

Medicine Hat Public School Division

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COORDINATING COMMITTEE MINUTES

Members:

Katerina Biech	Warren Buckler
Mark Davidson	Leanne Dulle
Dalyce Harrison	Tracy Hensel
Michael Jerred	Dustin Look
Blair Lukacs	Jason Peters
<i>Corey Sadlemyer- regrets</i>	Karen Saffran
Yvonne Sissons	Sharon Stolz
<i>Guest: Janine Tolhurst, OH&S Officer</i>	

Date: Monday, February 5, 2024

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

Location: Grant Henderson Learning Centre

AGENDA ITEMS

1. Call to Order

Jason Peters, Associate Superintendent of Human Resources, called the meeting to order at 10:01 a.m. Mark Davidson sends his regrets; he will join the meeting when he is able.

2. Treaty Land Acknowledgement

Jason Peters, Associate Superintendent, provided a land acknowledgement.

3. Adoption of Minutes

The minutes of the Coordinating Committee meeting held on [December 4, 2023 - CC Minutes](#) were put forth for adoption. A motion was made by Dalyce Harrison to approve the minutes – carried.

4. Items for Information

Grade Reconfiguration Update

Jason Peters provided an update on the process for the potential grade reconfigurations at Dr. Roy Wilson, George Davison, Webster Niblock, and Vincent Massey Schools.

Initially a proposal was brought to the Board for their consideration. The Board then agreed to initiate a consultation process to gain feedback from staff, families, and stakeholders.

Proposal: Vincent Massey would enroll grades 4-6; and Webster Niblock grades K-3

The attendance areas of Vincent Massey and Webster Niblock schools would be combined. Students from one household would ride the same bus to and from school to avoid separating older and younger siblings.

The main challenge currently with these two schools is that both have a small student population.

- rarely enough students for one full grade resulting in split classes;
- lacking collaboration between teachers;
- if there are strained relationships between students there is no option to separate them.

Proposal: Dr. Roy Wilson would enroll grades 4-9 and George Davison grades K-3.

Dr. Roy Wilson Learning Centre and George Davison would share a single attendance area for all grades (Dr. Roy Wilson's current 7-9 attendance area). Students from a household would ride the same bus to and from school. This eliminates current registration challenges.

Programming for K-9 students can be challenging as student needs change as they move into higher grades. Having the grade reconfiguration in place would benefit new forthcoming academies, improve professional development opportunities and programming.

Transition would be less of a challenge with the grade reconfiguration as the group of K-3 would move together to the grade 4-9 school.

To date, the Superintendent has met with, and provided a survey to, the staff at each of the four schools. A video outlining the reasons for the consultation process, including a survey to gather feedback, has been shared with families. Next, the Superintendent plans to attend school council meetings at each of the four schools.

Once all information is gathered, and reviewed the Board will decide on the process at their March 26 meeting. It was clarified that approval could be granted for either the north zone schools, south zone schools, both, or none at all.

There was discussion among the group on the potential benefits and challenges of the grade reconfiguration process.

5. Items for Discussion

Budget Discussion

Leanne Dulle, Secretary Treasurer, provided an overview of the current work that the Finance Department is doing in advance of the spring budget release.

Base grants provided by Alberta Education are allocated to our schools as outlined in Policy 406 and associated documents. This year a committee has been formed, including representatives from an elementary school, a secondary school, human resources, and student services, to review the current funding formula for the distribution of resources. The committee will help to gather feedback from different views and challenges that we may not have considered in prior years. Leanne indicated the importance of revisiting the ways the Division distributes funds so that we can provide the best impact on our schools.

Details for the provincial budget are expected to be announced by February 28. Following the provincial budget release and policy review, this committee will meet to provide input. A special meeting will be scheduled in March/April.

Teachers' Voice Updates

The Teachers' Voice Committee met on January 18, 2024. The drafted summary was enclosed for information.

[Enclosure No. 1 – Teachers' Voice Summary](#)

Dysregulated Student Committee

Tracy Hensel, Associate Superintendent of Student Services indicated that the Dysregulated Student Committee has completed their last meeting. She will share the committee's recommendations at the next Coordinating Committee meeting.

6. Policy & Procedure Updates

The following policies, procedures and exhibits have been updated or newly drafted. Members of the committee reviewed and discussed the changes.

Jurisdictional, School and Program Review

Jason Peters, Associate Superintendent of Human Resources, indicated that the revisions to this administrative procedure were created to outline the school review process more clearly.

[Enclosure No. 2 – 104 AP 002: Jurisdictional, School and Program Review DRAFT](#)

Jason advised that there is a formal process in the Education Act for school review. This administrative procedure was updated due to the positive feedback from schools that went through the formal process. School and central administration felt they could leverage the positive impact by creating an ongoing process that would include all our schools within a rotation. The school review is to occur at least every 5 years.

Comments from those involved in the review process were positive; staff were appreciative to provide feedback and valuable feedback was received from stakeholders.

Filling Administrative Appointments

Jason Peters, Associate Superintendent of Human Resources, explained the updates to this procedure.

[Enclosure No. 3 – 508 AP 001: Filling Administrative Appointments DRAFT](#)

Changes were made to the probationary period for an administrator to reflect updates made in the collective agreement. The first year of this position is probationary, then the Superintendent will determine if probation continues for a second year. There can be up to a five-year probationary period.

The Director role was removed from the collective agreement approximately 2 years ago, therefore was removed from our administrative procedure as well.

Department head positions were added to be the same as the administrator position. A department head is much more limited position, as there is little opportunity for movement. This update provides flexibility if the position is no longer a fit, or the person no longer wants the position. The Division currently has four Department Head positions that will be grandfathered in until resignation or retirement. MHPSD is the only system that provides an allowance as well as release time for this position.

Occupational Health and Safety

Janine Tolhurst, Occupational Health and Safety Officer, reviewed the updates that were made to these procedures to include new upcoming legislation.

[Enclosure No. 4 – 538 AP 001: Occupational Health and Safety DRAFT](#)

[Enclosure No. 5 – 600 AP 002: Transport of Ill or Injured Students DRAFT](#)

538 AP 001 – Occupational Health and Safety

There were no changes to the policy, but updates were made to the administrative procedure, last reviewed in 2016. There is no significant change, the document better aligns the rights and responsibilities for staff, supervisors and the Division as outlined in the Alberta Occupational Health & Safety Act, Regulation and Code.

600 AP 002 – Transportation of Ill or injured Students

This administrative procedure was last reviewed in 2005. The updates indicate our current practices and adhere to regulations outlined by insurance providers and OH&S standards.

This procedure will be helpful as a guideline for emergency planning for off-site activities.

School and Community Relations

This is a newly drafted procedure and exhibit developed to ensure any materials and resources shared with our parents, staff or students are in alignment with the mission, vision, and values of the Medicine Hat Public School Division.

[904 AP 002: Partner and Guest Materials and Resources](#)

[904 E 002: MHPSD Event Application & Organization Approval Form](#)

Mark Davidson, Superintendent, provided some background on an incident involving a community partner the Division had previously worked with and the reasoning for establishing this new process.

It was clarified that approval of materials for in-class presentations, lunch and learns, or school presentations would go through school administrators. Materials for approval for Division programs, such as Fresh Start or Wellness Fairs, will be approved through Central Office.

7. Future Meeting Dates

- May 6, 2024

ADJOURNMENT 11:01 a.m.