

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 November 14, 2017 @ 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 Trustee, Robert Risling.

Thank you the Media for attending. The meeting is being recorded by the media. Thank you to CHAT TV and MH News for attending. Thank you to our gallery.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING

3280 Motion. Peter Grad: "THAT the Minutes of the Regular Meeting held October 10, 2017 be approved as circulated".

Carried unanimously.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING

3281 Motion. David Leahy: "THAT the Minutes of the Special Meeting held October 23, 2017 be approved as circulated".

Carried unanimously.

APPROVAL OF THE MINUTES OF THE ORGANIZATIONAL MEETING MEETING

3282 Motion. Peter Grad: "THAT the Minutes of the Organizational Meeting held October 25, 2017 be approved as circulated".

Note: Board Chair, Dick Mastel presented an amendment to the Organizational Meeting Minutes. It is noted the Notice of Motion presented by Trustee David Leahy regarding assignable time will be amended in the minutes. Trustee Leahy recused himself from the subsequent discussion in a Committee of the Whole meeting following the organizational meeting, and posted on Facebook a pecuniary interest on the matter, and on the recommendation and advice from ASBA legal council, the Chair has ruled the notice of motion out of order. The motion will be struck from the minutes.

Note: Vote on Approval of the Minutes of the Organizational Meeting as amended:

In Favor: Kathy Glasgo, Peter Grad, Dick Mastel, Robert Risling
Opposed: David Leahy

Carried.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING

3283 Motion. Kathy Glasgo: "THAT the Minutes of the Special Meeting held November 09, 2017 be approved as circulated".

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

3284 Motion. David Leahy: "THAT the Action Agenda dated November 14, 2017 be approved amended".

Note: Addition: Legal Matter
Board Policy 8 -Committee of the Whole
Partnership with MH College

Note: Trustee Leahy in accordance with Board Policy 7 presented 4 Notices of Motion to be added to the December 12, 2017 Board Meeting Agenda:
Notice of Motion – Cell Phone Allowance
Notice of Motion – Written Reports from Trustees
Notice of Motion – Violence and Verbal Abuse Questionnaire for Staff
Notice of Motion – Catholic Education Standing Agenda Item

Carried unanimously.

APPROVAL OF THE NON-ACTION AGENDA

3285 Motion. Robert Risling: "THAT the Non-Action Agenda dated November 14, 2017 be approved circulated".

Carried unanimously.

PRESENTATIONS

Note: First Nation Metis & Inuit (FNMI) Presentation - Mrs. Raevon Gehring, FNMI Coordinator for MHCBE was in attendance to give a presentation on what strategies our School District is using to enhance FNMI programming in the MH Catholic Schools. Raevon reviewed her role in our Catholic Schools and how she supports students, parents, staff & schools; with a primary focus on building relationships with students. She reviewed our K-12 Aboriginal Literacy Program which can be implemented into the classroom in several ways including humanities, independent study or any other subject. Raevon provides classroom presentations and can assist with team-teaching and lesson plan development.

CORPORATE COMMUNICATIONS

Note: **Election 2017** – Swearing In Ceremony, Oath of Office, Organizational Meeting media releases.

Note: **Catholic Education Sunday** – Letter from Alberta & NWT Bishop's.

APPENDIX "A"

BOARD WORK PLAN

Note: The remaining Committee Appointments and Board Representatives were made for the 2017-2018 school year.

Committees of the Board - Note: Reference: Board Policy 8
Negotiation Committee - Alberta Teachers' Association (ATA) – Peter Grad.

Negotiations Committee – Canadian Union of Public Employees (CUPE) – Dick Mastel

Teacher Board Advisory Committee – Kathy Glasgo

Support Staff Board Advisory Committee – David Leahy

CUPE Support Staff Board Advisory Committee – Robert Risling

Student Board Advisory Committee – Dick Mastel

School Parish Relations Committee – Robert Risling & Kathy Glasgo

Monsignor McCoy Modernization (Adhoc) Committee – David Leahy

Board Representatives - Note: Reference: Board Policy 9

Alberta School Boards' Association – Zone 6 – Peter Grad

Alberta Catholic School Trustees' Association – Dick Mastel

Medicine Hat Catholic Schools' Education Foundation – Dick Mastel

Spiritual Leadership Scholarship Committee – David Leahy

Parent Association – Kathy Glasgo

BOARD & SUPERINTENDENT OF SCHOOLS EVALUATION

Note: The Board will hire ASBA Consultant, Mr. Terry Gunderson to facilitate the Board's Self-Evaluation and the Evaluation of the Superintendent of Schools. The Board determined the date of the evaluation format and a tentative timeline will be set for May 2018. The Superintendent of Schools has spoken with Mr. Gunderson and he would want to be here for three weeks prior to the evaluation. He would want to be here for three weeks prior to the event. The costs will be reviewed.

