

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 February 13, 2018 at 6:00 p.m.

TRUSTEES AND OFFICERS PRESENT

Peter Grad	Trustee
Dick Mastel	Trustee
Kathy Glasgo	Trustee
Robert Risling	Trustee
David Leahy	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	Coordinator 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 Robert Risling. Thank you to the Media for attending. The meeting is being recorded by the media. The Board Chair thanked the gallery for attending.

Welcome Gallery. Welcome Mr. Tim Kalinowski, good luck in Lethbridge at your new job.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING

3332 Motion. Kathy Glasgo: "THAT the Minutes dated January 09, 2018 be approved as circulated".

Carried unanimously.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING

3333 Motion. Kathy Glasgo: "THAT the Minutes dated January 30, 2018 be approved as circulated".

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

3334 Motion. Robert Risling: "THAT the Action Agenda dated February 13, 2018 be approved as circulated".

Carried unanimously.

APPROVAL OF THE NON-ACTION AGENDA

3335 Motion. Kathy Glasgo : "THAT the Non-Action Agenda dated February 13, 2018 be approved as circulated".

Carried unanimously.

École St. John Paul II School – Boundaries & Attendance Areas

Note: On January 30, 2018 the Board of Trustees made the following motion:
-THAT the Board of Trustees direct Administration to engage in a public consultation process to review the Attendance Areas and Boundaries proposal for École St. John Paul II School in order to solicit feedback on the proposal and that administration bring back a summary for the

feedback and recommendation to the Board in time for the February 13, 2018 Board Meeting.

-A Media Release was issued – January 30, 2018

-Letter to Parents & Guardians of Students in MH Catholic Schools – Feb 2, 2018

- On February 07, 2018 an Open House was held at Holy Family Parish to obtain feedback from Stakeholders regarding the Proposed Boundary for École St. John Paul II School.

-The Board will review feedback stakeholders.

- 3336 Motion. Robert Risling: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education designate the boundaries at École St. John Paul II School for the *English Program to include the areas: East of 13th Avenue, South of the Trans Canada, North of the City Boundary which includes Southlands, Dunmore and Rural 2 Component, and for the French Immersion Program be district-wide*”.

Carried unanimously.

APPENDIX “A”

CATHOLIC EDUCATION

Note: **Excellence in Catholic Education** – We had three nominations put forward. It was a difficult decision to make. We had three excellent candidates. We will recognize all three of the individuals at the upcoming March 2018 Board Meeting. This was the first year we had administrator nominated. Winner will be attending SPICE. The SPICE BLUEPRINTS Conference registration is filling up quickly. Keynote: Father Leonard from Australia.

Note: **Ash Wednesday Prayer Services** – Attached to this board package are the times of the Ash Wednesday services, Trustees are invited to join in the masses.

Note: **School Sponsored Masses** – Many schools have sponsored a mass at Holy Family or St. Patrick’s Parishes. The parish community expresses their appreciation for the students and staff who take on the various ministerial roles as well as preparing refreshments in the hall afterwards. St. Patrick’s School – March 18 Holy Family 10:30; St. Michael’s School – April 22 at St. Patrick’s at 11:00

Parish Community Relations Committee Report – Robert Risling

Note: The committee met at St. Patrick’s Parish with parishioners. Joe presented an overview of this committee’s work.

MHCBE Mission Vision Survey & Board Retreat – Joe Colistro

Note: **Board Retreat** - March 12, 2018 date does not work due to scheduling conflicts. March 26, 2018 was another date chosen, however, that date also does not work for Trustees. We will look to schedule another date to have an all day Board Retreat. We plan to have a facilitator to guide the conversation regarding the district Mission and Vision.

BOARD WORK PLAN

Note: **Board Policy 8 – Board Operations.** This item was presented at the November 14, 2017 Regular Board Meeting. The Board had a general discussion regarding the structure of Committee of the Whole. The recommendation presented by Trustee Mr. David Leahy was to restructure the Committee of the Whole Meeting to be open to the public and press. This item received First Reading at the January 09, 2018 Board Meeting. It is presented for Second Reading.

BOARD OPERATIONS – SECOND READING

3337 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve second reading Board Policy 8-Board Operations with a revision to Article 1.4.2 wherein Committee of the Whole meetings shall be open to the public and press".

Vote: In Favor: Two Trustees
Opposed: Three Trustees

Motion Defeated.

APPENDIX "B"

GRADUAL RETIREMENT PLAN

3338 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Gradual Retirement Plan for the 2018-2019 school year".

Carried unanimously.

BOARD REVIEW'S 3 YEAR EDUCATION PLAN

Note: The Board reviews the 3 year Education Plan to determine future priorities – Annually this item is on the Board's Work Plan.

Note: This is moved to March 2018.

MAY 2018 BOARD MEETING DATE

Note: Due to a conflict in scheduling, it is requested the Board meeting date for May 2018 be moved to the third Tuesday.

