

**Westboro School Council
Meeting Minutes
November 24, 2016**

Welcome and Introductions:

Called to order 1:05 pm (Jacquie Surgenor).

Present:

Colleen Alpern, Trina Boymook, Amy Churchill, Jeff Dickey, Krystal Gibson, Leah Hesson, Debbie Klita, Jacquie Surgenor, Heather Wieler

Approval of Agenda:

The agenda was amended to change the order of Item 5 Trustee Report to (a) and Principal's Report to (b). Krystal Gibson moves to approve the amended agenda, Heather Wieler 2nd.
All in favour: "Yes."

Approval of Minutes from Previous Meeting:

Krystal Gibson moves to accept the minutes from September 21, 2016, Leah Hesson 2nd.
All in favour: "Yes."

New Business:

A.) Logos Report

The Logos representatives were absent and there was no report for this meeting.

B.) COSC (Committee of School Councils) Report

Jacquie shared her report.

Alberta Education is undertaking a 6 year full curriculum review. Jacquie organized a parent information session on November 9th which was attended by 64 parents. Unfortunately, many parents were disappointed with the information presented as the presenter couldn't answer many of the questions. Curriculum redesign was something talked about at the Alberta School Councils Association (ASCA) Board meeting on the weekend and she found out there will be more focus groups in May or June. ASCA has given feedback to Alberta Education on the sessions and proposed that future parent engagement could be done through ASCA. Jacquie also compiled feedback from parents who attended the session and sent them to our MLA, Annie McKitrick, who said she would share it with the Minister. Trustee Boymook also mentioned that she shared her disappointment with the process with MLA McKitrick.

Superintendent Liguori did an excellent presentation on EIPS results (PATs, Diploma Exams and Accountability Survey). EIPS is generally above the provincial average, which he expects. He also showed the attendees how to look at the results and dig down into what the averages mean and helped them determine questions to ask.

C.) Traffic Safety

At the last Strathcona County School Traffic Safety Partnership meeting, Jacquie brought forward the concern that more handicap parking spots are needed at Westboro.

Colleen asked when would the permanent traffic safety features be installed. Jacquie has been told that the installation of the concrete curb east of the unlighted crosswalk is weather-dependent so most likely spring. She will follow-up to determine if a temporary solution could occur sooner.

D.) Crosswalk Pledge

Jacquie shared a follow-up on the October Traffic Safety Pledge and 5 m Challenge that was a means of encouraging parents to commit to good traffic behavior, especially around crosswalks. She felt it went really well as we had about 100 forms returned. She has blogged about it at <http://www.schooltrafficsafety.com/news/2016/11/18/traffic-safety-pledge-5-metre-challenge-a-pilot>.

Some of the descriptions of a distance of 5 m included:

- 5 big Daddy steps, 7.5 big grade 3 steps, 1/2 way across a 2 way street
- My little brother is 1 metre tall, so 5 of my little brothers.
- our boat
- a minivan
- 166.7 Lego blocks
- 5 of my giant steps or 33 Beanie Boos end to end
- 13 of my Minion backpacks in a row or 10 of my biggest steps
- 6.5 big steps or 71 standing Beanie Boos
- 5000 ladybugs
- It took me 23 steps to make 5 metres.
- 5 double arm lengths; when we measured it was longer than our couch.

Some of the submitted pictures will be posted on the Parent's Group bulletin board in the hallway between the school office and the grade 1 regular classroom. Jacquie mentioned that there are grants out there for traffic safety projects and if we think of any, then we can apply.

E.) Nutrition AP Feedback

An Administrative Procedure (AP) is what EIPS develops in response to a Board Policy, providing the “how” of a Board’s policy statement of “what”. Our school board has recently developed AP 164 “Nutrition” and is working towards implementing it in schools by September 2017. It references a 106 page provincial set of guidelines that groups food into 3 categories: Choose Most Often, Choose Sometimes, and Choose Least Often. These guidelines state food for elementary school children should only come from the Choose Most Often category. The AP also states all schools will be limited to only one major food-related fundraising activity which may include items from the Choose Least Often list (ie: cookie dough, chocolates, sausages, etc.).

