderre	Jade Flewell	Sunah Jeon
Ecole St. Thomas d'Aquin - PM 527-7333	Terry Kennedy	Lisa Coderre	Jade Flewell	Sunah Jeon

E-mail: MHCBE

[@mhcbe.ab.ca](mailto:@mhcbe.ab.ca)

Alberta Health Services

[@albertahealthservices.ca](mailto:@albertahealthservices.ca)

## CPC Schedule Meeting dates

- First Wed - St. Louis
- Second Wed - St. Mikes MH
- Third Wed - St. Thomas
- First Thurs - St. Francis
- Second Thurs - St. Pat's
- Third Thurs - Mother Teresa

*\*exceptions – months of February and April – see below*

School	St. Louis	St. Francis	St. Michael's	St. Patrick's	St. Thomas	Mother Teresa
September	3	4	10	11	17	18
October	1	2	8	9	15	16
November	5	6	12	13	19	20
December	3	4	10	11	17	18
January	7	8	14	15	21	22
February	4	5	11	12	25	26
March	4	5	11	12	18	19
April	1	2	15	16	22	23
May	6	7	13	14	20	21
June	3	4	10	11	17	18

## **Continuum of Supports and Services**

**Individualized:** Individualized supports encompass a wide range and varying levels of expertise, as they directly relate to meeting an individual's need. There may also be a need for highly individualized direct supports for specific individuals or groups of children and youth.

**Targeted:** Targeted supports focus on strategies or interventions for children and youth who need more scaffolded and/or research-based learning opportunities because their needs cannot be addressed through universal supports. Collaborative teaming and problem-solving, as well as specialized expertise, might be required. For example, to fully embrace the diversity, expertise (e.g., Elders, cultural brokers, professionals with expertise in learning disabilities) may be required to work with children and youth who come from different cultures, face poverty issues, or have disability-related needs.

**Universal:** Universal supports focuses on differentiation and broad-based strategies to benefit all children and youth. Strategies have a system-wide focus. Given the diversity of children and youth, the need for assistance will depend on individual abilities, skills, talents, and personal circumstances. For many children and youth, high-quality programs will be the only assistance that they require (in some areas or domains) to be successful. Universal supports are incorporated into the environment and must be readily available at the outset, versus relying on a 'trigger' (e.g., event, crisis) to access the supports. Universal screening strategies can be the key in the early identification of those who may need specific interventions.

**Complex:** Complex is defined according to the 'Policy Framework for Children and Youth with Special and Complex Needs' as children and youth that require "significant extraordinary care due to the severity of their impairment(s) and require services from more than one ministry." Those who require such services may include children and youth:

With multiple impairments, complex mental health and health issues and/or severe behavioral needs;

For whom all currently available resources have been utilized with limited success;

Who require fiscal and human resources that strain the capacity of any one ministry;

For whom there are questions about the safety of the child, youth, family or public.

**Low incidence:** Low incidence disabilities include: blind/low vision; deaf/hard-of-hearing; deaf-blind; or significant communications disabilities requiring the use of augmented or alternative communication systems.



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

**Date:** December 9, 2014

**Agenda Item:** Excellence in Catholic Education Award

**Name:** Jill Wilkinson

**Purpose:** Information

**Attachments:** Excellence in Catholic Education Award

**Background:** Catholic school communities place great importance on respect and support for fellow human beings and community mindedness. To this end the CCSSA wish to honour teachers across the Province of Alberta who have contributed in an extraordinary way to serving the needs of Catholic students.

**Recommendation /Decision:** MHCBE has many teachers who make a real difference in the lives of our Catholic students. Our school jurisdiction may award one certificate to acknowledge their commitment to Catholic education. Criteria have been established by the CCSSA; however the nomination and selection process is to be decided by each school division.

**Resulting Action:**

1. Leadership team provides suggestions for the nomination and selection process
2. Administrators reflect on the eligibility requirements criteria to identify individuals to nominate.
3. Nomination and selection process will be established and shared with stakeholders.
4. Recipient will be chosen

**The deadline for providing the CCSSA with the name of the recipient is February 28, 2015. A 300 word summary outlining why the award has been given to the individual and a brief introduction will need to be included with the submission. The CCSSA will then honour the recipient at either SPICE or Blueprints.**

**Responsibility:** Nomination and Selection process will be finalized by senior administration. Leadership team will submit names of nominees. The person nominating the recipient of the award will write a brief summary .



## Excellence in Catholic Education Award:

Preparing our youth to grow into outstanding Catholic citizens.

### Eligibility

A nominee must be a practicing Catholic and teaching or working full time in a publicly funded Catholic school jurisdiction in the Province of Alberta. The award is limited to individuals who hold a teaching certificate.

### Criteria

The selection committee will look for specific examples of how the nominee's character, teaching or leadership excels at:

- Role modeling Catholic values and a Catholic lifestyle;
- Fostering the development of students and their spiritual, intellectual, social, emotional and physical growth;
- Motivating students to exceed their own expectations;
- Attending to individual student needs;
- Working collaboratively with colleagues and parish;
- Demonstrating an in-depth knowledge of subject matter, curriculum, and the integration of the teachings of the Catholic Church;
- Being involved in professional and spiritual growth activities;
- Achieving positive results in student learning
- Demonstrating caring for the well-being of students and colleagues, thereby contributing to a positive school climate

### Timeline

School divisions provide the CCSSA Executive Director with the name of the recipient by February 28, 2015.



