

Fort Assiniboine Parent Council AGM Agenda  
January 27th, 2021 7:00PM

1. Approval of Agenda
2. Approval of minutes from January 22nd, 2020 & November 25th, 2020
3. Treasure Report
4. Old Business
  - a. Parent Representatives-Contact Penny Price
5. New Business
  - a. Changes to By-Laws
  - b. Woodlands County report - Dale Kluin
  - c. PHSD Trustee report - Jennifer Tuininga
  - d. Principals report - Lorna Hiemstra
  - e. Parent Society - Tara McQueen/Teresa Dekker
  - f. Pre-School report - Jenni Williams
  - g. Communication/Welcoming Committee - Crystal Wood
  - h. Principal Planning with the board in February - What are your school priorities?
  - i. Review alternate school year calendar or upcoming division calendar changes.
  - j. Elections of Officers - Vice President will chair
  - k. Elections of Communication/Welcoming Committee
  - l. Beautification grant through Pembina West Coop

Next meeting March 24th, 2021

School Council Work Plan

- PHPS surveys (Grade 4-12)
- Alberta Education Survey (Grades 4,7, and 10)
- School Base Planning
  - Does the school's plan, mission, and vision still reflect the needs of the school community?
  - Were achievement targets supported? Met? Realistic?
  - What were the results of a special project (ie: literacy program, numeracy program, ect.)
- Student Orientation Plans
- [Fire drill/lockdown](#) Six Fire Drills Annually (3 in the Fall Semester and 3 in the Winter Semester. [OH&S 08](#)
  - [Emergency Drill Checklist](#) and [OH&S 24 Record of Fire Drills](#)
  - There will be a minimum of one Lockdown Drill (September) and one Hold & Secure (April)
- PHPS Satisfaction Survey Results presented to Board - share with School Council
- School Education Plans submitted to Education Services by April 30th
- Commencement of School Budgets for upcoming school year.

Upcoming meetings:

May 26th, 2021

## Fort Assiniboine School Parent Council AGM Minutes

January 27, 2021, 7:00pm (meeting held via zoom)

Attendance: Jennifer Tuininga, Lorna Hiemstra, Penny Price, Teresa Dekker, Roxanne Cross, Jenny Kuelken, Jenni Williams, Megan Koster, Crystal Wood, Cindy Carswell, Julie Wallis, Tara McQueen, Megan Petryshen

Chairperson Penny Price called the meeting to order at 7:04pm

1. Approval of Agenda under new business add PHPS Trustee report, and under new business add Beautification grant through Pembina West Coop

Roxanne Cross approved the agenda as amended.

Cindy Carswell seconded it.

2. Approval of minutes from January 22, 2020 AGM meeting

Jenni Williams made a motion to approve the minutes.

Roxanne Cross seconded it.

Approval of minutes from November 25, 2020 meeting

Jenni Williams made a motion to approve the minutes.

Roxanne Cross seconded it.

3. Treasures report - Teresa Dekker

The account balance is at \$84.18. Teresa Dekker adopts her report as read. Teresa made it known that she received a letter from ATB that the bank account has not had any activity for 2 years so action needs to be taken. A discussion about how to move forward was decided that the bank account really is not needed because all financial activity is done by parent Society. Roxanne Cross made a motion to close the account and transfer the funds in the account to Parent Society general account. Jenni Williams seconded that motion. All voted in favor. Motion carried. The letter is attached.

4. Old Business

- a) Parent Representatives – contact Penny Price – Penny had received no phone calls at the time of the meeting. So, Parents in attendance were asked if they would be interested.

- a. Megan Koster volunteered for Kindergarten.
- b. Jenny Kuelken volunteered for grade 1-2
- c. Jenni Williams volunteered for grade 3-4
- d. Megan Petryshen volunteered for grade 5-6
- e. Teresa Dekker volunteered for junior high.