AP 164 was presented at a recent COSC meeting and is now being discussed at the school council level for feedback at the January COSC meeting to then be presented back to EIPS. Trina encouraged discussion about how we feel it affects our school as this feedback can affect the clarity of the AP.

Concerns raised included:

- how this will affect our hot lunch program. Jacquie said it will have more impact for junior and senior high schools who have cafeteria and canteen services that parents have no influence over. There is confusion about how it will affect elementary hot lunch programs and there is parental concern because in elementary, parents still choose hot lunch items, unlike when students choose at junior and senior high.
- the possibility of the AP becoming intrusive and micromanaging parental decisions. The policy seems to dictate what a volunteer parent group provides to their students and what a parent provides daily to their child. Trina clarified that the AP will provide guidance for what a child consumes during instructional time. It will not impact what elementary children bring in their lunches.
- how this will affect our annual school pancake breakfast which occurs during class time.
- the possibility of limiting an elementary student’s opportunity to learn the lesson of choosing healthy food if the AP removes the choices for us. It was commented that moderation should also be taught as part of this procedure.
- how this will affect EIPS rural schools who don’t have the same access to multiple food options as urban schools, potentially creating discrepancy and division within the district.

Trina stated she would like to see the AP clarify who chooses the student's food at the elementary school level— parent at home or student at school. Trina also shared information about the education minister's announcement for a school nutrition program with a pilot project to start it off. This program will have food restrictions. She believes the EIPS AP would be better able to address daily offerings versus daily expectations (ie. what the school offers at their canteens, cafeterias and vending machines).

AP 164 "Nutrition" can be viewed at:

<http://www.eips.ca/about-us/administrative-procedures/164>

AP 164 "Appendix B, Frequently Asked Questions" can be viewed at:

<http://www.eips.ca/schools/healthy-schools/nutrition>

The supporting provincial document "Alberta Nutrition Guidelines for Children and Youth, 2012" can be viewed at:

<http://www.health.alberta.ca/documents/Nutrition-Guidelines-AB-Children-Youth.pdf>

Jacquie is compiling feedback from our meeting with what other school councils send her for submission to EIPS. It will be discussed in more detail at the January COSC meeting and Jacquie will bring more information to our next school council meeting.

F.) Parents as Partners Presentation

At the November 2 COSC meeting, Jacquie presented her Parents as Partners speech which she feels went very well. She heard good feedback about it including that it brought rational ideas (often when principals hear from parents, they are upset); that parents will want to be engaged in different ways and we need to ask and meet them where they want; and that parents want to be recognized and acknowledged as the experts in their child(ren) and want to walk along side educators as trusted partners. The full text can be accessed at <http://www.eips.ca/parents/committee-of-school-councils-cosc/meetings-agendas-minutes>. Scroll down to November 2, 2016 and click "Parent as Partners: Presentation".

G.) School Council Engagement Task Force: Learning & Technology Policy Framework

Heather (who represents Westboro on the ASCA School Council Engagement Task Force) and Jacquie brought forward the "Learning and Technology Policy Framework Input Survey". The board wants to know how the "Learning and Technology Policy Framework (2013)" policy directions are being implemented and discussed by parents in school communities through school councils. The survey will help inform implementation plans on the policy

directions in future. The 10 questions were completed verbally by those in attendance and results will be submitted back to the ASCA Board on-line.

Trina clarified that at this time, EIPS does not ask any student to bring devices for instructional learning. In the future, this may change but most likely only at the high school level.

