

## Fort Assiniboine School Parent Council Minutes

November 25, 2020, 7:00pm

Attendance: Jennifer Tuininga, Lorna Hiemstra, Teresa Dekker, Cindy Carswell, Alicia Nelson, Dale Kluin, Crystal Wood, Roxanne Cross, Brett Cooper\*

- Attended via video conference.

Vice- Chairperson Roxanne Cross called the meeting to order at 7:07pm

1. Approval of Agenda – Teresa Dekker approved the agenda as presented.
2. Approval of minutes from September 30, 2020 meeting

Teresa Dekker approved the minutes.

Cindy Carswell seconded it.

3. Treasures report - Teresa Dekker

The account balance remains unchanged at \$84.18. Teresa Dekker adopts her report as read.

4. Old Business

a) Budget and Staffing – Brett Cooper (Associate Superintendent) presented an information package and explained how funding is allocated to each individual school withing Pembina Hills School Division. He had a great information package and many thanks to him for attending and presenting this information. See attached for the package.

5. New Business

a) Budget – Brett Cooper – covered in old business

b) Woodlands County Report – Dale Kluin – Woodlands County continues to be in financial distress largely due to the unpaid taxes that remain withing the county (3-4 million dollars). Because of this huge shortfall the County has been forced to release 13 staff members and continue to cut costs. The County has decided to extend the deadline to pay taxes without penalty until November 30, previously was July 31. Some of the summer programs that have ran in the past needed to be cut for this past summer. There were 5 major road repairs that needed to be done this past year that went ahead as scheduled. They are going over budgets right now and see no problems with continuing funding for both the Library and Pre-school.

c) PHPS School Trustee Report- Jennifer Tuininga -see attached

d) - Principal Report / Student Union Report – Lorna Hiemstra -see attached

2

e) Parent Society Report – Teresa Dekker – there was a bacon fundraiser done this fall and it went over really well. Lots of great feedback so will be running that again this spring. There is to be a Little Caesars pizza kit fundraiser that will take place after Christmas. There has to be a few different fundraisers than previous year. There was no highway cleanup this May as well the Casino fundraiser is uncertain because of COVID-19 restrictions preventing opening of Casinos. Tara McQueen and Teresa Dekker went around to the classrooms in the school to ask the kids about what types of improvements they would like to see in the school. They created wish lists that will be looked at and considered for future projects.

f) Pre-school Report – Jenni Williams- absent

g) Communication / Welcoming Committee Report – Crystal Wood – Crystal is currently the only person on this committee. She would like to see it be a 2–3-person committee to oversee information being sent out to parents of the school, as well as welcoming new students into the school. Would like to be a source of information to help new parents navigate the way Fort Assiniboine School operates. Up to date, Crystal has been proofreading school newsletters to hopefully eliminate mistakes. The School website should be kept more up to date so it can be used for a central platform for information, however currently it is out of date and so therefore is misleading. This committee could possibly help the Staff at the school in helping with simple tasks at the school, such as shoveling snow, replacing hockey stick blades, etc. Also, this committee would help find volunteers to help with things like white elephant, turkey dinner, etc. The School has been using several different apps and websites to communicate with parents of individual classes, so we are wondering if it would be possible for all the teachers to use the same app?

h) Council of School Council Report – Penny Price and Roxanne Cross – Both Penny and Roxanne attended the meeting virtually. See attached for the meeting information.

i) Christmas Traditions – concert – turkey dinner – white elephant sale – the Annual Christmas Concert will be quite different this year! Unfortunately, we are unable to have in person so the concert will consist of the kids recording their performance pieces and then parent and community members can watch the videos on the FB page or website. Turkey Dinner – Woodlands County will once again be donating turkeys for the school. The Junior high will not be present this year so will not be able to enjoy this awesome tradition. The staff will be preparing the meal in the school kitchen and then serving the kids to then eat at their classrooms in their class cohorts. Teresa Dekker will be coming in to play piano in the hallway so the kids can hear Christmas Carols. White Elephant Sale – Crystal Wood has volunteered to look after organizing the sale this year. She will be looking for parent volunteers to come in and wrap for the kids, as well as will be looking for donations. There were a few leftovers from last year so will add those to this years donations. She will be accepting donations from November 30 – December 10 to allow the items to be set up and then sit for the required amount of time so they do not have to be sanitized individually. The white elephant sale will take place Dec 15,16, and 17. The items will range in price from \$0.25 to \$2.00 allowing the kids to purchase

gifts for their immediate family members. Santa Visit – will this be allowed to happen? Lorna Hiemstra will look into the possibility of this still being able to take place.

