

## Westboro School Council

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School Council Minutes- January 14, 2025

6:30 p.m. School Library

*\*Indicates written report/attachment provided*

### Attendance

**Parents:** Christan Rasmussen (Chair), Hilary Schmidt (Vice-Chair), Carrie Bounds (Secretary), Christine Cooper, Andrea Thibert, Kate Weberg, Cetara Greschuk, Vanessa MacDonald, Allison McColl

**School Staff:** Shelby Labrecque (Principal), Tracey Prouse (Vice Principal), Julia Knudsen (Mental Health Capacity Builder), Erin Desautels (Grade 5)

**Others:** Trina Boymook (EIPS Trustee)

- 1) Call to order at 6:30 p.m.
- 2) Review of the Agenda  
Agenda approved as presented.
- 3) Approval of the minutes from Nov 19, 2024.  
The minutes were approved as distributed.
- 4) New Business: Christan Rasmussen
  - a) School Council Engagement Grant
    - Every year we receive \$500 from the Alberta Government to put towards activities that increase engagement between parents/students and the school. These events are NOT for fundraisers or entertainment purposes- they are mandatorily knowledge based.
    - Proposal to bring in Shauna Sam, MSc, R. SLP, SLP(C) who deals with Executive Function and strategies to encourage neurological development. Executive Function skills are mental processes that help people plan, organize, remember things, and follow through on tasks, as well as achieving goals and impulse control. It is how we problem solve and develop further self-control.
    - This was put to a vote- passed unanimously
- 5) EIPS Trustee Report: Trina Boymook  
*\*See attached*
- 6) Administration Report
  - a) Shelby Labrecque: Principal  
*\*see attached*
  - b) Tracey Prouse: Vice Principal
    - Thank you for the organization of PJs & Treats Day before Christmas- the kids were so happy with that surprise.
    - We were excited to announce that we opened a second Kindergarten class January 5<sup>th</sup>. It's great to see so many new students coming in.

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- We also acquired two new EA's for Kindergarten and two new school-wide EA helpers for any and all classrooms.
- We are excited to welcome a Mental Health Capacity Builder to our school starting this month. Julia Knudson will be here for the next 3.5 years working with students and staff.
- We are also so proud of our Westboro school leadership groups with Track and Patrol. They have worked so hard and they take their responsibilities incredibly seriously. We are so grateful for their attitudes.
- Westboro also had a pep rally last week that was so exciting and fun for the entire school to participate in. Our students are so full of team spirit! And Congrats to the students who brought home another trophy!
- Math Problem of the week has started school-wide. Kindergartens, Grade 1-3 and Grade 4-6 are given Math problems every week to solve and hand in to the office. Every student who answers correctly will be put into a prize draw. Incentives like these truly help the students rise to the challenge.

### 7) New Staff Introduction: Julia Knudson

- Westboro's new Mental Health Capacity Builder will be in all classrooms helping to support Mental Health. She will deliver universal programming that pertains to Mental Health, like understanding brains (neuroscience!). Students need to understand that making mistakes is good for us. She will help teach them how to calm their brains and take ownership of their actions (emotional intelligence).
- Everything she does is evidence based and is a prevention and promotion initiative that is a collaboration between Elk Island Public Schools, Strathcona County and Recovery Alberta
- We will also examine relationships- how do we show up in a group and be an active listener.

### 8) Teacher Report: Erin Desautels (Grade 5)

- Math- we are working on fractions
- LA- working with figurative language- Trickster Stories and Tall Tales. This will fit with our fused glass field trip as they are doing a segment on Trickster Stories. We are also working with reading strategies and they are getting into their own narrative writing. We have started a 100-page reading challenge before the 100<sup>th</sup> days of school. They will also be running the school reading assembly next week.
- Social Studies- we are learning the History of Canada. We have written letters to our loved ones as members of the Hudson's Bay company, telling them about our lives and struggles. We have dipped them in tea to age the paper and you can see them hanging in the school hallway.

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- Science- Our current unit is energy. We are learning about forces of flight, and that will correspond with our upcoming field trip to the Aviation Museum.
- French- Festival Du Voyageurs
- Health- DARE starts tomorrow as the students will learn through a special constable, all about the dangers of drug use.
- Gym- skipping and dance.
- Art- They drew their goals for 2025 in the binoculars of their self-portraits.

