

**Westboro School Council  
Meeting Minutes  
November 1, 2018**

**Welcome and Introductions:**

Called to order 6:31 pm (Krystal Gibson).

**Present:**

Janeen Bielby, Karry Biri, Matthew Bissett, Amy Churchill, Krystal Gibson, Leah Hesson, Annette Hubick, Debbie Klita, Mike Lastiwka, Kim Scott, Jacquie Surgenor, Ayshea Thornton, Erin Tomkins, Georgina Traxel, Chantel Werner, Amberly Witzke, Jenn Wolfe

**Approval of Agenda:**

The agenda was approved by consensus.

**Approval of Minutes from Previous Meeting:**

Jacquie Surgenor moves to accept the minutes from September 26, 2018, Amy Churchill 2<sup>nd</sup>. The minutes were approved by consensus.

**New Business:**

**A.) Logos Report**

Janeen Bielby presented the Elk Island Logos Society report.

- The fall alternative event happened yesterday. Division I students went to Allstars Indoor Playground and Division 2 students went to Kinsmen Leisure Centre.
- The Logos Society will arrange the Christmas staff luncheon on Friday, November 30.

**B.) COSC (Committee of School Councils) Report**

Jacquie Surgenor presented the following report.

The first meeting on October 3<sup>rd</sup> started with a Mix & Mingle and was very successful. There were lots of returning, as well as new, school council chairs and principals. During the meeting, the following executive was chosen:

Chair – Jacquie Surgenor (who represents Westboro Elementary, Sherwood Heights Junior High and Salisbury Composite High schools)

Vice Chair – Krista Scott (who represents Fultonvale Elementary Junior High, Strathcona Christian Academy and Bev Facey Community High schools)

Secretary – Lesley Bowman (representing Pine Street Elementary School)

A good discussion was had about how to recognize staff. Most ideas revolved around food and feeding them, but other ideas were coupons for 1 hour of volunteer time, Q&A with students about their teachers, gratitude baskets, gathering positive statements about staff and sharing them, and various Pinterest type things.

Alberta School Councils Association (ASCA) presented an overview of their organization. ASCA is the parent voice through school councils and is one of five provincial education partners providing input on education to the Minister, Alberta Education and each other. The other 4 are the Alberta Teachers' Association, the Alberta School Boards Association, the College of Alberta School Superintendents and the Association of Alberta School Business Officials.

COSC has also partnered with SAFFRON Sexual Assault Centre to create a series of parent information sheets which can be shared through school councils, principals or newsletters. They are called "Saffron Cyber Second" - watch for them in the Westboro monthly school newsletter (<http://westboroelementary.ca/newsletters>).

More information on COSC and their monthly meetings can be found at: <https://www.eips.ca/parents/committee-of-school-councils-cosc>.

### **C.) Open Questions**

It was asked how a parent could make suggestions to add items to meeting agendas. Krystal, Debbie and Mike will discuss how to fit this type of request into the current process for building meeting agendas.

It was asked if students could wear an identifying item when outside of the school grounds to help keep track of them, especially Division 1 students. Mike will research this further as it is difficult to find a single type of identifying item that can work across all grades for all excursions.

It was asked why the kindergarten pouches this year are such poor quality. The item was purchased by the school with limited funds as parents can no longer be charged for pouches on their school fees. Parents are welcome to use anything similar to a pouch that they can find on their own.

Another question asked was why students are being asked to take their morning snacks with them out on the playground instead of being allowed the time to eat them in the classroom. Mike will review what is currently being practiced in the school and follow up at a future meeting.

A parent has noticed the boat on the Division 1 playground is seized and no longer has any motion. All playground maintenance issues can be reported to Strathcona County through their on-line County Connect service at <https://www.strathcona.ca/countyconnect/>.

**School Report:**

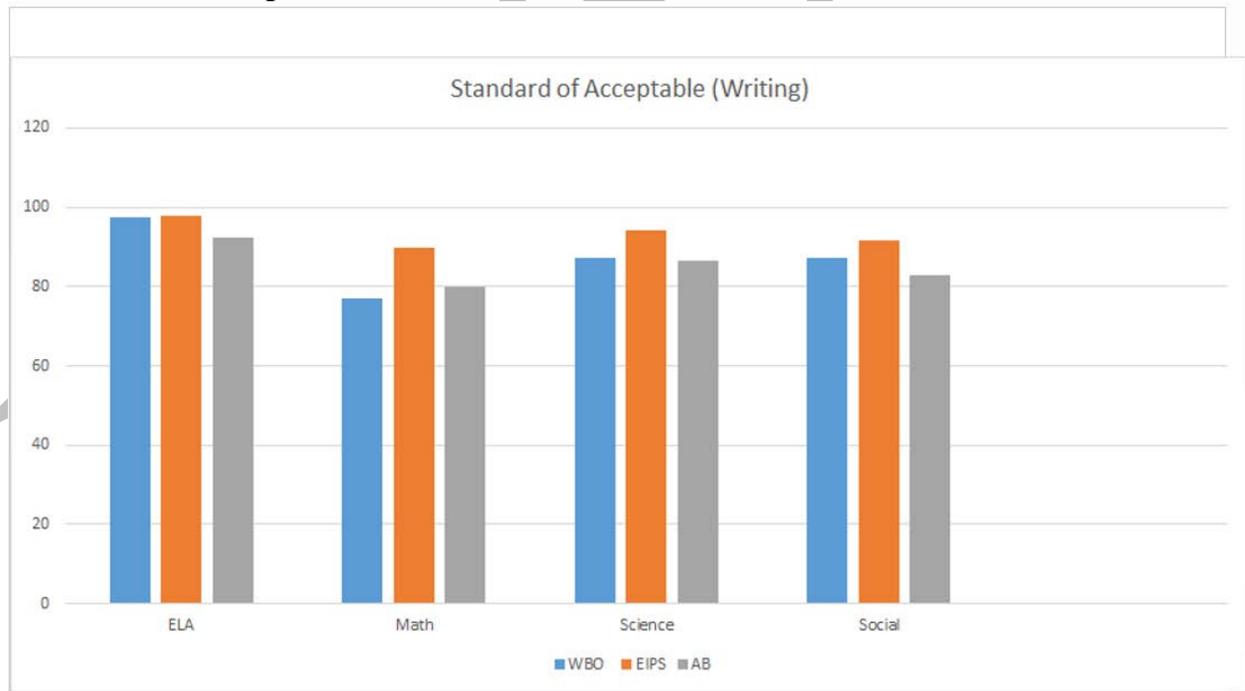
**A.) Principal’s Report**

Mike Lastiwka shared that Westboro now has a volleyball team coached by Mr. Fujii, Mrs. Komant and Mrs. Komant’s husband. They are working towards attending a first annual tournament scheduled at Fultonvale Elementary Junior High School on Saturday, December 1<sup>st</sup>.

Mike then presented information about the 2017-2018 Provincial Achievement Test (PAT) results for Westboro Elementary School.

ELA = English Language Arts                      WBO = Westboro Elementary School  
EIPS = Elk Island Public Schools              AB = Alberta

Standard of Acceptable: when test results are 50-79%



- Traditionally have done well here.
- Continue to do well in Language Arts, Science and Social.
- Will continue to focus on improving Math.

Standard of Excellence: when test results are  $\geq 80\%$



- Last year, our goal was to improve the number of students who achieved the standard of excellence. We did see an improvement in the number of students who achieved this standard.
- Number of students who achieved standard of excellence in Math was the highest in the last 6 years.
- Improving the number of students who achieve the standard of excellence will still be a focus for us this year.
- We had a great year with Social Studies.
  - More than double the number of students achieved the standard of excellence over last year.
  - Far higher than any other year over the last six years.

Mike explained his goal for Westboro students is to be at the EIPS level of marks (or higher) in each subject. When the results are released, he looks at each individual test question and compares our school results to the provincial average to find any discrepancies that could be addressed in the next school year.

Discussions occurred around math results – levels of acceptability, validity and reliability issues with exam questions, and the time allotted for both parts of the exam. The province is currently updating the K-Grade 4 curriculum and once finalized, will be on a future school council agenda in the spring.

More information about the PATs can be found at <https://education.alberta.ca/provincial-achievement-tests/about-the-pats/>.

PAT results for EIPS can be found at <https://www.eips.ca/download/142364>.

The division holds review meetings annually to present and discuss PAT results. The meeting which will include the Westboro results is scheduled for Monday, November 26<sup>th</sup> starting at 9am at Brentwood Elementary School. Parents are welcome to attend.

## **B.) Teacher's Reports**

Amberly Witzke shared the following report about school activities and events.

- Teachers have been attending reading and writing workshops.
- Guided reading and guided math are happening in classrooms.
- Teachers are successfully using the website "All About Me" which is an on-line student driven portfolio program. Parents will have access to their student's portfolio once teachers/students have uploaded material for viewing.
- Grade 5 and 6 options are scheduled to start after the November break. The options being offered were guided by content the students created in their "All About Me" portfolios.

Erin Tomkins shared the following report about her literacy programming.

- The Wee Read program, an early literacy program developed by Alberta Reads Network, is happening at Westboro this year. Once a week, trained volunteers read to kindergarten and Grade 1 students over an 8 week time period.
- She is also running a Read Together literacy initiative where older students read to younger students.
- She will be organizing a Literacy in a Box Night early in 2019, targeting families with students in kindergarten to Grade 3.

## **C.) Trustee Report**

Annette Hubick shared the following report.

### **Read In Week**

I had great fun reading to Mrs. Cameron's grade 4 class. One always loves to hear, "Just one more chapter!" Thank you for the invitation and for the thank you card the class sent to me.

### **New Emergency Procedures Guide**

Last spring, Westboro parents voiced concern over the lack of information parents receive when receiving incident notifications from the school or division. Specifically, what do the different terms mean (e.g., "Shelter in Place") and what are students, staff and parents supposed to do in each of those situations?

EIPS has undergone an emergency procedure overview and has developed new guidelines, including email templates for schools to use when sending out notifications as well as a new guide for parents and guardians: <https://www.eips.ca/parents/emergency-preparedness>.

### **New K-4 Curriculum**

The latest draft K-4 curriculum was announced and is available to view online at [www.new.learnalberta.ca](http://www.new.learnalberta.ca).

### **French Immersion Programming**

Last fall, the board began the process of looking at ways to strengthen the French Immersion (FI) Program. Step one was to survey parents of FI students, which provided valuable feedback.

Following a thorough assessment of all aspects of the program, a decision has been made to continue offering French Immersion in schools where it's currently housed.

Note: It will likely be a 2-3 year time frame to work through all elements in strengthening the FI program. We are only sharing the pieces that have been determined and there will be multiple updates, such as this one, during that course of time. Some of these decisions will be made by the Board and some will be made by the Superintendent. Further engagement may be required as the Board and senior administration work through every element of this review.

### **2018/19 Enrollment**

EIPS serves 17,170 students, which is 23 more than budgeted (meaning it was prudently estimated).

### **Cannabis Legalization – October 17**

As many of you have already seen, the division sent an email in anticipation of the legalization of cannabis on October 17<sup>th</sup> to remind EIPS students and families that the same restrictions in place for tobacco and alcohol use apply to the consumption of cannabis products, meaning **cannabis in any form can't be sold, served or consumed in Division facilities, including schools or on buses.**

### **EIPS Board Meeting**

At the October public board meeting, the board received the unaudited financial report for the 2017-18 school year. A reminder that the board's meeting packages, including these reports, are available on the EIPS website. Highlights are:

- The Division ended the fiscal year with a deficit of \$3.06 million. In June, EIPS projected a \$3.23 million deficit. The resulting favorable variance of \$0.17 million equates to 0.08% of the overall budget.

<b>Expenses by Program</b>	<b>\$</b>	<b>%</b>
Instruction (excluding SGF)	150,751,622	78.3%
Plant Operations & Maintenance	22,733,263	11.9%
Transportation	11,050,204	5.7%

Board and System Administration	6,804,086	3.5%
External Services	<u>1,192,666</u>	<u>0.6%</u>
	<b>\$ 192,531,841</b>	<b>100.0%</b>

- This deficit decreases the Accumulated Surplus to \$20.62 million. This does not equate to cash in the bank. The accumulated surplus includes:
  - investment in Board-funded tangible capital assets (\$5.35 million)
  - capital reserves (\$1.35 million)
  - operating reserves (\$13.92 million)
    - \$3.96 million are designated for use by schools and departments (they are allowed to carry forward a maximum of 2% of their annual budget to the next year).
    - \$4.04 million Division Allocated Reserves have a balance; these reserves are set aside to fund specific expenses as identified by the Board (e.g., mechanical cooling units, Off to a Good Start program for new to EIPS teachers, costs of the new schools not covered by the Government).
    - Leaving the board with \$5.92 million in unallocated reserves (2.96% of the budget) to cover emergent issues, price fluctuations and stabilize funding in the future.

### **November Board Meeting**

Key items that will be on the November board meeting agenda:

- approval of the fall-updated 2018/19 budget,
- approval of the EIPS Alberta Education Results Report.

### **November is About Accountability**

- During the month of November, the board conducts a very important function of its role to ensure accountability of the system we oversee, the budget we approve and that division actions are in line with the boards established goals and priorities, which involves holding “Results Reviews”. These consist of 2 full days of meetings with every central office department delivering its reports of their 2017-18 results (successes, challenges) and goals/strategies for 2018-19. The same process is also conducted for every school in the district over a period of 3 full days; Westboro’s is on November 26.
- The board also takes a full day to conduct a thorough review with its single employee: the Superintendent.
- Trustees will also be attending the Alberta School Board Association’s fall general meeting November 19 & 20 in Edmonton. One of the key functions is the strengthen and focus the collective voice of Alberta’s school boards.

### **Caregiver Info Session**

#### **More than Just a Bad Day: Understanding and Supporting Youth with Depression and Self-Injury**

Date: Wednesday, November 7, 2018

Time: 6:00 - 7:30 pm

Location: St. Andre Bessette School, Fort Saskatchewan

Pre-register: <https://www.eips.ca/download/138818>

This session is for adults only, with a focus on caregivers of students in grades 7-12.

**Next Meeting Date:** Thursday, December 6, 2018 at 6:30 pm

**Adjournment:** Karry Biri moves to adjourn at 8:03 pm.

DRAFT