3286 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education for the purposes of the Board Self-Evaluation and the Evaluation of the Superintendent of Schools hire ASBA Consultation Mr. Terry Gunderson and the date be set for May 2018".

Carried unanimously.

BOARD ORIENTATION – NEW TRUSTEE

Note: The Board will hire ASBA Consultant, Mr. Jim Gibbons to facilitate a Board Orientation Session. Several dates were proposed, Mon., Dec 11 or Wed., Dec 13 or Thur., Dec 14, 2017 from 3:30 – 6:30 p.m.

3287 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education for the purposes of a MHCBE Board Orientation & New Trustee Session hire ASBA Consultation Mr. Jim Gibbons and the date be set for Thursday, December 14, 2017 from 3:30 – 6:30 p.m.".

Carried unanimously.

MEETING WITH BISHOP MCGRATTAN

Note: The Board has confirmed a date to meet with Bishop McGrattan in March of 2018. Trustees and Administration will travel to Calgary. The date of the meeting is scheduled for Wednesday, March 15, 2018 from Noon – 3 pm.

BOARD AND DISTRICT LEADERSHIP TEAM RETREAT

Note: The Board tentative scheduled a Retreat for the fall of 2017, the Retreat is moved to the Spring of 2018. The date of the Retreat is March 12, 2018. The change will be made on the Board's work plan.

MONSIGNOR MCCOY HIGH SCHOOL MODERNIZATION

Note: **Construction** – We are pleased to announce we are seeing the end of the modernization nearing completion. The full report for November is attached to the minutes as an appendix.

APPENDIX "B"

Note: **Fundraising** – A meeting at the school will be planned for the end of November. We will tour the facility relating to the Donor dedication feature wall. The date of the Grand Opening for the Modernization will be finalized shortly. The event will be held in February 2018. We will begin the planning for the event including developing invitations for dignitaries, staff, parents, students & the general public.

ST. JOHN PAUL II SCHOOL

Note: **Construction** –Mid-March 2018 we expect substantial completion of the school. The solar panels are on-site with modular skirting being installed. Floor prep is occurring. The wall tile is starting in the next few weeks. Waterline and electrical to the rink will be installed shortly, we are pleased the rink will remain on the school site.

SUPERINTENDENT OF SCHOOLS – Joe Colistro

Note: **Field Trip Administrative Procedure 260 Process and Water Activities update** – Over the past two years we have made significant changes to the Field Trip AP 260. This includes clarification on definitions, approval process, volunteers, and codes of conduct for students. The Superintendent presented a review of the approval process for local, provincial Canadian and International trips. We are currently reviewing our Water Activities procedures. This is a discussion at the provincial level, there is a lot of interest and engagement from school jurisdictions. It's risk management and litigation risk, we need the Board involved in the process.

Note: **Board Retreat and Strategic Planning Session** – The Annual Board Retreat date has not been set as of yet. The retreat was scheduled in the Board Work Plan for October or November, 2017. As the theme of the retreat is scheduled to be a review of the MHCBE Mission and Vision, I am recommending that the retreat be scheduled for February 2018 prior to the setting of the 2018- 2019 Strategic Priorities Planning Session in March. Each March we host a Board Strategic Planning Session. The Medicine Hat Catholic Board of Education has for the past three years set Board priorities and these have guided the development of School Annual Plans and the Alberta Education Three Year Education Plan. We will use the outcome of the Board Retreat to set the priorities for the District. March 12, 2018 Board Retreat all day 9-3 p.m. April 12, 2018 Strategic Priorities 3 – 6 pm.

