

Spitzee Elementary School Council Agenda

Attendees: Phil Irwin, Shannon Culbert, Bill Holmes, Kathy King, Jody Hoogwerf, Dannielle Woodruff, Pam Milligan, Karalee Fox, Kayla Baxter, Ruth Abraham (&2 daughters)

Regrets: Tricia Swallow

Call to order @: 6:32 pm

Welcome & introductions: current council exec & staff

Chairperson- Jody Hoogwerf

Vice Chairperson- Tiegan Jamison

Treasurer- Tricia Swallow

Secretary- Dannielle Woodruff

Fundraising Chair -

Teacher Rep- Kathy King

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 - Karalee Fox

Second- Dannielle Woodruff

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

Foothills Footnotes

- For September

[Copy of Footnotes September 2024 \(foothillsschooldivision.ca\)](#)

... What it means to be part of a “flourishing educational community” ... engagement, support, success.

System-Based Delegations & Presentations (based on September 4th Board Meeting)

- Facility Services Report (Kevin Gushulak – Director Facility Services) focusing on summer projects. Work on High River schools included:
 - flooring replacement in Admin area at ESRMS
 - Boiler stack upgrade at ESRMS
 - upgrade installations on Main Water Shutoffs at EJCS, Spitzee, ESRMS ... design requirements are in progress for EHHS
- N.B. The common theme and focus of Engagement-Support-Success found in the school division’s 5-year Education Plan continues to be evident and celebrated in each presentation made to the Board.

Information / Discussion / Action Items

- Assistant Superintendent Caroline Roberts was appointed Acting Superintendent by the Board for the upcoming year.
- The Board Work Plan was presented, reviewed, and approved for 2024-2025 ...
[Appendix A 2024-2025 \(1\).pdf \(boarddocs.com\)](#)
- The Board approved the Memorandum of Agreement with CUPE Local 5040.
- Admin Procedures updates re: AP 350 - Student Code of Conduct, AP 360 - Assessment and Reporting of Student Learning, AP 415 - Social Media Code of Professional Conduct, and AP 146 - Staff Recognition
- Financial Update by Drew Chipman indicated that some additional funding was received from the government to help with instructional and mental health needs division-wide.

Board Committee Responsibilities and Reports

- The Board’s Awards Committee is looking for on-going support in promoting the Flourishing Foothills Community Awards to our school councils and other stakeholders to acknowledge and recognize all the individuals and groups who contribute to the flourishing stories of FSD.

Divisional / Ward 5 Highlights

- This year’s start-up was successful at a number of levels:
 - The Board met before Opening Day on August 29th
 - Teachers returned to their schools for the last full week of August
 - Friday, August 30th was a soft start for most schools and families with the Tuesday after Labour Day being officially the first required day of school.

Finally, I’m excited about the upcoming school year and the part that each of our school councils play to help support students and staff in an effort to continue to promote student success! Each one of you is an integral part of helping to make Foothills School Division and its schools here in High River “flourishing educational communities”! Thank you in advance for your ongoing support and commitment!

Phil Irwin – High River’s FSD Ward 5 Trustee

Admin report- Mrs. Culbert/Mr. Holmes (20 minutes 5 minutes discussion and questions)

Spitzee Ed Plan:

[2024-2029-education-plan.6f563b19931.pdf \(foothillsschooldivision.ca\)](#)

Our Ed Plan is posted to our website. Under the “Our School” menu, click on “2024-2029 Education Plan”. While we take steps toward each of our goals, our BIG focus to start the year is:

- Engagement: Communicating learning to parents (min. twice a month)
- Support: Advancing Wellness and Well-being - Executive Functioning skills
- Success: Advancing First Nations, Metis, and Inuit student success – enhance the application of foundational knowledge, support cultural learning and accurate depiction of Indigenous worldviews.

These days at Spitzee...

- Teachers are getting to know their class, building relationships, and establishing routines.
- Teachers in grades 1, 2 & 3 are starting to collect Literacy & Numeracy data for AB Ed.
- Sports have begun! 60 Cross-Country runners. No flag football as there were only 3 students interested this year. They are asking about lots of other activities, which is good.

Admin Procedures

- AP 205 - Controversial Issues
- AP 222 - First Nations, Metis and Inuit Education
- AP 240 - Guidance & Counselling Services
- AP 309 - Learning Environments that Respect Diverse Sexual Orientations, Gender Identities
- AP 310 - Safety & Security of Students
- AP 315 - Students Healthy and Safety
- AP 316 - Administration of medication to students (Sept 6 Biz)
- AP 317 - Severe Allergies (Sept 6 Biz)
- AP 330 - Student Attendance (via Spitzee School Facebook or Instagram)
- AP 350 - Student Code of Conduct
- AP 360 - Assessment, evaluation and reporting of student learning
- AP 414 - Safeguarding Learning Work Life Excellence

AP 360 – Assessment, Evaluation & Reporting

- Two reporting periods
 - Reporting Period 1: September 3 – January 30
 - Reporting Period 2: January 31 – June 27
- Two Learner Conferences
 - Learner Conferences (Reporting Period 1) occur November 21 & 27
 - Learner Conferences (Reporting Period 2) occur April 2 & 3
- Two Learner Profiles
 - Learner Profiles (Reporting Period 1) completed and accessible by February 7
 - Learner Profiles (Reporting Period 2) completed and accessible by June 26

What is assessment?

Assessment involves collecting information on a student's knowledge and skills related to learning objectives. Assessments are criterion-referenced, comparing student performance to set learner outcomes in the Alberta Programs of Study and Curriculum.

Multiple Modes of Assessment:

Educators gather diverse evidence beyond essays and exams, including observing skills, discussions and product-based evidence to assess student learning through triangulating evidence.

What is Reporting?

Reporting in the FSD System involves daily monitoring of student progress against learning outcomes, documenting evidence to inform parents about strengths, growth areas, and next steps in learning.

Foothills School Division System of Reporting

Sharing the Story of Learning Through Ongoing Monitoring & Documenting of Learning

The Foothills School Division System of Reporting Includes:

- **Monitoring Student Learning**

Teachers check the progress of learning outcomes and success criteria DAILY through a variety of strategies: Observation, questioning, reflection, discussing learning with peers and teachers, and well-considered feedback to feed-forward for next steps in learning. Tools used for monitoring include, but are not limited to, open-ended tasks, written or oral assessments, and a learning portfolio.

- **Documenting Student Learning**

Teachers collect evidence of learning. Documentation can be physical or digital and can be displayed or recorded in a variety of media forms. Documentation of learning is shared with families to make learning visible and apparent. It reveals insights into learning and identifies areas of success, areas for growth, and next steps for students. Documentation often includes exemplars, checklists, rubrics, and anecdotal records and helps teachers capture when a learner demonstrates acquisition of knowledge, conceptual understanding, or skills.

- **Meet the Teacher Conference**

Each family will receive the opportunity for individual time with the teacher to establish open communications, learn about the child, share learning goals, and develop a partnership approach to the year of learning. The format of the evening will be set by each school.

- **Learner Conferences**

Each school will decide on the format of the Learner Conferences. Each family will receive an opportunity to review examples of student work that demonstrate areas of success, growth, and next steps.

- **Progress Updates**

Teacher's will communicate home about individual student progress to provide feedback and communicate with parents on progress of learning outcomes covered to date. Teachers communicate through various formats including email, phone call, portfolios, teacher created progress reports etc.

- **Grade book Updates**

A system wide email will be sent to parents on the first day of each month encouraging parents to log on to Edsembli to stay updated on learning progress.

- **Learner Profiles**

Learner profiles are published to share a level of achievement describing a child's progress toward, and achievement of, grade-level outcomes.

AP 350 –Student Code of Conduct

Purpose: helps and guides students to maintain appropriate behaviors and provide a balance between individual and collective rights, freedoms, and responsibilities in the school community.

AP 350 –Student Code of Conduct

Dress Code: It is recognized that there is a diversity of opinion in society as to what constitutes suitable dress for school activities.

