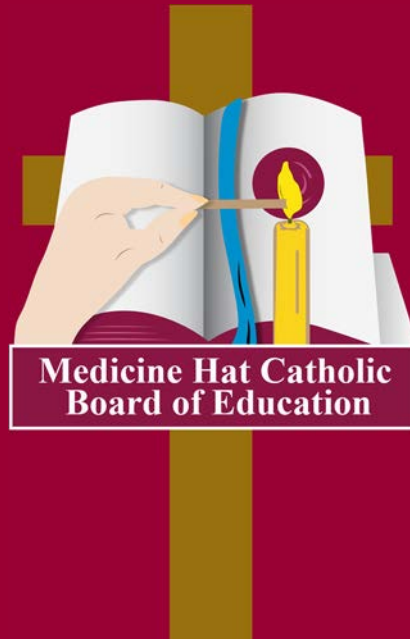


Medicine Hat Catholic Board of Education



PUBLIC AGENDA

Tuesday, October 09, 2018 @ 6:00 p.m.

Catholic School Board Office
1251 – 1st Avenue SW Medicine Hat, AB

Medicine Hat Catholic Board of Education

ACTION AGENDA

DATE: October 09, 2018

Place: Catholic Education Centre

Time: 6:00 p.m.

	<p style="text-align: center;">WE ARE CALLED Always and Everywhere to: Model Christ, Pray and Serve, Build a Faith Community</p> <p style="text-align: center;">Theme for 2018-2019: How do we lead our young people (students) to recognize & accept the love & joy experience when they encounter Christ. <i>"These things I have spoken to you, that my joy may be in you, and that your joy may be full". John 15:11</i></p>		
1.	<p><i>Prayer Celebration</i> We will begin the meeting with a Reading & Reflection led by Trustee, Reverend Mr. Robert Risling.</p>	Robert Risling	
2.	<p><i>Organizational Meeting</i> <u><i>2.1 The annual Organizational Meeting of the Board will take place prior to the Regular Meeting.</i></u> The Board of Trustees holds an annual Organizational Meeting as per Board Policy 7. <u><i>2.2 Approval of the Minutes of the Regular Board Meeting – September 11, 2018</i></u> <u>♦Recommendation:</u> "THAT the Minutes of the Regular Meeting held September 11, 2018 be approved as circulated".</p>	Dick Mastel	<i>Encl.</i>
3.	<p><i>Approval of the Action Agenda</i> <u>♦Recommendation:</u> "THAT the Action Agenda dated October 09, 2018 be approved as circulated".</p>	DM	<i>Encl. 1-4</i>
4.	<p><i>Approval of the Non-Action Agenda</i> <u>♦Recommendation:</u> "THAT the Non-Action Agenda dated October 09, 2018 be approved as circulated".</p>	DM	<i>Encl. 5</i>
5.	<p><i>Presentations</i> <u><i>5.1</i></u> MNP – Representatives from MNP will be in attendance to present the Board with the Audit Service Plan. (<i>See Item 11.1</i>)</p>	DM	
6.	<p><i>Catholic Education</i> Note: As part of the monthly Board Meeting format a standing agenda item titled: CATHOLIC EDUCATION will highlight and feature agenda items specifically related to Catholic Education This is a great opportunity for the School District to bring prominence to items relating to Catholic Education at the start of the Board Meetings. This section will include the the Religious Education Coordinator Report. <u><i>6.1 Religious Education Report</i></u> – Sandra Richard, Religious Education Coordinator <u><i>6.1.1</i></u> Notice of Motion submitted by Trustee, David Leahy for October 9,2018 Regular Board meeting of the Medicine Hat Catholic Board of Education.</p>	DM SR DL/SR	<i>Encl. 6</i>

	<p><u>Proposed Motion:</u> That Trustees direct administration to engage in discussion with local parishes in order:</p> <p><u>1.</u> to have more of our parents and children baptized through the schools and; or</p> <p><u>2.</u> to explore the possibility of RCIC run through our schools</p> <p><u>6.1.2</u> <i>Chaplaincy</i></p> <p><u>6.1.3</u> <i>Bishop's Dinner – October 19, 2018</i></p> <p><u>6.2</u> <i>School Parish Community Relations Committee Report – Robert Risling, Trustee</i></p>	RR	7 - 10
7.	<p><u>Board Work Plan</u></p> <p><u>7.1</u> <i>Notice of Motion</i> submitted by Trustee, David Leahy for October 9, 2018 Regular Board meeting of the Medicine Hat Catholic Board of Education.</p> <p><u>Proposed Motion:</u> To amend Board Policy and the respective Support Staff Handbooks to allow staff to appeal a termination of employment to the Board of Trustees.</p> <p><u>7.2</u> <i>Board Work Plan Review</i> – The Board Work Plan directs the monthly work of the Board. A Board Work Plan was approved at the September 2018 Board Meeting. Five items were noted under September 2018; those 5 items are now embedded into the revised plan. The Board will review the placement of those items and determine any action required from the revised Work Plan.</p> <p><u>7.3</u> <i>Boundary Review</i> – Annually the Board reviews boundaries and determines if any changes are recommended prior to February registration. (<i>See Item 11.3</i>)</p> <p><u>7.4</u> <i>Class Size Survey</i> – The Class Size Survey is presented to the Board on an annual basis and in addition is included in the Annual Education Results Report. The Class Size Survey data will be entered beginning mid-October, the data will then be analyzed by the jurisdiction and once finalized submitted to AB Education on or before November 30, 2018.</p> <p><u>7.5</u> <i>Communication Strategy</i> – Annually the Board of Trustees approves a Communication Strategy. (<i>See Item 9.7.1</i>)</p>	DM DM/DL CH	Encl. 6 11 - 12
8.	<p><u>Corporate Communications</u></p> <p><u>8.1</u> <i>Letter to the City of Medicine Hat relating to Cannabis.</i> – The Board of Trustees wrote a letter to the City of Medicine Hat relating to the Cannabis legislation and public consumption in the City of Medicine Hat.</p> <p><u>8.2</u> <i>Alberta Health Services Flu Vaccination Schedules for SE AB</i> – Notice from AB Health Services of the upcoming Flu Clinics.</p> <p><u>8.3</u> <i>École St. John Paul II School Grand Opening Celebration</i> – Invitation to our community to attend the School Grande Opening celebration on Monday, October 22, 2018. A special invitation to the Grand Opening, watch the <u>1st day of School</u> video at École St. John Paul II.</p>		13 14 - 16 17
9.	<p><u>Superintendent of Schools Report – Mr. Joe Colistro</u></p> <p><u>9.1</u> <i>Board Retreat</i></p> <p><u>9.2</u> <i>Sports Academy Review</i></p> <p><u>9.3</u> <i>Education Plan</i></p> <p><u>9.4</u> <i>Nutrition Update</i></p> <p><u>9.5</u> <i>Bishop's Dinner</i></p> <p><u>9.6</u> <i>International Field Trips (standing item) – Notre Dame Academy-Maritimes</i></p> <p><u>9.7</u> <i>Communications Reports</i></p> <p><u>9.7.1</u> <i>Corporate Communications</i></p> <p><u>♦Recommendation:</u> “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Communication Strategy for 2018-2019 as presented”.</p>	JC	(Report) 18 - 20 21 Report 22 - 26 Handout

	<u>9.7.2 School Communications & Social Media</u>		27 - 28
10.	<i>Associate Superintendent Human Resources – Mr. Chuck Hellman</i> <i>10.1 Staffing Report to the Board</i>	CH	(Report) -
11.	<i>Secretary-Treasurer Report – Mr. Greg MacPherson</i> <i>11.1 2017 – 2018 Financial Audit – Audit Service Plan</i> <i>11.2 2018-19 Student Enrolment</i> <i>11.3 Board Work Plan – Boundary Review</i> <i>11.4 November 2018 – Second Regular Meeting</i> <i>♦Recommendation:</i> THAT the Board of Trustees for the Medicine Hat Catholic Board of Education hold a Regular Meeting of the Board under Sectin 66 of the School Act on November 27, 2018 at 3:30 p.m. at the Catholic Education Centre.	GM	(Report) 29 - 30 31 - 61 62 - 64
12.	<i>Associate Superintendent Learning Services – Mr. Hugh Lehr</i> <i>12.1 Mental Health Strategy</i>	HL	(Report) 65 - 69
13.	<i>Coordinator of Early Childhood Services –Mrs. Terri Ball</i> <i>13.1 No report.</i>	TB	(Report) -
14.	COMMITTEE REPORTS (presented by appointed Trustees)	DM	
	14.1 Medicine Hat Catholic Schools' Education Foundation – Dick Mastel		
	14.2 Representative to ACSTA– Dick Mastel <u>14.2.1</u> ACSTA Annual General Meeting – Nov 16-18, 2018 <u>14.2.2</u> ACSTA Proposed Budget		Encl. 70 - 85
	14.3 Representative Teacher Board Advisory Committee –Kathy Glasgo		
	14.4 Representative to ASBA Zone 6 – Peter Grad <u>14.4.1</u> ASBA Annual General Meeting – Nov 18-20, 2018		
	14.5 Representative to Support Staff Board Advisory Committee– David Leahy		
	14.6 Representative to Parent Association– Kathy Glasgo		
	14.7 Salary Negotiations <u>14.7.1</u> ATA– Peter Grad <u>14.7.2</u> CUPE– Dick Mastel		
	14.8 CUPE Staff Board Advisory Committee – Robert Risling		
	14.9 Spiritual Leadership Scholarship Board Representative – David Leahy		
	14.10 Student Board Advisory Committee – Dick Mastel		
	14.11 Student Enrolment & Retention (Adhoc) Committee – Dick Mastel		
15.	<i>Closing Prayer –</i> Carrying out Your Ministry: Lord, <i>Thank you for being with us during this meeting and for having guided our thoughts, words and actions. Stay with us now as we leave this meeting and return to our respective lives. Help us to keep you, as you are now, in our thoughts, words, and actions. We ask this in your name, Amen.</i>	David Leahy	
16.	<i>Adjournment</i>	Dick Mastel	

NON – ACTION AGENDA

DATE: October 09, 2018

Place: Catholic Education Centre

Time: 6:00 P.M.

No.	INFORMATION ITEMS	PAGE
1.1	<p>TAXES – DECLARE YOUR SUPPORT for CATHOLIC SCHOOLS – <i>The Medicine Hat Catholic Board of Education</i> reminds our community of the importance of declaring your PROPERTY TAXES in support of Catholic Education How do you declare your support? - To ensure your property taxes are supporting Catholic Schools, you must declare your Catholic school support as “Separate” on your annual property assessment notice. <i>Contact the Taxation Office at the City of Medicine Hat, or the Town or Municipal Office in your area.</i> Changes made on or before Dec 31 will be in effect for the next taxation year. <i>Thank you for your supporting Catholic Schools.</i></p>	

Notice of Public Board Meetings

- All regularly scheduled Public Board Meetings are held the **2nd Tuesday** of each month at the Catholic Education Centre located at 1251 – 1st Avenue SW (unless otherwise advertised).
- Public Board Meetings for the Medicine Hat Catholic Board of Education begin at **6:00 pm** with **presentations** at **6:00 pm** (unless otherwise advertised).
- General Public welcome to attend - Information @ www.mhcbe.ab.ca or 403.527.2292.

Notices of Motion for October 9, 2018 Regular Board meeting of the Medicine Hat Catholic Board of Education.

Proposed Motion: to amend board policy and the respective Support Staff Handbooks to allow staff to appeal a termination of employment to the Board of Trustees.

Proposed Motion: that trustees direct administration to engage in discussion with local parishes in order

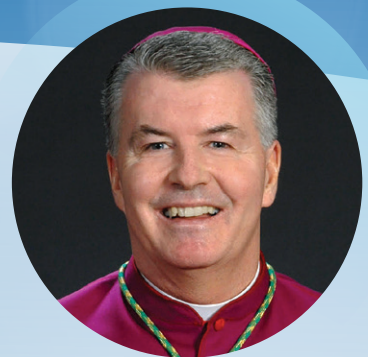
1. to have more of our parents and children baptized through the schools and or
2. to explore the possibility of *RCIC run through our schools*

19TH ANNUAL *Bishop's* DINNER 2018

68 PARISHES - CALGARY DIOCESE
5 - CATHOLIC SCHOOL DIVISIONS
1 - COMMUNITY

Join us IN A CELEBRATION OF GENEROSITY SUPPORTING
75,000 CATHOLIC YOUTH IN OUR DIOCESE.

An evening with
BISHOP WILLIAM T. MCGRATTAN



*We invite you to give young people
opportunities for a brighter future by joining us in support of the
2018 Bishop's Dinner, an exciting evening in support of our Catholic youth.*

FRIDAY, OCTOBER 19, 2018

RECEPTION AT 5:30PM

TELUS CONVENTION CENTRE › 120 - 9 AVE SE, CALGARY

SINGLE TICKET: \$185

TABLE OF 8: \$1480

ATTIRE SUGGESTED: BUSINESS CASUAL

FOR MORE INFORMATION OR TO RESERVE YOUR TICKETS PLEASE CONTACT:

SAMANTHA JONES AT 403.218.5531

Or EMAIL AT: BISHOPSDINNER@CALGARYDIOCESE.CA

Or VISIT: WWW.BISHOPSDINNER.CA



ROMAN CATHOLIC
Diocese of Calgary

Page 7 of 86

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Beneficiaries

"The focus, prayer and reflection of the Church will turn to you young people, with the desire to receive, and, above all, to embrace the precious gift that you are to God, to the Church and to the world."

Pope Francis
World Youth Day 2018

5 PROGRAMS – 1 MAJOR FOCUS

**Your funding will build on the strength
our schools already have to provide our
youth the spiritual and emotional
support to thrive and connect with God.
Together our outcomes will:**



- Provide healthy meals for students to learn
- Enrich our youth by celebrating their Catholic faith
- Support our youth in our digital age
- Encourage active living
- Combat anxiety, depression, loneliness & isolation
- Generate greater understanding and knowledge by all students of culture, traditions and ceremonies.



Calgary Catholic School District

Engaging Youth Through Entrepreneurial Learning

Working with Campus Calgary/Open Minds to provide students the opportunity to experience a "classroom" in a vibrant community site for an entire week of hands-on learning. This week long immersion enhances civic engagement, critical thinking and problem solving skills and facilitates a deeper understanding of community responsibility, cultural awareness, civic price and stewardship.



Christ the Redeemer School District

Relationships in a Digital Age

This project will see the development of lesson sets for students in grades 4 to 11, focusing on students' relational safety and personal wellness as it relates to our increasingly online world. Our students need support in evaluating the impact of all the "noise" in their lives. Our faith is the logical starting point in developing a response to some of these online safety and relational issues. The first relationship our students need to cultivate is the one with God. From there, we are guided by Christ's second greatest commandment, which is love thy neighbour. We will also draw on concepts related to the Theology of the Body philosophy and the Fourth R (relationship) program to develop these lesson sets.



Holy Spirit School District

Elders in Residence Program

The program will focus on 2 schools: The Children of St. Martha and St. Paul.

Each school will invite two First Nations Elders into the school on a weekly basis to guide these schools in the fostering an understanding and respect for the First Nations People and their traditional ways of knowing. It is hoped that the Elders will impart their knowledge, culture, values and lessons to students through oral storytelling and role modeling of traditional practices.



Conseil Scolaire FrancoSud

School Lunch Programs

A lunch will be provided to students at Sainte Marguerite Bourgeoys School in need of nutritional support. Hunger is well documented as a distraction from learning and this program will ensure food insecurity is not an obstacle to the best possible learning experience for students.



Medicine Hat

Catholic Board of Education

Student Faith Retreats

Our Catholic faith will be celebrated through music, activities, keynote talks and prayer developed for each age group in grades K through 12. The theme for the 2018/2019 school year is "I have the strength for everything through Him who empowers me" and the retreats will focus on this theme. This focus will help students to understand that God is with us to nourish us and give us the strength to make a difference in our community.

