



**MEDICINE HAT PUBLIC SCHOOL DIVISION
COORDINATING COMMITTEE MEETING**

Date and Time: Monday, October 2, 2017 at 1:30 to 3:30 p.m.

Location: Grant Henderson Learning Centre – Central Office

1. POLICY REVIEW AND UPDATES

J. Labossiere reviewed changes to the exhibits and administrative procedures related to Policy 411; the updates are to reflect Bill 1, An Act to Reduce School Fees.

o **411 P 001 – Allocation of Instructional Block Resources and Respective Responsibilities**

This administrative procedure was updated;

A) 1) Centralized Instructional Services ix) Learning Coaches was changed to 'Optimal Learning Consultants' x) English as a Second Language was changed to 'English Language Learner' xix) Removed 'Library Automation'.

B) Instructional Block 'Managed Centrally' was replaced with 'Site-Based'.

a) 'Based on the enrolment of the current year the profile may be adjusted *should there be an increase or decrease*'.

o **411 P 002 – Site-Based Staffing Allocations**

This administrative procedure was updated:

A) 2) i) Kindergarten to Grade 3 students 'severe, mild to moderate' removed.

B) 1) I and ii) 'severe, mild to moderate' removed. 2) Associate Superintendent replaced with Deputy Superintendent – Human Resources.

o **411 P 003 – Inclusive Education Allocations *new**

The District is considering updates due to other options that may fall under "Inclusive Education" aside from increasing Teachers and Education Assistant staff.

o **411 P 004 – Site-Based Budget Allocations (Mini-Budgets)**

This administrative procedure was updated (previously P 003).

A) 2) Removed any instructional related charges.

B) 2) Removed ESL – extra staff in schools so this is not necessary as a mini-budget.

F) 1) Removal of Basic Fees Instructional Resources – grades 1-6 and 7-12.

2) Removed District Fees

o **411 E 001 – Site-Based Budgets (i.e. Mini-Budget Rates)**

This exhibit was updated.

A) ELP and Kindergarten reduced from \$140 to \$80 all other instructional resources removed.

- B) 1) Added Medicine Hat Christian School for CTF (Career and Technology Studies CTS was changed to Career and Technology Foundations CTF). 6) The District has added staff for English as a Second Language Support – Mini Budget removed as a result.
C) 4) If a school is over limit they are responsible for the fees.

o **411 E 002 – Instrument User Fee Rental Rates**

This exhibit was included for reference.

Policy 650 Student Fees

J. Labossiere reviewed changes to this Policy; fees must be allowable under the School Fees and Costs Regulation and funds used for the purpose in which they are collected.

Guidelines are updated according to the new regulation. Any increase fees by more than 5% requires Ministerial approval.

Discussion regarding teachers planning all fieldtrips well in advance to notify administrators so approval can be processed in time.

o **650 P 001 – Student Fees**

This administrative procedure was updated as per Ministerial Order and the removal of all basic instructional fees.

5.1) The Committee recommended that “Lunch Program Fees” be removed; J. Labossiere will update the document.

7) Discussion ensued on the waiving of Optional Course Fees in excess of \$75. It will be the Principal's discretion to extend the waiver to cover Extracurricular activity fees as well.

10.) The addition of a process for any fee disputes was added.

o **650 E 002 – Secondary Schools' Fee Schedule**

Removed some courses not offered any longer.

Additions will be made to this Exhibit for summer school fees and charges to international students.

2. FUTURE MEETINGS

Monday, December 4, 2017

*no Teacher Board Advisory

Christmas Lunch at Paradise Valley 12:30 to 1:30

Coordinating Committee Meeting to follow 1:30 to 3:30

Monday, February 5, 2018

Teacher Board Advisory 12:30 to 1:30

Coordinating Committee 1:30 to 3:30

Monday, April 9, 2018

Teacher Board Advisory 12:30 to 1:30

Coordinating Committee 1:30 to 3:30

June 4, 2018

Teacher Board Advisory 12:30 to 1:30

Coordinating Committee 1:30 to 3:30

3. ADJOURNMENT