

COORDINATING COMMITTEE MEETING

Members:

Doug Ashmore	Val Browne
Lyle Cunningham	Mark Davidson
Leanne Dulle	Carolyn Freeman
Boris Grisonich - absent	Tracy Hensel
Jerry Labossiere	Aaron Myradon - absent
Jason Peters - absent	Jan Petersen
Corey Sadlemyer - absent	Cheryl Scholly
Sharon Stolz - absent	Richelle Thomas
Janine Tolhurst	

Date and Time: Monday, September 30, 2019 1:30 to 3:30 p.m.

Location: Central Office - Grant Henderson Learning Centre

WELCOME AND INTRODUCTIONS

FEE CHANGES

L. Dulle brought forth the addition of Dr. Roy Wilson Learning Centre Baseball Institute Fee of \$600 to the administrative procedure **628 E 002 Secondary Schools' Fee Schedule**. It was noted that the 2019/20 Division Fee Schedule was approved by the Board in June of 2019 as it was due to Alberta Education by June 30.

The committee had no comment on the addition of the baseball institute fee.

POLICY & PROCEDURE REVISIONS

L. Dulle, Director of Finance and J. Tolhurst, Occupational Health and Safety Officer, have both been instrumental in the improvement of MHPSD Off-Site Activities Procedure and Exhibits (formerly referred to as 'field trips'). These recent updates were made to conform with industry best practices, occupational health and safety standards and insurance requirements.

Policy 720 was renamed from 'Off-Campus Field Trips, Tours and Projects' to [Policy 720 Off-Site Activities](#). The references were also updated to reflect the updated procedure and exhibits.

Updates to AP 720 P 001 Off-Site Activities include: the addition of specific supervision ratios based on grade level, the addition of specific number of instructional days that can be excused based on grade level, and the levels of approval. The exhibits (forms) are now fillable and linked for ease of use. The procedure is more comprehensive, will improve consistency and help to streamline the approval process.

M. Davidson commented that even if a parent provides annual consent, they still need to be informed of the date of the activity that the student is off-site.

The application with appropriate approvals and waivers should be kept together for retention purposes. The retention period for this information is being reviewed.

MHPSD
Coordinating Committee - Minutes
September 30, 2019

Clarification was provided regarding instructional days (i.e. kindergarten is restricted to miss one instructional day per off-site activity). If the class attends a weekly community classroom this is not considered a weeklong off-site activity as they return to school/ home each day.

It was recommended that schools that provide equipment for an activity retain a record of the equipment and the maintenance (i.e. skating, helmets). If schools are providing equipment, they are accepting responsibility to ensure the equipment meets safety standards and is maintained.

A PowerPoint document was prepared and shared for referencing updates.

Off-Site Activities 2019-2020

Policy 722 – School Physical Activities This drafted policy was presented to the Committee for review. The information included in this newly drafted policy, procedure and exhibit was previously within 720 for ‘off site activities’, however, the categorization of these physical activities applies to both on-site and off-site activities.

The information that outlines if an activity is ‘green, yellow, or red’ has been moved to [722 P 001 School Physical Activities](#) and [722 E 001 School Physical Activity Chart](#). The information on risk level is from USIC and the Safety Guideline for Physical Activity in Alberta Schools.

*****2:00 p.m. L. Dulle and J. Tolhurst left the meeting.

M. Davidson presented the updates to administrative procedure **530 P 007 Media Relations** (Previously ‘Staff Response to Media Requests’). The changes were made to reflect our current practices.

M. Davidson presented to the committee the updates to the following 5 policies which were to reflect the transition from the School Act to the Education Act effective September 2019.

Policy 200: Role of the Board of Trustees

Policy 202: Role of Trustees

Policy 202.1: Trustee Code of Conduct

Policy 202.1: Appendix Trustee Code of Conduct Sanctions. This appendix has been newly drafted due to specifications in the Education Act.

Policy 614: Sexual Orientation and Gender Identity This policy aligns with the Education Act, however, there are some sections that could now be removed according to new legislation. The Board has made a choice to retain some of the information.

There was a recommendation to change (1)(a):

‘immediately grant permission for the establishment of the student organization or the holding of the activity at the school’ should be revised to read *‘shall permit the establishment of the student organization or the holding of the activity at the school’*

(3.1) This section was suggested to be redundant and removed.

(6.) This is removed from the Education Act. The committee agreed with the Board’s recommendation to retain.

MHPSD
Coordinating Committee - Minutes
September 30, 2019

SCHOOL CALENDAR DRAFT

L. Cunningham asked for feedback on the two draft copies of the 2020-2021 school year calendar. Two calendars were drafted due to a request to have a consistent break each year. The difference is that draft A has a break in March and draft B has the usual Easter break. Feedback from the committee was in support of continuing the Easter break.

MINISTER'S MEETINGS UPDATE

V. Browne, President of our Local ATA and C. Freeman, Trustee provided some information to the committee on the meeting with Minister LaGrange. The comments were positive. The Minister is committed to visiting schools, she was very attentive and has a student-centered approach.

FUTURE MEETINGS

- December 2, 2019 @ Paradise Valley
- February 3, 2020
- March 30, 2020
- May 25, 2020