H.) Emergency Preparedness Feedback

Trina shared information she learned at an Alberta School Boards Association conference when she attended a session about how school divisions dealt with recent provincial emergencies (Slave Lake fires, High River floods, Fort McMurray fires). Communication was a key component of successfully reuniting students with their parents with the most recent example of Fort McMurray using social media as a primary tool. She also explained EIPS backs up all student information at each school site as well as their division office so if any one of their facilities is compromised in an emergency, staff are able to access student records from any of their buildings. Jacquie shared that EIPS is on Twitter and is developing a Facebook page to further enhance parent communication.

I.) Open Questions

Krystal asked why the grades are no longer being switched around for sharing the new playground. Colleen replied that she will start that up again and will have Division II access the new playground during both Friday recesses.

School Report:

A.) Trustee Report

Trina Boymook presented her report.

The Board just completed the central department Results Review. The schools participating in the review are Westboro Elementary, Fort Saskatchewan Elementary, Campbelltown and Bruderheim. Westboro's Results Review is occurring on November 25 at 1pm at the school. These meetings are open to members of school council. Jacquie and Krystal will be attending on behalf of Westboro School Council.

The first phase of updating Sherwood Park attendance boundaries was an on-line survey on the EIPS website. Submission deadline was November 23. Results will be available on December 15th and the trustees will be the first to review them. Public open houses are expected to be held in January where draft options will be shared.

The November 24th EIPS Board of Trustees meeting will be one of two evening meetings with the public session beginning at 6pm. Some of the agenda items will be the approval of the 2016 audited financial statements, the 2016/2017 fall budget and the Annual Education Results Report 2015-16. Members of the public are free to come and go throughout the meeting.

B.) Principal's Report

Colleen Alpern shared the following report.

Activities and events in our school over the past two months

- Parent Numeracy Night
- Playground opening - thank you to our School Council!
- Fire safety presentations / bus safety evacuation / traffic safety focus
- Read In Week (SURF / Mayor Carr / Bruce Bowie / assembly)
- New Student Luncheon
- Book Fair Week - thank you to Mrs. White!
- Shop Til Ya Drop - thank you to our parent's group!
- Swimming lessons started
- Conferences
- Anti-bullying Week (commitment / concrete theatre / compassion song / pink shirt / compassion carts)
- Chapels
- 2nd phase of library (tables, chairs, magazine racks in place) as well as Mac lab setup
- Standardization of iPads / training
- Professional Development days for staff - focus on literacy, technology and collaborative time for developing project based learning and assessment practices

Sensory Garden Project

Mrs. Perrotta (from the PLACE program) and Mrs. Stocks (from the STEPS program) shared a presentation on a proposal to convert the school's inner courtyard to a sensory garden. They are proposing 2 phases of work. Phase 1 in spring 2017 will be a general clean up of the area by removing railway ties and some of the existing vegetation. They would also like to install landscape fabric and stones. Phase 2 will begin in the fall of 2017 and will involve garden items such as picnic tables, raised vegetation beds, flower pots and new plantings. Staff would like students to take ownership of the project as much as possible by helping with tasks such as painting picnic tables, creating flower pots and helping with planting. The courtyard "areas" will stay much the same as they are now and the brick paths are in good enough shape for wheelchair

use. There is no issue with wheelchair accessibility into the courtyard with the door access as it is set up now. The new courtyard can even be decorated for themes such as Halloween and Christmas and would be open to all students and staff in the school. The proposed cost of both phases is approximately \$2600.

Everyone at the meeting was very excited to support this type of school project. There will be further discussion at a future meeting to determine how our parents`group can get involved.

Library commons upgrade project

Colleen provided a breakdown for the cost of the shelving sections an approximation based on previous quotes. The total approximate cost for new shelving is \$18,000. With each shelf divided up into an individual section, the cost per section of shelving is \$270 (which would include a name plate). We thought we could round it to an even number (\$250 perhaps). Parents` Group is committed to supporting the library project and will work with Colleen to organize an “adopt a shelf” fundraiser in the new year.

It was asked where the old shelving will go. Colleen said it will likely go into storage at central warehousing for use within the school division.

School Education Plan (SEP)

The SEP was quickly reviewed and can be viewed in full at <http://westborelementary.ca/about/our-school> under the Education Plan section entitled “WBO School Education Plan 201617”.

Follow up questions and requests included:

- How successful is the Math Intervention/Programming Instrument (MIPI) for measuring growth in numeracy? Colleen replied it’s a very good measure at the elementary level and easy for staff to utilize. It is still in the early stages as it’s the first year it is being used in our schools.
- Have our students have been educated on how to use the playground buddy bench? Colleen explained teachers were trained and asked to share that information with their students.
- It was requested adding information on color blindness to the compassion cart when the school uses it in future.
- There was a request for more advance notification about school presentations and other special events students will be doing in the school (ie. Concrete Theatre).

Accountability Pillar Survey Results

Results from this survey were presented. The school will be doing a follow-up

survey to further investigate the results.

Budget Review

| Enrollment | <u>2015/2016</u> | <u>2016/2017</u> | | |
|------------------------|------------------|------------------|------------|-----|
| ECS | 43 | 46 | -3 | -7% |
| Div.I - Gr 1-3 | 145 | 149 | -4 | -3% |
| Div.II - Gr 4-6 | 145 | 139 | 6 | 4% |
| | 333 | 334 | -1 | 0% |
| PLACE/STEPS (separate) | 23 | 14 | 9 | |
| Certificated FTE | 19.456 | 18.775 | 0.681 | 4% |
| Total Allocation | \$ 3,074,834 | \$ 2,759,571 | \$ 315,263 | 11% |

School Fees

| | | | | |
|---|-----------------|-----------------|----------|------------|
| ECS Learning Resource Fee (set by EIPS) | \$ 25.00 | \$ 25.00 | - | 0% |
| Gr. 1-6 Learning Resource Fee (set by EIPS) | \$ 50.00 | \$ 50.00 | - | 0% |
| Field Trip Fee (ECS) | \$ 30.00 | \$ 30.00 | - | 0% |
| Field Trip Fee (Div.I) | \$ 60.00 | \$ 60.00 | - | 0% |
| Field Trip Fee (Div. II) | \$ 60.00 | \$ 60.00 | - | 0% |
| Swimming Gr. 1-3 | \$ 50.00 | \$ 45.00 | 5 | 11% |
| Agenda Book | \$ 8.00 | \$ 8.00 | - | 0% |
| Lunch Supervision (Gr. 1-6) | \$ 90.00 | \$ 90.00 | - | 0% |

| Class Configuration | # | <u>2016/2017</u> | | # | <u>2015/2016</u> | |
|----------------------------|----------|-----------------------|----------------|----------|-----------------------|----------------|
| | | <u>Total Students</u> | <u>Average</u> | | <u>Total Students</u> | <u>Average</u> |
| ECS | 2 | 43 | 21.5 | 2 | 46 | 23.0 |
| Grade 1 | 2 | 49 | 24.5 | 2 | 49 | 24.5 |
| Grade 2 | 2 | 47 | 23.5 | 3 | 50 | 16.7 |
| Grade 3 | 2 | 49 | 24.5 | 2 | 48 | 24.0 |
| Grade 4 | 2 | 48 | 24.0 | 2 | 43 | 21.5 |
| Grade 5 | 2 | 44 | 22.0 | 2 | 52 | 26.0 |
| Grade 6 | 2 | 53 | 26.5 | 2 | 45 | 22.5 |
| Total | 14 | 333 | | 16 | 333 | |

All 2016-17 school fees are the same as last year except for Division I swim lessons which went up by \$5 to cover the increase in program fees. Our supervision program is running at a deficit so the fee will be increased next fall.

Any asked if agendas can be an optional fee as not all classes are actually using them. Colleen will ask staff the same question and follow up with a discussion at a future school council meeting.

Next Meeting Date: January 18, 2017 at 6:30 pm

Adjournment: Krystal Gibson moves to adjourn at 3:05 pm.