## Catholicity within our Schools

### Students

- **Masses:** schools began the year with an opening Mass or Thanksgiving Mass held at one of the local churches.  
Students will again travel to the church to celebrate an Advent Mass. Most schools take their students to church to celebrate Mass 4 times a year.
- **Grade 5 and 6 retreats:** The grade 5 retreats were a great success! In October and November the students celebrated mass with the parish community, learned about trust and forgiveness, participated in a trust walk, painted rocks, went on a church walk and ended the day with a guided meditation. The grade 6 retreats will begin in January and will focus on how they can be witnesses for the Church through the discernment of their gifts.
- **Face2Face School Retreats:** On October 8<sup>th</sup> and 9<sup>th</sup>, the junior high schools had a Face2Face retreat with Jon Courchene and Ryan Smith. Using humour, music, videos, games, and prayer, Jon and Ryan inspired and nourished the faith of our youth! From May 4<sup>th</sup> – May 8<sup>th</sup>, all elementary schools will have a full day retreat.
- **Bible Liturgy:** All 180 of our grade 4 students gathered at Holy Family Parish on October 3<sup>rd</sup> to celebrate a Liturgy of the Word and receive Bibles that were purchased through the donations of our Catholic community.
- **Grade 2 Teaching mass:** 185 of our grade 2 students gathered in Holy Family Parish on November 13<sup>th</sup> to celebrate and learn about the Mass with Fr. Luis.
- **Advent Kits:** Once again this year we will continue with the tradition of inviting parents to receive an Advent Kit in their homes for one night during the season of Advent. The kit includes an Advent wreath, an Advent calendar, devotions and prayer booklets, a story, a journal, and candy canes with the legend. The kits are continuing to grow in popularity and are a wonderful way to support families in their journey through Advent. Lent Family Packs will be distributed in the same manner.

# Parish – School – Family Connections:

- **School-Sponsored Masses:** To continue to build connections between the parish, school and family, each school is “sponsoring” a Mass within the school year. This means that each school staff, along with the students and families will lead the ministries in the celebration of Sunday Mass. Afterwards we will celebrate in the hall to eat and visit with the parish community. Please watch for the letter home that describes ways that you can be involved.
- **Youth Coordinator:** Louisa Geitz is our youth coordinator. She continues to offer youth nights and family fun days as well as being present in our junior high and high school and at our retreats so students can connect with her.
- **Catholic Education Sunday:** On November 8<sup>th</sup> and 9<sup>th</sup>, the parish community learned about Catholic education through...
  - school displays,
  - the MHCBE video,
  - a letter on Catholic education and evangelization,
  - student voice
  - Thank you cards
- **Keeping Christ in Christmas:** CWL is sponsoring a poster contest for all grades and the K of C is sponsoring an essay contest for grade 7-12. Both Catholic organizations are proud to sponsor these opportunities for students to reflect on the reason for this most Holy of seasons.
- **“Praying in Colour”** session was held September 26<sup>th</sup>. This was a great success. Many thanks to the Calgary Diocese for bringing Sybil MacBeth to Medicine Hat. What a powerful morning it was for us to learn how to creatively teach children that prayer is about spending time with God, not just about saying words and talking.
- **Joy of the Gospel retreat:** in response to Pope Francis’ call to take up, with the whole Church a “new phase of evangelization, one marked by enthusiasm and vitality”, a retreat with Bishop Henry was been planned for October 10<sup>th</sup>. We began the day with Mass and then were introduced to the Holy Father’s exhortation on evangelization within our Catholic schools. Study of the exhortation will continue throughout the year using Bill Heusch’s *The Joy of the Gospel Group Reading Guide*.

# Social Justice

Students and staff positively impact others regionally, nationally and internationally:

- Collect food for Food Drives (Food Bank, Drive Away Hunger, Food Hampers)
- Caring Coats Campaign
- Tree of Hope
- Mitten Tree
- Collect pet food and pet items for “Save Old Souls”
- Collect pop tabs for wheelchairs
- Rake leaves
- Shovel snow
- Distribute donated Halloween candy in the community
- Participated in Random Acts of Kindness
- Students initiated fundraising to help a family travel back and forth to the Children’s Hospital
- Santa Claus Fund
- Collect money to support Holy Childhood, Lifeline Haiti, St. Vincent de Paul, Terry Fox, Mission Mexico, Chalice, orphanage in Brazil, Jump Rope for Heart, Free the Children, Women’s Shelter, Walk for Wishes

## Staff

- **Faith Development Day for 2014-2015:** Our annual Division Faith Day on 28<sup>th</sup> of August was a great success with all Division staff in attendance. We began the day with LeAnn Thieman who presented an inspirational message that reminded us of the important things in life. She provided strategies for keeping healthy spiritually, physically, emotionally and mentally and she spoke about the importance of forgiveness in our lives. She challenged everyone to recognize their own God-given purpose in life and to go out and make a difference in the world. In the words of one staff member, “LeAnn Thieman was the best speaker I’ve heard in a very long time...phenomenal and very moving---so inspirational!” We finished the day with a division wide Mass which was presided over by Fr. Philip Le and Fr. Tomy Manjalay. The focus of the day sprang from St. Paul’s letter to the Philippians to “Rejoice in the Lord always; again I will say, Rejoice. Let your gentleness be known to everyone. The Lord is near.”

- **Donation Drive and Division Mass:** For two weeks the staffs at each of our schools purchased items to support 4 local organizations: Medicine Hat Food Bank, Saamis Immigration, Pregnancy and Support Centre, Women's Shelter. The donation drive culminated at Holy Family Parish where teachers celebrated Mass. A collection was taken to support the Brown Bag Lunch Program and \$860.00 was raised!
- **Monthly School Masses for Division Staff:** Once again each school is celebrating a monthly Mass at their school before classes begin. This is a wonderful opportunity for our staffs to receive spiritual nourishment and develop a closer relationship to our parish priests.
- **Faith Leaders :** Each school continues to have a religion representative (Faith Leader) helps to organize school celebrations and Masses and ensure that teachers have the resources they require for religious education.

