

COORDINATING COMMITTEE MEETING

Members:	Doug Ashmore	Ashley Bohonos for Val Browne
	Lyle Cunningham	Mark Davidson
	Carolyn Freeman	Boris Grisonich
	Tracy Hensel	Jerry Labossiere
	Aaron Myradon	n/a Jason Peters – n/a
	Jan Petersen	n/a Corey Sadlemyer – n/a
	Cheryl Scholly	Sharon Stolz
	Richelle Thomas	

Date and Time: Monday, February 3, 2020 1:30 to 3:00**Location:** Central Office - Grant Henderson Learning Centre**CALL TO ORDER****1. PROCEDURE REVISIONS**

Correspondence received from one of the Medicine Hat Public School Divisions' retired teachers was referred to the committee for review. The correspondence addressed to our trustees indicated concerns about administrative procedure 504 P 004: Voluntary Retirement Plan. This together with Chair, Massini's response letter and the applicable clause from the Teachers Collective Agreement were included for review.

Mark Davidson reiterated that the Early Retirement Incentive Plan is part of the Collective Agreement. The administrative procedure has been in place since September 2005 and likely to have been a practice prior to that. It was suggested to bring this to the teachers' voice committee for further consideration.

Lyle Cunningham added that Human Resources has provided a session for retirees to help give direction and answer questions regarding the retirement process.

Tracy Hensel assisted with the update of AP 300 P 001: ~~Crisis Management Plan~~ Emergency Preparedness Plan noting that these revisions were made to reflect current practice and Hour Zero. There were no comments from the committee.

Lyle Cunningham explained the updates for the AP 504 P 006: Staffing Process and 504 E 001: Teacher Initiated Transfer that were initiated due to suggestions in the teachers' voice committee. Teachers' are no longer required to apply for teaching positions in previous year to qualify to apply for a transfer and teachers must be at their current school for 3 years not 5 years as previously stated.

Mark Davidson updated the committee on the changes to administrative procedure 508 P 001: Filling Administrative Appointments. The addition of 'one trustee' was made to the administrator hiring process which reflects current practice.

Tracy Hensel introduced a new administrative procedure 612 P 003: Timeout, Physical Restraint and Seclusion. The procedure and accompanying exhibit 612 E 002: Use of Physical Restraint Reporting Form were created to align with the standards released in the recent ministerial order. Medicine Hat Public School Division does not support seclusion rooms. This procedure supports the work of SIVA; currently the Division's

practice for non-violent crisis intervention. As part of the ministerial order each school must have two trained staff members.

Discussions about the unique circumstances and limited staff available for the 'two trained staff members' required within the smaller outreach programs such as Young Moms and the PAS Program. It was decided to include their educational assistant for training. It was also noted that SIVA practices are typically required for younger students.

2. SHARE TEACHERS' VOICE SUMMARY

Mark Davidson shared a summary chart outlining what was identified as Division-wide priorities and future needs. The input received thus far was gathered through consultation with the teachers' voice committee as well as the administrator group. Mark asked the members of the coordinating committee for feedback related to the budget and what they thought was important to protect.

Mark met with CUPE representatives during the last week of January indicating that no decision will be made without full consideration. The Division students will also be asked for their feedback.

Trustee Freeman mentioned that the mini town hall meeting she attended seemed to be focused on initial budget impacts such as class size, supports and complexity.

The group discussed that priorities for budget may vary from one school to the next. For example, only about 3 of our schools have strong participation in the ELL program.

A concern was echoed that historically elective programs such as music, second language and physical education are considered as 'add-ons' and are the first to be considered for cuts. It was expressed that giving children exposure to such electives is crucial as the courses often generate confidence and motivate students to attend school. There were concerns voiced about teachers instructing the fine art programs or other electives as some smaller schools struggle with having these specific skill sets within their teaching staff. It was suggested that further conversations occur post budget to enhance these opportunities or potentially explore sharing resources among schools.

The committee discussed how the staffing process is completed with the consideration of student enrolment.

Mark advised the group that there should be a budget briefing at the end of February. The committee may be called upon to meet prior to March 30 if necessary, to review budget information.

3. MOTION TO AJOURN

Future Meeting Dates:

March 30, 2020

May 25, 2020