

**November School Council Meeting – November 16, 2021**

6:00 PM – TEAMS

**Minutes:** Taken by Nicole Kowal

**Call to Order:** 6:02 pm

**In attendance:** Lenee Fyfe, Bob White, Courtney Rozee, Sally Leung, Dr. Cheryl Gilmore, Genny Steed, Nicole Kowal, Candice Halma, Tasha Olsen, Mindy Kool, Monika Leitz, Nicole Leary

**Regrets:**

**Agenda:**

1. **Approval** of Nov. Minutes  
*Approved as presented by Nicole Kowal. Seconded by Monika Leitz.*
2. **Reports:**
  - *Trustee Report from Genny Steed:*
    - i. *The School Board Trustees have now been organized into committees and roles. Allison Purcell was nominated as Trustee Chair and Christine Light will serve as Vice Chair. Other roles can be found on the Division website.*
    - ii. *The Trustees recognize the need for health care, specifically mental health care within our community and Division. They are beginning advocacy for this issue on behalf of our students and families.*
3. **Communications:** *The mailbox was checked by Tasha Olsen. Miscellaneous learning team articles and fundraising flyers.*
4. **Treasurer Report** by Candice Halma
  - *See November budget attachment below*
  - *We currently have a balance of \$2942.64 in our school council account. We are awaiting the deposit of funding from October hot lunch.*
  - *Our Kernels fundraiser brought in a total profit of \$3639.48. Thank-you families!*
  - *Next update will hopefully include funds raised from Cookie Dough fundraiser and November Hot Lunch*
5. **Administrator's Report** by Lenee Fyfe and Bob White
  - *Welcome Dr. Gilmore and Trustee Genny Steed to our meeting. We are grateful to have you both in attendance.*
  - *\* See items under 7. New business: (Assurance Plan, Budget Summary, Christmas season update, Staffing update) for more from our Admin team.*
6. **District School Council Meeting Update**  
*Unfortunately, no member of our SB School Council was able to attend the previous District Council meeting on November 8<sup>th</sup>. The minutes of all School Division Council meetings are available on the Division website: [Meetings | Lethbridge School Division \(lethsd.ab.ca\)](https://www.lethsd.ab.ca/Meetings)*

*Dr. Gilmore shared that all parents are encouraged e to attend each Division School Council sessions from 6:00 – 6:30 pm (even if they are unable to remain for the remainder of the meeting) as each evening begins with a valuable parent learning session prior to the meeting. The upcoming parent learning session during the December 6<sup>th</sup> meeting will be “Strategies for Literacy at Home” and be broken into Div. I and Div. II learning opportunities.*

*From Dr. Gilmore: ASCA (Alberta School Council Association) will be hosting a parent engagement session on the curriculum, advocacy resolutions and ASCE grant among other things on Saturday, November 27<sup>th</sup>. As our division supports ASCA membership for all of its school councils, there is no cost for a school council member to attend. Information can be obtained from LeeAnne Tedder.*

## **7. New Business**

### **a. 2021-2022 Assurance Plan Video (5 minutes)**

- *The Assurance plan was presented to the Executive Council and well received mid November.*
- *The Leadership Team shared their goals and plans. (Our 4/5 Leadership team is made up of 2-3 students from each of our grade 4/5 classes). These students created a fantastic video on the assurance plan and highlighted how the funding was utilized modernizing and creating warm, safe, learning spaces in Buchanan. They showed off the Roast, the new gym, the renovated office space, connection corner and our upgraded Learning Commons area among other highlights. Watch for this video to be shared with families soon on our Buchanan Youtube page. Thank-you leaders!*

### **b. 2021-2022 Budget Summary**

- *Thank-you parents, staff and students for your feedback. Please see the charts below for results of where our funding requests came in and where they have been allocated (on a percentage basis).*

<b>Budget Description Feedback</b>	<b>Parents</b>	<b>Staff</b>	<b>Students</b>
Learning Resources	1	3	5
Classroom Resources	2	1	4
Technology	3	2	1
School Improvement	4	5	2
Furniture	5	7	3
Consultants	8	6	8
Professional Learning	7	8	7
Art/ PE/ Learning Commons/ French Resources/ Other	6	4	6

<b>Budget Description Decision</b>	<b>Allocation</b>
Learning Resources	21
Classroom Resources	19
Technology	20
School Improvement	10

Furniture	10
Consultants	5
Professional Learning	5
Art/ PE/ Learning Commons/ French Resources/ Other	10

**c. Christmas Events**

- Virtual Christmas Concert
  - Committee meets on Monday, date changed to Thursday, Dec. 9
  - Each class will perform, will pre-record and put onto Youtube  
Watch together – Thursday, Dec. 9

*Similar in style to last year's virtual Christmas event. We are aware of the concerns about the sound issues from last year are working hard on ensuring better quality sound for this event.*

