

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 | @MHCatholic |    

AGENDA

Tuesday, March 10, 2020 – 4:30 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:** David Leahy
3. **Approval of Minutes** Incl. 3-5
3.1 Regular Board Meeting Minutes from February 11, 2020.
RECOMMENDATION:
“**THAT** the Board of Trustees approve the minutes of the Regular Meeting held on February 11, 2020 be approved as circulated”.
4. **Approval of the Action Agenda**
RECOMMENDATION:
“**THAT** the Action Agenda dated March 10, 2020 be approved as circulated”.
5. **Presentations**
Excellence in Catholic Education Awards – Recipients and Nominees
6. **Board Communications**
GrACE Update – **Kathy Glasgo**
Corona Virus Procedure – **Dick Mastel**
7. **Catholic Education**
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 Grade 9-12 Religion Courses from Ontario (**Richard**) Incl. 6
8. **Parish Community Relations Committee Report – Robert Risling**
9. **March Board Work Plan Items**
10. **Information Items** Incl.7
Report from the Superintendent
10.1 Strategic Priorities Update (**Zarichny**)
10.2 Policy and Administrative Procedure Review (**Zarichny**) Incl. 11-12
10.3 Health and Wellness Committee (**Hellman**) Incl. 13-14
10.4 Budget Update (**MacPherson**)
10.5 Johnson Controls Agreement (**MacPherson**)

10.6 Second Quarter Financial Update (MacPherson)	Incl. 25-26
10.7 Financial Reporting Profile (MacPherson)	Incl. 27-30
10.8 Modular Approval (MacPherson)	Incl. 31-34
10.9 Division Communications Update (Hallas)	Incl. 35-36
11. Action and Discussion Items	
11.1 National/International Trips (Zarichny)	Incl. 37-40
11.2 2020 – 2021 School Calendar (Hellman)	Incl. 41-42
11.3 AP 505 – School Fees (MacPherson)	Incl. 43-62
11.4 Approval of the 2020 – 2023 Capital Plan (MacPherson)	Incl. 63-82
11.5 Ratification of the Superintendent's Contract Extension (Mastel)	
12. Committee Reports	
12.1 Medicine Hat Catholic Schools' Education Foundation (Dick Mastel)	
12.2 Representative to ACSTA (Dick Mastel)	Incl. 83
12.3 Representative to Teacher Board Advisory Committee (Kathy Glasgo)	
12.4 Representative to ASBA Zone 6 (Peter Grad)	
12.5 Representative to Support Staff Board Advisory Committee (Robert Risling)	
12.6 Representative to Parent Association (Kathy Glasgo)	
12.7 Salary Negotiations	
12.7.1 ATA (Peter Grad)	
12.7.2 CUPE (Dick Mastel)	
12.8 CUPE Staff Board Advisory Committee (David Leahy)	Incl. 84-87
12.9 Student Board Advisory Committee (Dick Mastel)	
12.10 Sister of Charity of St. Louis Arts & Athletic Performance Centre (Adhoc Committee) (David Leahy)	
13. Closing Prayer	
<i>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.</i>	
14. Adjournment (Dick Mastel)	

Notice of Public Board Meetings

- All regular scheduled Public Board Meetings are held on the 2nd Tuesday at 4:30 PM of each month at the Catholic Education Centre located at 1251 1st Avenue SW (unless otherwise advertised).
- General Public are welcome to attend – Information can be found at www.mhcbe.ab.ca or by calling 403-527-2292.
- **Upcoming Board Meetings:**
April 14, 2020 at 4:30 PM
May 12, 2020 at 4:30 PM



MINUTES OF THE REGULAR BOARD MEETING OF THE MEDICINE HAT CATHOLIC BOARD OF EDUCATION held at Catholic School Board Office, 1251 – 1st Avenue S.W., Medicine Hat, Alberta on February 11, 2020 at 4:30 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 (ABSENT)
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
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 – January 14, 2020

3585 Motion. Peter Grad: “THAT the Minutes of the Regular Meeting held January 14, 2020 be approved as circulated”.

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

3586 Motion. Robert Risling: “THAT the Action Agenda dated February 11, 2020 be approved as circulated.”

Carried unanimously.

BOARD COMMUNICATIONS

Note: Nothing to report.

CATHOLIC EDUCATION

RELIGIOUS EDUCATION REPORT – presented by Sandra Richard

Note:

- Pearson Update
- Bishop’s Dinner – Fall 2020
- Excellence in Catholic Education Award

PARISH COMMUNITY RELATIONS COMMITTEE REPORT – presented by Robert Risling

Note: Nothing to report.

FEBRUARY BOARD WORK PLAN ITEMS

Note: Discussion regard strategic planning session with the DLT. Admin will present dates for an April meeting at the March Board Meeting.

REPORT FROM SUPERINTENDENT

- Strategic Priorities Update
- Curriculum Advisory Panel Report to Minister
- Meeting to Review 3 YEP
- Letter of Support to Minister of Education Re: Breakfast/Lunch
- Health and Wellness Survey
- Follow Up/Restoration/Debriefing Process
- Energy Efficiency Request for Qualification
- Corporate Communications

COMMITTEE REPORTS

Medicine Hat Catholic Schools' Education Foundation – Dick Mastel

Note: Nothing to report.

Representative to ACSTA – Dick Mastel

Note: Nothing to report.

Representative Teacher Board Advisory Committee – Kathy Glasgo

Note: Meeting scheduled in March 2020.

Representative to ASBA Zone 6 – Peter Grad

Note: See report.

Representative to Support Staff Board Advisory Committee – Robert Risling

Note: Meeting scheduled on February 27, 2020.

Representative to Parent Associate – Kathy Glasgo

Note: Meeting scheduled in March 2020.

Representative to Salary Negotiations – ATA – Peter Grad

Note: Negotiations are ongoing.

Representative to Salary Negotiations – CUPE – Dick Mastel

Note: Nothing to report.

Representative to CUPE Staff Board Advisory – David Leahy

Note: See report.

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: Nothing to report.

CLOSING PRAYER

Note: The meeting closed with prayer led by Peter Grad.

ADJOURNMENT

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

Note: The meeting adjourned at 5:26PM.

Dick Mastel, Board Chair

Greg MacPherson, Secretary Treasurer



Information Report

REPORT TO THE BOARD OF TRUSTEES

Date: March 5, 2020
To: The Board of Trustees
From: Dwayne Zarichny
Originator: Sandra Richard
Rationale: Policy/Procedures: Policy 2 Role of the Board - Selected Responsibility 6- AP 201 Religious Education
Subject: Grades 9-12 Religious Education Curriculum

BACKGROUND: The Coordinator of Curriculum/Religious Studies will administer the religious education curriculum in consultation with the Bishop, Principals and Superintendent.

As was requested by board member Deacon Risling last month, I will circulate the current Alberta Grade 10-12 Religious Education curriculum as well as the new Scope and Sequence for Grade 9 as approved by the Bishops of Alberta and CCSSA. I will also share with the Board the current curriculum document that is being used in Ontario Catholic schools. All curriculum and resources used for Religious Education must first be approved by the Bishop as well as other governing bodies.

STATUS & RELATIONSHIP TO SLQS:

Competency: Leading Learning

Indicators: 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;

RESULTS OR ANTICIPATED OUTCOMES: Information given

GOVERNANCE IMPLICATIONS: For information



Information Report

REPORT TO THE BOARD OF TRUSTEES

Date: March 10, 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

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
 - Chaplain - lunch and learn, creation of chapel space at the high school
 - Morning Prayers
 - Mass at CEC
 - Adequate budget for Religious Education
 - School Masses and transportation funding provided to transport students to mass
 - Prayer before and after Board meetings
 - Sharing faith based posts with our stakeholders on school websites and social media
 - Sharing information about the Saints to our teachers and administrators
 - All grade 4 students have received a bible purchased from parishioners / Teaching of Lectio Divina to students/staff
 - Social Action projects are tied into the Catholic Social Teachings
 - Administrators sitting on each church's Parish Pastoral Council
 - School Sponsored masses on Sundays throughout the year
 - Faith Formation sessions for new teachers
 - Faith Formation PD for administrators on the book study by David Wells - The Grateful Disciple
 - Faith Formation Donation Drive and Mass on March 20. This will also include staff planning for our Service in Action day in August
 - Working with the parishes to bring in the Sisters of the Seed of the Word into all schools to share with grade 9's about vocations and to meet all students in the division
 - GrACE - Tell Your God Story Retreat on April 4
 - Lenten masses at both parishes - cross attendance for exposure to both churches
 - Daily Advent/Lent messages to all division staff and trustees

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
 - CCT program
 - Wednesday's morning break
 - Health & Wellness Committee
 - EFAP program and marketing of it. Distribution of relevant and timely information from ASEBP and EFAP.
 - Whistleblower program availability
 - Harassment policy
 - Taking part in and supporting days such as Bell Let's Talk Day, Random Acts of Kindness Day and Pink Shirt Day
 - Policy developed for Timeout and Physical Intervention
 - Practice guidelines for Documenting and reporting critical incidents.
 - Developed procedure around debriefing critical incidents.
 - SIVA Training
 - Daily Advent/Lent messages to all division staff and trustees
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
 - TAPI payments released for teachers
 - Lead
 - Creation of a Leadership Enhancement Program to offer Professional Development to teachers wanting to take on leadership roles (based on LQS)
 - PD offered to new teachers through a one on one model with SAPDC
4. The effective use of technology to support learning
 - Migrated to Google platform
 - Technology committee
 - Funding to support smartboard replacement pilot project
 - Upgraded hardware at Monsignor McCoy High School to support dual credit programs
5. To foster meaningful parental involvement and stakeholder engagement
 - Each school has an active school council in place

- MHCBE Calendars distributed to households
- Staff Budget Survey/ Health & Wellness Survey
- School open houses and school plan presentations
- Division Instagram, Facebook, Twitter & YouTube Accounts
 - i. 31 Active Facebook Pages
 - ii. 30 Active Twitter Accounts
 - iii. 29 Active Instagram Accounts
 - iv. 2 Active YouTube Channels
- Community Sports & Events page on division website
- Feedback received from district leaders, teachers and parents on the 2020-2021 school calendar



Information Report

REPORT TO THE BOARD OF TRUSTEES

Date: March 10, 2020 **AGENDA ITEM:**

To: The Board of Trustees

From: Superintendent of Schools

Originator: Superintendent of Schools

Rationale: Policy/Procedures: Provides leadership in the development of Board policies and administrative procedures.

Subject: Policy and Administrative Procedures Review

BACKGROUND:

The Superintendent is responsible for ensuring the development and updating of Administrative Procedures and providing recommendations for Board policy.

STATUS & RELATIONSHIP TO SLQS:

As we have a new Education Act which came into force September 1, 2019, the Board is required to have all policy and administrative procedures be in alignment with the new Act and related regulations. As this is a completely new Act and set of regulations, all policy and procedure needs to be updated in their entirety. Because of the enormity of this task, the decision has been made to contract this work out to Dr. Cindi Vaselenak from ASBA. The Board policy portion of this work has been completed, and we will be meeting with Cindi in April to review the policies. This will be a meeting with the Board and senior administration at the Central Office.

This report aligns with the SLQS in the following way:

Competency: School Authority Operations and Resources

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

RESULTS OR ANTICIPATED OUTCOMES:

This report completes the work of the Superintendent in providing leadership in the development of Board policies and administrative procedures. (Reference: Item 4, Policy 12)

GOVERNANCE IMPLICATIONS:

This report is responsive to the Board's work in ensuring it meets its responsibility to establish and maintain written policy and supports the Superintendent in keeping administrative procedures current.
(Reference: Policy 10)



Information Report

Public Meeting

REPORT TO THE BOARD OF TRUSTEES

Date: March 10, 2020 **AGENDA ITEM:**

To: The Board of Trustees

From: Superintendent of Schools

Originator: Chuck Hellman

Rationale: Policy/Procedures: Board Strategic Priority 2 – Providing 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: Health and Wellness Committee

BACKGROUND: On February 25th, a committee of administrators, teachers, and support staff representatives met to discuss health and wellness from a Division perspective. The committee looked at the data from the health and wellness survey and have come up with the theme, “**YOU MATTER.**” To help us to move forward, 3 strategies were outlined:

- a. The Division Communications department will produce a “**Did You Know**” document that will go out monthly. The committee outlined 4 topics that they will provide info on:
 - i. Health Spending, Extended Health
 - ii. Homewood Health (mental health/ self-care)
 - iii. Physical Wellbeing
 - iv. Nutrition

This information will go to schools monthly.

- b. The data showed that staff believe health and wellness at their worksites is important. (data document – page 3)

DLT will have started a discussion in terms of best practice, ideas to as to what this might look like in schools, and who might be responsible. This topic will be part of the March staff meetings in all schools. (Support staff are part of the staff meetings this month)

- c. ASEBP will present Mental Health First Aid to committee members and DLT/guidance counsellors. This has been booked for March 26th and 27th. (we have room for 25) Substitute teachers costs will be covered through the Comprehensive School Health Funding grant.

RELATIONSHIP TO SLQS:

Competency: (1) Building Effective Relationships

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

RESULTS OR ANTICIPATED OUTCOMES: Information

GOVERNANCE IMPLICATIONS: Policy 2 – Role of the Board – Accountability to the District's Communities



Information Report

Public Meeting

REPORT TO THE BOARD OF TRUSTEES

Date: March 10, 2020
AGENDA ITEM:
To: The Board of Trustees
From: Dwayne Zarichny, Superintendent of Schools
Originator: Greg MacPherson, Secretary Treasurer
Rationale: Policy/Procedures: Policy 2 and AP515 Procurement
Subject: Johnson Controls Agreement

BACKGROUND:

As presented at the February 2020 board meeting, Johnson Controls was the successful proponent on the Energy Efficiency Request for Qualifications. The agreement with Johnson controls has been entered into for preparing the engineering report and the investment grade audit. The outcome of these will be to develop a proposal for the Board to consider on reducing the energy utilization of the Division's schools and using the savings to pay off the loan for completing the work. The agreement provides that in the event we do not proceed with the project after the project development work is completed there would be a payment to Johnson Controls for \$97,500; however we would retain possession of the report which would inform the Division on areas of concern we could address. It is anticipated that we would be proceeding and that could would be included in the total cost of the project.

The kick-off meeting occurred February 20, 2020 and school inspections occurred on March 2 and 3, 2020.

It is expected a preliminary business case will be ready in April 2020. This will drive the decision to proceed further with developing the detailed engineering drawings, securing financing and starting the tender process.

STATUS & RELATIONSHIP TO SLQS:

Competency: 6 – School Authority Operations and Resources

Indicators: 6.a Providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements.

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 the Division 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. Project Development Agreement between Johnson Controls and Medicine Hat Catholic
2. Kick-off Agenda

PROJECT DEVELOPMENT AGREEMENT BETWEEN

**MEDICINE HAT CATHOLIC BOARD OF
EDUCATION (MHCBE)**
1251 1 AVE SW
MEDICINE HA, AB | T1A 8B4

AND

**JOHNSON CONTROLS CANADA
LIMITED PARTNERSHIP ("JCCLP")**
6046 12 St. SE #104
CALGARY, ALBERTA. T2H 2X2

The purpose of this Project Development Agreement (PDA) is to confirm the intent of Johnson Controls Canada LP (JCCLP) and Medicine Hat Catholic Board of Education (MHCBE) to develop an Energy Performance Contract. This agreement will provide the basis of the scope of the PDA, the obligations of both parties, the financial metrics to be met, the intended outcomes and timeline.

1. Scope of Services

It is the Parties' mutual understanding this Project Development Agreement will:

1. Provide for the development of Facility Improvement Measures (FIMs) at some or all of MHCBE's facilities that will fund themselves out of energy and/or operational savings; where possible assist MHCBE by providing additional improvements to reduce a Customer's deferred maintenance backlog or desired facility improvement measures not affordable otherwise;
2. Assist MHCBE in arranging for project financing;
3. Utilize MHCBE's most recent 24 months of utility consumption data, generally covering the time period of September 2017 to August 2019. The following utilities are applicable: electricity, natural gas, water, and sewer;
4. Provide a fixed project cost (including but not limited to all engineering, programming, and project management, training to Customer staff, and equipment purchase and installation). Fixed project cost is guaranteed for 60 Days from date of Project Development Agreement Delivery to MHCBE.

2. Development Schedule

It is the intent and commitment of all parties identified in this Agreement to work diligently, and cause others to work diligently under their direction to achieve the Milestone Schedule identified herein:

Milestone*	Completion
Governing Board or Authorized Representative authorizes Project Development Agreement	February 2020
MHCBE signs Agreement	February 2020
JCCLP requests pertinent Customer Documents and Data to execute the development	February 2020
JCCLP commences on-site work	March 2020
JCCLP and Customer review preliminary business case to determine final list of measures	April 2020
JCCLP completes detailed engineering	May 2020
JCCLP tenders mechanical, electrical	May/June 2020

Form of financing established for the project	April 2020
Form of contract established between JCCLP & Customer	April 2020
JCCLP and Customer conduct Scope of Work, M&V workshops	July 2020
JCCLP makes binding offer to Customer	July 2020
Customer staff reviews offer and JCCLP makes final offer per Customer comments	July 2020

*These milestones may be modified by subsequent work plans mutually agreed upon by both parties.

3. Deliverables

Upon completion of the project development, JCCLP shall deliver to MHCBE:

- A written description of each FIM proposed to be implemented;
- A financial pro forma cash flow documenting the proposed project. The pro forma will include applicable annual costs and savings that affect the project outcome such as financing, energy, water, sewer, labor and maintenance;
- A preliminary schedule for implementation of the project;
- A summary of the Measurement & Verification plan, including proposed IPMV protocols, such as Option A, B, C, or D that will be used for each FIM;
- A firm offer by JCCLP to implement the project with a positive Net Present Value based on the project Determinants indicated in Paragraph 4;
- Projects that generate the savings from exploiting the spread in cost between fuel and electricity (cogeneration or electricity and fuel (heat pump chiller technology) will include a fuel spread sensitivity analysis so that JCCLP can demonstrate to MHCBE the relative economic merit of the project if there is a +15% divergence in the fuel to electric spread and a -15% convergence of the fuel to electricity spread. The Customer will enjoy the benefit and hold the risk for the cost changes each utility throughout the term of the guarantee.

4. Project Determinants

Project Determinants in the table below will be used by JCCLP and MHCBE to determine the economic merit of the project, the values can change at any time throughout development as better information is made known. However for the purposes of determining whether or not JCCLP has met the success criteria identified in Paragraph 3 "Deliverables", the values indicated herein will be used upon completion of development to make such determination. Each party has a duty to inform the other of changes to any of the values indicated in a timely manner that may affect the success of the project.

	Determinant	Value	Unit
1	Project Term	20	years
2	Interest rate	TBD (*)	% per year (if applicable)
3	Discount rate for NPV calculation	TBD	% per year
4	Customer capital contribution	TBD	Each
5	Electric escalation	2.50	% per year
6	Natural gas escalation	2.50	% per year
7	Electric demand	12	\$/kW-month, or current rate if higher

8	Electric energy	0.05	\$/kWh, or current rate if higher
9	Natural gas	5.00	\$/GJ, or current rate if higher
10	Water	1.25	\$/m3, or current rate if higher
11	Sewer	1.25	\$/m3, or current rate if higher
12	Non-guaranteed incentives and rebates	TBD	\$ each (if applicable)
13	Capital Cost Avoidance	TBD	\$ each (if applicable)
14	Operational Savings	TBD	\$ each (if applicable)
15	Maintenance Savings	TBD	\$ each (if applicable)
(*) To be determined			
(**) The utility rates for each school will be determined using invoices from the baseline year.			

5. Customer Priority FIMs

JCCLP will provide some Facility Improvement Measures (FIMs) that are essential to creating a project that meets MHCBE's financial buying criteria. Examples of such FIMs may include but not be limited to FIMs such as lighting modifications, water saving fixture modifications and control system modifications. Normally, in addition to those FIMs which are essential creating a project that provides a positive cash flow, JCCLP can include other FIMs that help MHCBE to achieve certain other desired results, such as building improvements or implementing improvements from MHCBE's deferred maintenance budget. FIMs outside of the preliminary report mandated FIMs will be agreed to and approved in writing by the customer prior to any development of such additional FIMs. Approved additional FIMs will be subject to a further 5% project development fee based on the delivered price of each approved additional FIM.

Listed herein is a list of typical FIMs. The list of FIMs will be validated with MHCBE during the initial site assessments in terms of importance to MHCBE achieving his objectives. JCCLP and MHCBE acknowledge that JCCLP will provide as many of MHCBE Priority FIMs listed as possible while still meeting achieving the criteria listed in the Deliverables paragraph. The Customer acknowledges that the project may or may not include all of MHCBE Priority FIMs listed.

1. HVAC Controls and Building Automation System (BAS) Optimization and Upgrade;
2. LED Lighting and Controls;
3. Boiler Plant Upgrade;
4. Rooftop Replacement;
5. Furnace Replacement;
6. Water Conservation Measures;
7. Building Envelope;
8. Combined Heat & Power (CHP);
9. Renewables

6. Records and Data

During the project development, MHCBE will furnish to JCCLP upon its request, accurate and complete data concerning current: equipment performance data if available; costs; budgets; facilities requirements; future projected loads; facility operating requirements; collective bargaining agreements; etc.

JCCLP will provide a separate document with a formal request for the required shortly after touring MHCBE facilities. The Customer shall make every effort to provide that information within 5 days of request.

7. Preparation of Implementation Contract

JCCLP will develop the framework of the subsequent Implementation Agreement and the Financing Agreement if applicable. JCCLP and Customer shall work diligently during the project development to complete and populate contract documents. The form of the documents will vary depending on Customer requirements, state statute where applicable and JCCLP requirements, but where prudent shall utilize JCCLP standard documents.

8. Project Development Cost and Payment Terms

Customer agrees to the cost for JCCLP to provide project development services identified here in is \$97,500.00 including JCCLP overhead and profit and is payable within 60 days after JCCLP provides the Deliverables identified herein.

However, Customer will have no obligation to pay this amount if:

- a. JCCLP and MHCBE enter into the implementation Agreement (outlined in Paragraph 7) within 60 days after JCCLP provides the Deliverables. Costs for project development will be transferred to the total cost of the implementation Contract and be subject to the payment terms outlined in the Contract;
- b. The project fails to meet the financial impact described in Paragraph 3; in which case MHCBE is not obligated to pay JCCLP for the development services;

Obligation to pay if JCCLP satisfies requirements - Customer shall pay the amount indicated if JCCLP satisfies the requirements set forth in Paragraph 4 "Deliverables" and MHCBE elects not to implement a project with JCCLP.

9. Indemnity

JCCLP and MHCBE agree that JCCLP shall be responsible only for such injury, loss, or damage caused by the intentional misconduct or the negligent act or omission of JCCLP. To the extent permitted by law, JCCLP and MHCBE agree to indemnify and to hold each other, including their officers, agents, directors, and employees, harmless from all claims, demands, or suits of any kind, including all legal costs and attorney's fees, resulting from the intentional misconduct of their employees or any negligent act or omission by their employees or agents. Neither JCCLP nor MHCBE will be responsible to the other for any special, indirect, or consequential damages.

10. Disputes

If a dispute arises under this Agreement, the parties shall promptly attempt in good faith to resolve the dispute by negotiation. All disputes not resolved by negotiation shall be resolved in accordance with the Arbitration Act of Alberta in effect at the time, except as modified herein. All disputes shall be decided by a single arbitrator mutually chosen by JCCLP and MHCBE. A decision shall be rendered by the arbitrator no later than nine months after the demand for arbitration is filed, and the arbitrator shall state in writing the factual and legal basis for the award. The arbitrator shall issue a scheduling order that shall not be modified except by the mutual agreement of the parties. The decision of the

Arbitrator shall be final and binding. Judgment may be entered upon the award in the Court of Queen's Bench over the matter. The prevailing party shall recover all costs, including attorney's fees, incurred as a result of this dispute.

11. Confidentiality

This agreement creates a confidential relationship between JCCLP and Customer. Both parties acknowledge that while performing this Agreement, each will have access to confidential information, including but not limited to systems, services or planned services, suppliers, data, financial information, computer software, processes, methods, knowledge, ideas, marketing promotions, current or planned activities, research, development, and other information relating to the other party ("Proprietary Information"). Except as authorized in writing both parties agree to keep all Proprietary Information confidential. JCCLP may only make copies of Proprietary Information necessary for performing its services. Upon cessation of services, termination, or expiration of this Agreement, or upon either party's request, whichever is earlier, both parties will return all such information and all documents, data and other materials in their control that contain or relate to such Proprietary Information.

JCCLP and Customer understand that this is a confidential project and agree to keep and maintain confidentiality regarding its undertaking of this project. JCCLP shall coordinate its services only through the designated Customer representative and shall provide information regarding this project to only those persons approved by Customer. JCCLP will be notified in writing of any changes in the designated Customer representative.

12. Miscellaneous Provisions

This Agreement cannot be assigned by either party without the prior written consent of the other party. This Agreement is the entire Agreement between JCCLP and MHCBE and supersedes any prior oral understandings, written agreements, proposals, or other communications between JCCLP and MHCBE. Any change or modification to this Agreement will not be effective unless made in writing. This written instrument must specifically indicate that it is an amendment, change, or modification to this Agreement.

This document represents the business intent of both parties and should be executed by the parties who would ultimately be signatory to a final agreement.

Medicine Hat Catholic Board of Education	Johnson Controls Canada LP
By	By
Signature	Signature
Title	Title
Date	Date



MHCBE – JCCLP Kickoff Agenda



PROJECT MEETING

Name of Project:	MHCBE Project	Project No.:	TBD
Descriptor:	Kickoff Agenda & Meeting Minutes	Mtg Date:	Feb 20, 2020
Meeting Location:	Virtual	Mtg Time:	830AM MT
Conf. Call In #:	1855-559-5950	Passcode:	17345959#
Purpose:	Kickoff Meeting	Next Mtg:	TBD

PROJECT TEAM

Distribution:	Attendance	Company:	E-mail Address	Phone number
Dwayne Zarichny		Medicine Hat Catholic Board of Education	dwayne.zarichny@mhcbe.ab.ca	
Greg MacPherson		Medicine Hat Catholic Board of Education	greg.macpherson@mhcbe.ab.ca	
Francis MacQuarrie		Medicine Hat Catholic Board of Education	francis.macquarrie@mhcbe.ab.ca	
David Papillon		JCCLP – Area Engineering Manager	david.papillon@jci.com	(587) 582-8585
Aqila Azizi		JCCLP – Development Specialist	Aqila.azizi@jci.com	(403) 312-2778
Bernie Ogonoski		JCCLP – Operations Manager	bernie.j.ogonoski@jci.com	(587) 986-5727
Andrew Narthey		JCCLP – Account Executive	Andrew.narthey@jci.com	(587) 999-8736
Craig Adams		JCCLP – Project Manager	Craig.adams@jci.com	(306) 230-6253

Author: David Papillon – Area Engineering Manager – Johnson Controls

Notes:

1. This document summarizes the items to be discussed as well as those that may have been discussed in past meetings.
2. Please contact the author of this document to request changes.
3. Please distribute this document to your team members as required.
4. If the contents within this document do not factually represent that of the actual meeting then please contact the author within 2-business days.
5. This document will be deemed "accepted as is" if a response to the contrary has not been received by the author within 2-business days of issuance of this document.



KICKOFF MEETING AGENDA

1. Introductions
 - a. Medicine Hat Catholic Board of Education team
 - b. Johnson Controls Canada LP team
2. Project goals, expectations, priorities – *MHCBE*
3. Communications – *JCCLP*
 - a. Notification for access, MHCBE point of contact, keys, etc.
 - b. Update meetings as required
 - c. Meeting minutes by JCCLP
4. Project development process and preliminary timelines – *JCCLP*

Milestone	Target
JCCLP requests pertinent MHCBE Documents and Data	February 2020
JCCLP commences on-site work	March 2020
JCCLP and MHCBE review preliminary business case	April 2020
JCCLP completes detailed engineering	May 2020
JCCLP tenders mechanical, electrical	May/June 2020
Form of financing established for the project	April 2020
Form of contract established between JCCLP & MHCBE	April 2020
JCCLP and MHCBE conduct Scope of Work, M&V workshops	July 2020
JCCLP makes binding offer to MHCBE	July 2020
MHCBE reviews offer and JCCLP makes final offer per MHCBE comments	July 2020

5. MHCBE Documents – *MHCBE*
 - a. Electronic Floor Plans
 - b. Utility Data
 - c. Electronic Mechanical/Electrical Drawings
6. Preferred MHCBE Mechanical/Electrical Consultants – *David*
7. Other(s) – *All*
8. Next Steps – *David*



MHCBE – JCCLP Kickoff Agenda



Item Description		Date (MM/DD)	Action Required	Action By	By Date	Status
1.0	Introductions					
2.0	Communications					
3.0	Scope of Work					
4.0	Schedule					
5.0	Financials					
6.0	Baseline					
7.0	Logistics					

END



Information Report

Public Meeting

REPORT TO THE BOARD OF TRUSTEES

Date: March 10, 2020 **AGENDA ITEM:**

To: The Board of Trustees

From: Dwayne Zarichny, Superintendent of Schools

Originator: Greg MacPherson, Secretary Treasurer

Rationale: Governance

Policy/Procedures: Policy 2 section 9.7

Subject: Second Quarter Financial Update

BACKGROUND:

Quarterly the Board of Trustees receives the quarterly Financial Update. The Second Quarter Update ending February 28, 2020 will be presented to the Board of Trustees. This is established in the Board work plan.

STATUS & RELATIONSHIP TO SLQS:

Competency: 6 – School Authority Operations and Resources

Indicators: 6.a Providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements.

RESULTS OR ANTICIPATED OUTCOMES:

The Board of Trustees will be informed on the fiscal position of the Division as of February 28, 2020

GOVERNANCE IMPLICATIONS:

The Board of Trustees is being made aware of this within their responsibilities under Policy 2 section 9.7 *"Receive fiscal accountability reports to ensure the fiscal management of the Division"*

ATTACHMENTS:

1. 2019-20 Second Quarter Financial Update (to be distributed at the meeting)



Information Report

Public Meeting

REPORT TO THE BOARD OF TRUSTEES

Date: March 10, 2020 **AGENDA ITEM:**

To: The Board of Trustees

From: Dwayne Zarichny, Superintendent of Schools

Originator: Greg MacPherson, Secretary Treasurer

Rationale: Governance

Policy/Procedures: Policy 2 section 9.7

Subject: Financial Reporting Profile

BACKGROUND:

Annually Alberta Education provides the Financial Reporting Profile (attached) to school boards. This report examines several metrics over 5-years and compares the results to all school boards and to school boards of a similar size (details attached). The information comes from the audited financial statements.

The first area in yellow examines the Accumulated Surplus from operations to our total expenses. At the end of 2018-19 we were at 2.12% which is significantly up from 2017-18 at -0.57%. The average of all jurisdictions was 4.54% and the average of similar sized jurisdiction is 5.08%. This means shows that on average our surplus compared to the expenses was half. The number itself is neutral but does inform us that our reserves are low on average. There are two items to note. First, the provincial average has declined over the past 5-0years from 6.36% to 4.54%. Second, the 2019-20 budget has created pressures and school boards have stated they are using their reserves. As such the figures for 2019-20 may be far lower in next year's report.

The information on the ASO is also presented as dollar amount by student. Ours is \$283 compared to \$574 for the average of all jurisdictions which is consistent with the above.

The Capital Reserves are displayed as a dollar amount per student. Ours is \$21 per student. The provincial average is \$306. There are a range of reasons for this including whether boards provide their own transportation. That said, our reserve is low compared to the average and lowers compared to like sized jurisdictions at \$491 per student. Building up capital reserves for specific project including ever-greening or central office replacement/modernization or other infrastructure needs in the division is desirable however may be problematic in the current fiscal environment. The MHCBE capital reserve is earmarked for the Child Care Modular replacement/modernization in the future.

The liquidity area is coloured in salmon. This measures our financial assets to our liabilities. A ratio of 1.0 means the assets cover the liabilities. Lower than one means the liabilities exceed the assets. Above 1.0 means there are more assets than liabilities. MHCBE has a 1.17 ratio compared to the provincial average of 1.63. As we know the average of the surplus balances in other boards is high we expect the liquidity to be higher in those boards as well.

The green blocks measure the financial assets per students. We are at \$311 per student compared to \$818 for the provincial average. The measures are neither good nor bad but reflect the current positions.

The Capital Assets reflect the existing net book value to the historical costs. Under buildings we are at 68.76% compared to 61.67% for the provincial average. The higher number can reflect newer buildings, modernizations, or IMR capitalized investment. Generally, the higher the percentage the better. On the equipment side we are at 25.5% compared to 29.96% provincially. This reflects the age of the equipment in the division. Most of our investment in capital assets is with IT equipment and vehicles. The vehicles are fully depreciated and we have long use of IT equipment (ie. Smart boards over 12 years old). It is fair to say these percentages reflect 'newness' of assets.

STATUS & RELATIONSHIP TO SLQS:

Competency: 6 – School Authority Operations and Resources

Indicators: 6.a Providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements.

RESULTS OR ANTICIPATED OUTCOMES:

The Board of Trustees will be informed on the fiscal position of the Division compared to other jurisdictions.

GOVERNANCE IMPLICATIONS:

The Board of Trustees is being made aware of this within their responsibilities under Policy 2 section 9.7 *"Receive fiscal accountability reports to ensure the fiscal management of the Division"*

ATTACHMENTS:

1. 2014-15 to 2018-19 Financial Reporting Profile
2. Comparable FTE Sized Jurisdictions

The Medicine Hat Roman Catholic Separate School Division
FINANCIAL REPORTING PROFILE
2014/2015 to 2018/2019 School Years

UNE PASSWORD

	2014/2015 Actuals*	2015/2016 Actuals*	2016/2017 Actuals*	2017/2018 Actuals*	2018/2019 Actuals*
TOTAL FTE ENROLLED (ECS - 12)	2,432	2,431	2,441	2,418	2,465
ANNUAL OPERATIONS					
Total Revenues	\$31,528,533	\$31,843,064	\$32,161,946	\$32,638,095	\$33,373,500
Total Expenses	\$31,449,801	\$32,900,726	\$32,359,051	\$33,119,418	\$32,841,658
Excess (Deficiency) of Revenues over Expenses	\$78,732	(\$1,057,662)	(\$197,105)	(\$481,323)	\$531,843
Add (Deduct) Board-funded Capital & Unsupported Debt Transactions	(\$79,003)	\$136,178	(\$10,157)	\$89,719	\$353,007
Net Change to A.S.O. (A.D.O.)	(\$271)	(\$921,484)	(\$207,262)	(\$391,604)	\$884,850
ADJUSTED ACCUMULATED SURPLUS (DEFICIT) FROM OPERATIONS A.S.O. (A.D.O.): AND CAPITAL RESERVES (Note 1)					
Adjusted A.S.O. (A.D.O.)	\$1,332,238	\$410,754	\$203,492	(\$168,112)	\$686,737
Adjusted A.S.O. (A.D.O.) To Expenses Ratio:					
The Medicine Hat Roman Catholic Separate School Division	4.24%	1.25%	0.63%	-0.57%	2.12%
Average of All Jurisdictions	6.36%	6.51%	5.38%	4.96%	4.54%
Median of All Jurisdictions	7.64%	6.25%	6.13%	5.18%	5.43%
Average of Jurisdictions having Comparable FTE Enrolment Size	8.71%	7.64%	7.02%	6.58%	5.42%
Median of Jurisdictions having Comparable FTE Enrolment Size	8.14%	5.25%	6.76%	5.52%	5.08%
Adjusted A.S.O. (A.D.O.) Per Student:					
The Medicine Hat Roman Catholic Separate School Division	\$548	\$169	\$83	(\$78)	\$283
Average of All Jurisdictions	\$770	\$809	\$675	\$628	\$574
Average of Jurisdictions having Comparable FTE Enrolment Size	\$1,352	\$1,180	\$1,074	\$1,035	\$867
Adjusted A.S.O. (A.D.O.) - Days of Operation (Note 1):					
The Medicine Hat Roman Catholic Separate School Division	10.59	3.12	1.57	(1.42)	5.30
Average of All Jurisdictions	15.90	16.27	13.45	12.39	11.35
Average of Jurisdictions having Comparable FTE Enrolment Size	21.77	19.09	17.56	16.44	13.55
Capital Reserves	\$26,000	\$32,500	\$39,000	\$45,500	\$52,000
Capital Reserves Per Student:					
The Medicine Hat Roman Catholic Separate School Division	\$11	\$13	\$16	\$19	\$21
Average of All Jurisdictions	\$334	\$382	\$393	\$357	\$306
Average of Jurisdictions having Comparable FTE Enrolment Size	\$577	\$638	\$699	\$660	\$491
LIQUIDITY					
Adjusted Net Financial Assets (Debt) Ratio (Note 2):					
The Medicine Hat Roman Catholic Separate School Division	1.40	1.15	1.09	0.99	1.17
Average of All Jurisdictions	1.57	1.63	1.65	1.61	1.63
Average of Jurisdictions having Comparable FTE Enrolment Size	2.09	2.13	1.98	1.94	1.59
Adjusted Net Financial Assets per Student (Note 3):					
The Medicine Hat Roman Catholic Separate School Division	\$607	\$221	\$178	(\$12)	\$311
Average of All Jurisdictions	\$1,045	\$1,099	\$956	\$854	\$818
Average of Jurisdictions having Comparable FTE Enrolment Size	\$1,874	\$1,818	\$1,750	\$1,673	\$1,335
CAPITAL ASSETS					
Schools and Other Buildings - NBV to Historical Cost:					
The Medicine Hat Roman Catholic Separate School Division	59.42%	62.00%	67.82%	69.73%	68.76%
Average of All Jurisdictions	56.79%	60.30%	62.61%	62.56%	61.67%
Average of Jurisdictions having Comparable FTE Enrolment Size	51.75%	50.59%	54.15%	55.45%	55.69%
Equipment & Vehicles - NBV to Historical Cost:					
The Medicine Hat Roman Catholic Separate School Division	31.65%	27.23%	23.10%	25.58%	25.50%
Average of All Jurisdictions	26.90%	27.46%	28.79%	29.11%	29.96%
Average of Jurisdictions having Comparable FTE Enrolment Size	29.13%	28.10%	27.61%	29.01%	28.00%
1. A.S.O. - Days of Operation = A.S.O. (adjusted for SGF) / (Total Expenses / 250 Operating Days) 2. Adjusted Net Financial Assets (Debt) Ratio: Financial Assets / (Liabilities - Expended Deferred Capital Revenue) 3. Adjusted Net Financial Assets = Financial Assets - (Liabilities - Expended Deferred Capital Revenue)					

2018 - 2019 AFS Audited Financial Statements Ad-Hoc Report

Code	School Jurisdiction	Student Count 2019*	Class 2018/2019	Student Count 2018*	Class 2017/2018	Student Count 2017*	Class 2016/2017	Student Count 2016*	Class 2015/2016	Student Count 2015**	Class 2014/2015
6021	Almadina School Society	1,139.0	C	1,110.8	C	1,108.8	C	1,067.8	C	1,007.1	C
109	Westmount Charter School Society	1,266.6	C	1,246.6	C	1,253.7	C	1,246.1	C	1,199.4	C
1115	Prairie Land Regional Division No. 25	1,341.5	C	1,345.5	C	1,370.0	C	1,378.0	C	1,351.0	C
21	Holy Family Catholic Regional Division No. 37	1,995.5	C	2,045.5	C	2,066.5	C	2,082.5	C	2,114.7	C
47	Living Waters Catholic Regional Division No. 42	2,070.0	C	2,169.0	C	2,151.0	C	1,988.2	C	1,830.5	C
3065	Canadian Rockies Regional Division No. 12	2,210.0	C	2,199.0	C	2,208.0	C	2,224.0	C	2,244.0	C
4330	East Central Alberta Catholic Separate School Regional Division No. 16	2,346.5	C	2,296.5	C	2,235.5	C	2,303.0	C	2,143.5	C
4105	Lakeland Roman Catholic Separate School District No. 150	2,519.6	C	2,377.0	C	2,335.6	C	2,066.5	C	2,030.0	C
52	Clearview School Division No. 71	2,435.3	C	2,398.3	C	2,421.4	C	2,421.1	C	2,321.4	C
4501	Medicine Hat Catholic Separate Regional Division No. 20	2,465.0	C	2,418.0	C	2,441.0	C	2,430.5	C	2,432.0	C
1280	Northland School Division No. 61	1,918.8	C	2,476.6	C	2,616.5	C	2,759.5	C	2,708.0	C
2125	Aspen View Public School Division No. 78	2,693.1	C	2,694.7	C	2,750.6	C	2,639.2	C	2,622.0	C
		<u>630,359.5</u>		<u>618,838.6</u>		<u>608,478.0</u>		<u>592,456.3</u>			

*Student Count reflects total FTE Headcount of ECS + Total Enrolled Students (including home ed and blended program students) PER THE 2017 Spring Budget Report

**Student Count reflects total FTE Headcount of ECS + Total Enrolled Students PER THE 2016 Spring Budget Report

***Student Count reflects total FTE Headcount of ECS + Total Enrolled Students PER THE 2015 Spring Budget Report

A	No Students	0	0	0	0	0	0
B	1-999 Students	12	12	12	12	12	0
C	1,000 - 2,999 Students	12	13	13	13	14	999
D	3,000-5,999 Students	28	27	26	27	27	2999
E	6,000-8,999 Students	9	9	11	10	9	5999
F	9,000 - 24,999 Students (in 2016, 9,000 - 24,999; 2018, 9000-24,999)	9	9	8	8	8	8999
G	25,000 - 30,999 Students (in 2017 20,000-30,999; in 2016 25,000 - 30,999; in 2018 25,000 - 30,999)	0	0	0	0	0	24999
H	31,000 - 119,999 Students	4	4	4	4	4	30999
I	120,000-199,999 Students	0	0	0	0	0	119999
J	200,000+ Students	0	0	0	0	0	199999



Information Report

Public Meeting

REPORT TO THE BOARD OF TRUSTEES

Date: March 10, 2020 **AGENDA ITEM:**

To: The Board of Trustees

From: Dwayne Zarichny, Superintendent of Schools

Originator: Greg MacPherson, Secretary Treasurer

Rationale: Governance

Policy/Procedures: Policy 2 section 9.5 and 9.7

Subject: Modular Approval

BACKGROUND:

Alberta Education has approved the request for a modular washroom unit for Notre Dame Academy. There has been significant pressures with the numbers of washrooms at the school. The November Modular request included the washroom request which was approved.

The modular will be fully funded by Alberta Education except for the connecting link. Details on funding the connecting link will need to be worked out. The cost will be subject to location at the school.

Facilities will be working with the school and FWBA to determine the proper siting for the modular.

STATUS & RELATIONSHIP TO SLQS:

Competency: 6 – School Authority Operations and Resources

Indicators: 6.a Providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements.

RESULTS OR ANTICIPATED OUTCOMES:

The Board of Trustees will be updated on the project at milestones and with the information on the cost of the connecting link and the funding options for the link.

GOVERNANCE IMPLICATIONS:

The Board of Trustees is being made aware of this within their responsibilities under Policy 2 section 9.7
"Receive fiscal accountability reports to ensure the fiscal management of the Division"

The Board of Trustees is making this decision within their responsibilities under Policy 2 section 9.5
"Approve annually the Three-year Capital Plan and Facilities Master Plan for submission by the due date".

ATTACHMENTS:

1. February 21, 2020 letter from Alberta Education

AR109267

February 21, 2020

Mr. Dwayne Zarichny
Superintendent
The Medicine Hat Roman Catholic Separate School Division
1251 - 1 Avenue SW
Medicine Hat AB T1A 8B4

Dear Mr. Zarichny:

The Deputy Minister of Education has recently reviewed your school jurisdiction's submission under Alberta Education's 2020/21 Modular Classroom Program. I am pleased to inform you that the following modular classroom request has been approved for your jurisdiction:

- 1 modular washroom unit for Notre Dame Academy.

Approval of this request was based on your jurisdiction's identification of an urgent need regarding student accommodation for the coming year. Please be advised that if the new and relocated modular classroom project is not complete by the commencement of the 2020/21 school year, the approval for the units affected may be rescinded.

Your jurisdiction will receive the fully funded modular classrooms, and the province will pay for 100 per cent of the reasonable costs to deliver and set up each classroom. The construction of any link, if required, will be the responsibility of your school jurisdiction.

Prior to the commencement of any tendering or use of your own forces, each project's prep sheets must be submitted in order to secure funding and ensure completion of the modular/portable classroom projects on or before the start of the 2020/21 school year.

.../2

COPY

Please advise your jurisdiction staff to access the necessary prep sheets at www.alberta.ca/planning-and-building-schools.aspx. Failure to submit a prep sheet may impact the funding availability for this project.

Upon receipt by government of the signed construction contract and approval of a Payment Request Form, your jurisdiction will receive 80 per cent of the total funding for your modular classroom projects. Once your Statement of Final Costs has been submitted, the provincial portion of the actual expenditures up to the remaining 20 per cent will be forwarded to your jurisdiction. The Statement of Final Costs must be submitted by February 28, 2021 in order to ensure final payment is available and to ensure your jurisdiction remains eligible for future modular requests. The Payment Request Form can be obtained online at www.alberta.ca/planning-and-building-schools.aspx/.

Jurisdictions are reminded that they have an obligation to maintain and insure all approved modular classrooms.

Should your jurisdiction staff have any questions regarding this approval or the approval process, please have them contact Erin Owens, Director, Capital Planning South, at erin.owens@gov.ab.ca or 780-643-1455. For any questions regarding the procurement, transportation or set-up of the approved projects, please email INFRAS.MCP@gov.ab.ca or contact Bibi Kersten, Special Projects Engineer, Learning Facilities, at 403-592-2750 (toll-free by first dialing 310-0000).

Sincerely,



Jeff Willan
Executive Director
Capital Planning

cc: Vince Farmer
Executive Director, Learning Facilities, Infrastructure



Information Report

REPORT TO THE BOARD OF TRUSTEES

Date: March 10, 2020
To: The Board of Trustees
From: Dwayne Zarichny, Superintendent of Schools
Originator: Derrian Hallas, Communications Officer
Rationale: Division Communications Update
Subject: Division Communications Update

Ash Wednesday & Pink Shirt Day acknowledged together!



On Wednesday, February 26, Medicine Hat Catholic staff and students proudly wore their pink shirts and Ashes as a symbol of love, kindness and faith.

The message we want to share with our community is that kindness and faith go hand in hand everyday. Ash Wednesday and Pink Shirt Day do not have to be acknowledged separately. They are both visual representations of our faith and a promise to spread kindness as Jesus would.

[Ash Wednesday, Pink Shirt Day provide synergistic mash-up](#) -
Medicine Hat News





2020 Excellence in Catholic Education Award Recipient

The Board of Trustees for the Medicine Hat Catholic Board of Education is pleased to announce Mr. Ron Pisoni, Teacher at Notre Dame Academy as the recipient of the 2020 Excellence in Catholic Education Award. As the recipient of this award, Mr. Pisoni will be honoured at the S.P.I.C.E. (Shared Purpose in Catholic Education) Annual Spring Conference hosted by the Alberta Catholic School Trustees' Association. **Congratulations Ron!**

Medicine Hat Catholic Schools are in the news! (Click the links below)

- [Colts No. 1 in Rankings](#) - Medicine Hat News
- [Ash Wednesday, Pink Shirt Day provide synergistic mash-up](#) - Medicine Hat News
- [Per-student funding model met with initial cautious optimism](#) - Medicine Hat News
- [17 years for French immersion programming at Medicine Hat Catholic School Division](#) - CHAT
- [Four local students recognized for French speaking talents with internationally-recognized diplomas](#) - Medicine Hat News
- [Catholic division expanding religious education resource next year](#) - Medicine Hat News



REPORT TO THE BOARD OF TRUSTEES

Date: March 10, 2020 **AGENDA ITEM:**

To: The Board of Trustees

From: Superintendent of Schools

Originator: Superintendent of Schools

Rationale: National & International Trips

Subject: Trips abroad and domestic and Coronal Virus concerns

BACKGROUND:

The Board has previously approved two trips abroad:

1. Mexico, beginning April 9th, 2020
2. Quebec and Ontario, beginning June 27th, 2020

Board approval was 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.**

Given the outbreak and possible pandemic of the Corona Virus, senior administration is monitoring the Government of Canada travel advice and advisories website daily in the advent that travel is not recommended to specific areas. <https://travel.gc.ca/travelling/advisories>

CASS has a Google doc which is updated regularly indicating which school divisions have international trips, which have cancelled and those who have not. Currently, no planned trips to Mexico have been cancelled (as of March 5, 2020).

Additionally, our coordinator of OHS is working with schools to determine a plan of action should the participants of a trip have to be quarantined for two weeks or longer. It is our understanding that should a trip be cancelled by the Board due to safety concerns, insurance presumably would cover the cost of the trip.

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 discussion will serve to bring to the Board's attention the pending trips and related travel concerns.

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)

Memorandum

March 3, 2020

Dear Alberta School Superintendents/Colleagues,

Subject: Novel Coronavirus

I am writing again to provide an update on novel Coronavirus (COVID-19). We know that Albertans, including school staff and parents, are concerned about this particular coronavirus, but it is important to remember that the current risk of exposure in Alberta is low. **There are no confirmed or probable cases of COVID-19 in Alberta at this time.**

As this is an evolving situation, further updates can be found at Alberta Health and Alberta Health Services websites:

- www.alberta.ca/coronavirus
- www.ahs.ca/covid

Our knowledge of COVID-19 continues to grow as new information becomes available, and this new evidence informs adjustments to our public health actions.

Based on our evolving knowledge we, along with other provinces in Canada, are now recommending that **individuals who have been in Hong Kong, Japan, Singapore, South Korea or Italy in the past 14 days** monitor themselves daily for symptoms such as fever or cough (with students getting help from their parents) for 14 days **after** their return. If the student develops symptoms such as cough or fever, their parents are advised to keep the student home and call Health Link 811. This is the same advice we previously provided to those returning from mainland China, outside Hubei province. If these individuals are feeling well, self-isolation is **not** recommended at this time.

We are also recommending that those who are returning from **Iran or Hubei Province, China** voluntarily self-isolate until 14 days have passed since they last visited the area. This is recommended even if they are feeling well.

For persons who have travelled anywhere outside Canada in the last 14 days, and were in contact with someone who was suspected or confirmed to have the novel coronavirus or if they were in a health-care facility while travelling, they or their parents are advised to call Health Link 811, even if feeling well, to discuss additional precautions.

Recommendations in the attached Letter for Parents/Guardians/Staff are provided for you to distribute within your school communities. **These recommendations are made out of an abundance of caution and contain only voluntary measures. You and your staff are not expected to enforce or monitor them.** Please help support your school communities by not making any assumptions about the risk of students or staff based on their ethnicity or country of origin.

We also advise schools to continue to follow your standard processes for any illnesses in your school, including monitoring and reporting of unusual cases of illness and clusters of illness using their established Zone Public Health contacts. Staff, students and parents may call Health Link at 811 for any COVID-19 questions.

Finally, while the current risk is low, it is important that we are prepared in case that changes. We are making plans in the health system, should COVID-19 come to Alberta, and you can prepare in your schools as well. Please see guidance at the link below on what you can do now: (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/guidance-schools-childcare-programs.html>) We will continue to update guidance and preparedness recommendations as the situation and knowledge evolves.

Thank you for your assistance in this matter.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Deena', followed by a stylized flourish.

Deena Hinshaw, BSc, MD, MPH, CCFP, FRCP
Chief Medical Officer of Health



Decision Required

2020-2021 Calendar

REPORT TO THE BOARD OF TRUSTEES

Date: March 10, 2020 **AGENDA ITEM:**

To: The Board of Trustees

From: Superintendent of Schools

Originator: Chuck Hellman

Rationale: **Policy/Procedures: Policy 2 – Role of the Board** – Selected Responsibilities – Setting the initial parameters and approving the annual school-year calendar

Subject: Draft Calendar

BACKGROUND: The following process has been followed (is being followed) in getting the 2020-2021 calendar approved:

1. A draft calendar was given to DLT for feedback during the January DLT meeting. 2.
2. During the February DLT meeting, administrators were asked to take the draft calendar to staff and parent councils for feedback. The ATA was given a copy of the draft calendar and was asked for feedback.
3. Feedback was forwarded to the Associate Superintendent (HR).
4. During the February Board meeting four different calendars were presented to the board. (One was the original draft calendar, 2 were calendars that were changed taking into consideration the feedback received, the fourth was the ATA's suggested calendar. The Board looked at the calendars and provided feedback on each. Please note that I also presented to the Board a summary of all the feedback I received (including concerns)
5. Based on the feedback received from all stakeholders (including the Board) a calendar will be presented for approval during the March Board meeting.
6. During the March Board meeting the Board will make a motion on a Division calendar for the 2020-2021 school year. This fulfills the Board responsibility under Policy 2, Role of the Board - the Board approves the annual school-year calendar.

A calendar will be presented to the Board for approval. The Board will be asked to make a motion during the Public portion of the meeting.

RELATIONSHIP TO SLQS:

Competency: (6) School Authority Operations and Resources

Indicators (c) Delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness.

RESULTS OR ANTICIPATED OUTCOMES: Motion needed – Suggested wording:

That the Board of Trustees for the Medicine Hat Catholic Board of Education approve the School Year Calendar for the 20120-2021 School Year.

GOVERNANCE IMPLICATIONS: Policy 2 – Role of the Board / Policy 12 – Role of the Superintendent



Decision Report

Public Meeting

REPORT TO THE BOARD OF TRUSTEES

Date: March 10, 2020 **AGENDA ITEM:**

To: The Board of Trustees

From: Dwayne Zarichny, Superintendent of Schools

Originator: Greg MacPherson, Secretary Treasurer

Rationale: Governance

Policy/Procedure: Policy 2 and AP505 School Fees

Subject: Approval of 2020-21 School Fees

BACKGROUND:

MHCBE annually approves school fees in accordance with AP505 – School Fees. The board work plan has the board approving school fees by March 31, 2020.

Budget 2020-21 and the school fee regulations do not provide for the ability to charge for Instructional supplies. As such, the school fee schedules continue to exclude those fees.

The Assistant Secretary Treasurer has worked with the schools for developing the 2020-21 School; fee schedules and identified material changes from the 2019-20 school fee schedule.

The schedules were presented to the Parent Association on February 24, 2020.

Monsignor McCoy's Fees are generally remaining the same until the Business Manager has returned and is able to complete the worksheet. Requested changes to those fees would be presented to the Board for approval.

The school fee list is a complete list of all anticipated activities potentially requiring payment. Many of the activities are anticipated to be funded by the School Council, the school fundraising body or school fundraising. As such, the fees are listed here in case they are not funded.

These fees are the school fees as defined by the Minister of Education. They do not include the before and after school fees, the international education fees or the early Learning Fees. These will be brought to the board at a later time.

STATUS & RELATIONSHIP TO SLQS:

Competency: 6 – School Authority Operations and Resources

Indicators: 6.a Providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements.

RESULTS OR ANTICIPATED OUTCOMES:

Approval of the school fee schedule is required for charging school fees in 2020-21. The ability for schools to charge school fees allow for a range of options and enhancements to education for the students in Medicine Hat Catholic which they would not otherwise have

GOVERNANCE IMPLICATIONS:

The Board of Trustees is making this decision within their responsibilities under Policy 2 section 9.12 *“Approve school fees as defined by the Minister of Education including International Student Fees, Before and After School Fees and Early Learning Fees”*.

RECOMMENDED DECISION:

That the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2020-21 School Fee Schedule as presented.

ATTACHMENTS:

1. Draft 2020-2021 School Fees
2. Draft 2019-20 to 2020-21 School Fee Variance
3. AP505 School Fees

MEDICINE HAT CATHOLIC BOARD OF EDUCATION

ADMINISTRATIVE PROCEDURE 505 SCHOOL FEES

2020-2021 School Fees

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

ELEMENTARY SCHOOLS

St. Francis Xavier School - *Potential Fees without Parent Council funding or fundraising		
Activity Fees	Ski/Snowboarding Field Trip (Gr 5&6 only)	\$60.00
	*Kindergarten Safety City (2 trips @ \$6.00)	\$12.00
	*Kindergarten Chicks & Bunnies Police Point Park	\$ 5.00
	*Grade 1 & 2 John's Butterfly House	\$10.00
	*Grade 1 & 2 Salta Gymnastics or Woolmine-Duchess, AB	\$10.00
	*Grade 3 Esplanade	\$5.00
	*Gr 3, Gr 4, Gr 5, Gr 6 Medalta Community Classroom	\$25.00
	*Grade 4/5 Telus Spark Science Centre – Calgary, AB	\$80.00
	*Grade 6 Retreat Cypress	\$80.00
	Rotary Music Festival	\$5.00
	Monsignor McCoy High School Drama Presentation	\$4.00
	St. Mary's School Drama Presentation	\$6.00
Non-Curricular Goods & Services	Music Recorder	\$8.00
Alternative Program Fee	Academy Fee – full amount	\$550.00
St. Patrick's School - *Potential Fees without Parent Council funding or fundraising		
Activity Fees	*Grade 1 Esplanade (Discovery Art)	\$5.00
	*Grade 1 Police Point Park	\$2.50
	*Grade 1 & 2 Bowling	\$4.00
	*Grade 1 Waterpark Activity	\$2.50
	*Grade 2 Esplanade & City Hall	\$5.00
	*Grade 3 Butterfly House	\$10.00
	*Grade 3 Esplanade Tour	\$7.00
	*Grade 3 Rocks & Minerals Trip	\$7.00
	*Grade 4 Bike & Hike (Pizza Lunch)	\$5.00
	*Grade 4 Police Point Park	\$6.50
	Grade 4 Lawn Bowling	\$3.00
	*Grade 4 Elkwater	\$11.00
	Grade 5 Novel Study Movie Fieldtrip	\$7.00
	Grade 5 Esplanade Presenter	\$2.00
	Grade 5 Ski Trip	\$65.00
	*Grade 5 Medalta	\$5.00
	*Grade 5 Elkwater	\$11.00
	*Grade 5 Graduation Day	\$15.00
	Kindergarten Yearly Activities (Safety City, Windmill Garden Ctr, Taco Time, MH Public Library, Police Point, etc)	\$25.00
	*St. Mary's School Drama Presentation (K-Gr5)	\$6.00
	*Monsignor McCoy High School Drama Presentation	\$4.00
	Kindergarten Scrapbooking Fee (AM & PM)	\$15.00
	Gr 1-5 Student Agenda	\$5.00
Non-Curricular Supplies and Materials		
Other Fees to Enhance Education	*Gr 1-5 Online Literacy Resource (add'n optional resource avail.)	\$5.00
	Gr 3-5 Mathletics Online Resource (add'n optional resource avail.)	\$11.55
St. Michael's School - *Potential Fees without Parent Council funding or fundraising		
Activity Fees	Grade 5/6 Elkwater Ski Trip	\$60.00
	Grade 5/6 Winter Activity	\$33.00
	Grade 6 Outdoor Education (Camp McCoy)	\$50.00
	Grade 4-6 Swim Trip	\$20.00
	Grade 1 Cypress Hills	\$15.00
	Grade 2 Salta Gymnastics OR Cypress Hills	\$15.00
	Grade 3 Cypress Hills	\$15.00
Non-Curricular Goods & Services	Music Recorder	\$10.00

École St. John Paul II School - <i>*Potential Fees without Parent Council funding or fundraising</i>				
Activity Fees		*Community Classroom (Kindergarten – Grade 6)	\$25.00	
		*Skating	\$10.00	
		*Swimming	\$10.00	
		*School Presentations	\$12.00	
		*Elementary Athletic Association Fee	\$1.00	
		Running Club (includes shirt)	\$15.00	
		Grade 6 Outdoor Education Retreat (Camp McCoy)	\$50.00	
		Ski Trip	\$65.00	
		*Kindergarten Field Trips	\$30.00	
		*Grade 1 – 6 Field Trips	\$30.00	
		*Year End Fun Day	\$18.00	
		*Waterpark (Year End Trip)	\$5.00	
				*Grade 4-6 City Track & Field
*Choir Rotary Music Festival	\$12.00			
*Grade 5/6 City Hall & Provincial Building	\$3.00			
Non-Curricular Goods & Services		Music (book, CD, recorder)	\$10.00	
Fees for Optional Courses		Keyboarding, Mathletics (charge is for an optional resource avail.)	\$15.00	
Mother Teresa School - <i>*Potential Fees without Parent Council funding or fundraising</i>				
Activity Fees	Kindergarten Neubauer Farms	\$11.00	Grades 1-6 Community Classroom	\$25.00
	Kindergarten Mom/Dad Nights	\$4.00	Grade K-6 Family Leisure Centre	\$11.00
	Kindergarten Safety City	\$4.00	*Grade 2 & 3 Pioneer Village	\$5.00
	Kindergarten Salta/Twist & Flip	\$8.00	*Grade 2 & 3 Public Library	\$5.00
	Kindergarten MMHS Beauty Culture	\$4.00	*Grade 2 Medicine Hat Museum	\$10.00
	Kindergarten SPCA/APARC	\$4.00	*Grade 3 Butterfly House	\$12.00
	Kindergarten Dance/Zumba/Yoga	\$7.00	Grade 4 Elkwater	\$15.00
	Kindergarten – Pizza Hut	\$7.00	Grade 4 Writing on Stone	\$30.00
	Kindergarten – Doctor/Dental Office/Vet	\$4.00	Grade 4 – Dinosaur Provincial Park	\$30.00
	Kindergarten – Medalta Potteries	\$10.00	*Grades 4, 5 & 6 City Track & Field	\$3.00
	Kindergarten – Windmill Garden Ctr	\$9.00	Grade 5 Elkwater	\$15.00
	Kindergarten – MH Public Library	\$4.00	*Grade 5 Curling Rink	\$13.00
	Kindergarten – Fire Station	\$4.00	*Grade 5 Police Point Park Pond Study	\$8.00
	Kindergarten – Senior Centre	\$5.00	Grade 5/6 Elkwater Ski Trip	\$80.00
	*Grades K-4 Police Point Park	\$5.00	*Grade 5/6 City Hall & Provincial Building	\$5.00
	*Grades K-6 St. Mary’s Musical	\$7.00	Grade 5/6 Alternate Winter Activity	\$30.00
	*Grades K-6 Swimming (x2)	\$6.00	*Grade 6 Outdoor Education (Camp McCoy)	\$100.00
	*Grades K-6 Skating (x2)	\$6.00	Choir to Lethbridge Symphony/ Concert	\$40.00
	Grade K & 1 Bowling	\$6.00	*Choir JazzFest Concert	\$5.00
	Grade 1-6 Echodale	\$10.00	*Choir Rotary Music Festival	\$12.00
*Grade 2, 3 & 5 City Downtown Tour	\$10.00			
Non-Curricular Goods & Services			Music Recorder	\$6.00
St. Louis School - <i>*Potential Fees without Parent Council funding or fundraising</i>				
Activity Fees		*Grade 5/6 Elkwater Ski Trip	\$60.00	
		*Grade 6 Outdoor Education Retreat	\$50.00	
		*Grade 1-6 Field Trips (to be determined)	\$20.00	

MIDDLE SCHOOLS

St. Mary's School - Potential Fees without Parent Council funding or fundraising		
Alternative Program Fees	Fine Arts	\$315.00
Fees for Options	Band- Supply Fee	\$40.00
	Band- Instrument Rental Fee	\$90.00
Non-Curricular Travel	Leadership Conference	\$1,000.00
	Explorica French Immersion Quebec Trip (2019/2020)	\$0
Extracurricular Fees	Volleyball- Girls	\$200.00
	Volleyball- Girls C	\$150.00
	Volleyball- Boys	\$200.00
	Basketball- Girls A	\$200.00
	Basketball- Girls B	\$200.00
	Basketball- Boys A	\$200.00
	Basketball- Boys B	\$200.00
	Badminton	\$50.00
	Football Team students play for the Jr. Colts	\$265.00
	Golf	\$50.00
	Track & Field	\$50.00
	Track & Field – Zone Fee	\$30.00
	Cross Country	\$50.00
	Cheerleading (<i>maximum fee if no fundraising</i>)	\$350.00
	Musical	\$100.00
Activity Fees	Ski Trip/Alternate Winter Activity	\$75.00
	Swimming	\$10.00
	Bowling and Lawn Bowling x 4	\$10.00
	Elkwater Trip	\$25.00
	Drama Production at Esplanade	\$10.00
Non-Curricular Goods & Services	Uniforms	\$25.00
	Certification Fee (First Aid & Babysitting Course)	\$30.00
	Lock Fee	\$10.00
	Student Council	\$30.00
Notre Dame Academy - Potential Fees without Parent Council funding or fundraising		
Alternative Program Fees	Soccer, Baseball & Golf Academy Monthly Payment	\$950.00
	Soccer, Baseball & Golf Academy Full Payment	\$900.00
	Hockey Academy Monthly Payment	\$1,300.00
	Hockey Academy Full Payment	\$1,250.00
Non-Curricular Travel	EF Tours (<i>not paid directly to NDA</i>) ~estimated maximum charge	\$3,200.00
Extracurricular Fees	Basketball Developmental	\$50.00
	Basketball – B (Girls & Boys)	\$200.00
	Basketball- A (Girls & Boys)	\$275.00
	Volleyball- Developmental	\$50.00
	Volleyball- Girls & Boys	\$225.00
	Golf Team – (<i>not paid directly to NDA</i>)	\$150.00
	Football	\$265.00
	Running Club	\$50.00
	Track and Field	\$50.00
	Badminton	\$50.00
Activity Fees	Tyrell Museum - Gr 7	\$60.00
	Dinner and a Movie (Year End)	\$15.00
	St. Mary's School Drama Production	\$5.00
	Monsignor McCoy High School Drama Production	\$5.00
	Ski Trip/Winter Fun Day	\$60.00
	Elkwater (Science)	\$18.00
	Survivor Camp – Grade 8 (includes camp and student wear)	\$107.00
	Outdoor Education – Grade 9	\$107.00
	Me to We (<i>potential fee if unable to secure grant</i>)	\$20.00
	Echodale	\$5.00
	Elkwater – Grade 6	\$50.00
	Blue & Gold Day	\$10.00
	Gr 7-9 Bussing/Admission to Offsite Options	\$100.00
Non-Curricular Goods/Services	Locker Rental	\$2.00
	Locks	\$10.00

HIGH SCHOOL

Monsignor McCoy High School – Potential Fees without Parent Council funding or fundraising		
Fees for Optional Courses	Band Instrument rental estimate	\$90.00
	Band Supplies	\$40.00
	Con Tech 1 & 23	\$40.00
	Baseball Academy	\$850.00
	AIM Athletic Injury Management Certification	\$5.00
	Fitness & Performance	\$35.00
	Nail Technology Certification Program 4	\$350.00
	For the following optional courses, a fee of \$40 is charged for each semester an option course is taken. If more than one option course is taken the fee remains at \$40:	
	Art	\$40.00
	Cosmetology 1, 2 & 3/4	\$40.00
	Photography 1 & 2	\$40.00
	Drama/Theatre 10,20,30,15,25 & 35	\$40.00
	Food Studies 1 & 2	\$40.00
	Design Studies	\$40.00
	Instrumental Music 10/20/30	\$40.00
	Physical Education Modules (\$20 each, average 2)	\$40.00
	Video 1 & 2	\$40.00
	Sports Medicine 1 & 2	\$40.00
	Choral 10/20/30	\$40.00
	Mechanics 1 & 2/3	\$40.00
Non-Curricular Travel	Panterra 2019-2020	\$3,800.00
Extracurricular Fees	Baseball- Boys	\$700.00
	Basketball- Girls JV	\$1,400.00
	Basketball- Girls SR. Varsity	\$1,700.00
	Basketball Girls Trip (Phoenix)	\$2,800.00
	Basketball- Boys Jr. & Sr Varsity	\$1,000.00
	Basketball Boys Trip (San Diego)	\$2,800.00
	Volleyball- Boys JV	\$500.00
	Volleyball- Boys SR	\$500.00
	Volleyball- Girls JV	\$725.00
	Volleyball- Girls SR	\$1,715.00
	Golf	\$325.00
	Golf – additional cost for Provincials	\$200.00
	Track & Field- City	\$50.00
	Track & Field- Zones	\$50.00
	Track & Field- Provincials	\$200.00
	Badminton	\$145.00
	Fastball	\$130.00
	Football	\$500.00
	Cross Country	\$50.00
Activity Fee	Biology 20 Field Trip Elkwater/Reesor Lake	\$15.00
Non-Curricular Goods and Services	Locker Rental	\$2.00
	Locks	\$10.00
	Student Council	\$30.00
	Graduation Ceremony / Activity Fee	\$85.00

MEDICINE HAT CATHOLIC BOARD OF EDUCATION
COMPARISON OF 2019-20 AND 2020-21 SCHOOL FEES
PRESENTED AT MARCH 10, 2020 BOARD MEETING

Monsignor McCoy High School - Potential Fees without Parent Council funding or fundraising		2019-20	2020-21	Note
Fees for Optional Courses	Band Instrument rental estimate	\$90.00	\$90.00	
	Band Supplies	\$40.00	\$40.00	
	Con Tech 1 & 23	\$40.00	\$40.00	
	Baseball Academy	\$850.00	\$850.00	
	AIM Athletic Injury Management Certification	\$5.00	\$5.00	
	Fitness & Performance	\$35.00	\$35.00	
	Nail Technology Certification Program 4	\$350.00	\$350.00	
	For the following optional courses, a fee of \$40 is charged for each semester an option course is taken. If more than one option course is taken the fee remains at \$40:			
	Art	\$40.00	\$40.00	
	Cosmetology 1, 2 & 3/4	\$40.00	\$40.00	
	Photography 1 & 2	\$40.00	\$40.00	
	Drama/Theatre 10,20,30,15,25 & 35	\$40.00	\$40.00	
	Food Studies 1 & 2	\$40.00	\$40.00	
	Design Studies	\$40.00	\$40.00	
	Instrumental Music 10/20/30	\$40.00	\$40.00	
	Physical Education Modules (\$20 each, average 2)	\$40.00	\$40.00	
	Video 1 & 2	\$40.00	\$40.00	
	Sports Medicine 1 & 2	\$40.00	\$40.00	
	Choral 10/20/30	\$40.00	\$40.00	
	Mechanics 1 & 2/3	\$40.00	\$40.00	
Non-Curricular Travel	Panterra 2019-2020	\$3,800.00	\$3,800.00	
Extracurricular Fees	Baseball- Boys	\$700.00	\$700.00	
	Basketball- Girls JV	\$1,400.00	\$1,400.00	
	Basketball- Girls SR. Varsity	\$1,700.00	\$1,700.00	
	Basketball Girls Trip (Phoenix)	\$2,800.00	\$2,800.00	
	Basketball- Boys Jr. & Sr Varsity	\$1,000.00	\$1,000.00	
	Basketball Boys Trip (San Diego)	\$2,800.00	\$2,800.00	
	Volleyball- Boys JV	\$500.00	\$500.00	
	Volleyball- Boys SR	\$500.00	\$500.00	
	Volleyball- Girls JV	\$725.00	\$725.00	
	Volleyball- Girls SR	\$1,715.00	\$1,715.00	
	Golf	\$325.00	\$325.00	
	Golf – additional cost for Provincials	\$200.00	\$200.00	
	Track & Field- City	\$50.00	\$50.00	
	Track & Field- Zones	\$50.00	\$50.00	
	Track & Field- Provincials	\$200.00	\$200.00	
	Badminton	\$145.00	\$145.00	
	Fastball	\$130.00	\$130.00	
	Football	\$500.00	\$500.00	
	Cross Country	\$50.00	\$50.00	
Activity Fee	Biology 20 Field Trip Elkwater/Reesor Lake	\$15.00	\$15.00	
Non-Curricular Goods and Services	Locker Rental	\$2.00	\$2.00	
	Locks	\$10.00	\$10.00	
	Student Council	\$30.00	\$30.00	
	Graduation Ceremony / Activity Fee	\$85.00	\$85.00	

St. Francis Xavier School - *Potential Fees without Parent Council funding or fundraising		2019-20	2020-21	Note
Activity Fees	Ski/Snowboarding Field Trip (Gr 5&6 only)	\$60.00	\$60.00	
	*Kindergarten Safety City (2 trips @ \$6.00)	\$12.00	\$12.00	
	*Kindergarten Chicks & Bunnies Police Point Park	\$5.00	\$5.00	
	*Grade 1 & 2 John's Butterfly House	\$10.00	\$10.00	
	*Grade 1 & 2 Salta Gymnastics or Woolmine-Duchess, AB	\$10.00	\$10.00	
	*Grade 3 Community Cultural Printmaking Esplanade	\$5.00	\$5.00	Change in name
	*Grade 3 Community Cultural	\$5.00	\$0.00	Removed
	*Gr 3, Gr 4, Gr 5, Gr 6 Medalta Community Classroom	\$25.00	\$25.00	
	*Grade 4/5 Telus Spark Science Centre – Calgary, AB	\$78.00	\$80.00	*Anticipated inflation
	*Grade 6 Retreat Cypress	\$78.00	\$80.00	*Anticipated inflation
	Rotary Music Festival	\$5.00	\$5.00	
	Monsignor McCoy High School Drama Presentation	\$4.00	\$4.00	
	St. Mary's School Drama Presentation	\$6.00	\$6.00	
	*Science in Motion	\$7.00	\$0.00	Removed
Non-Curricular Goods & Services	Music Recorder	\$8.00	\$8.00	
Alternative Program Fee	Academy Fee – full amount	\$550.00	\$550.00	

St. Louis School - *Potential Fees without Parent Council funding or fundraising		2019-20	2020-21	Note
Activity Fees	*Grade 5/6 Elkwater Ski Trip	\$60.00	\$60.00	
	*Grade 6 Outdoor Education Retreat	\$35.00	\$50.00	Staying for more nights and a smaller group to spread the cost over
	*Grade 1-6 Field Trips (to be determined)	\$20.00	\$20.00	

St. Mary's School - Potential Fees without Parent Council funding or fundraising		2019-20	2020-21	Note
Alternative Program Fees	Fine Arts	\$315.00	\$315.00	
Fees for Options	Band- Supply Fee	\$40.00	\$40.00	
	Band- Instrument Rental Fee	\$90.00	\$90.00	
Non-Curricular Travel	Leadership Conference	\$1,000.00	\$1,000.00	
	Explorica French Immersion Quebec Trip (2019/2020) (2021/2022)	\$2,800	\$0	Fee yet to be determine and will be submitted at a later time
Extracurricular Fees	Volleyball- Girls	\$150.00	\$200.00	There is an increase in out of town tournaments; thus increasing the cost. Also, to cover the cost of waived fees.
	Volleyball- Girls C	\$150.00	\$150.00	
	Volleyball- Boys	\$150.00	\$200.00	
	Basketball- Girls A	\$150.00	\$200.00	
	Basketball- Girls B	\$150.00	\$200.00	
	Basketball- Boys A	\$150.00	\$200.00	
	Basketball- Boys B	\$150.00	\$200.00	Fee inadequate in the past. Fee increase represents cost realized.
	Badminton	\$50.00	\$50.00	
	Football Team students play for the Jr. Colts	\$265.00	\$265.00	
	Golf	\$25.00	\$50.00	
	Track & Field	\$20.00	\$50.00	
	Track & Field – Zone Fee	\$30.00	\$30.00	
	Cross Country	\$35.00	\$50.00	
	Cheerleading (maximum fee if no fundraising)	\$350.00	\$350.00	
	Musical	\$100.00	\$100.00	
Activity Fees	Ski Trip/Alternate Winter Activity	\$75.00	\$75.00	
	Swimming	\$10.00	\$10.00	
	Bowling and Lawn Bowling x 4	\$10.00	\$10.00	
	Elkwater Trip	\$25.00	\$25.00	
	Drama Production at Esplanade	\$5.00	\$10.00	Increased admission
Non-Curricular Goods & Services	Locker Rental	\$2.00	\$0.00	Fee removed
	Uniforms	\$25.00	\$25.00	
	Certification Fee (First Aid & Babysitting Course)	\$30.00	\$30.00	
	Lock Fee	\$10.00	\$10.00	
	Student Council	\$30.00	\$30.00	

St. Michael's School - *Potential Fees without Parent Council funding or fundraising		2019-20	2020-21	Note
Activity Fees	Grade 5/6 Elkwater Ski Trip	\$60.00	\$60.00	
	Grade 5/6 Winter Activity	\$33.00	\$33.00	
	Grade 6 Outdoor Education (Camp McCoy)	\$30.00	\$50.00	Cost is actually \$100/student, but fundraising offsets this. Grocery costs have increased. Therefore fee increase is to offset possible lack of fundraising.
	Grade 5/6 Swim Trip	\$20.00	\$20.00	
	Grade 1 Cypress Hills	\$15.00	\$15.00	
	Grade 2 Salta Gymnastics OR Cypress Hills	\$15.00	\$15.00	
Non-Curricular Goods & Services	Grade 3 Cypress Hills	\$15.00	\$15.00	
	Music Recorder	\$10.00	\$10.00	

St. Patrick's School - *Potential Fees without Parent Council funding or fundraising		2019-20	2020-21	Note
Activity Fees	*Grade 1 Esplanade (Discovery Art)	\$0.00	\$5.00	New activity being offered
	*Grade 1 Police Point Park	\$0.00	\$2.50	New activity being offered
	*Grade 1, 2 Bowling	\$0.00	\$4.00	New activity being offered
	*Grade 1 Waterpark Activity	\$0.00	\$2.50	New activity being offered
	*Grade 2 Esplanade & City Hall	\$0.00	\$5.00	New activity being offered
	*Grade 3 Butterfly House	\$0.00	\$10.00	New activity being offered
	*Grade 3 Esplanade Tour	\$0.00	\$7.00	New activity being offered
	*Grade 3 Rocks & Minerals Trip	\$0.00	\$7.00	New activity being offered
	*Grade 4 Bike & Hike (Pizza Lunch)	\$0.00	\$5.00	New activity being offered
	*Grade 4 Police Point Park	\$0.00	\$6.50	New activity being offered
	*Grade 4 Lawn Bowling	\$3.00	\$3.00	
	*Grade 4 Elkwater	\$11.00	\$11.00	
	*Grade 5 Novel Study Movie Fieldtrip	\$7.00	\$7.00	
	Grade 5 Esplanade Presenter	\$0.00	\$2.00	New activity being offered
	Grade 5 Ski Trip	\$65.00	\$65.00	
	*Grade 5 Medalta	\$5.00	\$5.00	
	*Grade 5 Elkwater	\$11.00	\$11.00	
	*Grade 5 Graduation Day	\$0.00	\$15.00	New activity being offered
	Kindergarten Yearly Activities (Safety City, Windmill Garden Ctr, Taco Time, MH Public Library, Police Point, etc)	\$25.00	\$25.00	
	*St. Mary's School Drama Presentation (K-Gr5)	\$6.00	\$6.00	
Non-Curricular Supplies and Materials	*Monsignor McCoy High School Drama Presentation	\$4.00	\$4.00	
	Kindergarten Scrapbooking Fee (AM & PM)	\$15.00	\$15.00	
	Grade 1 - 5 Student Agenda	\$0.00	\$5.00	Revenue no longer received
Other Fees to Enhance Education	Music Recorder	\$7.00	\$0.00	Removed
	Grades 1-5 Online Literacy Classroom Resource (additional optional resource available to students)	\$0.00	\$5.00	New activity being offered
	Grades 3-5 Mathletics Online Resource (additional optional resource available to students)	\$0.00	\$11.55	New activity being offered

Mother Teresa School - *Potential Fees without Parent Council funding or fundraising		2019-20	2020-21	Note
Activity Fees	Kindergarten Neubauer Farms	\$11.00	\$11.00	
	Kindergarten Medalta	\$5.00	\$0.00	Removed
	Kindergarten Mom/Dad Nights	\$4.00	\$4.00	
	Kindergarten Safety City	\$4.00	\$4.00	
	Kindergarten Salta/Twist & Flip	\$8.00	\$8.00	
	Kindergarten MMHS Beauty Culture	\$4.00	\$4.00	
	Kindergarten SPCA/APARC	\$4.00	\$4.00	
	Kindergarten Dance/Zumba/Yoga	\$7.00	\$7.00	
	Kindergarten - Pizza Hut	\$7.00	\$7.00	
	Kindergarten - Doctor/Dental Office/Vet	\$4.00	\$4.00	
	Kindergarten - Medalta Potteries	\$9.00	\$10.00	
	Kindergarten - Windmill Garden Ctr	\$9.00	\$9.00	
	Kindergarten - MH Public Library	\$4.00	\$4.00	
	Kindergarten - Fire Station	\$4.00	\$4.00	
	Kindergarten - Senior Centre	\$5.00	\$5.00	
	*Grades K-4 Police Point Park	\$5.00	\$5.00	
	*Grades K-6 St. Mary's Musical	\$7.00	\$7.00	
	*Grades K-6 Swimming (x2)	\$6.00	\$6.00	
	*Grades K-6 Skating (x2)	\$6.00	\$6.00	
	Grade 1-6 Echodale	\$0.00	\$10.00	New field trip
	Grade K & 1 Bowling	\$6.00	\$6.00	

Non-Curricular Goods & Services	Music Recorder	\$6.00	\$6.00	
Activity Fees	Grades 1-6 Community Classroom	\$25.00	\$25.00	
	Grade K-6 Family Leisure Centre	\$18.00	\$11.00	
	*Grade 2 & 3 Pioneer Village	\$5.00	\$5.00	
	*Grade 2 & 3 Public Library	\$5.00	\$5.00	
	*Grade 2 & 3 Medicine Hat Museum	\$10.00	\$10.00	
	*Grade 2, 3 & 5 City Downtown Tour	\$0.00	\$10.00	New field trip
	Grade 3 Butterfly House	\$12.00	\$12.00	
	Grade 4 Elkwater	\$15.00	\$15.00	
	Grade 4 Writing on Stone	\$0.00	\$30.00	New field trip
	Grade 4 Dinosaur Provincial Park	\$0.00	\$30.00	New field trip
	*Grades 4, 5 & 6 City Track & Field	\$3.00	\$3.00	
	Grade 5 Elkwater	\$17.00	\$15.00	
	*Grade 5 Family Leisure Centre	\$18.00		
	*Grade 5 Curling Rink	\$13.00	\$13.00	
	*Grade 5 Police Point Park Pond Study	\$8.00	\$8.00	
	*Grade 5 City Power Plant	\$5.00	\$0.00	Removed
	Grade 5/6 Elkwater Ski Trip	\$80.00	\$80.00	
	*Grade 5/6 City Hall & Provincial Building	\$5.00	\$5.00	
	Grade 5/6 Alternate Winter Activity	\$30.00	\$30.00	
	*Grade 6 Outdoor Education (Camp McCoy)	\$100.00	\$100.00	
	Choir to Lethbridge Symphony/ Concert	\$40.00	\$40.00	
	*Choir JazzFest Concert	\$5.00	\$5.00	
	*Choir Rotary Music Festival	\$12.00	\$12.00	

École St. John Paul II School - *Potential Fees without Parent Council funding or fundraising		2019-20	2020-21	Note
Activity Fees	*Community Classroom (Kindergarten – Grade 6)	\$25.00	\$25.00	
	*Field Trips Music	\$12.00	\$0.00	Removed - duplicate
	*Skating	\$0.00	\$10.00	New activity added (2 trips x \$5/trip)
	*Swimming	\$0.00	\$10.00	New activity added (2 trips x \$5/trip)
	*School Presentations	\$50.00	\$12.00	
	*Elementary Athletic Association Fee	\$1.00	\$1.00	
	Running Club (includes shirt)	\$15.00	\$15.00	
	Grade 6 Outdoor Education Retreat (Camp McCoy)	\$50.00	\$50.00	
	Ski Trip	\$65.00	\$65.00	
	*Kindergarten Field Trips	\$30.00	\$30.00	
	*Grade 1 – 6 Field Trips	\$30.00	\$30.00	
	*Year End Fun Day	\$18.00	\$18.00	
	*Waterpark (Year End Trip)	\$5.00	\$5.00	
	*Grade 4-6 City Track & Field	\$3.00	\$3.00	
	*Choir Rotary Music Festival	\$12.00	\$12.00	
	*Grade 5/6 City Hall & Provincial Building	\$3.00	\$3.00	
Non-Curricular Goods & Services	Music (book, CD, recorder)	\$10.00	\$10.00	
Fees for Optional Courses	Keyboarding, Mathletics (charge is for an optional resource available)	\$14.00	\$15.00	Increased cost in materials anticipated

Notre Dame Academy - Potential Fees without Parent Council funding or fundraising		2019-20	2020-21	Note
Alternative Program Fees	Soccer, Baseball & Golf Academy Monthly Payment	\$950.00	\$950.00	
	Soccer, Baseball & Golf Academy Full Payment	\$900.00	\$900.00	
	Hockey Academy Monthly Payment	\$1,300.00	\$1,300.00	
	Hockey Academy Full Payment	\$1,250.00	\$1,250.00	
Non-Curricular Travel	EF Tours (not paid directly to NDA) ~estimated maximum charge	\$3,200.00	\$3,200.00	
Extracurricular Fees	Basketball Developmental	\$50.00	\$50.00	
	Basketball – B (Girls & Boys)	\$200.00	\$200.00	
	Basketball- A (Girls & Boys)	\$250.00	\$275.00	Increase is to allow players to attend more tournaments
	Volleyball- Developmental	\$50.00	\$50.00	
	Volleyball- Girls & Boys	\$200.00	\$225.00	Increase is to allow players to attend more tournaments
	Golf Team – (not paid directly to NDA)	\$150.00	\$150.00	
	Football	\$265.00	\$265.00	
	Running Club	\$50.00	\$50.00	
	Track and Field	\$50.00	\$50.00	
	Badminton	\$50.00	\$50.00	
Activity Fees	Tyrell Museum - Gr 7	\$60.00	\$60.00	
	Dinner and a Movie (Year End)	\$15.00	\$15.00	
	St. Mary's School Drama Production	\$5.00	\$5.00	
	Monsignor McCoy High School Drama Production	\$5.00	\$5.00	
	Ski Trip/Winter Fun Day	\$60.00	\$60.00	
	Elkwater (Science)	\$18.00	\$18.00	
	Outdoor Education Camp - Gr 9	\$0.00	\$107.00	New Fieldtrip/Activity being offered
	Survivor Camp (includes camp and student wear)	\$107.00	\$107.00	
	Me to We (potential fee if unable to secure grant)	\$20.00	\$20.00	
	Echodale	\$5.00	\$5.00	
	Grade 6 Elkwater	\$50.00	\$50.00	
	Blue & Gold Day	\$10.00	\$10.00	
Non-Curricular Goods/Services	Gr 7-9 Bussing/Admission to Offsite Options	\$100.00	\$100.00	
	Locker Rental	\$2.00	\$2.00	

Non-Curricular Goods/Services	Locks	\$10.00	\$10.00
-------------------------------	-------	---------	---------

SCHOOL FEES

Background

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

Definitions

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

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

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

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

Procedures

1. Approval

1.1. Administrative & School Fees

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

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

1.2. Transportation Fee

1.2.1. Elementary Schools

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

1.2.2. St. Mary's School

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

1.2.3. Notre Dame Academy

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

1.2.4. Monsignor McCoy High School

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

1.3. Lost/Damaged Material Fee

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

2. Communication Process

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

3. Outstanding Fees

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

4. Waiving of Fees

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

- 4.1.2. Not eligible to have fees waived and is unable to pay the full amount when due, the parent/guardian shall contact the school to be advised of payment options such as installment payments. The Principal is authorized to approve payment options and the payment plan must be completed by April 30th.
- 4.2. Staff at each school are to become familiar with the circumstances and process for which fees are waived. The process is to be discussed at the first staff meeting of the school year and **Forms 505-1 and Form 505-2- Application for Waiver of Fees** is to be posted in a common area in the school (ie staff room, front office, etc) and readily available to staff and parents.
- 4.3. **Administrative Procedure Form 505-1 and 505-2 Application for Waiver of Fees** is to be communicated to Parents in September of each school year.
- 4.4. Disputes and concerns can be made in accordance with *Board Policy 13: Appeals and Hearings Regarding Student Matters*.
- 4.5. All waiver requests shall be provided directly to the Principal in a sealed envelope by the Parent.
- 4.6. Upon being provided the Principal shall ensure that the record is secured in a locked file cabinet/room and will be available for review only by the Principal, Vice-Principal, and Superintendent or designate.
- 4.7. The Principal will provide details of any approved waivers to the school employee responsible for school fee administration.
- 4.8. The Principal will notify the applicant in writing if the waiver request was approved or not approved.

5. Calculation Process

- 5.1. Students who are new to the Division, or who enroll subsequent to the commencement of the school year/semester, shall be charged school fees using the following process:
 - 5.1.1. For non-semester schools, fees shall be charged on a prorated basis over a 10-month period.
 - 5.1.2. For semester schools, fees shall be charged on a prorated basis over a five-month period.
 - 5.1.3. On or before the 15th of the month, students shall be charged as if they had registered at the beginning of the month. After the 15th of the month, students shall be charged fees for one-half of the month.
- 5.2. Students who leave school prior to the end of the school year or semester shall be refunded school fees using the following process:
 - 5.2.1. For non-semester schools, refunds shall be calculated on a prorated basis over a 10-month period.
 - 5.2.2. For semester schools, refunds shall be calculated on a prorated basis over a five-month period.
 - 5.2.3. On or before the 15th of the month, students shall be charged as if they had left at the beginning of the month. After the 15th of the month, students shall be refunded fees for one half of the month.
 - 5.2.4. Refunds on non-instructional fees and non-core educational fees shall be based on the unused portion of resources or materials where applicable.
 - 5.2.5. All refunds for students leaving the school shall be paid within 30 days.

6. Unacceptable Fees and Uses

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

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

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

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

Name of School: _____

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

Reason for Request to Waive Fees:

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

SIGNATURE:

Parent Name (please print): _____

Date: _____

Parent Signature: _____

Approved

☐ **Not Approved**

Principal Signature: _____

Date: _____

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

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

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

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

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

SECTION A: FAMILY INFORMATION

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

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

- ☐ I have attached a copy of the 2016 Option C Form or Notice of Assessment for **ALL** adults in the household. **OR**
- ☐ I have attached a copy of a current Social Services Health Benefits card, which lists the above students as my dependents. **OR**
- ☐ I have attached a copy of my Alberta Works Health Benefit card with a letter of confirmation of renewal for the current year, which lists the above students as my dependents.

SECTION C: EXCEPTIONAL CIRCUMSTANCES (Optional)

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

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

Page 2 of 2

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

SECTION D: PERMISSION TO EMAIL

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

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

SIGNATURE:

Signature (Parent/Guardian 1): _____ Date: _____

Signature (Parent/Guardian 2): _____ Date: _____

IMPORTANT INFORMATION

1. Application only needs to be completed once per school year, per family when all children attend the same school; otherwise a form for each school will need to be completed.
2. **Freedom of Information and Protection of Privacy – Notification of Use:** The information collected on this form is for the purpose of processing this Application for Waiver of Fees Greater than \$150. This personal information is collected pursuant to the provisions of the FOIP Act, section 33(c). If you have any questions about the collection and use of the information, please contact The Medicine Hat Catholic Board of Education's Executive Assistant to the Superintendent, 1251 – 1st Avenue S.W. Medicine Hat, Alberta, T1A 8B4, 403.527.2292.
3. This application must be completed in its entirety to be considered.
4. The deadline for receipt of this application is December 15, 2017 (for September 2017 registrants). No applications will be accepted after these dates.
Busing will not be available until Transportation Fees are paid or waived.
5. Mail the signed and completed application form with supporting documents, marked CONFIDENTIAL, to the school Principal. Contact information can be found on the school website via www.mhcbe.ab.ca.
6. You are responsible for your fees until such time as you have received approval notification from our office. It is our goal to process the Waiver of Fees Greater than \$150 within three (3) weeks of receiving your application. If you have not heard from our office within a reasonable period of time, please contact the school Principal. Contact information can be found on the school website via www.mhcbe.ab.ca.
7. Information from Sections A-C will be used in conjunction with the following chart of Low Income Cut-Offs Before Tax (www.statcan.gc.ca) for the 2017-18 School Year to determine if a reduction or waiver of fees is warranted.

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

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



Decision Report

Public Meeting

REPORT TO THE BOARD OF TRUSTEES

Date: March 10, 2020 **AGENDA ITEM:**

To: The Board of Trustees

From: Dwayne Zarichny, Superintendent of Schools

Originator: Greg MacPherson, Secretary Treasurer

Rationale: Governance

Policy/Procedure: Policy 2

Subject: Approval of the 2020-2023 Capital Plan

BACKGROUND:

MHCBE annually approves the Capital Plan for submission to Alberta Education by April 1. FWBA was contracted to prepare the 2019-2022 Capital Plan which was approved by the Board of Trustees. The situation has remained static and as such the existing plan remains valid. As such it is recommended that the Board reapprove the plan for 2020-2023.

The Modular requests are submitted in November of each year. The modular requests are based on the three-year plan.

The three-year plan prioritizes the following:

1. St. Mary's School Right-sizing and Modernization - \$12,618,720
2. Mother Teresa School Right-sizing and Modernization - \$7,802,880
3. St. Michael's School Modernization - \$6,400,800
4. St. Francis Xavier School Modernization - \$4,267,200
5. St. Patrick's School Modernization - \$10,363,200

STATUS & RELATIONSHIP TO SLQS:

Competency: 6 – School Authority Operations and Resources

Indicators: 6.a Providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements.

RESULTS OR ANTICIPATED OUTCOMES:

That the MHCBE provide Alberta Education the continued three-year capital plan and 10-year Facility Plan as required and that the report generate the projects as required.

GOVERNANCE IMPLICATIONS:

The Board of Trustees is making this decision within their responsibilities under Policy 2 section 9.5 *"Approve annually the Three-year Capital Plan and Facilities Master Plan for submission by the due date"*.

RECOMMENDED DECISION:

That the Board of Trustees for the Medicine Hat Catholic Board of Education approve the current Three-year Capital Plan (2019-2022) as the new Three-year Capital Plan (2020-2023) and reapprove the 10-year Planning Priorities (2019-2028) as presented.

ATTACHMENTS:

1. 3-year Capital Plan (2019-2022) and 10-year Planning Priorities (2019-2028)

Medicine Hat Catholic Board of Education

3-Year Capital Plan (2019-2022)

10-Year Planning Priorities (2019-2028)



Presented: February 12, 2019

Approved by the Board of Trustees: March 12, 2019

Medicine Hat Catholic Board of Education

1251 - 1st Avenue S.W.

Medicine Hat, AB T1A 8B4

Phone: 403.527.2292

Page 65 of 87
www.mhcb.e.ab.ca

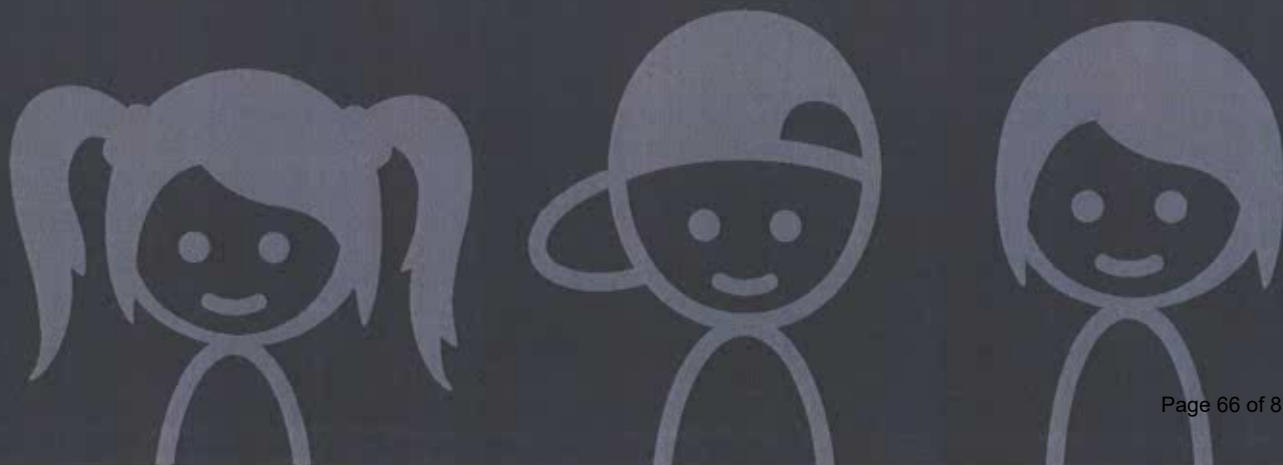
Prepared by:



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

TABLE OF CONTENTS

A	Recommendation on Prioritization
A1	District Principles
A2	Partnerships and Sustainability
B	City of Medicine Hat Growth Trends
C	Planning Priorities
C1	St. Mary's School_Right-Sizing and Modernization
C2	Mother Teresa School_Right-Sizing and Modernization
C3	St. Michael's School_Modernization
C4	St. Francis Xavier School_Modernization
C5	St. Patrick's School Modernization
D	Appendix
D1	MHCBE Facility Fact Sheet
D2	City of Medicine Hat School Site Planning



A. RECOMMENDATIONS ON PRIORITIZATION

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

Guiding Principles

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

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

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

District Wide Area Capacity Utilization Summary

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

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

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

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

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

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

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

A1. DISTRICT PRINCIPLES

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

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

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

Mission

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

Vision

A gospel-centered community committed to:

- Learning excellence
- Christian service
- Living Christ

Motto

Showing the Face of Christ to All

Values

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

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

A2. PARTNERSHIPS AND SUSTAINABILITY

Partnering with our Community

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

Creating Infrastructure Sustainability

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

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

The Challenge

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

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

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

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

B. CITY OF MEDICINE HAT GROWTH TRENDS

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

Current MHCBE Capacity and Utilization

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

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

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

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

Capacity for 10-year growth projections

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

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

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

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

Conclusions

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

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

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

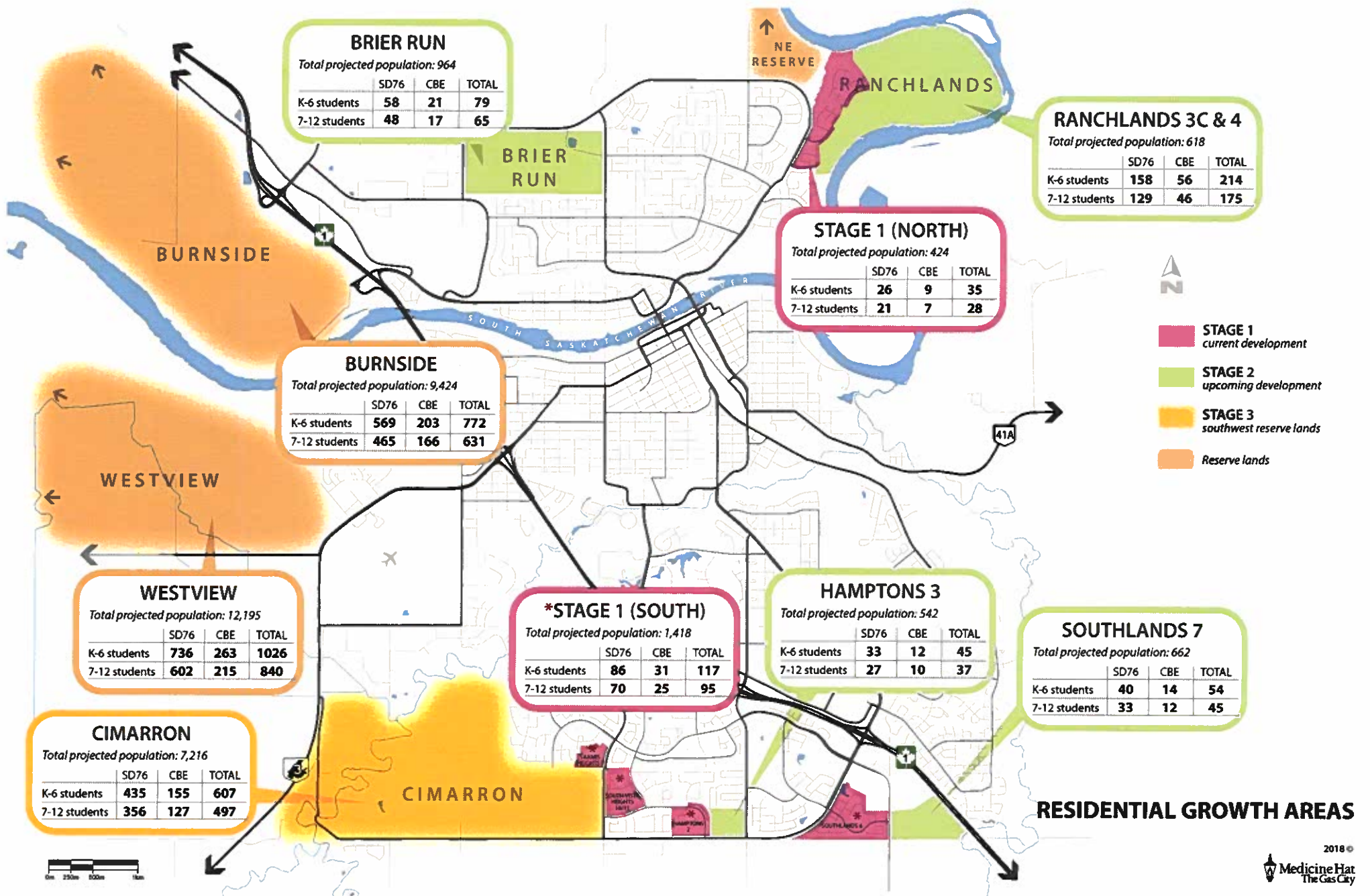
Neighbourhood (by stage)	Area (ha)	Dwellings	People	Years	Total 5-17 (15.3% of pop)	Total K-6 (5-11y)	Total 7-12 (12-17y)	SD76 K-6 (5-11y)	SD76 7-12 (12-17y)	CBE K-6 (5-11y)	CBE 7-12 (12-17y)
Stage 1 (Existing Inventory)											
Saamis Heights 7		105	315	0.5	48	27	22	19	16	7	6
South Vista 10 + 11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

Notes

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

Density (per gross hectare)

People	30.1
Dwellings	11.0





C. PLANNING PRIORITIES



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

Estimated Project Cost: \$12,618,720

Hard Construction Cost: \$10,350,000 | Soft Costs: \$2,070,000 | Non-refundable GST: \$198,720

BUILDING ID

B3782A

LOCATION

Medicine Hat, Alberta

FCI | FCR

16.40% | 19.27% (February 1, 2017)

REPLACEMENT COST

\$21,168,191

AREA

5,834m² (62,774ft²)

GRADE CONFIGURATION

Current: 7-9

Proposed: No change

ENROLLMENT

2017-2018: 345

2018-2019: 357

2020: 350 (Projected)

CAPACITY

Current: 773 (44.6% Utilization)

Proposed: 450

PRIORITY OVERVIEW

St. Mary's School Right-sizing and Modernization

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

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

Educational Benefit

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

Infrastructure Benefit

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

Time Frame

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

Key Points:

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



MOTHER TERESA | RIGHT-SIZING AND MODERNIZATION

Estimated Project Cost: \$7,802,880

Hard Construction Cost: \$6,400,000 | Soft Costs: \$1,280,000 | Non-refundable GST: \$122,880

BUILDING ID

B3776A

LOCATION

Medicine Hat, Alberta

FCI | FCR

18.72% | 10.79% (August 21, 2009)

REPLACEMENT COST

\$12,151,600

AREA

3,574m² (38,456ft²)

GRADE CONFIGURATION

Current: K-6

Proposed: No change

ENROLLMENT

2017-2018: 274

2018-2019: 255

2020: 258 (Projected)

CAPACITY

Current: 441 (58% Utilization)

Proposed: 350

PRIORITY OVERVIEW

Mother Teresa School Right-sizing and Modernization

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

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

Educational Benefit

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

Infrastructure Benefit

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

Time Frame

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

Key Points:

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



ST. MICHAEL'S SCHOOL | MODERNIZATION

Estimated Project Cost: \$6,400,800

Hard Construction Cost: \$5,250,000 | Soft Costs: \$1,050,000 | Non-refundable GST: \$100,800

PRIORITY 3

BUILDING ID

B3783A

LOCATION

Medicine Hat, Alberta

FCI | FCR

6.21% | 15.79% (February 1, 2018)

REPLACEMENT COST

\$8,335,179

AREA

2,339m² (25,168ft²)

GRADE CONFIGURATION

Current: K-6

Proposed: No change

ENROLLMENT

2017-2018: 153

2018-2019: 188

2020: 170 (Projected)

CAPACITY

306 (61% Utilization)

PRIORITY OVERVIEW

St. Michael's School Modernization

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

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

Educational Benefit

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

Infrastructure Benefit

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

Time Frame

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

Key Points:

- Facility modernization to better facilitate a 21st century learning environment for all students.
- Address pressing maintenance and/or replacement requirements for hot water heating and electrical systems, as well as for building envelope and interior finish components.



ST. FRANCIS XAVIER SCHOOL | MODERNIZATION

Estimated Project Cost: \$4,267,200

Hard Construction Cost: \$3,500,000 | Soft Costs: \$700,000 | Non-refundable GST: \$67,200

PRIORITY 4

BUILDING ID

B3780A

LOCATION

Medicine Hat, Alberta

FCI | FCR

16.11% | 14.51% (January 30, 2017)

REPLACEMENT COST

\$5,506,676

AREA

1,545m² (16,624ft²)

GRADE CONFIGURATION

Current: K-6

Proposed: No change

ENROLLMENT

2017-2018: 93

2018-2019: 105

2020: 155 (Projected)

CAPACITY

Current: 183 (57.4% Utilization)

Proposed: 250

PRIORITY OVERVIEW

St. Francis Xavier School Modernization

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

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

Educational Benefit

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

Infrastructure Benefit

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

Time Frame

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

Key Points:

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



ST. PATRICK'S SCHOOL | MODERNIZATION

Estimated Project Cost: \$10,363,200

Hard Construction Cost: \$8,500,000 | Soft Costs: \$1,700,000 | Non-refundable GST: \$163,200

PRIORITY 5

BUILDING ID

B3784A

LOCATION

Medicine Hat, Alberta

FCI | FCR

12.66% | 9.41% (January 30, 2017)

REPLACEMENT COST

\$12,950,600

AREA

3,809m² (40,985ft²)

GRADE CONFIGURATION

Current: K-6

Proposed: No change

ENROLLMENT

2017-2018: 351

2018-2019: 404

2020: 360 (Projected)

CAPACITY

498 (81.1% Utilization)

PRIORITY OVERVIEW

St. Patrick's School Modernization

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

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

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

Educational Benefit

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

Infrastructure Benefit

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

Time Frame

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

Key Points:

- Facility modernization to better facilitate a 21st century learning environment for all students.
- Rectify stressed school core by expanding area for core services to meet current and project enrollments.
- Replace portable classrooms that are beyond their anticipated service life with permanent construction to reflect steady anticipated enrollment in the areas.



D. APPENDIX

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

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

Facility Statistics

1.0	CAPE (Former St. Louis School)	Leased
	.01 FCI: 17.27% (\$1,067,000)	
	a. VFA date: January 9, 2011 (April 12, 2011)	
	.02 Capacity: n/a	
	.03 ACU (2018-2019): n/a	*See note 4
2.0	École St. Thomas d'Aquin	Surplus
	.01 FCI: 26.55% (\$1,357,761)	*See note 2
	.02 FCR: 51.47%	
	.03 Capacity: 143	
	.04 ACU (2018-2019): n/a	*See note 3
3.0	Monsignor McCoy High School	10-12
	.01 FCI: pending	
	.02 Capacity: 754 (update pending receipt of small-scale plans)	
	.03 ACU (2017-2018): 527 69.6%	
	.04 ACU (2018-2019): 509 67.5%	
	a. Trending down	
	.05 ACU (2020): 444 58.9%	
	.06 ACU (2029): 404 53.6%	
4.0	Mother Theresa School	K-6
	.01 FCI: 18.72% (\$2,012,217)	
	.02 FCR: 10.79%	
	a. VFA date: August 21, 2009 (October 22, 2018)	
	.03 Capacity: 441	
	.04 ACU (2017-2018): 273.5 62.0%	
	.05 ACU (2018-2019): 255 (266) 57.7%	
	a. Holding steady	
	.06 ACU (2020): 258 58.5%	
	.07 ACU (2029): 279 63.3%	
5.0	Notre Dame Academy	6-9
	.01 FCI: 0.81% (\$133,129)	
	.02 FCR: n/1	
	a. VFA date: September 14, 2015 (October 22, 2018)	
	.03 Capacity: 485	
	.04 ACU (2017-2018): 402 82.9%	
	.05 ACU (2018-2019): 406 83.7%	
	a. Currently holding steady, anticipated to trend down	
	.06 ACU (2020): 363 74.8%	
	.07 ACU (2029): 342 70.5%	

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

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

Notes:

1. The information provided here has been consolidated from the available Alberta Infrastructure RECAP Facility Evaluation Reports; from capacities identified on Alberta Education's Instructional Area Form templates; and from available enrollment information provided by the school district. ACU enrollments are based on the 2018-2019 FTE provided, and exclude pre-school enrollments where relevant.
2. *This note not used*
3. Ecole St. Thomas d'Aquin has been made surplus by the school district and closed in accordance with government requirements.
4. The CAPE charter school will be relocated to a different facility in late-2018. The disposition of the current facility is not yet considered as a part of this analysis or any recommendations made.

ACSTA Report – March 10, 2020

Feb 6, 2020, facilitator Margo Ross lead a discussion examining the role of the ACSTA. We spent considerable time discussing what does the membership expect of the ACSTA. How do we know that and what is the role and expectations of a director. That discussion took up most of the morning. We discussed in small groups and then the entire board. Lots of ideas were expressed, including faith leadership, advocacy. There was to be a summary of all the points made by the groups but that report has not been received yet. I will follow up to see if that report is available.

It was overall a good session as it focused thought on what we do as an association, what should we do and justifying why we do what we do. The discussion was centered through the lens of our Mission statement of "Celebrate, Preserve, Promote and Enhance Catholic Education".

There was a discussion of do you understand the role of the ACSTA? What does the ACSTA do for us was also asked. We focused obstacles that the association faces as it does it's work. We centered on four areas namely, size and structure, communications, our understanding of good governance and jurisdiction and authority. There was a lot of discussion on the size of the board, 24 members, being too large and sometimes being an obstacle. While the notion had some support, there was no agreement as to the formula of reducing our size. Personally, I don't think that notion is going to gain much traction. Question was asked as to how resizing would improve communications or ACSTA unity.

It was suggested that local boards may use the ACSTA services a bit more or find resources locally. Examples board PD of governance, or better reading and understanding budgets.

Couple of other items of interest, Dean will not seek a contract extension when his term expires in August of this year. The search for a replacement has already begun. There are four directors on the hiring committee namely Michael Ouellette from Grande Prairie, John de Jong from Christ the Redeemer, Pat Bremner from Holy Spirit and Lory Iovinelli from Calgary Catholic. We will have a report and recommendations by our meeting in May.

Also, Brian Callaghan is reportedly leaving the PSBAA. Personal views and views of the association were cited as the reason.

At the business meeting discussion of the Resource Development Coordinator position. The half time position is currently being advertised.

There was no update into Theodore. Expect decision by mid March. No matter the outcome of that decision, there will be a request to the Supreme Court. For the ACSTA to participate as intervenors would come with a price tag of \$75 to 100k.

We discussed certificate courses in Catholic Trusteeship. This is an on line program beginning March 30 through June 14 at a cost of \$85. There also are programs on Catholic School Governance and Issues in Catholic Education through Neuman College.

From meeting with the Minister, there will be no forced amalgamation of school boards, however, if there are any boards who wish to join together the Minister would listen.

There has been a change to the standing committees. We now have five: Governance, Finance, AGM and Convention, Succession Planning, and Faith Formation.

Our next meeting is in May.

**Medicine Hat Catholic Board of Education
CUPE Staff Board Advisory Committee
MINUTES
January 23, 2020 from 3:00 pm – 3:30 pm
Catholic Education Centre**

CUPE:

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

MHCBE:

Mr. David Leahy, Trustee
Mr. Greg MacPherson, Secretary-Treasurer (Chair)

Guest:

Mr. Francis MacQuarrie, Facilities and Operations Supervisor

1. Welcome and prayer (Greg)
2. Approval of the agenda (Greg)
3. Minutes of September 26, 2019 were previously electronically approved.
4. Committee action
 - a. Standing Item - OHS status (Jake and Greg)
 - i. OHS Committee updates presented to the Committee
 1. OHS Committee minutes are being shared with all staff
 2. Jake is the CUPE representative on the committee
 3. Hour Zero is fully implemented
 - ii. Status of Joint Worksite Safety Committee
 1. Approved for having one Joint Worksite Safety Committee as opposed to one at each worksite.
 - b. Standing Item - Custodial Training (Jake and Francis)
 - i. New and upcoming training/responsibilities for custodians
 1. Training for custodians in May 15, 2020. Topics to be confirmed
 - c. Past Business
 - i. School Security
 1. Monsignor McCoy concerns were addressed with the School Principal.
 2. A reminder was sent to all schools that doors need to be locked at the end of the school day

ii. Hour Zero (Greg)

- 1. A report from the OHS officer will be shared regarding custodians needing to be included at the school level for the buddy system for Hour Zero. The SERT leader needs to assign the daytime and evening custodians a buddy in their action plan.**
 - a. Schools are working on their systems and will ensure the custodians are included.**

iii. Snow Removal (Francis)

- 1. Update on the progress with the changes to snow removal**

d. New Business

i. Report from Facilities and Operations Supervisor (Francis)

- 1. See attached**
- 2. Special thanks to Marcus for reporting unusual noises from the mechanical room at St. Michael's School. The boiler pumps were dry and if unreported could have led to the school freezing up over the weekend.**
- 3. Continue being attentive to the boiler inspections.**

5. Next meeting

- a. Meeting #3 - Thursday May 7, 2020 at 3:00 pm in the CEC Boardroom**

6. Adjournment

Jake Braaten

Greg MacPherson

CUPE Report

1. Below is a brief snapshot of CUPE sick absence hours that we had for 2018 and 2019 for comparison. These don't include any other absences. From these stats we can see that CUPE sick absences increased by 121 hours. We were able to find subs for 85% compared to the previous year. The school division has just started conversations regarding Health & Wellness in the Division but this may be a place to start these conversations to ensure the physical and mental health of our custodial staff receives the same recognition.

CUPE-sick

2017	987.5 hours	838.5 hours	85% filled
2018	835.3 hours	557.7 hours	67% filled
2019	956.4 hours	816.9 hours	85% filled

2. There is still some communication gaps regarding the snow removal process that the school division adopted in November which would include the addition of an "on call" component. The process for doing snow on holidays and weekends as only changed in that all snow removal must be done between 9:00 am and 4:30 pm. The custodian responsible for removing snow at their respective schools should be calling or texting the Facilities and Operations Supervisor or designate, to receive authorization to go in to clear snow on weekends or holidays. We use the amount of snowfall, city by-law, weather conditions, school events and staff safety to aid in deciding whether or not to authorize snow removal for that day. Upon receiving authorization the custodian would then need to notify the supervisor or designate of when they arrive at the school and when they leave. When they have completed the snow removal and logged the work on a FAME request along with the proper paperwork they contact the supervisor or designate and indicate that they are leaving. We had an incident this year where the custodian left and didn't call to sign out and when I realized this and called after their normal hours I called and was unable to reach that staff member. I then had to drive across the city to verify that they hadn't collapsed or were injured on the school site and in this instance I was able to verify they had signed out and weren't on the school property.
3. The 'on call' component was added this year to ensure that in the event of a major storm or possible poor weather we could put custodians on notice, in advance, that they must be available to work on the date that we notify them for. When they are put on notice they receive financial compensation on their paychecks according to the agreement, whether they clear snow or not. So far this year when staff have been sick or unavailable maintenance staff have gone in on the weekend to clear snow at the school. This system is far from perfect and there are no spares available to cover snow removal unless I call in substitutes from our spare list but the difficulty in that is they wouldn't accumulate lieu hours which is different from the agreement. This hasn't made any other custodians available from our staff list to my knowledge.
4. For ease of communicating that snow removal is authorized or "on call" has been invoked I am suggesting that something be set up on the school division website that custodians can log into or check instead of calling for authorization. Then they will know if they are required to go in. Right now they are calling me or texting but not everyone does. This would make it consistent.

Then when they arrive at the school they send an email and sign out with an email. This helps track hours but also addresses the working alone.

5. McCoy security evenings and after hours still hasn't improved in my opinion. When I have been to the school after hours the areas that can be locked for safety aren't being locked. Jake and Corinne could better speak to this.

Questions?