9) Open Discussion-none.

10) Adjourn 8:03pm

11) Next Meeting is February 11, 2025

Trustee Report  
Trina Boymook

In preparation for the upcoming Trustee election the Board approved to require a criminal record check to be included with candidates' nomination papers at the December 19 Board at meeting.

Also, at this meeting the Board approved a new calendar that will include early dismissal every Wednesday. This will come into effect September 2025/26 school year.

The Board approved a new name for the replacement school that is being built on Sherwood Heights. The new name is Forrest Grove and will provide an opportunity for two school communities to define their new identity.

The Board approved the school fee parameters that allow fees to be increase up to 2%. Exceptions may be provided upon review and approval of senior administration.

Re registration will begin in February where kindergarten will open on February 1 and go until the start of the year and re registration will begin February 10-24. If you are hoping to attend a school of choice or program of choice please register during this time period. The following schools have closed boundaries for the upcoming school year.

- Davidson Creek Elementary
- École Campbelltown
- Salisbury Composite High – closed only to non-resident students
- Sherwood Heights Junior High

January 29 we will be holding our next transition engagement session to review the feedback received, provide in formation and seek your feedback. The information received will inform a draft transition plan.



## **Westboro (WBO) Elementary School Council Principal Report**

**January 14, 2025**

1. Welcome & introductions!
  - a. Welcome Trustee Boymook, our School Council Executive: Christan Rasmussen, Hilary Schmidt, Carrie Bounds and Kate Weberg; and all our parents/guardians! Your participation in working together to serve our students is very much appreciated!
  - b. Thank you to Christen Rasmussen for attending the annual Assurance Review to share the parent/guardian perspective! Our Division truly values hearing from all stakeholders, as it helps to inform their decisions moving forward.
  - c. Welcome and thank you to Erin Desautels for being our staff representative this month! We appreciate you volunteering your time to be with us tonight and look forward to hearing what you and your class have been up to!
2. Kudos!
  - a. A huge thank you goes out to the volunteers who made sure that our Christmas concert went off without a hitch! From transporting props and equipment; to moving microphones and risers on concert night; you helped make it a wonderful night for our entire school community! As well, the incredible generosity of our school community donating to our coin collection at the concert was amazing as it covered the cost of the church which was such a gift. Thank you so much!
  - b. The 'PJ and treat day' was very well received by our students (and the extras by staff 😊)! Our heartfelt appreciation goes out to the generous time our volunteers put in to bring the spirit of the holiday season into our classrooms!
3. Kindergarten
  - a. I am so incredibly excited to share that due to additional enrollment our kindergarten class has now become two classes. Welcome our very own

Miss Reivonen to the kindergarten team! Miss Reivonen continues to teach grade 2, but now it is on Mondays, instead of Fridays to accommodate the kindergarten calendar.

#### 4. Fees

- a. As many of you already know, there is a collaborative process for establishing fees for the upcoming school year. In preparation for the first parent/guardian consultation, an email was sent out to Westboro families in December requesting feedback regarding school fees, regardless of whether they could attend the January School Council meeting or not.

*Specifically, I am looking for input on the following:*

- *Optional courses and associated fees*
- *Noon supervision*
- *Field trips and associated fees previously categorized as non-curricular travel (examples: ski trips and band camps)*
- *Extracurricular activities*
- *Non-curricular goods and services (examples: student council and graduation)*

Families were encouraged to reach out with any feedback they might have in this regard as we recognize the importance of having conversation about our current fee schedule and how and why we might want to alter it.

In February, Financial Services will provide a template to schools for entering proposed fees. Proposed fees must be established by using the parameters approved by the Board, Principal discretion, parent feedback and fee calculation tools.

In March/April a second parent/guardian consultation will be held to share a proposed fee schedule, explaining any rationale for additions, increases or decreases. This proposed fee schedule will be within the parameters approved by the Board and will be sent to the Superintendent and Secretary-Treasurer for review and approval. All parents/guardians will be emailed at least two weeks prior to the school council meeting to indicate there will be a review of proposed school fees for the upcoming school year. The email will include the schedule of proposed fees.

After the meeting, the Principal and School Council Chair will sign a declaration affirming completion of all required steps.

