


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 8, 2025

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

Grant Henderson Learning Centre

Members:	Gwendoline Dirk	Trustee
	Tracy Hensel	Superintendent
	Leanne Dulle	Secretary Treasurer
	Cody Edwards	Associate Superintendent Student Services
	Jason Peters	Associate Superintendent: Human Resources
	Alice Hardowa	Elementary Principal Representative
	Justin Nicoll	Secondary Principal Representative
	Michael Jerred	ATA Local President
	Dalyce Harrison	ATA Teacher Welfare
	<i>Shirma Rose regrets</i>	ATA, Primary Teacher Representative
	Dustin Look	ATA, Secondary Teacher Representative
	Karen Saffran	Parent Representative-Division Council
	Carla Carrier	Executive Director of Learning
	Claire Petersen	Director of Psychology Services

CALL TO ORDER 10:01 a.m.

Treaty Land Acknowledgement

Superintendent, Tracy Hensel, shared the treaty land acknowledgement with a video from Mrs. Reiniger's class at River Heights School!

[River Heights School – Land Acknowledgement](#)

Adoption of Minutes

There was a motion by Dalyce Harrison to adopt the minutes of the Coordinating Committee meeting held on [May 12, 2025 - CC Minutes](#). All in favour.

ITEMS FOR DISCUSSION

1. Welcome & Introductions

Superintendent, Tracy Hensel, welcomed new and returning Coordinating Committee members! Tracy advised the group that even though some of the administrative procedures included in this agenda are already online, suggestions and discussion are welcome.

2. Student Engagement Session Update

Associate Superintendent, Cody Edwards, provided an update on the Student Engagement Session held on Tuesday, December 2, 2025. Dean Brown, Division Principal, led the annual session that included twenty-six students from grades 9 through 12.

The division's universal goals were discussed, including wellness, access to student support, and school-life balance. Trustees and executives facilitated table-group conversations to gather valuable feedback from the students on their school experiences, values, opportunities, and interests.

3. Policy & Procedure Updates

The following policies, procedures, and exhibits have been updated or newly drafted.

Board Governance

Superintendent, Tracy Hensel reviewed the updated policies, which have been revised based on documentation provided by the Alberta School Boards Association. The recognition of Trustees Upon Completion of Service was revised as a preference from the Board.

[Enclosure No. 1](#) – 200: Role of the Board of Trustees (Draft)

[Enclosure No. 2](#) – 202.1: Trustee Code of Conduct (Draft)

[Enclosure No. 3](#) – Appendix to Policy 202.1: Trustee Code of Conduct Sanctions (Draft)

[Enclosure No. 4](#) – 202.3: Recognition of Trustees Upon Completion of Service (Draft)

At Home Learning

Carla Carrier, Director of Learning, drafted this administrative procedure to ensure alignment with Bill 27: Education Amendment Act, mandated as of September 1, 2025. This document was outlined by government.

[300 AP 005: At Home Learning](#)

Memorials in Schools

Claire Petersen, Director of Psychology, advised that this procedure was updated with further information from research and training. It is important to have guidelines in place to navigate traumatic events.

[Enclosure No. 5](#) – 300 AP 004: Memorials in Schools

Sexual Orientation and Gender Identity (C. Edwards)

Administrative Procedure 614 AP 001 was revised to include sections 13–18, and two new documents were developed to ensure compliance with Bill 27, the *Education Amendment Act*, effective September 1, 2025. Associate Superintendent Cody Edwards reviewed the updates to 614 AP 001 and provided clarification on questions raised by the group. This document serves as a guide for formal requests, with the continued goal of supporting students in the best possible way.

Administrative Procedure 614 AP 002 was developed to align with government protocols. Any resources used to instruct students on topics related to human sexuality and gender require ministerial approval, including core instruction that addresses these subjects. Form 614 E 001 requires a signature at least 30 days prior to instruction. A flowchart is available

to support school staff, and each school has a designated teacher representative to manage related inquiries.

[Enclosure No. 6](#) – 614 AP 001: Sexual Orientation and Gender Identity (Draft)

[614 AP 002: Gender Identity, Sexual Orientation, and Human Sexuality Topics](#) (New)

[614 E 001: Parental Notification and Consent for Instruction Related to Human Sexuality, Gender Identity, and Sexual Orientation](#) (New)

Assessment and Reporting

Carla Carrier, Director of Learning, was assigned responsibility for updating this administrative procedure. The work originated from a question raised through the Teachers' Voice group, which identified a need for greater consistency in reporting. A smaller committee was subsequently formed to review the process and implement the necessary updates.

[Enclosure No. 7](#) – 616 AP 001: Assessment and Reporting (Draft)

Volunteers, Coaches and Leaders (J. Peters)

Jason Peters, Associate Superintendent, developed these procedures to ensure appropriate documentation is in place for coaches and volunteers working with students. While a process for volunteers had previously existed, it is now clearly defined and supported by standardized documentation for ease of reference. Jason provided an overview of the procedures and offered clarification as requested.

[720 AP 005: Volunteers](#) (New)

[720 AP 006: Community Coaches-Leaders](#) (New)

[720 E 013: Volunteer Registration Form](#) (Draft)

[720 E 016: Volunteer Police Information Check and Child Services Intervention Record Check](#) (New)

[720 E 017: Volunteer Attestation Form](#) (New)

Athlete Eligibility (J. Peters)

Jason Peters, Associate Superintendent, reviewed the documents developed to align with Bill 27, the *Education Amendment Act*, effective September 1, 2025. These government-mandated documents outline participation requirements for female sports, including the requirement that participants be female at birth. Parental confirmation is required to verify eligibility for participation in female sports.

[722 AP 002: Athlete Eligibility Confirmation](#) (New)

[722 E 002: Fairness and Safety in Sport Confirmation Form](#) (New)

ADJOURNMENT 11:04 a.m.

Future Meeting Dates: March 2, 2026, and May 11, 2026