

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 10, 2015 @ 3:00 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
Dominique Hirsch	Communications Officer
Della Dewald	Executive Assistant & Communications

Note: The meeting was called to order at 3:00 p.m.

OPENING PRAYER

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

Note: The Board Chair welcomed the Media & Parents in attendance in the Gallery.

APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING

3020 Motion. Robert Risling: "THAT the Minutes of the Regular Meeting October 13, 2015 be approved as amended".

Note: Amendments:
Revision to the Sisters of Charity item: Revise the sentence to read our request did "not" specifically meet the criteria.

Carried unanimously.

APPROVAL OF THE MINUTES OF THE ORGANIZATIONAL MEETING

3021 Motion. Peter Grad: "THAT the Minutes of the Organizational Meeting be approved as circulated".

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

3022 Motion. Regina Durst: "THAT the Action Agenda dated November 10, 2015 be approved as circulated".

Carried unanimously.

APPROVAL OF THE NON-ACTION AGENDA

3023 Motion. Regina Durst: "THAT the Non-Action Agenda dated November 10, 2015 be approved as circulated".

Carried unanimously.

PRESENTATION

Note: Mrs. Trish Sotropa, a Teacher at St. Mary's School was in attendance to give a presentation to the Board of the curriculum development work being done with Development and Peace. Trisha was chosen to participate in developing Lesson Plans for Development and Peace using

the Alberta Curriculum this past summer. Teachers worked in curriculum groups K-3, 4-6, 7-9 and High School. Trisha noted that teachers will be able to use the Development and Peace materials to integrate social justice issues into school curriculum combining outcomes from Religion, Social Studies and Language Arts.

CORPORATE COMMUNICATIONS

- Note: **Media Release** - Board Chair and Board Vice-Chair announcements were made following the annual Organizational Meeting. Mr. Dick Mastel was elected Board Chair and Reverend Mr. Robert Risling was elected Board Vice-Chair.
- Note: **Media Release** - Board Organizational Meeting Committee Representatives were announced in a media release following the Organization Meeting appointments.
- Note: **70th Anniversary of the Dutch-Canadian Friendship Tulip Garden Ceremony** - Held at Veterans Park in Medicine Hat. St. Louis School Grades 2/3 attended to represent our Catholic schools at the event.
- Note: **Media Release - Medicine Hat College and St. Mary's School Fine Arts Academy Partnership** – This new partnership creates many opportunities for our students to access the fine arts facilities at the Medicine College on campus on a regular basis.
- Note: **Media Release** - Monsignor McCoy Fundraising efforts are going well, we continue to receive donations and are pleased to announce we have raised \$86,000 as of November 10, 2015.
- Note: **Minister of Education** - A letter was received from the Minister of Education announcing the approval of the Medicine Hat Southland Elementary School Project.

APPENDIX "A"

BOARD WORK PLAN

- Note: **ACSTA Covenant Review** – Annually, the Board reviews the Covenant published by the Alberta Catholic School Trustees' Association. The Covenant reviews the guiding principles for Catholic School Boards in relation to joint use facilities.
- Note: **Bishop's Dinner Catholic Diocese of Calgary** – A number of Trustees, Administration along with our Parent Association Chair attended the Bishop's Dinner on October 22, 2015 in Calgary. Proceeds supported Acadia Place, the Champions Centre in Medicine Hat and Brooks and the Taber and District Housing Foundation. Bishop Henry's message focused on the thoughtful words of Pope Francis's Jubilee of Divine Mercy.
- Note: **Board Policy 2 – Role of the Board** – As outlined in Article 2.6 of the Policy, the Board annually approves a communications strategy. Administration will formalize the strategy. A plan will be presented to the Board in the new year for approval.
- Note: **Board Policy 7 – Board Operations – Article 11 Trustee Compensation** - It is noted that at the first board meeting following Oct 31 of each year, the Board is informed of the honorarium payable to each Trustee for that school year. Discussion followed regarding remuneration for the Board Chair. The following motion was presented by Mr. Peter Grad.

APPENDIX "B"

Policy 7 – Board Operations 1st Reading

3024 Motion. Peter Grad: "THAT the Medicine Hat Catholic Board of Education approve first reading of Policy 7 Board Operations that the Chair of the Board shall receive 22% of the annual teacher's salary **plus an additional \$200 per month**".

Vote: In Favor: 3 Trustees
Opposed: 1 Trustee

Carried.

Policy 7 – Board Operations 2nd Reading

3025 Motion. Peter Grad: "THAT the Medicine Hat Catholic Board of Education approve second reading of Policy 7 Board Operations that the Chair of the Board shall receive 22% of the annual teacher's salary **plus an additional \$200 per month**".

Vote: In Favor: 3 Trustees
Opposed: 1 Trustee

Carried.

Note: Policy 7 – Board Operations will be presented for third reading at the December 08, 2015 Board Meeting.

APPENDIX "C"

MONSIGNOR MCCOY MODERNIZATION

Note: **Construction** – Mr. Greg MacPherson reported that site meetings are being held every two weeks. The gym floor has been approved, the entire floor will be replaced, and we appreciate Alberta Infrastructure agreeing to replace the floor. The framing is in on the temporary classrooms, with potential operation in December. At this time, we are confident there is little disruption at the school level due to construction.

Note: **Fundraising** – Mrs. Dominique Hirsch reported that we are now at \$120,000 in our fundraising efforts toward the enhancements at the school. Our service provider is doing a good job towards our fundraising goals of \$500,000.

SOUTHLAND ELEMENTARY SCHOOL – NEW

Note: **Planning & Construction** – Mr. Greg MacPherson reported that we are looking at subdividing the property with the public school board. We have had good preliminary discussions. The property is now being surveyed. We have met with the Architects and a number of members from our Division Leadership Team to review and make recommendations of the proposed design. Trustees have had an opportunity to provide feedback on the proposed design. This project is moving along smoothly. Southland School was not on the list of project delays from the Minister.

SUPERINTENDENT OF SCHOOLS – Mr. Joe Colistro

Note: **Southland School – Naming of Facilities** – The Superintendent will authorize the formation of a committee for the naming of the school as stated in Administrative Procedure 540. The committee will have representation from stakeholder groups as required. Once the committee has come up with possible names, they will be forwarded to the Board for approval either in March or April 2016.

Note: **Education Plan and Professional Growth Plan Review Meetings** – Our Strategic Plan was the driver to our School Education Plans this year. Each school prepared their plans based on the 7 strategic priorities.

Meetings were held in early November with each school Principal and/or Vice-Principal to review their plans. At the same time, a review of the administrators Professional Growth Plans were discussed.

Note: **Meeting with Bishop Frederick Henry** – Superintendents from School Divisions in the Diocese of Calgary are invited to meet with Bishop Henry on Dec. 04, 2015 in Calgary at the Pastoral Centre. Superintendents are invited to submit topics for the meeting. This will be a great opportunity to connect with the Bishop.

Note: **November Meetings** – The Board and Senior Administration have numerous meetings and commitments in November including CASS, CCSSA, ACSTA and ASBA AGM's, C2, Special Board Meeting, CASSIX and the Bishop's Meeting. It is noted November is a very busy month.

Note: **Annual Education Results Report and Three Year Education Plan Combined Report** – The AERR and 3 Year Ed Plan is due to the Ministry by November 30, 2015. We will approve the report at the Special Board Meeting on November 24, 2015. The report is directly linked to the Division's Strategic Priorities.

Note: **Catholic Education Centre Staff Meetings** – Each morning staff at central office gather for prayer. We pray together and for the intentions of others. On Wednesday mornings we take a short break for fellowship. At Christmas we become involved with activities and food drives. On Nov 2, we had our 1st central office staff meeting to talk about what is happening throughout our division. We talked about PD., updates on the Modernization at Monsignor McCoy, Southlands School, Communications, Strategic Priorities and our office Emergency Plan. We plan to meet every two months.

Note: **Monsignor McCoy High School Re-Design** – On Oct 22, we met with Alberta Education and School Administration to review the progress of High School Redesign at the school. Meetings coordinated by Alberta Education are held twice per year. *High School Redesign* allows for greater flexibility in the school timetable to allow students greater opportunity for authentic learning and a more collaborative student-centered learning environment.

Note: **Communications** – We continue to make great progress in the formation of the Communications Plan. In our AERR & 3 Year Education Plan we included communications as a strategic priority.

