

MINUTES OF THE REGULAR BOARD MEETING OF THE MEDICINE HAT CATHOLIC BOARD OF EDUCATION held at Catholic School Board Office, 1251 – 1st Avenue S.W., Medicine Hat, Alberta on December 13, 2016 @ 6:00 p.m.

TRUSTEES AND OFFICERS PRESENT

Peter Grad	Trustee	
Dick Mastel	Trustee	
Regina Durst	Trustee	
Robert Risling	Trustee	
Joe Colistro	Superintendent of Schools	
Chuck Hellman	Associate Superintendent Human Resources	
Greg MacPherson	Secretary Treasurer	
Hugh Lehr	Associate Superintendent Learning Services	ABSENT
Jill Wilkinson	Religious Education Coordinator	
Kym Porter	Director of Early Childhood Services	ABSENT
Terri Ball	Director of Early Childhood Services	
Della Dewald	Executive Assistant & Corporate Communications	
Derrian Hallas	Communications Officer	

OPENING PRAYER

Note: The meeting was opened with prayer led by Peter Grad. Board Chair, Mr. Mastel welcomed all those in attendance including Principals, Mr. Kelly Wilkinson, Mr. Dwayne Unreiner and Mr. Terry Kennedy and Parents and others in the gallery.

APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING

3142 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Minutes of the Regular Board Meeting dated November 08, 2016".

Carried unanimously.

APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING

3143 Motion. Regina Durst: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Minutes of the Special Board Meeting dated November 23, 2016".

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

3144 Motion. Robert Risling: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Action Agenda dated December 13, 2016 as circulated".

Carried unanimously.

APPROVAL OF THE NON-ACTION AGENDA

3145 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Non-Action Agenda dated December 13, 2016 as circulated".

Carried unanimously.

PRESENTATIONS – SCHOOL EDUCATION PLANS 2016 -2017

Note: This year, each of our 9 Catholic Schools will present their 2016/17 School Education Plans to the Board. St. Patrick's School and École St. Thomas d'Aquin presented their plans. The Schools focused their presentation on the integration of the Division's 7 Strategic Priorities:

1. Increasing Student Engagement by foster and developing relationships between students, parents, staff, parish and community;
2. To Enhance Catholic Identity;
3. To enhance student learning through actions that reflect the values of inclusive education;
4. Provide a welcoming, caring, respectful and safe learning environment;
5. To enhance and foster a love of the fine arts;
6. To foster the Catholic spirit of athletics;
7. To develop a vision for the use of technology support student learning.

Thank you to the staff, parents & students at St. Patrick's School and École St. Thomas d'Aquin; the Board is impressed with your commitment and the exceptional work being done at your schools to integrate the strategic priorities.

CORPORATE COMMUNICATIONS

Note: **Medicine Hat Women Shelter – Thank you Letter**
5th Trustee & Ward Public Consultation – Open House Dec 13, 2016
Christmas Concerts in MH Catholic Schools – List of School Concerts December 2016

13	St. Mary's Christmas Concert , MH College Eresman Theatre, 7:00pm, \$5.00 @ tixx.ca
15	St. Michael's Christmas Concert, MH College Eresman Theatre, 7:00 pm, Free
19	Notre Dame Academy Christmas Gala, Notre Dame Academy, 6:00 pm, Free
20	St. Patrick's K-2 Christmas Concert, St. Patrick's School, 10:30 am/1pm/6:30pm, Free
20	École St. Thomas Christmas Concert, Dream Centre, 6:00 pm, Free
21	St. Francis Xavier Christmas Concert, Dream Centre, 7:00 pm, Free
21	St. Louis Christmas Concert- Rehearsal St. Louis School, 1:00pm, Free
21	St. Louis Christmas Concert, St. Louis School, 6:30pm, Free
21	Mother Teresa Christmas Concert, Esplanade, 7:00 pm, Silver Collection
21	Monsignor McCoy Band and Silent Auction, McCoy Drama Room, 7:00 pm, Donation

APPENDIX "A"

BOARD WORK PLAN

Note: **Board Self-Evaluation and Evaluation of the Superintendent of Schools** - At 7:00 p.m., Dr. Garry Andrews, a Consultant hired by the Board will review the outcomes of the evaluations conducted in November 2016. The Board will move In-Camera for the personnel item.

MOTION TO MOVE IN- CAMERA (PERSONNEL)

3146 Motion. Peter Grad: "THAT the Board of Trustees for Medicine Hat Catholic Board of Education move In-Camera".

Carried unanimously.

Note: The Board moved In-Camera at 7:09 p.m.

MOTION TO MOVE OUT OF IN-CAMERA (PERSONNEL)

3147 Motion. Regina Durst: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education move out of In-Camera".

Carried unanimously.

Note: The Board moved out of In-Camera at 7:50 p.m.

