

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

Members:	Katerina Biech (for Michael Jerred)	Warren Buckler
	Mark Davidson	Dalyce Harrison
	Tracy Hensel	Jerry Labossiere
	Dustin Look	Blair Lukacs
	Jason Peters	Claire Petersen
	<i>Corey Sadlemyer-regrets</i>	Yvonne Sissons
	Sharon Stolz	Janine Tolhurst

Date: Monday, October 2, 2023

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

Location: Grant Henderson Learning Centre

AGENDA ITEMS**1. Call to Order**

Mark Davidson, Superintendent, called the meeting to order at 10:00 a.m.

2. Treaty Land Acknowledgement

Mark Davidson provided a personalized land acknowledgement including his own experiences. He expressed sadness regarding the stories shared about residential schools, but gratefulness for any healing the sharing of these stories might provide.

3. Adoption of Minutes

The minutes of the Coordinating Committee meeting held on [May 15, 2023 - CC Minutes](#) were put forth for adoption. Motion to approve by Dalyce Harrison – carried.

4. Items for Information**Welcome**

Mark Davidson welcomed new and returning Coordinating Committee members. Individuals participating in the meeting introduced themselves.

Enrolment Update

Jerry Labossiere, Secretary Treasurer, provided an update on the Division's preliminary enrolment numbers for the 2023-24 school year. The official count date is typically September 30, this year it was September 29. Funding for students enrolling after this date is not received nor reduced if they no longer attend.

Last year our elementary school's enrolment was 3,879 and this year it is 3,827. Our secondary school enrolment is 2,852 making total traditional school's enrolment at 6,679. Including the addition of Outreach (Pathways), Community Daycares, and Coulee

Collegiate our preliminary enrolment is at 7,037, which is less 3 students from our spring estimate.

It was clarified that the Division is funded for students returning to high school; however, the funding is reduced to 50% in their 4th year and 25% in their 5th.

Coordinating Committee Breakfast & Meeting – December 4

The committee agreed to hold the next meeting at Par 3 Loft with breakfast beginning at 9:00 a.m. and the meeting to follow at 10:00 a.m.

5. Items for Discussion

Violence in the Classroom

It was suggested that this committee discuss ways to support staff that are dealing with dysregulated students that can become physical at school. Mark Davidson invited Division Psychologist, Claire Petersen, to assist in leading the conversations.

The concerns voiced focused on the best way to support our staff to ensure the physical and psychological effects of violence in the classroom are being recognized no matter the age the student. Following an incident teachers would like support on how to address students that have witnessed an act of violence.

Several conversations ensued about how we revitalize our processes to ensure our staff are feeling supported. Discussions included:

- Professional development sessions that may be available.
- Having someone listen, recognize, and acknowledge the incident.
- Having someone available to bridge between the incident and the debrief.
- How to bring those involved together to debrief, and the timing of follow up.
- Recognizing that every person is different and will handle situations differently.
- FSLWs are student focused, how can we add supports for staff?
- How to connect staff to benefits and supports available.
- 612 AP Children with Social-Emotional Needs is student-focused, perhaps a similar practice should be developed for our staff.

The committee decided that a team, including EA's and Teachers, will be formed to review our current policy, procedures, and processes. Mark will work on development of a committee and report back in December.

It was noted that any updates should be clearly communicated to all staff.

Discussion on Dress Code

Yvonne Sissons, Trustee, opened the conversation about having a similar the dress code in all division secondary schools. Last year, our student delegates did a survey resulting in 46% of students in favor of having a consistent dress code.

The discussions throughout the group were supportive of a standardized dress code. Mark will discuss this process with our secondary schools.

Review of Transfer Policy

Staff requested the review of the policies and procedures related to teacher transfers.

[520 Division Initiated Transfer of Professional Staff](#)

[520 AP 001: Division Initiated Transfer of Professional Staff](#)

Jason Peters, Associate Superintendent Human Resources, led the discussion. Concerns were mostly around communication; teachers would prefer to know their requests have been received and are being reviewed. Jason clarified that continuous teachers could apply to positions even if a transfer has been requested.

He explained that the staffing process is lengthy due to budgeting and staff movement in schools. Jason also clarified that Human Resources does not make division-initiated transfers due to performance. There will be very few instances where a staff member is not aware of a transfer well in advance.

Jason will provide an update in December taking into consideration the comments brought forward by the committee.

Appropriate Use of Personal Devices for Staff

Mark Davidson, Superintendent, led the discussion regarding personal cell phone usage while at work. The topic was raised as staff use personal cell phones while on supervision at school and if the personal device became damaged while doing so there is no reimbursement. Clarification was provided to the group that at no time are staff expected to use a personal device while at work.

Jason Peters indicated that this was discussed with administrators at their last meeting.

6. Policy & Procedure Updates

It is recommended that the committee review and approve the drafted updates to policy and the new procedures and exhibit presented.

Policy 506: Suspension and Dismissal of Professional Staff

The addition of 'employee(s)' was made in the second paragraph under the policy section. There was brief discussion on the process of suspension. The committee raised no concerns with the changes to this policy.

[Enclosure No. 1](#) – Policy 506: Suspension and Dismissal of Professional Staff (DRAFT)

New Administrative Procedures & Exhibit Policy 626: Administration of Medication and Medical Care

[Enclosure No. 2](#) – 626 AP 004: Student Personal Care (NEW)

[Enclosure No. 3](#) – 626 AP 005: Identification and Management of Concussions (NEW)

[Enclosure No. 4](#) – 626 E 005: Record of Student Personal Care (NEW)

Janine Tolhurst, Occupational Health, and Safety Officer for the Division, assisted in drafting of these documents. The administrative procedures outline important information for staff while dealing with situations of personal care for our students.

The exhibit 626 E 005 is to be used when toileting a student, but the document is confidential (kept in a locked washroom if possible).

It was requested to add a reference to the new administrative procedure 626 AP 005 in the waiver to play sports /consent forms. It should be clear that if there is any suspicion for concussion medical advice is required.

7. Future Meeting Dates

- December 4, 2023 @ The Loft Par 3
- February 5, 2024
- May 6, 2024

ADJOURNMENT 11:37 P.M.