j) Parent Representatives – Anyone interested in becoming a class representative should please contact School Council President (Penny Price)

6. Next meeting (AGM) – January 27, 2020 at 7:00pm

7. Meeting was adjourned at 9:26 pm



## PEMBINA HILLS SCHOOL DIVISION

## 2020-2021 ALLOCATION FORMULA

Changes due to  
Revised Grant  
Calculations

Alberta Education Funding			
Base Instruction	\$27,013,958		
Services & Supports	6,720,134		
School-Based	10,597,790		
Community-Based	4,560,609		
Jurisdictions	2,052,705		
Bridge Funding	<u>751,911</u>		
		\$51,697,108	\$870,727
Less:			
Vista Virtual School			
Base Instruction	\$4,137,905		
First National Metis Inuit self-declared	50,400		
Home Education	30,000		
Other allocation	<u>1,082,206</u>		
(2019-20 budget allocation \$5,579,486 less 5%)		(5,300,511)	167,762
ECS Pre-K PUF (accounted for in Co-op Pool)		(926,400)	(53,550)
Supernet (accounted for in Co-op Pool)		(172,800)	
Net Co-op Pool/SLS Central Team/System Instruction Support		(3,211,840)	29,446
School Nutrition Program (funded through separate allotment)		(250,000)	
Operations & Maintenance		(4,402,021)	34,981
Infrastructure Maintenance Renewal		(1,286,485)	(14,515)
Transportation		(4,736,484)	(1,448)
Board & System Administration		<u>(2,052,705)</u>	(3,223)
Available for distribution to schools		\$29,357,862	
<b>Part 1 - Certificated Allocations to Community Schools</b>			
Allotment to schools	188 62		
Average Teacher Cost (2019-20: \$104,300)	<u>\$ 105,500 00</u>		
		\$19,899,720	\$619,135
<b>Part 2 - Program Assistant/Success Coach Allocations to Community Schools</b>			
Allotment to schools - 12% reduction	149,537		
Average PA hourly rate	<u>\$ 32 75</u>		
		\$4,897,337	\$275,624
<b>Part 3 - School Office Support</b>			
Allotment to schools - 24% reduction	23,450		
Average School Office hourly rate	<u>\$ 37 00</u>		
		\$867,650	
<b>Part 4 - School Library Support</b>			
Allotment to schools - 33% reduction	3,860		
Average School Office hourly rate	<u>\$ 40 00</u>		
		\$154,400	
<b>Part 5 - Discretionary to Schools</b>			
WMA student FTE (excl Early Learning)	3,491 75	3,088,755	
Allotment per WMA student FTE		\$884.59	(\$43 67)
<b>Part 6 - Contingency Allocation</b>			
Schools will do their best effort to balance their operating budget within their allotted funds.			
If there is a shortfall, the Principal will contact the Superintendent for review.			
The Superintendent will report to the Board how the allocation was provided to schools			
at the Board meeting following the decision.			
2019-2020 Equalization Allocation (\$481,000)		\$450,000	(\$31,000)
Allocation Changes		1,023,168	
Additional Funding		\$870,727	
Net Allocation Changes		<u>152,441</u>	



## Part 1 - Certificated Allocations to Community Schools

SCHOOL NAME	Sept 2020 Proj. FTE Enrollment	2020-21 Target PTR	2020-21 FTE Cert Staff	2019-20 FTE Cert Staff	Net Reduction
Barrhead Composite	686.00	20.00	34.30	32.81	1.49
Barrhead Elem.	563.00	18.00	31.28	36.36	(5.08)
Busby	102.00	17.00	6.00	5.38	0.62
Dunstable	46.00	13.25	3.47	3.40	0.07
E. Hall	226.00	17.00	13.29	14.14	(0.85)
Ft. Assin.	85.50	16.00	5.34	5.50	(0.16)
Pibroch Colony	27.50	16.00	1.72	1.75	(0.03)
Neerlandia	205.00	17.00	12.06	11.20	0.86
Pembina North	178.50	17.00	10.50	11.44	(0.94)
R.F.Staples	624.00	20.00	31.20	34.56	(3.36)
Sunny Bend Colony	28.50	16.00	1.78	1.75	0.03
Swan Hills	200.00	16.50	12.12	12.30	(0.18)
Westlock Elem.	424.00	18.00	23.56	24.44	(0.88)
Outreach - Bhd	59.00		1.00	1.25	(0.25)
Outreach - Westlock	32.00		1.00	1.44	(0.44)
<b>Total (excl at large)</b>	<b>3,487.00</b>		<b>188.62</b>	<b>197.72</b>	<b>(9.10)</b>
average teacher cost					
<b>Part 1 Total Allotment</b>					
% reduction					-5%
<b>average P.T.R.</b>			<b>17.48:1</b>	<b>16.90:1</b>	

