

MINUTES OF THE REGULAR MEETING OF THE MEDICINE HAT CATHOLIC BOARD OF EDUCATION held at Catholic School Board Office, 1251 – 1st Avenue S.W., Medicine Hat, Alberta on November 08, 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
Jill Wilkinson	Religious Education Coordinator
Kym Porter	Director of Early Childhood Services
Terri Ball	Director of Early Childhood Services.
Della Dewald	Executive Assistant & Corporate Communications
Derrian Hallas	Communications Officer

Note: The Board Chair called the meeting to order at 6:15 p.m.

OPENING PRAYER

Note: The meeting was opened with prayer led by Robert Risling. The Board Chair welcomed the Gallery, it was noted no Media was in attendance. Welcome to Mrs. Terri Ball, the new Director of Early Childhood Services who will be filling the role upon the retirement of Mrs. Kym Porter at the end of December 2016.

APPROVAL OF THE MINUTES OF THE ORGANIZATIONAL MEETING

3132 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Minutes of the Organizational Meeting held October 11, 2016 as circulated".

Carried unanimously.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING

3133 Motion. Regina Durst: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Minutes of the Regular Meeting held October 11, 2016 as circulated".

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

3134 Motion. Regina Durst: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Action Agenda dated November 08, 2016 as circulated".

Carried unanimously.

APPROVAL OF THE NON-ACTION AGENDA

3135 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Non-Action Agenda dated November 8, 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. Michael's School & Notre Dame Academy presented their plans at the November Board meeting. 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. Michael's School and Notre Dame Academy; the Board is impressed with your commitment and the exceptional work being done at your schools to integrate the strategic priorities.

PRESENTATION – NOTRE DAME ACADEMY – OUTDOOR FITNESS CENTRE

Note: Mr. Neal Siedlecki, Principal and Mr. Nick Gale, Vice-Principal of Notre Dame Academy made a presentation to the Board with a proposal for funds in the amount of \$50,000 to be used for the an outdoor fitness facility. The final project would be supported with funds from the Board, a partnership with Dr. Roy Wilson School and monies from a grant application in the total amount of \$208,000. The School Boards commitment would be \$50,000, the Public Board has the funds and are ready to move forward. This is a sports fitness park “an Outdoor Classroom” with a start date of April 2017.

APPENDIX “A”

MOTION TO MOVE IN- CAMERA (LAND)

3136 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 7:25 p.m.

MOTION TO MOVE OUT OF IN-CAMERA (LAND)

3137 Motion. Peter Grad: “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 7:41 p.m.

Note: The Board deferred this discussion to the December 2016 Board Meeting.

CORPORATE COMMUNICATIONS

Note: **Remembrance Day Celebrations** - The Board noted the number of Remembrance Day Celebrations in each of our Catholic Schools. Thank you to our schools for their exceptional efforts.

Note: **Alberta Health Services Notices for Schools** – Influenza Clinics in Alberta and Fentanyl. It was noted this information has been shared with our school communities via school newsletters and posted on our web based platforms.

Note: **Letter from Alberta Education** – A letter from Minister of Education, Mr. David Eggen was sent to Alberta Catholic School Trustees' Association regarding the upcoming new curriculum.

- Note: **Have Your Say, Take the Survey** – The survey from Alberta Education regarding the upcoming new curriculum is open to the public until November 18, 2016. Our staff, parents and community have been encouraged to participate in the survey.
- Note: **Copyright Matters** – Copyright rules for educators have changed significantly in recent year. New resources for schools are available on the Alberta Education website. The information has been shared with schools and division staff.
- Note: **Accountability Pillar Results, Provincial Achievement Exams and Diploma Exams** – A report to our community has been published. We have excellent results to share.

APPENDIX "A"

BOARD WORK PLAN

- Note: **November 23, 2016 Special Board Meeting** – The Board will hold a Special Board Meeting on November 23, 2016 at 4:30 p.m. to approve the Annual Education Results Report/3 Year Education Plan Combined Report, the Fall Budget Revision and the Financial Statements.
- Note: **Board Honorarium** – To be reviewed under Item #12.1, Secretary-Treasurer Report.
- Note: **ACSTA Facilities and Covenant Review** – To be reviewed under Item #12.3, Secretary-Treasurer Report.
- Note: **ACSTA and ASBA AGM November 2016** – The Trustees along with a number of Senior Administration will attend the ACSTA and ASBA AGM in November in Edmonton from November 18 – 22, 2016.

APPENDIX "B"

MONSIGNOR MCCOY HIGH SCHOOL MODERNIZATION

- Note: **Construction** –The Construction project is well as expected. We continue to hold regular site meetings.
- Note: **Fundraising** –The fundraising total is close to \$230,000. The Board Bulletin for December will highlight each of our donors to date in each of the categories: Sponsorship, Platinum, Gold, Silver, Bronze, Brick & Friends of Monsignor McCoy.

