


**Medicine Hat Public School Division**

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**DIVISION COUNCIL OF SCHOOL COUNCIL MEETING MINUTES****Date and Time:** Thursday, December 12, 2024 @ 7:00 p.m.**Location:** Virtual via TEAMS**AGENDA ITEMS**

1. **Call to Order** Chair, Michelle Millington, called the meeting to order at 7:01 p.m.

2. **Treaty Land Acknowledgement**

Michelle Millington, Division Council Chair, shared the Treaty Land Acknowledgement.

3. **Roll Call for Attendance**

|                                            |           |               |
|--------------------------------------------|-----------|---------------|
| Alexandra Middle School, Chair             | Heidi     | Mack          |
| Crescent Heights High School, Chair        | Karen     | Saffran       |
| Crescent Heights High School, Vice Chair   | Troy      | Hale          |
| Crestwood School                           | Amy       | Leprieur      |
| Dr. Ken Sauer School                       | Erin      | Gerrard-Evjen |
| George Davison School                      | Gicela    | Cardona       |
| Medicine Hat High School                   | Tanya     | Schaffer      |
| River Heights School                       | Karla     | Tweten        |
| Division Council & Connaught School Chair  | Michelle  | Millington    |
| Board Chair                                | Catherine | Wilson        |
| Board Representative                       | Pat       | Grisovich     |
| Superintendent                             | Tracy     | Hensel        |
| Associate Superintendent: Student Services | Cody      | Edwards       |
| Communications Coordinator                 | Lee       | Krasilowez    |
| A.T.A. Teacher Representative              | Michael   | Jerred        |
| Principal Representative                   | Katrina   | Corbett       |
| Recording Secretary                        | Joni      | Treen         |

4. **Adoption of Minutes**

Michelle Millington, Division Council Chair, presented the Minutes of the Division Council of School Councils' meeting held on [October 10, 2024](#) for adoption. A motion was made by Karen Saffran to adopt the minutes, second by Heidi Mack; all in favor.

5. **Alberta School Council Association**

ASCA School Councils Conference is planned to be held on April 26, 2025, and the Annual General Meeting on April 27, 2025. The [School Council Enews](#) indicated that both events are planned to be virtual. More information to come in the new year.

The ASCA held an engagement event on November 23, 2024. Here is a link to the [event summary](#), related links and resources. \*This includes two free webinars offered by the Institute of Child Psychology.

## **6. Items for Discussion**

### **2024-2025 Division Calendar**

Tracy Hensel, Superintendent, reviewed the two drafted calendars that will be presented to school councils in early 2025.

Each year, our division attempts to align dates with Medicine Hat Catholic Board of Education and Prairie Rose School Division. Both calendars have the same amount of instructional and operational days, with school started following the labour day holiday.

Once the calendars are shared with staff and families for feedback the calendar will be brought to the Board for final approval.

[Enclosure – Draft A](#)

[Enclosure – Draft B](#)

### **Potential Presentations**

The group discussed potentially hosting a presentation by Kim Large on Transgender parenting. The presenter could be planned in conjunction with our May 8, 2025, meeting. Please email [ioni.treen@sd76.ab.ca](mailto:ioni.treen@sd76.ab.ca) if you are interested.

Cody Edwards, Superintendent of Student Services, suggested another possible presenter for this group that he is planning to host in March, Jan Arneson, presenting on Sexual Health Understanding and Safety. More information to come on the cost and availability of this speaker.

### **Review of [Policy 612](#): Welcoming, Caring, Respectful and Safe Learning Environments**

Tracy Hensel, Superintendent, reviewed this policy and administrative procedure [612 AP 001: Student Code of Conduct](#).

The document outlines definitions, expectations and consequences and is helpful information that should be provided to and reviewed by staff, students and parents.

### **Annual Education Results Report (AERR)**

Cody Edwards, Associate Superintendent of Student Services, provided an overview of the AERR results and our division strategies and outcomes based on each of our Universal Goals: Optimal Learning, Thinking and Acting Inclusively, Wellness and Truth & Reconciliation.

The report is based on information gathered from multiple sources including our Teacher's Voice Committee, Alberta Education Assurance Survey, Locally Developed Assurance

Survey, and the OurSchool survey. In 2023 the division began including feedback from our student voice engagement session with junior high and high schools.

To review the Financial Summary and Capital Planning Projects visit our website: [www.mhpsd.ca publications](http://www.mhpsd.ca/publications) > facility plans.

[AERR 2024](#)

[Appendix A:](#) Assurance Summaries Alberta

[Appendix B:](#) Provincial Achievement Test & Diploma Summary Report

### **Student Engagement with the Board**

Cody Edwards, Associate Superintendent of Student Services, shared some of the highlights of the Student Engagement Session that was held on Tuesday, December 3, 2024.

This is the second year that trustees and executive had the opportunity to collaborate with students to gain valuable feedback on their perspective. The feedback is then summarized and shared with the Board, school administrators and is part of our assurance process.

### **Updates to Policy & Procedures**

Tracy Hensel, Superintendent, provided an overview of the updates to policy 806, administrative procedure 806 AP 001 and the addition of a new administrative procedure 806 AP 002 that outlines our process for school bus cancellation due to inclement weather.

[Policy 806:](#) School Closure Under Emergent Conditions

[806 AP 001:](#) School Closure Under Emergent Conditions

[806 AP 002:](#) School Bus Cancellations due to Inclement Weather – new

School council chairs will bring the documents back to their councils for discussion.

## **7. Items for Information**

### **MHPSD EXPO of Learning - January 15 (South) & 16 (North)**

Invitation to School Council Chairs to participate and encourage parents to get involved in school council.

#### **Jan 15 @ MHHS (South)**

Alexandra Middle School  
Crestwood School  
Dr. Roy Wilson Learning Centre  
George Davison School  
Herald School  
Medicine Hat Christian School  
River Heights School  
Ross Glen School  
Southview Community School

#### **Jan 16 @ CHHS (North)**

Dr. Ken Sauer School  
École Connaught School  
Elm Street School  
Hub Virtual School  
Vincent Massey School  
Webster Niblock School

**Reminder: School Council Annual Reports**

These reports are due September 30 each year. If you have not submitted a report for 2023-2024, please do so. [School Council Annual Report Template](#)

School councils must report on the receipt, handling and use of ASCE Grant in their annual report to their school board as per section 13(2) and 14 (1) of the School Councils Regulation.

**2024-2025 Trustee School Allocations**

|                  |                                                                                                                |
|------------------|----------------------------------------------------------------------------------------------------------------|
| Yvonne Sissons   | Connaught School, Elm Street School, Crestwood School                                                          |
| Pat Grisonich    | Crescent Heights High School, Dr. Ken Sauer School, Vincent Massey School, Webster Niblock School              |
| Rick Massini     | River Heights School, Herald School, Medicine Hat High School, Medicine Hat Christian School                   |
| Deborah Forbes   | Dr. Roy Wilson Learning Centre, Ross Glen School, Southview School                                             |
| Catherine Wilson | Alexandra Middle School, George Davison School, The Hub/Pathways, Coulee Collegiate, Central Office, Warehouse |

**Future Meeting Dates:**

- Thursday, March 13, 2025 @ 7:00 p.m. (Virtual)
- ASCA Annual Conference: April 26, 2025; AGM is April 27, 2025  
Both events will be virtual, more information to come in the new year!
- Thursday, May 8, 2025 @ 7:00 p.m. (In-Person)

**ADJOURNMENT** 7:56 p.m.