# Parts 2 - 4 Support Staff Allocations to Community Schools (hours per year)

SCHOOL NAME	Sept 2020 Proj. FTE Enrolment	Part 2 - PA's/PA Mentors (school portion)/Success Coaches		Part 3 - Office		Part 4 - Library	
		2019-2020	2020-21 allotment*	2019-2020	2020-21 allotment**	2019-2020	2020-21 allotment**
	Total						
Barrhead Composite	686.00	21,728	18,168	5,488	4,200	1,515	560
Barrhead Elem.	563.00	34,539	30,745	3,978	2,800		750
Busby	102.00	4,901	4,193	1,448	1,400		
Dunstable	46.00	595	699	1,074	700	246	140
E. Hall	226.00	13,569	12,578	2,323	1,400		
Ft. Assin.	85.50	7,112	5,590	1,602	1,400		
Pibroch Colony	27.50	1,212	1,398		175		
Neerlandia	205.00	6,131	4,891	1,320	1,400	646	350
Pembina North	178.50	9,109	7,686	1,424	1,400		
R.F. Staples	624.00	21,123	18,168	5,822	4,200	1,407	560
Sunny Bend Colony	28.50	4,418	4,193	572	175		
Swan Hills	200.00	13,301	11,879	1,472	1,400	1,288	750
Westlock Elem.	424.00	28,899	26,553	2,633	2,800	659	750
Outreach - Bhd	59.00	1,393	1,398				
Outreach - Westlock	32.00	1,306	1,398				
Total, excl Early Learning average hourly rate	3,487	169,336	149,537	29,156	23,450	5,761	3,860
Allotment			\$32.75		\$37.00		\$40.00
			<u>\$4,897,337</u>		<u>\$867,650</u>		<u>\$154,400</u>
			-12%		-24%		-33%

NOTE : schools cannot add to maximum hours/year without prior approval of Superintendent

\* - includes Success Coaches at Ehali & PNCS as well as PA mentors at schools (1.6)

\*\* full-time = average of 1400 hours/year

# Part 5 - Discretionary Fund Allocations to Community Schools

SCHOOL NAME	WMA Enrolment *	Rate per student	Adjustment	Discretionary Fund Allotment	2019-20 Budget - Discretionary Funds	Difference
Barrhead Composite	687.90	\$884.59	\$60,000.00	\$668,507	\$658,849	\$9,658
Barrhead Elem.	570.90	884.59	(60,000.00)	\$445,010	292,650	152,360
Busby	95.50	884.59		\$84,478	161,500	(77,022)
Dunstable	45.25	884.59		\$40,028	48,747	(8,719)
E. Hall	221.35	884.59		\$195,803	135,253	60,550
Ft. Assin.	82.65	884.59		\$73,111	73,018	93
Pibroch Colony	27.65	884.59		\$24,459	15,147	9,312
Neerlandia	193.60	884.59		\$171,256	103,650	67,606
Pembina North	184.35	884.59		\$163,074	131,050	32,024
R.F.Staples	650.50	884.59	60,000.00	\$635,424	677,037	(41,613)
Sunny Bend Colony	27.40	884.59		\$24,238	20,045	4,193
Swan Hills	196.60	884.59		\$173,910	119,862	54,048
Westlock Elem.	422.90	884.59	(60,000.00)	\$314,092	222,887	91,205
Outreach - Bhd	52.80	884.59		\$46,706	27,699	19,007
Outreach - Westlock	32.40	884.59		\$28,661	42,900	(14,239)
Part 5 Total Allotment	3,491.75			\$3,088,755	\$2,730,294	