BOARD EVALUATION

3148 Motion. Robert Risling: "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)".

Carried unanimously

SUPERINTENDENT EVALUATION

3149 Motion. Regina Durst: "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)".

Carried unanimously

Note: Dr. Andrews noted that the Board is functioning at a very high level and that both evaluations receive high grades. This is a tribute to the Board, Administration, Staff, School Councils and Parent Association in working together to meet the goals of the School Division.

QUARTERLY FINANCIAL REPORT

Note: **The Quarterly Financial Report** – The report was presented for information only, no Board motion is required. The Division is at 26.7% of our total budget, at our first quarter we should be close to 25%, this demonstrates we are on track. On the expenditure side, we have spent 26 %, consistent with our revenue stream percentage, which is also good.

APPENDIX "B"

MONSIGNOR MCCOY MODERNIZATION

Note: **Construction** – A handout was circulated with an update of the modernization. Work continues on the Gymnasium Addition and Reconstruction. All steel work is in place and exterior concrete block walls are in position with steel decking and the roof to follow. With the completion of the enclosure, the interior work can begin. The concrete floor will be poured in the Gymnasium followed by Ventilation Ducting, Electrical and Lighting Installation, Flooring, Bleachers, Backboards and Divider Curtain. Work continues on the main floor of the North Wing with new Change Rooms, Washrooms, Classrooms and Kinesiology Lab including the installation of the elevator. The next phase will see heavy demolition of the existing Weight Room and transformation of the small gymnasium into additional Student Gathering Space along with a new Ancillary Gymnasium and Exercise Facility. The CTS Shop will be modernized during the last phase of the project. Modernization completion is proposed for the spring of 2017.

Note: **Fundraising** –The fundraising total is now over \$230,000. The names of each donor is highlighted on the Division Website and names were in the most recent version of the Board Bulletin, circulated within the parish community and in the school newsletters.

SOUTHLAND ELEMENTARY SCHOOL – ST. JOHN PAUL II School

Note: **Construction** – Piling for the main building is complete. Lots of construction going on currently. Steel should arrive on-site by the end of the week. Deep services including water and sewer will start right away. We are pleased with the progress of the project. Officially the project should be complete by November 2017.

SUPERINTENDENT OF SCHOOLS

Note: **CCSSA – CCSSA Marks of an Excellent Catholic Leader** – We will have a chance to use this document at a future meeting. This resource can also be used as a tool for the evaluation of School Administration. School Leaders can look at this document and use it as a self-evaluation tool, it is an excellent document. We will be reviewing it at the next Division Leadership Team meeting in the New Year.

Note: **Student Code of Conduct** – We have now discussed the Code of Conduct with the Division Leadership Team and have shared it with our Parent Association. If there are no other changes, we will implement it as the new student conduct administrative procedure. It meets the requirements as set out in the School Act and links to what we are called to do through reconciliation. It's providing consistency on what our schools will use, it will be added to school handbooks.

Note: **KeySoft Update** – We are now over 1,000 parents of students registered with the online payment software, about 40% of our population, this is good progress. We will continue to promote Keysoft registration with our parent community.

Note: **International Field Trips** – The Board was presented with the details of the upcoming International Trip to Pheonix, Arizona in 2017.

APPENDIX "C"

INTERNATIONAL FIELD TRIP

3150 Motion. Regina Durst: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Monsignor McCoy High School Baseball Trip to Pheonix, Arizona from April 15, 2017 to April 22, 2017 contingent on receipt of the final itinerary, a review of travel arrangements and it is noted the Board of Trustees the right to cancel the trip at any time in accordance with Administrative Procedure 260".

Carried unanimously.

COMMUNICATIONS

Note: **Corporate Communications** – The December 2016 report is attached as an appendix to the minutes.

Note: **School Communications & Social Media** – The December 2016 report is attached as an appendix to the minutes.

APPENDIX "D"

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

Note: **2017 – 2018 School Year Calendar** – The draft calendar has been circulated to staff and to our parent community through Parent Association. This is the first draft of the calendar. Feedback will be received over the next month. The calendar will be presented for approval early in the year.

Note: **School Visits** – The Associate Superintendent has visited over 50 classrooms this year. This is an opportunity to support classroom Teachers and Administration at the school. We discuss best practices as well as hear about their challenges and successes. We want the school visits to be a very positive experience.

APPENDIX "E"

SECRETARY-TREASURER – Greg MacPherson

Note: **2016 – 2017 Infrastructure Maintenance Renewal (IMR Plan** – It is noted that this item will be deferred to the January 2017 Board Meeting.

Note: **Quarterly Finance Report** – Already addressed earlier in the meeting under the Board Work Plan item.

NOTRE DAME ACADEMY OUTDOOR FITNESS AREA

- 3151 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the use of \$50,000 from the Internally Restricted Reserve for the purchase of the Outdoor Fitness Equipment at Notre Dame Academy".

