



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: Lyle Cunningham Leanne Dulle Tracy Hensel Jerry Labossiere Andrew McFetridge <i>Corey Sadlemyer - regrets</i> Cassandra Silver <i>Sharon Stolz - regrets</i>	Mark Davidson Dalyce Harrison Michael Jerred Dustin Look <i>Amanda McGarry - regrets</i> Courtney Scott Yvonne Sissons
---	--

Date: Monday, February 13, 2023

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 9:59 a.m.

2. **Introductions**

3. **Treaty Land Acknowledgement**

Mark Davidson shared an acknowledgement of the Treaty 7 and Treaty 4 territory land. He shared the Board's commitment to reconciliation and that our division has had a noticeable increase in students self-identifying as First Nation, Métis, Inuit.

4. **Adoption of Minutes**

Mark Davidson put forth the adoption of the minutes of the Coordinating Committee meeting held on [October 24, 2022 - CC Minutes](#). Motion to approve by Yvonne Sissons – carried.

5. **Items for Information**

Mental Health Grant

Tracy Hensel advised that our division, in partnership with Prairie Rose School Division, Medicine Hat Catholic School Division, and Our Collective Journey, have secured \$2.4 million in funding for a two-year health project to better support staff and students with their mental wellness.

Tracy, alongside Greg Ferris and Claire Peterson began this planning last year, prior to receiving any funding.

[‘Enhancing a Mental Health Continuum of Supports and Services in School’](#)

Other supports include:

- Social Emotional Learning (SEL) Team at each school. Three Success Coaches and a Division Family School Liaison Worker (FSLW) were hired to expand the existing group of Success Coaches, FSLW and Psychology supports that collaborate to help students and staff.
- Our Collective Journey (OCJ) is our Mental Health Community Partnership. Using lived experiences with addictions and mental health, Recovery Coaches provide professional learning, classroom presentations and connection to families.
- Professional Learning and Resources offered to all teachers and educational assistants. Increasing access to SEL resources to support universal and targeted programming.
- Collaborative Structures supported by regular Comprehensive School Health meetings in schools and sharing of best practices through tri-district Mental Health Collaborative meetings (Prairie Rose School Division, Medicine Hat Catholic School Division, Medicine Hat Public School Division and Our Collective Journey).

6. Items for Discussion

Teachers' Voice Updates

The Teachers' Voice Committee met on January 19, 2023. The draft summary was shared for information and discussion. The draft, once shared with the Teacher's Voice Committee for feedback, will be sent out to all teachers.

Feedback on the revised format of these meetings was positive. The smaller discussion groups create a more open conversation and there is more focus on solution-based outcomes.

[Code of Professional Conduct for Teachers and Teacher Leaders](#)

The Code has been updated effective January 1, 2023. The link provides information on key changes and reasons for the update.

The group discussed one of the main updates to the new code of conduct; a teacher can file a complaint without first addressing it with their colleague. The Board will review [Policy 532- Healthy Interactions](#) and either update it to align with the new code or leave it as written. Currently, this policy holds employees at a higher level of conduct.

[Enclosure No. 3 – Code of Professional Conduct for Teachers and Teacher Leaders](#)

7. Policy & Procedure Updates

It is recommended that the committee review the drafted updates to policy and procedure enclosed.

300 AP 002 – Emergency Drills

This administrative procedure was created as a reference for emergency planning and drills. The committee discussed the reasoning and timing for practicing bus evacuations.

The group thought it helpful to have these guidelines as well as the additional information for practicing Hold & Secure, Shelter in Place and Lockdowns.

[Enclosure No. 4 – 300 AP 002 – Emergency Drills](#) (NEW)

408 AP 001 – Purchasing

Updates to this procedure are not reflected in the revised document, however, a summary of changes has been provided for reference.

Last March the Finance department gathered input from staff and reviewed purchasing processes. The updates provide some additional flexibility while still maintaining compliance with purchasing legislation.

[Enclosure No. 5 – 408 AP 001: Purchasing](#) (DRAFT) [Summary](#)

520 AP 002 – Transfer of School Administrators

Jerry Labossiere advised the group that the administrative procedure is no longer is required as the Red Circle process is in the Collective Agreement.

[Enclosure No. 6 – 520 AP 002 – Transfer of School Administrators](#) (RESCIND)

530 P 003 – Website Guidelines

With the implementation of the new website this administrative procedure has been refreshed and updated.

Mark Davidson requested feedback on the changes to this procedure. The updates are relevant to our new website and offer guidelines for staff that manage their school website. There were not any suggested updates to the procedure.

[Enclosure No. 7 – 530 P 003 – Website Guidelines](#) (DRAFT)

Off-Site Activities and School Physical Activity Chart

Several edits have been made to clean up these documents, however there are no major changes. The updates have been posted to the website.

[Enclosure No. 8 – 720 AP 001 – Off Site Activities](#) (DRAFT)

[Enclosure No. 9 – 720 E 005 – International Trips-Final Approval](#) (DRAFT)

[Enclosure No. 10 – 720 E 011 – International Trips-Final Approval](#) (DRAFT)

[Enclosure No. 11 – 720 E 012 – Consent for National-International Trips](#) (DRAFT)

[Enclosure No. 12 – 720 E 013 – Volunteer Registration Form](#) (DRAFT)

[Enclosure No. 13 – 722 E 001 – School Physical Activity Chart](#) (NEW VERSION)

[Enclosure No. 14 – 722 E 001 – School Physical Activity Chart](#) (RESCIND)

Mark Davidson shared updates noting that the amount of information requested for travel has increased, however, the Division has requirements to adhere to for safety and insurance.

Electronic forms are still a work in progress at this time.

Facilities

Jerry Labossiere reviewed the updates made to the administrative procedures for security of school buildings and the application to rent facilities form.

Changes to the security procedure were made due to the amount of 'false alarms' that our staff were responding to. The alarms are now being responded to by a 3rd party and our staff is only notified if it is not a false alarm. Staff in schools will become more liable for these charges if false alarms are reoccurring.

[Enclosure No. 15 – 800 AP 004 – Security of School Buildings](#) (DRAFT)

The application to rent has been replaced with current information; addition of Dr. Roy Wilson Learning Center, Dr. Ken Sauer School, and the renaming MHHS Gyms to East\West.

[Enclosure No. 16 – 800 E 001 – Application to Rent Facilities Form](#) (NEW VERSION)

8. Coordinating Committee Lunch

Typically, this group holds a Christmas Lunch and extends an invitation to the Trustees. The Division and the ATA alternate hosting the lunch. The ATA will host lunch this year. As there was no December meeting, the committee decided to hold the final Coordinating Committee meeting on May 15 at the Par 3 Loft and serve lunch prior to the meeting.

9. Reschedule April 3 Meeting

The Coordinating Committee Meeting originally scheduled for April 3 will move back one week to March 27, 2023. For those involved in the preparation of the agenda, that meeting will also be rescheduled to one week prior.

10. Future Meeting Dates

- ~~April 3, 2023~~, March 27, 2023
- May 15, 2023

ADJOURNMENT 11:15 a.m.