\* - Weighted Moving Average (WMA) enrolment = (2018-19 x 20%) + (2019-20 x 30%) + (2020-21 proj x 50%)



Fort Assiniboine School	
Certificated	563,370
Program Assistant	183,072
Office	55,056
Discretionary	70,629
Allocation from Board	872,127
Funds Generated from Ab. Ed.	750,000
Shortfall	122,127

- 750 + 122 is how we decided to support FAS  
 - Every school generates funds

# School : Fort Assiniboine (26)

2020/21

## Spring Planning

### DETAIL

ACCOUNT DESCRIPTION	rate	fte/hours	Budget
---------------------	------	-----------	--------

### REVENUE

Alberta Education Allotment	\$ 105,500	5.34	563,370
Part 1. Certificated Allocation	\$ 32.75	5,590.00	183,073
Part 2. PA/ Success Coach Allocations	\$ 37.00	1,488.00	55,056
Part 3. School Office Support Allocation	\$ 40.00	-	-
Part 4. School Library Support Allocation		854.56	70,629
Part 5. Discretionary Allocation			6,400
Part 6. Contingency Allocation			
per WMA student fee		82.65	878,528

### Instructional (Funding Block 03)

Alta. Educ. - Other	14,278
Other Provincial Programs	-
Shared Services - Municipalities	-
Donations	5,000
Miscellaneous	-
Art Fees	-
Home Economics Fees	-
Outdoor Education Fees	-
Substitute Pay Revenue	-
Facility Rental Revenue	200
Resale Supplies Revenue	-
Facility Rental Revenue	-
Resale Supplies Revenue	-
Extra Curricular Busing Revenue	5,000
Sub Total: Instructional Revenue	\$ 903,006

### General

Transfers from School Generated Funds	-
Transfers from Other Internal	-
Transfers To Other Internal	-
Sub Total: General Revenue	\$ -

### TOTAL

\$ 903,006

### EXPENDITURES

### INSTRUCTIONAL (Funding Block 03)

#### Regular (Program10)

Salaries Certificated	5.00	527,500
Salaries Certificated - Substitutes		15,000
Professional Development Certificated		1,800
Professional Development, Aides		600
Contracted Services/School Resource Officer		-
Travel & Subsistence		-
Instructional Supplies		10,000

Textbooks/Library Books (100%)  
 Library Supplies  
 Computer Software  
 Equipment & Furniture  
 Technology Equipment  
 Distance Education/Correspondence Materials  
 Instructional Supplies - Physical Education

1,000
1,500
1,000
500

Salaries, Certificated Substitutes - EPPC  
 School Generated Activities\*

10,000
-

**Sub Total: Instructional**

**\$ 568,900**

Salaries - Nutrition  
 Food Supplies

175.00

5,731
8,547

**Sub Total: Nutrition**

**\$ 14,278**

### **SLS (Specialized Learning Supports)**

Salaries, Certificated  
 Salaries, Aides  
 Salaries, Aides - Substitutes  
 Travel & Subsistence  
 Supplies

0.20	21,100
5811.25	190,318
	4,000
	-

**Sub Total: SLS (Specialized Learning Supports)**

**\$ 215,418**

### **School Admin./Instructional Support ( Program 40)**

Salaries Certificated (Sch. Admin.)  
 Salaries Uncertificated (Sch. Admin.)  
 Salaries Uncertificated - Substitutes (Sch. Admin.)

0.30	31,650
1488	55,056
	-

Professional Development, Cert (Sch Admin.)  
 Professional Development Uncert (Sch. Admin.)  
 Contracted Services Purchased  
 Facility Rental Expense  
 Postage  
 Communications  
 Advertising  
 Travel & Subsistence  
 Instructional Equipment Maintenance  
 Technology Maintenance/Repair

-
-
-
-
150
2,500
-
-
-
-
-

Rent of Facilities  
 Rent of Facilities  
 Equipment Lease

-
-
4,500

Supplies (Sch. Admin.)