COMMUNICATIONS REPORT – Mrs. Della Dewald

Note: Communications included advertising and marketing for the months of October and November 2015. Advertising for Remembrance Day, 2016 Alberta Winter Games Tabloid Feature and the Tourism Medicine Hat Relocation Guide. A report from the Alberta School Jurisdictions FOIP Coordinators Meetings was presented. Discussions at the meeting focused on Privacy Impact Assessments Tool; an update of Cloud Technology for consideration by public bodies; Notification, Disclosure and Use of Human Resources information within public bodies; Google Apps and developing "approved" apps listings for public bodies and FNMI and Self-Identification regarding student registration requirements.

MOVE IN-CAMERA

3026 Motion. Dick Mastel: "THAT the Board of Trustees move In-Camera for Personnel".

Carried unanimously.

Note: The Board moved In-Camera at 4:12 p.m. All in attendance left the Board room except for the Trustees.

MOVE OUT OF IN-CAMERA

3027 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 4:38 p.m. The Gallery and all others returned to the Board room.

Carried unanimously.

ASSOCIATE SUPERINTENDENT REPORT – Mr. Chuck Hellman

Note: **Student Board Advisory** – We have proposed a date for a Student Board Advisory meeting of December 10, 2015. We will meet with student representatives from Monsignor McCoy High School, St. Mary's School and Notre Dame Academy. We will require parent permission for students to participate on the committee. The goal is to talk to students about their school experiences, student engagement opportunity and topics of interest from the students' perspective.

SECRETARY-TREASURER REPORT – Mr. Greg MacPherson

Note: **Capital Plan Update** – We have met with Ferrari Westwood Babits on two occasions regarding Long Term Facility Plan; this is part of the Facility Planning Review on the Board's Work Plan.

INFRASTRUCTURE MAINTENANCE RENEW (IMR) PLAN

Note: **Infrastructure Maintenance Renewal (IMR) Plan 2015-2016** – The Board was presented with the IMR Plan for Board approval.

3028 Motion. Regina Durst: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2015-2016 IMR Plan in the amount of \$975,892 for new projects and \$178,112 for the previously committed projects in progress from 2014-2015 as presented".

Carried unanimously.

APPENDIX "D"

Note: **Trustee Honorarium** – This item was reviewed earlier by the Board under the Board Work Plan. No further discussion.

Note: **Modular Request** – Medicine Hat Catholic Board of Education in conjunction with Alberta Education determined that no new modular at required at this time.

ASBA SUPPLEMENTAL INTEGRATION PENSION PLAN (SiPP) Amendments

Note: The ASBA have requested that Board's approve the amendment to SiPP as presented.

3029 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve retroactive amendments 1 through 6 to the ASBA Supplemental Integration Plan as presented".

Carried unanimously.

3030 Motion. Regina Durst: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve amendment 7 to the ASBA Supplemental Integrated Pension Plan as presented".

Carried unanimously.

- 3031 Motion. Robert Risling: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the revised Participation Agreement for the ASBA Supplemental Integrated Pension Plan as presented".

Carried unanimously.0.

APPENDIX "E"

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Mr. Hugh Lehr

- Note: **Tell Them from Me Survey** – Through this unique student survey, data can be used to develop and focus interventions for students. The survey is produced in partnership with Alberta Education and the Learning Bar with questions tailored specifically to Schools and School Boards.
- Note: **VTRA Training** – Violence Threat/Risk Assessment – VTRA training has been offered in our Division for the last 5 years. The VTRA model details unique protocols to respond to threats that are consistent within our local community and education partners. The plan is to now take that protocol and expand it to the Southeastern Alberta regional level through the Regional Collaborative Service Delivery (RCSD) partners.
- Note: **SIVA Training** – Supporting Students through Valued Attachments – We will be hosting SIVA Training on Nov 19 and Nov 20. This is a Canadian based provider of specialized safety management services for caregivers and families responsible for mentally ill and developmentally delayed children and adolescents and adults. SIVA promotes safety based on communication and trusted relationships built between caregivers.

DIRECTOR OF EARLY CHILDHOOD SERVICES – Mrs. Kym Porter

- Note: **Flulapalooza** – This annual event was hosted in Medicine Hat for the community to access a multitude of services including Flu Shots or health related services including education based services. Medicine Hat Catholic Board of Education representatives from Learning Services were in attendance and hosted a booth. This was a good opportunity to connect with community.

