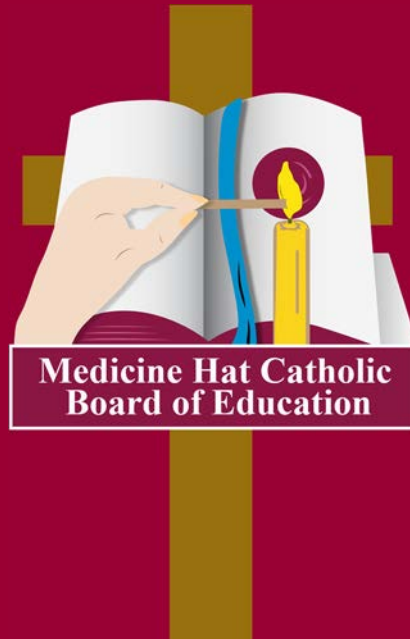


Medicine Hat Catholic Board of Education



PUBLIC AGENDA

Tuesday, March 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: March 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 – February 12, 2019</i> <i>♦Recommendation:</i> "THAT the Minutes of the meeting held February 12, 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 March 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 March 12, 2019 be approved as circulated".</p>	DM	<i>Encl. 5</i>
5.	<p><i>EXCELLENCE IN CATHOLIC EDUCATION AWARD - PRESENTATION 6:00 pm</i> <i>5.1.1 Recipient - 2019 Excellence in Catholic Award.</i> The Board of Trustees announces <i>Mr. Ron Blackmer</i>, Principal at St. Michael's School as the <i>Recipient of the 2019 Excellence in Catholic Education Award. Congratulations Mr. Ron Blackmer!</i> The Excellence in Catholic Education Award was developed by the Catholic Council of School Superintendents of Alberta (CCSSA). Annually, the Medicine Hat Catholic Board of Education sponsor the Recipient to attend the upcoming SPICE Conference hosted by the Alberta Catholic School Superintendents' Association (ACSTA). Mrs. Sandra Richard, Religious Education Coordinator will introduce Mr. Blackmer. In addition, Mrs. Laura Hoffman will be in attendance as the award nominator. Note: A presentation will be made by Board Chair, Mr. Dick Mastel. <i>5.1.2 Nominee - 2019 Excellence in Catholic Award</i> – The Board acknowledges <i>Ms. Carol Kimenius</i> as a Nominee for the Award. Carol Kimenius will be recognized as an Ambassador for Catholic Education. Note: A presentation will be made by Board Chair, Mr. Dick Mastel.</p>	DM	<i>Encl. 6</i>
6.	<p><i>Catholic Education</i></p>	DM	<i>Encl.</i>

	<p>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.</p> <p><u>6.1 Religious Education Report</u> – Sandra Richard, Religious Education Coordinator</p> <p><u>6.1.1</u> David Wells – ACSTA</p> <p><u>6.1.2</u> Donation Drive March15-29</p> <p><u>6.1.3</u> Religion Survey</p> <p><u>6.1.4</u> June meeting with the parishes</p> <p><u>6.1.5</u> Chaplain Update</p> <p><u>6.1.6</u> Marked by God Leadership Conference</p> <p><u>6.1.7</u> Catholic Education Week</p> <p><u>6.1.8</u> GRACE update</p> <p><u>6.2 School Parish Community Relations Committee Report</u> – Robert Risling, Trustee</p>	SR	7 - 8
7.	<p><u>Board Work Plan</u></p> <p><u>7.1</u> Recruitment of the Superintendent of Schools – Update</p> <p><u>7.2</u> Meeting with Bishop McGrattan in Calgary</p> <p><u>7.3</u> Meeting with MLA – Spring or Fall</p> <p><u>7.4</u> MHCBE Staff Social</p>	DM	
		JC	
8.	<p><u>Corporate Communications</u></p> <p><u>8.1</u> – Message from the Premier of Alberta – Indigenous Peoples Atlas of Canada Resources for Jr & Sr High Schools in Alberta.</p>	DM	Encl. 9
9.	<p><u>Superintendent of Schools Report – Mr. Joe Colistro</u></p> <p><u>9.1</u> Strategic Planning Session</p> <p><u>9.2</u> Edwin Parr Teacher Award Update</p> <p><u>9.3</u> International Education</p> <p><u>9.4</u> International Field Trip – Monsignor McCoy Panterra-Sea of Cortez 2020</p> <p><u>9.5</u> Communications Reports</p> <p><u>9.5.1</u> Corporate Communications – Della Dewald</p> <p><u>9.5.2</u> School Communications, Social Media – Jessica Caparini</p>	JC	(Report) 10 - 11
			12 - 18 19 - 20
10.	<p><u>Associate Superintendent Human Resources – Mr. Chuck Hellman</u></p> <p><u>10.1</u> Recess Summit</p> <p><u>10.2</u> Calendar(s) 2019-2020</p> <p><u>10.3</u> Staffing 2019-2020</p>	CH	(Report) 21
			22 - 23
11.	<p><u>Secretary-Treasurer Report – Mr. Greg MacPherson</u></p> <p><u>11.1</u> School Fees</p> <p><u>11.2</u> Policy 2 – Role of the Board – 2nd & 3rd Reading</p> <p><u>11.3</u> 2018-2019 2nd Quarter Financial Update</p> <p><u>11.4</u> 2018-19 Ground-Keeping Contract</p> <p><u>11.5</u> Automated External Defibrillators (AED) Administrative Procedure 162</p> <p><u>11.6</u> ATA Collective Agreement</p> <p><u>11.7</u> 3 Year Capital Plan and 10 Year Capital Plan</p> <p><u>11.8</u> Evaluation of Lands and Buildings Surplus to Board Requirements</p> <p><u>11.9</u> École St. Thomas d'Aquin</p> <p><u>11.10</u> Former St. Louis School (CAPE)</p> <p><u>11.11</u> AP305 – Boundaries and Attendance Area</p> <p><u>11.12</u> MELT and S-Endorsement</p>	GM	(Report) 24 - 28 29 - 41 41- 45 Handout 46 – 61 62 - 66 Separate Encl. 67 – 84 Separate Encl. 85 86 - 88

	<u>11.13 ASEBP Report</u>		89 - 91
12.	<i>Associate Superintendent Learning Services – Mr. Hugh Lehr</i> <u>12.1 Ministerial Order</u> <u>12.2 South Eastern Regional Collaborative Service Delivery (RCSD)</u> – Response to traumatic impacting children & youth.	HL	(Report) 92- 93 94 - 95
13.	<i>Coordinator of Early Childhood Services –Mrs. Terri Ball</i> <u>13.1 Out of School Care Review</u> <u>13.2 Early Learning and Kindergarten PD Day</u>	TB	(Report) 96
14.	COMMITTEE REPORTS (presented by appointed Trustees)	DM	
	14.1 Medicine Hat Catholic Schools’ Education Foundation – Dick Mastel		
	14.2 Representative to ACSTA– Dick Mastel		
	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		97 - 98
	14.9 Spiritual Leadership Scholarship Board Representative – David Leahy		
	14.10 Student Board Advisory Committee – Dick Mastel		
	14.11 Student Enrolment & Retention (Adhoc) Committee – Dick Mastel		
15.	<i>Closing Prayer –</i> Carrying out Your Ministry: Lord, <i>Thank you for being with us during this meeting and for having guided our thoughts, words and actions. Stay with us now as we leave this meeting and return to our respective lives. Help us to keep you, as you are now, in our thoughts, words, and actions. We ask this in your name, Amen.</i>	David Leahy	
16.	<i>Adjournment</i>	Dick Mastel	

NON – ACTION AGENDA

DATE: March 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 – The Medicine Hat Catholic Board of Education 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>Find out more from Alberta Catholic School Trustee’s Association :</p> <ul style="list-style-type: none"> • How your Taxes Work with Catholic Education – Education property tax provides an integral connection between Catholic school boards and their electors. Protecting our Schools- <ul style="list-style-type: none"> ○ Link: https://www.acsta.ab.ca/resources/how-your-taxes-work-with-catholic-education 	
1.2	<p>Diocese of Calgary, Bishop William T. McGrattan -The First Year in Office</p> <ul style="list-style-type: none"> ○ Link: https://www.catholiccy.ca/firstyear.html ○ Link: https://www.facebook.com/calgarydiocese <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.

MEDICINE HAT CATHOLIC BOARD OF EDUCATION

- Excellence in Catholic Education Award -

This prestigious award recognizes Catholic Teachers in Alberta who have done an exemplary job in preparing our youth to grow into outstanding citizens.

Congratulations!
Ron Blackmer

2019 Excellence in Catholic Education Award Recipient
CCSSA Award Category—*Council of Catholic School Superintendents in Alberta*



Presented at the Catholic School Board Meeting - March 12, 2019

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

1. David Wells – ACSTA

Update on status of having David Wells come to our district in March of next year.

2. Donation Drive – March 15-29th :

For two weeks leading up to March 29th, we have the amazing opportunity to help support our local Pregnancy and Family Support Centre, the Champion Centre, and the St. Vincent de Paul Society. The Donation Drive will continue until the morning of Friday, March 29th. All the items will be taken to Holy Family Parish and set up on the tables in the entrance. (These tables will be set up on Friday, March 15th and will remain set up until items are delivered on the 29th). All staff will join the parish community at the church to celebrate a Mass on March 29th beginning at 9:00. Baskets will be set up in the foyer to accept monetary donations to the St. Vincent de Paul Society. This is a wonderful way to serve others and celebrate as a community of faith.

3. Religion Survey

There will be two Religion surveys coming out in the next few months. The first one is coming from Bishop McGrattan and the task force he has initiated in our Diocese on the spiritual needs of our youth. All students in grades 6-12 will be asked to take a five minute survey online in our schools. We have asked for the results to be compiled for our area as well as being part of the greater Diocesan study. The second survey will be for all students in grades 4-12 as well as parents and staff. This is a survey that was administered a few years ago and we wanted to receive updated responses to our questions. This survey will be administered in the second week of April.

4. June Meeting with the parishes

Father Iqbal and Father Tomy would like to meet with all administrators in June to create a calendar of faith events/liturgies/etc. to ensure that our priests are available to schools. This is another way that we can work together with our parishes and build community. This will be taking place on June 5 at the Board Office.

5. Chaplain Update

We have two applicants for the position of Chaplain for our division. The resumes have gone to Bishop McGrattan in Calgary as was requested last June. We are holding the interviews tomorrow afternoon and will keep the Board informed of further developments.

6. Marked by God Leadership Conference in Red Deer in October

The Council of Catholic School Superintendents of Alberta are once again hosting a Leadership conference in Red Deer on October 3 & 4. The theme this year is “The Head, Heart & Soul of Catholic Education.” The last conference they hosted proved to be one of the best Catholic Education Leader sessions that many of us had attended and we are hoping that our administrators will attend this one as well.

7. Catholic Education Week

The date set by the ACSTA for this week will be on May 5-10. We have a number of ideas that were garnered during our Enrollment and Retention Committee meetings. I will be working with the faith leaders from the schools, other Religious Education Coordinators from around the province, ACSTA and the parishes to bring forth ideas that we can implement in our schools. I am circulating some possible events/themes that we may build on.

8. GrACE update

We will get the latest updates in regards to Medicine Hat Catholic’s progress in developing our GrACE group and action for the next few months.



MESSAGE FROM THE PREMIER OF ALBERTA

On behalf of the Government of Alberta, it is my pleasure to provide copies of Canadian Geographic's *Indigenous Peoples Atlas of Canada* to Alberta schools. These four volumes are much more than a learning resource. They represent an invitation to explore reconciliation and honour the experiences of the Indigenous peoples of Canada.

The journey within these pages for educators, students and families is not always an easy one. Truthful examination of our shared past confronts us with painful wrongs that can never be made fully right. As we learn about where we came from and the transformations we've undergone along the way, we will not always be comfortable with what we find. Our province is a great one, but addressing its past is part of the path to meaningful reconciliation—a path we must all walk together.

I invite you to explore these texts with openness and curiosity. Along with a committed focus on Indigenous voices in Alberta's classrooms, this atlas will spark conversations and moments of reflection. If today's students learn to embrace the principles of reconciliation, we can count on a bright, inclusive future for all people in Alberta.

A handwritten signature in blue ink, appearing to be "R. J.", likely representing the Premier of Alberta.



Public Meeting

1. Strategic Planning Session - Reminder

A reminder that 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. The Planning Session will be an opportunity to review our current priorities, and our 3 year Education plan leading to establishing District Priorities for the 2019-2020 school year.

Invitations have been sent out to those who have agreed to participate this year.

We have currently have over 25 participants including trustees, central office senior admin, school based administrators, support staff and parents.

Recommendation: Receive as Information

2. Edwin Parr Teacher Award Update

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 and are pleased to announce that we will be nominating one of them.

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

3. International Education

This year we continued to grow the international education program accepting 2 students at Notre Dame and 3 at Monsignor McCoy. In the fall of 2018 MHCBE will be hosting international students from Korea, Japan, Spain, China, and possibly other countries.

We are looking for Homestay Families for International Student(s)

We are always looking for homestay families. Students attend regular classes, live with a local family, experience Canadian culture, and have opportunity during leisure time to use their English. For the Canadian family it is an excellent opportunity to learn about another country and culture. Homestay families provide a private bedroom, three meals per day, meaningful interaction and conversation on a daily basis, and a friendly home environment.

Matching students with families is done very carefully and is based on information gathered through questionnaires from the student and the homestay application. Our intention is to make this an excellent experience for both the student and the family. If you are or know of any families interested in being a homestay family please direct them to international@mhcbe.ab.ca; for forms and applications.

Upon receiving this information we will make contact.

Recommendation: Receive as Information

4. Monsignor McCoy to Panterra – Sea of Cortez 2020

Monsignor McCoy is requesting approval for a Panterra Eco-expeditions trip to the Sea of Cortez from April 9-16, 2020. The trip is a Marine Biology excursion that Monsignor McCoy has participated in more than 10 times. The Field Trip Assessment Committee including the Lead teachers for the trip reviewed the application on February 14th. The trip will be discussed at the board meeting. Background information will be forwarded to the Board for review.

Recommendation: Receive as Information and approval

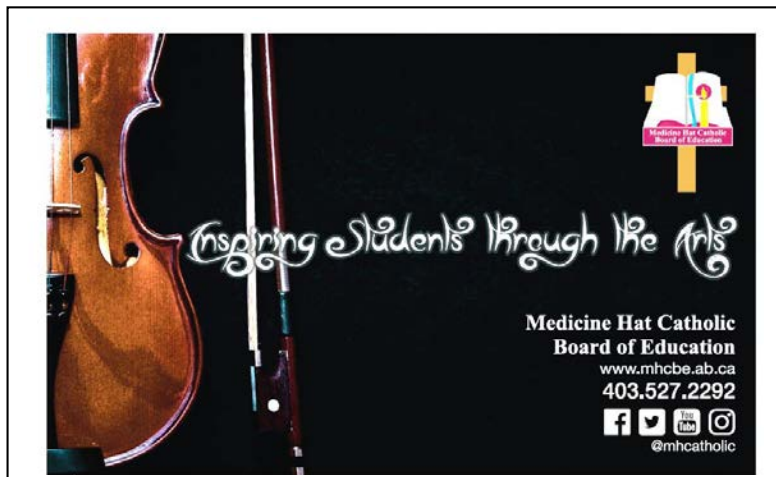
Executive Assistant & Corporate Communications –Della Dewald
Board Meeting – March 12, 2019
Corporate Communications Advertising/Public Relations

1. CONNECTING WITH OUR COMMUNITY

In the News:



- a. **Rotary Music Festival –**
64th Annual Rotary
Festival, March 3-17,
2019.
-Ad Copy in Program.
-Capture video of
performances
throughout the festival
and promote the event
on our web & social
media sites.
-Created Poster,
shared with ADS, posted to Web & Social Media
-[Link](#) to web post/performance



Rotary Music Festival 2019 School Performances			
 			
<i>Monday, March 4</i>			
St. Louis School Gr. 2/3 Choral	11:00 am	MHC Eresman Theatre	
St. Michael's School, Gr. 1-3 Choral	11:00 am	MHC Eresman Theatre	
St. Michael's School, Gr. 4-6 Choir	12:30 pm	MHC Eresman Theatre	
<i>Tuesday, March 5</i>			
St. Mary's School Gr. 7 Fine Arts Choir	10:30 am	MHC Eresman Theatre	
St. Mary's School Gr. 8 & 9 Fine Arts	11:30 am	MHC Eresman Theatre	
<i>Wednesday, March 6</i>			
St. Louis School Gr. 1 Choral Speech	10:30 am	MHC Eresman Theatre	
St. Michael's School Gr. 1 Choral Speech	10:30 am	MHC Eresman Theatre	
St. Michael's School Gr. 6 Choral Drama	10:30 am	MHC Eresman Theatre	
<i>Wednesday, March 13</i>			
Monsignor McCoy High School Woodwind Duet	2:00 pm	MHC Eresman Theatre	
Monsignor McCoy High School Quartet	2:00 pm	MHC Eresman Theatre	
<i>Thursday, March 14</i>			
Monsignor McCoy High School Band	1:30 pm	McCoy High School	
<i>Friday, March 15</i>			
St. Mary's School Band	1:00 pm	St. Mary's School	

All District Staff & Parents:

64th Annual Rotary Music Festival – March 3 – 17, 2019, Medicine Hat

We're excited and proud to announce the Catholic School Performances at this year's MH Rotary Music Festival. This is a wonderful annual event that showcases the amazing young talent in our community. Good luck to Festival Performers!

Plan to attend to see our talented Students & Staff.

- b. **MH News feature story –**
Monsignor McCoy Colts take
varsity girls hoops title!
Congratulations Monsignor
McCoy High School Girls
Basketball team!
 -The story was shared on social
 platforms.
[Link to story online also](#)
[published in MH News Mar 1](#)

- c. **Medicine Hat News, feature**
story – NOTRE DAME WINS
THREE STAR AWARD

- Excellence coverage of
 Notre Dame Academy winning
 Three Star Award for second
 time. This is a national award
 from Physical Health and
 Education Canada
 demonstrating excellence in
 balancing strong curriculum
 learning outcomes with daily
 physical activity Requirements
 include 150 minutes of phys
 ed per week! Congratulations
 Notre Dame Academy!
- [Link](#) to feature story
 -Story was shared on social
 platforms

McCoy Colts take varsity girls hoops title

BY MEDICINEHATNEWS ON MARCH 1, 2019.

[SUBSCRIBE NOW](#)

Once again, Monsignor McCoy reigns supreme when it comes to the local varsity girls basketball league.

The Colts beat a hard-working Crescent Heights team 71-35 on home court Thursday in the Southeast Basketball Conference final, which serves a preliminary title before the 3A South Zone championships next week.

Taytem Rath led a balanced attack for McCoy with 12 points, though seven others had at least two field goals.

Zaira Miller-Shackleton had eight for Crescent Heights, which was 3-3 in the regular season to McCoy's 6-0 record.

Both teams are next off to zones, where McCoy and host Taber's WR Myers are the prohibitive favourites. Myers is ranked first in Alberta in 3A, while McCoy is ranked fourth.



NEWS PHOTO SEAN ROONEY
 Crescent Heights' Kennedy Bloomfield (left) defends as Monsignor McCoy's Megan Morrison drives to the basket during the Southeast Basketball Conference varsity girls final Thursday, Feb. 28, 2019 at McCoy.

Notre Dame wins Three Star Award for second time

BY JEREMY APPEL ON FEBRUARY 28, 2019.

[SUBSCRIBE NOW](#)

jappel@medicinehatnews.com
[@MHNJeremyAppel](https://twitter.com/MHNJeremyAppel)

The Hat's Notre Dame Academy has received a national award from Physical Health and Education Canada.

This is the second time the school has received the Three Star Award, which is given to schools that balance strong curriculum learning outcomes with daily physical activity.

Requirements include a minimum of 150 minutes of physical education per week, or 92.5 hours per school year; an emphasis on student learning, fair play and personal health; and opportunities to be physically active outside of the scheduled gym class.

"At Notre Dame Academy we pride ourselves on using physical literacy as a tool to connect students to their learning and promoting a healthy lifestyle that will transcend into everyday lifestyle," says vice principal Lon Bosch.

Bosch told the News that Notre Dame, which has students from Grades 6-9, was selected for the quality physical education provides to students inside and outside its academy program.

"Our students are able to have health and phys-ed six times a week, and then our academy students are able to receive six periods of activity a week," he said.

The school is fortunate to be able to use the facilities of the nearby YMCA, while academy students – who are trained in baseball, golf, hockey and soccer – have access to other amenities in the city, such as the Family Leisure Centre and Temple Fitness, Bosch said.

Notre Dame has high participation levels, he added.

"The expectation is that (students) are involved and that they're doing stuff, so not sitting out but (are) engaged in the activity," said Bosch.

The school balances its focus on athletics with an additional emphasis on healthy eating and mental wellness, addition to the academic side of the equation.

Bosch says Notre Dame focuses on its three 'A's – academics, action and accountability – to ensure all its students receive a well-rounded education.

"We really want to make sure that kids have healthy minds (and) healthy bodies," he said. "Hopefully, they complement each other, so kids do well in their academics just through the power of sport."

Share this story:



NEWS PHOTO EMMA BENNETT
 Grade Nine students at Notre Dame Academy take part in fitness testing during Phys. Ed class on Wednesday, Feb. 27, 2019. Notre Dame Academy has received a National Award recognizing the quality of their physical education program.

d. Pink Shirt Day – CHATNEWS Today, feature story and MEDICINE HAT NEWS Photos

- We created an opportunity for the local media to go to Monsignor McCoy High School on February 27th, Pink Shirt Day. The media connected with Natasha Taylor and a number of students to highlight their focus on Pink Shirt Day was “kindness” on Pink shirt day.
- This year Monsignor McCoy High School will focus on kindness for pink t-shirt day. To start the day period one classes will be given hearts for their classroom and they are asked to write positive words or compliments to describe the people in the classroom.
- [Link](#) to Feature Story and [Link](#) to Video. Thank you McCoy Students & Mrs. Taylor!
- Communications posted a Pink Shirt Day album to share what the day was like in MH Catholic Schools.



MEDICINE HAT, AB — Monsignor McCoy High School took a moment to stop somewhere to turn and talk to if they need help.

Wednesday is Pink Shirt Day, a day where people wear pink to show their

Students at Monsignor McCoy started the morning by writing positive messages and bulletin boards. The messages are aimed to promote an environment sharing what is on their mind.

“I think it’s very important,” said Cassidy Rae, a Grade 12 student at the school. “People’s lives, so it’s always nice to make them feel better about themselves.”

“Kindness is key basically,” added Hannah Blackmer, another Grade 12 student. “When you’re kind to one another, you feel welcomed by them, you feel that you belong with them. And you feel friends. It’s not kind to someone, or someone’s not kind to you, it makes you feel not nice inside.”

Bullying prevention has become a focus at many schools across Canada, and at Monsignor McCoy it is Blackmer noting it’s one of the main things the school focuses on.

“Personally, I have experienced bullying, and nobody knows until you tell someone,” she said. “When they did something about it.”

She adds in her opinion, students are more open about talking about bullying recently.

“The teachers really get to connect with their students more, that’s what I like about this school,” she said. “They tell someone about this like they’re an old friend of mine. They don’t make you feel like it’s your fault, you feel like you’ve done something wrong.”

Natasha Taylor, a teacher and counsellor at the school, says staff have received training and attended

1. CONNECTING WITH OUR COMMUNITY

e. Parent Communication:

INTERNET SAFETY MESSAGE – As a result of an escalated concern relating to an online hoax namely MOMO challenge which re-surfaced recently, we determined a strategy to develop a communication for parents sent home February 28th.

Strategy:

- Consult with Alberta Health Services, MH Police Service, Neighboring and Regional School Districts
- Determine credible sources for resources for parents and messaging content
- Develop messaging to address the issue without causing greater anxiety
- Take the opportunity to educate about online safety, with a focus on giving parents tool(s) to talk to their children about their online world
- Don't escalate and perpetuate sharing of the information. These kinds of online hoaxes are spread through click bait and bots. The more people read and share, the more the story spreads.
- **Website Post, Social Media Post**
- **Home to Parents via electronic distribution list and/or backpack note**
- **The conversational message to students:** It is important that children (especially young ones) understand this is not a real thing, it's a story that someone created much like characters in a book or in a movie. They need to be reassured they are safe. Although it seems scary, it's only a made up story.

Medicine Hat Catholic Board of Education

February 28, 2019

IMPORTANT MESSAGE - INTERNET SAFETY

There is a viral internet hoax, "the Momo challenge" going around which is creating concern online. The Medicine Hat Catholic Board of Education takes every opportunity to share internet safety best practices with our parents.

Online challenges such as the Momo Challenge unfortunately do circulate quite regularly. Parents should not overreact; however, it is important that you speak with your children regarding all aspects of their online activity and explain potential risks of using certain online platforms so that they can recognize dangerous online behaviour.

What can families do?

- This is an excellent opportunity to talk to your child about online safety.
- Children should be encouraged to report concerning online behaviour that makes them feel uncomfortable to a trusted adult.
- The key to equipping your child with internet safety skills is communication.
- Talk to your child about not engaging with or following the advice of strangers online.
- Set reasonable expectations, create house rules.
- Have access to email accounts and passwords.
- Teach children how to protect their personal information.
- Regularly review your child's online activity and use parental controls as necessary.
- Parents and children are encouraged not share information or links without verifying their credibility.

We have provided a link to information from the Government of Alberta regarding Internet Safety. www.humanservices.alberta.ca/InternetSafety/internetsavvy.html
The *Practical Tools and Guidelines* feature provides parents with valuable information on "how to communicate with your kids", samples of "family online agreements" plus additional resources including "parenting checklists".

In Medicine Hat Catholic Schools the safety and well-being of our students is always our utmost concern. In general we encourage parents to have conversations with their children to encourage internet safety. If you require further information or wish to speak with someone contact your child's school Principal.

f. Excellence in Catholic Education Award Messaging –

- All District Staff Notice
- February Board Bulletin
- March 12, 2019 Board Meeting - Award Recipient, Mr. Ron Blackmer will be acknowledged by the Board of Trustees at the upcoming March 12, 2019 Board Meeting. Congratulations Ron! Everyone is welcome to attend.
- [Link](#) to the Story

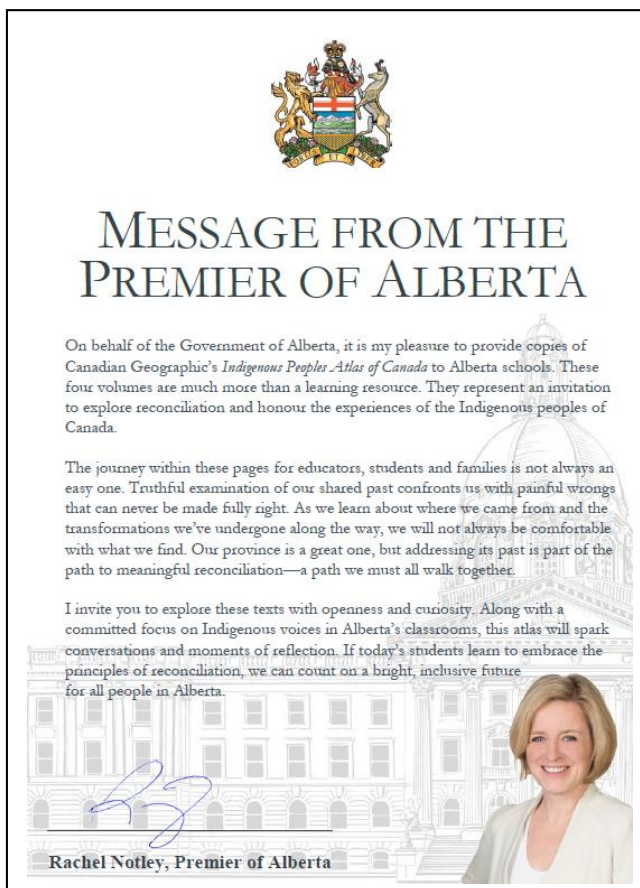


g. MLA Bob Wanner – Visit to MH Catholic Schools

- MLA Robert Wanner visited **Junior High Schools & High Schools** in Medicine Hat tomorrow delivering a new resource (set of 4) titled: **Canadian Geographic's Indigenous Peoples Atlas of Canada**. On behalf of the Government of Alberta, a set of Canadian Geographic's *Indigenous Peoples Atlas of Canada* is being provided to Jr. High & High Schools throughout the province.
- Link to the resource: <https://indigenouspeoplesatlasofcanada.ca/>
- An opportunity was created for MLA Wanner to visit Monsignor McCoy High School to bring FNMI resources on behalf of the Province. The schools also received a letter from the Premier's office.



- Resources (set of 4) and letter from the Premier for Monsignor McCoy High School, St. Mary's School & Notre Dame Academy.



h. Nutrition Program Promotion –

- Student leaders from the elementary schools visited the high school to learn about the new **Canada Food Guide!**
- [Link](#) to the story featured on MHCBE Web & social media.



2. Advertising Product Development

1. **District-Wide Video** – We are finalizing a MHCBE District-Wide Video. We are really excited about the video. We look forward to being able to utilize the further promote MHCBE Schools and programming offered. We hope to have it ready for the next meeting.
 1. **Vignette** - In addition to the video we are working with the videographer to create a vignette to focus on Catholicity. As you know a vignette tells the deeper story on a particular subject. We have chosen a religious focus for the vignette. Next: Our videographer will be meeting with Sister Vicky in early March at St. Patrick's Parish to

have a conversation on the uniqueness of Catholic education. She will talk about the story on how the Sisters of Charity of St. Louis brought Catholic education to our community in the early 1900's and to present day on the experience of students in a catholic school and the connection between the Church, the Parish & our Community. The backdrop of church in the vignette will be perfect for the dialogue of the conversation with Sister. This will be a very unique piece of footage for us to utilize for marketing and public relations.

2. School Brochures & District Brochure – Review

-Each MHCBE School has a dedicated brochure to highlight the School & Programs. In addition a District brochure will be created. We met with the Parent Association in February to have the brochures vetted by the parent community, this was very helpful to hear their feedback. This project will continue with brochures available for the upcoming school year. Ideally, each of our parishes would be provided with brochures from each of our schools along with the district brochure, the district brochure will have the annual calendar).



Social Media Activity

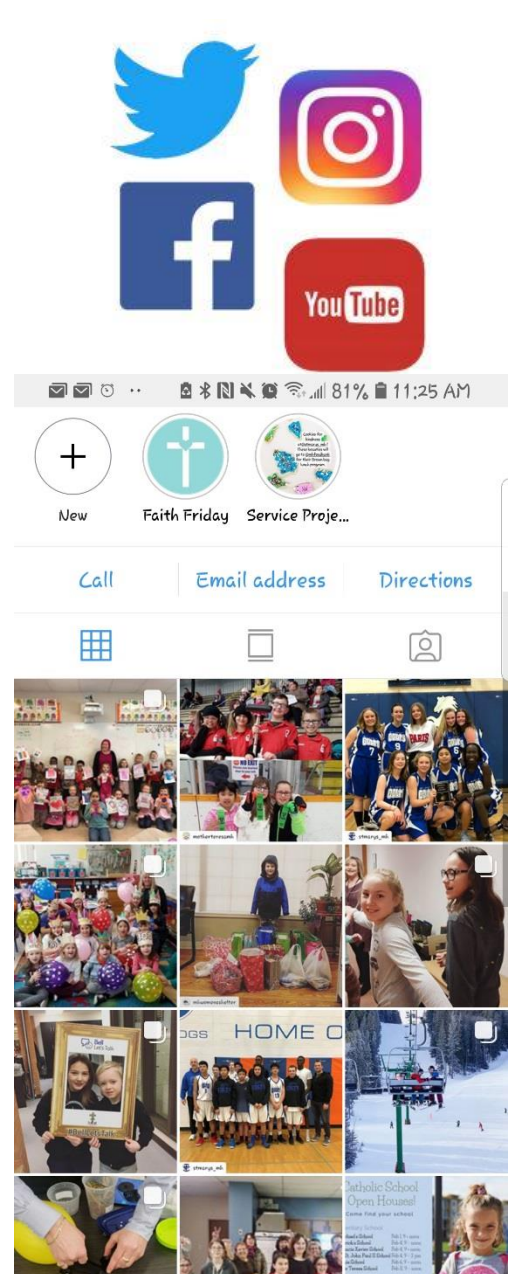
1041 to 1062 likes on **Facebook** 629 to 640 followers on **Twitter**
 604 to 617 followers on **Instagram**

December Projects:

- ✓ School open House Calendars
- ✓ 100th Day of school photo album
- ✓ Valentines Photo Album
- ✓ Pink Shirt Day promotion, photo album, web article
- ✓ Banners redone (Feb Reg info removed)
- ✓ Youtube radio ads shared
- ✓ Brochure consultation with parent group
- ✓ Internet Safety Information
- ✓ NDA Award – Media release, blog story
- ✓ Aladdin Jr. – Media Release, promoted on social media and website, created fb event

March Projects:

- Complete Nutrition Video
- Rotary Music Festival performance photos & video
- Ash Wednesday Calendar, photos from services
- Co-ordinate with Derrian!



We encourage all of our families to speak with their children regularly about online safety and app usage.

Visit our website for information and resources you can use to have these conversations with your children!

Some safety tips: ... See More



MHCBE.AB.CA
Internet Safety
 Back to Blog Internet Safety Posted on February 28, 2019 IMPORTANT...



Monsignor McCoy High School shared a link.
Published by Mhcbe Schools [?] · 44 mins ·



CHATNEWSTODAY.CA

VIDEO: JV Colts capture league championship to finish season



Medicine Hat Catholic Board of Education shared a post.
Published by Mhcbe Schools [?] · February 26 at 2:06 PM ·

This School Nutrition Program provides four of our schools with daily lunches! We're happy to see our students learning about healthy choices together.



Day of School at MHCBE!
35 Photos



MHCBE.AB.CA

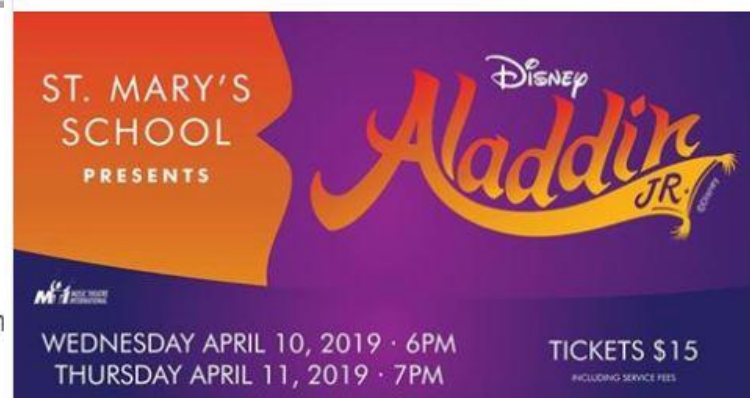
Congratulations Ron Blackmer, 2019 Excellence in Catholic Education Award recipient!

1,079
People Reached

514
Engagements

[Boost Post](#)

ation form



Aladdin Jr.

St. Mary's School Medicine Hat · Medicine Hat

WED, APR 10

6:00 PM – 7:30 PM

★ Interested

THU, APR 11

7:00 PM

Alberta, and will be available for all students to learn from.



YOUTUBE.COM

It's February Registration! Welcome Students.

We're accepting registration for all new students! Visit mhcbe.ab.ca to learn more.



Pink Shirt Day 2019

**Associate Superintendent Human Resources
Board Meeting, March 12, 2019**

1. Recess Summit

In December, MHCBE with consultation from Desirea Agar, the Health Promotion Facilitator for Alberta Health Services, and Moving and Choosing, applied for a \$15 000 Comprehensive School Health Funding grant to host a Recess Summit in Medicine Hat. The application was successful. We have been able to contract the services of Dr. Lauren McNamara from Ryerson University. Her area of expertise is the cumulative influence of daily recess on children's prosocial behaviors, developmental health trajectories and academic success. She will be presenting on the research surrounding recess and play on students' success and will also be giving concrete ideas and plans on how to make recess effective in improving the social, emotional, physical, behavioral and academic success for students.

The summit is scheduled for May 31st and will be held at the Medicine Hat College. Participants from the surrounding school districts as well as the Medicine Hat College are invited to attend. From MHCBE, elementary and middle school administrators and health champions will be attending.

Recommendation – N/A

Attachment – N/A

2. Calendar 2019-2020

Senior Administration, the Board, school leadership, teachers and parent councils have been given the opportunity to provide feedback on the draft 2019/2020 school calendar as presented in the February Board meeting. A calendar for the 2019-2020 school year will be presented to the Board for approval.

Recommendation: The board approve the 2019/2020 school year calendar as presented.

Attachment – 2019/2020 school calendar

3. Staffing 2019-2020

On March 13th, we will be interviewing for the Chaplaincy. Our predicted starting date will be April 1st, however, that will depend on the availability of our successful candidate. We have posted 2 positions for the 2019-2020 school year, a drama instructor for the Monsignor McCoy High School, and an elementary Physical Literacy/Academy specialist for St. Francis Xavier School.

Accurate student numbers for the 2019-2020 school year and a provincial budget will be needed to move to much farther in staffing for next year.

Recommendation – N/A

Attachment – N/A

MEDICINE HAT CATHOLIC BOARD OF EDUCATION

SCHOOL YEAR CALENDAR - MEDICINE HAT

DRAFT 2019-2020

S M T W T F S

S M T W T F S

S M T W T F S

August

11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

3	School PD Day - Teachers only
0	Instructional
3	Total
28th	First day for Teachers
30th	Faith Formation

September

1	2	3s	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

S	First day for Students
1	P.D.
19	Instructional
20	Total

October

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1	P.D.
21	Instructional
22	Total

November

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1	P.D.
19	Instructional
20	Total

December

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19th	Last FULL day of classes
1	P.D.
14	Instructional
15	Total

January

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24H	25
26	27	28	29	30	31	

H	High School Instructional Day
1	Elem/Middle Only P.D. - No students
19	Elem/Middle - Instructional
20	Total - Elem/Middle
20	Instructional - High School

February

						1
2	3S	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

2	Teacher convention
15	Instructional
17	Total
2	Non - operational
S	First day of 2nd Semester

March

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1	P.D.
21	Instructional
22	Total

April

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

0	P.D.
16	Instructional
16	Total

May

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1	P.D.
19	Instructional Days
20	Total

June

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1	PD/Staff Days
20	Instructional Days
21	Total
26th	Last day for Students
29th	Last day: Teachers

Semester

	1	2	Total
Instructional Days			
Elementary	92	91	183
Middle	92	91	183
High School	93	91	184
Non-Instructional Days			
PD/School Closing Days: Elem/Middle Schools			
	8	5	13
PD/School Closing Days: High School			
	7	5	12

TOTAL 196

www.mhcbe.ab.ca

DRAFT 2019-2020

www.mhcbe.ab.ca

Extra PD Days (No School) for Kindergarten & ELP: October 25, November 29, February 7, March 6 & May 29
Last Day for Kindergarten & ELP: June 24

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

1. School Fees

The 2019-20 school fees for the Medicine Hat Catholic Board of Education are ready for approval by the Board of Trustees in accordance with AP505 – School Fees.

Schools prepared their school fees schedules for the 2019-20 school year and were directed to present them to their school council. The district also presented the entire fee schedule to the Parent Association on February 25, 2019.

While the list of fees is comprehensive, many of the fees are potential fees only if the parent fundraising group does not provide the funds for the activity. This allows for the activity to continue with parents paying for the student participation.

Senior administration is recommending the 2019-20 School Fee Schedule be adopted.

Recommendation: *That the Board of Trustees for the Medicine Hat Catholic Board of Education approved the 2019-20 School Fees as presented.*

Attachment:

- a. 2019-2020 School Fee Schedule
- b. 2018-2019 School Fee Schedule
- c. AP505 – School Fees

2. Readings 2 and 3 for Amendment to Policy 2 – Role of the Board

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.

In the February Board Meeting the Trustees approved the first reading on a change to the wording of Policy 2 section 9.12 to read “Approve school fees as defined by the Minister of Education including International Student Fees, Before and After School Fees and Early Learning Fees

Recommendation: *Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education approve second 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 including International Student Fees, Before and After School Fees and Early Learning Fees”.*

Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education approve third 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 including International Student Fees, Before and After School Fees and Early Learning Fees”.

Attachment:

- a. Policy 2 – Role of the Board

3. 2018-19 2nd Quarter Financial Update

The 2018-19 2nd quarter financial update will be presented at the public board meeting.

Recommendation: *None*

Attachment: 2018-19 2nd Quarter Financial Update – separate distribution.

4. 2018-19 Ground-Keeping contract

The RFP for the grounds keeping contract has closed and awarded to the Medicine Hat Public Board of Education.

Recommendation: *None*

Attachment: Grounds-keeping Tender Assessment

5. Automated External Defibrillators ('AED') Administrative Procedure

TAED's have been purchased and installed in all schools. A draft AP has been developed on the AED process within the district. The AP has been reviewed by senior administration and the District Leadership Team.

Recommendation: *None*

Attachment: Draft AP 162 – Automated External Defibrillators

6. ATA Collective Agreement

The final wording of the ATA collective agreement for September 1, 2016 to August 31, 2018 has been agreed to. The agreement has been signed by MHCBE and we are waiting on the final signatures from the ATA.

No action required by the Board of Trustees.

Recommendation: *None*

Attachment: Collective Agreement with the ATA – September 1, 2016 to August 31, 2018

7. 3-Year Capital Plan and 10-Year Capital Plan

The draft plan as presented to the Board of Trustees in the Committee of the Whole is ready for approval by the board. The three major priorities of the plan consists of following:

1. Right-sizing and modernization of St. Mary's School – Estimated Project cost \$ 12.6 million. Value scoping requested for 2019.
 - a. Facility right-sizing to reduce capacity to 450 students ensuring sustainable operations and maintenance;
 - b. Facility modernization to enhance Fine Arts facilities for the Fine Arts Academy, and facilitate a 21st century learning environment for all students; and,
 - c. Address pressing maintenance/replacement requirements for HVAC and electrical systems and upgrade building envelope.
2. Right-sizing and modernization of Mother Teresa School – Estimated project cost \$ 7.8 million. Value scoping to be requested for 2020.
 - a. Facility right-sizing to reduce capacity to 350 students ensuring sustainable operations and maintenance into the future
 - b. Facility modernization to better facilitate a 21st century learning environment for all students;
 - c. Address modular classroom that are beyond service life and address pending HVAC and envelopment replacement.
3. Modernization of St. Michael's School – Estimated Project cost \$ 6.4 million. Value scoping requested for 2021.
 - a. Facility modernization to better facilitate a 21st century learning environment for all students including open Learning commons; Address building components including electrical capacity.

Recommendation: *Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2019 3-year and 10-year Capital Plan as presented and submit it to Alberta Education as required for the 2019 Capital Plan submission.*

Attachment: 3-year Capital Plan and 10-year Planning Priorities

8. Evaluation of Lands and Buildings Surplus to Board Requirements

The Evaluation of Lands and Buildings Surplus to Board Requirements was reviewed and amended to address the facilities which had no use identified in the 3-year capital plan along with addressing lands to be allocated to MHCBE as part of development of sub-divisions.

Recommendation: *Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education in accordance with Policy 19 approve the March 2019 Evaluation of Lands and Building Surplus to Board Requirements and distribute as required to the City of Medicine Hat and Alberta Education*

Attachment:

- a. Evaluation of Lands and Buildings Surplus to Board Requirements – March 2019
- b. Policy 19 – Surplus Lands and Buildings

9. École St. Thomas d'Aquin

Presentation in Committee of the Whole

Recommendation: *To be distributed*

Attachment: None

10. Former St. Louis School (CAPE)

Presentation in Committee of the Whole

Recommendation: *To be distributed*

Attachment: None

11. AP305 – Boundaries and Attendance Area

The Board work plan has AP305 – Boundaries and Attendance Area Established by March 31. Presentation in Committee of the Whole. At the January 2019 public meeting it was presented to the trustees that an assessment was made and no changes to the boundaries or attendance areas was needed.

No action required.

Recommendation: *None*

Attachment: AP305 Boundaries and Attendance Areas

12. MELT and S-Endorsement

A briefing note is provided on the changes to the transportation regulations specifically dealing with the MELT and S-Endorsements.

No Board action needed.

Recommendation: *None*

Attachment: MELT and S-Endorsement Briefing Note

13. ASEBP Report

The ASEBP Trustees' Report is presented for information only.

Recommendation: *None*

Attachment: February 2019 ASEBP Trustees' Report

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: _____

11

Approved

11

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 - *Potential Fees without Parent Council funding or fundraising

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 - *Potential Fees without Parent Council funding or fundraising

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 (<i>maximum fee if no fundraising</i>)	\$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 (<i>not paid directly to NDA</i>) ~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 – (<i>not paid directly to NDA</i>)	\$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 (<i>potential fee if unable to secure grant</i>)	\$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

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

**Medicine Hat Catholic Board of Education
Grounds-keeping Tender Assessment
February 2019**

Background

The Medicine Hat Public Board of Education ('Public Board') has been providing grounds-keeping for the Medicine Hat Catholic Board of Education for many years. The services have been very good and there have not been concerns with the quality of service provided.

In previous years a scan was made of certain vendors, including the City of Medicine Hat to see if there was interest and a decision was made to continue with sole-sourcing the services with SD76. Recently, there have been vendors inquiring about opportunities with us who claim to have the capacity to take work of this scope on.

As a public body we should obtain public tenders to ensure good financial stewardship. We feel this is an appropriate time to ensure the price for the service is evaluated. As such, a tender has been issued for the 2019 growing season to obtain quotes from vendors on the provision of grounds-keeping in accordance with AP515 - Procurement. The tender was posted on Alberta Purchase Connection in compliance with our TILMA and NWTa responsibilities. It was also posted in the Medicine Hat News, posted to our website and delivered to specified vendors in the community. The Public Board was notified of our decision and the process and that their proposal would be kept in the decision.

The closing date for the was February 15, 2019

Outcome

The tenders received are the following (excluding GST):

Vendor	Annual Rate (26 weeks)
GRM Inc.	\$ 225,420
Gitter Done	197,436
Avara Landscaping	182,695
ProStein	143,955
Elevation Landscaping	119,763
Medicine Hat Public Board of Education	109,800

The Public Board was the least cost and will be awarded the tender in accordance with AP515-Procurement section 2 where services does not exceed \$200,000 and

- 2.1 Services included in 2018-19 budget; and,
- 2.2 – contract awarded to the lowest tender or quotation.

As this is a public tender in accordance with section 3 and was not called by the Board, it may be awarded by the Secretary Treasurer.

The Secretary-Treasurer has awarded the contract to the Public Board on February 19, 2019.

Consideration should be given for the 2020 and 2021 growing season for sole-source the grounds-keeping agreement to SD76 in light of the material variations of the agreement. Annual sole-sourcing may be an administrative aspect which is not resulting in material savings. Planning should be undertaken to have another tender for the 2022 growing season. This would provide for a three-year agreement with two sole-sourced years.

Questions should be addressed to the Secretary Treasurer.

Prepared,

A handwritten signature in black ink, appearing to read "Greg MacPherson".

Greg MacPherson, CPA, CGA
Secretary Treasurer

References:

1. AP515 – Procurement
2. Grounds Agreement – MHPBE
3. 2019 Request for Tender – Grounds Keeping



Grounds Management Contract

2019

AGREEMENT

with

**MEDICINE HAT CATHOLIC BOARD OF EDUCATION
1251 1 Avenue SW
Medicine Hat, AB T1A 8B4**

January 3, 2019

**Medicine Hat Public Board of Education
o/a: Medicine Hat Public School Division
601 – First Avenue SW,
Medicine Hat, AB T1A 4Y7
Phone: (403) 528-6716
Fax: (403) 528-6571**

GROUNDS MANAGEMENT SUMMARY

The following outlines guidelines for Grounds Management to be performed for the Medicine Hat Catholic Board of Education by the Grounds Department of Medicine Hat Public School Division.

Administration and Site Inspection

Supervision and administration of all maintenance activities, including monthly site visits to ensure proper maintenance performed.

Mowing

Mowing and trimming of turfgrass areas on fronts and fields.

DRAFT

Sweeping

Mechanical removal of leaves and grass from fronts, fields, and fence lines in spring and fronts and fence lines in the fall.

Fertilization

Application of slow release fertilizer to all turfgrass areas minimum of one application and maximum of two.

Weed Control

Selective broadleaf weed control to all turf areas when warranted; maximum of one application.

Non-selective application of herbicide to non-turf areas when warranted; minimum of one application and maximum of two.

Irrigation

Repair and maintenance to all irrigation systems following a routine schedule. This includes spring start up and fall winterization.

Snow

Removal of snow from Regional office; includes staff and maintenance parking lot.

2019 CONTRACT AMOUNT

January 1, 2019 to December 31, 2019 \$ 109,800 plus GST

Medicine Hat Catholic Board of Education

Greg MacPherson, Secretary Treasurer

Rick (Dick) Mastel, Board Chair

Date

Date

Medicine Hat School Public Division

Jerry Labossiere, Secretary Treasurer

Mark Davidson, Superintendent

Date

Date

Administrative Procedure 515

PROCUREMENT

Background

In order for the Division to demonstrate sound financial management practices, sound purchasing practices, which ensure that funds are efficiently spent, must be in place.

The Division will ensure that equitable, economical, sustainable and consistent practices are implemented for the procurement of goods and services.

Procedures

1. This procedure applies to all schools of the Division.
2. The Secretary-Treasurer is delegated the authority to accept any tender, quotation or request for proposal, the value of which does not exceed \$200,000 subject to the following:
 - 2.1 The goods and/or services are identified within the approved capital or operating budget.
 - 2.2 The contract is to be awarded to the lowest tender or quotation. In the event where the contract is to be awarded to any firm other than that offering the lowest tender, the tender shall be submitted to the Board for approval.
 - 2.3 The contract is to be awarded to the highest rated request for proposal.
 - 2.4 Division employees shall, whenever appropriate, use local firms as suppliers of goods and services providing their prices and quality of goods and/or services are competitive.

3. Procurement Methods

The following are descriptions of the tendering methods to be employed by the Division:

3.1 Public Tendering

If a contract is to be awarded based on the tenders and if the Board called the tender, then the Board shall award the contract by motion; otherwise, it shall be awarded by the Secretary-Treasurer.

3.2 Invitation to Tender

Vendors will be invited to submit tenders based on written specifications. Where possible, a minimum of three vendors will be invited to submit tenders. The Secretary-Treasurer shall receive the bids and shall open them in public. If a contract is to be awarded based on the tenders and if the Board called



the tender, then the Board shall award the contract by motion; otherwise, it shall be awarded by the Secretary-Treasurer.

3.3 Requests for Proposals (RFP's)

The request for proposal format is part of a methodology used to determine exactly what is available in the market. The RFP codifies a set of requirements and specifications so that each vendor is dealing with the same information simultaneously. This is designed to facilitate evaluation of suppliers' proposals. The following steps are used in the RFP format:

- 3.3.1 Establish Selection Committee. The committee will include the Secretary-Treasurer and least two other members.
- 3.3.2 Select the suppliers.
- 3.3.3 Prepare the RFP specifications
- 3.3.4 Set the evaluation criteria
- 3.3.5 Clarification of proposals
- 3.3.6 Evaluate proposals

A closing date and time must be used to avoid delinquent receipt. Proposals which are received after the closing date will be returned.

4. Partnerships

- 4.1 Public organizations are defined as those organizations funded by public dollars, such as school boards, municipalities, health authority boards, hospitals, colleges, universities and other federal/provincial organizations.
- 4.2 A partnership may be established with another public organization where it is deemed to be of benefit to Medicine Hat Catholic Board of Education.
- 4.3 Partnerships with public organizations must be approved by the Board.

5. Tender Procedures

- 5.1 Tenders or request for proposals normally will be advertised by a minimum of one newspaper advertisement in the local newspaper.
- 5.2 The Secretary-Treasurer shall receive the sealed bids and open all tenders in public.
- 5.3 Normally a tender will close at 10.00 am local time on Tuesday or Thursday, unless otherwise designated by the Secretary-Treasurer.
- 5.4 The posting period normally will be two (2) weeks unless otherwise designated by the Secretary-Treasurer. Generally, the posting period will not be less than seven (7) calendar days.

- 6. Procurement of material and services under \$15,000 need not be tendered. Verbal quotations followed up by written confirmation may be obtained for purchases of standard or non-complex material. Prices are to be recorded to serve as a back up if documentation is required after the order is placed. A minimum of two quotations is acceptable for verbal or written quotations.



7. Procurement of goods and services between \$15,000 and \$50,000
 - 7.1 Are to be awarded on the basis of written quotations. When time permits and the need and specifications are sufficiently defined, tenders may be deemed appropriate.
 - 7.2 When purchasing materials and/or services requiring written quotations, prices will be solicited from three or more vendors. In the case of proprietary items, more than one price is often not possible and is to be so noted on the requisition.
 - 7.3 Quotations will be solicited only from vendors deemed qualified by the Secretary-Treasurer.
 - 7.4 Answers to technical questions arising during the quotation period are to be provided by the requisitioner. In an effort to limit the number of contracts, the requisitioner is to ensure all potential suppliers are provided the same information.
 - 7.5 After all quotations have been received and examined for completeness, a summary sheet is to be prepared noting all pertinent data. Determination of the low quotation and award of the order will be made only after all aspects, including preferences of the requisitioner, have been considered. The information gathered will be kept with the purchase order as back up.
 - 7.6 When circumstances warrant the solicitation of a quotation is inappropriate, the facts will be documented and the approval of the Secretary-Treasurer shall be obtained and noted.
 - 7.7 Unless a specific exception has been obtained from the Secretary-Treasurer, quotations shall not be solicited from, nor any order placed with a company that:
 - 7.7.1 Is owned, controlled or actively influenced by any Division employee or immediate relative of said employee.
 - 7.7.2 Employs in a management, consulting or sales capacity, any employee who is a Division employee
 - 7.7.3 Employs in any capacity a Division employee who is in a position to influence the selection of, or conduct business with, such a supplier.
8. Procurement of goods and services between 50,000 and \$200,000
 - 8.1 Procurement of materials and /or services between \$50,000 and \$200,000 may be by competitive tender, invitational tender, or request for proposal.
9. Procurement of goods and services over \$200,000
 - 9.1 Procurement of material and/or services over \$200,000 shall be by public tender or public request for proposal.

Reference: Section 27, 60, 61, 80, 113, 116, 121, 195 School Act
 Freedom of Information and Protection of Privacy Act
 Agreement on Internal Trade; Annex 502.4
 School Buildings and Tendering Regulation 383/88



**FACILITIES GROUNDSKEEPING SERVICES
2019 GROWING SEASON**

INSTRUCTIONS TO BIDDERS & GROUNDSKEEPING GUIDELINES
(Tender instructions 1., 2., & 6., not applicable for contract renewal)

1. INTENT

- 1.1 The intent of this tender is for the Medicine Hat Catholic Board of Education (hereinafter called The Board) to obtain a formal offer by a groundskeeping company who will act as a Contractor, to perform services to the extent indicated on the enclosed details and as specified herein.

2. TENDERS

- 2.1 Sealed Tenders fully executed, dated and endorsed will be received by:
Medicine Hat Catholic Board of Education
1251 1st Ave SW
Medicine Hat, AB T1A 8A4

Attention: Francis MacQuarrie **on or before February 15, 2019 at 12:00 pm.**

- 2.2 Tenders shall remain open and shall be irrevocable for a period of thirty (30) days after the tender closing date.

3. TENDERERS

- 3.1 The fact of a Contractor submitting his bid shall be construed by The Board to mean that the person bidding agrees to carry out all conditions set forth in the specifications. Should the bidder find any discrepancies, omissions, or conflict between the specifications and site conditions, this shall be brought to the attention of The Board prior to tender.
- 3.2 Before submitting a tender, bidders shall carefully examine details and specifications; check all existing conditions and/or limitations.

4. RESPONSIBILITY OF CONTRACTOR

- 4.1 The Contractor is responsible for all permits, licenses, and other fees to carry out the services specified.
- 4.2 Whereas the Work of the Contract to be carried out is on public property, the Contractor shall provide a current Criminal Records Check for the individual(s) performing the work.

5. DISCREPANCIES AND OMISSIONS

- 5.1 Failure of the Tenderer (should he become the successful bidder) to inform or bring to the attention of The Board at the time of tendering, any such discrepancy as appears obvious, shall be assumed as indicating his willingness to accept the

original intent and meaning as may be interpreted by The Board, within the reason of standard practice. The failure to bring to the attention of The Board any obvious omission or discrepancy will cause the Contractor to become responsible for completing such work without added compensation.

5.2 A Bidder, finding discrepancies in, or omissions from, the specifications or other documents, or having any doubt as to the meaning or intent of any part thereof, shall at once inform The Board who will provide written instructions by Addendum or explanations to all bidders.

5.3 For clarification prior to the tender closing date contact:
Francis MacQuarrie by phone @ 403-502-8358

6. AWARD OF CONTRACT

6.1 The Board does not bind itself to accept the lowest nor any tender.

7. TENDER

7.1 Bidders shall include all applicable taxes, excluding G.S.T., in tender.

8. SITE EXAMINATIONS

8.1 Bidders shall carefully examine the existing building sites before submitting a tender to satisfy himself/herself as to the nature and location of the work and location of the work and local conditions of the work, the means of access to the site, all necessary information as to risks, contingencies and circumstances which may affect their tender, and all other matter which can in any way affect the work. Bidders are to check in with the school's general office during working hours prior to entering the site. The Bidder is responsible for obtaining all information required for the preparation of the tender. Alternatively site visits may be arranged by contacting Francis MacQuarrie, Facilities Supervisor, at 403-502-8358 .

8.2 Claims for additional costs will not be considered with respect to conditions that would reasonably have been ascertained by an inspection of the site prior to tender closing date.

9. DAMAGES

9.1 The Contractor shall, if as a result of his/her work, repair any damage made to buildings, property, or equipment at his/her own expense and to the satisfaction of The Board.

10. START OF CONTRACT SERVICES

10.1 It is The Board's intention that the job is to commence upon signing of the Contract and shall be a continuous operation until termination of Agreement.

11. INSURANCES

11.1 Contractor's Liability Insurance of the Agreement shall be filed with The Board

and is supplemented as follows:

11.1.1 Worker's Compensation Account Number and Letter of Standing, and

11.1.2 Property Damage Insurance & Liability Insurance to a minimum of
\$5,000,000.00.

12. REQUIREMENTS OF CONTRACT

12.1 This Contract shall include everything necessary or reasonable incidental to the trade for the performance of the grass mowing services. It is hereby understood that the Contractor shall take every precaution to guard against injury to the general public. The Contractor shall be responsible for materials and equipment at the site. The Contractor shall make good any damage to the site, buildings, or exterior surfaces of the buildings and any other property caused by operation under this contract.

13. INSPECTIONS

13.1 There will be regular and/or periodic inspections by The Board's Representative during the course of the contract.

14. HOURS OF WORK

14.1 Contractor shall notify the school principal of his/her intended extent of work immediately upon arrival at the school site and also inform the principal when he is leaving the site.

14.2 At times when children are in the playground area, the contractor shall immediately park his/her equipment at the point furthest away from the children and shut the equipment down.

14.3 Contractors shall not mow grass during any activities on the playgrounds. Contractors shall immediately move equipment to a remote location and cease operation until activities are over.

GENERAL INFORMATION

1. WORK OF CONTRACT

1.1 To cut/mulch and trim all grassed areas including public property immediately adjacent; such as sidewalk areas or boulevards. See Appendix "A" for approximate area. The areas to be verified on site as per clause 8.1.

1.2 As common courtesy, please cut away from sidewalk or street for the first two to three passes.

2. PERIOD OF CONTRACT

2.1 The Contract shall be for a continuous period commencing upon signing of the contract and terminating at the end of the 2019 growing season when weather

and growing conditions are such that work is no longer required. The contract may be renewable for two additional one-year terms (approximately May through October) at the discretion of The Board.

3. METHOD OF PAYMENT

- 3.1 Payment shall be made to the Contractor monthly, based on the work verification forms and monthly invoices.
- 3.2 Payment for such invoices shall be made within 30 days of receipt of invoice.
- 3.3 A "Work Verification Form" (copy attached), **one form per cutting**, shall be submitted by the Contractor to the Facilities Supervisor at francis.macquarrie@mhcbe.ab.ca or hand-delivered to the business address in Section 2.1 of this document **within twenty-four (24) hours** of completing a cutting/mulching and trimming of a site. This form will constitute basis for approval for payment. Failure to submit this report in a timely manner may result in non-payment.

4. SAFETY

- 4.1 Comply with all requirements of the Safety Codes Act and the Workers Compensation Board provided that in any case of conflict, the more stringent requirement will apply.

5. CONTROL OF WORK

- 5.1 The work shall be executed under and subject to control and supervision of The Board's Representative.
- 5.2 Promptly comply with orders, directions, and instructions given by The Board's Representative.

6. MEETINGS

- 6.1 Attend meeting(s) when directed by The Board's Representative. One (1) meeting is required prior to commencement of contract and if necessary, further meetings(s) to review performance.

7. INSPECTIONS

- 7.1 From time to time The Board's Representative may conduct unscheduled inspections of facilities maintained under this section. The Contractor shall accompany The Board's Representative on these inspections when requested.
- 7.2 Rectify immediately all deficiencies identified by The Board's Representative on these inspections.

8. STORAGE

- 8.1 The Contractor shall not store equipment or materials on Medicine Hat Catholic Board of Education's property.

EQUIPMENT & MATERIALS

1. SUPPLY OF MATERIALS BY CONTRACTOR

- 1.1 The Contractor shall supply, at his own expense, all plants, shrubs, trees, or other materials required to replace or restore plants or grassed areas, which in the opinion of The Board, have been damaged as a result of negligence by the Contractor.
- 1.2 The Contractor shall supply, at his own expense, all fuels, lubricants, and other materials required to operate and maintain his equipment.

2. MACHINERY AND EQUIPMENT (BY CONTRACTOR)

- 2.1 Equipment used on this Contract to be designed specifically for work to be performed with the specific application methods as recommended by the manufacturer.
- 2.2 All equipment shall be maintained in proper operating order, and approved by The Board's Representative before use.
- 2.3 The Contractor shall operate all equipment in a safe and sensible manner to avoid injuries or damage.
- 2.4 Mowing machine and equipment:
- 2.4.1 Tractor units and self-propelled commercial mowers to be equipped with turf tread, low pressure tires, all standard safety devices, and the following special devices: roll bars, slow moving vehicle warning sign, ignition lock, fire extinguisher, muffler to reduce noise level to 85 or less decibels.
- 2.4.2 Self-propelled commercial mowers to be forward mount.
- 2.4.3 Cutting edges to be kept sharp at all times.
- 2.4.4 Safety signs, warning devices, restriction devices, curb ramps, and cautionary traffic devices as directed.
- 2.5 In the event of equipment failure or breakdown, the Contractor shall make due repairs or alternate arrangements to the satisfaction of The Board's Representative with no delay to the completion of required work.
- 2.6 The contractor shall provide sufficient manpower to carry out the intent of the contract.

SCOPE OF WORK

1. MOWING AND TRIMMING

- 1.1 Equipment
 - 1.1.1 Equipment should be utilized in such a manner as to accomplish the task in accordance with efficient cultural practices.
- 1.2 Grass areas shall be cut to a height of 2.5 inches (6.35 cm).
- 1.3 At each mowing, areas not accessible to mowers along buildings, fences, curbs, bleachers, shrubs, and trees, shall be trimmed to the same height using hand clippers or power trimmers. 'Round-up' or equivalent may be used at Contractor's expense to kill a 2" strip of grass along fences, baseball backstops, and around goal posts in lieu of trimming, in accordance with the manufacturers recommendations and by appropriate personnel. 'Round-up' may not be used along buildings, curbs, shrub beds, walks, or trees.
- 1.4 All clippings longer than 1" must be removed from the playing fields. Grass is to be mulched to 1" or less in length and may be left on the field. However, The Board retains the right to have all clippings and grass clumps removed immediately upon request if excess product remains visible.
- 1.5 Cutting may not be undertaken on very wet grounds.
- 1.6 Debris and litter must be removed prior to mowing.
- 1.7 Frequency of land care services will be provided on the property (ies) listed. All fence line and playground area weed-eating and weed control spraying, if permitted, of problem areas will be included.
- 1.8 Core Aeration - Every field shall receive one core aeration and cores to be broken up.
- 1.9 Irrigation - To include fill and blow out each season. Blow out to be completed by October 1. Any repairs to all irrigation lines will be billed separately. **Provide a separate labour rate per hour for this item.**
- 1.10 Weed Control - Selective broadleaf weed control to all turf areas when warranted; maximum of one application. Non-selective application of herbicide to non-turf areas when warranted; minimum of one application and maximum of two. One chemical application by a licensed applicator per school is required and to be done in July.
- 1.11 Fertilization - Application of slow release fertilizer to all turfgrass areas minimum of one application and maximum of two.
- 1.12 Sweeping - Mechanical removal of leaves and grass from fronts, fields, and fence lines in spring and fronts and fence lines in the fall.
- 1.13 All properties require cutting once per week.
- 1.14 All sidewalks are to be cleared after each mowing.

APPENDIX A

Facility	Location	Approximate Area
Monsignor McCoy High School	202 8 Street NE	8.09 hectares
Mother Teresa School	235 Cameron Road SE	6.65 hectares
Notre Dame Academy	646 Spruce Way SE	8.93 hectares
St. Francis Xavier School	318 8 Street NE	Combined with McCoy
St. Louis School	861 4 Street SE	.67 hectares
St. Mary's School	155 11 Street SW	3.40 hectares
St. Michael's School	856 Black Boulevard	2.20 hectares
St. Patrick's School	241 Stratton Way SE	2.80 hectares
St. Thomas School	1970 19 Avenue SE	2.12 hectares
Catholic Education Center (CEC)	1251 1 Avenue SW	1.31 hectares

FEE DOCUMENT

It is understood and agreed that:

1. The unit prices, set out below, forms the basis of the service price and that the amount set herein will be checked and, if necessary, arithmetically corrected by MHCBE.
2. The unit prices include all costs and charges, including overhead and profit.
3. The hectares specified must be verified by Contractor prior to bid closing, when applicable. It is the intent of the MHCBE that the entire grounds be maintained.

Medicine Hat Catholic Board of Education (MHCBE)		
School Site	Hectares (Approximate)	Total Price Per Cut
Monsignor McCoy & St. Francis Xavier School	8.09	
Mother Teresa School	6.65	
Notre Dame Academy	8.93	
St. Louis School	.67	
St. Mary's School	3.40	
St. Michael's School	2.20	
St. Patrick's School	2.80	
St. Thomas School	2.12	
Catholic Education Centre (CEC)	1.31	



Medicine Hat Catholic Board of Education

Grounds Maintenance

Work Verification Form

School: _____

Contractor: _____

Date of Work: _____

Hours Spent Clearing: _____

Areas of Work: _____

Contractor Comments (list any deficiencies):

This work verification form constitutes basis for payment of invoice for work performed. This is NOT an invoice, a monthly invoice is still required for payment. Submit copy by fax or email to the Facilities Department at 403-502-8358 / francis.macquarrie@mhcbe.ab.ca, or in person to the Facilities Office, 1521 1st Ave. SW, Medicine Hat, AB.

For Office Use Only:

Date: _____

Comments: _____

Signature: _____

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Background

The District is committed to ensuring a safe and healthy environment for students, staff and others at district properties and will support the use of Automated External Defibrillators (AED) on its premises to be used in emergency situations by trained individuals.

It is widely accepted that the use of AED programs will increase survival rates in workplaces and communities with situations of sudden cardiac arrest. An AED is considered the most effective treatment for sudden cardiac arrest. Early defibrillation alternating with CPR is paramount to increase success for victims of sudden cardiac arrest. Defibrillation (*ideally within the first 3 to 5 minutes of cardiac arrest*) will dramatically increase survival rates for victims.

Purpose

The purpose of this procedure is to provide guidance and information regarding the use, management and administration of the District's AED program. The AED procedure will raise awareness and therefore increase positive outcomes for victims of sudden cardiac arrest.

Procedures

1. Approval

- 1.1 Alberta Health Services (AHS) guidelines provide some basic considerations for deciding whether to host an AED. Considerations may be based on location/response considerations, populations and activity. The District has made a decision to have AED at all facilities.
- 1.2 Any cost associated with the purchase and maintenance of an AED will be the responsibility of that location's budget.

2. Device Specifications

All defibrillators must be Canadian Safety Association (CSA) approved and will be maintained according to the manufacturer's guidelines. Defibrillators will be housed in an alarmed cabinet and marked with a sign. Defibrillator supplies should include: barrier devices, razor, scissors, drying pads, gloves and wipes. The District will work towards consistency with equipment makes and models to help keep training and understanding the equipment as simplified as possible. The OHS Officer will keep records of specifications and serial numbers for each approved AED purchased or donated to schools.

3. Location

- 3.1 The location of the AED will be determined after a formal site

assessment has been performed by the OHS Officer along with the Facility administration and the Facility and Operations Supervisor.

- 3.2 The AED will be placed in a selected and approved area where it is:
 - 3.2.1 central and easy to locate
 - 3.2.2 near physical activities and public gatherings and visible to high traffic areas
 - 3.2.3 near higher risk areas like a gymnasium when possible
 - 3.2.4 near a phone when possible
 - 3.2.5 marked with universal signage
 - 3.2.6 kept in an alarmed cabinet
 - 3.2.7 accessible when school is being used (accessible to sporting teams and coaches or outside user groups as per school facility rental agreement).

4. Maintenance and Testing

- 4.1 All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:
 - 4.1.1 The Facility and Operations Supervisor will assign a custodian or other maintenance worker to be responsible for the monthly visual maintenance check of the AED and all related medical emergency response equipment.
 - 4.1.2 The OHS Officer will register with the online AHS PAD Program, complete the new coordinator registration form, register a new site, and register a new AED device. The OHS Officer will be sent email notifications and the custodian will complete the monthly inspection checklist.
 - 4.1.3 The AED host site will be responsible for typical maintenance costs which will include pad and battery replacement as per dates on packaging. Replacement defibrillators will be rented when defibrillators are removed from site to be serviced. If the current defibrillator is not considered effective according to changes announced by a Health Canada recognized standard, or if there is a manufacturer recall, the defibrillator will be removed. Notification to building users will be given, and signs and cases removed unless the equipment is replaced with an effective model.
 - 4.1.4 The OHS Officer will register as the lead PAD Coordinator to monitor the program and ensure inspections are being completed.
 - 4.1.5 The School Administrator/Site Coordinator is responsible for informing emergency responders of changes to the availability of AED and emergency medical equipment.
 - 4.1.6 The School Administrator/Site Coordinator shall inform OHS Officer

of any changes in availability of the AED or emergency medical response equipment. If the equipment is withdrawn from service, OHS Officer must be contacted to replace the equipment.

5. Training

- 5.1 In Alberta, having special training to use a defibrillator is not mandatory, however it is strongly recommended. Training in the use of an AED will be provided to voluntary staff through first aid certification or CPR/AED specific training. A list of trained personnel will be posted inside the AED cabinet and will be kept up to date. While specific training is important, these devices are designed to be simple and once turned on, will provide verbal instructions and advise rescuers of what to do. Always call 911 if a defibrillator is needed. Real defibrillators with real pads will not be used for training.

6. Standards of Use

- 6.1 Access is authorized for emergency response situations that may become life threatening. The use of an AED can be applied at the time of cardiac arrest.

7. Notification of EMS

- 7.1 When EMS arrives at schools involving a medical emergency, school administration will inform any medical personnel that there is an AED onsite. Once schools are registered with the AHS PAD Program then the location of the device will be available to responders through 911 dispatches.

8. Communication

- 8.1 Notification of new defibrillators in the community school will be messaged through school newsletters. The supervisor or school administrator will ensure the life-saving devices are introduced to staff and students. Communication of the policy can also be done through information on the facilities user agreement. Outside user groups will be encouraged to have AED certification.

9. Authorized Users

- 9.1 According to current Alberta Legislation, anyone can use an AED as long as they are able to follow the directions given by the machine. There are no legal requirements to be certified in their use but training is highly recommended for anyone who may be required to provide this service. The AED will be accessible to all facility users.

10. Volunteer Responders

- 10.1 Volunteer responders often possess a varied degree of training in emergency medical response. The extent to which these volunteer responders shall act will be appropriate to their training and experience. Anyone can provide voluntary assistance to victims of medical emergencies. The District will not maintain training records for outside facility users or for

the many individuals that volunteer within the school district on any given day. The District will not be responsible to provide emergency response for outside users of the school district facilities.

11. Medical Oversight

- 11.1 The Province of Alberta has legislated that it is no longer a medically delegated act to use or keep an AED; however AED training organizations certification will be overseen by the Alberta Medical Director. Worksites/schools will work with the AHS PAD Program and St. John Ambulance to have defibrillators registered and will have the equipment serviced as per manufacturer recommendations. Schools will
- 11.2 be responsible for maintaining the equipment with oversight from the OHS Officer. Services beyond regular inspection and maintenance of an AED will be provided by an appropriate service Provider. The OHS Officer will document the contact information for servicing and repairs of the AED and where to order supplies from.
- 11.3 If the equipment has been used or does not appear to be working, contact the medical supply company immediately.

12. Post Incident

- 12.1 Review
 - 12.1.1 In conjunction with the OHS Officer and St. John Ambulance/Philips., the incident and AED data will be reported to the Safety Coordinator and to the AHS PAD Program within 48 hours of occurrence.
 - 12.1.2 A copy of the AED Sudden Cardiac Arrest Report Form will be submitted to District Office and to AHS.
 - 12.1.3 The OHS Officer and/or the location's Administrator will ensure that the AED used is serviced and in a state of readiness according to the manufacturer's recommendations.
- 12.2 Cardiac arrest can be traumatic for responders and it is recommended that they see school district counsellors and/or contact the Employee and Family Assistance Program.

13. Legal Liability

- 13.1 AEDs designed for use by the public pose little risk of liability to those who use them for the purpose of providing emergency medical assistance. These devices are unlikely to cause harm since they are not designed to work when a heartbeat is present, nor do they work on inanimate objects. To date, no law suit has been initiated involving the use of an AED in North America. In addition, *The Emergency Medical Aid Act in Alberta* states that persons who provide emergency medical assistance are not liable for damages, injuries or death they may cause in doing so unless it is established they were grossly negligent.

References: Alberta Health Services PAD Program
Saskatchewan School Boards Association Automatic External Defibrillator (AED) Guidelines
for Schools Work Safe Alberta Occupational Health and Safety Automated External
Defibrillators in the Workplace AP 161 Health and Safety of Students and Staff

Note: The *Emergency Medical Aid Act* is the name given to the Alberta's "Good Samaritan" legislation. First aiders must understand that if they use reasonable skill and care to the level of first aid that they have been taught, they need not fear legal action.

Medicine Hat Catholic Separate Regional Division No. 20

3-Year Capital Plan (2018-2020)

10-Year Planning Priorities (2018-2027)



Presented: February 12, 2019

Approved by the Board of Trustees: _____

Medicine Hat Catholic Board of Education

1251 - 1st Avenue S.W.

Medicine Hat, AB T1A 8B4

Phone: 403.527.2292

www.mhcbe.ab.ca

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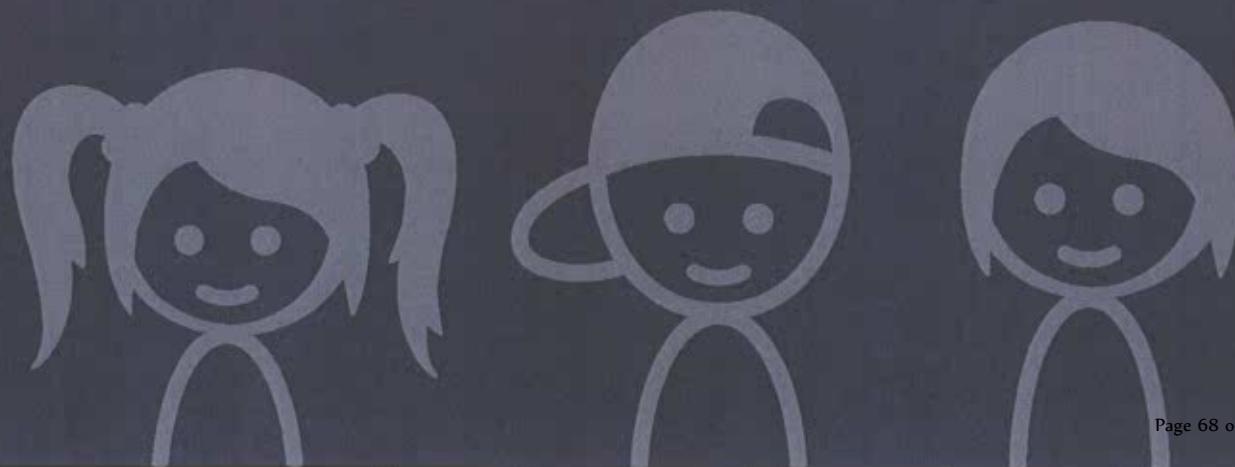
Prepared by:



LETHBRIDGE • CALGARY • MEDICINE HAT
TEL 403.327.3113 www.fwbarch.com

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A. RECOMMENDATIONS ON PRIORITIZATION

FWBA Architects have been working on behalf of the Medicine Hat Catholic Board of Education on the preparation of 3-Year and 10-Year Capital Planning documents to guide the development of school facilities within the district over the next decade.

Guiding Principles

This process has been informed by set of Guiding Principles which have been agreed with the administration of MHCBE, and are as follows:

- The enhancement of learning environments across facilities for MHCBE students, teachers, staff, parents, and communities at large;
- The incorporation of 21st Century Learning, and Inspiring Education Mandate principles into consideration of any proposed facility modernizations;
- Facilities with a Facility Condition Index (FCI) approaching, or greater than, 20% will be considered to be of prime importance;
- Facilities with an Area Capacity Utilization (ACU), or projected ACU, of less than 60% will be considered to be of prime importance;

In understanding of other pressures that are current realities for MHCBE, where possible, recommendations will be made for facilities that could be modernized and right-sized by the school district in order to reduce Operations and Maintenance (O&M), and Infrastructure Maintenance and Renewal (IMR) expenditures, as well as allowing for reduction of district wide school administration costs. Reductions in costs in these areas will improve the ability of MHCBE to provide enhanced learning environments across district facilities.

District Wide Area Capacity Utilization Summary

We have completed an analysis of the Area Capacity Utilization (ACU) of each of the school district's facilities in an effort to understand the utilization of each facility based on 2017/18 and 2018/19 enrollment numbers, and school facility capacities established by Alberta Education.

The following is a summary of the ACU of school facilities in the district by grade configurations, and across the district as a whole for the 2017/2018 school year.

- K-5/6 school facilities: 51% utilization
- 6/7-9 school facilities: 65% utilization
- 10-12 school facilities: 64% utilization
- District wide school facilities: 58% utilization

As a part of the Capital Planning process undertaken by Medicine Hat Catholic Board of Education the board had considered possible school closures in order to address the low overall district facility utilization. In the 2017-2018 school year, coinciding with the opening of the new École St. John Paul II School, Medicine Hat Catholic Board of Education has completed the closure of the École St. Thomas d'Aquin School. This reduction in facility area has had a positive impact on utilization rates.

The following is a summary of the ACU of school facilities in the district by grade configurations, and across the district as a whole for the 2018/2019 school year.

- K-5/6 school facilities: 66% utilization
- 6/7-9 school facilities: 66% utilization
- 10-12 school facilities: 62% utilization
- District wide school facilities: 66% utilization

While some school facilities in the district have utilization rates approaching 70%, or as high as 84% in the case of Notre Dame Academy, overall it can be seen that enrollment across grade configurations, and across the district as a whole are low, and have further decreased with the addition of St. John Paul II to the district's facility inventory. Enrollment rates are projected to remain steady or decline slightly in most district schools over the next 10 years.

A1. DISTRICT PRINCIPLES

Medicine Hat Catholic Board of Education programming follows Alberta Education curriculum offered within the context of a Catholic Christian community. MHCBE is committed to creating an inclusive education system that inspires and enables students to achieve success and fulfillment.

Students and parents can choose from a wide variety of programs offered in Medicine Hat Catholic Board of Education schools to best meet the individual learning needs of each student. From Early Learning and Kindergarten, to High School, we offer exceptional programming throughout the district in both English and French Immersion. MHCBE's schools engage and inspire students to reach their greatest potential. MHCBE is a faith-based community that strives to inspire and prepare students to pray, to learn, to work, and to live fully and serve God in one another.

The capital planning priorities identified in this document have been prepared in consideration of the Mission, Vision, and Values of the Medicine Hat Catholic Board of Education.

Mission

In partnership with family, Church and community, we provide Catholic Education of the highest quality to our students.

Vision

A gospel-centered community committed to:

- Learning excellence
- Christian service
- Living Christ

Motto

Showing the Face of Christ to All

Values

We believe that Catholic education is a ministry that is at the heart of the Church. In our ministry, we value and celebrate"

- Teaching and living our Catholic faith;
- Our Catholic traditions;
- Our ability to offer a full range of educational programs for all students;
- The uniqueness of each child (that each child is special)

A2. PARTNERSHIPS AND SUSTAINABILITY

Partnering with our Community

In keeping with the philosophy that parents are the primary educators of their children, Medicine Hat Catholic Board of Education has developed a very close professional relationship with a myriad of supports and services at the hands of personnel from both within our system, as well as outside partnering agencies. This philosophy of collaboration, together with the creation of an inclusive educational environment, provides the best possible education for children and allows learners to grow and develop to their fullest potential. Much of the rationale within this Capital Plan looks towards integrating community partnerships that are designed to support the needs of our students and their families.

Creating Infrastructure Sustainability

The objective of the long-range facility planning undertaken by Medicine Hat Catholic Board of Education is to develop district-wide infrastructure that will sustain our Catholic community for generations to come. Numerous factors influence the creation of a long-range facility plan, these include:

- Health and safety of students and staff
- Building condition
- Utilization rates (both current and anticipated, influenced by population growth or decline)
- Student transportation needs
- Student demographics
- Education program delivery
- Community relationships
- Capital funding constraints
- On-going operating and maintenance costs

The Challenge

Medicine Hat Catholic Board of Education desires to deliver high quality educational programming for all students in the City of Medicine Hat, and those that join our community from the surrounding rural areas. As our community has grown and developed over many decades we are faced the reality of uneven enrollments throughout the school division, which has resulted in inefficient or insufficient use of some existing facilities. A few of our schools are facing static enrollment numbers over the next ten-years and beyond, while others are projected to experience notable growth. Whether experiencing high or low utilization rates, a number of our school facilities also face challenges related to ongoing maintenance and operations, and a marked need for modernization to ensure they are able to facilitate a collaborative 21st century learning environment for our learners and staff.

While only modest growth is projected within the district over the next ten-years, this growth must still be addressed, and those facilities that will serve our students must be adaptable to facilitating ever changing teaching methodologies into the future.

The priority for Medicine Hat Catholic Board of Education over the next 3-years is to generate efficiency and more sustainable facility operations in the south of the city where utilization rates are currently low.

The priority over the next 10-years is to address anticipated long-term utilization pressure in the north of the city by modernizing and expanding elementary schools in the area to accommodate the projected growth, and better facilitate 21st century learning and changing learner needs.

B. CITY OF MEDICINE HAT GROWTH TRENDS

In early 2018 we met with the City of Medicine Hat to review available demographic information and growth trend projections for the next 75-years of development. The information was developed to include projected new students added for both Medicine Hat Public School Division and Medicine Hat Catholic Board of Education in each phase of future development. The calculations used for grade split and division split assumptions are included on the following pages.

Current MHCBE Capacity and Utilization

As has been presented earlier in this report, the current utilization by grade grouping within the school division is as follows:

- K-5/6 school facilities: 66% utilization
- 6/7-9 school facilities: 66% utilization
- 10-12 school facilities: 62% utilization
- District wide school facilities: 66% utilization

Based on the current Alberta Education formula for calculating school capacity, the above utilization rates equate to available spaces in each grade grouping as follows:

- K-5/6 school facilities: 660 seats
- 6/7-9 school facilities: 390 seats
- 10-12 school facilities: 310 seats
- District wide school facilities: 1360 seats

Capacity for 10-year growth projections

The attached diagram from the City of Medicine Hat showing Residential Growth Areas indicates the projected growth by grade grouping and district for Stage 1 developments (in pink), which are anticipated to be complete between 2018 and 2021; and Stage 2 developments (in green), which are anticipated to be complete between 2021 and 2029.

Anticipated growth in Stage 1 areas are primarily projected for the south-side of the city, where (31) K-6 students are anticipated for MHCBE, and (25) 7-12 students. The total growth for Stage 1 is anticipated to be (40) K-6 students, and (32) 7-12 students for MHCBE.

Anticipated growth in Stage 2 areas are primarily projected for the north-side of the city, where an additional (77) K-6 students are anticipated for MHCBE, and an additional (63) 7-12 students. The total additional growth for Stage 2 is anticipated to be (103) K-6 students, and (85) 7-12 students.

The projected development of stages 1, 2, and 3 are anticipated to cover the next 50-years of growth for the City of Medicine Hat. In total across all three stages of development MHCBE is anticipated to add (764) K-6 students, and (625) 7-12 students, for a total of 1,389 students over the next 50-years.

Conclusions

The projected growth rates beyond a 10-year window must be considered, but are far less likely to be accurate as economic developments beyond that time frame are unpredictable and can have a significant impact on growth and corresponding enrollment pressures.

It is clear that across the division MHCBE currently has sufficient seats to accommodate the 10-year growth projections, though these spaces are not necessarily in the right areas of the city to meet growth demands, and many are in older facilities that require modernization.

While school growth is not a priority over the next 3-years, MHCBE can take advantage of the slower anticipated growth to right-size some facilities and improve overall district utilization rates, thereby improving efficiency and sustainability in long-term operations and maintenance.

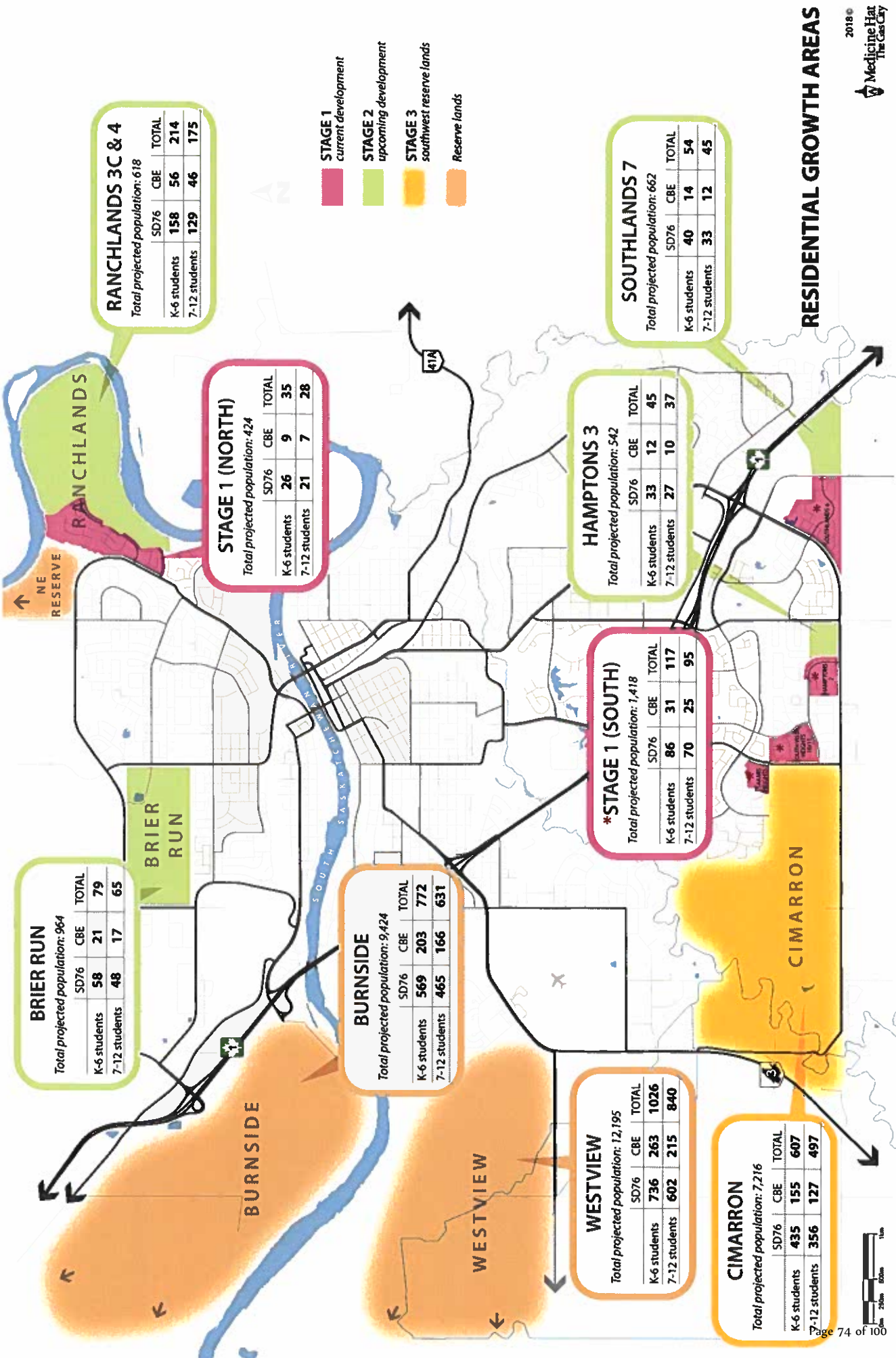
Neighbourhood (by stage)	Area (ha)	Dwellings	People	Years	Total 5-17 (15.3% of pop)	Total K-6 (5-11y)	Total 7-12 (12-17y)	SD76 K-6 (5-11y)	SD76 7-12 (12-17y)	CBE K-6 (5-11y)	CBE 7-12 (12-17y)
Stage 1 (Existing Inventory)											
Saamis Heights 7		105	315	0.5	48	27	22	19	16	7	6
South Vista 10 + 11		36	108	0.2	17	9	7	7	5	2	2
Hamptons 2A + 2B + 2C		47	141	0.2	22	12	10	9	7	3	2
Southlands 4 + 5 + 6		373	854	1.4	131	72	59	52	42	18	15
Ranchlands 3A + 3B		189	424	0.7	65	36	29	26	21	9	7
Sub Total		750	1,842	2.9	282	155	127	111	91	40	32
Stage 2											
Ranchlands 3C		180	540	0.9	83	45	37	33	27	12	10
Riverwalk	69	761	2,078	3.3	318	175	143	125	103	45	37
Brier Run	32	353	964	1.5	147	81	66	58	48	21	17
Southlands 7	22	243	662	1.1	101	56	46	40	33	14	12
Hamptons	18	198	542	0.9	83	46	37	33	27	12	10
Sub Total	141	1735	4,785	7.7	732	403	329	289	236	103	84
Stage 3											
Cimarron East	178	1963	5,360	8.6	820	451	369	323	265	115	94
Cimarron West	55	606	1,656	2.6	253	139	114	100	82	36	29
Canyon Creek + Country Res*	41	452	200	0.3	31	17	14	12	10	4	4
Sub Total	274	3021	7,216	11.5	1,104	607	497	435	356	155	127
Reserve A: Burnside											
Burnside Upper	177	1952	5,329	8.5	815	448	367	322	263	115	94
Burnside Lower	136	1500	4,095	6.6	627	345	282	247	202	88	72
Sub Total	313	3451	9,424	15.1	1,442	793	649	569	465	203	166
Reserve B: Westview											
Westview A	212	2338	6,383	10.2	977	537	439	385	315	138	113
Westview B	193	2128	5,811	9.3	889	489	400	351	287	125	102
Sub Total	405	4466	12,195	19.5	1,866	1,026	840	736	602	263	215
Reserve C: NE Reserve											
Ranchlands 2	38	419	1,144	1.8	175	96	79	69	56	25	20
NE Reserve	347	3826	10,448	16.7	1,599	879	719	630	516	225	184
Sub Total	385	4245	11,592	18.5	1,774	975	798	699	572	250	204
Total	1,518	17,668	47,054	75							

Notes

1. Population growth of ~ 19k in 30y (~625pp/y).
2. 10 yr projection @ 70,760 by 2028
3. Peak population from approx 10 years of buildout.
4. 2016 census population 5-17 15.3%
5. Grade split (K-6 v. 7-12) is 55% / 45%
6. Division split (SD76 / CBE / Other) is 71.7% / 25.6% / 2.7%
7. SD76 - Dr. Ken Sauer is 300/600
8. Stage 1 only includes lots not yet developed.

Density (per gross hectare)

People	30.1
Dwellings	11.0



BRIER RUN

Total projected population: 964

	SD76	CBE	TOTAL
K-6 students	58	21	79
7-12 students	48	17	65

BURNERSIDE

Total projected population: 9,424

	SD76	CBE	TOTAL
K-6 students	569	203	772
7-12 students	465	166	631

STAGE 1 (NORTH)

Total projected population: 424

	SD76	CBE	TOTAL
K-6 students	26	9	35
7-12 students	21	7	28

RANCHLANDS 3C & 4

Total projected population: 618

	SD76	CBE	TOTAL
K-6 students	158	56	214
7-12 students	129	46	175

STAGE 1

current development

STAGE 2

upcoming development

STAGE 3

southwest reserve lands

Reserve lands

WESTVIEW

Total projected population: 12,195

	SD76	CBE	TOTAL
K-6 students	736	263	1026
7-12 students	602	215	840

CIMARRON

Total projected population: 7,216

	SD76	CBE	TOTAL
K-6 students	435	155	607
7-12 students	356	127	497

*STAGE 1 (SOUTH)

Total projected population: 1,418

	SD76	CBE	TOTAL
K-6 students	86	31	117
7-12 students	70	25	95

HAMPTONS 3

Total projected population: 542

	SD76	CBE	TOTAL
K-6 students	33	12	45
7-12 students	27	10	37

SOUTHLANDS 7

Total projected population: 662

	SD76	CBE	TOTAL
K-6 students	40	14	54
7-12 students	33	12	45

RESIDENTIAL GROWTH AREAS



C. PLANNING PRIORITIES



ST. MARY'S SCHOOL | RIGHT-SIZING AND MODERNIZATION

Estimated Project Cost: \$12,624,930

Hard Construction Cost: \$10,350,000 | Soft Costs: \$2,070,000 | Non-refundable GST: \$204,930

PRIORITY 1

BUILDING ID

B3782A

LOCATION

Medicine Hat, Alberta

FCI | FCR

16.40% | 19.27% (February 1, 2017)

REPLACEMENT COST

\$21,168,191

AREA

5,834m² (62,774ft²)

GRADE CONFIGURATION

Current: 7-9

Proposed: No change

ENROLLMENT

2017-2018: 345

2018-2019: 357

2020: 350 (Projected)

CAPACITY

Current: 773 (44.6% Utilization)

Proposed: 450

PRIORITY OVERVIEW

St. Mary's School Right-sizing and Modernization

St. Mary's School is a grades 7-9 facility located centrally in the city of Medicine Hat. St. Mary's is the district's French Immersion junior high school, as well as offering a Fine Arts Academy for junior high students in MHCBE. Despite the low official utilization numbers, the facility is well used to support its diverse programming.

In order to ensure the district is able to continue to support this programming into the future, a facility right-sizing is proposed to reduce the school capacity to 450-students, and reduce the floor area of the school by 30-40%.

Educational Benefit

With an FCR approaching almost 20%, the cost of refurbishing the school to its original 1956 design is not desirable considering the programmatic short comings. Absent are the program spaces found in newer schools: including a gathering space, team teaching areas, break-out spaces, and adequate fine arts facilities. The existing Gymnasium is appropriately sized for the school's needs, and provides an anchor point from which to develop a central core to enhance community within the school.

Infrastructure Benefit

St. Mary's School has been expanded a number of times over the years, and contains a mix of building systems and building types. The high FCI/FCR noted in the latest condition assessment (completed in 2017) includes high-priority HVAC replacements to ensure continued operation of the facility. The building envelope is dated and inefficient, and as with many facilities of a similar age, infill windows and paneling have been used to greatly reduce window area and the availability of natural light for students. The electrical system is outdated and is not capable of meeting the demand of new learner technologies. Low air change rates pose the risk of poor air quality for both staff and students. The built infrastructure does not easily facilitate a 21st century learning environment.

Time Frame

A Value-Scoping Session is requested for early 2019 to allow the project scope and anticipated budget to be established with all stakeholders. Upon approval to proceed, we would anticipate 36-months from funding approval to project completion.

Key Points:

- Facility right-sizing to reduce capacity to 450-students, ensuring sustainable operations and maintenance.
- Facility modernization to enhance Fine Arts facilities for the Fine Arts Academy, and facilitate a 21st century learning environment for all students.
- Address pressing maintenance/replacement requirements for HVAC and electrical systems, and upgrade building envelope.



MOTHER TERESA | RIGHT-SIZING AND MODERNIZATION

Estimated Project Cost: \$7,806,720

Hard Construction Cost: \$6,400,000 | Soft Costs: \$1,280,000 | Non-refundable GST: \$126,720

PRIORITY 2

BUILDING ID

B3776A

LOCATION

Medicine Hat, Alberta

FCI | FCR

18.72% | 10.79% (August 21, 2009)

REPLACEMENT COST

\$12,151,600

AREA

3,574m² (38,456ft²)

GRADE CONFIGURATION

Current: K-6

Proposed: No change

ENROLLMENT

2017-2018: 274

2018-2019: 255

2020: 258 (Projected)

CAPACITY

Current: 441 (58% Utilization)

Proposed: 350

PRIORITY OVERVIEW

Mother Teresa School Right-sizing and Modernization

Mother Teresa School is a grades K-6 facility located in the south side of the city. Built in 1980 the school has the advantage of a central Library and appropriately sized Gymnasium, but growth over the years has led to a decentralized plan, with some students quite removed from the school Library. The entrance to the school is not prominent, and the school itself lacks an open school core.

In order to best serve K-6 students at the school, and to ensure MHCBE is able to efficiently operate and maintain the facility into the future, a facility right-sizing is proposed to reduce the school capacity to 350-students. As a part of this project the old portables will be demolished, the core of the school opened up, and either modular classrooms or permanent space constructed to meet the desired school capacity.

Educational Benefit

Mother Teresa school was constructed in 1980, but lacks some of the adaptable program spaces found in newer schools including a central gathering space, learning commons, project centres, and break-out spaces. The portable and modular classrooms added to the school over the years have led to the school community being spread out. A right-sizing and modernization will create a central school core in which the school community can come together.

Infrastructure Benefit

The portable classrooms attached to the school were constructed in 1975, and moved to Mother Teresa in 1983. These units are beyond their anticipated service life and need to be removed. The hot water heating system is also at it's anticipated service life and due for replacement. Likewise elements of the exterior, including windows and doors, are due for replacement. The school's electrical system is inadequate to meet the requirements for technology for current learners and teachers.

Time Frame

A Value-Scoping Session is requested for early 2020 to allow the project scope and anticipated budget to be established with all stakeholders. Upon approval to proceed, we would anticipate 36-months from funding approval to project completion.

Key Points:

- Facility right-sizing to reduce capacity to 350-students, ensuring sustainable operations and maintenance into the future.
- Facility modernization to better facilitate a 21st century learning environment for all students.
- Address portable classrooms that are beyond service life, and address pending HVAC and envelope replacement.



ST. MICHAEL'S SCHOOL | MODERNIZATION

Estimated Project Cost: \$6,403,950

Hard Construction Cost: \$5,250,000 | Soft Costs: \$1,050,000 | Non-refundable GST: \$103,950

PRIORITY 3

BUILDING ID

B3783A

LOCATION

Medicine Hat, Alberta

FCI | FCR

6.21% | 15.79% (February 1, 2018)

REPLACEMENT COST

\$8,335,179

AREA

2,339m² (25,168ft²)

GRADE CONFIGURATION

Current: K-6

Proposed: No change

ENROLLMENT

2017-2018: 153

2018-2019: 188

2020: 170 (Projected)

CAPACITY

306 (61% Utilization)

PRIORITY OVERVIEW

St. Michael's School Modernization

St. Michael's School is a grades K-6 facility located in the north of the city. St. Francis is located in the area of the city anticipated to see modest growth over the next 10-years.

In order to address this anticipated demand St. Michael's is planned for a full facility modernization. This will ensure that MHCBE are able to offer a modern and adaptable elementary school facility to the families and students in the area.

Educational Benefit

The proposed modernization of St. Michael's School will ensure modern amenities are available for these students, including: a central gathering space, open learning commons, project centres, team teaching areas, and break-out spaces. These facilities will ensure the facility can accommodate the demands of delivering a 21st century education, and changing teaching methodologies. A modernization will also allow for the development of common areas to enhance school community for staff and students.

Infrastructure Benefit

The hot water heating system at St. Michael's is at its anticipated service life and due for replacement. Likewise elements of the exterior, including windows and doors, are due for replacement. The school's electrical system is inadequate to meet the requirements for technology for current learners and teachers. In addition, most of the interior finishes in the school, including gym floor and other floor coverings, are at their anticipated service life and showing their age. Given the anticipated growth within this area over the next 10-years a full facility modernization would ensure the facility is able to continue to serve students into the future.

Time Frame

A Value-Scoping Session is requested for early 2021 to allow the project scope and anticipated budget to be established with all stakeholders. Upon approval to proceed, we would anticipate 30-months from funding approval to project completion.



ST. FRANCIS XAVIER SCHOOL | MODERNIZATION

Estimated Project Cost: \$4,269,300

Hard Construction Cost: \$3,500,000 | Soft Costs: \$700,000 | Non-refundable GST: \$69,300

PRIORITY 4

BUILDING ID

B3780A

LOCATION

Medicine Hat, Alberta

FCI | FCR

16.11% | 14.51% (January 30, 2017)

REPLACEMENT COST

\$5,506,676

AREA

1,545m² (16,624ft²)

GRADE CONFIGURATION

Current: K-6

Proposed: No change

ENROLLMENT

2017-2018: 93

2018-2019: 105

2020: 155 (Projected)

CAPACITY

Current: 183 (57.4% Utilization)

Proposed: 250

PRIORITY OVERVIEW

St. Francis Xavier School Modernization

St. Francis School is a grades K-6 facility located in the north of the city. St. Francis is located in the area of the city anticipated to see the most growth in additional K-6 students over the next 10-years.

In order to effectively meet this demand St. Francis is planned for a full facility modernization and expansion to a 250-student core. This project will ensure that MHCBE are able to accommodate projected growth on the north side of Medicine Hat, and to offer a modern and adaptable elementary school facility to the students they serve.

Educational Benefit

Considering the anticipated growth in the area served by St. Francis, a modernization and expansion of the school will ensure modern amenities are available for these students, including: a central gathering space, open learning commons, project centres, team teaching areas, and break-out spaces. These facilities will ensure the facility can accommodate changing teaching methodologies, and will allow for the development of school community for staff and students.

Infrastructure Benefit

The hot water heating system is at its anticipated service life and due for replacement. Likewise elements of the exterior, including windows and doors, are due for replacement. The school's electrical system is inadequate to meet the technological requirements for current learners and teachers. In addition, most of the interior finishes in the school, including gym floor and other floor coverings, are at their anticipated service life and showing their age. Given the anticipated growth within this area over the next 10-years a full facility modernization would ensure the facility is able to continue to serve students into the future.

Time Frame

The St. Francis Xavier School modernization is planned as a part of Medicine Hat Catholic Board of Education's 10-year Capital Plan. Exact time frame will be established as higher priority projects are completed.

Key Points:

- Facility modernization and expansion to a 250-student capacity school core.
- Facility modernization to better facilitate a 21st century learning environment for all students.
- Address pressing maintenance/replacement requirements for HVAC and electrical systems, as well as for building envelope and interior finish components.



ST. PATRICK'S SCHOOL | MODERNIZATION

Estimated Project Cost: \$10,368,300

Hard Construction Cost: \$8,500,000 | Soft Costs: \$1,700,000 | Non-refundable GST: \$168,300

PRIORITY 5

BUILDING ID

B3784A

LOCATION

Medicine Hat, Alberta

FCI | FCR

12.66% | 9.41% (January 30, 2017)

REPLACEMENT COST

\$12,950,600

AREA

3,809m² (40,985ft²)

GRADE CONFIGURATION

Current: K-6

Proposed: No change

ENROLLMENT

2017-2018: 351

2018-2019: 404

2020: 360 (Projected)

CAPACITY

498 (81.1% Utilization)

PRIORITY OVERVIEW

St. Patrick's School Modernization

St. Patrick's School is a grades K-6 facility located on the south side of Medicine Hat. St. Patrick's is already experiencing good overall utilization and demand is expected to stay relatively steady.

Though utilization is in the 80% range, the school has (6) old portable classrooms, and (5) modular classrooms that are contributing to the student capacity. The core capacity of the school is well below the current classroom capacity and the core of the school is stressed as a result.

The proposed school modernization would incorporate the removal of the old portable classrooms and replacement with permanent construction. Redevelopment of the school would also allow for the creation of a central Gathering Space and Learning Commons to better serve the school and community.

Educational Benefit

The proposed modernization of St. Patrick's School will ensure modern amenities are available including: a central gathering space, open learning commons, project centres, team teaching areas, and break-out spaces. These amenities will help ensure the facility can accommodate the demands of delivering a 21st century education, and changing teaching methodologies. A modernization will also allow for the development of common areas to enhance school community for staff and students.

Infrastructure Benefit

The hot water heating system and mechanical ventilation at St. Patrick's is at its anticipated service life and due for replacement. Likewise elements of the exterior, including windows and doors, are due for replacement. The school's electrical system is inadequate to meet the requirements for technology for current learners and teachers. In addition, the (6) portable classrooms, which were added in the early 1990s should be considered for replacement with permanent construction.

Time Frame

The St. Patrick's School modernization is planned as a part of Medicine Hat Catholic Board of Education's 10-year Capital Plan. Exact time frame will be established as higher priority projects are completed.



D. APPENDIX

Project: 10-Year Capital Plan
Owner: Medicine Hat Catholic Board of Education
Contractor: n/a
Project #: 17102

Author: David J. Cocks
Date: February 12, 2019

Facility Statistics

1.0	CAPE (Former St. Louis School)	Leased
	.01 FCI: 17.27% (\$1,067,000)	
	a. VFA date: January 9, 2011 (April 12, 2011)	
	.02 Capacity: n/a	
	.03 ACU (2018-2019): n/a	*See note 4
2.0	École St. Thomas d'Aquin	Surplus
	.01 FCI: 56.99% (\$2,671,000)	*See note 2
	.02 Capacity: 143	
	.03 ACU (2018-2019): n/a	*See note 3
3.0	Monsignor McCoy High School	10-12
	.01 FCI: pending	
	.02 Capacity: 754 (update pending receipt of small-scale plans)	
	.03 ACU (2017-2018): 527 69.6%	
	.04 ACU (2018-2019): 509 67.5%	
	a. Trending down	
	.05 ACU (2020): 444 58.9%	
	.06 ACU (2029): 404 53.6%	
4.0	Mother Theresa School	K-6
	.01 FCI: 18.72% (\$2,012,217)	
	.02 FCR: 10.79%	
	a. VFA date: August 21, 2009 (October 22, 2018)	
	.03 Capacity: 441	
	.04 ACU (2017-2018): 273.5 62.0%	
	.05 ACU (2018-2019): 255 (266) 57.7%	
	a. Holding steady	
	.06 ACU (2020): 258 58.5%	
	.07 ACU (2029): 279 63.3%	
5.0	Notre Dame Academy	6-9
	.01 FCI: 0.81% (\$133,129)	
	.02 FCR: n/1	
	a. VFA date: September 14, 2015 (October 22, 2018)	
	.03 Capacity: 485	
	.04 ACU (2017-2018): 402 82.9%	
	.05 ACU (2018-2019): 406 83.7%	
	a. Currently holding steady, anticipated to trend down	
	.06 ACU (2020): 363 74.8%	
	.07 ACU (2029): 342 70.5%	

6.0	St. Francis Xavier .01 FCI: 16.11% (\$887,339) .02 FCR: 14.51% a. VFA date: January 30, 2017 (October 22, 2018) .03 Capacity: 183 (reduced for modulars relocated to St. JPll) .04 ACU (2017-2018): 92.5 40.6% .05 ACU (2018-2019): 105 (113) 57.4% a. Currently declining, but anticipated to trend up .06 ACU (2020): 155 84.7% .07 ACU (2029): 149 81.4%	K-6
7.0	St. Louis School .01 FCI: 8.21% (\$890,738) .02 FCR: 2.62% a. VFA date: September 15, 2015 (October 22, 2018) .03 Capacity: 193 .04 ACU (2017-2018): 95 49.2% .05 ACU (2018-2019): 164 (188) 85% a. Trend uncertain .06 ACU (2020): 92 47.7% .07 ACU (2029): 88 45.6% a. All of the above ACU include off-site PUF	K-6
8.0	St. Mary's School .01 FCI: 16.40% (\$3,472,595) .02 FCR: 19.27% a. VFA date: February 1, 2017 (October 22, 2018) .03 Capacity: 773 .04 ACU (2017-2018): 345 44.6% .05 ACU (2018-2019): 357 46.2% a. Anticipated to hold steady .06 ACU (2020): 350 45.3% .07 ACU (2029): 319 41.3%	7-9
9.0	St. Michael's School .01 FCI: 6.21% (\$517,337) .02 FCR: 15.79% a. VFA date: February 1, 2018 (October 22, 2018) .03 Capacity: 306 .04 ACU (2017-2018): 153 50.0% .05 ACU (2018-2019): 188 (206) 61% a. Anticipated to trend down .06 ACU (2020): 170 55.6% .07 ACU (2029): 152 48.7%	K-6

10.0	St. Patrick's School	K-5
	.01 FCI: 12.66% (\$1,250,062)	
	.02 FCR: 9.41%	
	a. VFA date: January 30, 2017 (October 22, 2018)	
	.03 Capacity: 498 (reduced for modulars relocated to St. JPll)	
	.04 ACU (2017-2018): 351 70.5%	
	.05 ACU (2018-2019): 404 (428) 81.1%	
	a. Anticipated to hold steady	
	.06 ACU (2020): 360 72.3%	
	.07 ACU (2029): 376 75.3%	
11.0	St. John Paul II School	K-6
	.01 FCI: n/a	
	.02 Capacity: 350 (including 7-modular classroom units)	
	.03 ACU (2018-2019): 193 (212) 55%	

Notes:

1. The information provided here has been consolidated from the available Alberta Infrastructure RECAPP Facility Evaluation Reports; from capacities identified on Alberta Education's Instructional Area Form templates; and from available enrollment information provided by the school district. ACU enrollments are based on the 2018-2019 FTE provided, and exclude pre-school enrollments where relevant.
2. The majority of costs associated with this high FCI for École St. Thomas d'Aquin are for envelope replacements (including roofing and windows); interior finishes (including lockers, floor tile, gymnasium flooring, and paint); mechanical systems (boilers, A/C, and hot water distribution); and electrical distribution systems. It's understood that structural items identified in the report related to the portable classrooms have since been addressed by the school district. The report was completed in 2009 and was last updated by Alberta Infrastructure in 2010.
3. Ecole St. Thomas d'Aquin has been made surplus by the school district and closed in accordance with government requirements.
4. The CAPE charter school will be relocated to a different facility in late-2018. The disposition of the current facility is not yet considered as a part of this analysis or any recommendations made.

Administrative Procedure 305

BOUNDARIES AND ATTENDANCE AREAS**Background**

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

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

Procedures

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

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



**MELT and S-Endorsement
Briefing Note
Medicine Hat Catholic Board of Education
March 2019**

Background

The Alberta Government in October 2018 announced mandatory training for new commercial drivers, including school bus drivers. This training program would require all new school bus drivers as of October 11, 2018 would be required to take the standardized Mandatory Entry Level Training ('MELT') and all school bus driver's would have an S-Endorsement.

S-Endorsement (School Bus Driver Improvement Program) - Currently, school bus drivers must receive their S-Endorsement within one year of becoming a school bus driver and drivers transporting students for extra-curricular trips were exempt. Under the changes, the one-year period to receive training has been removed and all drivers of school buses (under the new definition) must have an S-Endorsement. The Government has extended the deadline for obtaining the S-Endorsement to July 31, 2019.

MELT – This is the new training requirement for all class 1 and 2 drivers. In order to drive a school bus, drivers obtaining the class 2 Licence between October 11, 2018 and February 28, 2019 must retake the road and knowledge test updated to the new MELT standards (by March 1, 2020). All licenses for Class 2 after March 1, 2019 will be compliant with the MELT standards. MELT does not affect licenses issued on or before October 10, 2018.

School boards and other training institutions approved to offer driver training may offer a combined MELT/S-Endorsement which will streamline the training for school bus drivers. The combined training is about 54 hours. The S-Endorsement alone is about 15 hours. The MELT alone is approximately 50 hours. Southland Transportation is a licensed trainer for MELT and S-Endorsements.

As part of the changes, the definition of a school bus has been modernized to include the traditional yellow school buses (Type A1, A2, B, C or D) but also to include the white Multi-Function Activity Buses ('MFAB') which meet D-250-16 CSA standards (25-passengers or less). Drivers of these vehicle classes would require MELT and a S-Endorsement. Therefore the changes would not apply to Monsignor McCoy High School which operates a 15-passenger van for in-town transportation.

The table below provides the Licence and Endorsement needed for each type of vehicle.

Vehicle Type	What Class of Driver's Licence is required	Is an S-Endorsement needed
A bus that meets the requirements of a type A1, A2, B, C or D school bus described in CSA D-250 16, or a version of a CSA D250 applicable to the time of manufacture and that is used primarily to transport students to and from school (as per the <i>Commercial Vehicle Safety Regulation</i>)	Class 1 or 2	Yes

Vehicle Type	What Class of Driver's Licence is required	Is an S-Endorsement needed
A Multifunction school activity bus as defined in CSA-D250-16	Class 1 or 2 (more than 24 passengers) Class 4 (not more than 24 passengers excluding the driver)	Yes
A multifunction activity bus originally manufactured to D-270 standards that meets the CSA D-250-16 requirements	Class 1 or 2 (more than 24 passengers) Class 4 (not more than 24 passengers excluding the driver)	Yes
A commercial vehicle that is registered as a kindergarten bus	Class 1 or 2 (more than 24 passengers) Class 4 (not more than 24 passengers excluding the driver)	Yes
15 passenger vans that do not meet CSA D250-16 requirements	Class 5	No
Handi-bus, limo buses, funeral home buses or coach buses	Class 1, 2, or 4	No
Taxi or airport shuttle buses.	Class 1, 2, or 4	No
Unless the vehicle being used is or was CSA D250-16 compliant or was a similar kind of vehicle manufactured outside of Canada		Yes
A Vehicle that was CSA D-250 compliant or is a similar kind of vehicle manufactured outside of Canada to CSA D250 like specifications, only as a private passenger vehicle (ie. an old school bus turned into a family RV)	Class 1 or 2	No

Implications

There seems to be few implications for MHCBE with regards to these changes.

The discussions with Southland Transportation is that they feel their current training program meets the requirements for the MELT/S-Endorsement program. The hours of training provided currently exceeds the curriculum. As such we should not expect to see a material impact to future costs as a direct result of these changes.

Southland does have a concern on the road testing components. If the government does not have sufficient examiners in Medicine Hat there could be delays in getting new school bus drivers ready for employment.

Internally the only board vehicles used for transporting students is a single 15-passenger van at Monsignor McCoy. These changes do not affect how the vehicles are used. If the school upgrades the vehicles an assessment would need to occur to determine what impact to driver training would need to occur

Recommendations

The ASBA has been advocating on behalf of school boards for additional funding for the implementation of these requirements. The ministry has indicated they will be reaching out to school boards over the next few months to request more details regarding the net increased costs as a result of MELT and the S-Endorsement requirements changes. The Board's concern should be that the MHCBE increased cost is likely minimal as the transportation contractor already has a comprehensive safety program embedded in the current agreement. If the ministry provides additional funding to boards to cover their costs of implementing these changes while not providing funding to MHCBE because we have a proper safety program it would be unfair.

Continue communication with Southland to ensure the requirements for MELT and S-Endorsement are fulfilled

Review and Update the following Administrative Procedures:

AP550 Transportation of Students

AP551 School Purchased Vehicles

AP552 Student transportation –Private Vehicles

ASEBP Trustees' Report

Volume 27-19 No. 02 February 2019

Highlights of the February 15, 2019, Trustees' Meeting

1. Premium Rates 2019/20 – First Reading

- The ASEBP Trustees gave **initial approval** (first reading) to September 1, 2019, premium rates. Instead of a 7.2 per cent increase (which, based on claims experience, would be break-even), the ASEBP Trustees are pleased to report that there will be **no change for 2019/20** premium rates. Premium rates have been relatively stable for the past several years
- The ASEBP Trustees are drawing down part of the Capital Adequacy Reserve to offset premium rate increases for the coming year. The Capital Adequacy Policy includes guidelines for ASEBP Trustee action when the Capital Adequacy Reserve is fully funded and additional monies are available. These actions include the potential for premium rate reductions as well as benefit improvements. Capital Adequacy Reserve funds were drawn down for benefit improvements that took effect on January 1, 2019, such as the increase to massage therapy, physiotherapy and acupuncture per visit maximums as well as historical changes, including funding the Employee and Family Assistance Program since its 2015 inception. The Capital Adequacy Reserve has also been used to offset premium rates for the last five years
- Future premium rates will be dependent on claims experience, investment returns, plan design changes, etc.
- A breakdown of the monthly premium rates, except as noted, is provided below

Life		
Plan 2	per \$1,000 of coverage	\$0.113

Accidental Death and Dismemberment		
Plan 2	per \$1,000 of coverage	\$0.011

Extended Disability Benefits		
Plan D	% of monthly earnings	1.71%
Plan E	% of monthly earnings	1.71%

Extended Health Care		
Plan 1	Single	\$86.50
	Family	\$207.75
Plan 2	Single	\$63.00
	Family	\$151.00
Plan 5	Single	\$78.00
	Family	\$186.25

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

Dental Care		
Plan 1	Single	\$42.25
	Family	\$105.50
Plan 2	Single	\$55.00
	Family	\$133.75
Plan 3	Single	\$55.00
	Family	\$149.50

Vision Care		
Plan 2	Single	\$5.00
	Family	\$11.75
Plan 3	Single	\$9.75
	Family	\$24.25

Early Retirement Benefits Package 2*		
	Single	\$125.00
	Family	\$200.00

*Closed to new participants as of September 1, 2011

Supplemental Package		
<i>Without Dental</i>		
Package 1	Single	\$71.75
Package 2	Family	\$163.00
Package 3	Single	\$76.50
Package 4	Family	\$167.00
<i>With Dental</i>		
Package 1	Single	\$141.75
Package 2	Family	\$328.25
Package 3	Single	\$146.50
Package 4	Family	\$332.25

Blanket Life Insurance for School Trustees		
	Annual	\$60.00

Employee and Family Assistance Program		
	Provided by ASEBP at no cost	

- **Please note** that final approval (second reading) is required and changes may occur between readings

-
- Notification to school jurisdictions about their final 2019/20 premium rates, including any discounts and surcharges, will be sent to employer and employee representatives following final approval in late March or early April. Preliminary information is available by contacting your ASEBP school jurisdiction liaison
 - Level 1 and 2 Health Benefits Claims Experience Reports will also be distributed in April or May

2. Health Spending Account Administration Offerings and Fees – First Reading

- The ASEBP Trustees reviewed enrolment in the two packages offered for Health Spending Account (HSA) administrative services. Due to low enrolment in HSA Package 2 (annual) and the costs associated with maintaining this second administrative structure, a significant increase to the fee would be required to maintain its viability. Instead, the ASEBP Trustees gave **initial approval** (first reading) to winding down HSA Package 2 at the end of August 2019
- The ASEBP Trustees gave **initial approval** (first reading) to changing Health Spending Account (HSA) Package 1 administration fees to \$2.55 per employee per month, effective September 1, 2019
- Final approval (second reading) is required and changes may occur between readings

3. 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 strategy, legal, regulatory and governance risks

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.



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

**Associate Superintendent
Learning Services**

Date: January 8, 2019

Name: Hugh Lehr

Agenda Item: Ministerial Order

Recommendation

- Receive as information

Background

- A seclusion room is a room, structure or enclosure in a school operated by a school authority. The primary purpose of a seclusion room is the involuntary confinement or isolation of a student where the student is prevented or incapable of evacuating without the assistance of another person because security measures are not under the student's control.
- In October 2018, Minister Eggen appointed a working group of parents, teachers and experts to advise government on drafting new guidelines for the use of seclusion rooms in schools.
- The working group met for three days in late 2018 and again with a broad group of stakeholders before the holidays. Following these meetings, many advocates for people with disabilities and members of the working group reached out to Minister Eggen to express the view that guidelines alone were not sufficient.

The ministerial order prohibits the presence or use of a seclusion room in a school operated by a provincial school authority, and comes into force September 1, 2019. Student safety is our top priority, and this ban will help ensure that all students learn in a welcoming, caring, respectful and safe environment.

"While I value the hard work of teachers and administrators, it has become clear that change is needed, and that change is for seclusion rooms to be banned. I know that we need to find a safe and supervised space for students who are vulnerable and need additional supports in school. Alberta Education staff will work together with teachers, administrators and educators to ensure we get this right, and that they are supported. Alberta Education staff will be reaching out to school authorities to have discussions about what supports they may require."

Agenda Item: **SE RCSD Response to Traumatic Death Impacting Children & Youth**

Recommendation

- Receive as information

Background

Coming out of the Southeast Alberta Regional Violence Threat Risk Assessment (VTRA) & Intervention Protocol Annual Program Review, a process for a regional response to traumatic death in a school community was developed.

SE Response to Traumatic Death Impacting Children and Youth

- Review and update annually in conjunction with the annual review of the VTRA protocol
- Good to connect quickly with principals as they know their kids, who friends are, etc. for quick action, so if a kid goes missing on a Friday night, know who to call. Superintendents can connect police and RCMP with principals quickly as needed.
- Staff who respond can experience trauma and need to be supported as early on as possible (“care for the caregivers”)
- Important to notify all partners as a “heads up” and also to contact AHS and Children’s Services to have community support and in case either agency has had communication with the family or families involved and can share helpful information
- It is good for the final debrief and case review to involve all partners together

GOVERNMENT OF ALBERTA
DEPARTMENT OF EDUCATION

MINISTERIAL ORDER (# 006 / 2019)

I, David Eggen, Minister of Education, pursuant to section 39(1)(f) of the **School Act**, make the Order adopting or approving goals and standards applicable to the provision of education in Alberta in the attached Appendix.

DATED at Edmonton, Alberta on February 28, 2019.



MINISTER OF EDUCATION

APPENDIX

MINISTERIAL ORDER (# 006 / 2019)

SCHOOL ACT

Seclusion Room Standard

WHEREAS students are entitled to welcoming, caring, respectful and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self.

- 1 In the context of this document:
 - (a) “school authority” means a board and Regional authority, and operator of a charter school under the **School Act**, and operator of a funded private school as defined in the *Private Schools Regulation, A.R. 190/2000* or a private ECS operator as defined in the *Early Childhood Services Regulation, A.R. 31/2002*.
 - (b) “seclusion room” means a room, structure or enclosure in a school operated by a school authority, the primary purpose or use of which involves the involuntary confinement or isolation of a student where the student is prevented or incapable of evacuating from the room, structure or enclosure without the assistance of another person because security measures are not under the student’s control.
 - (c) “student” means a student under the **School Act**, and for the purposes of this order includes an individual who is younger than 6 years of age who is enrolled in an early childhood services program.
- 2 The presence or use of a seclusion room is prohibited in a school operated by a school authority.
- 3 The Minister may, by order, on such terms and conditions established by the Minister, exempt a school authority, or a class of school authorities from the application of Section 2.
- 4 This Order comes into force on September 1, 2019.



Board Report

March 12th, 2019

Coordinator of Early Childhood Services

- 1. Out of School Care Review** – The committee met to review and discuss Administrative Procedure 546 as well as the MHCBE Before and After School Program Guide. Suggested changes will be made for the next meeting on March 19th. Parent and staff survey questions were developed and will be finalized at the next meeting. Data will then be collected and information will be shared with stakeholders.

Recommendation: Receive as information

- 2. Early Learning and Kindergarten PD Day** – March 8th – Kindergarten teachers, ELP educators and our early learning team will meet on March 8th to discuss a number of agenda items such as religion resources used in kindergarten, the role of Family Liaison Counsellor in ELP and kindergarten programs, Motor Monkeys and We Thinkers programs as well as to plan how to support kindergarten teachers with curriculum implementation.

Recommendation: Receive as information

**Medicine Hat Catholic Board of Education
CUPE Staff Board Advisory Committee
MINUTES
March 4, 2018 from 3:30 pm – 4:15 pm
Catholic Education Centre**

CUPE:

Mr. Jake Braaten
Mr. Clint Stojke
Mrs. Corinne Miller-Feasey

MHCBE:

Deacon Robert Risling, Trustee (Absent)
Mr. Greg MacPherson, Secretary-Treasurer (Chair)

Guest:

Mr. Francis MacQuarrie, Facilities and Operations Supervisor

1. Welcome and prayer
2. Approval of the agenda
3. Minutes of December 3, 2018 were previously electronically approved.
4. Committee action
 - a. Standing Item - OHS status
 - i. OHS Committee updates presented to the Committee
 - b. Standing Item - Custodial Training (Jake and Francis)
 - i. Update on December 24th 2018 half-day training.
 1. Training was welcomed and successful. We should continue with the training process.
 2. Topics included:
 - a. Playground Inspection and responsibilities including log for monthly inspections.
 - b. Sharps responsibilities and training
 - c. Safe work practices including a daily inspection for equipment
 - ii. Will look at providing the following additional training/responsibilities for custodians
 1. AED checklist
 2. Other daily/monthly checks
 3. There are concerns with the increased inspections we are losing cleaning time from the custodians on the PD days (ie. high cleaning).
 - c. Past Business
 - i. Security (Francis)
 1. Monsignor McCoy staff had some concerns

- a. the wings are not being locked. These will be locked at 3:30 pm.
- b. coaches as not supervising the students after practices and students are remaining in the school
- c. A meeting with School Administration occurred and issues addressed.
- d. Looking at installing locks on the doors to the wing coming out of the Gym area into the science wing.
- e. Other issues
 - i. Supervision in the weight room after hours was questioned on adequacy. This will be followed up with the school administration.

2. Hour Zero

- a. The custodians need to be included at the school level for the buddy system for Hour Zero. The SERT leader needs to assign the daytime and evening custodians a buddy in their action plan. It was brought up at DLT but needs to be followed up on by Eugene or the SERT leader confirming how the custodians have been assigned.

3. Staffing

- a. The custodial substitute pool currently has 5 staff which are being used on a rotating basis. St. Patrick's is down one staff and they are getting routine shifts there.
- b. There were 835 hours of absences from January 2018 to December 2018. Of these 557 hours were filled.

4. Other Issues

- a. Reminder to all schools that they should be using FODS after hours if they are 'working alone'.

5. Next meeting

- a. To be determined

6. Adjournment

Approved TBD

Jake Braaten

Greg MacPherson



The Season of Lent

Posted on March 4, 2019

What is Lent?

Lent is the forty-day liturgical season of fasting, special prayer and almsgiving in preparation for the resurrection at Easter. The forty days represents the time Jesus spent in the desert, where he endured temptations by Satan. We are called to suffer with Christ in carrying our own crosses at this time.

Lent begins on Ash Wednesday when we receive the ashes that are made from the dried palms of the previous year's Palm Sunday or Passion Sunday. This is an outward sign of our faith and reminds us to turn away from poor choices and to follow the Gospel and the ways of Jesus.

In our schools, the staff and students will observe our Catholic traditions and practices, and in doing so, come into a deeper relationship with Jesus.

Ash Wednesday Services:

St. Michael's School: 9:00
 St. Francis Xavier School: 9:15
 Mother Teresa School: 9:45
 St. Louis School: 10:45
 St. Patrick's School: 1:00
 École St. John Paul II School: 1:00
 Notre Dame Academy: 8:30
 St. Mary's School: 11:30
 Monsignor McCoy High School: 9:28



Rotary Music Festival 2019

MHCBE School Performances



Monday, March 4

St. Louis School Gr. 2/3 Choral	11:00 am	MHC Eresman Theatre
St. Michael's School, Gr. 1-3 Choral	11:00 am	MHC Eresman Theatre
St. Michael's School, Gr. 4-6 Choir	12:30 pm	MHC Eresman Theatre

Tuesday, March 5

St. Mary's School Gr. 7 Fine Arts Choir	10:30 am	MHC Eresman Theatre
St. Mary's School Gr. 8 & 9 Fine Arts	11:30 am	MHC Eresman Theatre

Wednesday, March 6

St. Louis School Gr. 1 Choral Speech	10:30 am	MHC Eresman Theatre
St. Michael's School Gr. 1 Choral Speech	10:30 am	MHC Eresman Theatre
St. Michael's School Gr. 6 Choral Drama	10:30 am	MHC Eresman Theatre

Wednesday, March 13

Monsignor McCoy High School Woodwind Duet	2:00 pm	MHC Eresman Theatre
Monsignor McCoy High School Quartet	2:00 pm	MHC Eresman Theatre

Thursday, March 14

Monsignor McCoy High School Band	1:30 pm	McCoy High School
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Friday, March 15

St. Mary's School Band	1:00 pm	St. Mary's School
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