

COORDINATING COMMITTEE MINUTES

In attendance: Doug Ashmore, Shelagh Barnes, Val Browne, Lyle Cunningham, Mark Davidson, Carolyn Freeman, Andy Fune, Tracy Hensel, Andrew McFetridge, Jan Petersen, Aaron Myradon, Joanne Pitman, Corey Sadlemyer, Cheryl Scholly, Sharon Stolz (missing: Jerry Labossiere)

Date and Time: Monday, February 25, 2019 at 1:30 to 3:30 p.m.

Location: Grant Henderson Learning Centre

Meeting called to order by Mr. Davidson at 1:35 p.m.

1. Policy Reviews and Updates

T. Hensel presented 708 P 004 Specialized Program Placement. This procedure and exhibits that have been recently created. Exhibits include:

- 708 E 001 (new) Application for Student Placement in a Specialized Program Placement
- 708 E 002 (new) Specialized Program Letter to Parents
- 708 E 003 (new) Specialized Program Placement Permission Form
- 708 E 004 (new) Specialized Program Placement Exit Form

It was clarified that this procedure was not specifically targeted for Herald School, there is some need for specialized programs within community schools. Parents may prefer an inclusive setting such as their community school over a specialized setting.

M. Davidson mentioned that student placement can be directed by the Superintendent. Placement is based on student specific needs and can be adapted as necessary.

T. Hensel indicated that there are three specialized programs at Herald School which encompass approximately 40 students with varying needs from grades 3 through 12.

Policy 812 School and Program Closure or Relocation was revised and a new administrative procedure was developed: 812 P 002 Program Closure or Relocation. M. Davidson advised that this change was made at the request of the Board to include a process for 'program closure'. Families, students and those impacted will be involved in the process as outlined in section 2.2 in this new procedure.

L. Cunningham spoke to revisions on the Staffing Process administrative procedure 504 P 006. Updates were made as a result of requests brought forward in the Teachers' Voice Committee. Reasons to transfer could include professional or personal benefits.

Staffing Rounds - Step 3 has been added to include the review of transfer requests made to Deputy Superintendent. Requests for transfer must be submitted no later than March 31 and are only for teachers who are on continuous contract and have been in their current position for the past 5 years. Teachers who have submitted a request to transfer will be notified of approval/ denial prior to the start of staffing round 2.

504 E 001 Teacher Transfer Request Form and 504 E 002 Frequently Asked Questions are both new exhibits that were shared along with the procedure.

M. Davidson discussed administrative directed transfers that could occur when there is need for a specialist (physical education / language) or when it could simply benefit our Division. These transfers can be appealed to the Board.

L. Cunningham will review a suggested teacher exchange program within our Division.

The group discussed mentorship. The Division is currently working with the local Alberta Teachers Association on an improved mentorship program.

T. Hensel spoke to the newly developed 500 P 001 Guidance and Counselling Services administrative procedure. This procedure was developed by the committee including 2 representatives from central office, a counsellor from each high school and middle school and 2 administrators. The Counsellor position was better defined and clarity provided on how the Division supports students.

2. Teachers' Voice Trends and Sharing

The committee reviewed some of the successes and trends that have emerged from the Teachers' Voice Committee. There are some reoccurring topics but overall the feedback is appreciated and employees feel they are being heard.

Recently there was a PowerPoint shared to encourage solutions and ideas to be brought forward as well as questions and issues.

There was a reminder that despite the anonymous comments that employees need to adhere to the ATA Code of Conduct.

3. Wellness

An update was provided to the Coordinating Committee from Sarah Ford, Health, Wellness and Attendance Advisor for the Division.

Key points of the Employee Wellness Program as well as the Internal Disability Management Program were reviewed.

The Wellness Committee was established in Fall 2017 and has representation from all Division sites! Wellness initiatives so far have been a success including: offering and scheduling flu shots, various physical activities, Division bowling tournament and an informative wellness session was held in December.

Sarah also reviewed the different dimensions of wellness and the impact they have on our individual wellness; emotional, spiritual, intellectual, physical, environmental, financial, occupational, and social.

Adjournment 3:17 p.m.