Medicine Hat Public School Division

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COORDINATING COMMITTEE MINUTES

Members:	Katerina Biech	*Warren Buckler-regrets*
	Mark Davidson	Leanne Dulle
	Dalyce Harrison	Tracy Hensel
	Michael Jerred	Dustin Look
	Blair Lukacs	Jason Peters
	Corey Sadlemyer-regrets	Karen Saffran
	Yvonne Sissons	Sharon Stolz
Guests:	Bailey O'Reilly, Director of Finance	
	Chelsea Hallick, Coordinator of Diverse Learning Services	
	Sterling Hamilton, Vice Chair, Teacher Welfare Committee	

Date: Monday, May 6, 2024

Time: 1:00 to 3:00 p.m.

Location: Grant Henderson Learning Centre

AGENDA ITEMS

1. Call to Order

Jason Peters, Associate Superintendent of Human Resources, called the meeting to order at 1:02 p.m. Mark Davidson, Superintendent, will join the meeting when he is available.

2. Treaty Land Acknowledgement

Jason Peters, Associate Superintendent, provided a land acknowledgement.

3. Adoption of Minutes

The minutes of the Coordinating Committee meeting held on February 5, 2024, and April 22, 2024, were put forth for adoption. A motion was made by Michael Jerred to approve the minutes – carried.

4. Items for Information

Teachers' Voice Updates

The Teachers' Voice Committee summary from their April 25, 2024, meeting was not yet available. The summary will be shared with all teaching staff, when available.

5. Items for Discussion

Dysregulated Student Committee

Tracy Hensel, Associate Superintendent of Student Services, introduced Chelsea Hallick, Coordinator of Diverse Learning Services, to assist in providing an update on this committee's work.

The committee was formed with central office staff and school staff representing various positions, grade levels and programming. They held four meetings to review policy, procedure, and system supports with a goal of making recommendations to better support staff and students.

They discovered that committee members as well as some staff in schools were not aware of policies and processes. Topics for discussion included incident reporting expectations and consistency, administrators' involvement in the debriefing process, the definition of physical restraints, bullying, parent communication and threats (SE ARTO Protocol) and the Fair Notice Letter. They reviewed and discussed proactive and reactive strategies currently in place to support students.

Recommendations from the committee are:

- Administrators to review policy 612 and associated administrative procedures with their staff annually in August prior to school start up.
- Annual review of the SE ARTO Protocol (Fair Notice Letter) that is shared with all families.
- Executive will work with Administrators to review a debrief process.
- Incident reports are now being forwarded to Chelsea Hallick and Tracy Hensel so that Administrators are aware of incidents, as required.
- Hour Zero provides an auto message to the principal for action.

Tracy concluded this process was beneficial and not only has improved the communication process for incidents but also will create the awareness for staff.

Skills Competition Funding

The committee discussed providing opportunity for students by supporting them financially to attend these events.

Michael Jerred, President of the ATA, provided some background on the provincial wide skills competition held in Edmonton each year. The competition includes about 140 trades for our high schools to compete in. Both of our high schools have students competing, but there is no fundraising due to the varying number of students that compete each year.

There seems to be an increase of students competing in other divisions. It was recommended that we reach out to divisions in Alberta to ask how they are funding their students to support their participation.

Mark recommended that students currently participating can reach out to central office for support. Our executive will consider drafting an administrative procedure to guide future participation in this event.

Teaching Time for Administrators

Clarification was requested regarding the amount of time an administrator is expected to teach. The division allocates F.T.E. to support administrators in schools based on the number of teachers. As each school is unique, the staff within the schools decide how much time administrators can teach and still be available to assist staff, students and families as required.

Collaborative staffing meetings are held with all our schools, including executive and administrators where they discuss priorities for funding to balance staffing and estimates for class sizes.

6. Policy & Procedure Updates

Bailey O'Reilly, Director of Finance, was introduced to the committee. Bailey reviewed changes to the three exhibits that have revised costs for student courses and options for the 2024-25 school year.

628 E 001: Elementary Schools' Fee Schedule

Updates to this exhibit were made based on our current practices. The fees were updated, and the nutritional fee removed as it is no longer charged.

Clarification was provided on requests for funding for off-site activities. The principal submits these requests at the start of the year and can update requests 3 more times throughout the year.

There were no further questions regarding the elementary schedule.

628 E 002: Secondary Schools' Fee Schedule

There are no changes to the standard fees, however there are some updates to optional course fees along with the addition of academies offered for the upcoming 2024-2025 school year.

All the fees are estimated based on half year courses as each school is different. The costs are consistent throughout our schools with similar programming.

Families that are unable to fund optional courses should communicate with their school. Administration can work with families to help with costs except for hockey and ringette due to the high cost.

The Board provides final approval for course fees.

628 E 003: International Schools' Fee Schedule

This exhibit has been reviewed and updated due to an increase in both programming and staffing costs. The fees are in line with other school divisions with similar programs.

7. Budget 2024-2025 Spring Release

- Budget Spring Release 2024-25

Leanne Dulle, Secretary Treasurer, provided an overview of the draft budget for the 2024-2025 school year.

Enrolment is projected to increase 30 students for next year from 7,022 to 7,052, but long-term data from the Government of Alberta projects a decline in enrollment for our city.

Pre-pandemic changes to the grant funding model, coupled with our decline in enrolment during the pandemic has resulted in reduced grant revenues. Alberta Education provided Hold Harmless funding which cushioned our decrease for a few years, but in 2023-2024 it was eliminated, and the full impact of the reduction was felt. A two-year plan was developed to use operating reserves to spread the reduction over a two-year period to lessen the impact.

Revenues for the Spring Budget 2024-25 are $93,636,700

- The 2024-2025 budget announcement shared that the province would be increasing spending on education by 4.4%. This reflects the increase in spending required to fund enrollment growth for new students arriving in Alberta. The funding rate per student remains the same from 2023-2024 to 2024-2025, which is a 0% increase from the previous year.
- Funding for Wage Settlements – There will be incremental funding for any ATA negotiated settlements; however, there will be no incremental funding to cover any negotiated increase for other non-certificated staff.
- The instruction socioeconomic grant calculation was updated based on more current data and resulted in an unexpected decrease in funding.
- Transportation funding has increased due to increased ridership eligibility rules; however, this funding is limited to be used only for transportation.
- Other non-grant revenues increased in a few areas with most also having matching increases in expenses.

Expenses for the Spring Budget 2024-25 are $94,436,700

- Instructional block spending is 79% of the budget.
- Unfunded wage settlements (CUPE and Non-organized staff), staff grid movement and benefit rate increases account for significant cost pressures.
- Rising costs combined with no increase to grant rates result in a required reduction in staffing. The spring budget includes a reduction in central supports of 4.76 FTE and 22.65 FTE in school staffing. Staff attrition through retirements will cover most of the reduction. Final staffing will not be complete until September when the exact composition of hired teachers and education assistants is known.
- Purchased services and supplies will increase by 10.7% in instruction, 3.4% for operations and maintenance and 16.9% for transportation.
- The priority was to keeping funding in the classroom for staffing; therefore, there were no increase to school mini-budgets despite the rising cost of supplies.

The Spring Budget 2024-25 includes a planned deficit of ($800,000) which is funded out of operating reserves.

The Board has reviewed the draft Spring Budget and will approve the final budget May 28, for submission to Alberta Education on May 31, 2024.

8. <u>Future Meeting Dates</u>

- October 2024

ADJOURNMENT 3:28 p.m.