

Medicine Hat Catholic Board of Education



PUBLIC AGENDA

Tuesday, February 12, 2019 @ 6:00 p.m.

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

Medicine Hat Catholic Board of Education

ACTION AGENDA

DATE: February 12, 2019

Place: Catholic Education Centre

Time: 6:00 p.m.

	<p style="text-align: center;">WE ARE CALLED Always and Everywhere to: Model Christ, Pray and Serve, Build a Faith Community</p> <p style="text-align: center;">Theme for 2018-2019: How do we lead our young people (students) to recognize & accept the love & joy experience when they encounter Christ. <i>"These things I have spoken to you, that my joy may be in you, and that your joy may be full". John 15:11</i></p>		
1.	<p><i>Prayer Celebration</i> We will begin the meeting with a Reading & Reflection led by Trustee, Reverend Mr. Robert Risling.</p>	Robert Risling	
2.	<p><i>Approval of the Minutes</i> <i>2.1 Approval of the Minutes of the Regular Board Meeting – January 08, 2019</i> <i>♦Recommendation:</i> "THAT the Minutes of the meeting held January 08, 2019 be approved as circulated".</p>	Dick Mastel	
3.	<p><i>Approval of the Action Agenda</i> <i>♦Recommendation:</i> "THAT the Action Agenda dated February 12, 2019 be approved as circulated".</p>	DM	<i>Encl. 1-4</i>
4.	<p><i>Approval of the Non-Action Agenda</i> <i>♦Recommendation:</i> "THAT the Non-Action Agenda dated February 12, 2019 be approved as circulated".</p>	DM	<i>Encl. 5</i>
5.	<p><i>PRESENTATION 6:00 pm</i> <i>5.1 – SFX Sports Academy</i> - Mr. Nick Gale, Principal, St. Francis Xavier School will be in attendance to review the St. Francis Xavier School (SFX Sports Academy) for Grades 4 – 6. Academy</p>	DM	
6.	<p><i>Catholic Education</i> Note: As part of the monthly Board Meeting format a standing agenda item titled: CATHOLIC EDUCATION will highlight and feature agenda items specifically related to Catholic Education This is a great opportunity for the School District to bring prominence to items relating to Catholic Education at the start of the Board Meetings. This section will include the the Religious Education Coordinator Report. <i>6.1 Religious Education Report</i> – Sandra Richard, Religious Education Coordinator <i>6.1.1</i> Excellence in Catholic Education <i>6.1.2</i> Ash Wednesday Prayer Services <i>6.1.3</i> School Sponsored Masses <i>6.1.4</i> Grade 6 Retreats <i>6.1.5</i> Knights of Columbus Vocations Challenge <i>6.1.6</i> Religious Education Network update</p>	<p>DM</p> <p>SR</p> <p>RR</p>	<p><i>Encl.</i></p> <p><i>6 - 7</i></p>

	<u>6.2 School Parish Community Relations Committee Report</u> – Robert Risling, Trustee		
7.	<u>Board Work Plan</u> <u>7.1</u> – 3 Year Education Plan Review and Strategic Priorities – See Superintendent Report.	DM	
8.	<u>Corporate Communications</u> <u>8.1</u> – Media Release SFX Academy	DM	Encl. 8
9.	<u>Superintendent of Schools Report – Mr. Joe Colistro</u> <u>9.1</u> Presentation to ASBA Zone 6 <u>9.2</u> Administrative Procedure 260 <u>9.3</u> Medicine Hat College Student Presentation <u>9.4</u> Strategic Planning Session <u>9.5</u> Edwin Parr Teacher Award <u>9.6</u> International Field Trips (standing item) – <u>9.7</u> Communications Reports <u>9.8.1</u> Corporate Communications – Della Dewald <u>9.8.2</u> School Communications, Social Media – Jessica Caparini	JC	(Report) 9 - 10 11 - 30 31 - 36 37- 38
10.	<u>Associate Superintendent Human Resources – Mr. Chuck Hellman</u> <u>10.1</u> No report.	CH	(Report) -
11.	<u>Secretary-Treasurer Report – Mr. Greg MacPherson</u> <u>11.1</u> School Fees <u>♦Recommendation:</u> THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve first reading of the amendment to Policy 2-Role of the Board by replacing 9.12 with “Approve school fees as defined by the Minister of Education”. <u>11.2</u> Carbon Monoxide Detectors <u>11.3</u> 2018 – 2019 IMR Plan Amendment <u>♦Recommendation:</u> THAT the Board of Trustees for the Medicine Hat Catholic Board of Education amend the 2018-19 IMR Plan to include the development of a barrier free washroom at St. Francis Xavier School with the total of the projects amounting to \$180,000 not including non-refundable GST”. <u>11.4</u> MHCBE 5 Year Financial Profile <u>11.5</u> 2019 – 20 Budget <u>11.6</u> Solar Panel Grants <u>11.7</u> ASEBP Report	GM	(Report) 39 - 42 43 - 61 62 - 68 69 - 70 71 - 72
12.	<u>Associate Superintendent Learning Services – Mr. Hugh Lehr</u> <u>12.1</u> No report	HL	(Report) -
13.	<u>Coordinator of Early Childhood Services –Mrs. Terri Ball</u> <u>13.1</u> Out of School Care Review	TB	(Report) 72
14.	<u>COMMITTEE REPORTS (presented by appointed Trustees)</u>	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.		<i>Closing Prayer –</i> Carrying out Your Ministry: Lord, <i>Thank you for being with us during this meeting and for having guided our thoughts, words and actions. Stay with us now as we leave this meeting and return to our respective lives. Help us to keep you, as you are now, in our thoughts, words, and actions. We ask this in your name, Amen.</i>	Peter Grad	
16.		<i>Adjournment</i>	Dick Mastel	

NON – ACTION AGENDA

DATE: February 12, 2019

Place: Catholic Education Centre

Time: 6:00 P.M.

No.	INFORMATION ITEMS	PAGE
1.1	<p>TAXES – DECLARE YOUR SUPPORT for CATHOLIC SCHOOLS – <i>The Medicine Hat Catholic Board of Education</i> reminds our community of the importance of declaring your PROPERTY TAXES in support of Catholic Education How do you declare your support? - To ensure your property taxes are supporting Catholic Schools, you must declare your Catholic school support as “Separate” on your annual property assessment notice. <i>Contact the Taxation Office at the City of Medicine Hat, or the Town or Municipal Office in your area.</i> Changes made on or before Dec 31 will be in effect for the next taxation year.</p> <p><i>Find out more from Alberta Catholic School Trustee’s Association :</i></p> <ul style="list-style-type: none"> • <i>How your Taxes Work with Catholic Education – Education property tax provides an integral connection between Catholic school boards and their electors.</i> • <i>Protecting our Schools-</i> <ul style="list-style-type: none"> ○ <i>Link https://www.acsta.ab.ca/resources/how-your-taxes-work-with-catholic-education</i> <p><i>Thank you for your supporting Catholic Schools.</i></p>	

Notice of Public Board Meetings

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

Sandra Richard
Religious Education Coordinator
Board Report February 12th, 2019

1. Excellence in Catholic Education:

The Excellence in Catholic Education award was established by the Council of Catholic School Superintendents of Alberta to communicate clearly and convincingly the benefits of Catholic education and its value to society. This prestigious award recognizes Catholic Teachers in Alberta who have done an exemplary job in preparing our youth to grow into outstanding Catholic citizens. In our Division, a recipient is awarded annually. We established a committee composed of a Teacher, a Trustee, a Parent, an Administrator and a member of the Parish Community to determine the winning recipient. This year we had two nominees. Each of the nominees are passionate about Catholic education, inspire their students, and demonstrate a strong commitment to youth. The committee met on **Monday, February 11th** to determine the winning recipient. To congratulate each of the nominees for their outstanding contribution to Catholic Education, they will be individually recognized as an Ambassador for Catholic Education at the **March 12th** Board meeting.

Recommendation: Receive as Information

2. Ash Wednesday Prayer Services:

The schools would love to have you join them at a prayer service. Each service is being held at individual schools. I will hand out a schedule of services for you so that you know which one might fit into your schedule.

Recommendation: Schedule handout at meeting

3. School Sponsored Masses:

Many of our schools have sponsored a Mass at Holy Family or St. Patrick's Parishes. The parish community continues to express their appreciation for the students and staff who take on the various ministerial roles. Many thanks goes out to all of those involved! Final school sponsored masses:

St. Patrick's School – March 17th at Holy Family Parish (10:30)

St. Louis School– May 26th at St. Patrick's Parish (11:00)

St. Mary's School - TBD

Recommendation: Receive as Information

4. Grade 6 Retreats

Kathy Glasgo and I will begin our Grade 6 retreats for all of our students in that grade in the upcoming months. These are full day retreats at their assigned parishes and give our children an opportunity to learn about the Gifts and the Fruits of the Spirit and to take an inventory of themselves to see which they possess and how they can share these with others. What a blessing to spend the day with our young people in faith!

Recommendation: Receive as information

5. Knights of Columbus Vocations Challenge

Our schools attached to Holy Family Parish will once again be involved in the Knights of Columbus Council 9502's Vocation Challenge. Students are asked to express their understanding of religious vocation in today's church through one of the following media forms: poster, short story, essay, poetry, or prayer. This is yet another opportunity for our parishes and schools to partner together in faith.

Recommendation: Receive as information

6. Religious Education Network update

I have recently attended our provincial Religious Education Network meeting in Leduc and wanted to share with you that a committee formed last year has now completed a Scope and Sequence for our Grade 9 Religion program that should be ready for piloting in September. This is based upon the curriculum outcomes from the Ontario Catholic Secondary Religious Education Curriculum Policy Document. This will be presented to the ACSTA , CCSSA , and the Alberta Bishops for final approval. We have also decided as a group to begin a new committee to explore creating a Scope and Sequence for our Kindergarten program as well. I will begin working on this group in the near future.

I have also shared with administrators a webinar series that is coming out of the Regina Diocese on permeation of faith into various subject areas.

Recommendation: Receive as information



MEDICINE HAT CATHOLIC BOARD OF EDUCATION

@MHCATHOLIC

MEDIA RELEASE



St. Francis Xavier School announces Gr. 4-6 Sports Academy

January 29, 2019

New this year and starting in September 2019, students in Grades 4-6 at St. Francis Xavier School will have the option to enroll in a Sports Academy. Students will receive increased skill development in four sports: Volleyball, Soccer, Baseball and Basketball.

The Academy will run for two afternoons every week, using facilities at the school, Monsignor McCoy High School and in the Medicine Hat community. The **optional Sports Academy** program aligns with the school's shift to an increased focus on physical literacy and will be taught by teachers and community supports.

"We are looking forward to offering this new program to our students," said school Principal Nick Gale. "The opportunity for elementary-level students to experience sports academy programming will be unique to our school. This is a program any student in grades 4 -6 can join regardless of previous experience in sports. The focus will be on personal improvement and increased physical literacy. We know active students are healthy students, and healthy students achieve at higher levels."

Students not enrolled in the Sports Academy will join the new Excellence Program, for two afternoons per week, where they will participate in enriched activities focusing on literacy and numeracy and activities such as robotics, computer programming and passion projects. Students will continue to receive regular gym time.

An information meeting will be held at St. Francis Xavier School, February 6, 2019 at 6 pm. Come find out about the program, register and take a school tour. Refreshments served.

Media Contact for this Release:

Principal, Mr. Nick Gale

403-527-7223

More information @ stfrancisxavierschool.ca

Superintendent Report
Feb 12, 2019 - Board Meeting

Regular Board Meeting

1. Presentation to ASBA Zone 6

We have been invited by the ASBA Zone 6 to do a presentation on a topic of our choice at one of their upcoming meetings. We have set April 17th for the presentation. After discussing potential topics with senior administration the presentation will center on *Balanced Learning*, a concept being initiated at École St. John Paul II School. The presentation will take place at the school so that participants can hear and see the resources being used to enhance the program.

Recommendation: Receive as Information

2. Administrative Procedure 260

AP 260 Field Trips, Section 25 has been updated to include a list of activities provided by our Insurance Provider, USIC, that are acceptable or require principal or superintendent approval. They are categorized as Green, Amber and Red.

Section 29 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 reviewed and discussed with the Division Leadership Team. Principals have been asked to review the changes with lead teachers and coaches to ensure understanding and compliance.

Recommendation: Receive as Information

Attached – AP 260 Field Trips

3. MHCBE College Student Presentation

On February 4th at the request of Medicine Hat College, the MHCBE senior administration team including the superintendent and two associates met with first year students. At the meeting we had the opportunity to provide demographic information, share our District priorities, discuss the Teacher Quality Standard, talk about our AERR results and answer questions. The morning was a great opportunity to connect with aspiring young teachers.

Recommendation: Receive as Information

4. 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.

At this Strategic Planning Session we will review the 3 year Ed Plan and current priorities to assist in determining future priorities. (in Board Work Plan for Feb – should be April)

The Annual Board Strategic Planning Session for the 2018-2019 school year has been set for **April 4th, 2019, from 4-7 pm. A light supper will be provided.**

We have invited representatives from trustees, central office senior admin, school based administrators, support staff and parents. If you have any additional people you would like us to invite please let me know.

Recommendation: Receive as Information

5. Edwin Parr Teacher Award

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.

This year we have a number of first year teachers. Administrators were reminded that any nominations they choose to make must be received at the District office by February 22, 4pm. Nominees must complete the Nominee Consent portion of the Nomination Form. Following this, should we have more than one nominee, a committee will be established to select one candidate from our District.

School board nominations are to be submitted to the chair (or designate) of the ASBA zone in our jurisdiction by **March 15, 2019**.

Eligibility criteria

- Any first year K-12 teacher is eligible for nomination.
- A minimum of 100 full-time equivalent days of teaching service within the current school year (i.e. September 2018 – June 2019) is required.
- A teacher may have up to a maximum of 120 full-time equivalent days of teaching service prior to signing a contract.
- A teacher must hold an Interim Professional Certificate or other valid Alberta teaching authority.
- First year teaching experience must be completed in Alberta with a school jurisdiction that is a member of the ASBA.

Recommendation: Receive as Information

FIELD TRIPS

Background

The District recognizes that field trips that occur off the school site can be an effective means of providing students with learning opportunities beyond those which can be offered within the school. The community can be viewed as being an extension of the school, and therefore, the District endorses educational field trips during school hours when such field studies have educational value and complement the school curriculum.

The District endorses field trips that have clear educational value, that support the mission of the District, and enhance student learning as described in the program of studies, particular to the grade level of the student.

Definitions

Field Trip - means an approved school activity that occurs outside of school property. This definition includes District sponsored student exchange programs, classes, programs extracurricular activities **and education travel** that occur outside of school property. It excludes, work study and work experience programs.

Local Field Trip – means any field trip occurring within the City of Medicine Hat and the surrounding areas but not occurring any farther than 20 km from the nearest city limit. Includes Local Trip and Day Trip.

Provincial Field Trip – means any field trip that occurs within the Province of Alberta outside the City of Medicine Hat. Includes Day or Overnight Trip.

Canadian Field Trip – means any field trip that occurs outside Alberta within Canada.

International Field Trip – means any field trip that occurs in whole or in part outside of Canada.

Teacher(s) in charge/Lead Teacher - means the Teacher(s) responsible for the planning, coordination and implementation of an excursion or field trip.

Parent – means a person defined as “parent” pursuant to Section 1 (1) (q) and 1 (2) of the School Act.

Volunteer – means a person defined as a parent or any other person who is not employed by the school District and who agrees to attend the field trip to support and help.

High Risk – activities characterized by greater potential for injuries with severe consequences, person-to-person and person-to-person equipment contact, uniqueness of equipment used, speed of action, protective equipment used, specialized supervision required and training required

Supervisor – means any person employed by the school District and who agrees to attend the field trip to support and help or work with identified students.

Safety Guidelines - Safety Guidelines means the latest version of Safety Guidelines for Physical Activity in Alberta Schools. Note; however, that District policies and regulations, etc. take precedence over the Safety Guidelines where District expectations are more stringent.

PROCEDURES

1. All District policies and administrative procedures are deemed to be in effect during all field trips.

PURPOSE

2. The purpose of an educational field trip is to enable students to participate in quality off-site educational experiences that:
 - 2.1. Are at the heart of the educational process;
 - 2.2. Are connected to the Guide to Education, Program of Studies, Curriculum and Learning Outcomes and;
 - 2.3. Are relevant, flexible, responsive, affordable and accessible.
3. Off-site activities must demonstrate the key understandings that:
 - 3.1. Learning requires purposeful involvement;
 - 3.2. Interpersonal relationships are essential to the learning process;
 - 3.3. Clear expectations and relevant feedback are needed; and
 - 3.4. Diversity is valued within a responsive environment
4. Field trips must take place within a context of:
 - 4.1. Attention to the safety and security of students;
 - 4.2. Attention to risk assessment of field trip activities; and
 - 4.3. Protection of students, staff and volunteers and the Board.
5. Field trips may be supported in part or in whole by parents or guardians of eligible students, but no eligible students may be denied participation on the basis of inability to pay. This provision does not apply to voluntary trips.
6. Field trips are expected to be affordable for students, and assistance is available for students who are unable to pay the costs due to financial need. Assistance will be provided by the school, club or team that is sponsoring the trip. This does not apply to voluntary trips.

APPROVAL

7. No field trip shall be undertaken without prior written authorization.

LOCAL AND PROVINCIAL TRIPS

- 7.1. The Principal has *final approval* for Local and Provincial Field Trips.

7.1.1. In all cases, the Teacher in Charge must consult with and obtain the preliminary approval of the Principal before proceeding to plan a field trip.

7.1.1.1. A Local [Field Trip Form 260-1A](#) must be made by the Teacher in Charge to the Principal at least two weeks prior to the planned/anticipated date of departure.

7.1.2. A Provincial [Field Trip Form 260-2A](#) must be made by the Teacher in Charge to the Principal at least one month prior to the planned/anticipated date of departure.

CANADIAN AND INTERNATIONAL TRIPS

- 7.2. In all cases, the Teacher in Charge must consult with and obtain the preliminary approval of the Principal before proceeding to plan a field trip.

7.3. Teacher in Charge submits [Field Trip Form 260-3A](#) to the Principal for initial approval, at least six months prior to the trip;

7.4. Principal submits [Field Trip Form 260-3A](#) to the Superintendent of Schools/Field Trip Assessment Committee, at least six months prior to the trip, for secondary review.

7.5. Superintendent submits to the Board of Trustees for final approval ;

7.6. International field trips shall only be approved for high school students when:

7.6.1. The field trip has a curricular link to a course that students participating in the field trip are enrolled in during the same school calendar year or in special circumstances where high schools offer International field trips every second year, provided the requisite course was completed in the previous year.

7.6.2. The field trip is required in order to attend an athletic competition, fine arts competition or fine arts performance.

7.6.3. The field trip is required in order for students to provide Catholic service learning.

- 7.7. Information from the Government of Canada advice and advisories travel web page will be considered when determining if approval is granted for an international trip.
- 7.8. Should circumstances develop that raise concerns related to student health or safety, a field trip may be cancelled by the Superintendent/Board in consultation with the Field Trip Assessment Committee, and the District will not be responsible for any reimbursement of lost funds which are not covered by travel insurance.
- 7.9. All participants taking part in an International field trip shall obtain and be responsible for the cost of medical insurance for the duration of the field trip.
- 7.10. As well, all participants taking part in International field trips and Canadian field trips using a commercial carrier must purchase group cancellation/travel insurance.

8. Student travel limitations:

- 8.1. Early Learning – Grade 6 students may only travel within Alberta including Fort Walsh or Cypress Hills, Saskatchewan which will be considered Provincial Trips.
- 8.2. Grades 7 – 9 students may only travel within Canada.
- 8.3. Grade 10 – 12 will have access to local, provincial and international trips.
- 8.4. Any exception to the above must be approved by the Superintendent in consultation with the Field Trip Assessment Committee.

TEACHER IN CHARGE

9. The Teacher in charge must:

- 9.1. Consult with and obtain the approval of the Principal before planning for the field trip may proceed.
- 9.2. Be designated teacher in charge and be present on the trip.
- 9.3. Submit an educational assessment for the Principal's approval that:
 - 9.3.1. Ensures that all requisite field trip documentation is provided to the Principal within the required time frames;
 - 9.3.2. Includes a statement of purposes that explicitly defines instructional objectives;
 - 9.3.3. Outlines the lead up and follow up activities, as required;
 - 9.3.4. Provides a safety assessment of the activity; wherever possible or reasonable, have visited the location of the field trip prior to the trip and

be familiar with the seasonal conditions at the time of the activity.

- 9.4. Have the training, experience and knowledge appropriate for leading the trip or have the assistance of a guide with the training, knowledge and experience needed.
- 9.5. Select appropriate volunteers for the trip and provide volunteers with direction as to the requirements of the trip and their responsibilities prior to departure; see [Administrative Procedure 490 – Volunteers](#).
- 9.6. Use guides when appropriate or as directed.
- 9.7. Ensure that appropriate document is filed with the Principal and accompanies the Teacher in charge on the trip.
- 9.8. Advise students regarding trip hazards and appropriate safety procedures, including required vaccinations.
- 9.9. Comply with all [Board Policies](#) and [Administrative Procedures](#) while on the trip.
- 9.10. Without delay advise the Principal of any accidents, problems, unusual incidents, “close calls”, unsafe situations or any other situation which the Principal should be reasonably advised. After having verbally advised the Principal, the lead Teacher shall, within a reasonable timeframe, provide the Principal with a written report detailing the situation and steps taken to resolve the issue.
- 9.11. For trips outside complete [Form AP 260-5 Emergency Contact List Form](#). A completed copy will accompany the Teacher in Charge on the trip; a copy will be submitted to the Superintendent of Schools.
- 9.12. The Safety Guidelines for Physical Activity in Alberta Schools are to be followed in the planning and implementation of field trips.

THE PRINCIPAL

10. The Principal must:

- 10.1. Review the field trip application;
- 10.2. Be satisfied that the Teacher in charge understands the policies and procedures defining the Teachers’ responsibilities and duty of care;
- 10.3. Be satisfied that the current safety guidelines have been met or exceeded;
- 10.4. Be satisfied that the students, Teachers, staff, volunteers and parents or guardians will receive the appropriate information about the trip;
- 10.5. Be satisfied that arrangements are in place for covering all the financial matters, including refund procedures, contingency funds and an accounting for all

expenditures;

- 10.6.** Consult with the Teachers in charges before recommending final approval;
- 10.7.** Ensure that the Teacher in charge completes a preliminary risk assessment for any trip.
- 10.8.** Principals must ensure that eligibility criteria are established for all field trips. Eligibility criteria can include previous behavior.
- 10.9.** Be the final authority for Local and Provincial field trips.

FIELD TRIP ASSESSMENT COMMITTEE (CANADIAN AND INTERNATIONAL ONLY)

11. Field Trip Assessment Committee:

- 11.1.** Provides a secondary review of the proposed Canadian or International field trip, including:
 - 11.1.1.** Review of [Field Trip Form 260-3A](#);
 - 11.1.2.** Review supporting documentation;
 - 11.1.3.** Review of [Parent Consent Form 260-3B](#);
 - 11.1.4.** Providing assistance to the Principal or lead teacher as may be required
- 11.2.** The Field Trip Assessment Committee upon completing their review will forward the application to the Board for approval.

SUPERVISION

12. The minimum acceptable standard of supervision for field trips is:

- 12.1.** For students in Early Learning, Kindergarten, one adult to 5 students;
- 12.2.** For students in Grades 1 – 3, one adult to 8 students;
- 12.3.** For students in Grades 4 – 9, one adult to 10 students; and
- 12.4.** For students in Grades 10 – 12, one adult to 15 students;
- 12.5.** High Risk, Provincial, Canadian and International Trips, one adult to 10 students;
- 12.6.** Skiing and Snowboarding trips, one adult to 10 students;
- 12.7.** Exceptions to the above will apply to school team sports and clubs where the ratio shall be one adult to 15 participants.
- 12.8.** Deviation from these standards with permission of the Principal are acceptable for low risk trips based on the following being considered:

- Age of students;
- Nature of the activity;
- Risk of the activity;
- Size of the group;
- Participation of special needs students;
- Unique or particular circumstances of the venue (crowded, expansive etc);
- Experience of the supervisor(s) relative to the activity;
- Other safety concerns.

12.9. On high risk trips acceptable standards may only be changed with the approval of the Superintendent.

12.10. If a field trip involves being away on a Sunday plans should be made, if at all possible, to ensure that field trip participants attend Mass.

12.11. Employees or Students are not permitted to consume alcohol.

12.12. Parents and Students in (grades 7–12) will be required to sign a [Code of Conduct Agreement 260-4](#) for trips outside Alberta.

13. For field trips outside of the Province of Alberta, the minimum acceptable standard of supervision is two adult supervisors.

14. Where field trips include overnight stays and the student group includes male and female students, supervision of the group must include both male and female supervisors.

15. Additional supervision by certificated staff and/or volunteers from the school must be considered for field trips involving:

- Increased risks;
 - Large numbers of students;
 - Participation of students with special needs;
 - Crowded venues;
 - Trips which are new to the school.

16. All supervision must be provided by individuals who are over the age of 18 and who meet the requirements of [Administrative Procedure 490 Volunteers](#).

TRANSPORTATION

17. Transportation of students on field trips must comply with District Policy and Procedure.

17.1. Commercial transportation shall be used whenever possible.

17.1.1. Only properly licensed and insured commercial transportation vehicles and drivers shall be used.

17.1.2. Schools are advised to use carriers under contract to the District.

- 17.1.3.** If a school wishes to use a carrier not contracted with the District, the carrier must have an Operating Authority Certificate from the Motor Transport Board and a Certificate of Insurance coverage evidencing auto liability coverage of not less than twenty (20) million dollars.
- 17.2.** The Principal must ensure that a staff member, student or volunteer driving a vehicle that is not District-owned is properly licensed and insured.
- 17.3.** The District has insurance coverage that provides for indemnification in the event of bodily injury or property damage to third parties as the result of an automobile accident for which the staff member, student or volunteer is legally responsible. However, the primary liability protection for the staff member, student or volunteer driving a vehicle that is not District owned is provided by his/her own liability policy. The minimum liability coverage is required to be two (2) million dollars. (Reference: [Administrative Procedure 552](#)).
- 17.4.** Schools are required to retain copies of the driver's license and insurance pink slip information. The Driver Information form attached to [Administrative Procedure 552 Student Transportation Private Vehicles](#) may be used as a record.
- 17.5.** Student drivers shall not, under any circumstances, be used for a District transportation purposes whatsoever, including field trip transportation.
- 17.6.** Air transportation other than on commercial carriers will not be authorized.

CONSENT

- 18.** In order to ensure informed **consent**, parents shall be provided with the following information *in writing* for [Local](#), [Provincial](#) and [Canadian/International](#) field trips:
- 18.1.** Purpose and educational goal of the field trip;
- 18.2.** The name of the Teacher in charge and a contact telephone number;
- 18.3.** The date;
- 18.4.** The destination, and where necessary, a map of the area;
- 18.5.** General nature of activitie(s) and detailed itinerary for out of Province trips;
- 18.6.** Departure and return times;
- 18.7.** Mode of transportation;
- 18.8.** Financial arrangements;
- 18.9.** Safety precautions;
- 18.10.** Level of supervision;
- 18.11.** The date of the parent meeting(s); if required;
- 18.12.** Any unusual factors such as rigorous physical activity, water related activities or water sports;

- 18.13.** Any special risks associated with the activity;
 - 18.14.** A reminder that parents or guardians must inform the Teacher in charge about any relevant medical conditions of the student;
 - 18.15.** Emergency procedures to be followed in the event of injury, illness or unusual circumstances;
 - 18.16.** The need for additional medical coverage for out-of-province and out-of-country trips;
 - 18.17.** Other relevant information about the trip which may influence the parent's or guardians' decision to withhold permission.
- 19.** When a parent meeting has been called for a trip:
- 19.1.** The Teacher in charge must keep a record of attendance at the parent meeting and;
 - 19.2.** The student's parent or guardian must attend the parent meeting to discuss the field trip and the rules of conduct expected of students. If emergent reasons prevent the parent from attending the meeting the parent must make arrangements to meet the Teacher, at a time convenient to the Teacher, to speak about the trip.
- 20.** One permission form is acceptable for a series of walking activities in the neighborhood of the school. Permission forms are not necessary for Daily Physical Activity walks or walking to church.
- 21.** One permission form is acceptable for a series of off-site activities such as performing arts, swimming lessons, physical education classes, outdoor education classes or athletics as long as the permission form includes a schedule of all activities and meets requirements of the Superintendent.
- 22.** Each student participating in an off-site activity must:
- 22.1.** Comply with the rules of the school and the requirements of the schools code of conduct;
 - 22.2.** Comply with the rules of the activity venue;
 - 22.3.** Fulfill all preparatory requirements at an appropriate level of performance;
 - 22.4.** Dress appropriately according to the type of off-site activity;
 - 22.5.** Cooperate fully with everyone authorized by the Board to provide education programs and other services;
 - 22.6.** Participate in a responsible and cooperative manner during the trip;
 - 22.7.** Account to the Teacher in charge for their conduct;

- 22.8.** Respect the rights of others; and
- 22.9.** Carry out all follow up procedures in an appropriate manner.
- 23.** A student may not participate in an off-site activity unless the student is enrolled in a sponsoring or participating school and is part of the class or group taking part in the off-site activity. Children of Volunteers may be allowed to participate with permission of the Principal.

VOLUNTEER

24. Volunteers:

24.1. Volunteers must:

24.1.1. Comply with the requirements of [Administrative Procedure 490 Volunteers;](#)

24.1.2. Have qualifications appropriate to the off-site activity; and

24.1.3. Complete the appropriate trip forms;

24.2. Volunteers are expected to know the details of the off-site activity and their specific duties and authority prior to departure.

24.3. Volunteers must support and follow the school code of conduct and;

24.3.1. Report any inappropriate conduct to the Teacher in charge;

24.3.2. Adhere to the schedule of itinerary;

24.3.3. Dress appropriately according to the type of off-site activity;

24.3.4. Fulfill their duties for the duration of the off-site activity, including evenings and weekends.

ACTIVITIES

25. Activities are divided into three categories, Green, Amber and Red.

25.1 Green Activities – Permitted, provided activities follow established District policies and procedures and Safety Guidelines for Physical Activity in Alberta Schools.

Green Activities:

Court Sports
Cross Country Skiing (excluding Back Country)
Curling
Fishing
Golf
Gymnasium program (Safety Guidelines for Physical Activity in Alberta Schools)
Hiking on Trails
Low Risk Physical Injury activities
Sports Field programs (Safety Guidelines for Physical Activity in Alberta Schools)

25.2 Amber Activities- Activities where the circumstances suggest that there is the potential for unreasonable risk must be reviewed by the Principal and reviewed against the Safety Guidelines for Physical Activity in Alberta Schools and follow established District policies and procedures.

Amber Activities:

Amusement Park Rides (Physics curriculum based only)	Ropes courses (high and low)
Archery – indoor (in school) or as taught in an Archery Facility, under supervision.	Rugby
Bamfield Marine Station	Sailing
Baseball (Hardball)	Scuba diving in a swimming pool (Minimum Standards)
Bottle Rocketry	Skateboarding/Skate boarding parks
Broom Ball	Downhill Skiing, Cross Country Skiing & Snowboarding (Not Self Evaluated must be trained by ski hill)
Canoeing in moving water of grade 1 or less	Softball
Cheerleading (aerobic)	Swimming (Synchronized)
Cycling (Physical Education Guidelines)	Swimming(in pool with Lifeguard present) Physical Education Guidelines
Diving	Swimming (In Hotel Pool with Direct Supervision of Staff)
European Handball	Track and Field- in field events: Include discuss, javelin, shot put, pole vault and high jump
Field Hockey	Tobogganing, tubing, crazy carpet, and sledding on a slope of less than five metres in height or with an incline of less than 35 degrees
Firearms Courses (No Live ammunition)	Wall Climbing (In licensed facilities)
Football	Water Polo
Gymnastics	Water Slides/Water Park (Parks need to be vetted)
Horseback Riding (Vetted and Accredited Facility – example trail riding)	Weightlifting
Hunter Training	Winter and Summer Camping outs
Ice Fishing	Wrestling
Ice Hockey	
Ice Skating(Due Diligence)	
Kayaking	
Lacrosse (Field, box)	
Martial Arts Training (No Contact Involved/No Weapons)	
Orienteering	
Ringette (Ice)	
Roller blading in-line skating	
Self Defense (No Weapons)	

25.3 Red Activities - Activities highlighted in Red are prohibited unless approved by the Superintendent or designate. If approved activities must follow established District policies and procedures and Safety Guidelines for Physical Activity in Alberta Schools

Red Activities:

Activities in Wilderness or Remote locations including hiking, biking or camping trips outside Alberta and overnight backcountry trips within Alberta	Horse jumping
Aerial Gymnastics (excluding cheerleading)	Hot air balloon rides (tethered and untethered)
Aerial Parks	Ice climbing
Airplane rides/Air Travel (not commercial flights)	Inflatable Activities (Including Bouncy Castles Sumo Suits and Hamster Balls)
Air travel other than by commercial airline	Luge & Skeleton above the tourist start at Canada Olympic Park
American Gladiator style events	Martial Arts training involving contact
Amusement Parks/Rides (except Heritage Park, curriculum based physics field trips to West Edmonton Mall or Calaway Park & Disneyland and DisneyWorld)	Mechanical bull riding or simulated mechanical rodeo events
Axe training	Moto-cross (motorized or BMX bicycle)
Auto racing, drag racing	Motorcycling of any nature
Back Country Mountain Biking	Mountain Biking (Unless in a controlled facility)
Boxing, kick boxing, or any martial arts with full contact blows or kicks	Mountain climbing (but not including hiking in the mountains)
Bungee jumping	Off road/All-Terrain vehicles
Canoeing in moving water greater than grade 1 rapids	Open water swimming, kayaking and canoeing
Caving	Orbing/Zorbing (human hamster ball)
Demolition derbies	Paintball, laser tag or war games
Dunk Tanks	Parkour
Drag racing	Performances Involvin/Including Open Flames
Extreme Sports (recreational activities perceived as involving a high degree of risk. These activities often involve speed, height, a high level of physical exertion, and highly specialized gear)	Personal watercraft ("Seadoos")
Fencing	Pyrotechnics
Fireworks Display/ (No Participation by students) Viewing Only	Racing of watercraft
Go –Karting	Rifle Ranges or other activities involving firearms and winter biathlon
Hang Gliding	Rock climbing (wall climbing is permitted)
Hay and Sleigh Rides	Rocketry (Except for bottle rocketry which is a restricted activity)
High Platform Diving – Jumping or Diving off High platforms	Rodeo event participation
Hiking in hazardous areas, such as W. Coast Trail	Scuba diving & Snorkeling in open water
Tobogganing, tubing, crazy carpet, bobsledding, and sledding on a slope of greater than five meters in height or with an incline of greater than 35 degrees	Slip and Slide Devices
Trampoline	Ski Jumping
Ultra-light Plane flight	Skydiving
Water skiing	Snowmobiling of any nature
Winter biathlon with live ammunition	Stuntastics
White water Rafting, Kayaking and Canoeing	
Zip lining	

OFF-SITE ACTIVITIES IN REMOTE OR WILDERNESS AREAS

26. In a remote or wilderness area, the Teacher in charge must:

- 26.1.** Have visited the location of the off-site activity prior to the trip and be familiar with the proposed route and seasonal conditions at the time of the trip;
- 26.2.** Use professional guides when appropriate or as directed;
- 26.3.** Establish and communicate class safety and emergency procedures to all participants;
- 26.4.** Ensure that appropriate communication devices are taken on the trip;
- 26.5.** Ensure constant communication within the group and access to external communication as needed;
- 26.6.** Be familiar with the nearest accessible medical station and telephone service;
- 26.7.** Notify Local area authorities, such as policy forestry or park officials about the proposed activity and location or route to be used;
- 26.8.** Contact Local authorities for information regarding environmental conditions, seasonal wildlife concerns and trail conditions; the parent/guardian must be informed of the present environmental conditions, the seasonal wildlife concerns and trail conditions;
- 26.9.** Establish procedures so that contact can be made with the Principal via police, forestry or park officials or other persons in the area;
- 26.10.** Obtain camping permits, fire permits, fishing and other licenses and area use permission where required; and;
- 26.11.** Ensure that one supervisor is qualified in emergency first aid and CPR.
- 26.12.** The parent/guardian must be informed of any all activities undertaken.

WATER ACTIVITIES

27. Each trip that includes water-related activities must have a safety assessment, unless the trip is on an approved activities list.

- 27.1.** All participants involved in sailing or boating activities must:
 - 27.1.1.** Have swimming skills commensurate with the activity and;
 - 27.1.2.** Wear a Transport Canada approved lifejacket or personal floatation device.
 - 27.1.3.** This does not include larger vessels of more than 50 feet.
- 27.2.** For activities involving canoeing, sailing, and power craft, the activity must meet or exceed safety guidelines.

- 27.3.** When canoe trips take place on lakes or rivers, the Teacher in charge must have visited the site prior to the trip, and be familiar with the proposed route and the seasonal conditions at the time of the trip.
- 27.4.** Adequate instruction and demonstration must be given to all participants involved before allowing the participants to undertake any water-related activity. Depending on the location the recommended supervisor to student ratio for canoeing, sailing and power craft activities may range from 1- 5 to 1- 10.

28. SWIMMING ACTIVITY

Off-Site Swimming Pool

- 28.1.** Students attending an off-site swimming pool (not including a hotel swimming pool) may not swim unless there is a lifeguard on duty.
- 28.2.** If the facility operator does not provide a lifeguard at a swimming activity, students may swim if the school provides a lifeguard with current certification in National Lifeguard Service, Standard First Aid and a CPR Basic Rescuer for every fifty (50) participants.

Open Water

- 28.3.** Students attending off-site activities may not swim in open water unless there is a lifeguard on duty.
- 28.4.** If the facility operator does not provide a lifeguard at a swimming activity, students may swim if the school provides a lifeguard with current certification in National Lifeguard Service, Standard First Aid and a CPR Basic Rescuer for every fifty (50) participants.
- 28.5** Parents are required to complete An Informed Consent to Swim in a Hotel Swimming Pool/ Open Water Swimming Form.
Appendix-Informed Consent to Swim In a Hotel Swimming Pool or Open Water Swimming Form-**AP260-8A**
- 28.6** For Field Trips such as “Panterra” parents will be required to sign an Informed Consent To Swim and students will be required to pass a Swimming Ability “Swim to Survive” test, signed by a certified lifeguard- **AP260-8B**

Hotel Swimming Pools

- 28.7.** Students are permitted to swim in hotel swimming pools as long as a lifeguard or teacher or parent supervising. Parents are required to complete An Informed Consent to Swim in a Hotel Swimming Pool Open Water Swimming Form.
Appendix - Informed Consent to Swim in a Hotel Swimming Pool or Open Water Swimming Form- **AP260-8A**

29. SKIING AND SNOWBOARD ACTIVITY

- 29.1** Downhill skiing and snowboarding are acceptable activities for students provided the following conditions have been met:
- 29.1.1.** Conditioning activities have occurred in physical education classes, or as part of a fitness program leading up to the skiing or

snowboarding activity.

- 29.1.2.** Skiing or snowboarding are part of a well-balanced yearly program and reflect the schools commitment to a quality physical education program and;
 - 29.1.3.** For students in grade 6 and under the activity includes a minimum one mandatory lesson at the beginning of each day on a ski hill.
- 29.2.** Prior to the skiing or snowboarding trip, the Teacher in charge must have visited or contacted the ski resort recently and be familiar with seasonal conditions at the time of the activity;
 - 29.2.1.** Make contact with the ski resort operator in order to arrange the student identification and controls procedures and;
 - 29.2.2.** Understand the ski resort's emergency protocol.
- 29.3.** Upon arrival at the ski resort, the Teacher in charge must:
 - 29.3.1.** Divide students into levels of ability as described by the parent or guardians signed acknowledgment of the student's skier or snowboarder's classification;
 - 29.3.2.** Assist the ski resort staff with grouping students for their lessons;
 - 29.3.3.** Along with the ski resort staff, emphasize to the students that they will be given permission to use specified slopes or trails and that the use of other slopes or trails is prohibited and;
 - 29.3.4.** Assist the ski resort staff with controlling student access to slopes or trails.
- 29.4.** At the conclusion of the K-6 mandatory lesson:
 - 29.4.1.** The ski resort instructor will identify the level of ability of the students, and assign appropriate ski or snowboarding slopes or trails; and
 - 29.4.2.** Students will begin supervised skiing and snowboarding on the assigned slopes or trails;
- 29.5.** During the supervised ski time, students are expected to ski in pairs or groups of three or four.
- 29.6.** A minimum supervision ratio for skiing and snowboarding is one adult to 10 students, including at least one adult supervisor in the ski lodge.
- 29.7.** Supervision of ski slopes must be carried out by supervisors/volunteers on the hill, at the base and in the lodge on a constant rotation.
- 29.8.** All participants in skiing and snowboarding activities must:
 - 29.8.1.** Wear a CSA approved Ski/Snowboard helmet and;
 - 29.8.2.** Ski or snowboard only on designated open runs within ski area.

30. SKATING

- 30.1.** All participants are required to wear CSA approved Skating/Hockey helmets when participating in a skating activity.

RESOURCES: [Safety Guidelines for Physical Activity in Alberta Schools](#)

FIELD TRIP FORMS are accessible in the [District Intranet](#)

AP 260 – 1A [Field Trip Local Application Form](#)

Includes: Local Field Trip
Day Trip

AP 260 – 1B [Field Trip Local Parent Consent Form](#)

Includes: Local Field Trip
Day Trip

AP 260 – 2A [Field Trip Provincial Outside of City within Alberta Application Form](#)

Includes: Day Trip-Outside City Limits-within Alberta
Overnight Trip

AP 260 – 2B [Field Trip Provincial Outside of City within Alberta Parent Consent Form](#)

Includes: Day Trip-Outside City Limits-within Alberta
Overnight Trip

AP 260 – 3A [Field Trip Canadian and International outside Alberta Application Form](#)

Includes: Canadian Field Trip
International Field Trip

AP 260 – 3B [Field Trip Canadian and International outside Alberta Parent Consent Form](#)

Includes: Canadian Field Trip
International Field Trip

AP 260 - 4 [Field Trip Code of Conduct Agreement Form](#)

Includes: Field Trips outside Alberta, Canadian and International
Grades 7 – 12

AP 260 – 5 [Emergency Contact List Form](#)

Includes: Field Trips Canadian and International

AP 260 – 6 [Field Trip – Waiver of Inherent Risk Parent Consent](#)

Includes: Field Trips Canadian and International

AP 260 – 7 [Field Trip Off-Site Activity-Athletic Season \(Field Trip Athletic Teams\)](#)

Includes: Local or Provincial

AP 260 –8 A Field Trip – Informed Consent to Swim in Pool/Open Water

AP 260 –8 B Field Trip – Informed Consent to Swim in Sea of Cortz-Panterra

Informed Consent to Swim In a Hotel Swimming Pool and/or Open Water Swimming – Form A

School Name

Field Trip or Swimming Activity

Dear Parents or Guardians,

Re: Informed Consent to Swim In a Hotel Swimming Pool/Open Water Swimming

List the school and describe the overnight activity where students will be able to access a hotel swimming pool and/or open water.

_____ will be participating _____
(School Name) (Field Trip or Activity)
in _____ from _____ to _____
(City) (Province), (State) (date) (date)

While on the trip, your child may have the opportunity to swim in a hotel swimming pool/beach/lake. This signed form is required for all students who wish to participate. Your child will be supervised.

Inherent Risk

Swimming is a sport with physical demands and inherent risks which are beyond the control of the hotel and the Medicine Hat Catholic Board of Education. These risks include but are not limited to drowning, slips or falls causing injury and bodily harm, and related health hazards. Please note: The Alberta Public Health Act requires that no person infected with a communicable disease or having open sores on his or her body shall enter the water. **Swimmers and their parents/guardians must assume these risks.**

Swimmer Acknowledgement

I/We have read and understand these inherent risks. For the purpose of this outing, my child's swim classification is:

Check One ➔ ☐ Non-swimmer ☐ Swimmer

Definition: A Non-Swimmer should not enter deep water, beyond chest height.

Definition: A Swimmer is someone who is able to meet the Canadian Swim to Survive Standard;

Swim to Survive Standards: In order to enter deep water the minimum performance level required is the Canadian Swim to Survive Standard;

- roll into deep water,
- tread water for one (1) minute,
- swim a fifty (50) metre distance non-stop using any stroke or combination of strokes.

My child **is able** to perform the Swim to Survive Standards as outlined above. ➔ Initial _____

My child **is not able** to perform The Swim to Survive Standards as outlined above. ➔ Initial _____

Dated: _____

Signature of Student: _____ Signature of Parent/Guardian: _____

PERMISSION TO PARTICIPATE IN THE FIELD TRIP ACTIVITY

I/WE give permission for my child, _____ to participate in the swimming activity at the hotel(s) and/or open water while on _____
(describe activity as outlined above)

Dated: _____ Parent/Guardian Signature: _____

Informed Consent to Swim in Open Water Swimming – Form B
Monsignor McCoy High School Panterra Eco-Expeditions Trip -Sea of Cortez
from

_____ to _____
(Month/Day/Year) (Month/Day/Year)

Dear Parents/Guardians,

Monsignor McCoy High School has arranged a Panterra Eco-Expeditions Trip to the Sea of Cortez

from _____ to _____.
(date) (date)

While on the trip your child will be involved in open water swimming. Your child will be supervised. This signed form is required for all students who wish to participate.

Inherent Risk

On behalf of my child, _____ I/We, _____
(Print Student's Name) (Print Parent/Guardian Name)

agree to and acknowledge the following:

Swimming is a sport with physical demands and inherent risks which are beyond the control of Medicine Hat Catholic Board of Education ("MHCBE"). I completely understand and appreciate the inherent risks involved in open water swimming including but not limited to the possibility of serious injury or death, and other water related risks such as stings, bites, heat stroke, sunburn, etc. Swimmers and their parents/guardians must assume these risks.

Swimming Ability Test or "Swim to Survive" Test

In order to enter deep water, or as part of an orientation for activities that will occur around water for prolonged periods of time (canoe trips, sailing trips, camping trips near water, etc.), a swim test must be administered to all participants. The minimum performance level required is completion of the Canadian Swim to Survive Standard which sets out the minimum skill requirement to include: roll into deep water, tread water for one (1) minute, swim a fifty (50) metre distance non-stop using any stroke or combination of strokes. In the case where this standard differs from that required by the venue of the activity, the higher of the two standards shall apply.

Requirement- Canadian Swim to Survive Standard

Any student participating in the Monsignor McCoy School Panterra Eco-Expeditions Trip, Sea of Cortez from _____ to _____ is required to pass the Canadian Swim to Survive Standard as
(date) (date)
described above. A swim test will be administered by a certified lifeguard prior to departing for the trip. Only those who pass the Canadian Swim to Survive Standard will be allowed to participate in the trip.

PERMISSION to SWIM IN OPEN WATER

I freely and voluntarily, on behalf of my child or myself, assume the risks outlined above related to my child's participation in open water swimming while participating in the Monsignor McCoy School Panterra Eco-Expeditions Trip, Sea of Cortez as described above. I confirm that my child has passed the Swim to Survive® Standard.

Dated: _____ **Signature:** _____
(Parent/Guardian Signature)

Please note:

Swim to Survive® Standard:

The Swim to Survive® Standard is a simple, straightforward and focused national standard that defines the minimum swimming skills needed to survive an unexpected fall into deep water. The Swim to Survive® Standard is a sequence of three skills:

Swim to Survive® Standard = **ROLL into deep water + TREAD water (1 min.) + SWIM 50m**

ROLL into deep water - Orient oneself at the surface after an unexpected entry. A fall into water is distorting and a threat to normal respiration.

Tread water for 1 minute - Support oneself at the surface. Canadian waters are generally cold enough year-round to trigger a gasping reflex on unexpected immersion. The ability to tread water allows you to protect your airway while regaining control of your breathing.

Swim 50 metres - Swim to safety. Lifesaving Society research shows most drowning's occur within 3 to 15 meters of safety (dock, shoreline, pool edge). Because your ability may be impaired by cold water, clothing, etc, we use a 50 m distance as a reasonable standard.

Swim to Survive® Standard

Name of student _____ Date _____

Location of swim test _____

Administered by _____ Certification _____

Swim to Survive® Standard

A student must pass all three skills to enter deep water, chest height or higher.

ROLL into deep water –	Pass _____	Fail _____
TREAD water (1 min.)	Pass _____	Fail _____
SWIM 50m	Pass _____	Fail _____

Signature _____

Dated: _____



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 4th**
- **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 11 - 15, 2019- Advertising

- **We're on the Radio** –
2 Radio Ads: Recorded with student voiceovers. CHAT, MY96 -Airing the week of Feb 11 – 15th

OPEN HOUSE for Feb Registration

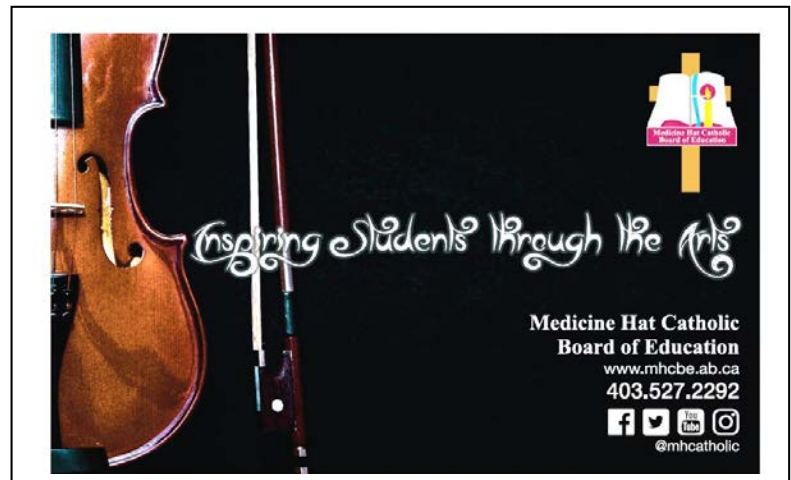
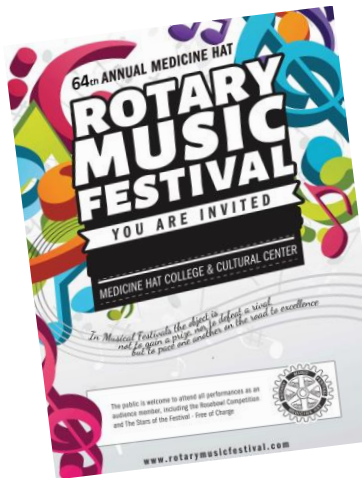
- Held throughout Feb 4-8th...We will post a **"Come to a Catholic School Open House"** listing on the web & social media.



2. CONNECTING WITH OUR COMMUNITY

Print Media, Web & Social:

- a. **Rotary Music Festival –**
64th Annual Rotary
Festival, March 3-17,
2019. Ad Copy in
Program



- b. **MH News – Ad copy – February 4th – Front Page Banner** Link [here](#)



- c. **Radio Ads for February Registration – Middle School Student Voiceover**

- For the last number of years we have aired our Feb Registration & Back to School Radio ads using *Student Voiceovers*. Students have been elementary age.
- Previous Ads: [General Ad for All Grades](#), [Early Learning & Kindergarten](#) & an [Ad in French Immersion](#).
- This year we created a new Ads with a middle school focus. We created a script and recorded the ad with a student from Notre Dame Academy. *New approach for script content*-We met with the student, we talked about what her experience is like at school, what she liked about school and what's she excited about. From there, we wrote the script.
- We attended the recording session on Friday, Feb 1st at the Radio Station. The ad will air on CHAT & MY96 Feb 11th – 15th. [Middle School Ad](#)

- d. **February Registration** – Poster included in each Schools Newsletter, Posters (11 x 17) printed and laminated provided to each school.

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
 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 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-6) 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
 ...click on Registration



Medicine Hat Catholic
Board of Education

Register Now @ www.mhcbe.ab.ca
 Find us @mhcatholic or call us
 403-527-2292

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

It all starts here!



e. Communication Strategy St. Francis Xavier School – SFX Sports Academy –

- Link: [Media Release](#), FAQ and Info [School Page](#), Info [District](#), [Web & Social Media](#)
- CHAT TV INTERVIEW [Feature Story](#), aired on CHAT TV Jan 30th
- MH News Online News, Jan 29th [Feature Story](#)
- MH News Publication, Jan 30th
- CHAT News Today Online, Jan 30th [Feature Story](#)
- **Note:** The same strategy can be followed for Mother Teresa School *Stream Program* and Monsignor McCoy High School upcoming *New Programming*.



Communication Strategy – St. Francis Xavier School – Sports Academy

1. Letter home to Parents
2. Develop Media Release

Jan 21 ☒

Week of Jan 21st

2.1 Develop Media Release - We will work on this together. We can use the Letter as a starting point, Nick, can you please send us the letter? Send us your Logo for the Program etc. etc. Anything else that is relevant at this time.

2.2 Media Release Content - About the Program, How it works and how to Register, Who it's for, When it's starts, Highlights, Benefits to Students, Costs, Where to get more information etc.



St. Francis Xavier sports academy starts this fall

BY JEREMY APPEL ON JANUARY 30, 2019

Subscribe Now
Medicine Hat News

The Medicine Hat Catholic Board of Education announced Tuesday the introduction of a new sports academy at St. Francis Xavier School.

Beginning in the 2019-2020 school year, students in Grades 4-6 at St. Francis Xavier School will have the option to enroll in a sports academy, where they will receive increased skill development in four sports — volleyball, soccer, baseball and basketball.

The program will run for two afternoons each week, using facilities at the school, Monsignor McCoy High School and elsewhere in the Medicine Hat community.

Principal Nick Gale says the program aligns with the school's shift to an increased focus on physical literacy and will be taught by teachers and community supports.

"The opportunity for elementary-level students to experience sports academy programming will be unique to our school," said Gale. "This is a program any student in grades 4-6 can join regardless of previous experience in sports. The focus will be on personal improvement and increased physical literacy. We know active students are healthy students, and healthy students achieve at higher levels."

Students not enrolled in the academy will join the new excellence program for two afternoons a week, where they will participate in activities focusing on literacy and numeracy, as well as activities, such as robotics, computer programming and various passion projects. Students will continue to receive regular gym time.

An information meeting will be held at the school on Feb. 6 at 6 p.m. Attendees will be able to learn about the program, register for it and take a school tour. Refreshments will be served.



Do you a decision of ahead cleanup?

/ Poll

/ Yes

/ No

/ More

3. Issue Media Release

Week of Jan 28th

Social, Send to Local Media

2.1 Send Media Release to All District Staff, Post to Web &

4. Contact Local Media

Week of Jan 28th – Invite Media to the School to do a story on location, can talk to Admin, Parents, Kids

5. Open House

Feb 5th

6. Board Meeting

Feb 12th – Public presentation to the Board highlighting the program.

7. Post Board Meeting

Update Web/Social Posts with Photos from Open House, More Info about the Program, Re-Purpose any local Media coverage.

St. Francis Xavier sports academy starts this fall

Medicine Hat News

The Medicine Hat Catholic Board of Education announced Tuesday the introduction of a new sports academy at St. Francis Xavier School.

Beginning in the 2019-2020 school year, students in Grades 4-6 at St. Francis Xavier School will have the option to enroll in a sports academy, where they will receive increased skill development in four sports — vol-

leyball, soccer, baseball and basketball.

The program will run for two afternoons each week, using facilities at the school, Monsignor McCoy High School and elsewhere in the Medicine Hat community.

Principal Nick Gale says the program aligns with the school's shift to an increased focus on physical literacy and will be taught by teachers and community supports.

"The opportunity for elementary-level students to experience sports academy programming will be unique to our school," said Gale. "This is a program any student in grades 4-6 can join regardless of previous experience in sports. The focus will be on personal improvement and increased physical literacy. We know active students are healthy students, and healthy students achieve at higher levels."

Students not enrolled in the academy will join the new excellence program for two afternoons a week, where they will participate in activities focusing on literacy and numeracy, as well as activities, such as robotics, computer programming and various passion projects. Students will continue to receive regular gym time.

An information meeting will be held at the school on Feb. 6 at 6 p.m. Attendees will be able to learn about the program, register for it and take a school tour. Refreshments will be served.

Students not enrolled in the academy will join the new excellence program for two afternoons a week, where they will participate in activities focusing on literacy and numeracy, as well as activities, such as robotics, computer programming and various passion projects. Students will continue to receive regular gym time.

An information meeting will be held at the school on Feb. 6 at 6 p.m. Attendees will be able to learn about the program, register for it and take a school tour. Refreshments will be served.



MEDICINE HAT CATHOLIC BOARD OF EDUCATION

@MHCATHOLIC

MEDIA RELEASE



St. Francis Xavier School announces Gr. 4-6 Sports Academy

January 29, 2019

New this year and starting in September 2019, students in Grades 4-6 at St. Francis Xavier School will have the option to enroll in a Sports Academy. Students will receive increased skill development in four sports: Volleyball, Soccer, Baseball and Basketball.

The Academy will run for two afternoons every week, using facilities at the school, Monsignor McCoy High School and in the Medicine Hat community. The optional Sports Academy program aligns with the school's shift to an increased focus on physical literacy and will be taught by teachers and community supports.

"We are looking forward to offering this new program to our students," said school Principal Nick Gale. "The opportunity for elementary-level students to experience sports academy programming will be unique to our school. This is a program any student in grades 4-6 can join regardless of previous experience in sports. The focus will be on personal improvement and increased physical literacy. We know active students are healthy students, and healthy students achieve at higher levels."

Students not enrolled in the Sports Academy will join the new Excellence Program, for two afternoons per week, where they will participate in enriched activities focusing on literacy and numeracy and activities such as robotics, computer programming and passion projects. Students will continue to receive regular gym time.

An information meeting will be held at St. Francis Xavier School, February 6, 2019 at 6 p.m. Come find out about the program, register and take a school tour. Refreshments served.

Media Contact for this Release:

Principal, Mr. Nick Gale
403-527-7223
More information at stfrancisxavierschool.ca

St. Francis Xavier School announces Sports Academy program for fall 2019

By Charles Lefebvre

January 29, 2019 - 4:40pm



MEDICINE HAT, AB — The Medicine Hat Catholic Board of Education has announced a new sports academy program for the fall.

Students in Grade 4-6 at St. Francis Xavier School will be able to enroll in the St. FX Sports Academy starting in September 2019. Those who enroll will be able to receive increased skill development in volleyball, basketball, baseball and soccer.

"We are looking forward to offering this new program to our students," said school Principal Nick Gale in a statement. "The opportunity for elementary-level students to experience sports academy programming will be unique to our school. This is a program any student in grades 4-6 can join regardless of previous experience in sports. The focus will be on personal improvement and increased physical literacy. We know active students are healthy students, and healthy students achieve at higher levels."

f. **Magnet Signs Posted in Community & School Locations – Feb Reg**

In 2019 we didn't budget \$ for as many school location signs.

Three Community Locations:

- College Drive & Kipling, M & M's off 13th Ave & Strachan Rd

Three School Locations:

St. Francis, École St. John Paul II, Mother Teresa




g. **Accountability Pillar Survey Message to Parents of Students in Grades 4,7, 10**

• February Newsletter Insert:

Dear Parents & Guardians of Students in Grades 4, 7 & 10. Watch your mailbox at home for an Accountability Pillar Survey Package from Alberta Education. Please complete the survey and return in the envelope provided or **simply complete it online** using the **Random Access Code** included in your package. Find out more about the Survey and answers to Frequently Asked Questions [here](#). Accountability Pillar Survey closes Feb 22, 2019. Thank you in advance for completing the survey for your child's school. Thank you for supporting Catholic Schools!

• Created Accountability Pillar **Webpage Blog** with FAQ's and links

for Parents including Links to MHCBE Accountability Pillar Results and Accountability Pillar Fact sheet from AB Education.



2019 Accountability Pillar Survey

Posted on January 24, 2019

Notice for Parents & Guardians of Students in Medicine Hat Catholic Schools in Grades 4, 7 & 10 – Watch for a survey to arrive by mail from Alberta Education.

In January 2019, Alberta Education will mail the 2019 Accountability Pillar Survey to Parents/Guardians of Students in Grades 4, 7 & 10 across Alberta.

In a letter from the Minister of Education, David Eggen:

"By completing the Accountability Pillar Parent survey, you are giving your school, your school authority, and your provincial government important information about the quality of education your child is receiving and helping to ensure they are

3. EMERGENCY PROTOCOLS –

a. Shelter in Place – St. Patrick's School – Wildlife on School Property

Jan 29, 2019 - Emergency Protocol Activated –

Social Media Posts

School Messenger Notification via SMX Text

Jan 30, 2019 Emergency Protocol Activated –

Social Media Posts

School Messenger Notification via SMX Text

Letter Home to Parents (on 2nd day of Shelter in Place)

Dear Parents & Guardians of Students at St. Patrick's School,

A moose has been on school property for the last two days and as a result, St. Patrick's School has initiated a Shelter in Place. A Shelter in Place is a protocol initiated when there is an environmental circumstance including wildlife on school property. During a Shelter in Place, students remain indoors, automatic doors are disabled and in this case, Fish and Wildlife was contacted. In this circumstance, notices were posted to social media and a *School Messenger* notification was sent by text message to Parents & Guardians who have subscribed to the *School Messenger* service.

Note: If you didn't receive an emergency notification through *School Messenger-Text Messaging Service* in the last two days, we encourage you to please subscribe to receive emergency notifications from your child's by school by texting **Y** or **Yes** to **724665**.

As this seems to be an ongoing situation, there will be increased supervision observed throughout the day, school staff will monitor the moose's location daily and implement a Shelter in Place when the moose is nearby. Please remember to respect wildlife and not approach them. Children walking to and from school should observe extreme caution.

Thank you for your patience.

Yours truly,



Mr. Joe Colistro, Superintendent of Schools
Medicine Hat Catholic Board of Education

b. Shelter in Place – Notre Dame Academy – Wildlife on School Property – Jan 30, 2019

Emergency Protocol Activated –

Social Media Posts

School Messenger Notification via SMS TEXT

c. Shelter in Place – St. Mary's School – Environmental Threat in the Neighborhood – Feb 5, 2019 – Medicine Hat Police Service Suspicious Package

Emergency Protocol Activated –

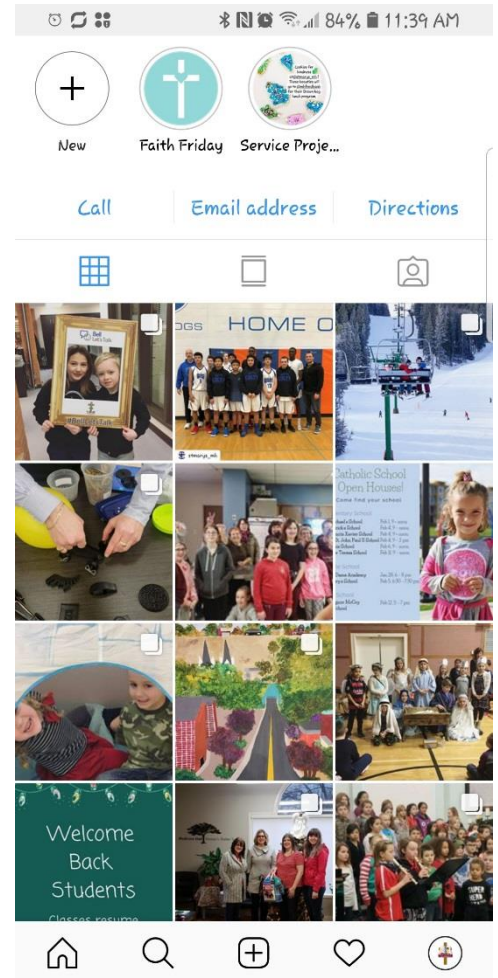
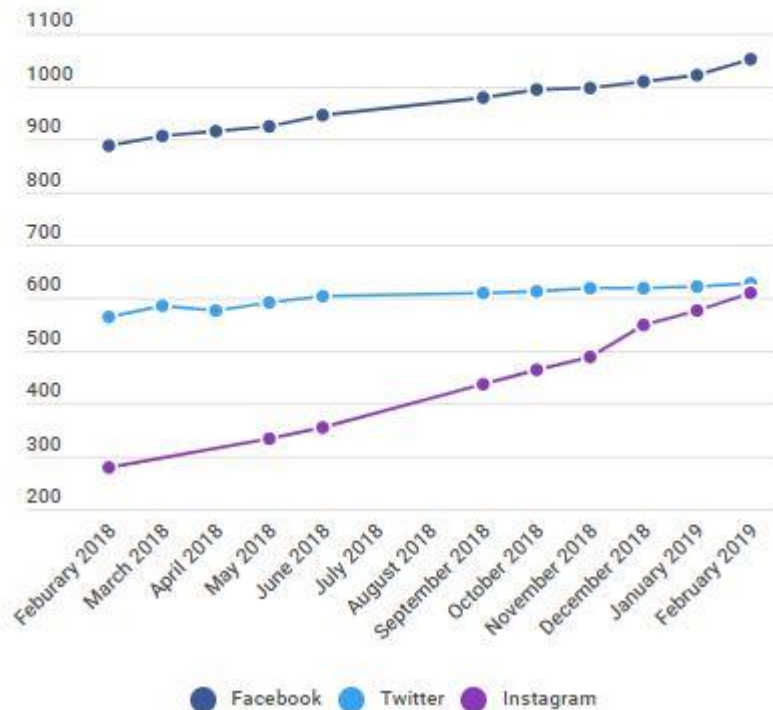
Social Media Posts

School Messenger Notification via SMS TEXT & EMAIL

Social Media Activity

Social Media Feb 2018-19

This is a graph of our District's follower growth on Facebook, Instagram and Twitter from February 2018-February 2019. It measures accounts following us, not engagement and does not measure growth on individual school sites.



It's useful to compare this graph to **growth** of the general social media platforms, however they don't share their counts widely. Here's the data on **active user accounts worldwide** that I found:

Facebook growth, 3rd quarter 2017-2018: 2072 mil → 2271 (+9.6%)

Twitter growth, 3rd quarter 2017-2018: 330 mil → 326 mil (-1.2%)

Instagram growth, September 2017 - June 2018: 800 mil → 100 mil (+25%)

Our Growth Feb 2018-2019

Facebook: +17%

Twitter: +11%

Instagram: +113%



January Projects:

- ✓ February Registration – Banners on all school sites, Open House list posted & pinned to district fb page, webpage documents updated
- ✓ Radio ad – Invu, write script, record jr. high student
- ✓ Week of Prayer for Catholic Education – Daily Posts
- ✓ School brochures – McCoy, ND, St. Mary's brochures finalized and printed, district brochure reworked, elementary brochures reworked. Brochures to go to parent advisory for review and then will be sent back to principals.
- ✓ Young artists inspired by nature gala promoted
- ✓ McCoy & St. Mary's concert pictures posted
- ✓ SJPII Mayoral visit promoted on social media
- ✓ Dealing with the Moose – social media updates on the moose, information for parents on how to sign up for school messenger alerts
- ✓ SFX Sports Academy promotion – Website articles shared to social media, news release to CHAT & MH News, stories in MH News & Invu with CHAT
- ✓ Golf Tournament information posted – registration brochures and pages updated on websites

February Projects:

- French Immersion & Nutrition Videos
- Promote School Open Houses
- 100th Day of School – photo album on website
- Pink Shirt Day February 27 – photo album & video.
- Brochures before Part Advisory Board
- Brochure for SJPII completed and printed
- Cold weather information released and reminders about bus schedule

Groups of first-year Education Students from the Medicine Hat College have been touring École St. John Paul II School to learn about our Catholic School District!
Click to learn more about this exciting partnership!



STJOHNPAL2MH.CA
MH College students visit our school

Back to all posts Posted on January 23 2019 MH College students visit ou...

St. Francis Xavier School Medicine Hat
Published by Mhcb Schools [?] · January 29 at 3:22 PM ·

We are very pleased to announce that beginning in September 2019, students in Grade 4-6 at St. Francis Xavier School will have the option to enroll in a Sports Academy. Students will receive increased skill development in four sports: Volleyball, Soccer, Baseball and Basketball. The Academy will run for two afternoons every week, using facilities at the school. Monsignor McCoy High School and in the Medicine Hat community. The optional Sports Academy program aligns with the s... See More

STFRANCISXAVIERSCHOOL.CA

*** Here at Medicine Hat Catholic, we're actively working to end the stigma around mental illness for the well-being of our students, staff and community! Check out how Monsignor McCoy High School joined the conversation! #BeLett'sTalk Community Coming Together - GCT



Medicine Hat Catholic Board of Education
Published by Mhcb Schools [?] · January 25 at 3:58 PM ·

If you have a student in Grade 4, 7 or 10, please watch your mailbox for the 2019 Accountability Pillar Survey!

Every year, Alberta Education surveys schools, students and parents to gauge the quality of education in our schools and ensure students are prepared for success.

Parents will receive a paper copy of the survey in the mail, as well as a random access code to take the survey online. Accountability Pillar Surveys returned by mail must be postmarked no later than Febr... See More

2019 Accountability Pillar Survey
Invest in the future.

MHCBE.AB.CA
2019 Accountability Pillar Survey
Back to Blog 2019 Accountability Pillar Survey Posted on January 24, 201...

Catholic School Open Houses!
Come find your school

Elementary School	Time
St. Michael's School	Feb 1, 9 - 1:00pm
St. Patrick's School	Feb 4, 9 - 1:00pm
St. Francis Xavier School	Feb 4, 9 - 1:00pm
École St. John Paul II School	Feb 4, 9 - 2 pm
St. Louis School	Feb 6, 9 - 1:00pm
Mother Teresa School	Feb 11, 9 - 1:00pm

Middle School	Time
Notre Dame Academy	Jan 28, 6 - 8 pm
St. Mary's School	Feb 5, 6:30 - 7:30 pm

High School	Time
Monsignor McCoy High School	Feb 12, 5 - 7 pm



St. Patrick's School Medicine Hat

Published by Mhcb Schools [?] · January 30 at 10:33 AM ·

Like Page

UPDATE: An ALL CLEAR was called at 12:15 pm as the moose is no longer on school grounds. Thank you for your patience!

Note: If you didn't receive an emergency n...

*God of the widow, the orphan and the stranger,
You have shown us the path of justice.
Help us to follow your way by doing justice as our worship of you.
As Christians together, may we worship you not only with our hearts and minds,
but also by our deeds.
May the Holy Spirit help and guide us to work for justice wherever we are,
so that many people may be strengthened through our works.
In the name of Jesus,
Amen*

**Medicine Hat Catholic Board of Education
Secretary Treasurer Board Report
February 12, 2019 Public Meeting**

1. School Fees

The 2019 school fees recommendation will be presented to the Board of Trustees at the March 2019 public meeting for approval.

While reviewing the process on school fee approval we referred to Policy 2 – Role of the Board. Under 9.12 the Board has identified they “Annually approve instructional/general fees for all students”. The wording used is reflective of the environment prior to the implementation of *Bill 1- An Act to Reduce School Fees*. The evolution of school fees has made the terms instructional/general fees obsolete.

A change to the wording of 9.12 in Policy 2 to read “Approve school fees as defined by the Minister of Education” would be appropriate. This would result in only the ministry specified school fees needing to be approved by the board.

There are several charges to parents which occur outside of the School Fee definition which are mostly “Other Sales and Services”. Most are related to school activities such as hot lunches, milk programs and the like. There are a few, however, which due to their size or visibility, may warrant a different approval level including:

- International Student Program
- Before and After School Programming
- Early Learning Programming (Preschool)

The fees for these activities are not currently approved by the board. If these are items which the board desires to approve, it can be added to the wording of 9.12 in Policy 2. Otherwise the responsibility for approving the fee will reside with the superintendent or school principal as identified in an amended administrative procedure or other procedure.

Recommendation: *Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education approve first reading for the amendment to Policy 2 – Role of the Board by replacing 9.12 with “Approve school fees as defined by the Minister of Education”.*

The recommendation may be amended if the will of the board is to approve certain Other Sales and Services as outlined above.

Second and third reading to occur in March 2019 or later as desired.

Attachment:

- a. Policy 2 – Role of the Board
- b. Policy 11 – Board Delegation of Authority

- c. AP 505 – School Fees
- d. Approved 2018-19 School Fee Schedule

2. Carbon Monoxide Detectors

There has been public attention drawn to Carbon Monoxide Detectors ('CMD') in schools recently. While CMD are not required in schools under existing legislation, MHCBE has had CMB in all buildings since 2008 and replaced as they expire. They are currently located in the boiler rooms or mechanical rooms, as appropriate, in each school.

The replacement CMD are manufactured by Kiddie and are now sensing carbon monoxide, natural gas and propane. They are plugged into electrical sockets and have a battery back-up.

The Facilities and Operations Supervisor has been undertaking a review of our schools since January 2019 to determine if we should expand the number of devices in schools. Initial investigation is considering adding 35 detectors to the district to ensure any room with a combustion unit is covered. The estimated cost would be approximately \$2,000 with this design. A final decision or recommendation will be made by administration as appropriate as the investigation becomes finalized.

Recommendation: *None*

Attachment: *None*

3. 2018-19 IMR Plan Amendment

One new project is requested to be added to the 2018-19 IMR plan.

St. Francis Xavier School – Washroom Renovation to create a barrier free washroom to accommodate students with special needs or to have a private washroom for specified events. The estimated budget for this is between \$155,000 and \$180,000 depending on the bids received.

The girl's washroom would remain as is. The boy's washroom would be reduced to accommodate the space needed while still leaving the required number of toilets and urinals based on building code. The Barrier free washroom will include a change table based on experiences gained at other schools as well as a shower facility.

Construction would occur in July and August and it will be reinforced with the vendor on the time-critical nature of the project to ensure there will be adequate washroom facilities for the start of school.

There was also discussion on infrastructure needs at the school based on the sports academy. At this point there are no identified needs except for a potential change facilities. As the girl's washroom remains large it should be sufficient to handle the need. There is consideration by the school administrator to use the unused room 121 as a change facility for boys. The experience of the upcoming year will allow for a better discussion on the future needs.

Senior Administration and the School Administrator reviewed the proposal and support the project.

There are \$1,010,876 of uncommitted IMR Funds available. Approval of this project would leave \$827,996 remaining for emergent needs or carry-forward.

Recommendation: *That the Board of Trustees for the Medicine Hat Catholic Board of Education amend the 2018-19 IMR plan to include the development of a barrier free washroom at St. Francis Xavier School with the total of the projects amounting to \$180,000 not including non-refundable GST.*

Attachments:

- a. Proposed design
- b. Current configuration
- c. Estimated costing
- d. School Facility Map
- e. Draft Amended 2018-19 IMR Plan

4. MHCBE 5-Year Financial Profile

Annually the board receives from Alberta Education the 5-year financial reporting profile which takes our year-end figures from our financial statements and compares our position to that of all other boards and to boards of a similar size.

Recommendation: *None*

Attachment: 1. Financial Reporting Profile

5. 2019-20 Budget

As outlined in the Board work plan, the 2019-20 Budget cycle has begun. The board approved the initial budget assumptions. We will start collecting school developed enrolment projections after the February break. The next major piece will be the release of the Alberta budget, specifically the adjustments to the Alberta Education Funding Manual.

Recommendation: *None*

Attachment: *None*

6. 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*

7. ASEBP Report

The ASEBP Trustees' Report is presented for information only.

Recommendation: *None*

Attachment: January 2019 ASEBP Trustees' Report

Policy 2

ROLE OF THE BOARD

As the elected corporate body in Medicine Hat Roman Catholic Separate School District No. 21, the Board is responsible for the development of policies and goals to set direction and guide the provision of education services to student's resident within the District.

Alberta legislation defines what Boards must and may do. In addition, legislation allows Boards to delegate almost all of these duties. The Board has defined its governance role as outlined below. Further, the Board must fulfill its key role of ensuring education in the District is rooted in "Showing the Face of Christ to All".

Specific Areas of Responsibility

1. Accountability to Provincial Government

- 1.1 Act in accordance with all statutory requirements to implement provincial and education standards and policies.
- 1.2 Perform Board functions required by governing legislation.
- 1.3 Subsequent to the date of a general election and before December 31 of the same year, may pass a resolution to opt in or out of the Alberta School Foundation Fund (ASFF) and advise the Minister and local municipalities forthwith.

2. Accountability to the Division's Communities

- 2.1 Make evidence based decisions which reflect the Gospel values and represent the interests of all students served.
- 2.2 Establish processes and provide opportunities for community input.
- 2.3 Develop procedures for and hear appeals as required by statutes and/or Board policy.
- 2.4 Proactively work to build community support for this Catholic education system.
- 2.5 Report at least annually the success and challenges of the District's priorities, goals and desired outcomes
- 2.6 Annually approve a communications strategy.
- 2.7 Be visible in our school communities.

3. Faith Leadership

- 3.1 Make decisions which reflect Catholic values and beliefs.
- 3.2 Be visible within the Catholic faith community.
- 3.3 Participate in District Faith Development Opportunities.

- 3.4 Ensure that a strong Faith Development component is provided for all students and staff.
- 3.5 Participate in ACSTA.

4. Three-Year Education and Strategic Planning

- 4.1 Provide overall direction for the Division by establishing mission, vision, strategic priorities and key results.
- 4.2 Annually approve Three Year Education Plan process and timelines.
- 4.3 Identify Board priorities at the outset of the Annual Three Year Education Planning process.
- 4.4 Annually approve the Three Year Education Plan and AERR for submission to Alberta Education by the respective due dates.
- 4.5 Approve the Annual Education Results Report (AERR) for distribution to the public.
- 4.6 Annually approve budget (driven by the Three Year Education Plan).
- 4.7 Annually evaluate the effectiveness of the District in achieving student outcomes and other established goals and desired results.
- 4.8 Annually identify long-term strategic priorities.

5. Policy Development

- 5.1 Identify areas that require Board policy and identify the preferred future to result from policy implementation.
- 5.2 Evaluate policy impact to determine if the preferred future has been achieved.
- 5.3 Delegate authority to the Superintendent and define commensurate responsibilities.

6. Board / Superintendent Relations

- 6.1 Select the Superintendent of Schools who is the Chief Executive Officer (CEO) and Chief Education Officer of the Board.
- 6.2 Provide the Superintendent with clear corporate direction.
- 6.3 Delegate, through written Board policy, administrative authority to the Superintendent and identify responsibility subject to provisions and restrictions in the School Act.
- 6.4 Evaluate annually the Superintendent in regard to the Superintendent's job description and additional Board direction.
- 6.5 Review annually the Superintendent's compensation package.
- 6.6 Respect the authority of the Superintendent to carry out executive action and support the Superintendent actions which are exercised within the delegated discretionary powers of the position.
- 6.7 Interact with the Superintendent in an open, honest, respectful and professional manner.

7. Political Advocacy

- 7.1 Participate in ASBA and ASBA Zone 6 and ACSTA and utilize their advocacy services.
- 7.2 Develop a yearly plan for advocacy. Consider the focus of such advocacy, key messages and advocacy mechanisms.
- 7.3 Enlist the support of local MLA's and provide a leadership role in support of our students and Catholic education initiatives.
- 7.4 Include meetings with municipal governments and neighboring educational/public service governing authorities as appropriate to achieve political ends.
- 7.5 Work with parents, community members, school council members and other elected bodies to advocate for continued improvements to the quality of Catholic education opportunities provided to the students of the Division.
- 7.6 Advocate for the maintenance and development of Catholic education in the Division and the Province.

8. Board Development

- 8.1 Review annually the Board's effectiveness.
- 8.2 Develop a yearly plan for Board development including increased knowledge of the Board's role, processes and issues to further the implementation of the Three-Year Plan.

9. Fiscal

- 9.1 Approve budget assumptions at the outset of the budget process.
- 9.2 Determine the basis for annual resource allocations.
- 9.3 Approve annually the District's budget for submission to Alberta Education by the due date.
- 9.4 Ensure resources are allocated to achieve the goals, priorities and desired outcomes in the District Three-Year Education Plan.
- 9.5 Approve annually the Three-Year Capital Plan and Facilities Master Plan for submission by the due date.
- 9.6 Receive Audit Report and Management Letter and ensure quality indicators in CEO Evaluation are met.
- 9.7 Receive fiscal accountability reports to ensure the fiscal management of the Division.
- 9.8 Set the mandate and ratify Memoranda of Agreement with bargaining units.
- 9.9 Appoint an Auditor and an architectural firm for the District.
- 9.10 Appoint annually signing authorities for the District.
- 9.11 Approve tenders over \$200,000.
- 9.12 Annually approve instructional/general fees for all students.

- 9.13 Approve joint use agreements and those partnership agreements that require a financial obligation of the Board.

Selected Responsibilities

1. Setting the initial parameters and approving the annual school-year calendar;
2. Naming of educational facilities;
3. Approving the acquisition and/or disposition of land and buildings;
4. Approving school attendance boundaries;
5. Approving transportation contracts;
6. Approving locally-developed, acquired and authorized junior and senior high school complementary courses;
7. Approving alternative programs;
8. Liaising with Parish Councils within the District;
9. Hearing of an appeal of a discrimination or harassment complaint.
10. Approve the Board Annual Work Plan.
11. Approve Transportation Fees. (*from Policy 11*)

Reference: Section 22, 39, 56, 60, 61, 62, 63, School Act

First Reading:	MARCH 11, 2008
Second Reading:	MARCH 11, 2008
Third Reading:	APRIL 08, 2008

First Reading	December 13, 2011
Second Reading	March 13, 2012
Third Reading	March 13, 2012

First Reading	September 12, 2017
Second Reading	September 12, 2017
Third Reading	October 10, 2017

First Reading	March 13, 2018
Second Reading	March 13, 2018
Third Reading	April 10, 2018

BOARD DELEGATION OF AUTHORITY

The School Act allows for the Board to delegate certain of its responsibilities and powers to others.

The Board authorizes the Superintendent to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which, in accordance with section 61(2) of the School Act, cannot be delegated. This delegation of authority to the Superintendent specifically:

- ♦ Includes any authority or responsibility set out in the School Act and regulations as well as authority or responsibility set out in other legislation or regulations;
- ♦ Includes the ability to enact Administrative Procedures, practices or regulations required to carry out this authority; and also
- ♦ Includes the ability to sub-delegate this authority and responsibility as required.

Notwithstanding the above, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.

Further, the Board requires that any new provincial, regional or local initiatives must be initially brought to the Board for discussion and determination of decision-making authority.

Specifically

1. The Superintendent is directed to develop an administrative procedure to fulfill Board obligations created by any federal legislation or provincial legislation other than the School Act.
2. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with provincial policies and procedures for the following program areas:
 - 2.1 Special Education
 - 2.2 Guidance and Counseling
 - 2.3 Services for Students and Children
 - 2.4 School-Based Decision Making
 - 2.5 Student Evaluation
 - 2.6 Teacher Growth, Supervision and Evaluation
 - 2.7 Home Education

- 2.8 Early Childhood Services
 - 2.9 Outreach Programs
 - 2.10 Knowledge and Employability Courses
 - 2.11 Locally Developed / Acquired and Authorized Junior and Senior High School Complementary Courses.
 - 2.12 Off – Campus Education
 - 2.13 English as a Second Language
 - 2.14 French as a Second Language and French Language Immersion
 - 2.15 Second Languages
3. The Superintendent is authorized to suspend employee's from the performance of the employee's duties without prior notice if the Superintendent of Schools is of the opinion that the welfare of the students is threatened by the presence of the employee.
 4. The Superintendent is authorized to terminate the contracts of teachers; on a temporary contract; In accordance to the requirements of the School Act Sections 101 (1), (2), (3), (4) and 132. The Superintendent of Schools is authorized to terminate the contracts of non-certificated staff in accordance with the Employment Standards Code which is outlined in the Employment Standards Guide and any other pertinent agreements that may exist.
 5. The Board authorizes a line of credit not to exceed the accounts receivable from the preceding year at any one time to meet current expenditures in the fiscal year.

Legal Reference: Section 60, 61, 105, 113, 183 School Act
 Section 101 (1), (2), (3), (4), 132
 Employment Standards Code
 Employment Standards Guide

FIRST READING: FEBRUARY 10, 2009
 SECOND READING: MARCH 10, 2009
 THIRD READING: MARCH 10, 2009

FIRST READING: FEBRUARY 09, 2010
 SECOND READING: FEBRAURY 09, 2010
 THIRD READING: MARCH 09, 2010

First Reading: December 13, 2011
 Second Reading: March 13, 2012
 Third Reading: March 13, 2012

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 28th 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 1st 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 30th.

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 30th.

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.mhcbce.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

Parent/Guardian 1			
Last Name		First Name	
Street Address	City	Province	Postal Code
Home Phone	Cell Phone	Email	
Parent/Guardian 2			
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 – 1st 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.
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) 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 - <i>*Potential Fees without Parent Council funding or fundraising</i>				
Activity Fees	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 - <i>*Potential Fees without Parent Council funding or fundraising</i>				
Activity Fees			*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
	Camp McCoy	\$50.00
Transportation Fee	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

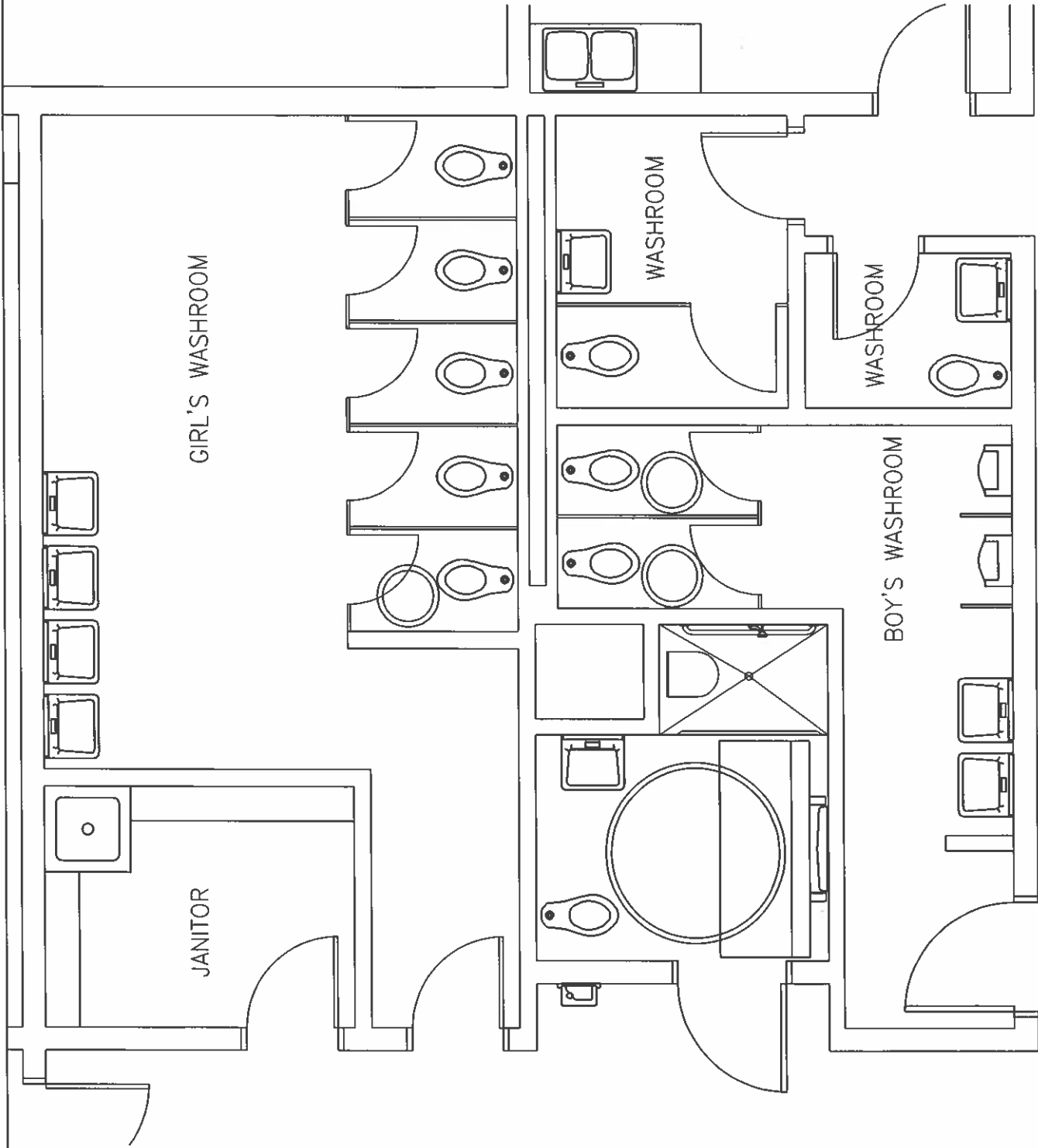
Monsignor McCoy High School - Potential Fees without Parent Council funding or fundraising		
Fees for optional Courses	Band Instrument rental estimate	\$90.00
	Band Supplies	\$40.00
	Con Tech 1 & 23	\$50.00
	Nail Technology Certification Program 4	\$350.00
	For the following optional courses, a fee of \$40 is charged for each semester an option course is taken. If more than one option course is taken the fee remains at \$40:	
	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
Non-Curricular Travel	2018-19 International Trip (Italy)	\$4,500.00
Extracurricular Fees	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
	Biology 20 Field Trip Elkwater/Reesor Lake	\$15.00
Activity Fee		
Non-Curricular Goods and Services	Locker Rental	\$2.00
	Locks	\$10.00
	Student Council	\$30.00
	Graduation Ceremony / Activity Fee	\$82.00

ST. FRANCIS XAVIER SCHOOL

MEDICINE HAT CATHOLIC BOARD OF EDUCATION

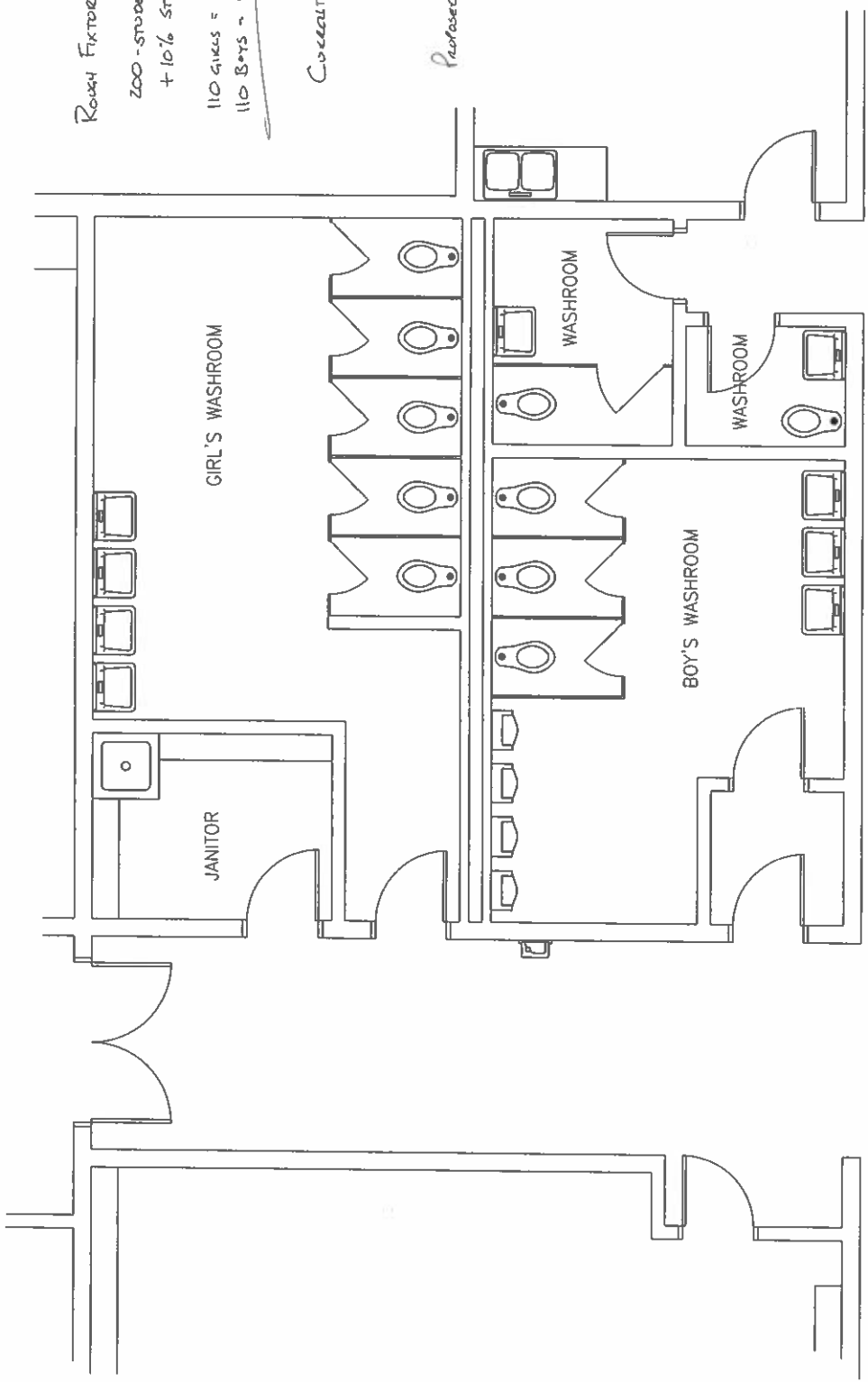
MEDICINE HAT

ALBERTA



PARTIAL FLOOR PLAN

SCALE 1 : 50



ROUGH FIXTURE COUNT REQ'D
 200 - STUDENTS CAPACITY (185)
 + 10% STAFF = 220
 110 GIRLS = 5 FIXTURES
 110 BOYS = 4 FIXTURES

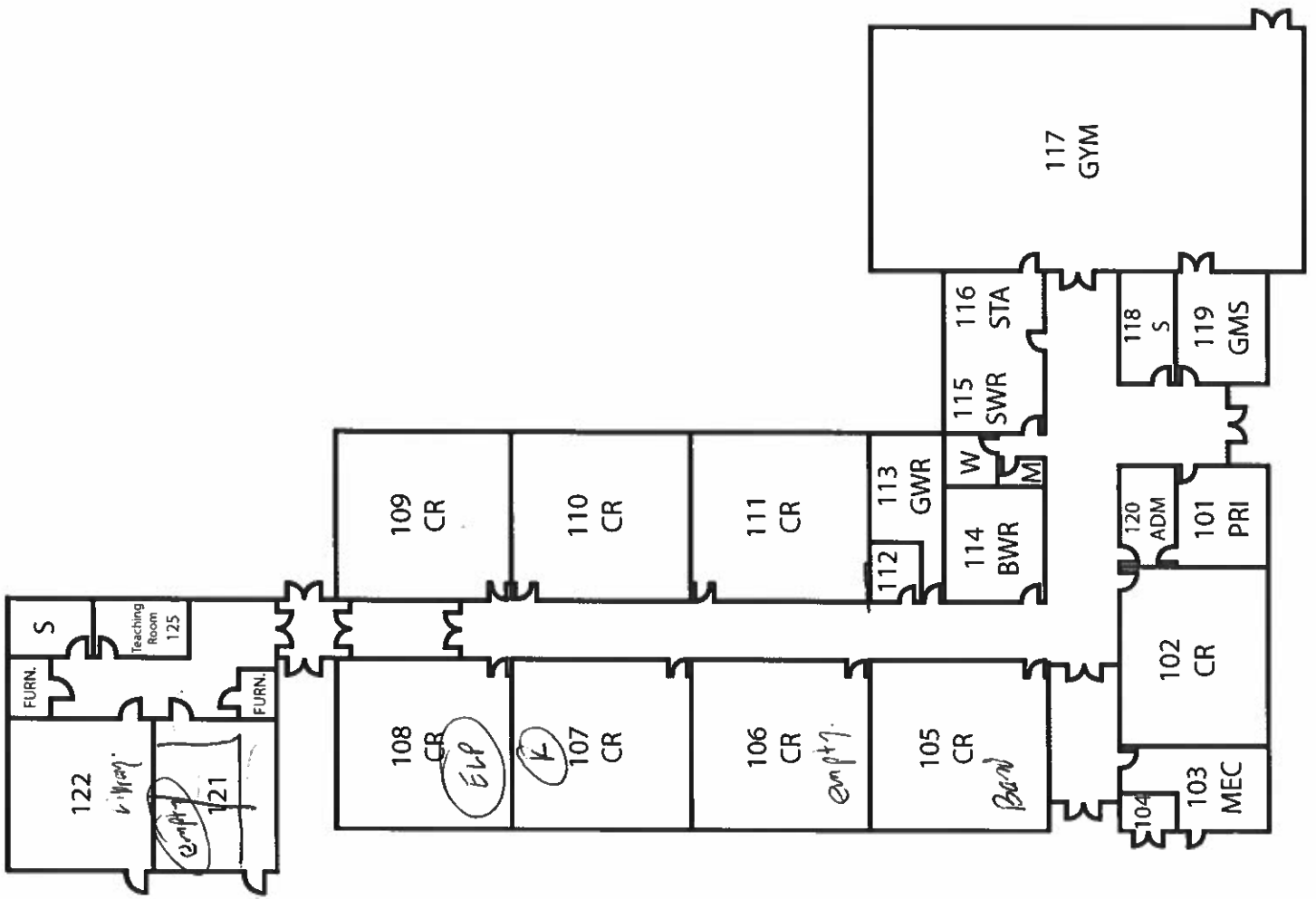
CURRENT = 5 - GIRLS
 7 - BOYS
 2 - UNIVERSAL

PROPOSED = 5 - GIRLS
 4 - BOYS
 3 - UNIVERSAL

EXISTING PARTIAL FLOOR PLAN
 SCALE 1 : 50

ST. FRANCIS BF Washroom
 2 EXISTING PLAN
 JAN. 24, 2019 (1:50)

Renovation Item	Item	Unit Rate	Quantity	Units	Total	Subtotals	Notes
1.0 Barrier-Free Suite							
	Demolition of interior finishes and fixtures	\$ 150.00	32.60	m ²	\$ 4,890.00		Assuming no hazardous materials in the area
	Removal of hazardous materials				\$ -		
	Slab cutting and replacement	\$ 320.00	32.60	m ²	\$ 10,432.00		
	New steel stud and GWB partitions	\$ 145.00	38.40	m ²	\$ 5,568.00		
	Paint	\$ 44.00	54.00	m ²	\$ 2,376.00		
	Wall tile	\$ 180.00	40.00	m ²	\$ 7,200.00		
	Floor tile	\$ 150.00	32.60	m ²	\$ 4,890.00		
	Plumbing Fixtures						
	Water Closets	\$ 1,600.00	3		\$ 4,800.00		
	Urinals	\$ 1,500.00	2		\$ 3,000.00		
	Sinks (single)	\$ 1,500.00	1		\$ 1,500.00		
	Sinks (double)	\$ 5,000.00	1		\$ 5,000.00		
	Showers	\$ 1,200.00	1		\$ 1,200.00		
	Washroom Partitions	\$ 500.00	3.40	m	\$ 1,700.00		
	Drinking Fountain	\$ 3,000.00	1		\$ 3,000.00		
	Change table	\$ 1,200.00	1		\$ 1,800.00		
	Washroom Accessories	\$ 1,530.00	1		\$ 1,530.00		
	Door, Frame, and Hardware	\$ 1,800.00	1		\$ 1,800.00		Allowance
	Ceiling finishes	\$ 90.00	32.60	m ²	\$ 2,934.00		
	Mechanical Allowance		LS		\$ 18,500.00		
	Electrical Allowance		LS		\$ 24,000.00	\$ 106,120.00	
						\$ 106,120.00	
	Location Allowance	5%			\$ 5,306.00		Remoteness factor for Medicine Hat (based on proximity to Calgary)
	Design Contingency	10%			\$ 11,142.60		
	Construction Contingency	10%			\$ 11,726.26		
						\$ 134,294.86	
						\$ 134,294.86	
							No Allowances
						\$ 134,294.86	
	Land Purchase	LS			\$ -		n/a
	Site Services	LS			\$ -		n/a
	Project Administration	n/a			\$ -		No Allowance Made
	Programming	LS			\$ -		n/a
	Design and Consulting Fees	15.00%			\$ 20,144.23		
	Furnishings and Equipment	n/a			\$ -	\$ 20,144.23	No Allowance Made
						\$ 154,439.09	
						\$ 154,439.09	



MEDICINE HAT CATHOLIC BOARD OF EDUCATION
2018 - 2019 IMR PLAN (Amended February 12, 2019)
Schedule 2

PROJECT #	FACILITY	DESCRIPTION	IMR PLAN YEAR	STATUS AT	Carry-forward to 2018-19 Capital	Carry-forward to 2018-19 Expense	Carry-forward Budget	2018-19 Capital (New Projects)	2018-19 Expense (New Projects)	2018-19 Budget (New Projects)
2017-08	Mother Teresa	Install area lighting	2017	Not Started	15,479		15,479			
2017-09	Mother Teresa	Parking Lot - Bus lane	2015	Not Started	5,000		5,000			
2017-21	Notre Dame Academy	Parking Lot (Carried Over From 2012)	2015	Not started	20,000		20,000			
2017-26	St. Francis Xavier	Provide surge suppressor	2017	Not started		4,151	4,151			
2017-35	St. Mary's	Install Whiteboards	2016	Not Started		61,883	61,883			
2017-44	St. Mary's	Sewer main Study	2015	Not Started		3,387	3,387			
2017-58	St. Patrick's	Install BMCS	2015	In progress	36,041		36,041			
2018-15	St. Francis Xavier	Provide barrier free parking stall	2018	Not started		1,190	1,190			
2018-16	St. Francis Xavier	Provide 1 universal barrier free washroom	2018	Not started		10,117	10,117			
2018-17	St. Francis Xavier	Provide ULC approved fire stops	2018	Not started		1,190	1,190			
2018-20	St. Francis Xavier	Replace 7 service sinks	2018	Not started		14,143	14,143			
2018-22	St. Francis Xavier	Replace domestic water heater	2018	Not started		4,285	4,285			
2018-25	St. Michael's	Install door hold devices on fire doors - 2 units	2018	In progress		16,042	16,042			
2018-26	St. Michael's	Provide surge suppressor	2018	Not Started		4,166	4,166			
2018-27	St. Michael's	Provide ULC approved fire stops in Mechanical room	2018	Not Started		1,190	1,190			
2018-30	St. Michael's	Replace domestic water heater	2018	Not Started		4,285	4,285			
2018-31	St. Patrick's	Provide system based surge suppressor	2018	Not Started		4,166	4,166			
2018-32	St. Patrick's	Replace refrigerant condensing unit	2018	In progress	7,974	-	7,974			
2018-33	St. Patrick's	Replace rooftop AC unit	2018	In progress	115,600	-	115,600			
2018-38	Monsignor McCoy	Replace boiler	2018	In progress	29,299	-	29,299			
2018-43N	Notre Dame Academy	PA system	2018	Not started	10,000		10,000			
2018-45N	St. Patrick's	Expansion of Gym storage	2018	In progress	236,587	-	236,587			
2018-54N	St. Mary's	Replace carpet in classrooms	2018	Not Started		10,000	10,000			
2018-55N	St. Patrick's	Water Fountain	2018	Not Started		1,998	1,998			
2019-01	Monsignor McCoy	Install firestopping at firewall penetrations (approximately 60 lineal meters)	2019	Not Started					2,081	2,081
2019-02	Mother Teresa	Bus Lane - Re-surface Asphalt Roadway	2019	Not Started				200,000		200,000
2019-03	St. Francis Xavier	Study - Provide Barrier Free Washroom	2019	Not Started					5,000	5,000
2019-04	St. Mary's	1989 Renewal - 12 RTU & 2 AHU	2019	Not Started				400,000		400,000
2019-05	St. Patrick's	Replace Stainless Steel Service Sinks	2019	Not Started					8,591	8,591
2019-06	St. Mary's	Provide Barrier Free Parking Stall	2019	Not Started					1,196	1,196
2019-07	St. Louis	2nd opinion - Study - Repoint mortar and replace damaged brick on the original building.	2019	Not Started					5,000	5,000
2019-08	Notre Dame Academy	Engineering study to Repair crack and flooring.	2019	Not Started					5,000	5,000
2019-09	Monsignor McCoy	Replace Resilient Flooring (approx. 83.61 m ²) Cyber Room	2019	Not Started					6,157	6,157
2019-10	St. Mary's	Replace BMCS	2019	Not Started				194,879		194,879

MEDICINE HAT CATHOLIC BOARD OF EDUCATION
2018 - 2019 IMR PLAN (Amended February 12, 2019)
Schedule 2

PROJECT #	FACILITY	DESCRIPTION	IMR PLAN YEAR	STATUS AT	Carry-forward to 2018-19 Capital	Carry-forward to 2018-19 Expense	Carry-forward Budget	2018-19 Capital (New Projects)	2018-19 Expense (New Projects)	2018-19 Budget (New Projects)
2019-11	St. Patrick's	Replace furnaces in portables Replace Mechanical Systems (~185 m2/gfa)	2019	Not Started				40,000		40,000
2019-12	Notre Dame Academy	Replace Video Surveillance	2019	Not Started				30,000		30,000
2019-13	All Schools	Continue Interior Painting	2019	In progress				100,000	100,000	100,000
2019-14	Notre Dame Academy	Water Fountain	2019	Not Started					5,995	5,995
2019-15N	St. Patrick's	Change Table	2019	In progress					4,500	4,500
2019-16N	Monsignor McCoy	Door Assist	2019	In progress					2,700	2,700
2019-17N	St. Francis Xavier	Barrier Free Washroom	2019	Not Started	7,616	2,275	9,891	180,000		180,000
GST		GST Portions - Budget			483,596	144,468	628,064	16,718	2,340	19,058
Totals								1,061,597	148,560	1,210,157

IMR Funds Available for 2017-18	2,726,526
less: 2017-18 IMR Funds Capitalized	687,035
less: 2017-18 IMR Funds Expensed	230,514
Prior year IMR Funds Carry-forward	1,808,977
add: 2018-19 IMR Allocation	857,239
IMR Funds Available for 2018-19	2,666,216
less: Prior year project budgets to be completed Capital	483,596
less: Prior year project budgets to be completed Expense	144,468
IMR Funds Available for new projects 2018-19	2,038,152
less: 2018-19 New Projects Capital	1,061,597
less: 2018-19 New Projects Expense	148,560
IMR Funds available for emergent needs or carryforward	827,996

Projects related to Modulares on Modular Requests	379,695
2011/12 Deferred Projects	2,667
2013/14 Deferred Projects	1,160,407
2014/15 Deferred Projects	525,805
2015/16 Deferred Projects	407,979
2016/17 Deferred Projects	17,008
2017/18 Deferred Projects	52,274
2018/19 Deferred Projects	527,252
Total Deferred Projects	3,073,087

4501 Medicine Hat CS Regional Division No. 20
FINANCIAL REPORTING PROFILE
2013/2014 to 2017/2018 School Years

UNE Password

	2013/2014 Actuals*	2014/2015 Actuals*	2015/2016 Actuals*	2016/2017 Actuals*	2017/2018 Actuals*
TOTAL FTE ENROLLED (K - 12)	2,519	2,432	2,431	2,441	2,418
ANNUAL OPERATIONS					
Total Revenues	\$32,129,552	\$31,528,533	\$31,843,064	\$32,161,946	\$32,638,095
Total Expenses	\$31,599,807	\$31,449,801	\$32,900,726	\$32,359,051	\$33,119,418
Excess (Deficiency) of Revenues over Expenses	\$529,745	\$78,732	(\$1,057,662)	(\$197,105)	(\$481,323)
Add (Deduct) Board-funded Capital & Unsupported Debt Transactions	\$68,203	(\$79,003)	\$136,178	(\$10,157)	\$89,719
Net Change to A.S.O. (A.D.O.)	\$597,949	(\$271)	(\$921,484)	(\$207,262)	(\$391,604)
ADJUSTED ACCUMULATED SURPLUS (DEFICIT) FROM OPERATIONS A.S.O. (A.D.O.); AND CAPITAL RESERVES (Note 1)					
Adjusted A.S.O. (A.D.O.)	\$1,332,509	\$1,332,238	\$410,754	\$203,492	(\$188,112)
Adjusted A.S.O. (A.D.O.) To Expenses Ratio:					
4501 Medicine Hat CS Regional Division No. 20	4.22%	4.24%	1.25%	0.63%	-0.57%
Average of All Jurisdictions	6.63%	6.36%	6.51%	5.38%	4.96%
Median of All Jurisdictions	8.34%	7.64%	6.25%	6.13%	5.18%
Average of Jurisdictions having Comparable FTE Enrolment Size	9.45%	8.71%	7.64%	7.02%	6.58%
Median of Jurisdictions having Comparable FTE Enrolment Size	9.22%	8.14%	5.25%	6.76%	5.52%
Adjusted A.S.O. (A.D.O.) Per Student:					
4501 Medicine Hat CS Regional Division No. 20	\$529	\$548	\$169	\$83	(\$78)
Average of All Jurisdictions	\$798	\$770	\$809	\$675	\$628
Average of Jurisdictions having Comparable FTE Enrolment Size	\$1,373	\$1,352	\$1,180	\$1,074	\$1,035
Adjusted A.S.O. (A.D.O.) - Days of Operation (Note 1):					
4501 Medicine Hat CS Regional Division No. 20	10.54	10.59	3.12	1.57	(1.42)
Average of All Jurisdictions	16.58	15.90	16.27	13.45	12.39
Average of Jurisdictions having Comparable FTE Enrolment Size	23.63	21.77	19.09	17.56	16.44
Capital Reserves					
	\$0	\$26,000	\$32,500	\$39,000	\$45,500
Capital Reserves Per Student:					
4501 Medicine Hat CS Regional Division No. 20	\$0	\$11	\$13	\$16	\$19
Average of All Jurisdictions	\$256	\$334	\$382	\$393	\$357
Average of Jurisdictions having Comparable FTE Enrolment Size	\$478	\$577	\$638	\$699	\$660
LIQUIDITY					
Adjusted Net Financial Assets (Debt) Ratio (Note 2):					
4501 Medicine Hat CS Regional Division No. 20	1.45	1.40	1.15	1.09	0.99
Average of All Jurisdictions	1.76	1.57	1.63	1.65	1.61
Average of Jurisdictions having Comparable FTE Enrolment Size	2.31	2.09	2.13	1.98	1.94
Adjusted Net Financial Assets per Student (Note 3):					
4501 Medicine Hat CS Regional Division No. 20	\$558	\$607	\$221	\$178	(\$12)
Average of All Jurisdictions	\$1,011	\$1,045	\$1,099	\$956	\$854
Average of Jurisdictions having Comparable FTE Enrolment Size	\$1,833	\$1,974	\$1,816	\$1,750	\$1,673
CAPITAL ASSETS					
Schools and Other Buildings - NBV to Historical Cost:					
4501 Medicine Hat CS Regional Division No. 20	59.53%	59.42%	62.00%	67.82%	69.73%
Average of All Jurisdictions	56.38%	56.79%	60.30%	62.61%	62.56%
Average of Jurisdictions having Comparable FTE Enrolment Size	52.71%	51.75%	50.59%	54.15%	55.45%
Equipment & Vehicles - NBV to Historical Cost:					
4501 Medicine Hat CS Regional Division No. 20	33.09%	31.65%	27.23%	23.10%	25.58%
Average of All Jurisdictions	28.17%	26.90%	27.46%	28.79%	29.11%
Average of Jurisdictions having Comparable FTE Enrolment Size	29.25%	29.13%	28.10%	27.61%	29.01%

1. **A.S.O. - Days of Operation = A.S.O. (adjusted for SGF) / (Total Expenses / 250 Operating Days)**
2. **Adjusted Net Financial Assets (Debt) Ratio: Financial Assets / (Liabilities - Expended Deferred Capital Revenue)**

3. **Adjusted Net Financial Assets = Financial Assets - (Liabilities - Expended Deferred Capital Revenue)**

ASEBP Trustees' Report

Volume 27-19 No. 01 January 2019

Highlights of the January 18, 2019, Trustees' Meeting

1. Plan Design Changes Reminder

- A number of plan design changes went into effect on January 1, 2019. Check out the [Benefit Changes are Here!](#) article on our website, asebp.ca, for a summary of changes

2. Enterprise Risk Management

- ASEBP recognizes that effective risk management strategies contribute to ASEBP's ongoing success and its oversight is a core responsibility of the ASEBP Trustees
- The ASEBP Trustees participated in a risk assessment workshop focused on plan design and financial risks. Assessment for other risk categories is scheduled for February

3. Governance

- The ASEBP Trustees will be undertaking a governance effectiveness review. The primary objectives are to gain insight into governance functioning, consider ways to evolve the overall governance in step with how the plan has changed over time and identify opportunities to enhance governance practices in ways that will directly support ASEBP's ability to meet its mission and strategic goals

4. Teachers' Conventions

- ASEBP is pleased to be heading back to the various teachers' conventions in February and March. Teachers can drop by the ASEBP booth to learn more about the new and improved My ASEBP, early retirement benefits and the variety of programs offered through the Employee and Family Assistance Program. We'll also have some helpful resources to grab, including 10-minute wellness activities, screen cleaners and more!

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

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.



Allendale Centre East • Suite 301, 6104-104 Street NW • Edmonton, AB T6H 2K7
Phone: 780-431-4786 • Toll-free: 1-877-431-4786 • Email: trustees@asebp.ca
Website: www.asebp.ca



Board Report

February 12th, 2019

Coordinator of Early Childhood Services

Out of School Care Review - The objective of the Out of School Care Review is to contribute to decisions about programming that will provide some consistencies across the District and enhance the effectiveness and efficiency of the Out of School Care Programs in MHCBE. Committee representation for the review will include senior level administration; finance department representation as well as school based administration. Over the next few months we will focus on collecting and compiling data relevant to programming, fee structures, registration processes, etc. Results and recommendations will be discussed with all stakeholders once the review has been completed.

Recommendation: Receive as information

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

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
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

...click on **Registration**

**Medicine Hat Catholic
Board of Education**

Register Now @ www.mhcbe.ab.ca

**Find us @mhcatholic or call us
403-527-2292**

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



It all starts here!

Page 74 of 74

