



# PUBLIC BOARD MEETING

## Medicine Hat Catholic Board of Education

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

## AGENDA

Tuesday, April 14, 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*

**Live Stream Link:** <https://stream.meet.google.com/stream/dc3ca387-db61-429a-a061-5c03282ed446>

1. **Call to Order:** Dick Mastel

2. **Opening Prayer:** Kathy Glasgo

3. **Approval of Minutes**

**3.1 Regular Board Meeting Minutes from March 10, 2020**

**RECOMMENDATION:**

“**THAT** the Board of Trustees approve the minutes of the Regular Board Meeting held on March 10, 2020 as circulated”.

Incl.  
3-6

**3.2 Special Board Meeting Minutes from March 12, 2020**

**RECOMMENDATION:**

“**THAT** the Board of Trustees approve the minutes of the Special Board Meeting held on March 12, 2020 as circulated”.

Incl.  
7

**3.3 Special Board Meeting Minutes from March 13, 2020**

**RECOMMENDATION:**

“**THAT** the Board of Trustees approve the minutes of the Special Board Meeting held on March 13, 2020 as circulated”.

Incl.  
8

4. **Approval of the Action Agenda**

**RECOMMENDATION:**

“**THAT** the Action Agenda dated April 14, 2020 be approved as circulated”.

5. **Board Communications**

**5.1 ASEBP Trustees’ Report**

Incl.  
9-13

6. **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.

**6.1 Religion During COVID-19 (Richard)**

7. **Parish Community Relations Committee Report – Robert Risling**

8. **April Board Work Plan Items**
  - 8.1 Teacher Retirement Dinner
  - 8.2 SPICE/Blueprints Conferences
  - 8.3 Monsignor McCoy Graduation
  - 8.4 August Faith Formation Mass Awards
  - 8.5 Edwin Parr Nominee
9. **Information Items**

**Report from the Superintendent**

  - 9.1 Strategic Priorities Update (**Zarchiny**) Incl. 15-18
  - 9.2 Notre Dame Academy Modular Washroom (**MacPherson**) Incl. 19-23
  - 9.3 2020-21 Grounds Maintenance Contract (**MacPherson**) Incl. 24-25
  - 9.4 January Diploma Exam Results (**Hellman**) Incl. 26-38
  - 9.5 Supporting Kids and Families from Home (**Lehr**) Incl. 39-41
10. **Action and Discussion Items**
  - 10.1 Review of Actions to Date – COVID-19 Pandemic (**Zarchiny**) Incl. 42-44
  - 10.2 Approval of the 2020-21 Budget (**MacPherson**) Incl. 45-46
  - 10.3 ERIP Applications (**Hellman**) Incl. 47-48
  - 10.4 Division Communications Update (**Hallas**)
11. **Committee Reports**
  - 11.1 Medicine Hat Catholic Schools' Education Foundation (**Dick Mastel**) Incl. 49
  - 11.2 Representative to ACSTA (**Dick Mastel**)
  - 11.3 Representative to Teacher Board Advisory Committee (**Kathy Glasgo**)
  - 11.4 Representative to ASBA Zone 6 (**Peter Grad**)
  - 11.5 Representative to Support Staff Board Advisory Committee (**Robert Risling**) Incl. 50
  - 11.6 Representative to Parent Association (**Kathy Glasgo**) Incl. 51
  - 11.7 Salary Negotiations
    - 11.7.1 ATA (**Peter Grad**)
    - 11.7.2 CUPE (**Dick Mastel**)
  - 11.8 CUPE Staff Board Advisory Committee (**David Leahy**)
  - 11.9 Student Board Advisory Committee (**Dick Mastel**)
  - 11.10 Sister of Charity of St. Louis Arts & Athletic Performance Centre (Adhoc) Committee (**David Leahy**)
12. **Closing Prayer**

**Carrying out Your Ministry:** *Lord, thank you for being with us during this meeting and for having guided our thoughts, words and actions. Stay with us now as we leave this meeting and return to our respective lives. Help us to keep you, as you are now, in our thoughts, words, and actions. We ask this in Jesus' name, Amen.*
13. **Adjournment (Dick Mastel)**

#### **Notice of Public Board Meetings**

- All regular scheduled Public Board Meetings are held on the 2<sup>nd</sup> Tuesday at 4:30 PM of each month at the Catholic Education Centre located at 1251 1<sup>st</sup> Avenue SW (unless otherwise advertised).
- General Public are welcome to attend – Information can be found at [www.mhcbe.ab.ca](http://www.mhcbe.ab.ca) or by calling 403-527-2292.
- **Upcoming Board Meetings:**  
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 – 1<sup>st</sup> Avenue S.W., Medicine Hat, Alberta on March 10, 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
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 – February 11, 2020**

3587 Motion. Peter Grad: “THAT the Minutes of the Regular Meeting held February 11, 2020 be approved as circulated”.

Carried unanimously.

**APPROVAL OF THE ACTION AGENDA**

3588 Motion. Kathy Glasgo: “THAT the Action Agenda dated March 10, 2020 be approved as amended.”

Carried unanimously.

Note:

- Amendment to have item number 11.2: 2020-2021 School Calendar be moved up in the agenda to follow the presentation made by the ATA to item number 5.2
- Amendment to have item number 10.4: Budget update deferred to April 14, 2020 Board Meeting
- Addition: 10.10 Provincial Budget Comments
- Addition: ATA Presentation made by Deanna Burzminski and Sara Block regarding 2020/21 Calendar

**PRESENTATIONS**

Note:

- Excellence in Catholic Education Award Presentation
  - Nominee's:
    - Erika Bodnaruk
    - Courtney Helmer
    - Natalie Bueckert
    - DonnaMae Melle
  - Recipient:
    - Ron Pisoni

- ATA Presentation from Deanna Burzminski and Sara Block in regards to 2020-2021 Calendar

Note:

- 2020 – 21 Calendar

3589 Motion. Robert Risling: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education table the approval of the 2020-2021 School Year Calendar to a Special Board Meeting on March 12, 2020 at 5:30 PM at the Catholic Education Centre.”

Carried unanimously.

## **BOARD COMMUNICATIONS**

Note:

- GrACE Update – Kathy Glasgo

3590 Motion. Kathy Glasgo: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education allocate up to \$2000 to support the GrACE committee for the current school year.”

Carried unanimously.

- COVID 19 Discussion – Peter Grad

## **CATHOLIC EDUCATION**

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

Note:

- Grade 9-12 Religion Courses in Ontario
- Shane Lambert to present on what has been done in the last year – mid year assessment (Sandra Richard)
- SPICE and Blueprints conference coming up beginning of May 2020.

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

Note: Nothing to report.

## **MARCH BOARD WORK PLAN ITEMS**

Note: Faith Formation Day on March 20, 2020

## **REPORT FROM SUPERINTENDENT**

Note:

- Strategic Priorities Update
- Policy and Administrative Procedure Review
  - April 21, 2020 Presentation – The Administrative Procedure Review will be done internally.
- Health and Wellness Committee
- Johnson Controls Agreement
- Second Quarter Financial Update presented
- Financial Reporting Profile 2014 - 2019
- Modular Approval

- Corporate Communications
- Provincial Budget Comments

## **ACTION AND DISCUSSION ITEMS**

Note:

- National and International School Trips
- AP 505 – School Fees

3591 Motion. Peter Grad: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2020-21 School Fee Schedule as presented.”

Carried unanimously.

- Approval of the 2020 – 2023 Capital Plan

3592 Motion. David Leahy: “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.”

Carried unanimously.

- Ratification of the Superintendent of Schools Contract

3593 Motion. David Leahy: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education ratify the Superintendent of Schools’ Contract for the period of August 1, 2020 to July 31, 2023.”

Carried unanimously.

## **COMMITTEE REPORTS**

### **Medicine Hat Catholic Schools’ Education Foundation – Dick Mastel**

Note: Nothing to report.

### **Representative to ACSTA – Dick Mastel**

Note: See attached report from previous meeting held in February 2020.

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

Note: Meeting scheduled on Thursday March 12, 2020.

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

Note: See attached report from draft meeting minutes following ASBA Zone 6 meeting.

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

Note: Report to be submitted for April Board Meeting package from meeting in February 2020.

### **Representative to Parent Association – Kathy Glasgo**

Note: Kathy Glasgo presented an update following the February 24, 2020 meeting.

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

Note: Nothing to report.

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

Note: Nothing to report.

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

Note: See attached report.

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

Note: Chuck and Dick met with several students at Monsignor McCoy High School last week and had a great discussion with students.

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

Note: Report to be shared at next regular Board meeting.

**CLOSING PRAYER**

Note: The meeting closed with prayer led by David Leahy.

**ADJOURNMENT**

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

Note: The meeting adjourned at 7:48PM.

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Dick Mastel, Board Chair

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Greg MacPherson, Secretary Treasurer

**MINUTES OF THE SPECIAL BOARD MEETING OF THE MEDICINE HAT CATHOLIC BOARD OF EDUCATION held at Catholic School Board Office, 1251 – 1<sup>st</sup> Avenue S.W., Medicine Hat, Alberta on March 12, 2020 at 5:30 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
Dwayne Zarichny	Superintendent of Schools (ABSENT)
Chuck Hellman	Associate Superintendent Human Resources
Greg MacPherson	Secretary Treasurer
Hugh Lehr	Associate Superintendent Learning Services
Sandra Richard	Religious Education Coordinator

**OPENING PRAYER**

Note: The meeting was opened with prayer led by Dick Mastel.

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

**APPROVAL OF THE ACTION AGENDA – March 12, 2020**

3594 Motion. Dick Mastel: “THAT the Action Agenda dated March 12, 2020 be approved as amended.”

Carried unanimously.

Note:

- Addition: 4.2 Corona Virus Discussion

**2020 – 2021 School Year Calendar**

3595 Motion. Dick Mastel: “THAT the Board of Trustees with the Medicine Hat Catholic Board of Education approve the amended 2020 – 2021 Calendar as presented.”

Carried unanimously.

**4.2 Cancellation of Panterra Trip**

3596 Motion. Robert Risling: “THAT the Panterra trip taking place in April 2020 be cancelled as per the direct from the Board of Trustee’s with the Medicine Hat Catholic Board of Education.”

**ADJOURNMENT**

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

Note: The meeting adjourned at 5:41 p.m.

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Dick Mastel, Board Chair

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Greg MacPherson, Secretary Treasurer

**MINUTES OF THE SPECIAL BOARD MEETING THE MEDICINE HAT CATHOLIC BOARD OF EDUCATION held at Catholic School Board Office, 1251 – 1<sup>st</sup> Avenue S.W., Medicine Hat, Alberta on March 13, 2020 at 2:00 p.m.**

**TRUSTEES AND OFFICERS PRESENT**

Dick Mastel	Trustee, Board Chair
Robert Risling	Trustee, Vice-Chair (Absent – Waived Notice Requirement)
Kathy Glasgo	Trustee
Peter Grad	Trustee
David Leahy	Trustee
Dwayne Zarichny	Superintendent of Schools
Chuck Hellman	Associate Superintendent Human Resources
Greg MacPherson	Secretary Treasurer

**OPENING PRAYER**

Note: The meeting was opened with prayer led by Dick Mastel.

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

**CANCELLATION OF INTERNATIONAL TRIPS**

3597 Motion. Dick Mastel: “THAT the Board of Trustees for the Medicine Hat Catholic Board of Education cancel all field trips effective today, including the Panterra Trip for Monsignor McCoy High School in April 2020, the Explorica Trip to Quebec, Montreal & Ottawa for St. Mary’s School in April 2020, and the EF Tours Trip to Quebec and Ontario for Notre Dame Academy in June/July 2020.”

Carried 4-0.

**ADJOURNMENT**

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

Note: The meeting adjourned at 2:14 p.m.

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Dick Mastel, Board Chair

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Greg MacPherson, Secretary Treasurer



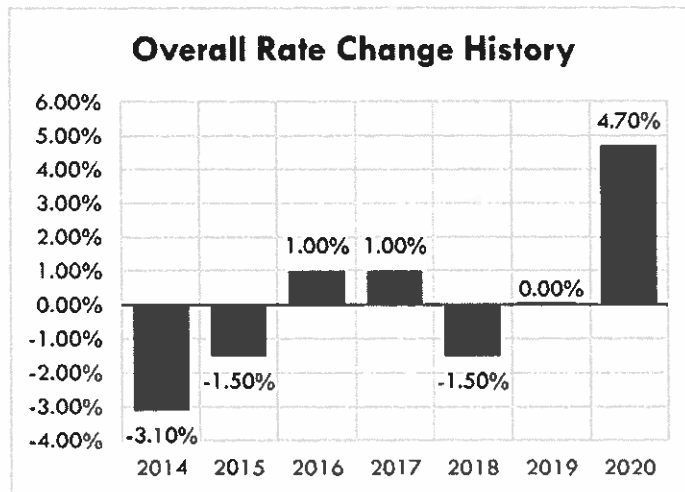
# ASEBP Trustees' Report

Volume 28-20 No. 03 April 2020

## Highlights of the April 6, 2020, Trustees' Meeting

### 1. Premium Rates 2020-21 – Second Reading

- The ASEBP Trustees gave **final approval** (second reading) to September 1, 2020, premium rates. Instead of an 11.9% increase (which, based on claims experience, would be break-even), the ASEBP Trustees are pleased to report that the increase will be limited to 4.7% for 2020-21
  - The increase follows several years of relatively stable premium rates



#### ASEBP TRUSTEES

Drew Chipman, Chair  
Fred Kreiner, Vice-Chair  
Holly Bilton  
Chad Bowie  
Evelyn Chan  
Arlene Hrynyk  
Doug Lerke  
Shirene Napier  
Kim Pasula  
Daryl Scott

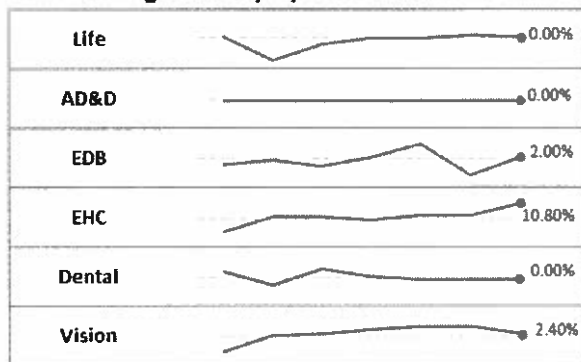
#### CHIEF EXECUTIVE OFFICER

Kelli Littlechilds

- 20% of the increase is due to government changes resulting in cost shifting to the Extended Health Care plan, particularly from the Seniors drug benefit program
- The overall increase is lower than trends in the industry
  - Aon, who provides benefits advice and actuarial services to the ASEBP Trustees, estimates that in Alberta, the industry faces a 6.4% increase in costs for 2020 due to various factors, such as:
    - 6% cost increase to medical claims in 2020 (Aon Global Trend report)
    - 1.5% cost increase from Government of Alberta changes to the Seniors drug benefit program
    - 4.4% increase to 2020 Alberta Dental Fee Guide
    - 6.5% increase in long-term disability costs due to rising incidence rates and worsening experience
- Current premium rates are 1% lower than in 2014-15
- Here are the premium rate changes by plan:
  - Life Insurance: no change
  - Accidental Death and Dismemberment Insurance (AD&D): no change

- Extended Disability Benefits (EDB): 2% increase
- Extended Health Care (EHC): 10.8% increase
- Dental Care: no change
- Vision Care: 2.4% increase
- Employee and Family Assistance Program: no change

**Rate Change History By Benefit - 2014 to 2020**



- The ASEBP Trustees are drawing down part of the Capital Adequacy Reserve to offset premium rate increases for the coming year. The Capital Adequacy Policy includes guidelines for ASEBP Trustee action when the Capital Adequacy Reserve is fully funded and additional monies are available. These actions include the potential for premium rate reductions as well as benefit improvements. Capital Adequacy Reserve funds were drawn down for benefit improvements that took effect on January 1, 2019, such as the increase to massage therapy, physiotherapy and acupuncture per visit maximums as well as historical changes, including funding the Employee and Family Assistance Program since its 2015 inception. The Capital Adequacy Reserve has also been used to offset premium rates for the last six years
- Future premium rates will be dependent on claims experience, investment returns, plan design changes, etc.
- A breakdown of the monthly premium rates, except as noted, is provided below:

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

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

Extended Disability Benefits		
Plan D	% of monthly earnings	1.74%
Plan E	% of monthly earnings	1.74%

<b>Extended Health Care</b>		
Plan 1	Single	\$95.75
	Family	\$230.25
Plan 2	Single	\$69.75
	Family	\$167.25
Plan 5	Single	\$86.50
	Family	\$206.25

<b>Dental Care</b>		
Plan 1	Single	\$42.25
	Family	\$105.50
Plan 2	Single	\$55.00
	Family	\$133.75
Plan 3	Single	\$55.00
	Family	\$149.50

<b>Vision Care</b>		
Plan 2	Single	\$5.00
	Family	\$12.00
Plan 3	Single	\$10.00
	Family	\$24.75

<b>Early Retirement Benefits Package 2*</b>		
	Single	\$125.00
	Family	\$200.00

\*Closed to new participants as of September 1, 2011

<b>Supplemental Package</b>		
<i>Without Dental</i>		
Package 1	Single	\$79.50
Package 2	Family	\$180.50
Package 3	Single	\$84.75
Package 4	Family	\$185.00
<i>With Dental</i>		
Package 1	Single	\$149.50
Package 2	Family	\$345.75
Package 3	Single	\$154.75
Package 4	Family	\$350.25

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<b>Blanket Life Insurance for School Trustees</b>		
	Annual	\$60.00

<b>Employee and Family Assistance Program</b>		
	Provided by ASEBP at no cost	

- Notification to employer groups about their final 2020-21 premium rates, including any discounts and surcharges, will be sent to employer and employee representatives shortly
- Level 1 and 2 Health Benefits Claims Experience Reports will be distributed in April or May

## 2. Spending Accounts' Administration Fees

- There are no changes to Spending Accounts' administration fees for 2020-21
- A breakdown of the monthly administration fees is provided below:

<b>Spending Accounts</b>		
Standalone HSA	Per employee	\$2.55
Combined HSA/WSA	Per employee	\$2.80

- The ASEBP Trustees have requested Administration review the design and flexibility of Spending Accounts

## 3. COVID-19 Response: Layoff Provisions Temporarily Changed

- The ASEBP Trustees are pleased to offer a benefits solution to employers during this difficult time of mandated layoffs by extending the maximum benefits coverage period to 180 days from 90 days
  - This affects temporary layoffs from March 15, 2020, through June 30, 2020
  - Premiums must be remitted by the employer
- The ASEBP Trustees and Administration are committed to responding to circumstances caused by the COVID-19 pandemic with other temporary measures, should they be required

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The ASEBP Trustees' Report provides an overview of topics discussed at all ASEBP Trustees' Meetings. These meetings provide the opportunity for ASEBP Trustees to come together to discuss matters of importance at ASEBP—from the financial health of the benefit plan to the introduction of new benefits and programs. While all information in each report is an accurate account of decisions made at the meetings, there can be changes that occur between first and second readings of certain topics, which may result in differences between their reporting.

To learn more about the ASEBP Trustees, please visit the Governance page, found in the About section of our website, [asebp.ca](http://asebp.ca).



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# Information Report

## REPORT TO THE BOARD OF TRUSTEES

**Date:** April 14, 2020  
**To:** The Board of Trustees  
**From:** Dwayne Zarichny  
**Originator:** Sandra Richard  
**Rationale:** Policy/Procedures: Policy 2 Role of the Board - Faith Leadership 3.4- AP 201 Religious Education  
**Subject:** Religious Education supports during COVID 19

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### BACKGROUND:

Our provincial Religious Education Network has been working collaboratively with each other as well as the ACSTA and CCSSA to ensure that our Catholic education is being delivered to our students during this period of isolation. Our teachers in grades 1-6 are using the online version of the Growing in Faith, Growing in Christ to provide approved stories, videos and activities to families. Our grades 7-9 are receiving assignments that tie in with curriculum outcomes and liturgical seasons that can be integrated into their Language Arts and Social Studies program of studies. Our high school courses in Religion are still being taught with curriculum outcomes addressed with timelines modified.

The Religious Education Coordinator and Communications officer are also working collaboratively to share faith support to our families through the division and school websites and social media. They are also sharing links to the Diocesan website for spiritual support. Our chaplain has been creating weekly reflections for the two junior highs and high school students and staff.

### 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;

### GOVERNANCE IMPLICATIONS: For information



# Information Report

## REPORT TO THE BOARD OF TRUSTEES

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

**To:** The Board of Trustees

**From:** Superintendent of Schools

**Originator:** Superintendent of Schools

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

**Subject:** Strategic Priorities Update

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### BACKGROUND:

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

### STATUS & RELATIONSHIP TO SLQS:

This report aligns with the SLQS in the following way:

**Competency:** Visionary Leadership

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

**Competency:** Supporting Effective Governance

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

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

### RESULTS OR ANTICIPATED OUTCOMES:

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

### GOVERNANCE IMPLICATIONS:

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

# Strategic Priorities Update 2019-2020

1. Celebrating our Catholic identity through the Marks of a Catholic School
  - Faith development day at the beginning of the school year with Steve Agrisano
  - 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

## Public Meeting

### REPORT TO THE BOARD OF TRUSTEES

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

**To:** The Board of Trustees

**From:** Dwayne Zarichny, Superintendent of Schools

**Originator:** Greg MacPherson, Secretary Treasurer

**Rationale:** Policy/Procedures: Policy 2 section 9.5

**Subject:** Notre Dame Academy Modular Washroom

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#### BACKGROUND:

Alberta Education has approved the request for a modular washroom unit for Notre Dame Academy. There have been significant pressures with the numbers of washrooms at the school. The November 2019 Modular request included the washroom request which was approved.

Alberta Education agreed to fund the modular except for any required connecting link. Facilities and Operations worked with senior administration, the school and FWBA to determine the proper siting for the modular.

The modular washroom will be sited on the east side of the school. It will be abutted to the building which will eliminate the need for a connecting link minimizing the cost to the Division. The access to the basement will be impacted so certain adjustments to the site will need to occur, specifically the ramp to the basement access will need to be moved. We included this as a site cost which should be funded by Alberta Education if they accept the plan. The plan was submitted to Alberta Education for April 1, 2020.

#### 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 appropriate milestones. The addition of the modular washrooms will enhance the learning environment for the students. The addition of the modular will also address certain heating issues at the school on cold days when the east doors are used.

**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”*

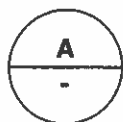
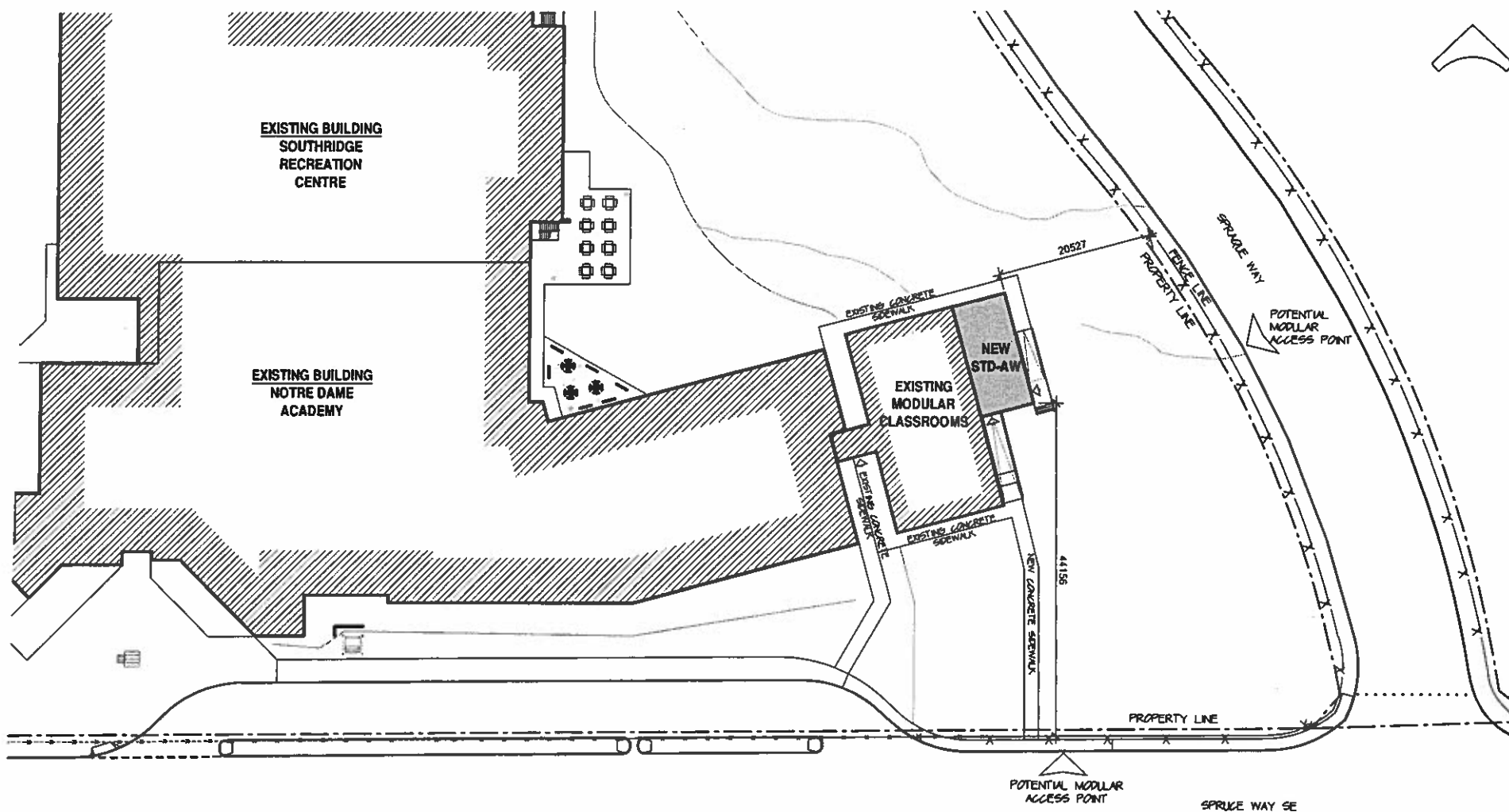
The Board of Trustees is making this decision within their responsibilities under Policy 2 section 9.5 *“Approve annually the Three-year Capital Plan and Facilities Master Plan for submission by the due date”*.

**RECOMMENDED DECISION:**

None

**ATTACHMENTS:**

1. Site Drawings



# A SITE PLAN

PARTIAL SITE PLAN  
1 : 500



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drawn: SH	refer to dwg:
scale: AS SHOWN	
date: MAR. 27/20	
file: 19080	

project title:  
NOTRE DAME ACADEMY  
WASHROOM MODULAR

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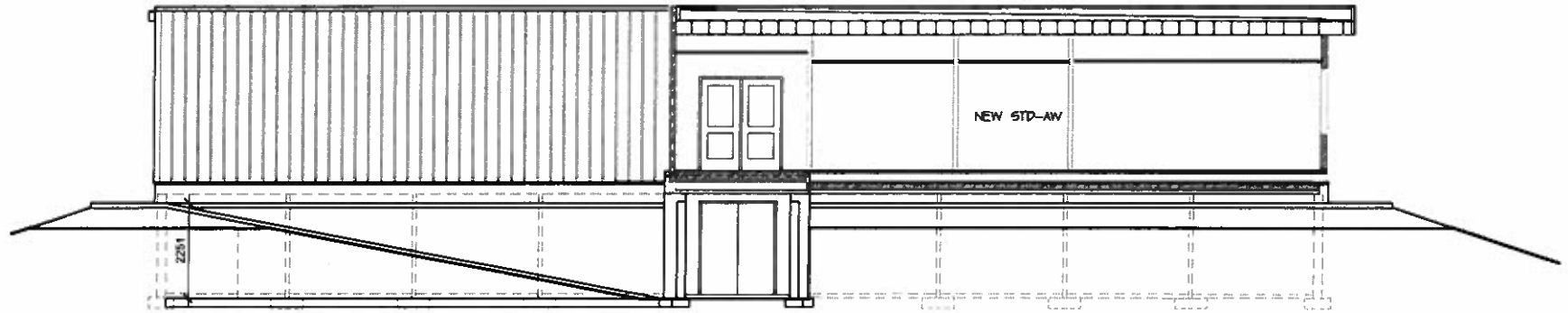
dwg. title:  
PRELIMINARY SITE PLAN

dwg. no.:  
SK-01

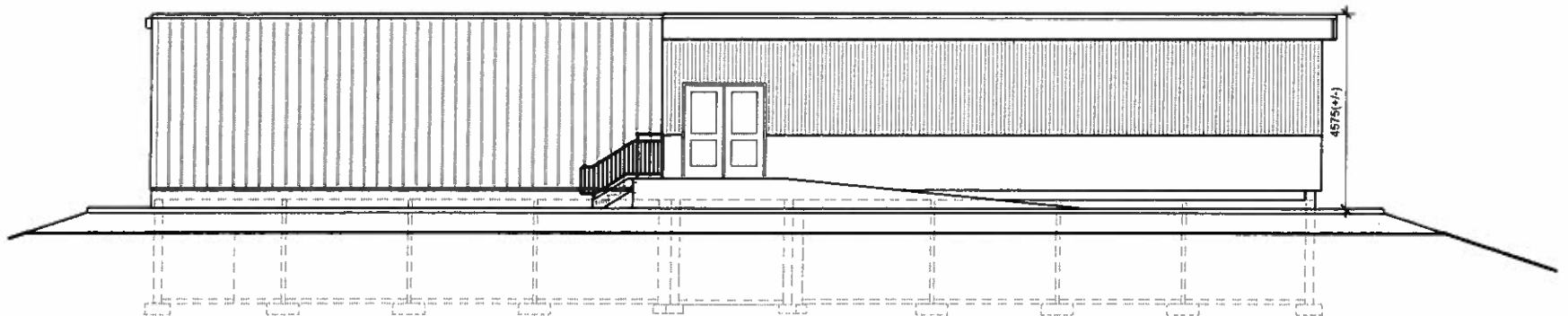


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NOTRE DAME ACADEMY WASHROOM MODULAR		SITE PLAN DETAIL AND PROPOSED FLOOR PLAN			SK-02



**A**  
**SECTION**  
**SK-02** 1 : 100



**B**  
**SECTION**  
**SK-02** 1 : 100

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NOTRE DAME ACADEMY		PRELIMINARY SECTIONS			SK-03
WASHROOM MODULAR					



# Information Report

## Public Meeting

### REPORT TO THE BOARD OF TRUSTEES

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

**To:** The Board of Trustees

**From:** Dwayne Zarichny, Superintendent of Schools

**Originator:** Greg MacPherson, Secretary Treasurer

**Rationale:** Governance

**Policy/Procedure:** AP 541 Building and Grounds Maintenance

**Subject:** 2020-21 Grounds Maintenance Contract

---

#### **BACKGROUND:**

MHCBE has been contracting with the Medicine Hat Public Board of Education for many years for grounds maintenance. While we have been pleased with the services provided, the public board has increased their rate from \$109,000 to \$149,900 this year and to \$190,000 for the year following. The public board felt they were not obtaining full cost recovery of their work and they wanted a 15% profit and cost recovery of many fixed costs.

Considering the rate increase we reviewed the RFP we completed last year and requested two of the contractors rebid with one submitting with a quote of \$103,784. This would not include snow removal for the central office parking lot which would be contracted to a different vendor for approximately \$2,000. Some of the pricing on the irrigation system may be a little more than what the public board was getting; however, the difference is likely immaterial. Therefore, the total cost will be significantly less than what the public board is offering for the upcoming years.

We have contracted with ProStein Property Management and Landscaping for 2020-21. They have done some work for the city and the feedback was good. We signed for one year and will assess performance and may continue for future periods. Otherwise we would retender.

#### **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 continue with grounds maintenance program and with nearly equivalent rates with comparable services.

**GOVERNANCE IMPLICATIONS:**

None – covered under AP541 – Building and Grounds Maintenance *“The Superintendent or designate, in consultation with the principals, is responsible for developing and implementing the Division's buildings and grounds maintenance program”*.

**RECOMMENDED DECISION:**

None

**ATTACHMENTS:**

1. None



# Information Report

## Public Meeting

### REPORT TO THE BOARD OF TRUSTEES

**Date:** April 14, 2020 **AGENDA ITEM:** January 2020 DIP Course Results

**To:** The Board of Trustees

**From:** Superintendent of Schools

**Originator:** Chuck Hellman

**Rationale:** Policy 2: Role of the Board – 1.1 Accountability to Provincial Government, 2.1 Accountability for the District’s Communities

**Subject:** January 2020 Diploma Course Results

---

**BACKGROUND:** High School students registered in grade 12 core courses have completed diploma exams. The January diploma course results will be presented to the Board.

#### **RELATIONSHIP TO SLQS:**

**Competency:** (4) Leading Learning

A Superintendent establishes and sustains a learning culture in the school community that promote ongoing critical reflection on practice, shared responsibility for student success and continuous improvement.

**RESULTS OR ANTICIPATED OUTCOMES:** Information

#### **GOVERNANCE IMPLICATIONS:**

**Policy 2: Role of the Board – 1.1 Accountability to Provincial Government, 2.1 Accountability for the District’s Communities**



# January 2020 DIP Results

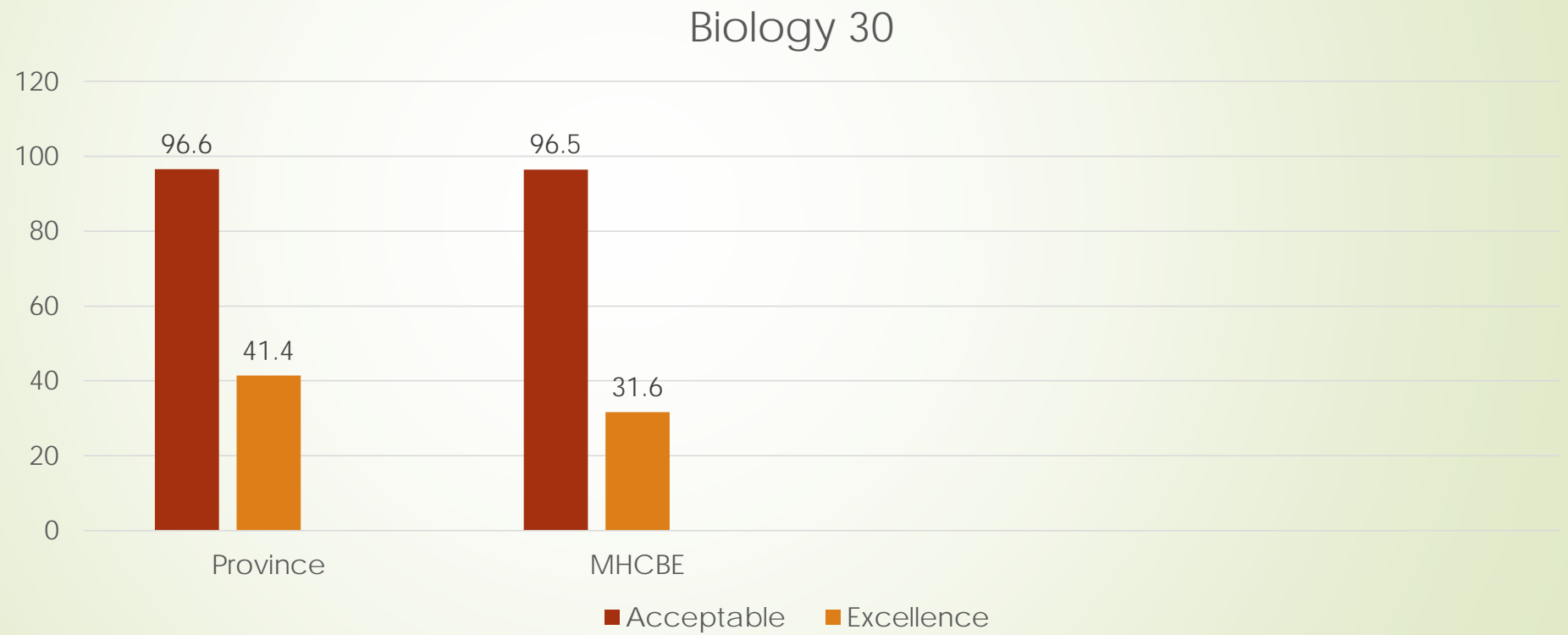
April 14, 2020



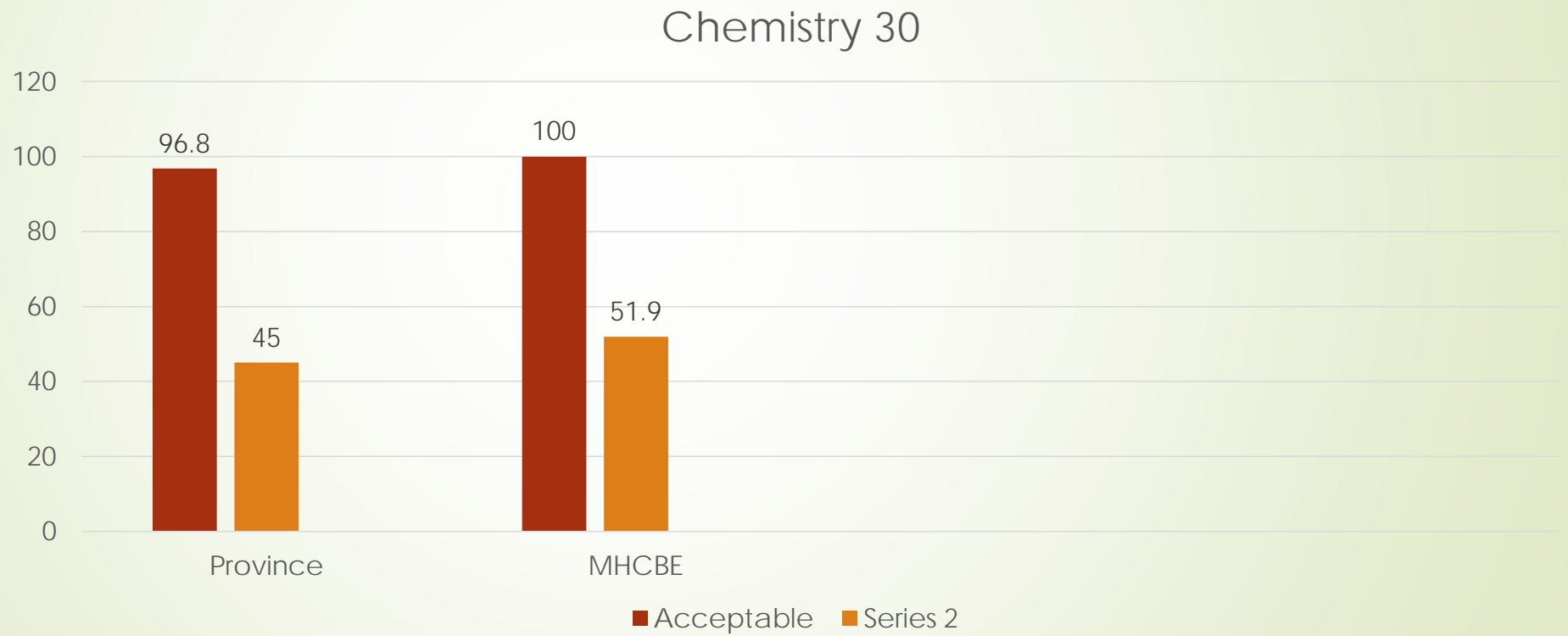
# Highlights

- In 13 of 20 categories, MHCBE scores higher than Provincial average
- In 7 of 10 courses, 100 % of MHCBE students met the acceptable standard.

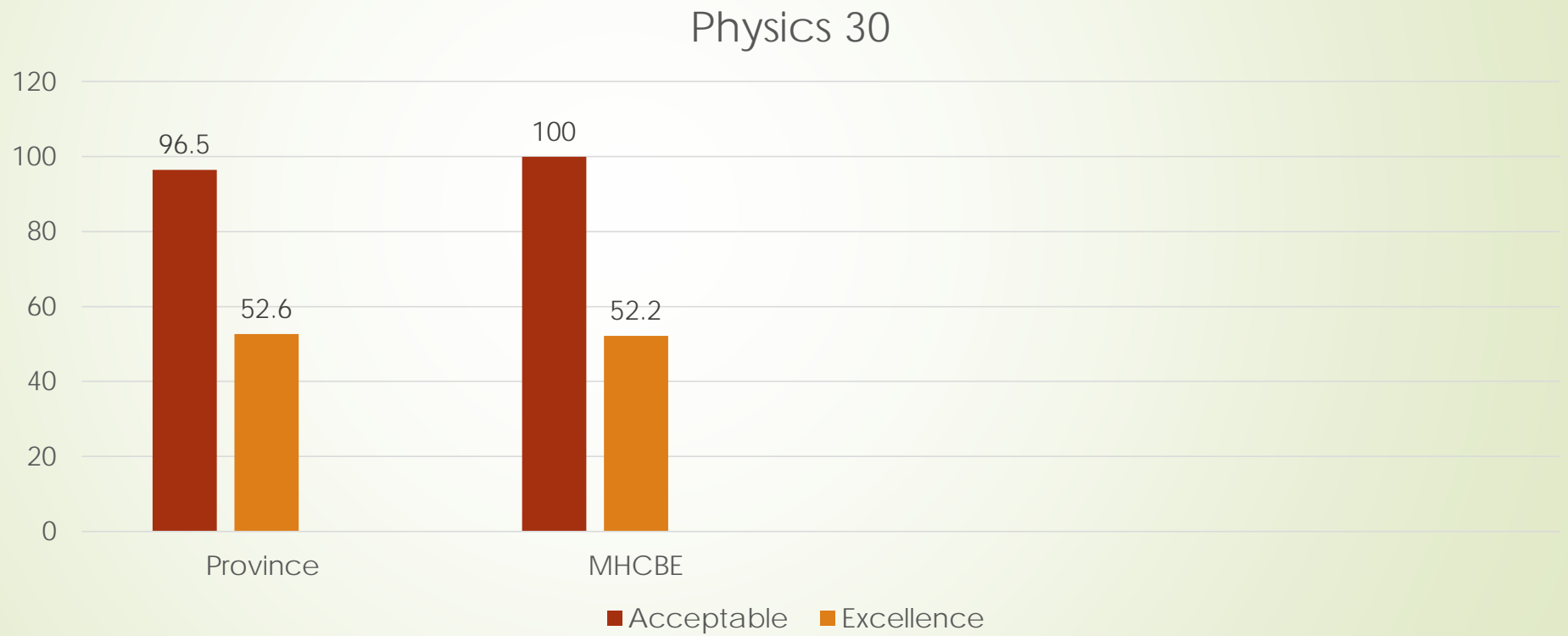
# Biology 30 – 57 Students



# Chemistry 30 – 27 Students



# Physics 30 – 23 Students



# English 30-1- 52 Students

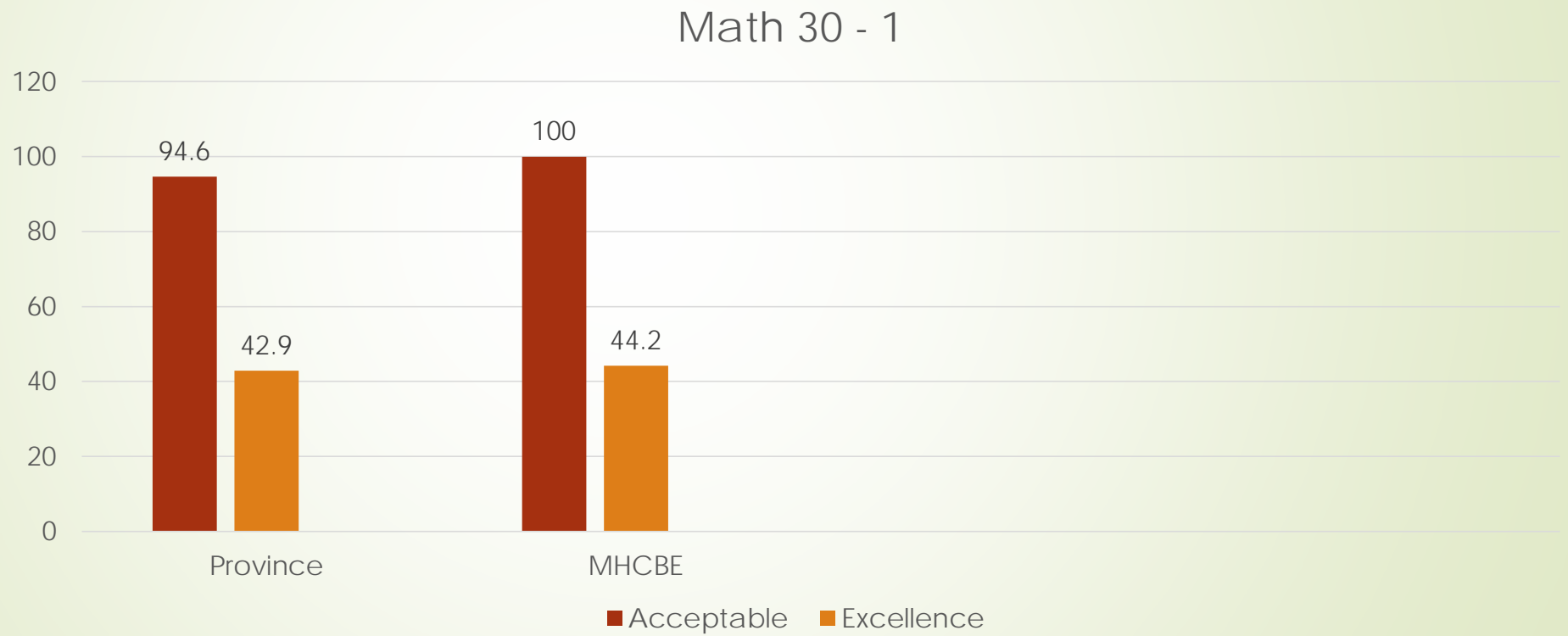




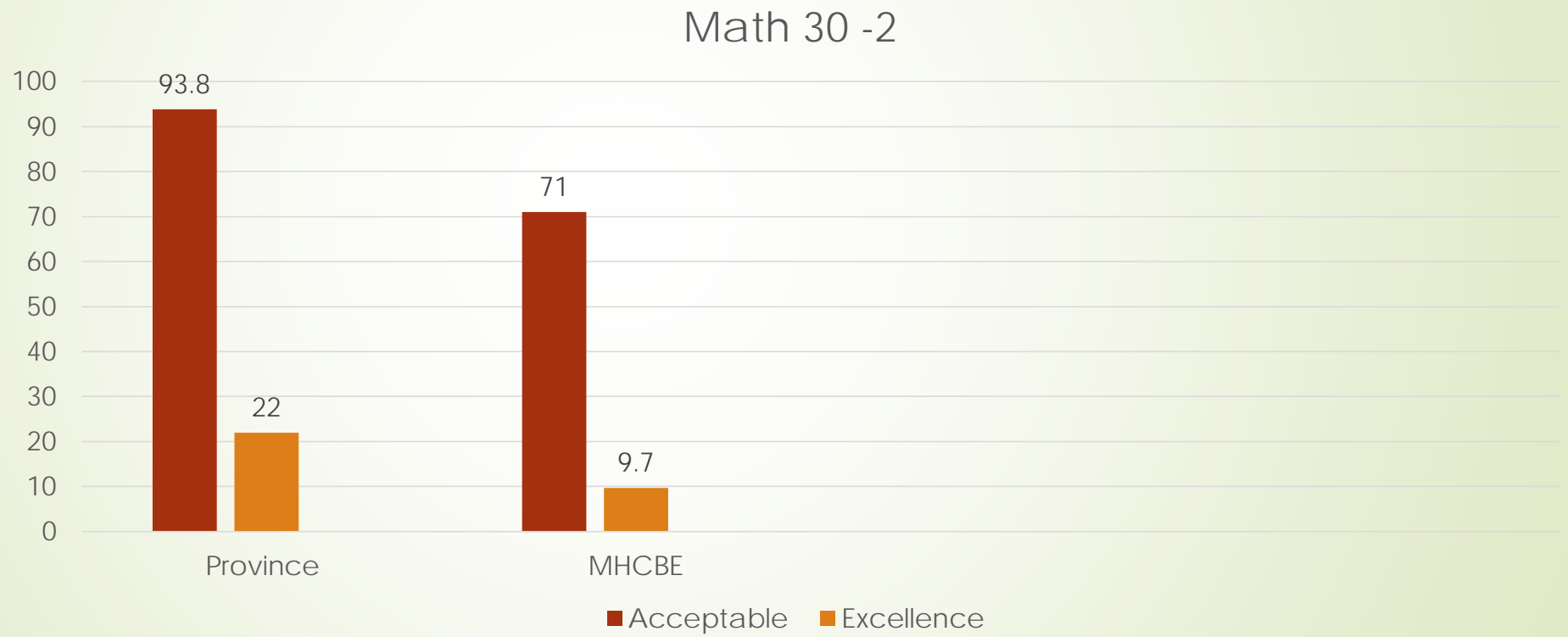
# English 30-2 – 30 Students



# Math 30-1 -43 Students



# Math 30 – 2- 31



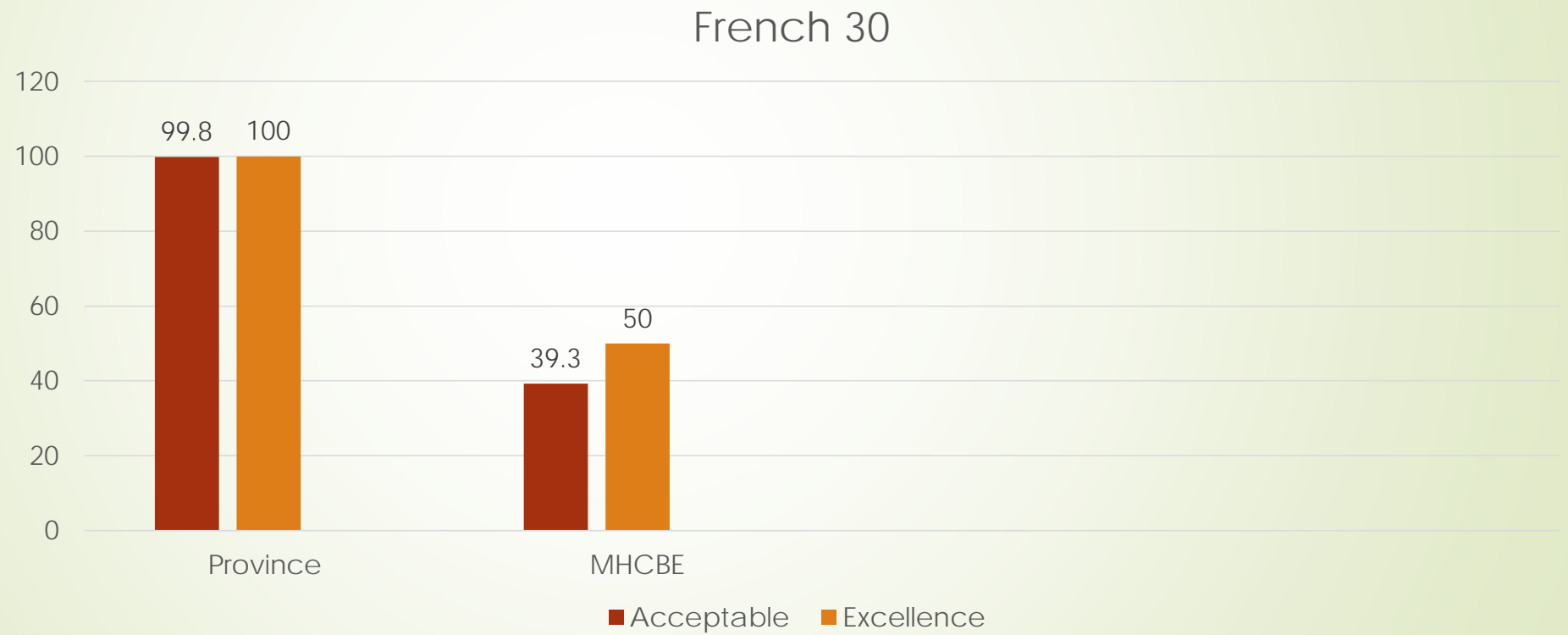
# Social 30 – 1 – 15 Students



# Social 30 – 2 – 52 Students



# French 30 – 1- 4 Students





# Information Item

## REPORT TO THE BOARD OF TRUSTEES

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

**To:** The Board of Trustees

**From:** Dwayne Zarichny, Superintendent

**Originator:** Hugh Lehr, Associate Superintendent

**Rationale:** Learning Services Update

**Subject:** Supporting kids and families from home

---

### BACKGROUND:

The COVID - 19 crisis has thrown us all into a world we did not predict nor had much time to prepare. Very quickly staff were asked to work from home. This put us all in a very difficult situation and the main question was how do we support kids and learning needs without having access to our students? How do you support learning difficulties, emotional struggles, and physical needs from home?

### 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:

We are proud that we were able to value our support staff and the work they do to support families by keeping our staff employed. There were many questions and fears around what education would look like in this new reality. It is through our staff's dedication, passion and professional attitude that the work has carried on and we are reaching out to families and finding new and unique ways to provide support for learning in a new environment.

#### Learning Assistants:

- Communication has gone home for learning assistants to firstly take care of themselves and their families. Information around self care, sleep, nutrition, ASEBP, Homewood Health and Mental Health has gone out to our staff.

- Online PD and webinars, courses and certificate programs have gone out for staff to further their learning and skills.
- Lists of books and other resources to engage professional learning.
- A google shared file was created for our learning assistants to share the unique ways they have found to support kids from home.
- Many staff are joining their google classroom and participating with the kids; responding to needs that are becoming evident in this new distance learning environment.
- Many staff are making direct contact with students and families offering support. Even if this means reading a book or simply checking in.
- Staff are engaged in online meetings and discussions about kids.
- Engaged in learning about online platforms like Google hangouts and using this technology to connect with students, colleagues and support their learning.

#### School Liaison Counsellors:

- Developed consent forms to utilize e-platforms to counsel from home
- A "Vulnerable Student Check-in" google sheet was developed and shared with each school Admin team to track contacts and concerns with our most vulnerable students.
- Connecting with principals to share and gather information from teachers about kids that might need support or be at-risk.
- Reaching out to families in need and providing community connections and resources. This could be food support or connection to other resources or professionals in the community.
- Online check-in with students to see how they are doing or what supports might be needed.
- Contacting Child and Family Services to provide updates or gather information.
- Providing mental health support and direction to division staff.

#### CCT - Communities Coming Together:

- Will provide mental wellness promotion to schools, both through virtual means (eg. Google Classroom) and pen/paper activities (depending on the needs/wants of each school).
- Some programming is already available on Google Classroom in a couple of schools but the rest will roll out after Easter break.
- Support will also be offered through social media to reach not only students but parents & community members. Information on how to manage anxiety around COVID-19, activities for parents and children to keep themselves busy, self-care strategies and the like will be added regularly to FaceBook, Instagram & Twitter.
- While offering programming in this manner is highly challenging, it also offers a unique opportunity to explore ways in which CCT programming might be offered in the future, with the potential of reaching a wider or more diverse audience (such as engaging more with parents).
- Guidance for programming is being offered through weekly provincial Program Managers meetings, daily CCT Team meetings, and regular meetings with the Community of Practice in the South Zone (Program Managers from Medicine Hat, Brooks, Taber, and Lethbridge).

#### Complex Needs:

- Programming options/support initially presented to parents/families included (1) support for delivery of a separate home-based educational program, (2) support with embedding learning into daily activities, (3) support with modifying work that the class is doing, and/or (4) take a pause as student transitions with regular check ins.
- Taking a highly individualized approach with each student/family based on needs and circumstances with a large portion of families now engaging with one of the first three options outlined above.
- Collaborating with home-based teams (who have also moved to virtual platforms) to establish common goals and approach so as not to overwhelm families with multiple program plans.



- Prioritizing well-being and maintaining connections to schools (peers, learning assistants, teachers). Facilitating small virtual meetings for students who may not have the ability to maintain connection to peer groups.
- As part of programming plans, learning assistants are connecting with students and families on a regular basis both synchronously (doing work together, playing games, having conversations...etc.) and asynchronously (writing to each other, sharing pictures and/or videos, recording reading...etc.) based on what approach works best for student and families.
- Continued production of alternative curriculum materials (brailled books, visual supports, enlarged print materials, simplified books...etc.) that parents pick up from schools.
- Assistive technologies that are needed for learning have been sent home and parents have been supported to be able to use them.
- OT and PT have begun making contact with families to discuss if and how they can support home-based programming.
- Complex Communication Needs SLP - currently planning continuation of therapy services virtually for families who have stated a desire to continue.
- RCSD Low Incidence Support Team (Teacher for the Visually Impaired, Consultant for the Deaf and Hard of Hearing, and Augmentative and Alternative Communication Team) continue to be involved based on support team requests. This work ranges from supplying general home suggestions to participating in weekly team planning/support meetings.

#### Early Learning:

- Continued support to families through a variety of modes of communication by all team members in order to provide developmentally appropriate educational programming as well as sharing resources for supporting mental health and physical well-being .
- Along with educational programming, ELP Educators, PUF and Kindergarten teachers are providing weekly universal strategies for families in the areas of occupational therapy, physical therapy as well as speech and language therapy as provided by OT, PT and SLP.
- OT's, PT's and SLP's have shared contact information with families so that those who are looking for more targeted or specialized intervention are able to contact the therapist directly to discuss options for further support such as teletherapy . Therapists will be connecting with all families on their caseloads after the Easter break.
- SLA's, OTA's and Family Orientated Programming staff along with early learning LA's continue to connect with families on a regular basis to support programming plans under the direction of the teacher and/or therapist.
- Specialized supports for children with more complex needs will be looked at collaboratively with all disciplines involved, including home-based teams. These supports will be provided on a case by case basis.

#### **GOVERNANCE IMPLICATIONS: For Information**



## REPORT TO THE BOARD OF TRUSTEES

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

**To:** The Board of Trustees

**From:** Superintendent of Schools

**Originator:** Superintendent of Schools

**Rationale:** Board Update

**Subject:** Review of Actions to Date – COVID-19 Pandemic

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### BACKGROUND:

With the suspension of regular classes by the Minister of Education on March 15, 2020, a number of significant activities have taken place over the last number of weeks. The major milestones are captured below. Please note that there was daily communication with Chair Mastel. Additionally, this report only captures major milestones and not the individual actions of senior admin.

1. March 15
  - a. Minister of Education announces that students will no longer be attending schools onsite. Classes will continue and students will proceed to the next grade / graduate.
  - b. Senior Administration met online in the evening to discuss the Minister's announcement and to begin developing a strategy to respond the announcement.
  - c. An email was sent out to the Board and staff at approximately 8 pm providing highlights and an initial approach for the next few days.
  - d. Message sent to parents and on website
2. March 16
  - a. Conference call with the Deputy Minister of Education 7:30 am:
    - i. Grades will be provided at the end of the year
    - ii. Diploma exams at this time will be for adult learners
    - iii. A Q&A document is being prepared
    - iv. Cleaning supplies provincially may be an issue
    - v. Schools need to focus on core subjects
    - vi. Flexibility with non-core courses – CTS
    - vii. All staff to remain employed
    - viii. Nutrition grant – may be able to share with NGO
    - ix. Contracted services – need to address locally
    - x. Teachers to self-isolate if ill
    - xi. Fees to be partially refunded where applicable

- xii. Students with special needs – FSCD is engaged in discussions to provide additional support
  - xiii. International students – case by case basis
  - xiv. Formal classes most likely suspended until June
  - xv. Parents coming to school – must have less than 250 people in the building at one time
  - xvi. Conference call with provincial school jurisdictions at 10:30 to review DM discussion earlier in the morning.
  - xvii. 11:00 am – DLT conference call to discuss initial questions from school administrators.
  - xviii. Update for Board and staff, message to parent shared as well
- 3. March 17
  - a. Senior Admin meeting to review status to date
  - b. Conference call with DLT – 8:00 am
  - c. Individual school staff meetings to follow
  - d. Meeting to determine school cleaning regime
  - e. Meeting to discuss payroll implications and offsite payroll capabilities
- 4. March 18
  - a. DLT conference call to review plans and answer questions 8:00 am
  - b. Individual school staff meetings to follow
  - c. CASSIX Zoom meeting to review what jurisdictions are doing in the south
  - d. Messaging shared out to Board, staff and parents
- 5. March 19
  - a. 8:00 am DLT meeting
  - b. 1:00 pm CEC staff meeting
    - i. Begin implementing a work from home approach next week
    - ii. Critical services need to have a “trial run” to ensure they work with potential issues around isolation pending
  - c. Interviews with local media
- 6. March 20
  - a. DLT meeting 8:00 am
  - b. Letter from Minister shared with staff and families
  - c. Update to Chair Mastel (discussion)
- 7. March 23
  - a. DLT meeting 9:00 am
    - i. Chromebook signout discussions for students and staff
    - ii. Paper assignments to be quarantined for 2-3 days
    - iii. Custodial cleaning regime – process – high touch points regularly cleaned
    - iv. VoiceThread discussion
    - v. Plan to meet regularly on Mondays moving forward
- 8. March 24
  - a. Senior admin virtual meeting – test and discussion
  - b. Budget meeting regarding continued payment of support staff
  - c. Most staff working from home (CEC)
  - d. Update to Chair Mastel (discussion)
- 9. March 25
  - a. DLT meeting at 9:00 am
  - b. Virtual CEC staff meeting at 10:00 am
  - c. Mental health resources provided to families
- 10. March 26
  - a. Conference calls with individual principals to address school specific issues

11. March 29
  - a. Minister announces changes to funding regime – 14% reduction to school budgets
  - b. Senior admin team meet to discuss potential implications
12. March 30
  - a. Conference call with DM at 8:00 am
    - i. 14% reduction
    - ii. Some flexibility
    - iii. Bus contracts to be honored to some degree
    - iv. Nutrition program – OK to send to NGO
    - v. Custodians to keep schools clean
    - vi. No change to PUF funding – more flexibility in spending
    - vii. No further cuts planned at this time
    - viii. No plan to reduce POM
    - ix. Budgets still due for May 31<sup>st</sup> deadline
    - x. Boards should meet online
    - xi. There will be no direction from the Ministry indicating who is essential
    - xii. There is lots of room for jurisdictions to make decisions
    - xiii. Messaging shared with staff and Board – update
    - xiv. Homewood health information shared with staff
  - b. DLT meeting to discuss meeting with DM
  - c. Meeting with Senior admin to review budget – current
13. March 31
  - a. Senior admin meet to review budget potential
  - b. Online legal seminar regarding issues around potential layoff
14. April 1
  - a. Senior admin meeting to discuss budget
  - b. Call with Chair Mastel to discuss ability to continue payment of salary to support staff
  - c. Update provided to staff and families regarding the Minister's newest announcement and continued ability to pay support staff
  - d. Virtual Staff meeting with CEC staff
15. April 2
  - a. Senior admin meeting
  - b. Interview with local media
16. April 3
  - a. Senior admin meeting
  - b. Virtual meeting with school administrators – individual
17. April 6
  - a. DLT meeting at 9:00 am
18. April 7
  - a. Board agenda setting meeting – virtual
19. April 8
  - a. Teleconference regarding transportation – 49% payment
20. April 9
  - a. Test run for online board meeting
  - b. Virtual meeting with the city of Medicine Hat

#### **GOVERNANCE IMPLICATIONS:**

Policy 12 – Role of the Superintendent: The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division. The Superintendent reports directly to the corporate Board and is accountable to the Board for the conduct and operation of the Division. All Board authority delegated to staff is delegated through the Superintendent.



# Decision Report

## Public Meeting

### REPORT TO THE BOARD OF TRUSTEES

**Date:** April 14, 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 – sections 9.3 & 4.6; AP500 Division Budget

**Subject:** Approval of 2020-21 Budget

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#### BACKGROUND:

MHCBE annually approves the budget in accordance with AP500 – Annual Division Budget. The board work plan, the *Education Act* and direction from the Minister has the board approving the annual division budget by May 31, 2020.

As in past years, the board typically has a meeting in the latter part of the month to approve the budget. To stay on the cycle of Tuesday meetings, Tuesday May 26, 2020 would be the date recommended for having that meeting.

#### 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 2020-21 annual division budget is required from a statutory requirement and for operational planning purposes.

**GOVERNANCE IMPLICATIONS:**

The Board of Trustees is making this decision within their responsibilities under Policy 2 section 9.3 and section 4.6 *“Approve annually the District’s budget for submission to Alberta Education by the due date”*.

**RECOMMENDED DECISION:**

That the Board of Trustees for the Medicine Hat Catholic Board of Education hold a public meeting of the board to approve the 2020-21 annual division budget on Tuesday May 26, 2020 at 3:15 pm. The meeting is to be at the Catholic Education Centre or through an online meeting solution as the circumstances warrant as determined by the Superintendent of Schools.

**ATTACHMENTS:**

1. None



# Action Report

## Public Meeting

### REPORT TO THE BOARD OF TRUSTEES

**Date:** April 14, 2020 **AGENDA ITEM:** ERIP

**To:** The Board of Trustees

**From:** Superintendent of Schools

**Originator:** Chuck Hellman

**Rationale:** Policy/Procedures: Policy 12 – Role of the Superintendent – Personnel Management

**Subject:** ERIP Applications 2020

---

**BACKGROUND:** In accordance with Article 7.4.2.1 of the Alberta Teacher's Association Collective Agreement, application for the Early Retirement Incentive Plan shall be filed no later than April 1, 2020. The Board has received applications from 5 employees. As per article 7.4.2.2, the School Jurisdiction will consider each application on its own merits and will inform each applicant in writing of the acceptance or rejection of the request by May 1, 2020. The following list show employee identification numbers and the amount each are eligible to receive:

Employee 10246 - \$20 000

Employee 10350 - \$35 000

Employee 10293 - \$20 000

Employee 10338 - \$35 000

Employee 10310 - \$20 000

#### **RELATIONSHIP TO SLQS:**

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

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

**RESULTS OR ANTICIPATED OUTCOMES:** That the Board of Trustees for the Medicine Hat Catholic Board of Education review the Early Retirement Incentive Plan applications in accordance with Article

**7 of the ATA Collective Agreement for each employee listed above. The Board will make a determination on each employee through the following motion:**

**That the Board of Trustees for the Medicine Hat Catholic Board of Education approve the ERIP application for employee \_\_\_\_\_ for \$ \_\_\_\_\_.**

**GOVERNANCE IMPLICATIONS:**

**Policy 12 – Role of the Superintendent** – The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division. The Superintendent reports directly to the corporate Board and is accountable to the Board for the conduct and operation of the Division.

Personnel Management – overall authority and responsibility for all personnel-related issues



## **Dick Mastel Education Foundation Board Report**

The last meeting of the Education Foundations Board and the Awards subcommittee were held recently and I have a couple of things to report.

First, as you may expect, the Foundations Golf Tournament has been officially cancelled for this year. It is scheduled for the second Friday of June, 2021.

Second, there were a number of requests from schools for funds for student activities. All of those have also been put on hold as these planned events will not be going forward either.

Third, we are in the beginning stages of planning for a Breakfast fundraiser for some time in the spring. For you football fans, the guest speaker we plan to contact is a member of the Saskatchewan Roughriders whose name I don't remember. He is very catholic and very active in the Church. Again, these are very early plans, still very much in the 'idea' stage, but something to look forward to as a new event in the wake of all the cancellations that we have had.

Hope you all have a Blessed and Joyous Easter.

## **ASBA Draft Budget Presentation 2020/21 Highlights**

### **Membership and Event Fees Key Highlights:**

1. A 3% decrease in membership fees
  - a. Total budget in 2019/2020-\$3.1 million
  - b. Total budget in 2020/2021-\$3 million
2. 0% change to fee for service rates
  - a. No travel or overhead charges
3. 0% change to event registration rates
  - a. Opportunity to reduce rates based on prior year surplus

### **Advocacy Key Highlights:**

- 1.\$100 000 Allocated for advocacy initiatives for our members
- 2.\$60 000 Allocated for continued First Nation, Metis and Inuit initiatives
- 3.10 Meetings budgeted for Advocacy Committee with room for emergency meetings

### **Professional Development Key Highlights:**

- 1.PD Event Registration- If surplus exists in the prior year event registration will decrease giving opportunity to more PD for members
- 2.TLC- Is provided to members at no cost. \$50 000 is budgeted to continue the development and updating of courses available on TLC
- 3.Chair Meetings- Budget includes room for 3-4 Zone/Board chair meetings per year to support further collaboration and PD

### **Lease Key Highlights:**

- 1.\$50 000 increase in lease costs because ASCA, CASS and ASBOA used less space, thus we had less income. Also ASBA required more space than anticipated. Also, parking rates went up in the building.

### **Key observations:**

- 1.The Board of Directors has voted to continue last year's surplus strategy. ASBA Event registration fees were reduced by 50%. Although at first blush this seems like a good strategy which is appreciated by some trustees, this means we are subsidizing boards who send a lot of trustees. I propose that there be a refund to boards rather than a reduction of event fees. Funding to reduce event fees come from Reserve #2 Initiative and Sustainability Reserve.
- 2.Per Dia (last increase was 1% in 2016) and President's and VP's Honoraria (Last increase was 1% in 2016) remain unchanged. Current Per Diem rates are less than most ASBA member boards. ASBA Per Diem rates are also lower than GoA rates. Caution that these below average rates will need to be revisited in the next budget.
- 3.The Budget presentation efficiently addressed the purposes of the 4 ASBA reserve accounts. However, last SGM I asked for information regarding a history of ASBA's ownership of our own office property and the status of our Capital Asset Reserve and the proposed use and subsequent purchasing power of this fund. I also asked for this to be discussed by the floor in an effort to form trustee opinions regarding the matter.

# Support Staff Committee Meeting Minutes

Thursday, February 27 2020

**In attendance:** Lisa Savage, Danielle Bernath, Darcy Bonogofsky, Rhonda Wooding, Crystal Welz, Jen Grad, Paula Herrington, Terri Ball, Debbie Hynes, Louise Westland, Michelle Anderson, Nicole Jones, Shawna Wogrinc, Cheryl Aasman, Julie Bessant, Marcia Conway, Chuck Hellman, Deacon Robert Rissling.

**1. Opening Prayer-** Robert Risling

**2. Welcome and Introductions** - Lisa Savage

**3. Budget:**

- A) Chuck spoke to the unveiling of the provincial budget. There were not many details to release as the press released it approximately 30 minutes prior to our scheduled meeting. A general discussion took place regarding job security, cut backs, program funding etc. More information is to be shared once the board and administration have had time to discuss the changes and what the final outcome looks like. Chuck acknowledges that support staff is still required for success of students and offers his support with the transitions.
- B) Robert expresses that the board will be as open and honest about the budget information as it can. He will be able to provide more concrete information after the March board meeting as to the commitment and the new pay grid for support staff that was presented in June of 2019.
- C) Discussions were had regarding support staff having an opportunity to meet and discuss ideas and opportunities for potential job loss, budget shortfalls etc. The ability to present how and if jobs can be maintained for everyone.
- D) Support Staff agreed that we are working towards building a culture that is supportive of one another and will build towards the ability to receive input from each other, share ideas that are potentially for and against specific topics.

**4. Updated Handbook:**

- A) A PDF file of the 2019-2020 Support Staff Handbook will be distributed to all support staff for review. This handbook is based on the previous changes that the committee had approved and updated. **The PDF will be emailed to all support staff for review. Any questions regarding the handbook need to be submitted through email to Lisa Savage no later than April 8 2020.** Any items that need to be addressed will be submitted to Chuck Hellman for clarification and brought to the agenda if required for the next SS meeting.

**5. Health and Wellness Committee:**

- A) A Health and Wellness Committee is being formed with a variety of staff from MHCBE. This committee has been developed to address and create opportunities for all staff to be aware of their needs and the needs of others. Data has proven that our district has had an increase in sick/medical days over the past 3 years and is still on a steady rise. The committee will be presenting a "Did you know" newsletter monthly for the remainder of the 2019-2020 school year that will provide benefits, health spending, extended health, mental and physical health and nutrition information to all staff. As the committee continues to develop and share ideas, the projection is to have schools work on workplace wellness, staff opportunities, and awareness of one another's needs and to create a culture to receive and display input. Chuck is to discuss this committee and its inception with administration at the next DLT meeting.