

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 April 11, 2017 @ 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 | |
| Jill Wilkinson | Religious Education Coordinator | |
| Terri Ball | Director of Early Childhood Services | |
| Della Dewald | Executive Assistant & Corporate Communications | |
| Derrian Hallas | Communications Officer | Absent |

OPENING PRAYER

Note: The meeting was opened with prayer led by Trustee, Regina Durst. Board Chair, Mr. Mastel welcomed all those in attendance. Welcome to Mr. Terry Kennedy, Principal, Ecole St. Thomas d’Aquin. Welcome to 2017 Edwin Parr Award Nominee, Mlle Zalucki. Welcome to all those in the gallery and the Media.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING

1394 Motion. Regina Durst: “THAT the Minutes of the Regular Meeting held March 14, 2017 be approved as circulated”.

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

1395 Motion. Robert Risling: “THAT the Agenda dated April 11, 2017 be approved as circulated”.

Carried unanimously.

APPROVAL OF THE NON - ACTION AGENDA

1396 Motion. Peter Grad: “THAT the Non-Agenda dated April 11, 2017 be approved as circulated”.

Carried unanimously.

PRESENTATION – AMBASSADOR FOR CATHOLIC EDUCATION

Note: **Edwin Parr Award** - The Board of Trustees recognized Elizabeth Zalucki as an Ambassador for Catholic Education as the nominee for the 2017 Alberta School Boards’ Association (ASBA) Edwin Parr First Year Teacher Award! Elizabeth will represent Medicine Hat Catholic Schools at upcoming ASBA Zone 6 Awards Banquet on May 10, 2017 in Taber, Alberta. Congratulations Elizabeth!

CORPORATE COMMUNICATIONS

Note: **Annual MHCBE Spring Sing** – Monday, May 8, 2017 at 12:15 p.m. at the Medicine Hat College. Approximately 250 students from M H Catholic Elementary Schools will participate in the massed choir. The group will sing songs dedicated to Canada 150.

Note: **Education Week – May 1 to May 5, 2017** - Schools will participate in celebrating Education with special events and activities.

BOARD WORK PLAN

Note: **MLA Meetings** – April 24, 2017 and April 25, 2017 the Board will host meetings with Mr. Drew Barnes, MLA Cypress-Medicine Hat and Honourable Mr. Bob Wanner, MLA Medicine Hat. The Board annually attempts to meet with local MLA's to discuss issues related to education in our region and the province.

Note: **Retiree Dinner** – The Board of Trustees holds an annual Dinner to acknowledge those employees retiring from the Division. The Dinner will be held Monday, June 12, 2017. Retirees will be contacted prior to May 1, 2017 and will be invited to participate in the Employee Recognition Program as a Retiree and invited to the Retiree Dinner.

Note: **Retirement Celebration Bishop Frederick Henry** – The event will be held in Calgary on Sunday, April 30, 2017 from 2 – 5 pm. Mr. Dick Mastel will attend on behalf of the Board.

Note: **Meeting with Bishop McGratten, Diocese of Calgary** – We have attempted to arrange a meeting with the new Bishop. We are awaiting a reply to our request. We have proposed a meeting in Medicine Hat or Calgary, whichever is more suitable and convenient for the Bishop.

MONSIGNOR MCCOY MODERNIZATION

Note: **Construction** – Work has continued on the gymnasium addition and reconstruction to the point where all ventilation ducts electrical and lighting systems installation has been completed. The installation of the new hardwood floor is pending. Second floor north wing washroom plumbing, ventilation and electrical is roughed in. Walls are ready for tile work. Next phase is the demolition of the existing weight room and girls change rooms facilitating the transformation of the small gymnasium into new central student gathering space, auxiliary gym and exercise facility.

Note: **Fundraising** – Our fundraising total is at \$231,025. We are very thankful for the donations to-date. We are considering one last fundraising effort that would include an update of photos and progress report. We could create a one pager, back to back, to include updates and photos of the progress of the school modernization along with the donation form.

SOUTHLAND ELEMENTARY SCHOOL – ST. JOHN PAUL II SCHOOL

Note: **Construction** – Work is progressing well on the new Elementary School in Southlands. The building is being enclosed, with interior wall framing anticipated to start soon.

