


**Medicine Hat Public School Division**

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**COORDINATING COMMITTEE MINUTES**

**Members:**

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

**Date:** Monday, December 4, 2023

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

**Location:** Paradise Valley Restaurant (upstairs loft) 90 Gehring Road S.E.

**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, Superintendent, provided a land acknowledgement.

**3. Adoption of Minutes**

The minutes of the Coordinating Committee meeting held on [October 2, 2023 - CC Minutes](#) were put forth for adoption. Motion to approve by Yvonne Sissons – carried.

**4. Items for Discussion****Funding for International Students**

Mark Davidson provided clarity around program positions including Scott Howes' role and Homestay Coordinators. This program has expanded greatly from six years ago when we may have had 20-30 international students per year to now, we have over 100.

Jerry Labossiere, Secretary Treasurer, outlined the following expenses:

- 15% broker fees;
- 45% goes out in staffing to the schools;
- 4 FTE at MHHS for international students;
- 25% for Scott Howes and two Homestay Coordinators;
- 5% used for field trips for the international students;
- This year's projected profit is \$62 000, last year it was about \$75 000;
- Students pay for health insurance and homestays on top of the tuition.

There were no further questions from the Committee.

### **Teachers' Voice Updates**

The Teachers' Voice Committee met on October 5, 2023. The drafted summary is enclosed for information. There were no further questions from the Committee.

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

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

The draft Division Calendar was shared with the Committee for review and feedback. Jason Peters, Associate Superintendent of Human Resources, shared the considerations when drafting the calendar and differences between our Division, Medicine Hat Catholic Board of Education and Prairie Rose School Division. None of the school divisions have finalized a calendar yet for next year.

- The start date aligns with the other two divisions; the MHCBE return one day early for Faith Day.
- February to June is the exact same calendar for all three divisions;
- September 30: both MHCBE and MHPSD have September 30th as an instructional day, PRSD has a Professional Development ('PD') day;
- November: MHCBE has week of Remembrance Day off/PD; Prairie Rose has November 12th as PD; MHPSD has November 8 as PD;
- January - see 3 colour days - slightly different than other divisions;

Blair Lukacs inquired about having a November break. Jason clarified that teachers were split on having the break, but parents were overwhelmingly against it and prefer to start school after the Labour Day holiday.

Our draft calendar will be shared with administrators and school councils for feedback before being finalized and presented to the Board for approval at the end of January.

### **Support for Staff**

Claire Petersen, Division Psychologist, provided an update on this committee's work toward providing support for staff with dysregulated students. The committee is comprised of teachers and EAs, from a variety of schools and grade levels. They have met twice on November 7 and December 8, 2023. Their focus is on:

- Division and school policies. They were asked to take existing policies back to their schools to discuss with staff to find out if they are aware of them, and if they have feedback for potential updates.
- Supporting students and staff. What are we doing to protect staff during an incident and in the long term?

The committee discussed having training for all staff, the importance of debriefing with staff and students following an incident, making sure our staff are aware of policies in

place and where to look for additional supports if necessary. We also need to ensure that our new division staff are provided these resources.

Superintendent Davidson provided more information regarding specialized classrooms. There are two types of classrooms being set up; one is for students with grade level cognitively but struggling with social-emotional regulation and the others are specialized classrooms. He recognized that schools were finding it difficult to provide the necessary supports to best accommodate our students with specialized needs.

**5. Policy & Procedure Updates**

It was recommended that the committee review the updates to the enclosed procedures and provide any suggestions at the meeting.

**Division Initiated Transfer of Professional Staff (J. Peters)**

Jason Peters, Associate Superintendent of Human Resources, updated these procedures based on suggestions from this committee in their last meeting. Jason reviewed the updates:

- A Teacher will be notified when a request for transfer has been received.
- More explanation is provided on the division-initiated transfer. These transfers will occur before the teacher-initiated transfer deadline.
- The Superintendent still has ability to transfer staff in exceptional circumstances.

It was noted that a division-initiated transfers are not to be about conduct or competency but more about culture and growth.

[Enclosure No. 2 – 504 AP 006: Staffing Process](#) (Draft)

[Enclosure No. 3 – 520 AP 001: Division Initiated Transfer of Professional Staff](#) (Draft)

**6. Future Meeting Dates**

- February 5, 2024
- May 6, 2024

**ADJOURNMENT** 11:00 A.M.