

## **Ecole Westlock Elementary School Advisory Council Agenda**

Thursday November 12<sup>th</sup>, 2020 virtual meeting via Webex.

**Attendance:** P. Ouimet, A. Monteath, W. Scinski, J. Woynorowski, S. Williston, D. Dubrule, M. Mandziuk, A. Keyes

**Call to Order:** 5:31pm

**Treaty Acknowledgement-** We honour the many First Nations, Metis and Inuit whose footsteps have marked these lands for centuries. We acknowledge that the land on which we gather is Treaty 6 territory, an ancestral and traditional meeting ground for many indigenous peoples. We honor the presence and contribution of the First Nations, Metis and Inuit people who live, work and learn together in our communities.

**Adopt Agenda:** S. Williston motion, D.Dubrule second, all in favor, carried.

**Adopt previous AGM minutes:** D. Dubrule name spelled wrong in attendees, to be corrected. D.Dubrule motions to accept with corrections, S.Willston seconds, all in favor, carried.

**Recap of Council of School Councils meeting-** Jen W

-School Council minute binder- must have a binder in the office where meeting minutes are available. A binder was provided by Council of School Councils years ago. Ours is missing. We will replace it.

-Vaping- not allowed on school grounds. With repetitive behavior and it becomes a student conduct issue then Administration would refer to AP 50-09 Student Code of Conduct. Students off school property cannot be monitored, however if a student returns to school high or drunk the Administration would be able to respond in an appropriate manor.

-Criminal Record Check process- New volunteers are required to obtain criminal record checks. 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 a year. Criminal records 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- AP outlines the process for addressing concerns from students, parents and the public. Steps include: 1- 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- 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- 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- November diploma exams are optional, however it is expected that all students shall write the January diploma exams.

-Parent provided food- The rule has changed in the [Implementing School Re-Entry Guidance](#) document.

- Page 13 states *“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.”*
- Please review the document for further explanations

**Principals Report:** Remembrance Day- celebration held in the classrooms with Google Meet and slides. Went well. Some feedback from teachers was that in the smaller groups it was easier for the kids to engage in the ceremony. Christmas concerts will still happen this year but in a virtual format. Kate Schmidt is still working on the details and more information will be available in the future. Viewing the concert will be in December. Thank you to Jen W and Abby K and Fiona J for weeding the front beds and preparing the soil for planting. School photos were postponed a month due to Covid, they were taken in October. Retakes and photos for those who missed them will be Monday November 16<sup>th</sup>. The library is now operational. There is a system in place to quarantine books and each class has their own set of books to choose from.

Covid update: The school had three positive cases, notification was on October 21<sup>st</sup>, October 26<sup>th</sup> and October 27<sup>th</sup>. AHS contacted the school and gave the recommended course of action. October 28<sup>th</sup> Lou from AHS did an assessment of the school, the report is not completed yet.

### **Trustees Report: Capital Maintenance Priorities**

In preparation for Budget 2021, Alberta Education has requested a list of capital projects for 2021-2022. We have submitted the following projects as priorities in the following order:

Busby – New gymnasium; Convert existing gym into Library/Music room

Barrhead Composite – Replacement sewer lift station, Junior High HVAC, Two Science lab renovations

Swan Hills – New roof membrane

Westlock Elementary – Six washroom renovations

Barrhead Elementary – New exterior doors and hardware

All Sites – Security alarm update, Upgrade emergency lighting, Exit fixtures and P.A. systems

### **Government of Alberta OH&S Inspections**

We had a total of 4 schools inspected to ensure we were following AHS guidelines with regards to disinfection practices, hazard assessments, visitor logs, COVID response plans, physical distancing practices and staggered breaks. There were 2 different inspectors and we were compliant in all cases. Since then the visitor logs have changed. There are now 2 logs – one for visitors not within PHSD and one for staff of PHSD. The difference being that visitors not within PHSD need to include information in case there is a need to do contact tracing.

### **Federal Funding Allocation**

We received just over \$2M in federal funding to support a safe return to class in response to the COVID-19 pandemic. Without this additional funding, staff reductions would have been necessary at community schools due to lower enrolments and the costs for substitute staff, additional cleaning and personal protective equipment.

This funding will allow us to keep class sizes small in community schools by retaining existing staff for the remainder of this school year. A portion of the funding will also be used for additional staffing requirements at Vista Virtual School due to increased enrolment in online programs.

### **Request to Use Reserves**

New regulations from last year require school boards to submit a request to the Minister of Education if we need to use reserves. Increased enrolment at Vista Virtual School comes with additional costs, bringing their budgeted deficit to \$3M for 2020-2021. Plans to cover the deficit include:

- VV will receive \$300,000 of the federal funding
- An additional \$1M in funding is expected due to the recent changes in the funding manual

To cover the remaining deficit the division will seek Ministerial approval to use \$1.7M in reserves. These reserves are a result of the school's projected 2019-2020 surplus from the addition of summer school, which saw over 19,000 credits completed by 4,069 students.

### **Extracurricular Activities**

Previously the board had passed a motion to suspend extracurricular activities until November 12. At today's board meeting a subsequent motion was passed to cancel all extracurricular travel and competition with other schools until further notice. Schools may offer students in house practices as per cohort guidelines.

### **IT Assurance Report**

981 Chromebooks were loaned out during the at home schooling period. ADLC served an additional 5800 students in the March – June period.

### **Council of School Councils Meeting**

Jen did an excellent job of chairing the meeting on November 3.

### **Remembrance Day Ceremony**

I really appreciated Pierre's invitation to view the ceremony. A job well done given the restrictions due to the pandemic.

**Old business:** Lennon Barlow and Keyes donated over 300 bulbs to plant in the planters in front of the school. Peavey Mart donated 10 bags of soil and a group of volunteers weeded and prepared the beds

for planting. Three classes of students planted the bulbs. We hope to have some beautiful color in the spring.

Westlock Soccer Association donated/installed two permanent soccer posts in the field just east of the school.

**New business:** Support for the teachers inside the classroom. Request funds from Friends of Westlock Elementary to help with classroom wish list/activities for students inside classroom etc. There are 16 teachers/classrooms per grade 1-5, three in grade six, Margaret, Steve and Kate.- We wish to support the teachers and classrooms and will discuss a budget with Friends of Westlock Elementary School and get a wish list from the teachers.

**Interest in a teepee in front of the school.** Cultural implications. We have contact information for our First Nations Liaison. Will gather more information and discuss in the New Year.

**Spruce up in front of school between the flower beds-** gravel or rubber mats. Seating and tables. Will look into picnic tables for there again.

**Ideas for council to do something for Christmas for the students?** Possibly candy cane candy gram? Council feels that the money is better spent directed towards the classrooms. Perhaps the individual teachers could implement something within the classroom.

**Bylaws-** we currently have none or they are lost. ACSC has a virtual course for developing bylaws. Is there any interest in a bylaw committee? – J. Woynorowski and M. Mandziuk will develop the bylaws under the guidance of ACSC.

**Ideas for teacher appreciation in the new year-** goody bags for the teachers and staff

**Any comments or suggestions?** A. Keyes proposed a Kindness Campaign. Both students and staff can be nominated for doing or speaking kindness. A small sticker would be awarded immediately, and they would be entered to win a larger prize at the end of the year. A budget will be requested from Friends of Westlock Elementary.

**Next meeting date:** Thursday January 21<sup>st</sup>, 2021 at 5:30pm. Location TBA.

**Adjourn meeting:** 6:20 pm.