

Medicine Hat Public School Division

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DIVISION COUNCIL OF SCHOOL COUNCIL MEETING MINUTES
Date and Time: Thursday, March 7, 2024 @ 7:00 p.m.

Location: Virtual via TEAMS

AGENDA ITEMS
1. Call to Order 7:02 p.m.

2. Election of Division Council Chair

Joni Hunter has stepped down from the position of Division Council Chair.

Mark Davidson, Superintendent, put forth an election for Chair of this group. Karen Saffran's name was put forth for election of Chair. Karen agreed to have her name stand. All voted in favour. Karen Saffran is elected as Chair for the remainder of the 2024 school year.

3. Roll Call for Attendance

Alexandra Middle School	Heidi	Mack
Crescent Heights High School	Karen	Saffran
Crestwood School	Amy	Leprieur
George Davison School	Gicela	Cardona
Medicine Hat Christian School	Jenna	Brost
Medicine Hat High School	Tanya	Schaffer
Hub / Pathways	Stephanie	Williams
Division Council Chair	Karen	Saffran
Board Representative	Catherine	Wilson
Trustee	Deborah	Forbes
Superintendent	Mark	Davidson
A.T.A. Teacher Representative	Dustin	Look
Principal Representative	Ed	Kruger

4. Adoption of Minutes

Chair, Karen Saffran, presented the minutes of the Division Council of School Council Meeting held on [December 7, 2023](#) for adoption. A motion was made by Stephanie Williams to adopt the minutes, second by Amy Leprieur; all in favor.

5. Treaty Land Acknowledgement

Chair, Karen Saffran, shared a Treaty Land Acknowledgement.

6. Alberta School Council Association

[ASCA School Councils Conference](#) is April 26 and 27 at the Delta Marriott Edmonton South Conference Centre. The ASCA 2024 Annual General Meeting (AGM) is Sunday April 28th.

The Board has decided to sponsor up to 6 members to attend this conference. If interested, please contact joni.treen@sd76.ab.ca to receive information on reimbursements for travel, registration, and accommodations.

- [Meeting Documents 2024](#)
- [Proposed Resolutions Review Package AGM 2024](#)

The group discussed potential attendance at this year's conference. Those that have attended this conference in the past thought it was beneficial.

7. Policy and Procedure

Mark Davidson reviewed the following procedures that have been updated based on new legislation.

[538 AP 001: Occupational Health and Safety](#)

[600 AP 002: Transport of Ill or Injured Students](#)

There were comments that staff appreciate the clarity on 600 AP 002: Transport of Ill or Injured Students. There was concern over the cost of calling an ambulance and if staff were authorized to do so. There should be no hesitation if student is in an emergent situation.

School and Community Relations

This is a newly drafted procedure and exhibit developed to ensure any materials and resources shared with our parents, staff or students are in alignment with the mission, vision, and values of MHPSD.

[904 AP 002: Partner and Guest Materials and Resources](#)

[904 E 002: MHPSD Event Application & Organization Approval Form](#)

Superintendent Davidson shared with the group the reasoning for establishing this process. The exhibit that accompanies the procedure will soon be located under the Staff Forms section of the website.

The committee agreed with the new process and echoed the importance of organizations that work with our students share appropriate context.

8. Items for Discussion

Alberta School Council Engagement Grant

For more information on the grant visit [Alberta School Council Engagement Grant](#)

The group discussed activities that schools are planning to make use of the \$500 Engagement Grant.

- Chair, Karen Saffran, shared that Crescent Heights High School is planning to use the grant to create a large banner with a QR code to provide parents with information on School Councils.
- Gicela Cardona, Chair for George Davison advised that their council plans to use grant funding to create a 'Welcome Sign' in many different languages.
- Jenna Brost, Chair for Medicine Hat Christian School has planned a virtual parenting speaker and would like to share the opportunity with parents in other school communities.

There was clarification provided on the use of the grant money, as it is specifically intended for parent engagement.

9. Items for Information

Reminder: Parent Engagement Grant

This grant is available to all schools. There are specific guidelines for the use of the funds that can be found on the ASCA website.

- If your school makes use of the \$500 grant you will have to report it.
- If your school does not make use of the grant, the funds are returned to the government.

School Council Annual Reporting

This report is due on September 30 annually. If you are not planning to continue as Chair in the next school year, please work with your principal to complete this form.

There are 3 schools that have not yet submitted this report to the Board. Stephanie Williams, Chair of the Hub School, offered to connect with the Chair of these schools to offer support.

Discussion on having a 'buddy school' as someone to reach out to for guidance. Schools similar in size/ attendance or matched up by school trustee allocations.

Division Calendar 2024-2025

The Board has approved the [Division Calendar for the 2024-2025](#) school year.

Trustee School Allocations 2023-2024

Yvonne Sissons	Connaught School, Elm Street School, Crestwood School
Pat Grisonich	Crescent Heights High School, Dr. Ken Sauer School, Vincent Massey School, Webster Niblock School
Rick Massini	River Heights School, Herald School, Medicine Hat High School, Medicine Hat Christian School
Deborah Forbes	Dr. Roy Wilson Learning Centre, Ross Glen School, Southview School
Catherine Wilson	Alexandra Middle School, George Davison School, The Hub/Pathways, Coulee Collegiate, Central Office, Warehouse

Future Meeting Dates:

- ASCA Annual Conference: April 26, 27 and 28, 2024
- Thursday, May 9, 2024 @ 7:00 p.m. (In-Person)

ADJOURNMENT 7:49

School Council Parking Lot Conversations

Division Council Chairs would like to create an opportunity for sharing ideas, processes and build relationships.