

## DIVISION COUNCIL OF SCHOOL COUNCIL MEETING MINUTES

**Date and Time:** Thursday, December 11, 2025 @ 7:00 p.m.

**Location:** MS Teams

### AGENDA ITEMS

1. **Call to Order** Chair, Michelle Millington, called the meeting to order at 7:01 p.m.

2. **Treaty Land Acknowledgement**

Cody Edwards, Associate Superintendent Student Services, shared the Treaty Land Acknowledgement recorded by the students at Crestwood School.

[Land Acknowledgement Video](#)

3. **Roll Call for Attendance**

Alexandra Middle School Chair	Heidi	Mack
Division Council Chair and Connaught School Chair	Michelle	Millington
Crescent Heights High School Chair	Karen	Saffran
Crestwood School Chair	Amy	Leprieur
Secretary Treasurer, George Davison	Stephanie	Trepanier
Dr. Ken Sauer School Co-Chair	Erin	Gerrard-Ev
Medicine Hat Christian School Chair	Sandra	Youck
Medicine Hat High School Chair	Sandy	Wild
Trustee	Pat	Grisonich
Trustee	Gwendoline	Dirk
Trustee	Quinn	Skelton
Trustee	Megan	Hilgendorf
Superintendent	Tracy	Hensel
Associate Superintendent, Student Services	Cody	Edwards
Communications Coordinator	Lee	Krasilowez
A.T.A. Teacher Representative	Michael	Jerred
Principal Representative	Katrina	Corbett
Recording Secretary	Joni	Treen

4. **Adoption of Minutes**

Michelle Millington, Division Council Chair, presented the minutes of the Division Council of School Councils' meeting held on [May 8, 2025](#) for adoption. A motion was made by Karen Saffran to adopt the minutes, all in favor.

5. **Organizational Items**

Michelle Millington turned the election over to Tracy Hensel, Superintendent.

Election for Division Council Chair: Michelle Millington offered to be the Division Council Chair. No other names were put forth for Chair. Michelle Millington was elected as Chair by acclamation. Motion - all in favor.

Election for Division Council Vice-Chair: There were no names put forward for the position of Vice Chair. Michelle will speak to Gicela to see if she will continue in the role of Vice-Chair for the 2025/26 school year.

Election of Parent Representative to sit on Coordinating Committee: the group motioned that Karen Saffran's name stand for this position. No other names were put forth. Karen agreed to serve on the Coordinating Committee for the 2025/26 school year.

## **6. Review of Operating Procedures**

In the [Operating Procedures](#) it is noted that a review will take place annually. The group was in agreement to approve the Operating Procedures as presented.

## **7. Policy and Procedures**

Several of the following procedures have been updated or newly drafted to comply with Bill 27: Education Amendment Act, mandated as of September 1, 2025.

The COSC group was advised of the changes, and an overview of each document was provided.

Cody Edwards, Associate Superintendent, advised the group on this new procedure as outlined and mandated by the government.

### [320 AP 005: At Home Learning](#)

#### **Assessment and Reporting**

Cody Edwards, Associate Superintendent, reviewed updates to this administrative procedure. There was a request raised in our Teachers' Voice group for more consistency in our reporting. A smaller committee was then formed to review the process and make necessary updates.

### [Enclosure No. 1: 616 AP 001: Assessment and Reporting](#)

#### **Sexual Orientation and Gender Identity**

To ensure compliance with Bill 27, the *Education Amendment Act*, effective September 1, 2025, 614 AP 001 was revised to include sections 13–18, and two new documents were developed: 614 AP 002 and Form 614 E 001. Any resources used to instruct students on topics related to human sexuality and gender require ministerial approval, including core instruction that addresses these subjects. Form 614 E 001 requires parent authorization for instruction of these subjects. Parents can 'opt in' for partial or full participation 30 days in advance of instruction.

### [614 AP 001: Sexual Orientation and Gender Identity](#)

### [614 AP 002: Gender Identity, Sexual Orientation, and Human Sexuality Topics \(New\)](#)

### [614 E 001: Parental Notification and Consent for Instruction Related to Human Sexuality, Gender Identity, and Sexual Orientation \(New\)](#)

### **Athlete Eligibility Confirmation**

Tracy Hensel, Superintendent, reviewed the documents developed to align with Bill 27, the *Education Amendment Act*, effective September 1, 2025. These government-mandated documents outline that participants in female sport must be female at birth. Parental confirmation is required to verify eligibility for participation in female sports. The form is to be completed one time for all female sports and does not apply unless it is an all-female team/sport.

[722 AP 002: Athlete Eligibility Confirmation](#)

[722 E 002: Fairness and Safety in Sport Confirmation Form](#)

### **Volunteers, Coaches and Leaders**

Tracy Hensel, Superintendent, advised that the process for coaches and volunteers working with our students always existed. This new documentation provides a clear guideline and process to ensure appropriate documentation is in place. Tracy provided an overview of the documents and provided clarification as requested.

[720 AP 005: Volunteers \(New\)](#)

[720 AP 006: Community Coaches-Leaders \(New\)](#)

[720 E 013: Volunteer Registration Form \(Draft\)](#)

[720 E 016: Volunteer Police Information Check and Child Services Intervention Record Check \(New\)](#)

[720 E 017: Volunteer Attestation Form](#)

## **8. Items for Discussion**

### **Annual Education Results Report**

Cody Edwards, Associate Superintendent of Student Services, presented an overview of the AERR results, highlighting division strategies and outcomes aligned with the Universal Goals of Optimal Learning, Thinking and Acting Inclusively, Wellness, and Truth & Reconciliation. The report draws on data collected from multiple sources, including the Teacher's Voice Committee, Student Voice Engagement Session, the Alberta Education Assurance Survey, the Locally Developed Assurance Survey, and the OurSchool survey.

[AERR 2025](#)

[Appendix A: Assurance Survey Summaries](#)

[Appendix B: Provincial Achievement Test & Diploma Summary Report](#)

### **Student Engagement with the Board**

The third Student Engagement Session took place on Tuesday, December 2, and was led by Division Principal Dean Brown. Superintendent Tracy Hensel provided an overview of the session, during which students worked collaboratively with trustees and executive members to share their perspectives on a range of topics. The feedback gathered is

summarized to enhance our understanding of student experiences, inform how we support them, and contribute meaningfully to our assurance process.

### **Update of School Closure Engagement Process**

Tracy Hensel, Superintendent, shared an overview of the school closure engagement process for both Southview and Webster Niblock schools.

In January 2025 an in-depth analysis of our schools, enrollment trends, building utilization and building conditions highlighted some of our small and underutilized schools. The Board supported the process of gathering feedback from the staff, school councils, and communities for both schools and will form a decision in early 2026.

### **The Information Station**

At this meeting we discussed the purpose of a school council. The group welcomed two new school chairs!

Information on the role of School Councils and Council of School Councils can be found on:

- the Alberta School Council Association (ASCA) website; [School Councils in Alberta](#)
- the Medicine Hat Public School Division Website [www.mhpsd.ca](http://www.mhpsd.ca); Policy 900: [School Councils](#); Admin Procedure 900 AP 001: [School Councils](#); Policy 212: [Division Council of School Councils](#)

## **9. Items for Information**

### **Trustee Reports**

Pat Grisonich, Board Vice Chair, provided an update on trustee attendance at school council meetings. This year trustees are not assigned to specific schools but will rotate and can attend all schools.

### **Division Email Accounts**

There was a discussion on division council standardized email accounts as it seems inconvenient for school council chairs to access (new passwords, two factor authentication etc.). Most chairs are also forwarding this account to their personal email. We have decided to not use the division email addresses for the purpose of distributing information to school council chairs. School Council Chairs have provided their email accounts so that information can be sent to them directly.

Schools that would like to keep the email on their websites for parent contact should contact [jon.i.treen@sd76.ab.ca](mailto:jon.i.treen@sd76.ab.ca).

### **Alberta School Council Association**

- New this year is the [ASCA Access Pass](#) – a great way to use grant money! ASCA offers professional Learning of all kinds to school councils.
- [ASCA School Council 2026 Symposium](#) will be held on Saturday, April 25, 2026. Location, attendance options, and registration Information coming soon!

- School Council eNews: the Alberta School Council Association sends out their newsletters via email. If you would like to subscribe visit the ASCA website at <https://www.albertaschoolcouncils.ca/> or click [HERE](#).

**Reminder: School Council Annual Reports**

These reports are due September 30 each year. If you have not submitted a report for 2024-2025, please do so. [School Council Annual Report Template](#)

**Future Meeting Dates:**

- Thursday, March 12, 2026 @ 7:00 p.m. virtual
- ASCA Annual Conference: April 25, 2026
- Thursday, May 7, 2026 @ 7:00 p.m. in person

**ADJOURNMENT** 8:10 P.M.

**School Council Parking Lot Conversations** Division Council Chairs would like to create an opportunity for sharing ideas, processes and build relationships.