MEDICINE HAT CATHOLIC BOARD OF EDUCATION – BOARD WORK PLAN 2018 – 2019 (Approval Sept 11, 2018)

SEPTEMBER 2018	OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018	JANUARY 2019	FEBRUARY 2019	MARCH 2019	APRIL 2019	MAY 2019	JUNE 2019	JULY 2019	AUG 2019
<p>Policy 2 – Approve the Board Annual Work Plan BOARD MOTION (APPROVAL)</p> <p>ASBA Friends of Education, Honorary Life Member, Long Service Award, Premier’s Award, President’s Award <u>Sept 2018</u></p> <p>Faith Formation Day All Division Staff-PD and Employee Recognition Program -New & Long Service- August 31, 2018</p> <p>SPORTS Academy Reviews</p> <p>Planning for MLA MEETINGS Fall OR Spring</p> <p>Add: Annually approve a Communications Strategy</p> <p>Annually identify long-term strategic priorities</p> <p>Annually develop a yearly plan for advocacy. MLA’s.</p> <p>Annually develop a yearly plan for Board development including increased knowledge of the Board’s role, processes and issues to further the implementation of the Three Year Plan.</p> <p>Approve budget assumptions at the outset of the budget process. Note: The Secretary-Treasurer will prepare a draft budget based on the priorities set out in the 3 Year Education Plan.</p>	<p>Policy 17 – By October 15 school councils provide Financial Statements</p> <p>Bishop’s Dinner Friday, Oct. 19, 2018 Calgary, AB</p> <p>Begin Boundary Review (defined for February student registration)</p> <p>Fall Board & DLT RETREAT Oct or Nov Date TBA</p> <p>Class Size Survey Report to the Board</p> <p>Staffing Report to the Board</p> <p>École St. John Paul II School Grand Opening October 22, 2018 1:00-2 Ceremony 2:00 Cake & Ribbon cutting 2:30 – 6 Tours</p>	<p><i>*Annual Education Results Report/Three Year Education Plan</i> (combined report) due to AB ED by Nov 30 including Accountability Pillar Results Report ↓ <i>*Audited Financial Statement</i> due to AB ED by Nov 30 ↓ <i>*Fall Budget</i> Revision due to AB ED by Nov 30 ↓ Board Meeting – Approval <i>*AERR, *Audited Financial Statement & *Fall Budget</i> Date TBA BOARD MOTION (APPROVAL)</p> <p>Infrastructure Maintenance Renewal (IMR) Project Approval BOARD MOTION (APPROVAL)</p> <p>Alberta Catholic School Trustees’ Association (ACSTA) Annual General Meeting (AGM) November 16 – 18, 2018</p> <p>Alberta School Boards’ Association (ASBA) Annual General Meeting (AGM) November 18 – 20, 2018</p> <p>Policy 7 – Board informed of Trustee Honorarium</p> <p>Achievement Exam Review</p> <p>ACSTA Facilities and Covenant Review</p> <p>FINE ARTS Academy Review</p>	<p>Quarterly Finance Report information only, no Board Motion</p> <p>ASBA Strategic Plan Review <i>Is this an annual task-delete or keep?</i></p> <p>Workplace Survey-Implementation of Recommendations</p> <p>AP305 – Review Boundaries and Attendance areas for approval by March 31</p>	<p>AP500 BUDGET Review</p> <p>Board Policy Review</p> <p>AP 505 – Begin review of School Fees for approval by March 31</p> <p>Workplace Survey-Implementation of Recommendations</p> <p>AP305 – Review Boundaries and Attendance areas for approval by March 31</p>	<p>Gradual Retirement Plan (GRP) Review</p> <p>Board Reviews 3 Year Ed Plan to determine future priorities</p> <p>Board Strategic Planning March (early)</p>	<p>Quarterly Finance Report BOARD MOTION (APPROVAL)</p> <p>AP305 – Boundaries and Attendance areas established by March 31 BOARD MOTION (APPROVAL)</p> <p>AP 505 –School Fees approved by March 31 BOARD MOTION (APPROVAL)</p> <p>School Calendar(s) including ELP & Kindergarten approved by Mar 31 BOARD MOTION (APPROVAL)</p> <p>Preliminary Staffing/Student Enrolment Projections</p> <p>ASBA Edwin Parr Award Nominations begin March 01 Nominations close March 30</p> <p>MLA MEETINGS Spring OR Fall</p> <p>Meeting with Bishop McGrattan in Calgary March/June</p> <p>MHCBE Staff Social</p>	<p>ERIP – Early Retirement Incentive Plan (ERIP) approved by May 01 BOARD MOTION (APPROVAL)</p> <p>Three Year Facility Plan / (Capital Plan) BOARD MOTION (APPROVAL)</p> <p>AP500 - Preliminary (DRAFT BUDGET) for Board Review April/May</p> <p>Revised Staffing Report</p> <p>Diploma Exam Review</p> <p>Board Annual Work Plan Development</p> <p>SPICE Conference May 2–5, 2019 Kananaskis</p> <p>BLUEPRINTS Conference May 7–10, 2019 Kananaskis</p> <p>Policy 7 - Annual Board Self-Evaluation & Superintendent Evaluation BOARD MOTION (APPROVAL)</p>	<p>Draft BUDGET for Board Review April/May</p> <p>Board Meeting for Budget Approval -BUDGET due to AB ED May 31 Date TBA BOARD MOTION (APPROVAL)</p> <p>Locally Developed Courses BOARD MOTION (APPROVAL)</p> <p>Staffing Report to the Board</p> <p>ASBA Zone 6 Edwin Parr Award Banquet Taber, Alberta Wed., May 08, 2019</p>	<p>Staffing Report to the Board</p> <p>Alberta School Boards’ Association (ASBA) Spring General Meeting June 3–4, 2019</p> <p>3rd Quarter Financial Update information only, no Board Motion</p> <p>Retiree Dinner Monday, June 10, 2019</p>		

IMPORTANT Dates & Events

1. Back to School BBQ’s
2. School Christmas Concerts
3. Fine Arts Productions
4. World Teacher’s Day Oct 5, 2018
5. Bishop’s Dinner Oct 19, 2018
6. École St. John Paul II Grand Opening-Oct 22, 2018
7. Catholic Education Sunday Nov 4, 2018
8. Monsignor McCoy Awards, Fall/Winter 2018
9. Education Week April 29 – May 3, 2019
10. World Catholic Education Day May 9, 2019
11. Monsignor McCoy Grad May 15 – 17, 2019
 - * May 15, 2019 Rehearsal
 - * May 16, 2019 Mass & Ceremony
 - * May 17, 2019 Banquet
12. Foundation Golf Tourney Friday, June 14, 2019

MEDICINE HAT CATHOLIC BOARD OF EDUCATION – BOARD WORK PLAN 2018 – 2019 <i>(Approved Sept 11, 2018, edit October 9, 2018)</i>											
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Medicine Hat Catholic Board of Education

1251 – 1st Avenue SW, Medicine Hat, Alberta T1A 8B4

Toll Free 1.866.864.0013

Phone 403.527.2292

www.mhcbe.ab.ca

Fax 403.529.0917

September 20, 2018

His Worship Mayor Clugston and Councillors
City of Medicine Hat
580—1st Street SE
Medicine Hat, AB T1A 8E6

Dear Mayor Clugston and Councillors,

The Medicine Hat Catholic Board of Education at its September 2018 Board Meeting reviewed the proposed regulations for the public consumption of cannabis in Medicine Hat.

Our Board of Trustees believe that, in terms of public consumption, cannabis should be regulated like other substances that cause intoxication, and like alcohol, be restricted from use in public.

Our Board felt strongly that regarding the consumption of cannabis, that it be regulated so that the bylaws for the use of cannabis are in direct correlation to the use of alcohol in public.

This letter is respectfully submitted on behalf of the Board of Trustees for the Medicine Hat Catholic Board of Education.

Sincerely,

Mr. Dick Mastel, Board Chair
Medicine Hat Catholic Board of Education

DM/dd

“Showing the Face of Christ to All”

In partnership with Family, Church and Community since 1911

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September 12, 2018

Dear large employer / municipality:

It is that time of the year again when Albertans need to start thinking about seasonal influenza.

What is influenza?

Influenza is a respiratory illness - it is NOT the "stomach flu"...

Seasonal influenza causes sudden onset of fever and chills, cough, headache, muscle and joint aches, and extreme tiredness. Most people will get better within a week or two but some people will develop severe complications, including pneumonia. Some people will die from influenza. Influenza is easily spread by droplets in the air when an infected person coughs, sneezes or talks.

Why get vaccinated?

Immunization with the seasonal influenza vaccine remains the single most effective means to protect yourself and your family from influenza and prevent the spread to others. All Albertans (six months of age and older) are eligible for the vaccine free-of-charge. On Monday, October 15th and running into January 2019, influenza vaccine will be available at pharmacies, certain family doctor offices and through Alberta Health Services influenza clinics. Alberta Health Services will offer the seasonal influenza vaccine to the public at various immunization clinics across Alberta. Having staff off sick with influenza impacts business continuity – challenge and support your staff to get immunized to stay healthy during influenza season. Family members of staff are also encouraged to be immunized as this prevents circulation within the household.

On October 1, 2018, the Alberta Health Services immunization clinic schedules in your area will be posted on our website www.albertahealthservices.ca/influenza. Alternatively, you can call Health Link Alberta at 811 or speak to your pharmacist and/or family doctor. We would ask that you share this information with your citizens / employees / clients.

Influenza is serious. Prevention is your protection.

Here are some simple steps to protect yourself and your family from influenza:

- **Get immunized!**
- **Clean your hands.** Wash your hands often with soap and warm water before you eat or serve food, or after you have been in contact with a person who is ill. Hand sanitizers work very well.
- **Cover your cough.** Cough or sneeze into your elbow or sleeve, not into your hands, or use a tissue to cover your nose and mouth. Throw the tissue into the garbage and wash your hands.
- **Stay home when sick.** Stay home when you have symptoms of illness (fever, cough, headache, extreme tiredness).
- **Stay fit and healthy.** Eat a healthy diet, quit/reduce smoking; get plenty of sleep and regular exercise.

Please contact your local Public Health office if you have any questions or concerns.

Sincerely,



Lizette Elumir, MD, CCFP, FCFP, FRCPC
Medical Officer of Health, Alberta Health Services – South Zone

HOW TO BE AN INFLUENZA CHAMPION

ARM YOURSELF AGAINST INFLUENZA:



Get Immunized

Getting your influenza immunization every season – and as early in each season as possible – is the single most effective way to arm yourself against influenza. All Albertans six months of age & older should be immunized each season. No matter how healthy you are now, without immunization, you are at risk. Why chance it?



Cover Your Cough

Cover your nose and mouth with a tissue when sneezing or coughing.

If you don't have a tissue, always cough or sneeze into your arm, not into your hands.

Throw away tissues after wiping your nose or covering a cough, and wash your hands.



Clean Your Hands

Using soap and warm water, wash your hands thoroughly and often, including after coughing, sneezing, using tissues or the washroom, and before eating or preparing foods.

Alcohol-based hand rub or sanitizer can also be helpful if hands are not visibly soiled.

Make a point of keeping hands and fingers away from your eyes, nose and mouth.



Stay Home When Sick

If you have symptoms of illness, including fever, cough, headache and extreme tiredness, stay home from work, school, daycare, or any social function.

Please also refrain from visiting family, friends or loved ones in hospitals, care facilities or seniors lodges, until you have fully recovered from any illness.

Visit www.ahs.ca/influenza
Call Health Link 811

Alberta
Government

 Alberta Health
Services

FLU CLINIC SCHEDULE 2018 – SOUTHEASTERN ALBERTA

Clinic	Date	Time	Access	Eligibility/Age Group
Medicine Hat Stampede Grounds Higdon Hall 2055 21 Avenue SE Medicine Hat, AB T1A 7N1 📍 Distance: 3.34 km ☎ Tel: 403-502-8214 Back to Results	Tue Oct 16 2018	1:00 PM to 6:00 PM 📅	Drop In or Pre-Book Appointment	6 months of age and older
	Wed Oct 17 2018	1:00 PM to 6:00 PM 📅	Drop In or Pre-Book Appointment	6 months of age and older
	Wed Oct 24 2018	1:00 PM to 6:00 PM 📅	Drop In or Pre-Book Appointment	6 months of age and older
	Sat Nov 3 2018	9:00 AM to 1:00 PM 📅	Drop In or Pre-Book Appointment	6 months of age and older
	Wed Nov 14 2018	2:00 PM to 6:00 PM 📅	Drop In or Pre-Book Appointment	6 months of age and older
	Thu Nov 29 2018	2:00 PM to 6:00 PM 📅	Drop In or Pre-Book Appointment	6 months of age and older
Ralston School 17 Dugway Road Ralston, AB T0J 2N0 📍 Distance: 41.31 km	Thu Nov 8 2018	2:00 PM to 6:00 PM 📅	Drop In	6 months of age and older
Bow Island Provincial Building 802 6 Street E Bow Island, AB T0K 0G0 📍 Distance: 52.30 km	Mon Oct 15 2018	1:00 PM to 6:00 PM 📅	Drop In	6 months of age and older
	Wed Nov 28 2018	3:00 PM to 6:00 PM 📅	Drop In	6 months of age and older

You're Invited!

École St. John Paul II School Grand Opening Monday, October 22, 2018

The Board of Trustees for the Medicine Hat Catholic Board of Education is pleased to announce the completion of our newest Catholic elementary school funded by AB Infrastructure and the Government of Alberta. Located in Medicine Hat's Southlands neighborhood the dual-track English/French Immersion school will serve 325 students from Grade K – 6 and Early Learning. École St. John Paul II is an innovative, state of the art educational facility designed for collaborative learning and is an environmentally friendly school targeting LEED Gold Certification.

1:00-2:00pm Grand Opening Ceremony (Gymnasium)

- Prayer
- Grand Opening Celebration
- School Blessing & Dedication
- Student Performance
- Closing Remarks & Thank You's

2:00-2:30pm Cake Cutting, Ribbon Cutting

2:30-6:00pm Open House & School Tours



Come, celebrate with us!

École St. John Paul II School
4802 Southlands Drive SE
403.327.7333



**Superintendents Report
October 09, 2018**

Regular Meeting

1. Board Retreat – Nov 22 or Dec 13

In the Board Work Plan an Annual Retreat is scheduled for trustees and the Division Leadership Team. We will once again this year be inviting **Bonnie Annicchiarico** to facilitate the retreat. Last year Bonnie presented on the Marks of a Catholic School.

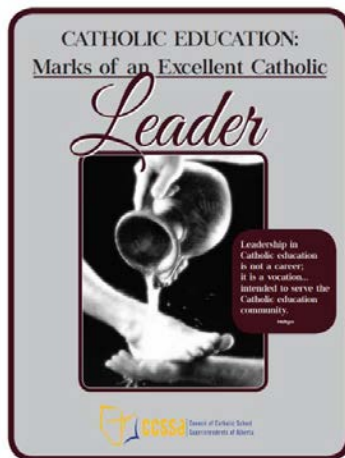
We are currently looking at November 22nd or Dec 13th as potential dates.

This year the topic of the retreat will be *Catholic Education: Marks of an Excellent Catholic Leader*.

This topic follows the document created as a supplementary resource for leaders in Catholic Education. Building on the document *The Excellent Catholic Teacher* (CCSSA, 2015), *The Marks of an Excellent Catholic Leader* begins with the premise that superb Catholic school leaders are also master Catholic teachers. While embracing the essence of teaching excellence, this treatise goes beyond teaching to address the roles and responsibilities of both Catholic school and Catholic district leaders.

This Catholic leadership framework may be used to:

- Inspire Catholic leaders in their service of Catholic education
- Offer a role description for Catholic leaders
- Provide indicators and offer exemplars
- Create conversations around Catholic leadership
- Assist leaders as they strive for excellence in their vocation
- Serve as a resource when identifying, recruiting and hiring Catholic school leaders



Recommendation: Receive as information and confirm date

2. Sports Academy Review

The Medicine Hat Catholic Board of Education requested Dr. Daniel Balderson of the University of Lethbridge to evaluate the Notre Dame Sports Academy. The objective of the Sports Academy Review was to contribute to decisions about program modification and continuation that will enhance the effectiveness and efficiency of the academies. The Sports Academy Review which has now been completed, highlights commendations and recommendations. The report will be reviewed by senior administration, trustees and school based staff in the coming weeks.

Recommendation: Receive as information

3. Education Plan

As discussed previously the District priorities for 2018-2019 focuses on OUR FAITH, to enhance our Catholic identity. Ensure every student is successful through LITERACY AND NUMERACY. Support student learning through the use of TECHNOLOGY. Provide a CONTINUUM OF SUPPORT for the MENTAL HEALTH and wellbeing for students, parents & staff in a welcoming, caring, respectful and safe learning environment. Foster MEANINGFUL PARENT INVOLVEMENT and STAKEHOLDER ENGAGEMENT.

Each priority includes strategies for implementation at the District and school level and provides outcomes for what success looks like. Working together, in partnership, the priorities will become achievable.

At the last Board meeting it was decided that school presentations should be held over two to three nights and parents and parishioners should be invited to attend. This was discussed with the DLT at our recent meeting. Guidelines for presentations will be provided to school administrators in the coming week.

- a. Timeline for completion, District level – September 10th - COMPLETED
- b. Timeline for completion, School level – October 26th or earlier.
- c. Review- Superintendent and Senior administration
- d. Initial- October 15th - November 2nd 2018
- e. Follow-up May 1-16th 2019
- f. Communication – posted to website after November 2nd or when all reviews are completed
- g. Input – Stakeholders including teachers, support staff, parent group, and at high school student feedback on some of the priorities.

Presentations- To parishioners and school parents at two or three meetings. Dates, after November 2nd will need to be determined.

Recommendation: Receive as information and discussion

4. Nutrition Update

The Nutrition program has started off with great success. We currently have over 500 student's receiving a breakfast or lunch daily. Due to the high participation of students from all 4 school involved, preparation has become a big job and the kitchen at St. Louis is challenging.

This has allowed us to look at how we might work closely with the staff and students at Monsignor McCoy High School. As a result we have decided that on 3 or 4 days out of 5, dependent on availability, Monsignor McCoy High School Food Lab will be used for some food preparation. The School Nutrition Program

Coordinator and the Foods Instructor from McCoy met to discuss available times. The School Nutrition Program Coordinator can be in the Monsignor McCoy High School Food Lab kitchen for School Nutrition Program preparation and it doesn't affect the Food CTS classes.

No additional permits are needed as Monsignor McCoy High School is already inspected and has all the requirements met for AHS.

Cambros for Safe food transportation have been ordered and expected delivery is the end of Oct 9-12 week.



I will discuss be able to in more detail the role of students and employees at the Board meeting.

Recommendation: Receive as information

5. Bishops Dinner

The Bishops Dinner is on Friday, October 19 starting at 5:30pm. This year the focus of the Bishops Dinner will be on supporting youth in our Diocese. The Bishop has granted that money raised at the dinner go towards providing funding of initiatives in each of the 5 Districts within the Diocese.

This coming year every student from K-12 in Medicine Hat Catholic Schools will have the opportunity to have an enhanced retreat on the theme ***"A Personal Encounter with Jesus"***

"To seek Jesus, to encounter Jesus, to follow Jesus: this is the way," proclaimed Pope Francis in his remarks January 14, 2018. Pope Francis explained that a life of faith and discipleship requires a "personal encounter" with Christ. Within our role as Catholic Education we are called to share the Good news placing Christ at the center.

Enhanced retreats will be designed to target each grade using age appropriate content, focused on the theme ***"A Personal Encounter with Jesus"***. Our Catholic faith will be celebrated through music, activities, keynote talks and prayer developed for each age group. The Catholic school retreats will leave each student enriched by an encounter with Christ living the motto of the District, *Showing the Face of Christ to All.*"

Sandra and Della will review in detail who will be attending the Dinner from Medicine Hat Catholic and other ways we will be participating in the dinner, through a short video, pamphlet etc.



