



COORDINATING COMMITTEE MINUTES

In attendance: Doug Ashmore, Shelagh Barnes, Val Browne, Lyle Cunningham, Mark Davidson, Carolyn Freeman, Andy Fune, Tracy Hensel, Jerry Labossiere, Andrew McFetridge, Jan Petersen, Joanne Pitman, Corey Sadlemyer, Cheryl Scholly, Sharon Stolz

Date and Time: Monday, December 3, 2018 at 1:30 to 3:30 p.m.

Location: Paradise Valley – Boardroom

Meeting called to order by Mr. Davidson at 1:35 p.m.

1. Policy Reviews and Updates

We have recently made some updates to our policies online. The main goal was to better organize, format, and link them; the content remains the same. The organization included renumbering the policies, so although the policies remain in the same *section* as they previously were, the number will have changed.

Mr. Davidson presented the following policies and procedures that have been recently created or revised and as such are recommended to be reviewed by the Committee.

570 P 007 (530 P 009) Social Media Direction: Staff, Volunteers and Contracted Employees (new)

Personal involvement in any social media should be mindful and respectful to our profession.

The addition of two references Policy 412 Access to Information and Policy 624 Student Records will be added to this procedure as put forth by the committee.

Mr. Davidson indicated that this new procedure will be shared to staff once posted to the website.

Policy 630 (616) Student Assessment (updated)

Changes to Medicine Hat Public School Division's reporting and assessment instigated the changes that have been made to this policy and procedure. The change was prompted by a need for consistency across the Division and to provide more clarity for parents, students and educators.

The updates to this policy and procedure have been rigorously researched and reviewed.

P 630 001 (P 616 001) Assessment and Reporting (new)

Some comments and changes to the new procedure 630 P 001 are:

There was a request that the comments section be more specific. It was decided that comments (7 g.) be added to reporting requirements.

Positive comments were made about the addition of the glossary. Some connected terms will be added to the glossary.

There is more flexibility for the individual School Assessment Plans; however, the goal is to continue to provide consistent support to students throughout the Division.

As accommodations are universally recognized by Alberta Education test scoring should remain consistent.

Mrs. Pitman commented that information is available to support the assessment process on the OLC website.

New administrative procedure 630 P 001; previous versions 630 P 001 and 630 P 002 were combined into this new procedure and will be rescinded along with dated exhibit 630 E 003 Student Assessment.

720 P 005 Extended Grade One Program (rescind)

This process existed previously in one or two of our schools. This would now be decided as a part of individual student programming so it is not necessary that we maintain a procedure. This procedure is rescinded.

Policy 542 Attendance Management (new) and 542 P 001 Attendance Support Program (new)

Mr. Cunningham presented this new policy and procedure indicating that they were created to provide staff with a clear process regarding attendance expectations and processes.

The goal is to support employees as necessary to return to work and to also recognize problematic attendance.

Support may include designing a return to work plan that accommodates the employee in their specific work environment as needed.

The medical profession, as well as employees will have to get used to the process and necessary documentation required. An attendance handbook is being developed to assist in supporting processes.

Conversation ensued regarding some of the wording in the procedure. Mr. Cunningham will make recommended updates.

This new policy will be shared with staff when approved and posted to the website.

2. ASEBP and our Wellness Coordinator

Sarah Ford is our Wellness Coordinator. Mr. Cunningham expressed how important this role is in order to keep employees connected and make the transition back to work easier.

Ms. Ford works closely with ASEBP in order to provide necessary supports and ASEBP in turn has been extremely helpful in assisting with various forms and processes.

3. Teachers' Voice Update

Teacher Board Advisory existed with the purpose of maintaining communication between the Alberta Teachers' Association, the Executive and the Board of Trustees. The purpose is valued but the process of the meeting was at times inefficient.

The Teachers' Voice is a Committee that was created by the Board so their process is clear. A teacher representative from each school participates in the meetings that occur four times per year. Each representative voices concerns, ideas and/ or suggestions to the group on behalf of their school; these ideas are discussed, clarified and then either implemented or where necessary brought forth to the Board for approval.

The establishment of this group is positive; the message reporting back to schools is consistent, issues are being revisited if further clarification is required, and feedback is unfiltered which allows executive to have a better perspective.

The preparation for the Teachers' Voice meeting agenda is fused with the preparation for the Coordinating Committee agenda which helps to streamline the process.

A similar idea is currently being considered to create a Student Voice and potentially collaborate ideas from both groups.

4. Crestwood Out of Area

Medicine Hat Public School Division has, for a number of years, provided student transportation to specialized programs throughout the Division, including the Learning Assistance Program (LAP) at Crestwood School. As the LAP Program is nearly phased out and transportation costs continue to rise having these buses run is no longer sustainable. Beginning September 3rd, 2019 only two of the four buses will continue to run supporting the new attendance area for Crestwood School.

5. Mentorship Planning

The Division, local Alberta Teachers Association and provincial Alberta Teachers Association are working together to build an improved mentorship program. Positive discussion ensued with ideas to better support new teachers and enhance their teaching experience.

Adjournment 2:50 p.m.
