

MINUTES OF THE REGULAR MEETING OF THE MEDICINE HAT PUBLIC BOARD OF TRUSTEES HELD IN THE BOARD ROOM IN THE SCHOOL DISTRICT ADMINISTRATION OFFICE ON TUESDAY, JUNE 25, 2019 AT 3:00 P.M.

TRUSTEES PRESENT: Rick Massini, Catherine Wilson Fraser, Deborah Forbes, Carolyn Freeman

TRUSTEES ABSENT: Celina Symmonds

OFFICIALS PRESENT: Mark Davidson, Superintendent of Schools
Lyle Cunningham, Deputy Superintendent
Tracy Hensel, Associate Superintendent
Jerry Labossiere, Secretary Treasurer
Joanne Pitman, Assistant Superintendent
Corey Sadlemyer, Assistant Superintendent
Jason Peters, Assistant Superintendent

OTHERS PRESENT: Lee Krasilowez, Communications Coordinator

CHAIR: Rick Massini

RECORDING SECRETARY: Angie Lesko

I. APPROVAL OF AGENDA

Addition under:

ITEMS FOR ACTION

5. CHHS Field Trip Request to Italy

98. C. Wilson Fraser **THAT** the agenda be approved as amended.

CARRIED

II. ADOPTION OF MINUTES

Presentation and adoption of the Minutes of the Regular Board meeting held on Tuesday, May 28, 2019 and the Committee of the Whole meeting held on Tuesday, May 28, 2019 and June 11, 2019.

99. C. Freeman **THAT** the Minutes of the Regular Board meeting held on Tuesday, May 28, 2019 and the Committee of the Whole meeting held on Tuesday, May 28, 2019 and June 11, 2019 be adopted as presented.

CARRIED

III. MOVE TO COMMITTEE OF THE WHOLE

100. C. Freeman

THAT the Board move to Committee of the Whole to discuss certain confidential matters.

CARRIED

The Board moved to Committee of the Whole at 3:01 p.m.

IV. RECONVENE TO OPEN BOARD MEETING

The Board reconvened to the open board meeting at 6:00 p.m.

V. ACTION ARISING OUT OF THE COMMITTEE OF THE WHOLE MEETING

101. D. Forbes

THAT Personnel Matter #2019-03 be approved as presented.

CARRIED

VI. ITEMS FOR ACTION

1. Budget 2019-20 Spring Release

As per the Board Annual Work Plan and as required under the School Act, the Board was presented with an annual budget for the upcoming school year. The Spring Budget Release is built on best estimates available at the time. An update will be provided in the fall based on actual student numbers.

It was noted that the figures reflect a balanced budget for 2019-2020.

102. C. Wilson Fraser

THAT the Board approve the 2019-2020 Budget as presented.

CARRIED

2. 2019-2020 School Fees

As required by the Ministry, Boards must approve a comprehensive list of school fees.

Leanne Dulle provided an overview of the various fee categories and explained the final reporting requirements.

It was noted that all fee requests are submitted to the Finance Department for preliminary review and approval, then brought to the Board for

consideration. The Board approved fee schedule is then sent to Alberta Education for formal approval.

103. D. Forbes

THAT the Board approve the 2019-2020 School Fees, as presented.

CARRIED

3. Japanese Yamate High School International Exchange Field Trip Request

It was recommended that the Board approve, in principle, a field trip for Glen Mori, teacher from Medicine Hat High School to travel with students from Medicine Hat High School, Crescent Heights High School and Central High, to Yokohoma and Tokyo, Japan for the period Friday, July 17, 2020 to Saturday, August 1, 2020, subject to the following conditions:

- a) that the Secretary Treasurer's Department give initial approval to the destination and that the submitted itinerary be approved;
- b) that the Division's Student Waiver Forms be signed by all parents;
- c) that there be no cost to the Board, other than the cost of substitute teachers for approved supervising teachers traveling on the Field Trip;
- d) that all funds related to this trip be managed by the School Bookkeeper at your location;
- e) that the School Trip Accounting Template be completed and submitted to the Secretary Treasurer's department no later than 20 days after your trip;
- f) that any adults participating in the trip who are not designated supervisors be informed and sign a release that the Board does not accept any responsibility (liability or otherwise) as a result of their participation;
- g) that all students and designated chaperones are required to obtain the School District Travel Insurance (medical, trip cancellation/ interruption and baggage);
- h) that criminal record checks be obtained for parent supervisors (non-district personnel);
- i) that the Principal/Teacher responsible continue to monitor and keep track of the travel advisories and ensure that students and parents are aware that the trip could be cancelled;

- j) that the Principal/Teacher comply with all criteria set out in Policy 720 and the International Travel Guidelines;
- k) that a letter be signed by each parent granting permission for their child to travel out-of-the-country with another specifically named adult;
- l) that each student be in possession of a passport, valid for at least six months beyond the expected return date;
- m) that each parent be given a copy of the letter from the Superintendent, re: measles immunization.

104. C. Wilson Fraser

THAT the Board approve, in principle, a field trip for Glen Mori, teacher from Medicine Hat High School to travel with students from Medicine Hat High School, Crescent Heights High School and Central High, to Yokohama and Tokyo, Japan for the period Friday, July 17, 2020 to Saturday, August 1, 2020, subject to the conditions specified.

CARRIED

4. CHHS Field Trip Request to Chicago, USA

It was recommended that the Board approve, in principle, a field trip for Jennifer Davies, teacher from Crescent Heights High School to travel to Chicago, USA for the period Tuesday, April 7, 2020 to Wednesday, April 15, 2020, subject to the following conditions:

- a) that the Secretary Treasurer's Department give initial approval to the destination and that the submitted itinerary be approved;
- b) that the Division's Student Waiver Forms be signed by all parents;
- c) that there be no cost to the Board, other than the cost of substitute teachers for approved supervising teachers traveling on the Field Trip;
- d) that all funds related to this trip be managed by the School Bookkeeper at your location;
- e) that the School Trip Accounting Template be completed and submitted to the Secretary Treasurer's department no later than 20 days after your trip;
- f) that any adults participating in the trip who are not designated supervisors be informed and sign a release that the Board does not accept any responsibility (liability or otherwise) as a result of their participation;

- g) that all students and designated chaperones are required to obtain the School District Travel Insurance (medical, trip cancellation/interruption and baggage);
- h) that criminal record checks be obtained for parent supervisors (non-district personnel);
- i) that the Principal/Teacher responsible continue to monitor and keep track of the travel advisories and ensure that students and parents are aware that the trip could be cancelled;
- j) that the Principal/Teacher comply with all criteria set out in Policy 720 and the International Travel Guidelines;
- k) that a letter be signed by each parent granting permission for their child to travel out-of-the-country with another specifically named adult;
- l) that each student be in possession of a passport, valid for at least six months beyond the expected return date;
- m) that each parent be given a copy of the letter from the Superintendent, re: measles immunization.

105. C. Freeman

THAT the Board approve, in principle, a field trip for Crescent Heights High School students and teacher, Jennifer Davies, to travel to Chicago, USA for the period Tuesday, April 7, 2020 to Wednesday, April 15, 2020, subject to the conditions specified.

CARRIED

5. **CHHS Field Trip Request to Italy**

It was recommended that the Board approve, in principle, a field trip for Heather McCaig, teacher from Crescent Heights High School to travel Italy for the period Tuesday, April 7, 2020 to Wednesday, April 15, 2020, subject to the following conditions:

- a) that the Secretary Treasurer's Department give initial approval to the destination and that the submitted itinerary be approved;
- b) that the Division's Student Waiver Forms be signed by all parents;
- c) that there be no cost to the Board, other than the cost of substitute teachers for approved supervising teachers traveling on the Field Trip;
- d) that all funds related to this trip be managed by the School Bookkeeper at your location;

- e) that the School Trip Accounting Template be completed and submitted to the Secretary Treasurer's department no later than 20 days after your trip;
- f) that any adults participating in the trip who are not designated supervisors be informed and sign a release that the Board does not accept any responsibility (liability or otherwise) as a result of their participation;
- g) that all students and designated chaperones are required to obtain the School District Travel Insurance (medical, trip cancellation/interruption and baggage);
- h) that criminal record checks be obtained for parent supervisors (non-district personnel);
- i) that the Principal/Teacher responsible continue to monitor and keep track of the travel advisories and ensure that students and parents are aware that the trip could be cancelled;
- j) that the Principal/Teacher comply with all criteria set out in Policy 720 and the International Travel Guidelines;
- k) that a letter be signed by each parent granting permission for their child to travel out-of-the-country with another specifically named adult;
- l) that each student be in possession of a passport, valid for at least six months beyond the expected return date;
- m) that each parent be given a copy of the letter from the Superintendent, re: measles immunization.

106. C. Freeman

THAT the Board approve, in principle, a field trip for Crescent Heights High School students and teacher, Heather McCaig, to travel to Italy for the period Monday, June 29, 2020 to Thursday, July 9, 2020, subject to the conditions specified.

CARRIED

6:29 p.m. L. Dulle left the meeting

VII. REPORTS OF COMMITTEES

1. District Council of School Councils

The Council of School Councils met on Thursday, May 9, 2019. An overview of the meeting was provided to the Board. The minutes were attached for information.

The Board discussed the possibility of planning an event for school councils in Medicine Hat. Trustee Freeman will send a letter to the Chair of the Council of School Councils expressing the Board's interest in partnering with them to plan such an event. It was noted that the Alberta School Boards Association may also wish to be involved.

107. D. Forbes

THAT the minutes of the May 9, 2019 Council of School Councils meeting be received for information.

CARRIED

2. Coordinating Committee

Minutes of the Coordinating Committee meeting held on Monday, May 27, 2019 were attached for information.

108. C. Freeman

THAT the minutes of the Coordinating Committee meeting held on May 27, 2019 be received for information.

CARRIED

VIII. ADJOURNMENT

109. C. Wilson Fraser

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 6:44 p.m.

CHAIR

SECRETARY TREASURER