



Medicine Hat Public School Division

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COORDINATING COMMITTEE

Members: Lyle Cunningham Dalyce Harrison Jerry Labossiere Dustin Look <i>Jason Peters - regrets</i> Sarah Scahill Yvonne Sissons Janine Tolhurst <i>Rachelle Ulmer - regrets</i>	Mark Davidson <i>Tracy Hensel - regrets</i> Ed Kruger Amanda McGarry Corey Sadlemyer Courtney Scott Sharon Stolz Allan Thompson
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Date: Monday, April 4, 2022

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

Location: Grant Henderson Learning Centre

AGENDA ITEMS

1. **Call to Order** Mark Davidson called the meeting to order at 1:02 p.m.
2. **Treaty Land Acknowledgement**
3. **Adoption of Minutes**

Adoption of the minutes of the Coordinating Committee meeting held on February 7, 2022. [February 7, 2022 - CC Minutes](#). Yvonne Sissons motioned to approve – carried.

4. **Items for Discussion**

Budget

Jerry Labossiere provided a high-level overview on the 2022-2023 Budget. Some of the key items included:

- We are projecting enrolment decline for the third year in a row; 319 less students in 2020-21 (COVID), 58 less in 2021-22 and a further decline of 140 students is expected this year. The Province predicts a downward trend over the next 10 years mostly due to lower birth rates.
- Loss of revenue from enrolment is off-set by the Hold Harmless funding from 2021-22 totaling \$2.1 M. Total operating funding in Division Profile is \$74.8 M.
 - Funding for staffing this year will be based on actual enrolment in schools. The Division has allocated an extra 10 FTE, at approximately \$1M cost, to be managed by Human Resources and assist where staffing challenges are.
 - Provincial Learning Loss funding creates an additional 7 FTE (\$700K) to assist in addressing literacy and numeracy interventions.

The remainder of the 2.1 M will go toward cost increases in transportation and utilities.

- Operating Reserve Cap has been introduced. The Province will use our actual expenditures on our audited financial statements X 3.1% to calculate. If we are over the cap, the difference will be clawed back over the next 10 months.
- Provincial Control: School Divisions are asked to project three years of reserve management plan. All transactions out of scope must be approved by the Province.
- Future Caution: The third year of enrolment decline under Weighted Moving Average has not impacted us as much due to the two years of Hold Harmless funding. If we are not held harmless for 2022-2023 there will be some tough decisions.
 - Due to enrolment decline the Division could be down 27 staff but because of being 'Held Harmless' we are only projected to be down 10 staff. Hold Harmless funding has reduced the impact on staffing which is inevitable with declining enrolment.
 - Currently we do not have enough information to determine impacts on staffing as we await information on the Learning Loss / Curriculum Grant and Mental Health and Wellness Grant.
- Operating and Instructional Base grants increased 1%, Transportation grant increased 4.6%, however this is counteracted with significant increase to fuel cost, utilities and employee benefits.

More budget details will be provided at our May 16 meeting.

Calendar Process

Appreciation extended to Lyle Cunningham for his consideration of feedback in developing the Division Calendar. In future, a two-year Calendar may be considered.

5. Policy & Procedure Updates

The committee reviewed the updates to the policy/ procedures below:

Policy 200 – Role of Trustees

At the request of the Board, Mark Davidson made an update to Policy 200 to reflect the addition of Student Voice. Teachers, Georgia Bull, Jen Karpiuk and Ricky Hildebrand formed a committee to develop guidelines for establishing a student senate with student representation from both high schools. Two student delegates from each school will be invited to join the Board Meeting, to provide feedback and gain valuable experience. Schools are planning to meet every two weeks and once per month with the Board.

Enclosure: [Policy 200 – Role of the Board of Trustees \(DRAFT\)](#)

Policy 548 – Absence Reporting and Admin Procedures (new)

Sarah Scahill reviewed the new Policy and administrative procedures with the Committee noting that most employees are already following this practice. The policy and procedures were developed as a resource for staff with the goal of having a consistent practice throughout the Division.

An employee must enter their absence in Atrieve and then also contact their supervisor directly to notify them (via text, phone or email). If an appointment is entered in Atrieve in advance of 24 hours, then the supervisor is already aware and would not need to be contacted. It was suggested a note be added to Atrieve if the absence is not within 24 hours to please notify your direct supervisor.

Dalyce Harrison will share her feedback that she received directly with the Human Resources team for consideration.

Enclosure [Policy 548 – Absence Reporting \(DRAFT\)](#)

Enclosure [548 P 001 – General Absence Reporting \(DRAFT\)](#)

Enclosure [548 P 002 – Absence Reporting Related to Illness or Injury \(DRAFT\)](#)

720 P 001 – Off Site Activities

Janine Tolhurst, together with staff that have international travel experience, met to work on streamlining and clarifying the international travel process. Updates have been made to this portion of administrative procedure 720 P 001 including the addition of four exhibits. These updates will prove valuable for planning student travel.

The two layers of approval required are ‘approval in principle’ from the Board and then a ‘final approval’ 4 weeks prior to departure, approved by the Superintendent. The adult waiver and release has been rescinded as there will not be any adults joining a trip without a role to assist students.

Enclosure: [720 P 001 – Off Site Activities \(DRAFT\)](#)

Enclosure: [720 E 010 – International Field Trips – Approval in Principle \(NEW\)](#)

Enclosure: [720 E 011 – International Field Trips – Final Approval \(NEW\)](#)

Enclosure: [720 E 012 – Consent for National-International Trips \(NEW\)](#)

Enclosure: [720 E 013 – Volunteer Registration Form \(NEW\)](#)

Comments reiterated the notification process for reporting itinerary changes during the trip (notification to Principal, Superintendent and OHS), the age for international travelers (grade 10-12) and number of days for travel. Mark indicated that he likely would not support having students in grades 9 or less travel internationally simply due to the Division’s liability. He would make considerations regarding travel days but would certainly lean toward not having students miss more than 10 instructional days.

Janine plans to be involved in travel planning and processes to make improvements as we move forward. The hope is to potentially digitize the processes where we can, and to allow teachers to communicate digitally with parents.

At this time, international travel is not recommended.

6. Future Meeting Dates

- May 16, 2022

ADJOURNMENT 2:20 p.m.