

DIVISION COUNCIL OF SCHOOL COUNCIL MEETING MINUTES

Date and Time: Thursday, May 7, 2026 @ 7:00 p.m.

Location: Central Office – Learning Centre

AGENDA ITEMS

1. **Call to Order** Chair, Michelle Millington, called the meeting to order at 7:04 p.m.

2. **Treaty Land Acknowledgement**

Chair, Michelle Millington shared the Treaty Land Acknowledgement recorded by Darrell Willier, First Nations, Métis & Inuit Coordinator: [Video Land Acknowledgement](#)

3. **Roll Call for Attendance**

Crescent Heights High School	Karen	Saffran
Crestwood School	Amy	Leprieur
Dr. Ken Sauer School	Cindy	Cotton
George Davison	Gicela	Cardona
Medicine Hat Christian School	Sandra	Youck
Medicine Hat High School	Sandy	Wild
River Heights School	Karla	Tweten
Division Council & Connaught School Chair	Michelle	Millington
Board Representative	Catherine	Wilson
Trustee / Recording	Gwendoline	Dirk
Trustee	Megan	Hilgendorf
Acting Superintendent	Cody	Edwards
Secretary Treasurer	Leanne	Dulle
Communications Manager	Lee	Krasilowez
A.T.A. Teacher Representative	Michael	Jerred
Principal Representative	Katrina	Corbett
Recording Secretary	n/a	

4. **Adoption of Minutes**

Michelle Millington, Division Council Chair, presented the minutes of the Division Council of School Councils' meeting held on [2026 March 12](#) for adoption. A motion was made to adopt the minutes, all in favor.

5. **School Council Roles & Governance**

Leanne Dulle, Secretary Treasurer, attended the meeting to provide some information to the group on the use of funds from societies and councils.

School Council vs. Parent Fundraising Association (PFA) Roles and Legal Status:

- School councils advise principals and the board on educational matters and student learning support; they are not separate legal entities and operate under the Education Act.
- Fundraising is not the primary purpose of school councils; AGLC activities require a registered society. Councils can hold minimal non-gaming funds in separate accounts but cannot fund staff gifts.
- PFAs are registered societies that raise and manage funds for school needs, can pursue grants requiring legal status, and participate in AGLC casinos/bingos/raffles.
- PFAs may fund teacher gifts if bylaws and AGLC use-of-proceeds permit; changes require application to AGLC.

School Council are for advisory and educational input; use Fundraising Associations are for fundraising within bylaws and AGLC rules.

6. Budget 2026-2027 Spring Budget Release

Leanne Dulle, Secretary Treasurer, provided an overview of the draft budget for the 2026-2027 school year.

- The division is experiencing a sustained enrollment decline, but strong programming is helping reduce the impact and retain students where possible.
- Instruction funding has increased overall, but rising costs and declining enrollment offset gains, leaving the division in a tight but slightly positive funding position.
- Non-instruction areas are experiencing overall funding reductions, with transportation changes creating the biggest operational pressure.
- The division maintains a stable revenue structure, with expenditures well-aligned to funding expectations and restrictions.
- 75% of spending is salaries/benefits - rising wages and benefits outpace funding.
- Division has returned to balanced budgets due to limited reserves.
- Changes are being managed through attrition, not layoffs.
- Complexity Team implementation is underway in elementary; expansion into grades 7-12 pending provincial decisions.

7. Items for Discussion

Updated Policy & Procedures

Student Fees

Leanne Dulle, Secretary Treasurer, shared the process of collecting proposed fee changes from schools. Schools submit detailed rationales and itemized costs to ensure consistency in course fees across schools. There are some increases proposed for 2026 –2027.

[Enclosure No. 1:](#) 628 E 002 – Secondary Schools’ Fee Schedule (Draft)

[Enclosure No. 2:](#) 628 E 003 – International Schools’ Fee Schedule (Draft)

School and Community Relations

Dr. Edwards, Acting Superintendent, advised the group that this administrative procedure and exhibit were created to provide a clear standardized and safeguarded process for requests to conduct research within our division.

[904 AP 003 – Conducting Research Studies Within MHPSD](#) (New)

[904 E 003 – Research Application and Approval Form](#) (New)

Changes to Managing Division Information, Access and Privacy

Effective June 11, 2025, Alberta replaced the Freedom of Information and Protection of Privacy (FOIP) Act with two new laws: the *Access to Information Act* and the *Protection of Privacy Act*. Leanne Dulle, Secretary Treasurer, advised that several documents have been revised to ensure compliance and consistent practices. The enclosures show a flowchart and a summary of revisions. Our division will continue implementing required changes by June 11, 2026.

[Enclosure No. 3:](#) Flowchart and Summary of Updates

Draft Division Calendar 2027-2028

Dr. Cody Edwards provided an overview of the drafted calendar for 2027-2028. The calendar was created based on feedback from the development of the 2026-2027 calendar. The calendar will be circulated for feedback before going to the Board for approval.

[Enclosure No. 4:](#) Division Calendar 2027-2028 (Draft)

8. ASCA Conference & AGM (Chair)

The Alberta School Councils Spring Symposium and Annual General Meeting was held virtually on April 26 and 27, 2025. The ASCA conference seen as valuable but has low parent attendance.

9. Items for Information

Appreciation Dinner

School council chairs have been invited to the annual appreciation dinner on Thursday, June 11, 2026, at 6:30 p.m. Please RSVP to jeni.treen@sd76.ab.ca

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, it is sent back to the government.
- It may be beneficial to pool funds across schools for greater impact.
- \$500 Access Pass offers live and recorded webinars; topics vary; once free, now fee-based due to reduced government support.

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.

All School Councils are to submit an Annual Report by September 30. A [Template](#) is on the MHPSD website.

Future Meeting Date: October 2026

ADJOURNMENT 8:30 p.m.