

**MINUTES OF THE REGULAR BOARD MEETING OF THE MEDICINE HAT CATHOLIC BOARD OF EDUCATION held at Catholic School Board Office, 1251 – 1<sup>st</sup> Avenue S.W., Medicine Hat, Alberta on March 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	
Jessica Caparini	Communications Officer	Absent

**OPENING PRAYER**

Note: The meeting was opened with prayer led by Robert Risling. The Board Chair thanked the gallery for attending. Thank you to all of those invited guests.

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING**

3342 Motion. Kathy Glasgo: “THAT the Minutes dated February 13, 2018 be approved as circulated”.

Carried unanimously.

**APPROVAL OF THE ACTION AGENDA**

3343 Motion. Peter Grad: “THAT the Action Agenda dated March 13, 2018 be approved as amended”.

Note: Move Item 16.7.1 ATA Negotiations to follow Item #6 Catholic Education.

Carried unanimously.

**APPROVAL OF THE NON-ACTION AGENDA**

3344 Motion. Peter Grad : “THAT the Non-Action Agenda dated March 13, 2018 be approved as circulated”.

Carried unanimously.

**PRESENTATION – EXCELLENCE IN CATHOLIC EDUCATION AWARD**

Note: **Excellence in Catholic Education Award Recipient** - The Board of Trustees recognized Sandra Richard, Principal of St. Louis School as the 2018 award recipient of the Excellence in Catholic Education Award. This award recognizes exemplary faith leadership in preparing youth to grow into outstanding citizens. Sandra will be formally recognized by the Council of Catholic School Superintendents of Alberta (CCSSA) at the upcoming SPICE Conference. Sandra was presented with a gift and a certificate. Congratulations Sandra.

Note: **Excellence in Catholic Education Award Nominees** - The Board of Trustees recognized both Ron Blackmer, Principal of St. Michael's School and Maria Sehn, Teacher at St. Michael's School as runners-up nominees for the award. Both were acknowledged as Ambassadors for Catholic Education. Congratulations Ron and Maria.

## APPENDIX "A"

### CATHOLIC EDUCATION

- Note: **Donation Drive** – For two weeks leading up to March 16th, MHCBE supported our local Pregnancy and Family Support Centre and the St. Vincent de Paul Society through a donation drive. All the items were taken to Holy Family Parish and then delivered to the charities by volunteers. Staff join the parish community at the church to celebrate a Mass on March 16th beginning at 9:00. Baskets will be set up in the foyer to accept monetary donations to the St. Vincent de Paul Society. This is a wonderful way to serve others and celebrate as a community of faith. Immediately following the Mass, a visitor from Cambodia shared his work in the Indigenous Community Support Organization which is a Development and Peace partner organization.
- Note: **Fourth R Training and Resources** - The Public Health Agency of Canada has provided a grant to all school divisions to receive training and resources in a health and family life program called the Fourth R. This program covers all of the outcomes in our health and family life programs and has been organized into four topics: Personal Safety and Injury Prevention; Substance Use, Addictions and Related Behaviours; Healthy Eating; and Human Sexuality. It has been very well received by teachers who are currently using it. A Catholic version has recently been developed with the addition of Catholic notes so teachers are clear on the Catholic perspective of each of the topics. Bishop William has given his approval for the teaching of this program because it presents the Catholic ideal of the gift of sexuality and develops an understanding of a chaste lifestyle. It also includes a parent newsletter to encourage parents to talk with their child in the areas of dealing with pressure, relationships and decision-making. Training for the junior high teachers will take place March 14, 2018 in the afternoon.
- Note: **Baptismal Kit** - We are creating baptismal kits for the parish to share with children receiving baptism. The kit will include a book titled "I love my Catholic School", the book includes as a personalized message from Medicine Hat Catholic Schools.

### MHCBE Mission Vision Survey & Board Retreat – Joe Colistro

- Note: **Board Retreat** – Surveys were sent to stakeholders March 12, 2018 seeking input on the Mission and Vision statements with the survey closing March 19<sup>th</sup>. The Committee will review and compile the survey results. Following that, the Committee will expand to include representatives from K of C, CWL, Parish Council and Clergy for consultation to develop the 1<sup>st</sup> draft of the Mission and Vision Statement for the District. A date for the retreat is set for April 24, 2018.

### NEGOTIATIONS ATA – Peter Grad

- Note: Trustee Grad noted that negotiations with the Alberta Teachers' Association has gone well and as such has a motion to present to the Board to ratify the Memorandum of Agreement.
- Note: Trustee, David Leahy left the board room at 7:04 p.m.
- 3345 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education ratify the Memorandum of Agreement reached between the Medicine Hat Catholic Board of Education and the Alberta Teachers' Association on March 07, 2018 as districted to the Board of Trustees".

Carried.

Note: Mr. Leahy returned to the board room at 7:10 p.m.

#### **BOARD WORK PLAN**

Note: **Board Policy 10 – Policy Making and Policy Revision** – It was noted by Trustee Leahy that the Board may not have followed Policy 10 when considering a recommendation to change the wording when considering moving the Committee of the Whole meetings from a closed session to open session. Mr. Leahy noted he will forward a Notice of Motion for the April Board Meeting to amend Policy 10.

#### **POLICY 2 – ROLE OF THE BOARD – 1<sup>ST</sup> Reading**

Note: The Board determined a revision to 7.1 is required.

3346 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve 1<sup>st</sup> reading of Policy 2 to revise 7.1 to read: Participate in ASBA and ASBA Zone 6 and ACSTA and utilize their advocacy services”.

Carried unanimously.

#### **POLICY 2 – ROLE OF THE BOARD -2<sup>ND</sup> Reading**

3347 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve 2<sup>nd</sup> reading of Policy 2 to revise 7.1 to read: Participate in ASBA and ASBA Zone 6 and ACSTA and utilize their advocacy services”.

Carried unanimously.

Note: Third reading will be presented at the April Board Meeting.

#### **POLICY 7 – BOARD OPERATIONS – 1<sup>ST</sup> Reading**

Note: The Board determined three revisions were required to Policy 7.

3348 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve 1<sup>st</sup> reading of Policy 7: 1.3 replace *may* with **shall**; replace *three years* with **four years**; 2.0 replace *Superintendent* with **Secretary-Treasurer**”.

Carried unanimously.

#### **POLICY 7 – BOARD OPERATIONS – 2<sup>ND</sup> Reading**

3349 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve 2<sup>nd</sup> reading of Policy 7: 1.3 replace *may* with **shall**; replace *three years* with **four years**; 2.0 replace *Superintendent* with **Secretary-Treasurer**”.

Carried unanimously.

#### **POLICY 7 – BOARD OPERATIONS – 3<sup>RD</sup> Reading**

3350 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve 3<sup>rd</sup> reading of Policy 7: 1.3 replace *may* with **shall**; replace *three years* with **four years**; 2.0 replace *Superintendent* with **Secretary-Treasurer**”.

Carried unanimously.

## APPENDIX "B"

### CORPORATE COMMUNICATIONS

- Note: **Alberta Education letter to stakeholders** – Letter regarding Parent & Stakeholder Survey Spring 2018 relating to Student Transportation Eligibility was shared with stakeholders.
- Note: **School Art Dates** – March 12-16, 2018 Installation, March 24-May 13, 2018 Exhibition, March 25, 2018 Awards Ceremony.

## APPENDIX "C"

### MONSIGNOR MCCOY HIGH SCHOOL MODERNIZATION

- Note: **Construction** – It was noted the front office flooring will be completed over the Easter break.
- Note: **Fundraising** – A detailed review of the March 1, 2018 Grand Opening Celebration was shared with the Board. It was a very successful event. An overview of the event will be highlighted in the March Board Bulletin including a thank you to our donors and sponsors with recognition for those involved in the Modernization celebration. The Board noted that it will now dissolve the Monsignor McCoy High School Modernization Adhoc Committee.

## APPENDIX "D"

### ÉCOLE ST. JOHN PAUL II SCHOOL

- Note: **A Meet and Greet Event** - Held on March 12, 2018 at Holy Family Parish Hall with an excellent turnout of parents looking to register for the new school and to meet the Principal and Vice-Principal. There were many inquiries about the programming being offered and lots of great discussion about the features of the school. It is noted the modular for École St. John Paul II School have been approved. We are moving one modular from École St. Thomas d'Aquin and two modular from St. Francis Xavier School; both are expected to be in place at the new school for September 2018. Thursday is the next construction site-meeting. More information will be provided at the April Board meeting.

### SUPERINTENDENT OF SCHOOLS – Joe Colistro

- Note: **Education Plan** – On February 15<sup>th</sup> and March 5<sup>th</sup>, 2018 each of our 9 schools had an opportunity to present their school education plans to the Trustees and other invited members of CWL, K of C and the parish team members. It was noted it did make for a longer evening with numerous presentations back to back. Overall we had hoped for a better turnout in order to share the excellent things happening in our schools with our parish community.
- Note: **École St. John Paul II Meet and Greet & Registration Event** - As noted earlier, a Meet and Greet event for our newest Catholic Elementary School was held on March 12, 2018 from 4:30 – 7:00 p.m. with light refreshments served. Approximately 100 people attended, it was a very successful event. There was a lot of interest relating to our Early Learning Program. It was great to have representatives from our Early Learning Community attend to offer advice and to give information to new parents as well as hosting an activity centre as part of the evening.
- Note: **École St. John Paul II School Update** – October 22, 2018 Feast of St. John Paul II will be the official opening celebration date for our new school. Mr. Robert Dumanowski has commenced his position as Principal of Ecole St. John Paul II School, currently working at central

office. Meetings are being held every two weeks with Mr. Dumanowski, Principal and Mr. Terry Kennedy, Vice-Principal with central office administration to review the school work plan and update the checklist. The new school will offer: Early Learning Program, M-F mornings and afternoon; K-6 English with French Immersion and a Before and After School Program.

- Note: **Board Retreat** – Reported earlier in the evening under Catholic Education item.
- Note: **Stakeholder Engagement** – We are planning on hosting two stakeholder engagement sessions to review School Fees and 3 Year Education Plan. The sessions are planned for March 26, 2018 at 6pm and March 27, 2018 at noon. A report of those sessions will be shared at the April Board Meeting.
- Note: **International Education Update** – We currently have 3 students at Monsignor McCoy, two from Japan and one from Germany. We have had interested expressed from the school in Japan to offer a summer program, we will be meeting with the representatives from Yokohama Hayato to discuss the feasibility of this request.
- Note: **Cannabis Survey** – City of Medicine Hat – We received an invitation from the City of Medicine Hat to provide feedback on the Cannabis policy for Medicine Hat. At a recent DLT meeting we reviewed the survey and were able to reach consensus for a response to each question on behalf of the group. We submitted our responses. In addition, we forward the survey link to our parents and staff via our Facebook page.
- Note: **Edwin Parr Teacher Award** – Each year ASBA Zone 6 honours outstanding first year teachers with the Edwin Parr Teacher Award. School are asked to nominate a first year teacher by March 9, 2018. A process is then undertaken by the jurisdiction to submit the nomination to ASBA.
- Note: **Bishop Meeting March 15, 2018** – The Board and Administration are scheduled to meet with Bishop McGrattan to highlight some of the initiatives we have undertaken in the District as well as to discuss issues or concerns we may have, or that affect Catholic Education in Alberta. A report on the meeting will be shared at the April Board meeting.
- Note: **Superintendent and School Board Evaluation** – Mr. Terry Gunderson, consultant from ASBA will conduct the evaluations on May 23, 2018.
- Note: **Hour Zero** – We have engaged Hour Zero to develop a complete emergency program for MHCBE. An initial training day was held February 6, 2018 with Principals, Vice Principals, School Secretaries and several central office staff including Administration. We will continue to inservice as the program is implemented.
- Note: **Breakfast Program** – Representatives from AB Education visited Mother Teresa School on February 28<sup>th</sup> to view the program, They were impressed with how smooth and well organized the program was. A meeting was also held with Mother Teresa and St. Louis to discuss how the programs were running overall in relation to operations and finances and potential next steps for 2018-2019. We would like to expand the program to other elementary schools, however, this will be determined following the funding announcement from AB Education.
- Note: **Annual Education Results Report and 3 Year Ed Plan Review** – A review of the major items within the plan were reviewed with Trustees including the Mission and Vision Statement Review, the development and work of various Committees and Projects and New Programs implemented in the District.

## COMMUNICATIONS

Note: **Corporate Communications** – Presented earlier in the evening the Communications Report consisted of the Monsignor McCoy Grand Opening Event.

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

## APPENDIX “F”

### ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

#### SCHOOL YEAR CALENDAR

3351 Motion. David Leahy: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2018 – 2019 school year calendar”.

Carried unanimously.

## APPENDIX “G”

Note: **Dual Credit** – MHCBE has been awarded \$50,000 for the implementation of a dual-credit program for a cluster of two business courses providing students the opportunity to complete Introduction to Business and Business Entrepreneurship. The program is comprised of online lectures and online interactive modules, along with a campus visit for a business pitch competition. As the neighboring boards have also been awarded, we plan to release a Tri-District/MH College Media release with the details.