Recommendation: Receive as information

International Trips

6. International Trip – Notre Dame to The Maritimes

Notre Dame is requesting approval to take grade 9 students on a trip to the Maritimes from June 27th to July 5th 2019. The Field Trip Assessment Committee has met and reviewed their request. I will review the details of this international trip at the Board meeting. A recommendation for approval will be brought forward.

Recommendation: Receive as information and approval

Attached – Application for consideration



1. **Corporate Communications Advertising/Public Relations** - Exhibit a consistent message and increase community awareness.

Catholic Schools are a vibrant part of the public education system in Alberta. In Alberta, there is no tuition to attend a Catholic Schools. All are Welcome. Catholic & Non-Catholic students welcome in our Schools.

Communications & Marketing Strategy September 2018 – June 2019

1.1 Goal Setting

- #1 - Review advertising products and how they relate to the Audience, Purpose of the product & the Value they bring to the District/Schools.
- #2 - Better utilize dedicated advertising \$ to specifically target our audience.
- #3 - Use advertising dollars in new ways.

1.2 Advertising Product Development

1. District-Wide Video

- i. **Hire videographer** to create a MHCBE District-Wide Video. Our last professionally developed video was created in 2014 <https://www.youtube.com/watch?v=vFyfceYisHs>
Timeline: Footage captured from October 2018 to January 2019. Video will be featured for February 2019 Registration.

1. Sample Videos & Photos of his work:

<http://www.editingluke.net/search/label/Medicine%20Hat>

2. School Brochures – Review of the process for 2018-2019

- i. Goal - Each MHCBE School has a dedicated brochure to advertise School & School Programs.
- ii. An *MHCBE branded* (school brochure template) will be created by MHCBE Communications. Schools “fill in the blanks” with school & programming information.
- iii. MHCBE Communications will review and finalize the brochures for branding consistency, tone, content etc.
- iv. Brochures can be printed and on display at individual schools. District Office will display all 9 brochures.

Timeline: September 2018 – February 2019

3. New District Website

- i. Successfully launched, we continue to working through streamlining some of the features of the site.

2. CONNECTING WITH OUR COMMUNITY

Print Media, Web & Social:

- a. **October 5, 2018 – World Teacher's Day** feature in the MH News published on Friday, Oct 5th. Notices in October School Newsletters. Superintendent message to Teachers.

- b. **Orange Shirt Day 2018**

- Backpack Note



- Orange "Every Child Matters" color-changing Pencils for all MH Catholic students; Pens to Staff
- Raevon Gehring shared classroom & assembly resources with school including in-class presentations
- Web & Social Media Posts to acknowledge the day
- Special Prayer for Orange shirt day was developed and shared on the backpack note and provided to schools to read during assembly or morning announcements.



- c. **École St. John Paul II School Grand Opening – Monday, October 22, 2018**

Planning is well underway:

- Invitations – Web & Social Media, School Newseletters, Parish Community , Personal invitations extended to Dignitaries & Invited Guests from with our parish and parent community
- Planning continues for the Program, Speeches, Performances, Cake & Ribbon Cutting, Powerpoint
- Father Jerome, Diocese of Calgary will attend to do the school blessing and sprinkling of the classrooms
- Media

Medicine Hat Catholic Board of Education

You're Invited!

École St. John Paul II School Grand Opening Monday, October 22, 2018

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1:00-2:00pm Grand Opening Ceremony (Gymnasium)

- Prayer
- Grand Opening Celebration
- School Blessing & Dedication
- Student Performance
- Closing Remarks & Thank You's

2:00-2:30pm Cake Cutting, Ribbon Cutting

2:30-6:00pm Open House & School Tours

Come, celebrate with us!



Please RSVP to:
communications@mhcbe.ab.ca
OR 403.527.2292



École St. John Paul II School 4802 Southlands Drive SE 403.527.7333

3. EMERGENCY PROTOCOLS –

a. Parents: On September 19, 2018 MHCBE broadcasted a School Messenger Message titled: **Test of our Emergency Messaging System**, we sent via **Text & Email** to Parents/Guardians. The system pulls parent data from PowerSchool. Those Parents/Guardians that have opted in to SMS Text will receive a Text & Email. MHCBE utilizes SCHOOLMESSENGER to communicate with Parents/Guardians as part of our Emergency Response Protocol. In the event of an emergency the District will communicate with Parents/Guardians via three methods: Automated Phone Messaging; Text Messaging; Email Messaging

- To Opt In to SMS Text parents/guardians simply need to text “Y” or “Yes” to 724665. Please continue to have these conversations at the school level

b. Staff: In the event of an emergency we will continue to utilize All District Staff Email, Website & Social Media Platforms. **Currently the SMS Text Messaging feature is not available for staff**, however, we hope to create this opportunity for staff in the near future to create a streamlined message for all at the same time.

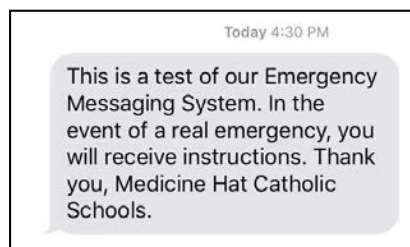
c. ➔ School Messenger invite was included in all September School Newsletters, posted to the District & School Websites & shared on District/School Social Media Platforms.

d. Next: ➔ Action: We are evaluating the analytics of our Message. Our goal is to get as many parents as possible to opt into the Messaging System. We need your help:

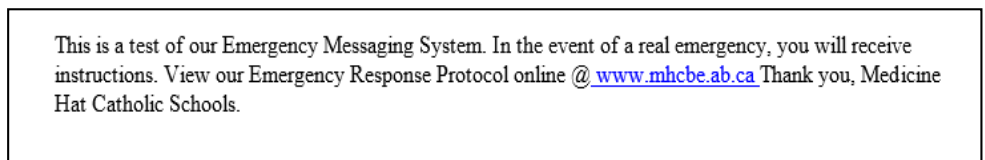
- **Action:** Principals and Vice Principals – Encourage your parents to “sign up” to receive emergency messages. To assist Schools in educating parents, laminated Posters of our updated Emergency Response Protocol Guide and the OPT IN messaging for parents are provided to schools. Schools will display in visible location(s), within the school.



Sept 19
Text Message Screenshot:



Sept 19
Email Message Screenshot:



e. **EMERGENCY PROTOCOL GUIDE** is posted on the district website. Where to find it?

From the homepage *click on the expanded menu* under: Our District
Updated Emergency Protocol Guides have been shared with schools to be posted in visible locations.



4. **Activity/ Community Engagement**

- a. **Donation of Backpacks** - A donation of 10 Backpacks filled with school supplies for students in need in MH Catholic Schools. Thank you Mr. Glen Motz, Member of Parliament for Medicine Hat-Warner-Cardston.



5. **Grade 1 TD Book Giveaway** - Over 500,000 books were received by Grade 1 Students across Canada. Each of our Grade 1's in MHCBE receive a new book titled GIRAFFE AND BIRD. The media attended St. Michael's School when students received their new books. The students signed a large Thank You card for TD.

TD donation puts a book in the hands of Canada's Grade 1s

JEREMY APPEL

jappel@medicnehatnews.com
Twitter: MHNJeremyAppel

TD Bank donated a book this week to the more than 550,000 Grade 1 students across Canada.

Each of Nicola Dobek's 19 Grade 1 students at St. Michael's School received a copy of "Giraffe and Bird."

Dobek said this initiative helps encourage students to read both inside and outside the classroom.

"It's great because Grade 1s are just beginning to read, so it's a wonderful incentive for them to take their books home and read with their family," she said.

"It's very important that they learn when they're young to enjoy books."

The same book is donated to schools across the country and is also meant to promote Canadian authors, such as Burlington, Ont., native Rebecca Bender, who wrote "Giraffe and Bird."

In addition to allowing the

kids to take their copies home, Dobek plans on assigning a variety of activities in class based on the book.

"We'll do some reading and we'll do some writing about the book," she said.

"If it's animals, we'll talk about the animal characters. We'll use it that way and the kids will talk about the book."

"Giraffe and Bird" will be available to other students outside Grade 1 through the library.

TD president and CEO Bharat Masrani wrote an introduction to the book, talking about the story's major themes while highlighting the importance of libraries.

"This heartwarming story celebrates the value of friendship and the importance of accepting each other's differences," he said. "In addition to sharing and telling stories at home, remember that your local library is another exciting place where you and your entire family can enjoy the magical world of books."



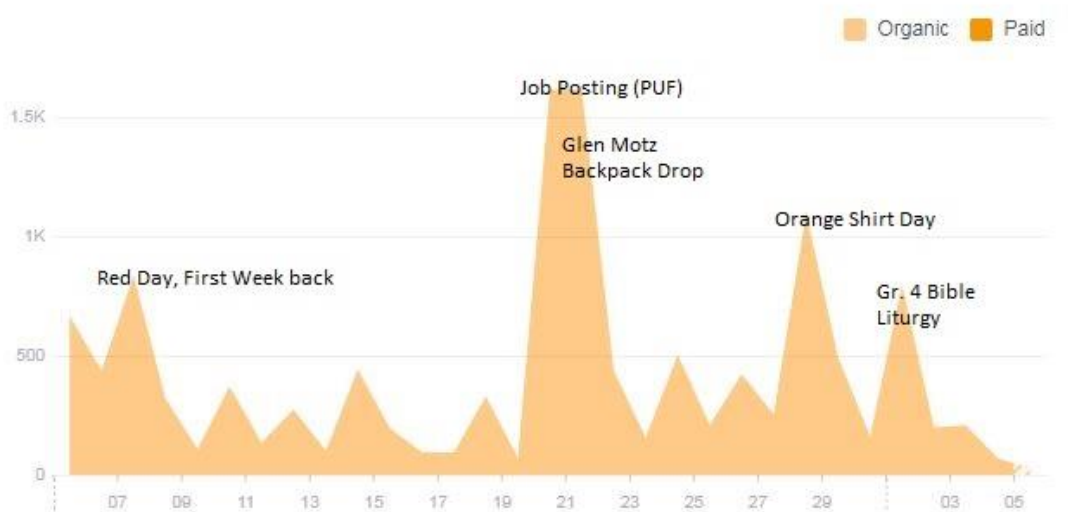
Friday, October 5, 2018 — THE MEDICINE HAT NEWS

Grade 1 students at St. Michael's School hold up their new copies of "Giraffe and Bird," which were donated by TD Bank as part of a nationwide initiative to encourage literacy.

NEWS PHOTO JEREMY APPEL

Post Reach

The number of people who had any posts from your Page enter their screen.



Social Media Activity

978 to 993 likes on **Facebook**

608 to 611 followers on **Twitter**

437 to 465 followers on **Instagram**

September Projects:

- ✓ École St. John Paul II School First Day
 - Video
 - News stories shared
- ✓ Finalized Brochures
- ✓ Fine Arts Calendar request – please
- ✓ Orange Shirt Day – September 30
 - 2017 video shared on social media, web updated
 - Photo album shared Friday
- ✓ School logo decisions – please return completed sheets to me
- ✓ McCoy Instagram
- ✓ Websites
- ✓ École St. John Paul II First Day video
- ✓ Gr. 4 Bible Liturgy video

October Projects:

- Creation of Communication Strategy
- Print & Finalize brochures
- Fine Arts Calendar Published by mid-October
- Nutrition Video
- Bishop's Dinner – brochure & video
- World Teachers' Day Video
- French Immersion video Filming
- MHCBE Branding Guidelines and School Logo Decisions
- Grade 1 Book Giveaway
- Notre Dame Instagram
- CACE conference



Medicine Hat Catholic Board of Education added 11 new photos to the album: First Day of School 2018
Published by Mhcb Schools [?] · September 5 at 2:20 PM ·



Medicine Hat Catholic Board of Education added 11 new photos to the album: Orange Shirt Day 2018.
Published by Mhcb Schools [?] · September 28 at 3:26 PM ·

This week our school communities came together to honour and bring awareness to the experiences of residential school survivors.
#EveryChildMatters #OrangeShirtDay
If you have any pictures you'd like to share, email them to socialmedia@mhcbe.ab.ca or put them in the comments! ... See More



Medicine Hat Catholic Board of Education added 38 new photos to the album: First week at Medicine Hat Catholic.
Published by Mhcb Schools [?] · September 7 at 2:28 PM ·



Medicine Hat Catholic Board of Education
Published by Mhcb Schools [?] · September 28 at 3:40 PM ·

What a beautiful tradition. Every year, we provide each of our Grade 4 students with their own bible at the Grade 4 Bible Liturgy. ❤️



Get More Likes, Comments and Shares
This post is performing better than 75% of other posts on your Page. Boost it to get more great results.

1,049	96	188
People Reached	Engagements	Clicks

[Boost Post](#)



1,454 people reached
Kelly Karlene Smith, Fiona Bide Weimer and 44 others · 8 Comments

Medicine Hat Catholic Board of Education
Published by Hootsuite [?] · September 21 at 2:38 PM ·

What a blessing! Today Mr. Glen Motz, MP brought backpacks full of school supplies to be delivered to students who need them. The backpacks are part of TELUS' kits for kids program.
Thank you, Mr. Motz!
#medhat #MHCatholic #givewherewelive



+12
1,076 people reached
[Boost Post](#)

Medicine Hat Catholic Board of Education
Published by WebGuide For Schools [?] · September 14 at 10:27 AM ·

Reminder: Effective Monday, September 17, 2018, your child's bus schedule may have been modified from the start of the school year.
Visit www.southland.ca/medicinehat for details.



**Medicine Hat Catholic Board of Education
Secretary Treasurer Board Report
October 9, 2018 Public Meeting**

1. 2017-18 Financial Audit – Audit Service Plan

Ms. Delayne Sackman, Partner and Ms. Stefanie McKinley, Manager of MNP will present the 2017-18 Audit Service Plan for the 2017-18 Financial Statement Audit.

Recommendation: *None*

Attachment: 2017-18 Audit Service Plan

2. 2018-19 Student Enrollment

The Board of Trustees will be presented the September 30, 2018 actual enrollment for information.

Recommendation: *None*

Attachment: a. 2018-19 Actual to Budget
b. 2018-19 Actual to Prior Year
c. 2018-19 Actual to Expected (roll-over)

3. Board Work Plan – Boundary Review

In accordance with the 2018-19 Board work plan, the Boundary Review would begin in October. With the boundary changes in 2018 with regards to bringing École St. John Paul II School operational, there is no immediate pressing need for boundary changes related for 2019-20.

The District continues to develop the three-year and ten-year capital plan using FWBA as the consultant. As there is an interrelationship between the capital plan and school boundary's, there could be consideration for adjustment throughout that process as appropriate.

Recommendation: *None*

Attachment: None

4. November 2018 Second Regular Meeting

In November 2018 the Board of Trustees for the Medicine Hat Catholic Board of Education will need to approve the 2017-18 Audited Financial Statements, the 2018-19 Fall budget update and the Annual Education Results Report.

Recommendation: *That the Board of Trustees for the Medicine Hat Catholic Board of Education hold a Regular Meeting of the Board under section 66 of the School Act on November 27, 2018 at 3:30 pm at the Catholic Education Centre.*

Attachment: None

Medicine Hat Catholic Board of Education

Audit Service Plan

Year Ending August 31, 2018

For presentation at the Board of Trustees meeting

October 9, 2018

October 9, 2018

Members of the Board of Trustees of Medicine Hat Catholic Board of Education

Dear Sirs/Mesdames:

We are pleased to present our Audit Service Plan for Medicine Hat Catholic Board of Education ("the Organization"). In this plan we describe MNP's audit approach, our engagement team, the scope of our audit and a timeline of anticipated deliverables. We are providing this Audit Service Plan to the Board of Trustees on a confidential basis. It is intended solely for the use of the Board of Trustees and is not intended for any other purpose. Accordingly, we disclaim any responsibility to any other party who may rely on this report.

Our audit will include an audit of the Organization's financial statements for the year ended August 31, 2018, prepared in accordance Canadian public sector accounting standards. Our audit will be conducted in accordance with Canadian generally accepted auditing standards.

At MNP, our objective is to perform an efficient, high quality audit which focuses on those areas that are considered higher risk. We adhere to the highest level of integrity and professionalism. We are dedicated to maintaining open channels of communication throughout this engagement and will work with management to coordinate the effective performance of the engagement. Our goal is to exceed the Board of Trustees' expectations and ensure you receive outstanding service.

Additional materials provided along with this report include both our Engagement Letter and draft Independence Communication. Our Engagement Letter is the formal written agreement of the terms of our audit engagement as negotiated with management and outlines our responsibilities under Canadian generally accepted auditing standards. Our draft Independence Communication formally confirms in writing MNP's independence.

We look forward to discussing our audit service plan with you and look forward to responding to any questions you may have.

Sincerely,

The image shows a handwritten signature in black ink that reads "MNP LLP". The letters are stylized and slanted to the right.

Chartered Professional Accountants

/sh
encls.

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OVERVIEW

To make strategic business decisions with confidence, your stakeholders and the Board of Trustees of Medicine Hat Catholic Board of Education need relevant, reliable and independently audited financial information. But that's not all. You need an audit team that can deliver insight beyond the numbers and enhance Medicine Hat Catholic Board of Education's strategic planning and implementation processes, so you can embrace new opportunities while effectively managing risk. Our senior team members have extensive knowledge of your industry from many years of experience focusing their practice in school divisions. Our audit strategy takes into account the limitations and opportunities you encounter each day, allowing our recommendations to be implemented with greater ease. Committed to your success, MNP delivers meaningful, reliable financial information to not only help you fulfill your compliance obligations, but also to achieve your key strategic goals.

Our Audit Service Plan outlines the strategy we will follow to provide Medicine Hat Catholic Board of Education's Board of Trustees with our Independent Auditors' Report on the August 31, 2018 financial statements.

TOPICS FOR DISCUSSION

We are committed to providing superior client service by maintaining effective two-way communication.

Topics for discussion include, but are not limited to:

- Changes to your business operations and developments in the financial reporting and regulatory environment
- Business plans and strategies
- The management oversight process
- Fraud:
 - How could it occur?
 - Risk of fraud and misstatement?
 - Actual, suspected or alleged fraud?
- Your specific needs and expectations
- Audit Service Plan
- Any other issues and/or concerns

KEY CHANGES AND DEVELOPMENTS

Based on our knowledge of the Organization and our discussions with management, we have noted the recent developments set out below. Our audit strategy has been developed giving consideration to these factors.

Issues And Developments	Summary
Entity specific	Modernization at Monsignor McCoy, as well as construction at St. John Paul II School.
Regulatory	Nothing to note.
New reporting developments	<p>PS 3450 Financial Instruments (Effective for fiscal years beginning on or after April 1, 2019. In the period that a public sector entity applies PS 3450, it also applies PS 1201, PS 2601, and PS 3041. Early adoption is permitted).</p> <p>Proposed exposure draft for Revenue, Section PS 3400 (Proposed to be effective for fiscal periods beginning on or after April 1, 2021. Earlier adoption is permitted).</p> <p>Proposed exposure draft for Asset Retirement Obligations, Section PS 3280 (Proposed to be effective for fiscal periods beginning on or after April 1, 2021. Earlier adoption is permitted).</p>
New assurance developments	<p>CAS 250 Consideration of Laws and Regulations in an Audit of Financial Statements (Effective for audit of financial statements for periods ending on or after December 15, 2018).</p> <p>CAS 700 Forming an Opinion and Reporting on Financial Statements and CAS 701 Communicating Key Audit Matters in the Independent Auditor's Report (Effective for audits of financial statements for periods ending on or after December 15, 2018. Early application is permitted).</p> <p>S.5815 Special Reports – Audit Reports on Compliance with Agreements, Statutes and Regulations (Effective immediately)</p> <p>Proposed exposure draft for Auditing Accounting Estimates and Related Disclosures (Proposed to be effective for audits of financial statements for periods ending approximately 18 months after the approval of the final CASs. Earlier application will be permitted).</p>

Detailed information on Key Changes and Developments are included as Appendix A.

MNP'S AUDIT PROCESS

MNP's audit methodology, "The MAP", is a risk based audit approach that is divided into four separate stages: Pre-planning, Planning and Risk Assessment, Risk Response and Completion and Reporting. Our audit process focuses on significant risks identified during the pre-planning and planning and risk assessment stage, ensuring that audit procedures are tailored to your specific circumstances and appropriately address those risks.

The Board of Trustees is responsible for approval of the financial statements and Organization policies, and for monitoring management's performance. The Board of Trustees should consider the potential for management override of controls or other inappropriate influences, such as earnings management, over the financial reporting process. The Board of Trustees, together with management, is also responsible for the integrity of the accounting and financial reporting systems, including controls to prevent and detect fraud and misstatement, and to monitor compliance with relevant laws and regulations.

Effective discharge of these respective responsibilities is directed toward a common duty to provide appropriate and adequate financial accountability, and quality financial disclosure.

Key responsibilities of MNP and management are outlined in the Engagement Letter (see attached). More detailed discussion about MNP's audit process is provided in Appendix B.

AUDIT MATERIALITY

Materiality is an important audit concept. It is used to assess the significance of misstatements or omissions that are identified during the audit and is used to determine the level of audit testing that is carried out. Specifically, a misstatement or the aggregate of all misstatements in financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures) is considered to be material if it is probable that the decision of the party relying on the financial statements, who has reasonable understanding of business and economic activities, will be changed or influenced by such a misstatement or the aggregate of all misstatements.

The scope of our audit work is tailored to reflect the relative size of operations of the Organization and our assessment of the potential for material misstatements in the Organization's financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures). In determining the scope, we emphasize relative audit risk and materiality, and consider a number of factors, including:

- The size, complexity, and growth of the Organization;
- Changes within the organization, management or accounting systems; and
- Concerns expressed by management.

Judgment is applied separately to the determination of materiality in the audit of each set of financial statements (and, if applicable, for particular classes of transactions, account balances or disclosures) and is affected by our perception of the financial information needs of users of the financial statements. In this context, it is reasonable to assume that users understand that financial statements are prepared, presented and audited to levels of materiality; recognize uncertainties inherent in the measurement of amounts based on the use of estimates, judgment and consideration of future events; and make reasonable economic decisions based on the financial statements. The foregoing factors are taken into account in establishing the materiality level.

We propose to use \$1,280,000 as overall materiality for audit planning purposes.

RISK ASSESSMENT

Based on the preliminary risk assessment procedures performed, we have identified the following significant risks which will be addressed during our audit. We have also outlined the proposed audit response to address those risks. We will update our risk assessment as the audit progresses for additional risks identified and will inform management of any additional significant risks identified.

Areas of Audit Risk	Description of Possible Risk	Proposed Audit Response
<i>Account name or disclosure description.</i>	<i>Description of possible risk.</i>	<i>Our planned audit response, including substantive analytics and testing and tests of internal controls.</i>
Salaries, wages, and benefits	Risk of fraud and error in payroll. Occurrence (wages may not actually occur per risk above). Accuracy (people are not paid in accordance with their contract).	During payroll testing, their wage is re-calculated and compared to their contract. Payroll is also compared to budgeted amounts and significant variances are investigated.
Capital assets	Risk that capital items may have been expensed.	Repairs and maintenance accounts are analyzed and test of details are performed.
Financial Statements	Risk of management override.	A selection of journal entries are tested, based on specific criteria, to ensure they are consistent with internal control procedures. Significant reconciliations that support financial statement allocations and disclosures are reviewed.
Cut off	Risk that accounts payable and expenses may be understated for invoices not received until after year-end for progress billings on the modernization and construction projects.	Test of details will be performed on disbursements made in the months subsequent to year-end.

The response provided under the "Proposed Audit Response" column is our intended approach to address each respective financial statement item identified.

TIMING OF THE AUDIT

Based on the audit planning performed and areas of audit risks identified, the following timelines for key deliverables have been discussed and agreed upon with management:

KEY DELIVERABLE	EXPECTED DATE
Presentation of August 31, 2018 Audit Service Plan to Board of Trustees	October 9, 2018
Year-end fieldwork procedures	October 22, 2018 to October 26, 2018
Draft year-end financial statements to be discussed with management	November 14, 2018
Presentation of August 31, 2018 Audit Findings Report to Board of Trustees	TBD
Presentation of Management Letter to Board of Trustees	TBD
Issuance of Independent Auditors' Report	TBD

AUDIT TEAM

In order to ensure effective communication between the Board of Trustees and MNP, we outline below the key members of our audit team that will be responsible for the audit of Medicine Hat Catholic Board of Education and the role they will play:

NAME	POSITION
Delayne Sackman	Engagement Partner
Tracy Noullett	Concurring Partner
Stefanie McKinley	Manager
Stephanie Hayes	Audit Senior
Sara Paul	Staff Accountant

In order to serve you better and meet our professional responsibilities, we may find it necessary to expand our audit team to include other MNP professionals whose consultation will assist us to evaluate and resolve complex, difficult and/or contentious matters identified during the course of our audit. Any changes to the audit team will be discussed with you to ensure a seamless process and that all concerned parties' needs are met.

FEES AND ASSUMPTIONS

Our audit hours and fees for the year ended August 31, 2018 are estimated to be the following, exclusive of applicable taxes:

	AUGUST 31, 2018 ESTIMATE	AUGUST 31, 2017 ACTUAL
Base audit fee as per our fee quote	14,800	14,500
LAPP Audit	1,500	1,500
Total	16,300	16,000

If any significant issues arise during the course of our audit work which indicate a possibility of increased procedures or a change in the audit timetable, these will be discussed with management by the engagement partner, so a mutually agreeable solution can be reached.

AUDITOR INDEPENDENCE

An essential aspect of all our services to the Organization is an independent viewpoint, which recognizes that our responsibilities are to the trustees. While the concept of independence demands a questioning and objective attitude in conducting our audit, it also requires the absence of financial or other interests in the Organization. In accordance with our firm's policy, and the Rules of Professional Conduct, which govern our profession, neither MNP nor any of its team members assigned to the engagement or any of its partners, are permitted to have any involvement in or relationship with the Organization that would impair independence or give that appearance. As auditors, we subscribe to the highest standards and are required to discuss the auditors' independence with the Board of Trustees on an annual basis. Under the standard an auditor shall:

- Disclose to the, Board of Trustees in writing, all relationships between the auditor and the Organization that in the auditors' professional judgment may reasonably be thought to bear on our independence;
- Discuss the auditors' independence with the Board of Trustees.

Our draft Independence Communication to the Board of Trustees discussing our independence, the general form and content of which we expect to provide to the Board of Trustees upon the conclusion of our audit, is included as Additional Matters following this report.

During the course of the audit, we will communicate any significant new matters that come to our attention that, in our professional judgment, may reasonably be thought to bear on our independence. At the completion of our audit, we will reconfirm our independence.

We look forward to discussing with you the matters addressed above. We will be prepared to answer any questions you may have regarding our independence, as well as any other matters of interest to you.

APPENDIX A - Key Changes and Developments

Key Development in Your Business and Our Audit Response

In the year, the significant modernization at Monsignor McCoy has been completed. In addition, the construction of the new elementary school, St. John Paul II, was also completed. These significant projects create additional complexity in recording of the costs, as well as the related funding. Our audit response to these risks will include increased testing in capital assets, repairs and maintenance and deferred capital contributions.

New and Proposed Reporting and Assurance Developments

New and Proposed Reporting Developments

PS 3450 Financial Instruments

In June 2011, the Public Sector Accounting Board (PSAB) issued new PS 3450 *Financial Instruments*. The new standard establishes requirements for recognition, measurement, derecognition, presentation and disclosure of financial assets and financial liabilities, including derivatives. The main features of the new standard are:

- Financial instruments are classified into two measurement categories: fair value, or cost or amortized cost.
 - Almost all derivatives, including embedded derivatives not closely related to the host contract, are measured at fair value.
 - Portfolio investments in equity instruments quoted in an active market are measured at fair value.
 - Other financial assets and financial liabilities are generally measured at cost or amortized cost.
 - An entity may elect to measure any group of financial assets or financial liabilities (or both) at fair value when the entity has a risk management or investment strategy to manage those items on a fair value basis.
- Remeasurement gains and losses on financial instruments measured at fair value are reported in the statement of remeasurement gains and losses until the financial instrument is derecognized.
- Budget to actual comparisons are not required within the statement of remeasurement gains and losses.
- Financial liabilities are derecognized when, and only when, they are extinguished.
- Financial assets and financial liabilities are only offset and reported on a net basis if a legally enforceable right to set off the recognized amounts exists, and the entity intends to settle on a net basis or realize/settle the amounts simultaneously.

In May 2012, the transitional provisions for this Section were amended, effective at the time the standard is initially applied, to clarify that the measurement provisions are applied prospectively. Adjustments to previous carrying amounts are recognized in opening accumulated remeasurement gains or losses. Additionally, a new transitional provision has been added that applies to government organizations transitioning from the standards in Part V of the CPA Canada Handbook – Accounting with items classified as available for sale. Accumulated other comprehensive income (OCI) from items classified as available for sale is recognized in accumulated remeasurement gains or losses on transition.

In September 2015, the effective date for governments was extended by three years. PS 3450 is effective for fiscal years beginning on or after April 1, 2019. In the period that a public sector entity applies PS 3450, it also applies PS 1201, PS 2601 and PS 3041. Early adoption is permitted.

PS 1201 Financial Statement Presentation (New)

In June 2011, as a result of the issuance of PS 3450 Financial Instruments, the Public Sector Accounting Board (PSAB) issued new PS 1201 Financial Statement Presentation, which revises and replaces PS 1200 Financial Statement Presentation. The main features of the new standard are:

- Remeasurement gains and losses are reported in a new statement: the statement of remeasurement gains and losses.
- Other comprehensive income arising when a government includes the results of government business enterprises and government business partnerships in its financial statements, is reported in the statement of remeasurement gains and losses.
- Accumulated surplus or deficit is presented as the total of the accumulated operating surplus or deficit and the accumulated remeasurement gains and losses.

The Section is effective in the same period PS 2601 Foreign Currency Translation and PS 3450 are adopted. PS 2601 and PS 3450 are to be adopted together and are effective for fiscal years beginning on or after April 1, 2019. Early adoption is permitted.

PS 2601 Foreign Currency Translation (New)

In June 2011, as a result of the issuance of PS 3450 Financial Instruments, the Public Sector Accounting Board (PSAB) issued new PS 2601 Foreign Currency Translation, which revises and replaces PS 2600 Foreign Currency Translation. The main features of the new standard are:

- The definition of currency risk is conformed to the definition in PS 3450.
- Removal of the exception relating to the measurement of items on initial recognition that applies when synthetic instrument accounting is used.
- Subsequent to initial recognition, non-monetary foreign currency items included in the fair value category in accordance with PS 3450 are adjusted at each financial statement date to reflect the exchange rate at that date.
- The deferral and amortization of foreign exchange gains and losses relating to long-term foreign currency monetary items is discontinued.
- Exchange gains and losses are recognized in the statement of remeasurement gains and losses until the period of settlement.
- Removal of hedge accounting and the presentation of items as synthetic instruments.

The transitional provisions in this standard were amended May 2012, effective at the time the standard is initially applied, to clarify application to hedging instruments for government organizations transitioning from the standards in Part V of the CPA Canada Handbook – Accounting. Gains or losses yet to be recognized in net income prior to the transition date associated with designated hedging instruments are accounted for in accumulated remeasurement gains or losses at transition. Additionally, a new transitional provision has been added that applies to government organizations transitioning from the standards in Part V with self-sustaining foreign operations. Accumulated other comprehensive income (OCI) from translation of self-sustaining foreign operations is recognized in accumulated remeasurement gains or losses on transition.

In September 2015, the effective date for governments was extended by three years. The Section is effective in the same period PS 3450 is adopted. PS 2601 and PS 3450 are effective for fiscal years beginning on or after April 1, 2019. Early adoption is permitted.

PS 3041 Portfolio Investments (New)

In March 2012, as a result of the issuance of PS 3450 Financial Instruments, the Public Sector Accounting Board (PSAB) issued new PS 3041 Portfolio Investments, which revises and replaces PS 3030 Temporary Investments and PS 3040 Portfolio Investments. The main features of the new standard are:

- PS 3041 does not make a distinction between temporary and portfolio investments, and is cross referenced and conformed to the requirements of PS 3450.
- Investments previously within the scope of PS 3030, which are not cash equivalents, are now accounted for within the scope of PS 3041.

This Section is effective in the same period PS 1201 Financial Statement Presentation, PS 2601 Foreign Currency Translation and PS 3450 are adopted. PS 1201, PS 2601 and PS 3450 are to be adopted together and are effective for fiscal years beginning on or after April 1, 2019. Early adoption is permitted.

Proposed exposure draft for Revenue, Section PS 3400

The Public-Sector Accounting Board (PSAB) issued this Exposure Draft (ED) in May 2017 to propose a new Section on revenue to address revenue arising from two specific categories of revenue: exchange transactions and unilateral transactions. The following are the main features of this ED:

- An exchange transaction is a transaction that gives rise to one or more performance obligations for a public sector entity arising directly from a payment or promise of consideration by a payor.
- Performance obligations are enforceable promises to provide goods or services to a payor.
- Revenue from an exchange transaction is recognized when the entity has satisfied the performance obligation(s).
- Performance obligations can be satisfied at a point in time or over a period of time.
- Unilateral revenues increase the economic resources of a public sector without a direct transfer of goods or services to the payor and do not give rise to performance obligations.
- Unilateral revenues are recognized when a public sector entity has the authority to claim or retain an inflow of economic resources and a past event gives rise to a claim of economic resources.

In June 2018, the PSAB approved the final version of PS 3400. This new section will be effective for fiscal years beginning on or after April 1, 2022. Earlier adoption is permitted.

Proposed exposure draft for Asset Retirement Obligations, Section PS 3280

The Public-Sector Accounting Board (PSAB) issued this Exposure Draft (ED) in March 2017 to propose a new Section on asset retirement obligations (ARO liabilities) and withdraw PS 3270 *Solid Waste Landfill Closure and Post-Closure Liability*. The main features of this ED include the following:

- ARO liabilities represent a legal obligation associated with the retirement of a tangible capital asset.
- Asset retirement costs increase the carrying amount of the related tangible capital asset and are expensed in a rational and systematic manner.
- Asset retirement costs are expensed when they are associated with an asset that is no longer in productive use.
- Subsequent measurement of the ARO liability results in either a change in the carrying amount of the related tangible capital asset or an expense. The accounting treatment depends on the nature of the remeasurement and whether the asset remains in productive use.
- ARO liabilities include costs directly attributable to retirement activities, such as post-retirement operation, maintenance and monitoring.
- The best method to estimate the liability is often a present value technique.

In March 2018, the PSAB approved the final version of PS 3280. This new section will be effective for fiscal years beginning on or after April 1, 2021. Earlier adoption is permitted.

New and Proposed Assurance Developments

CAS 250 Consideration of Laws and Regulations in an Audit of Financial Statements

In March 2017, the Auditing and Assurance Standards Board (AASB) issued a revised and replaced version of CAS 250 *Consideration of Laws and Regulations in an Audit of Financial Statements*. The revised CAS 250 incorporates changes to address actual or perceived inconsistencies in the approach to identifying and responding to instances of identified or suspected non-compliance with laws and regulations between the standard and relevant ethical requirements.

This revised CAS:

- Aligns aspects of the standard to the International Ethics Standards Board for Accountants' revised Code of Ethics for Professional Accountants, particularly the definition of non-compliance and the examples of laws and regulations within the scope of CAS 250;
- Clarifies the requirement regarding the auditor's determination of whether to report identified or suspected non-compliance with laws and regulations to an appropriate authority outside the entity and the auditor's duty of confidentiality, in order to recognize the different provisions of laws, regulations or relevant ethical requirements;
- Highlights that the auditor may have additional responsibilities under law, regulation or relevant ethical requirements, including possible documentation requirements and communicating to other auditors;
- Enhances the consideration of the implications of non-compliance with laws and regulations on the audit; and,
- Emphasizes the fact that, in certain cases, communication with management or those charged with governance may be restricted or prohibited by law or regulation.

