

Medicine Hat Catholic Board of Education



PUBLIC AGENDA

Tuesday, September 10, 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: September 10, 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 2019-2020: Theme: How can we help each student and each other have an encounter with Jesus each day? <i>“Come near to God and he will come near to you.”</i> <i>James 4:8</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>2.1 Approval of the Minutes of the Regular Board Meeting – June 11, 2019</i> <i>♦ Recommendation:</i> “THAT the Minutes of the Regular Meeting held June 11, 2019 be approved as circulated”. <i>2.2 Approval of the Minutes of the Regular Board Meeting – June 25, 2019</i> <i>♦ Recommendation:</i> “THAT the Minutes of the Regular Meeting held June 25, 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 September 10, 2019 be approved as circulated”.</p>	DM	
4.	<p><i>Approval of the Non-Action Agenda</i> <i>♦ Recommendation:</i> “THAT the Non-Action Agenda dated September 10, 2019 be approved as circulated”.</p>	DM	
5.	<p><i>Presentations</i> MNP Presentation at 6:00 PM</p>	DM	
6.	<p><i>Catholic Education</i> Note: As part of the monthly Board Meeting format a standing agenda item titled: CATHOLIC EDUCATION will highlight and feature agenda items specifically related to Catholic Education This is a great opportunity for the School District to bring prominence to items relating to Catholic Education at the start of the Board Meetings. This section will include the the Religious Education Coordinator Report. <i>6.1 Religious Education Report</i> – Sandra Richard, Religious Education Coordinator 6.1.1 Faith Formation Day 6.1.2 Religious Education Curriculum Grade 6 implementation 6.1.3 Faith Formation 6.1.4 Admin/Clergy June meeting follow up 6.1.5 Chaplaincy Update 6.1.6 Sister Vicky/Sister Clem’s Farewell</p>	SR	<i>Encl. (6-7)</i>

	6.1.7 Marked by God: Leadership Conference		
	<u>6.2 Parish Community Relations Committee Report</u> – Robert Risling, Trustee	RR	
7.	<u>September Board Work Plan Items</u> <u>7.1 2019 - 2020 Work Plan Approval</u> <u>♦ Recommendation:</u> “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2019-2020 Board Work Plan” <u>7.2 MLA Fall Meeting Proposed Dates</u> <u>7.2.1</u> Drew Barnes – MLA – November 15 or November 22, 2019 at 10:00AM <u>7.2.2</u> Michaela Glasgo – MLA – TBA	DM	<i>Encl. 8</i>
8.	<u>Corporate Communications – Derrian Hallas</u> <u>8.1 SCHOOLMESSENGER</u> – Invitations have been included in school newsletters to OPT-IN to text messaging services. SchoolMessenger is utilized in MH Catholic Schools as a communication tool as part of Emergency Response Protocol. <u>8.2 Back to School Marketing – 2019/2020</u>	DH	<i>Encl. (9-14)</i>
9.	<u>Superintendent of Schools Report – Mr. Dwayne Zarichny</u> <u>9.1 The Year Ahead</u> <u>9.2 Ministerial Visit – Sept 11, 9-11 at École St. John Paul II</u> <u>9.3 New Teacher Orientation – August 26, 2019</u> <u>9.4 Education Act and Regulations</u> <u>9.5 International Education</u> <u>9.6 Superintendant Certification</u> <u>9.6.1</u> November 6-8	DZ	<i>Encl. (15-18)</i>
10.	<u>Associate Superintendent Human Resources – Mr. Chuck Hellman</u> <u>10.1 Staffing Update</u> <u>10.2 Leadership Enhancement Program</u>	CH	<i>Encl. (19-22)</i>
11.	<u>Secretary-Treasurer Report – Mr. Greg MacPherson</u> <u>11.1 Audit Service Plan</u> <u>11.2 2018-2019 Audited Financial Statement Approval, Annual Education Results Report and Fall Budget Update</u> <u>11.3 ASEBP Trustees’ Report</u> <u>11.4 2019 Federal Election</u> <u>11.5 Education Act – Corporate Name Change</u>	GM	<i>Encl. (23-37)</i>
12.	<u>Associate Superintendent Learning Services – Mr. Hugh Lehr</u> <u>12.1 RCSD Caseload</u> <u>12.2 Ministerial Order on Seclusion Rooms</u>	HL	<i>Encl. (38-41)</i>
13.	<u>Coordinator of Early Childhood Services –Mrs. Terri Ball</u> <u>13.1 Early Years Evalutation Update</u> <u>13.2 Early Learning Professional Development Update</u>	TB	<i>Encl. 42</i>

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– Robert Risling		
	14.6 Representative to Parent Association– Kathy Glasgo		
	14.7 Salary Negotiations		
	<u>15.7.1</u> ATA– Peter Grad		
	<u>15.7.2</u> CUPE– Dick Mastel		
	14.8 CUPE Staff Board Advisory Committee – David Leahy		
	14.9 Student Board Advisory Committee – Dick Mastel		
	14.10 Student Enrolment & Retention (Adhoc) Committee – Dick Mastel		
15.	<p style="text-align: center;"><i>Closing Prayer –</i></p> <p>Carrying out Your Ministry: Lord, Thank you for being with us during this meeting and for having guided our thoughts, words and actions. Stay with us now as we leave this meeting and return to our respective lives. Help us to keep you, as you are now, in our thoughts, words, and actions. We ask this in your name, Amen.</p>	Peter Grad	
16.	<i>Adjournment</i>	Dick Mastel	

NON – ACTION AGENDA

DATE: September 10, 2019

Place: Catholic Education Centre

Time: 6:00 P.M.

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

Notice of Public Board Meetings

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

Sandra Richard
Religious Education Coordinator
Board Meeting September 10, 2019

1. Faith Formation Day

✚ Our Faith Formation Day was well received from our staff this year. A number of our staff members have continued to share with me the impact that the day has had on their spiritual development. We also included an act of charity and support for Haiti 180 which raised over \$435.00 through our “Dump Your Summer Change” initiative. Our speaker, Steve Angrisano, was especially touched by the comments and reception that he received here as well. Thanks to Derrian for creating and posting a video on social media that day!

2. RE Curriculum grade 6 implementation

✚ Grade 6 teachers will be provided an inservice on the new program of Growing in Faith, Growing in Christ. This session will include an overview of the new program and how to use the digital resources. Supports will continue throughout the year through a professional learning community as well as developing outcomes to match the curriculum.

3. Faith Formation


✚ We have 12 teachers who will be receiving this program this year. These sessions will help our new teachers feel better prepared to share our faith with those students in their care as well as encourage their own spiritual journey. They will be getting 4 – ½ days: Oct. 16, Nov. 13, Jan. 8, and Feb. 12.

Our Faith Formation for DLT this year will be a book study/reflections on David Well’s book *The Grateful Disciple* – an extension of the earlier study – *The Reluctant Disciple*.


4. Admin/Clergy June meeting follow up

✚ Our administrators met with our clergy and office staff in June to plan our parish/school calendar. This has helped to organize the year together and has allowed for a number of schools to look at attending parishes that are not attached to their schools but will open the students to see the other parishes in our city. Our priests have said that they would like to make the schools their priority when planning their calendars as well. A great showing of the relationships established between parish and schools.


5. Chaplaincy update

-  I will share with trustees some of the highlights of our new chaplaincy designation as well as a few of the plans for the upcoming school year.

6. Sister Vicky Sister and Sister Clem's Farewell

-  On September 21 at the 5:00 pm mass we will be saying goodbye to our dear Sisters as they move to Calgary. The Sisters of Charity of St. Louis have been instrumental in starting our Catholic schools in the city and so we will honor them at a reception afterwards at Holy Family Parish. We have asked our Board Chair, Dick Mastel, to present them with a gift from our District and thank them at the event for their contribution to Catholic Education in Medicine Hat. I am asking students to help with the decorations for the event (tissue paper flowers, etc). and there will be a student from St. Louis School who will be asked to thank the Sisters as well. There will be another farewell for the Sisters at St. Patrick's the following weekend.

7. Marked by God: Leadership Conference

-  Some of our administrators and senior admin will be attending the Leadership Conference in Red Deer on October 3 and 4 hosted by the CCSSA. This has been a very powerful conference in the past that focuses on our Catholic Leaders in our schools and division. This year the presenters are the Very Reverend Father Stefano Penna and Dr. Robert Murray. We look forward to returning and sharing the information with our colleagues and our trustees.

MEDICINE HAT CATHOLIC BOARD OF EDUCATION – BOARD WORK PLAN 2019 - 2020											
SEPTEMBER 2019	OCTOBER 2019	NOVEMBER 2019	DECEMBER 2019	JANUARY 2020	FEBRUARY 2020	MARCH 2020	APRIL 2020	MAY 2020	JUNE 2020	JULY 2020	AUG 2020
<p>Policy 2 – Approve the Board Annual Work Plan BOARD MOTION</p> <p>ASBA Friends of Education, Honorary Life Member, Long Service Award, Premier’s Award, President’s Award <u>Sept 2019</u></p> <p>Faith Formation Day All Division Staff-PD and Employee Recognition Program -New & Long Service-August 30, 2019</p> <p>SPORTS Academy Reviews for Enrollment (Academy Programs)</p> <p>Planning for MLA MEETINGS (TBA – Fall)</p> <p>Stakeholder Engagement and Budget Survey Planning</p> <p>Bishop’s Dinner Friday, Oct 11, 2019 Lethbridge, AB</p> <p>*Annually develop a yearly plan for advocacy. MLA’s.</p> <p>School Education Plan Presentations</p>	<p>Policy 17 – By October 15 school councils provide Financial Statements</p> <p>Begin Boundary Review (defined for February student registration)</p> <p>Board Organizational Meeting Oct. 9, 2018</p> <p>Fall Board & DLT RETREAT October 11, 2019 Board Room at CEC</p> <p>Class Size Survey Report to the Board</p> <p>Staffing Report to the Board</p> <p>*Annually approve a Communications Strategy</p> <p>*Annually develop a yearly plan for Board development including increased knowledge of the Board’s role, processes and issues to further the implementation of the Three Year Plan. (October 11, 2019 during Board Retreat)</p>	<p><i>*Annual Education Results Report/Three Year Education Plan (combined report) due to AB ED by Nov 30 including Accountability Pillar Results Report</i> ↓ <i>*Audited Financial Statement due to AB ED by Nov 30</i> ↓ <i>*Fall Budget Revision due to AB ED by Nov 30</i> ↓ Board Meeting – Approval *AERR, *Audited Financial Statement & *Fall Budget Date TBA BOARD MOTION</p> <p>Infrastructure Maintenance Renewal (IMR) Project Approval BOARD MOTION</p> <p>Alberta Catholic School Trustees’ Association (ACSTA) Annual General Meeting (AGM) November 15-17, 2019</p> <p>Alberta School Boards’ Association (ASBA) Annual General Meeting (AGM) November 17 – 19, 2019</p> <p>Policy 7 – Board informed of Trustee Honorarium</p> <p>Achievement Exam Review</p> <p>ACSTA Facilities and Covenant Review</p> <p>FINE ARTS Academy Review</p> <p>Final Class Size Survey Report to the Board – as included in AERR</p>	<p>Quarterly Finance Report information only, no Board Motion</p> <p>Policy 7 - Annual Board Self-Evaluation & Superintendent Evaluation BOARD MOTION</p>	<p>AP500 BUDGET Review *Approve budget assumptions at the outset of the budget process. The Secretary-Treasurer will prepare a draft budget based on the priorities set out in the 3 Year Education Plan.</p> <p>Board Policy Review</p> <p>AP 505 – Begin review of School Fees for approval by March 31</p> <p>Workplace Survey-Implementation of Recommendations</p> <p>AP305 – Review Boundaries and Attendance areas for approval by March 31</p>	<p>Gradual Retirement Plan (GRP) Review</p> <p>Board Reviews 3 Year Ed Plan to determine future priorities</p> <p>Board Strategic Planning March (early) - *Annually identify long-term strategic priorities.</p>	<p><u>Apr 28-</u></p>	<p>ERIP – Early Retirement Incentive Plan (ERIP) approved by May 01 BOARD MOTION</p> <p>Three Year Facility Plan / (Capital Plan) BOARD MOTION</p> <p>AP500 - Preliminary (DRAFT BUDGET) for Board Review April/May</p> <p>Revised Staffing Report</p> <p>Diploma Exam Review</p> <p>Board Annual Work Plan Development</p> <p>SPICE Conference Apr 23-26, 2020 Kananaskis</p> <p>BLUEPRINTS Conference Apr 28-May 1, 2020 Kananaskis</p>	<p>Draft BUDGET for Board Review April/May</p> <p>Board Meeting for Budget Approval -BUDGET due to AB ED May 31 Date TBA BOARD MOTION</p> <p>Locally Developed Courses BOARD MOTION</p> <p>Staffing Report to the Board</p> <p>ASBA Zone 6 Edwin Parr Award Banquet Taber, Alberta TBA</p> <p>Consecration to Mary- In May, the Month of Mary, annually consecrate the District and invite schools to do the same, either in October of May.</p>	<p>Staffing Report to the Board</p> <p>Alberta School Boards’ Association (ASBA) Spring General Meeting TBA</p> <p>3rd Quarter Financial Update information only, no Board Motion</p> <p>Retiree Dinner TBA</p>		
<div> <div>IMPORTANT Dates & Events</div> <div> 1. Back to School BBQ’s 2. School Christmas Concerts 3. Fine Arts Productions 4. World Teacher’s Day October 5, 2019 5. Bishop’s Dinner Oct 11/19 (Lethbridge) May 8/20 (Calgary) 7. Catholic Education Sunday Nov 3, 2019 8. Monsignor McCoy Awards, Fall/Winter 2019 9. Education Week - May 18 – 22, 2020 10. World Catholic Education Day - May 21, 2020 11. Monsignor McCoy Grad – May 13 - 15, 2020 * May 13, 2020 Rehearsal * May 14, 2020 Mass & Ceremony * May 15, 2020 Banquet 12. Foundation Golf Tourney Friday, June 12, 2020 </div> </div>											

Parents and Guardians

You can take advantage of our Text Messaging Service

Our school utilizes the SchoolMessenger system to deliver text messages, straight to your mobile phone with important information about events, school closings, safety alerts and more.*

You can participate in this free service* just by sending a text message of “Y” or “Yes” to our school’s short code number, **724665**.

You can also opt out of these messages at any time by simply replying to one of our messages with “**Stop**”.

SchoolMessenger is compliant with the [Student Privacy Pledge™](#), so you can rest assured that your information is safe and will never be given or sold to anyone.



**Opt-In from
your mobile
phone now!**



**Just send
“Y” or “Yes”
to 724665**

[Information on SMS text messaging and Short Codes:](#)

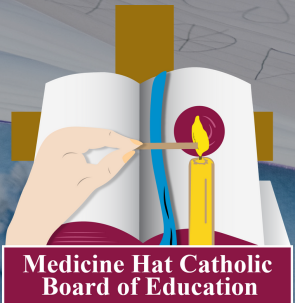
SMS stands for Short Message Service and is commonly referred to as a “text message”. Most cell phones support this type of text messaging. Our notification provider, SchoolMessenger, uses a true SMS protocol developed by the telecommunications industry specifically for mass text messaging, referred to as “short code” texting. This method is fast, secure and highly reliable because it is strictly regulated by the wireless carriers and only allows access to approved providers. If you’ve ever sent a text vote for a TV show to a number like 46999, you have used short code texting.

*Terms and Conditions – Message frequency varies. Standard message and data rates may apply. Reply HELP for help. Text STOP to cancel. Mobile carriers are not liable for delayed or undelivered messages. See schoolmessenger.com/tm for more info.

west

MEDICINE HAT CATHOLIC BOARD OF EDUCATION

Back to School Marketing Strategy 2019/2020



1. PUBLIC RELATIONS – Catholic Schools Are Special!

We continue to look for meaningful ways to engage our staff and community. As a way to share our story, we have asked staff to send us photos and videos throughout the school year around the key theme **“What makes Catholic schools special”**.

- Posters on how to share good news have been created and distributed to all school staff rooms. Our goal is to empower staff members to share the behind the scenes stories that happen in our schools on a regular basis.
- All district staff email encouraging staff to celebrate and share - **“We live and work in our schools every day but it is easy to overlook the little things that make us unique. From School Mass to Kindergarten artwork- *the things you do are worth celebrating!*”**
- Hashtag **#WeAreMHCBE** focusing on who WE are and sharing OUR story



2. RADIO ADS- We're on the Radio!

- CHAT, MY 96 – MHCBE student voiceover Ads ran from August 19- 31
- Radio ads were converted to videos and shared to social media accompanied by footage from our schools

Have a listen!

Back to School Grades 1-12: <https://youtu.be/6zNdvZlwHpA>

Why Catholic Schools?: <https://youtu.be/DPpIu6o2LHk>

Kindergarten & Early Learning: <https://youtu.be/XJX1ZZdQNdm>

3. ANNUAL BACK TO SCHOOL PUBLICATION - 16th Edition



2019 BY THE NUMBERS- School Year Calendar 2019/2020

20 Page Pony Plus Cover

Details: 8.5 x 5.5, Two Sided, Full Color

Quantity: 10,800

Newspaper Subscribers: 8,200

Overrun (copies for MHCBE): 2600

COST: \$6680 plus tax and Creative Services

CIRCULATION STRATEGY:

- 1 per staff member
- Back-Pack Circulation (Early Learning, K - 9) - sent home with each student the first week of school
- Copies in the front offices of School Locations
- Shared with our education partners in the community including: City of Medicine Hat Corporate Communications for Newcomers, St. Patrick's Parish, Holy Family Parish, Medicine Hat Public Library, The Town of Redcliff, Redcliff Library, Community Pre-Schools, Saamis Immigration etc.
- Sent to Medicine Hat News Subscribers August 20, 2019

4. MAGNET SIGNS

- Locations - St. Francis Xavier, St. Michael's, St. Patrick's, St. Louis, Mother Teresa, École St. John Paul II



5. POSTCARD PRINTABLES – NEW

- Postcard Printables - a local advertising company that produces “mini billboards” for advertising. Our ad will rotate between multiple high traffic locations in Medicine Hat



from August to November 2019.

6. MEDICINE HAT NEWS COVERAGE (August 24 – September 3)

- “[Catholic division looks to expand homestay program](#)”- International Education
- “[StFX set to open new sports academy](#)” – St. Francis Xavier
- “[Mother Teresa makes space for STREAM](#)” –Mother Teresa School
- “[Excitement in the air as the school year begins!](#)” - St. Louis School

7. PRINT MEDIA - 2019 School Feature Ad in Back to School Publication

- Spot Ad Banner Format for Medicine Hat News, August 2018

8. FALL REGISTRATION GUIDE – Published in AUGUST 2019



MEDICINE HAT CATHOLIC SCHOOLS

Are you new to Canada or new to our City, transferring from another school or a new learner getting ready to start school for the first time? Catholic Schools are a publicly funded, vibrant part of the public education system in Alberta. Come, Experience Catholic Schools. All Are Welcome / Bienvenue!

Welcome / Bienvenue
It All Starts Here!

**ENGLISH & FRENCH
IMMERSION Programming K – 12**

Early Learning
Programs Ages 3 – 5

**ACADEMIES IN SPORTS &
FINE ARTS**

Enjoy your
Summer Break
First day of School for Students
Grades 1 - 12 is
Tuesday, September 3, 2019

First Day of
Kindergarten and Early Learning
Friday, September 6, 2019
*Orientation Days -
September 3rd, 4th & 5th

Ongoing Registrations Accepted
403-527-2292
www.mhcbes.ab.ca

All are Welcome
Come, Experience Catholic Schools.

41322137 • 08/21/2019

Facebook Twitter Instagram YouTube @mhccatholic

9. WEBSITE UPDATES – “One Stop Shop for Everything Back to School”

- School Year Calendars
- School Bus Routes, Pick Up Locations & Times
- Bell Times
- District at a Glance
- School Supply Lists
- Before & After School Care
- School Cash Online
- School Fees



**Everything
BACK TO SCHOOL**

Posted on July 10, 2019

Classes begin on Tuesday, September 3, 2019, for Grades 1 - 12.

Kindergarten and Early Learning begin Friday, September 6, 2019.
* Orientation days are September 3, 4 & 5.

[School Year Calendar](#) - Grades 1-12 (PD Days & Holidays)
[School Year Calendar](#) - Kindergarten & Early Learning (PD Days & Holidays)
[District at a Glance](#) - Schools and Program Guide
[School Bell Schedule](#) - All Schools
[School Bus Routes, Pick Up Locations & Times](#)

*Updated bus routes will be posted on the [Southland Transportation Website](#) mid-August.
Please check back to confirm bus information for your child.

Superintendent's Report
September 10th, 2019
Regular Board Meeting

1. The Year Ahead

This year will be a year of change in many respects. Below is a list of the major areas that we will collectively have to pay attention to.

- a) Admin Procedures / New Education Act and Regulations
- b) Annual Education Plan
 - a. 2019 -2020 Division Priorities Implementation
 - b. District Strategies and Indicators of Success
- c) AERR – Due November 30th
- d) Hour Zero Implementation
- e) District Chaplaincy
- f) Committees
 - a. Literacy and Numeracy
 - b. Technology
 - c. Enrolment and Retention
 - d. Athletics ad hoc
 - e. Mental Health Strategy
 - f. Field Trip Authorization
- g) Quality Standard Implementation
- h) Alberta Education New Curriculum
 - a. Workshops
 - b. Implementation
- i) Collective Bargaining
- j) New Teacher Orientation
- k) International Education
- l) Nutrition Program.....
- m) CCSSA Catholic Leadership Conference
- n) PGP Process

Recommendation: Receive as Information

2. Ministerial Visit – Sept. 11, 9-11 at St. JP II

Minister LaGrange will arrive at École St. John Paul II School at 9:30am on Wednesday, September 11.

Ministerial Visit Schedule:

9:30am - Minister Arrives at School

9:35 -10:00am - School Tour

10:00 - 10:30am - Minister Interview with students at JP2 News

10:30 -11:30am - Board Meeting in Conference Room

Recommendation: Receive as Information**3. New Teacher Orientation, August 26th**

- a. 12 new teachers were in attendance

Recommendation: Receive as Information**4. Education Act and Regulations**

- a. New Education Act and Regulations in effect September 1st, 2019.
 - i. New Regulations:
 - 1. Alberta School Foundation Fund
 - 2. Board of Reference Fees
 - 3. Board Procedures
 - 4. Borrowing
 - 5. Certification of Teachers and Teacher Leaders
 - 6. Charter Schools
 - 7. Disposition of Property
 - 8. Early Childhood Services
 - 9. Establishment of Separate School Districts
 - 10. Home Education
 - 11. Investments
 - 12. Petitions and Public Notices
 - 13. Practice Review of Teachers and Teacher Leaders
 - 14. Private Schools
 - 15. School Councils
 - 16. School Fees
 - 17. School Transportation
 - 18. Special School Tax Levy Plebiscite
 - 19. Student Record
 - 20. Superintendent of Schools
 - 21. Charter Schools Exemption and Application
- b. This will require all Admin Procedures and Board Policies to be brought into alignment with the new act and regulations.
- c. We are currently examining options available with respect to this work.
- d. More information can be found at: <https://www.alberta.ca/K-12-education-legislation-and-regulations.aspx#toc-0>

Recommendation: Receive as Information

5. International Education

- a. Currently we have 9 students registered and attending:
 - i. Korea -2
 - ii. Philippines – 1
 - iii. Spain – 1
 - iv. Japan – 1
 - v. Mexico – 2
 - vi. Colombia – 1
- b. We have had a lot of positive coverage in the media.
 - i. September 5th, interview with Wanda and student regarding the program on CHAT TV.

Recommendation: Receive as Information

6. CCSSA Leadership Conference (Oct. 3rd and 4th, Red Deer)



- a. Conference presentations from:
 - i. Fr. Stefano Penna
 - ii. Dr. Bob Murray

Recommendation: Receive as Information

7. Superintendent Certification

- a. Nov. 6-8 – Calgary CASS Conference
- b. The number of opportunities for the “short course” are almost complete. We have reminded administrators that they need to have their course completed if they have not already.

Recommendation: Receive as Information

STRATEGIC PRIORITIES

2019 - 2020

1

Celebrating our Catholic identity through the **Marks of a Catholic School**;

2

Providing a **continuum of support** for the mental health and well-being of parents, students, and staff in a **welcoming, caring, respectful and safe learning environment**;

3

Developing teachers with the necessary skills to teach **21st century learners**;

4

The effective use of **technology to support learning**;

5

To foster **meaningful** parental involvement and stakeholder **engagement**.



These Priorities will form the basis of the upcoming Annual Education Report & School Education Plans.

**Associate Superintendent Human Resources
Board Meeting, September 10, 2019**

Staffing Update

Medicine Hat Catholic has hired 12 new teachers for the 2019-2020 school year. To date, MHCBE has 129.65 FTE staff members hired. The Board will receive information regarding where the new staff members have been placed at the Board meeting.

Action: N/A

Recommendation: Information

Leadership Enhancement Program

Medicine Hat Catholic recognizes the value administrators and teacher leaders have on student learning. Interested teachers will be invited to participate in the Leadership Enhancement Program offered throughout the 2019-2020 school year. The LEP outline is attached.

Action: N/A

Recommendation: Information

Attachment: LEP Outline

Medicine Hat Catholic Board of Education

Leadership Enhancement Program

Medicine Hat Catholic Board of Education recognizes the value administrators and teacher leaders have on student learning. Medicine Hat Catholic is excited to offer a **Leadership Enhancement Program** to any teacher interested in collaborating with like-minded individuals. Participants will engage in discussion with colleagues, active administrators and senior leadership to continue to develop as Catholic teacher leaders. The program does not necessarily lead to an official position within Medicine Hat Catholic, but will provide opportunities to develop skills that are applicable in informal and formal leadership settings.

The program will consist of seven sessions. The sessions will run from 6:00 to 8:00 PM throughout the 2019-2020 school year.

The Leadership Enhancement Program will consist of one session on Catholic Leadership, it will also include six sessions on the new Leadership Quality Standards.

Faith Leadership - 5 Marks of a Catholic Leader

- a. An excellent Catholic Leader embraces the dignity of all as created in the image of God.
- b. An excellent Catholic Leader advocates for Catholic education within and beyond the school community and makes decisions rooted in Gospel teachings.
- c. An excellent Catholic Leader intentionally directs and fosters the development of Catholic education through faith permeation.
- d. An excellent Catholic Leader is called to be a witness and an agent of hope, proclaiming the Gospel message to all people, everywhere and at all times.
- e. An excellent Catholic Leader ensures communal vision; recognizing that God will be found with and in each other.

Leadership Quality Standards – Quality leadership occurs when the leader’s ongoing analysis of the context and decisions about what leadership knowledge and abilities to apply, result in quality teaching and optimum learning for all school students.

1. Instructional Leadership (1) – A leader ensures that every student has access to quality teaching and optimum learning experiences.
2. Instructional Leadership (2) – A leader ensures that every student has access to quality teaching and optimum learning experiences
3. Fostering Effective Relationships – A leader builds positive working relationships with members of the school community and local community

Modelling Commitment to Professional Learning – A leader engages and ongoing critical reflection to identify opportunities for improving leadership, teaching and learning

4. Embodying Visionary Leadership – A leader collaborates with the school community to create and implement a shared vision for student success, engagement, learning and well being

Leading a Learning Community – A leader nurtures and sustains a culture that supports evidence- informed teaching and learning

5. Supporting the Application of Foundational Knowledge about First Nations, Metis and Inuit – A leader supports the school community in acquiring and applying foundational knowledge about First Nations, Metis and Inuit for the benefit of all students

Developing Leadership Capacity – A leader provides opportunities for members of the school community to develop leadership capacity and to support others in fulfilling their educational roles

6. Managing School Operations and Resources – A leader effectively directs operations and manages resources

Understanding and Responding to the Larger Societal Context – A leader understands and appropriately responds to political, social, economic, legal and cultural contexts impacting schools and school authority

**Medicine Hat Catholic Board of Education
Secretary Treasurer Board Report
September 10, 2019 Public Meeting**

1. Audit Service Plan

Mrs. Delayne Sackman, Partner at MNP, will be presenting the audit service plan for the 2018-2019 year-end audit.

Recommendation: *Information*

Attachment: Audit Service Plan to be distributed.

2. 2018-19 Audited Financial Statement Approval, Annual Education Results Report and Fall Budget Update

The Board Work Plan has the board of trustees approving the audited financial statement, the annual education results report and the fall budget update by November 30, 2019. It is recommended that the Board of Trustees schedule a regular meeting for 4:00 pm on Tuesday November 26, 2019 at the Catholic Education Centre for the purpose of approving the three documents.

Recommendation: *That the Board of Trustees schedule a regular meeting of the board for Tuesday November 26, 2019 at 4:00 pm at the Catholic Education Centre.*

Attachment: None

3. ASEBP Trustees' Report

The June 2019 ASEBP Trustees' Report is attached for information

Recommendation: *None*

Attachment: June 2019 Report

4. 2019 Federal Election

The federal election will occur on Monday October 21, 2019. The following schools have been designated polling stations:

St. Mary's School
Mother Teresa School
St. John Paul II School
St. Louis School

School Principals have been notified and are aware of the dates. We will be working with the returning officer for hiring security guards for the schools on that date. The OHS officer will work with the school principals on addressing the Hour-Zero recommendations where appropriate.

Recommendation: *Information only*

Attachment: None

5. *Education Act* – Corporate Name Change

The *Education Act* section 77 and Ministerial Order 034/2019 changes the corporate name of the board to “The Board of Trustees of Medicine Hat Roman Catholic Separate School Division”. Based on this order, the use of “The Medicine Hat Catholic Board of Education” as a corporate name will cease for all legal documents including banking and land titles effective September 1, 2019. We are in the process of commencing the transition of the name change.

If the Board of Trustees is interested in maintaining the corporate name as “The Medicine Hat Catholic Board of Education” then the board would need to pass a resolution under section 79 of the *Education Act* and request the minister to authorize the name change.

Recommendation: *Board decision as appropriate*

Attachment: *Education Act s. 77 and s. 79*
Draft Motion

ASEBP Trustees' Report

Volume 27-19 No. 06 June 2019

Highlights of the June 21, 2019, Trustees' Meeting

1. Spending Accounts – Second Reading (for September 1, 2019)

- The ASEBP Trustees gave **final approval** (second reading) to a combined Health Spending Account/Wellness Spending Account (HSA/WSA) administrative services offering effective **September 1, 2019**
- There are no changes to the design of eligible expense categories for the HSA component as this is determined by the Canada Revenue Agency
- Two WSA plan designs will be offered: one for teachers and one for other education workers. The eligible expense categories for teachers support recent negotiations between the Alberta Teachers' Association and the Teachers Employer Bargaining Association. The eligible WSA expense categories for other education workers will remain the same as ASEBP's pilot program

Teachers	Other education workers
<ul style="list-style-type: none">• Health support, fitness and sports activities and equipment• Health-related technology• Family care	<ul style="list-style-type: none">• Health support, fitness and sports activities and equipment• Technology• Family care• Professional development, professional development travel and computer products• Transportation

Over the coming year, ASEBP will explore a more flexible approach to WSA design

- The HSA/WSA administration fee will be \$2.80 per employee per month

2. Plan Design – First Reading (for January 1, 2020)

- The ASEBP Trustees are constantly striving for value; balancing plan benefits and the cost of investing in the current and future health of covered members. They are sensitive to participant needs and stakeholder concerns, as well as the impact of changing medical, dental, pharmaceutical and other practices, in addition to changes to the health care system. The ASEBP Trustees are also cognizant of plan utilization, statutory or regulatory requirements and market conditions (i.e. competition from other benefit providers and fiscal constraints)
- The ASEBP Trustees gave **initial approval** (first reading) to a number of plan design changes effective **January 1, 2020**

ASEBP TRUSTEES

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

**CHIEF EXECUTIVE
OFFICER**
Kelli Littlechilds

• Extended Disability Benefits

- The pre-existing condition criteria won't apply where a lapse in coverage is due to a layoff of less than 90 days, thereby recognizing a natural gap in employment
- The Accommodation Employment Program will become the Progressive Disability Program to minimize confusion with an employer's legal duty to accommodate
- The application window for the Progressive Disability Program will be extended from 30 days from the reduction of an employee's normal full-time equivalent due to illness or accidental injury to 90 days. This addresses employer and employee concerns about the current timeline being too short
- The elimination period for the Progressive Disability Program will be prorated in the same way it is for the Early Intervention Program (EIP), thereby minimizing the number of different calculations
- The Rehabilitation Employment Program will reflect that employment must be progressive, i.e. an employee's condition must be such that they'll likely be capable of returning to work at their normal full-time equivalent in the same occupation
- The Rehabilitation Employment Program will be limited to 36 months
- The EIP will allow for participation at any point during the elimination period rather than being limited to 30 days (previously the ASEBP Trustees gave ASEBP administration direction to relax the 30-day requirement on a trial basis)
- The elimination period for EIP will be clarified. Moving forward, it will be based on the full-time equivalent portion of time an employee is unable to work, using consecutive calendar days, adjusted from time to time due to changes in the reduced full-time equivalent, to a maximum of 153 days

• Extended Health Care

- Hospital accommodation coverage will align with the government reimbursement rate for semi-private hospital room charges rather than referencing a specific dollar amount. This housekeeping change will reduce the number of times the ASEBP Trustees must approve a change to the reimbursement rate as the intent has been and continues to be to match the government rate
- The pre-approval process for joint injectable materials will be removed
- The pre-approval process for private duty nursing services will be added to the plan document. This housekeeping change will align the plan document with current administrative practice

• Multiple benefits

- The termination age for benefits for those actively at work (including school trustees) will be aligned where practicable by removing the 50 per cent reduction in benefits after age 65 and removing the requirement to have joined the plan prior to age 65

Benefit	Current termination ages	Future termination ages
Life and Basic Accidental Death and Dismemberment Insurance	<ul style="list-style-type: none">• 70 for active employees, with a 50% reduction in benefits after age 65• 70 for school trustees (if appointed before age 65)	<ul style="list-style-type: none">• No change in termination age• Remove 50% reduction after age 65

		<ul style="list-style-type: none"> Remove requirement to have joined the plan prior to age 65 for school trustees
General Health Benefits (Extended Health Care, Dental and Vision)	<ul style="list-style-type: none"> 70, but must have joined the plan prior to age 65 	<ul style="list-style-type: none"> No change in termination age Remove requirement to have joined the plan prior to age 65
Extended Disability Benefits	65	No change
Supplemental Package	70	No change

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

3. Appointments

- Shirene Napier has been named an Audit and Risk Committee member. She joins existing member, Kim Pasula
- The Executive Committee includes the Chair, Drew Chipman, and the Vice-Chair, Fred Kreiner
- The Extended Disability Benefits Appeal Committee includes Chad Bowie, Daryl Scott and Dwight Anthony, as well as alternate members Holly Bilton, Doug Lerke and Jojy Oommen

4. A Farewell

- The ASEBP Trustees wish Kathy MacIsaac all the best, acknowledging her contributions as an ASEBP Trustee and member of the Audit and Risk Committee during her tenure

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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Phone: 780-438-5300 • Email: trustees@asebp.ca • Website: www.asebp.ca

(3) A bylaw passed under this section must, if practicable, provide that the number of trustees to be elected in each ward is in the same proportion to the total number of trustees of the board as the population of the ward is to the population of the school division.

(4) A board shall establish, implement and make publicly available a policy respecting the considerations and process used by the board to determine ward structures.

(5) The Minister may make regulations respecting

- (a) the nomination and election of trustees by wards or electoral subdivisions;
- (b) the partition of a school division into wards.

2012 cE-0.3 s76;2015 c6 s17;2019 c7 s17

Board establishment

77(1) For each public school division, the Minister shall by order establish a board, and the members of the board are a corporation with a name in the following form:

The Board of Trustees of _____ School Division.

(2) For each separate school division, the Minister shall by order establish a board, and the members of the board are a corporation with a name in the following form:

The Board of Trustees of _____ Separate School Division.

Number of trustees

78(1) The Minister shall specify for each board the number of trustees, being no fewer than 3, to be elected to the board.

(2) The Minister may vary the number of trustees to be elected for each school division.

Change of name

79 A board of trustees may, by resolution, change its corporate name to another name that is approved by the Minister.

Resignations

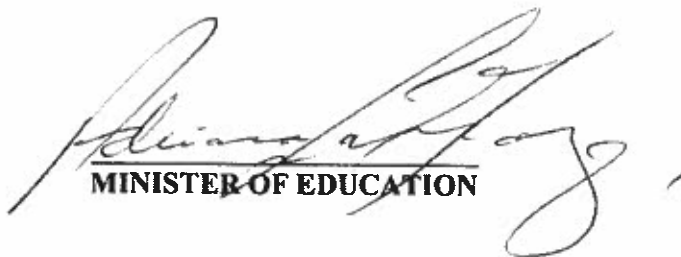
80(1) A trustee may resign by submitting the trustee's written resignation to the secretary of the board at the beginning of a meeting of the board, and the trustee ceases to hold office at that time.

GOVERNMENT OF ALBERTA
DEPARTMENT OF EDUCATION
MINISTERIAL ORDER (# 034 / 2019)



I, Adriana LaGrange, Minister of Education, pursuant to Sections 77, 112, 260(10) and 260(10.1) of the **Education Act**, make the Order in the attached Appendix, being The Continuance of the School Divisions and The Board of Trustees Order under the Education Act

DATED at Edmonton, Alberta, August 15, 2019.


MINISTER OF EDUCATION

APPENDIX

MINISTERIAL ORDER (# 034 / 2019)

EDUCATION ACT

The Continuance of the School Divisions and The Board of Trustees Order

WHEREAS pursuant to Section 260(10) of the **Education Act**, a school district, school division or regional division established or continued under the former **School Act** is continued and deemed to be a school division under the **Education Act** with the same boundaries;

AND WHEREAS pursuant to Section 260(10.1) of the **Education Act** a board of trustees of a school district, school division or regional division established or continued under the former **School Act** is deemed to be a board of trustees of a school division under the **Education Act**;

I Pursuant to Sections 77, 112, 260(10) and 260(10.1) of the **Education Act**, the name of the following school divisions and their corresponding board of trustees shall be in the following form:

- (a) The Aspen View School Division and The Board of Trustees of Aspen View School Division.
- (b) The Battle River School Division and The Board of Trustees of Battle River School Division.
- (c) The Black Gold School Division and The Board of Trustees of Black Gold School Division.
- (d) The Buffalo Trail School Division and The Board of Trustees of Buffalo Trail School Division.

APPENDIX

MINISTERIAL ORDER (# 034 / 2019)

- (c) The Calgary School Division and The Board of Trustees of Calgary School Division.
- (f) The Calgary Roman Catholic Separate School Division and The Board of Trustees of Calgary Roman Catholic Separate School Division.
- (g) The Canadian Rockies School Division and The Board of Trustees of Canadian Rockies School Division.
- (h) The Chinook's Edge School Division and The Board of Trustees of Chinook's Edge School Division.
- (i) The Christ the Redeemer Catholic Separate School Division and The Board of Trustees of Christ the Redeemer Catholic Separate School Division.
- (j) The Clearview School Division and The Board of Trustees of Clearview School Division.
- (k) The East Central Alberta Catholic Separate School Division and The Board of Trustees of East Central Roman Catholic Separate School Division.
- (l) The Edmonton Catholic Separate School Division and The Board of Trustees of Edmonton Catholic Separate School Division.
- (m) The Edmonton School Division and The Board of Trustees of Edmonton School Division.

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- (n) The Elk Island Catholic Separate School Division and The Board of Trustees of Elk Island Catholic Separate School Division.
- (o) The Elk Island School Division and The Board of Trustees of Elk Island School Division.
- (p) The Evergreen Catholic Separate School Division and The Board of Trustees of Evergreen Catholic Separate School Division.
- (q) The Foothills School Division and The Board of Trustees of Foothills School Division.
- (r) The Fort McMurray School Division and The Board of Trustees of Fort McMurray School Division.
- (s) The Fort McMurray Roman Catholic Separate School Division and The Board of Trustees of Fort McMurray Roman Catholic Separate School Division.
- (t) The Fort Vermilion School Division and The Board of Trustees of Fort Vermilion School Division.
- (u) The Golden Hills School Division and The Board of Trustees of Golden Hills School Division.
- (v) The Grande Prairie School Division and The Board of Trustees of Grande Prairie School Division.

APPENDIX

MINISTERIAL ORDER (# 034 / 2019)

- (w) The Grande Prairie Roman Catholic Separate School Division and The Board of Trustees of Grande Prairie Roman Catholic Separate School Division.
- (x) The Grande Yellowhead School Division and The Board of Trustees of Grande Yellowhead School Division.
- (y) The Grasslands School Division and The Board of Trustees of Grasslands School Division.
- (z) The Greater St. Albert Roman Catholic Separate School Division and The Board of Trustees of Greater St. Albert Roman Catholic Separate School Division.
- (aa) The High Prairie School Division and The Board of Trustees of High Prairie School Division.
- (bb) The Holy Family Catholic Separate School Division and The Board of Trustees of Holy Family Catholic Separate School Division.
- (cc) The Holy Spirit Roman Catholic Separate School Division and The Board of Trustees of Holy Spirit Roman Catholic Separate School Division.
- (dd) The Horizon School Division and The Board of Trustees of Horizon School Division.
- (ee) The Lakeland Roman Catholic Separate School Division and The Board of Trustees of Lakeland Roman Catholic Separate School Division.

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- (ff) The Lethbridge School Division and The Board of Trustees of Lethbridge School Division.
- (gg) The Living Waters Catholic Separate School Division and The Board of Trustees of Living Waters Catholic Separate School Division.
- (hh) The Livingstone Range School Division and The Board of Trustees of Livingstone Range School Division.
- (ii) The Medicine Hat Roman Catholic Separate School Division and The Board of Trustees of Medicine Hat Roman Catholic Separate School Division.
- (jj) The Medicine Hat School Division and The Board of Trustees of Medicine Hat School Division.
- (kk) The Northern Gateway School Division and The Board of Trustees of Northern Gateway School Division.
- (ll) The Northern Lights School Division and The Board of Trustees of Northern Lights School Division.
- (mm) The Northland School Division and The Board of Trustees of Northland School Division.
- (nn) The Palliser School Division and The Board of Trustees of Palliser School Division.
- (oo) The Parkland School Division and The Board of Trustees of Parkland School Division.

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- (pp) The Peace River School Division and The Board of Trustees of Peace River School Division.
- (qq) The Peace Wapiti School Division and The Board of Trustees of Peace Wapiti School Division.
- (rr) The Pembina Hills School Division and The Board of Trustees of Pembina Hills School Division.
- (ss) The Prairie Land School Division and The Board of Trustees of Prairie Land School Division.
- (tt) The Prairie Rose School Division and The Board of Trustees of Prairie Rose School Division.
- (uu) The Red Deer Catholic Separate School Division and The Board of Trustees of Red Deer Catholic Separate School Division.
- (vv) The Red Deer School Division and The Board of Trustees of Red Deer School Division.
- (ww) The Rocky View School Division and The Board of Trustees of Rocky View School Division.
- (xx) The St. Albert School Division and The Board of Trustees of St. Albert School Division.

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- (yy) The St. Paul School Division and The Board of Trustees of St. Paul School Division.
- (zz) The St. Thomas Aquinas Roman Catholic Separate School Division and The Board of Trustees of St. Thomas Aquinas Roman Catholic Separate School Division.
- (aaa) The Sturgeon School Division and The Board of Trustees of Sturgeon School Division.
- (bbb) The Westwind School Division and The Board of Trustees of Westwind School Division.
- (ccc) The Wetaskiwin School Division and The Board of Trustees of Wetaskiwin School Division.
- (ddd) The Wild Rose School Division and The Board of Trustees of Wild Rose School Division.
- (eee) The Wolf Creek School Division and The Board of Trustees of Wolf Creek School Division.

- 2 This Order shall be in effect on September 1, 2019.



Medicine Hat Catholic Board of Education

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BOARD RESOLUTION

WHEREAS Ministerial Order 034/2017 maintained the corporate name as The Medicine Hat Catholic Board of Education;

WHEREAS the *Education Act* and Ministerial Order 034/2019 changes the corporate name to The Board of Trustees of Medicine Hat Roman Catholic Separate School Division;

WHEREAS the Board of Trustees is desirous of retaining the corporate name of The Medicine Hat Catholic Board of Education; and,

WHEREAS the use of The Medicine Hat Catholic Board of Education has been in place from at least 1994.

NOW THEREFORE, BE IT RESOLVED THAT The Board of Trustees for Medicine Hat Roman Catholic Separate School Division under section 79 of the *Education Act* changes the corporate name to The Medicine Hat Catholic Board of Education, subject to ministerial approval.

PASSED AND ADOPTED by the Board of Trustees at the regular meeting on September 10, 2019.

Board Motion:

Richard (Dick) Mastel
Board Chair

Greg MacPherson
Secretary Treasurer

“Showing the Face of Christ to All”

In partnership with Family, Church and Community since 1911

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

**Associate Superintendent
Learning Services**

Date: September 10, 2019

Name: Hugh Lehr

Agenda Item: Regional Collaborative Service Delivery (RCSD) Low Incidence Support

The SE RCSD exists to enable effective collaboration between Children's Services, Community and Social Services, Education, school authorities, Health, Alberta Health Services, First Nations and community organizations at the local, regional and provincial levels.

Regional partners work collaboratively and share available resources to address identified needs, co-ordinate and leverage systems, build system capacity and plan for sustainability in meeting the needs of children, youth and their families.

Funding for RCSD is provided by the Government of Alberta. The funding is pooled and shared to address the identified needs and priorities within our region. RCSD partners are the stewards of shared resources that support the identified needs of children, youth and their families within the SE RCSD.

Planning and reporting must include attention to the following populations:

- Children and youth between birth and age 20 who have been identified as having complex needs.
- Children and youth between birth and age 20 who have been identified as having a low-incidence disability.
- Children or students who are registered within an Alberta school authority or First Nations school (Early Childhood Services to Grade 12).

Low incidence team:

- Teacher for the vision impaired and blind.
- Teacher for the deaf and hard of hearing
- Physical Therapist
- Complex Communication Needs (OT/SLP)

Recommendation

- Receive as information

Attachment - RMDT students served

Agenda Item: **Ministerial Order**

This is to inform you that the Minister of Education is lifting the ban on seclusion rooms. *Ministerial Order No. 038/2019* has repealed *Ministerial Order No. 006/2019, Seclusion Room Standard*, effective immediately. The ban on seclusion rooms is no longer in effect for schools operated by public or separate school jurisdictions, francophone regional authorities, charter schools, funded private schools or private early childhood services operators.

This means that school authorities are no longer required to decommission seclusion rooms by September 1, 2019. The previous request to submit a declaration to the ministry on seclusion is also no longer required.

Student and staff safety remains a top priority for the Government of Alberta. School authorities are still responsible for ensuring the safety of students and staff, and for taking appropriate action to address individual situations.

The Minister of Education has also signed *Ministerial Order No. 039/2019 Seclusion and Physical Restraint in Schools and Time-out in Schools Standards*, which is effective September 1, 2019 until October 31, 2019. This ministerial order includes the *Standards for Seclusion and Physical Restraint in Alberta Schools* and *Standards for Time-out in Alberta Schools* documents as a basis for school authorities (schools operated by public or separate school jurisdictions, francophone regional authorities, charter schools, funded private schools or private early childhood services operators) to develop policies, procedures and practices. The ministry will work with key education stakeholders in the coming months, to review these standards.

School authorities are also asked to submit information on the attached template, (Seclusion Room – Data Collection Form). This is in order to help the ministry better understand the use of seclusion rooms across the province. Please ensure the collection form is returned using the template provided to seclusionrooms@gov.ab.ca by the fifth working day of each month, until otherwise directed.

To reiterate, time-out is a behaviour intervention for the purposes of reducing or stopping inappropriate behaviour in the long-term, while seclusion and physical restraint are emergency or safety procedures that are to be used in exceptional situations for immediately preventing harm to self or others.

A seclusion room is defined as 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. Any room as described above is considered a seclusion room.

Seclusion and Physical Restraint

The purpose of this section is to provide school authorities with guidance and expectations on the use of seclusion and physical restraint in schools. Seclusion and physical restraint are measures of last resort and are to be used only as safety or crisis management procedures to manage child/student behaviour that appears or has the potential to be dangerous. Dangerous behaviour is behaviour that is likely to cause injury or harm to self or others.

Given the potential risks that arise from improper use, seclusion and/or physical restraint are recognized as emergency, safety or crisis management procedures in educational settings and not as behaviour management procedures. They may only be used as a last resort when a child's/student's behaviour poses significant imminent danger of serious physical harm to themselves or others. The use of seclusion or physical restraint is to be immediately discontinued when the child's/student's behaviour no longer poses such danger.

Seclusion and/or physical restraint are to never be used to punish children/students. Only staff who have received specific training are to attempt physical restraint or seclusion. The goal is to increase and improve proactive behaviour interventions so that the use of seclusion and/or physical restraint is minimized or unnecessary. Seclusion and physical restraint are not considered interventions for teaching appropriate behaviour.

Replacing the old AP – Restraint and Seclusion, The new AP 391 – “Safe Interventions with Students” outlines procedures for supporting students and staff in preventing and managing a crisis situation. Procedures are outlined in three stages of support:

1. Primary Preventions (preventing and reducing the need for emergency safety interventions)
2. Secondary Preventions (Using the least restrictive means possible)
3. Tertiary Prevention (Interventions to reduce or prevent negative consequences)

Recommendation

- Receive as information

Attachment - N/A

CASELOADS Total								
	Enrolment							% of total
	18-19	%	CCN	PT	DHH	VI	Total	
MH76	6948.5	38	17	40	23	19	99	29
MHCBE	2415	13	4	26	8	8	46	13
PRSD	3185	18	4	50	9	11	74	22
Grasslands	3515	19	24	40	8	9	81	24
CTR	1043	6	0	10	2	4	16	5
CAPE	199.5	1	0	3	1	5	9	3
Private, Indep & Home Infant	864.5	5	1	3	2	0	6	2
		0	4	0	6	0	10	3
	18170.5	100	54	172	59	56	341	100
PUF								
	Enrolment							% of total
	18-19	%	CCN	PT	DHH	VI	Total	
MH76	6948.5	38	0	0	2	1	3	7
MHCBE	2415	13	0	0	2	1	3	7
PRSD	3185	18	0	4	0	2	6	15
Grasslands	3515	19	3	8	4	3	18	44
CTR	1043	6	0	3	0	1	4	10
CAPE	199.5	1	0	0	0	0	0	0
Private, Indep & Home Infant	864.5	5	1	3	3	0	7	17
		0	0	0	0	0	0	0
	18170.5	100	4	18	11	8	41	100

Board Report
September 11th, 2019
Coordinator of Early Childhood Services

1. Early Years Evaluation: The Early Years Evaluation (EYE) is designed to assist educators in assessing the skills of children ages 3 - 6 years. The EYE consists of two components: the EYE-Teacher Assessment (EYE-TA), a teacher rating scale, and the EYE-Direct Assessment (EYE-DA), an individually administered measure. Results are provided at the district, school, and child levels using colour codes to represent development as: appropriate (green), experiencing some difficulty (yellow), and experiencing significant difficulty (red).

The EYE assesses the following aspects of early child development that are closely related to school preparedness and emergent literacy skills:

- **Awareness of Self and Environment**
- **Social Skills and Approaches to Learning**
- **Cognitive Skills**
- **Language and Communication**
- **Physical Development**

On May 10th, 2019, all district kindergarten teachers participated in a full day of training in order to become familiar with the Early Years Evaluation – Teacher Assessment (EYE-TA). As follow-up to the EYE-TA training, the kindergarten teachers have requested to use the EYE-TA as the first report card beginning in fall 2019. The kindergarten teachers reported the following comments at their year-end PLC meeting:

- The EYE-TA provides valuable information about our children that can be used to help guide our teaching as we strive to meet the individual needs of our students.
- Everything that is on our current report card is included in the EYE-TA, with the exception of the religion outcome. We feel that even though the religion outcome is not on the EYE-TA, that specific component can be included in the discussion we have when we meet with parents. Also, the religion outcome will be included on the following 2 report cards.
- Being mindful that the EYE-TA is a valuable assessment tool, it is also time consuming (observing, assessing and imputing the data) and we feel that it would be redundant to use the first report card and the EYE-TA in conjunction with each other. We are hoping to use just one of these for the first reporting period.

Recommendation: Receive as information

2. Early Learning Professional Development: Kindergarten teachers, early learning support teachers and early learning educators will have several opportunities throughout the school year to participate in professional development in the areas of physical literacy and gross motor development as well as fine motor development and sensory regulation. Our occupational therapy and physical therapy teams will be spending time in each of our kindergarten and early learning classrooms to reinforce the skills and strategies being shared during these professional development opportunities.

Recommendation: Receive as information