

MINUTES OF THE **REGULAR MEETING** OF THE MEDICINE HAT PUBLIC BOARD OF TRUSTEES HELD BY ZOOM ON **TUESDAY, NOVEMBER 23, 2021** AT 3:00 P.M.

TRUSTEES PRESENT: Catherine Wilson, Pat Grisonich, Deborah Forbes, Rick Massini, Yvonne Sissons

OFFICIALS PRESENT: Mark Davidson, Superintendent of Schools
Lyle Cunningham, Deputy Superintendent
Tracy Hensel, Associate Superintendent
Jerry Labossiere, Secretary Treasurer
Jason Peters, Assistant Superintendent
Corey Sadlemyer, Assistant Superintendent

OTHERS PRESENT: Sarah Scahill, Health, Wellness & Attendance Advisor
Janine Tolhurst, OHS Officer
Britney Ingram, HR Advisor
Rita Olsen, HR Executive Assistant
Leanne Dulle, Director of Finance
Lee Krasilowez, Communications Coordinator

CHAIR: Catherine Wilson

RECORDING SECRETARY: Angie Lesko

I. CALL MEETING TO ORDER

Meeting was called to order at 3:03 p.m.

II. MOVE TO COMMITTEE OF THE WHOLE

27. Y. Sissons

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

CARRIED

The Board moved to Committee of the Whole at 3:03 p.m.

III. RECONVENE TO OPEN BOARD MEETING

The Board reconvened to the open board meeting at 5:32 p.m.

IV. TREATY 7 LAND ACKNOWLEDGEMENT

We acknowledge that we are on the traditional territory of the Blackfoot Confederacy and the people of Treaty 7 Region in Southern Alberta. We honour and acknowledge the homeland of the Métis people. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us.

V. APPROVAL OF AGENDA

28. P. Grisonich

THAT the agenda be approved as presented.

CARRIED

VI. ADOPTION OF MINUTES

Presentation and adoption of the Minutes of the Organizational meeting held on **Tuesday, October 26, 2021**, and the Regular Board meetings held on **Tuesday, October 26, 2021**, and **Tuesday, November 9, 2021** and the Committee of the Whole meetings held on **Tuesday, October 26, 2021**, and **Tuesday, November 9, 2021**.

29. D. Forbes

THAT the Minutes of the Organizational meeting held on Tuesday, October 26, 2021, and the Regular Board meetings held on Tuesday, October 26, 2021, and Tuesday, November 9, 2021 and the Committee of the Whole meetings held on Tuesday, October 26, 2021, and Tuesday, November 9, 2021 be adopted as presented.

CARRIED

VII. RECOGNITION/ACCOMPLISHMENTS

1. Recognition of Trustees Upon Completion of Service

The Board of Trustees wishes to honour and recognize the contributions of two former members of our Board: Mrs. Carolyn Freeman and Ms. Celina Symmonds.

A package has been delivered to each former trustee in recognition of their service.

2. Alberta School Boards' Association Long Service Awards

Congratulations to Carolyn Freeman, Catherine Wilson, Rick Massini and Deborah Forbes for being awarded the Alberta School Boards' Association Long Service Award.

3. Remembrance Day Ceremonies

Appreciation was extended to Medicine Hat Public School Division staff for helping students recognize the importance of Remembrance Day.

VIII. PRESENTATIONS

1. Mr. Michael Seitz

Mr. Seitz was to present to the Board his suggested amendments to administrative procedure 504 P 004: *Voluntary Retirement Plan*.

This item was tabled to a meeting in the new year, at the request of Mr. Seitz.

2. Human Resources

Mr. Cunningham noted that over the summer the HR staff took the opportunity to have a conversation around their purpose and vision as a team. As a result, they developed the following vision, mission and core values:

Vision: Empowering Excellence

Mission: To recruit, develop, and retain high performing staff to contribute to a diverse and inclusive culture that fosters a healthy, safe and productive work environment.

Core Values: Mutual Trust – Integrity – Transparency – Confidentiality – Collaboration – Approachable – Commitment

The HR team provided an overview of the work they do. The overview included information regarding stats on the hiring of teachers and educational assistants for 2021-22, the onboard process provided to all new employees, monthly sick leave trends from 2015-2021, occupational health and safety training and program development, WCB claim stats, and Division wide health and wellness initiatives, as well as the Division's continuing response to COVID-19. It was noted that the Division has seen a 92% compliance rate related to the COVID-19 Harm Reduction policy.

An overview of the Joint Health and Safety Committee was provided. The goal of the committee is to increase health and safety awareness and continually improve workplace health and safety division-wide. The committee meets four times throughout the year.

Information regarding the Comprehensive School Health Framework was also shared, along with data related to the Employee Wellness Program, Attendance Support Program and the Employee Disability Management Program.

The ASEBP Sick Leave Support Program, a 2-year pilot program, offers our Division further resources to assist with management of medical leaves greater than 14 days but less than 90 days.

As part of the Division's ongoing commitment to health and wellness, Comprehensive School Health Teams (CSHT) have been established at each MHPSD site.

An HR newsletter has been developed to increase HR engagement with staff and to advise staff of resources and services available to them.

6:28 p.m. S. Scahill, B. Ingram, J. Tolhurst
& R. Olsen left the meeting

IX. ITEMS FOR ACTION

1. Audited Financial Statements 2020-2021

An external audit is required on an annual basis. The Board's external auditors, Avail CPA, have completed their audit of 2020-2021.

Mr. Labossiere noted that the newly formed Audit Committee conducted the exit meeting with the auditor, Calvin Scott, on November 22, 2021. Mr. Scott presented the independent audit report, management letters and post audit letter at the meeting. The Board was advised that with the development of the Audit Committee and the new process, the Board proper will no longer be directly involved with the auditor's exit process.

Ms. Forbes, Chair of the Audit Committee, noted that the auditor was very impressed with the work of the Finance staff and he presented a clean audit report, with no major issues of concern.

The Audited Financial Statements were presented to the Board for review and adoption as the official financial results for the year ending August 31, 2021.

Overall the year-end financial results reflect a deficit of \$38,175 as of August 31, 2021, which is a positive variance of \$230,425 from the fall budget.

30. D. Forbes

THAT the Board approve the Audited Financial Statements for the year ending August 31, 2021, as presented.

CARRIED

Mr. Labossiere noted that the Audit Committee is still seeking two community members to sit on the committee. The ideal candidate would be someone who has accounting, banking or business experience.

6:55 p.m. L. Dulle left the meeting

2. Policy 902: Friends of Education Awards

The Board formed a committee to update the process for the Honoured Educator and Friends of Education Awards in May 2021. The Coordinating Committee reviewed the changes at their October 4, 2021 meeting.

The updated policy was presented for Board approval.

31. R. Massini

THAT the Board of Trustees approve *Policy 902: Friends of Education Awards* as presented.

CARRIED

3. Modular Requests for 2021-2022

The Modular Program allows School Boards to request new modulares, to relocate existing units, to demolish units or to offer up any surplus units to other Divisions.

Mr. Labossiere noted that he recently received notice that the entire Modular Program is being suspended.

It was recommended that the Board still move forward with approving the request for the removal and demolition of the six (6) existing (circa 1979) modular classrooms located at Southview School for the summer of 2022, in the hopes that the program will resume.

32. P. Grisonich

THAT the Board approve the request for the removal and demolition of the six (6) existing (circa 1979) modular classrooms located at Southview School for the summer of 2022.

CARRIED

4. Annual Education Results Report (AERR)

The Division's Annual Education Results Report was enclosed. It was noted that the province has moved from the combined 3 year Education Plan and Annual Results Report to a new education assurance framework.

Mr. Sadlemyer provided an overview of the format of the document and explained that the document is structured around 5 universal goals:

- Inclusive Mindset
- Optimal Learning Environments
- Culture of Wellness
- Leadership
- First Nation, Metis and Inuit

The report includes a list of strategies used to achieve optimal learning. Information was collected from families, students and staff and the results measure how well the Division is performing.

33. R. Massini

THAT the Board approve the Annual Education Results Report as presented.

CARRIED

5. Board Committee Appointments

The proposed assignments to Board Committees for 2021-2022 was presented for review.

34. P. Grisonich

THAT the Board approve the proposed assignments to Board Committees for 2021-2022 as presented.

CARRIED

X. ITEMS FOR INFORMATION

1. Administrative Procedure Updates

Updates to the following Administrative Procedures were presented for information.

522 P 001 – Honoured Educator Award
902 P 001 – Friends of Education Award

2. Alberta School Boards Association: Zone 6 General Meeting

A summary of the Alberta School Boards Association: Zone 6 general meeting was enclosed for information.

3. Alberta School Boards Association: Fall General Meeting

Catherine Wilson, Yvonne Sissons and Mark Davidson attended the Business Session of the ASBA Fall General Meeting on Monday, November 15, 2021. An overview of this session was provided.

4. Public School Boards' Association of Alberta: Fall Conference

Rick Massini, Pat Grisonich, Yvonne Sissons and Mark Davidson attended the PSBAA Fall Conference in Edmonton on November 17–19, 2021. An overview of the conference was provided.

XI. RETURN TO COMMITTEE OF THE WHOLE

35. Y. Sissons

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

CARRIED

The Board moved to Committee of the Whole at 7:13 p.m.

XII. RECONVENE TO OPEN BOARD MEETING

The Board reconvened to the open board meeting at 7:39 p.m.

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

36. P. Grisonich

THAT in response to Personnel Matter 2021-05, (the "Matter") Trustee Wilson and Trustee Massini are to form an ad hoc subcommittee of the Board authorized to carry out all matters described below including:

- a. to direct employees to provide information as directed by the Subcommittee including any and all information relevant to address the Matter including all email exchanges with staff members, student information including any documentation related to the development of any Individual Service Plan ("ISP"), related meetings and parent concerns;
- b. to retain and instruct legal counsel and consultants including a third party independent investigator as deemed appropriate, which may be necessary to fully review and consider the Matter;
- c. to invite any concerned third party to meet with or provide information to either the subcommittee or to any person appointed by the subcommittee to review the Matter;
- d. to direct any employee to meet with and to provide information to either the subcommittee or to any person appointed by the subcommittee to review the Matter;
- e. to develop a communications plan relative to the Matter to assist the board chair is responding to queries; and
- f. to report back to the Board of Trustees respecting any actions or recommendations undertaken by the subcommittee relative to the Matter.

CARRIED

37. R. Massini

THAT the Board approve an additional investment in the leasehold improvements for the Pathways/HUB programs from the original budget estimate of \$250,000 coming from operating reserves, for up to an additional \$150,000 coming from Board and Administration Capital Reserves, for a total of \$400,000 for the project.

CARRIED

XIV. ADJOURNMENT

38. Y. Sissons

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 7:41 p.m.

CHAIR

SECRETARY TREASURER