

November School Council Meeting – November 20, 2023
6:00 PM – In Learning Commons or TEAMS



Agenda:

Present – Kira Kinnahan, Cynthia Young, Mindy Kool, Tasha Olsen, Lenee Fyfe, Debbie Newman

1. Approval of Oct. Minutes
2. Additions to the Agenda
3. Reports - none
4. Communications - none
5. Treasurer Report – Lenee will get the SiteOne receipt to Cindy to allow for release of Sport Council Funds
6. Admin Report
 - 2023-2024 Finalized Budget

Category	Descriptor	2022-23 Actual	2023-24 Projection	2023-24 Final
Learning Resources	Teacher Materials, Students Materials (The actual books)	26	14	15
Classroom Resources	The "Stuff" Students Use to Learn (Ex. whiteboards, chart stands, dice)	14	12	18
Technology	Ipads, Aps, School Licensing, Laptops	16	16	8
School Improvement	Fixing, Repairing, Paint, etc	4	11	16
Furniture and Equipment	Desks, Chairs, Tables, etc	11	9	9
Consultants and Subs	We bring in subs for Learning Team Meetings and other meetings	10	10	11
Professional Learning	We can allocate funds for staff to access on top of their ATA/ CUPE money to allow for professional learning	10	10	9
Other	LC/ STEM, upgrades, presentation	9	18	14

- 2024-2025 Bell Time Survey Results – See attached
- December Hot Lunch – Turkey Dinner
- Christmas Activities
 - Dec. 8 – Silent Auction Items/ Gift Cards Due
 - Dec. 13 – Hurricanes Night

Dec. 18 - Swimming at YMCA
Dec. 19 – Turkey Dinner, Christmas Courage Assembly
Dec. 20 – Gift of Fun (Magician)
Dec. 22 – PJ Day

7. Staff Report – Debbie – Review of December Activities, Review of Snowflake Ball

8. Division School Council Meeting – Cynthia

- Discussion about Policies and Procedures, PAC (Policy Advisory Committee) would like to increase the number of parent reps – ex. One North, South, West, plus a rep from the Christian Schools, Tasha suggest also including an Indigenous Parent Rep

9. Trustee Report

- Boundary Realignment feedback night this Wednesday at Chinook at 6:30 pm, that would be great. Feedback can also be left online on the School Division website until the 30th.
- The Technology Use Information Night held at the Yates on November 15th was well attended.
- I really enjoyed my visit to the Medicine Hat Play and Learn Programs with Rochelle and your very own Debbie Newman. We gathered valuable information that we will share in the future.
- I was very happy to visit Sen Buchanan on Halloween Day. The kids all had great costumes and the parade was so fun!

10. Old Business - none

11. Fundraising

- Cookie Dough Ends on Wednesday. Funds to be used for: Gift of Fun (Magician, Swimming at the YMCA)
- Hurricanes Night is set – Dec. 13. Tickets on sale for \$10.00. Lenee working on Sponsorship. Please help to get Silent Auction Items and/ or gift cards.

12. New Business

- City of Lethbridge – School Travel Planning Meeting
- City of Lethbridge had 4 presenters
- Reviewed School Travel Plan
- First looked at Ariel Maps of our school – Identified unsafe places with respect to lights and traffic
- Reviewed and brainstormed possible mission statement for Buchanan
- Looked at plans for 1, 2, and 0 years with respect to the 5 Es.
- Will set up Maps and feedback for parents (survey) at the Snowflake Ball.

Next meeting date: Jan. 15, 2024 @ 6pm (Blended – In person and TEAMS)

Upcoming:

1. Dec. 8 – Silent Auction Items/ Gift Cards Due
2. Dec. 13 – Hurricanes Night
3. Dec. 18 - Swimming at YMCA
4. Dec. 19 – Turkey Dinner, Christmas Courage Assembly
5. Dec. 20 – Gift of Fun (Magician)
6. Dec. 22 – PJ Day

FUNDRAISERS 2023-2024 SCHOOL YEAR		
KERNELS FUNDRAISER		
Revenue	\$5,302.75	
Expenses	\$3,528.53	
Net Proceeds	\$1,774.22	
GARAGE SALE		
Revenues	\$623.75	
Expenses	\$0.00	
Net Proceeds	\$623.75	
COOKIE DOUGH FUNDRAISER		
Revenues		
Expenses		
Net Proceeds	\$0.00	
HURRICANES GAME		
Revenues - Tickets		
Revenues - Raffle		
Revenues - Silent Auction		
Expenses		
Net Proceeds	\$0.00	
LETS PASTA		
Revenue		
Expenses		
Net Proceeds	\$0.00	

Bell Time 2024-2025

Survey Results

With respect to our current bell times of 8:40-3:47 and 8:40-11:30 on Fridays, what do you view as positives?