3339 Motion. Kathy Glasgo: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education move the May 8, 2018 regular board meeting to Tuesday, May 15, 2018".

Carried unanimously.

CORPORATE COMMUNICATIONS

Note: Alberta Education Minister's Youth Council – Apply today, ages 13-19. Message from the Minister of Education.

Note: Pink Shirt Day – Feb 28, 2018 Message from the Minister of Education

APPENDIX "C"

MONSIGNOR MCCOY HIGH SCHOOL MODERNIZATION

Note: **Construction** – We are pleased to announce we are seeing the end of the modernization nearing completion. New offices are nearly complete. Flooring will be done next week. Hardware is installed throughout. The main floor is now complete. Building management system needs to be operationalized. There was a minor leak from a heating pipe freezing; one of the air exchanges was bringing in cold air and a line froze, this has been addressed and repairs done. We will be doing a final walk through soon.

Note: **Fundraising** – We are so excited the celebration of our Modernization of our High School are in 16 more sleeps. With the construction nearing completion, it's time to celebrate! March 1, 2018 is the date of the Grand Opening for the Modernization. Invitations have been developed, dignitaries have been invited, the programming is being finalized and details relating to the celebrations are well underway. We are nearing the completion relating to the Donor Dedication Wall plaque layout in addition to marking St. Isidore Hall with a plaque. At the February meeting a

detailed report will be provided to Trustees with a draft program indicating the times and the role for the Trustees. The invitation to the event is open to staff, parents, students & the general public.

ÉCOLE ST. JOHN PAUL II SCHOOL

Note: We are working with the construction company; the inside of the school will be done early. The outside will not. We've hired the Principal and Vice Principal. We will directly contact everyone in the attendance zone in writing with a letter. Registrations, we want to begin ASAP for school opening September 2018. As soon as possible, we will hold an Open House. We will receive a \$250,000 grant for the playground. We continue to work with the city on the baseball diamond. We are waiting on the modular approval to move modular from Ecole St. Thomas d'aQuin and St. Francis Xavier School. We will receive \$521,000 for Furniture and Equipment Budget.

SUPERINTENDENT OF SCHOOLS – Joe Colistro

Note: **Education Plan** – DLT will be presenting their School Education Plans to Trustees on February 15, 2018 at Holy Family Parish from 6:30 – 8:30 and March 5, 2018 from 6:30 – 9:00 pm.

Note: **Attendance Areas and Boundaries Open House** – An attendance area and boundary Open House was held February 7, 2018 at Holy Family Parish to solicit feedback on the boundary proposal and to bring back recommendations to the Board in time for this meeting. Approximately 15 parents attended the meeting from Mother Teresa, St. Francis and St. Patrick's. It was a good meeting.

Note: **Board Retreat** – Mission and Vision Survey – At the December 2017, the Board passed a motion to re-write the Mission and Vision Statement for the District. Bishop Grattan was notified of the review and wished us well. A survey will be sent out to stakeholders.

Note: **AP 418 – School Based Administrator Growth, Supervision and Evaluation** - A few minor changes were made to the AP, the Superintendent reviewed those changes with the Trustees. The revised AP will be posted to the website.

APPENDIX "D"

FIELD TRIP MONSIGNOR MCCOY HIGH SCHOOL – WORLD CULTURES AND GEOGRAPHY

3340 Motion. Robert Risling: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Monsignor McCoy High School World Cultures and Geography trip to Italy on or about April 18, 2019 to April 28, 2019 subject to:

- Submitting the final itinerary
- Submitting all required forms to the Superintendent at least 90 days prior to the trip
- Submitting a plan if a student is denied access to the flight
- Transportation details finalized and approved
- Volunteer requirements must meet guidelines in Administrative Procedure 260

It is noted the Board has the right to cancel the trip at any time in accordance with AP 260. It is noted the swimming activity guidelines are under review".

Carried unanimously.

COMMUNICATIONS

Note: **Corporate Communications** – The February 2018 report is attached as an appendix to the minutes. Discussion to add statements to marketing

features to include no tuition. *"In Alberta there is no tuition to attend a Catholic School"*.

Note: **School Communications & Social Media** – The February 2018 report is attached as an appendix to the minutes.

APPENDIX "E"

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

Note: **Dual-Credit Opportunity** – MHCBE, the Public Board and Prairie Rose applied to AB Education for three \$50,000 grants for new dual credit programs. Three applications. One – for a cluster of two business courses to provide students the opportunity to complete introduction to business and entrepreneurship; Two – First Year Welding program; Three – application for the Educational Assistant Program.

Note: **School Year Calendar**- The Board received a draft calendar for 2018 – 2019. School staffs and parents councils received a copy of the draft and have been asked to provide feedback. The Board will approve the calendar at the March 13, 2018 board meeting.

