


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

Monday, March 2, 2026
 10:00 a.m. to 12:00 p.m.
 Grant Henderson Learning Centre

Members:	Gwendoline Dirk	Trustee
	Tracy Hensel	Superintendent
	<i>Leanne Dulle - Regrets</i>	<i>Secretary Treasurer</i>
	Cody Edwards	Associate Superintendent, Learning & Student Supports
	Jason Peters	Associate Superintendent: Human Resources
	Carla Carrier	Executive Director of Learning
	Alice Hardowa	Elementary Principal Representative
	Justin Nicoll	Secondary Principal Representative
	Michael Jerred	ATA, Local President
	Dalyce Harrison	ATA, Teacher Welfare
	Shirma Rose	ATA, Primary Teacher Representative
	Dustin Look	ATA, Secondary Teacher Representative
	Karen Saffran	Parent Representative-Division Council

CALL TO ORDER 10:02 a.m.**Treaty Land Acknowledgement**

Superintendent, Tracy Hensel, shared the treaty land acknowledgement video from Crestwood School! [Crestwood School Land Acknowledgement Video](#)

Adoption of Minutes

There was a motion by Dalyce Harrison to adopt the minutes of the Coordinating Committee meeting held on [December 8, 2025 – CC Minutes](#). All in favour.

ITEMS FOR INFORMATION**1. Teachers' Voice Update**

The Teachers' Voice Committee met on February 12, 2026. Due to job action the November Teachers' Voice meeting was cancelled. Their next meeting will be held on May 14, 2026. February [Teachers' Voice Summary](#).

ITEMS FOR DISCUSSION**1. Psychological Health & Safety**

Superintendent, Tracy Hensel and Associate Superintendent, Jason Peters, provided an update to the committee on the working groups and the information gathered to date.

- In 2025, the division contracted Brian Andjelic to deliver presentations focused on strengthening communication across the organization. To address gaps in system-wide communication, the division has implemented a monthly Superintendent Update to provide consistent information and updates to staff across the system.

- The first Support Staff Inclusion and Belonging Group will meet later today. The group includes representatives from clerical staff, educational assistants, custodial and facilities staff, family school liaison workers, success coaches, and central office staff. The purpose is to ensure support staff voices are included in conversations about inclusion and belonging.
- A second working group has been established to focus on teacher workload, with representatives from each school participating in discussions and identifying possible solutions.
- The Board is also reviewing and revising its staff awards and recognition program to make recognition more meaningful for employees.

2. Elementary Report Card Frequency

Carla Carrier, Executive Director of Learning, will meet with the communications committee to review and discuss reporting frequency. Due to labour action, elementary reporting was compressed from three reporting periods to two. The committee has been formed to evaluate whether the division should remain with two reporting terms and make a recommendation to the executive team. It was suggested that parents be included in providing feedback on the number of reporting periods.

3. Policy & Procedure Updates

The following policies, procedures and exhibits have been updated or newly drafted. Please review the changes and bring forward any questions or suggestions that you may have at the meeting:

Assessment and Reporting

Carla Carrier provided clarifications to the committee on the updates to this administrative procedure, including the exceptions/exemptions.

Gradebook by Strand – Crescent Heights High School and Medicine Hat High School departments have been supported by Instructional Coaches to develop standardized strands for each of the core subjects except for French Language Arts which is on the horizon. Support is being provided for both high schools for professional learning.

Knowledge and Employability (K&E) Strands – Instructional Coaches met with Department Heads and Administrators to begin working on implementation for the 2026-27 school year. The plan is to ensure alignment, learning and review with all departments prior to implementation.

All 4 strands will be updated this year, then the focus will be on professional learning.

Career and Technology Studies currently remains exempt.

[616 AP 001: Assessment and Reporting](#)

Library School Literary Materials/Library Learning Materials

Carla Carrier shared the following administrative procedures that were drafted due to government mandates to be in effect January 1, 2026. Due to the changes being

significant, the documents are not in *track changes*, but the former/revised procedures were enclosed for reference.

Our division will now keep inventory of any challenged books. An estimated thirteen books were removed because of this mandate.

[714 AP 001: Library Learning Commons Services](#)

[Enclosure No. 2:](#) this was 714 AP 002 – procedure renumbered and updated.

[714 AP 002: Selection of Library Learning Materials and School Literary Materials](#)

[Enclosure No. 3:](#) this was 714 AP 001 – procedure renumbered and updated.

[714 AP 003: Challenged Literary School Materials](#) (New)

[714 E 001: Request for Reconsideration of School Literary Materials](#)

[Enclosure No. 4:](#) 714 E 002: Library Learning Commons (Rescind)

School and Community Relations

This administrative procedure and exhibit were created to provide a clear process for requests to conduct research within our division. Associate Superintendent Cody Edwards provided background for creation of these documents. The intent is not to defer research but to formalize the process.

[Enclosure No. 5:](#) 904 AP 003 – Conducting Research Studies Within MHPSD (New)

[Enclosure No. 6:](#) 904 E 001 – Research Application and Approval Form (New)

Complexity Teams

Tracy advised that the Government of Alberta has announced new funding to support classroom complexity across the province. Our division has been allocated eight classroom complexity teams for K-6 Schools. These teams are made up of one teacher and two EA's and will provide in-class support for students and staff in the schools where they have been placed. Estimated cost of approximately \$2.4 million or \$300,000 per team for 14 months (June 2027).

Herald School receives additional funding for their specialized program so a request has been submitted to move this team to Dr. Roy Wilson Learning Center.

Jason Peters, Associate Superintendent Human Resources, has met with each school to begin planning.

Community Engagement

Cody Edwards, Associate Superintendent Student Services advised the committee on the upcoming four-year Education Plan development cycle and assurance process. The Division will be seeking input from students, parents, staff and community partners to establish future priorities.

ADJOURNMENT 11:11 a.m.

Next Meeting Date: May 11, 2026