

**Westboro School Council
Meeting Minutes
September 21, 2016**

Welcome and Introductions:

Called to order 6:33 pm (Jacquie Surgenor)

Present:

Amy Churchill, Matt Matheson, Colleen Alpern, Kathryn Andrews, Janel Park, Sabrina deVere, Matthew Bissett, Lindsay Sutton, Jacquie Surgenor, Krystal Gibson, Heather Wieler, Rachel Lien, Bernie Hansen, Lynda Miller, Leah Hesson

Approval of Agenda:

The agenda was amended to change (h) to School Council Engagement Task Force and add (i) open questions. Krystal Gibson moves to approve the amended agenda, Bernie Hansen 2nd. All in favour: “Yes”

Approval of Minutes from Previous Meeting:

Leah Hesson needs to be added to “Present.” Amy Churchill moves to accept the amended minutes from April, Matthew Bissett 2nd. All in favour: “Yes”

New Business:

A.) Logos Report

Lynda Miller reported that Rachel Milne and Krista Goertzky are the Westboro Logos Reps for this year. Lynda shared that their first meeting was on Sept. 13th. The apple fundraiser did well – a few more boxes were ordered this year than last year. This is a fundraising year for the Logos program. They are going to have another Art Walk and Chapel again this year. Next meeting is Tuesday, Oct. 11th.

B.) COSC Report

COSC stands for Committee of School Councils and it is the umbrella group for school councils in Elk Island Public Schools. Jacquie Surgenor is the COSC rep for Westboro School. She reported that the Board hosted a Meet & Greet September 21 – just before this meeting. Regular meetings start in October.

C.) Traffic Safety

Jacquie gave the report on traffic safety. She is a member of the Strathcona County School Traffic Safety Partnership. The county notified Jacquie that they will not be putting in the delineator posts to detract people from parking to

the east of the unlighted crosswalk (where the yellow lines are currently painted on the road). Instead, they are going to create a concrete curb so people can't park there. Westboro is a pilot project for this (along with Campbelltown)

The Strathcona County School Traffic Safety Parentership has launched a new website: www.schooltrafficsafety.com On it, they are adding information and resources and the school traffic maps will also be available. They have also added a password-protected section for school administrators where they can access the traffic sign maps and other information. Kathryn Andrews asked if the traffic around the school improves as the year progresses. Colleen replied that it is always a little worse the first week of school year as we don't have patrollers yet and people are getting back into routines, but unfortunately, the people that ignore the rules generally continue to do so.

D.) Coffee Mornings

Sabrina Devere has stepped up to organize these – the dates are:

October 3	February 6	June 5
November 7	March 6	
December 5	April 3	
January 9	May 1	

E.) Crosswalk Pledge

We have a pledge to send home for parents to sign to commit to good traffic behavior, especially around crosswalks

There will be a contest for returning the form with some kind of prize, including preferred seating at the Christmas concert.

We need to plan a few activities around the crosswalk pledge and a couple of people to help coordinate. Possibilities:

- Drawing 5 meters from the crosswalks and taking photos
- Contest about what is 5 meters?? Maybe we can put pictures on the bulletin board?

It was decided that this should happen in the beginning of October so please watch for that to come home!

F.) Parents as Partners

Those present at the meeting discussed what “Parents as Partners” means. Input included being informed of changes when they happen, whether policy changes or curriculum. It was established that it’s very important to parents that we have a voice and a say before changes are implemented in our children’s education and schools.

G.) Emergency Preparedness Overview

<http://westboroelementary.ca/download/77704> is the link to info on the various evacuations and emergency procedures. The link is posted on the school website (<http://westboroelementary.ca>) and there are also resources on the EIPS website (<http://www.eips.ca>)

The following is an excerpt from the resource:

THROUGHOUT THE YEAR, SCHOOLS CONDUCT TRAINING AND DRILLS to help better prepare students and staff for possible emergency situations. When a school is confronted with an emergency, staff will assess the situation and then decide on a course of action.

Schools conduct drills throughout the year to rehearse emergency procedures. These exercises prepare students and staff to act quickly and help to minimize a child’s fear during a real emergency.

In addition to the procedures described below, schools also practice protocols such as “Drop-Cover- Hold,” a method of protecting vital body parts during some natural disasters, and conduct fire drills. All staff and students are required to participate in these drills.

Lock-Down

Hold and Secure

Shelter-in- Place

Evacuation

Dismissal

Lock-Downs are usually used in response to acts or threats of violence to students and/or staff directly impacting the school. During a Lock-Down all doors to and within the school are locked. No one is permitted in or out of any area once it has been locked. Students and staff must respond very quickly to a Lock-Down command to get to a safe location before doors are locked. **No one, other than law enforcement, is permitted access to the building until the Lock-Down is over.**

Hold and Secure is used in response to security threats or criminal activity outside the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. **No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.**

Generally, Shelter-in-Place is used during an environmental emergency, such as severe storms or chemical spills. During a Shelter-in-Place, students and staff retreat to safe zones to seek shelter.

This includes having students or staff who are outdoors come back into the school. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from hazardous conditions. **Students will not be released or dismissed until the situation has been resolved.**

An Evacuation requires all students and staff to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation center. Parents will be informed of the alternate location through the school's Crisis Notification Network.

Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised.

There was feedback from parents that in an actual emergency parents need to hear exactly what they should do when notified to best support their child and to keep them safe. Kathryn Andrews brought up the Ft. McMurray fire and what a chaotic, fast moving disaster it was and if officials are looking at what worked and what didn't work in that kind of situation. Leah Hesson asked what happens in the event of a real fire in the winter. Colleen replied that the school has a secondary destination – Woodbridge Farm, which they would get to as quickly as possible to get the children back inside and out of the cold.

H.) School Council Engagement Taskforce

Alberta School Council Association Board decided to continue this for another year. Throughout the year, there will be a few questions to bring to School Council for discussion and someone needs to send the notes to ASCA (it can't be Jacquie as she is on the Board and they decided they didn't want Board members to be the contacts). Those present at the meeting decided we would like to participate as it is another way for parents to communicate and have a voice. Heather Wieler will be the contact for Westboro.

I.) Open Questions

Janelle Park asked if there is additional handicap parking anywhere besides the front by the busses. She shared how chaotic and busy it is at the front and how she doesn't always want to take that spot away from others that need it. Colleen reported that they know it is an ongoing issue but at this time there aren't any other designated areas.

School Report:

PRINCIPAL'S REPORT

Colleen Alpern, Westboro's principal shared the following report:

EIPS Authors Tour

Students throughout EIPS are being treated to a day of reading and storytelling with the help of three special guests. On **September 23-26**, award-winning Canadian authors Sigmund Brouwer, Shane Peacock and Eric Walters—who are three of the seven authors involved in The Seven Series—are visiting 13 EIPS schools and speaking to students in grades 4 through 12 to discuss the importance of literacy and to inspire a love for reading. On September 26, the tours will conclude with an evening Authors Talk, hosted at Sherwood Heights Junior High. There, Brouwer, Peacock and Walters will share their insight, inspiration and even a bit of laughter. **The Authors Talk starts at 7 p.m.** and is open to the public. Tickets are free.

We have had a great start up!

Enrollments are up approximately 7 students. Budget will be submitted in October and reviewed at the Parent Council meeting in November.

We have started our option program in grades 5/6 which offers baking, handbells, Makey-Makey, video production, leadership and badminton for 5-week sessions throughout the year.

The kids are loving our new playground!!

We are moving forward with our library commons upgrades. The first phase is completed and we are looking for financial support from our Parents' Group for the second and third phases in collaboration with funding from the school. Estimated completion costs will be around \$27,000.00.

We have a Math night organized for parents on Tuesday September 27th. Supper is being provided by the Parents' Council. EIPS Math Consultant, Amaya Ortigosa and staff from the school will talk about the myths and facts surrounding our Alberta Math Curriculum.

TRUSTEE REPORT:

Trina Boymook reported:

On September 1, the Board met with the Minister. He is meeting with each individual School Board. Topics that we spoke with the Minister on were student mental health, transportation funding formula (effects of the carbon levy) and Alberta Infrastructure Managed Capital Projects.

With construction of the new school in Sherwood Park starting this year, we will be reviewing the boundaries for Sherwood Park. We will need to establish the attendance boundaries for the new school and do some rebalancing. It is unknown at this time if Westboro attendance boundaries will be impacted by this review.

Committee of School Councils (COSC) Mix and Mingle is Wednesday, September 21 at 4:30-6:30pm. An invitation has gone out to principals and their school council representative to attend. Information on what COSC is will be shared and it is an opportunity to meet other school council representatives. The first COSC meeting is Oct. 5th at 7pm in the EIPS Central Office Board Room. Agenda items include AP 311: “Welcoming, Caring, Respectful and Safe Learning Environments for Students,” AP 350: “Student Conduct,” AP 164: “Nutrition,” and Parents as Partners. I hope you will be able to send a representative this year.

Over the summer, replacement work on the NW of Westboro’s roof was started as part of IMR (Infrastructure Maintenance & Rehabilitation) funding.

Next Meeting Date: October 19, 2016 at 6:30 pm

Adjournment: Krystal Gibson moves to adjourn at 8:03 pm.