APPENDIX "F"

SECRETARY-TREASURER – Greg MacPherson

Note: **Rotary Track CHHS** - We will be inviting the Track Association and/or the City of Medicine Hat to meet with the Board regarding the request. We will also contact schools regarding their use of the track. At the March meeting we will bring this forward for further decision making.

Note: **Summer Games** - We met with the planning group. St. Mary's, Notre Dame and Monsignor McCoy accommodations will be available for certain events. We are responsible for staff to act as a Mayor in the facility and to deal with facility issues throughout the games, this is similar to what we have done in the past. We will bring to this group for formal approval.

Note: **School Fees** – As we discussed in January, we will be reviewing the school fees with the district leadership team. The school fees will be approved at the March 13, 2018 board meeting. It is noted, in light of the funding for many school fees coming from the province and the uncertainty of the amounts, we can expect we will need to assess what the impact of the budget may be before final approval.

Note: **AP 500** – Annual District Budget – The planning for the budget is now underway. Assumptions will be presented to the Board soon. Following the review of the 3 year education plan to determine future priorities will assist in the budget planning. A review of nine budget assumptions are included in the appendices.

APPENDIX "G"

REQUEST FOR PROPOSAL – PHOTOCOPIER AND PRINTERS

3341 Motion. Peter Grad: Be it Resolved that the Board of Trustees for the MHCBE accept the photocopier and printer proposal from Xerox in the amount of \$171,379 as a purchase".

Carried unanimously.

APPENDIX "H"

Note: This is a purchase, not a lease. It will impact the Board's unrestricted reserve. What happens to the old ones? They remove the hard drives and they are disposed of.

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

- Note: **Learning Services Advisory Update** – A handout was provided to Trustees with the Learning Services Meeting Minutes. It is noted Alberta Education has removed the time requirement on achievement exams.
- Note: **Not Myself Today** – This is an initiative being implemented in the District. It is intended to support mental health and increase mental health awareness.
- Note: **PD Day March 16, 2018** – After Mass, there will be a wonderful day of professional development focused on Mental Health and Self-Care for support staff. Trustee, David Leahy will attend to bring greetings to this group on behalf of the Board.
- Note: The Board will review the Workplace Violence Survey in the Committee of the Whole.

APPENDIX “I”

COORDINATOR OF EARLY LEARNING – Terri Ball

- Note: No report.

COMMITTEE REPORTS

Medicine Hat Catholic Schools’ Education Foundation – Dick Mastel

- Note: Two groups of students attended the meeting to give presentations on their trip from WE DAY and the LEADERSHIP Conference. Excellent.

Representative to ACSTA – Dick Mastel

- Note: Report is enclosed in the Board package.

Representative to Teacher Board Advisory Committee – Kathy Glasgo

- Note: No report. No meeting. Trustee Glasgo will connect with ATA Representative to determine a potential future meeting.

Representative to ASBA Zone 6 – Peter Grad

- Note: Dick, Kathy and Peter attended. Peter will be attending the Zone meeting in Lethbridge tomorrow. Discussion of the confidentiality of the ASBA Board of Directors. ASBA has different confidentiality requirements, it is noted that any communication from the Board of Directors is confidential. Kathy and Peter attended an **ash.ca** presentation on Cannibus. We are asked to think about, as school boards what are our expectations.

Representative to Support Staff Board Advisory Committee – David Leahy

- Note: There is a request the Board implement in the support staff handbook a Cost of Living Allowance Increase, and a mechanism that the Support Staff could engage with the Board regarding Salary Increases. There is no increases from the province for salary increments for support staff. They want to be involved more in the process. The Board received this as information. The Board will look to develop a process and mechanism as noted and that Senior Administration will review and bring something back to the Support Staff Advisory Committee.

Representative to Parent Association – Kathy Glasgo

Note: Meeting later this month.

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: The meeting was held on February 5, 2018. The Minutes of the meeting would be the formal report from these meetings once the minutes are accepted or approved. These will form part of the public meeting agenda. The next meeting is March 3, 2018

Representative to Spiritual Leadership Scholarship Representative – Mr. David Leahy

Note: No report.

Representative to Student Board Advisory Committee – Mr. Dick Mastel

Note: No report.

Representative to Monsignor McCoy Modernization (Adhoc) Committee – Mr. David Leahy

Note: No further report to the earlier modernization report. 16 more sleeps.

Representative to School Parish Relations Committee – Reverend Mr. Robert Risling and Ms. Kathy Glasgo

Note: Reported earlier under Catholic Education.

Student Recruitment and Retention (Adhoc) Committee – Reverend Mr. Robert Risling and Ms. Kathy Glasgo

Note: Terms of Reference need to be developed for this committee.

CLOSING PRAYER

Note: The meeting closed with prayer led by Kathy Glasgo.

ADJOURNMENT

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

Note: The meeting adjourned at 9:15 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant