

January School Council Meeting – January 18, 2022

6:00 PM – TEAMS

Minutes: Taken by Nicole Kowal

Call to Order: 6:04 pm

In attendance: Bob White, Mindy Kool, Tasha Olsen, Nicole Kowal, Debbie Newman

Regrets: Lenee Fyfe, Dr. Cheryl Gilmore, Genny Steed, Candica Halma

Agenda:

1. Approval of Nov. Minutes – See attached
2. Reports
Please see the report from Genny Steed given in lieu, attached below.
3. Communications
4. Treasurer Report
 - *Currently awaiting the cheque to clear for staff gift card – no other pending transactions currently.*
 - *Funds to be distributed to Teachers for classroom purchases has been tabled for future discussion (limited attendance at this meeting)*
5. Admin Report
 - Kindergarten Registration Began Monday, Jan. 17 – As of today we have 17 registrations (which is a huge increase from last year)
 - No out of boundary students will be accepted at this time
 - We are offering AM/ PM with alternating Friday programs – due to low interest this year when we added an additional program to move to alternating full days. Ideally, we would love all registrations in early then perhaps we can offer both before school starts.
 - Town Hall Virtual – Need two volunteers (Tuesday, Feb. 1 – 6:30-9:00)
The Division will be hosting its annual Town Hall Meeting on Tuesday, February 1, 2022 from 6.30 – 8.30 pm. The Town Hall will be a virtual event through a Division Town Hall website and Microsoft Teams. The purpose of the meeting is to seek feedback to assist the Board of Trustees and Division in planning for the future. The two questions that the Trustees are seeking feedback on are as follows:
 - ***Question 1 - In what ways have we successfully supported student learning?***
 - ***Question 2 - Moving forward, what can the school division do to strengthen support of student learning?***

- Staffing Update – 3 Intern Teachers (Ashley Stolte (Grade 4/5, Vivanna Lee – Grade 2/3, Amy Boivin – Grade 1)
 - Frees up other teachers to do Grade Level Supports

- Jenna Goodrich – Boost Program for Grade 2/3
 - Literacy Support for 7 weeks, will be ending next week
 - Identified Grade 2/3 students through assessments (Lens, Castles – AB Provided)
 - Each group was pulled out for targeted intervention (specific to the group) for 30 min daily
 - Grade 2/3 Numeracy intervention begins Feb. 1 – Identified students through MIPI (Division Assessment) for 8 weeks, 30-45 min daily of targeted numeracy supports
 - Grade 1s will be assessed this week using (Castle, Lens and Numeracy Tool – all provided by Alberta Education) – A Grade 1 Boost teacher will be assigned to our school once funding is determined after the assessments are completed and submitted to Alberta Education

- We have not yet received the GOA Rapid Tests or masks for students. We have checked with other elementary schools and they have not yet received either. It appears that most middle and high schools have received
 - Funding Update
 - Fundraising (Kernels, cookie dough, auction) ~ \$9500
 - Grant \$9500 – Legacy Grant
 - RBC Grant - \$5000
 - Trees - \$10 000 (Huge thanks to everyone who helped on Saturday!)
 - **New laptops are orders – we are using SJF ordering power to get a better deal per unit

COVID Report

- We are moving between 6%-11% absence (these include self-disclosed COVID cases, plus students where parents are keeping them home due to a member of the household reporting a case)
 - These do not include: excused absences, lates and other reasons
 - We have not experienced in our building staff shortages (with the exception of educational assistants)
 - Staff absences range from 0-6 percent daily
6. District School Council Meeting: *Here is a link to the Division School Council meeting minutes: [377522 \(lethsd.ab.ca\)](https://377522.lethsd.ab.ca)*
7. New Business
- Teacher Report – Debbie Newman
 - ASCA Executive Director Wendy Keiver asked that I share this exciting news with you: ASCA will be hosting our [Annual Conference](#) in person on April 22 and 23, 2022 in Edmonton, followed by a hybrid Annual General Meeting on April 24.

- *Teachers shared that having an extra week of planning time without other commitments such as professional learning proved to be a real benefit to their wellness.*
- *Teachers shared that the Christmas store was once again a big success (parents agree wholeheartedly)*
- *Gift of All (Swimming) Gift of Time and Gift of Yum were all well received. Thank-you for all you do to support our school communities.*

8. Old Business

- Classroom Incentives

9. Fundraising

- Ben's Beef Jerky – March
- Kernels – May
- Bacon Fundraiser?
 - *Council agreed they were interested in looking into the Bacon fundraiser and will hopefully have an update to share during February's meeting.*

10. *Questions that arose during the February School Council meeting:*

- a. *From Nicole: Is school council funding available to help support a parent if they wish to attend the ASCA Conference? Bob replied he believed that would be beneficial and would imagine that both the council and school would do their best to support a parent voice to attend this important engagement opportunity.*

Meeting Adjourned: 6:31 pm

Next meeting date: Feb. 15, 2022 @ 6p

Attachment for 2.0 Reports: Genny Steed, Division Trustee

Our board has heard the voice of the community desiring opportunity for communication, and we are excited to start a new initiative that we are calling “community conversations”. The board is inviting all community members to meet members of the board for coffee and conversation. A minimum of two board members will be available each month for open conversation with members of the public. There will be no agenda for the meeting. They will be held at different locations each month and on different days and times, in an effort to be accessible to a variety of schedules. We anticipate launching this initiative for February. Our meeting times and places will be posted on the public engagement portion of the division website.

We are also excited about our ice scholarship taking place next month. Digital tickets to the event can be purchased on the website for \$10. Please spread the word for anyone interested in hearing this year’s speaker.

Our Townhall event is taking place digitally, Feb. 1 at 6:30. We encourage all to participate!

Concerns around Covid restrictions and protocols are being heard by the board and district. The December board meeting included an extensive conversation around these topics and it was affirmed that the division places autonomy to make decisions for individual schools in the hands of administrators. We as the board, with the division office, support our administrators in recognizing the needs of their school communities and acting accordingly.

Thanks for allowing me to represent through email this month. I would prefer to see everyone’s smiles!

Respectfully submitted,

Genny Steed

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:

11. Approval of Nov. Minutes

Approved as presented by Nicole Kowal. Seconded by Monika Leitz.

12. Reports:

a. *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.*

13. Communications: *The mailbox was checked by Tasha Olsen. Miscellaneous learning team articles and fundraising flyers.*

14. 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*

15. Administrator's Report by Lenee Fyfe and Bob White

a. *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.*

16. District School Council Meeting Update

Unfortunately, no member of our SB School Council was able to attend the previous District Council meeting on November 8th. The minutes of all School Division Council meetings are available on the Division website: [Meetings | Lethbridge School Division \(lethsd.ab.ca\)](https://lethsd.ab.ca/Meetings)

Dr. Gilmore shared that all parents are encouraged 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 6th 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 27th. 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.

17. New Business

- 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!

- 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).

Budget Description Feedback	Parents	Staff	Students
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

Budget Description Decision	Allocation
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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

- **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.

- **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 30th. 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.

18. 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.

19. 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.*

20. Questions and Answers / Shares that arose during the meeting:

Q: *From the agenda: Typically have a meeting for December 14, 2021 to assemble 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 26th.*

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

