

MINUTES OF THE REGULAR BOARD MEETING OF THE MEDICINE HAT CATHOLIC BOARD OF EDUCATION held at Catholic School Board Office, 1251 – 1st Avenue S.W., Medicine Hat, Alberta on September 11, 2018 at 6:00 p.m.

TRUSTEES AND OFFICERS PRESENT

Dick Mastel	Trustee
Robert Risling	Trustee
Kathy Glasgo	Trustee
Peter Grad	Trustee
David Leahy	Trustee
Joe Colistro	Superintendent of Schools
Chuck Hellman	Associate Superintendent Human Resources
Greg MacPherson	Secretary Treasurer
Hugh Lehr	Associate Superintendent Learning Services
Sandra Richard	Religious Education Coordinator
Terri Ball	Coordinator of Early Childhood Services
Della Dewald	Executive Assistant & Corporate Communications
Jessica Caparini	Communications Officer

OPENING PRAYER

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING JUNE 12, 2018

3407 Motion. Kathy Glasgo: "THAT the Minutes of the Regular Board Meeting dated June 12, 2018 be approved as circulated".

Carried unanimously.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING AUGUST 02, 2018

3408 Motion. David Leahy: "THAT the Special Board Minutes dated August 02, 2018 be approved as circulated".

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

3409 Motion. Kathy Glasgo: "THAT the Action Agenda dated September 11, 2018 be approved as amended".

Note: Addition: Item #13.2 Review of Public Consumption of Cannabis in Medicine Hat
 Item #10.10 Personnel Contract
 Item #12.4 Legal Matter

Carried unanimously.

APPROVAL OF THE NON-ACTION AGENDA

3410 Motion. Robert Risling: "THAT the Non-Action Agenda dated September 11, 2018 be approved as circulated".

CATHOLIC EDUCATION

Note: **Faith Formation Day** – It was an excellent celebration with Bishop McGrattan who was our speaker for the day including celebrating the Mass. We have done a survey to see how our staff felt about the day and how we might improve the day overall. We also included questions relating to the Board's Employee Recognition Program.

- Note: **Parish & School Connections** – We've had two meetings for far, we've met with new Parish Priests. Father wanted to invite Principals and Vice Principals on September 18th. Schools are sponsoring masses, usually 1 per month. Catholic Education Sunday bibles will be presented to Grade 4's. We plan to highlight a school in the parish bulletins and we plan to highlight priests in the school newsletters. One Million Hail Mary's starting in October.
- Note: **Religious Education Curriculum** – Training has been done including professional developments sessions held last year on the implementation of the new curriculum, we will continue to train during PLC time.
- Note: **Bishop's Dinner** – Friday, Oct 19, 2018. Part of the funds will be designated to Medicine Hat Catholic Schools for School Retreats. The Board has purchased a table of 8 to support the fundraising event.
- Note: **High School / Jr. High Chaplaincy** – Last year the Board approved the hiring of a Chaplain to work with high school students, but would also engage with other schools. We are consulting with the Diocese regarding this position, they are sharing resources and interview questions and a planning guide including an assessment document.
- Note: **Faith Formation** – 14 Teachers are participating in faith formation. In addition our district leadership team is focusing on a book study titled: "The Gift of Administration".

Parish Community Relations Committee Report – Robert Risling, Trustee

- Note: We plan to focus our conversations this year on the Marks of a Catholic Leader.

BOARD WORK PLAN 2018-2019

- 3411 Motion. Peter Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2018-2019 Board Work Plan".

Carried unanimously.

APPENDIX "A"

CORPORATE COMMUNICATIONS

- Note: **École St. John Paul II School Grand Opening** – Invitations have been sent and planning for the event is well underway.
- Note: **Alberta Government** – There have been some changes to the Alberta Government School Immunization Program as stated in the letter from AB Health Services in that currently children are offered three doses of HPV and HBV in Grade 5; the upcoming change will offer two doses of each vaccine to Grade 6 students. The District will confirm our agreement with AB Health Services that immunization consent forms are mailed to families rather than handed out at schools. Trustee Peter Grad commented whether the Board needs to consult with the Bishop relating to this, no motion was made.
- Note: **School Messenger** – Invitations to Parent/Guardians to OPT IN to School Messenger app were included in the September school newsletters. School Messenger is utilized by the District to contact parents via text messaging, voicemail and email in the event of an emergency communication as part of the Emergency Response Protocol. We need parents to opt in, in order to receive messaging.
- Note: **Letter from MLA Drew Barnes** – The Board received a congratulatory letter from MLA Barnes acknowledging the dedication of school staffs and extending best wishes for a good school year.

APPENDIX "B"

ÉCOLE ST. JOHN PAUL II SCHOOL

Note: **Update** – The new school is ready and opened on time for the start of the 2018-2019 school year. The school is a state of the art learning facility, we are looking forward to the school opening celebration to invite members of our public to see the new school.

SUPERINTENDENT OF SCHOOLS – Joe Colistro

Note: **The Year Ahead** – A review of the tasks the District will undertake this upcoming year as included a review of the last three years. Many of the tasks have been accomplished, our goal this year is to complete the administrative procedures updates and revisions.

Note: **Education Plan** – The district develops priorities annually which include strategies for implementation at the district and school level and provides outcomes for what success looks like. We have completed the School Education Plan at the district level, schools will now complete the plan by October 26th; following that, School Education Plans will be posted to the website. Each school will present their education plan to the Board. The Board noted that they would like to have three presentation times this year and that Parishioners and Parents be invited to hear the School Education Plan presentations; we see this as a celebration of Catholic education.

Note: **Nutrition Program** – We have received an increase to \$166,000 to fund our school nutrition programs, currently we are offer four programs, 3 lunch programs, St. Michael's School, St. Louis School & St. Francis Xavier School and 1 breakfast program at Mother Teresa School.

Note: **Board Retreat** – We would like to invite Bonnie Anacharico to continue to review the Marks of an Excellent Catholic Leader to facilitate our retreat this fall. A date will be selected with invitations sent to Trustees and members of the Leadership Team.

Note: **Sports Academy Review** – The Board undertook a review of the Sports Academy facilitated by Dr. Danny Balderson of the University of Lethbridge. Dr. Balderson will be invited to the October 9th Board meeting to review the results.

Note: **Back to School Events** – Events were highlighted with invitations extended to Trustees to attend.

Note: **International Education** – We are starting the year with 4 international students and a 5th waiting to receive a study permit. Two students from Yokoham Hayato in Japan and one from the Phillipines attending McCoy and two from Korea will be attending Notre Dame.

APPENDIX "C"

INTERNATIONAL FIELD TRIPS

Note: The Board was presented with the details and background for the international field trip 2019 as recommended by the Field Trip Assessment Committee.

3412 Motion. David Leahy. "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the Monsignor McCoy High School "New York Music Festival" trip to New York on March 28th 2019 to April 1st, 2019 subject to:

- Submitting the final itinerary
- Submitting all required forms to the Superintendent at least 90 days prior to the trip

- Submitting a plan if a student is denied access to the flight
- Transportation details finalized and approved
- Review of Potential Known Risk form
- Volunteer requirements must meet or exceed guidelines in Administrative Procedure 260

It is noted the Board has the right to cancel the trip at any time in accordance with AP 260”.

Carried unanimously.

COMMUNICATIONS

Note: **Corporate Communications** – The September 2018 report is attached as an appendix to the minutes.

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

SUPERINTENDENT COMPENSATION

3413 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education ratify the Contract of Employment for the Superintendent of Schools as presented in the Committee of the Whole”.

Vote: In favor: 3 Trustees. Dick Mastel, Peter Grad, Robert Risling
Opposed: Two Trustees. David Leahy, Kathy Glasgo

Carried.

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES – Chuck Hellman

Note: **Staffing Update** – Medicine Hat Catholic has hired 14 new teachers for the 2018-2019 school year. To date, MHCBE has 134.38 FTE staff members hired. St. Patrick’s School received an additional 0.5 FTE to help with an increase in enrollment. We have hired 3.5 FTE through the 2018-2019 CIF Grant.

Note: **Class Size Survey** – A report will be presented to the Board in October/November including a report on the Advanced Placement Courses and the enrolment in Fine Arts Academy in St. Mary’s. It was noted that we offer a comparable K – 12 French Immersion to other school districts.

Note: **Fine Arts Academy Review** – Administration has been in contact with Colleen Whidden, a professor from the Medicine Hat College, to engage in the Fine Arts Review. Colleen Whidden is an instructor in the Medicine Hat College Education division. She holds a doctorate degree in Choral Music Education from the University of Calgary and spent six years at this university directing choirs, musical theatre, and teaching music education courses.

Note: **Alberta Health Services Update** - As in past years, Alberta Health Services will provide the following learning opportunities for students; Safety Days, Traffic Safety, PARTY program, Little Green Thumbs. Oral Health Programs, Liquor Bag Program. The grade 5 Hepatitis B and HPV immunization program is moving to grade 6. There will not be a grade 6 program this years as the majority of students will have been immunized in grade 5. All immunization consent packages will be sent home with the students through the school. The school nurse will pick up the returned consent packages at the school. This may be a change for some schools where consent packages were previously mailed home and returned to the nurse by mail.

SECRETARY-TREASURER – Greg MacPherson

2018 – 2019 School Fee Schedule Amendment

- 3414 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education amend the 2018-2019 School Fee Schedule to include the 2018-2019 New York Music Festival for \$3,000.00".

Carried unanimously.

APPENDIX "D"

- Note: **2018-2019 Student Enrollment** – The Board was presented with an enrolment summary for information. The summary noted an increase of 44 students, about 1.8% increase. The Board will receive a report at the October Board Meeting of the September 30th enrolment numbers.

APPENDIX "E"

- Note: **2018-2019 Transportation Budget** – In late August 2018 during the review of the transportation routes, it was identified the Dunmore and rural route serving Ecole St. John Paul II School, Notre Dame Academy and Monsignor McCoy High School had certain students riding for 90 minutes which was not acceptable. This issue developed from rezoning Mother Teresa School. We worked with Southland to explore potential options, it was determined by Senior Administration that a bus was required for the fleet in order to address these issues. The cost to the budget is \$44,000 which will be included in the fall budget update.

LEGAL MATTER 2017-04-001

- 3415 Motion. Kathy Glasgo: "Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education authorize administration to continue proceeding on matter 2017-04-001 as recommended by legal counsel".

Carried unanimously.

ASSOCIATE SUPERINTENDENT LEARNING SERVICES – Hugh Lehr

- Note: **AP 391 Safe Interventions with Students** – We've replaced the Restraint and Seclusion Administrative Procedure with Safe Interventions with Students. Procedures are outlined in three stages, Primary Prevention, Secondary Prevention and Tertiary Prevention.

APPENDIX "F"

PUBLIC CONSUMPTION OF CANNABIS

- Note: Following discussion relating to use of cannabis, the Board determined as part of the Board's advocacy role, they wanted to express their concern relating to the proposed bylaws in the City of Medicine Hat.

- 3416 Motion. David Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education write a letter to City Council to pass bylaws regarding the consumption of Cannabis in so that the bylaws use of Cannabis are in direct correlation to the use of alcohol".

Carried unanimously.

COORDINATOR OF EARLY LEARNING – Terri Ball

- Note: **Early Learning Update** - We are currently providing support for children with mild to moderate as well as severe needs in our kindergarten and early learning programs within our six elementary schools. We also provide supports and services within approximately sixteen private daycare and preschool centres across the city. We continue to identify children requiring supports throughout the school year. Our early learning teams consist of early learning educators, learning assistants, family

school liaison counselors, family oriented programming assistants, our inclusive education consultant, speech language assistants, occupational and physical therapy assistants as well as contracted support services such as occupational therapists, physical therapists and speech language pathologists. Our early learning teams continue to focus on developing early literacy and numeracy skills through play as well as self-regulation and social skill development. We will be participating in further professional development in these areas throughout the year.

COMMITTEE REPORTS

Medicine Hat Catholic Schools' Education Foundation – Dick Mastel

Note: Next meeting is September 18, 2018

Representative to ACSTA – Dick Mastel

Note: We have a meeting this upcoming Friday. We will be discussing the ACSTA Advocay Plan and the proposed Bylaws.

Representative to Teacher Board Advisory Committee – Kathy Glasgo

Note: No meeting to date. Did the Board wish to continue with this committee, there are rarely meetings held? We will have a conversation with representatives to determine a moving forward strategy.

Representative to ASBA Zone 6 – Peter Grad

Note: Our next meeting is September 19. We have moved our zone meetings the the 3rd Wednesday of the month from the 2nd Wednesday of the month. There are changes to the executive team as the President and Vice President have resigned, there will be an announcement to fill the vacancies. It is noted that the ASBA has undergone several staffing changes as well.

Representative to Support Staff Board Advisory Committee – David Leahy

Note: No report.

Representative to Parent Association – Kathy Glasgo

Note: Next meeting is September 25. There was conversation about PACE as an advocacy group for Catholic education matters this is the group support by the Bishop.

Representative to Salary Negotiations – ATA – Mr. Peter Grad

Note: A TEBA meeting is scheduled for September 20th.

Representative to Salary Negotiations – CUPE – Mr. Dick Mastel

Note: No report.

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

Note: The next meeting is mid October.

Representative to Spiritual Leadership Scholarship Representative – Mr. David Leahy

Note: We are pleased to announced we have received an application for the Spiritual Leadership Scholarship Award. The Board will present the recipient of the award at the upcoming October 29th Awards Evening at Monsignor McCoy. As there was only one application this year, the Board noted it will award \$500 to the single recipient. The Board further noted this Spiritual Leadership Scholarship Award application should be

reviewed. Trustee Leahy will contact Monsignor McCoy to notify the school of Scholarship recipient.

Representative to Student Board Advisory Committee – Mr. Dick Mastel

Note: No report.

Student Recruitment and Retention Committee – Reverend Mr. Robert Risling and Ms. Kathy Glasgo

Note: We will be setting up a meeting of the committee within a month, with the date to be coordinated by the Superintendent with an invitation sent to the committee members.

CLOSING PRAYER

Note: The meeting closed with prayer led by Mr. Dick Mastel.

ADJOURNMENT

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

Note: The meeting adjourned at 9:04 p.m.

Dick Mastel, Board Chair

Della Dewald, Executive Assistant