

Medicine Hat Public School Division

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COORDINATING COMMITTEE MINUTES

Monday, May 12, 2025

10:00 a.m. to 12:00 p.m.

Grant Henderson Learning Centre

Members:	Yvonne Sissons	Trustee
	Tracy Hensel	Superintendent
	Leanne Dulle	Secretary Treasurer
	Cody Edwards	Associate Superintendent Student Services
	Jason Peters	Associate Superintendent: Human Resources
	Blair Lukacs	Elementary Principal Representative
	Warren Buckler	Secondary Principal Representative
	Michael Jerred	ATA Local President
	Dalyce Harrison	ATA Teacher Welfare Chair
	Katerina Biech	ATA, Primary Teacher Representative
	Dustin Look	ATA, Secondary Teacher Representative
	Gicela Cardona (for Karen Saffran - <i>regrets</i>)	Parent Representative-Division Council
Guest(s):	Bailey O'Reilly	Director of Finance

CALL TO ORDER 10:00 a.m.**Treaty Land Acknowledgement**

Superintendent, Tracy Hensel, shared the treaty land acknowledgement.

[Vincent Massey School](#)**Adoption of Minutes**

There was a motion by Yvonne Sissons to adopt the minutes of the Coordinating Committee meeting held on [March 24, 2025](#).

ITEMS FOR INFORMATION**1. Teachers' Voice Updates**

The Teachers' Voice Committee met on April 14, 2025. The drafted summary was shared with the committee. There were no comments on the information received.

[Enclosure No. 1](#) – Teachers' Voice Summary

2. Teacher Bargaining Update

Dalyce Harrison, ATA Teacher Welfare Chair provided an update on Teacher Bargaining.

Teachers are currently bargaining with central representatives of the province of Alberta.

About 80% of teachers participated in the vote that was held from May 2 to 5, 2025. Results showed 37.5% were in favour of the mediator's recommendation. Following the initial vote there is a 'cooling off period'. The next phase could be early June where

teachers could potentially vote to strike. If they do vote to strike, it is valid for 120 days. The ATA will give a 72-hour notice prior to the strike date.

ITEMS FOR DISCUSSION

1. Budget 2025-2026 Spring Release

Leanne Dulle, Secretary Treasurer, provided an outline of this years' drafted budget for the 2025-2026 school year.

Leanne began by explaining how important enrollment is for planning the budget. Medicine Hat has a steadily declining birth rate, which has impacted our kindergarten enrollment over the past four years. For 2025-2026 enrollment is expected to be 6881 students, less 156 students from last year.

Revenues:

- Total revenues of \$95 million - 91% grant funding, 5.7% local revenues and 3% school generated funds.
- Of the total funding 79% is the instruction block, 12.6% operations and maintenance, 3.7% transportation, 3.5% system administration and 1.1% external services.
- Total grant funding, \$285,000 higher than last year.
- Base grants showed no increase.
- Weighted Moving Average (WMA) change – previously 50/30/20 now changing to 70/30, which negatively impacts school boards with declining enrolment like ours.

Expenses:

- Total expenditures \$95,259,800
- Salaries and benefits make up approximately 75% of expenses; services, supplies and contracts 20%; and amortization and debt 5%.
- Instructional block is 79% of our allocated expenses, 13% operations and maintenance, 3.7% transportation, 3.2% system administration and 0.9% external services.
- An increase in staffing costs and decreased funding and enrollment will reduce certificated staff by 7.70 FTE and non-organized staff by 2.45 FTE. There will be an increase in CUPE non-certificated staff of 6.5 FTE due to the licensed ELP Programs.

Support staff increases are not funded in a separate grant by government the way teacher increases are. CUPE settlement was reached on April 30 and member ratifications will happen on May 13, 2025. Non-organized group is on hold until both unionized groups have settled.

Operating reserves have been used the last three years to fund planned deficits. Based on our current reserve levels we need to have a balanced budget for 2025/26.

2. Policy & Procedure Updates

The following policies, procedures and exhibits have been updated and brought to this Committee for review.

Staff Recognition and Celebration

Superintendent Tracy Hensel reviewed the updated procedures, which have been revised based on staff feedback. The changes eliminate the use of pins and specific gifts for years of service and retirement recognition, replacing them with cash or cash-equivalent gifts.

[Enclosure No. 2](#) – 522 AP 002: Retirement Recognition (Draft)

[Enclosure No. 3](#) – 522 AP 003: Short and Long-Term Services Awards (Draft)

Registration of Non-Resident Students

Leanne Dulle, Secretary Treasurer, outlined the changes made to provide clarity. Alberta Education provides funding for our students based on specific requirements. If students are enrolled in our division and do not meet the government requirements there is a fee that is charged. For example, if a student's parents do not live in Alberta the government will not provide funding.

[Enclosure No. 4](#) – 604 AP 001: Admission of Non-Resident Students (Draft)

Student Fees

Bailey O'Reilly, Director of Finance, reviewed the changes to student fees. These procedures are reviewed and updated annually as required.

Early Learning Programs – educational services for typically developing children, our fee was reduced to \$230, from \$235. The fee was reduced to match other licensed childcare facilities.

The secondary school fees procedure was updated with fee changes for optional courses for grades 7-12. There were several new academies added and some increased fees mostly due to the increased cost for supplies.

Finance collaborates with our schools to maintain consistency in the costs for optional courses.

[Enclosure No. 5](#) – 628 E 001: Elementary Schools' Fee Schedule (Draft)

[Enclosure No. 6](#) – 628 E 002: Secondary Schools' Fee Schedule (Draft)

Facilities

Leanne Dulle, Secretary Treasurer, reviewed the revised documents for the application and use of division facilities. The city manages Joint Use rentals for us which is the use of school facilities in the evening when we have staff in buildings. There has been an increase in community use outside of the joint use (weekends), where we were not charging adequately to cover our operational costs: custodial requirements, security requirements and utility costs. The revised fees are now comparable with other facilities in the city.

[Enclosure No. 7](#) – 800 AP 002: Use of School Facilities (Draft)

[Enclosure No. 8](#) – 800 E 001: Application to Rent Facilities Form (Draft)

The new terms and conditions are available online when filling out a rental application. By having the applicant confirm they have reviewed and agreed to the terms and conditions, it reduces our liability.

[Enclosure No. 9](#) – 800 E 006: Facilities Use Terms and Conditions (New)

The building access hours have been updated to 11:00 p.m. to 6:00 a.m., as the intrusion alarm system auto-arms between midnight (12:00 a.m.) and 6:00 a.m. During this time, the system will be automatically activated. Outside of these hours, it is important to enter through the main entrance (or a designated door) and sign in to ensure others are aware of your presence in the building.

Additionally, a new guideline—Item 9—has been added, stating that doors are not to be blocked open at any time.

[Enclosure No. 10](#) – 800 AP 004: Security of School Buildings (Draft)

Transportation

Leanne Dulle, Secretary Treasurer, outlined the minimal updates to adhere to government guidelines. In the past, Alberta Education provided funding for the transportation of students 2.4 km from school for all grade levels. Then the requirements were updated to 2.0 km for students in grades 7 to 12 and 1.0 km for kindergarten to grade 6. In December the funding requirements changed again for elementary students to 1.6 km. High school students remain at 2.0 km.

Alberta Education has offered to grandfather funding students in elementary for the 2025-2026 school year for 1.0 km distance.

[Enclosure No. 11](#) – 804 AP 001: Transportation of Students (Draft)

ADJOURNMENT

Future Meeting Dates: October 2025