Proposed fee schedules and declarations are due to Financial Services (March/April).

Financial Services will prepare school fee schedules for presentation to the Superintendent and Secretary-Treasurer (April/May).

The Superintendent and Secretary Treasurer will review/approve proposed fees (May/June).

- b. It is important to note, fee waivers cover eligible transportation for students who meet the funding eligibility criteria; lunch supervision; and student council fees, if applicable. Year over year, there has not been a significant decline in the number of families experiencing hardship from 23/24 and 24/25 and subsequently, our waiver applications have not declined significantly.
- c. Related to School Generated Funds collected from families, these are meant to be spent in the school year they are collected. If there are fees that are over-charged by more than \$10/student, amounts are refunded (credited) to the student.
- a. Here is the current fee schedule which can be found on our website ([www.westboroelementary.ca](http://www.westboroelementary.ca)):

<b>Westboro Elementary</b>		
<b>School Fees Schedule</b>		
<b>Fee Category</b>	<b>Fee Name / Description</b>	<b>2024-25 Per Student Fee</b>
Lunch Supervision & Activities	Noon Supervision - ECS	\$ 47
Lunch Supervision & Activities	Noon Supervision - Gr. 1-6	\$ 95
Extracurricular	Basketball	\$ 5
Extracurricular	Individual Race	\$ 11
Extracurricular	Track Team Racing	\$ 16
Extracurricular	Volleyball	\$ 5
Activity	Field Trips - ECS	\$ 31
Activity	Field Trips - Gr. 1	\$ 63
Activity	Field Trips - Gr. 2	\$ 63
Activity	Field Trips - Gr. 3	\$ 63
Activity	Field Trips - Gr. 4	\$ 63
Activity	Field Trips - Gr. 5	\$ 63
Activity	Field Trips - Gr. 6	\$ 63
Activity	Field Trips - Gr. 6 Camp	\$ 31
Activity	Field Trips - PLACE	\$ 52
Activity	Field Trips - STEPS	\$ 52
Activity	Ski/Snowboard Trip	\$ 46
Activity	Swimming Lessons	\$ 55
Activity	Women in Scholarship, Engineering, Science & Technology Conference	\$ 42
Activity	Young Authors' Conference	\$ 30

#### 5. Restorative Practice Implementation Team Update

- a. As I have shared previously, Westboro is part of the Elk Island Public Schools (EIPS) Mental Health Flagship Schools pilot program this year which is meant to protect and improve the mental health and wellbeing of the school community using a triad of simultaneous and intentional interventions. These include (1) Enhanced co-regulation skills, (2) Engaging all families and (3) Strengthening relationships among students, among adults, and between adults and students.
- b. All our classrooms have completed 2 out of the 4 Playshop sessions which teach staff and students about the brain and the various strategies that can be used to assist with regulation.
- c. For the rest of the year, the entire school is participating in a microdosing challenge. Microdosing is taking 30 seconds or less to use the strategies taught in the Playshop sessions to calm the nervous system, creating a regulated state, before moving on to classroom activities. Our goal is to have 10 microdosing sessions throughout the day. Classes that reach 5 microdosing sessions a day get a ticket to submit into a draw for a class



pizza party at the end of the month. If a class reaches the goal of 10 microdosing sessions, they can double their chances and submit an additional ticket.

6. Mental Health Building Capacitator

- a. Julia Knudson has joined the Westboro family for the remainder of this school year, joining us every other week, Monday through Thursday providing support in a variety of forms. I have some pamphlets to share should you want more information. Julia will be speaking later in the meeting as well.

7. Student Advisory Committee Feedback

- a. On December 10, 2025, we had a Student Advisory Committee meeting. Below is a summary of the feedback they provided.
- b. What would you like to see at WBO that maybe is not here yet?
  - i. Webster mascot costume
  - ii. Art club where we can sculpt with clay
  - iii. Write a speech: teacher gives you a topic and you write a speech about it; then present the speech
  - iv. Debate club
  - v. A dance group; like a dance club at recess in the gym with a projector

8. Alternative Calendar Survey Results

- a. On December 19, 2024, the Board approved the alternative calendars for the 2025-26 and 2026-27 school years.
- b. I am very excited to share that this calendar provides for early dismissal every Wednesday, as has been happening in many other school divisions for many years. This creates a structure that enhances teaching and learning opportunities. The types of activities that will be taking place during these times include staff meetings, collaborative team meetings, school support meetings, grade group meetings to review such things as assessments and student data.
- c. It is important to note that Elk Island Public Schools remains committed to working with community partners to overcome any hurdles that our families face, such as childcare.
- d. The calendars are available at [www.eips.ca](http://www.eips.ca).
- e. Questions?

