

Medicine Hat Public School Division

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COORDINATING COMMITTEE MINUTES

Monday, October 7, 2024

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

Grant Henderson Learning Centre

Members:	Yvonne Sissons	Trustee
	Tracy Hensel	Superintendent
	Leanne Dulle	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 <i>regrets</i>	ATA, Primary Teacher Representative
	Dustin Look	ATA, Secondary Teacher Representative
	TBD	Parent Representative-Division Council
Guest(s):	Claire Petersen	Division Psychologist
	Janine Tolhurst	Occupational Health & Safety Officer

CALL TO ORDER 10:01 a.m.**Treaty Land Acknowledgement**

A video treaty land acknowledgement was shared featuring a student from Ross Glen School. Superintendent, Tracy Hensel, advised that schools were given the opportunity to submit videos of their land acknowledgement to share at Board meetings.

Adoption of Minutes

There was a motion to adopt the minutes of the Coordinating Committee meeting held on [May 6, 2024](#), second by Dalyce Harrison, all in favor.

ITEMS FOR INFORMATION**1. Welcome & Introductions**

Superintendent, Tracy Hensel, welcomed new and returning Coordinating Committee members. Members introduced themselves and shared their role as part of this committee.

2. Enrollment Update

Leanne Dulle, Secretary Treasurer provided an update on enrollment for this year.

[2024-25 Fall Enrollment](#)

The official student count was as of September 27 due to the National day for Truth and Reconciliation being celebrated on September 30th.

Our division has 15 more students enrolled in comparison to last year; Fall of 2023 enrollment was 7022 and as of September 27, 2024, enrollment is at 7037.

- Traditional elementary has 37 less students. This could be an impact from a new government daycare subsidy affecting kindergarten enrollment.
- Secondary enrollment has increased by 3 students.
- Alternative Programs (HUB, Pathways, Coulee Collegiate and Community Early Learning) have increased by 49 students.

3. Coordinating Committee Breakfast & Meeting

The next meeting, Monday, December 9, will be held at Par 3 Loft with breakfast served at 9:00 a.m. followed by our meeting from 10:00 a.m. Our trustees are invited to join us for breakfast.

ITEMS FOR DISCUSSION

1. Policy & Procedure Updates

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

Policy 300 has been renamed and two new administrative procedures have been drafted. Claire Petersen, Division Psychologist, provided background on the reason for the development of these procedures and the sources researched in the process. The documents provide guidance to help navigate an emergent situation.

[Enclosure No. 1](#) – Policy 300: Emergency and Crisis Management (name change)

[Enclosure No. 2](#) – 300 AP 003: Traumatic Event Crisis (new)

[Enclosure No. 3](#) – 300 AP 004: Memorials in Schools (new)

(C. Petersen left the meeting 10:21 a.m.)

Long Term Investment Guidelines

Leanne Dulle, Secretary Treasurer, reviewed the updates to this procedure. The procedure was updated to include the Bitz Fund. The investment balance was also updated in hopes of maximizing capital while still paying out annual scholarships.

[Enclosure No. 4](#) – 420 AP 002: Long Term Investment Guidelines-TBR and Bitz Trust Funds

Administrative Appointments

Jason Peters, Associate Superintendent of Human Resources, explained that the edits to Policy 508 and the accompanying procedure were made to clarify that not all administrative positions are competitive as some are addressed through our transfer process outlined in Policy 520. During the review of the document, the section outlining school-based and division-based administrative positions was also updated to be reflective of our current practices.

[Enclosure No. 5](#) – Policy 508: Administrative Appointments

[Enclosure No. 6](#) – 508 AP 001: Filling Administrative Appointments

Employee Alcohol and Drug Use

Jason Peters advised that this procedure was updated to address employee alcohol and drug use that was previously captured in the student section. The reference to staff within Policy 634 was moved to Policy 540, which is the appropriate document.

[Enclosure No. 7](#) – 540 AP 001: Employee Alcohol and Drug Use

Student Assessment

Corey Sadlemyer, Associate Superintendent of Learning, outlined the updates to the assessment and reporting procedure.

- The procedure was updated for consistency so that all schools report on all core subjects in grades 1-9.
- gradebooks and report cards for grades 10 – 12 are to be categorized by strands (curricular-based categories); and
- the added description for adaptive or modified programming.

There was discussion on the necessity of report cards, as this information is available in real time, and the accessibility of gradebooks.

[Enclosure No. 8](#) – 616 AP 001: Assessment and Reporting

Off-Site Activities

Janine Tolhurst, Occupational Health and Safety Officer reviewed the changes to this administrative procedure. The document originally pertained to all locations (720 AP 001) and now has been separated into four documents, based on location of the activity, for ease of reference. Definitions and language have also been updated to align with the digital system.

[Enclosure No. 9](#) – 720 AP 001: Off-Site Activities: Local

[Enclosure No. 10](#) – 720 AP 002: Off-Site Activities: Provincial or Overnight

[Enclosure No. 11](#) – 720 AP 003: Off-Site Activities: National

[Enclosure No. 12](#) – 720 AP 004: Off-Site Activities: International

Some of the exhibits were updated and revisions will be completed on the national trip process to make it a two-step process like international travel (approval in principle, then final approval) so that fundraising for trips can begin sooner.

Transportation of Students

This procedure was updated to align with the new government transportation funding practices. Leanne Dulle explained that Alberta Education has revised the guidelines after several years. School Boards have one year to adhere to the revised practice.

[Enclosure No. 13](#) – 804 AP 001: Transportation of Students

ADJOURNMENT 10:43 a.m.

Future Meeting Dates: December 9, 2024, March 3, 2025, and May 5, 2025