- Later start in morning makes it easier to get kids up and ready for the day, less rushed, kids sleep more, time for breakfast at home
- Winter drop off with later start is easier
- Get out earlier on Fridays
- Lighter traffic coming to school
- Less lates
- 7 said nothing is positive

With respect to our current bell times of 8:40-3:47 and 8:40-11:30 on Fridays, what do you view as challenges?

- Evening feel short for families
- Working schedules – This is hard with a later start x 5
- Day feels very long with later dismissal, tired students, tired staff, kids are not in spaces to learn and retain after 3, not optimal learning times for tiny students, feels like last 30 minutes of day is wasted because students are tired
- Huge gap in bell times to feeder schools – please match feeder school bell times x 5
- Cannot get to appointments, extra curricular x 4
- Supervision outside in the morning – students dropped off due to parent work schedules
- Bell time between elementary schools – hard for volley ball and basketball
- School is not a priority on Fridays – less than 3 hours
- Support staff breaks through school day need to be longer due to bell times

From your experiences, what is your ideal start time for students to enter the building? Remember, we provide supervision 10 minutes prior to start time, plus build in breakfast time. Explain.

- 50% - 8:15
- Range 8:10-8:30 – 8%
- 8:30 – 13%
- 8:10 – 20%
- 8:00, 8:05, 8:40, 8:45 – less than 2% each

From your experiences, what is your ideal end time for students from Monday-Thursday? Please keep in mind the 7 hour approximation Monday through Thursday. Explain.

- 3:10 – 28%
- 3:15 – 28%
- Between 3:15-3:30 – 15%
- 3:30 – 23%
- 3:00, 3:45 – less than 6%



Senator Buchanan Elementary School

1101 7th Avenue North
Lethbridge, AB T1H 0X7
Phone: (403) 327-7321

FAX: (403) 327-0479

Buchanan Night at the Canes Game!

Senator Buchanan Elementary School Fundraising Night

Dear Community Partner,

Senator Buchanan Elementary School is looking for donations for our annual silent auction for The Lethbridge Hurricanes Hockey game occurring on Wednesday, December 13. Our school choir will be performing O'Canada this evening and our School Council will host a silent auction table and gift card raffle.

Auction Item Donation

1. Your company's name and logo displayed on the silent auction bid sheet.
2. Your company's name and logo displayed on the silent auction table.

Gift Card Donation

1. Your company's name and logo displayed on the gift card raffle sheets.
2. Your company's name and logo displayed on the silent auction table.

We thank you in advance for your interest. Should you choose to participate, we would appreciate items over \$50.00 retail or gift cards for denominations of \$10.00 or more. All of our proceeds will go to support classroom field trips and special events for our students.

If you have any questions regarding a silent auction donation, please do not hesitate to contact us at the school at 403-327-7321 or email lenee.fyfe@lethsd.ab.ca.

Yours truly,

Lenée Fyfe (Principal) & Bob White (Vice Principal)

October School Council Meeting – October 16, 2023

6:00 PM – In Learning Commons or TEAMS

Attendance: S. Loewen, S. Leung, A. Andreachuk, T. Olsen, M. Kool, K. Kinahan, C. Young, L. Fyfe, C. Rogers (TEAMS)



Meeting called to order @ 18:05 hrs

Agenda:

1. Approval of AGM Minutes: 1st- M. Kool, 2nd- C. Young
2. Reports:
 - Trustee Report- A. Andreachuk will be coming every other month to give the Trustee report. Christine Lee is the new trustee at the new 2 story westside school.
 - Care takers will no longer be emptying the 3 bin recycling stations in the classrooms. Each classroom is now responsible for their own bins.
 - 7 new bus routes added this year.
 - Literacy and numeracy evaluations are starting soon. Unsure if there is money available for these evaluations.
 - 300 new students in the school district this year.
 - Pilot numeracies out of Elk Island
 - 1 Youth Engagement Resource Officer for the whole district. Officer responsible for VRTA assessments.
 - Statement released regarding the Chinook High School incident on the division website.
 - Multi-cultural calendar available on division website.
 - World Teacher Day was October 5
 - Vaping problems in schools. Division is piloting a smoke detector project in some schools within Lethbridge.
 - Boundary alignment feedback as schools are built.
3. Communications:
 - Preschool/Kindergarten pilot project in Medicine Hat called "Stay and Play" for after school care. Some Trustees are headed to medicine hat to see if project would be beneficial in Lethbridge.
 - Concerns of preschool costing \$210.00/month
 - \$200.00 left over from the Digital wellness speaker to purchase more books.
 - Discuss other ideas of resources for parents in the school.
4. City of Lethbridge Presentation
5. Treasurer Report :
 - \$1776.00 from the Kernels fundraiser.
 - increased cost in the spring of each bag as kernels price is increasing.
 - \$623.75 earned from the garage sale.
 - Finding out if we can bypass school cash online to avoid the fees associated with it.

6. Admin Report

- 2023-2024 Staffing/ Enrollment. Enrollment is down. See report.
- Paid out of centralized. Should have \$1000.00 grant.
- Budget report. See report breakdown. General/Ledger: spend it all. SGF money: Keep SGF safe.
- Spring survey very important so we know where to put our money.
- 2 Intern teachers from U of L. 30 ED2500 “baby teachers” Pilot project for experience support. 3 EA students from the college. 2 Child youth care workers starting in October.

7. District School Council Meeting:

November 15 is digital wellness parent night at the Yates. RSVP required.

Register for boundary changes. Mainly westside schools.

ASCA membership. District is paying currently. District want to know if schools are using this. District tabled this item until next meetings for further investigation.

8. New Business:

December 13, 2023, Hurricanes Night. Looking for donations or gift cards.

Funds for aged out laptops (25). Christmas tree/WestJet fundraisers.

9. Old Business

10. Fundraising

- Kernels Popcorn – We sold 2326 bags
- \$1.00 profit per bag/ 0.75 online - ~1775
- Up next – In-Dey-Go Cookie Dough (Canmore)
- Launches Monday, Oct. 30 through Friday, Nov. 17
- Buchanan at The Hurricanes Game! (cost \$14.00 per ticket, choir sings OCanada (choir students free), Leadership to sell gift card raffle (Leadership students free), supervising adults (free) - Looking for Silent Auction Items and Gift Card Donations (please see letter)
- Funds go to: Laptops – need to replace older lap tops
- New fundraising ideas – for 2023/24?

11. Hot Lunches – DQ. (BP), Nov. (BPs), Dec. (Papa Johns), Jan. (Little Ceasers), Feb. (BP), Mar. (DQ), April (Subway), May (Little Ceasers)

Next meeting date: Nov. 20, 2023 @ 6pm (Blended – In person and TEAMS)

Meeting adjourned @ 19:36 hrs.

Administrative Report

1. Enrollment – 286 (last year – 290)

K AM – 14

K PM – 10

1 A – 17, 1B – 18, 1C - 17

2/3 A – 21, 2/3 B – 21, 2/3 C – 21, 2/3 D – 21, 2/3 E – 21

4/5 A – 21, 4/5 B – 22, 4/5 C – 20, 4/5 D – 21, 4/5 E – 21

Teaching Staff

Grade Level	Name
Kindergarten	Debbie Newman
Grade 1	Alyssa Andreachuk, Ashley Fazakas, Robbyn Wright
Grade 2/3	Courtney Rozee, Bailey Thorson, Danica Martin, Sally Leung, Kristi-Ann Watrin
Grade 4/5	Carissa-Lynn Stretch, Brayden Zentner, Zach Wanner, Lisa Clark, Vivianna Lee

Additional Teaching Support

Emily Smith – LST

Diane Shapcott – Music/ Grade 4/5

Lenee Fyfe & Bob White - Administration

Erin Basso (White), XiXi Wu (Smith) – Intern Teachers

Support Staff

Angie McKenna – Administrative Assistant

Sarah Baker – Learning Commons Facilitator

Regi Rocha – Head Caretaker

Kim Munroe – Caretaker

Student Support Worker – Carleen Meyer

Team Support – Wendy Parkhill, Mindy Kool, Jill Barber, Kailey Hopman, Tracy Sims, Tracy Kolsza, Monica Leitz

Speech & Language Pathologist – Kaitland Heyland

Speech & Language Support – Shelley Lowe, Kailey Hopman (Grade 1s)

Kindergarten Support – Mary Lou Williams, Tomoko Greenshields

Breakfast Program – Monica Leitz

2. Construction Updates

- Bootroom Upgrades – Looking for storage cabinets, new flooring
- Outside Paving – Painting
- Scooter Racks in, basketball nets in

3. Budget Priorities

Where do you feel we spend our money? Allocate by percent. We 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 district.

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

Furniture/ Technology – 10 percent
 Resources - 65 percent
 Misc. (Student prizes, Swag, presentations) - 25 percent

Spring Budget Priorities

1. Learning Resources
2. Grade Level Budgets
3. Technology
4. Consultants/ Subs
5. STEAM/ LC
6. Other Subjects
7. School Improvement
8. PL
9. Other – Wellness, Outdoor Spaces, Community Events

Staff Survey, Parent Survey Summary

Priorities

Teachers

1. Smaller Class Sizes
2. Intervention Groups
3. Admin Availability
4. Collaborative Time
5. Preps by Specialty

Support Staff

1. Smaller Class Sizes
2. Admin Availability
3. Intervention Groups
4. Support Staff Meetings

Additional – Most preferred 1-2 classrooms for stability

Parents

1. Smaller Class Sizes
2. Intervention Groups
3. Admin Availability
4. Preps covered by Specialty

Additional – Parents wanted to return to whole play breaks

Other: Separate Entrances, Staggered Breaks - Keep