

**Westboro School Council AGM  
Meeting Minutes  
May 18, 2016**

**Welcome and Introductions:**

Called to order 6:37 pm (Jacquie Surgenor)

**Present:**

Matt Matheson, Colleen Alpern, Bernie Hansen, Krystal Gibson, Wendy Malboeuf, Leah Hesson, Debbie Klita, Amy Churchill, Crystal Herbert, Lynda Miller, Heather Wieler, Tanya Fisher

**Approval of Agenda:**

The agenda was amended. (E) was changed to Emergency Drills, (F) Open Questions, (G) Year in Review and (H) Elections. Krystal Gibson moves to approve the amended agenda, Amy Churchill 2<sup>nd</sup> .  
All in favour: "Yes"

**Approval of Minutes from Previous Meeting:**

Krystal Gibson moves to accept the minutes from our last AGM, Lynda Miller 2<sup>nd</sup> .  
All in favour: "Yes"

**New Business:**

**A.) Logos Report**

Lynda Miller read the Logos report on behalf of Rebekah Ho:

Thank you for your support and patience throughout the year.

Since we last met there has been a further chapel, ably led by our Grade 5 students.

Unfortunately, the I've Outgrown It sale had to be cancelled due to a lack of vendors. We are aware of all the financial constraints and community needs at this time but will be organizing a no fuss fundraiser for people who would like to support the program.

As a society we contribute money towards classroom and library supplies and there is still a little money in the pot. This needs spending as soon as possible in order to get the receipts in before the end of our financial year at the end of May.

There has been some discussion as to how to best manage the society's money and I understand we are looking into being able to take money for memberships electronically in the next school year.

The most important information to pass on, however, is that the AGM for the Logos Society has moved, and is now on Monday June 13th at Brentwood School at 7pm. There will be refreshments and childcare. I realize that school

council and the parents group are looking for volunteers - so is the Logos Society - if you are member of the Society you are eligible to be part of the team, so please think prayerfully about whether you could help, but come anyway you will not be press ganged!

## **B.) COSC Report**

Jacquie Surgenor shared the latest COSC report:

Deb Baron presented an update on the elementary report cards. She said that they've been working with DeFacto (the company who designed the report card) and there are now tiles which explain the various parts of the report card when you first launch it to help parents better understand all the nuances. They are expecting to implement them system wide for next school year.

Trina shared her Board report. A big concern of the EIPS board is the new carbon levy. They asking for either an exemption or a rebate as it will cost EIPS a lot of money. They are raising it as an emergent resolution at the Alberta School Boards Association Annual General Meeting in June.

Normally, at our May COSC meeting, we get a Budget presentation, but due to the late budget announcements, we didn't get a full presentation, however the Superintendent shared the following:

- The government is funding growth (we will get funding for new students).
- The basic grant will stay the same. He mentioned that in some communities, education is a major employer and that cuts would compound the economic situation
- There was a 60% increase to the Infrastructure Maintenance Renewal fund which equates to about \$1.8 million
- Wye School replacement is on the Sunshine List which means the government acknowledges it as a priority, but there is no funding attached to this list and there is priority given to the projects on the list.
- The Carbon Tax Levy is expected to cost EIPS \$258,800 for 2017/18 and \$137,000 for 2016/17 as it is a partial year. This forecast is based on the price of gas today.
- They are expecting to have a slight increase in enrollment across the division (about 74 kids)

There was a report on the Alberta School Councils Conference and Annual General Meeting. Trina Boymook and Jacquie Surgenor did a presentation about the positive relationships between Boards, Trustees, Parents & School Councils. They presented to about 300 people and throughout the rest of the day, they had many people come up to ask other questions or to give positive

feedback. There was a Q&A session after the presentation and there were several people who got up to ask questions and comment that they really wanted to have what we have in EIPS.

The next day was the Annual General Meeting and Jacquie was nominated for Provincial Director. She was elected and will serve 2 years on the provincial Board of Directors which is very exciting.

A link to the presentation that Trina and Jacquie made on the Saturday can be found at <http://www.eips.ca/parents/committee-of-school-councils-cosc/meetings-agendas-minutes> Scroll down to May 4, 2016 and then over to ASCA 2016 Presentation.

