



Minutes

October School Council Meeting – October 19, 2021
6:00 PM – Virtually through MS Teams

Call to order: 6:09 pm

Attendance: Lenee Fyfe, Bob White, Debbie Newman, Mindy Kool, Tasha Olsen and Nicole Kowal
Regrets: Candice Halma

Agenda:

1. Approval of AGM Minutes

Approved by Mindy Kool. Seconded by Nicole Kowal.

2. Reports

No reports provided for this meeting. Dr. Cheryl Gilmore is our Executive Council representative. She was not able to join us for this meeting, but we look forward to seeing her next time.

3. Communications.

Please check the school council mailbox. Tasha Olsen will pop in shortly.

4. Treasurer Report – *Given in lieu by Tasha Olsen.*

- *Current account balance of \$4640.00 with \$2365.86 to clear.*
- *Inquiry regarding Teacher Incentive Gifts. (\$200 per teacher to provide for classroom material purchases that are not covered by the Division or the School). Discussion tabled until after the Cookie Dough fundraiser is complete and a tally of funds raised is complete.*
- *Discussion on the budget for Buchanan swag. Logoed T-Shirts are purchased for leadership students, staff members, school council and to be given away as prizes. It is much cheaper to purchase items in bulk through Players Bench. It would be helpful to have annual approval ahead of time for future purchases (late spring for upcoming year instead of fall). Reminder: Add Buchanan Swag to May council agenda.*

5. Administrative Report – *Given by Lenee Fyfe and Bob White.*

- 2021-2022 Staffing and Enrollment
- Construction Updates – Update.
- COVID Procedures in school
- Team Site – On-Line Store
- *Bussing Update*

Received as information. Please see attachment below for additional clarification points.

6. District School Council Meeting

Not provided for this meeting. The next Division School Council meeting is Monday November 8th at 6:00pm.

7. New Business

- School Budget Priorities – A survey will be sent out to all School Council Members to help us finalize our 2021-2022 budget. See admin report for details.
- Annual Plan Feedback – See attached Annual Plan. Please review and email feedback or questions to Lenee by Friday, Oct. 29.

8. Old Business

None currently.

9. Fundraising

- Kernels Popcorn – We sold 3133 bags
\$1.13 profit per bag = \$3540.29 raised through this fundraiser. Thank-you for your support! *Note: funds raised were slightly less than previous years. However, this year our school choose to focus on fundraising for the Terry Fox Foundation during the same time period. We are very proud to announce our school raised over \$4,000 for this worthwhile cause. Way to go Buchanan families!*
- Up next – In-Dey-Go Cookie Dough (Canmore). Launches Monday, Nov. 1 through Friday, Nov. 19. *Expecting a strong return on this fundraiser.*
- On-Line Silent Auction (Nov. 23-Dec. 11) – Looking for Silent Auction Items and Gift Card Donations.
A sample donation letter is available to provide to friends and families, if you wish to solicit donations. A tax receipt is available for any donation worth over \$20.00 by providing a receipt or letter of value to the Division. If you wish to donate items, please let Lenee Fyfe or Tasha Olsen know.
- Funds raised will go towards: Laptop Upgrades, Learning Commons Laptops

10. Hot Lunches – Oct. (Subway), Nov. (PitaPit), Dec. (BP), Jan. (Subway), Feb. (PitaPit), Mar. (Booster Juice), April (BP), May (Subway)

Note: These vendors were chosen as they were able to accommodate covid safety protocols and ease of delivery through separation of orders by classroom.

Funds raised off hot lunches are minimal and intentional to keep the program fiscally accessible for our families.

Next Hot Lunch order due date: November 17th

Next council meeting date: Tuesday, Nov. 16, 2021 @ 6:00 pm (Likely on TEAMS)

Adjournment: 6:54 pm

NK

Attachment for 5.0 Administrative Report

✓ Denotes note added by Secretary, Nicole Kowal to original agenda report.

2021 / 22 STAFFING and ENROLLMENT UPDATE:

Current (may change at Pivot Point) K AM – 16, K AM - 19

K PM – 14

1 A – 16, 1B – 16, 1C - 16

2/3 A – 19, 2/3 B – 19, 2/3 C – 20, 2/3 D – 20, 2/3 E – 20

4/5 A – 23, 4/5 B – 23, 4/5 C – 23, 4/5 D – 24

Total – 288 (last year: 267)

✓ up 4 students to 292 from time of agenda distribution.

Teaching Staff

Grade Level	Name
Kindergarten	Debbie Newman, Sarah Viejou
Grade 1	Alyssa Andreachuk, Danica Martin, Ashley Zrim
Grade 2/3	Courtney Rozee, Bailey Thorson, Danica Lawson, Sally Leung, Kristi-Ann Watrin
Grade 4/5	Joel Stretch, Brayden Zentner, Zach Wanner, Lisa Clark

Additional Teaching Support

Emily Smith – LST

Diane Shapcott – Music/ Early Literacy

Lenee Fyfe & Bob White - Administration

Aquinna Brokenshire, Hudson Renaud – Intern Teachers

✓ Additional intern teachers joining us until December are Cassidy Friesen and Luke Prefuce. Welcome!

Support Staff

Angie McKenna – Administrative Assistant

Sheila Penner – Learning Commons Facilitator

Regi Rocha – Head Caretaker

Kim Munroe – Caretaker

Student Support Worker – Carleen Meyer

Advanced Educational Assistant – Genie Hartwick, Denise Barnes

Team Support – Wendy Parkhill, Shelley Lowe, Lacey Slomp, Jill Barber, Kailey Hopman, Tracy Sims, Tracy Kolsza (PM)

Speech & Language Pathologist – Christy Bates
Speech & Language Support – Sylvia Stroeve, Tracy Kolsza (AM)
Kindergarten Support – Andrea Kveder, Mary Lou Williams
Breakfast Program – Monica Leitz

CONSTRUCTION UPDATES:

- Almost Done – We finished 18 months ahead of schedule. We are currently still working on: Gym, Signage, outside pavement, front entrance
- Advocating for: Revamp of Parking Lot
- ✓ *Minor construction continuing as we finish taking down the brick wall (not originally expected) at the front door. We look forward to safe sight lines.*
- ✓ *Our school has submitted written grants for the construction on a new basketball pad. We hope to pour new concrete and replace the basketball nets with shorter poles / nets (better accommodate our younger students). Decision delayed from October 15th. Update to be provided at next council meeting.*

COVID PROTOCOLS:

- Thank you for your support!
- Boot Rooms – Carpets in Hallways under racks
- No exchanges to music – Music travels to classes, but LC is open
- All gym outside
- Entrances – West Doors – 3 classes, East Doors – 3 classes, Field Doors – 3 Classes, Front Doors – 4 classes
- Staggered Time Tables – K-3, Grade 4/5
- A Cohorts – A, B, C
 - A – Rozee & Thorson, Zrim & Andreachuk & Martin
 - B – Watrin, Leung, Lawson
 - C – Wanner & Clark, Zentner & Stretch
- ✓ *A letter was sent out regarding the expectation of Vaccinations for staff within the Division. Awaiting clarification on the 3 sets of procedures of vaccination requirements for staff, volunteers, and visitors.*
- ✓ *AHS has notified Senator Buchanan that effective last week, we currently have 1 positive covid-19 case. Letters of notification will only be provided to impacted classroom families (not the whole school). Parents are free to check for school covid numbers per the Government of Alberta website at: [COVID-19 school status | Alberta.ca](https://www.alberta.ca/covid-19-school-status)*
- ✓ *Covid protocols are very fluid. Moving forward, the current plan allows for a class to be transitioned online if there are 3 or more positive cases within a 5-day span. An outbreak would be declared if there are 10 or more cases within a 14-day span.*

BUDGET PRIORITIES:

Where do you feel we spend our money? Allocate by percent. We are allocated funds according to feedback from parents, staff, and our leadership students. Here's a frame of reference from last year. These are the funds provided to us by the Division.

- ✓ *Referred to as General Funds.*

General Funds

Category	Descriptor	2020-21	Actual	2021-2022
Learning Resources	Teacher Materials, Students Materials (The actual books)	21	20	
Classroom Resources	The "Stuff" Students Use to Learn (Ex. whiteboards, chart stands, dice)	18	21	
Technology	Ipads, Aps, School Licensing, Laptops	15	23	
School Improvement	Fixing, Repairing, Paint, etc	8	8	
Furniture and Equipment	Desks, Chairs, Tables, etc	8	8	
Consultants and Subs	We bring in subs for Learning Team Meetings and other meetings	8	6	
Professional Learning	We can allocate funds for staff to access on top of their ATA/ CUPE money to allow for professional learning	12	8	
Other			6	

We also fundraised and received donations. These are separate from the above funds. These are called School Generated Funds. The School Generated funds were used on:

Furniture/ Technology - 80 percent

Resources - 12 percent

Misc. (Student prizes, Swag, presentations) - 8 percent

- ✓ *This year's budget to be finalized by mid – November.*
- ✓ *Carried forward a small surplus from the previous school year of \$5700. Not in the best interest to carry over surplus funds annually as then the school must obtain a ministerial order to utilize carry over funds or put into contingency.*

TEAM SITE / ONLINE STORE:

Senator Buchanan Elementary School has partnered with Players Bench Lethbridge to provide an online store that provides families, staff, and the greater school community the opportunity to purchase Senator Buchanan clothing and apparel.

Please visit the link provided below to visit the Senator Buchanan store and see if there are items that you would like to purchase for your child(ren) or family members.



Details on purchasing logo products:

1. All purchases are made directly through Players Bench, therefore, Senator Buchanan staff will not collect money or any forms that may be related to the purchase of apparel.
2. The online store will be open from Monday, Oct 25.
3. All purchases made through the store will be processed on November 8, 2020 after the online store closes, with delivery of purchases to your home, expected 3-4 weeks after processing. We can expect to see orders delivered sometime in early December.
4. Players Bench recommends that you use the sizing guides for each product ordered to ensure the proper size and fit.
5. As products ordered are specialized and unique to you, no returns will be accepted.

teamsites.ca/senatorbuchanan



DEADLINE: Store will be open Oct. 19th and closes Nov. 3rd @ midnight.

- Orders cannot be accepted after closing.
- You will receive your order 3-4 weeks after the store closes.
- Because these are custom orders that are decorated especially for you, we cannot accept returns.
- THANK YOU for ordering from Players Bench Team Apparel!



BUSSING UPDATE:

- ✓ *Southland Transportation has updated their busing routes. This impacted the N1 bus for Senator Buchanan. You can check the bus routes and updates at: [Home \(southland.ca\)](https://www.southland.ca)*
- ✓ *The school bus loading and unloading zone was adjusted to accommodate construction. It has brought noticeable positive changes including allowing visual sight lines for staff and the younger students as they get on and off the bus. There has been an increase to pedestrian safety as the new zone disallows people from parking illegally during drop off and pick up. Therefore, the school has chosen to continue with the new bus zones in front of the staff parking lot (East side)*