SUPERINTENDENT OF SCHOOLS – Joe Colistro

Note: **Strategic Planning Meeting** - The Strategic Planning meeting held on March 28th proved to be very successful with over 25 people attending. The Board of Trustees sincerely appreciated the opportunity to have a conversation with stakeholders. Priorities were set by the group:

Division Priorities 2017-2018

- To enhance our Catholic identity
- To enhance student learning through actions that reflect the values of inclusive education.
- To develop a Literacy and Numeracy initiative to ensure every student is successful.
- To develop a vision for the use of technology to support student learning.
- To provide a continuum of support for the mental health and well-being of parents, students and staff.

Senior Admin Goals

- First Nations Metis and Inuit
- Quality Standards
- Instructional Leadership
- Professional Development

Carry Forward Actions

- Fostering the Catholic Spirit of Athletics
- To enhance and foster a love of the Fine arts.
- Early learning, day care, preschool, kindergarten etc.

Note: Thank you to Monsignor McCoy for hosting our meeting at the school. A special thank you is extended to the Chef and Student Chefs who prepared a meal for the group.

Note: **Edwin Parr Nominee** – We are very pleased to announce Elizabeth Zalucki, a teacher from Ecole St. Thomas d’Aquin as our nominee this year. Each year ASBA honours six outstanding first year teachers with an Edwin Parr Award in each zone. ASBA Zone winners across the province are then honored at the Association Annual General Meeting in Edmonton in November.

Note: **Board Work Plan** - Under Board Policy #2 one of the responsibilities of the Board is to approve the Board Annual Work Plan. The Board Work Plan provides direction for senior administration and the trustees on actions required throughout the school year. Annually between April and June a review of the Board Work Plan is undertaken. The Board directed Senior Administration to arrange a meeting, invite the Board Chair, and develop a draft work plan to present to the Board in June for review.

Note: **International Education** - On March 21st we met with representatives from Yokohama Hayato School from Japan. We discussed a three month international program that would run from October to December. During the meeting we were able to review potential fees and requirements we would have as a Division. This includes things such as an International student application and insurance policy and a Homestay program. We are currently in the process of developing a comprehensive International Education presence on our Division website. Since this meeting we have also had an additional inquiry from another recruiting agent working out of Calgary, also looking to see if we offered a short term program. These are small, but exciting steps as we become more involved in the world of international education.

COMMUNICATIONS

Note: **Corporate Communications** – The April 2017 report is attached as an appendix to the minutes.

Note: **School Communications & Social Media** – The April 2017 report is attached as an appendix to the minutes.

APPENDIX “A”

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

Note: **Physical Literacy Mentorship Grant** - The Medicine Hat Catholic Board of Education is proud to be able to partner with Ever Active Schools, Alberta Health Services, Be Fit for Life and Jump Start on a Physical Literacy Mentorship program for our elementary schools. A Letter of Agreement outlines some of the resources and Professional Development opportunities available to elementary schools. The grant is for services and resources. Schools have been in contact with Ever Active School Staff to look at potential PD opportunities based on individual school needs. A media release will be developed.

APPENDIX “B”

Note: **January 2017 Diploma Exam Results** - Our Monsignor McCoy High School students scored at or above the provincial average in 8 out of 9 subject areas in the Acceptable Category on their exam results! Wow! Great Job! Congratulations McCoy Students & Staff.

APPENDIX "C"

EARLY RETIREMENT INCENTIVE PLAN

Note: In accordance with Article 14 of the Alberta Teachers' Association Collective Agreement, application for the Early Retirement Incentive Plan shall be filed no later than April 1, 2017. At this time the division has received seven (7) applications. The Board will review and make a determination based on each applications own merit. The Board must advise the employee by May 01, 2017 whether the individual ERIP is approved or declined.

3197 Motion. Robert Risling: "That the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Early Retirement Incentive Plan application, in accordance with Article 14 of the ATA Collective Agreement for Employee # 10256 in the amount of \$35,000 for June 30, 2017".

Carried unanimously.

3198 Motion. Regina Durst: "That the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Early Retirement Incentive Plan application, in accordance with Article 14 of the ATA Collective Agreement for Employee # 10290 in the amount of \$25,000 for June 30, 2017".

Carried unanimously.

3199 Motion. Peter Grad: "That the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Early Retirement Incentive Plan application, in accordance with Article 14 of the ATA Collective Agreement for Employee # 10180 in the amount of \$20,000 for June 30, 2017".

Carried unanimously.

