

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF MEDICINE HAT SCHOOL DISTRICT NO. 76 HELD IN THE BOARD ROOM IN THE SCHOOL ADMINISTRATION OFFICE ON TUESDAY, DECEMBER 16, 2014 AT 6:00 P.M.

TRUSTEES PRESENT: Mr. Terry Riley, Ms. Deborah Forbes, Mrs. Carolyn Freeman, Mr. Rick Massini, Mrs. Catherine Wilson Fraser

OFFICIALS PRESENT: Dr. Grant Henderson, Superintendent of Schools
Mrs. Sherri Fedor, Associate Superintendent
Mr. Lyle Cunningham, Associate Superintendent
Mr. Jerry Labossiere, Secretary Treasurer

OTHERS PRESENT: Mr. Ricky Hildebrand, Teacher, Medicine Hat High School

CHAIR: Mr. Terry Riley

RECORDING SECRETARY: Mrs. Angie Lesko

I. APPROVAL OF AGENDA

Addition under:

- VII. Items for Action:
5. Administrative Procedure 401 P 001

58. Mrs. Freeman **THAT** the agenda be approved as amended.

CARRIED

II. ADOPTION OF MINUTES

Presentation and adoption of the Minutes of the Regular Board meeting held on Tuesday, November 25, 2014 and Committee of the Whole meeting held on Tuesday, November 25, 2014.

59. Mrs. Wilson Fraser **THAT** the Minutes of the Regular Board meeting held on Tuesday, November 25, 2014 and Committee of the Whole meeting held on Tuesday, November 25, 2014 be adopted as presented.

CARRIED

III. CORRESPONDENCE

1. Copy of Christmas card from Blake Pederson, MLA
2. Thank you card from Shanaye Gackle, Alexandra Middle School re: Lillian Wright Memorial Scholarship
3. Thank you card from William Lee re: Thelma Berkeley Robinson Scholarship
4. Letters from Chair

IV. RECOGNITIONS/ACCOMPLISHMENTS

1. On the Bus to Wonderland

Students in Joan Sadownik's class at George Davison School submitted short stories to the Young Writers of Canada. The stories of fourteen students were featured in the anthology of creative writing for young Canadians ages 5 to 11 years.

2. Holiday Performances

The Board wishes to recognize all the schools for their holiday performances, including Christmas concerts, band concerts, celebrations, extravaganzas and activity evenings. The staff and students generously host their communities, families and friends to share in the celebration of the season. These activities support the goal of "Putting the Public Back into Public Education".

V. ITEMS FOR ACTION

1. MHHS Field Trip Request to Paris, Vimy, Normandy, France

Mr. Ricky Hildebrand, teacher at Medicine Hat High School, requested permission for students from Medicine Hat High School to travel to Paris, Vimy, Normandy, France on March 23 to March 31, 2016 inclusive.

It was recommended that the Board approve, in principle, this field trip for students from Medicine Hat High School 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 District'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 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;
- e] that all students and designated chaperones are required to obtain the School District Travel Insurance (medical, trip cancellation/interruption and baggage).
- f] that criminal record checks be obtained for parent supervisors (non-district personnel);

- g] 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;
- h] that the Principal/Teacher comply with all criteria set out in Policy 743 and the International Travel Guidelines;
- i] that a letter be signed by each parent granting permission for their child to travel out-of-the-country with another specifically named adult;
- j] that each student be in possession of a passport, valid for at least six months beyond the expected return date;
- k] that each parent be given a copy of the letter from Dr. Grant Henderson, Superintendent, re: measles immunization.

60. Mr. Massini

THAT the Board approve, in principle, a field trip for students from Medicine Hat High School to travel to Paris, Vimy, Normandy, France for the period March 23 to March 31, 2016, inclusive, subject to the conditions specified.

CARRIED

VI. PRESENTATIONS

1. Improved Learning Through Enhanced Instruction

Mr. Cunningham provided an overview of the Improved Learning through Enhanced Instruction practices and shared the guiding principles around the work being done in the District. The District continues to work towards a common focus and language while building a culture of collaborative learning and community engagement.

The measure of success on student engagement and achievement is done through quantitative and qualitative data.

2. Capacity Building Project

The District has a number of initiatives that support the continued staff capacity building in the District. An overview of these initiatives was shared.

The District continues to focus on cooperative learning while supporting initiatives such as PLCs, Learning Coach capacity building sessions, project based learning and Community Classrooms.

Leadership alignment meetings are taking place to ensure that everyone is working in the same direction.

Additionally, talks have resumed with the Medicine Hat College regarding the implementation of advanced credit programs. A group of over 70 District teachers are also working to create an "Understanding by Design" pilot project.

VII. ITEMS FOR ACTION - Continued

2. 2015-2016 School Year Calendar

The 2015-2016 draft school year calendar was circulated to staff and parents for input.

6:57 p.m. - Mrs. Freeman left the meeting

61. Mr. Massini

THAT the Board approve the 2015-2016 school year calendar as presented.

CARRIED

3. Policy 667 and Procedure 667 P 001 Student Interviews by Police and Child Protection Services

Mrs. Fedor met with the Southern Alberta Child and Family Services and the Medicine Hat Police Department to discuss the District's policy and procedures related to student interviews by Police and Child Protection Services. The policy and procedures were revised slightly to align with the procedures of these two departments and have been reviewed by the Coordinating Committee.

62. Mrs. Wilson Fraser

THAT revised Policy 667 and Procedure 667 P 001 be approved as presented.

CARRIED

4. Board Meeting in April

The Education Foundation Casino will take place on April 21 and 22, 2015. The Board was asked to consider moving the April 21st Board Meeting to April 28th so Board members can support the Foundation.

63. Mr. Massini

THAT the April 21, 2015 Board Meeting be moved to April 28, 2015.

CARRIED

5. Administrative Procedure 401 P 001

Mr. Labossiere asked for the Board's approval of the amendments to the Administrative Procedure 401 P 001 Delegation of Signing Authority. The amendment dealt

with electronic funds transfers in relation to payroll and accounts payable. This change was considered a housekeeping issue.

64. Ms. Forbes

THAT the Board approve the amendments to Administrative Procedure 401 P 001, as presented.

CARRIED

VIII. REPORTS OF COMMITTEES

1. District Council of School Councils

Minutes of the District Council of School Councils meeting held on November 19, 2014 were attached.

65. Mrs. Wilson Fraser

THAT the Board receive the minutes for information.

CARRIED

2. Medicine Hat Public Schools' Education Foundation

Minutes of the Medicine Hat Public Schools' Education Foundation meeting held on November 26, 2014 were attached and a brief overview was provided.

Alicia Koch has accepted the position of Vice Chair of the Education Foundation.

The Telethon will take place on Sunday, March 8, 2015 from 2:00 – 6:00 p.m. The theme for this year's telethon is "*Great Things Happening in SD76*".

The next Casino is scheduled for April 21 and 22, 2015.

66. Mr. Massini

THAT the Board receive the minutes for information.

CARRIED

3. Coordinating Committee

Minutes of the Coordinating Committee meeting held on December 1, 2014 were attached for information. A brief overview of the meeting was provided.

67. Mrs. Wilson Fraser

THAT the Board receive the minutes for information.

CARRIED

IX. ITEMS FOR INFORMATION

1. School Visit Reports

As part of the Board's goal of "Putting the Public Back into Public Education" trustees are visiting schools.

Mr. Riley attended the Fly-In event at Connaught School and presented employee service awards at a number of schools and Central Office. In addition, he attended the Christmas Activity evening at WLC, the Big Fish performance at MHHS and the Get Smart performance at CHHS.

Mrs. Wilson Fraser attended the Christmas Activity evening at Dr. Roy Wilson Learning Centre, the MHHS Big Fish performance and the Fly-In event at Connaught School. She also presented employee service awards at a number of schools.

Mr. Massini attended the Fly-In event at Connaught School, a Christmas Concert at Crestwood School, as well as the Big Fish performance at MHHS, the Mohawk Football Team breakfast and a lunch at Ross Glen School.

Ms. Forbes presented employee service awards at Elm Street School and attended the River Heights Winter Wonderland Activity evening.

X. MOVE TO COMMITTEE OF THE WHOLE

68. Ms. Forbes

THAT the Board move to Committee of the Whole to discuss certain confidential matters.

CARRIED

The Board moved to Committee of the Whole at 7:37 p.m.

XI. RECONVENE TO OPEN BOARD MEETING

The Board reconvened to the open board meeting at 7:59 p.m.

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

69. Mr. Massini

THAT the Board approve Personnel Matter #2014-06.

CARRIED

XIII. ADJOURNMENT

70. Mrs. Wilson Fraser

THAT the meeting adjourn.

CARRIED

The meeting adjourned at 7:59 p.m.

CHAIR

SECRETARY TREASURER