9. New/Old Communication Tool

- a. Families who have signed up for the short message service (SMS) through transportation are already familiar with getting communication sent out via text. Now all families can opt in to receive communications this way. Beginning today, families can receive their EIPS messaging via SMS.

## 10. Swimming

- a. A survey went out to staff to collect more information regarding the possibility of swimming lessons.

Here is some of the feedback we received:

Some respondents who might be open to having swimming lessons agree that it is an important life skill and recognize that it can be difficult to get children to swimming lessons for multiple reasons (i.e. too busy working, can't get their child registered).

Those respondents who were opposed to having swimming lessons shared some of their reasons for feeling this way, which included identifying that staff currently are feeling very busy with all the things they need to do to deliver quality, engaging learning opportunities for students (adding planning and organizing swimming lessons would cause overwhelm as this takes a great deal of time to execute); too much time away from delivering the curriculum; the costs that the school would need to incur if the family was unable to pay for lessons; and although agreeing that swimming lessons are a life skill, it is ultimately a family decision.

Something else that came to light when asking other schools who do participate in swimming lessons what their experience has been it was shared the lessons are not as they would be if you were to sign up through the County. It was reported that school swim lessons group students with similar skill levels together (not the same swim levels) and many families had reported back to the school that although the student passed during the school swim lessons, the student did not pass the next level, because the student clearly did not have the foundational skills from the last level to do so.

It is for these reasons that we will not be going ahead with offering swimming lessons.

## 11. Skiing

- a. As a result of the swim survey, it is apparent that there is much staff concern around the amount of time needed to cover the curriculum, as well as the amount of time and effort needed to plan and organize these types of field trips. For these reasons, we will not be going ahead with skiing.

12. Since our last meeting we have had many exciting things happening at Westboro!
- a. Grade 5 had an in-school field trip on *Matter*
  - b. Grade 2 & 3 went to Salisbury Composite High School to watch *The Wizard of Oz*
  - c. Report cards were published at the end of November
  - d. Christmas Concert was on December 4!
  - e. Grade 3 & 4 went to the Muttart Conservatory
  - f. Our PLACE classroom visited Cloverbar Junior High
  - g. Of course, we had our theme days of wearing red and green or ugly Christmas sweaters throughout December
  - h. Grade 5 classes began their D.A.R.E. (Drug Abuse Resistance Education) program (This is a police officer-led series of classroom lessons that teach students how to resist peer pressure and live productive drug and violence-free lives.)

13. Looking ahead!

- a. January 27, 2025 – School Wide Reading Assembly by 5D and our Family Literacy and Numeracy Night 5:30-6:30 p.m.
- b. January 28, 2025 – Grade 5 & 6 Fused Glass in-school field trip
- c. January 29, 2025 – Professional Learning Day (no school for students)
- d. February 1, 2025 – Kindergarten registration opens at 9 a.m.; New Student registration opens at 9 a.m.
- e. February 5, 2025 – Early dismissal & Alberta Musical Theatre presenting *Rapunzel* (Thank you to the Parent Society for funding this event!)
- f. February 6 & 7, 2025 – Teachers’ Convention (no school for students)
- g. February 10, 2025 – Returning student registration for the 2025-26 school year opens
- h. February 11, 2025 – School Council Meeting @ 6:30 p.m.
- i. February 10-14, 2025 – Random Acts of Kindness Week
- j. February 10-18, 2025 – Westboro Food Bank Drive
- k. February 11, 2025 – School Council/Parent Society Meeting
- l. February 12, 2025 – Grade 5 Alberta Aviation Museum field trip
- m. February 17, 2025 – Family Day (no school)
- n. February 20, 2025 – Wisest Conference
- o. February 21, 2025 – 3K Assembly on Feeling Anxious vs. Having Anxiety
- p. February 24, 2025 – Returning student registration closes
- q. February 26, 2025 – Pink Shirt Day