3200 Motion. Robert Risling: "That the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Early Retirement Incentive Plan application, in accordance with Article 14 of the ATA Collective Agreement for Employee # 10176 in the amount of \$20,000 for June 30, 2017".

Carried unanimously.

3201 Motion. Regina Durst: "That the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Early Retirement Incentive Plan application, in accordance with Article 14 of the ATA Collective Agreement for Employee # 10264 in the amount of \$35,000 for June 30, 2017".

Carried unanimously.

3202 Motion. Peter Grad: "That the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Early Retirement Incentive Plan application, in accordance with Article 14 of the ATA Collective Agreement for Employee # 10198 in the amount of \$20,000 for June 30, 2017".

Carried unanimously.

3203 Motion. Robert Risling: "That the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Early Retirement Incentive Plan

application, in accordance with Article 14 of the ATA Collective Agreement for Employee # 10130 in the amount of \$20,000 for June 30, 2017”.

Carried unanimously.

Note: **Gradual Retirement Incentive Plan** – The Board of Trustees, at the January 10, 2017 Board Meeting approved the continuation of the Gradual Retirement Plan for a third year. The Board has received one (1) application by the April 1, deadline. The program allows full time teachers to resign their full time designation, and enter into an agreement in which they work up to two (2) years on a 0.5 FTE bases. We have two applications. No action is required by the Board, this is presented for information.

Note: **Staffing 2017 -2018** - Transfers and retirement applications have been submitted as of April 1. Enrollment projections suggest a decrease in student population. A series of meetings have been scheduled between school administration and the Associate Superintendent HR to assess staffing needs for the 2017/2018 school year. The staffing requirement for each school for 2017/2018 school year will be calculated based on a number of factors including enrollment projections, transfer requests, retirements, class size estimate. Staffing will be ongoing throughout April and May.

SECRETARY-TREASURER – Greg MacPherson

Note: **Update on Trustee Position** - The Trustee position information has been presented to the Minister for Ministerial Approval. We are awaiting a reply.

Note: **Trustee Elections** – A Trustee election package was prepared and circulated with the Board Agenda. Inserts including Policy 8 which outlines the responsibilities of a School Board Trustee including association meetings, committees and composition of each committee. This information will be made available to the general public.

APPENDIX “D”

EVALUATION OF LANDS AND BUILDING SURPLUS TO THE BOARDS NEEDS

Note: On a regular basis, we review our lands and building to determine if we have additional lands or buildings to our needs.

3204 Motion: Robert Risling: “Be it resolved that the Board of Trustees for the MHCBE approve the March 2017 Evaluation of Lands and Building Surplus to Board requirements and that they declare The Saamis Heights Phase 6 school surplus to the Board’s needs”.

Carried unanimously.

Note: We will contact the City of Medicine Hat with the motion of the Board.

APPENDIX “E”

AUDITOR APPOINTMENT

Note: The Board of Trustees authorized the RFP for Audit services and set up an ad hoc committee to evaluate the proponents and present a recommendation to the Board of Trustees regarding the recommendation for audit services. The committee has evaluated the received proposals and has prepared a recommendation for the Board.

3205 Motion. Peter Grad: “The Audit Services Selectin Ad Hoc Committee recommends that the Board of Trustees for the MHCBE appoint MNP LLP as the Board Auditor for the provision of the annual financial

statement audit and for the Local Authorities Pension Plan audit as required under the School Act s.146 and Policy 2-Role of the Board for five years commencing with the August 31, 2017 year end and that a contract with MNP LLP be entered into for the provision of those services not to exceed \$83,000 plus GST”.

Carried unanimously.

SPECIAL BOARD MEETING

Note: The Budget for 2017 will need to be approved by May 31, 2017, the Board will need to set a Special Board Meeting to approve the Budget.

3206 Motion. Peter Grad: “That the Board of Trustees for the Medicine Hat Catholic Board of Education hold a Special Board Meeting on Monday, May 15, 2017 at 6:00 p.m”.

Carried unanimously.

2018 – 2020 THREE YEAR CAPITAL PLAN

Note: A Three Year Capital Plan is approved by the Board annually. The plan outlines a number of modernizations and expansions by priority, the top three include: Modernization and Expansion of St. Michael’s School; Modernization and Expansion of St. Patrick’s School and Modernization and Expansion of Mother Teresa School.

3207 Motion. Robert Risling: “THAT the Board of Trustees for the MHCBE approve the 2017- 2018 Capital Plan as presented”.