## 5. New Business

- a) Changes to By-Laws – Teresa Dekker made a motion to change the date of the AGM from January to September. The idea behind this is so that a new executive could be put in at the beginning of that school year instead of halfway through to allow for new ideas to start flowing and allowing parents/ community members to opportunity to get involved sooner in the school year. Megan Koster seconded the motion. All in favor. Carried
- b) Woodlands County Report – Dale Kluin – absent
- c) PHPS Report – Jennifer Tuininga – see attached.
- d) Principal Report / Student Union report – Lorna Hiemstra - see attached.
- e) Parent Society Report – Tara McQueen/ Teresa Dekker – Little Caesars Pizza Kit fundraiser will be starting in February, running from the 1-25. Pick up date will be in March; Exact dates will be determined. There will be a board put up at the school with the students wish lists that were gathered in November. The Parent Society AGM will be on Feb. 24, at 6:00pm. There are no further updates on the status of Highway Cleanup or Casino at this time.
- f) Pre-School Report – Jenni Williams – There was a new student that joined preschool in January so now have 11 students in the class. The class is now full so will not be accepting new students for this year. There will be a valentines day party on Feb.11, The PUFF program has started so there are 2 students getting the help they need. The flower basket fundraiser was a hit last year so that will start again in March. The Fort Assiniboine preschool program received program relief funding from the AB Government in the amount of roughly \$14000.00!!
- g) Communication / Welcoming Committee – Crystal Wood – nothing new to report. Lorna asked about getting help with updating a school handbook for new students.
- h) Principal Planning with the board in February – What is your school priorities? - Lorna Hiemstra/ Jennifer Tuininga – the board is starting to plan next school year by the end of February. What are the boards priorities? Numeracy and Literacy is getting looked at, they are also going through the feedback received by the parent and student surveys. They encouraged everyone to have a look at the Student / Teacher relationships form online.
- i) Review Alternate school year calendar or upcoming division calendar changes – see attached, the parents present were all in agreeance that they would like to see the 5-day weeks happen during the winter months if possible.
- j) Elections of Officers – President - Vice- President, Roxanne Cross ran the election for president position – Tara McQueen motioned to nominated Jenny Kuelken – declined. Tara McQueen motioned to nominated Megan Koster – declined. Teresa Dekker motioned to nominated Jenni Williams – declined, Penny Price motioned to nominated Crystal Wood – Crystal accepted the nomination. Teresa Dekker seconded the motion. All in favor. Carried. Vice- President – Teresa Dekker made a motion to nominate Roxanne Cross for Vice President. Roxanne accepted the nomination. Penny seconded the motion. All voted in favor. Motion Carried. Secretary – Jenny Kuelken volunteered for the position of Secretary. Jenni Williams seconded the motion. All voted in favor. Carried.



- k) Elections of Communications/Welcoming committee – Crystal Wood is currently doing this job by herself and is willing to continue. Teresa Dekker volunteered to help Crystal with this job.
- l) Beautification grant through Pembina West Coop – Roxanne Cross noticed that there is a grant available so after getting the go-ahead will go ahead and get the process started to apply.

6. Set date for next meeting – March 24,2021 at 7:00pm

7. Meeting was adjourned at 9:02 pm



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FORT ASSINIBOINE SCHOOL COUNCIL  
PO BOX 365  
FORT ASSINIBOINE AB T0G 1A0

## Please claim this ATB account

Account number                      Balance as of December 17, 2020 is \$84.18.

The Government of Alberta ATB Act requires ATB to change the status of an account to **unclaimed** if there are no transactions on the account for two years, and if we have not received acknowledgement of the account (even if you have other active accounts with ATB). The last transaction or acknowledgement for this account was made on February 15, 2019.

When an account is unclaimed, the funds remain in the name of the account holder and monthly account plan fees continue to apply. The account remains locked until it is reactivated or claimed by the account holder.