SOUTHLAND ELEMENTARY SCHOOL – ST. JOHN PAUL II School

- Note: **Construction** – We are excited about the amount of work already underway on the new school. Alberta Education is pushing Wahl Construction to the November completion date in 2017. Things are proceeding well.

SUPERINTENDENT OF SCHOOLS

- Note: **Student Code of Conduct** – Following our commitment to provide welcoming, caring, respectful and safe learning environments, a committee made up of Senior Administration and School-Based Administrators have met three times to review and develop a common division Student Code of Conduct. On June 1, 2015, amendments to the School Act contained in Bill 10 will come into force. Among other changes, the amended School Act places new responsibilities on school boards, parents and students for ensuring that all students and staff are provided with a welcoming, caring and respectful and safe learning environment that respects diversity and fosters a sense of belonging 45.1(1). We are in the process of working on a Student Code of Conduct. The conduct will be reviewed annually. We will have a common code of

conduct to create uniformity from school to school; however, schools will still have some unique information that is school specific. We will share the draft document with our Parent Association our Division Leadership Team and then the document will be presented to the Trustees for information; following that, the document will be adopted and published to the website.

- Note: **Professional Growth Plans and Education Plan review meetings** – Thank you to our school Administration for the work in completing their personal Professional Growth Plan and School Education Plan. The development of the Education Plans has been a collaborative effort including school administration, staff and parents that reflect division strategic priorities and areas of improvement noted in the AERR report. Review meetings with members of the Senior Admin Team and School Based Administrators have been scheduled for the first 2 weeks of November. As well, each school will present their School Education Plans at a Board meeting from November 2016 to March 2017.
- Note: **Administrative Procedure Review** – Senior Administration have started the process of reviewing all 175 Division Administrative Procedures. We have set review dates throughout the school year with a goal of completing the majority by June 2017.
- Note: **Technology Committee** – On October 19th, the Superintendent attended a Jurisdiction Technology Contact (JTC) event in Edmonton. The meetings held twice a year are hosted by Alberta Education providing technology leadership for staff and senior administration to network, discuss and learn about trends in the field along with emerging technologies and Alberta Education Initiatives. The Division Technology Committee is developing a Technology Plan with a goal to have it completed by Spring 2017.
- Note: **November Meetings** - The Superintendent noted November is a very busy month with numerous important meetings and conferences scheduled for CASS, CASSIX, ASBA, ACSTA and CCSSA.
- Note: **Bishop's Dinner** – Trustees along with a number of Administration and a Parent Association Representative attended the Bishop's Dinner in Calgary on October 20th. It was an excellent event to hear the Bishop speak and to raise funds for the Charites chosen this year by the Diocese.
- Note: **High School Re-Design** – Representatives from the Division met with Alberta Education representatives to talk about high school re-design goals set by the school relative to the Redesign Initiative.
- Note: **Key Soft** – SchoolCashOnline is a Division tool that allows parents to make purchases on line for fees, activities, hot lunches, events and more. Payment includes credit card, E-Cheques (that works like Debit) and My Wallet (that works like a preloaded Card). It is now the Division's preferred method of payment. At present about 1,109 students are registered with Key Soft about 39% of the student population.

APPENDIX "C"

INTERNATIONAL TRIPS

- Note: **International Field Trips** – No field trips presented for approval.

COMMUNICATIONS

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

APPENDIX "D"

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

- Note: **Jody Carrington** – On Friday, October 21st Dr. Jody Carrington met with all staff to present her message on relationship-based assessment. We are looking at ways to expand our partnership to best utilize Dr. Carrington's skillset to continue to work with staff, parents and students. It was an excellent session.
- Note: **Curriculum Development** – Alberta Education is in the process of changing the curriculum. Representatives from the Division recently attended an Alberta Education Provincial Curriculum Development Engagement Session. It is noted that there will be a change to the entire curriculum K – 12 over the next number of years. Alberta Education is encouraging us to engage our stakeholders to complete the survey, in particular they want to hear from Teachers.
- Note: **Instructional Leadership** – We have begun the work with our leadership team to work on instructional leadership, we have scheduled 5 PD sessions with our school leaders over the course of the year. We will look at a stronger connection between the Exemplars and Non-Exemplars to instructional leadership. We will focus on literacy, numeracy, Catholicity, high school re-design and classroom management.

SECRETARY-TREASURER – Greg MacPherson

- Note: **Board Honorarium** - The Board was advised of Honorarium as outlined in Board Policy 7 presented to the Trustees for information. A review of how the Honorarium is calculated was detailed. In total, the 2016-2017 Honoraria based on the average Teacher's salary for the Board Chair is \$1,916.25 monthly and \$1,521.25 for each of the remaining 3 Trustees.
- Note: **Facilities Covenant Review** – As noted in the Board Work Plan, the ACSTA Facilities Covenant and Guidelines as adopted in November 1999 is presented for information only.
- Note: **Letter from Dentons Canada LLP, Mr. Kevin Feehan** – A letter from Mr. Feehan indicated he has been appointed a judge for the Province of Alberta and will no longer be able to provide legal representation to the ACSTA and its member Boards. Mr. Feehan has done an exceptional job, very specifically in providing legal counsel to Catholic Boards, and he will be missed.

