

Medicine Hat Public School Division

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COORDINATING COMMITTEE MINUTES

Members:	Lyle Cunningham Leanne Dulle Tracy Hensel <i>Jerry Labossiere - regrets</i> Amanda McGarry Courtney Scott Yvonne Sissons Janine Tolhurst	Mark Davidson Dalyce Harrison Michael Jerred Dustin Look <i>Corey Sadlemyer - regrets</i> Cassandra Silver Sharon Stolz Rachelle Ulmer
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Date: Monday, May 15, 2023**Time:** 12:15 to 3:15 p.m.**Location:** Paradise Valley - Upstairs Loft (90 Gehring Road S.E.)**AGENDA ITEMS****1. Call to Order**

Mark Davidson called the meeting to order at 12:56 p.m.

2. Treaty Land Acknowledgement

Mark Davidson shared a personal acknowledgement of the Treaty 7 territory land. Last week the Division partnered with the Medicine Hat College and the Miýwasin Friendship Centre to host KisKihkeyimowin. This event began with his participation in the construction of the tipis as the 'runner'. Mark expressed his gratefulness for our students being able to participate in this event.

3. Adoption of Minutes

The minutes of the Coordinating Committee meeting held on [March 27, 2023 - CC Minutes](#) were put forth for adoption. Motion to approve by Tracy Hensel – carried.

Page 2 of the original minutes was updated:

- 1st paragraph was "Over the past 10 years, enrollment has declined 218 students and over the past 5 years 636 students." The update: "Over the past 5 years, enrollment has declined 378 students."
- 5th paragraph was "The projection of 400 less students next year will impact classrooms and cause a reduction in staff." The update: "The projection of 46 less students next year will impact classrooms and cause a reduction in staff."

4. Items for Information

Student Travel During Instructional Days

Mark provided clarification on when he would approve students to miss more than two instructional days for an off-site activity. Although he prefers that students don't miss more than two instructional days for travel, he does make considerations in some circumstances such as: when cost is significantly less, when the duration of travel is excessive, the actual event occurs during instructional time. Mark also mentioned that in comparison to sporting events the instructional time missed for off-site activity travel is typically minimal.

5. Items for Discussion

Teachers' Voice Updates

The Teachers' Voice Committee met on April 27, 2023. The drafted summary was not available at this meeting but will be shared once the Teachers' Voice committee has reviewed the document.

The committee discussion included questions and clarification about the budget, staffing and funding as well as a discussion on mental health being an element of overall health.

6. Policy & Procedure Updates

Policy 532 – Healthy Interactions

Lyle Cunningham reviewed the changes made to be in alignment with the new ATA Code of conduct implemented on January 1, 2023. The Board felt that it was important to maintain communication between staff.

Both the complainant or respondent can request a supervisor to be involved in the process and there should be a confidential record maintained. The revised documents provide some structure to the process.

Due to the process being simplified, there have already been six complaints filed against staff since the beginning of January. Concerns with this process were expressed, notably due to the lack of communication (as the complainant does not need to inform the respondent).

The committee reviewed the drafted updates. The policy will go to the Board for final approval in May.

Enclosure: [Policy 532– Healthy Interactions](#)

Enclosure: Administrative Procedure – [532 AP 001 Healthy Interactions](#)

Enclosure: Exhibit – [532 E 001 Mediation Process for Resolution Form](#)

628 E 002 – Secondary Schools’ Fee Schedule

Leanne Dulle reviewed the drafted updates to exhibit 628 P 002, including recommended revised costs for student course options for the 2023-2024 school year.

The schools submit recommendations for changes in course fees each year, as necessary, then the information is updated and made available to parents.

[Enclosure: 628 E 002 – Secondary Schools’ Fee Schedule](#)

800 AP 001 – Minor Building Renovations

Leanne Dulle reviewed the updates to this procedure that have been made to align with our current practices within the division.

Enclosure: [800 AP 001 – Minor Building Renovations](#) (DRAFT)

Non-Standardized Items in MHPSD Buildings

Janine Tolhurst reviewed the reasoning for the following new procedures and exhibits. Aligned with the facilities policy these documents also include a health and safety standard and provide clarity for staff. The intent was to have a structure around how, why, and when we bring items in the classroom and to standardize the process throughout the division.

800 E 004 lists common non-standardized items with conditions for placement and potential concerns about the placement of the item.

800 E 005 will be a fillable form to request to bring in non-standardized items into the classroom. Once this is submitted it will be reviewed by the school safety rep and custodian prior to going to the principal for approval.

Several clarifications were provided as the committee asked questions and commented.

Janine advised that any non-standardized items should be removed before the end of this school year. The new process will be shared in schools through administration.

This procedure is not applicable to *school owned equipment*.

Enclosure: [800 AP 007 – Non-Standardized Items in MHPSD Buildings](#) (New)

Enclosure: [800 E 004 – Common Non-Standardized Items](#) (New)

Enclosure: [800 E 005 – Request to Place Non-Standardized Items](#) (New)

7. Budget 2023-2024 Spring Release

Leanne Dulle, Director of Finance, provided an overview of the 2023-2024 Spring Budget. This week will be final for the Spring Budget, with updates in the Fall.

Some of the key points in her presentation included:

Enrollment

2022-2023 actual enrollment is 7,086, the projected enrollment for 2023-2024 is 7,040 (less 46 students). Workforce Planning Data predicts a downward enrollment trend over the next ten years.

Total Revenues less 1.2%

Major factors include the change in funding framework and loss of Hold Harmless Funding.

Total Expenses up 0.7%

Staffing is about 75% of our budget. (Certificated staff less 22.6 FTE; CUPE staff increase 1.1 FTE; Non-Union staff increase 2.3 FTE, creating an overall reduction of 19.2 FTE (full time equivalent)). The Division is looking at ways to reduce spending to plan for future years.

The Division intends on exceeding the Capital Reserve Cap of 3.15% with ministerial approval to offset the 2023-2024 deficit. 2023-24 Budget is in deficit position of (\$ 2,290,000).

[2022-2023 Spring Budget Presentation](#)

8. Future Meeting Dates

- October 2023

ADJOURNMENT 2:49 p.m.