

**MINUTES OF THE PUBLIC BOARD MEETING OF THE MEDICINE HAT CATHOLIC  
BOARD OF EDUCATION held at the Catholic Education Centre  
on September 13, 2022 at 4:30 p.m.**

**TRUSTEES AND OFFICERS PRESENT**

Kathy Glasgo	Board Chair
Robert Risling	Vice-Chair
Bernie Kinch	Trustee
David Leahy	Trustee
Dick Mastel	Trustee
Dwayne Zarichny	Superintendent of Schools
Chuck Hellman	Deputy Superintendent
Greg MacPherson	Secretary Treasurer
Hugh Lehr	Associate Superintendent Learning Services
Terri Ball	Early Childhood Coordinator
Heather Irvine	Coordinator of Early Childhood Services
Tiana Lang	Communications Officer
Chelsey Lybbert	Executive Assistant to the Superintendent (Recorder)

**CALL TO ORDER**

Note: The meeting was chaired by Kathy Glasgo, Board Chair.

Note: Ms. Glasgo introduced Miss Lang as the new Communications Officer and welcomed her to her first Board meeting.

**OPENING PRAYER**

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

**LAND ACKNOWLEDGEMENT**

Note: Dr. Zarichny read the land acknowledgement.

**PRESENTATIONS**

Note: None

**APPROVAL OF THE MINUTES OF THE PUBLIC BOARD MEETING – June 14, 2022**

3894 Motion. Leahy: "THAT the Board of Trustees approve the minutes of the Public Board Meeting held on June 14, 2022 as circulated."

Carried unanimously.

**APPROVAL OF AGENDA**

3895 Motion. Risling: "THAT the Agenda dated September 13, 2022 be approved with one revision: item 10.10 removed."

Carried unanimously.

**BOARD COMMUNICATIONS**

**CATHOLIC EDUCATION**

**School Parish Relations Committee**

Note: Mrs. Irvine and Rev. Risling recently met with the priests to review the history of the committee. Next meeting will be held in October.

**Division Faith Formation**

Note: See report in agenda package. Division wide faith formation activities were discussed.

Note: Bishop McGrattan will be invited to an upcoming Student Faith Leadership Meeting to join for a question-and-answer period. The Bishop will then be invited to meet with the Board following the student meeting.

#### **Division Chaplain**

Note: The Chaplain position was posted on September 7<sup>th</sup> and will close on September 21<sup>st</sup>. Discussion around the position of Chaplain and whether the position requires a certificated teacher.

#### **BOARD WORK PLAN**

Note: Additions to the work plan: staffing update in September; search for a consultant for Board and Superintendent evaluation in October; approval of two years' worth of division calendar's in January.

Note: Calendar approval was moved to January to align with February registration. Approving a 2-year calendars helps with International Education recruitment and also for division families to plan ahead. Trustees support the idea of a 2-year calendar.

3896 Motion. Risling: "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the 2022-2023 Board Work Plan."

Carried unanimously.

#### **INFORMATION ITEMS**

##### **Strategic Priorities Update**

Note: The report has been adjusted to focus in on goals and provide updates. Senior administration is looking into creating a dashboard on the MHCBE website to reflect strategic priority updates.

Note: Discussion around the Health and Wellness priority and plans for November all-division PD. There is a Division-wide plan for November 7<sup>th</sup> in the morning and school-based PD in the afternoon. The junior and senior highs will have a presentation done by Stacey MacNeil for their PD in the afternoon.

Note: The new "Disconnecting from Work" administrative procedure will be added to the Health and Wellness priority.

Note: Discussion around Quality Teaching and Learning priority and plans to complete goal number 1.

##### **AP 170 Review**

Note: Senior administration is looking at updating administrative procedure 170 – Discrimination and Harassment. It has been referred to legal counsel for review as it is quite outdated and needs to be brought into alignment with applicable legislation. The updated administrative procedure will be presented to trustees at next board meeting.

Note: Mr. Leahy asked that senior administration review Policy 3 – Role of a Trustee when reviewing AP 170 so that they are consistent and in alignment. Dr. Zarichny responded that they will also submit Policy 3 for review to legal counsel.

##### **Signage for Rick Boksteyn Field**

Note: The draft sign design will be shared with the board for feedback before installation.

### **Personnel Update**

- Note: Mr. Hellman updated the board with staffing across the division.
- Note: Mr. Leahy asked questions about the decisions in St. Patrick's staffing and expressed concerns about the grade one class sizes (28, 28, 27). Mr. Hellman let the Board know he, along with Mr. Lehr, worked with the principal to accommodate more aide time in the grade 1 rooms to alleviate the pressure of the large class sizes.
- Note: Discussions around "pressure points" of class sizes in the division: large class size at École St. John Paul II in grade 5/6 as well as a large 1/2 split at St. Francis Xavier.
- 3897 Motion. Leahy. "THAT the Board of Trustees of Medicine Hat Catholic Board of Education adjust the budget to add a 1.0 grade 1 teacher to St. Patrick's School."

Carried unanimously.

### **Third Quarter 2021-22 Financial Update**

- Note: Mr. MacPherson presented the third quarter financial update.

### **Budget 2022-23 Update**

- Note: Mr. MacPherson presented the 2022-23 update. Enrollment is up by 128.5 FTE higher than 2021-2022 (as of September 8<sup>th</sup>).

### **Learning Services Staffing Update**

- Note: Mr. Lehr presented learning services staffing numbers.

### **Professional Development Day Child Care Program**

- Note: The first PD Child Care day will be on September 23<sup>rd</sup>. Currently there is one location being offered - École St. John II School. There are quite a few families registered and Mrs. Ball looks forward to growing the program throughout the year.

### **Communications Report**

- Note: See report in agenda package.

### **Friends of McCoy Match Day 2022**

- Note: See report in agenda package.

### **Governance and Board Members' Role**

- Note: See report in agenda package.

### **ACTION/DISCUSSION ITEMS**

#### **International Education Update**

- Note: International Education has adjusted their fee structure for the next two years. They ask that the Board approve the fee structure for two years as it helps for planning as well as promotion and predictability.

3898 Motion. Mastel. "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education approve the International Education Program Fee Structure for 2023-2024 and 2024-2025 as presented."

Carried unanimously.

3899 Motion. Mastel. "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education send a message of congratulations to Mrs. Wanda Simmons and her staff for all the success the International Education Department has made; they have done an outstanding job growing this program."

Carried unanimously.

#### **Draft AP 493 – Disconnecting from Work**

Note: Prior to COVID Dr. Zarichny implemented a 6:00 p.m. – 6:00 a.m. rule (no emails/phone calls sent during this timeframe – unless emergent) to create a better work life balance. During COVID communication this rule was not followed as much communication was time sensitive. As restrictions have lifted and the pandemic has eased senior administration would like to formalize the 6:00 p.m. – 6:00 a.m. rule in an administrative procedure: AP 493 - Disconnecting from Work.

Note: Once the AP is finalized the communications team will share with staff and families.

#### **2022-23 Fees Amendment**

Note: Mr. Leahy asked that the proposed motion was tabled until the October Board meeting as more information is needed. The trustees would like to see a budget from the schools. Mr. MacPherson will invite Monsignor McCoy Administration to present this information to the Board in the October meeting.

Note: TABLED proposed motion: "Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education approve the addition of a Provincial Championship Fee up to \$500.00 per student for Monsignor McCoy High School effective for 2022-23."

#### **Teacher Board Advisory Committee**

Note: See report in agenda package.

#### **COMMITTEE REPORTS**

##### **Alberta Teachers' Association (ATA) Negotiation Committee**

Note: Committee is currently setting negotiation dates with the ATA.

##### **Canadian Union of Public Employees (CUPE) Negotiation Committee**

Note: Nothing to report.

##### **Teacher Board Advisory Committee**

Note: Nothing to report. The next meeting will be held on November 16<sup>th</sup>.

##### **Support Staff Board Advisory Committee**

Note: Nothing to report. The next meeting will be held on September 20<sup>th</sup>.

##### **CUPE Support Staff Advisory Committee**

Note: Nothing to report. The next meeting will be set up in October.

**Student Board Advisory Committee**

Note: Nothing to report.

**Audit Committee**

Note: Nothing to report. Notice for upcoming meeting dates have been sent out.

**Division Consolidation Planning Committee**

Note: Nothing to report. A meeting will be set for late September which will focus on a course of action and engagement activities.

**Alberta School Boards' Association - Zone 6 Representative**

Note: Nothing to report. The next meeting will be held on September 21<sup>st</sup>.

**Alberta Catholic School Trustees' Association Representative**

Note: A directors meeting was held on September 8-9 which Ms. Glasgo attended virtually. Ms. Glasgo will share the report with board once she receives it from the ACSTA.

**Medicine Hat Catholic Schools' Education Foundation Representative**

Note: Nothing to report. The next meeting will be held on September 20<sup>th</sup>

**Parent Association Representative**

Note: Nothing to report. The next meeting will be held on September 26<sup>th</sup>.

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

Note: Nothing to report. The next meeting will be held on September 22<sup>nd</sup>.

**CLOSING PRAYER**

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

**ADJOURNMENT**

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

Note: The meeting adjourned at 6:31 PM.

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Kathy Glasgo, Board Chair

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Greg MacPherson, Secretary Treasurer