RELIGIOUS EDUCATION COORDINATOR REPORT – Mrs. Jill Wilkinson

- Note: **Faith Day Donation Drive** – We have the amazing opportunity to begin the Year of Mercy by supporting local community organizations. This year all nine schools and the division central office will support three organizations: The Women's Shelter, The Pregnancy and Family Support Centre and Saamis Immigration. Donations will be taken to Holy Family Parish and set up in the entrance. We will celebrate a Division Mass on November 20th, volunteers from the church will then help deliver the items to the organizations. During the Mass we will have a second opportunity to support the Brown Bag Lunch Program at the Food Bank, last year we collected \$860.
- Note: **Mission Mexico** – Students and staff will participate in Mission Mexico Day to help support humanitarian needs of marginalized mountain communities in southern Mexico. As well, the proceeds last year supported Alex's Welding Shop in memory of former Monsignor McCoy 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 create a poster sharing their reflections of this message. The Catholic Women's League is sponsoring a writing contest, students can write a story or poem, letter or essay. Poster and Essays will be picked up Friday, Dec 11th. Poster will be displayed at St. Patrick's Parish Hall.

Note: **Excellence in Catholic Education** – There are many Catholic teachers who make a real difference in the lives of our students. Nominate a deserving teacher for this award by January 31, 2016. The Trustee representative is Reverend Mr. Robert Risling.

COMMITTEE REPORTS

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

Note: No report. Next meeting is November 17, 2015.

Representative to ACSTA – Mr. Dick Mastel

Note: The annual ACSTA AGM is November 13-15, 2015 in Edmonton. Trustees Mastel, Grad, Durst and Risling will attend along with the Superintendent of Schools.

Representative to Teacher Board Advisory – Reverend Mr. Robert Risling

Note: No report.

Representative to ASBA Zone 6 – Mr. Peter Grad

Note: The annual ASBA AGM is November 15 – 17, 2015 in Edmonton. Trustees Mastel and Grad are attending.

Note: ASBA Report – ASBA Officers remained the same by acclamation. A meeting was held with the Minister of Education regarding the Education Act, Student Residency, Natural Persons Power, Access of Age and School Fees. The report from ASBA regarding Schools Fees was shared with Trustees. It is suggested that School Boards review their own school fee protocols and fee structure.

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

Note: A meeting was held on October 21, 2015. The group reviewed the Support Staff Handbook changes for this year. Discussions focused on a Health Spending Account for support staff, as well as a review of classifications for hiring.

Representative to Parent Association – ~~Reverend Mr. Robert Risling~~ – Peter Grad

Note: Trustee, Peter Grad attended for Trustee Risling. It was determined that Mr. Grad will assume this committee role as the representative. There was some discussion on School Board Reserves. Two guests in attendance from the City of Medicine Hat to talked about School Zone Safety. The next meeting is scheduled for November 30, 2015 at 7 pm.

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 Committee – Reverend Mr. Robert Risling

Note: No report.

Representative to Spiritual Leadership Scholarship – Mrs. Regina Durst

Note: Awards were held by Monsignor McCoy High School at the MH College on October 28, 2015. The Board awarded three awards. Mrs. Durst made the presentation on behalf of the Board.

Representative to Student Board Advisory Committee – Mr. Dick Mastel

Note: No report. First meeting is scheduled for December 10, 2015 at 3:00 p.m.

Representative to C2 (Adhoc) Committee – Reverend Mr. Robert Risling

Note: A meeting is scheduled to be held in Calgary on November 24, 2015.
Trustee Mastel and the Superintendent are planning to attend.

Representative to Monsignor McCoy High School (Adhoc) Committee - Mrs. Regina Durst

Note: No report.

Representative to School Parish Relations Committee (Adhoc) Committee – Reverend Mr. Robert Risling.

Note: This is a new Committee with a new Appointment. No report at this time.

ADJOURNMENT

Note: The meeting was called adjourned by Mr. Dick Mastel.

Note: The meeting adjourned at 6:00 p.m.

Mr. Dick Mastel, Board Chair

Mrs. Della Dewald, Executive Assistant