

**MINUTES OF THE PUBLIC BOARD MEETING OF THE MEDICINE HAT CATHOLIC  
BOARD OF EDUCATION held at the Catholic Education Centre  
on November 8, 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.

**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 ORGANIZATIONAL BOARD MEETING –  
October 11, 2022**

3911 Motion. Leahy: “THAT the Board of Trustees approve the minutes of the Organizational Board Meeting held on October 11, 2022 as circulated.”

Carried unanimously.

**APPROVAL OF THE MINUTES OF THE PUBLIC BOARD MEETING – October 11,  
2022**

3912 Motion. Risling: “THAT the Board of Trustees approve the minutes of the Public Board Meeting held on October 11, 2022 as circulated.”

Carried unanimously.

**APPROVAL OF AGENDA**

3913 Motion. Leahy: “THAT the Agenda dated November 8, 2022 be approved with an addition of item 11.4 - Board Meeting on Tuesday, November 15<sup>th</sup> at 2:15 p.m.”

Carried unanimously.

**BOARD COMMUNICATIONS**

**CATHOLIC EDUCATION**

**School Parish Relations Committee**

Note: Report included in board agenda package.

Note: Trustees were very pleased with all that has been done with school parish relations in our division.

### **Religious Education Report**

Note: Mrs. Irvine has reached out to the Bishop to attend a meeting with our students followed by a meeting with Trustees. Mrs. Irvine will provide more information once she has a date.

### **BOARD WORK PLAN**

#### **ACSTA Facilities Covenant Review**

Note: Standing item in the board work plan. For information purposes.

#### **2022-2023 Trustee Honorarium**

Note: November 1, 2022 – October 31, 2023 rates for trustee honorarium included in the board agenda package.

### **INFORMATION ITEMS**

#### **Strategic Priorities Update**

Note: Update included in board agenda package.

Note: The division consolidation Thought Exchange was shared with staff and will be sent out to parents, students and community members in the coming weeks. Once the survey is complete the information will be shared with the building committee and the Board.

#### **Draft Administrative Procedure 170**

Note: The draft administrative procedure was presented in the Committee of the Whole as it was updated by legal counsel. Once it is finalized it will be posted on the division website and more information will be shared with staff.

#### **Health and Wellness PD Day**

Note: All staff were invited to attend a division health and wellness day. Cory Johnson presented as the keynote speaker. 18 breakout sessions to choose from to attend. Schools held their own PD in the afternoon.

Note: Thank you to Nick Gale and Brad van Middelkoop as well as the health champions at each school for planning this excellent day.

#### **Staffing Update**

Note: Mr. Joshua Hopkins has been hired as the new International Education Coordinator. He will commence his role on November 14, 2022.

Note: Mrs. Jayne Kehler will be taking over the role of Payroll Officer. Mrs. Misty Parker will be moving over to the Administrative Assistant – Facilities Operations role. Administrative Assistant – International Education is now being advertised.

#### **Curriculum Update**

Note: The division will continue to work with SAPDC as well as grade level meetings in the curriculum rollout.

**OHS Update**

Note: The division OHS committee meets quarterly; each school and employee group are represented. A new fire code document was created this year and has been shared out to schools.

**Assurance Measures**

Note: Presentation included in board agenda package.

Note: Mr. Hellman will share out diploma and PAT results with trustees.

**School Council Financial Statements**

Note: A summary document of each school council financials was included as part of the board agenda package (as per the board work plan). For further details on school council activities please contact Mr. MacPherson.

**Establishment of a Separate School District**

Note: An individual residing outside of our school boundary has started the process of establishing a Separate School District (4x4). This is an elector driven process.

**Draft Opioid Response Administrative Procedure**

Note: DLT was recently trained on administration of Naloxone. All schools have Naloxone kits (similar to keeping epi-pens and AED's on site).

**Communications Report**

Note: Report included in the board agenda package.

**ACTION/DISCUSSION ITEMS**

**Trustee School Tours**

Note: Mrs. Lybbert will book tours of schools for trustees in the beginning of December.

**St. Michael's School Reserve Use Request**

Note: Mr. Mastel was out of the room for discussion and vote.

3914 Motion. Leahy. "Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education authorize the use of \$3854 from the St. Michael's School accumulated restricted reserve for St. Michael's School operations in 2022-23."

Carried unanimously.

**Technology Budget Reserve Request**

3915 Motion. Risling. "Be it resolved that the Board of Trustees for the Medicine Hat Catholic Board of Education authorize the use of \$92,000 from the unrestricted reserve to be added to the budget for the cybersecurity enhancement project."

Carried unanimously.

### **ATA Negotiations**

3916 Motion. Kinch. "THAT the Board of Trustees for the Medicine Hat Catholic Board of Education will meet on November 15<sup>th</sup> at 2:15 p.m. to discuss ATA Negotiations."

Carried unanimously.

### **COMMITTEE REPORTS**

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

Note: Discussed in Committee of the Whole.

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

Note: Nothing to report.

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

Note: Next meeting on November 16, 2022.

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

Note: Nothing to report.

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

Note: Nothing to report.

#### **Student Board Advisory Committee**

Note: Nothing to report.

#### **Audit Committee**

Note: Report included in board agenda package.

#### **Division Consolidation Planning Committee**

Note: Once Thought Exchange process has concluded a meeting will be called to review thoughts gathered and develop next steps.

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

Note: Nothing to report.

#### **Alberta Catholic School Trustees' Association Representative**

Note: ACSTA Annual General Meeting will be held November 17-20.

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

Note: Report included in board agenda package.

#### **Parent Association Representative**

Note: Report included in board agenda package.

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

Note: Rules for terminating staff on disability and making accommodations. Next meeting on November 22<sup>nd</sup> in Edmonton.

**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 6:23 PM.

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Kathy Glasgo, Board Chair

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Greg MacPherson, Secretary Treasurer