


**Medicine Hat Public School Division**

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## COORDINATING COMMITTEE MINUTES

**Members:**

Lyle Cunningham	Mark Davidson
Dalyce Harrison	Tracy Hensel
Jerry Labossiere	Ed Kruger
Dustin Look	Amanda McGarry
Corey Sadlemyer	Courtney Scott
Yvonne Sissons	Sharon Stolz
Allan Thompson	Rachelle Ulmer

**Date:** Monday, December 6, 2021

**Time:** **Annual Christmas Lunch** and meeting to follow 1:00 to 3:00 p.m.

**Location:** Paradise Valley Restaurant (Upstairs Loft) 90 Gehring Road S.E.

### AGENDA ITEMS

1. **Call to Order**

2. **Treaty Land Acknowledgement**

3. **Adoption of Minutes**

Adoption of the minutes of the Coordinating Committee meeting held on October 4, 2021. [October 4, 2021 - CC Minutes](#). Motion to approve from Tracy Hensel - carried.

4. **Items for Information**

L. Cunningham provided an update on staffing and compliance related to Policy 546: COVID-19 Harm Reduction. There has been an increase of absences over the last few weeks, however, it seems to be trending downward. The Division has rarely been short of teacher substitutes throughout the pandemic. We hired some non-certificated teachers in case of shortages but have not needed them. There has been a shortage of educational assistant substitutes. The Human Resources Team is looking at ways to recruit.

It is estimated that 97% of Division staff are vaccinated, others have opted to complete rapid testing.

M. Davidson shared that the Board has permitted a presentation to a delegation wishing to speak at the December 14, 2021 Board Meeting with concerns about this policy and other COVID-19 mitigation strategies.

5. **Health, Wellness, and Attendance Update**

S. Scahill presented an update to the committee on Policy 542: Attendance. The original policy was created in January 2019. Modifications have been made over the three years the Division has been working with it.

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### Coordinating Committee Minutes

S. Scahill is Health, Wellness and Attendance Advisor. Her focus is staff, but she also works with Tracy Hensel, Associate Superintendent, helping to promote student wellness.

#### Attendance Support Program

- Reviewed MHPSD monthly sick leave trend 2015-2021. November is typically high for leaves, followed by March and May.
- Leaves have decreased since the policy came out.
- Internal Disability Management.
- Sick Leave Support Pilot Program (formerly Short-Term Disability).  
2-year pilot started in January 2021. Partnered with ASEBP to help manage and coordinate treatments and return to work planning. Applicable to leaves greater than 14 days and less than 90 days.
- Extended Disability Benefit applies to leaves exceeding 90 days. Most case closures are return to work, or retirements. There were only 9 new cases last year.
- Primary diagnosis is mental health related.

#### Employees Wellness Program

- Email updates to staff.
- Mental Health First Aid training.
- Promoting benefits and programs available to staff such as Family Assistance Program. This program offers 'life smart coaching' opportunities in addition to counselling.
- Looking at offering more programs virtually.
- Division wide Flu Clinics.

#### Comprehensive School Health Teams

- Teams at each MHPSD site including a health champion (student rep), wellness champion (staff rep) success coach, family service liaison worker and an administrator (or delegate).
- Meet every 6 weeks, plan for staff and student wellness.
- Meeting minutes submitted to HWAA for a chance to win \$200 towards site health and wellness!

It is recommended that the Division create more awareness of these wellness opportunities to staff.

The HR Presentation that was included on the November 23, 2021 Board Meeting is available on the [Division website](#). There is also a new HR Newsletter that will be shared with all staff.

6. **Items for Discussion**

**Annual Education Results Report (AERR)**

C. Sadlemyer provided an overview of the [2021 Annual Education Results Report](#). He noted that the province has moved to a new education assurance framework. The Education Plan is now a separate document that is presented and approved by the Board annually in May. The Education Plan has been changed to a 4-year plan to coincide with the term of Trustees. The AERR reflects how we have done as a Division over the past year. The report is approved by the Board annually in November.

C. Sadlemyer provided an overview of the format of the document. The document explains the Assurance model and what steps we have taken to gather data. It is structured around the Division's 5 universal goals:

- Inclusive Mindset
- Optimal Learning Environments
- Culture of Wellness
- Leadership
- First Nations, Métis and Inuit

Assurance will include using this document to plan going forward; work on strengths and celebrate success with internal committees as well as partners in education.

7. **Quarter System Review** (M. Davidson)

M. Davidson shared the process of review for the quarter system and the timeline for making a recommendation to the Board. The Division has sent a survey to high school staff and students and scheduled five listening sessions by discipline (Humanities, CSTs and Guidance, Math/Science, Phys Ed and The Arts, CTS). Trustees have been invited to attend the sessions as well. A recommendation will be brought to the Board for formal approval in January along with a draft calendar for next year.

Survey results are not expected to be one sided. There are benefits and challenges to both the semester and the quarter system.

8. **Policy**

**Policy 530:** Communications and Technology was renamed from previous Technology and Social Media Use. There was one other change within the policy to reflect the title change.

There were no comments or additions to the above changes.

**Policy 503:** Welcoming, Caring, Respectful and Safe Learning Environments is a newly drafted policy requested by the Board. L. Cunningham explained that this policy mirrors policy 612 but focuses on employees and adults.

There were no comments or additions to the drafted policy presented.

**MHPSD**

**Coordinating Committee Minutes**

**9. Future Meeting Dates**

- February 7, 2022
- April 4, 2022
- May 16, 2022

**MOTION TO ADJOURN** 2:37 p.m. Sharon Stolz