-
---

**Sub Total: School Admin**

**\$ 93,856**

### **Transportation (Funding Block 05)**

Extra Curricular Busing  
 Extra Curricular Busing - Energy

10,000
-

**Sub Total: Transportation**

**\$ 10,000**

### **General:**

Budget Contingency

553
553

**Sub Total: General**

**Total Fort Assiniboine School**

**\$ 903,005**

**Surplus (Deficit)**

**\$ 0**



## **School Council Trustee Report - November 25, 2020**

**On November 24th, Alberta announced enhanced restrictions as part of the Public Health Emergency. Mandatory restrictions – Provincewide – Starting Nov. 30**

### *Grades 7-12 students*

- Move to at-home learning Nov. 30 to Jan. 8, except during winter break
- Resume in-person classes Jan. 11
- Diploma exams are optional for the rest of the school year. Students and families can choose to write an exam or receive an exemption for the January, April, June and August 2021 exams.

### *Grades K-6 students (including Early Childhood Services)*

- Continue in-person learning until their scheduled winter break
- Move to at-home learning after the winter break until Jan. 8
- Resume in-person classes Jan. 11

### *Christmas Break in PHSD*

The Pembina Hills Christmas Break is scheduled to begin on December 19 and runs until January 3. The last day of instruction will continue to be December 18, 2020. Instruction will resume on January 4, 2021. The Pembina Hills Christmas break lines up with the new restrictions.

## **Annual Education Results Report**

The Annual Education Results Report provides an analysis of the division's four outcomes defined by the province:

- Alberta students are successful
- First Nations, Métis and Inuit students in Alberta are successful
- Alberta has excellent teachers, school leaders and school authority leaders
- Alberta's K-12 education system is well governed and managed

Results are measured and given an evaluation of excellent, good, acceptable, issue or concern. Of the 16 accountability pillar measures, the division had excellent results in providing a safe and caring environment, quality of education, parental involvement, preparing students for work and citizenship.

\*Only one area was identified as an issue — Diploma Exam Participation Rate (4+ Exams). The numbers are impacted by the population of Vista Virtual students who only access a few courses to support their high school completion.

## **Annual report on Grade Configuration and School Closures**

Pembina Hills School Division Policy 15 – Grade Configuration and School Closures requires the Superintendent to annually apply five criteria to the division's schools in order to make a recommendation to the Board regarding viability of schools.

1. Is the school hitting a critical minimum enrolment?
  - *Grade 4 – 6 enrollment is less than 20 full-time students*  
Fort Assiniboine School has 19 students in grade 4 – 6. Two students who attended last school year are home schooling this year due to the pandemic. For the 2021-22 school year, grade 4 – 6 is projected to be 26 students and grade 7 – 9 is projected to be 24 students.
2. How many students are we expecting to attend in the future?
  - Future projections for the Fort look positive and are generally on an upward trend
3. Are fewer than 60 percent of the students in the school's attendance area attending the school? No schools meet this criteria
4. Are there factors related to the school building? No schools meet this criteria
5. Does operating the school create excessive costs for the division?

Fort Assiniboine School	
Certificated	563,370
Program Assistant	183,072
Office	55,056
Discretionary	70,629
Allocation	872, 127
Funds Generated	750,000
Shortfall	122,127

\* A program assistant position is needed in the school starting in December 2020, this will result in an additional \$6400 being added to the allocation for the Fort.

#### *Recommendation*

That the Board not consider any school closures effective the 2021-22 school year, based on the current closure criteria. - The motion was carried unanimously.

***Fun fact:*** During the school closures from March - June 2020, Pembina Hills lent out 981 Chromebooks to students to continue their learning at home.

Report submitted by Jennifer Tuininga, Board Chair  
Follow me on Facebook or Twitter, [www.pembinahills.ca](http://www.pembinahills.ca)  
Jennifer.Tuininga@pembinahills.ca 780-674-6579 H 780-284-0971 C



## Principal's Report to School Council Nov. 25, 2020

### Corrections/Changes from my Sept. report

- "Drive Away Hunger" - We decided to delay our "Drive Away Hunger" campaign for the Food bank to the new year (we will contact the BH food bank to see if there is a targeted time when donations are low and/or need is high between January and June)
- Christmas Concert
  - We will not have a Jr. High presentation or handbells this Christmas
  - We will digitally record performances and post on our FB page and website, email if needed
  - Gr. 3-6 music will perform with boomwhackers "African Noel".
  - K-2 music will do a couple of performances "Seven Jumps" dance and one other selection