Those in attendance voted on 5 Issue Resolutions (these were discussed at the March meeting). Here are the final approved resolutions:

### **16-1 Consent as an addition to Alberta sexual education curriculum**

That the Alberta School Councils' Association supports the Alberta School Boards Association in their efforts to have the topic of consent, as defined in the Canadian Criminal Code, incorporated into the curriculum related to sexual education.(Programs of Study, Student Health and Safety)

### **16-2 Accessibility of Provincial Assessments**

That Alberta Education make provincial assessments accessible to all students by providing assistive resources and technology including visual, and other accommodations to meet the identified needs of the student so the student can fully participate in Provincial assessments.

That Alberta Education provide versions of provincial assessments that incorporate these assistive resources and technology that include visual, and other accommodations to meet identified student needs. (Assessment, Learning Opportunities)

### **16-3 Individualized Program Plans (IPPs)/Instructional Support Plans (ISPs) and other outcome based tools**

That Alberta Education incorporate required timelines into the guidelines for Individual Program Plans (IPPs), Instructional Support Plans (ISPs), and related tools.

That these timelines recognize the fluidity of such documents, but also ensure that:

- every student who is known to require specialized plans has an Individual Program Plan and/or Instructional Support Plan in place at the beginning of a school year (except where extenuating circumstances make this impossible).
- an outline will be prepared based on the previous years' assessments/report that can be used for the first three weeks.

- a new IPP/ISP would then be required to be completed within the first 6 weeks.

That Alberta Education in collaboration with Alberta School Boards Association, the Alberta Teachers Association and the Alberta Association of the Deans of Education ensure that school support personnel and classroom teachers have the knowledge, skills and attributes to design relevant IPPs/ISPs (Individualized Program Plans/Instructional Support Plans) for students. (Learning Opportunities, Assessment, Teachers, Teaching and Teacher Training, Programs of Study)

#### **16-4 LGBTQ access to information**

That Alberta School Councils' Association prepare a "Diverse Sexual Orientation, Gender Identities and Gender Expressions Toolkit" (information package) containing resources, research, sample policies and practices, and relevant legislation for school councils so school councils are supported should they wish to approach their school boards to engage and broaden the discussion around Policies and Procedures. (Student Health and Safety, School Councils, School Community, Parent Involvement)

#### **16-5 Provincial Support of Transportation**

That Alberta Education and Alberta Infrastructure provide necessary funding for the planning and development of bus transport transfer stations for regionalized bus transportation systems as schools are planned and budgeted for. (Infrastructure, Student Transportation)

#### **C). Traffic Safety**

Jacquie and Colleen met with Debbie Rawson, Traffic Safety Liaison with Strathcona County in April to discuss issues around Westboro. They toured the area and looked at some areas of concern. In response, the County is going to add a "No Parking" sign one spot back from the shark tooth line on the north side of the road by the lighted crosswalk, to give more visibility to the entrance of the staff parking lot.

They discussed the concern about people parking on/within the 5m zone to the east of the non lighted crosswalk on the south side of the road (where the lines are currently painted to indicate no parking). They asked about the possibility of cementing that in, and were told that they would consider that when they do road rehabilitation. In the meantime, they asked if the county would consider putting up poles like the ones in the traffic circle, to keep people from parking there as it severely impacts the sightline when you come from the east. Debbie took it back to her department who then agreed to do this as a pilot project. She

has indicated that the poles have been ordered and should be in place before school starts up again.

We will still do the crosswalk pledge in September.

#### **D.) Staples Supply Order**

Jacquie is looking after this and has forwarded the lists to Staples. Teachers reviewed their lists to ensure they were only asking for what they would reasonably use and many of the lists were reduced from previous years.

Staples will print the order forms and get them back to Jacquie. Pick up for those who order will be Thursday, August 25<sup>th</sup> and orders that aren't picked up will be left on students' desks in their classrooms.

#### **E.) Emergency Drills**

Debbie Klita asked "If there was a 'Hold and Secure' at school, what would happen?" Matt Matheson explained the procedures the staff and students would follow in the situation. Teachers take attendance. Any students outside are sent inside and then all outside doors are locked. Inside, it's business as usual. Mr. Matheson explained that a "Lock Down" is different than a "Hold and Secure." In a "Hold and Secure" the threat is outside. In a "Lock Down" the threat is inside. In a "Lock Down" students go to a designated area in the classroom, out of sight, typically lined up in formation, far from the door and remain totally quiet.