Carried unanimously.

APPENDIX “F”

Note: **Local Authorities Pension Plan, AP 419** - Certain changes were made to AP 419 LAPP. The major change comes from the Support Staff Board Advisory Committee on the days needed to work to earn a year of service. These changes were presented to Senior Administration and to the Division Leadership Team. No action is required by the Board, this is presented for information.

Note: **School and Playground Zone Trials** - In the Committee of the Whole meeting earlier this evening, the City of Medicine Hat presented their findings and analysis of their School and Playground Zone Trials. The Board appreciates the work of the City of Medicine Hat in continuing to work toward better road safety measures in our community, and in particular, in and around our school locations. The City advised they plan to continue the trials, including engaging in a public consultation process.

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

Note: **May is Mental Health Month** - CCT, our Mental Health Capacity Building Initiative, is gearing up for May with many different events for our community. Move for Mental Health Fun Run/Walk, April 30. This is the 4th year we have hosted Move for Mental Health Fun Run/Walk in Kin Coulee Park. Think about having a school team sign up for this fun, FREE event! We have loads of postcards that can be sent home with students to advertise this event widely.

Note: **Parenting is Prevention** - This free workshop for parents/caregivers is aimed at preventing substance abuse in children and youth. There are two sessions being offered: a full day workshop on April 19 from 9:00 a.m. to 3:00 p.m. and over 3 evening sessions on May 9, 16 and 23 from 6:30 - 8:30 pm.

Note: **Cyber Savvy Parents** – Sessions is being offered on May 18 from 6:30□ 8:30 pm. The information will help parents understand how they can assist their children/youth navigate more safely through popular apps and websites. The last time we offered this presentation it was very well received.

RELIGIOUS EDUCATION COORDINATOR – Jill Wilkinson

Note: **Resources** – A number of links have been placed in Religious Education link from the website. Click on MHCBE connect. Then click on Religious Education Curriculum. The links are called FAQ's and Faith Formation Opportunities.

Note: **Catholic Education Survey** - Increasing student engagement by developing relationships between the school, home and parish communities as well as enhancing our Catholic Identity are two of our Strategic Priorities. In order to see how we have addressed these priorities, the 2017 Catholic Education School Surveys will be administered from Monday, May 1 to Monday May 13. Parents, students and teachers will be surveyed. As schools each receive individual results, administrators can request specific questions for their school context.

COMMITTEE REPORTS

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

Note: A meeting was held on March 21, 2017. A couple of presentations were made and grants were awarded. We are focusing now on our upcoming Golf Tournament. Next meeting is May 16, 2017.

Representative to ACSTA – Mr. Dick Mastel

Note: Next meeting is May 3rd week in May. We talked to Dean Sarnecki regarding the timeline for the events for the Theodore case in Saskatchewan. The decision is due now, no matter what happens, no matter who wins, it will be appealed.

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

Note: No report.

Representative to ASBA Zone 6 – Mr. Peter Grad

Note: There is a presentation tomorrow at the ASBA Zone Meeting in Lethbridge regarding TEBA. Peter, Dick, Joe, Greg and Chuck will attend.

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

Note: Next meeting is April 26, 2017.

Representative to Parent Association – Mr. Peter Grad

Note: The Parent Association will be given the opportunity to hear the report from the City of Medicine Hat regarding the School and Playground Zone trials.

Representative to Salary Negotiations – ATA – Mr. Peter Grad

Note: As soon as central negotiations are finalized, we can begin our local negotiations.

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 May 25, 2017.

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

Note: No report.

Note: The Superintendent of Schools suggested we begin the process to review this Administrative Procedure in particular regarding the student application procedure for the scholarship. Annually the Board makes available two Spiritual Leadership Scholarships for high school students.

Representative to Student Board Advisory Committee – Mr. Dick Mastel

Note: We will plan to meet with the middle school students as part of the next step in the process to engage with our students.

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

Note: We have scheduled a meeting on April 25, 2017. At the meeting the Trustee Representative, Superintendent of Schools, Monsignor McCoy Principal and the Executive Assistant...

Representative to School Parish Relations Committee – Mr. Robert Risling

Note: We expect to have one more meeting this year, it has not yet been scheduled.

CLOSING PRAYER

Note: The meeting closed with prayer led by Regina Durst.

ADJOURNMENT

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

Note: The meeting adjourned at 8:00 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant