



MEDICINE HAT PUBLIC BOARD OF EDUCATION
OPERATING AS MEDICINE HAT PUBLIC SCHOOL DIVISION

REGULAR MEETING
CENTRAL OFFICE BOARD ROOM

TUESDAY, JUNE 25, 2019

A G E N D A

I. APPROVAL OF AGENDA 3:00 P.M.

II. ADOPTION OF MINUTES

Presentation and adoption of the Minutes of the Regular Board meeting held on **Tuesday, May 28, 2019** and the Committee of the Whole meeting held on **Tuesday, May 28, 2019 and June 11, 2019.**

RM

III. MOVE TO COMMITTEE OF THE WHOLE

It is recommended that the Board move to Committee of the Whole to discuss certain confidential matters.

RM

IV. RECONVENE TO OPEN BOARD MEETING 6:00 P.M.

V. ACTION ARISING OUT OF THE COMMITTEE OF THE WHOLE MEETING

VI. ITEMS FOR ACTION

1. Budget 2019-20 Spring Release

As per the Board Annual Work Plan and as required under the School Act the Board is presented with an annual budget for the upcoming school year. The Spring Budget Release is built on best estimates available at the time. An update will be provided in the fall based on actual student numbers.

It should be noted that the budget is in a balance position for 2019-2020. We present the plan to the Board for consideration and approval.

JL

Separate [Enclosure No. 1](#)

Separate [Enclosure No. 2](#)

2. 2019-2020 School Fees

As is a requirement of the Minister, Boards must approve a comprehensive list of school fees. We recommend that the Board approve the enclosed list of fees.

LD/JL

[Enclosure No. 3](#)

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3. Field Trip Approval in Principle

Japanese Yamate High School International Exchange.

It is recommended that the Board approve, in principle, a field trip for Glen Mori, teacher from Medicine Hat High School to travel with students from Medicine Hat High School, Crescent Heights High School and Central High, to Yokohoma and Tokyo, Japan for the period Friday, July 17, 2020 to Saturday, August 1, 2020, subject to the following conditions:

- a) that the Secretary Treasurer's Department give initial approval to the destination and that the submitted itinerary be approved;
- b) that the Division's Student Waiver Forms be signed by all parents;
- c) that there be no cost to the Board, other than the cost of substitute teachers for approved supervising teachers traveling on the Field Trip;
- d) that all funds related to this trip be managed by the School Bookkeeper at your location;
- e) that the School Trip Accounting Template be completed and submitted to the Secretary Treasurer's department no later than 20 days after your trip;
- f) that any adults participating in the trip who are not designated supervisors be informed and sign a release that the Board does not accept any responsibility (liability or otherwise) as a result of their participation;
- g) that all students and designated chaperones are required to obtain the School District Travel Insurance (medical, trip cancellation/interruption and baggage);
- h) that criminal record checks be obtained for parent supervisors (non-district personnel);
- i) that the Principal/Teacher responsible continue to monitor and keep track of the travel advisories and ensure that students and parents are aware that the trip could be cancelled;
- j) that the Principal/Teacher comply with all criteria set out in Policy 720 and the International Travel Guidelines;
- k) that a letter be signed by each parent granting permission for their child to travel out-of-the-country with another specifically named adult;
- l) that each student be in possession of a passport, valid for at least six months beyond the expected return date;
- m) that each parent be given a copy of the letter from the Superintendent, re: measles immunization.

MD

[Enclosure No. 4](#)

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4. Field Trip Approval in Principle

It is recommended that the Board approve, in principle, a field trip for Jennifer Davies, teacher from Crescent Heights Hat High School to travel Chicago, USA for the period Tuesday, April 7, 2020 to Wednesday, April 15, 2020, subject to the following conditions:

- a) that the Secretary Treasurer's Department give initial approval to the destination and that the submitted itinerary be approved;

- b) that the Division's Student Waiver Forms be signed by all parents;
- c) that there be no cost to the Board, other than the cost of substitute teachers for approved supervising teachers traveling on the Field Trip;
- d) that all funds related to this trip be managed by the School Bookkeeper at your location;
- e) that the School Trip Accounting Template be completed and submitted to the Secretary Treasurer's department no later than 20 days after your trip;
- f) that any adults participating in the trip who are not designated supervisors be informed and sign a release that the Board does not accept any responsibility (liability or otherwise) as a result of their participation;
- g) that all students and designated chaperones are required to obtain the School District Travel Insurance (medical, trip cancellation/interruption and baggage);
- h) that criminal record checks be obtained for parent supervisors (non-district personnel);
- i) that the Principal/Teacher responsible continue to monitor and keep track of the travel advisories and ensure that students and parents are aware that the trip could be cancelled;
- j) that the Principal/Teacher comply with all criteria set out in Policy 720 and the International Travel Guidelines;
- k) that a letter be signed by each parent granting permission for their child to travel out-of-the-country with another specifically named adult;
- l) that each student be in possession of a passport, valid for at least six months beyond the expected return date;
- m) that each parent be given a copy of the letter from the Superintendent, re: measles immunization.

MD

[Enclosure No. 5](#)

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VII. REPORTS OF COMMITTEES

1. District Council of School Council

The Council of School Council met on Thursday, May 9, 2019. An overview of the meeting will be provided to the Board. The minutes are attached for information.

DF/JP

[Enclosure No. 6](#)

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2. Coordinating Committee

Minutes of the Coordinating Committee meeting held on Monday, May 28, 2018 are attached for information.

CF/MD

[Enclosure No. 7](#)

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VIII. ADJOURNMENT