Note: **Education Plan Format** – The the last couple of years we've had school give their education plans at the monthly Board meetings. This year the Chair of the Board received a request that the Board re- consider when presentations are made. The suggestion was to move presentations from regular board meetings to two alternate dates with 5 schools presenting one evening and 4 on the other evening. In this model we would invite administrators to hear each other's presentations as well as invite groups such as the Knights of Columbus, Catholic Women's League, and Parent Association to attend. We will develop potential dates with the schools. The presentations would be held in the parishes.

Note: **Catholic Leadership** – The Marks of an Excellent Catholic Leader Conference The takeaways for the eleven MHCBE administrators are being implemented with staff right away. Powerful for admin to have an opportunity to meet other Catholic administrators. Lots of practical ideas, of ways to embed and permeate faith.

Note: **Mother Teresa (Saint Teresa of Calcutta)** - On February 14, 2017 the Board passed a motion to commission a local artist to create and install a sculpture in dedication of St. Teresa of Calcutta at Mother Teresa School. The artist has dedicated her time to the project. The sculpture is to be placed in a prominent spot in the school. The sculpture is now complete

and will be revealed on November 23, 2017 from 11 – 11:30 am. Father Albert will be in attendance the bless the sculpture.

APPENDIX “C”

INTERNATIONAL FIELD TRIPS – NOTRE DAME ACADEMY

- 3288 Motion. Robert Risling: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Notre Dame Academy Canadian History and Canadian Heritage trip to Eastern Canada on or about June 28, 2018 to July 6, 2018 subject to:
- submitting a 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 a flight
 - transportation details finalized and approved
 - volunteer requirements must meet guidelines in AP 260
- It is noted the Board of 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 November 2017 report is attached as an appendix to the minutes.
- Note: **School Communications & Social Media** – The November 2017 report is attached as an appendix to the minutes.

APPENDIX “D”

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

- Note: **Accountability Pillar** – The results of the Accountability Pillar were presented with excellent results to report. Highlights of the report will be posted on the district website including an info graphic. The Board stated that our academic success is directly related to the strong leadership in our schools, the excellent work of our teachers and support staff and through our supportive parents and the work of the students themselves. The Board will send a letter to the MHCBE thanking them for their hard work.
- Note: **Literacy & Numeracy** –The Literacy /Numeracy committee (chaired by Dr. Trisha Sotropa) has been meeting monthly, each school has at least one representative on the committee. The focus of the upcoming November 17th PD day will focus on: Increase Literacy, Build Awareness, Enhance Opportunities & Facilitate Partnerships. November 17th, the PD Day, keynote speaker Robin Bright U of L; Lori Bell, Alberta Education, Vicki Glass, SAPDC, Adelee Penner, Alberta Education and Trish Sotropa as well as own specialists, Monica Braat, Terri Ball, Hugh Lehr. Our focus is to increase literacy across the District.

SECRETARY-TREASURER – Greg MacPherson

- Note: **Trustee Honorarium** – The honorarium for Trustees is determined in accordance with Policy 7 – Article 11. Presented for information only.

ALBERTA SCHOOL FOUNDATION FUND

- Note: The Board of Trustees has opted out of the ASFF and the opting out remains in effect until recinded. The ACSTA has requested that Catholic School Boards renew the opt out of the ASFF as a symbolic gesture. The motion will be sent to the ACTS who will then provide the resolutions to AB Education.

- 3289 Motion. Peter Grad: "Be it resolved that Division 4 of the Part 6 of the School Act does not apply to Medicine Hat Catholic Board of Education and that the Medicine Hat Catholic Board of Education continues to opt out of the Alberta School Foundatin Fund under the powers granted in Section 171(2) of the School Act."

Carried unanimously.

Note: **ACSTA Covenant** – The Borad Work Plan has a review of the facilities covenant. This is reviewed by the Board annually. It was noted that we may wish to engage the new Bishop that Notre Dame Academy violates the Covenant as a shared facility. The Board will add this agenda for the Bishop's meeting in March 2018.

MEDICINE HAT COLLEGE PARTNERSHIP

- 3290 Motion. Kathy Glasgo: "BE IT RESOLVED that the Board of Trustees for the Medicine Hat Catholic Board of Education continue the partnership, as outlined in the proposed agreement, with the Medicine Hat College for the practical experience requirements for those Medicine Hat College students in the applicable programs of the Medicine Hat College for the period of November 1, 2017 to November 1, 2022".

Carried unanimously.

