



# PUBLIC BOARD MEETING

## Medicine Hat Catholic Board of Education

1251 – 1 Ave SW | Medicine Hat, AB | T1A 8B4 | Phone: (403) 527-2292 | Fax: (403) 529-0917  
[www.mhcbe.ab.ca](http://www.mhcbe.ab.ca) | @MHCatholic |    

### AGENDA

Tuesday, January 14, 2020 - 3:15 P.M.

We are called always and everywhere to: model Christ, pray and serve, build a faith community.

**2019 – 2020 Theme:** How can we help each student and each other have an encounter with Jesus each day?

***“Come near to God and he will come near to you.” James 4:8***

1. **Call to Order:** Dick Mastel
2. **Opening Prayer:** Robert Risling
3. **Approval of Minutes** Encl.  
3-6  
3.1 Regular Board Meeting Minutes from December 10, 2019.  
**RECOMMENDATION:**  
“THAT the Board of Trustees approve the minutes of the Regular Meeting held on December 10, 2019 be approved as circulated”.
4. **Approval of the Action Agenda**  
**RECOMMENDATION:**  
“THAT the Action Agenda dated January 14, 2020 be approved as circulated”.
5. **Approval of the Non-Action Agenda**  
**RECOMMENDATION:**  
“THAT the Non-Action Agenda dated January 14, 2020 be approved as circulated”.
6. **Board Communications**
7. **Catholic Education** Encl.  
7-8  
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 Religious Education Coordinator Report.  
7.1 Bishop McGrattan’s Visit Highlights  
7.2 Blueprints/SPICE Conference in Kananaskis
8. **January Board Work Plan Items**  
8.1 AP 500 – Budget Review  
8.2 AP 505 – School Fees  
8.3 AP 305 – Boundaries and Attendance Areas  
8.4 Board DLT Retreat – Spring 2020  
8.5 Workplace Survey  
8.6 Board Policy Review

9. Information Items

9.1 Report from the Superintendent

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|--|----------|
| 9.1 Strategic Priorities Update (Zarichny)                                   | Encl.    |
| 9.2 Revision of Central Office Staff Job Descriptions (Zarichny)             | 9-29     |
| 9.3 Monsignor McCoy International Trip – Greece (Zarichny)                   |          |
| 9.4 School Plans – Sharing Sessions (Zarichny)                               |          |
| 9.5 Accountability Pillar Results, AERR & Three Year Education Plan (Hallas) | Encl.    |
| 9.6 Education Foundation Annual General Meeting (Hallas)                     | 30-36    |
| 9.7 Excellence in Catholic Education Award (Hallas)                          |          |
| 9.8 Online Student Registration (Hallas)                                     |          |
| 9.9 Bishop McGrattan's Visit (Hallas)  |          |
| 9.10 Spreading Christmas Joy! – MHCBE Service Projects 2019 (Hallas)         | Encl.    |
| 9.11 DELF – B2 Exam (Hellman)  | 37-42    |
| 9.12 Dual Credit (Hellman)   |          |
| 9.13 Employee Resignations (Hellman)   |          |
| 9.14 Health and Wellness Committee (Hellman)                                 |          |
| 9.15 AP500 Approve Budget Assumptions (MacPherson)                           | Encl.    |
| 9.16 AP305 Boundaries and Attendance Areas (MacPherson)                      | 43-96    |
| 9.17 Energy Efficiency Request for Qualification (MacPherson)                |          |
| 9.18 Academy Fees for 2020-21 (MacPherson)                                   |          |
| 9.19 Where in My World Can I Find 12 Types of Play? (Ball)                   | Encl. 97 |

9. Committee Reports

- |  |          |
|--|----------|
| 10.1 Medicine Hat Catholic Schools' Education Foundation (Dick Mastel)                                   |          |
| 10.2 Representative to ACSTA (Dick Mastel)   |          |
| 10.3 Representative Teacher Board Advisory Committee (Kathy Glasgo)                                      |          |
| 10.4 Representative to ASBA Zone 6 (Peter Grad)  |          |
| 10.5 Representative to Support Staff Board Advisory Committee (Robert Risling)                           |          |
| 10.6 Representative to Parent Association (Kathy Glasgo)   |          |
| 10.7 Salary Negotiations   |          |
| 10.7.1 ATA (Peter Grad)  |          |
| 10.7.2 CUPE (Dick Mastel)  |          |
| 10.8 CUPE Staff Board Advisory Committee (David Leahy)   |          |
| 10.9 Student Board Advisory Committee (Dick Mastel)  |          |
| 10.10 Student Enrollment & Retention (Adhoc) Committee – Dick Mastel                                     |          |
| 10.11 Sister of Charity of St. Louis Arts & Athletics Performance Centre (Adhoc) Committee (David Leahy) | Encl. 98 |

10. Closing Prayer

**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 Jesus' name, Amen.*

11. Adjournment (Dick Mastel)



**MINUTES OF THE REGULAR BOARD MEETING OF THE MEDICINE HAT CATHOLIC BOARD OF EDUCATION held at Catholic School Board Office, 1251 – 1<sup>st</sup> Avenue S.W., Medicine Hat, Alberta on December 10, 2019 at 3:15 p.m.**

**TRUSTEES AND OFFICERS PRESENT**

Dick Mastel	Trustee, Board Chair	
Robert Risling	Trustee, Vice-Chair	
Kathy Glasgo	Trustee	
Peter Grad	Trustee	
David Leahy	Trustee	
Dwayne Zarichny	Superintendent of Schools	
Chuck Hellman	Associate Superintendent Human Resources	
Greg MacPherson	Secretary Treasurer	
Hugh Lehr	Associate Superintendent Learning Services	
Sandra Richard	Religious Education Coordinator	<b>ABSENT</b>
Terri Ball	Coordinator of Early Childhood Services	
Derrian Hallas	Communications Officer	
Stephanie Akehurst	Administrative Assistant – Business Services (Recording Secretary)	

**OPENING PRAYER**

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

Note: The meeting was chaired by Mr. Dick Mastel, Board Chair.

**APPROVAL OF THE MINUTES OF REGULAR BOARD MEETING – November 12, 2019**

3566 Motion. David Leahy: “THAT the Minutes of the Regular Meeting held November 12,2019 be approved as circulated”.

Carried unanimously.

**APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING – November 25, 2019**

3567 Motion. Robert Risling: “THAT the Minutes of the Special Board Meeting held on November 25, 2019 be approved as circulated”.

Carried unanimously.

**APPROVAL OF THE ACTION AGENDA**

3568 Motion. Kathy Glasgo: “THAT the Action Agenda dated December 10, 2019 be approved as circulated.”

Carried unanimously.

**APPROVAL OF THE NON-ACTION AGENDA**

3569 Motion. Kathy Glasgo: “THAT the Non-Action Agenda dated December 10, 2019 be approved as circulated”.

Carried unanimously.

**BOARD COMMUNICATIONS:**

Note: Thank you card from Sister Vicky and Sister Clem.

Note: Delivery of chocolates to all division schools. These will be divided between all Trustees for delivery within the next week.

## **CATHOLIC EDUCATION**

### **RELIGIOUS EDUCATION REPORT – presented by Sandra Richard**

Note:

- Mission Mexico
- Week of Prayer for Christian Unity
- Bishop Visit
- ACSTA – Current Covenant

### **PARISH COMMUNITY RELATIONS COMMITTEE REPORT – presented by Robert Risling**

Note: Nothing to report.

### **DECEMBER BOARD WORK PLAN ITEMS**

Note: Trustee and Superintendent Evaluation on December 12, 2019.

### **CORPORATE COMMUNICATIONS REPORT – presented by Derrian Hallas**

Note:

- Merry Christmas from Medicine Hat Catholic Schools
- Online Student Registration
- Excellence in Catholic Education Award
- Stakeholder Communication – RE: Budget Update
- IDPD at Cole St. John Paul II
- Monsignor McCoy Volleyball
- School Nutrition Program

### **SUPERINTENDENT OF SCHOOLS REPORT – presented by Dwayne Zarichny**

Note:

- Policy and Administrative Procedures Review
- Three Year Education Plan

3570 Motion. David Leahy: “THAT the Board of Trustees for The Medicine Hat Catholic Board of Education approve the Three Year Education Plan as presented.”

Carried Unanimously.

- Emails 6:6
- School Plans – Sharing Sessions

### **ASSOCIATE SUPERINTENDENT OF HUMAN RESOURCES REPORT – presented by Chuck Hellman**

Note: Nothing to report.

### **SECRETARY TREASURER REPORT – presented by Greg MacPherson**

Note:

- 2019 – 2020 First Quarter Financial Update
- Trustee Request – IMR Information for the Minister
- Trustee Request – Vendor Management
- 2019 – 2020 School Generated Fund (‘SGF’) Details



**ASSOCIATE SUPERINTENDENT OF LEARNING SERVICES REPORT – presented by Hugh Lehr**

Note:

- Updated Administrative Procedure on Severe Allergies

**COORDINATOR OF EARLY LEARNING REPORT – presented by Terri Ball**

Note:

- ELP & Kindergarten PD Day
- Regional Collaborative Service Delivery Collaborative Services 0-6 Project

**COMMITTEE REPORTS**

**Medicine Hat Catholic Schools' Education Foundation – Dick Mastel**

Note: Discussion regarding upcoming Golf Tournament meeting starting in January. As well, the AGM for the Foundation will be on January 21, 2019 at 7:00 p.m.

**Representative to ACSTA – Dick Mastel**

Note: See board report. Next upcoming ACSTA meeting to take place on Either January 28, 2020 or February 11, 2020.

**Representative Teacher Board Advisory Committee – Kathy Glasgo**

Note: Nothing to report

**Representative to ASBA Zone 6 – Peter Grad**

Note: See board report. Next upcoming meeting on December 18, 2019. Officers were all re-elected to reflect the previous year.

**Representative to Support Staff Board Advisory Committee – Robert Risling**

Note: Nothing to report

**Representative to Parent Associate – Kathy Glasgo**

Note: Chelsey Lybbert has stepped down from director of the Parent Association. Sarah Franchetto, Board Chair at Mother Teresa School, has been voted into this role.

**Representative to Salary Negotiations – ATA – Peter Grad**

Note: Nothing to report.

**Representative to Salary Negotiations – CUPE – Dick Mastel**

Note: Thank you to Greg and Chuck for all their work with the CUPE salary negotiations.

**Representative to CUPE Staff Board Advisory – David Leahy**

Note: Next meeting in January 2020.

**Representative to Student Board Advisory Committee – Dick Mastel**

Note: Nothing to report.

**Represented to Sister of Charity of St. Louis Arts and Athletics Performance Centre (Adhoc) Committee – David Leahy**

Note:            See board report.

**CLOSING PRAYER**

Note:            The meeting closed with prayer led by Robert Risling.

**ADJOURNMENT**

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

Note:            The meeting adjourned at 4:52PM.

\_\_\_\_\_  
Dick Mastel, Board Chair

\_\_\_\_\_  
Greg MacPherson, Secretary Treasurer



# Information Report

## REPORT TO THE BOARD OF TRUSTEES

**Date:** January 14, 2020 **AGENDA ITEM:**

**To:** The Board of Trustees

**From:** Dwayne Zarichny

**Originator:** Sandra Richard

**Rationale:** Policy/Procedures: Policy 2 Role of the Board - AP 201 Religious Education

**Subject:** Bishop McGrattan's Parish Pastoral Visit Highlights

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**BACKGROUND:** Bishop McGrattan made his Parish Pastoral visit to Holy Family Parish and as part of his ministry came to the five schools associated with the Parish: Notre Dame, St. Patrick's School, Ecole St. John Paul II, Mother Teresa and St. Mary's. The visits were well received and the students in all of the schools were able to have opportunities to ask questions of the leader of our Diocese. Our relationship between schools and the church was strengthened through this visit and allowed for our Bishop to see some of the exciting things happening in Medicine Hat Catholic.

### **STATUS & RELATIONSHIP TO SLQS:**

**Competency:** 1. Building Effective Relationships

**Indicators:** Establishment of constructive relationships with students, staff, school councils, parents/guardians, and other stakeholder organizations.

**RESULTS OR ANTICIPATED OUTCOMES:** Continued communication and relationship building between church and schools.

**GOVERNANCE IMPLICATIONS:** For information



# Information Report

## REPORT TO THE BOARD OF TRUSTEES

**Date:** January 14, 2020 **AGENDA ITEM:** Blueprints/SPICE

**To:** The Board of Trustees

**From:** Dwayne Zarichny

**Originator:** Sandra Richard

**Rationale:** Policy/Procedures: Policy 2 Role of the Board - AP 407 Professional Development

**Subject:** Blueprints/SPICE Conference in Kananaskis

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**BACKGROUND:** This year the SPICE retreat will be held April 23<sup>rd</sup> -26<sup>th</sup> and the Blueprints Retreat will be held April 28<sup>th</sup> – May 1<sup>st</sup> at the Pomeroy Kananaskis Mountain Lodge in Kananaskis. SPICE and Blueprints will have David Wells as the keynote speaker. David is an international speaker that uses humor, passion, and life experience to relate to our faith journey. The Education Foundation has always been supportive in providing grants to aid staff who want to attend SPICE/Blueprints. The Education Foundation will be providing grants for 3 staff members to attend the retreat. Thank you!

### **STATUS & RELATIONSHIP TO SLQS:**

**Competency:** Modelling Commitment to Professional Learning

**Indicators:** Encouraging teachers, principals, school jurisdiction leaders and others to build professional capacities and expertise

**RESULTS OR ANTICIPATED OUTCOMES:** Attendance of at least three staff members to either the Blueprints or SPICE Conference in April/May

**GOVERNANCE IMPLICATIONS:** For information



# Information Report

## REPORT TO THE BOARD OF TRUSTEES

**Date:** January 14, 2020 **AGENDA ITEM:**

**To:** The Board of Trustees

**From:** Superintendent of Schools

**Originator:** Superintendent of Schools

**Rationale:** Policy/Procedures: Leads the strategic planning process

**Subject:** Strategic Priorities Update

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### BACKGROUND:

The Superintendent is responsible for leading strategic planning in the jurisdiction. This report will be a standing report which will be updated on a monthly basis. This report will provide the Board with an overview of the implementation of the Strategic Priorities developed by the Board.

### STATUS & RELATIONSHIP TO SLQS:

This report aligns with the SLQS in the following way:

**Competency:** Visionary Leadership

**Indicators:** Ensuring that the vision expressed in the school authority's education plan is responsive to the ongoing review of the school authority's achievements, meets all requirements identified in provincial legislation, and incorporates the school community's perspectives.

**Competency:** Supporting Effective Governance

**Indicators:** Ensuring that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities.

Supporting the board in the fulfilment of its governance functions in the fiduciary, strategic and generative realms.

### RESULTS OR ANTICIPATED OUTCOMES:

This report supports the work of the Superintendent in providing leadership in the area of strategic planning. (Reference: Item 6, Policy 12).

**GOVERNANCE IMPLICATIONS:**

This report is responsive to the Board's work in ensuring it meets its responsibility to provide overall direction for the Division by establishing mission, vision, strategic priorities and key results. (Reference: Item 4.1, Policy 2)

# Strategic Priorities Update 2019-2020

1. Celebrating our Catholic identity through the Marks of a Catholic School
  - Faith development day at the beginning of the school year with Steve Agrisano
  -
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
  - Survey of staff in the division
  -
3. Developing teachers with the necessary skills to teach 21st century learners
  - Professional development on SIVA held this year and scheduled for the new year
  -
4. The effective use of technology to support learning
  - Migrated to Google platform
  -
5. To foster meaningful parental involvement and stakeholder engagement
  - Each school has an active parent council in place
  -



# Information Report

## REPORT TO THE BOARD OF TRUSTEES

**Date:** January 14, 2020 **AGENDA ITEM:**

**To:** The Board of Trustees

**From:** Superintendent of Schools

**Originator:** Superintendent of Schools

**Rationale:** Personnel Management

**Subject:** Revision of Central Office Staff Job Descriptions

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### BACKGROUND:

The jurisdiction has had a lot of change within the central office this year. With the office being short one staff member, duties have been temporarily shared among staff. As we are nearing the six month mark of the school year, we will be reviewing all job descriptions and related duties. We will be meeting with central office staff to discuss and share what pathway to move forward on and then develop a new set of responsibilities and related duties subsequent to the discussion.

### STATUS & RELATIONSHIP TO SLQS:

The Superintendent is responsible for personnel-related issues.

This report aligns with the SLQS in the following way:

**Competency:** Operations and Resources

**Indicators:** Ensuring effective alignment of the school authority's human resources to achieve the school authority's education plan

Delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness.

Providing for the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities.



**RESULTS OR ANTICIPATED OUTCOMES:**

Through discussions with Central Office staff we will be able to examine our day-to-day operations and be able to reassign duties to ensure that all of our activities are carried out in the most effective manner. There has been a tremendous amount of growth this year due to staff taking on new responsibilities. They have done exceptionally well, and this realignment will affirm their efforts and success. This report supports the work of the Superintendent in having the overall authority and responsibility for all personnel-related issues, except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy. (Reference: Item 3, Policy 12)

**GOVERNANCE IMPLICATIONS:**

The preceding information strongly satisfies the Board's Governance role in the following area:

Board Policy 12: Role of the Superintendent

3. Personnel Management: Has overall authority and responsibility for all personnel-related issues, except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy.



# Requires Board Approval

## REPORT TO THE BOARD OF TRUSTEES

**Date:** January 14, 2020 **AGENDA ITEM:**

**To:** The Board of Trustees

**From:** Superintendent of Schools

**Originator:** Superintendent of Schools

**Rationale:** International Trip

**Subject:** Monsignor McCoy High School - Greece

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### BACKGROUND:

The field trip request has been submitted to the Superintendent and Field Trip committee for review and assessment in accordance with **Administrative Procedure 260:**

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

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

Teachers-in-charge will be Deanna Burzminski and Robert Burzminski

Departure April 1, 2021, Return April 9, 2021

Trip occurs every 2 years

Board approval would be contingent on:

- Submitting the final itinerary
- Submitting all required forms to the Superintendent at least 90 days prior to the trip
- Submitting a plan if a student is denied access to the flight or entry to the country
- Transportation details finalized and approved
- Meet any other requirement of the School District insurance provider
- And, it will be noted the Board has the right to cancel the trip at any time.

Please see initial application information attached.

## **STATUS & RELATIONSHIP TO SLQS:**

**Competency:** **Leading Learning**

**Indicators:** Providing learning opportunities, based on research-informed principles of effective teaching, learning and leadership, to support building the capacity of all members of the school community to fulfill their educational roles.

Ensuring that all instruction in the school authority addresses learning outcomes outlined in programs of study.

Promoting collegial relations, collaboration, critical thinking and innovation in the school community.

Ensuring that staff have access to resources, programs and expertise to support them in meeting their professional responsibilities and in addressing the learning needs of all students.

Building principals' and school jurisdiction leaders' capacities and holding them accountable for providing instructional leadership through effective support, supervision and evaluation practices.

## **RESULTS OR ANTICIPATED OUTCOMES:**

This trip will provide students with the opportunity to experience different cultures and traditions. Additionally, it will provide students with the opportunity to link previous learning to their first-hand experiences.

This report supports the work of the Superintendent in providing leadership in all matters relating to education in the Division. (Reference: Item 2, Policy 12)

## **GOVERNANCE IMPLICATIONS:**

This report is responsive to the Board's work in approving alternative programs. (Reference: Selected responsibilities # 7, Policy 2)

## **Recommendation:**

***The recommendation from the committee is to approve this trip.***

**Off-Site Activity - Canadian/International outside Alberta**  
(INCLUDES: Canadian Field Trip, International Field Trip)

School: Monsignor McCoy High School	Phone: (403) 527-8161	Fax: (404) 527-8209
Name of Service Provider: EF Tours	Contact Person of Service Provider: Melissa Mageau	Phone No. of Service Provider: (780) 229-0302
Destination: Greece	Departure Date: April 1, 2021 Departure Time: TBD	Return Date: April 9, 2021 Return Time: TBD
Area of Study: World cultures, geography and history	Purpose of Trip: International travel so that students experience new cultures and connect to history studied	
Grade Level (Please check): <input type="checkbox"/> ECS <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	No. of Students: TBD      Male:      Female:	

Teacher/Staff/Volunteers (Names)	Date of Last Visit To Site	Will You Be Onsite For The Entire Trip? If not, specify schedule	Certifications (If applicable)
Teacher-in-Charge: Deanna Burzminski and Robert Burzminski	2004	Yes	
Other Staff: Other McCoy staff members		Yes	
Volunteers:			

<b>Method of Transportation</b> (Per division Administrative Procedures) <input type="checkbox"/> School-owned Van <input type="checkbox"/> School-owned Bus <input checked="" type="checkbox"/> Arranged by Service Provider <input type="checkbox"/> Rental Van (company) <input checked="" type="checkbox"/> Charter Bus (company) <input type="checkbox"/> Volunteer Driver (parent/coach) <input type="checkbox"/> No transportation provided by school <input type="checkbox"/> Other:		<b>Requirements Checklist</b> <input checked="" type="checkbox"/> Travel & Health Insurance (travel outside of Canada) <input checked="" type="checkbox"/> Itinerary Attached <input type="checkbox"/> Teacher Off-Site Summary on file with Principal & Superintendent of Schools <input type="checkbox"/> Parent Meeting – Date <input type="checkbox"/> Parent Correspondence Attached	
<b>Estimated Cost of Trip</b> Fees, including guides      \$ 4000.00 Transportation                \$ 100.00 Accommodation               \$ Meals                             \$ 400.00 Other Expenses                \$	<b>Source of Funding</b> School Funds                    \$ School's Decentralized Budget      \$ Student Fee                     \$ 4500.00 Fund-Raising by:                \$ Other (please specify)            \$		
<b>Total Estimated Cost</b>	<b>\$ 4500</b>	<b>Total Estimated Funds Required</b>	<b>\$ 4500</b>

### Educational Assessment

1. How has the activity been part of the planned program for this class/group?

This is part of our regular bi-annual international travel that Monsignor McCoy runs.

2. How have you ensured equal access for all students?

Any McCoy student is allowed to attend as long as they have the necessary funds or are able to fundraise by themselves

3. What activities will occur during the off-site excursion?

Guided walking and driving tours, bus tours, ferry/boat ride (Saronic cruise), visiting historical Greek sites, Easter mass, food tasting

### Trip Preparation

1. What preparation has occurred to:

- Gain familiarity and check the appropriateness of the site?

Both Deanna and Robert have experience leading and chaperoning international travel trips with McCoy students. We will be continuing to do research and work with EF to fine tune this trip.

- Ensure appropriateness of the terrain?

Research and discussed with EF reps

- Ensure the worthiness of the equipment?

Discussed with EF tour reps

**Trip Preparation**

2. What effects will weather have on this off-site activity?

Normal effects of weather

3. How have you prepared the students' skills, knowledge and attitude for the off-site activity?

We will provide specific details to parents and students at our meetings leading up to departure.

4. How will you assess their individual readiness?

We will have individual discussions with students to determine their readiness.

5. How have you ensured that parents and students have received all pertinent information regarding this trip, including emergency procedures?

We will provide specific details to parents and students at our meetings leading up to departure.

6. What are the expectations of student behavior during the off-site activity?

Clearly follow all parts of our district/school Student Code of Conduct.

7. Have the students and parents been informed of the consequences of inappropriate behavior?

We will explain all the consequences of inappropriate behavior at our parent/student meetings.

**Trip Preparation**

**8. Potential Known Risks:**

Bus accidents, plane crash, pedestrian accident while on walking tour, allergic reaction, ferry ride accident and drowning, heat stroke, sun burn, pickpocketing, terrorism event while traveling.

### Trip Preparation

9. What adjustments or precautions have you made to minimize the risk?

8:1 ratio of students to chaperone

10. How have you ensured an appropriate standard of student hygiene and proper food preparation during the off-site activity

EF has meals planned for breakfast and supper.

We always discuss hygiene at the meetings with parents and students.

### Volunteers

1. Volunteers must meet the requirements as detailed in the **Volunteer Administrative Procedure (AP-490)**. Indicate what training and knowledge is required of volunteers for this off-site activity.

All teachers traveling have been on a tour or traveled with students. We have meetings with chaperone's clearly outlining expectations before they sign up.



### Supervision

1. Students will be adequately supervised in accordance with the guidelines set out in **Field Trip Administrative Procedure AP 260**. What are the responsibilities for Supervisors and Volunteers; and how have those expectations been communicated?

we always travel with first aid kits and a number of teachers who are certified in first aid. EF has an emergency plan in place that we follow.

2. A gender balance is necessary for all overnight trips. Provide details.

We have male and female teacher chaperones.

3. What supervision is provided by a Service Provider (if applicable)?

Call emergency services immediately and use EF tour guides as our liaison with the emergency staff.

### Emergency Procedures

1. Teachers need to familiarize themselves with the responsibilities set out for "Accidents", "Problems", "Unusual Incidents", "Close-Calls", "Unsafe Situations", "Severe Weather" or "any other situation which the Principals should be reasonably advised" as detailed in the **Administrative Procedure 260 – Field Trips under Section 9 Teacher in Charge**. What emergency protocols are in place for this trip?

Fanout contact sheet to contact parents

EF emergency contact numbers are given to every traveler

EF tour guide acts as key resource on the ground

2. What is the process to activate emergency services (Police, Fire, Ambulance or Search and Rescue)?

EF tour guide

contact numbers for local emergency services

**Emergency Procedures**

3. Is the off-site activity in a rural, urban or remote area? Describe.

Rural and urban parts of Greece will be explored with guides

4. If the off-site activity is in a remote area, how will that affect the response of emergency personnel?

Emergency personnel available at all times while traveling to Greece

5. What first aid equipment will be available to the group?

We will be taking first aid kits with us while we travel.

6. What is the level of first aid training within the group?

A number of teachers will be certified in Emergency and Standard First Aid.

7. What steps will you follow if a student is ill or has a non-life threatening injury?

Always administer first aid and have at least one chaperone stay with the student if they need to stay in place while the group progresses on the tour.

Teacher in Charge has consulted the Safety Guidelines Manual

☒ Yes or ☐ No

**INITIAL APPROVAL**

Name of Teacher-in-Charge (please print) Date (year/month/day) Signature of Teacher-in-Charge

Deanna and Rob Burzminski 2019 / 12 / 20

Name of Principal (please print)  
(INITIAL APPROVAL)

Date (year/month/day) Signature of Principal

Paul Bauche 2019 / 12 / 20

→ Field Trip Form must be submitted by the Teacher to the Principal at least 6 MONTHS in advance of the activity for (INITIAL APPROVAL) by the Principal.

**SECONDARY REVIEW: Required for Canadian and International Trips**

Superintendent of Schools  
(SECONDARY REVIEW)

Date

(ON BEHALF OF THE FIELD TRIP ASSESSMENT COMMITTEE)

→ Field Trip Form must be submitted by the Principal to the Superintendent of Schools at least 6 MONTHS in advance of the activity for (SECONDARY APPROVAL). Secondary approval will be signed by the Superintendent of Schools as granted by the Field Trip Assessment Committee.

**FINAL APPROVAL**

Board Chair  
(ON BEHALF OF THE BOARD OF TRUSTEES)

Dated at the Public Board Meeting

→ Field Trip Form must be submitted by the Superintendent of Schools to the Board at least 4 MONTHS in advance of the activity for (FINAL APPROVAL). Final approval will be signed by the Board Chair as granted by the Board of Trustees for the Medicine Hat Catholic Board of Education.

**Authorization for Collection of Personal Information**

Personal information is collected under the authority of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of completing the off-site activity mentioned above. If you have questions about the collection, use of this information, contact the SUPERINTENDENT OF SCHOOLS, Medicine Hat Catholic Board of Education, 1251 – 1<sup>st</sup> Avenue SW., Medicine Hat, Alberta T1A 8B4 (403) 527-2292.

# Educational Tours

Watch videos, read  
reviews, and enrol on your  
teacher's Tour Website

[eftours.ca/](http://eftours.ca/)

This is also your tour number

## GRECIAN ODYSSEY

9 or 12 days | Greece

What is it like to live in a country where classical mythology and ancient history still have a presence in everyday life? In the capital of Athens, namesake of the goddess Athena, walk in the footsteps of ancient Greeks at the Acropolis—and in the footsteps of current residents in the Plaka district. In Delphi, Epidauros, and Cape Sounion, learn how an old belief in mythological figures still influences medicine, politics, and philosophy.

### YOUR EXPERIENCE INCLUDES:

-  **Full-time Tour Director**
-  **Sightseeing:** 6 sightseeing tours led by expert, licensed local guides
-  **Entrances:** Acropolis; Acropolis Museum; Delphi site; Delphi Museum; Olympia site; Olympia Museum; Epidauros; Mycenae; Temple of Poseidon
-  **Experiential learning:** Pottery workshop
-  **weShare:** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project.
-   **All of the details are covered:** Round-trip flights on major carriers; comfortable motor coach; 3-day Greek island cruise with extension (EF cruise excursions are included); 7 overnight stays in hotels with private bathrooms; 3 nights cabin accommodations with extension; European breakfast and dinner daily (3 meals daily during cruise extension)





Anyone can see the world.

# YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

And the experience begins long before you get your passport stamped and meet your **Tour Director** in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travellers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, **weShare**, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. **Expert local guides** will lead your group on sightseeing tours, providing detailed views of history, art, architecture or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

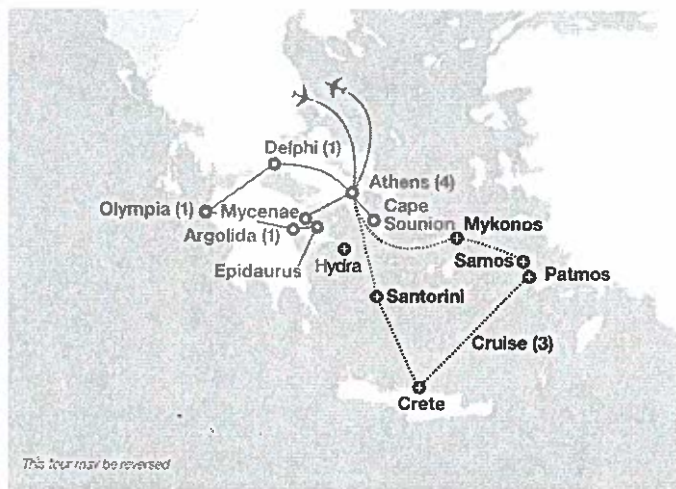
*@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday*

—MELISSA TRAVELLER



## CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at  
[eftours.ca/](http://eftours.ca/)



## What you'll experience on your tour

### Day 1: Fly overnight to Greece

### Day 2: Athens

- Meet your Tour Director at the airport in Athens and discover the ancient city named for Athena, goddess of war and wisdom.

### Day 3: Athens

- Take an expertly guided tour of Athens: Olympic Stadium.
- Visit the Acropolis to view the Parthenon, perhaps the world's greatest architectural feat. See the Temple of Athena Nike, which once housed a gold statue of the goddess, her wings clipped to prevent her from deserting the city.
- Visit the Acropolis Museum.
- Enjoy a free evening.

### Day 4: Athens

- Full day to see more of Athens or
  - enjoy a Saronic Islands cruise: Poros, Hydra, Aegina.

### Day 5: Athens | Corinth | Argolida

- Take a guided tour of Cape Sounion.
- Visit the Temple of Poseidon.
- On your way to Argolida, make a photo stop at the Corinth Canal.

### Day 6: Epidaurus | Olympia

- Take a guided sightseeing tour of Epidaurus.
- Enjoy a guided sightseeing tour of Mycenae.
- Participate in a pottery-making workshop.
- Continue on to Olympia.

### Day 7: Delphi

- Take an expertly guided tour of Olympia.
- Visit the Olympia Museum.
- Continue on to Delphi.

### Day 8: Delphi | Athens

- Take an expertly guided tour of Delphi: Temple of Apollo
- Visit the Delphi Museum, where you'll see a variety of artifacts dating back to 550 B.C. and have the chance to learn more about Greece's mythical past.
- Transfer to Athens.
- Enjoy free time or
  - choose to attend a Greek evening.

### Day 9: Depart for home

### • 3-DAY TOUR EXTENSION

#### Day 9: Mykonos island

- Enjoy free time to explore the island's Old Town.

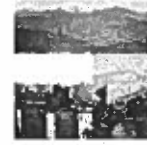
#### Day 10: Samos island | Patmos island

- Included excursion to Samos island features beaches and archaeological sites.
- Enjoy free time to explore Patmos.

#### Day 11: Crete island | Santorini island

- Included excursion to the Palace of Knossos.
- Included excursion to Oia Village in Santorini.

#### Day 12: Depart for home



*One of my favourite days in Greece! Mycenae up in the mountains, followed by lunch off the mountain afterwards, and to our hotel in Athens by the evening #Greece #Mycenae #salad #sunny #beautiful #cftours*

— GINA, TRAVELLER



Via Instagram

*Just returned from a tour in Greece. Could not have chosen better tour guides if I had hand-picked them myself. Iris was GREAT! All the guides were extremely knowledgeable and informative. Not to mention the care that they took to ensure our safety and satisfaction! Great Job EF! Thank you again Iris, for an unforgettable trip of a lifetime!*

— SUE, TRAVELLER



Via Facebook

## TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

— The easiest ways to —  
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**Mail your Enrolment Form to:**  
 EF Educational Tours  
 80 Bloor Street West, 16th Floor  
 Toronto, ON M5S 2V1

*My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan and knowledgeable tour guides.*

—CHARLOTTE PARENT



## THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 50 years EF has been working toward one global mission: Opening the World Through Education. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence.

- We always offer the lowest prices, guaranteed so more students can travel.
- All of our educational tours feature experiential learning activities and visits to the best sites.
- We're completely committed to your safety. We have more than 600 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- Your full-time Tour Director is with your group every step of the way on tour, providing insight about your destinations as well as great local tips.





## REPORT TO THE BOARD OF TRUSTEES

**Date:** January 14, 2020  
**To:** The Board of Trustees  
**From:** Superintendent of Schools  
**Originator:** Superintendent of Schools  
**Rationale:** Annual School Plan sharing  
**Subject:** School Plans – Sharing Sessions

---

**AGENDA ITEM:**

### BACKGROUND:

Through discussions with the Board and School Administrators, there is a strong desire meaningfully engage parents and community members in our schools. School administrators have proposed that the school plans be presented during their upcoming open houses. This will allow them reach a much larger audience as these events are typically well-attended. Additionally, invitations would be sent out to parishes, etc. Finally, as many of the events are full-day events, this would provide the schools the opportunity to offer more than one presentation. We will discuss this further at the meeting to garner feedback from the Board.

### STATUS & RELATIONSHIP TO SLQS:

The Superintendent is responsible for the planning process, goals and implementation.

This report aligns with the SLQS in the following way:

**Competency:** Supporting Effective Governance

**Indicators:** Ensuring that all students and staff are provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

**Ensuring that all students in the school authority have the opportunity to meet the standards of education set by the Minister of Education.**

Ensuring that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities.

**Competency:** Leading Learning



**Indicators:** Building principals' and school jurisdiction leaders' capacities and holding them accountable for providing instructional leadership through effective support, supervision, and evaluation practices.

**RESULTS OR ANTICIPATED OUTCOMES:**

This report supports the work of the Superintendent in leading the strategic planning process including the development of Division goals, budget, facilities and transportation plans and implements plans as approved. (Reference: Item 6, Policy 12)

**GOVERNANCE IMPLICATIONS:**

This report is responsive to the Board's work in reporting at least annually the success and challenges of the District's priorities, goals and desired outcomes. (Reference: Item 2.5, Policy 2)

## Communications & Public Relations

Board Report – January 14, 2020  
Communications Officer - Derrian Hallas



## Division Updates

### Accountability Pillar Results, AERR & Three Year Education Plan



At the December public board meeting, MHCBE Trustees were presented with the Annual Education Results Report (AERR) & Three Year Plan along with the 2019 Accountability Pillar Results.

Over the years our Catholic schools have continued to demonstrate high results in many of the Accountability Pillar categories resulting in very high marks for our school division and across the

province! We are extremely grateful for our staff that provide the quality education needed to reach high results such as these! You all should be very proud of the work you do.

A letter was sent to all division staff and families on behalf of The Board to acknowledge a job well done!

#### How well did students do? Click the links below!

- [Accountability Pillar Overall Division Summary](#)
- [Accountability Pillar Infographic](#)
- [Annual Education Results Report \(AERR\) & Three Year Plan 2019-2022](#)
- [AERR & Three Year Plan Summary](#)
- [Letter from the Board of Trustees](#)

[Catholic schools show well in pillar results](#) – Medicine Hat News

### Education Foundation Annual General Meeting



The Medicine Hat Catholic Schools' Education Foundation will hold their **Annual General Meeting on Tuesday, January 21, 2020 at 7:00 pm** at the Medicine Hat Catholic Board of Education Office (1251 – 1st Avenue SW).

Come see how the Education Foundation dollars support our Catholic students. The public is Welcome!

*"To enhance and fund Catholic Christian Leadership Initiatives and Educational Activities within the schools of the Medicine Hat Catholic Board of Education".*



### Excellence in Catholic Education Award

Do you know a deserving teacher who does an exemplary job in preparing youth to grow into outstanding and faith filled citizens? [Nominate them for an Excellence in Catholic Education Award!](#)

**Nominations close January 31, 2020.** Visit our website to learn more.

## COMING SOON: Online Student Registration!

MHCBE is thrilled to announce that we will be transitioning to **online registration for all new and returning students beginning February 3, 2020**. More information will be communicated with families and school communities as we approach February registration. Stay tuned!

Follow us on [Facebook](#), [Twitter](#) & [Instagram](#) for future February Registration updates.

## December Highlights:

### Catholic Schools are in the news!

- [Catholic schools show well in pillar results](#) – Medicine Hat News
- [Results of provincial survey shows local school boards above average](#) – Chat TV
- [Notre Dame's student Christmas market offers good cheer and a good cause](#)
- [Catholic Board of Education using reserve funds to cover deficit](#) – Chat TV
- [Colts hold off determined Talons in varsity hoops](#) – Medicine Hat News
- [Colts hand Crusaders first league loss](#) – Medicine Hat News

### Bishop McGrattan Visits MHCBE



We were blessed to have Bishop William McGrattan visit us from the Roman Catholic Diocese of Calgary on Friday, December 13!

He met and interacted with staff and students at St. Mary's School, Notre Dame Academy, St. Patrick's School, Mother Teresa School and École St. John Paul II School. How wonderful to share our Catholic Schools with our Diocesan shepherd!

[Special Message from the Bishop to the Medicine Hat Catholic School Community](#) – video

### Spreading Christmas JOY! – MHCBE Service Projects 2019



This Christmas season, our Catholic schools have been busy taking part in service projects to share God's love with our community. Spreading joy one Christmas carol at a time! Here are some highlights from this incredible month of giving!

[Photo Album of Service Projects](#) – Facebook link



# Medicine Hat Catholic Board of Education

1251 – 1st Avenue SW, Medicine Hat, AB T1A 8B4

Phone 403.527.2292 | [www.mhcbe.ab.ca](http://www.mhcbe.ab.ca) | Fax 403.529.0917

December 11, 2019

## RE: Accountability Pillar Results

Dear MHCBE staff and families,

**Medicine Hat Catholic Schools Accountability Pillar Results are once again, excellent!**

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

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

Our Catholic schools are rooted in biblical values and it is through this lens that we provide Christ centered support to the students and families entrusted to us. Community is at the heart of why we exist, and in partnership with our families and our parishes we strive to continue to create a sense of belonging and community. We are proud that this continues to show in our results over the years. You are all where God needs you to be. Thank you and congratulations. Keep up the great work!

Christmas blessings to you and your families!

Mr. Dick Mastel, Board Chair  
MHCBE Board of Trustees

# FOUNDATION NEWS

18TH EDITION

JANUARY 2020

## THIS ISSUE:

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Payroll 50/50  
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### OUR PURPOSE

The purpose of the Education Foundation is to enhance and fund Catholic Christian leadership initiatives as well as opportunities to enhance educational activities within the schools of the Medicine Hat Catholic Board of Education.



Foundation Directors : Greg MacPherson (Secretary Treasurer), Jeff Neumann (Director), Rob Stroh (Foundation Chair), Herb Durda (Director), Byron Martin (Director), Mel Derzaph (Director), Gord Rice (Foundation Vice Chair), Walter Pratt (Director).



## Greetings from the Medicine Hat Catholic Schools' Education Foundation!

On behalf of the Medicine Hat Catholic Schools' Education Foundation Board, I would like to take this opportunity to thank our many volunteers, our school board trustees, staff at the board office and my fellow board members for their many hours of hard work in helping make this another successful year for our Foundation in promoting Catholic Leadership initiatives as well as enhancing educational opportunities within our division schools.

I look forward to seeing you at our Annual General Meeting held on January 21, 2020. I wish you Joy, Peace and Good Health throughout the New Year!

**ROB STROH, CHAIR**



Notice of Annual General Meeting will be held on  
Tuesday, January 21st, 2020 at 7:00 PM at the Central Board Office.  
All public are welcome!



## SCHOLARSHIPS

September 2018 - August 2019

Scholarships can be established to support students as they venture out into post-secondary education. Criteria can be specified to target particular areas of interest or in memory of a loved one.

Tax receipts available for donation.

### Archie MacPhail Memorial Scholarship (\$500 annually)

Available to a Grade 10 to 12 student to promote spiritual growth, Christian lifestyle, and development of religious leadership skills.

### Education Foundation Servant Leader Scholarship (\$500 annually)

Available to a all grades at all schools to students who demonstrate a servant heart and is active in making a positive difference in the world.

### James Michael (Mickey) Lynch Memorial Scholarship (\$200 annually)

Available to a Grade 12 student who was also a graduate of St. Louis School. Chosen based on demonstrated skills in English grammar and must be registered in a post-secondary education program.

### Joe Stroh Memorial Scholarship (\$500 annually)

Available to a Grade 12 student selected for outstanding citizenship and service within the school and church community.

### Mook Giesinger Awards (\$300 annually)

Diligence Awards (\$50 each) given to students in Grade 1 to 6 at St. Louis School who work hard, show improvement, and exhibit an excellent attitude and effort.

### Pat Cullen Memorial Scholarship (\$900 annually)

Math Awards available to St. Mary's students. \$200 each Grades 7 to 9 highest achievement; \$100 each to Grades 7 to 9 second highest achievement.

### Sister Joan Burns Memorial Scholarship (\$900 annually)

Religious Studies Awards available to St. Mary's students. \$200 each Grades 7 to 9 highest achievement; \$100 each to Grades 7 to 9 second highest achievement.

### Tom Anderson Memorial Scholarship (\$500 annually)

Available to a Grade 12 student who is planning to pursue a career in Business and is registered in business related post-secondary program.

### Winter Games Legacy Scholarship (\$500 annually)

Available to a Grade 12 student. Candidates must have displayed leadership in their chosen sport and be enrolled in a post-secondary program.



## GRANTS AWARD

September 2018 - August 2019

### CCT Move for Mental Health Walk/Run (\$700)

- St. Mary's Junior High School. - Funds were used to offset the cost of the event



### Brown Bag Lunch Delivery Program (\$2520) -

Funds were used for the delivery of lunches to schools within the Medicine Hat Catholic Board.

### Grade 6 Retreat at Camp McCoy - École St. John Paul II School

(\$500.00) - Funds were used to help support the Student Council to send the Grade 6 class to Camp McCoy!



### Notre Dame Academy Lunch Program (\$100) -

Funds were used to purchase a more high speed blender for breakfast smoothies so they could be more efficient and help more students with having a nutritious breakfast!

Fresh Start Back to School (\$17,721) - Funds were used to provide children with lunch kits, personal hygiene products, haircuts and clothing in order to promote confidence and enhance learning as the school year begins. In addition to these complimentary items, children and families are able to connect to a variety of community organizations that offer many different supports throughout the year. Fresh Start to School also provides dental and nutritional information, access to immunizations, speech/language screenings, mental health programs, family pictures and haircuts.

### SPICE Conference Retreat for MHCBE Staff

(\$3000) - Funds were used to enable teachers to participate in the Catholic School community conference which focuses on nurturing faith seeds to take root in others.



St. Louis School - Snack Attack Breakfast Program (\$798) - Funds were used to provide snacks to students after Phys. Ed Classes or sporting events who cannot bring any from home. Also used to help support the Breakfast Program.

St. Louis School - Breakfast Program (\$300) - Funds were used to purchase bread from IGA in support of the Breakfast Program

St. Michael's School Grade 6 Outdoor Education Trip to Camp McCoy (\$1000) - Funds were used to cover the cost of the facility, supplies, and programming in order for the students to have a chance to expand their educational horizons by placing them in a unique learning environment outside of school.



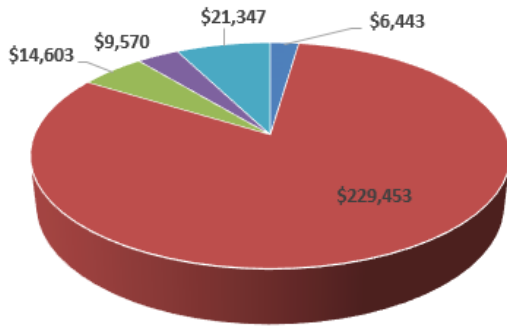
St. Michael's School Playground Improvement - Basketball Court (\$500) - Funds were used to improve the playground, specifically the basketball court.



Page 34 of 98 St. Mary's School Fine Arts Musical - Aladdin JR. (\$1000) - Grant was used to support the musical production by covering the cost of printing and transportation to and from the event location

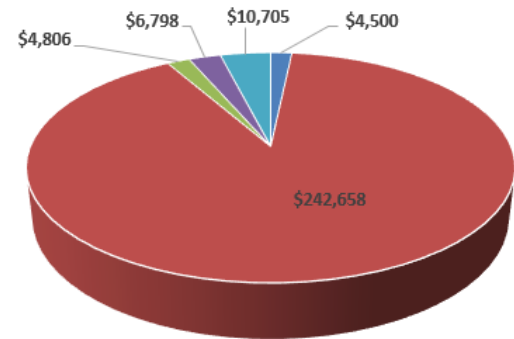
# FINANCIAL REPORT - YEAR ENDING AUGUST 31, 2019

Revenue 2018- 2019



■ General Donations (Unrestricted) ■ Directed Donations (Restricted)  
■ Interest ■ Payroll 50/50  
■ Golf Tournament

Expenses 2018 - 2019



■ Scholarships ■ Grants ■ Payroll 50/50 ■ Administrative ■ Golf Tournament

## GOLF TOURNAMENT NEWS

The Medicine Hat Schools' Education Foundation extends their sincere appreciation and thank you to all the businesses (please see sponsor list below), golfers and volunteers for contributing to the success of our 17th Annual Golf Tournament which was held on Friday, June 14, 2019 at Cottonwood Coulee Golf Course. A total of 87 golfers made up of business and community participants, joined us for a fun and relaxing sunny afternoon of golf. The generosity of all has helped to ensure the ongoing support necessary for Christian leadership initiatives, scholarships, and support of unfunded school projects.

### MAJOR SPONSORS

The Jim Pattison Broadcast Group  
CHAT TV, MY 96 & CHAT 94.5  
Medicine Hat News  
Tim Hortons

### HOLE IN ONE SPONSORS

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Medicine Hat Golf & Country Club  
Medicine Hat Lodge  
Medicine Hat Tigers Hockey Club  
Monsignor McCoy High School

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Notre Dame Academy  
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Patio Cafe  
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St. Mary's School  
State & Main  
TD Wealth  
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The Keg Steakhouse  
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Waste Connections Canada  
Weddingstar  
Windmill Garden Centre

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Medicine Hat Catholics Board of Education  
Medicine Hat News  
SHAW Cable TV  
St. Patrick's Parish  
BDigitalAds

## SAVE THE DATE - FOUNDATION GOLF TOURNAMENT 2020

With the golf season fast approaching, we are pleased to announce exciting plans for the Education Foundation 18th Annual Golf Tournament scheduled to take place on Friday, June 12th, 2020 at Cottonwood Golf Course in Medicine Hat.

Please join us for a great afternoon of golf with other business and community participants!

Registration brochures, sponsor flyers and tournament details will be available in February on our district website at [www.mhcbce.ab.ca](http://www.mhcbce.ab.ca).



## PAYROLL 50/50 - SEPTEMBER 2018 TO AUGUST 2019

Thank you to Medicine Hat Catholic School Board Employees for participating and working with the Education Foundation by graciously donating on a monthly basis through Payroll 50/50. By working with the Education Foundation, \$5125 was invested to support Foundation initiatives during the 2018 - 2019 school year.

☐ Yes! I wish to support Medicine Hat Catholic Schools' Education Foundation.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Donation enclosed in the amount of \$ \_\_\_\_\_

Please mail your donation to:

Medicine Hat Catholic  
Schools' Education  
Foundation

1251 - 1st Avenue SW  
Medicine Hat, AB T1A - 8B4

Phone: 403.502.8351

Fax: 403.529.0917

Or donate online:

[mhcbce.schoolcasholine.com](http://mhcbce.schoolcasholine.com)

*Receipts will be issued for all donations. Thank you!*

Method of Payment ☐ Cheque ☐ Visa ☐ Mastercard ☐ Cash

Credit Card #: \_\_\_\_\_

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

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

Click: Items Tab

Make A Donation Tab

Fund Destination Selection





# Information Report

## REPORT TO THE BOARD OF TRUSTEES

**Date:** January 14, 2020 **AGENDA ITEM:**  
**To:** The Board of Trustees  
**From:** Associate Superintendent of Schools (HR)  
**Originator:** Chuck Hellman  
**Rationale:** Policy/Procedures: AP 213 – Second Languages  
**Subject:** DELF –B2 Exam

---

### BACKGROUND:

Four students attending Monsignor McCoy High School have successfully passed the DELF – B2 exam. The DELF exam is recognized internationally. A student that has successfully passed this exam has a degree of independence that allows him/her to construct arguments to defend an opinion, explain a viewpoint and negotiate. The successful student has a degree of fluency and spontaneity in regular interactions and is capable of correcting mistakes. Successfully completing the DELF B2 exam is needed to follow studies in French higher education. Students have been recognized by the District for this accomplishment.

### STATUS & RELATIONSHIP TO SLQS:

**Competency:** (6) School Authority Operations and Resources

**Indicators:** (g) Recognizing student and staff accomplishments

### RESULTS OR ANTICIPATED OUTCOMES: Information

**GOVERNANCE IMPLICATIONS: Policy 1 – Mission** – In partnership with family, Church, and community, we provide Catholic Education of the highest quality to students.



# Discussion Item

## REPORT TO THE BOARD OF TRUSTEES

**Date:** January 14, 2020 **AGENDA ITEM:**

**To:** The Board of Trustees

**From:** Associate Superintendent of Schools (HR)

**Originator:** Chuck Hellman

**Rationale:** Policy/Procedures: AP 515 – Procurement – 4.3 Partnerships with public organizations must be approved by the Board

**Subject:** Dual Credit

---

### BACKGROUND:

An MOU will be (based on Board approval) signed between East Central Alberta Catholic School Division No. 16 and the Medicine Hat Catholic Board of Education. The MOU allows students attending Monsignor McCoy High School access to the following courses through Lakeland College:

**Play** – Students explore the significance of play in the development of a child

**Introduction to Esthetics** – This course will provide students with an overview of safe practices in the workplace regarding bacteriology and sanitation. Students will learn to formulate a professional image and practice skills needed to work with the public.

**Environmental Sustainability** – A requirement in 4 of Lakeland College's Environmental Sciences majors, this course focuses on human interactions with the environment.

**Health Care Aid Section 1** – Students learn the importance of their roles within the Health Care disciplines aid facilities.

**Health Safety and Nutrition** – Students explore nutrition and wellness.

**Introduction to Soil Science** – This course provides students with an overview of soil formation processes and fundamental characteristics of soil.

**Introduction to Heavy Oil and Gas** – This course will explain what heavy oil is and ways heavy oil is produced as well as explore the steps involved in getting heavy oil and natural gas out of the ground and into the marketplace.

Medicine Hat Catholic will utilize the \$50 000 dual credit start up grant from the Alberta Gov't to cover any cost associated with the dual credit agreement. This money will also be used to support Monsignor McCoy High School to support the technology needed to offer dual credit programing, and any staff support for students to be successful.

**STATUS & RELATIONSHIP TO SLQS:**

**Competency: (3) Visionary Leadership**

**Indicators: (b)** promoting innovation and continuous improvement by building structures and developing strategies to support staff / students in professional collaboration

**RESULTS OR ANTICIPATED OUTCOMES:**

The Board approves the dual credit partnership opportunity between East Central Alberta Catholic School Division No. 16 and the Medicine Hat Catholic Board of Education from January 31, 2020 to June 29, 2020

**GOVERNANCE IMPLICATIONS:**

**Policy 1 – Mission** – In partnership with family, Church, and community, we provide Catholic Education of the highest quality to students.



# Information Report

## REPORT TO THE BOARD OF TRUSTEES

**Date:** January 14, 2020 **AGENDA ITEM:**  
**To:** The Board of Trustees  
**From:** Associate Superintendent of Schools (HR)  
**Originator:** Chuck Hellman  
**Rationale:** AP 415 – Employee Resignations  
**Subject:** Employee Resignations

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### BACKGROUND:

The MHCBE communicated with professional staff that an early resignation opportunity would be available allowing a teacher to resign his/her position as of January 31, 2020. The employee would then be given a temporary contract until the end of the school year. The district had 3 employees take advantage of this opportunity. Also, three half time employees are in the last year of the Gradual Retirement Plan offered in 2018. These employees will be fully retired at the end of the school year.

### STATUS & RELATIONSHIP TO SLQS:

**Competency:** (1) Building Effective Relationships

**Indicators:** (a) Collaborating with community and provincial agencies to address the needs of students, staff, and families.

(b) Employing team building strategies and using solution-focused processes to resolve challenges (support staff members transitioning to retirement)

### RESULTS OR ANTICIPATED OUTCOMES: Information

**GOVERNANCE IMPLICATIONS:** Policy 12 – Role of the Superintendent – (3) Personnel Management – Has overall authority and responsibility for all personnel-related issues, except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy.



# Information Report

## REPORT TO THE BOARD OF TRUSTEES

**Date:** January 14, 2020 **AGENDA ITEM:**

**To:** The Board of Trustees

**From:** Associate Superintendent of Schools (HR)

**Originator:** Chuck Hellman

**Rationale:** Policy/Procedures: Strategic Priority Number 2 - Provide a continuum of support for the mental health and wellbeing of parents, students and staff in a welcoming, caring, respectful and safe learning environment.

**Subject:** Staff Health and Wellness Committee

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### BACKGROUND:

Medicine Hat Catholic Board of Education Strategic Priority number 2 states: The Board will, “provide a continuum of support for the mental health and wellbeing of parents, students and staff in a welcoming, caring, respectful and safe learning environment.”

The District will create a staff Health and Wellness committee designed to support the mental health and wellbeing of all MHCBE staff members. The committee will consist of members from senior administration, school administration, teachers, support staff, AHS, and ASEBP. The committee will collaborate to develop a baseline survey for staff. Based on District needs, the committee will create goals and strategies to support the health and wellness needs of staff. The first meeting is scheduled for February 25<sup>th</sup>.

### STATUS & RELATIONSHIP TO SLQS:

**Competency:** (1) Building Effective Relationships

**Indicators:** (a) Collaborating with community and provincial agencies to address the needs of students, staff, and families.

(b) Employing team building strategies and using solution-focused processes to resolve challenges

**RESULTS OR ANTICIPATED OUTCOMES:** Information

**GOVERNANCE IMPLICATIONS: Policy 1 – Our Values** –Medicine Hat Catholic Board of Education is committed to supporting inclusive communities that foster care and compassion of the students, families and staff with a complete offering of learning opportunities delivered within the context of Catholic teachings and tradition, and within the means of the District.



# Information Report

## Public Meeting

### REPORT TO THE BOARD OF TRUSTEES

**Date:** January 14, 2020 **AGENDA ITEM:** Public

**To:** The Board of Trustees

**From:** Greg MacPherson, Secretary Treasurer

**Originator:** Greg MacPherson, Secretary Treasurer

**Rationale:** Policy/Procedures: Policy 2 and AP505

**Subject:** AP500 Approve Budget Assumptions

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#### **BACKGROUND:**

AP500 Annual Division Budget has the requirement for the draft budget to be prepared based on the priorities set out in the three-year education plan and the budget assumptions established by the board. Policy 2 section 9.1 identified that the board will approve the budget assumptions at the outset of the budget process. The Board Annual Work Plan has the board approving the assumptions in January.

#### **STATUS & RELATIONSHIP TO SLQS:**

**Competency:**

**Indicators:**

#### **RESULTS OR ANTICIPATED OUTCOMES:**

Recommended Motion: That the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2020-21 Budget Assumptions as presented.

The budget assumptions will drive the budget development process. The assumptions are generally a guide for inputs related to building a budget year-over-year. They are not generally a 'wish-list' of programs or items for consideration. New programs or priorities should be built into the three-year education plan.

As the budget is developed, the budget managers will be tasked with going through their budget expenditure lines in detail to rebuild their budget from zero to meet their required outcomes.

Once the 2020-21 provincial budget is released an analysis of the revenue stream will be made and compared to the budgeted expenditures generated from the assumptions to assess the financial position of the Division. This will then drive whether the assumptions can be met or not.

**GOVERNANCE IMPLICATIONS:**

Policy 2 section 9.1 identified that the board will approve the budget assumptions at the outset of the budget process. The Board Annual Work Plan has the board approving the assumptions in January.

**ATTACHMENTS:**

1. 2020-21 Board Draft Assumptions
2. 2019-20 Board Approved Assumptions



**Medicine Hat Catholic Board of Education  
2020-21 Budget  
Board Draft Assumptions – January 14, 2020**

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

At this point, the assumptions would include:

1. The budget shall have a surplus to have the unrestricted reserve have a \$200,000 balance for August 31, 2021;
  2. Use of conservative school developed enrollments based on registrations for determining enrollment;
  3. Include only the financial impact from the ratified 2018-20 ATA collective agreement except for those required under legislation;
  4. Include only financial impact of the CUPE collective agreement except for those required under legislation;
  5. Assume the previously approved increase to staff covered under the support staff handbooks will be met including that that required under legislation;
  6. No budget increases to schools and departments except those based on enrolment adjustments or documented need;
  7. The former St. Louis School remains closed except for those expenses needed for preservation;
  8. Certificated staffing to attempt to meet required class-sizes on a district average within the grade division.
  9. Certificated Staffing and Support Staff under the Support Staff handbook may be reduced to achieve the required balance.
- 
10. Assessment of Learning Services to determine if efficiencies can be realized.
  11. Nutrition Program – assume continued at existing level
  12. Senior Administration to assess potential spending savings through an analysis of spending and needs of schools and departments
  13. Transportation: Deferred Cameras and GPS project to be established in 2020-21 if possible
  14. Southland contract to be renegotiated
  15. All other existing programming continues.

**Medicine Hat Catholic Board of Education  
2019-20 Budget  
Board Approved Assumptions – January 8, 2019**

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











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

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

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

At this point, the assumptions would include:

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

-  12. Assessment of Learning Services to determine if efficiencies can be realized.
-  13. CIF Program – assume to be discontinued
-  14. Nutrition Program – assume continued at existing level
-  15. Senior Administration to assess potential spending savings through an analysis of spending and needs of schools and departments
-  16. Build in a \$150,000 ERIP budget for 2019-20
-  17. Maintenance of a school based Chaplain;
-  18. Transportation: Deferred Cameras and GPS project to be established in 2019-20
-  19. Southland contract renegotiated
-  20. Development of a 0.50 FTE Sports Academy Coordinator per outcome of Sports Academy Review
-  21. All other existing programming continues.



# Information Report

## Public Meeting

### REPORT TO THE BOARD OF TRUSTEES

**Date:** January 14, 2020 **AGENDA ITEM:** Public

**To:** The Board of Trustees

**From:** Greg MacPherson, Secretary Treasurer

**Originator:** Greg MacPherson, Secretary Treasurer

**Rationale:** Policy/Procedures: Policy 2 and AP305

**Subject:** AP305 Boundaries and Attendance Areas

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#### **BACKGROUND:**

AP305 Boundaries and Attendance Areas requires the Division shall determine modification of boundaries and attendance areas not later than March 31 for the following school year. The Board Work Plan has this scheduled for January. Initial discussions on the issue occurred in the October 2019 public meeting with no recommendation brought forward from senior administration to make changes to the boundaries.

#### **STATUS & RELATIONSHIP TO SLQS:**

**Competency:**

**Indicators:**

#### **RESULTS OR ANTICIPATED OUTCOMES:**

Senior Administration is not recommending any changes to the boundaries or attendance areas at this time. If there are pressures in a school, the enforcement of attendance areas may need to be considered.

The Area Capacity Utilization report shows that all schools have official capacity within the school. Notre Dame Academy is the only school with an estimated capacity at 95%. Under the new ACU model a school is full at 100%. The school houses a Sports Academy Program along with Regular Programming. Senior Administration will be examining the situation over the coming months as next year's enrollment solidifies to determine the needs of the school and develop options for meeting any developing capacity needs.

**GOVERNANCE IMPLICATIONS:**

Policy 2 selected responsibilities item 4 identified that the board will approve school attendance areas.

The Board Annual Work Plan has the board approving the attendance areas by the end of March. As senior administration recommends the boundaries remain static for the upcoming school year no change needs to be contemplated at this time.

**ATTACHMENTS:**

1. AP305 Boundaries and Attendance Areas
2. 2019-20 Draft Area Capacity Utilization Report
3. Boundary Maps

## **Administrative Procedure 305**

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### **BOUNDARIES AND ATTENDANCE AREAS**

#### **Background**

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

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

#### **Procedures**

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

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

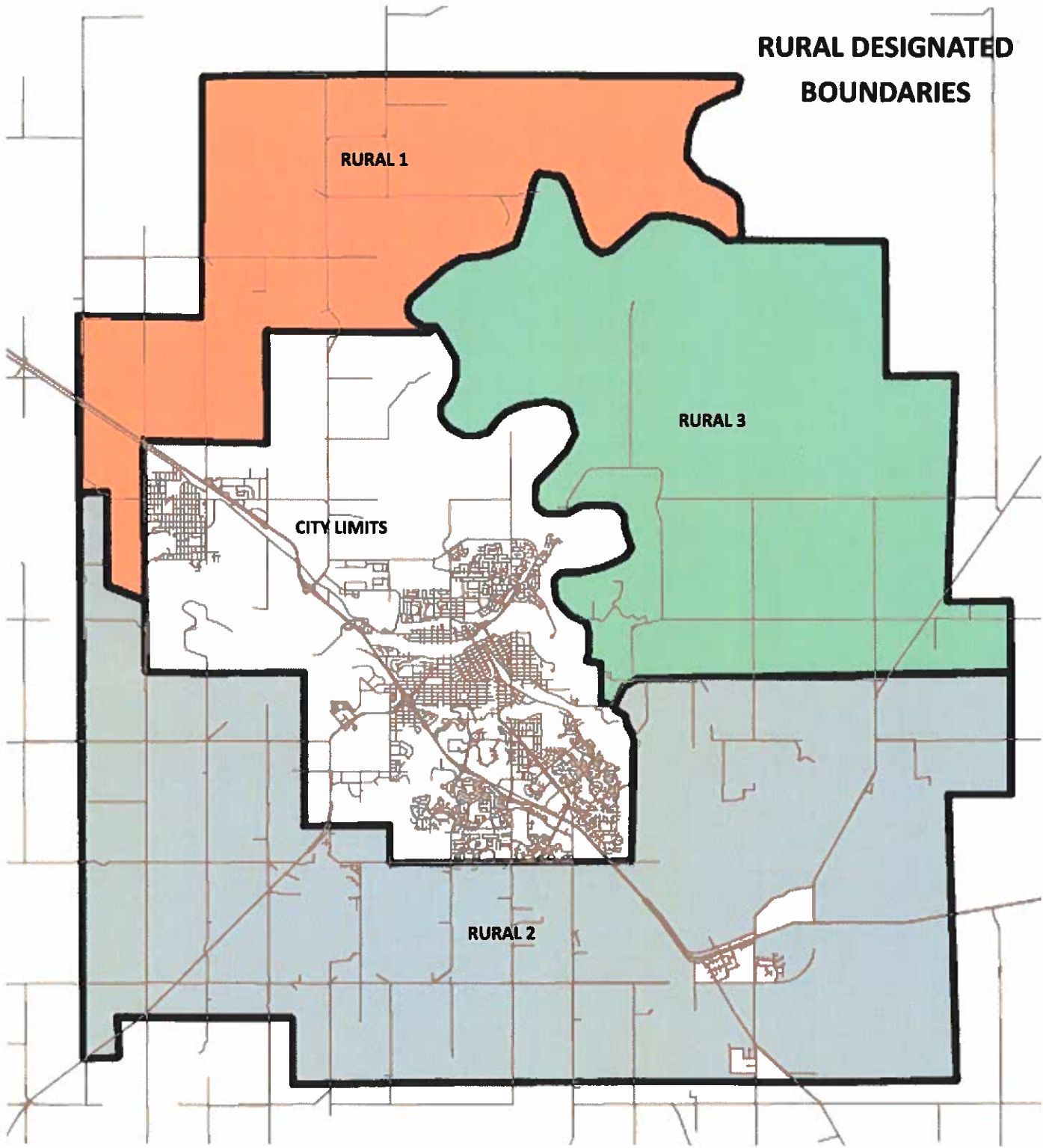


**Medicine Hat Catholic Board of Education  
2019-20 ACU**

**ACU Adjusted to Remove PUF Students Attending Private Centres and to reflect 2019-20 Grade 1-12 Actuals**

School	Total Capacity	ECS	Grade 1-12 NOTE	ECS Severe	Severe	Adjusted Enrollment	Utilization	Excess Capacity
St. John Paul II	325	34	161	11	3	195	60%	130
Monsignor McCoy	967	-	483	-	6	495	51%	472
Mother Teresa	427	40	223	10	15	283	66%	144
Notre Dame	480	-	449	-	4	457	95%	23
St. Francis	182	19	89	7	4	114	62%	69
St. Louis - NOTE	193	45	85	8	5	126	65%	68
St. Mary's	735	-	380	-	12	404	55%	331
St. Michael's	322	38	137	18	12	198	61%	124
St. Patrick's	501	78	320	20	12	403	80%	98
<b>Total</b>	<b>4,132</b>	<b>254</b>	<b>2,327</b>	<b>74</b>	<b>73</b>	<b>2,674</b>	<b>65%</b>	<b>1,458</b>

**RURAL DESIGNATED  
BOUNDARIES**

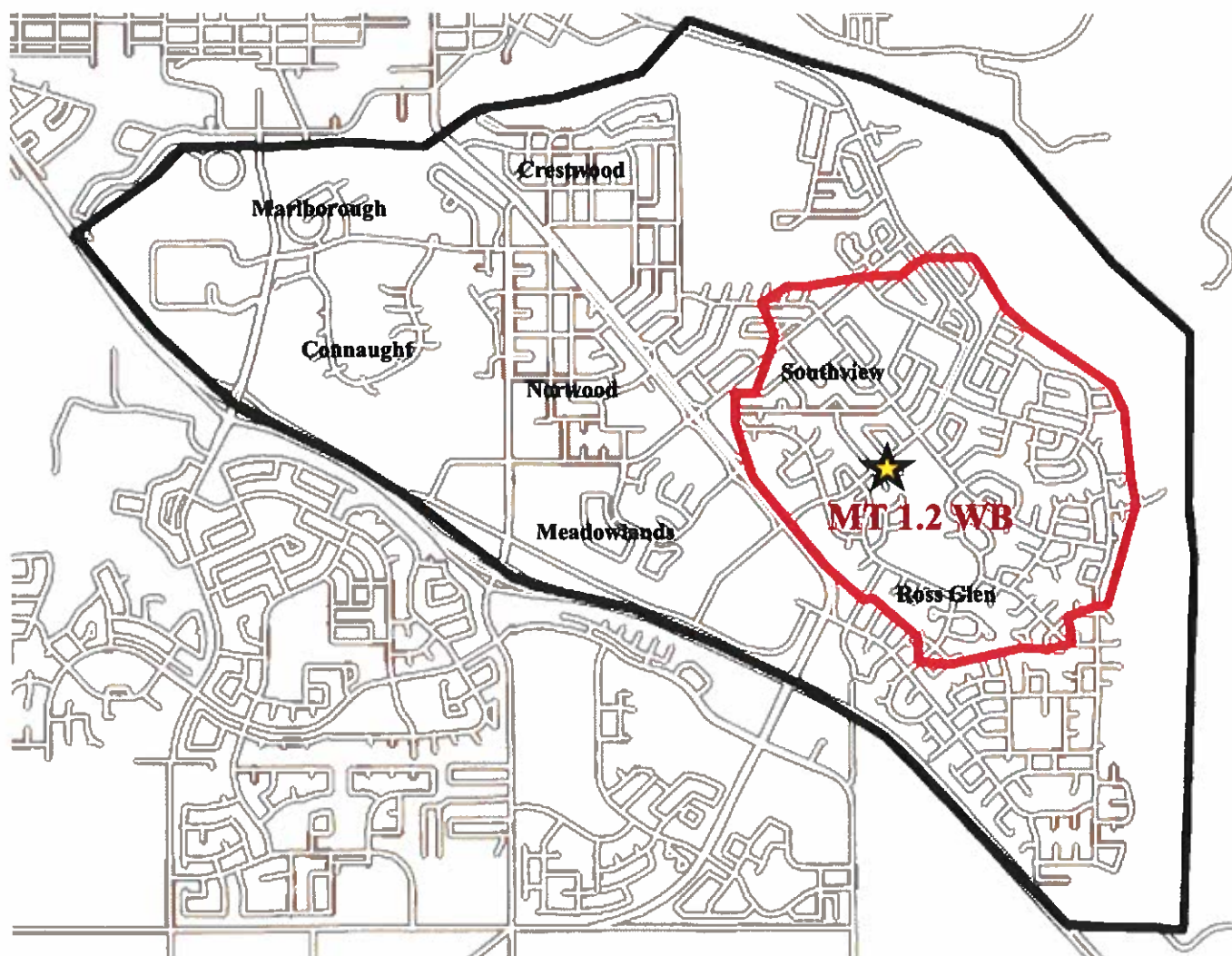




# Mother Teresa School

Kindergarten to Grade 6

235 Cameron Road SE



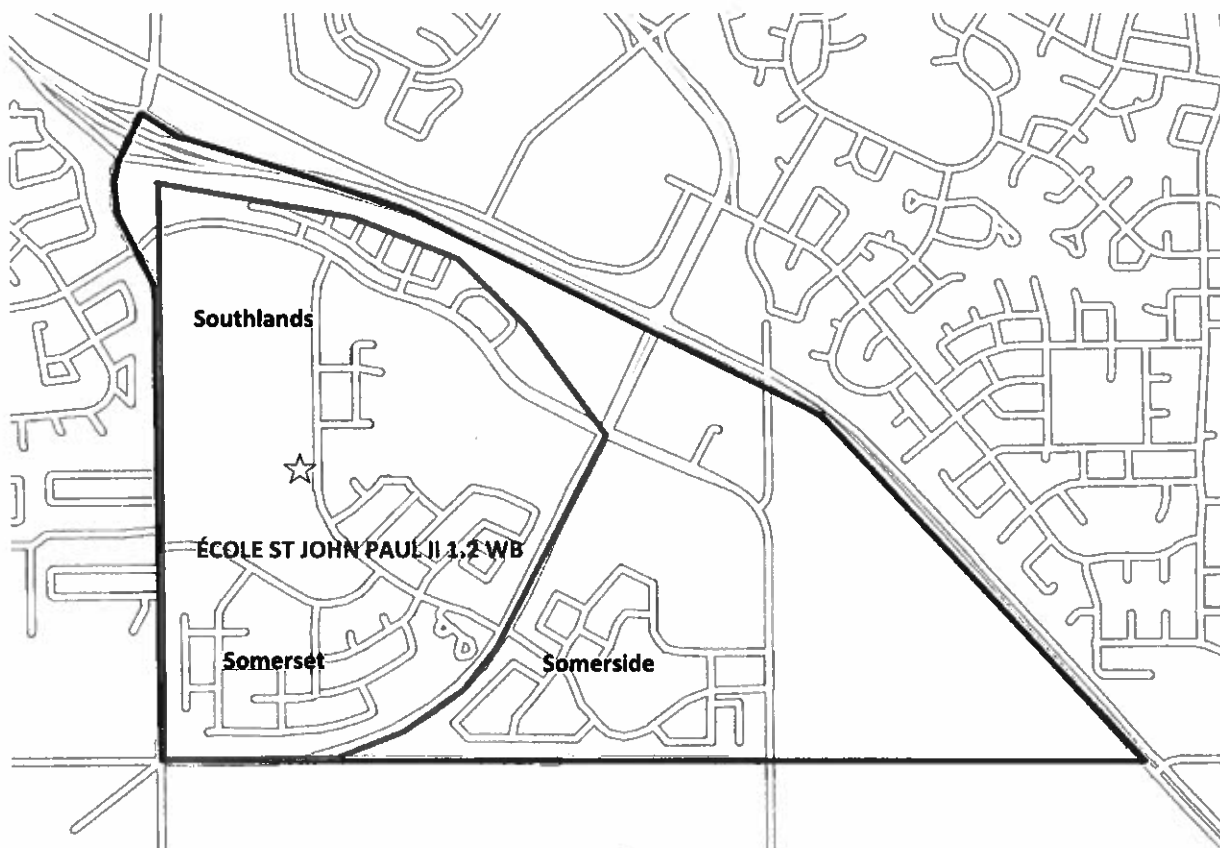
**\*red line indicates 1.2 km walk boundary**

**\*black line indicates school boundary**

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

# École St. John Paul II School

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

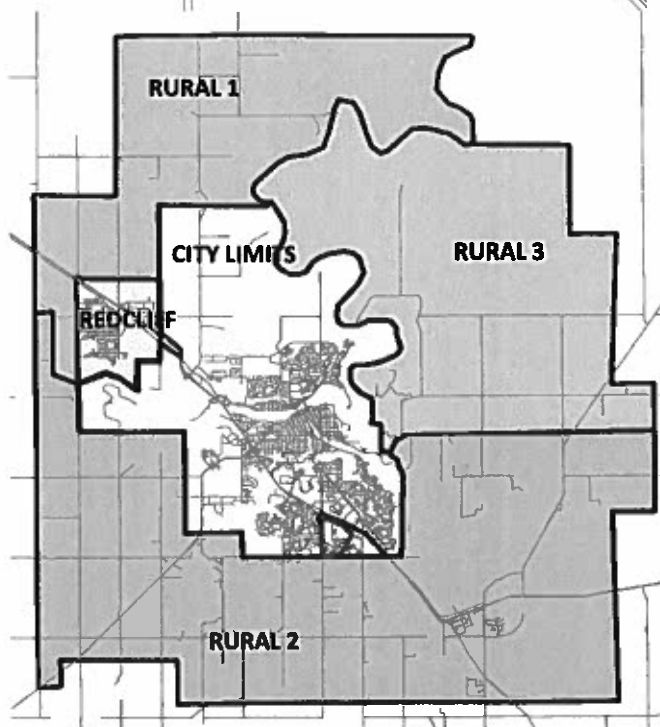


- red area indicates 1.2 km walk boundary

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

**All division attendance zones for French Immersion**

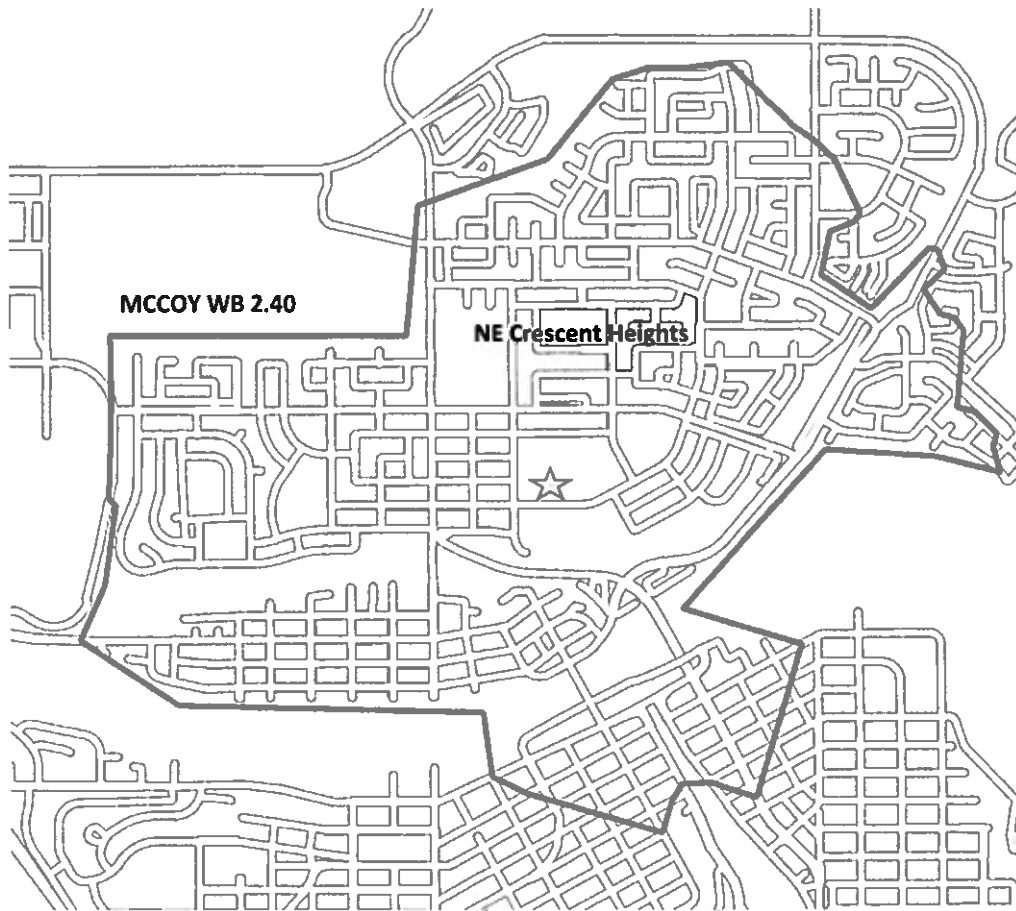
\* Desert Blume is not include in Ecole St. John Paul II School Attendance Area.



# Monsignor McCoy High School

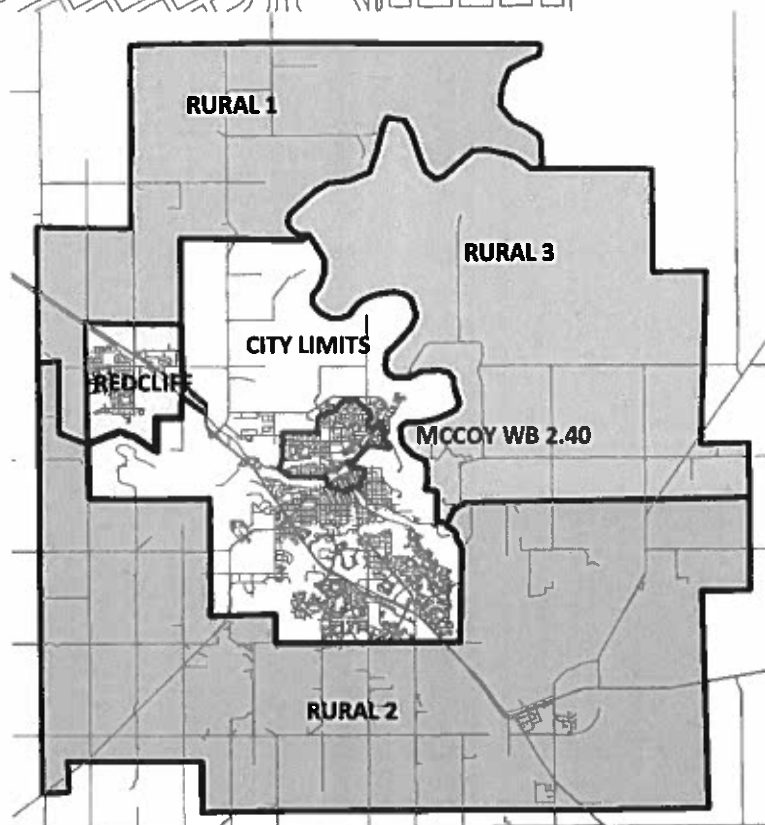
Grades 10 to 12

202 - 8th Street NE



\* red line indicates 2.4 km walk boundary

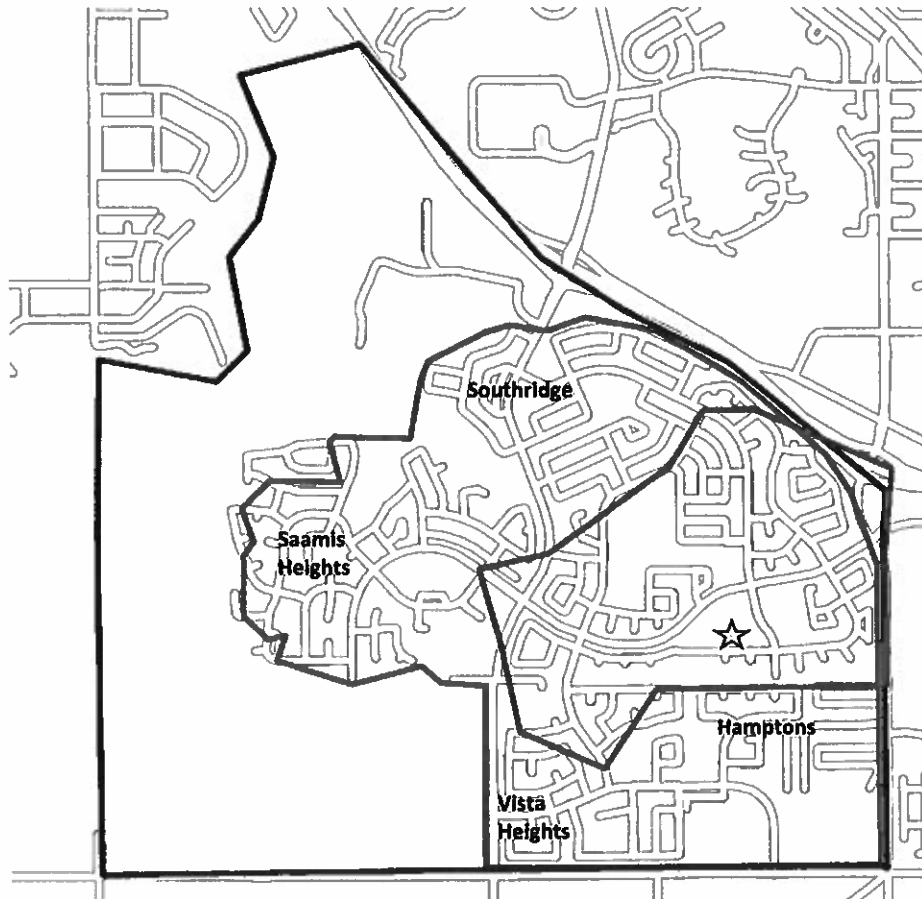
All division attendance zones



# Notre Dame Academy

Grades 6 to 9

646 Spruce Way SE



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

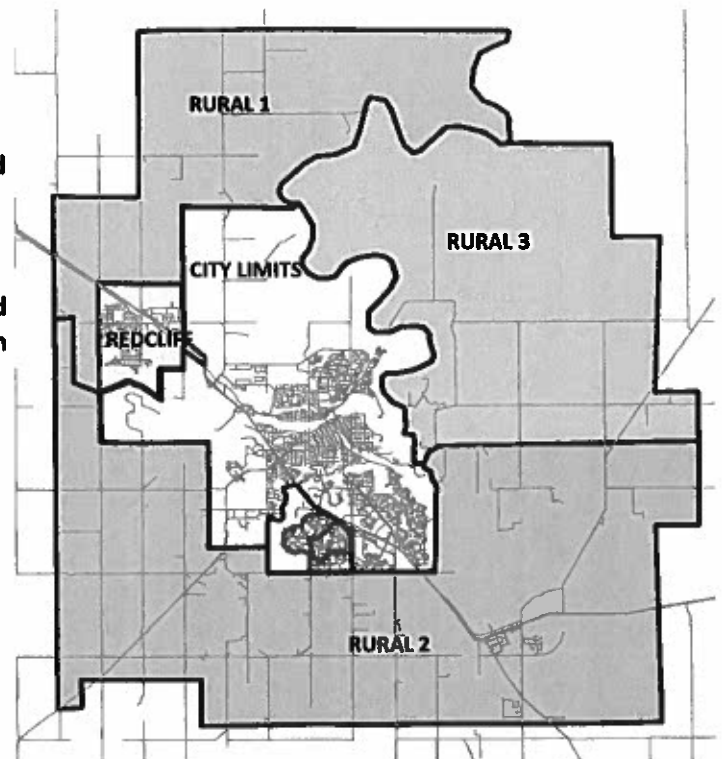
Red line - 2.4 km walk boundary  
(grade 7-9 only)

Black line - school boundary  
(ALL grades)

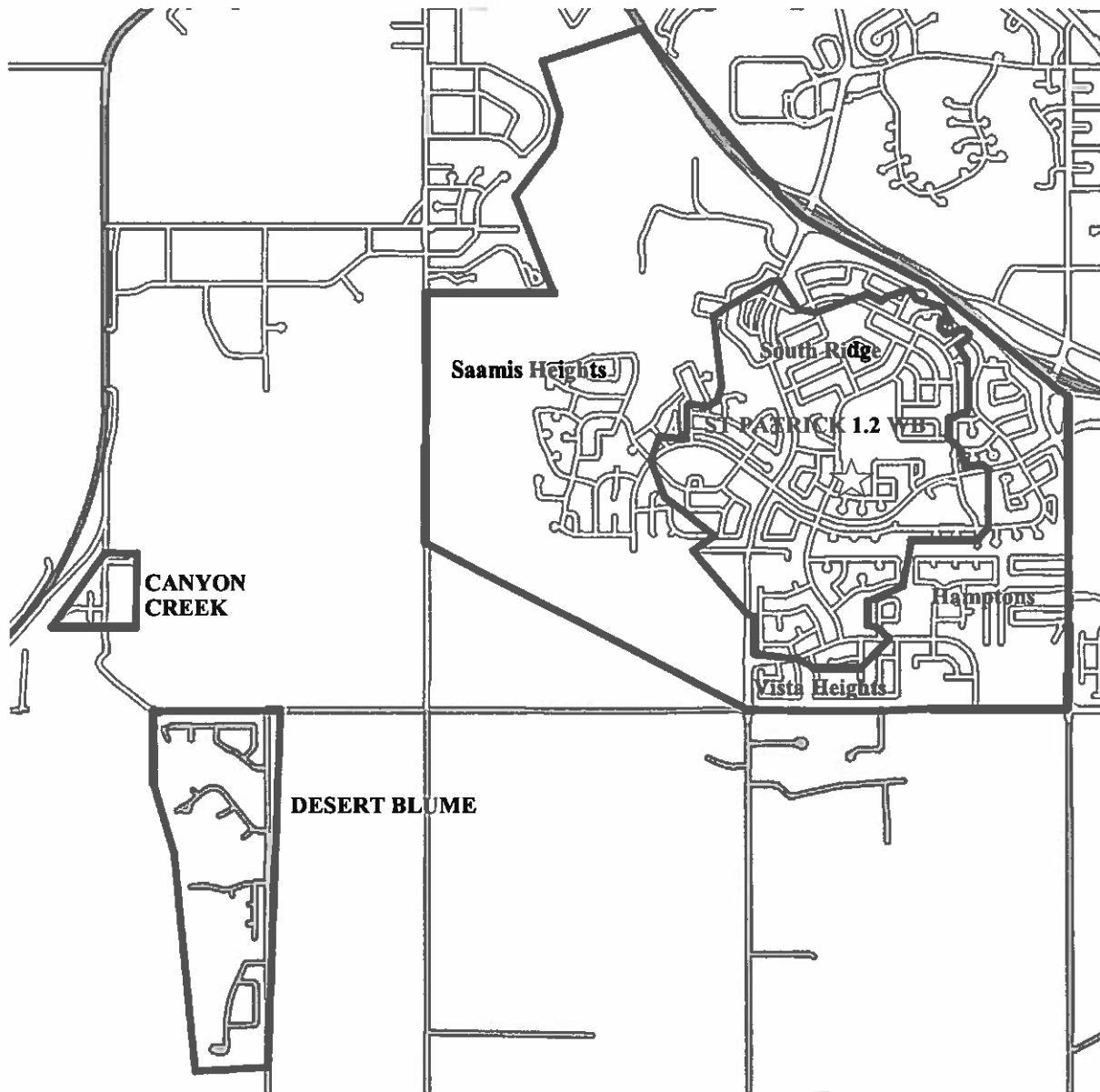
All students in South Ridge, Saamis Heights, Vista Heights and Hamptons.

All division attendance zones for Sports Academy.

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



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



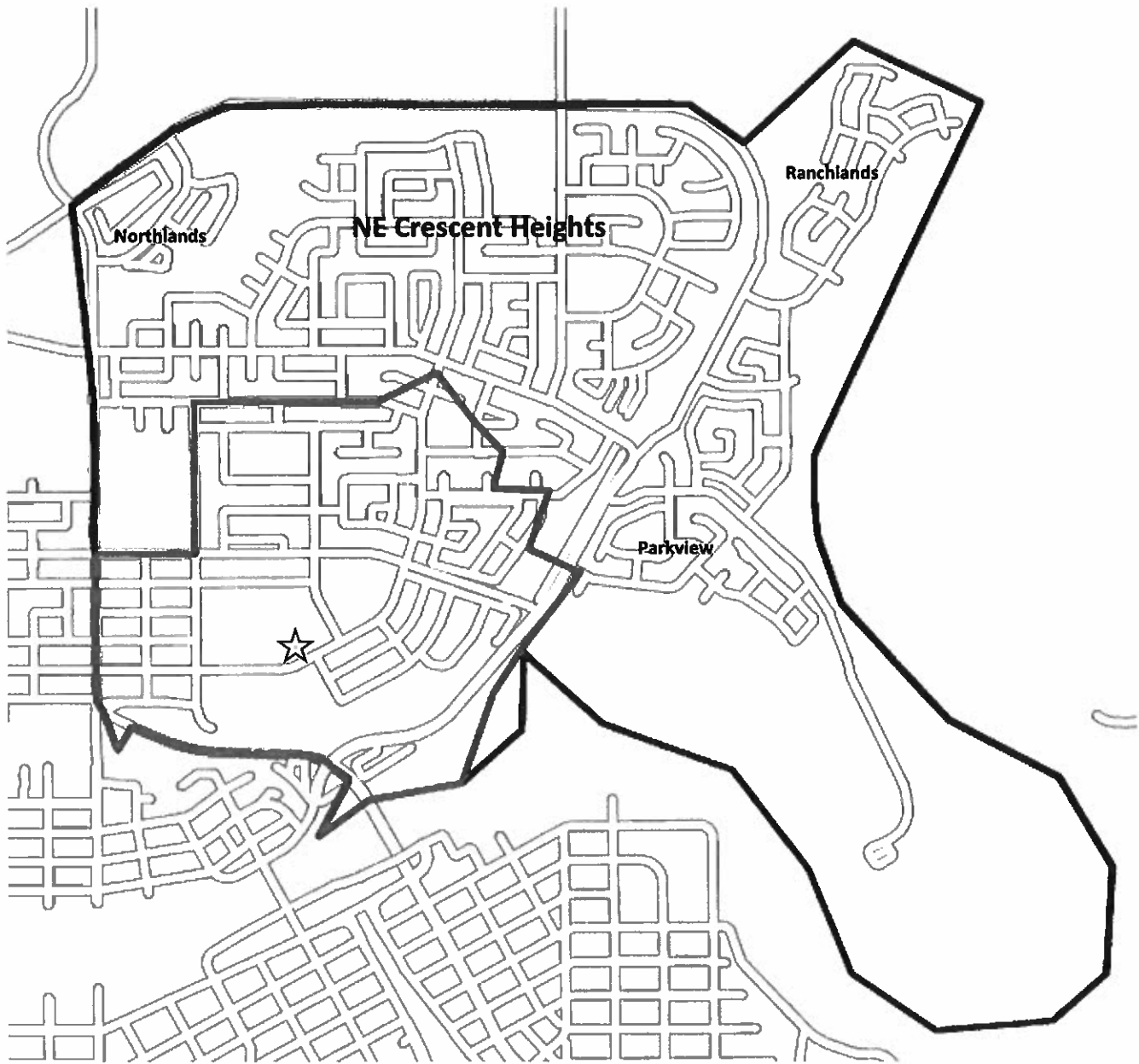
\* red line indicates 1.2 km walk boundary

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

# St. Francis Xavier School

Kindergarten to Grade 6

318 - 8th Street NE



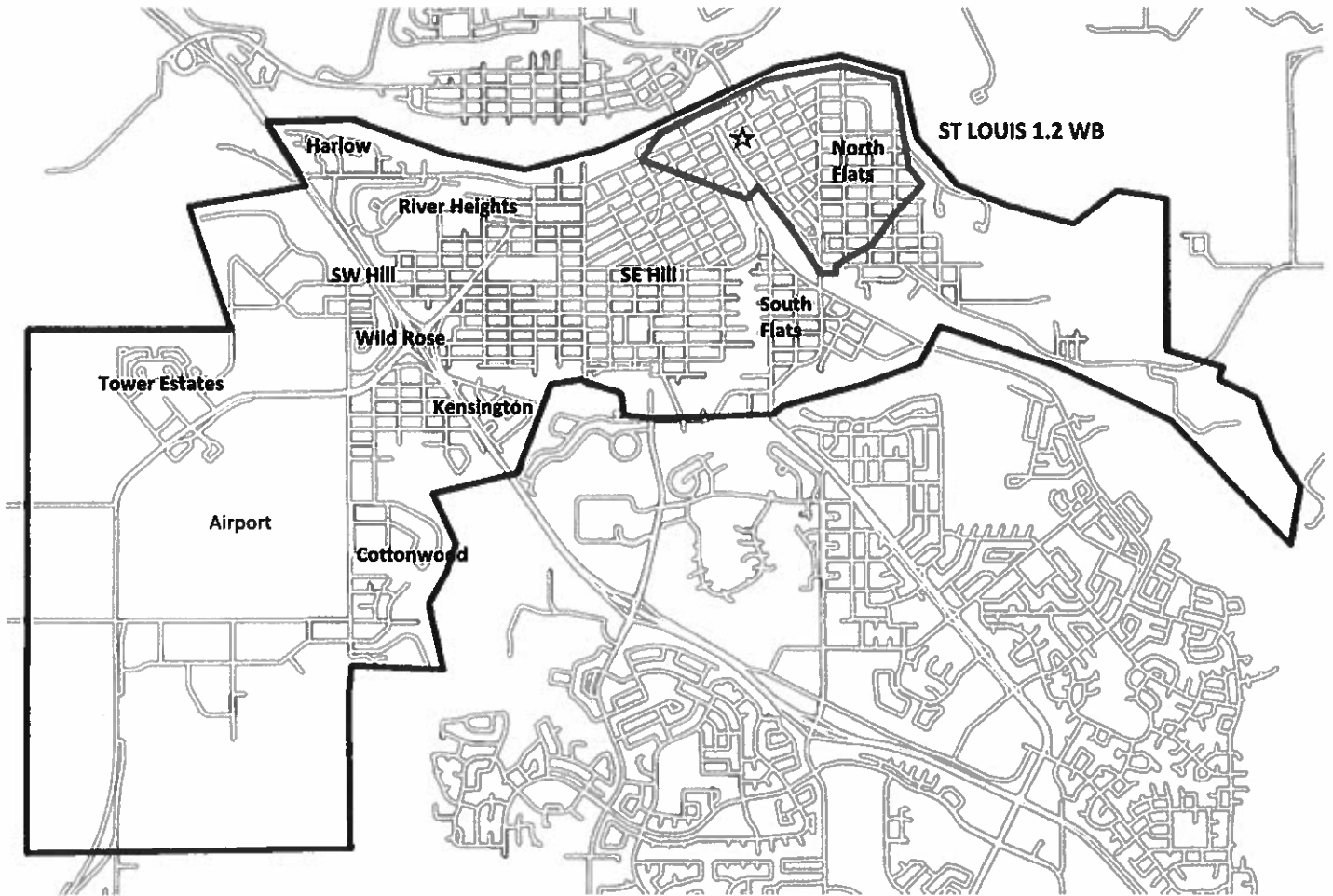
\*red line indicates 1.2 km walk boundary

\* black line indicates school boundary

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

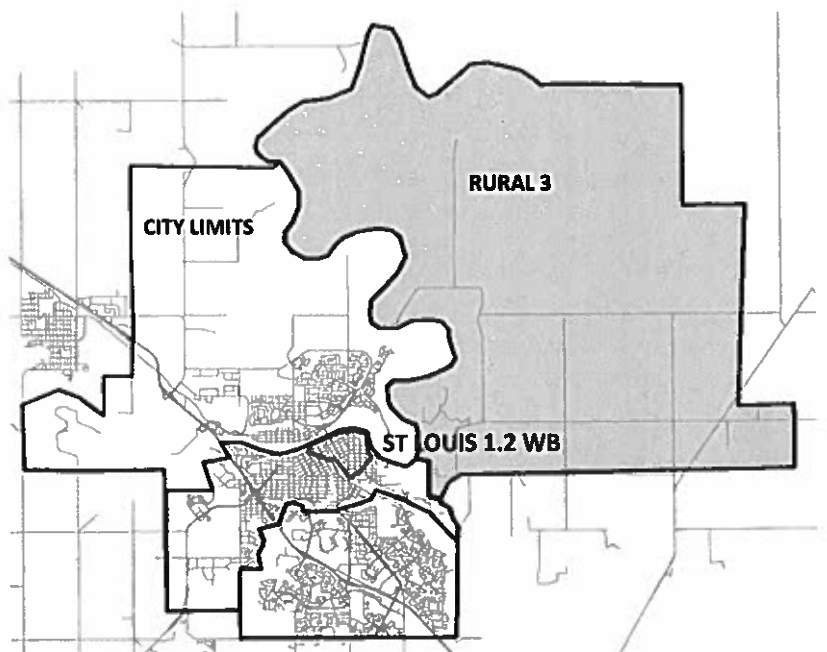
**Flex Zone Area** – All students in NE Crescent Heights East of Division Avenue North, Parkview, Ranchlands and Northlands can attend either St. Francis Xavier School or St. Michael's School with transportation provided.

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



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

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

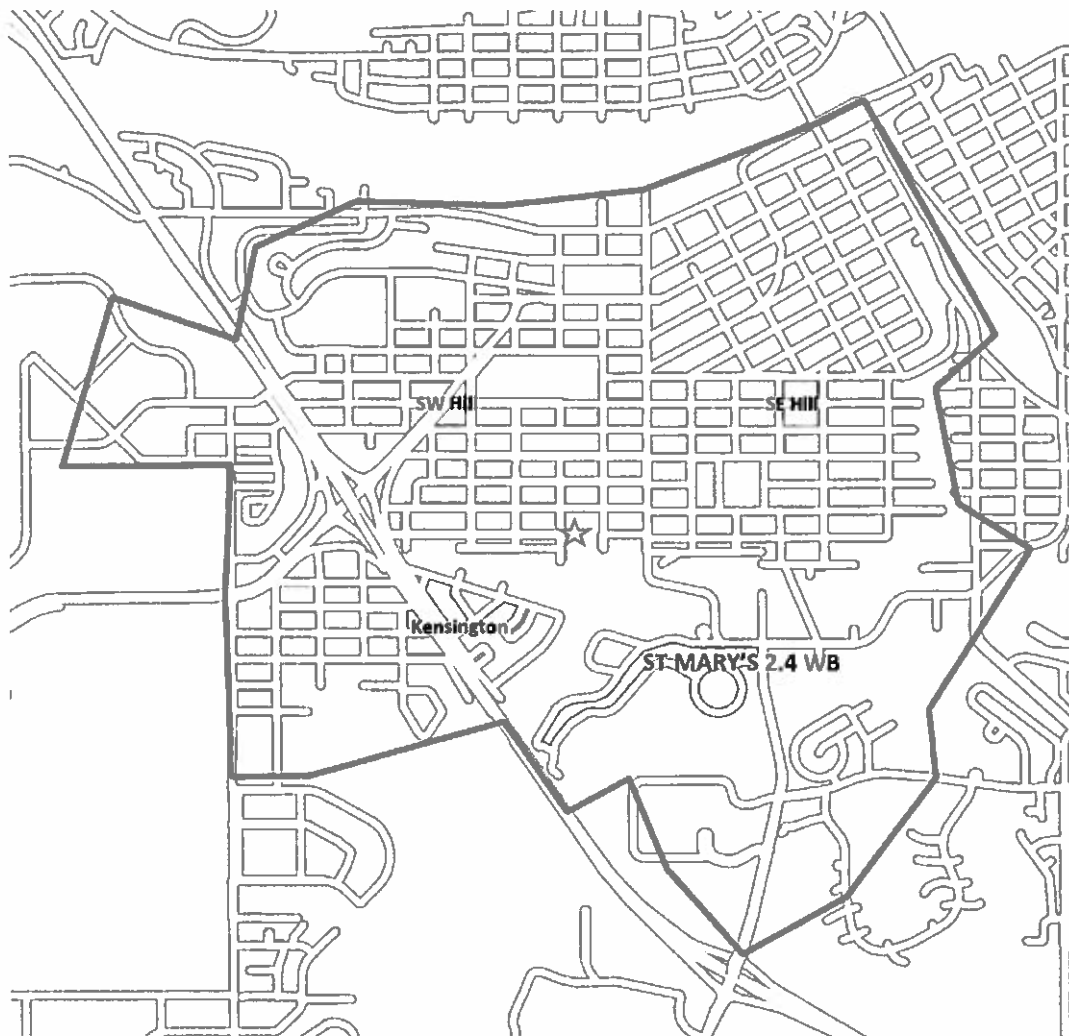




# St. Mary's School

Grades 7 to 9

155 - 11th Street SW

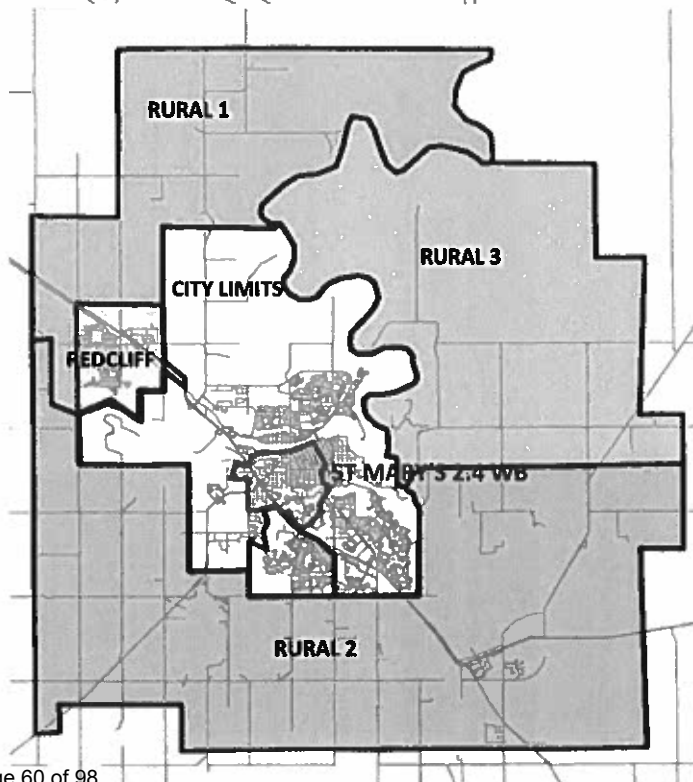


- red line indicates 2.4 km walk boundary

All division attendance zones for Fine Arts & French Immersion

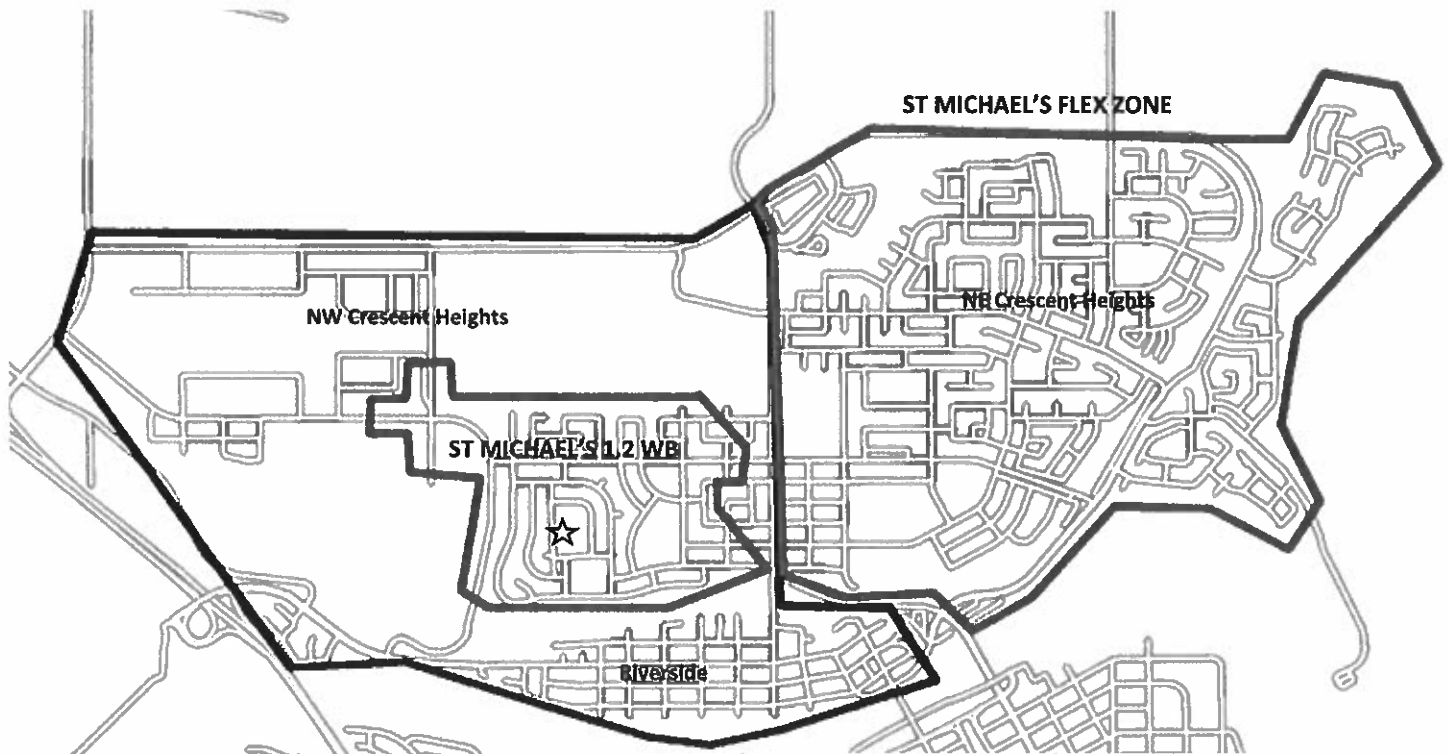
All division attendance zones (with the exception of Hamptons, Southridge, Saamis Heights, Vista Heights and Hamptons).

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





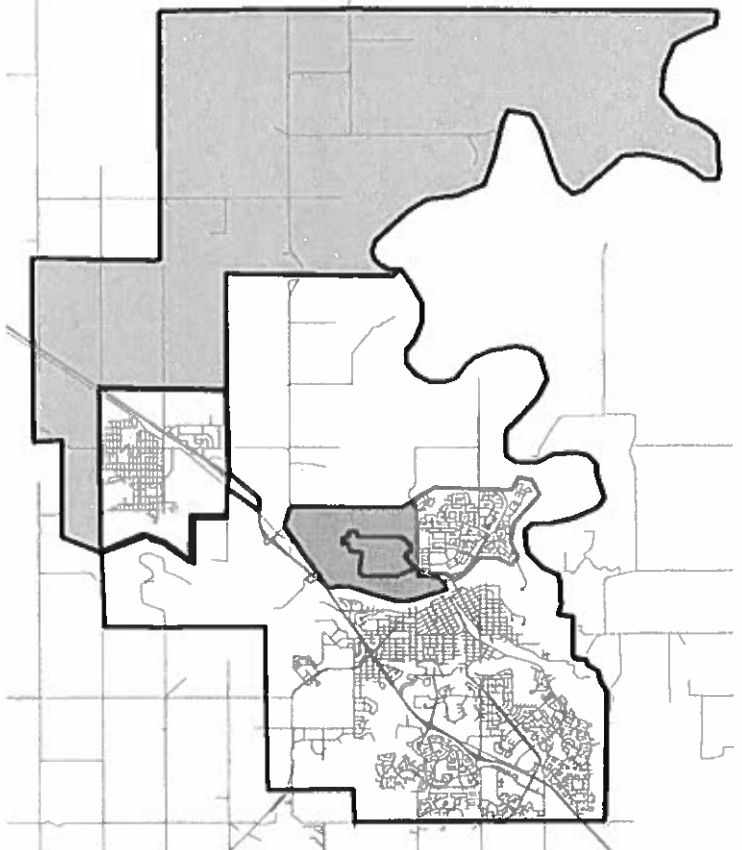
**St. Michael's School**  
**Kindergarten to Grade 6**  
**865 Black Blvd NW**



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

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

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





# Information Report

## Public Meeting

### REPORT TO THE BOARD OF TRUSTEES

**Date:** January 14, 2020 **AGENDA ITEM:**

**To:** The Board of Trustees

**From:** Greg MacPherson, Secretary Treasurer

**Originator:** Greg MacPherson, Secretary Treasurer

**Rationale:** Policy/Procedures: Policy 2 and AP515 Procurement

**Subject:** Energy Efficiency Request for Qualification

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#### **BACKGROUND:**

MHCBE has been working with Johnson Controls on a plan for modernizing and upgrading the energy efficiency of the Division schools. The benefit of the plan is for the provider to guarantee the energy savings of the project. The unique feature of the plan is that the modernization and upgrades would be financed by the guaranteed savings on utility costs in the future. In this model, the risk resides with the energy services partner. The plan would essentially allow for the entire Division to be upgraded simultaneously with minimal impact to school operations.

We have completed energy benchmarking and have issued a Request for Qualification to start the selection process for an Energy Services Company ('ESC'). When the ESC is selected an Investment grade audit will be completed which then set the exact scope of work and budget along with the development of the guaranteed savings. If the audit determines the project is feasible then it would immediately lead into the construction phase.

Many school boards have used this model including East Central Catholic School Division with positive results.

The Capital Borrowing Regulation allows for the project to be externally financed if there is a guarantee by the supplier in writing for the costs to be recoverable by the board from savings in energy costs in not more than 20 years. This project would proceed if these requirements are met.

As noted above, the utility savings are used to repay the capital borrowing. Once the project is complete, an internal assessment will be made to use IMR funding to repay the capital borrowing in order to realize the operational savings on utilities. This assessment will look at the potential operational savings which could be redeployed, the deferred maintenance remaining and the IMR balances.

**STATUS & RELATIONSHIP TO SLQS:**

**Competency:**

**Indicators:**

**RESULTS OR ANTICIPATED OUTCOMES:**

This project will provide schools with modernized utility systems including up to date building management systems. The guaranteed utility savings eliminates the risk to the board. If we can redeploy the IMR funds to the capital borrowing for the project we will be able to realize the operational savings sooner. The project will provide for a better learning environment with better environment control and would also contribute to lesser greenhouse gas emissions.

**GOVERNANCE IMPLICATIONS:**

The Board of Trustees is being made aware of this within their responsibilities under Policy 2 section 9.11 Approve tenders over \$200,000. At this time there is no tender, however the scale of the project is likely to exceed that amount and approval will be required for the capital borrowing. This is a new initiative for MHCBE and under policy 11 new initiatives be brought to the board for discussion and determination of decision making authority.

Once the investment grade audit is complete and there is a project plan and scope, the board will be asked at that point for the approval to proceed to construction.

**ATTACHMENTS:**

1. RFQ for Energy Performance Contracting Services
2. Johnson Controls Presentation

## **REQUEST FOR QUALIFICATIONS (RFQ) FOR ENERGY PERFORMANCE CONTRACTING SERVICES**

### **I. INTRODUCTION**

#### **A. Purpose**

In this challenging fiscal climate, Medicine Hat Catholic Board of Education ('MHCBE') is considering a long-term partnership that can introduce, expand, renew and finance the Energy Management Program. **This RFQ is not a tender call.** The RFQ is intended to allow MHCBE to evaluate the proponent's qualifications for the program. MHCBE will identify the successful proponent if any, and then undertake subsequent discussions and negotiations respecting fundamentals of the proposal. At the sole discretion of MHCBE, the Energy Management Program can be implemented with their selected proponent as a bundled single-phase project or a multi-phase, multi-year program should MHCBE decide that best meets their requirements both currently and in the future.

#### **B. Project Overview**

MHCBE is seeking proposals from Energy Services Companies (Proponent) to conduct a technical energy audit of facilities and implement an energy performance contract. The Proponent will identify and implement building and system improvements to reduce energy and related costs in facilities that MHCBE is responsible for. Refer to Appendix A – Building Utility and Building Size Information. The annual cost savings and net benefits are utilized to fund the annual payments for implemented improvements.

#### **The process has three phases:**

1. **Technical Energy Audit and Project Proposal Phase:** A contract for the Technical Energy Audit will be developed with the selected Proponent. This investment grade audit will identify and evaluate cost-saving measures and net benefits, define the proposed project scope, cost, savings, and business case over the proposed financing term. A project proposal will present aggregated measures that can be financed through guaranteed savings and net benefits.
2. **Construction/Implementation/Commissioning and Financing Phase:** An energy performance contract will be negotiated following the audit. This establishes the project scope and costs and provides for construction and follow-up services to be provided during the financing term.
3. **Post-Construction Guarantee/Monitoring Phase:** After construction, the Proponent will offer a variety of services to ensure savings are met, inclusive of a savings guarantee, staff training, follow-up monitoring, and contract maintenance services, etc.

### **II. PROPOSAL PREPARATION AND SUBMISSION**

**A.** Proponent must be listed on the Federal Government of Canada's Office of Energy Efficiency Qualified Bidders' List <http://www.nrcan.gc.ca/energy/efficiency/buildings/eeqb/contracting/4141> in order to submit a Proposal. Proposals submitted by Proponents, not on the list referenced above will be disqualified.

#### **B. Questions**

Any questions regarding this Request for Qualifications shall be directed in writing to Greg MacPherson, Secretary Treasurer at 403-527-2292 or [greg.macpherson@mhcbe.ab.ca](mailto:greg.macpherson@mhcbe.ab.ca). Information obtained from any other source is not official. Inquiries and responses will be recorded and will be distributed to all bidders by addendum.

**C. Shortlist**

Subsequent to the submission of proposals, at the sole discretion of MHCBE a short list of proponents may be established if deemed necessary. Interviews and negotiations may be conducted with a shortlist of the bidders, but there shall be no obligation to receive further information, from any bidder. If deemed necessary, at the sole discretion by MHCBE the shortlisted respondent(s) may be asked to prepare a presentation and/or provide additional information prior to the final selection.

**D. Proposal Submission**

Two copies of the proposal must be received by Wednesday January 22, 2020 at 2:00 pm local time. They should be addressed to Greg MacPherson, Secretary Treasurer and delivered to the address below:

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

Proposals shall be submitted in a sealed box labeled “Proposal for Energy Performance Contracting Services” with your firm name and proposal deadline clearly marked.

**E. Acknowledgment of Addenda**

Any addendum to the RFQ will be posted on MHCBE website and e-mailed to the contacts provided during the pre-proposal meeting. Addenda must be acknowledged in the appendix. Failure to properly acknowledge any addendum may result in the proposal being deemed non-responsive.

**F. Proposal Schedule**

MHCBE expects to undertake the selection process according to the following schedule:

Request for Qualifications Issued:	January 7, 2020
Questions Due:	January 10 2020
Questions Answered:	January 15, 2020
Submission Deadline:	January 22, 2020 at 2:00 pm local time
Oral Interviews (if needed):	January 29, 2020
Contractor Selection:	February 5, 2020 (estimated)

### III. PROPOSAL FORMAT

Responses must be submitted in the format outlined in this section. MHCBE reserves the right to eliminate from further consideration any response that is deemed to be substantially or materially unresponsive to the requests for information contained in this section.

#### A. Executive Summary

Responses shall include an abstract of no more than two pages on the information presented in the proposal and the contractor's unique qualifications and services.

#### B. Qualifications and Experience

##### 1. Firm Profile

Firm name, corporate address, local address, and type of firm

Main contact person with full contact information

Year firm was established

Years of experience in the energy business

Years of experience in performance contracting

Number and value of performance contracts in effect

Number of performance contracts similar in nature

Confirm and provide full material evidence that your firm is listed on the Federal Government of Canada's Office of Energy Qualified Bidders List.

##### 2. Project Experience and Technology Delivery

- Provide 3 examples that demonstrate your firm's ability provide innovative leading edge technology that supports energy retrofits.
- Each project description shall describe the services provided, project cost, guaranteed savings amount and contract term. **Projects, where the responding firm was not the prime contractor, are not acceptable.** Emphasis should be placed on projects that were completed where personnel proposed for this project participated. Client names with a contact person's phone number and address shall be listed.
- Provide a list of the performance contracts your firm has implemented in the past ten years, including client, project cost, and guaranteed savings.
- In addition to the above provide a list of relevant projects that clearly demonstrates your firm's commitment and ability to provide long-term financial guarantees covering energy and operational budgets as well as building and infrastructure renewal budgets in Canada.

##### 3. Ongoing Service and Maintenance Capabilities

- State the location of your nearest servicing office and provide an overview of your firm's capabilities for servicing the installed equipment, as well as procedures for handling emergencies. At least a three-hour response time is required.
- Describe maintenance services provided by the Respondent, including a description of the service organization and personnel directly employed by the Respondent. Include a list of services provided and the ability to provide truck-based services for all related improvements.

##### 4. Training

- Describe your firm's proposed approach to providing technical training for MHCBE personnel, noting training sites and methodologies. Include available programs for promoting energy awareness among the staff.
- Describe your firm's ability to support succession training for maintenance staff in support of innovative technologies prescribed.

##### 5. Bonding, Warranties, and Insurance

- Provide the current bonding capacity; bond rating; and confirmation that firm is currently bondable for 100% of a payment bond for construction of this project and 100% of a performance bond for construction of this project. A letter from a licensed surety as evidence of ability to bond for each of these categories shall be included in the appendix.
- Provide information detailing your firm's warranty policy (equipment and installation).

- Confirm that the respondent will provide general liability insurance with limits of \$5,000,000 per occurrence and \$10,000,000 aggregate with the [Client] as a named insured. Include a Certificate of Insurance in the Appendix.

### **C. Project Management Approach**

1. **Organizational Chart.** Provide an organizational chart that illustrates the structure of your team. Note all key personnel and sub-consultants where applicable.
2. **Key Personnel Resumes.** Include a one-page resume, highlighting education, licenses, experience on similar projects and any other pertinent information, for each key team member assigned to the project.
3. **Overall Project Management Overview and Methodology.** Provide detailed information on the firm's methodology and approach to managing the development and implementation of energy performance contracting projects to ensure the project is completed within the schedule and on budget.
4. **Subcontract Management.** Describe how your firm will select and work with subcontractors. State whether work is completed by the Proponent or by a subcontractor for each category of measure (auditing, design, procurement/supply of equipment from vendors and manufacturers, engineering, construction management services, lighting, HVAC, controls, monitoring & verification, etc.).

### **D. Technical Approach**

#### **Performance Contracting Approach:**

- **Process Overview.** Provide an overview of the process your firm uses to develop and implement performance contracts.
- **Baseline Calculation Methodology.** Describe in detail the methodology your firm normally uses to compute the energy baselines of the various ECMs, as well as actual performance.
- **Adjustment to Baseline Methodology.** Describe the method(s) used to adjust the energy, and O&M baseline (where applicable) due to such factors as weather and facility use changes. Describe factors that would necessitate an adjustment.
- **Savings Calculations.** List all procedures, formulas, and methodologies, including special metering or equipment, which your firm uses to calculate energy and O&M savings. Include potential assumptions made in the calculations.
- **Monitoring and Verification.** Describe the methodology proposed for ongoing monitoring and savings verification, including the frequency of such efforts. Note if an industry standard such as the International Performance Measurement and Verification Protocol is used and describe the preferred option where applicable. Also, describe how excess savings can be documented.
- **Describe your firm's Approach to your Performance Guarantee.** Third party guarantees are not acceptable.
- **Sample Contract.** Include in the appendix the performance contracting contract your firm intends to use for this project.

### **E. Financial Strength & Approach**

- **Soundness:** Describe the financial soundness and stability of your firm.
- **Performance Guarantees:** Performance Guarantees are very important and as such the proponent needs to demonstrate the longevity of guarantee periods you have extended to clients. In addition, provide a comprehensive list of projects with performance guarantees ranging from 10 – 30 yrs
- **Profitability:** Has your firm or parent company been profitable each year for the past five years?
- **Financial Report:** Submit the 5 most recent annual balance sheet, income statement and statement of cash flows, along with name, address, and the telephone number of the firm(s) that prepared the financial statements.
- **A Proponent might be required to solicit bids for financing on behalf of Purchaser.** Identify three financing companies that you recommend as qualified to provide financing for a project, and provide

letters of qualifications and references from each firm.

- As with a number of organizations, MHCBE has limited financial resources to devote to initiatives such as this and as such is open to creative funding mechanism aimed at improving its ability to invest in facility improvements. Provide details on the capabilities and flexibility of your financing approaches. Proponents should provide creativity and willingness as it relates to financing approaches that may be required to enable the initiative to move forward.
- Grants, Rebates, and Incentives. Describe how your firm will maximize the use of grants, rebates, and incentives.

#### **F. Appendix**

Acknowledgement of Addenda  
Sample Contract  
Recent Audited Annual Statement  
Insurance Certificate  
Bonding Letter

#### **IV. PROPOSAL EVALUATION**

MHCBE evaluation committee will consider the following criteria in evaluating proposals:

Qualifications and Experience	25 points
Project Management Approach	20 points
Technical Approach	20 points
Financial Strength & Approach	35 points

#### **V. TERMS AND CONDITIONS**

##### **Contact with MHCBE**

Any communications, such as regarding matters of clarification, must be made in writing to the MHCBE contact person listed above. No verbal communications will be allowed.

##### **Notification of Changes**

All recipients of this request for qualification who have returned the Receipt Confirmation Form will be notified regarding any changes made to this document.

##### **Funding**

All MHCBE expenditures are subject to appropriation of funds. Therefore, MHCBE reserves the right to discontinue the RFQ process if funding is not available.

##### **Ownership of Proposals**

All responses to this request for qualification become the property of MHCBE.

##### **Bidders Expenses**

Prospective bidders are solely responsible for their own expenses in preparing a proposal and subsequent negotiations with MHCBE if any.

##### **Contract Solution**

MHCBE reserves the right to award a contract in part or in full, or not at all, on the basis of responses received.

##### **Acceptance of Proposals**

Late proposals will not be evaluated. This RFQ should not be construed as a contract to purchase goods or services. MHCBE reserves the right to reject any or all proposals, or accept the proposal that appears to be in the best interest of MHCBE. MHCBE is not bound to accept the lowest price or any proposal of those submitted. MHCBE shall not be obligated in any manner to any bidder whatsoever until a written agreement has been duly executed relating to an approved proposal. MHCBE



reserves the right to modify the terms of the RFQ at any time in its sole discretion.

**Liability of Errors**

While MHCBE has used considerable efforts to ensure an accurate representation of information in this RFQ, all prospective bidders are urged to conduct their own investigations into the material facts and MHCBE shall not be held liable or accountable for any error or omission in any part of this RFQ.

**Acceptance of Terms**

All the terms and conditions of this RFQ are deemed to be accepted by the bidders and incorporated in its proposal, except those conditions and provisions which are expressly excluded from the proposal.

**Financial Stability**

The successful bidder must demonstrate financial stability and MHCBE reserves the right to conduct independent background checks to determine the financial strength of any and all organizations or individuals submitting proposals.

**Debriefing**

Upon written request from an unsuccessful bidder, the Purchasing Agent will arrange for a debriefing session. The debriefing is not to be seen as an opportunity to challenge the decision. Once debriefing ends, the RFQ process is finished and the RFQ will not be discussed further with the bidder at any time.

**Compliance with Laws**

The contractor shall give all notices and obtain all the licenses and permits required to perform the work. The contractor shall comply with all the laws applicable to the work or the performance of the contract.

**Confidentiality and Security**

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

Suppliers should be aware that pertinent fact relating to their proposal, excluding trade secrets or proprietary information, could potentially be released as soon as sixty (60) days after the selection of the successful supplier.

Should your submission, to this RFQ, contain "trade secrets," or other information the disclosure of which could reasonably be expected to be harmful to business interests, you must ensure that such information is clearly identified and marked as such. Identification must be specific by item or paragraph.

Marked information will be treated as **Confidential Third Party Information**. Should marked information be the subject of a request under the Freedom of Information law, you may be requested either to consent to the request or make representation explaining why the information should not be disclosed.



Appendix A - Baseline Utility Information

Facilities	Addresses	Gross Area (ft <sup>2</sup> )	Natural Gas 2018 (GJ)	Natural Gas 2018 (\$)	Electricity 2018 (kWh)	Electricity 2018 (\$)
St Michael	865 Black Boulevard NW	26,417	1,217	\$ 6,207.97	119,520	\$ 13,633.22
St Patrick	241 Stratton Way SE	38,596	2,115	\$ 10,572.52	205,440	\$ 22,607.13
Notre Dame Academy	646 Spruce Way	47,545	2,544	\$ 12,563.64	332,800	\$ 37,930.97
CEC	1251 1st Ave SW	11,164	547	\$ 2,937.98	93,240	\$ 10,402.33
St. Mary	155 11 St SW, Medicine Hat	61,519	3,765	\$ 18,548.73	321,540	\$ 37,403.56
Mother Teresa	235 Cameron Road SE	36,386	2,403	\$ 11,958.00	213,840	\$ 24,097.50
St Louis	861 4th St SE	28,514	2,273	\$ 11,295.21	129,960	\$ 15,696.85
Ecole St John Paul II	4802 southlands Dr	23,615	1,618	\$ 8,276.87	269,880	\$ 29,516.00
St Francis Xavier	318 8th St. NE	17,481	1,760	\$ 8,792.90	119,520	\$ 15,144.89
Monsignor McCoy	202 8th St. NE	90,544	9,206	\$ 44,267.51	628,920	\$ 68,039.08
<b>Total</b>		<b>381,780</b>	<b>27,450</b>	<b>\$ 135,421.33</b>	<b>2,434,660</b>	<b>\$ 274,471.53</b>



**MEDICINE HAT CATHOLIC BOARD OF EDUCATION | MODERNIZATION AND ENERGY PROJECT |  
BENCHMARKING RESULTS AND NEXT STEPS**



**ANDREW NARTEY, BSc, MBA, LEED® Green Associate**





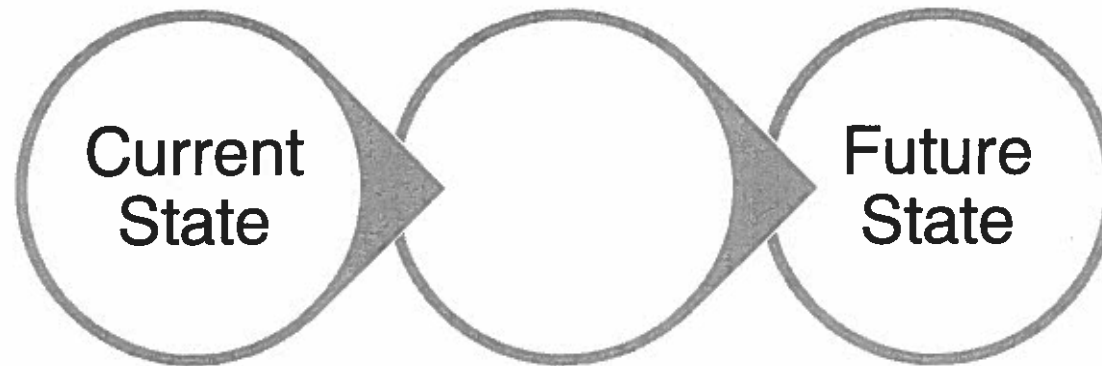
# AGENDA

1. PROJECT OVERVIEW
2. BENCHMARKING RESULTS
3. NEXT STEPS

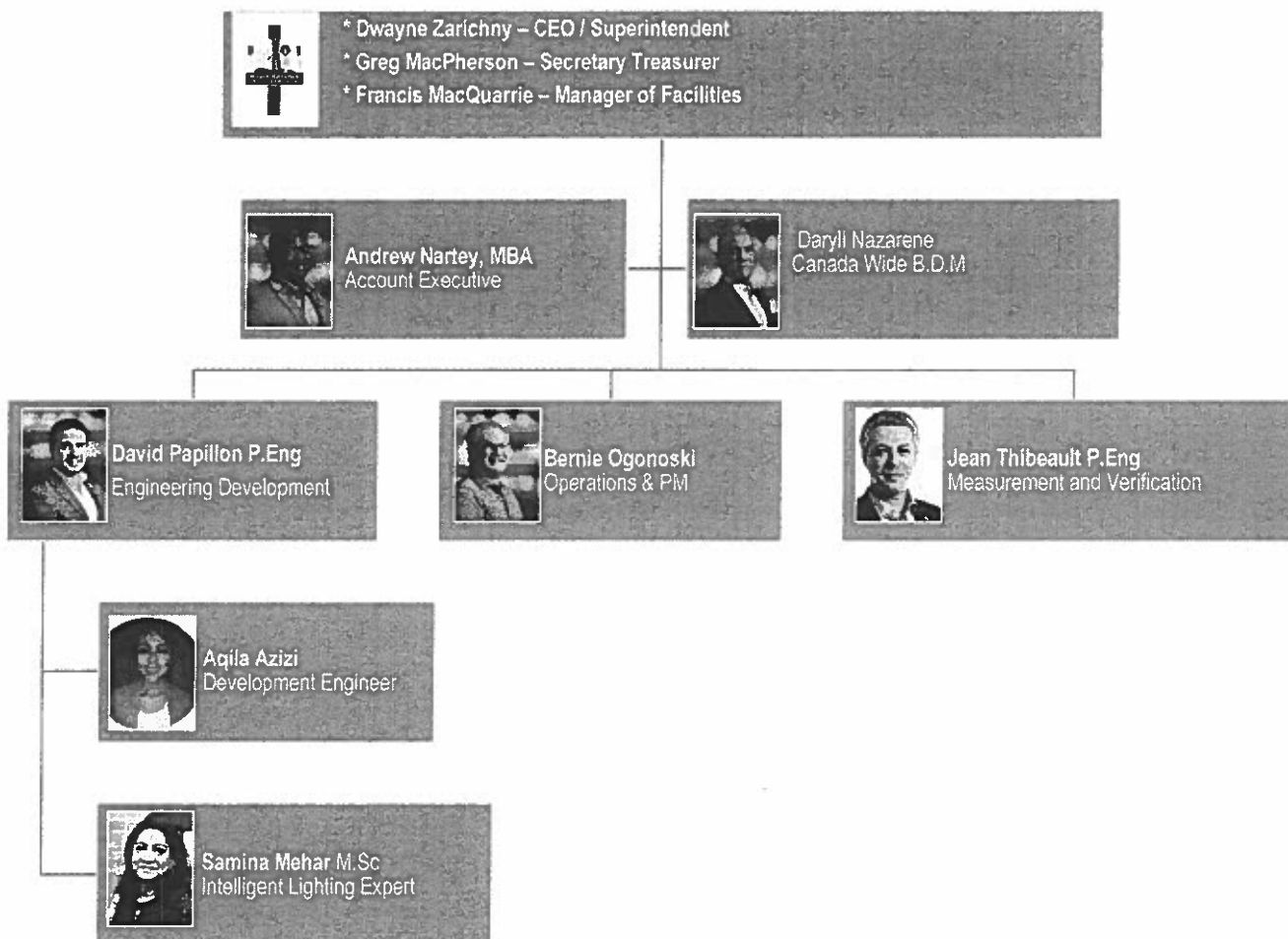


## JOHNSON CONTROLS : INTRODUCTION

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## Our Functional Team



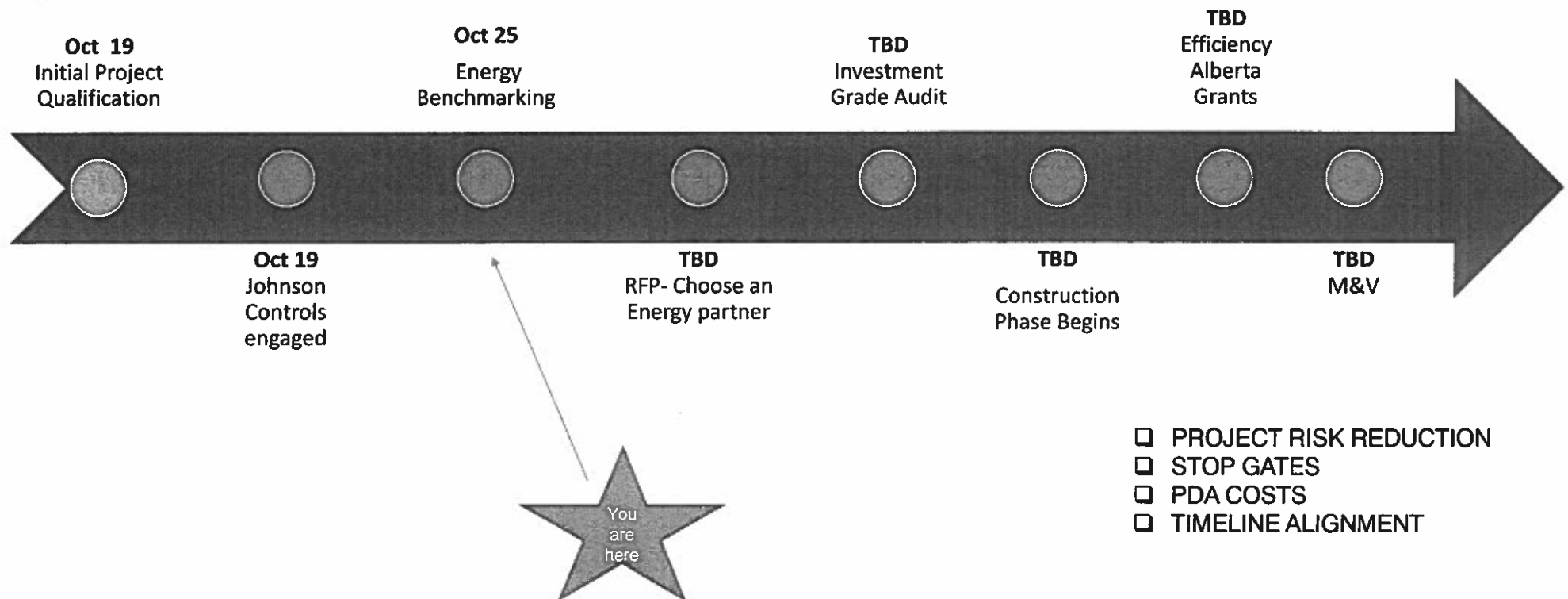
## BENEFITS TO OWNER

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Financial Risk Factors	Performance Infrastructure Model	Traditional Bid/Spec Model	Self Perform
Savings Guarantee	Yes, Generally 3-20 years	No	No
Performance Guarantee	Yes, Generally 3-20 years	No	No
Cost Guarantee	Yes, No Change Orders	No	No
Design Guarantee	Yes	No	No
Equipment Selection	Best Efficiency/ Value	Low Bid	Low Bid
Contractors	Most Qualified	Low Bid	Low Bid
Risk	Energy Services Partner	Customer	Customer
Project Duration	6-18 months	Capital Dependent	Over Extended over time.
Financial Source	Current Budget	Capital Outlay	Capital Outlay



# OUR COLLABORATIVE DEVELOPMENT PROCESS



- ☐ PROJECT RISK REDUCTION
- ☐ STOP GATES
- ☐ PDA COSTS
- ☐ TIMELINE ALIGNMENT





# PERFORMANCE INFRASTRUCTURE MODEL – HIGHLY FAVOURED BY ALL GOVERNMENTS | SUPERINTENDENTS | SECRETARY TREASURES



Province of Alberta

SCHOOL ACT

## CAPITAL BORROWING REGULATION

Alberta Regulation 188/1998

(2) Notwithstanding subsection (1), a board may borrow, by issuing a debenture or otherwise, to meet capital expenditures to refit a school building for energy conservation if

- (a) the cost of refitting is guaranteed by the supplier in writing to be recoverable by the board from savings in energy costs in not more than 20 years, and



October 13, 2016

Board Chairs, Superintendents & Secretary-Treasurers:

As a follow-up to the presentation during the ASBA Issues Forum on September 28, we are writing this joint letter to share information about the Capital Borrowing Regulation and Energy Performance Contracting Companies (ESCO's). The basis for this letter is to ensure Boards of Trustees, Superintendents & Secretary Treasurers are aware of the fact that Alberta is unique in Canada in terms of having borrowing regulation language that allows school boards to create capital for energy reductions and facility renewal while transferring performance risks to the private sector.

After reviewing information about potential short term and long term benefits related to both energy efficiency and financial benefits to school authorities, we encourage you to investigate possibilities available to your authority. We base our comments on conversations with Government of Alberta officials and with respected colleagues who have provided testimony to the benefits of this program, available to all Alberta school authorities. The persons who have used the Capital Borrowing Regulation for the benefit of their respective jurisdictions have agreed to have their contact information included with this letter, and welcome contact in order to provide more detailed background to their experiences than can be shared in a letter.



## DISCUSSION – REASONS TO PROCEED

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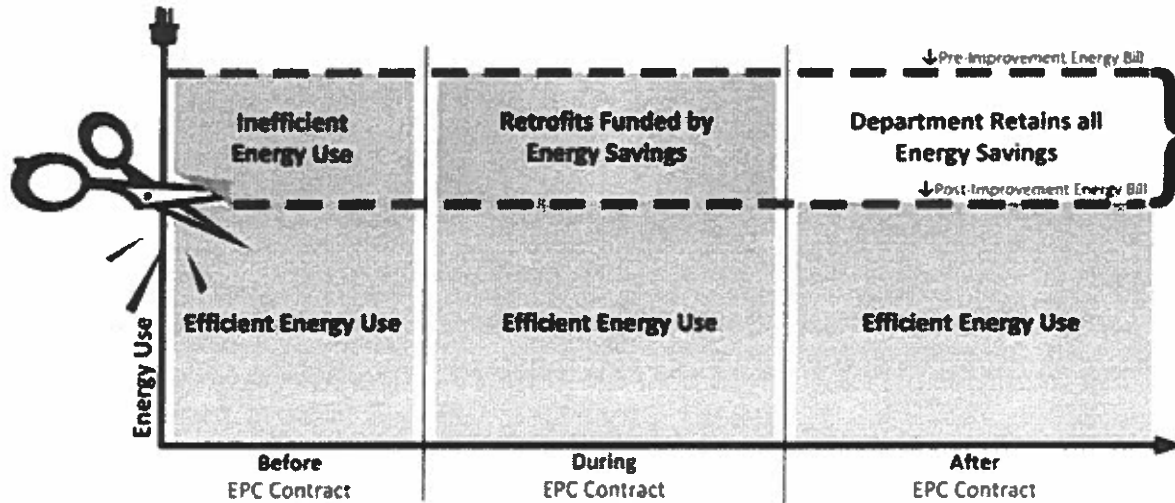
☐ **RIISING ENERGY COSTS**

☐ **INADEQUATE FUNDING**

☐ **AGEING INFRASTRUCTURE**



# PERFORMANCE INFRASTRUCTURE MODEL

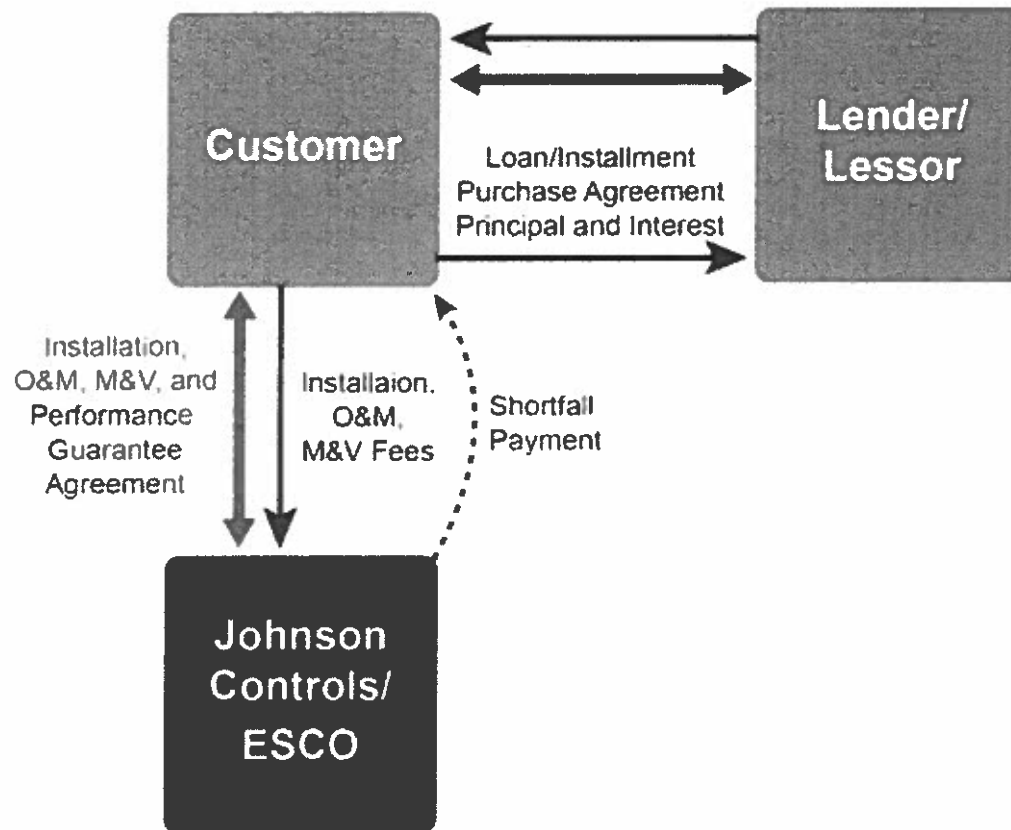



- ☐ ESCO MANAGES ALL RISK
- ☐ GUARANTEED FIXED PRICE
- ☐ GUARANTEED ENERGY SAVINGS
- ☐ ARRANGEMENT OF LONG TERM FINANCING
- ☐ END TO END PROJECT MANAGEMENT
- ☐ FULL COMMISSIONING
- ☐ CONSTRUCTION TERM



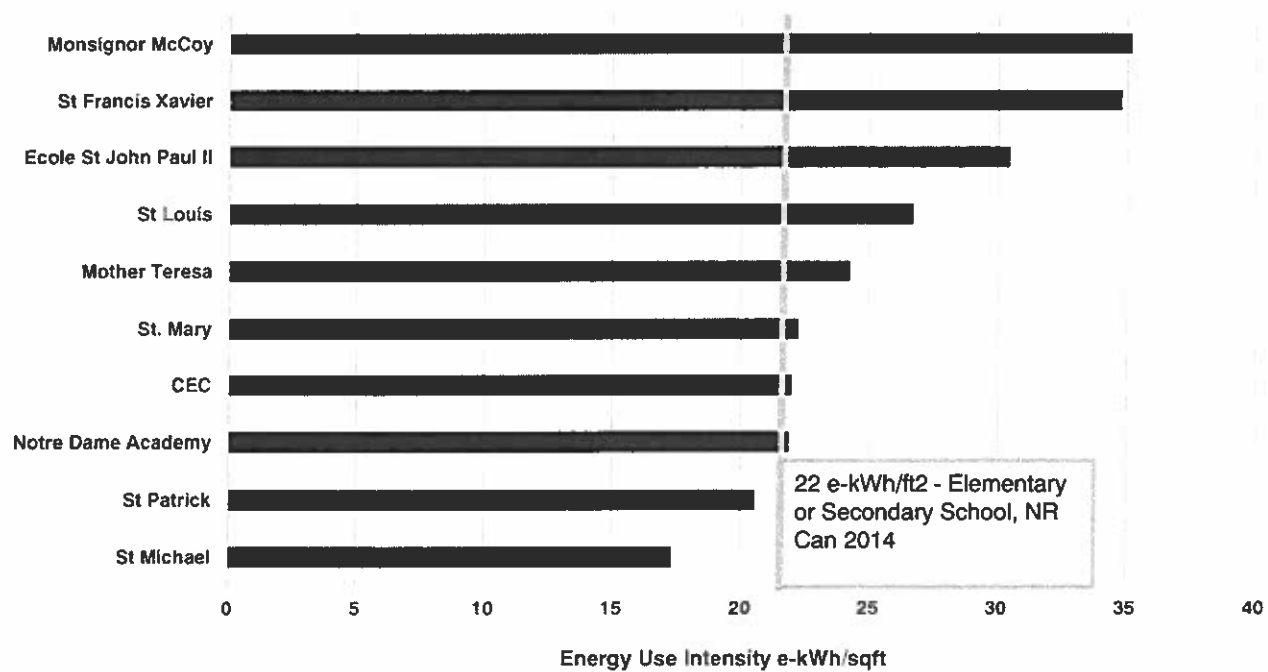
## FINANCING PROCESS EXPLAINED

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## Medicine Hat Catholic Board of Education – Rev Benchmarking





## Medicine Hat Catholic Board of Education – Rev Benchmarking

- ✓ Est. Annual Utility Spend 2018  
~\$740K, electricity and natural gas combined
- ✓ **Performance Infrastructure Business Case**
  - ✓ Utility Savings: 20% to 30%
  - ✓ ROI: 20 years financed payback
  - ✓ Self-Funded Project: Up to \$2.0M for energy savings measures, deferred maintenance & lifecycle renewal



## NEXT STEPS

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ACTIVITY	DATE
REQUEST FOR PROPOSAL	DECEMBER 1 <sup>ST</sup> 2019





# Information Report

## Public Meeting

### REPORT TO THE BOARD OF TRUSTEES

**Date:** January 14, 2020 **AGENDA ITEM:** Public

**To:** The Board of Trustees

**From:** Greg MacPherson, Secretary Treasurer

**Originator:** Greg MacPherson, Secretary Treasurer and Amanda McCrie Assistant Secretary Treasurer

**Rationale:** Policy/Procedures: Policy 2 and AP 505 School Fees

**Subject:** Academy Fees for 2020-21

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#### **BACKGROUND:**

MHCBE annually approves school fees in accordance with AP505 – School Fees. The Board work plan has the board begin review of School Fees for approval by March 31, 2020.

Given the enrollment process will begin in February 2020, the academies want to advertise their 2020-21 academy fees in their registration packages. Monsignor McCoy Baseball Academy, St. Mary's Fine Arts Academy, Notre Dame Academies, and the St. Francis Academy have prepared their draft fees for 2020-21 and there are no changes to the fees.

The remaining fees will be reviewed and presented to the Board in March. This will allow for the provincial budget to be released and assessed as well as determination if there are any changes to the school fee regulation and if instructional materials and supplies are fee eligible.

#### **STATUS & RELATIONSHIP TO SLQS:**

**Competency:**

**Indicators:**

#### **RESULTS OR ANTICIPATED OUTCOMES:**

Recommended Motion: That the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2020-21 academy fees as presented.

The academy fees will be published in the academy registration packages.



The remaining fees will be reviewed and presented to the Board in March. This will allow for the provincial budget to be released and assessed as well as determination if there are any changes to the school fee regulation and if instructional materials and supplies are fee eligible.

**GOVERNANCE IMPLICATIONS:**

Board Policy 2 section 9.12 indicates the Board approve school fees as defined by the Minister of Education including International Student Fees, Before and After School fees and Early Learning Fees.

**ATTACHMENTS:**

1. AP505 School Fees
2. Proposed Academy Fee Schedule

## SCHOOL FEES

### Background

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

### Definitions

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

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

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

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

## Procedures

### 1. Approval

#### 1.1. Administrative & School Fees

1.1.1. *Board Policy 2, Role of the Board* establishes that the Board of Trustees (Board) will approve instructional/general fees for all students

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

## **1.2. Transportation Fee**

### **1.2.1. Elementary Schools**

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

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

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

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

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

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

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

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

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

## **2. Communication Process**

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

## **3. Outstanding Fees**

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

## **4. Waiving of Fees**

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

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

**6. Unacceptable Fees and Uses**

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

**MEDICINE HAT CATHOLIC BOARD OF EDUCATION  
PROPOSED 2020-21 ACADEMY FEES  
PRESENTED AT THE JANUARY 14, 2020 BOARD MEETING**

*The following fees are presented for approval for the 2020-21 school year. The 2019-20 fees are listed for reference.*

	<b>2019-20</b>	<b>2020-21</b>
St. Francis Xavier Academy Fee	\$550	\$550
Notre Dame Academy - Soccer, Baseball & Golf (monthly payment)	\$950	\$950
Notre Dame Academy - Soccer, Baseball & Golf (full payment)	\$900	\$900
Notre Dame Academy - Hockey (monthly payment)	\$1,300	\$1,300
Notre Dame Academy - Hockey (full payment)	\$1,250	\$1,250
St. Mary's Fine Arts Academy	\$315	\$315
Monsignor McCoy High School Baseball Academy	\$850	\$850



**MEDICINE HAT CATHOLIC BOARD OF EDUCATION  
ACADEMY FEE PROJECTIONS FOR 2019-20 AND 2020-21  
FOR JANUARY 14TH, 2020 BOARD MEETING**

<b>ST. FRANCIS XAVIER SPORTS ACADEMY</b>	<b>2019-20</b>	<b>2020-21</b>
<b>STUDENTS ENROLLED (PROJECTED FOR 2020-21)</b>	29	40
<b>FEE</b>	550	550
<b>REVENUE</b>	15,950	22,000
<b>EXPENSES</b>		
Staff - Wages & Benefits	4,375	8,750
Bussing	3,048	3,048
Facility Rentals - MH College	960	960
Facility Rentals - Leisure Centre	1,800	1,800
Facility Rentals - Other	2,000	4,000
Equipment	1,317	442
Contracted Services	1,000	1,000
Student Clothing	1,450	2,000
<b>Total Expenses</b>	15,950	22,000
<b>PROJECTED SURPLUS/DEFICIT</b>	-	-

<b>MONSIGNOR MCCOY BASEBALL ACADEMY</b>	<b>2019-20</b>	<b>2020-21</b>
<b>STUDENTS ENROLLED (PROJECTED FOR 2020-21)</b>	7	20
<b>FEE</b>	850	850
<b>REVENUE</b>	5,950	17,000
<b>EXPENSES</b>		
Staff - Wages & Benefits	6,215	6,215
Facility Rental - Swanny's	300	300
Uniforms & Helmets	2,742	2,700
Equipment	1,100	1,000
Miscellaneous	1,216	-
<b>Total Expenses</b>	11,573	10,215
<b>PROJECTED SURPLUS/DEFICIT</b>	<b>(5,623)</b>	<b>6,785</b>

**MEDICINE HAT CATHOLIC BOARD OF EDUCATION  
ACADEMY FEE PROJECTIONS FOR 2019-20 AND 2020-21  
FOR JANUARY 14TH, 2020 BOARD MEETING**

<b>NOTRE DAME ACADEMY - BASEBALL ACADEMY</b>	<b>2019-20</b>	<b>2020-21</b>
<b>STUDENTS ENROLLED (PROJECTED FOR 2020-21)</b>	99	85
<b>FEE</b>	920	920
<b>REVENUE</b>	91,104	78,220
<b>EXPENSES</b>		
Allocated General Academy Expenses	14,575	14,575
Staff - Wages & Benefits	21,795	18,925
Contracted Services	1,000	1,000
Facility Rentals	11,000	9,000
Bussing	10,000	10,000
Equipment	2,000	1,000
Professional Development	6,000	6,000
Supplies	18,000	14,000
Total Expenses	84,370	74,500
<b>PROJECTED SURPLUS/DEFICIT</b>	<b>6,734</b>	<b>3,720</b>

<b>NOTRE DAME ACADEMY - GOLF ACADEMY</b>	<b>2019-20</b>	<b>2020-21</b>
<b>STUDENTS ENROLLED (PROJECTED FOR 2020-21)</b>	64	64
<b>FEE</b>	920	920
<b>REVENUE</b>	58,895	58,895
<b>EXPENSES</b>		
Allocated General Academy Expenses	14,575	14,575
Staff - Wages & Benefits	-	-
Contracted Services	16,400	16,400
Facility Rentals	10,500	10,500
Bussing	8,605	8,700
Equipment	500	500
Professional Development	3,000	3,000
Supplies	7,450	7,450
Total Expenses	61,030	61,125
<b>PROJECTED SURPLUS/DEFICIT</b>	<b>(2,135)</b>	<b>(2,230)</b>

**MEDICINE HAT CATHOLIC BOARD OF EDUCATION  
ACADEMY FEE PROJECTIONS FOR 2019-20 AND 2020-21  
FOR JANUARY 14TH, 2020 BOARD MEETING**

<b>NOTRE DAME ACADEMY - HOCKEY ACADEMY</b>	<b>2019-20</b>	<b>2020-21</b>
<b>STUDENTS ENROLLED (PROJECTED FOR 2020-21)</b>	<b>63</b>	<b>63</b>
<b>FEE</b>	<b>1,275</b>	<b>1,275</b>
<b>REVENUE</b>	<b>80,350</b>	<b>80,350</b>
<b>EXPENSES</b>		
Allocated General Academy Expenses	14,575	14,575
Staff - Wages & Benefits	23,568	24,746
Contracted Services	5,057	5,309
Facility Rentals	15,211	15,972
Bussing	11,057	11,609
Equipment	-	-
Professional Development	3,000	3,000
Supplies	8,467	8,467
<b>Total Expenses</b>	<b>80,935</b>	<b>83,678</b>
<b>PROJECTED SURPLUS/DEFICIT</b>	<b>(585)</b>	<b>(3,328)</b>

<b>NOTRE DAME ACADEMY - SOCCER ACADEMY</b>	<b>2019-20</b>	<b>2020-21</b>
<b>STUDENTS ENROLLED (PROJECTED FOR 2020-21)</b>	<b>51</b>	<b>51</b>
<b>FEE</b>	<b>920</b>	<b>920</b>
<b>REVENUE</b>	<b>46,932</b>	<b>46,932</b>
<b>EXPENSES</b>		
Allocated General Academy Expenses	14,575	14,575
Staff - Wages & Benefits	-	-
Contracted Services	2,733	3,500
Facility Rentals	9,288	9,750
Bussing	5,460	6,000
Equipment	3,150	-
Professional Development	200	2,000
Supplies	13,009	13,650
<b>Total Expenses</b>	<b>48,415</b>	<b>49,475</b>
<b>PROJECTED SURPLUS/DEFICIT</b>	<b>(1,483)</b>	<b>(2,543)</b>

<b>NDA - GENERAL ACADEMY EXPENSES</b>	<b>2019-20</b>	<b>2020-21</b>
Baseball Surplus	6,734	3,720
Golf Surplus	(2,135)	(2,230)
Hockey Surplus	(585)	(3,328)
Soccer Surplus	(1,483)	(2,543)
<b>Total Surplus</b>	<b>2,531</b>	<b>(4,380)</b>

**General Academy Expenses:**

Certificated Staff - Wages & Benefits	40,000	40,000
YMCA Rental	5,000	5,000
Academy PR	500	500
Student Awards	500	500
Telephone	800	800
Uncollected Fees	3,500	3,500
Benefits & Incidentals	8,000	8,000
<b>Total General Academy Expenses</b>	<b>58,300</b>	<b>58,300</b>

<b>General Academy Expense Allocation</b>	<b>14,575</b>	<b>14,575</b>
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MEDICINE HAT CATHOLIC BOARD OF EDUCATION  
ACADEMY FEE PROJECTIONS FOR 2019-20 AND 2020-21  
FOR JANUARY 14TH, 2020 BOARD MEETING

<b>ST. MARY'S FINE ARTS ACADEMY</b>	<b>2019-20</b>	<b>2020-21</b>
<b>STUDENTS ENROLLED (PROJECTED FOR 2020-21)</b>	92	90
<b>FEE</b>	315	315
<b>REVENUE</b>	27,531	26,933 <i>*estimated 95% collection</i>
<b>EXPENSES</b>		
<b><u>Coral:</u></b>		
Supplies	2,409	2,357
Contracted Services	2,065	2,020
Equipment	1,032	1,010
Bussing	688	673
Professional Development	688	673
<b><u>Drama</u></b>		
Supplies	2,753	2,693
Contracted Services	1,032	1,010
Equipment	688	673
Bussing	688	673
Professional Development	688	673
Licensing	1,032	1,010
<b><u>Dance</u></b>		
Supplies	2,753	2,693
Contracted Services	1,721	1,683
Bussing	688	673
Professional Development	688	673
Licensing	1,032	1,010
<b><u>Art</u></b>		
Supplies	5,162	5,050
Bussing	1,032	1,010
Professional Development	688	673
<b>Total Expenses</b>	<b>27,531</b>	<b>26,933</b>
<b>PROJECTED SURPLUS/DEFICIT</b>	<b>-</b>	<b>-</b>



# Information Report

## REPORT TO THE BOARD OF TRUSTEES

**Date:** January 14, 2020

**AGENDA ITEM:** Professional  
Development Opportunity

**To:** The Board of Trustees

**From:** Dwayne Zarichny

**Originator:** Terri Ball

**Rationale:** Policy/Procedures: Policy 2 Role of the Board - AP 407 Professional  
Development

**Subject:** Where in My World Can I Find 12 Types of Play?

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**BACKGROUND:** David Sobolewski will share insights into the importance of play and its relevance as the key approach to teaching young children. David will look at how play in the early years impacts success in the years beyond kindergarten. David will be presenting two different sessions in Medicine Hat on January 29th, 2020 and March 6th, 2020. Registration is through SAPDC.

### **STATUS & RELATIONSHIP TO SLQS:**

**Competency:** Modelling Commitment to Professional Learning

**Indicators:** Encouraging teachers, principals, school jurisdiction leaders and others to build professional capacities and expertise

**RESULTS OR ANTICIPATED OUTCOMES:** Attendance of kindergarten teachers, early learning educators, PUF teachers and administrators.

**GOVERNANCE IMPLICATIONS:** For information



# Information Report

## REPORT TO THE BOARD OF TRUSTEES

**Date:** January 9, 2020

**Agenda Item:** Committee Reports

**To:** The Board of Trustees

**From:**

**Originator:** David Leahy

**Rationale:** Policy/Procedures:

**Subject:** Performing and Athletic Performance Center

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**BACKGROUND:** N/A

**STATUS & RELATIONSHIP TO SLQS:**

**Competency:** N/A

**Indicators:** N/A

**RESULTS OR ANTICIPATED OUTCOMES:** N/A

**GOVERNANCE IMPLICATIONS:** N/A

1. The Sister's of Charity of St. Louis notified us on January 8, 2020 that if the Fine Arts and Sports Performance Center were to be built, they would be honored to have it named after their order.
2. Surveys to committee members will be distributed by Monday, January 13, 2020. Surveys will ask for input on the capital needs in a Fine Arts and Sports Performance Center. Input on a new football club house for the senior and junior Colts has already been obtained.
3. A meeting with the Ferrari Westwood Babits Architects will be set up in early February to discuss the project.