APPENDIX "E"

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

- Note: **Vision Screening** – Dr. Alan Berger, through the Lions Club of Medicine Hat is again offering vision screening in the local schools. Each assessment takes about 15 seconds, it is a quick photo that provides a visual assessment that indicates PASS or REFERRAL. This is offered to Kindergarten and Grade 2 students. It will continue to be offered, parent consent is required.
- Note: **Fentanyl** – Alberta Health Services has published information about this growing health crisis across Canada with a share the information with our Teachers, Staff and Parents. The handout has been shared via school newsletters and on our website.
- Note: **Mental Health Summit** - Leaders from within our education & community partners, including staff from Medicine Hat Catholic Schools, recently held a Mental Health Summit. The focus was to review our practices on how we support the mental health needs of students. We looked at our current model, our resources and community support, including identifying gaps

in service delivery. We focused on stress factors, promotion of mental health, reducing stress at school and parent education.

DIRECTOR OF EARLY CHILDHOOD SERVICES – Kym Porter

Note: **No Items.**

RELIGIOUS EDUCATION – Jill Wilkinson

Note: **Faith Donation Drive November 1st – 14th** – For two weeks leading up to the November 14th PD day, we have the amazing opportunity to conclude the Year of Mercy by supporting local community organizations. This year we supported the MH Women's Shelter, Pregnancy and Family Support Centre and Saamis Immigration. Each of our 9 schools and the School Board Office supported 1 of the 3 charities. All items will be delivered to the charities by volunteers. As well, at the division-wide mass a collection for the Food Bank (Brown Bag Lunch Program) will be collected; last year we raised \$1107.10.

Note: **Excellence in Catholic Education** – We have many Teachers deserving of this award who make a real difference in the lives of students. Nomination deadline is January 31, 2017.

Note: **Mission Mexico December 12th** – Students and staff will once again participate in Mission Mexico in order to help support the humanitarian needs of the marginalized mountain communities in Southern Mexico. Students benefit from the proceeds donated last year to "Alex's Welding Shop", in memory of a former Monsignor McCoy High School student, Alex Graf.

Note: **Keeping Christ in Christmas** – The Knights of Columbus is sponsoring a poster contest with the theme: Keeping Christ in Christmas. Students can write a story or poem. Posters and Essays will be picked up from the schools on Friday, Dec 16th.

Note: **Brown Bag Lunch** – All brown bag lunch delivery charges will be paid through a grant approved by the Education Foundation from Oct 1 to June 30th. A presentation will be made to the Foundation by Lori Hellawell, Coordinator of the program. Testimonials from students will be shared.

APPENDIX "F"

COMMITTEE REPORTS

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

Note: We will be meeting next Tuesday Nov 15, 2016, the subcommittee has met and did approve some grant applications.

Representative to ACSTA – Mr. Dick Mastel

Note: Next meeting is at the ACSTA AGM.

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

Note: No report.

Representative to ASBA Zone 6 – Mr. Peter Grad

Note: Mr. Grad noted his two terms is over as of November 22, 2016. We have a meeting on the 14th of November 2016. The ASBA will be looking for a new parliamentarian as Mr. Kevin Feehan will no longer be available due to his appointment to the bench.

Note: The Trustees reviewed a number of motions from the ASBA Policies Bulletin that will be presented at the Alberta School Boards Association Annual General Meeting in Edmonton in November 2016. The Trustees agreed with the motions that will be presented.

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

Note: The meeting was held on November 14, 2016; the support staff are very appreciative of the ASEBP Health Spending Account that was extended to them, they were thankful. The next meeting is January 25, 2017.

Representative to Parent Association – Mr. Peter Grad

Note: There was discussion about encouraging our parent community to complete the Alberta Education Survey regarding the new curriculum. The Parent Association Representatives will encourage others to complete the survey. The group also discussed the Notre Dame Academy Outdoor Fitness Centre and reviewed their Parent Association Three Year Plan.

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: Last meeting was held on Oct 27, 2016. It was a very effective meeting, again really good work being done and excellent conversation by the group. It was noted our WCB incidences are down, which brings our rates down, that is good news.

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

Note: There was an awards banquet at the MH College; three students were presented with Board sponsored awards.

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: We had our second meeting of this school year on October 27, 2016, it was well attended. We are working through the document "Growing Forward". Also, Father Tomy gave a presentation on his education in India. The committee is doing good work. Mr. Blackmer spoke about the potential of members of the parish coming into the schools to volunteer.

CLOSING PRAYER

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

ADJOURNMENT

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

Note: The meeting adjourned at 9:17 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant