

Medicine Hat Public School Division

601-1st Avenue SW, Medicine Hat, AB T1A 4Y7 | Phone 403.528.6701 | Fax 403.529.5339 | www.mhpsd.ca

COORDINATING COMMITTEE MINUTES

Monday, December 9, 2024

10:00 a.m. to 12:00 p.m.

Paradise Valley Restaurant (upstairs loft) 90 Gehring Road S.E.

Members:	Yvonne Sissons	Trustee
	Tracy Hensel	Superintendent
	Leanne Dulle - <i>regrets</i>	Secretary Treasurer
	Cody Edwards	Associate Superintendent: Student Services
	Corey Sadlemyer	Associate Superintendent: Learning
	Jason Peters	Associate Superintendent: Human Resources
	Blair Lukacs	Elementary Principal Representative
	Warren Buckler	Secondary Principal Representative
	Sharon Stolz	CUPE Representative
	Michael Jerred	ATA Local President
	Dalyce Harrison	ATA Teacher Welfare
	Katerina Biech	ATA, Primary Teacher Representative
	Dustin Look	ATA, Secondary Teacher Representative
	Karen Saffran	Parent Representative-Division Council

CALL TO ORDER 9:59 a.m.**Treaty Land Acknowledgement**

Superintendent, Tracy Hensel, shared the treaty land acknowledgement.

Adoption of Minutes

There was a motion to adopt the minutes of the Coordinating Committee meeting held on [October 7, 2024](#), second by Yvonne Sissons, all in favor.

ITEMS FOR DISCUSSION**1. Teachers' Voice Updates**

The Teachers' Voice Committee met on October 24, 2024. The summary from the meeting was enclosed for information.

[Enclosure No. 1](#) – Teacher's Voice Summary

Superintendent, Tracy Hensel, advised that the summary was shared with teaching staff a few weeks prior to this meeting. There were no comments from the group on the summary.

2. Student Engagement Session Update

Cody Edwards, Associate Superintendent of Student Services, shared some background on the second student engagement session held at central office on Tuesday, December 3. Approximately 30 students joined trustees and executive to share their perspective on

various topics such as learning, Truth and Reconciliation, careers and planning and opportunities available to them. The session involved both individual reflection and group collaboration. Once the student feedback is summarized it will be shared with the Board and school administrators.

3. Policy & Procedure Updates

The committee reviewed the following policies, procedures and exhibits that have been updated or newly drafted.

Jurisdictional, School and Program Review

Tracy Hensel, Superintendent, reviewed the updated administrative procedure drafted to more clearly outline the school review process. The updates to administrative procedure 104 AP 001 began last year. A committee was formed to discuss what a school review process should involve and to gather feedback from schools that had been through this process. Once the administrative procedure was drafted, this committee worked alongside Sharon Allan, consultant from the University of Lethbridge to draft the guideline.

Herald School volunteered to be first to engage in the process in hopes of fine tuning the new documents.

There were positive comments on the process, and the valuable feedback received.

[Enclosure No. 2](#) – 104 AP 001: Jurisdictional, School, and Program Formative Appraisal (Draft)

[Enclosure No. 3](#) – Guideline: School Professional Growth through Inquiry and Generative Dialogue: A Model for School Self-Appraisal (New)

Personal Digital Devices

The education minister has mandated the restriction of cell phone use in schools, with policy to be in place by January 1, 2025. Corey Sadlemyer, Associate Superintendent of Learning, outlined changes to our existing policy, administrative procedure, and the addition of a new exhibit.

All schools already had guidelines in place for technology use, and schools collaborated to ensure consistency among grade levels. The exhibit 608 E 001, not updated but included for reference, is an agreement that should be signed and kept in the student file.

The updated documents have been circulated for input and feedback from schools, students and parents and will be reviewed by the Board of Trustees on December 10, 2024, for formal approval.

[Enclosure No. 4](#) – Policy 608: Personal Digital Devices (Draft)

[Enclosure No. 5](#) – 608 AP 001: Personal Digital Devices (Draft)

[Enclosure No. 6](#) – 608 E 001: Student Responsible Use of Technology Agreement

[Enclosure No. 7](#) – 608 E 002: Personal Digital Device Use Guidelines (New)

School Closure Under Emergent Conditions

The following policy and procedure 806 AP 001 have been updated to more accurately reflect current practices. The procedure captures anything outside of our Hour Zero protocols. 806 AP 002 was drafted to formally outline our process in the event of school bus cancellation.

[Enclosure No. 8](#) – Policy 806: School Closure Under Emergent Conditions (Draft)

[Enclosure No. 9](#) – 806 AP 001: School Closure Under Emergent Conditions (Draft)

[Enclosure No. 10](#) – 806 AP 002: School Bus Cancellation due to Inclement Weather
(New)

Cody Edwards motioned to adjourn the meeting at 10:33 a.m., second by Dustin Look; all in favor.

ADJOURNMENT 10:33 a.m.

Future Meeting Dates: March 3, 2025, and May 5, 2025