Carried unanimously.

ST. MARY'S SCHOOL – BUDGET UPDATE

- 3152 Motion. Robert Risling: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the use of \$16,500 from the Internally Restricted Reserve for use at St. Mary's School for Furniture and Equipment and School Purchased Teacher FTE".

Carried unanimously.

ST. PATRICK'S SCHOOL

- 3153 Motion. Regina Durst: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the use of \$11,500 from the Internally Restricted Reserve related to St. Patrick's School for the purchase of Learning Assistant Time".

Carried unanimously.

ALARIE MATTER

- 3154 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education authorize the Secretary-Treasurer to make contact with Alberta School Boards Association legal on the range of options and to engage ASBA to act as the Board's agent in the event the ALARIE matter is bound over for a hearing".

Carried unanimously.

APPENDIX "F"

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

Note: **No items.**

DIRECTOR OF EARLY CHILDHOOD SERVICES – Kym Porter/Terri Ball

Note: **Program Unit Funding (PUF) application to Alberta Education** – We have 147 children on the case load currently in PUF. A review of the expenses associated with the services to students was reviewed. As a Division, we have until February 1, 2017 to add to the case load.

RELIGIOUS EDUCATION – Jill Wilkinson

Note: **New Curriculum** – The new religious education curriculum is available from the Parish websites, Division websites and School websites for ease of access for parents/guardians and staff.

Note: **Volunteer Interest Form for Parish Community** – We've created a unique opportunity for parish community members to volunteer in our schools to share their skills, talents and time. The application form has been circulated in our parish community. This action came out of the good work being done through the Parish, Parish Relations Committee.

APPENDIX "G"

COMMITTEE REPORTS

Medicine Hat Catholic Schools' Education Foundation – Mrs. Regina Durst

Note: A meeting was held on November 15, 2016. There was a presentation from the Brown Bag Lunch program. The Foundation has sponsored the Brown Bag Lunch Program in the amount of \$3,000 to cover the cost of delivering the lunches to schools. The next meeting is January 17, 2017.

Representative to ACSTA – Mr. Dick Mastel

Note: Trustee attended the ACSTA AGM Convention in Edmonton. It was an excellent convention, and all those in attendance were very pleased to with the convention and to have had the opportunity to connect with other Catholic School Board Trustees across the province. The ACSTA Board of Directors business meeting was held prior to the convention. The next meeting will be in February 2017.

Representative to Teacher Board Advisory Committee – Reverend Mr. Robert Risling

Note: No report.

Representative to ASBA Zone 6 – Mr. Peter Grad

Note: The ASBA Executive meeting was held at the ASBA AGM convention in Edmonton. There will be no meeting in December. The next meeting is scheduled for January 2017.

Representative to Support Staff Board Advisory Committee – Mrs. Regina Durst

Note: No report.

Representative to Parent Association – Mr. Peter Grad

Note: Mr. Dick Mastel reported for Mr. Grad. It is noted Jill Wilkinson attended the meeting to talk to parents about the new Religious Education curriculum and to review the service projects staff and students are involved in. Also discussed were the Coats for Kids Campaign, Angel Tree, Outdoor Classrooms and St. Vincent d'Paul. The Superintendent gave his report and a review of the upcoming teacher negotiations and the Notre Dame Outdoor Fitness Area. Report from the Board included Dr. Jody Carrington professional development, ACSTA Facilities Covenant, Mr. Kevin Feehan legal council, Knight of Columbus-Keeping Christ in Christmas campaign and the addition of a 5th School Board Trustee. The next meeting is February 27, 2017.

Representative to Salary Negotiations – ATA – Mr. Peter Grad

Note: Negotiations are going on at a provincial level. We will be advised when there is a Memorandum of Agreement; we expect to hear something in January 2017. We are not currently doing anything at this point locally. This is a two-tiered process.

Representative to Salary Negotiations – CUPE – Mr. Dick Mastel

Note: No report.

Representative to CUPE Staff Board Advisory – Reverend Mr. Robert Risling

Note: Next meeting is January 30, 2017.

Representative to Spiritual Leadership Scholarship Board Representative – Mrs. Regina Durst.

Note: No report.

Representative to Student Board Advisory Committee – Mr. Dick Mastel

Note: No report.

Representative to C2 Adhoc Committee – Reverend Mr. Robert Risling

Note: No report.

Representative to Monsignor McCoy Modernization (Adhoc) Committee – Mrs. Regina Durst

Note: No report.

Representative to School Parish Relations Committee (Adhoc) Committee – Mr. Robert Risling

Note: Next meeting is January 19, 2017.

CLOSING PRAYER

Note: The meeting closed with prayer led by Peter Grad.

ADJOURNMENT

Note: The regular meeting was called adjourned by the Board Chair.

Note: The meeting adjourned at 9:19 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant