

## **Spitzee Elementary School Council minutes**

**Attendees:** Phil Irwin, Shannon Culbert, Bill Holmes, Jody Hoogwerf, Tiegan Jamison, Karalee Grant, Tricia Swallow, Kristen Ellis, Dannielle Woodruff, Angela Morris, Jennifer Livesey-Moore, Chelsea Bulmer

Regrets:

Call to order @: 6:31pm

**Welcome & introductions:** current council exec & staff

Chairperson- Jody Hoogwerf

Vice Chairperson- Tiegan Jamison

Treasurer- Tricia Swallow

Secretary- Dannielle Woodruff

Fundraising Chair - Kristin Ellis

Teacher Rep- Jennifer Livesey-Moore, Chelsea Bulmer

### **Land Acknowledgement**

We acknowledge this land on which we reside, work, and learn as the traditional territories of the people in treaty 7 of southern Alberta including the Siksika, Piikani, Kainai, Tsuut'ina, and Stoney Nakoda First Nations, and the Metis Nation of Alberta Region 3.

In the spirit of this acknowledgement, we hold thanks in our hearts for the beautiful gifts and lessons these lands hold.

We also acknowledge the tradition of councils that have been practiced on these lands long before our time here. We commit to the understanding that all members of this community are responsible for teaching our children, to ensure the origins of these lands continue to be honoured and respected.

### **Approval of minutes**

(all mtg minutes posted to FB page and to communication boards outside the office and on the boards outside)

Motion to approve - Tricia Swallow

Second- Karalee Grant

**Trustee report-Mr. Phil Irwin (10 minutes presentation, 5 minutes discussion and questions).**

*FOOTHILLS FOOTNOTES* for January

[Footnotes \(foothillsschooldivision.ca\)](http://foothillsschooldivision.ca)

- With a focus on all that lies ahead in the months leading up to the end of the school year. Check it out on the FSD website as well as the new FSD APP that no parent should be without!

Delegations / Presentations:

- The admin teams from Heritage Heights School (January 17<sup>th</sup>) and Millarville Community School (January 31<sup>st</sup>) presented their Education Plans that highlighted the great things that are happening in their respective schools to support students, their learning and wellbeing, and the school community as a whole.
- Inclusive Learning and Well-Being update with Director Cora-Leah Schmitt
- Indigenous Learning Report with Charity Tegler
- Staff and Wellness Learning presentation by Director Chase Ellis
- Communications & Community Engagement update with Sara Fox – Manager of Communications and Community Engagement N.B. The common theme and focus of Engagement-Support-Success found in the school division’s Education Plan was evident and celebrated in each of the aforementioned presentations.

Action Items:

- At the last Board meeting in November, the Division’s 2022-2023 Audited Financial Statement was presented and approved by the Board ... see FSD’s Visual Financial Statement Infographic.
- The Board accepted the final reading of Policy 1 – Foundational Statements that was modified slightly to reflect recent changes made to other Board policies.
- The 2024-2025 School Calendar was approved by the Board. Check out the banner on the first page of the website for more specific information.
- The Joint Use agreement between the Town of Okotoks and FSD was accepted as presented.

Information Items:

- Administrative Procedures 181, 217, 420, 510, 151, 390,146,110, 514, and 350 were reviewed during the two Board meetings in January.
- The Board was introduced to High River’s draft Town Plan and to a proposed Town of Okotoks Neighborhood Area Structure Plan.

Board Committee Reports:

- Trustee Professional Learning session on December 6<sup>th</sup> focusing on “system-ness”. The key question asked was, “Can effective governance take place in the absence of ‘system-ness’?” • The Board’s Awards Committee has nominated our COSC association for ASCA’s Division School Council Engagement Award for the excellent work they did advocating for the educational needs of the division during a meeting with the MLA from the Okotoks region.

Division Highlights:

- In December, the Board conducted school tours in RDL, Heritage Heights, and some of the Okotoks schools. Since the new year, Westmount School, Meadow Ridge, Cameron Crossing, and FCHS have been the focus of school visits by the Board of Trustees.

**Admin report-** Mrs. Culbert/Mr. Holmes (10 minutes 5 minutes discussion and questions)

#### Engagement/Continuous Improvement

- Our younger students continue learning their letter sounds, blending, segmenting, and putting it all together to read their books and poems
- Musical instruments are being made for their Science unit on Sound
- They are building ramps with various surfaces to test their race cars
- Students are learning about Viola Desmond, they're writing Sci Fi pieces in grade 5, and they're also reading The Lion, The Witch, and The Wardrobe
- They are learning about reversible changes in matter and those that are irreversible
- They are learning about Canadian heroes and comparing them to heroes around the world
- They have been learning about local regions of Alberta and have learned how to support their ideas about what our most important resources are.

#### Support

- We continue to hear teachers and students use the language of "We Thinkers" ("Oh, it doesn't look like you're following the group plan; please look around to see what it is").
- Some Literacy & Numeracy interventions will begin after the break
- We are hiring 1.5 new EAs through Jordan's Principle funding; starting after the break
- Full staff conversations at 2 PD days plus staff meeting this week to dig even deeper into our data re: Peers, Safe & Caring School, Confidence, External and Internal Resilience. Thorough plan to strengthen connections, notice & name, plan activities in "family" groupings

#### Success

- Place-based learning
- Snow-shoeing
- Bird research continues
- CTF Options for Gr 5 (Writing)

#### Admin Procedures

- AP146 – [Social Media Code of Professional Conduct](#)

<https://media.foothillsschooldivision.ca/media/Default/medialib/146-social-media-code-of-professional-conduct-rewritten-september-2022.416ac310470.pdf>

- AP110 – [School Councils](#)

<https://media.foothillsschooldivision.ca/media/Default/medialib/110-school-councils-updated-october-2023.b91b1616973.pdf>

## **Upcoming Important Dates**

- Feb 22-23 – Convention
- Feb 26 – “Two School One Book” Kick Off – Opening Assembly
- Feb 28 – Pink Shirt Day
- March 1 - Swim Lessons Begin – 2B, 4C
- March 5 – Swim Lessons Begin – KC, 5L, 5LM
- March 13 - School Council Meeting – 6:30 p.m.
- March 15 – PD Day – No School
- March 18 – Two Schools One Book – Wrap Up Assembly
- March 29 to April 5 – Easter Break
- April 8 – Classes Resume

## **Council Business:**

May 24th- Welcome to Kindy- Wondering if we could have a School Council rep to meet and greet parents and have a coffee while their littles are doing their testing? Idea was put out there for council consideration. Currently tabled this idea until a TBA discussion date.

Thanks to Rob and Cathy Bennington along with Alison Brown for putting together the nomination for Spitzee council as the hopeful recipient of the “school council award of Merit”. The focus of this award for Spitzee school was around the fundraising efforts, collaboration and creation of the new playground. This nomination is much appreciated and the council will update more as information comes in.

The Rebekah Lodge group replied to our email stating they were unable to support the request sent to them in December. The group cited that they were unable to understand the benefits that a Sensory Path would bring to the children in the school. They hoped that the Spitzee School Council could understand their decision and encouraged the council to put forward new requests should they arise.

The council completely understands that this request did not align with what the Rebekah’s had in mind to help the school with. However, it was recently requested to help the Grade 5’s get some new classroom dictionaries. This seems like it would align perfectly with Rebekah's charity ideas. Jody will work on drafting a new request for some dictionaries and resubmit our request.

AP 146 & AP 110 Review: Quick review of the above AP’s and the adjustments made to these policies recently. School Council procedures and Social Media Code of Conduct.

Links not working correctly in the Biz, parent emails, Facebook, Instagram and Teachers weekly emails. How to fix the issue?

Going forward we will use links to the school website and Facebook as much as possible.

Positions for next year: What are we looking at for openings on council, how can we be proactive? When should we start to advertise? Can each person on council commit to writing a doc outlining their roles and responsibilities to send out in the posts? Posts on Social Media? in the Biz? Through the teachers?

Jody has requested that all current Council members write up a small description of their current position to bring to the next meeting in March. We will then discuss further on how to proceed with looking for next year's council.

**Meeting adjourned @ 7:25pm**

## **Fundraising Meeting opens - @ 7:26pm**

### **Treasurer report:**

General account: 12363.27

Casino: 25315.10 (1044.75 - cheque written tonight)

Playground: 6689.75

PC Food Support: 6278.21

### **Fundraising Update** by Kristin Ellis -.

- Candy grams were delivered to students on Feb 14th. Everything went very smoothly. It was much easier this year to have the papers filled out by students and divided into each classroom before it was organized into each student's candy gram. Council spent \$395.93 on candy. Profits are still to be calculated and numbers will be added to next months minutes.  
Profits are set to go to the learning commons.  
Motioned: Jody Hoogwerf  
Second: Tricia Swallow  
All in Favor: Yes
- Looking into doing "Growing Smiles Flowers" in April. Hopefully selling around April 8-19? For delivery on May 12 (tentative)
- Also Mr. Holmes received an invitation from Joe Clark School to do another bottle competition in May. More information on this in the following months.

### **Hot Lunch Report (Pam, Melissa, Madisyn)**

- Will continue to work on fixing issues with the links. Also, we are still looking for more volunteers.

### **Casino Wishlist approvals:**

- Motion to spend \$895 +shipping out of general accounts. For 2 new chairs for the learning commons.  
Motion to Approve: Jody Hoogwerf  
Second by: Karalee Grant  
All in Favor: Yes
- Motion to spend enough to cover up to 10 iPads, with warranty, and 2 Chromebook Carts (max \$10000.00) out of the Casino account.  
Motion to Approve: Jody Hoogwerf  
Second by: Kristin Ellis

All in Favor: Yes

- Motion to purchase 4 classes of dictionaries, \$400-600. For the Grade 5 classes. Motion tabled as request is currently being made for Rebekah Lodge to cover this cost as part of their local charity work.
- Motion to spend up to \$200 to cover whiteboards (\$120+tax) and writing journals (\$60+tax) from the Casino account.  
Motion to Approve: Karalee Grant  
Second by: Kristin Ellis  
All in Favor: Yes
- Motion to cover up to \$600 for 5th Grade Ski Trip. To help cover kids who cannot afford to cover all costs for the trip. Coming out of the General account.  
Motion to Approve: Jody Hoogwerf  
Second by: Karalee Grant  
All in Favor: Yes
- Motion to cover \$3055.00 for Scientist in School workshops. At \$235 per workshop/class for 13 classes. Coming out of the Casino account.  
Motion to Approve: Dannielle Woodruff  
Second by: Karalee Grant  
All in Favor: Yes
- Motion to cover cost of "Rekenreks" for math classes. Covering \$200 from the Casino account.  
Motion to Approve: Karalee Grant  
Second by: Tricia Swallow  
All in Favor: Yes
- Motion to cover up to \$400 for 3 heavy duty shelves and bins to help with lost and found organization. Coming out of the General account.  
Motion to Approve: Jody Hoogwerf  
Second by: Tricia Swallow  
All in Favor: Yes
- Motion to cover Greyers Printmaking (12=\$190+sh) and Gel Press Plates (12-15=\$260+sh). Up to \$600 out of the Casino account.  
Motion to Approve: Jody Hoogwerf  
Second by: Tricia Swallow  
All in Favor: Yes
- Motion to cover Filament for 3D printers (\$680+sh). Covering up to \$700 out of the Casino account.  
Motion to Approve: Jody Hoogwerf  
Second by: Tricia Swallow  
All in Favor: Yes

- Motion to cover the cost of a new Cricut machine for the teachers. Covering up to \$600 from the Casino account.  
Motion to Approve: Jody Hoogwerf  
Second by: Tricia Swallow  
All in Favor: Yes
- Motion to cover 2 Blue Crash Mats for the gym area. Covering up to \$2200.00 from the Casino account.  
Motion to Approve: Jody Hoogwerf  
Second by: Karalee Grant  
All in Favor: Yes
- Motion for purchase of Codeable Readers set of 5 (\$1500 from Casino account)  
Moted and Approved June 2023
- Motion to cover bus fees for swimming lessons (\$2700 from Casino)  
Motion approved previously
- Motion to approve purchase of Stationary Bike to add sensory areas. (Possibly more than one)  
Motion tabled. Shannon Culbert to check about borrowing from another school to see how it would go over with our students. Council to revisit this request from the General account at a later date if the trial is successful.

**Meeting adjourned @ 8:31pm**

**Next meeting-** March 13 @ 6:30pm in learning commons