Other standards impacted by the revisions to CAS 250 include:

- CAS 240 *The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements*;
- CAS 450 *Evaluation of Misstatements Identified during the Audit*;
- CSRE 2400 *Engagements to Review Historical Financial Statements*; and,
- CSAE 3410 *Assurance Engagement on Greenhouse Gas Statements*.

These standards are amended to more clearly articulate the auditor's responsibilities regarding identified or suspected non-compliance with laws and regulations.

The revised CAS 250 is effective for audits of financial statements for periods ending on or after December 15, 2018. The effective date of CAS 250, and of applicable requirements in CAS 240, CAS 450, and CSAE 3410 differ from those in the corresponding International Standards.

CAS 700 Forming an Opinion and Reporting on Financial Statements and CAS 701 Communicating Key Audit Matters in the Independent Auditor's Report

In June 2017, the Auditing and Assurance Standards Board (AASB) issued amendments to CAS 700, new CAS 701, and several other amendments to Canadian Auditing Standards (CASs) relating to auditor reporting. The new and amended auditor reporting standards are intended to result in an auditor's report that increases confidence in the audit and the financial statements.

The auditor's report in CAS 700 and other related standards has been restructured as follows:

- The Auditor's Opinion section is required to be presented first, followed by the Basis of Opinion section;
- Enhanced disclosure on going concern is required in accordance with CAS 570 *Going Concern*, including:
 - A description of the respective responsibilities of management and the auditor for going concern;
 - A separate section when a material uncertainty exists and is adequately disclosed, under the heading "Material Uncertainty Related to Going Concern";
- Disclosure of Key Audit Matters when required by law or regulation in accordance with CAS 701 *Communicating Key Audit Matters in the Independent Auditor's Report*;
- For listed entities, a statement about the auditor's independence and fulfillment of relevant ethical responsibilities;
- An enhanced description of the auditor's responsibilities and key features of an audit is provided. Certain components of the description of the auditor's responsibilities may be presented in an appendix to the auditor's report or, where law, regulation or national auditing standards expressly permit, by reference in the auditor's report to a website of an appropriate authority.

CAS 701 addresses the auditor's responsibility to communicate key audit matters in the auditor's report including the auditor's judgment as to what to communicate and the form and content of such communication.

As a result of the new auditor reporting requirements outlined in amended CAS 700 and 701, the following standards have been revised and replaced:

- CAS 260 *Communication with Those Charged with Governance*;
- CAS 570 *Going Concern*;
- CAS 705 *Modifications to the Opinion in the Independent Auditor's Report*;
- CAS 706 *Emphasis of Matter Paragraphs and Other Matter Paragraphs in the Independent Auditor's Report*;
- CAS 800 *Special Considerations – Audits of Financial Statements Prepared in Accordance with Special Purpose Frameworks*;
- CAS 805 *Special Considerations – Audits of Single Financial Statements and Specific Elements, Accounts or Items of a Financial Statement*;
- CAS 810 *Engagements to Report on Summary Financial Statements*

Further editorial changes have also been made to other standards as a result of the new and amended auditor reporting standards.

The new and amended auditor reporting standards are effective for audits of financial statements for periods ending on or after December 15, 2018. Earlier application is permitted. The reporting of key audit matters under CAS 701 is only applied in circumstances when the auditor decides to communicate key audit matters in the auditor's report or when required by law or regulation.

The effective dates of CAS 260, CAS 570, CAS 700, CAS 701, CAS 705, CAS 706, CAS 800, CAS 805 and CAS 810 differ from the effective dates of the corresponding International Standards on Auditing (ISAs).

Proposed exposure draft for Auditing Accounting Estimates and Related Disclosures

In May 2017, the Auditing and Assurance Standards Board (AASB) issued an Exposure Draft (ED) that proposes to amend CAS 540 *Auditing Accounting Estimates, Including Fair Value Accounting Estimates, and Related Disclosures*.

The proposed amendments to CAS 540 include:

- Enhanced requirements for risk assessment procedures and the auditor's work effort in responding to the assessed risks of material misstatement for accounting estimates and the related disclosures;
- Consideration of the complexity of accounting estimates, the need for the use of judgment by management, and estimation uncertainty;
- Emphasis on important considerations for complex models, forward-looking information, and internal controls in auditing accounting estimates; and
- Key provisions designed to enhance the auditor's application of professional skepticism and consideration of the potential for management bias.

The proposed effective date is for audits of financial statements for periods ending approximately 18 months after the approval of the final CASs. Earlier application will be permitted.

APPENDIX B – The Audit Process

Our Plan

Our overall audit strategy is risk-based and controls-oriented. Assessment and identification of risk is performed continuously throughout the audit process. We focus on the risks that have a potential impact on the financial accounting systems and subsequent financial reporting.

Our overall audit strategy does not and is not intended to involve the authentication of documents, nor are our team members trained or expected to be experts in such authentication. Unless we have reason to believe otherwise, we accept records and documents as genuine. The subsequent discovery of a material misstatement resulting from fraud does not, in and of itself, indicate a failure to comply with Canadian generally accepted auditing standards.

Audit Procedures

To meet our responsibilities in accordance with Canadian generally accepted auditing standards, our audit examination includes:

- Obtaining an understanding of the entity and its environment, including its controls, in order to identify and assess the risk that the financial statements contain material misstatements due to fraud or misstatement;
- Assessing the adequacy of and examining, on a test basis, the key controls over significant transaction streams and over the general organizational and computer environments;
- Assessing the systems used to ensure compliance with applicable legislative and related authorities pertaining to financial reporting, revenue raising, borrowing, and investing activities;
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements;
- Assessing the appropriateness and consistency of accounting principles used and their application;
- Assessing the significant estimates used by management; and,
- Assessing the entity's use of the going concern assumption in the preparation of the financial statements.

As part of our planning process, we will also undertake to inform the Board of Trustees of concerns relating to management's implementation and maintenance of controls, and the effects of any such concerns on the overall strategy and scope of the audit. These concerns might arise from the nature, extent and frequency of management's assessments of controls in place to detect fraud and misstatement, and of the risk that the financial statements may be misstated; from a failure by management to appropriately address significant deficiencies in controls identified in prior audits; and, from our evaluation of Organization's control environment, and management's competence and integrity.

Overall Reliance

In general, there are three levels of reliance that we can place on controls, or the absence thereof:

Low/None – where we cannot rely on controls because they are weak or absent, or where it is deemed to be more efficient to carry out a high level of direct substantive tests of transactions and balances. Audit evidence is primarily obtained through detailed verification procedures and sufficient substantive tests of details and transactions.

Moderate – where there are some deficiencies in systems application or procedural controls, or where it is deemed to be inefficient to test systems application controls, but where we can test and rely on the management monitoring systems in place to detect and correct material misstatements in the financial reporting systems. Testing of controls is supplemented with a moderate level of substantive tests of details and transactions.

High – where a high degree of control is in place in the areas of management monitoring controls AND systems application and procedural controls. Our audit work focuses on testing both management monitoring and systems application and procedural controls, and is supplemented with a low level of substantive tests of details and transactions.

For the August 31, 2018 audit, we are planning to place low/no reliance on the Organization's accounting systems. This level of reliance is the same as in the prior year, and will involve mainly substantive tests of transactions and balances. The amount of substantive work will be reduced for cycles where there are controls in place that MNP can test and rely on.

As part of our audit work we will update our understanding of the entity and its environment, including the controls relevant to our audit of the principal transaction cycles, sufficient to identify and assess the risks of material misstatement of the financial statements resulting from fraud or misstatement. This will be accomplished through inquiries with management and others within the entity, analytical procedures and observation and inspection. Furthermore, we will consider whether effective controls have been established to adequately respond to the risks arising from the use of IT or manual systems and test the operation of those controls to an extent sufficient to enable us to reduce our substantive work. Our review of the Organization's controls will not be sufficient to express an opinion as to their effectiveness or efficiency. Although we will provide the Board of Trustees with any information about significant deficiencies in internal control that have come to our attention, we may not be aware of all the significant deficiencies in internal control that do, in fact, exist.

Inherent Limitations in the Auditing Process

An auditor cannot obtain absolute assurance that material misstatements in the financial statements will be detected due to factors such as the use of significant judgment regarding the gathering of evidence and the drawing of conclusions based on the audit evidence acquired; the use of testing of the data underlying the financial statements; inherent limitations of controls; and, the fact that much of the audit evidence available to the auditor is persuasive, rather than conclusive in nature.

Because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. While effective controls reduce the likelihood that misstatements will occur and remain undetected, they do not eliminate that possibility. Therefore, the auditor cannot guarantee that fraud, misstatements and non-compliance with laws and regulations, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

The likelihood of not detecting material misstatements resulting from management fraud is greater than for employee fraud, because management is in a position to manipulate records, present fraudulent information or override controls.

We will inform the appropriate level of management or the Board of Trustees with respect to identified:

- Misstatements resulting from errors, other than clearly trivial misstatements;
- Fraud, or any information obtained that indicates that fraud may exist;
- Evidence obtained that indicates non-compliance or possible non-compliance with laws and regulations, other than that considered inconsequential;
- Significant deficiencies in the design or implementation of controls to prevent and detect fraud or misstatement; and
- Related party transactions that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

Our concern as auditors is with material misstatements, and thus, we are not responsible for the detection of misstatements that are not material to the financial statements taken as a whole.

Independence Communication

(See Attached)

Engagement Letter

(See Attached)

October 9, 2018

Board of Trustees
Medicine Hat Catholic Board of Education
1251 1st Avenue SW
Medicine Hat, AB T1A 8B4

Dear Sirs/Mesdames:

We have been engaged to audit the financial statements of Medicine Hat Catholic Board of Education ("the Organization") as at August 31, 2018 and for the year then ended.

CAS 260 *Communication With Those Charged With Governance* requires that we communicate with you matters that are significant to our engagement. One such matter is relationships between the Organization and its related entities or persons in financial reporting oversight roles at the Organization and MNP LLP and any affiliates ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence. In determining which relationships to report, the Standard requires us to consider relevant rules and related interpretations prescribed by the appropriate professional accounting body and applicable legislation, covering such matters as:

- (a) Holding a financial interest, either directly or indirectly, in a client;
- (b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client or a related entity;
- (c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client or a related entity;
- (d) Economic dependence on a client; and
- (e) Provision of non-assurance services in addition to the audit engagement.

We are aware of the following relationships between the Organization and MNP that, in our professional judgment, may reasonably be thought to bear on our independence. The following relationships represent matters that have occurred from September 1, 2017 to October 9, 2018.

A special project and an internal control assessment prepared by MNP LLP were provided to the Organization during the year. We have put the following safeguards in place to ensure we remain independent:

- 1) The team leaders in charge of the projects were located in a separate office from the team members completing the audit engagement;
- 2) There was no overlap of team members between any of the engagements; and
- 3) The forensic project and the internal control assessments will not be used as audit evidence.

We hereby confirm that we are independent auditors with respect to the Organization.

The total fees charged to the Organization for audit services were \$14,800, and for non-audit services were \$68,079, during the period from September 1, 2017 to October 9, 2018.

This report is intended solely for the use of Board of Trustees, management and others within the Organization and should not be used for any other purposes.

We look forward to discussing with you the matters addressed in this letter as well as other matters that may be of interest to you. We will be prepared to answer any questions you may have regarding our independence as well as other matters.

Sincerely,

MNP LLP

Chartered Professional Accountants

encls.

September 12, 2018

Mr. MacPherson
Medicine Hat Catholic Board of Education
1251 1st Avenue SW
Medicine Hat, AB T1A 8B4

Dear Mr. MacPherson:

This letter will confirm the arrangements discussed with you regarding the services we will render to Medicine Hat Catholic Board of Education (the "Jurisdiction") commencing with the fiscal year ending August 31, 2018.

Our responsibilities

We will audit the financial statements of Medicine Hat Catholic Board of Education for the year ended August 31, 2018.

Our audit will be conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we will plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements taken as a whole are free of material misstatement, whether caused by fraud or error, including non-compliance with laws and regulations whose consequences have a material effect on the financial statements.

Our responsibilities, objective, scope, independence and the inherent limitations of an audit conducted in accordance with Canadian generally accepted auditing standards are detailed in Appendix A, which forms part of our mutual understanding of the terms of this engagement.

Management's responsibilities

The operations of the Jurisdiction are under the control of management, which has responsibility for the accurate recording of transactions and the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards. This includes the design, implementation and maintenance of internal control relating to the preparation and presentation of the financial statements.

Appendix B, which describes in detail management's responsibilities with respect to this engagement, forms part of our mutual understanding of the terms of this engagement.

Reporting

Unless unanticipated difficulties are encountered, our report will be substantially in the form illustrated in Appendix C.

Fees and expenses

Our fees and expenses are discussed in detail in Appendix D.

Other matters

We will, as permitted by the Rules of Professional Conduct, provide additional services upon request, in areas such as taxation, leadership and human resource management, communication, marketing, strategic planning, financial management and technology consulting.

Our standard terms and conditions, included as Appendix E, form part of our mutual understanding of the terms of this engagement. In the event that you choose to terminate this engagement based on the terms outlined in Appendix E, we reserve the right to notify all financial statement users of the change.

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates (referred to collectively as "MNP"). You may review our privacy policy at www.mnp.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, unless required to do so by legal authority or the applicable provincial Rules of Professional Conduct.

By signing this engagement letter you agree that for the purposes of this engagement MNP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that MNP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time ("Other Matters"). Personal information that is not relevant to the purposes of this engagement or to any Other Matters will not be disclosed to anyone for any reason without your further prior consent.

In accordance with professional regulations (and by Firm policy), our client files must be periodically reviewed by provincial or national practice inspectors and by other Firm personnel to ensure we are adhering to professional and Firm standards. Confidentiality of client information will be maintained throughout this process.

The arrangements outlined in this letter and its appendices will continue in effect from year to year, unless changed in writing.

We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning the second copy of this engagement letter to us.

It is a pleasure for us to be of service to you. We look forward to many years of association with you and Medicine Hat Catholic Board of Education.

Sincerely,

MNP LLP

Chartered Professional Accountants

encls.

RESPONSE:

This letter correctly sets forth the understanding of Medicine Hat Catholic Board of Education.

Officer Signature

Title

Appendix A: Our Audit Responsibilities, Objective, Scope and Limitations

The following details our responsibilities as auditors and the objective, scope, independence and inherent limitations of an audit conducted in accordance with Canadian generally accepted auditing standards.

Our responsibilities, objective and scope

Our audit will be planned and performed to obtain reasonable assurance that the financial statements taken as a whole are free of material misstatement, whether caused by fraud or error. If any of the following matters are identified, they will be communicated to the appropriate level of management:

- Misstatements, resulting from error, other than immaterial misstatements;
- Fraud or any information obtained that indicates that a fraud may exist;
- Events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern;
- Any evidence obtained that indicates non-compliance or possible non-compliance with laws and regulations has occurred;
- Significant deficiencies in the design or implementation of controls to prevent and detect fraud or misstatements; and
- Related party transactions identified that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management in discharging its responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

Furthermore, we will consider the Jurisdiction's controls over financial reporting for the purpose of identifying types of potential misstatement, considering factors that affect the risks of material misstatement, and determining the nature, timing and extent of auditing procedures necessary for expressing our opinion on the financial statements.

This consideration will not be sufficient to enable us to render an opinion on the effectiveness of controls over financial reporting nor to identify all significant deficiencies in the Jurisdiction's system of financial controls.

Independence

The Rules of Professional Conduct require that we are independent when conducting this engagement. We will communicate to the Board of Trustees any relationships between the Jurisdiction (including related entities) and MNP LLP ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence.

Further, we will confirm in writing our independence with respect to the Jurisdiction.

If matters should arise during this engagement that can reasonably be assumed to have impaired our independence, we may need to withdraw from this engagement.

Audit limitations

An audit involves performing procedures to obtain audit evidence regarding the amounts and disclosures in the financial statements. This includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Appendix A: Our Audit Responsibilities, Objective, Scope and Limitations *(continued from previous page)*

It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the financial statements will be detected because of factors such as the use of judgment, selective testing of data, inherent limitations of controls, and the fact that much of the audit evidence available is persuasive rather than conclusive in nature.

Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material misstatement due to fraud.

While effective controls reduce the likelihood that misstatements will occur and remain undetected, they do not eliminate that possibility. Therefore, we cannot guarantee that fraud, misstatements and non-compliance with laws and regulations, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

The audit of the financial statements and the issuance of our audit opinion are solely for the use of the Jurisdiction and those to whom our report is specifically addressed. We make no representations of any kind to any third party in respect of these financial statements and we accept no responsibility for their use by any third party. If our name is to be used in connection with the financial statements, you will attach our independent audit report when distributing the financial statements to third parties.

We ask that our names be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

Appendix B: Management Responsibilities

During the course of our audit, you will be required to provide and make available complete information that is relevant to the preparation and presentation of the financial statements, including:

- Financial records and related data;
- Copies of all minutes of meetings of trustees;
- Access to personnel to whom we may direct our inquiries;
- Information relating to any known or possible instances of non-compliance with laws, legislative or regulatory requirements (including financial reporting requirements);
- Information relating to all related parties and related party transactions; and
- Allowing access to those within the entity from whom the auditor determines it necessary to obtain audit evidence.

Management's responsibility with respect to fraud and misstatement includes:

- The design and implementation of controls for its prevention and detection;
- An assessment of the risk that the financial statements may be materially misstated;
- Disclosure of situations where fraud or suspected fraud involving management, employees who have significant roles in controls, or others, where the fraud could have a material effect on the financial statements, have been identified or allegations have been made; and
- Communicating your belief that the effects of any uncorrected financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

In accordance with Canadian generally accepted auditing standards, we will request a letter of representation from management at the close of our audit in order to confirm oral representations given to us and reduce the possibility of misunderstanding concerning matters that are the subject of the representations. These representations are used as evidence to assist us in deriving reasonable conclusions upon which our audit opinion is based.

If the Jurisdiction plans any reproduction or publication of our report, or a portion thereof, printer's proofs of the complete documents should be submitted to us in sufficient time for our review, prior to making such documents publicly available. It will also be necessary for you to furnish us with a copy of the printed report. Further, it is agreed that in any electronic distribution, for example on Medicine Hat Catholic Separate Regional Division No. 20's website, management is solely responsible for the accurate and complete reproduction of our report and the subject matter on which we reported, and for informing us of any subsequent changes to such documents. However, we are responsible to read the documents to ensure accuracy, and consider the appropriateness of other information accompanying the audited financial statements, upon initial posting.

Appendix C: Illustrative Independent Auditors' Report

To the Board of Trustees of
Medicine Hat Catholic Separate Regional Division No. 20:

We have audited the accompanying financial statements of Medicine Hat Catholic Separate Regional Division No. 20, which comprise the statement of financial position as at August 31, 2018, and the statements of operations, cash flows, change in net financial assets (net debt), and the schedules of changes in accumulated surplus, capital revenue, program operations, plant operations and maintenance expenses, and statement of remeasurement gains and losses for the year then ended August 31, 2017 and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or misstatement.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Medicine Hat Catholic Separate Regional Division No. 20 as at August 31, 2018 and the results of its operations, its remeasurement gains and losses, and its cash flows for the years then ended in accordance with Canadian public sector accounting standards.

Other Matters

The accompanying financial statements comprise unaudited schedules of fee revenue, differential funding and central administration expenses.

Medicine Hat, Alberta

Chartered Professional Accountants

Appendix D: Fees and Expenses

Our fees are determined on the basis of time spent on the engagement at the tariff rates of various members of our team. Any disbursements will be added to the billing.

The estimate of fees for the audit services and LAPP audit services to be provided are \$14,800 and \$1,500 respectively.

In signing this letter, you acknowledge your approval of the above billing schedule and amounts. Invoices expected to be issued that do not adhere to this schedule, or are in excess of the amounts noted above, will be discussed with you for your approval. Fees collected will be applied to overdue invoices first, followed by subsequently issued invoices in order of issuance. If payment is not received in accordance with the above schedule, we will at our discretion cease all work until the scheduled payments are received.

In the event of an outstanding balance for professional services rendered, we reserve the right to exercise a lien over those records in our possession for which a lien is maintainable, including but not limited to our own work product.

You authorize MNP to obtain or exchange any personal information with any personal information agent for the purpose of establishing or verifying your financial standing.

Our estimated fees are based on our past experience and our knowledge of the Jurisdiction. This estimate relies on the following assumptions:

- No significant deficiencies in internal controls which cause procedures to be extended;
- No major unadjusted misstatement(s) or un-reconciled balances;
- Significantly all adjusting entries are completed prior to trial balance and journal entries being provided to the audit team;
- All management and required staff are available as needed;
- Information and working papers required, as outlined in our letter of fiscal year-end requirements, are provided in the mutually agreed form and timing; and
- There are no changes to the agreed upon engagement timetable and reporting requirements.

We will ask that your personnel, to the extent possible, prepare various schedules and analysis, and make various invoices and other documents available to our team. This assistance will facilitate the progress of our work and minimize the cost of our service to you.

If any significant issues arise during the course of our audit work which indicate a possibility of increased procedures or a change in the audit timetable, these will be discussed with management by the practitioner leading your engagement so a mutually agreeable solution can be reached. In accordance with our standard terms and conditions, included as Appendix E, if significant changes to the arrangements set forth in this engagement letter are required, any change in scope of the engagement will need to be agreed in writing, in a "Change Order" agreement.

Appendix E: Standard Terms and Conditions

The following standard terms and conditions and the engagement letter to which they are attached form one agreement and set out the terms and conditions upon which MNP LLP ("MNP") will provide services to you (the "Client").

1. **Timely Performance** - MNP will use all reasonable efforts to complete, within any agreed-upon time frame, the performance of the services described in the engagement letter to which these Terms and Conditions are attached. However, MNP shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by the Jurisdiction of its obligations as set out in the engagement letter.
2. **Right to Terminate Services** - The Jurisdiction may terminate the engagement upon 30 days written notice. If this occurs, the Jurisdiction shall pay for time and expenses incurred by MNP up to the termination date, together with reasonable time and expenses incurred to bring the services to a close in a prompt and orderly manner. Should the Jurisdiction not fulfil its obligations as set out herein and in the engagement letter, and in the event that the Jurisdiction fails to remedy such default within 30 days following receipt of notice from MNP to that effect, MNP may, upon written notification and without prejudice to its other rights and resources, terminate provision of our services as described in the engagement letter. In such case, MNP shall not be responsible for any loss, costs, expenses, or damages resulting from such termination.
3. **Change Order** - If, subsequent to the date of this engagement letter, the Jurisdiction requires significant changes to the arrangements set forth in this engagement letter, the Jurisdiction will be required to agree to the change in scope of the engagement in writing, in a "Change Order" agreement. The "Change Order" agreement will set forth the revised arrangements and scope of services to be performed and any related additional fees associated.
4. **Fees** - Any fee estimates by MNP take into account the agreed-upon level of preparation and assistance from the Jurisdiction's personnel. MNP undertakes to advise the Jurisdiction's management on a timely basis should this preparation and assistance not be provided, or should any other circumstances arise which cause actual time to exceed the estimate.
5. **Billing** - Bills will be rendered on a regular basis as the assignment progresses, as indicated in the letter above. Accounts are due and payable upon receipt. Interest may be charged on the balance of any accounts remaining unpaid for more than 30 days, at a rate of 1.5% per month (19.56% per annum).
6. **Taxes** - All fees and other charges do not include any applicable federal, provincial, or other goods and services or sales taxes, or any other taxes or duties whether presently in force or imposed in the future. The Jurisdiction shall assume and pay any such taxes or duties, without deduction from the fees and charges hereunder.
7. **Governing Law** - The engagement will be governed and construed in accordance with the laws of the Province of Alberta, and shall be deemed in all respects to be an Alberta contract. The Jurisdiction and MNP submit to the courts of that jurisdiction with respect to all matters arising under or by virtue of this Agreement.

Appendix E: Standard Terms and Conditions *(continued from previous page)*

8. **Working Papers** - MNP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the Jurisdiction's accounting records. MNP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools and working papers were developed specifically for our purposes and without consideration of any purpose for which the Jurisdiction might use them, any such tools which may be provided to the Jurisdiction, will be made available on an "as is" basis only, at our discretion, and should not be distributed to or shared with any third party. Except as indicated in the Rules of Professional Conduct or by any legal proceeding, we have no responsibility to share our working papers with you or with any other parties.
9. **Out-sourcing** - MNP may out-source to third party service providers certain data-entry functions. To protect our clients, we have imposed detailed contractual obligations on these service providers regarding the safeguarding, confidentiality and security of your personal information. Nevertheless, our service provider may be required by the applicable laws of a foreign country to disclose personal information in its custody to that country's government or agencies pursuant to a lawful court order made in that country.
10. **Nature of the Limited Liability Partnership (LLP)** - MNP is a registered limited liability partnership, as permitted by legislation enacted in our governing jurisdiction of the Province of Alberta. This legislation provides that a partner of an LLP is not personally liable for any of the debts, obligations, or liabilities of the LLP or any of the other partners which may arise as a result of any negligent act or omission of another partner of the LLP, or by any employee of the partnership, unless such act or omission is committed by the partner him or herself or by a person under the partner's direct supervision and control. All partners of an LLP remain personally liable for any acts or omissions arising as a result of their own negligence, and for the acts or omissions of those directly under their supervision or control, and shall continue to be subject to unlimited personal liability for all of the other liabilities of the partnership. The legislation does not reduce or limit in any way the liability of the partnership itself, and all of the partnership's assets and insurance coverage remain at risk.
11. **Release and Limitation of Liability** - The Jurisdiction and MNP agree to the following with respect to MNP's liability to the Jurisdiction:
 - a. In any action, claim, loss or damage arising out of the engagement, the Jurisdiction agrees that MNP's liability will be several and not joint and the Jurisdiction may only claim payment from MNP of MNP's proportionate share of the total liability based on the degree of fault of MNP as finally determined by a court of competent jurisdiction.
 - b. Other than for matters finally determined to have resulted from the gross negligence, fraud or willful misconduct of MNP, whether the claim be in tort, contract, or otherwise:
 - i. MNP shall not be liable to the Jurisdiction and the Jurisdiction releases MNP for all claims, damages, costs, charges and expenses (including legal fees and disbursements) incurred or suffered by the Jurisdiction related to, arising out of, or in any way associated with the engagement to the extent that the aggregate of such amounts is in excess of the total professional fees paid by the Jurisdiction to MNP in connection with this engagement during the 12 month period commencing from the date of the engagement letter to which these terms and conditions are attached; and,
 - ii. MNP shall not be liable to the Jurisdiction for any consequential, indirect, lost profit or similar damages, or failure to realize expected savings, relating to MNP's services provided under the engagement letter to which these terms and conditions are attached.
12. **Indemnity** - The Jurisdiction agrees to jointly and severally indemnify and hold harmless MNP against:

Appendix E: Standard Terms and Conditions *(continued from previous page)*

- a. All claims, damages, costs, charges and expenses (including legal fees and disbursements) which are related to, arise out of, or are in any way associated with the engagement, whether the claims are civil, penal, regulatory, or administrative in nature, other than those finally determined by a court of competent jurisdiction to have resulted from MNP's gross negligence, fraud or willful misconduct; and,
- b. Notwithstanding "a.," all claims, damages, costs, charges and expenses (including legal fees and disbursements) which are related to, arise out of, or are in any way associated with the engagement, whether the claims are civil, penal, regulatory, or administrative in nature, that arise from or are based on any deliberate misstatement or omission in any material, information or representation supplied or approved by any officer or member of the Board of Directors of the Jurisdiction.

For the purposes of paragraph 11. and 12., "MNP" shall mean MNP LLP and its directors, officers, partners, professional corporations, employees, subsidiaries and affiliates and to the extent providing services under the engagement letter to which these terms are attached, MNP LLP, its member firms, and all of their partners, principals, members, owners, directors, staff and agents; and in all cases any successor or assignee.

13. **Survival of Terms** - The Jurisdiction and MNP agree that clauses 11. and 12. will survive termination of the engagement.
14. **Electronic Communications** - Unless the Jurisdiction prefers we use a particular manner of communication and specifies as much in writing, MNP will use whatever form of communication it deems most efficient in the circumstances. In many instances, this will involve the use of internet e-mail. With respect to internet e-mail, MNP and the Jurisdiction both acknowledge that neither party has control over the performance, reliability, availability, or security of internet e-mail. Additionally, MNP staff may be required or requested to work from your offices during which visits access to and use of and reliance upon your electronic environment (including but not limited to, your network, Internet, and extranet resources) is necessitated. The Jurisdiction accepts that MNP shall not be liable for any loss, damage, expense, harm or inconvenience resulting from any loss, delay, interception, corruption, security breach, delivery failure, incompatibility, incompleteness or alteration of any document or transmission arising from the use of e-mail or the transmission of any document outside of MNP's electronic environment.

1) Actual Enrollment by Schools (students in attendance)

Grade																		
School	1	2	3	4	5	6	7	8	9	10	11	12	Foreign	Total	K	PUF funded Preschool	Count	FTE
Monsignor McCoy High School																	509	509
St. Francis Xavier School	14	18	9	19	13	16			142	159	205	3	3	509	89	16	2	98
St. Louis School	19	16	18	13	8	11								85	19	11	115	100
St. Mary's School							116	118	123					357			357	357
École St. John Paul II School FR	18	17	14	17	12	15								93	14	-	107	100
École St. John Paul II School EN	7	17	10	12	14	6								66	15	6	87	77
St. Michael's School	19	25	28	28	27	20								147	31	9	187	167
St. Patrick's School	73	44	63	79	70									329	64	9	402	366
Mother Teresa School														223	32	5	260	242
Noire Dame Academy	36	34	34	35	45	39								406			406	406
Pre-School - Non-school placement						100	105	108	93									
TOTALS	186	171	176	203	189	207	221	226	216	142	159	205	3	2,304	191	96	2,591	2,447.5
2017/2018 Enrollment	175	169	189	183	174	194	225	215	213	158	196	173	-	2,264	170	113	2,547	2,405.5
Variance from Prior Year	11	2	(13)	20	15	13	(4)	11	3	(16)	(37)	32	3	40	21	(17)	44	42
																		1.7%

2) Budgeted Enrollments

School	Grade																	PUF funded Preschool	FTE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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3) Variance (Actual to Budget)

School	Grade												Foreign	Total	ECS	PUF funded		FTE
	1	2	3	4	5	6	7	8	9	10	11	12				Preschool		
Monsignor McCoy High School	-	-	-	-	-	-	-	-	-	(10)	(4)	6	1	(7)	-	-	-	(7)
St. Francis Xavier School	2	-	1	(1)	-	(1)	-	-	-	-	-	-	-	1	-	2	2	
St. Louis School	5	(1)	(2)	-	(1)	(2)	-	-	-	-	-	-	-	(1)	3	11	6	
St. Mary's School	-	-	-	-	-	-	5	3	1	-	-	-	-	9	-	-	9	
École St John Paul II School FR	(3)	(2)	(4)	3	(2)	-	-	-	-	-	-	-	-	(8)	(1)	-	(9)	
École St John Paul II School EN	-	5	1	1	4	2	-	-	-	-	-	-	-	13	1	6	17	
St. Michael's School	(2)	1	3	(4)	1	(1)	-	-	-	-	-	-	-	(2)	6	9	6	
St. Patrick's School	6	(2)	(1)	7	(2)	-	-	-	-	-	-	-	-	8	(2)	9	12	
Mother Teresa School	(2)	(1)	(2)	(3)	(4)	(1)	-	-	-	-	-	-	-	(13)	(3)	5	(12)	
Notre Dame Academy	-	-	-	-	-	3	(8)	(12)	(2)	-	-	-	-	(19)	-	-	(19)	
Unassigned	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Pre-School - ESTIMATED	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(56)	(28)	
TOTALS	6	-	(4)	3	(4)	-	(3)	(9)	(1)	(10)	(4)	6	1	(19)	4	(14)	(24)	
																	-1.0%	

1) Actual Enrollment by Schools (students in attendance)

School	Grade																	PUF funded Preschool	K	Total	Count	FTE
	1	2	3	4	5	6	7	8	9	10	11	12	Foreign	Total								
Monsignor McCoy High School	-	-	-	-	-	-	-	-	-	142	159	205	3	509	-	-	509	-	509	509.0		
St. Francis Xavier School	14	18	9	19	13	16	-	-	-	-	-	-	-	89	16	2	107	-	107	98.0		
St. Louis School	19	16	18	13	8	11	-	-	-	-	-	-	-	85	19	11	115	-	115	100.0		
St. Mary's School	-	-	-	-	-	-	116	118	123	-	-	-	-	357	-	-	357	-	357	357.0		
Ecole St. John Paul II School FR	18	17	14	17	12	15	-	-	-	-	-	-	-	93	14	-	107	-	107	100.0		
Ecole St. John Paul II School EN	7	17	10	12	14	6	-	-	-	-	-	-	-	66	15	6	87	-	87	76.5		
St. Michael's School	19	25	28	28	27	20	-	-	-	-	-	-	-	147	31	9	187	-	187	167.0		
St. Patrick's School	73	44	63	79	70	-	-	-	-	-	-	-	-	329	64	9	402	-	402	365.5		
Mother Teresa School	36	34	34	35	45	39	-	-	-	-	-	-	-	223	32	5	260	-	260	241.5		
Noire Dame Academy	-	-	-	-	-	100	105	108	93	-	-	-	-	406	-	-	406	-	406	406.0		
Pre-School - Non-school placement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	54	-	54	27.0		
TOTALS	186	171	176	203	189	207	221	226	216	142	159	205	3	2,304	191	96	2,591	-	2,591	2,447.5		
2017/2018 Enrollment	175	169	189	183	174	194	225	215	213	158	196	173	-	2,264	170	113	2,547	-	2,547	2,405.5		
Variance from Prior Year	11	2	(13)	20	15	13	(4)	11	3	(16)	(37)	32	3	40	21	(17)	44	-	44	42		
																				1.7%		

2) Prior Year Enrollments

Grade																	
School	1	2	3	4	5	6	7	8	9	10	11	12	Foreign	Total	K	PUF Funded Preschool	FTE
Monsignor McCoy HighSchool																	
St. Francis Xavier School	18	8	19	12	15	14				158	196	173	-	527	-		527.0
St. Louis School	23	18	14	8	13	13								89	12		92.5
St. Mary's School							110	121	114								95.0
St. Thomas	18	17	14	14	17	9								345	-		345.0
														89	19		98.5
														-			-
St. Michael's School	24	20	31	24	23	31								153	23		164.5
St. Patrick's School	51	65	67	73	64									320	62		351.0
Mother Teresa School	41	41	44	52	42	33								253	41		273.5
Notre Dame Academy						94	115	94	99					402	-		402.0
Unassigned																	
Pre-School - ESTIMATED																	
TOTALS	175	169	189	183	174	194	225	215	213	158	196	173	-	2,264	170	113	2,405.5

3) Variance (Actual to Budget)

School	Grade																	PUF funded Preschool	ECS	Total	Foreign	12	11	10	9	8	7	6	5	4	3	2	1	FTE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
Monsignor McCoy High School																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															</

1) Actual Enrollment by Schools (students in attendance)

Grade																			
School	1	2	3	4	5	6	7	8	9	10	11	12	Foreign	Total	K	PUF Funded Preschool	Count	FTE	
Monsignor McCoy High School	-	-	-	-	-	-	-	-	-	142	159	205	3	509	-	-	509	509.0	
St. Francis Xavier School	14	18	9	19	13	16	-	-	-	-	-	-	-	89	16	2	107	98.0	
St. Louis School	19	16	18	13	8	11	-	-	-	-	-	-	-	85	19	11	115	100.0	
St. Mary's School	-	-	-	-	-	-	116	118	123	-	-	-	-	357	-	-	357	357.0	
École St John Paul II School FR	18	17	14	17	12	15	-	-	-	-	-	-	-	93	14	-	107	100.0	
École St John Paul II School EN	7	17	10	12	14	6	-	-	-	-	-	-	-	66	15	6	87	76.5	
St. Michael's School	19	25	28	28	27	20	-	-	-	-	-	-	-	147	31	9	187	167.0	
St. Patrick's School	73	44	63	79	70	-	-	-	-	329	402	31	-	365	64	9	402	365.5	
Mother Teresa School	36	34	34	35	45	39	-	-	-	-	-	-	-	223	32	5	260	241.5	
Noire Dame Academy	-	-	-	-	-	100	105	108	93	-	-	-	-	406	-	-	406	406.0	
Pre-School - Non-school placement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	54	54	27.0	
TOTALS	186	171	176	203	189	207	221	226	216	142	159	205	3	2,304	191	96	2,591	2,447.5	
2017/2018 Enrollment	175	169	189	183	174	194	225	215	213	158	196	173	-	2,284	170	113	2,547	2,405.5	
Variance from Prior Year	11	2	(13)	20	15	13	(4)	11	3	(16)	(37)	32	3	40	21	(17)	44	42	
																		1.7%	

2) Expected Enrollment

School	Grade																	PUF Funded Preschool	K	Total	FTE
	1	2	3	4	5	6	7	8	9	10	11	12	Foreign								
Monsignor McCoy High School	13	18	8	19	12	15				213	158	196	-	567	-			567.0			
St. Francis Xavier School	12	23	18	14	8	13								85	13			91.5			
St. Louis School														88	12			94.0			
St. Mary's School							100	110	121					331	-			331.0			
St. Thomas	19	18	17	14	14	17								99	19			108.5			
St. Michael's School	23	24	20	31	24	23								145	23			156.5			
St. Patrick's School	62	51	65	67	73									318	62			349.0			
Mother Teresa School	41	41	41	44	52	42								261	41			281.5			
Noire Dame Academy						64	94	115	94					367	-			367.0			
Unassigned																					
Pre-School - ESTIMATED																	113				
TOTALS	170	175	169	189	183	174	194	225	215	213	158	196	-	2,261	170	113		2,402.5			

3) Variance (Actual to Budget)

School	Grade																	PUF funded Preschool	ECS	Total	Foreign	11	12	FTE
	1	2	3	4	5	6	7	8	9	10	11	12												
Monsignor McCoy High School	-	-	-	-	-	-	-	-	-	(71)	1	9	3	(58)	-	(58)	-	(58)						
St. Francis Xavier School	1	-	1	-	1	-	-	-	-	-	-	-	-	4	3	2	7	6						
St. Louis School	7	(7)	-	(1)	-	(2)	-	-	-	-	-	-	-	(3)	7	11	-	7						
St. Mary's School	-	-	-	-	-	-	16	8	2	-	-	-	-	26	-	26	-	26						
École St John Paul II School FR	(1)	(1)	(3)	3	(2)	(2)	-	-	-	-	-	-	-	(6)	(5)	-	-	(9)						
École St John Paul II School EN	7	17	10	12	14	6	-	-	-	-	-	-	-	66	15	6	-	77						
St. Michael's School	(4)	1	8	(3)	3	(3)	-	-	-	-	-	-	-	2	8	9	-	11						
St. Patrick's School	11	(7)	(2)	12	(3)	-	-	-	-	-	-	-	-	11	2	9	-	17						
Mother Teresa School	(5)	(7)	(7)	(9)	(7)	(3)	-	-	-	-	-	-	-	(38)	(9)	5	-	(40)						
Noire Dame Academy	-	-	-	-	-	36	11	(7)	(1)	-	-	-	-	39	-	39	-	39						
Unassigned	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						
Pre-School - ESTIMATED	16	(4)	7	14	6	33	27	1	1	(71)	1	9	3	43	21	(59)	-	(30)						
TOTALS	16	(4)	7	14	6	33	27	1	1	(71)	1	9	3	43	21	(59)	-	45						
																		1.8%						



**Medicine Hat Catholic Board of Education
Board Meeting
Agenda Items**

**Associate Superintendent
Learning Services**

Date: October 9, 2018

Name: Hugh Lehr

Agenda Item: Mental Health – Strategic Priority #5

Recommendation

- Receive as information

Workplace Violence and Harassment Survey

- Last spring we conducted a survey around workplace violence and harassment. The data has been very informative and has highlighted some important recommendations as we move forward supporting all students and staff.
- Recommendations:
 - Develop Emergency Safety Intervention Policy and Support Space Guidelines – review Seclusion and Restrain policy – Safe interventions with students, outlining effective use of support spaces as well.
 - Train staff in creating and maintaining holistic safety (at both the universal and individualized level) through SIVA and a focus on Trauma-Informed Practices.
 - Increase in communication and collaboration in schools around support plans with all stakeholders.
 - Increase awareness and support for implementation of strategies at each of these levels
 - Proactive and/or Regulatory Strategies
 - De-escalation Strategies
 - Follow-up/Restoration/De-briefing Strategies
 - Shift from Behaviour Support Plans that put the emphasis primarily on the reaction cycle to Safety and Regulation Support Plans and/or WISE Plans that place the emphasis on ongoing safety and regulation. Emphasize student involvement (and eventual leadership) in these plans.
 - Continue to explore ways to enhance family/community supports and family-school connections – as per our Mental Health Strategic plan.

- Outlining supports available to those experiencing and witnessing acts of aggression or violence. – utilize service within the schools and outside agencies to provide support.
- Outlining reporting procedures and protocols for acts of Violence and/or aggression. – Review with administration and implement and emphasize at the beginning of the school year.
- Review of student support spaces and procedures around access and student support.

eMental Health

- The tools include Online Peer-to-Peer and Family Support, Internet-Based Cognitive Behavioural Therapy, Internet-Based Screening for Anxiety and Depression, and Screening and Brief Intervention. The study will evaluate whether the e-MH tools improve health and system outcomes such as intervention uptake, reduced wait times, quality of life and symptom control, and barriers to care such as stigma.
- Implementing a set of high quality eMental Health (e-MH) services would raise the overall quality of service by promoting the adoption of common language and understandings and a clear/mutually understood (by all partners) pathway to care.
- By providing innovative and additional technologies as a complementary approach to the efforts by our partners at the Tier 1 and 2 levels, we can take pressure off the Tier 3 and crisis/emergency systems.
- We have a strong representation of Mental Health Capacity Building projects in our region (5), we are well poised to be using a platform such as eMental Health that focuses on the low to moderate needs.

RCSD – Mental Health Committee

- We are currently collaborating with the AHS Design Sprint Lab, a multiphase process for rapidly solving big challenges, creating new products, or improving existing ones, to work on creative solutions locally, this project fits perfectly with our recognition of need in our community.
- The issue we have defined is *Children, youth and families (in Southeastern region) do not have access to the right level of mental health and addiction services to meet their needs.*
- We are in the Discovery Phase. Research will involve Co-Design Workshops, user interviews, data analysis and observations. The purpose of the Co-Design Workshops is to allow users and front line service providers to make their experience known and understood. The day will involve mapping the journey of how users experience the current system through the education and health care sector. We will talk about how the education and health care service systems are supporting (or not supporting) children, youth and families to access the proper support.

Alberta Education Guidelines – Seclusion and Restraint

- CASS has been invited to submit the names of members who would be interested in serving on a committee that has been struck by the Minister; Advisory Committee for Time Out, Seclusion & Physical Restraint.
- The Advisory Committee will be asked to develop an administrative procedure for time-out, seclusion and physical restraint in schools.
- MHCBE has created and modified its version of this policy, replacing the old AP – Restraint and Seclusion, with the new AP – “Safe Interventions with Students” outlines procedures for supporting students and staff in preventing and managing a crisis situation.

VTRA – Violence Threat-Risk Assessment

- MHCBE administration met to go through a refresher on our VTRA protocol.
- All partners are accountable to the protocol purpose and have a shared obligation to actively take steps to prevent violence in a manner consistent with their organization’s role and mandate.
- In situations where a child/youth poses an imminent risk to themselves or others, the partners agree to work together for the common goal of threat reduction and safety by, as authorized by privacy laws, sharing information, advice, and support that assists in the reduction of risk, subject to the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.F-25, the Children First Act, S.A. 2013k c-12.5, and the Alberta Health Information Act, as applicable. The protocol is designed to enhance communication between schools and community partners. It is incumbent upon the partners to share necessary information that may initiate or facilitate a threat assessment process.
- MHCBE and SD76 will collaborate to host a level 1 training in January of 2019.

CPC – Collaborative Planning Circles

Role- Mental Health:

- Support Students 1 to 1; groups; parents; consultation/education; coordination
- Meet with admin & other school supports
- Parental contact- support/link to resources
- Crisis response is part of the process
- Coordination between home, school & outside agencies
 - o Santa Clause Fund, Food Bank, Bridges, KidSport, YMCA, FLC, Churches, Housing, CFS, Youth Hub, Refer to Connect
- Prioritize needs in consultation with others
 - o Contracts (AHS)- McMan, Youth Action, Connect, Groups
- Provide Resources- to classroom teachers
- VTRA Response
- Debrief staff
- Critical incidence response

SIVA – Supporting Individuals through Valued Attachments

- Training was held on September 20-21
- SIVA (Supporting Individuals through Valued Attachments) is a Canadian-created safety management course for mental health professionals, residential care providers, educators and caregivers responsible for individuals with special needs who engage in

unsafe behaviours. SIVA's holistic relationship-based model effectively utilizes collaboration, goal-direction, self-management and healthy empowerment to strengthen relationships and create safety.

Feedback:

Three things you learned...

- It's okay to admit compassion fatigue
- Some people/students are in state of fight or flight in "normal" situations
- I liked the development of the WISE plan and involving students with that process
- Little more about the "emotional brain"
- The importance of self-care
- The importance of pro-active strategies that help the child stay in their optimum learning state
- It's okay to experience compassion fatigue and ask for support
- Having a support network around any caregiver is essential
- Refresher on how to create WISE plans effectively
- The different functions of the brain – blue brain is the goal.
- WISE Plans – the different steps needed to get to a desired outcome
- How trauma affects us all individually and in order to help a person you have to also practice self-care.
- 1/8 of students experiencing trauma
- WISE Plans – how to create the plan to fit the child in need
- Already as a baby you can react to a lack of facial expression and interaction
- Interacting with peers is important for children
- Trauma – how it can affect an individual
- Post incident – talking to other students too
- I'm doing a lot of good things in the classroom. I'm on the right track.
- Proper way to transfer
- WISE plan – Safety and Regulation Support Plan in the Dossier system.
- Creating understanding and developing relationships is important
- I am doing well! Thank you for supporting and reassuring me.

Two things that interest you and you'd like to know more about...

- Trauma brain and how to relate to all children based on their level of development and not strictly on disability.
- Seeing a WISE plan in action – successfully composed and implemented
- Dealing more effectively with compassion fatigue
- Brain functions
- Community – more inclusion
- Communication checklist – safely processing before and after an incident
- Soothing techniques – switching back to the thinking brain
- More about trauma and how it affects students
- Using the book "Listening to my Body" in class with all my students
- Brain detour (red brain, blue brain)
- When to do the incident report
- Zones of Regulation
- Identifying what the triggers are depending on the child
- Safety interventions
- Understanding the effects of individuals who function in fight or flight for a period of time

- The neuroscience – I find very interesting and would like to follow up on
- The ACES study – statistics and how to proceed further

One thing you will implement next week...

- It is important and necessary to practice self-care
- WISE plans and compassion fatigue
- Be aware of own self-care
- Wise plan for the student I work with
- Build relationships – I need to learn more about my individual
- Discuss feeling words with my student
- Begin working on WISE plan
- Build a stronger relationship with my student who has needs
- Gain a better understanding of the how to use my space
- Try to use the skills of communication with the children in my class
- Debriefing – more with students, staff, parents
- Expanding window of tolerance to ensure learning occurs in the classroom

**ALBERTA CATHOLIC SCHOOL TRUSTEES' ASSOCIATION
STATEMENT OF OPERATIONS**

2.3

**FOR THE PERIOD ENDED
August 31, 2018**

	2018 BUDGET	2018 BUDGET YTD	2018 ACTUAL	YEAR TO DATE VARIANCE
Revenue				
Membership Assessments	\$816,891	\$816,891	\$816,891	0
Interest	13,000	8,667	6,762	-1,905
Other	0	0	3,000	3,000
TOTAL REVENUE:	829,891	825,558	826,653	1,095
Expenses				
Equipment Maintenance	3,000	2,000	1,969	31
Equipment Rental	5,533	3,689	5,533	-1,845
Facility Rental & Maintenance	68,900	45,933	44,421	1,512
Library/Subscriptions/Memberships	133	89	316	-228
Office Supplies/Bank Fees	5,000	3,333	5,259	-1,925
Postage	500	333	374	-41
Telephone/Website	9,900	6,600	3,671	2,929
Audit	7,688	5,125	8,200	-3,075
CCSTA Membership	37,256	24,837	37,256	-12,419
General Legal	77,080	51,387	38,556	12,830
Insurance	6,200	4,133	6,346	-2,213
Directors' Travel	58,000	38,667	36,203	2,464
External Representatives	3,650	2,433	805	1,629
Officers' Per Diem & Honoraria	25,448	16,965	14,840	2,125
Salaries & Contracted Services	385,103	256,735	258,225	-1,489
Casual Staffing	10,000	6,667	0	6,667
Benefits	69,000	46,000	42,519	3,481
Staff Professional Development	2,000	1,333	1,839	-506
Staff Travel	19,000	12,667	14,209	-1,542
Advocacy/Communications End	31,000	20,667	45,693	-25,027
Governance End	5,000	3,333	9,686	-6,353
Amortization	0	0		0
General Reserve	0	0		0
Reserve for Future Equipment Purchase	500	333	500	-167
	829,891	553,261	576,421	-23,160
Excess (Deficiency) of Revenue Over Expenses - General Activities			250,232	
Special Activities (attached Schedule 1)			-7,375	
Legislation Challenges and Litigation (attached Schedule II)			-9,011	
Excess (Deficiency) of Revenue Over Expenses for the Period			233,846	

BALANCE SHEET

As at August 31, 2018

ASSETS

CURRENT ASSETS

Cash and Marketable Securities	917,361
GST Receivable	1,070
Other Receivables	140,664
Prepaid Expenses	51,858

FIXED ASSETS

Furniture, Fixtures & Equipment	11,206
Accumulated Depreciation Furniture, Fixtures & Equipment	-7,297
Computer & System Software	14,058
Accumulated Depreciation Computer & System Software	-8,037
Website	51,918
Accumulated Depreciation Website	-33,408
	<u>28,440</u>

1,139,394LIABILITIES

CURRENT LIABILITIES

Accounts Payable	<u>21,241</u>
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NET ASSETS

Net Assets Invested in Capital Assets	17,288
Internally Restricted Net Assets - Special Levy*	296,462
Reserve - Public Relations*	362,274
Reserve - Special Activity	45,794
Reserve - Equipment Allocation*	5,414
Current Operating Surplus as at August 31, 2018	242,857
Accumulated Surplus as at December 31, 2017	148,064
	<u>1,118,153</u>

1,139,394

* see attached Schedule III

ALBERTA CATHOLIC SCHOOL TRUSTEES' ASSOCIATION

2.3

SCHEDULE OF SPECIAL ACTIVITIES

SCHEDULE I

FOR THE PERIOD ENDED
August 31, 2018

	ACSTA Convention	Blueprints Retreat	SPICE Retreat	Legal Summit	TOTAL
Revenue					
Registrations-Delegate	\$0	\$161,955	\$165,675	\$4,700	\$332,330
Registrations-Companion	-	-	-	-	\$0
Dinner Tickets	-	136	715	-	\$851
Sponsorship	-	-	-	-	\$0
	<u>\$0</u>	<u>\$162,091</u>	<u>\$166,390</u>	<u>\$4,700</u>	<u>\$333,181</u>
Expenses					
Conference	\$425	\$169,105	\$170,765	\$261	\$340,556
Committee Meetings	-	0	0	-	\$0
Meetings/Travel	-	-	-	-	\$0
	<u>\$425</u>	<u>\$169,105</u>	<u>\$170,765</u>	<u>\$261</u>	<u>\$340,556</u>
Transfer from Reserve	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Net Excess (Deficiency) of Revenue over Expenses	<u><u>-\$425</u></u>	<u><u>-\$7,014</u></u>	<u><u>-\$4,375</u></u>	<u><u>\$4,439</u></u>	<u><u>-\$7,375</u></u>

**ALBERTA CATHOLIC SCHOOL TRUSTEES' ASSOCIATION
SCHEDULE OF LEGISLATION CHALLENGES-SPECIAL LEVY**

2.3

**FOR THE PERIOD ENDED
August 31, 2018**

SCHEDULE II

Expenses

Legal Fees	<u>9,011</u>
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Excess (Deficiency) of Revenue over Expenses	<u><u>9,011</u></u>
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ACSTA INTERNALLY RESTRICTED and UNRESTRICTED NET ASSETS
As at August 31, 2018

2.3
SCHEDULE III

	Internally Restricted Net Assets			Unrestricted Net Assets	
	Legislation Challenges	Advocacy Reserve	Capital Reserve	Special Activities	General Activities
Opening Balance	\$305,474	\$12,274	\$4,914	\$45,794	\$498,063
Transfer	0	350,000	500	0	-350,000
Revenue	0	0	0	0	0
Expenses	-9,011	0	0	0	0
Closing Balance:	<u>\$296,463</u>	<u>\$362,274</u>	<u>\$5,414</u>	<u>\$45,794</u>	<u>\$148,063</u>

**ALBERTA CATHOLIC SCHOOL TRUSTEES' ASSOCIATION
PROPOSED 2019 BUDGET**

4.0

Item	Most Recent Audit 2017	2018 Budget	% Chg	2019 Proposed Budget
REVENUE:				
Membership Assessments	786,246	816,891	5.2	859,625
Investment Income	12,427	13,000	-23.1	10,000
TOTAL REVENUE:	\$798,673	\$829,891	4.8	\$869,625
EXPENSES:				
OFFICE				
Capital Equipment	0	0	0.0	0
Equipment Maintenance	3,365	3,000	0.0	3,000
Equipment Rental	5,882	5,533	0.0	5,533
Facility Rent & Maintenance	67,272	68,900	2.4	70,535
Library & Subscriptions & Memberships	135	133	88.0	250
Office Supplies/Bank Charges	8,348	5,000	14.0	5,700
Postage	546	500	0.0	500
Telephone/Website/Email	9,701	9,900	-42.8	5,660
Amortization	6,149	0	0.0	0
Total Office Expenses:	101,398	92,966	-1.9	91,178
ADMINISTRATIVE				
Audit	7,688	7,688	0.0	7,688
CCSTA Membership	35,782	37,256	3.9	38,703
General Legal	50,276	77,080	-12.5	67,456
Insurance	6,604	6,200	1.6	6,300
Total Administrative Expenses:	100,351	128,224	-6.3	120,147

4.0

ALBERTA CATHOLIC SCHOOL TRUSTEES' ASSOCIATION PROPOSED 2019 BUDGET

Item	Most Recent Audit 2017	2018 Budget	% Chg	2019 Proposed Budget
BOARD OF DIRECTORS				
Directors' Travel	46,335	58,000	6.3	61,625
Zone 7 & ACE Representatives	930	3,650	105.5	7,500
Officers' Honoraria	6,776	6,948	2.3	7,108
Officers' Per Diem	17,771	18,500	-5.2	17,535
Total Directors' Expenses	71,812	87,098	7.7	93,768
HUMAN RESOURCES				
Salaries & Contracted Services	358,650	385,103	13.5	436,960
Casual Staffing	0	10,000	0.0	10,000
Benefits	64,964	69,000	-17.4	57,000
Staff Professional Development	1,818	2,000	0.0	2,000
Executive Director & Staff Travel	16,843	19,000	0.0	19,000
Total Human Resources Expenses:	442,275	485,103	8.2	524,960
ASSOCIATION GOALS				
Advocacy/Communications	109,981	31,000	3.2	32,000
Governance	1,500	5,000	41.5	7,073
Total Association Goals Expenses:	111,481	36,000	8.5	39,073
RESERVES				
Internally Restricted Reserve-Equipment Allocation	0	500	0.0	500
Total Reserves:	0	500	0.0	500
TOTAL EXPENSES:	\$827,316	\$829,891	4.8	\$869,625
Excess (Deficit) of Revenue over Expenses				
-28,643				

ACSTA 2019 Proposed Membership Assessments

4.0

District	Sept. 30, 2016 TOTAL Enrollment	Sept. 30, 2017 Enrollment less Home Education	Sept. 30, 2017 Home Education Enrollment	Sept. 30, 2017 TOTAL Enrollment	Change in Enrollment	2018 Membership Assessment	2019 Proposed Membership Assessment	Change in Membership Assessment
Calgary RCSSD No. 1	50,743	51,207		51,207	464	\$238,027.80	248,505.32	\$10,477.52
Catholic Education Association of Yukon ¹	884	864		864	-20	\$8,141.64	8,225.28	\$83.64
Christ the Redeemer CSSRD No. 3	10,061	7,158	2,672	9,830	-231	\$44,451.61	45,672.40	\$1,220.79
Conseil scolaire Centre Nord	2,191	2,224		2,224	33	\$14,688.60	15,346.24	\$657.64
Conseil scolaire Centre-Est	808	853		853	45	\$7,441.68	8,120.56	\$678.88
Conseil scolaire du Nord-Ouest	123	114		114	-9	\$1,132.83	1,085.28	-\$47.55
Conseil scolaire FrancoSud	929	939		939	10	\$8,556.09	8,939.28	\$383.19
East Central Alberta CSSRD No. 16	2,248	1,950	356	2,306	58	\$14,203.17	14,953.36	\$750.19
Edmonton CSSD No. 7	36,223	37,353		37,353	1,130	\$171,235.80	182,560.28	\$11,324.48
Elk Island CSSD No. 41	5,728	5,829		5,829	101	\$30,958.80	32,506.04	\$1,547.24
Evergreen CSSD No. 2	3,757	3,874		3,874	117	\$21,892.20	23,200.24	\$1,308.04
Fort McMurray RCSSD No. 32	4,783	5,103		5,103	320	\$26,611.80	29,050.28	\$2,438.48
Grande Prairie RCSSD No. 28	4,306	4,391		4,391	85	\$24,417.60	25,661.16	\$1,243.56
Greater St. Albert RCSSD No. 734	5,282	5,254		5,254	-28	\$28,907.20	29,769.04	\$861.84
Holy Family CRD No. 37	1,988	1,913		1,913	-75	\$13,754.80	13,865.88	\$111.08
Holy Spirit RCSSD No. 4	4,463	4,473		4,473	10	\$25,139.80	26,051.48	\$911.68
Lakeland RCSSD No. 150	2,040	2,157		2,157	117	\$13,994.00	15,027.32	\$1,033.32
Living Waters CRD No. 42	1,926	1,951		1,951	25	\$13,469.60	14,046.76	\$577.16
Lloydminster RCSSD No. 891 ¹	1,467	1,514		1,514	47	\$11,358.20	11,966.64	\$608.44
Medicine Hat CSRD No. 20	2,266	2,239		2,239	-27	\$15,033.60	15,417.64	\$384.04
Red Deer CRD No. 39	8,453	8,910		8,910	457	\$43,493.80	47,171.60	\$3,677.80
St. Paul ERD No.1	913	893		893	-20	\$8,408.73	8,501.36	\$92.63
St. Thomas Aquinas RCSSD No. 38	3,533	3,721		3,721	188	\$20,861.80	22,471.96	\$1,610.16
Yellowknife SED No. 2 ¹	1,326	1,418		1,418	92	\$10,709.60	11,509.68	\$800.08
Total:	156,441	156,302	3,028	159,330	2,889	\$816,890.75	859,625.08	\$42,734.33

Proposed Formula: **\$9.52 for the first 1,000 students**
\$4.76 for each student thereafter
\$2.56 per home education student

* September 30, 2017 Total Enrollment based on the *Alberta Education 2017/2018 School Enrollment Data-Preliminary*
<https://education.alberta.ca/alberta-education/student-population/everone/school-authority-enrollment-data/>
(excluding ECS)

¹ Total Enrollment submitted by school board.

For Presentation to the ACSTA Board of Directors on September 14, 2018.

Budget Considerations and Assumptions Developed at the Beginning of the Process

Process:

The ACSTA Board of Directors is responsible for approving a proposed budget for presentation at the Annual General Meeting. One of the first steps in the budget process is to develop budget assumptions.

In May or June of each year, the Finance Committee presents the Board of Directors with the budget assumptions. Consideration of the budget assumptions provides the Directors with time to explore the key elements of the upcoming budget and discuss expected revenue and expenses.

Approved budget assumptions are then reflected in the proposed budget prepared by Administration and brought to the Board of Directors in September for discussion and decision making. The membership votes by weighted ballot on the proposed budget at the Annual General Meeting.

Budget Considerations

A number of factors are taken into consideration when preparing the annual budget:

- The state of the economy;
- ACSTA strategic priorities as identified in the 2018-2020 ACSTA Strategic Plan;
- The need to restructure staff for successful implementation of the Strategic Plan;
- Appropriate compensation and working conditions for staff;
- Appropriate expense reimbursement for trustees, volunteers and staff working on Association business; and
- The amount of funds in the unrestricted reserve.

Budget Assumptions

The following assumptions will be taken into consideration when preparing this year's budget:

- a. The budget will be balanced.
- b. Past experience and the annual consumer price index for Alberta at March 2017 – March 2018 (2.3%) will be used to estimate expenses. Expenses will be reviewed in

detail to identify any potential savings. <http://www.statcan.gc.ca/tables-tableaux/sum-som/l01/cst01/cpis01j-eng.htm>

- c. Interest revenue will be based on current rates (.80 to 2.15%).
- d. No new funds will be allocated for replacement of office equipment and furnishings.
- e. Continue with the Transfer to Internally Restricted-Equipment Allocation to cover future technical equipment upgrades.
- f. Annual lease rate is \$18/sq. ft. ACSTA entered into a five year lease agreement for the current location beginning June 1, 2015 to May 31, 2020.
Parking stalls are subject to market changes. Building operating costs and taxes will be projected based on actual \$15.06 (January 2018) per sq ft plus 2.3%.
- g. Maintain current subscriptions.
- h. Maintain current membership in CCSTA.
- i. Recognizing the current situation of Catholic education and recent challenges General Legal expenses will be based on an average of the previous three year's actual expenses. Note: Legal fees for Constitutional legal matters are not included in the operating budget. These matters are brought to the Board through a process and are covered by reserves collected through a special assessment.
- j. Insurance is adequate and will be renewed at current levels. Current coverage includes commercial and directors and officers liability policies.
- k. Board of Directors' Meetings
Maintain current format for the Board of Directors' meetings:
 - 4 regular face to face board meetings (Feb., May, Sept., Nov.)
 - 3 - 1 day meetings for the Executive Director and Board self-evaluations, strategic planning session, Board professional development, and Board Ad Hoc Committee meetings.
- l. The mileage rate will increase from .53/km to .54/km. The reasonable per kilometer allowance for 2018 as per Canada Revenue Agency is .55/km.
- m. The per diem rate for Elected Officers, ASBA Zone 7 & Allies for Catholic Education (ACE) Representatives will increase from \$163 to \$167 per day (2.3%).

- n. When estimating the travel, meal and accommodation expenses for the Zone 7 and Allies for Catholic Education (ACE) Representative will be assumed that the representatives do not live in the greater Edmonton area.
- o. The honorarium rates for the positions of President and Vice-President will increase by 2.3%.
- p. Structuring staff to implement the 2018-2020 ACSTA Strategic Plan:
 - Executive Director – 1.00
 - Director of Advocacy – .80 (Secondment)
 - Executive Assistant – 1.00
 - Administrative Assistant – .80
 - Contracted Services for Advocacy & Communications – .50
- q. Executive Director and staff will continue to attend conferences and conventions to fulfill the goals of the Association and requirements for professional development and the needs of the Association.
- r. Advocacy/Communications – the Elected Officers, Executive Director, and Director of Advocacy will continue to attend various meetings and events with government ministries, bishops, member boards and partners (e.g., ASBA, FCSFA, ATA, SCSBA, CCSTA, OCSTA, WFMP, Fédération nationale des conseils scolaires francophones) and others to fulfill the advocacy and communications goals of the Association. In addition, funds will be allotted for religion curriculum review and implementation of the new provincial curriculum.
- s. The meeting costs for the various Ad Hoc Committees will be estimated using information (re: number of meetings) provided in the committee terms of reference.
- t. Office expenses will be based on an average of the previous three year's actual expenses

The 2019 Proposed Budget

Notes for Revenue

The proposed 2019 Budget is \$39,374 (4.8%) higher than the 2018 budget. 1.7% of the Membership Assessment increase is due to enrollment growth.

Membership Assessment formula:

\$9.52 (2018 - \$9.21, 2017 - \$9.01) for the first 1,000 students,
\$4.76 (2018 - \$4.60, 2017 - \$4.51) for each student thereafter.
\$2.56 (2018 - \$2.47, 2017 - \$2.42) per home education student.

Notes for Revenue (con't)

Investment Revenue continues to be low due to low interest rates.

Notes for Office Expenses

Capital Purchases ACSTA upgraded its computers in 2012. No funds have been allocated in the 2019 budget for the replacement of office furnishings and equipment.

Equipment Maintenance covers photocopier repair and maintenance costs.

Equipment Rental includes costs related to leasing the office photocopier.

Facility Rent & Maintenance includes cost for the office rent and operating expenses, storage and parking.

Details Office Rental Lease:

Rent:

1,900 square feet at \$18 + GST = \$35,055.

Other Costs:

- Estimated operating expenses – 1,900 sq ft @ \$10.34 + GST = \$20,137.
- Estimated property taxes – 1,900 sq ft @ \$4.72 + GST = \$9,192.
- Off-site storage - \$2,460.
- Parking (2 stalls) - \$3,690.

Library and Subscriptions and Association Memberships Projection is based on 2018 actual library purchases and membership in CAPSLE (Canadian Association for the Practical Study of Law in Education). The projected increase is for the Association of Roman Catholic Communicators of Canada (ARCCC) \$100 membership fee.

Office Supplies - Estimated expense is based on an average of the previous three years expenses

Postage includes cost for courier and postage. These have been projected using actual costs from current year.

Telephone /Website/Email includes costs for related to the office telephones and cell phones, high speed internet and website hosting. Decrease is due to lower internet connection and phone line prices negotiated with service provider.

Notes for Administrative Expenses

Audit Services - At their May 25, 2018 meeting, the Board appointed Metrix Group LLP as auditor for the 2018 year. The fee submitted in their three year quote was \$7,500 plus GST.

CCSTA Membership fee – 2% increase in fees - per student fee increased to \$0.24291per student.

General Legal

Expense estimate is based on an average of the previous three years expenses.

Insurance costs cover the directors' and officers' liability policy and property and general insurance.

Notes for Director Expenses

Directors' Travel includes costs for Directors to attend Board meetings a year. These costs include travel, accommodation, meals and meeting space. Also included are costs for the Elected Officers to attend various meetings and conferences related to Association business and the per diem for the Past President to attend Board of Director and other meetings as required.

External Representatives includes travel, meal and accommodation expenses and per diem paid for the ASBA Zone 7 and Allied for Catholic Education (ACE) Representatives. ASBA meetings – 4 face to face two day meetings and 2 one day meetings by video conference.

ACE meetings – 2 face to face and 2 one day meetings by video conference.

Elected Officers' Per Diem & Honorarium

Per Diem is the daily rate paid for the President and Vice-President to attend meetings. Daily rate increased from \$163 to \$167.

Honorariums – up 2.3 %:

- President - \$4,738(2018-\$4,632)
- Vice President - \$2,369 (2018-\$2,316)

Notes for Human Resources Expenses

Salaries and Contracted Services

The ACSTA has restructured its staff positions to implement the 2018-2020 ACSTA Strategic Plan.

- Executive Director – 1.00
- Director of Advocacy – .80 (Secondment)
- Executive Assistant – 1.00
- Administrative Assistant – .80

Contracted services:

- 2 Liturgical Consultants
- Advocacy & Communications (a reserve has been set up to cover these services, so no allocation in budget for these positions)

Fee for Service:

- Graphic Artist
- Technical Consultant

Casual Staffing costs cover positions for sick time and additional administrative assistance.

Benefits

Local Authorities Pension Plan employer rate has been reduced by 1% for 2019. Rates are 9.39% of salary up to YMPE (Yearly Maximum Pensionable Earnings – CPP max) and 13.84% (above the YMPE). The 2018 YMPE is \$55,900.

Staff Professional Development includes costs for staff attendance at conferences, workshops and classes as determined by the individual growth plans administered by the Executive Director.

Executive Director & Staff Travel includes travel, hotel and meal costs for the Executive Director and/or staff to attend various provincial and national meetings/conferences, ACSTA sponsored events such as Blueprints, SPICE, ACSTA Board meetings and Los Angeles Religious Education Congress. It also includes reimbursement for business mileage in Edmonton and the surrounding area.

Notes for Association Goals

Advocacy and Communications includes costs for the Elected Officers and Executive Director to attend various meetings and events with government ministries, bishops, member boards and partners (e.g., ASBA, ATA, SCSBA, CCSTA, Fédération nationale des conseils scolaires francophones, etc.).

Also included in this budget line:

- committee member travel, meals and accommodation costs for two communications/advocacy meetings (7 members)
- French translation for ACSTA documents

Governance includes costs for one Governance Committee meeting (7 members) and the facilitation of and report of the annual Board of Directors Self-Evaluation and Executive Director Evaluations and the annual Strategic Planning Meeting. Projection is based on actual 2018 costs.

Notes for Reserves

Internally Restricted-Equipment Allocation amount represents allocation for future computer software/hardware upgrades.

Alberta Catholic School Trustees' Association
Board of Directors' Meeting No. 375
Executive Royal Hotel Leduc-Nisku
8450 Sparrow Drive, LEDUC

September 14, 2018

COMMITTEE of the WHOLE

AGENDA

This agenda is confidential: for ACSTA Board of Directors only.

1. Legal Update
 - ❖ Theodore Case in Saskatchewan
 - ❖ Trinity Western University Supreme Court Case
2. PSBAA Campaign
3. Other

You're Invited!

École St. John Paul II School Grand Opening Monday, October 22, 2018

The Board of Trustees for the Medicine Hat Catholic Board of Education is pleased to announce the completion of our newest Catholic elementary school funded by AB Infrastructure and the Government of Alberta. Located in Medicine Hat's Southlands neighborhood the dual-track English/French Immersion school will serve 325 students from Grade K – 6 and Early Learning. École St. John Paul II is an innovative, state of the art educational facility designed for collaborative learning and is an environmentally friendly school targeting LEED Gold Certification.

1:00-2:00pm Grand Opening Ceremony (Gymnasium)

- Prayer
- Grand Opening Celebration
- School Blessing & Dedication
- Student Performance
- Closing Remarks & Thank You's

2:00-2:30pm Cake Cutting, Ribbon Cutting

2:30-6:00pm Open House & School Tours



Come, celebrate with us!

École St. John Paul II School
4802 Southlands Drive SE

403.527.7333

