

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

Members: Ashley Bohonos Mark Davidson <i>Tracy Hensel - regrets</i> Jerry Labossiere <i>Jason Peters - regrets</i> Karen Saffran Yvonne Sissons Rachelle Ulmer	Lyle Cunningham Dalyce Harrison Michael Jerred Amanda McGarry <i>Corey Sadlemyer - regrets</i> Cassandra Silver Sharon Stolz
--	--

Date: Monday, October 24, 2022

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

Location: Grant Henderson Learning Centre

AGENDA ITEMS

1. **Call to Order** Mark Davidson called the meeting to order at 10:00 a.m.

2. **Treaty Land Acknowledgement**

Mark Davidson shared an acknowledgement of the Treaty 7 and Treaty 4 territory land.

3. **Introductions**

Individuals in the group introduced themselves and their role on the Committee. Mark welcomed the new and returning members.

4. **Adoption of Minutes**

Adoption of the minutes of the Coordinating Committee meeting held on May 16, 2022. [May 16, 2022 - CC Minutes](#). Motion to approve by Dalyce Harrison – carried.

5. **Items for Information**

Enrolment Update

Jerry Labossiere, Secretary Treasurer provided an [enrolment update](#). In the 2022-23 Spring Budget there was a projected decline of 74 students in the Division. Instead of declining the Division had an increase overall of 39 students. As of October 13, 2022, enrolment was at 7,085 for the Division which is 39 more students than last year and 112 more than projected last Spring (6,973).

The City of Medicine Hat demographics has predicted about a 1% decline in enrolment over the next 10 years.

6. Items for Discussion

Teachers' Voice Updates

The summary from the [October 6, 2022, Teachers' Voice Committee](#) meeting was enclosed for information.

Mark Davidson reviewed some of the recommended changes to the format of future Teachers' Voice meetings in hope of encouraging solution-focused discussions. These changes include:

- Executive will not prepare written responses prior to the meeting
- Return to smaller breakout groups
- The involvement of the principal, pre-meeting with their teachers' voice representative, to potentially eliminate site vs. system issues. Of note: if there is any disagreement the question will be brought forth to the Committee.

Some of the action items emerging from the Teachers' Voice meeting were shared:

- Establishing an Elementary Behaviour Committee.
- More involvement in the development of the Division calendar (i.e., staggered entry for elementary students and beginning school with a 4-day week.).
- Providing more training for our substitutes.

Lyle Cunningham commented that he would plans to request feedback from some substitutes prior to proceeding.

Discussion on Dress Code in Schools

The group discussed the addition of guidelines for dress code in schools. There are currently not many guidelines, but it was agreed that a conversation with our Student Senate representatives could be beneficial.

7. Policy & Procedure Updates

Mark Davidson provided a review of the policy establishment process, as requested, for the newer Committee members. How a policy is recommended, implemented, and updated was reviewed. For more information [Policy 222 Policy on Policy Development and Review](#).

The committee reviewed the newly drafted and updated policy, procedure and exhibits outlined below.

Lyle Cunningham, Deputy Superintendent, reviewed the changes to the 500 section of policy and provided clarification on updates.

Policy 503 – Welcoming, Caring, Respectful and Safe Learning and Workplace Environments DRAFT [Enclosure No. 3](#)

The major change to this policy was the addition to include 'workplace'.

MHPSD
Coordinating Committee Minutes

An update was recommended to the wording in Guideline No. 2 to provide clarity that it is an employee expectation.

Policy 510 – Teacher Growth, Supervision and Evaluation DRAFT [Enclosure No. 4](#)

510 AP 001 – Teacher Growth, Supervision and Evaluation DRAFT [Enclosure No. 5](#)

Policy 512 – Administrator Growth, Supervision and Evaluation
DRAFT [Enclosure No. 6](#)

512 AP 001 – Administrator Growth, Supervision and Evaluation
NEW [Enclosure No. 7](#)

Policy 510 and 512 were initially drafted with the administrative procedure within the policy documents. The revisions include the removal of the administrative procedures and an updated procedure for each policy.

The Generative Dialogue process was also added to the policies.

There was discussion from the committee about clarity on the process and the removal of the wording 'growth plan'. Lyle will update the policies and procedures to provide better clarity that it is an expectation to include Generative Dialogue within the growth plan. The definition of Generative Dialogue was also suggested to be included.

Policy 536 – Police Information Check (PIC – Children's Services
Intervention Record Check (CSIRC) DRAFT [Enclosure No. 8](#)

536 AP 001 – Police Information Check (PIC – Children's Services
Intervention Record Check (CSIRC) DRAFT [Enclosure No. 9](#)

Bill 85 legislation required us to update our policy and procedure.

Due to a recent addition, 'service providers' and 'practicum students' will also require this documentation on file. Human Resources will review each case if there is any 'unacceptable activity' to make a decision regarding employment.

Mark Davidson, Superintendent, reviewed the changes to the 600 section of policy and provided clarification on updates.

Policy 610 – Inclusive Education DRAFT [Enclosure No. 10](#)

Policy 612 – Welcoming, Caring, Respectful and Safe Learning
Environments DRAFT [Enclosure No. 11](#)

612 AP 004 – Assessing Potential Threat Making and High-Risk
Student Behaviors NEW [Enclosure No. 12](#)

612 E 003 – Fair Notice Letter NEW [Enclosure No. 13](#)

MHPSD

Coordinating Committee Minutes

Policy 610 and 612 were updated to explicitly include 2SLGBTQ+ staff, students, and families.

The addition of the administrative procedure and exhibit under policy 612 is to clarify the process, the process is not new.

Policy 614 – Sexual Orientation and Gender Identity DRAFT

[Enclosure No. 14](#)

614 AP 001 – Sexual Orientation and Gender Identity DRAFT

[Enclosure No. 15](#)

614 E 001 – Sexual Orientation and Gender Identity: Basic Terms
DRAFT

[Enclosure No. 16](#)

Some of the updates to 614 were improved wording recommendations from Alex Marshall, who provided a professional development opportunity for our staff regarding 2SLGBTQ+ students and community. There were positive comments about this PD. The group discussed the use of pronouns and the learning involved to ensure we are respecting 2SLGBTQ+ staff, students, and families.

There is a document in development around best practices.

8. **Future Meeting Dates**

- February 13, 2023
- April 3, 2023
- May 15, 2023

ADJOURNMENT 11:10 a.m. motion to adjourn Yvonne Sissons.