- Halloween - we changed from a parade in the gym to an outside parade, many parents attended to watch
- Assemblies - we no longer have any assemblies - all virtue awards are presented individually at the office
- Sports & Intramurals - we played one Jr. High volleyball match Oct. 15 in Swan Hills; no out of school sports until further notice
- Music Program - we are not using the Rec Center for music
  - Gr. 3-6 are spread out in our gym (Tues/Thurs 1:00 - 1:30)
  - K-2 are the only students using music room - they are in there Tuesdays and Thursdays from 3:15 - 3:45 and the room is "fogged" afterwards
- Use of Rec Center - the school will give a \$500 cash donation at the end of the school year for use of the facilities
  - Gr. 5&6 Physical Education classes 2-2:30 Mon-Thurs
  - K-2 Physical Education classes 1-1:30 on Tues/Thurs
- Staffing Changes
  - PA Ms. Lefebvre was moved from K and Gr. 1&2 to Gr. 3&4 full time (effective Oct. 13)
  - Mr. Wyman was away on parental leave from Nov. 9-19, proud new parents of baby girl Ayden
  - Mrs. Nelson is covering a medical leave for Ms. Lefebvre until Dec. 8



- We will be advertising for a PA in Kindergarten after Dec. 8
- Breakfast Program - Mrs. Rita LaBerge, a community volunteer, is assisting Mrs. O'Brien on Mondays and Wednesdays

### Oct. and Nov. News

- Terry Fox Run - as a school we raised \$2158
- Goal Setting Meetings - we had 100% turnout over the month; most meetings were done over the phone; a few meetings were moved to in person if IPPs were needed to be signed
- Fire Safety Day Oct. 8
  - the Fort Assiniboine Fire Department bought and cooked pizza for the entire school; goodie bags were distributed to K-4 students
  - K-2 went outside to see the fire truck and meet Sparky
  - K-2 had a video presentation and Q&A session with the Fire Chief
  - Gr. 3&4 discussed Emergency Escape plans and had a Q&A session with the Fire Chief
- Safely on Board - bus safety presentations for K-4 students were held on Oct. 15
- Parent Society Wishlists
  - staff submitted wishlists via email
  - Tara McQueen and Teresa Dekker visited classes Nov. 16 to collect student ideas
- Remembrance Day
  - We had several technical issues broadcasting online, but the students did a fantastic job
  - Kindergarten read the poem "Little Poppy"
  - Grade 1&2 performed "O Canada" in sign language
  - Gr. 3&4 read "In Flanders Field"
  - Gr. 5&6 were represented by 3 students who read their Legion contest essays
  - Jr. High were represented by emceeing the presentation
  - Guest speaker Corporal Zack O'Leary pre-taped a Question & Answer session with questions provided by our K-9 students (unfortunately we were not allowed to share his presentation publicly)
- Legion Remembrance Day Contest Winners from 2019
  - Cheyenne Fern gr. 9 poster Third place
  - Layla Petryshen gr. 4 poem First place
  - Summer Brunen gr. 6 essay Second place
  - Taylor Scarlett gr. 5 won at the local, district, and provincial levels and placed Third at the national finals! There is an article in this week's Barrhead Leader
- November - we raised close to \$100 for Men's Health
- CTF & Options - this term we offered Art, Drama, Curling and Financial Management
  - Mrs. Payne has developed the Financial Management course and will share some information with us virtually

- [https://docs.google.com/presentation/d/1KmtKyn22hbcN0fO\\_GwaTiHCHr6EfZAAbHQ28rqYTBvo/edit#slide=id.p](https://docs.google.com/presentation/d/1KmtKyn22hbcN0fO_GwaTiHCHr6EfZAAbHQ28rqYTBvo/edit#slide=id.p)
- 
- Pembina Hills Article about Fort Assiniboine School
  - Is there anything else you would like to see included in this?
  - <https://docs.google.com/document/d/1Sw7OHN4rEcs7I-SOvfGNAX5DA7k7u-B0QjIM8luV-U/edit?ts=5fbc0935#heading=h.vjj131iap22h>
  -
- Christmas - under New Business on agenda
  - Turkey Dinner - will be held in classrooms and served individually
    - Woodlands County is donating 3 turkeys again
    - A form will be sent home soon, asking for donations of potatoes, stuffing, frozen vegetables, buns
  - White Elephant Sale
    - We will store items and host the sale in our CTF/VC Room
    - Donations accepted Dec. 1-10
    - Sale runs from Dec. 15-17



Minutes of the Council of School Councils Meeting  
November 3, 2020  
Regional Office Board Room and Google Meets



Attendance	
Jennifer Tuininga, Wendy Scinski, Jackie Carson, Judy Lefebvre, Jackie Comeau, Kerry McElroy, Jennifer Woynorowski, Jaymie Raymond, Leane McGuire, Marnie Hoetmer, Penny Price, Roxanne Cross, Sheri Strydhorst, Mark Thiesen, Brett Cooper, Monique Jamieson	
<b>1. Call to order</b>	<b>Follow-up Action Recommended</b>
<ul style="list-style-type: none"> <li>Chair Woynorowski called the meeting to order at 5:00 p.m.</li> </ul>	
<b>2. Review Agenda</b>	<b>Follow-up Action Recommended</b>
<ul style="list-style-type: none"> <li>There were no changes to the Agenda. Moved by Leane McGuire that the agenda be adopted. Seconded by Sheri Strydhorst.</li> </ul>	
<b>3. Review Minutes of June 3, 2020 Meeting</b>	<b>Follow-up Action Recommended</b>
<ul style="list-style-type: none"> <li>There were no changes to the Minutes. Moved by Penny Price that the minutes of the May 12, 2020 Council of School Councils meeting be adopted. Seconded by Leane McGuire.</li> </ul>	
<b>4. Acknowledgement</b>	
Chair Woynorowski recited the acknowledgement statement from Administrative Procedure 60-20 Honoring First Nations, Metis and Inuit Culture.	
<b>5. Review Mandate</b>	
Chair Woynorowski reviewed the Council of School Councils Mandate.	
<b>6. New Business</b>	<b>Follow-up Action Recommended</b>
<p><b>School Council Minute Binder</b> Chair Woynorowski reminded everyone that the minutes from school council meetings must be kept in the School Council Minute Binder and must be kept in an accessible spot at the school office for anyone wants to read the minutes.</p> <p><b>Vaping</b> <b>AP 50-12 Unauthorized/Illegal/Stolen Substances/Items – Mark Thiesen</b></p> <ul style="list-style-type: none"> <li>AP50-12 speaks to illegal substances that students may bring to school</li> <li>if there is repetitive behaviour and it becomes a student conduct issue, then Administration would refer to AP 50-09 Student Code of Conduct</li> <li>it is difficult to monitor students who are off of school property, however, if the student returns to class high or drunk then Administration would be able to respond in an appropriate manner.</li> </ul> <p><b>Criminal Record Check Process</b> <b>AP 40-60 Volunteers in Schools – Brett Cooper</b></p> <ul style="list-style-type: none"> <li>The section on Criminal Record Checks for volunteers has changed</li> <li>New volunteers are required to obtain Criminal Record checks.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



- Once a volunteer has submitted a Criminal Record Check to the school, they do not require another one unless there is a break in volunteer service for more than one year.
- Criminal Record Checks can take between two to three weeks to obtain so should be applied for at the beginning of the school year.

#### **AP 20-03 School Dispute Resolution (External Communication Protocol) – Brett Cooper for David Garbutt**

- This AP is a structured and fair mechanism used to communicate concerns
- This AP outlines the process for addressing concerns from students, parents and the public.
- Steps include:
  - seeking resolution with the employee who made the decision
  - seek resolution with higher levels of decision making if concern is not resolved
  - If there is still no resolution, the matter may be referred to the Superintendent
  - The complainant may appeal the Superintendent's decision if the matter significantly affects the education of a student

#### **Education Act Change Pertaining to School Council Meetings – Jennifer Woynorowski**

- As per the changes in the *Education Act* the first School Council meeting of the school year must be held within 40 calendar days of the beginning of the school year.

#### **Role of School Council vs Enhancement Groups – Brett Cooper for David Garbutt**

- Information on School Council vs. Enhancement Groups may be found in the School Council Resource Guide and the School Councils Regulation.
- The School Council's purpose is to provide a means for members of a school community to consult and provide advice to the principal and the Board respecting matters relating to the school.
- School Council functions may include:
  - consulting and advising the Principal during school based planning (ie) school rules, budget, exam results, programming, timetable, graduation and other events
  - advising the principal or the Board on topics as requested
  - communicating information to the school community
  - setting policies related to school council functions
- School Council roles not to be taken:
  - fundraising societies
  - school governance
  - school management
  - resolving external school complaints
- Fundraising Societies purpose is to provide a means for parents and the community to provide additional financial support to the school
  - School councils and fundraising associations are completely different entities. School councils are forums through which members of school communities play an important role in school improvement planning. Fundraising associations are groups of people who have incorporated under the Societies Act or Part 9 of the Companies Act. Under current legislation, school councils may raise money, but cannot register as

## fundraising associations

### Diploma Exams – Jennifer Woynorowski

- November diploma exams are optional, however it is expected that all students shall write the January diploma exams

### Sharing – How are things going at your school with the COVID-19 protocols?

#### Busby School

- parents are really great at being creative
- normally have a Halloween parade but this year parents had treat baskets for each classroom with surprises for students
- have decided not to do a monthly hot lunch but have a couple of special hot lunches in the year
- staff have been very conscientious; very impressed; grateful for the extra work they have done.

#### Eleanor Hall School

- teachers are phenomenal; not just with the physical aspect of sanitizing and wearing masks but also with the mental & social aspects
- provided meals for teachers for the goal setting nights
- providing school with treats, but putting everything through the hot lunch program within the school
- looking at purchasing outdoor equipment
- have planned virtual field trips for the students to places they would probably never go to (ie) Russia & Spain
- have been given go ahead to do Christmas store and Christmas trees – 12 trees to decorate per class.

#### Fort Assiniboine School

- main door is now locked for the entire day
- teachers are doing all they can to keep the students safe
- still have breakfast club with 1 person serving
- had pumpkin walk with staff providing students with goody bags
- bacon fundraiser – good turnout – distributed it outside
- have also been holding virtual field trips such as with the Calgary zoo
- Christmas concert and spring concert will be held virtually this year
- school has rented the rec hall across the street from the school so students are able to hold their gym classes with more social distancing
- students are happy and that's what is important.

#### Neerlandia Public Christian School

- AHS inspection in October; went really well
- surprising how near normal things are; students have adapted to the masks and sanitizing
- teachers handed out cookies on first day of school rather than the regular pancake breakfast
- education society provided funds for staff to attend the Christian education conference
- school is looking at holding virtual assemblies to try to get the "whole school" feeling back
- also looking at setting up virtual field trips.



<p>Swan Hills School</p> <ul style="list-style-type: none"> <li>• doors are now locked for the entire school day</li> <li>• a teacher in the school timed how long the sanitizing etc took per day. Was at 70 minutes per day but has reduced over time</li> <li>• Hot lunches have been provided in October; bagged everything separately and had one person handing them out</li> <li>• Remembrance Day ceremony will be virtual this year</li> <li>• fundraising will provide new chairs and a new scoreboard for the school</li> <li>• Parent asked principal to change policy to hold indoor recess at -20 rather than -25; principal brought it to staff but rather than -20, he presented at -15. Staff rejected the idea</li> <li>• Should School Council bring it up to the Principal again? Advice was that due to the error, the Principal may wish to revisit the situation or if the School Council presented rather than just one parent, the request may be taken more seriously.</li> </ul> <p>Westlock Elementary School</p> <ul style="list-style-type: none"> <li>• supporting teachers in classrooms by asking teachers for "wishlist" (ie) what do they need to make it a successful year since things are so different</li> <li>• teachers are doing awesome with managing the 3 cases of COVID-19 in their school.</li> </ul>	
<p><b>7. Parent Provided Food</b></p> <ul style="list-style-type: none"> <li>• Mark Thiesen followed up after the meeting regarding a question about parent provided food.</li> <li>• The rule has changed in the <u>Implementing School Re-Entry Guidance</u> document.</li> <li>• Page 13 states <i>"There are no restrictions on parents providing food/treats for a classroom if there is a designated server serving the food and appropriate hand hygiene and physical distancing is followed while eating. Please follow the school policy for parent-provided food."</i></li> <li>• Please review the document for further explanations</li> </ul>	
<p><b>8. Council Chair Election</b></p>	<p><b>Follow-up Action Recommended</b></p>
<p>Marnie Hoetmer from Eleanor Hall School Council was elected Council Chair for the May 11, 2021 meeting.</p>	
<p><b>9. Next Meeting</b></p>	<p><b>Follow-up Action Recommended</b></p>
<ul style="list-style-type: none"> <li>• May 11, 2021 at 5:00 pm</li> </ul>	
<p><b>10. Adjournment</b></p>	
<ul style="list-style-type: none"> <li>• The meeting adjourned at 5:49 p.m.</li> </ul>	