

Medicine Hat Public School Division

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DIVISION COUNCIL OF SCHOOL COUNCIL MEETING MINUTES
Date and Time: Thursday, October 10, 2024 @ 7:00 p.m.

Location: Central Office – Learning Centre

AGENDA ITEMS
1. Call to Order 7:01 p.m.

2. Treaty Land Acknowledgement

Karen Saffran, past division council chair, shared the Treaty Land Acknowledgement.

3. Roll Call for Attendance

Connaught School	Michelle	Millington
Crescent Heights High School	Karen	Saffran
Dr. Ken Sauer School	Cindy	Cotton
George Davison School	Gicela	Cardona
Herald School	Blair	Lukacs
Medicine Hat Christian School	Jenna	Brost
Medicine Hat High School	Tanya	Schaffer
River Heights School	Karla	Tweten
River Heights School	Heather	O'Reilly
Board Representative	Catherine	Wilson
Superintendent	Tracy	Hensel
Associate Superintendent	Corey	Sadlemyer
Communications Coordinator	Lee	Krasilowez
A.T.A. Teacher Representative	Michael	Jerred
Principal Representative	Katrina	Corbett
Recording Secretary	Joni	Treen

4. Adoption of Minutes

 Karen Saffran, presented the minutes of the Division Council of School Council Meeting held on [2024 May 9](#) for adoption. A motion was made by Gicela Cardona to adopt the minutes, second by Jenna Brost; all in favor.

5. Organizational Items

Karen Saffran turned the election over to Tracy Hensel, Superintendent.

Election of 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 of Division Council Vice-Chair: Gicela Cardona agreed let her name stand for Vice-Chair. No other names were put forth for Vice-Chair. Gicela Cardona was elected as Vice-Chair by acclamation. Motion - all in favor.

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 2024/25 school year.

6. Education Foundation

The Education Foundation is looking for a parent representative. Tracy Hensel provided some background on the Education Foundation. If anyone is interested, they should contact Alicia Koch at aliciakoch@sd76.ab.ca The Education Foundation meets on Tuesdays from 4:00 p.m. to 6:00 p.m. on: December 3, March 4, and May 6, 2025.

7. Virtual vs. in-Person Meetings

Chair, Michelle Millington, opened the discussion to determine the group preference for virtual or in-person meetings. After some discussion it was decided that the December 12 and March 13 meetings be virtual, and the May 8 meeting will be held in-person. All in favor.

8. Review of Operating Procedures

The [Operating Procedures](#) are to be reviewed annually. It was recommended that the Council of School Council vote to approve Operating Procedures as presented.

A motion was made by Karen Saffran to adopt the Operating Procedures as presented for the 2024-2025 school year, second by Gicela Cardona; all in favor.

9. Policy and Procedures

Emergency & Crisis Management

Tracy Hensel, Superintendent, provided an overview of the updates to Policy 300 as well as the reason for the addition of two new administrative procedures. Claire Peterson, Division Psychologist has worked to develop these documents as important guidance during an emergent situation.

Policy 300: Emergency and Crisis Management (Draft)

[Enclosure No. 1](#)

300 AP 003: Traumatic Event Crisis (New)

[Enclosure No. 2](#)

300 AP 004: Memorials in Schools (New)

[Enclosure No. 3](#)

Student Assessment

Corey Sadlemyer, Associate Superintendent of Learning, outlined the updates to the assessment and reporting procedure that clearly outline our current practice. The three updates were:

- ensure all schools are reporting on all four core subjects (during the pandemic the focus was literacy and numeracy)
- gradebooks and report cards for grades 10 – 12 are to be categorized by strands (curricular-based categories)
- the added description for adaptive or modified programming on report cards.

616 AP 001: Assessment and Reporting (Draft)

[Enclosure No. 4](#)

Off-Site Activities

Tracy Hensel, Superintendent, reviewed the changes to 720 AP 001 which has been separated into four documents, based on location of the activity, for ease of reference.

720 AP 001: Off-Site Activities: Local

[Enclosure No. 5](#)

720 AP 002: Off-Site Activities: Provincial or Overnight

[Enclosure No. 6](#)

720 AP 003: Off-Site Activities: National

[Enclosure No. 7](#)

720 AP 004: Off-Site Activities: International

[Enclosure No. 8](#)

Transportation of Students

Tracy Hensel, Superintendent, advised that the changes to this administrative procedure were made to reflect new government funding practices.

804 AP 001: Transportation of Students (Draft)

[Enclosure No. 9](#)

10. Items for Discussion

Personal Digital Devices

In June, the Alberta government introduced new restrictions on the use of cellphones and access to social media in schools. School Divisions are to update policy to align with government protocols.

Corey Sadlemyer, Associate Superintendent of Learning, requested feedback from this group on the proposed changes to the 'Bring Your Own Device' policy.

Overall, this group supported the removal of personal devices in school; commenting that parents seem to be in agreement and students have been less resistant than anticipated.

New Policy will be in place before January 1, 2025.

Current [Policy 608: Bring Your Own Device](#)

Policy 608: Personal Digital Devices (Draft)

[Enclosure No. 10](#)

Alberta School Council Association Funding

Tracy Hensel, Superintendent, advised that the Division's finance department is in the process of applying for the 2024/25 - Alberta School Council Engagement (ASCE) Grant.

Once the Division receives the funds in early December, the funds will be allocated to schools. Schools Councils should start making plans to spend the \$500 allocation in accordance with the guidelines. [G2 – Alberta School Council Engagement \(ASCE\) Grant](#).

More information on this can be found on the Alberta School Council Association (ASCA) website. [Alberta School Council Engagement \(ASCE\) Grant](#)

Role of School Councils and Council of School Councils

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](#) or the Medicine Hat Public School Division Website www.mhpsd.ca; Policy 900: [School Councils](#); Admin Procedure 900 AP 001: [School Councils](#); Policy 212: [Division Council of School Councils](#)

The group discussed parent engagement and shared ideas on guest speakers, information sessions, ways to best communicate with community/parents, and mentoring fellow school council chairs.

11. Items for Information

Annual Reporting – School Council

Most School Councils have submitted their 2023-24 Annual Report!

If your council has not submitted this, please do so. There is a [Template](#) is on the MHPSD website.

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](#).

Future Meeting Dates

- Thursday, December 12, 2024 @ 7:00 p.m.
- Thursday, March 13, 2025 @ 7:00 p.m.
- ASCA Annual Conference: April 2025
- Thursday, May 8, 2025 @ 7:00 p.m.

ADJOURNMENT 7:55 p.m.

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