**Reactivating or claiming this account is easy.** Simply complete one of the following actions to return the account to an active status and avoid any future hassle:

- Complete and return the enclosed Acknowledgment Form in the postage-paid envelope;
- Call us at 1-800-332-8383 to acknowledge your awareness and continued need for this account; or
- Visit any ATB branch or agency to talk to us in person.

**Please act now.** If an account remains inactive and unclaimed, we are required by law to change the account status to **abandoned** 5 years after the last transaction or acknowledgement. If after 12 years there is no activity or acknowledgement, the account is closed and any funds in the account are held for you. It is still possible to recover this money by contacting any ATB branch or agency.

If you have any questions about this process or this account, please contact the ATB team member you typically talk to, visit any ATB branch or call us at 1-800-332-8383. We're happy to help.

Thank you for your continued trust and business.

**Your friends at ATB.**

**P. S.** Take action to activate or claim this account right away to save any future hassle.

## School Council Trustee Report - January 27, 2021

### Approval for additional supports

The board approved the division's request to seek Ministerial approval to use \$150K to hire three additional support staff for this school year:

- One full-time Speech Language Pathologist
- One full-time Behaviour Therapist
- One half-time Occupational Therapist

### Partnering to Support Mental Health

Through funding from the Alberta Government, Pembina Hills has partnered with the Barrhead Association for Community Living and the Barrhead Anglican Church to create Together Talk — an initiative to support mental health concerns related to the pandemic. Together Talk will focus on providing on-site and virtual counselling, as well as group activities to promote mental well-being.

Their goal is to provide extra support to local communities and help bridge the gap between existing services such as local FCSS services, physicians, AHS addictions and mental health services. Read more at [www.togethertalk.ca](http://www.togethertalk.ca).

### 2021 Public School Trustee Election

The election for Public School Trustees will take place on October 18, 2021. Nominations are being accepted until 12:00 p.m. on September 20, 2021.

There are six (6) trustee vacancies in the following wards:

- Pembina Hills East Ward 1 (Rural)
- Pembina Hills East Ward 2 (Rural) - ~~Fort~~
- Pembina Hills East Ward 3 (Town – Westlock)
- Pembina Hills West Ward 1 (Rural)
- Pembina Hills West Ward 2 (Rural) - Fort Assiniboine, Swan Hills
- Pembina Hills West Ward 3 (Town – Barrhead)

Visit the [Election 2021 page](#) on our website for more information including:

- [Candidate package](#)
- [Electoral ward map](#)
- Electoral ward descriptions
- Trustee handbook

Nomination packages can be picked up at Regional Office at 5310 – 49 Street in Barrhead.

### COVID-19 Language Update

Effective January 18th the government has updated the language describing case numbers of COVID-19 in schools.

- Alert: 1- 4 cases  
*Schools with 2 or more cases are reported on the map*
- Outbreak: 5-9 cases, 10+ cases  
*These terms will be used for map reporting*



The term 'watch' will no longer be used.

Public health support provided to students, staff and families remains unchanged. Parents will continue to be notified when there is a single case in their child's school, and an investigation will be initiated when there are two or more cases in school. Two or more cases will continue to be reported and reflected on the [COVID-19 school map](#).

Report submitted by Jennifer Tuininga, Board Chair  
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## Principal's Report to School Council Jan. 27, 2021

### Staffing Update

- 2 new PAs in Kindergarten - [Serina Vanberg](#), Alannah Whiting

### Dec. and Jan. News

**It Takes a Village...** Since March 2020, our world has been disrupted, unpredictable, and sometimes just plain frustrating. Throughout it all our parent support has been awesome. From selling bacon to organizing our White Elephant Sale to guiding our K-6 through a week of learning at home Jan. 4-7, we appreciate you! Thank you to our school staff, including our janitorial crew, who have had to navigate through a multitude of new challenges thrown at them on a daily basis.

### Creative CoVid Christmas

Many restrictions have changed how we do things in 2020/21, but we still maintained many of our joyful Christmas traditions here at the Fort School. Once again, Woodlands County donated turkeys for our whole school Christmas dinner on Dec. 15. Thank you to all the families who donated other food. Thank you to the staff who cooked, served, and did the dishes. We didn't sing, but we still enjoyed listening to beautiful Christmas carols played on the piano by Teresa Dekker.

Santa still came to visit and delivered goodie bags supplied by our new librarian Mrs. Petryshen. Mrs. Fleming designed a festive, physically distanced, fire place setting for Santa to discuss Christmas wishes with our students.

The students still bought presents for their families at our annual White Elephant Christmas Sale. The amount of donations was fantastic and we have packaged up gifts for future Mother's and Father's Day White Elephant sales.

### Dedication to Serving our School

I would like to take this opportunity to thank our outgoing School Council chairperson Penny Price for her many years of dedicated volunteer service with our School Council and Parent Society. Our school community has benefited greatly from her tireless efforts to provide additional support for our students and provide a positive parent voice in educational discussions.

### CTF & Options

- this term we are offering Financial Planning, Coding, Basketball, and Outdoor Pursuits
- A big thank you to Parent Society for approving funding for our next round of CTF and purchasing soldering project kits

#### Surveys

- We received 19 parent surveys (up from 12 last year)
- Students and staff have completed PH survey and will be doing AB Ed survey in February

#### School Grounds

- We now have 3 powerful solar lights that safely illuminate our elementary entrance, our main entrance, and our north parking lot.
- Thank you to County of Woodlands for clearing our tennis court of snow and pushing snow to create small hills for crazy carpets that our students are loving

#### Presenters and Virtual Field Trips

- The grade 3&4 class met with Tornado Chaser Chris Chittick on Jan. 13th
- Our K/1/2 and Gr. 5&6 classes are hoping to book sessions with Telus World of Science and are applying to Parent Society for funding
- Grade 3&4 will be applying for a virtual field trip to the Ukrainian Cultural Center before Easter
- Local volunteer Claire Hoy has come to teach cross country ski lessons and activities to grade 3-9

#### Student's Union

- We are still keeping things simple - dress up days and hot lunches once a month
- Feb. 11 will have a hot lunch for Valentine's Day and Buddy Valentine exchange (instead of Buddy Lunch)
- Feb. 19 is a Friday and we will celebrate the "Battle of Alberta" with some floor hockey games and wear your favorite hockey jersey
- Feb. 25 is Pink Shirt Day
- We are delaying Jump Rope for Heart to later in the school year (tentatively May - so we can skip outside)
- March 18 will be St. Patrick's Dress Up, hot lunch and some fun activities



**Pembina Hills School Division**  
**2021-2022 School Year Calendar** (Approved December 9, 2020)

| August 2021 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
| 1           | 2  | 3  | 4  | 5  | 6  | 7  |
| 8           | 9  | 10 | 11 | 12 | 13 | 14 |
| 15          | 16 | 17 | 18 | 19 | 20 | 21 |
| 22          | 23 | 24 | 25 | 26 | 27 | 28 |
| 29          | 30 | 31 |    |    |    |    |

| September 2021 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                | 30 | 31 | 1  | 2  | 3  | 4  |
| 5              | 6  | 7  | 8  | 9  | 10 | 11 |
| 12             | 13 | 14 | 15 | 16 | 17 | 18 |
| 19             | 20 | 21 | 22 | 23 | 24 | 25 |
| 26             | 27 | 28 | 29 | 30 |    |    |

| October 2021 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| November 2021 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 |    |    |    |    |

| December 2021 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    | 1  | 2  | 3  | 4  |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 | 29 | 30 | 31 |    |

| January 2022 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 |    |    |    |    |    |

| February 2022 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 |    |    |    |    |    |

| March 2022 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    | 1  | 2  | 3  | 4  | 5  |
| 6          | 7  | 8  | 9  | 10 | 11 | 12 |
| 13         | 14 | 15 | 16 | 17 | 18 | 19 |
| 20         | 21 | 22 | 23 | 24 | 25 | 26 |
| 27         | 28 | 29 | 30 | 31 |    |    |

| April 2022 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    |    | 1  | 2  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |

| May 2022 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29       | 30 | 31 |    |    |    |    |

| June 2022 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 |    |    |

|   |                                |
|---|--------------------------------|
| # | Civic/Stat/Board Holidays      |
| # | Break (no staff, no students)  |
| # | Staggered Entry (1/2 students) |
| # | Teacher-Directed (no students) |
| # | PD day (no students)           |
| # | ATA Convention (no students)   |
| # | PAT or PDE schedule            |
| # | Exams (altered schedules)      |
| # | 1st & Last Day for Students    |



**Pembina Hills School Division**  
**2021-2022 School Year Calendar (Approved December 9, 2020)**

**Summary**

|   | Schools  | PHSD |
|---|--|------|
| Total Instructional (student) Days:     | 161-184  | 184  |
| Total Operational (staff) Days:         | 175-194  | 194  |
| Instructional Minutes/Day:              | Ranges from school to school                         |      |
| Total Instructional Program Hours/Year: | Minimum of 960 for Elementary & 1000 for High School |      |

**Detail**

| Instructional Days/Month |      |     |                | Other Details                            |             |
|--------------------------|------|-----|----------------|--|-------------|
| Aug                      | Sept | Oct | Jan sem 2<br>0 | Staggered First day for Students, Sem 1: | 08-31/09-01 |
| 0                        | 20   | 19  |                | Last day for students, Sem 1:            | Jan 28      |
| Nov                      | Dec  | Jan |                | Total instructional days, Sem 1:         | 92          |
| 20                       | 13   | 20  |                | Total operational Days, Sem 1:           | 97          |
| Feb                      | Mar  | Apr |                | First day for Students, Sem 2:           | Feb 1       |
| 17                       | 17   | 17  |                | Last day for students, Sem 2:            | Jun 28      |
| May                      | Jun  | Jul |                | Total instructional days, Sem 2:         | 92          |
| 21                       | 20   |     |                | Total operational Days, Sem 2:           | 97          |

**Semester 1**

**Semester 2**

| Date      | Event  | Date          | Event                                       |
|-----------|--|---------------|---|
| Aug 30    | PHSD Professional Development (no students)    | Feb 01        | First Day Second Semester                   |
| Aug 31    | Staggered entry 1/2 students (G 1,3,5,7,9,11)  | Feb 10-11     | Teacher Convention (no students)            |
| Sep 01    | Staggered entry 1/2 students (G 2,4,6,8,10,12) | Feb 21        | Family Day                                  |
| Sep 11    | Labour Day                                     | Mar 4         | TEACHER Directed day                        |
| Sep 24    | TEACHER Directed day                           | Mar 18        | PHSD Professional Development (no students) |
| Oct 01    | SCHOOL PD- Data Analysis Day (no students)     | Mar 28-Apr 01 | Spring Break                                |
| Oct 11    | Thanksgiving Day                               | Apr 15        | Good Friday                                 |
| Nov 11    | Stat for Remembrance Day                       | Apr 18        | Easter Monday                               |
| Nov 12    | Non-operational (No staff, no students)        | Apr 29        | SCHOOL PLC Education Planning (no students) |
| Dec 20-31 | Christmas Break                                | May 23        | Victoria Day                                |
| Dec 24    | Christmas Eve and Christmas Day                | Jun 28        | Last Student Day                            |
| Dec 27&28 | *12-M Stat for: Christmas Day and Boxing Bay   |               |   |
| Dec 31    | *12-M Stat for: New Year's Day                 |               |   |
| Jan 31    | School Professional Development (no students)  |               |   |
|           |  |               |   |
|           |  |               |   |