

COORDINATING COMMITTEE MEETING

Members:

Doug Ashmore
Lyle Cunningham
Carolyn Freeman
Tracy Hensel
Heather McCaig
Jan Petersen
Cheryl Scholly
Richelle Thomas

Val Browne
Mark Davidson
Boris Grisonich
Jerry Labossiere
Aaron Myradon
Corey Sadlemyer
Sharon Stolz

Date and Time:

Monday, May 11, 2020 2:00 to 4:00 p.m.

Location:

Zoom Meeting

CALL TO ORDER

1. BUDGET

Jerry Labossiere updated the committee on the adjustments to the 2020-21 budget including school based and central instruction areas, as well as the restructuring of the PUF program funding.

Some of these reductions created a surplus to disperse back to schools.

It was noted that consideration was given to the budget requests such as maintaining class sizes, services for mental health, inclusive education and specialized programming.

Overall the figures reflect a balanced budget for 2020-2021.

2. POLICY & PROCEDURE REVISIONS

The committee reviewed some updates to policy, procedures and exhibits.

1. Policy 626: Administration of Medication and Medical Care

Tracy Hensel reviewed the updates to the Policy, the accompanying administrative procedures and exhibits. The policy and procedure are up to date with current protocols. The goal is to have consistency within all schools to provide direction to a broad range of medical situations.

626 P 001: Administration of Medication and Medical Care

626 P 002: Protection of Students with Life-Threatening Allergies (was E 004)

626 P 003: Treatment of Students with Diabetes (was E 005)

626 E 001: Request for School Assistance to Administer Medication

626 E 002: Student Focused Medication Management Record

626 E 003: Anaphylaxis Emergency Plan New

626 E 004: Diabetes Care Plan New

Some clarifications and input were provided.

2. Policy 300: ~~Crisis Management Plan~~ Emergency Preparedness

The administrative procedure 300 P 001 was already updated to reflect current practice; the committee reviewed the administrative procedure last meeting. Minimal changes were made to the policy. The title and two references in the policy were updated from 'crisis management' to 'emergency preparedness'. All exhibits were dated and removed as the current information is available in Hour Zero.

3. Policy 406: Site-based Instructional Budgets

Due to the new Provincial Funding Model several changes were required to both the allocation model to schools and to reflect other changes made in order to balance the budget. These amendments were indicated in the administrative procedures. The policy was included for information as the only change was the title of one of the referenced administrative procedures.

406 P 001 - Allocation of Instructional Blocking Resources and Respective Responsibilities

The Credit Enrolment Unit (CEU) as well as outdoor education funding were removed from services funded centrally from instructional block resources. Allocation of resources was updated to include kindergarten to grade 12 with the removal of credit enrolment units.

406 P 002 - Site-based Staffing Allocations

The Division wide student-teacher ratio was updated to 19.25:1 for kindergarten through grade 6 and 23.25:1 for grades 7 through 12. As both of our high schools are similar in size, the administrator time (Principal/VP) FTE 4.0 was removed in section 3.

406 P 003 - ~~Inclusive Education~~ Specialized Learning Support (SLS) Allocations

Specialized programming includes all schools and is not specific to Herald School. The allocation method was restructured to be 30% distributed based on the proportion of students and 70% based on the school profile (average family income, single parent families, students with a code, FNMI students, ELL students and refugee students). The allocation was previously evenly split.

406 P 004 - Site-based Budget Allocations

Special events support was eliminated including funding for off-site activities and travel/provincials. There is some funding available for Community Classroom.

406 E 001 - Site-based Budgets

Students will provide their own school supplies going forward. Socio-economic support was added which is an allocation based on the Average Family Income (SES) data from Alberta Education. There was a slight increase for allocations for career and technology studies and extra-curricular sports for secondary students. Connaught School transitioned to single track French Immersion which reduces cost.

406 E 002 - Instrument User Fee Rental Rates was included for information, there was no change.

4. 628 P 001: Student Fees

Minor changes were made to the language regarding the Play & Learn Program. The threshold was reduced for optional courses that could be denied due to non-payment of fees. There were also changes to the process, documentation and deadline for submitting a waiver of fees application.

5. 520 P 002: Transfer of School Administrators (New)

This new administrative procedure has been developed to provide clarity on remuneration and a red circling protocol in the event of an administrator being transferred. A transfer could occur due to shifting grades and other natural enrolment variations.

3. MOTION TO AJOURN