

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 March 14, 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

OPENING PRAYER

Note: The meeting was opened with prayer led by Trustee, Robert Risling. Board Chair, Mr. Mastel welcomed all those in attendance. Welcome to Mr. Robert Dumanowski, Principal, St. Francis Xavier School. Welcome to 2017 Excellence in Catholic Education Award Recipient Mr. Guy Lanigan, Nominee Mr. Greg Martin. Welcome to all those in the gallery and the Media.

APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING

3182 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 February 14, 2017".

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

3183 Motion. Regina Durst: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Action Agenda dated March 14, 2017 as circulated".

APPROVAL OF THE NON-ACTION AGENDA

3184 Motion. Robert Risling: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Non-Action Agenda dated March 14, 2017 as circulated".

Carried unanimously.

PRESENTATION

Note: The Board of Trustees announced Mr. Guy Lanigan, a Teacher from Notre Dame Academy, the recipient of the 2017 Excellence in Catholic Education Award recognizing exemplary faith leadership in preparing our youth to grow into outstanding citizens. Mr. Neal Siedlecki, Principal from Notre Dame Academy was in attendance to introduce Mr. Lanigan. Guy was acknowledged as an Ambassador for Catholic Education, he will also be recognized by the Council of Catholic School Superintendents of Alberta (CCSSA) at the upcoming SPICE Conference. Congratulations Guy!

Note: The Board also acknowledged Mr. Greg Martin as an Ambassador for Catholic Education as a *Nominee* for the *Excellence in Catholic Education Award*. Congratulations Greg!

APPENDIX "A"

PRESENTATIONS – SCHOOL EDUCATION PLANS 2016 -2017-St. Louis School

Note: This year, each of our 9 Catholic Schools will present their 2016/17 School Education Plans to the Board. St. Francis Xavier School presented their plan via a video presentation at the January Board meeting. The School focused the 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. Francis Xavier School, the Board is impressed with your commitment and the exceptional work being done at your school to integrate the strategic priorities.

CORPORATE COMMUNICATIONS

Note: **Thank You Letter to Bishop Henry** – The Board sent a letter to Bishop Frederick Henry acknowledging his exceptional presence as the Bishop of the Diocese of Calgary and for his advocacy for Catholic Education.

Note: **Minister of Education Announcement** - Bill 1-An Act to Reduce School Fees. More information will be forthcoming from the Province.

Note: **School Art 2017** – Congratulations to MHCBE Students, great job! 2017 School Art is well underway in our community. Each of our 9 schools had Art chosen by a Jury made up of local artists and esplanade gallery staff to be on display at the Esplanade Gallery. The jury further selected a number of pieces to be awarded. School Art will be on display in the Esplanade Gallery from Mar 11 – April 30, 2017.

Note: A special Awards Ceremony will be held on Sunday, March 26, 2017 at the Esplanade at 1:00 p.m. Students with chosen pieces in Category #1 will receive an MHCBE Board sponsored Scholarship of \$50 along with a Certificate of Recognition. The awards will be presented to the students by Board Chair, Mr. Dick Mastel.

Category #1 - Congratulations to:

MHCBE DIVISION AWARDS - Elementary, Upper Elementary, Junior and Senior:

- Leityn Varner, St. Michael's School (Lower Elementary Award)
- Danielle Meyers, St. Michael's School (Upper Elementary Award)
- Ethan Heather, St. Mary's School (Junior Award)
- Devyn Charet, Monsignor McCoy High School (Senior Award)

Category #2 - Congratulations to:

MHCBE Students receive award from various Sponsors:

- Joshua Friesen, St. Michael's School, Open Range Art Award
- Emily Buday, St. Michael's School, Hat Art Club Award
- Sydney Dorton, St. Patrick's School, Hat Art Club Award
- Kelley Schafer, Notre Dame Academy, Hat Art Club Award
- Keira-Lynn Maxwell, St. Michael's School, MH Potters Award
- Isabel Garcia, St. Michael's School, Matthew James Morgan Armstrong Award
- Taylor Anderson, St. Mary's School, Esplanade Art Gallery Award

APPENDIX "B"

BOARD WORK PLAN

Note: **MLA Meetings Spring / Fall** – The Board will engage with the local MLA's to determine if a meeting with the Board can be arranged for the Spring or Fall 2017. It is preferred the Board meeting with MLA's in April.

Note: **April 2017, Monsignor McCoy High School, School Education Plan presentation.** A request was received from Monsignor McCoy High School to hold the April 11, 2017 Catholic School Board Meeting at Monsignor McCoy. This would give the School the opportunity to present their School Education Plan by showcasing by way of a school tour, how the Strategic Priorities are being implemented at the School. The Board suggested that rather than holding the Board Meeting at Monsignor McCoy in April, the Board will request if Monsignor McCoy can host the **Board Strategic Planning Session on March 28th from 4 – 6;** the School can host a Tour that will serve as the Schools Education Plan presentation.

MONSIGNOR MCCOY MODERNIZATION

Note: **Construction** –Construction is progressing slower than expected. They hope to have the school ready for the September 2017, however, we are very excited about the future of the school. We do know that the front entrance space, the common area, will be the biggest challenge. We do plan to dismantle the brick art work currently erected in the lobby of the school and rebuild the art work in another location. We are very excited about the modernized Drama Space, Band Space and Cosmetology & Foods Spaces that are being utilized now.

Note: **Fundraising** –No report.

SOUTHLAND ELEMENTARY SCHOOL – ST. JOHN PAUL II SCHOOL

Note: **Construction** –Significant activity continues on-site. We are very pleased with the progress of the school.

SUPERINTENDENT OF SCHOOLS – Joe Colistro

Note: **Minister of Education Youth Council** - David Eggen, Minister of Education announced the formation of a Youth Council. The Youth Council will provide an opportunity for the Minister to hear student feedback on education issues. Students across Alberta share their education experiences and make their voices heard. Students are asked to apply directly to Alberta Education before May 5, 2017. We have shared this information with our middle and high school administrators and encouraged them to discuss this opportunity

Note: **Technology** – We have posted the position for Director of Technology. The competition closes March 10, 2017 with a closing date of April 1, 2017.

Note: **CCSSA Leadership Conference** – The CCSSA is hosting a leadership Conference on October 12- 13, 2017 in Red Deer Alberta. The conference will be centered on The Marks of an Excellent Catholic Leader document. We continue to encourage our School Based Administrators to attend.

Note: **Strategic Planning Meeting Spring 2017** - The Medicine Hat Catholic Board of Education has for the past three years set Board priorities and these priorities have guided the development of School Annual Plans and the Alberta Education Three Year Education Plan. The Annual Board Strategic Planning Session for the 2017 - 2018 school year will be held on March 28th from 4 - 6 pm hosted at Monsignor McCoy High School. Supper will be provided at the conclusion of the session. Once again this year we have representation from Trustees, Central Office Senior Admin, School Based Administrators, Support Staff and Parents.

INTERNATIONAL FIELD TRIP

- 3185 Motion. Robert Risling: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the **St. Mary's School Canadian Student Leadership Association** Field Trip from **September 22 – September 30, 2017** to **Toronto and Waterloo** contingent on the final itinerary and adequate number of volunteers as per Administrative Procedure 260".

Carried unanimously.

- 3186 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the **Monsignor McCoy High School Girls Basketball** Field Trip from **December 26, 2017 – January 3, 2018** to **Anaheim, California** contingent on the final itinerary and adequate number of volunteers as per Administrative Procedure 260" including a plan if a student is denied access or entry to the country".

Carried unanimously.

- 3187 Motion. Regina Durst: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the **St. Mary's School French Language** Field Trip from **March 30, 2018 - April 08, 2018** to **Montreal, Quebec City and Ottawa** contingent on the final itinerary and adequate number of volunteers as per Administrative Procedure 260".

Carried unanimously.

- 3188 Motion. Robert Risling: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the **Monsignor McCoy High School Panterra** Field Trip from **April 02 to April 09, 2018** to **Sea of Cortez, Mexico** contingent on the final itinerary and adequate number of volunteers as per Administrative Procedure 260 including a plan if a student is denied access or entry to the country and close monitoring of the Government of Canada Travel Advisory website".

Carried unanimously.

COMMUNICATIONS

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

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

APPENDIX "C"

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

2017 – 2018 SCHOOL YEAR CALENDAR

Note: Senior Administration, the Board, Division Leadership, Teachers and Parent Councils have been given the opportunity to provide feedback on the 2017/2018 school calendar. A calendar for the 2017-2018 school year will be presented to the Board for approval.

- 3189 Motion. Regina Durst: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2017 – 2018 School Year Calendar".

Carried unanimously.

APPENDIX "D"

SECRETARY-TREASURER – Greg MacPherson

Note: **Second Quarter 2016 – 2017 Financial Update** – A handout was presented for review. We are on track with our budget which is at about 50%. We have had to adjust for a number of items. The Board was presented with a review of Forecast Operations to year end, Capital Expenditures and Expenses and a review of Schedules of Program Expenditures and Budget Allocations by Program.

2016 – 2017 INFRASTRUCTURE MAINTENANCE RENEWAL PLAN (IMR) PLAN

3190 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve 2016 – 2017 Infrastructure Maintenance Renewal Plan in the amount of \$633,600 for new projects and \$687,930 for the previously committed projects in progress from 2015-2016 as presented”.

Carried unanimously.

Note: **Update on New Trustee Position** – No further information available at this time. More information will be presented at the April Board Meeting.

Note: **Update on Bill 1 – Reduction of School Fees.** We have attended 3 Tele-Conferences thus far as a Board facilitated by the province. There are still questions outstanding. The next critical path is the Provincial Budget, which will be announced this Thursday.

APPENDIX “E”

SCHOOL PARISH RELATIONS COMMITTEE – THIRD READING

Note: The Board established the School Parish Relations Committee on October 13, 2015 as an Ad Hoc Committee. There was a desire by the Board that this Committee become a standing committee. Policy 8 has been amended to reflect this change and it will require third reading.

3191 Motion. Regina Durst: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve third reading, the transition of the School Parish Relations Committee from an ad hoc committee into a standing committee under Policy 8 – Committees of the Board as amended”.

Carried unanimously.

APPENDIX “F”

2017 MUNICIPAL ELECTIONS

Note: Municipal Elections will be occurring in October 2017. The City Clerk for the City of Medicine Hat has acted as the Returning Officer for MHCBE in previous elections. They have prepared an agreement for their role as the Returning Officer for the October 2017 Election.

3192 Motion. Robert Risling: “That the Board of Trustees for Medicine Hat Catholic Board of Education enter into an agreement with the City of Medicine, for the sum of \$3,500.00 to print the ballots and conduct and administer the 2017 Election taking place on Monday, October 16, 2017 in accordance with the procedures prescribed in the Elections Act”.

Carried unanimously.

3193 Motion. Regina Durst: “That the Board of Trustees for the Medicine Hat Catholic Board of Education appoint Angela Cruickshank, City Clerk as its Returning Officer”.

Carried unanimously.

Note: **Audit Services Request for Proposals (RFP)** – We are engaging in an RFT for our Auditing Services for the Division. An update will be provided at the April Board Meeting.

Note: **School and Playground Zone Trials** – This is a continuing process; the City of Medicine Hat will be in contact with our six schools that are part of the School and Playground Trials. In conjunction with the trials, the Municipal Works Department would like to schedule meetings with each of the schools to gain a better understanding of parking, vehicle movements, as well as pedestrian and cyclist behavior around schools.

Note: **AP 305 – Boundaries and Attendance Areas** – At this time, administration does not have a recommendation to modify the boundaries or attendance zones for 2017 – 2018.

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

Note: **Dossier** – We are moving to the platform in Powerschool called Dossier for our IPP program. The cost is about \$11,000 per year with an initial cost of \$9,000. We are excited about this change. Training will start training our staff on Dossier this Spring and into the Fall.

Note: **Professional Development – SIVA** - We continue to educate and train our staff in SIVA (Supporting Individuals through Valued Attachments). This training is instrumental in support our staff to support our students. SIVA takes a holistic approach to safety to proactively identify and de-escalate disruptive behavior before it reaches a crisis situation

Note: **Professional Development – GoToEducator** - This program came to us through the Mental Health Literacy Grant. Initially 30 staff members attended the first session. The objective is to equip Educators to identify mental health issues and how to facilitate referrals and appropriate resources. This fits perfectly with our pyramid of intervention.