Debbie asked "What do I do as a parent in these situations?" There was discussion on when and how parents are notified in these situations and parents not knowing the protocol once notified. Colleen Alpern is going to pass the question and discussion on to central office so they can look into passing down the appropriate information and procedural protocol to parents.

A "Hold and Secure" is scheduled for Thursday, May 19<sup>th</sup>. Leah Hesson asked if this is the first one of the year, which it is. She proceeded to ask why the students had not practiced it until the end of the year. Mrs. Alpern responded that they scheduled it in when the weather is better, but Mr. Matheson, Colleen and parents noted that it would actually be better to do it at the beginning of the school year, so students have that awareness and knowledge right away.

#### **F.) Year in Review**

Things that School Council and Parents' Group did this year:

Pancake Breakfast

Shop Til' Ya Drop

Family Dance and Silent Auction

Paint Night  
Farm to School  
Coffee Mornings  
Kiss and Cry  
Sausage & Perogies  
Hot Lunch/Hot Dog/ Crazy Bread days  
Staff Appreciation Lunch

There was discussion on what to keep and what else to do. Jacquie received emails from “Bombshell Bronzed” and “Ever-Green Greenhouses as fundraising ideas. Those present at the meeting liked the idea of a “Ladies Night Out” with Bombshell Bronzed. It was discussed that a list of committees should be sent out in September so people interested in events can help organize them. Plans, committees and events will be finalized in the fall.

### **G.) Elections**

Debbie Klita has said she will step into the position of Secretary, and Heather Wieler will move into Vice Chair. Bernie Hansen moves that for the 2016-2017 school year, Jacquie Surgenor continues to serve as Chair, Heather Wieler serves as Vice Chair and Debbie Klita serves as Secretary on School Council. Crystal Herbert 2<sup>nd</sup>. All in favour: “Yes.”

### **School Report:**

#### **PRINICIPAL’S REPORT**

Colleen reported that the budget will be presented tomorrow. More details will be available in the fall but she said it will be a fairly static budget as there are not big changes projected in Westboro enrollment next year . We are currently down about 10 students for next year and the incoming kindergarten classes are also quite small.

Staffing changes for next year:

- Kim Canning is moving to F.R. Haythorne
- Gail Clark is retiring
- Kim Young will be coming to take an additional PLACE class. PLACE will now have a k-3 room and a 4-6 room. Mrs. Perotta will move to the TEAM room.
- Mrs. Komant – STEPS
- Erin Desautels – 6L
- Bill Stetzenko – 5R
- Mrs. Sundell – 6R possibly
- Westboro will be hiring 4 E.A.’s

Mrs. Alpern explained that there is a new process at Central office that allows for more change for teachers on continuous contract in the district. She shared that staffing changes usually happen when staff members want to move. Administration tries to support and encourage teachers and give them opportunities when they want to do so.

In other news, Colleen thanked the parents for a great family dance! Mrs. Alpern and Mr. Matheson attended the district's "Long Service" evening. Westboro staff took part in recent PD including a tech café, a Google tour, Chrome apps, Imovie, and literacy builder in Special Ed. Colleen shared that the planters outside the div 1 door are from Salisbury Greenhouse, and they are for the children to grow vegetables. She also mentioned that there is a very kind lady in the Westboro neighborhood (whose children attended the school at one time), that volunteers and tends the flower beds and plants on the Westboro grounds. So if you ever see her, please take a moment to say hello and thank-you!

Next year at Westboro, grades 5 and 6 will have an option program. It will run on Wednesday afternoons for the last 2 blocks. Teachers will teach a program that they are passionate about, such as watercolour/sketching, leadership, the Makey Makey computer program, baking, badminton and handbells. The students will be able to sign up for a rotation of the options they would like to take. This is an exciting new opportunity for our students!

Lastly, Colleen gave an update on the library renovation process. Culling the books is complete and now the ordering will begin. There are 3 phases of ordering:

- Phase 1 – Div 1 area (blues, bright greens with a Maplewood finish)
- Phase 2 – Interior (tables, shelving)
- Phase 3 – External shelving along the outer walls

### **TRUSTEE REPORT:**

Trina Boymook was unable to attend the meeting.

**Next Meeting Date:** September 21, 2016 at 6:30 pm

**Adjournment:** Crystal Herbert moves to adjourn at 7:53 pm.