

DIVISION COUNCIL OF SCHOOL COUNCILS MEETING MINUTES

Date and Time: Thursday, October 12, 2023 @ 7:00 p.m.

Location: Central Office – Learning Centre

AGENDA ITEMS

1. Call to Order Karen Saffran called the meeting to order at 7:00 p.m.

2. Roll Call for Attendance

Alexandra Middle School	Heidi	Mack
Crescent Heights High School / Past Chair	Karen	Saffran
Crestwood School	Stephanie	Toews
Dr. Roy Wilson Learning Centre	Megan	Nunweiler
Dr. Ken Sauer School	JJ	Kimber
Elm Street School	Joni	Hunter
George Davison School	Gicela	Cardona
Medicine Hat Christian School	Jenna	Brost
River Heights School	Karla	Tweten
Hub / Pathways	Stephanie	Williams
Board Representative	Catherine	Wilson
Trustee	Rick	Massini
Communications Coordinator	Lee	Krasilowez
A.T.A. Teacher Representative	Dustin	Look
Principal Representative	Ashton	Weisgerber
Recording Secretary	Joni	Treen

3. Adoption of Minutes

Presentation and adoption of the Minutes of the Division Council of School Councils Meeting held on [2023 May 11 – DCSC Minutes.](#)

A motion was made by Joni Hunter to adopt the minutes, second by Stephanie Williams; all in favor.

4. Treaty Land Acknowledgement

Karen Saffran, past chair, shared a Treaty Land Acknowledgement with the group.

5. Organizational Items

There was discussion on the purpose of Division Councils and the role of the Chair. Karen Saffran turned the election over to Catherine Wilson, Board Chair.

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

Election of Division Council Vice-Chair: Heidi Mack agreed let her name stand for Vice-Chair. No other names were put forth for Vice-Chair. Heidi Mack 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 2023/24 school year.

6. Virtual vs. In-Person Meetings

Chair, Joni Hunter, opened the discussion to determine the group preference for virtual or in-person meetings. The decision was that the December 7 and March 7 meetings be virtual, and the May 9, meeting be held in-person. All in favor.

7. 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 Stephanie Williams to adopt the Operating Procedures as presented for 2023-2024, second by Heidi Mack; all in favor.

8. Policy and Procedures

The group reviewed updated Policy 506 as well as the newly drafted documents that accompany Policy 626: Administration of Medication and Medical Care.

[Policy 506 – Policy 506: Suspension and Dismissal of Professional Staff \(DRAFT\)](#) [Enclosure No. 1](#)

[626 AP 004: Student Personal Care \(New\)](#) [Enclosure No. 2](#)

[626 AP 005: Identification and Management of Concussions \(NEW\)](#) [Enclosure No. 3](#)

[626 E 005: Record of Student Personal Care \(NEW\)](#) [Enclosure No. 4](#)

There were positive comments on the new administrative procedure 626 AP 004 and the exhibit.

Clarity was provided on the reason for the development of 626 AP 005, outlining the concerns for the safety of our students.

The group had no further recommendations to the documents enclosed.

9. Items for Discussion

Alberta School Council Association Funding

Our finance department is in the process of applying for the 2023/24 Alberta School Council Engagement (ASCE) Grant. School Councils should start making plans to spend the \$500 allocation in accordance with the guidelines. [G2 – Alberta School Council](#)

Engagement (ASCE) Grant Once the Division receives the grant, estimated to be in early December, the funds will be allocated to schools.

Clarification was provided that the grant money is handled at the school level. The \$500 grant must be spent in the school year in which it is received. Any unused funds must be returned to Alberta Education.

The council discussed opportunities available to make use of the funds. Lee Krasilowez, Communications Coordinator for the Division, shared that Crescent Heights High School is working with Madison Cameron, who specializes in youth and social media, to host a virtual presentation. The presentation will be held the evening of October 30 and offered Division Wide. Stay tuned for more information. *This type of workshop would be suitable for use of the parent engagement grant.

Trustee, Rick Massini, reminded the group of a more immediate concern for our students that are watching news and social media on the activities currently happening in the middle east. Joni Hunter emphasized that ASCA is a great resource for councils. She plans to connect with ASCA to see if they will have any resources for our students being affected by the current economic situation.

Karen Saffran reminded those in attendance of the Focus Group Invitation from Alberta Education. ASCA is reaching out to gain volunteers from across the province. The application closes on October 23rd.

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 Councils' Association 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](#)

A letter was recently shared with Principals for distribution to their school communities in hopes of increasing participation in School Councils.

Dress Code in Secondary Schools

Cody Edwards opened the discussion with the MHHS Student Senate survey results: *Would it be beneficial if the Division created a dress code that is the same in all schools?* The survey results from last year were 46.6% in favor of standardized dress code and 53.4% were against it.

While considering this feedback, the division would like to further pursue the topic of a standardized dress code in secondary schools. The suggestion was to consider doing another survey to include all secondary students.

Assurance Data

As recommended, the group had a discussion on parent connection, survey results and how to improve parent engagement in schools.

Cody Edwards, Director, provided information to the group on assurance data, specifically focused on the measure of parental involvement. He advised that schools will be receiving all their assurance data and the data will be shared with school councils.

Karen Saffran voiced that some survey results, on a specific topic, can vary between parents, students, and staff and that perhaps there is a lack of communication with parents. There was discussion on the best form of communication for our parent community since no one way of communication is suitable for everyone.

10. Items for Information

Annual Reporting – School Council

Several School Councils have submitted their 2022-23 Annual Report. If you have not – 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 7, 2023 @ 7:00 p.m.
- Thursday, March 7, 2024 @ 7:00 p.m.
- ASCA Annual Conference: April 26, 27 and 28, 2024
- Thursday, May 9, 2024 @ 7:00 p.m.

ADJOURNMENT 8:12 p.m. a motion was made by JJ Kimber to adjourn, second by Stephanie Williams. All in favor.