- Santa Visit?
- Student gift bags  
*A gift bag will be provided for each student with toiletry items, snacks and a treat (hot chocolate). Leadership students will assemble and distribute to classes.*
- Gift of Fun – Getting price on a magician, need 6 x 30-minute shows to cohort students  
*Steve the Magician will be delighting Buchanan families. We look forward to these smaller co-hort shows as they are much more interactive.*
- Gift of Fun – YMCA (Bob)  
*Students will be enjoying a field trip to the YMCA swimming pool. Up to 80 students per time slot are permitted, which will allow students to attend in their grade level cohorts for a 90-minute swim time. Students will be bussed to and from the Cor Van Ray YMCA and Buchanan with 1 (cost effective) bus rotating through the schedule. A detailed letter will come from your students Teacher shortly with instructions on sending permission via Permission Click.*
- Gift of Time – Will run movies for co-horted classes, 6 x 60 minutes in both the Learning Commons and gym to allow for distancing - Dec. 16, Dec 17, PJ Day  
*Parents, please do not send pillows of stuffed animals due to COVID – 19 concerns.*

**d. Staffing Updates**

- 2 interns
- 8 PS1s – *These students are U of L practicum students in their PS1 (5-week term)*
- 2 CYCW
- 2 EA Practicum students
- LC Facilitator
  - *Just announced! Our Learning Commons Facilitator, Sheila Penner will be retiring on November 30<sup>th</sup>. Congratulations Sheila and thank-you. We are grateful for your service and friendship. The search for a new LC facilitator will begin shortly.*
  - **NEW!** *Welcome to new teacher, Jenna Goodrich. The Provincial Government is providing funding for a BOOST Teacher to work on closing the learning gap created by COVID – 19 disruptions in schools. Recently our Grade 2/3 students took assessments (shout out to our Grade 2 / 3 teaching team for ensuing this*

*was completed in a tight turn around time) and based on the assessment results Boost Teacher, Jenna Goodwin has been hired at 0.75 FTE (shared with Westminster Elementary). The program will be initially, 8 weeks in length with a Literacy based focus for our Grade 2 and 3 students. We hope to target our Grade 1 students in January.*

#### **8. Old Business**

- School Council Classroom Top Up – Courtney Rozee Presentation

*Courtney Rozee and Sally Leung presented council with a PowerPoint presentation on the benefits and utilization of the school council classroom top up funds supported by school council. Each Teacher receives \$200.00 that is used mindfully to purchase perishables for class projects (pretzels, soda crackers, marshmallows), Books for their classroom libraries, prizes for their home reading program, math manipulatives and much more. These items are not available through the Division and would normally be at an out-of-pocket cost of the Teacher. Council was grateful for this informative presentation. Thank-you Courtney and Sally.*

#### **9. Fundraising Update**

- Cookie Dough – Orders are due on Wednesday. We will ask for delivery on for first week of December.
- 12 Days of Christmas and Gift Card auction - Need silent auction items and gift cards, Leadership students to make raffle prizes
  - *Leadership students will be busy creating with thanks to a generous donation of craft items. They will be preparing bead / glass ornaments to raffle off as part of our Silent Auction. We are grateful for this useful donation.*

#### **10. Questions and Answers / Shares that arose during the meeting:**

**Q:** *From the agenda: Typically have a meeting for December 14, 2021 to assembly student bags?*

**A:** *We can have school Leadership team Assemble. This must be done 48 hours prior to handing out so we can quarantine the bags.*

**Q:** *From Genny Steed: Are we currently accepting auction items for the online auction?*

**A:** *From Lenee - Yes! 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. Please have donation items to the office by November 26<sup>th</sup>.*

**Q:** *From Nicole Kowal: is there a deadline to apply for the ASCE grant?*

**A:** *From Cheryl – The Division has applied for the ASCE (Alberta School Council Engagement) grant for each one of its schools. Each school will receive up to \$500 in funding that must be spent in this school year. Council must submit a report following their activity on the expenditure of the grant monies. From the Division School Council minutes:*

*This grant is \$500 from the Province of Alberta. The Finance Director will put that money in the schools accounts (school generated funds) and it will go to School Councils. School Councils, if spent, will have to include the amount spent in their year end financial reports.*

- *The grant has to be spent by the end of the year. If you do not spend the \$500, it will be sent back to Alberta Education*
- *In the Funding Manual, there are examples of what you can use the \$500 for, such as*

- *Workshops for parents to increase capacity for School Council*
- *Info sessions to support Student learning at home*
- *Parent workshops for mental heal, cyber bullying, etc..*
- *Programs to support multiculturalism and indigenous families*
- *Professional development*
- *In the Funding Manual, there are examples of what you cannot use the money for, such as:*
  - *Food*
  - *Technology, cannot buy capital assets*
  - *The expenditure must be in the future, cannot be used for something in the past*
  - *No honorariums or gifts*
  - *No entertainment activities*

**S:** *From Lenee – School council members are welcome to meet Admins at the school at anytime as a visiting (not as a parent) member with advanced notice arranged. Please contact Lenee if you wish to plan a visit!*

**Q:** *From Lenee – with Sheila Penner announcing her retirement, would school council be interested in presenting her with a token of gratitude for her service as they had in the past with other retiring members?*

**A:** *From Tasha – Absolutely. Tasha will discuss with Candice previous practice and funding support available.*

**Next meeting date: January 18, 2022 @ 6pm**

Adjournment: 7:21 pm