APPENDIX "E"

LEGAL MATTER

- 3291 Motion. David Leahy: "In the matter of 201706001, the Board of Trustees for the Medicine Hat Catholic Board of Education direct Senior Administration to action the recommendation provided by ASBA Legal".

Carried unanimously.

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

Note: **Mental Health Strategy** - MHCBE is committed to facilitating student mental wellness within a tiered support model in collaboration with community systems of care. Building mental health awareness, literacy, and expertise and addressing the challenge of stigma are key priorities. Emphasis is on the alignment of existing resources and strengthening community partnerships through collaborative communication, respect for confidentiality and the promotion of a shared language. Administrators over their next five staff meetings will review the Mental Health Strategic Plan.

COORDINATOR OF EARLY LEARNING – Terri Ball

Note: Early Learning Report is attached as an appendix.

APPENDIX "C":

COORDINATOR OF RELIGIOUS EDUCATION – Jill Wilkinson

Note: Religious Education Report is attached as an appendix. Oveview of Excellence in Catholic Education Award, Keeping Christ in Christmas and Mission Mexico.

APPENDIX "D"

COMMITTEE REPORTS

Medicine Hat Catholic Schools' Education Foundation – Dick Mastel

Note: First Meeting. Next meeting is November 28.

Representative to ACSTA – Dick Mastel

Note: The ACSTA had a silent auction for Toonies for Tuition. Medalta donation from MH Catholic. The ACSTA New Trustee Orientation. For the position of President, Adrienne Grange. One candidate for Vice-President, Paul Barassa. Nomination from the floor.

Representative to Teacher Board Advisory Committee – Kathy Glasgo

Note: No report.

Representative to ASBA Zone 6 – Peter Grad

Note: Elections were held. The new chair is Lori Hodges from Livingstone Range. Peter is the alternate ACSTA Director for 2017-2018. Executive meets every other month and a general meeting every other month. These offices are held for two years. Next executive meeting is December 13, 2017, we plan the general meetings and plan the PD. We do work on Edwin Parr. Resolution from Edmonton Public Schools that ASBA should form a Policy regarding LGBTQ students. ASBA has a policy now, this is being brought forward as an Emergent Motion at the ASBA AGM. Peter will speak against the motion, we already have a policy.

Representative to Support Staff Board Advisory Committee – David Leahy

Note: No report.

Representative to Parent Association – Kathy Glasgo

Note: Jodi Kerr is the new President. Joe and Robert shared the first mark of a Catholic leader. The next meeting is November 27, 2017. They raised the question about fundraising with Bingos and Casinos.

Representative to Salary Negotiations – ATA – Mr. Peter Grad

Note: We are starting our bargaining December 08, 2017

Representative to Salary Negotiations – CUPE – Mr. Dick Mastel

Note: There are new employment standards as of January 1, 2018, we will need to open the agreement to address.

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

Note: Next meeting is December 4, 2017. CUPE staff have requested a meeting to discuss some items.

Representative to Spiritual Leadership Scholarship Representative – mr. David Leahy

Note: Reverend, Mr. Robert Risling, Trustee presented the Spiritual Leadership Scholarship Award to Monsignor McCoy High School student Mishaela Lanigan on Wednesday, November 8, 2017 at the Monsignor McCoy High School Awards evening at the Medicine Hat College. The scholarship is in the amount of \$250.
Reverend, Mr. Robert Risling, Trustee presented the a second Scholarship Award to Monsignor McCoy High School student Alyssa Hellman for the AHS/STA Alexandra-St. Theresa Homecoming Society Reunion Scholarship for high average in Grade 12. The scholarship is in the amount fo \$300.

Representative to Student Board Advisory Committee – Mr. Dick Mastel

Note: No report. Chuck will set a date.

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

Note: Trustee Leahy will attend the meeting on November 28th at 9:30 to review the dedication space at McCoy to acknowledge the donors.

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

Note: This year we will reach out to each stakeholder groups and give a presentation and talk about building partnerships and working together in building the kingdom. We had a meeting last evening with the Knights of Columbus. We have four more meetings. We have three dates set and two additional dates to be set. We will have a followup meeting with the Knights. They are interested in working on a bigger project. It is really encouraging to hear from them. In our parent association group, we will review one of the five marks at each of the meetings. The thrust is home, school, parish.

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 9:37 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant