

**MINUTES OF THE REGULAR BOARD MEETING OF THE MEDICINE HAT
CATHOLIC BOARD OF EDUCATION held in the Central Office Boardroom and by
Google Meet on September 14, 2021 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	Deputy Superintendent
Greg MacPherson	Secretary Treasurer
Hugh Lehr	Associate Superintendent Learning Services
Heather Irvine	Religious Education Coordinator
Terri Ball	Coordinator of Early Childhood Services
Derrian Hallas	Communications Officer
Chelsey Lybbert	Executive Assistant to the Superintendent (Recorder)

CALL TO ORDER

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

OPENING PRAYER

Note: The opening prayer was led by Deacon Robert Risling.

LAND ACKNOWLEDGEMENT

Note: Mr. Zarichny read the land acknowledgement.

**APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING – June 8,
2021**

3800 Motion. Glasgo: “THAT the Board of Trustees approve the minutes of the Regular Board Meeting held on June 8, 2021 as circulated.”

Carried unanimously.

APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING – June 23, 2021

3801 Motion. Risling: “THAT the Board of Trustees approve the minutes of the Special Board Meeting held on June 23, 2021 as circulated.”

Carried unanimously.

APPROVAL OF THE MINUTES OF THE SEPCIAL BOARD MEETING – July 12, 2021

3802 Motion. Glasgo: “THAT the Board of Trustees approve the minutes of the Special Board Meeting held on July 12, 2021 as circulated.”

Carried unanimously.

**APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING – August 20,
2021**

3803 Motion. Leahy: “THAT the Board of Trustees approve the minutes of the Special Board Meeting held on August 20, 2021 as circulated.”

Carried unanimously.

APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING – September 8, 2021

3804 Motion. Risling: “THAT the Board of Trustees approve the minutes of the Regular Board Meeting held on September 8, 2021 as circulated.”

Carried unanimously.

APPROVAL OF THE ACTION AGENDA

Note: Mr. Zarichny added Item 10.4 “Approval of Terms of Reference for SCSL Center.”

3805 Motion. Glasgo: “THAT the Agenda dated September 14, 2021 be approved with an additional item.”

Carried unanimously.

BOARD COMMUNICATIONS

SCSL Center Discussion

3806 Motion: Leahy: “THAT the Board of Trustees directs the Chairman of the Board and the Superintendent of designate to write a letter to all pertinent government departments to set up a meeting to discuss items that need to be clarified in relation to the SCSL Project. These items were discussed at a May 6, 2021, meeting between Mr. Mastel, Mr. Leahy and Administration. A draft of the letter will be circulated to trustees for input by September 27, 2021. A final copy will be send to Edmonton by October 8, 2021.

Carried unanimously.

CATHOLIC EDUCATION

School Parish Relations Committee

Note: Nothing to report.

Religious Education Coordinator Report

Note: Mrs. Irvine is meeting with the division’s 12 new teachers throughout the school year regarding Religious Education. There will be two meetings at Central Office, one at Holy Family Parish and one at St. Patrick’s Parish.

Note: Mrs. Irvine thanked the priests in our diocese for making our schools a priority.

Note: The new grade 9 religious curriculum was developed locally (approved by the Bishop). It was created in a Google drive for teachers to access. This year is a pilot year of the new curriculum and MHCBE will be participating in the pilot.

Note: Mr. Mastel thanked Mrs. Irvine for organizing Faith Day.

BOARD WORKPLAN

Note: A discussion was held about the March 11th Faith Formation and employee recognition. It was decided to leave the placement of employee recognition in March as opposed to moving it back to August Faith Day.

Note: The Board will hold their November Board meeting a week earlier (November 2nd) due to meeting conflicts the second week in November.

Note: The first board planning meeting of the year is scheduled for September 22nd. Mrs. Lybbert will resend out the meeting request. If this date does not work we will look at other potential dates.

Note: Deacon Risling advised the board that schools can be consecrated to Mary in either May or October. Mrs. Irvine let the board know the consecrations have been booked with the schools for this year but this will be looked at for future years.

3807 Motion. Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2021-2022 Board Work Plan."

Carried unanimously.

INFORMATION ITEMS

International Education Update

Note: Feedback from Monsignor McCoy and St. Mary's has been very positive regarding their international students. International Education has done a terrific job working with the students and building the program. The quality of the homestay families has been very good.

Note: Mr. Zarichny met with staff at McCoy in June to go over any questions they had regarding the influx of international students.

Note: There were 14 students delayed coming in September due to COVID. They are now registered for January and are staying for an additional year. Agents from Brazil want to send students so once their border opens we may have an influx of students.

Note: Mr. Leahy gave accolades to International Education program on what a great job they have done.

Staffing Update

Note: Teachers have been added to St. Louis (0.5 FTE) and École St. John Paul II (0.5 FTE). Additionally Learning Assistants have been hired at St. Patrick's School.

Health and Wellness Update

Note: First meeting is Tuesday, September 21st. More information regarding health and wellness will be shared at the October board meeting. November 8th will be full staff PD day focused on health and wellness.

Investments

Note: Report was included in the board agenda package.

2021-22 Enrollment Update

Note: Grade 1-12: up 11 over budget. Kindergarten: 3 over budget. PUF budget: down 59 over budget but students are identified for PUF funding until December 1st so that number will change.

Note: The board discussed bringing the topic of loss of grade 9 students up in their next discussion meeting (lost 70 students 33%). MHCBE did have an inflow of 70 students from grades 5-7. Does not include international education students (only Alberta funded students).

Note: Government will provide us with the funding for the additional students next year (50%). Funded on a weighted average.

Johnson Controls Project

Note: Johnson Controls will present to the board at the November 2nd board meeting about the completion of their project.

Note: Johnson Controls will now start doing data analysis on how much energy savings we have obtained. If it is less than agreed there will be a rebate.

Sale of the Former St. Louis School

Note: A letter regarding the sale was sent to the Minister on August 31st. A response is expected the end of the month. Possession is November 3rd.

École St. John Paul II School Utilities

Note: There has been a downward trend on usage. School is now running efficiently and the issues have been sorted out.

Literacy and Numeracy Screening Assessments

Note: The literacy and numeracy screening assessments will be used to address gaps in learning. There is funding available from the government to use for subs to do intervention work.

Flag Protocol

Note: The flag protocol administrative procedures has been updated to clarify when we should be moving our flags to half-mast.

Communications Report

Note: Over the summer a new division website was developed. All school home pages and the division page have videos on them as well as a new look.

Note: Fridge magnets with the 2021-2022 calendar were given to all staff and students again this year. This was very well received.

Note: Mr. Leahy asked Mrs. Hallas to change the strategic priorities graphic to represent 4 priorities as opposed to 3.

ACTION AND DISCUSSION ITEMS

Policy 1 – Division Foundational Statements

3808 Motion. Glasgo: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve for second reading the amended Policy 1 – Division Foundational statements which includes information about the updated division logo."

Carried unanimously.

3809 Motion. Grad: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve for third and final reading the amended Policy 1 – Division Foundational statements which includes information about the updated division logo."

Carried unanimously.

St. Joseph's Education Centre

3810 Motion. Risling: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education formally adopt St. Joseph's Education Centre as the name of the outreach school located within Monsignor McCoy High School."

Carried unanimously.

ACSTA

Note: The board is concerned about human resources issues within ACSTA. MHCBE's ACSTA payment due in January (\$15,000.00).

Note: Penalties would begin in June (6 months in) if dues are not paid. At that time Board of Directors allow MHCBE to be members or we would have to pay dues.

3811 Motion. Leahy: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education suspend payment to the Alberta Catholic School Trustees' Association until further notice."

Carried 4-1.

SCSL Terms of Reference

Note: Shared with Trustees. No amendments recommended.

3812 Motion. Glasgo. "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education adopt the Terms of Reference as presented."

Carried unanimously.

COMMITTEE REPORTS

Alberta Teachers' Association (ATA) Negotiation Committee (Grad)

Note: Nothing to report.

Canadian Union of Public Employees (CUPE) Negotiation Committee (Mastel)

Note: No ongoing negotiations.

Teacher Board Advisory Committee (Glasgo)

Note: Nothing to report.

Support Staff Board Advisory Committee (Risling)

Note: Nothing to report.

CUPE Support Staff Board Advisory Committee (Leahy)

Note: Nothing to report.

Student Board Advisory Committee (Mastel)

Note: Nothing to report.

Audit Committee (TBD)

Note: Reported in Committee of the Whole. Public request for members of the public to serve on this committee. Initial request for public engagement yielded one person. Will re-advertise a second time.

Sisters of Charity of St. Louis Center Committee (Leahy)

Note: First meeting is in October (Friends of McCoy).

Alberta School Boards' Association – Zone 6 Representative (Grad)

Note: First meeting will be on September 15th.

Alberta Catholic School Trustees' Association (ACSTA) Representative (Mastel)

Note: Discussed in "action and discussion items".

Medicine Hat Catholic Schools' Education Foundation Representative (Mastel)

Note: Meeting end of September.

Parent Association Representative (Glasgo)

Note: Nothing to report.

Spiritual Leadership Scholarship Committee Representative (Leahy)

Note: Nothing to report.

Teachers' Employer Bargaining Association (TEBA) Representative (Grad)

Note: Meeting was held on September 9th. Meeting notes were emailed out to Trustees and Superintendent by Mr. Grad.

CLOSING PRAYER

Note: The meeting closed with prayer led by Dick Mastel.

ADJOURNMENT

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

Note: The meeting adjourned at 5:46 PM.

Dick Mastel, Board Chair

Greg MacPherson, Secretary Treasurer