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

Note: **Community Partnership Opportunities** – Partnership with Medicine Hat School District, Medicine Hat and District Childcare Association and Medicine Hat Catholic Board of Education to provide Learning Assistants and Childcare Workers in private preschool and daycare centers the opportunity to find out more information about what services and resources our contracted service providers can offer. We have collaborated to arrange presentations from Speech Language Therapists, Occupational Therapists, Physical Therapists as well as Behavioural Supports to share information from each area of expertise on the evening of March 23 from 6:30-8:30pm at Medicine Hat College.

Note: **Partnership with Alberta Health Services-Speech Language and Hearing Department, Prairie Rose School Division, Medicine Hat School District and Medicine Hat Catholic Board of Education** to provide parent information sessions regarding language and literacy development for young children and the importance of parental involvement in developing these skills. Planning continues as to the specific sessions to be offered as well as specific dates and times.

RELIGIOUS EDUCATION COORDINATOR – Jill Wilkinson

Note: **Sacrament Recipients** – Students receiving the Sacraments of First Communion and Confirmation are an important part of being Catholic. Percentage of students celebrating the Sacraments are from Medicine Hat Catholic Schools: Holy Eucharist, 79 Medicine Hat Catholic students out of 92 students = 86%; Confirmation, 66 Medicine Hat Catholic students out of 77 students = 86%. Confirmation will be celebrated on May 28th - Holy Family Parish @ 2:00 p.m.

In order to recognize sacramental recipients, the names of students and the Sacrament that the student prepared for will be sent to each school so that these students can be included in school/class prayers and possibly be recognized at school assemblies.

Note: **Lent Retreat, March 17, 2017** – To support our staffs in their role as Catholic educators, a Lent Retreat has been created to help nourish their faith. Each religion faith leader will participate in the retreat during the morning of March 14th in order to prepare them to facilitate the staff retreat on the 17th. The retreat will take about 45 minutes and is meant to be held at each school beginning at approximately 10:45. The retreat will focus on living the Beatitudes as a source of happiness. All resources have been prepared for the faith leaders.

COMMITTEE REPORTS

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

Note: Next meeting is Tuesday, March 21, 2017.

Representative to ACSTA – Mr. Dick Mastel

Note: The Board received a Legacy Gift from the ACSTA in recognition of their 50th Anniversary. Every Catholic Board in the Province receive a copy of a print, commissioned by a local artist from Red Deer highlighting the mission of ACSTA - Celebrate, Preserve, Promote & Enhance Catholic Education. The print will be on display at the Board Office.

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

Note: No report.

Representative to ASBA Zone 6 – Mr. Peter Grad

Note: We meet every other month as an executive and every other month for a general meeting. After the next election we will have a number of new Trustees, we will be planning sessions for new Trustees at the Annual General Meeting. We were made aware of a new resources to support FNMI programming or as an exceptional general resource for Schools. It is an Aboriginal Art Colouring Book titled "*Colouring it Forward – Discover Blackfoot Nation Art and Wisdom*", by *Diana Frost*.

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

Note: We held a meeting on March 22, 2017. A thank you was extended to the Board on behalf of the support staff for the extension of the compassionate leave for out of town from 3 to 5 days.

Representative to Parent Association – Mr. Peter Grad

Note: Parents are invited to Alberta School Council Association Conference. This is a viable and strong organization in the province, excellent for Parents and Trustees to attend. School Council members can approach their schools if they are interested in attending.

Representative to Salary Negotiations – ATA – Mr. Peter Grad

Note: No report.

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 24, 2017.

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

Note: No report.

Representative to Student Board Advisory Committee – Mr. Dick Mastel

Note: We met with students from Monsignor McCoy to gather insight to support them as a student in Medicine Hat Catholic Schools. They provided exceptional insight on school life and provided excellent information overall. We talked about High School Re-Design, Catholicity, Stress, High School Option choices etc. Thank you to those students who so willingly gave of their time to meet with the Board.

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

Note: We plan to meet in March or April. We will review how we plan to move forward to acknowledge all those who graciously donated to the Monsignor Modernization Project.

Representative to School Parish Relations Committee – Mr. Robert Risling

Note: No report.

CLOSING PRAYER

Note: The meeting closed with prayer led by Robert Risling.

ADJOURNMENT

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

Note: The meeting adjourned at 9:30 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant