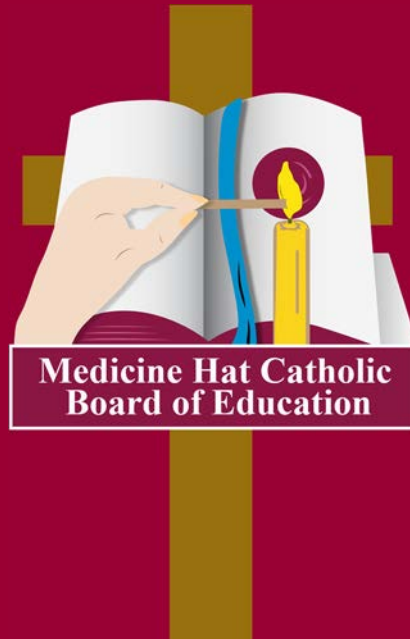


# Medicine Hat Catholic Board of Education



## PUBLIC AGENDA

**Tuesday, January 8, 2019 @ 6:00 p.m.**

Catholic School Board Office  
1251 – 1<sup>st</sup> Avenue SW Medicine Hat, AB

# *Medicine Hat Catholic Board of Education*

## **ACTION AGENDA**

**DATE:** January 08, 2019

**Place:** Catholic Education Centre

**Time:** 6:00 p.m.

	<p style="text-align: center;"><b>WE ARE CALLED Always and Everywhere to:</b>  <b>Model Christ, Pray and Serve, Build a Faith Community</b></p> <p style="text-align: center;"><b>Theme for 2018-2019:</b>          How do we lead our young people (students) to recognize &amp; accept the love &amp; 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><b><i>Prayer Celebration</i></b>          We will begin the meeting with a Reading &amp; Reflection led by Trustee, Reverend Mr. Robert Risling.</p>	Robert Risling	
2.	<p><b><i>Approval of the Minutes</i></b>  <b><i>2.1 Approval of the Minutes of the Regular Board Meeting – December 11, 2018</i></b>  <b><i>♦Recommendation:</i></b>          "THAT the Minutes of the meeting held December 11, 2018 be approved as circulated".</p>	Dick Mastel	
3.	<p><b><i>Approval of the Action Agenda</i></b>  <b><i>♦Recommendation:</i></b>          "THAT the Action Agenda dated January 08, 2019 be approved as circulated".</p>	DM	<i>Encl. 1-4</i>
4.	<p><b><i>Approval of the Non-Action Agenda</i></b>  <b><i>♦Recommendation:</i></b>          "THAT the Non-Action Agenda dated January 08, 2019 be approved as circulated".</p>	DM	<i>Encl. 5</i>
5.	<p><b><i>PRESENTATION</i></b>  <b><i>5.1</i></b> – Early Learning-Physical Literacy &amp; Early Intervention – Representatives Ms. Nancy Small and Ms. Robin Seitz from LEAP Physical Therapy will be in attendance. Terri Ball, EarlyChildhood Services Coordinator will introduce the presentation.</p>	DM/TB	
6.	<p><b><i>Catholic Education</i></b>          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.  <b><i>6.1 Religious Education Report</i></b> – Sandra Richard, Religious Education Coordinator              <b><i>6.1.1 Blueprints and SPICE</i></b>              <b><i>6.1.2 Week of Prayer for Christian Unity 2019</i></b>              <b><i>6.1.3 Brown Bag Lunch Delivery</i></b>              <b><i>6.1.4 Bishop's Visit</i></b>              <b><i>6.1.5 FACE to FACE Retreats</i></b>  <b><i>6.2 School Parish Community Relations Committee Report</i></b> – Robert Risling, Trustee</p>	<p>DM</p> <p>SR</p> <p>RR</p>	<p><i>Encl. 6</i></p>



	<u>11.8 Playground Grants</u> <u>11.9 Solar Panel Grants</u> <u>11.10 School Council Financial Statements</u> <u>11.11 ASEBP Report</u>		57 – 61 62 - 65
12.	<i>Associate Superintendent Learning Services – Mr. Hugh Lehr</i> <u>12.1 Workplace Violence and Harassment Survey</u>	HL	<i>(Report)</i> 66 - 67
13.	<i>Coordinator of Early Childhood Services –Mrs. Terri Ball</i> <u>13.1 Presentation – Physical Literacy (Item # 5)</u>	TB	<i>(Report)</i> -
14.	<b>COMMITTEE REPORTS (presented by appointed Trustees)</b>	DM	
	14.1 Medicine Hat Catholic Schools’ Education Foundation – Dick Mastel		
	14.2 Representative to ACSTA– Dick Mastel		
	14.3 Representative Teacher Board Advisory Committee –Kathy Glasgo		
	14.4 Representative to ASBA Zone 6 – Peter Grad		
	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.	<p style="text-align: center;"><i>Closing Prayer –</i></p> <p><b>Carrying out Your Ministry: Lord,</b>  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.</p>	Robert Risling	
16.	<i>Adjournment</i>	Dick Mastel	

# NON – ACTION AGENDA

DATE: January 08, 2019

Place: Catholic Education Centre

Time: 6:00 P.M.

No.	INFORMATION ITEMS	PAGE
1.1	<p><b>TAXES – DECLARE YOUR SUPPORT for CATHOLIC SCHOOLS</b> – <i>The Medicine Hat Catholic Board of Education</i> reminds our community of the importance of declaring your <b>PROPERTY TAXES</b> in support of Catholic Education <b>How do you declare your support?</b> - To ensure your property taxes are supporting Catholic Schools, you must declare your Catholic school support as “<b>Separate</b>” 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.</p> <p><i>Find out more from Alberta Catholic School Trustee’s Association :</i></p> <ul style="list-style-type: none"> <li>• <i>How your Taxes Work with Catholic Education – Education property tax provides an integral connection between Catholic school boards and their electors.</i></li> <li>• <i>Protecting our Schools-</i> <ul style="list-style-type: none"> <li>○ <i>Link <a href="https://www.acsta.ab.ca/resources/how-your-taxes-work-with-catholic-education">https://www.acsta.ab.ca/resources/how-your-taxes-work-with-catholic-education</a></i></li> </ul> </li> </ul> <p><i>Thank you for your supporting Catholic Schools.</i></p>	55 - 56

## Notice of Public Board Meetings

- All regularly scheduled Public Board Meetings are held the **2<sup>nd</sup> Tuesday** of each month at the Catholic Education Centre located at 1251 – 1<sup>st</sup> 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](http://www.mhcbe.ab.ca) or 403.527.2292.

**Sandra Richard**  
**Religious Education Coordinator**  
**Board Report January 8<sup>th</sup>, 2019**

### **1. Blueprints and S.P.I.C.E. (ACSTA Retreats)**

This year the SPICE retreat will be held May 2<sup>nd</sup> to May 5<sup>th</sup> and the Blueprints Retreat will be held May 7<sup>th</sup> to 10<sup>th</sup> at the Pomeroy Kananaskis Mountain Lodge in Kananaskis. SPICE will have Roy Petitfils as the keynote speaker and Blueprints will have Mike Patin. Both Roy and Mike are international speakers that use humor, passion, and life experience to relate to our teenagers and youth. The Education Foundation has always been supportive in providing grants to aid staff who want to attend SPICE. The Education Foundation will be providing grants for 3 staff members to attend the retreat. Thank you!

**Recommendation** – Receive as information

### **2. Week of Prayer for Christian Unity 2019**

Every year between January 18 and January 25, Christians around the world are invited to celebrate a week of prayer for the unity of all Christians. This year, we rejoice to pray with the Christians of Indonesia who have chosen as their theme “Justice and only justice you shall pursue” inspired by Deuteronomy 16:18-20. They invite Christians around the world to reflect on corruption in our midst and to pray for solidarity and collaboration among all people. “Before the people of God enter the land God has promised them, they renew their commitment to the Covenant God established with them.”

**Recommendation** - All schools will be receiving the attached reflection and prayers for the week to be used in their daily prayers. Our elementary schools will receive a powerpoint to be used at a weekly assembly.

### **3. Brown Bag Lunch Delivery**

The Medicine Hat Catholic Education Foundation has once again approved a grant to pay for the delivery of the Brown Bag lunches to the schools for the 2018-2019 school year. Many thanks to the Foundation for covering the costs to ensure that all our students have a lunch!

**Recommendation** – Receive as information

### **4. Bishop’s Visit update**

Stories and reflections from Bishop McGrattan’s Parish Pastoral visit to the schools attached to St. Patrick’s Parish on December 14, 2018.

### **5. FACE to FACE retreats**

Full day retreats will be taking place at St. Louis, St. Francis, St. Mary’s, Mother Teresa, and St. Michael’s from January 14-18. Feel free to pop by any school on those days to be uplifted!



# Medicine Hat Catholic Board of Education

1251 – 1<sup>st</sup> Avenue SW, Medicine Hat, Alberta T1A 8B4

Toll Free 1.866.864.0013

Phone 403.527.2292

[www.mhcbe.ab.ca](http://www.mhcbe.ab.ca)

Fax 403.529.0917

**Dear Staff and Parents in Medicine Hat Catholic Schools,**

## Medicine Hat Catholic Schools Accountability Pillar Results (Report Card) are excellent!

Our Schools continue to demonstrate excellent results while showing improvement in a number of areas. These results are directly related to **strong leadership in our schools** and the **excellent work of teachers and support staff** who, day in and day out, deliver quality instruction in a faith-filled environment.

As the primary educators of our students we **value our Parents** who play a key role in the education of their children, and together we make a difference in the lives of children and young adults every day. We are proud of the hard work of our students who remind us why we are part of the vocation of Catholic educators. Thank you for supporting Catholic education.

Our Catholic schools are rooted in the gospel values and it is through this lens that we provide hope to the students and families entrusted to us. **Community is at the heart of why we exist** and in **partnership with our Families** and **our Parishes** we strive to create a sense of belonging and community and we are proud this shows in our results. You are where God needs you to be. Thank you and congratulations. Keep up the great work!

Sincerely,

Mr. Dick Mastel, Board Chair  
MHCBE Board of Trustees

## Our Report Card

Measure Category	Measure	Medicine Hat Roman Catholic Se			Alberta			Measure Evaluation		
		Current Result	Prev Year Result	Prev 3 Year Average	Current Result	Prev Year Result	Prev 3 Year Average	Achievement	Improvement	Overall
Safe and Caring Schools	Safe and Caring	90.7	89.4	89.9	89.0	89.5	89.4	Very High	Maintained	Excellent
Student Learning Opportunities	Program of Studies	81.7	80.0	79.2	81.8	81.9	81.7	Very High	Improved	Excellent
	Education Quality	93.1	91.9	91.8	90.0	90.1	89.9	Very High	Improved	Excellent
	Drop Out Rate	0.8	1.0	0.9	2.3	3.0	3.3	Very High	Maintained	Excellent
	High School Completion Rate (3 yr)	87.1	85.4	87.0	78.0	78.0	77.0	Very High	Maintained	Excellent
Student Learning Achievement (Grades K-9)	PAT: Acceptable	82.9	84.0	84.2	73.6	73.4	73.3	High	Maintained	Good
	PAT: Excellence	18.8	18.7	19.1	19.9	19.5	19.2	Intermediate	Maintained	Acceptable
Student Learning Achievement (Grades 10-12)	Diploma: Acceptable	87.8	83.0	85.0	83.7	83.0	83.0	High	Maintained	Good
	Diploma: Excellence	26.9	23.4	21.7	24.2	22.2	21.7	Very High	Improved	Excellent
	Diploma Exam Participation Rate (4+ Exams)	61.6	57.0	57.7	55.7	54.9	54.7	High	Maintained	Good
	Rutherford Scholarship Eligibility Rate	68.9	70.6	68.8	63.4	62.3	61.5	n/a	Maintained	n/a
Preparation for Lifelong Learning, World of Work, Citizenship	Transition Rate (6 yr)	73.4	69.5	67.0	58.7	57.9	59.0	Very High	Improved	Excellent
	Work Preparation	86.5	86.0	83.4	82.4	82.7	82.4	Very High	Maintained	Excellent
	Citizenship	85.9	84.1	84.8	83.0	83.7	83.7	Very High	Maintained	Excellent
Parental Involvement	Parental Involvement	80.4	80.6	82.5	81.2	81.2	81.0	High	Maintained	Good
Continuous Improvement	School Improvement	85.5	83.2	85.1	80.3	81.4	80.7	Very High	Maintained	Excellent

Reference: Accountability Pillar Overall Summary-Oct 2018  
Authority: 4501 Medicine Hat Roman Catholic Separate School District No. 21

**“Showing the Face of Christ to All”**

**In partnership with Family, Church and Community since 1911**

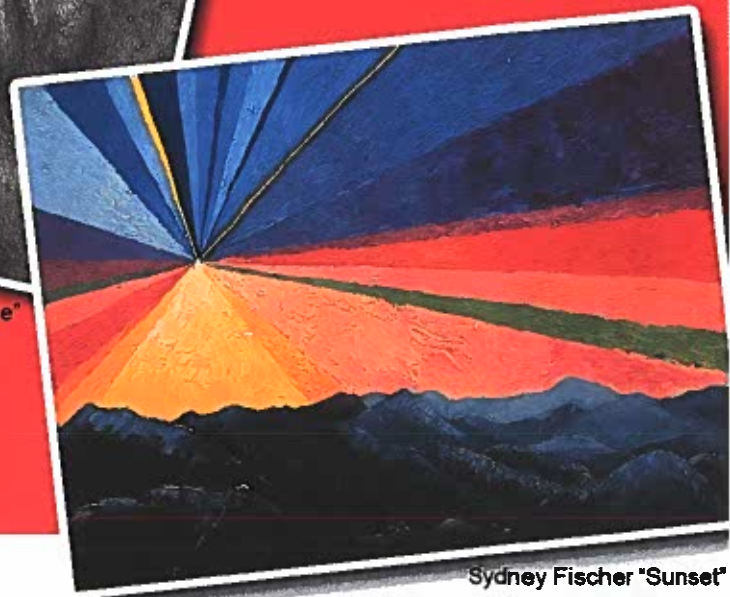




Ira Simbulan "Untitled"



Fiore Mitchell "Horse"



Sydney Fischer "Sunset"

# Young Artists Inspired by Nature

Local High School Art on display  
Police Point Park Nature Centre  
January 3rd - 27th, 2019  
Opening Reception 7pm Wed. January 9th, 2019  
With Mayor Ted Clugston



**MH Interpretive Program**  
Managed by Grasslands Naturalists  
Nature Line: 403-529-6225



**Superintendent Report  
Board Meeting  
January 8<sup>th</sup> 2019**

**Regular Meeting**

**1. Strategic Planning Session**

The Medicine Hat Catholic Board of Education has for the past four years at the Annual Board Strategic Planning Session established Board priorities and these priorities have guided the development of School Annual Plans and the Alberta Education Three Year Education Plan. The Annual Board Strategic Planning Session for the 2018-2019 school year has been set for **March 28<sup>th</sup>, 2019, from 4-7 pm**. A light supper will be provided. Once again this year we will be inviting representation from trustees, central office senior admin, school based administrators, support staff and parents.

**Recommendation: Receive as Information**



**2. Administrator Evaluations**

We have started the process of completing administrator evaluations. Following the guidelines outlined in Administrative Procedure 418 School Based Administrator Growth, Supervision & Evaluation, we will be completing six principal evaluations (completed by the Superintendent) and four vice-principal evaluations (completed by the Principal and Associate Superintendent of Human Resources). The evaluations this year will focus on the nine competencies of the Leadership Quality Standard which leaders are required to demonstrate in their practice, plus reflection on their role using the *Marks of an Excellent Catholic Leader*. The nine dimensions of the Leadership Quality Standard include:

1. Fostering Effective Relationships
2. Modeling Commitment to Professional Learning
3. Embodying Visionary Leadership
4. Leading a Learning Community
5. Supporting the Application of Foundational Knowledge about First Nations, Metis and Inuit
6. Providing Instructional Leadership
7. Developing Leadership Capacity
8. Managing School Operations and Resources
9. Understanding and Responding to the Larger Societal Context

**Recommendation: Receive as Information**

**3. Administrative Procedure 260 – Field Trip Swimming consent form.**

AP 260 Field Trips, Section 28 outlines the requirements for school participation in water based activities including boating, swimming off-site and in hotel swimming pools. Changes have been made to the AP

and these have been sent to our insurance provider for review. I will review these changes at the Board meeting. Once we are satisfied with the changes these will be reviewed by school principals with lead teachers and coaches on a regular basis to ensure compliance.

**Recommendation: Receive as Information**

#### **4. Edwin Parr Teacher Award**

Once again, congratulations to Rachel Folk as being selected as the Medicine Hat Catholic Board of Education winner for the 2017-18 school year. We are now starting the process of asking that individuals be considered for the Edwin Parr award for the current school year. This year we are fortunate to have a number of first year teachers in our District.

Each year the ASBA honors six outstanding first-year teachers with the Edwin Parr Teacher Award. School boards may nominate any first-year K to 12 teacher who has taught in an Alberta school jurisdiction which is a member of the ASBA. School board nominations are to be submitted to the chair (or designate) of the ASBA zone in our jurisdiction by February 28<sup>th</sup> 2019. Nomination forms will be posted on the ASBA website by mid-January 2019.

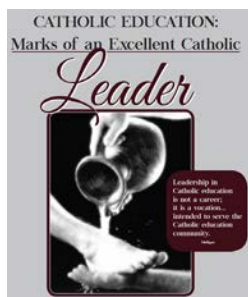
**Recommendation: Receive as Information**

#### **5. Marks of an Excellent Catholic Leader Retreat**

On December 13<sup>th</sup> principals, vice-principals, trustees and senior administration held their annual Board Retreat. The retreat facilitated by Bonnie Annicchiarico focused on the 5 Marks of An Excellent Catholic Leader. The sessions, which included personal stories and witnessing, included Embrace and Advocate, Foster and Witness, and Gather and Commit.

The sessions provided an opportunity for all participants to reflect on the dimensions of Catholic leadership and how these are lived out in our role as leaders. It is the intention of the *School Parish Community Relations Committee* to present sessions to the parish groups focusing on the 5 Marks of An Excellent Catholic Leader.

**Recommendation: Receive as Information**



## FEBRUARY IS REGISTRATION MONTH IN ALL CATHOLIC SCHOOLS in MEDICINE HAT K -12 & Early Learning!

“Everything Registration” ...

---

# February 2019 Registration – Communication Strategy

### January 07, 2019 – Pre-Advertising

- Website, Social Media – Registration Coming Soon!
- Posters to Schools advertising Registration.

### January 14, 2019 – Registration Process Begins

- Registration Forms, brochures insert and brochures are revised and printed.

### January 21 2019 –Student Registration

- Pre-Populated Student Registration Forms home in the backpacks (students currently enrolled), **returned Feb 1, 2019**
- Blank Student Registration Forms supplied to schools for *New Students* and *Early Learning & Kindergarten*. New registrations accepted.
- Webpage **Registration Page** updated with 2019-2020 Registration Information, Forms and Brochures etc. K – 12 including Early Learning and Kindergarten Brochures

### January 21, 2019 – Advertising Launch

- **Magnet Signs** on some school properties and various locations throughout the City.
- **MH News**–Spot Ad (District-Wide Registration) & Early Learning -Ad: **Feb 4<sup>th</sup>**
- **Website/Social Media**
  - **Latest News** - Registration Info Push → from District to School Websites.
  - **Facebook Cover Photos/Banners** created for school Facebook Pages.
  - **Social Media Postings** → (Facebook, Twitter & Instagram)

### February 4 – 8, 2019- Advertising

- **We’re on the Radio** –  
2 Radio Ads: #1 (District-Wide Registration); #2 (Kindergarten & Early Learning). Recorded with student voiceovers. CHAT, MY96 -Airing the week of Feb 5- 9<sup>th</sup> English & French Immersion.

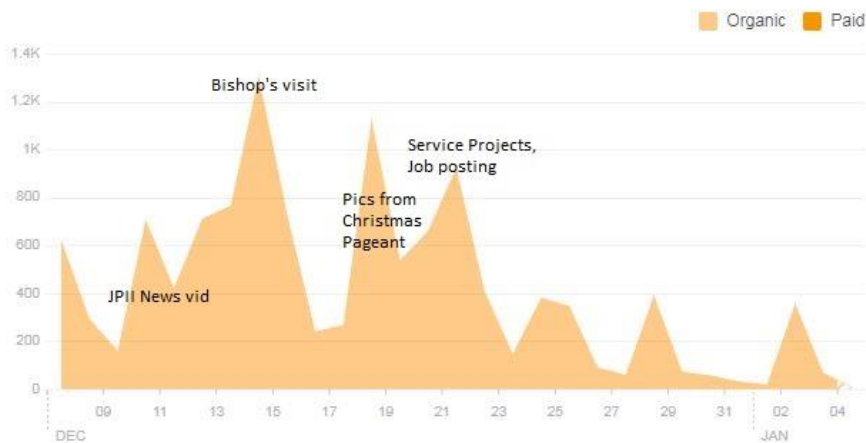
### OPEN HOUSE for Feb Registration

- Held the week of Feb 4-8<sup>th</sup>...We will post a “**Come to a Catholic School Open House**” listing on the web & social media.



### Post Reach

The number of people who had any posts from your Page enter their screen. This number is an estimate.



## Social Media Activity

1008 to 1022 likes on **Facebook**    619 to 622 followers on **Twitter**

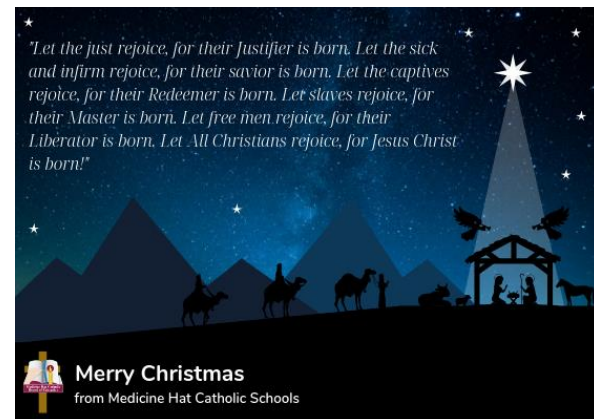
548 to 576 followers on **Instagram**

### December Projects:

- ✓ Christmas, New Years & Welcome Back posts across all social media, including Instagram
- ✓ Created Instagram highlights section
- ✓ Bishop McGrattan visit – Highlighted through photography & web story, album shared by Calgary Diocese, ACS Trustees, GRACE
- ✓ Highlighted service projects through Facebook Album, sharing twitter photos & IG stories.
- ✓ Video about SJPII News
- ✓ Photographed Christmas Concerts & shared across social media platforms

### January Projects:

- French Immersion & Nutrition Videos
- Work with videographer to review/finalize District Video
- February Registration Preparation – Finalize & Print Brochures (Focus on McCoy, NDA and St. Mary's), Schedule posts, recreate radio ad videos, Update web registration section
- Week of Prayer for Catholic Education – Daily Prayer Posts
- School Open Houses – Release list of School Open House dates & Times
- SJPII Mayoral Visit Jan 16 – web story & photos
- Young Artists Inspired by Nature Gala – Promote. Jan. 9





**Medicine Hat Catholic Board of Education** added 13 new photos to the album: Service Projects 2018 — in Medicine Hat, Alberta.

Published by Mhcb Schools [?] · December 21, 2018 at 3:55 PM ·

This Christmas season, our schools will participate in service projects to share God's love with our community and our world! Check back as we update this album through the season.

**Medicine Hat Catholic Board of Education** shared a post.

Published by Mhcb Schools [?] · January 2 at 11:30 AM ·

**Medicine Hat Catholic Board of Education** shared a link.

Published by Mhcb Schools [?] · December 18, 2018 at 3:58 PM ·

CHATNEWSTODAY.CA

**VIDEO: Notre Dame Academy opens Christmas Store**

MEDICINE HAT, AB — Students at Notre Dame Academy were able to hel...

591 People Reached 71 Engagements

[Boost Post](#)

**Medicine Hat Catholic Board of Education**

Published by Mhcb Schools [?] · December 21, 2018 at 1:50 PM ·

Today we had the pleasure of dropping off the socks we collected on our Central Office Sock Tree with the Medicine Hat Women's Shelter Society! We also got the final total on our fundraiser for the Catholic Charity, Chalice: \$505 raised! With that, we will buy sheep, chickens, piglets, a goat, a donkey, a cow and feed for families in need!

**Medicine Hat Catholic Board of Education** shared a post.

Published by Mhcb Schools [?] · December 20, 2018 at 3:06 PM ·

This might be the cutest thing you'll see all day. ❤️🌲

**Medicine Hat Catholic Board of Education**

Published by Mhcb Schools [?] · December 14, 2018 at 3:17 PM ·

We were blessed to have Bishop William McGrattan visit us from the Roman Catholic Diocese of Calgary today! He met staff and students at St. Louis School Medicine Hat, St. Michael's School Medicine Hat and Monsignor McCoy High School and was co-celebrant of St. Francis Xavier School Medicine Hat's Advent Mass! How wonderful to share our Catholic Schools with our Diocesan shepherd!

This week, St. Michael's School presented the St. Vincent de Paul society with \$1067.97 they raised at their coin Carnival! St. Vincent de Paul is a Catholic organization whose mission is to live the Gospel message by serving Christ in the poor with love, respect justice and joy. The society does outreach locally through Holy Family Parish and St. Patrick's Parish.

**Medicine Hat Catholic Board of Education** shared a post.

Published by Mhcb Schools [?] · December 14, 2018 at 1:57 PM ·

This is beautiful.

+4

+10

[Boost Post](#)

13 Shares

1,014 People Reached 159 Engagements

[Boost Post](#)

**Associate Superintendent Human Resources  
Board Meeting, January 8, 2019**

**1. Class Size Report**

All schools have submitted their class size information, and class size calculations are complete. The data is attached.

**Recommendation:** N/A

**Attachment** – 2018/2019 class size report

**2. Early Retirement Request**

In accordance with Article 7.4.2.1 of the Alberta Teachers' Association Collective Agreement, application for the Early Retirement Incentive Plan shall be filed no later than April 1, 2018. The Board has received early request applications from 2 employees. Their employment numbers are 10244 and 10346. The request for retirement is contingent on the approval of ERIP. As per article 7.4.2.2, the School Jurisdiction will consider each application on its own merits and will inform each applicant in writing of the acceptance or rejection of the request by May 1. The following list shows employee identification numbers and the amount they are eligible to receive:

Employee 10244 - \$20 000

Employee 10346 – \$30 000

**Recommendation:** That the Board of Trustees for the Medicine Hat Catholic Board of Education review the Early Retirement Incentive Plan applications, in accordance with Article 7 of the ATA Collective Agreement for Employee for each employee listed above.

**3. Gradual Retirement Plan (GRP)**

The GRP is an incentive the Board has approved starting in the spring of 2015. The program is reviewed annually by the Board. It is designed to assist those teachers who are considering retirement but are not sure they are ready to be fully retired from their work with Medicine Hat Catholic Board of Education. It allows experienced teachers to mentor young teachers. It also allows increases flexibility for staffing for the following school years.

The program requires an interested teacher to resign from his / her full-time contract on June 30<sup>th</sup>, 2019. The teacher will then be given a 0.5 FTE part-time fixed term contract for the following 2 school years.

To date, 9 teachers have taken advantage of the program.

**Recommendation:** That the Board of Trustees for the Medicine Hat Catholic Board of Education review the Gradual Retirement Plan for the 2019-2020 school year.



# Jurisdiction Summary

## CORE SUBJECTS ONLY

**Jurisdiction:**

**Medicine Hat Roman Catholic Separate School District No. 21 [A.4501]**

**Number of Schools Reported:**

**9**

**Total Number of Schools:**

**9**

	K to 3			4 to 6			7 to 9			10 to 12		
	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19
École St. John Paul II School			14.8			15.9						
Monsignor McCoy High School										26.0	22.6	23.5
Mother Teresa School	21.3	20.9	18.4	20.7	21.2	19.8						
Notre Dame Academy				21.3	23.5	25.0	24.6	23.5	25.4			
St. Francis Xavier School	18.9	22.5	16.8	19.3	20.5	18.8						
St. Louis School	19.7	15.3	19.3	17.3	24.0	14.8						
St. Mary's School							19.7	21.9	23.9			
St. Michael's School	16.2	21.0	25.0	21.3	24.0	25.0						
St. Patrick's School	22.5	24.0	22.1	21.3	22.8	24.8						
Total for Jurisdiction 4501	19.3	21.2	19.2	20.1	22.5	20.9	21.6	22.6	24.6	26.0	22.6	23.5

### Note:

3/4 combined classes are included in the Gr. 4 to 6 average  
6/7 combined classes are included in the Gr. 7 to 9 average  
9/10 combined classes are included in the Gr. 10 to 12 average  
Special Education classes are included  
Team taught classes are reflected as an instructional PTR size (i.e., a class of 50 with two teachers would be reported as two classes of 25).  
Colony/Hutterite schools have been excluded  
Outreach/alternative schools have been excluded  
Virtual/Home Ed/Distance Ed programs have been excluded  
Core Classes: Math, Language Arts, Sciences, Social Studies, Special Education

# Jurisdiction Summary

## ALL SUBJECTS

**Jurisdiction:**

**Medicine Hat Roman Catholic Separate School District No. 21 [A.4501]**

**Number of Schools Reported:**

**9**

**Total Number of Schools:**

**9**

	K to 3			4 to 6			7 to 9			10 to 12		
	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19
École St. John Paul II School			17.5			19.0						
Monsignor McCoy High School										24.2	21.8	22.2
Mother Teresa School	21.4	21.1	19.9	20.6	23.5	19.8						
Notre Dame Academy				21.1	23.1	24.4	23.4	22.9	24.2			
St. Francis Xavier School	20.4	22.5	18.6	19.3	20.5	20.9						
St. Louis School	19.6	15.5	20.4	18.8	24.0	17.6						
St. Mary's School							21.6	23.0	24.8			
St. Michael's School	16.1	23.2	24.6	21.1	25.1	25.0						
St. Patrick's School	22.2	24.9	22.3	21.3	22.8	24.8						
Total for Jurisdiction 4501	19.6	22.1	20.8	20.5	23.0	22.0	22.2	23.0	24.6	24.2	21.8	22.2

### Note:

3/4 combined classes are included in the Gr. 4 to 6 average  
6/7 combined classes are included in the Gr. 7 to 9 average  
9/10 combined classes are included in the Gr. 10 to 12 average  
Special Education classes are included  
Team taught classes are reflected as an instructional PTR size (i.e., a class of 50 with two teachers would be reported as two classes of 25).  
Colony/Hutterite schools have been excluded  
Outreach/alternative schools have been excluded  
Virtual/Home Ed/Distance Ed programs have been excluded  
Core Classes: Math, Language Arts, Sciences, Social Studies, Special Education

**Medicine Hat Catholic Board of Education  
Secretary Treasurer Board Report  
January 8, 2019 Public Meeting**

**1. Safety City Request for Playground Equipment at St. Thomas School**

Safety City has inquired about the playground equipment at St. Thomas School.

**Recommendation:** *None*

**Attachment:** Letter from Safety City

**2. River Valley Community Church Request**

River Valley Community Church has inquired about using the gymnasium of the former St. Louis School (currently leased by CAPE).

Currently the school is leased by CAPE until the end of May 2019 or until the site is rehabilitated. We currently do not extend the Joint Use Agreement to this facility.

Factors to consider include:

- a. The school would be a closed school with no regular custodial assignment. Having the use of the school would require some level of cleaning and maintenance not currently forecasted for.
- b. All other schools are under a Joint Use Agreement. As such consideration should be given for charging a similar rate (\$6.25 per hour effective September 1, 2019) for the use of the facility plus some incremental cost of custodial time (\$27.35 per hour – September 1, 2018 including benefits).

It may be prudent to have the River Valley Community Church access the Joint Use Agreement for the use of the current St. Louis School.

**Recommendation:** *None*

**Attachment:** Letter from River Valley Community Church

**3. Policy 7 – Trustee Honorarium**

Coming out of the November 13, 2018 board meeting was direction on needed amendments to Policy 7 section 11 related to trustee honorariums.

First and second readings were approved on December 4, 2018

**Recommendation:** *That the Board of Trustees for The Medicine Hat Catholic Board of Education approve the third reading of the amendment to Policy 7 as presented.*

**Attachment:** Amended Policy 7

#### **4. 2018-19 IM R Plan Amendments**

Two new projects are to be added to the 2018-19 IMR plan.

1. St. Patrick's School – Installation of a change table in the barrier free washroom to accommodate a student with special needs
  - a. Budget \$4,500
2. Monsignor McCoy High School - Provide a door assist to the front office door - currently there is no door assist on the office door for students or parents in wheel chairs. The door opens in and there are minimal problems to access with a wheelchair but getting out is a challenge
  - a. Budget \$2,700

Cost of these projects is \$7,200 plus non-refundable GST. There is \$1,018,191 available for emergent needs and carry-forward projects. This would leave \$1,010,876 available for emergent needs and future year projects.

**Recommendation:** *That the Board of Trustees for the Medicine Hat Catholic Board of Education amend the 2018-19 IMR plan to include the change table at St. Patrick's School, a door assist in the administration office at Monsignor High School with the total of the projects amounting to \$7,200 plus non-refundable GST.*

**Attachment:** None

#### **5. 2019-20 Budget**

As outlined in the Board work plan, the 2019-20 Budget cycle has begun. The budget will be prepared based on the priorities set out in the three-year education plan and the budget assumptions established by the board of trustees.

The provincial budget has not been released at this point which limits some of the planning process. As will there is a pending election which may further limit planning processes.

**Recommendation:** *That Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2019-20 budget assumptions as presented.*

**Attachment:**  
1. AP500 – Annual Division Budget  
2. Draft 2019 – 2020 Budget Assumptions

## **6. AP505 – School Fees**

As outlined in the Board work plan, the 2019-20 School Fee process has begun.

We will be working with the schools to have the fees ready for Board approval in March 2019 so they may be sent to the Minister for approval.

**Recommendation:** *None*

**Attachment:** 1. AP505 – School Fees

## **7. AP305 – Boundaries and Attendance Areas**

The board work plan has the review of the boundaries and attendance areas for approval by March 31. An assessment was made and no changes to the boundaries or attendance areas is needed at this time.

**Recommendation:** *None*

**Attachment:** 1. AP305 – Boundaries and Attendance Areas  
2. Boundaries and Attendance Area Maps for each School

## **8. Playground Grants**

- There has been no further information received on the grant submission made for three replacement playgrounds at schools.

**Recommendation:** *None*

**Attachment:** None

## **9. Solar Panel Grants**

Administration continues to review the Solar Panel Grant with a view for submitting a letter of intent. It is expected more information will be available in February 2019.

**Recommendation:** *None*

**Attachment:** None

## **10. 2017-18 School Council Financial Statements**

The 2017-18 School Council and Fundraising Society Financial Statements have been generally received from all principals except the Monsignor McCoy Band Society under policy 17.

A summary of the financial information is provided. A single binder of all the detailed information is available for the trustees to sign out to review.

**Recommendation:** *None – for information only*

**Attachment:** 1. Policy 17 – School Councils  
2. School Councils and Fundraising Society Financial Summary

## **11. ASEBP Report**

The ASEBP Trustees' Report is presented for information

**Recommendation:** *None*

**Attachment:** December 2018 ASEBP Trustees' Report





# **SAFETY CITY**

Box 1145 Medicine Hat, AB T1A 7H3 PH: (403)529-2912 Fax: (403)529-2827 E-mail: [tom@safetycity.org](mailto:tom@safetycity.org)

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October 26<sup>th</sup>, 2018

Medicine Hat Catholic Board of Education  
Attention: Greg MacPherson  
1251-1<sup>st</sup> Avenue SW  
Medicine Hat, AB  
T1A 8B4

Dear Mr. MacPherson,

We are writing to you to inquire about the playground equipment that is located at the St. Thomas d'Aquin School. We understand that the school is permanently closed now and are wondering what is to be done with the playground equipment at that location.

Last year we had roughly, 1500 students come to our facility for the Arrive Alive (Pedestrian/Bus Safety) and Ready to Ride (Bike/Helmet Safety) programs. In addition we had another 100 children attend our summer camps. All of these children played and participated on our playground equipment with great enjoyment.

The playground equipment that we currently maintain at our facility is obsolete and in need of an upgrade, it has been apart of our grounds since 1982. We are not sure about the future of the playground equipment or the process involved in obtaining it however; we would ask that you consider Safety City as an interested party.

Thank you for your consideration and I look forward to hearing from you. Please feel free to contact me if you have any questions or concerns.

Sincerely

Tom Carney  
Executive Director

December 5, 2018

Dear Catholic Board of Education;

As a church we run a weekly Youth Group program, where the majority of the youth are from the church or our community. It is free of charge and geared for Grades 5-12. Currently it is a small group with 10 to 12 young people including volunteers. The workers for our Youth Group are volunteers who have been screened through Medicine Hat Police service as well as Child Welfare.

We were wondering if the CAPE gymnasium would be available for our use as we understand that the school will be moving to their new location soon. We would need access to the facility on Friday evenings from 7:00 pm until 8:30 pm. Typically we have been running from September and ending at the end of June for the summer break. The youth would only require the gymnasium occasionally as they also use our church campus at 503A Allowance Ave SE.

We appreciate your consideration of this matter and await your response. Please feel free to call us if you need additional information in this regard.

Yours truly,

Randy Blatz  
Executive Pastor/Family Ministries

# Amendment to Policy 7 – Board Operations

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## Section 11 – Trustee Honoraria

**Greg MacPherson**

**12/11/2018**

Board package hand out to amend policy 7 section 11 for Trustee Honoraria in accordance with board motion 3434. First and second readings planned for December 2018. Third reading would be scheduled for January 2019.

the Board, the Board Chair receives a larger honorarium than the other four trustees. Reimbursement of out of town travel expenses and conference attendance for trustees is the same as for Division personnel as outlined below.

The Board believes that an honorarium is a fair method of compensation for trustees.

#### 11.1 Honorarium

11.1.1 Effective January 1, 2019, the Total Trustees' Honoraria shall be an amount equal to the average teacher's salary marked up by 18.75%. The average teacher salary is -calculated by dividing the total salary paid to all certificated teachers covered by the collective agreement, of the Medicine Hat Catholic Board of Education by the total number of full time equivalent certificated teachers.

11.1.2 The Board Chair shall receive 22% of the average teacher's salary Total Trustees' Honoraria plus an additional \$200 per month.

11.1.3 The remaining 78% of the average teacher's salary Total Trustees' Honoraria shall be divided equally among the remaining four trustees.

11.1.4 The Superintendent or designate shall calculate the average teacher salary on September 30 of each year and from that calculation, determine the amount of each trustee's honorarium for the ensuing school year.

11.1.5 At the first regular Board meeting following October 31 of each year, the Superintendent or designate shall advise the Board of the honorarium payable to each trustee for that school year.

#### 11.2 Allowances and Expenses

11.2.1 Trustees shall be reimbursed expenses (unless reimbursed by another agency) incurred in carrying out business of the Board, public relations, or attending a convention or conference and requiring absence from his or her place of residence. Reimbursement will be made upon submission of an expense form.

11.2.2 The rates and eligibility are identified in Administrative Procedure 512-Expense Reimbursement.

11.2.3 Trustees will be paid a per diem allowance of \$100.00 for each day or part day the trustee is absent from his/her place of residence.

### 12. Trustee Conflict of Interest

The trustee is directly responsible to the electorate of the Division and to the Board.

Upon election to office, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

**Medicine Hat Catholic Board of Education**  
**Trustee Honorarium Adjustment per Motion 3434**  
**11-Dec-18**

Total 2018-19 Total Teacher Salary (September 30, 2018)	\$ 12,430,268
Total 2018-19 Total Teacher FTE (September 30, 2018)	134.35
Total 2018-19 Average Teacher Salary	92,522
Total 2018-19 Trustee Mark-up Rate      18.75%	109,870

**2018-19 (Original)**

		<u>Month</u>	<u>Annual</u>
Chair (Base)	22.00%		20,355.00
Chair Allowance			2,400.00
Total Chair		1,896.25	22,755.00
Trustee	19.50%	1,503.50	18,042.00

**2018-19 (Revised effective January 1, 2019)**

		<u>Month</u>	<u>Annual</u>
Chair (Marked Up)	22.00%		24,171.00
Chair Allowance			2,400.00
Total Chair		2,214.25	26,571.00
Trustee	19.50%	1,785.42	21,425.00

# **Medicine Hat Catholic Board of Education**

## **Trustee Honorarium 2018-19**

### **Policy 7 Board Operations - Article 11**

#### **Background**

As per Policy 7, the Board recognizes that the duties of a trustee require time and commitment. In order to compensate trustees for time spent on Board business and time away from regular work and family, the Board provides each trustee with an honorarium. Rather than compensating trustees for meeting attendance, in-town travel expenses and sundry out of pocket expenses, the board provides each trustee with an honorarium. Recognizing that the Board Chair must devote more time to preparing agendas and acting as spokesperson for the Board, the Board Chair receives a larger honorarium than the other four trustees. Reimbursement of out of town travel expenses and conference attendance for trustees is the same for Division personnel as outlined in Policy 7. The increased rates take effect November and run to the following October.

#### **Trustee Honorarium Calculation:**

1. The total Trustees' honoraria shall be a sum equal to the average teacher's salary calculated by dividing the total salary paid to all certificated teachers covered by the collective agreement, of the Medicine Hat Catholic Board of Education by the total number of full time equivalent certificated teachers.
2. The Board Chair shall receive 22% of the average teacher's salary plus an additional \$200 per month.
3. The remaining 78% of the average teacher's salary shall be divided equally among the remaining four Trustees.
4. The Superintendent or designate shall calculate the average teacher salary on September 30 of each year and from that calculation, determine the amount of each Trustee's honorarium for the ensuing school year.
5. At the first regular Board Meeting following October 31 of each year, the Superintendent or designate shall advise the Board of the honorarium payable to each trustee for that school year.

#### **Therefore the 2017-18 trustee honoraria are as follows:**

The average teacher salary as at September 30, 2018 is \$ 92,522. This is an decrease of 1.91% from the prior year.

	Percentage	2018-19 Honoraria	2017-18 Honoraria
Chair	22% plus \$2,400	(\$ 20,355 plus \$2,400)  <b>\$ 22,755 (\$1,896.25 monthly)</b>	\$ 20,752 plus \$2,400  <b>\$ 23,152 (\$1,929.33 Monthly)</b>
Trustee	78%	<b>\$ 18,042 (\$1,503.50 monthly)</b>	<b>\$ 18,394 (\$1,532.83 monthly)</b>



Medicine Hat Catholic Board of Education  
Trustee non-taxable portion impact (36%)  
November 13, 2018

Allowance Rate	Current Trustee Honarium (Full Amount)	1/3 previously not taxable	Estimated Tax Rate Impact (2018 rates)			
			First \$46,605 @25%	Over \$46,605 @ 30.5%	Over \$93,208 @ 36%	over \$128,145 to \$144,489 @ 38%
Chair	22,755	7,585	-	-	2,731	-
Trustee	18,042	6,014	-	-	2,165	-

*Includes Alberta rate of 10%/12%*

	Honarium	Tax-free Portion	Tax	Net	
Original Chair	\$ 22,755	7,585	5,461	17,294	
Revised Chair	27,022	-	9,728	17,294	
Increase	<u>\$ 4,267</u>				18.75%
Original Trustee	\$ 18,042	6,014	4,330	13,712	
Revised Trustee	21,425	-	7,713	13,712	
Increase	<u>\$ 3,383</u>				18.75%
Net cost	\$ 17,799				

## **Administrative Procedure 500**

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### **ANNUAL DIVISION BUDGET**

#### **Background**

The annual budget must address the mission, vision, values and goals of the Division in the best possible manner, meeting the needs of all students in the system at the most reasonable cost to the taxpayer. The preparation of the annual budget is an integral component of the planning process for the Division.

#### **Procedures**

1. The budget shall be prepared in accordance with provincial requirements as stated in legislation and regulations.
2. Budget planning is the responsibility of the Secretary-Treasurer and designates and will be undertaken to conform with the budget timelines established by the Board.
3. The Secretary-Treasurer will prepare a draft budget based on the priorities set out in the Three-Year Education Plan and the budget assumptions established by the Board.
4. The Secretary-Treasurer presents the draft budget to the Division Leadership Team in a consultative process. The Division Leadership Team provides input required for each cost centre and operating expenditures required for the delivery of effective Catholic education.
5. The senior administrative team presents the draft budget to the Board.
6. The annual budget shall identify any new programs to be implemented, as well as programs that are being discontinued.
7. The annual draft budget will reflect Division priorities and will be completed by the deadline set by Alberta Education each year and will be circulated to all educational partners to allow for comments and suggestions.
8. After consultation with stakeholders, the Superintendent shall make a recommendation to the Board.
9. The Board will formally approve the annual budget on or before the regular June meeting.
10. Under the general supervision of the Superintendent, the Secretary-Treasurer shall administer the budget of the Division.



**11. The Secretary-Treasurer is accountable to the Superintendent for the effective control of expenditures within the budgetary limits established for the departments and for schools.**

Reference: Section 22, 39, 60, 61, 77, 78, 113, School Act  
School Authority Accountability policy 2.1.1  
Business Plans and Results Reports policy 3.2.1  
Accountability in Education – Policy Framework, June 1995  
Guide to Education Planning and Results Reporting



**Medicine Hat Catholic Board of Education  
2019-20 Budget  
Draft Assumptions**

In accordance with the 2018-19 Board work plan, the 2019-20 budget process is moving forward.

We continue to wait on the release of the provincial budget to finalize the budget plan. The assumptions are presented here for the board to approve.

In light of the Board Work Plan item for review of the three-year education plan to determine future priorities, this outcome would assist in the development of the priorities. The Board should be considering any other major change it is expecting for 2019-20 so that Senior Administration can ensure those changes are captured in the budget.

The existing three-year education plan priorities will be used to develop the budget.

At this point, the assumptions would include:

1. The budget shall have a surplus to have the unrestricted reserve have a \$200,000 balance for August 31, 2020;
2. Use of conservative school developed enrollments based on registrations for determining enrollment;
3. Include only the financial impact from the ratified 2016-18 ATA collective agreement except for those required under legislation;
4. Include financial impact of the CUPE collective agreement to be in 2019-20 except for those required under legislation;
5. Assume an increase, to be determined, to staff covered under the support staff handbooks including that that required under legislation;
6. No increases to schools and departments except those based on enrolment adjustments or documented need;
7. St. Thomas remains closed except for those expenses needed for preservation;
8. The former St. Louis School remains closed except for those expenses needed for preservation;
9. Review custodial staffing at all schools and realign or increase to ensure equitability.
10. Certificated staffing to attempt to meet required class-sizes on a district average within the grade division.
11. ATA Staffing and Support Staff under the Support Staff handbook may be reduced to achieve the required balance.

12. Assessment of Learning Services to determine if efficiencies can be realized.
13. CIF Program – assume to be discontinued
14. Nutrition Program – assume continued at existing level
15. Administration to assess potential spending savings; and,
16. Build in a \$150,000 ERIP budget for 2019-20
17. Maintenance of a school based Chaplain;
18. Deferred Cameras and GPS project to be established in 2019-20
19. Southland contract renegotiated
20. All other existing programming continues.

## SCHOOL FEES

### Background

As part of the board's commitment to keep school fees assessed to a minimum, students are no longer charged fees for the cost of textbooks, workbooks, photocopying, printing or paper supplies. The remaining fees are charged to ensure quality programs and services are provided for students.

### Definitions

- **Administrative Fees** – a grouping of the following fees:
  - **Alternative Program Fees** – Amounts charged under *Section 21(4)* of the *School Act*, a program (not an individual course) that emphasizes a specific culture, religion, or subject matter or uses a particular teaching philosophy, including sports-related academies. Fees classified here are in addition to fees charged to students who are not in an alternative program.
  - **Fees for Optional Courses** – fees charged to cover a portion of the resources and materials provided in each specific non-core course (ie band, fine arts, advanced placement, Knowledge and Employability or Career and Technology Studies).
  - **Other Fees to Enhance Education** – Fees related to provide additional support to students toward educational programs not described or covered by the preceding fee categories. Examples may include additional exam preparation fees, tutoring and summer school.
  - **Technology Fees** – Amounts charged for use or rental of computers, iPads, or other electronic devices. Also includes fees assessed to cover the cost of software applications or infrastructure.
  - **Transportation Fees** – Amounts charged under the *School Transportation Regulation*, which are for regular bus services to and from school (excluding field trips). This includes the sale of Medicine Hat Transit Charter Service bus passes to ineligible Notre Dame Academy student riders living in South Ridge, Saamis Heights, Vista Heights and Hamptons. (Refer to Section 1.2.3.5.)
- **Curricular Activities** – activities that support the curriculum and take place during the school day.
- **Core Course** – any course or study in which enrolment is mandatory as per Alberta Education. In the Division, elementary and junior high core courses include: English/French Language Arts, Mathematics, Science, Social Studies, Religion, Information and Communication Technology, Physical Education and Health and Life Skills. Art and Music are core courses only for elementary only. High school core courses are those required for graduation.
- **School Fees** – A grouping of the following fees:
  - **Activity Fees** – fees charged by schools for transportation, admission, accommodation and other charges for field trips or special events (including in-school clinicians & presenters) usually associated with curriculum. Additional examples include fees for swimming, skating, skiing and outdoor pursuits.



- **Extra-Curricular Fees** – Fees from clubs, sports teams, intramurals or other programs designed to broaden scholastic experience. Includes charges for materials, activities and travel associated with the club/team, etc. Extra-curricular activities take place outside of the school day.
- **Non-Curricular Travel Fees** – Travel, accommodation & admission associated with extended (overnight) optional non-curriculum travel for arts, athletic events and international travel.
- **Non-Curricular Goods & Services** – Fees charged to parents in exchange for goods or services common to most students or a cohort within the population including graduation ceremony fees.
- **School Generated Funds** – funds collected from school-based activities that are the responsibility of the Principal, including fundraising, donations and grants and field trip fees.

For the purpose of this document, fees that are treated in a similar way have been grouped together under the following headings:

ADMINISTRATIVE FEE GROUPING	SCHOOL FEE GROUPING
Alternative Program Fees	Activity Fees
Fees for Optional Courses	Extra-Curricular Fees
Other Fees to Enhance Education	Non-Curricular Travel
Technology Fees	Non-Curricular Goods & Services
Transportation Fees	

## Procedures

### 1. Approval

#### 1.1. Administrative & School Fees

- 1.1.1. *Board Policy 2, Role of the Board* establishes that the Board of Trustees (Board) will approve instructional/general fees for all students
  - 1.1.1.1. The Principal shall establish a fee list, including the rationale to explain increases or decreases greater than 5 per cent, as well as a cost analysis to support the reason for the fee.
  - 1.1.1.2. When prior year surpluses/balance forwards exceed 10 per cent of the total fee revenue collected in the prior year, the Principal will prepare an explanation and plan for the use of the surplus and demonstrate its impact on the fee charged in the current year.
  - 1.1.1.3. The Principal shall present and discuss proposed fees at a School Council meeting and solicit feedback from School Council prior to February 28<sup>th</sup> of each year. All fees must be have the endorsement of the school community as represented by the signature of the School Council Chair
  - 1.1.1.4. Where applicable, the Principal shall review proposed fees in order to ensure fees are comparable among schools.
  - 1.1.1.5. The Principal shall forward proposed school fees to Senior Administration by March 1<sup>st</sup> for review. The proposed fee schedule will be presented to the Parent Association Council and feedback will be solicited.
  - 1.1.1.6. Senior Administration will forward the proposed fees to the Board so they may be approved by March 30<sup>th</sup>.

## **1.2. Transportation Fee**

### **1.2.1. Elementary Schools**

- 1.2.1.1. Kindergarten to Grade 6 students who live 1.2 km or more from their designated school, Southland Transportation provided – no charge**

### **1.2.2. St. Mary's School**

- 1.2.2.1. Grade 7 to Grade 9 Regular Program: Students who live 2.4 km or more from St. Mary's School (designated school), Southland Transportation provided – no charge.**
- 1.2.2.2. Grade 7 to Grade 9 Fine Arts Program: Students who live 2.4 km or more from St. Mary's School, Southland Transportation provided – no charge.**

### **1.2.3. Notre Dame Academy**

- 1.2.3.1. Grade 6 Regular & Sports Academy Program: Grade 6 Regular & Sports Academy students who live 1.2 km or more from Notre Dame Academy (designated school) and reside in South Ridge, Saamis Heights & Vista Heights, City Transit Bus provided - no charge.**
- 1.2.3.2. Grade 6 Sports Academy Program: Grade 6 Sports Academy students who live 1.2 km or more from Notre Dame Academy and reside outside of South Ridge, Saamis Heights & Vista Heights, Southland Transportation provided - no charge.**
- 1.2.3.3. Grade 7 to Grade 9 Regular & Sports Academy Program: Grade 7 to Grade 9 Regular & Sports Academy students who live 2.4 km or more from Notre Dame Academy (designated school) and reside in South Ridge, Saamis Heights & Vista Heights, City Transit Bus provided - no charge.**
- 1.2.3.4. Grade 7 to Grade 9 Sports Academy Program: Grade 7 to Grade 9 Sports Academy students who live 2.4 km or more from Notre Dame Academy and reside outside of South Ridge, Saamis Heights & Vista Heights, Southland Transportation provided - no charge.**
- 1.2.3.5. Grade 6 to Grade 9 Notre Dame Academy students living in South Ridge, Saamis Heights, Vista Heights and Hamptons who are not eligible for transportation, may purchase a Medicine Hat Transit Charter Bus Service 'paid pass' currently at a cost of \$38.50 per month on a 'first come first serve' basis. This rate will be reviewed on an annual basis by the Secretary Treasurer and forwarded to the Board for approval by March 30<sup>th</sup>.**

### **1.2.4. Monsignor McCoy High School**

- 1.2.4.1. Grade 10 to 12 students who live 2.4 km or more from Monsignor McCoy High School, Southland Transportation provided – no charge.**

## **1.3. Lost/Damaged Material Fee**

- 1.3.1. Schools may charge a fee to recover the cost for lost/damaged materials (ie textbooks) and/or equipment on a cost-recovery basis at the discretion of the Principal.**
- 1.3.2. All non-payment of Lost/Damaged Material Fees may be treated in a manner similar to non-payment of all other fees (see clause 3. Outstanding Fees).**

## **2. Communication Process**

- 2.1. Administrative and transportation fees will be listed on both the district website and applicable school website. Schools shall provide students and parents/guardians with the approximate Administrative Fees at the time of registration.
- 2.2. School fees will be listed on the respective schools' website. Schools shall provide students and parents/guardians with the approximate School Fees at the time of registration.
- 2.3. Schools shall provide students and parents/guardians with an invoice at the beginning of the school year for Administrative Fees and for School Fees as they are incurred.
- 2.4. Fees are due 30 days following invoicing.
- 2.5. The collection of all fees is the responsibility of the school.

## **3. Outstanding Fees**

- 3.1. In addition to other communication methods schools may use, schools shall issue by mail/email two reminder notices to parents/guardians with outstanding fees.
- 3.2. Regardless of fee payment status, students shall be able to participate in curricular activities.
- 3.3. Schools may, at the discretion of the Principal, decide on a student's participation in co-curricular or extra-curricular activities due to unpaid fees.
- 3.4. Schools can instruct students with a prior history of non-payment of fees to choose an option with a lower cost.

## **4. Waiving of Fees**

- 4.1. In the event of financial hardship where the parent/guardian is:
  - 4.1.1. Unable to pay the school fees, the parent/guardian can apply for certain school fees to be waived.
    - 4.1.1.1. **Extra-Curricular Fees** – can be reduced or waived at the recommendation of the coach/supervisor and approval of the Principal.
      - 4.1.1.1.1. Parent or legal guardian of the student is to complete Form 505-1 and return it to the school Principal.
    - 4.1.1.2. **Any Fees less than \$150** – can be reduced or waived at the discretion of the Principal.
      - 4.1.1.2.1. Parent or legal guardian of the student is to complete Form 505-1 and return it to the school Principal
    - 4.1.1.3. **Fees greater than \$150 (other than Extra-Curricular Fees)** – can be reduced or waived at the discretion of the school Principal.
      - 4.1.1.3.1. Parent or legal guardian of the student is to complete the Form 505-2 and forward it to the school Principal.
    - 4.1.1.4. **Academy Fees and Non-Curricular Travel Fees** – can be waived only under extreme circumstances and at the discretion of the school Principal.
      - 4.1.1.4.1. Parent or legal guardian of the student is to complete Form 505-2 and forward it to the school Principal.

- 4.1.2. Not eligible to have fees waived and is unable to pay the full amount when due, the parent/guardian shall contact the school to be advised of payment options such as installment payments. The Principal is authorized to approve payment options and the payment plan must be completed by April 30th.
  - 4.2. Staff at each school are to become familiar with the circumstances and process for which fees are waived. The process is to be discussed at the first staff meeting of the school year and **Forms 505-1 and Form 505-2- Application for Waiver of Fees** is to be posted in a common area in the school (ie staff room, front office, etc) and readily available to staff and parents.
  - 4.3. **Administrative Procedure Form 505-1 and 505-2 Application for Waiver of Fees** is to be communicated to Parents in September of each school year.
  - 4.4. Disputes and concerns can be made in accordance with *Board Policy 13: Appeals and Hearings Regarding Student Matters*.
  - 4.5. All waiver requests shall be provided directly to the Principal in a sealed envelope by the Parent.
  - 4.6. Upon being provided the Principal shall ensure that the record is secured in a locked file cabinet/room and will be available for review only by the Principal, Vice-Principal, and Superintendent or designate.
  - 4.7. The Principal will provide details of any approved waivers to the school employee responsible for school fee administration.
  - 4.8. The Principal will notify the applicant in writing if the waiver request was approved or not approved.
5. **Calculation Process**
- 5.1. Students who are new to the Division, or who enroll subsequent to the commencement of the school year/semester, shall be charged school fees using the following process:
    - 5.1.1. For non-semester schools, fees shall be charged on a prorated basis over a 10-month period.
    - 5.1.2. For semester schools, fees shall be charged on a prorated basis over a five-month period.
    - 5.1.3. On or before the 15th of the month, students shall be charged as if they had registered at the beginning of the month. After the 15th of the month, students shall be charged fees for one-half of the month.
  - 5.2. Students who leave school prior to the end of the school year or semester shall be refunded school fees using the following process:
    - 5.2.1. For non-semester schools, refunds shall be calculated on a prorated basis over a 10-month period.
    - 5.2.2. For semester schools, refunds shall be calculated on a prorated basis over a five-month period.
    - 5.2.3. On or before the 15th of the month, students shall be charged as if they had left at the beginning of the month. After the 15th of the month, students shall be refunded fees for one half of the month.
    - 5.2.4. Refunds on non-instructional fees and non-core educational fees shall be based on the unused portion of resources or materials where applicable.
    - 5.2.5. All refunds for students leaving the school shall be paid within 30 days.

**6. Unacceptable Fees and Uses**

- 6.1. Fees shall not be charged for school-generated workbooks.
- 6.2. Fees shall not be charged for materials or equipment related to core courses, other than field trip fees.
- 6.3. Gifts and donations and fundraising may not be used for classroom instruction.
- 6.4. Fees shall not be charged in lieu of fundraising.

**ADMINISTRATIVE PROCEDURE 505 School Fees - (Form 505-1)**  
**APPLICATION FOR WAIVER OF EXTRA-CURRICULAR FEES & ANY FEE LESS THAN \$150**

This form is to be used in the event that you cannot pay:

- **Extra-Curricular Fees; or**
- **Any Fees that are less than \$150**

Please submit a signed and completed application form, in a sealed enveloped marked CONFIDENTIAL, to the school Principal. Only one form needs to be completed per family when all children attend the same school; otherwise, a form for each school will need to be completed. In addition, only one form per school year needs to be completed.

You are responsible for your fees until such time as you have received approval notification from our office. It is our goal to process the Waiver of Extra Curricular Fees and Fees less than \$150 within three (3) weeks of receiving your application. If you have not received a reply from the School within a reasonable period of time, please contact the school Principal. Contact information can be found on the school website via [www.mhcbe.ab.ca](http://www.mhcbe.ab.ca)

Name of Student(s) (please print): \_\_\_\_\_

Name of School: \_\_\_\_\_

Type of Fee (please describe the fee(s) to be waived): \_\_\_\_\_

Reason for Request to Waive Fees:

**\*Parents please note that once you have completed this form, please contact the school office to make arrangements to meet with the Principal.\***

**SIGNATURE:**

Parent Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

☐

Approved

☐

Not Approved

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ADMINISTRATIVE PROCEDURE 505 School Fees - (Form 505-2)**  
**APPLICATION FOR WAIVER OF FEES OTHER THAN EXTRA-CURRICULAR FEES GREATER THAN \$150**

This form is to be used in the event that you cannot pay:

- **Non-Curricular Fees greater than \$150**

Please print, complete and send to the principal of your child's school. Only one form needs to be completed per family when all children attend the same school; otherwise, a form for each school will need to be completed. In addition, only one form per school year needs to be completed.

**PLEASE NOTE IMPORTANT INFORMATION ON THE SECOND PAGE OF THIS FORM.**

**SECTION A: FAMILY INFORMATION**

<b>Parent/Guardian 1</b>			
Last Name		First Name	
Street Address	City	Province	Postal Code
Home Phone	Cell Phone	Email	
<b>Parent/Guardian 2</b>			
Last Name		First Name	
Street Address	City	Province	Postal Code
Home Phone	Cell Phone	Email	
Number of People Residing in the Household: Adults ____ Children ____			
Please include the names of all current MHCBE students living with the parent(s)/guardian(s) above			
Last Name	First Name	Name of School for 2018-19	Grade

**SECTION B: CONFIDENTIAL FINANCIAL INFORMATION (Please choose one of the following)**

- ☐ I have attached a copy of the most recent Option C Form or Notice of Assessment for **ALL** adults in the household. **OR**
- ☐ I have attached a copy of a current Social Services Health Benefits card, which lists the above students as my dependents. **OR**
- ☐ I have attached a copy of my Alberta Works Health Benefit card with a letter of confirmation of renewal for the current year, which lists the above students as my dependents.

**SECTION C: EXCEPTIONAL CIRCUMSTANCES (Optional)**

- ☐ I/we have attached a detailed letter explaining my/our exceptional circumstances. The following documentation to support my/our claim is attached (**supporting documentation must be provided for all adults residing in the home**) Check all that apply:



Application for Waiver of (Fees other than Extra-Curricular greater than \$150)

Page 2 of 2

- ☐ Photocopies of Employment Insurance Current Claim information, reporting cards and cheque stubs
- ☐ Letter from my present employer verifying my current gross income
- ☐ Proof of full-time enrollment at my school/university that I am currently attending

**SECTION D: PERMISSION TO EMAIL & PARENT SIGNATURE**

- ☐ Yes, The Medicine Hat Catholic Board of Education can email me with respect to this application.

I CERTIFY the information provided on this application and in any documents attached is correct and complete. I also understand that financial and other information provide is confidential.

**PARENT SIGNATURE:**

Parent Name (*please print*): \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**PRINCIPAL SIGNATURE:**

☐ Approved ☐ Not Approved

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT INFORMATION**

1. Application only needs to be completed once per school year, per family when all children attend the same school; otherwise a form for each school will need to be completed.
2. **Freedom of Information and Protection of Privacy – Notification of Use:** The information collected on this form is for the purpose of processing this Application for Waiver of Fees Greater than \$150. This personal information is collected pursuant to the provisions of the FOIP Act, section 33(c). If you have any questions about the collection and use of the information, please contact The Medicine Hat Catholic Board of Education's Executive Assistant to the Superintendent, 1251 – 1<sup>st</sup> Avenue S.W. Medicine Hat, Alberta, T1A 8B4, 403.527.2292.
3. This application must be completed in its entirety to be considered. The deadline for receipt of this application is December 15, 2018 (for September 2018 registrants). No applications will be accepted after these dates. Busing will not be available until Transportation Fees are paid or waived.
4. Please submit a signed and completed application form with supporting documents, in a sealed enveloped marked CONFIDENTIAL, to the school Principal.
5. You are responsible for your fees until such time as you have received approval notification from our office. It is our goal to process the Waiver of Fees Greater than \$150 within three (3) weeks of receiving your application. If you have not received a reply from the School within a reasonable period of time, please contact the School Principal. Contact information can be found on the school website via [www.mhcbe.ab.ca](http://www.mhcbe.ab.ca).
6. Information from Sections A-C will be used in conjunction with the following chart of Low Income Cut-Offs Before Tax ([www.statcan.gc.ca](http://www.statcan.gc.ca)) for the 2018-19 School Year to determine if a reduction or waiver of fees is warranted

Number of Adults and Children per Household	Low Income Cutoff Before Tax
1 Person	\$19,941
2 People	\$24,824
3 People	\$30,517
4 People	\$37,053
5 People	\$42,025
6 People	\$47,398
7 People	\$52,770

Statistic Canada's Low Income Cut-Offs Before Tax used as a guideline.

# MEDICINE HAT CATHOLIC BOARD OF EDUCATION

## ADMINISTRATIVE PROCEDURE 505 SCHOOL FEES

### 2018-2019 School Fees

Bill 1, *An Act to Reduce School Fees* has been proclaimed, reducing the burden of school fees on Alberta families. As part of our commitment to keep school fees to a minimum, students will no longer be charged for textbooks, work books, photocopying, printing or paper supplies. Remaining fees charged will be to ensure quality programs and services are provided for students. Fee information available on the parent portal of the website. Any questions or concerns please contact your school directly.

### ELEMENTARY SCHOOLS

#### St. Francis Xavier School - \*Potential Fees without Parent Council funding or fundraising

Activity Fees	Ski/Snowboarding Field Trip (Gr 5&6 only)	\$59.00
	*Kindergarten Safety City (2 trips @ \$6.00 )	\$12.00
	*Kindergarten Chicks & Bunnies Police Point Park	\$ 5.00
	*Grade 1 & 2 John's Butterfly House	\$10.00
	*Grade 1 & 2 Salta Gymnastics or Woolmine-Duchess, AB	\$10.00
	*Grade 3 Community Cultural Printmaking	\$5.00
	*Grade 3 Community Cultural	\$5.00
	*Gr 3, Gr 4, Gr 5, Gr 6 Medalta Community Classroom	\$25.00
	*Grade 4/5 Telus Spark Science Centre – Calgary, AB	\$75.00
	*Grade 6 Retreat Cypress	\$75.00
	*Rotary Music Festival	\$5.00
	*Monsignor McCoy High School Drama Presentation	\$4.00
	*St. Mary's School Drama Presentation	\$6.00
	*Science in Motion	\$7.00

#### St. Patrick's School - \*Potential Fees without Parent Council funding or fundraising

Activity Fees	Grade 4 Lawn Bowling	\$3.00
	Grade 5 Novel Study Movie Fieldtrip	\$7.00
	Grade 5 Ski Trip	\$65.00
	Grade 5 Medalta	\$5.00
	Grade 5 Elkwater	\$10.00
	Grade 4 Elkwater	\$10.00
Non-Curricular Supplies and Materials	Kindergarten Scrapbooking Fee (AM & PM)	\$15.00

#### École St. John Paul II School - \*Potential Fees without Parent Council funding or fundraising

Activity Fees	*Community Classroom (Kindergarten – Grade 6)	\$25.00
	*Field Trips Music	\$10.50
	*Swimming Lessons	\$59.00
	*Skating Lessons	\$7.50
	*School Presentations	\$56.67
	*Elementary Athletic Association Fee	\$1.00
	Running Club (includes shirt)	\$15.00
	Grade 6 Outdoor Education Retreat (Camp McCoy)	\$30.00
	Ski Trip	\$59.00
	*Kindergarten Field Trips	\$20.00
	*Grade 1 Field Trips	\$25.00
	*Grade 2 – Grade 6 Field Trips	\$15.00
	*Year End Fun Day	\$16.67
	*Waterpark (Year End Trip)	\$1.63

#### St. Michael's School - \*Potential Fees without Parent Council funding or fundraising

Activity Fees	Grade 5/6 Elkwater Ski Trip	\$60.00
	Grade 6 Outdoor Education (Camp McCoy)	\$30.00
	Grade 5/6 Swim Trip	\$20.00
	Grade 1 Cypress Hills	\$15.00
	Grade 2 Salta Gymnastics OR Cypress Hills	\$15.00
	Grade 3 Cypress Hills	\$10.00

**Mother Teresa School - \*Potential Fees without Parent Council funding or fundraising**

<b>Activity Fees</b>	Kindergarten Neubauer Farms	\$5.00	*Grade 5 Elkwater	\$17.00
	Kindergarten Mom/ Dad Nights	\$4.00	*Grade 5 Family Leisure Centre	\$18.00
	Kindergarten Medalta	\$5.00	*Grade 5 Curling Rink	\$13.00
	*Grades 1-6 Echodale	\$5.00	*Grade 5 Hoopla Mini Putt	\$11.00
	*Grades 1-6 Swimming (x2)	\$6.00	*Grade 5 Police Point Park Pond Study	\$8.00
	*Grades 1-6 Skating (x2)	\$6.00	*Grade 5 Fort Walsh	\$13.00
	*Grade 1 Bowling	\$6.00	Grade 5/6 Elkwater Ski Trip	\$70.00
	*Grade 2 Pioneer Village	\$3.50	*Grade 5/6 City Hall & Provincial Building	\$3.00
	*Grade 2 Public Library	\$3.50	Grade 5/6 Alternate Winter Activity	\$20.00
	*Grade 2 & 5 City Downtown Tour	\$3.00	*Grade 6 Outdoor Education (Camp McCoy)	\$70.00
	*Grade 2 Medicine Hat Museum	\$4.50	*Choir to Lethbridge Symphony/ Concert	\$40.00
	Grade 3 Butterfly House	\$10.00	*Choir JazzFest Concert	\$3.00
	*Grade 4 Elkwater	\$10.00	*Choir Rotary Music Festival	\$12.00
	*Grades 4, 5 & 6 City Track & Field	\$3.00		

**St. Louis School - \*Potential Fees without Parent Council funding or fundraising**

<b>Activity Fees</b>	*Grade 5/6 Elkwater Ski Trip	\$60.00
	*Grade 6 Outdoor Education Retreat	\$35.00
	*Grade 1-6 Field Trips (to be determined)	\$20.00

## MIDDLE SCHOOLS

St. Mary's School - Potential Fees without Parent Council funding or fundraising		
Alternative Program Fees	Fine Arts	\$315.00
Fees for Options	Band- Supply Fee	\$40.00
	Band- Instrument Rental Fee	\$90.00
Non-Curricular Travel	Leadership Conference	\$500.00
Extracurricular Fees	Volleyball- Girls	\$150.00
	Volleyball- Girls C	\$150.00
	Volleyball- Boys	\$150.00
	Basketball- Girls A	\$150.00
	Basketball- Girls B	\$150.00
	Basketball- Boys A	\$150.00
	Basketball- Boys B	\$150.00
	Badminton	\$50.00
	Football Team students play for NDA	\$265.00
	Golf	\$25.00
	Track & Field	\$20.00
	Cross Country	\$35.00
	Cheerleading (maximum fee if no fundraising)	\$350.00
Activity Fees	Ski Trip	\$55.00
	Swimming	\$10.00
	Bowling and Lawn Bowling x 4	\$10.00
	Elkwater Trip	\$10.00
	Drama Production at Esplanade	\$5.00
Non-Curricular Goods & Services	Locker Rental	\$2.00
	Uniforms	\$25.00
	Certification Fee (First Aid & Babysitting Course)	\$30.00
	Lock Fee	\$10.00
Notre Dame Academy - Potential Fees without Parent Council funding or fundraising		
Alternative Program Fees	Academy Monthly Payment	\$950.00
	Academy Full Payment	\$900.00
Non-Curricular Travel	EF Tours (not paid directly to NDA) ~estimated maximum charge	\$3,200.00
Extracurricular Fees	Basketball Basics	\$50.00
	Basketball – B (Girls & Boys)	\$200.00
	Basketball- A (Girls & Boys)	\$250.00
	Volleyball- Rec	\$50.00
	Volleyball- Girls & Boys	\$200.00
	Golf Team – (not paid directly to NDA)	\$150.00
	Football	\$265.00
	Running Club	\$50.00
	Track and Field	\$50.00
	Badminton	\$50.00
Activity Fees	Tyrell Museum - Gr 7	\$60.00
	Dinner and a Movie (Year End)	\$11.00
	St. Mary's School Drama Production	\$4.00
	Monsignor McCoy High School Drama Production	\$4.00
	Ski Trip	\$60.00
	Elkwater (Science)	\$18.00
	Survivor Camp (includes camp and student wear)	\$107.00
	Me to We (potential fee if unable to secure grant)	\$20.00
	Echodale	\$5.00
Transportation Fee	Camp McCoy	\$50.00
	City Bus Passes – NDA Students Ineligible for Funded Bussing	\$38.50/mth
Non-Curricular Goods/Services	Locker Rental	\$2.00
	Locks	\$10.00

# HIGH SCHOOL

## Monsignor McCoy High School - Potential Fees without Parent Council funding or fundraising

<b>Fees for optional Courses</b>	Band Instrument rental estimate	\$90.00
	Band Supplies	\$40.00
	Con Tech 1 & 23	\$50.00
	Nail Technology Certification Program 4	\$350.00
	<b>For the following optional courses, a fee of \$40 is charged for each semester an option course is taken. If more than one option course is taken the fee remains at \$40:</b>	
	Art	\$40.00
	Cosmetology 1, 2 & 3/4	\$40.00
	Photography 1 & 2	\$40.00
	Drama/Theatre 10,20,30,15,25 & 35	\$40.00
	Food Studies 1 & 2	\$40.00
	Design Studies	\$40.00
	Instrumental Music 10/20/30	\$40.00
	Physical Education Modules (\$20 each, average 2)	\$40.00
	Video 1 & 2	\$40.00
	Sports Medicine 1 & 2	\$40.00
	Choral 10/20/30	\$40.00
	Mechanics 1 & 2/3	\$40.00
<b>Non-Curricular Travel</b>	2018-19 International Trip (Italy)	\$4,500.00
<b>Extracurricular Fees</b>	Baseball- Boys	\$700.00
	Basketball- Girls JV	\$1,400.00
	Basketball- Girls SR. Varsity	\$1,700.00
	Basketball- Boys Jr. Varsity	\$1,000.00
	Basketball- Boys Sr. Varsity	\$1,000.00
	Basketball Boys Trip 2018-19	\$3,200.00
	New York Music Festival 2018-19	\$3,000.00
	Volleyball- Boys JV	\$500.00
	Volleyball- Boys SR	\$500.00
	Volleyball- Girls JV	\$725.00
	Volleyball- Girls SR	\$1,715.00
	Golf	\$325.00
	Track & Field- City	\$50.00
	Track & Field- Zones	\$50.00
	Track & Field- Provincials	\$200.00
	Badminton	\$145.00
	Fastball	\$130.00
	Football	\$500.00
	Cross Country	\$50.00
<b>Activity Fee</b>	Biology 20 Field Trip Elkwater/Reesor Lake	\$15.00
<b>Non-Curricular Goods and Services</b>	Locker Rental	\$2.00
	Locks	\$10.00
	Student Council	\$30.00
	Graduation Ceremony / Activity Fee	\$82.00

**Administrative Procedure 305**

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**BOUNDARIES AND ATTENDANCE AREAS****Background**

School boundaries and attendance areas have become blurred with the implementation of the Alberta Schools Foundation Fund. It is necessary for the Division to designate boundaries and attendance areas to determine transportation routes and to provide for effective use of school facilities. Shifts in population and the growth of the City will necessitate the modification of school boundaries from time to time. At all times the Division considers the best interests of students and families when designating boundaries and attendance areas.

School boundaries and attendance areas will be designated to maintain class enrolments within reasonable limits, to determine transportation requirements and to provide for effective use of school facilities.

**Procedures**

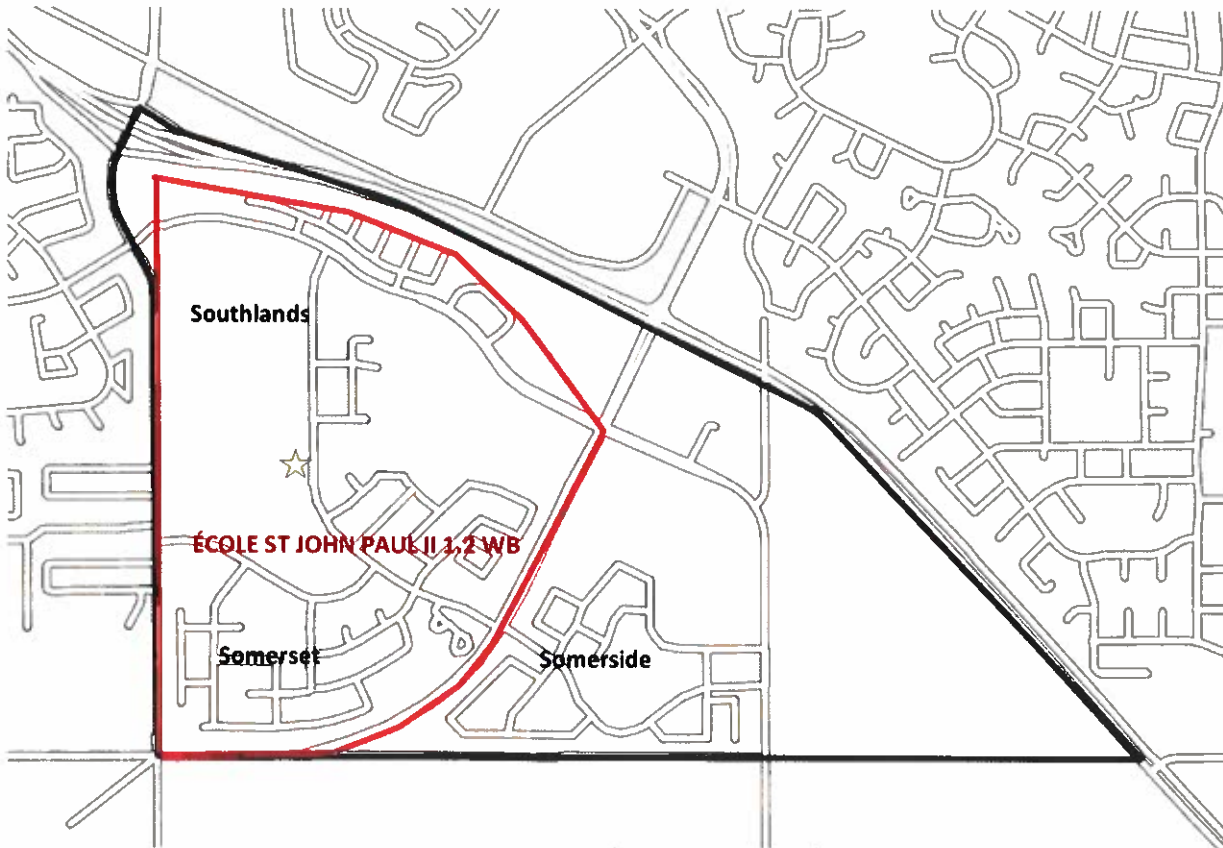
1. The Division shall determine modification of boundaries and attendance areas not later than March 31 for the following school year.
2. The Division will consult broadly with all stakeholder groups when considering boundary changes.
3. Requests for a student or students to attend a school other than the designated school are to be made to the receiving school principal.
4. When making the decision, the principal shall determine whether the school has sufficient resources and facilities to accommodate the request.
5. The Division will provide transportation to students within Alberta Education guidelines and the Division procedures. Transportation to a school other than the school designated is not the responsibility of the Division. Transportation will be provided for these students only when there is space available on an existing school bus.

References: Section 13, 30, 44, 45, 51, 60, 61, 113 School Act



# École St. John Paul II School

(French & English Immersion)  
Kindergarten to Grade 6  
4802 Southlands Drive SE

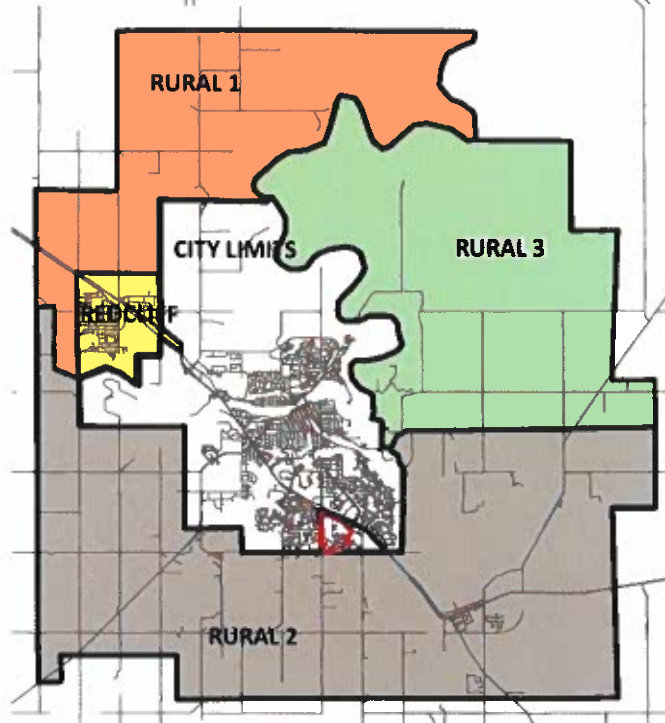


- red area indicates 1.2 km walk boundary

**English Attendance Area:** All students in areas East of 13<sup>th</sup> Avenue and Southlands. All students in Dunmore. All students East of Medicine Hat South of Hwy #41A. All students in area West of Medicine Hat South of Hwy #1. All students South of South Boundary Road.

**All division attendance zones for French Immersion**

\* Desert Blume is not include in Ecole St. John Paul II School Attendance Area.

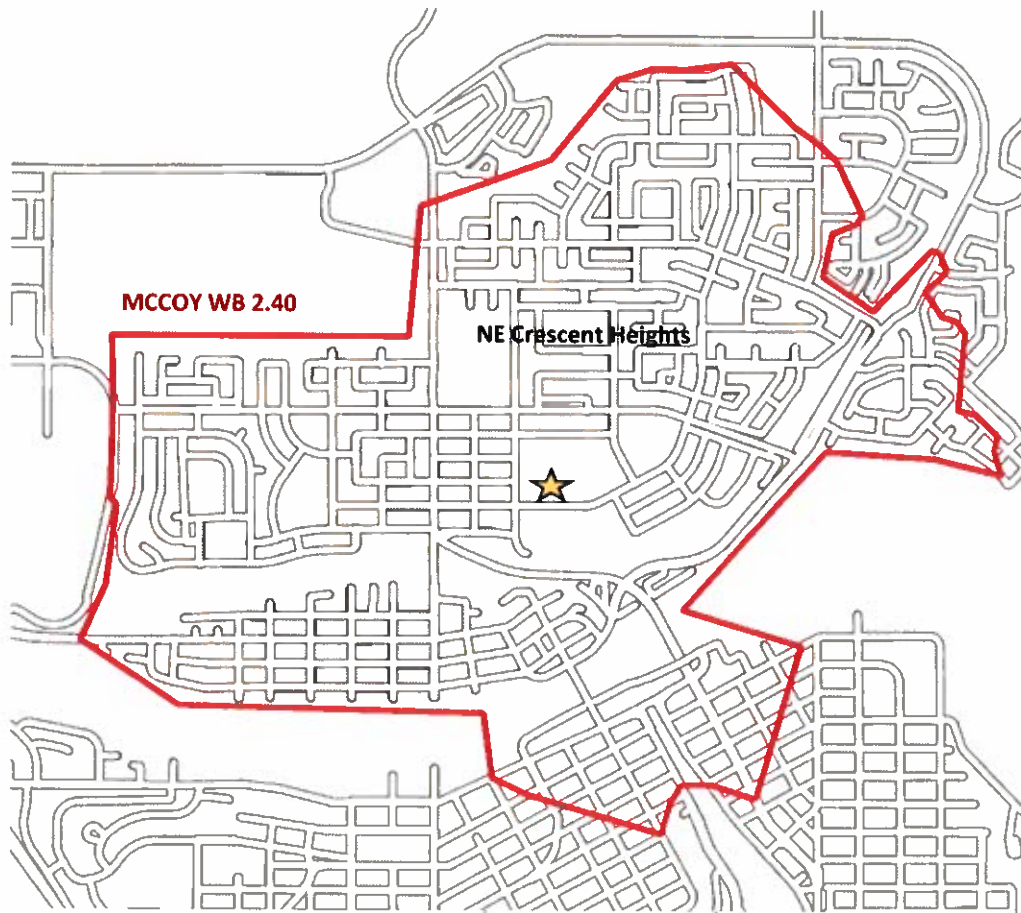




# Monsignor McCoy High School

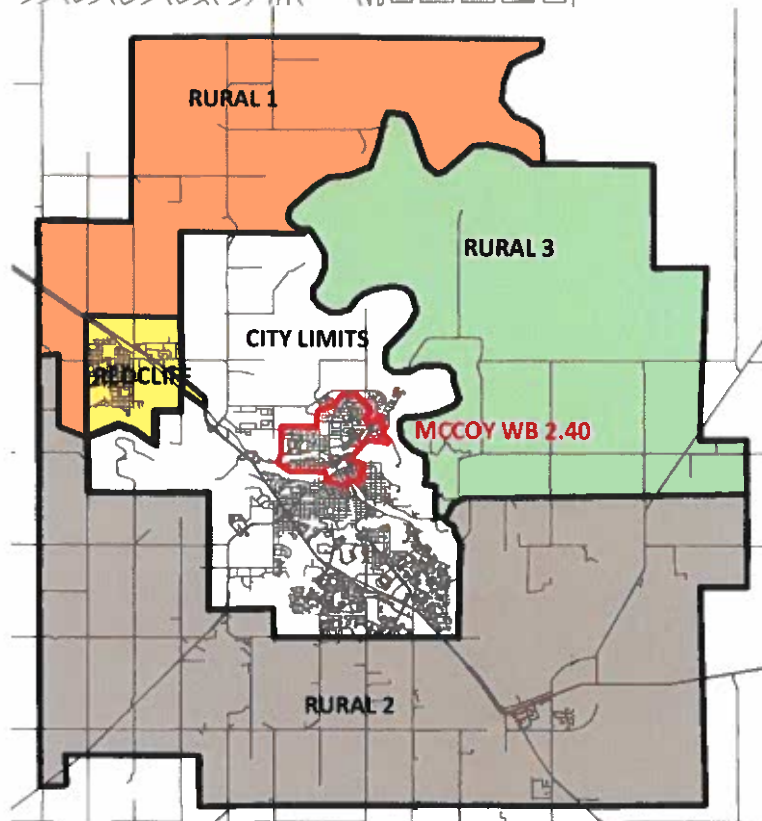
Grades 10 to 12

202 - 8th Street NE



\* red line indicates 2.4 km walk boundary

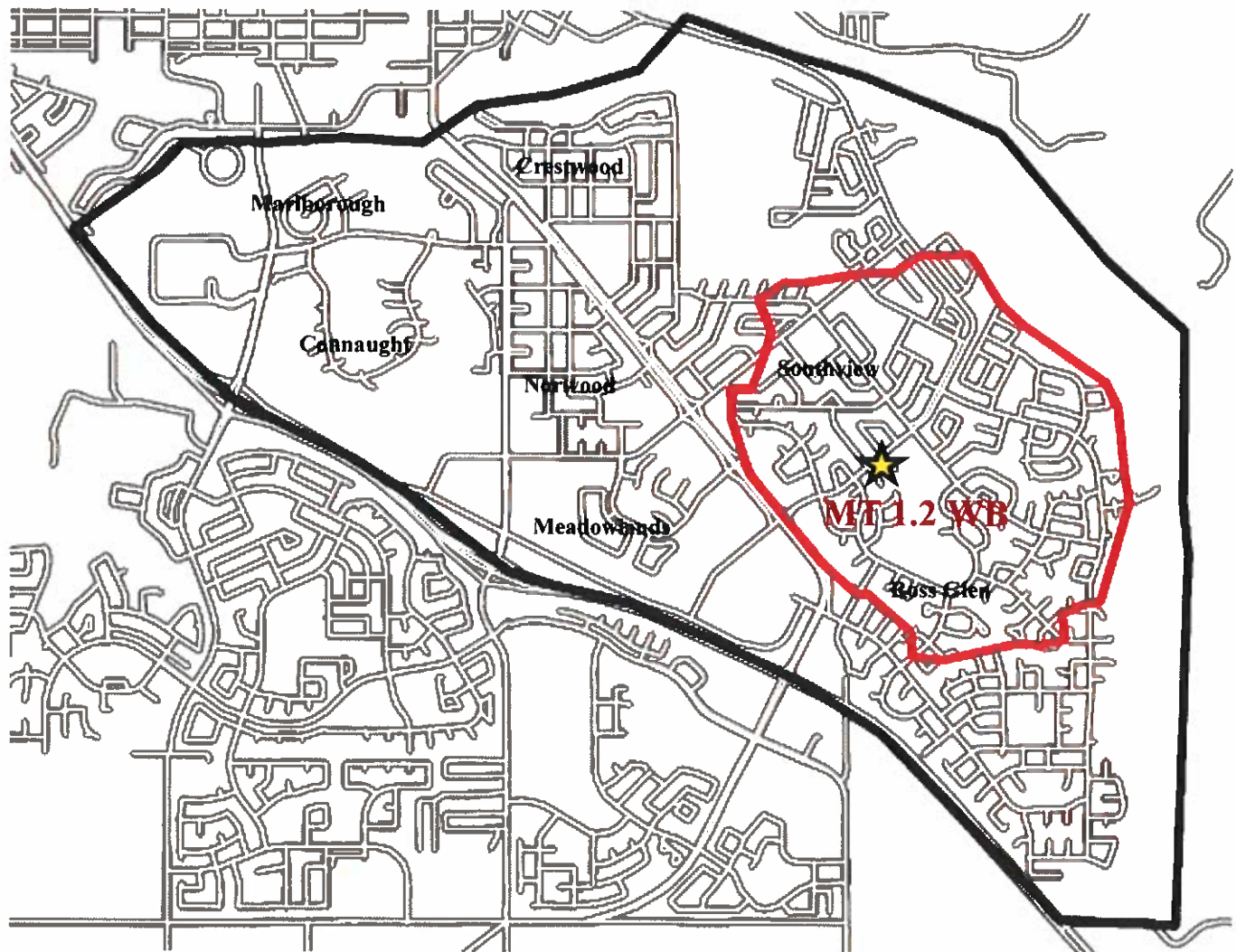
All division attendance zones



# Mother Teresa School

Kindergarten to Grade 6

235 Cameron Road SE



\*red line indicates 1.2 km walk boundary

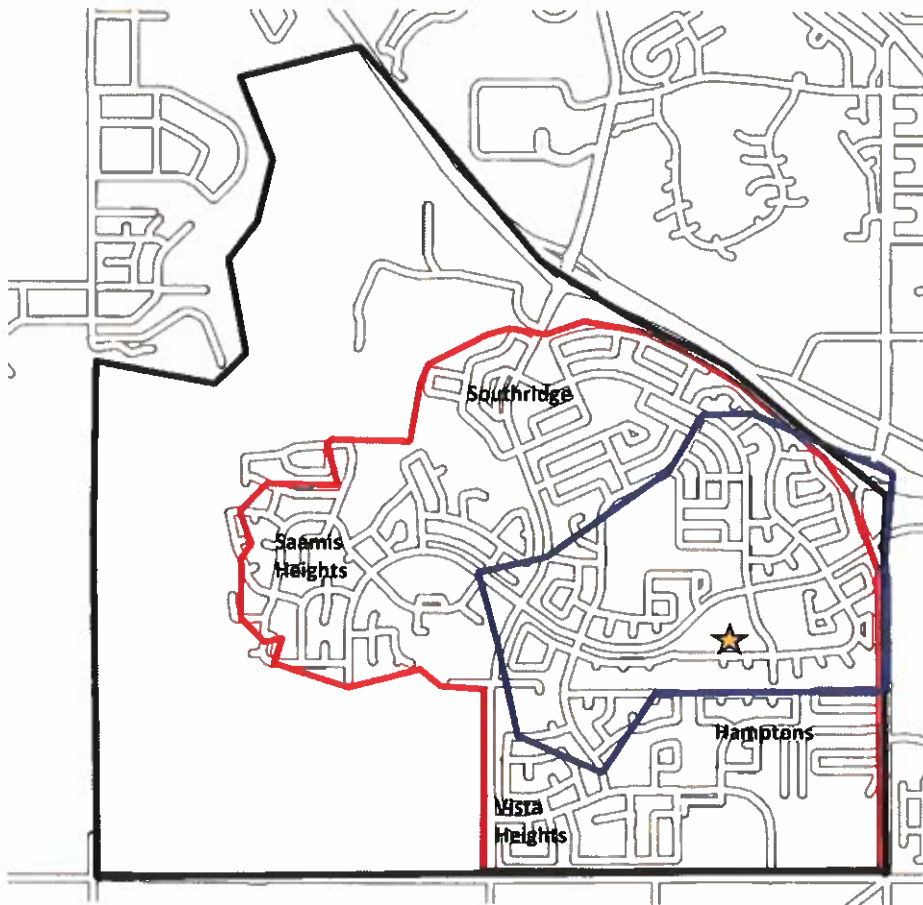
\*black line indicates school boundary

All students in Connaught, Crestwood, Marlborough, Meadowlands, Norwood, Ross Glen & Southview.

# Notre Dame Academy

Grades 6 to 9

646 Spruce Way SE



Blue line -1.2 km walk boundary  
(grade 6 only)

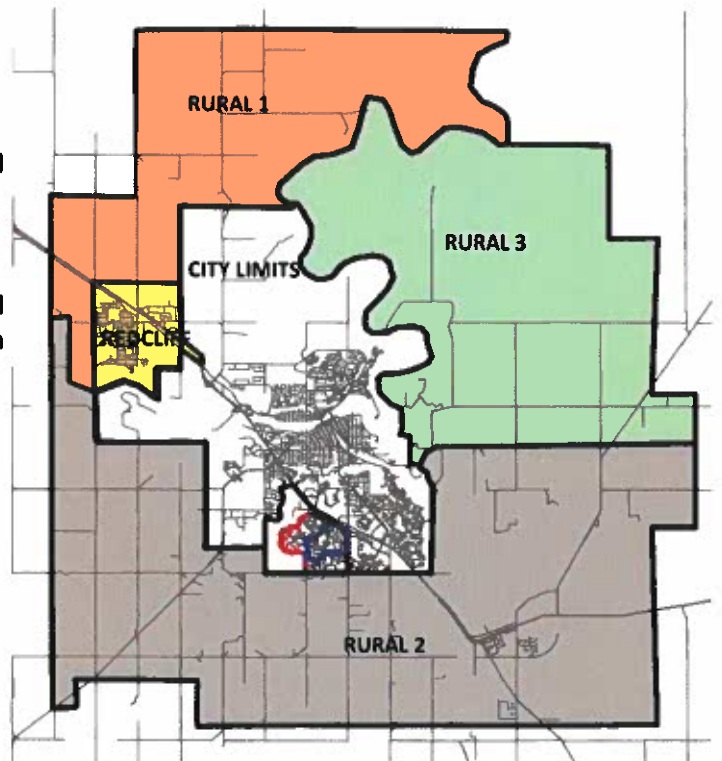
Red line - 2.4 km walk boundary  
(grade 7-9 only)

Black line - school boundary  
(ALL grades)

All students in South Ridge, Saamis Heights, Vista Heights and Hamptons.

All division attendance zones for Sports Academy.

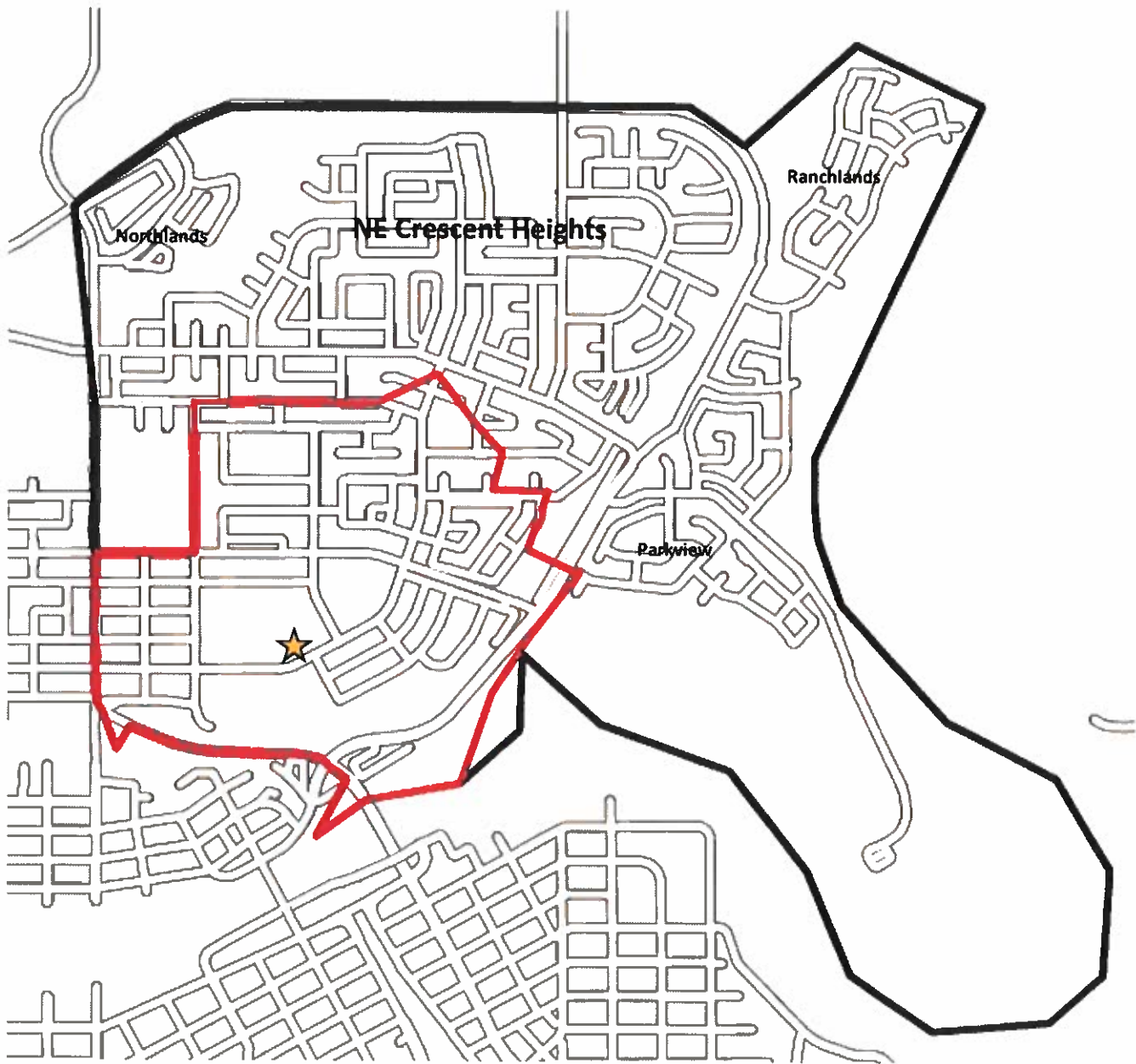
*Flex zone area* – All students living in Desert Blume may attend either St. Mary's (Gr.7-9), or Notre Dame (Gr.6-9) with transportation provided.



# St. Francis Xavier School

Kindergarten to Grade 6

318 - 8th Street NE



**\*red line indicates 1.2 km walk boundary**

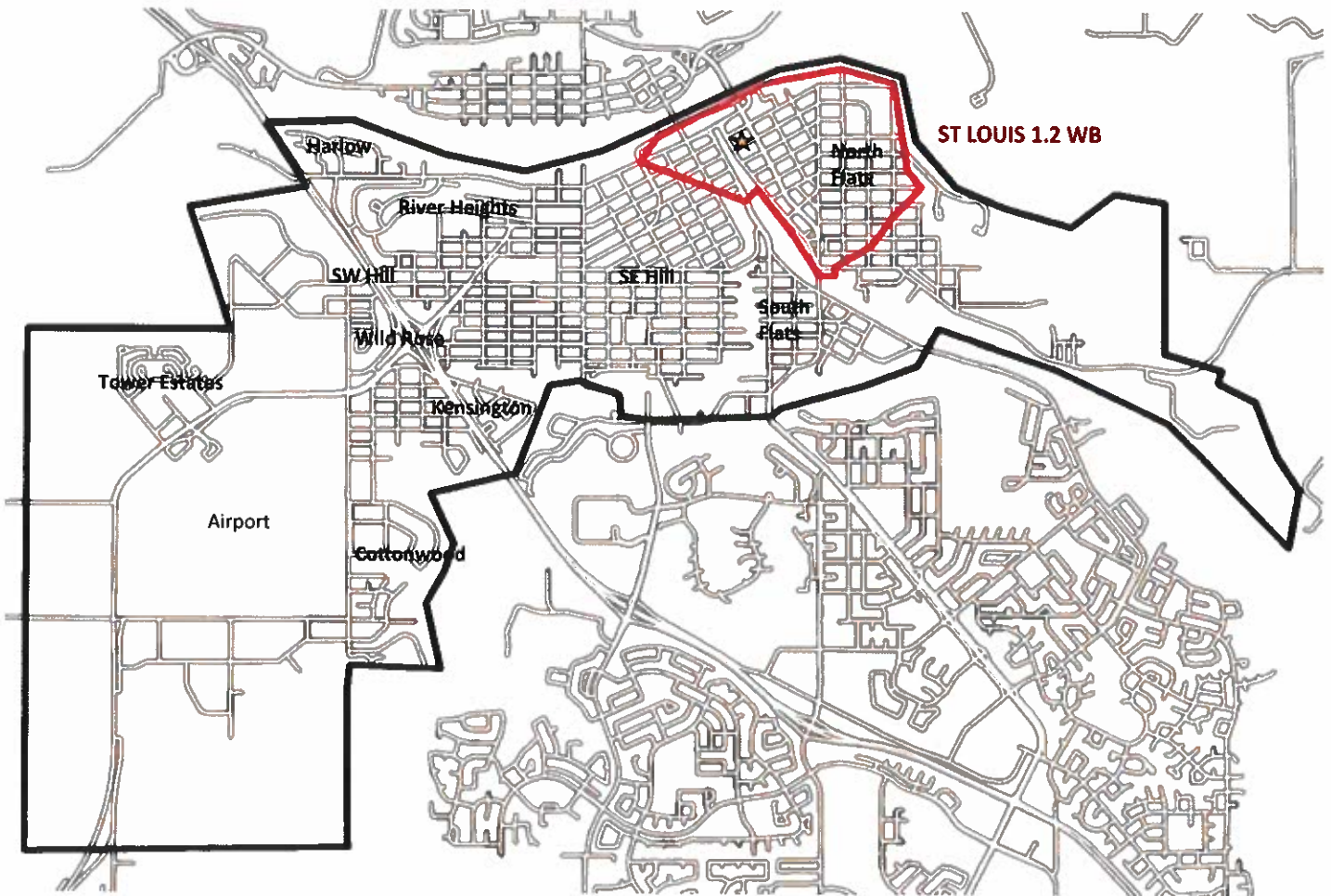
**\* black line indicates school boundary**

All students in Crescent Heights East of Division Avenue North, Parkview, Ranchlands and Northlands.

**Flex Zone Area** – All students in NE Crescent Heights East of Division Avenue North, Parkview, Ranchlands and Northlands can attend either St. Francis Xavier School or St. Michael's School with transportation provided.

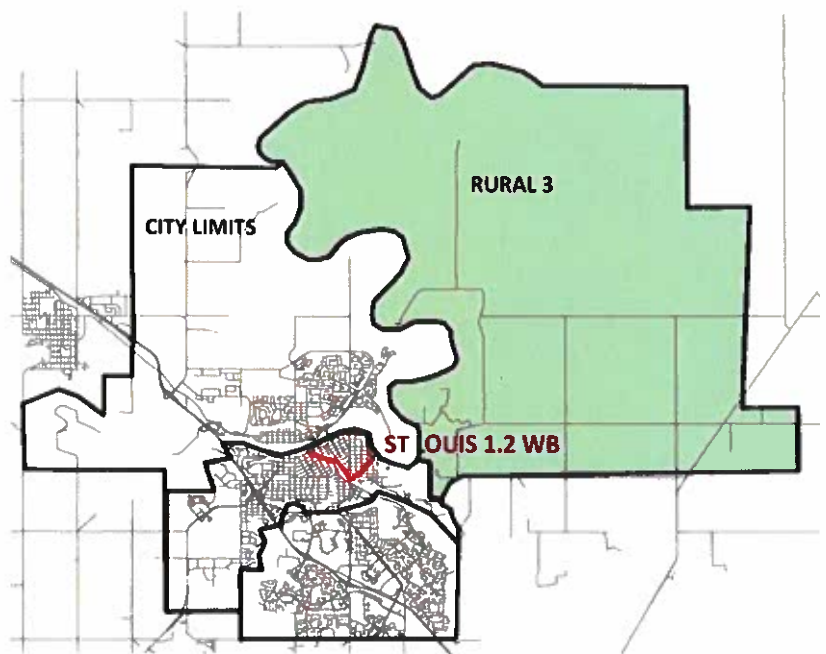


**St. Louis School**  
**Kindergarten to Grade 6**  
**861 - 4th Street SE**

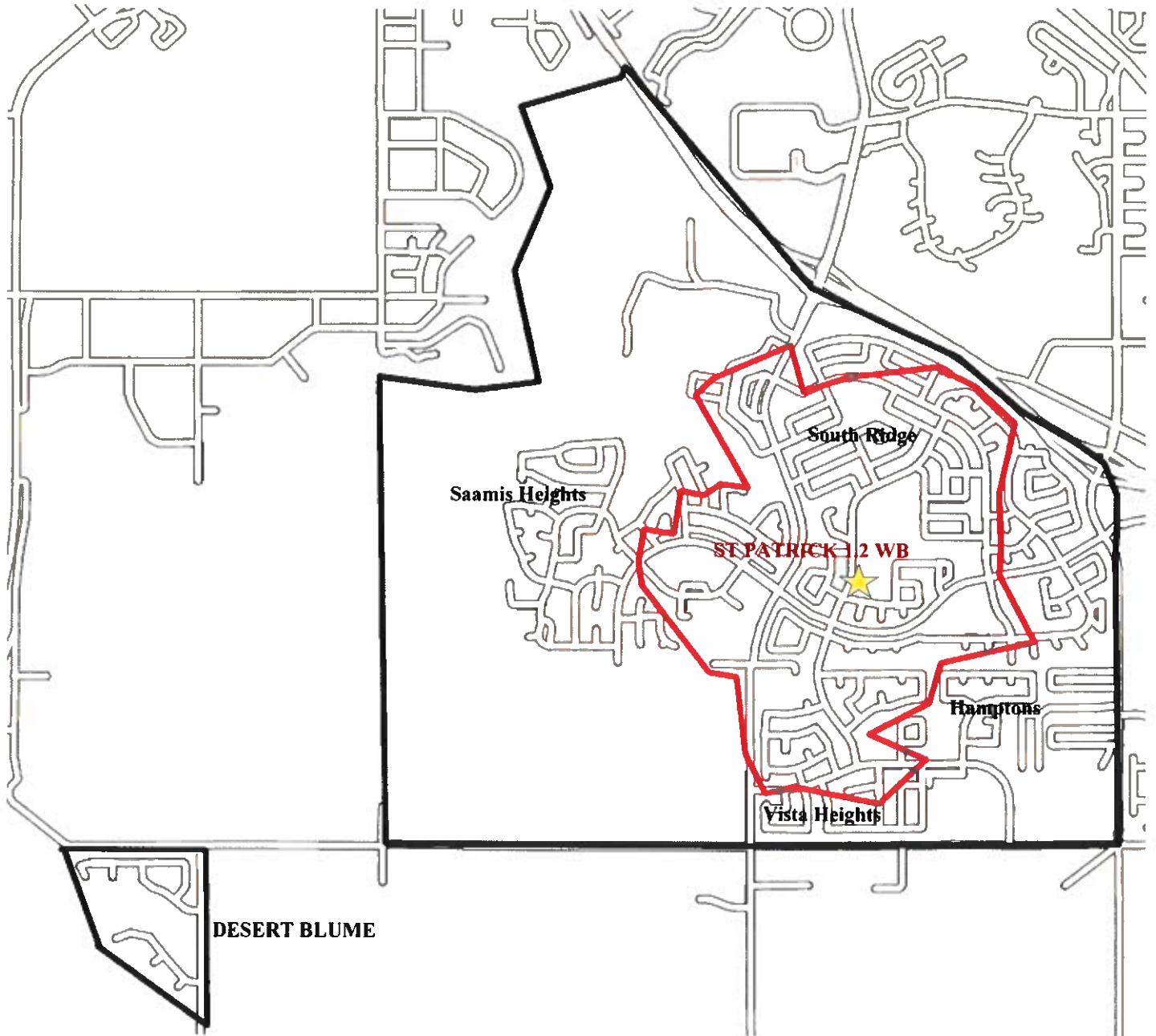


- \* red line indicates 1.2 km walk boundary
- \* black line indicates school boundary

All students in North and South Flats, SE and SW Hill, Harlow, River Heights, Kensington, Tower Estates, Cottonwood & Wild Rose Trailer Court area. All students living in area East of Medicine Hat who are North of Hwy #41A and South of Saskatchewan River.



**St. Patrick's School**  
**Kindergarten to Grade 5**  
**241 Stratton Way SE**



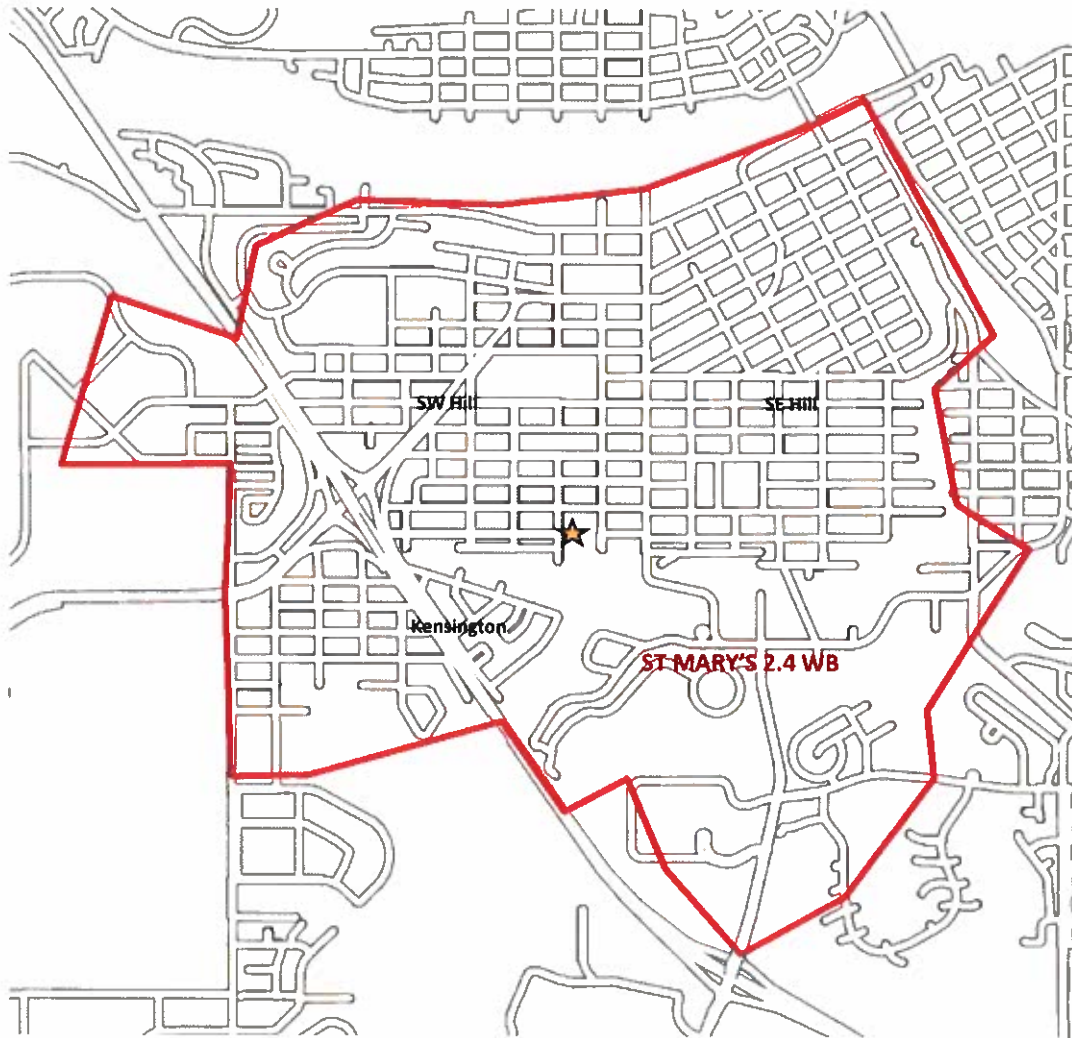
\* red line indicates 1.2 km walk boundary

All students in South Ridge, Saamis Heights, Vista Heights, Hamptons, Desert Blume & Canyon Creek.

# St. Mary's School

Grades 7 to 9

155 - 11th Street SW

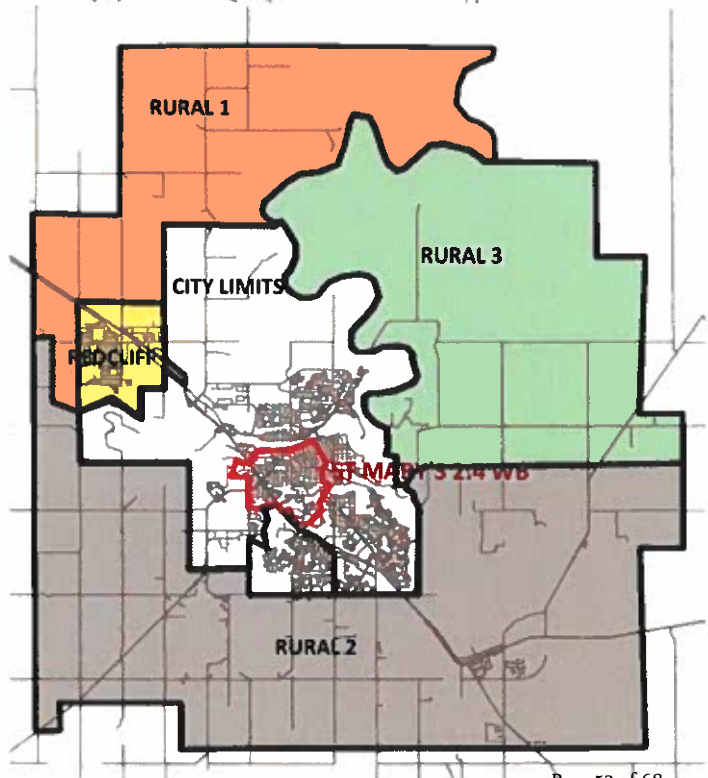


- red line indicates 2.4 km walk boundary

All division attendance zones for Fine Arts & French Immersion

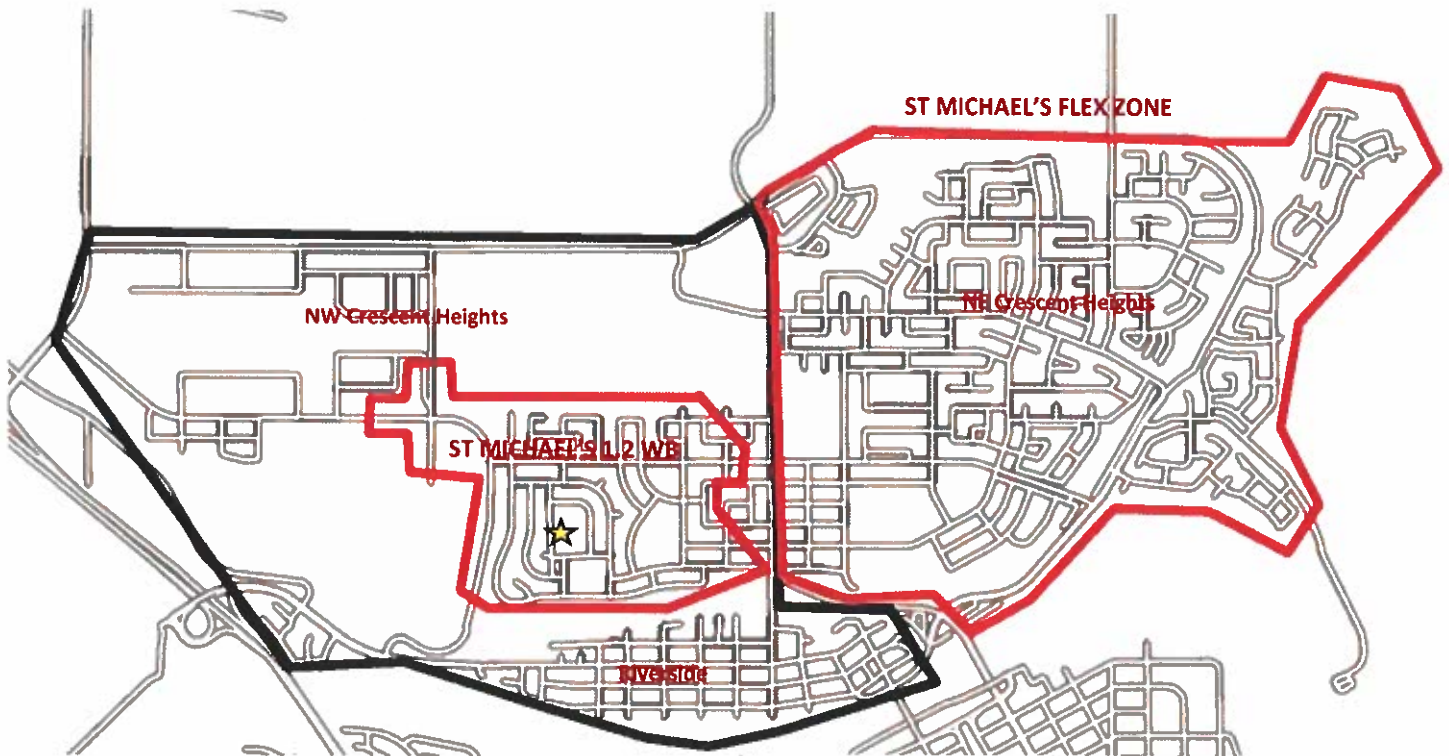
All division attendance zones (with the exception of Hamptons, Southridge, Saamis Heights, Vista Heights and Hamptons).

All division attendance zones for Fine Arts Academy and French Immersion (Gr.7-9).





**St. Michael's School**  
**Kindergarten to Grade 6**  
**865 Black Blvd NW**

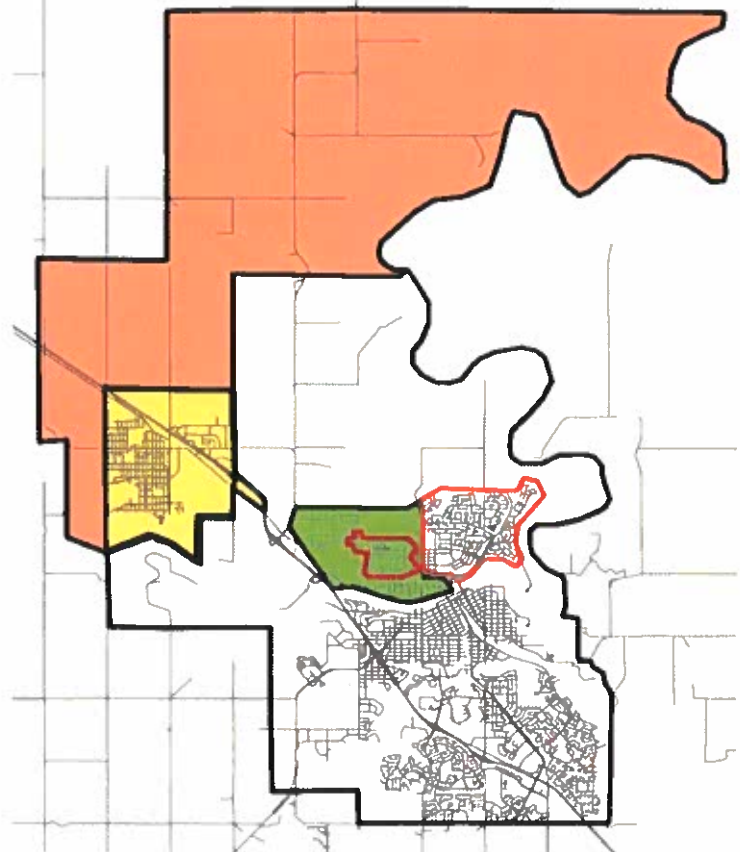


\* red line indicates 1.2 km walk boundary  
 & NE Crescent Heights "flex zone"

\* black line indicates school boundary

All students in Crescent Heights west of Division Avenue. All students in Riverside. All students in Redcliff and area West and North of the Saskatchewan River.

**Flex Zone Area** – All students in Crescent Heights East of Division Avenue North, Parkview, Ranchlands and Northlands can attend either St. Michael's School or St. Francis Xavier with transportation provided.

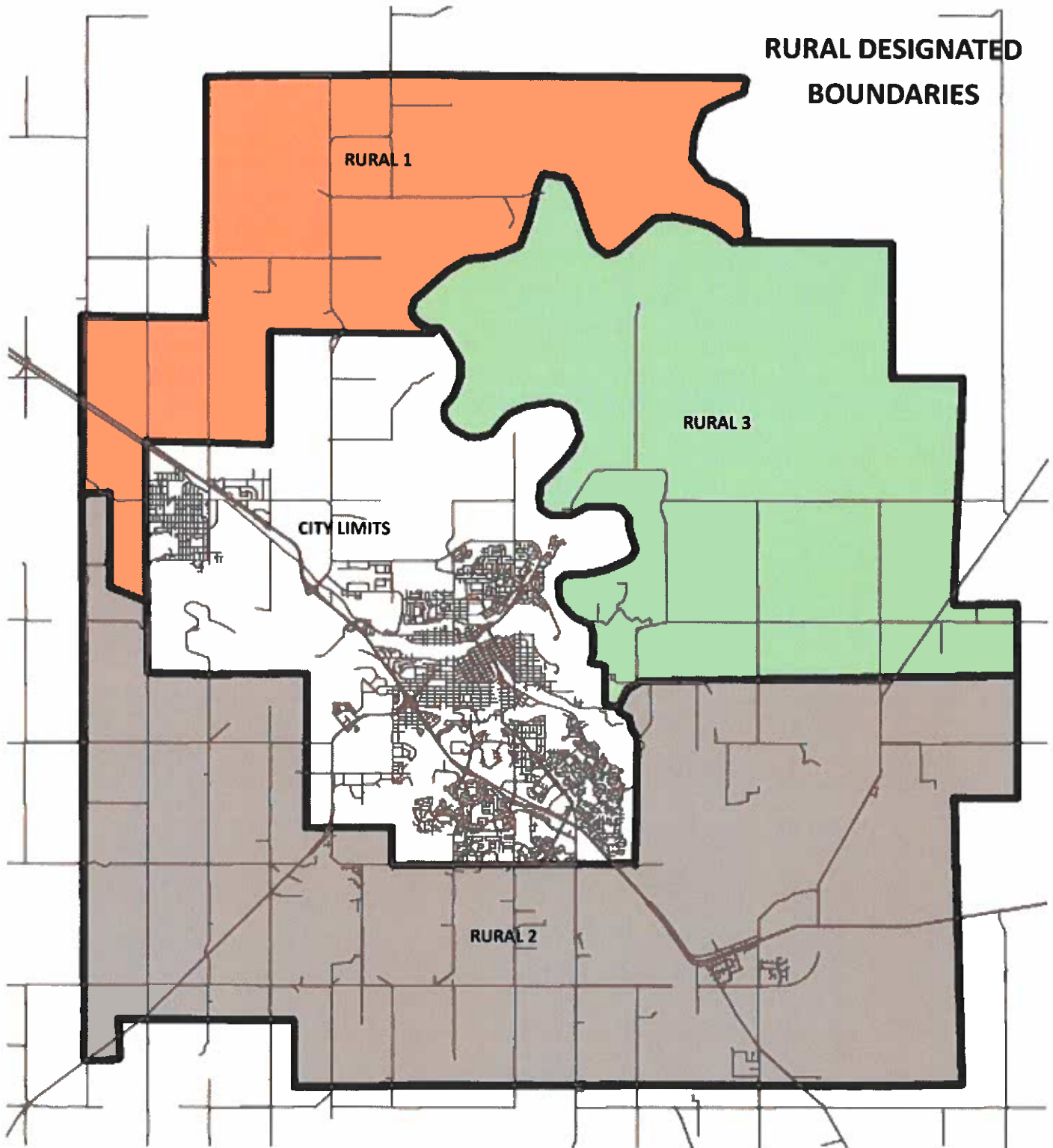




**SCHOOL ATTENDANCE ZONES**  
**(2018-2019)**

<p style="text-align: center;"><b><u>Monsignor McCoy High School</u></b> Grades 10 to 12</p> <p>All School District attendance zones.</p>	
<p style="text-align: center;"><b><u>St. Mary's School</u></b> Grades 7 to 9</p> <p>All School District attendance zones (with the exception of Southridge, Saamis Heights, Vista Heights and Hamptons).</p> <p>All School District attendance zones for Fine Arts Academy and French Immersion (Gr.7-9).</p>	<p style="text-align: center;"><b><u>Notre Dame Academy</u></b> Grades 6 to 9</p> <p>All students in South Ridge, Saamis Heights, Vista Heights and Hamptons.</p> <p>All School District attendance zones for Sports Academy.</p> <p><b><i>Flex zone area</i></b> - All students living in Desert Blume &amp; Canyon Creek may attend either St. Mary's (Gr.7-9), or Notre Dame (Gr.6-9) with transportation provided.</p>
<p style="text-align: center;"><b><u>St. Louis School</u></b> Kindergarten to Grade 6</p> <p>All students in North and South Flats, SE and SW Hill, Harlow, River Heights, Kensington, Tower Estates, Cottonwood &amp; Wild Rose Trailer Court area. All students living in area East of Medicine Hat who are North of Hwy #41A and South of Saskatchewan River.</p>	<p style="text-align: center;"><b><u>École St. John Paul II School</u></b> Kindergarten to Grade 6 (English &amp; French Immersion – Dual Track)</p> <p><b><u>English Attendance Area:</u></b> All students in areas East of 13<sup>th</sup> Avenue and Southlands. All students in Dunmore. All students East of Medicine Hat South of Hwy #41A. All students in area West of Medicine Hat South of Hwy #1. All students South of South Boundary Road.</p> <p>♦ <b><u>French Immersion Attendance Area:</u></b> All District Attendance Zones</p>
<p style="text-align: center;"><b><u>St. Michael's School</u></b> Kindergarten to Grade 6</p> <p>All students in Crescent Heights west of Division Avenue. All students in Riverside. All students in Redcliff and area West and North of the Saskatchewan River.</p> <p><b><i>Flex Zone Area</i></b> - All students in Crescent Heights East of Division Avenue North, Parkview, Ranchlands and Northlands can attend either St. Michael's School or St. Francis Xavier with transportation provided.</p>	<p style="text-align: center;"><b><u>St. Francis Xavier</u></b> Kindergarten to Grade 6</p> <p>All students in Crescent Heights East of Division Avenue North, Parkview, Ranchlands and Northlands.</p> <p><b><i>Flex Zone Area</i></b> - All students in NE Crescent Heights East of Division Avenue North, Parkview, Ranchlands and Northlands can attend either St. Francis Xavier School or St. Michael's School with transportation provided.</p>
<p style="text-align: center;"><b><u>St. Patrick's School</u></b> Kindergarten to Grade 5</p> <p>All students in South Ridge, Saamis Heights, Vista Heights, Hamptons, Desert Blume &amp; Canyon Creek.</p>	<p style="text-align: center;"><b><u>Mother Teresa School</u></b> Kindergarten to Grade 6</p> <p>All students in Connaught, Crestwood, Marlborough, Meadowlands, Norwood, Ross Glen and Southview.</p>

**RURAL DESIGNATED  
BOUNDARIES**



## **Policy 17**

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### **SCHOOL COUNCILS**

Alberta Education recognizes the right of parents to be involved in their children's education and for parents, community members and school staff to be involved in key decisions about the education of students. It is not the intent of this policy to restate the School Act, Department of Education Regulations or policy, but to provide guidelines for School Councils in addition to those documents.

The Board believes that a School Council is a means to facilitate collaboration among all education partners in the local school. The Board supports the establishment of a School Council at each school in the Division in accordance with the requirements of the School Act and provincial regulations. School Councils are advisory in nature and will have a role in advising and consulting with the principal on any matter relating to the school.

**Specifically,**

1. The mission statement of the Division identifies a distinctive vision and purpose of schooling that is built upon the values of the Catholic faith. The Board views that School Councils are important partners in ensuring these values are fostered in the daily routines and extra-curricular programs. School Councils assist by encouraging families to take active interest in the programs offered by their school.
2. All parents of students in school shall be eligible for membership in the School Council.
3. School Councils are advocates for the Catholic school community and are encouraged to maintain a liaison with the Board. The Board recognizes the Medicine Hat Catholic Schools Parent Association as an additional means to provide information to School Councils and to receive advice from School Councils.
4. The Board shall provide any School Council the right to address the Board on any issue at the request of the School Council Chair. The School Council may make a presentation at any regularly scheduled meeting of the Board, provided adequate notice is given (at least five (5) working days prior to and not including the date of the meeting).
5. Pursuant to their role, School Councils do not deliberate specific or individual personnel or student issues.
6. Each School Council shall submit to the Board by October 15 of each year, for the preceding school year, copies of:
  - 6.1 Financial statements of any money handled by the School Council;

- 6.2 A report outlining the activities of the School Council; and
- 6.3 Minutes of each meeting.
7. The Board encourages School Councils to contribute, through the principal, to newsletters and the annual report by submitting articles outlining:
- Significant accomplishments at the school;
- Major events or projects at the school; and
- Results of studies undertaken.
8. The Board encourages School Councils to develop school policies which address school issues and which may further elaborate on any Board policy. To make policies meaningful, before any school policy is implemented, the School Council shall:
- Ensure that the school community has been given the opportunity to have input into the policy prior to implementation (e.g. first, second and third reading similar to Board policy development);
- Ensure that the policy has been voted upon and passed by a majority of School Council members and that the minutes have recorded the motion and the vote;
- That when passed, the school community is adequately informed through school newsletters, School Council newsletters, or other accepted means of communication at the school level (e.g. web page) of the policy and implications for students and parents.
- Any policies developed by School Councils will be sent to the Board for information.
9. The Board may request the Minister to dissolve a School Council if the Minister is of the opinion that the School Council is not carrying out its responsibilities. The Board may request the Minister to dissolve a School Council if one of the following negative conditions prevail:
- Fraudulent, criminal or unethical behavior;
- Internal dissension affecting morale;
- Adversarial relationships with staff;
- Refusal to follow the policies of the Board or to carry out its responsibilities in accordance with the School Act and Alberta Education Regulations;
- Disruption of the educational climate; or
- Unresolved disputes between the School Council and the principal.

10. The Board requires the principal to take all reasonable steps to establish an advisory committee for the school if the School Council is dissolved, suspended or if establishment is unsuccessful, in accordance with Alberta Education Regulations.
  - 10.1 Membership of the advisory committee shall include:
    - 10.1.1 The Superintendent
    - 10.1.2 A parent
    - 10.1.3 A teacher in the school
  - 10.2 The principal, in consultation with the advisory committee, shall establish:
    - 10.2.1 Meeting dates and locations;
    - 10.2.2 Meeting procedures; and
    - 10.2.3 Officers
  - 10.3 The advisory committee shall assume duties and functions delegated by the Board to School Councils for the remainder of the school year.
11. The Board will provide meeting space in the Board Office for the Medicine Hat Catholic Schools Parent Association whenever requested to do so.
12. Conflict Resolution and Appeal Procedures
  - 12.1 Most disputes can be resolved through open and frank discussion and a clear understanding of roles and responsibilities. The first step in any dispute is for the participants to identify the specific areas of concern and then to attempt to resolve them.
  - 12.2 The communication and conflict resolution channel shall be:  
School Council > Principal > Superintendent > Board.
  - 12.3 When the need to hear an appeal arises, the Board shall establish a hearing date, time, and place which allows the parties to the appeal sufficient notice to prepare for the appeal.
  - 12.4 The appeal shall be heard by the Board. The Superintendent and/or designate(s) may be present to assist the Board, except in cases when it is their decision that is being appealed. In that circumstance, they shall attend to make representation to support their position.
  - 12.5 The School Council Chair and the principal will be given an opportunity to review their positions regarding the dispute and the issues surrounding the dispute. The party making application for appeal shall proceed first and be given a full and ample opportunity to raise concerns before the Board. The other party shall then be given ample opportunity to explain the party's position to the Board. The other party shall then be given ample opportunity to explain the party's position to the Board regarding the disputed matter.
  - 12.6 In the event that the Superintendent has been asked by the parties to the appeal to give a decision with respect to the disputed matter, the Superintendent shall be entitled to make representations regarding his findings and his recommendation as to resolution of the dispute to the Board.

- 12.7 Each party to the dispute shall be given ample opportunity to respond both to the concerns raised by themselves with respect to the dispute, and the Superintendent's proposed resolution of the dispute. Board members and the Superintendent or designate(s) may question the parties to clarify the facts.
- 12.8 The Board will discuss the matter in the absence of the parties and the Superintendent or designate(s).
- 12.9 The Board will make a decision in respect of the appeal and advise the parties in writing regarding the decision and the reasons for that decision. The Board decision shall be considered final.
13. As an alternate to conflict resolution and appeal procedures 12 above, third party mediation is also acceptable. The mediator shall be chosen by mutual agreement of the parties to the dispute. Costs for mediation shall be borne by the school.
14. At the beginning of each school year, during a regular meeting, each school council will review its by-laws and constitution.
15. The principal of each school will ensure that the school council by-laws and constitution are available via a link on the school website.

Legal Reference: Section 20, 22, 60, 61, School Act  
School Councils Regulation 171/98  
School Councils Policy 1.8.3  
School Councils Resources Manual (1995)  
School Councils Handbook (1999)

First Reading:	May 12, 2009	Motion # 2276
Second Reading:	June 09, 2009	Motion # 2282
Third Reading:	June 09, 2009	Motion # 2283

# School Parent Councils and Affiliated Fundraising Bodies

## Financial Statement Summary 2017 - 2018

3-Jan-19

<u>School</u>	<u>Parent Council</u>	<u>Fiscal Year</u>	<u>Opening Balance</u>	<u>Revenue</u>	<u>Expenses</u>	<u>surplus/ deficit</u>	<u>End of Fiscal Year Closing Balance</u>
École St. Thomas	École St. Thomas School Council						
	École St. Thomas Fundraising Society	Sept. 1/2017 - Aug. 31/2018	\$3,889	\$7,434	\$9,326	(\$1,892)	\$1,998
	Trip of the Month summary	Nov. 1/17 - Oct. 31/2018	\$879	\$30,784	\$29,230	\$2,433	\$1,554
Monsignor McCoy High School	Monsignor McCoy School Council						
	Friends of McCoy Society	Jan 1/2017 - Dec. 31/2017	\$3,408	\$9,200	\$9,635	(\$435)	\$2,973
	McCoy Colts Football Booster Club	Sept. 1/2017 - Aug. 31/2018	\$19,859	\$11,056	\$16,607	(\$5,551)	\$14,308
	Colts Football Booster Gaming Account	Sept. 1/2017 - Aug. 31/2018	\$12,101	\$9,416	\$17,152	(\$7,736)	\$4,365
	McCoy Band Parent Association	Aug. 1/17-July 31/18	\$2,277				
Mother Teresa School	Mother Teresa School Council						
	Mother Teresa School Council Fundraising Society	Sept. 1/2017 - Aug. 31/2018	\$15,452	\$33,525	\$39,563	(\$6,037)	\$9,415
Notre Dame Academy	Notre Dame Academy School Council						
	Notre Dame Academy Society	Sept. 1/2017 - Aug. 31/2018	\$12,064	\$1,497	\$1,609	\$112	\$13,561
St. Francis Xavier School	St. Francis Xavier School Council						
	Fellowship of St. Francis Xavier School	Sept. 1/2017 - Aug. 31/2018	\$15,961	\$38,425	\$25,423	\$13,002	\$12,478
St. Louis School	St. Louis School Council						
	St. Louis School Parent Council	July 1, 2017 - June 30, 2018	\$6,241	\$11,582	\$13,791	(\$2,209)	\$4,032
St. Mary's School	St. Mary's School Council						
	St. Mary's School Fundraising Society	Sept. 1/2017 - Aug. 31/2018	\$4,917	\$2,159	\$2,050	\$109	\$5,026
	St. Mary's School Fine Arts Parents Association	Sept. 1/2017 - Aug. 31/2018	\$15,901	\$21,513	\$14,003	\$7,510	\$20,176
St. Michael's School	St. Michael's School Council						
	St. Michael's School Funds for Fine Arts Society	June 1/2017 - May 31/2018	\$4,465	\$29,922	\$29,013	\$909	\$5,374
St. Patrick's School	St. Patrick's School Council						
	St. Patrick's School Parent Society	Sept. 1/2017 - Aug. 31/2018	\$8,070	\$31,550	\$24,005	\$7,545	\$15,614

# ASEBP Trustees' Report

Volume 26-18 No. 10 December 2018

## Highlights of the December 21, 2018, Trustees' Meeting

### 1. Audited Financial Statements

- The audited financial statements for the year ended August 31, 2018, were approved by the ASEBP Trustees. The external auditors gave an unqualified opinion
- Over the year, ASEBP continued to focus on solid financials and fiscal management to help deliver high-value health and income replacement benefits at a reasonable cost to covered members and their dependants
- Investment returns for the year were strong, exceeding long-term expectations without compromising investment policies and beliefs or exposing the invested assets to undue risk. As a result, reserves are fully funded and premium rates have been moderated while providing opportunities for further investments into health-related benefits and initiatives
- The financial highlights are outlined in ASEBP's 2018 Annual Report, which will be available on ASEBP's website in early 2019

### 2. Financial Health

- ASEBP measures its financial health through the capital adequacy ratio and the related Capital Adequacy Reserve. The intent of this reserve is to provide financial stability during unusual times
- ASEBP's Capital Adequacy Policy identifies how much capital ASEBP reasonably requires under unusual circumstances. The Policy is based on the premise that capital adequacy is more than simply being able to meet day-to-day expenses or being solvent—ASEBP has a number of measures in place to protect the plan from risks associated with regular operations. These include having reserves for future disability payments, analyzing past claims experience and projecting expected changes, including margins to account for some degree of fluctuation, etc. The Capital Adequacy Reserve is in addition to all regular reserves
- The financial framework captured in the Capital Adequacy Policy strives to establish an appropriate balance between assets and liabilities, thus helping the ASEBP Trustees determine when ASEBP has sufficient financial resources to meet specific risks during unusual times that impact overall financial performance. These risks are related to asset and claims variability:
  - Asset variability takes into account the market value of investments and other assets held by ASEBP, which can be subject to significant variation (as experienced in 2008 and 2009)
  - Claims variability takes into account the possibility of an unusual fluctuation in claims
- A factor of financial risk has been assessed for each of these areas of variability in order to determine total capital requirements. The ratio of total available capital compared to total required capital is expressed as a percentage. When the ratio reaches 100 per cent, the Capital Adequacy Reserve is fully funded. For example, if the required capital was deemed to be \$100 and available capital was \$90, the capital adequacy ratio would be 90 per cent. The

#### ASEBP TRUSTEES

Karen Holloway, Chair  
Fred Kreiner, Vice-Chair  
Holly Bilton  
Chad Bowie  
Drew Chipman  
Doug Lerke  
Kathy MacIsaac  
Shirene Napier  
Kim Pasula  
Daryl Scott

CHIEF EXECUTIVE  
OFFICER  
Kelli Littlechilds



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available monies are set aside in a Capital Adequacy Reserve (in the example, this would be \$90) and are available to offset unusual circumstances that increase ASEBP's financial liabilities

- The plan actuary calculated that, as of August 31, 2018, the capital adequacy ratio is over 100 per cent
- Overall, ASEBP's financial health continues to be good

### 3. Plan Design – Second Reading (for January 1, 2019)

- The ASEBP Trustees gave **final approval** (second reading) to two additional changes to take effect on January 1, 2019
- The first change affects availability of the Employee and Family Assistance Program (EFAP). In June, the ASEBP Trustees approved a Supplemental Package for the following employees otherwise ineligible for “regular” benefits: substitute teachers, casual employees, part-time employees, employees serving a waiting period and working retirees. The ASEBP Trustees have approved access to the EFAP for these individuals on the same basis as other employees. That is, ASEBP will cover the cost as an investment in the health of the public education sector
- The second change affects compression garments under the Extended Health Care plan. The annual maximum will remain \$250 per calendar year, while the two-pair maximum will be removed. The two-pair maximum was instituted based on manufacturer warranties (six months per pair); however, it's reasonable that covered members may need more than two pairs per year. This change allows for additional pairs to be purchased, encouraging covered members to compare offerings from different providers, while preserving the overall maximum

### 4. Eligibility for Benefits – Workers' Compensation Act

- A recent change to the Workers' Compensation Act (WCA) requires employers to continue to make health benefits premium payments for injured workers covered by the WCA for up to one year after the date of injury. To aid ASEBP employer groups in meeting this legislative requirement when an injured worker is no longer eligible for ASEBP health benefits (e.g. contract ends), the ASEBP Trustees have suspended all necessary provisions which would otherwise restrict access to these health benefits. The suspension is retroactive to September 1, 2018

### 5. Extended Disability Benefits (EDB) Management

- The ASEBP Trustees reviewed regular monthly, semi-annual and annual reports about ASEBP's Extended Disability Benefits plan. As of December 1, 2018, the number of open EDB claims is higher compared to the same period last year, as is the number of people with EDB coverage. The combined effect is a slightly lower overall disability rate than last year. The trend over the past 10 years has been a decreasing disability rate
- Top causes of disability consistently continue to be mental health disorders and diseases of the musculoskeletal system and connective tissue
- The ASEBP Disability Services team works proactively with covered members and their health care providers, employers and employee representatives to support improved health and a successful return to work whenever possible and appropriate

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## 6. Other Reporting Highlights

- The ASEBP Trustees review additional reports on a quarterly, semi-annual and annual basis. Highlights include:
  - There were just under 60,000 covered members (including early retirees) as of October 1, 2018. This may not reflect full enrolment for the year, as there is generally a lag between when an employee is hired and when ASEBP receives the enrolment data
  - For the period of September 2017 to August 2018 (comparatives in parentheses are for the prior year):
    - \$87 million (\$81M) was paid for Extended Health Care claims; approximately 63 per cent (65 per cent) of this was for prescription medications. It's significant that the cost of medications hasn't risen dramatically year over year. ASEBP's medication management strategy continues to support the health of covered members and their dependants while striving for sustainability
    - \$70 million (\$66M) was paid for Dental Care claims; approximately 78 per cent (79 per cent) was for basic preventative and restorative services. Oral health is an important aspect of total health and regular dental check-ups are covered within this category
    - \$9 million (\$8M) was paid for Vision Care claims (note: rounding overstates the year-over-year increase of \$0.4 million); approximately 76 per cent (80 per cent) was for eyewear



*Wishing you all  
the best in 2019*

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The ASEBP Trustees' Report provides an overview of topics discussed at all ASEBP Trustees' Meetings. These meetings provide the opportunity for ASEBP Trustees to come together to discuss matters of importance at ASEBP—from the financial health of the benefit plan to the introduction of new benefits and programs. While all information in each report is an accurate account of decisions made at the meetings, there can be changes that occur between first and second readings of certain topics which may result in differences between their reporting.

To learn more about the ASEBP Trustees, please visit the Governance page, found in the About section of our website, [www.asebp.ca](http://www.asebp.ca).



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Website: [www.asebp.ca](http://www.asebp.ca)



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

**Associate Superintendent  
Learning Services**

Date: January 8, 2019

Name: Hugh Lehr

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**Agenda Item:** MHCBE Workplace Violence and Harassment Survey

**Recommendation**

- Receive as information

The following recommendations coming out of the Learning Services Advisory and School Administration highlight some of the work that needs to be done to ensure the safety and security of all our staff and students.

- 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.
  - **Policy developed**
  - **Continued PD and awareness of the AP**
- Train staff in creating and maintaining holistic safety (at both the universal and individualized level) through SIVA and a focus on Trauma-Informed Practices.
  - **First round of training on Sept 20<sup>th</sup> and 21<sup>st</sup>**
  - **Division PD on Inclusive practices – November 16<sup>th</sup>**
  - **Second training will be on January 24<sup>th</sup> and 25<sup>th</sup>**
  - **VTRA level 1 training on January 21<sup>st</sup> and 22<sup>nd</sup>**
- Increase in communication and collaboration around support plans with all stakeholders.
  - **Continue to encourage the use of the school's mental health teams and support regular meetings.**
  - **Behaviour support plans have been updated in Dossier to support the SIVA training. Now referred to as Safety and Regulation Support Plans.**
  - **Starting a working group to restructuring behavior support in elementary schools.**

- 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
    - **Ongoing**
  
- 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.
  - **Ongoing**
  
- Continue to explore ways to enhance family/community supports and family-school connections – as per our Mental Health Strategic plan.
  - **Ongoing**
  
- Outlining supports available to those experiencing and witnessing acts of aggression or violence. – utilize service within the schools and outside agencies to provide support.
  - **Working group reviewing supports available to staff.**
  
- 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.
  - **Continuing**
  
- Review of student support spaces and procedures around access and student support.
  - **Starting a review in the New Year around behavior support in the elementary schools.**

# FEBRUARY Registration Month

for the 2019-2020 School year

## Medicine Hat Catholic Schools

"Great Schools" "Fantastic Staff" "Exceptional Programming"

**February is Registration month in Catholic Schools for  
the 2019-2020 School-Year-All Grades K-12 &  
Early Learning (for little ones starting at age 3)**

Catholic Schools are a publicly funded, vibrant part of the public education system in Alberta.

Our Schools offer a faith filled education in English or French Immersion

We nourish the whole child, spiritually, socially and academically.

**ALL ARE WELCOME,  
BIENVENUE!**

Are you new to Canada or new to our City,  
transferring from another school or have  
a new learner getting ready to start school  
for the very first time?  
**Register Now FOR 2019-2020!**

### AGE ELIGIBILITY

Early Learning: 3 - 5 years of age (as of Sept 1)

Kindergarten: 5 years of age by Mar 1, 2020

Grade One: 6 years of age by Mar 1, 2020

**For details about our Schools, Programs,  
Boundaries & Transportation  
visit us at [www.mhcbe.ab.ca](http://www.mhcbe.ab.ca)  
or call 403-527-2292**

**COME, EXPERIENCE CATHOLIC SCHOOLS.**

### OUR SCHOOLS

**ELEMENTARY SCHOOLS (ENGLISH & FRENCH  
IMMERSION); EARLY LEARNING PROGRAMS  
KINDERGARTEN TO GRADE 6 INCLUDING BEFORE  
& AFTER SCHOOL CARE**

- St. Michael's School (K-6) (Fine Arts Focus) 403-527-7242
- St. Francis Xavier School (K-6) 403-527-7223
- St. Louis School (K-6) 403-527-7411
- Mother Teresa School (K-6) 403-529-2000
- St. Patrick's School (K-5) 403-527-1177
- École St. John Paul II School (K-6) 403-527-7333  
(Dual Track English & French IMMERSION)

### MIDDLESCHOOLS (ENGLISH & FRENCH IMMERSION)

- St. Mary's School (7-9) 403-527-7616 Fine Arts Academy
- Notre Dame Academy (6-9) Sports Academy 403-527-5118

### HIGH SCHOOL (ENGLISH & FRENCH IMMERSION)

- Monsignor McCoy High School (10-12) 403-527-8161

Details @ [www.mhcbe.ab.ca](http://www.mhcbe.ab.ca)

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**Medicine Hat Catholic  
Board of Education**

**Register Now @ [www.mhcbe.ab.ca](http://www.mhcbe.ab.ca)**

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403-527-2292**

*"Serving students in Medicine Hat,  
Redcliff & Dunmore"*



*It all starts here!*

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