Note: **TQS and LQS** - We have been using our PD days to review the new Teacher Quality Standards with Principals; now we will begin to circulate the TQS to Teachers. This process will continue throughout this year and into next year. In addition a new Leadership Quality Standard has been developed for Principals and School Jurisdiction Leaders. The new TQS and LQS are in effect September 1, 2019.

### SECRETARY-TREASURER – Greg MacPherson

Note: **Summer Games** – We’ve met with Dr. Sauer and have made a commitment to offer Medicine Hat Catholic Schools (Monsignor McCoy, Notre Dame and St. Mary’s) for the 2020 Summer Games. The schools will be used for accommodations and/or events.

Note: **School Fees** – We have begun the review of School Fees by collecting information from schools. We anticipate presenting to the Board in April subject to the budget timelines and any new information from the budget.

Note: **2016-2017 Financial Reporting Profile** – Annually AB Education produces the financial reporting profile to highlight the financial profile for the District compared to other School Boards to provide a measure of the financial health of the Board. The profile was shared with the Board for information.

Note: **2017-2018 2<sup>nd</sup> Quarter Financial Report** – The 2<sup>nd</sup> Quarter Financial Report was presented to the Board. This is a financial update for the period September 1, 2017 to February 28, 2018; with a review of the Budget, Operations, Forecasted Operations to Year End and Spending by Program.

## APPENDIX “H”

### ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

Note: **Learning Assistant Professional Development Day Overview** – A review of the upcoming PD opportunity for our school-based Learning Assistants was presented. There are back to back breakout sessions for staff including personal development sessions to support staff wellness. This will be an excellent professional development opportunity.

Note: **Workplace Survey** – We have undertaken the development of the workplace violence survey and have engaged our staff to complete the survey. Results will be shared with the Board as soon as possible.

#### **COORDINATOR OF EARLY LEARNING – Terri Ball**

Note: **Early Learning Calendar** – It is noted an Early Learning Calendar is developed in coordination with the District School Year Calendar. The 2018-2019 Early Learning Calendar was presented to the Board and received approval in conjunction with the District School Year Calendar. The ELP calendar has three orientation days for Kindergarten and ELP on Sept 4, 5, 6 with the first day for ELP students Sept 7<sup>th</sup>.

#### APPENDIX “I”

#### **COMMITTEE REPORTS**

##### **Medicine Hat Catholic Schools’ Education Foundation – Dick Mastel**

Note: Next meeting is March 20, 2018. Trustee, Kathy Glasgo will attend for Trustee Dick Mastel.

##### **Representative to ACSTA – Dick Mastel**

Note: Next meeting is May 2018. Mr. Mastel noted he will be attending the Throne Speech in Edmonton having received an invitation.

##### **Representative to Teacher Board Advisory Committee – Kathy Glasgo**

Note: Trustee Glasgo connected with the Teacher Board Advisory representative for some background on the committee work. The group had met three or four times per year, the practice mostly ended as there could be no discussion about contractual issues. The group did have some good discussion relating to the C2 initiative from Alberta Education. The Board will review this committee and its work to determine opportunities to connect with our Teachers.

##### **Representative to ASBA Zone 6 – Peter Grad**

Note: By early April, the proposed budget from the ASBA will be available. The Zone 6 Executive Meetings will change to third Wednesday rather than 2<sup>nd</sup> Wednesday. The next meeting is Wednesday, March 14, 2018 in Lethbridge.

##### **Representative to Support Staff Board Advisory Committee – David Leahy**

Note: The report from Trustee Leahy is included in the Board Agenda Package and will be added to the minutes as an Appendix.

#### APPENDIX “J”

##### **Representative to Parent Association – Kathy Glasgo**

Note: Meeting was held February 26, 2018. All schools were represented. Trustee, Robert Risling gave a presentation on the third mark, this was very well received. The group discussion included the closure of École St. Thomas d’Aquin and the potential of an Adhoc Committee to advocate for the École St. John Paul II School relating to French Immersion. There is a School Council Conference in Edmonton in April for Parents. The next meeting is March 26, 2018.

**Representative to Salary Negotiations – ATA – Mr. Peter Grad**

Note: No further report to earlier report in the meeting this evening.

**Representative to Salary Negotiations – CUPE – Mr. Dick Mastel**

Note: No report.

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

Note: No report.

**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. It was noted the Board now wishes to disband this committee.

3352 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education disband the Monsignor McCoy Modernization (Adhoc) Committee".

Carried unanimously.

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

Note: No report.

**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 Peter Grad.

**ADJOURNMENT**

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

Note: The meeting adjourned at 9:51 p.m.

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Dick Mastel, Board Chair

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Della Dewald, Executive Assistant