Appropriateness of attire for school (tops; bottoms; footwear):

- No violent images or language
- No images or language depicting drugs or alcohol
- No hate speech, discriminatory images, messaging, profanity, pornography, innuendos, or slogans that contravene Canadian Charter of Rights & Freedoms and/or the Alberta Human Rights Act
- No images or language that creates a hostile or intimidating environment

AP 222 – First Nations, Métis, Inuit Education

Spitzee School is committed to providing high quality instructional programs and educational services for our Indigenous students and to increase understanding and appreciation of Indigenous cultures for all students, staff and community.

Upcoming Important Dates:

Sept 12 - Meet the Teacher @ 5:30-7:00 – Food trucks on site

Sept 17 - Run Club Practice @ 8am – Meet at the back doors of the gym

Sept 19 - Eagles Run Club @ Millarville Road Race @ 3:30pm

Sept 20 - Pancake Breakfast @ 10am

Sept 20 - Terry Fox Walk/Run @ 2pm

Sept 23 to 30 - Week to focus on Truth and Reconciliation

Sept 24 - Run Club Practice @ 8am – Meet at the back doors of the gym

Sept 27 - PD Day - No School for Students

Sept 30 - National Day for Truth and Reconciliation - No School for Students

Oct 1 - Mural Unveiling/ Rocky Barstad Bustle Blessing @ 6pm

Oct 1 to 9 - Alien In-Line Skating in PE

Oct 1 - Run Club Practice @ 8am – Meet at the back doors of the gym

Oct 3 - Spitzee's Raptor Road Race - George Lane Park

Oct 7 - Fire Presentation (off campus) for Spitzee - pd for by HR Fire Dep't.

Oct 8 - Swim Program 1 starts for some classes

Oct 9 - School Council AGM @ 6:30pm in the Learning Commons

Oct 10 - Panther Prowl - Last Run Club event of the season

Oct 14 - Thanksgiving - No School for Students

Oct 15 to 18 - Book Fair (Late Night is Thursday Oct 17)

Oct 17 - School Pictures

Oct 17 - Spitzee Fall Dance @ 6-8pm - All Families Welcome

Oct 22 - Swim Program 2 starts for some classes

Council Business:

Flourishing Foothills Community Award- Jody

Action: Council will be Nominating Crawford Insurance for the kickstart they gave the council and all the work they did last fall to quickly pull together our gift cards to help families in need. Jody Hoogwerf will be typing up the summary to nominate them. Will also include names of the other businesses to help out.

Pancake breakfast Sept 20:

Action:

- Purchase pancake mix - Pam will purchase from Costco along with a 'council' costco card. Also will check into the company's policy on reimbursement for charitable breakfasts.
- Get volunteers - Posted on the Council page asking for volunteers and will send requests out on school email. Pam/Melissa to add to the volunteer sign up sheet.
- Buy
 1. Containers - being provided by Mr. Mike's (big thanks to Mr. Mike's!)
 2. forks and knives - already purchased along with Hot Lunch condiments by Woodruffs. Dropped off and stored in the school kitchen.
 3. Butter & syrup (how many are in the kitchen) - Council, Admin and Teacher agreed butter isn't necessary for the kids. We do have some syrup bottles remaining in the school kitchen but will check expiries. Pam will purchase enough to cover the remainder.

October Dance Oct 17:

- EuroPRODUCTIONS are booked. Payment has been requested.
- EuroPRODUCTIONS will need a list of songs that the students will need to be able to showcase their learnings by Oct 9th.

Action: - Bill to get Jody the song list to pass along no later than Oct 9th.

- Book fair will be running the same evening which opens up the gathering area for photo booths & raffle tables. This opens the option of selling pizza slices out of the kitchen window.

Dance Planning:

- pizza purchase? Pam has already opened ordering on the Hot Lunch website for full pizzas. She has also placed orders for extra pizzas so we can sell single slices from the kitchen window during the dance.

- Photo booth? Karalee to contact the same person who organized our back drops last year. Pam found the photo booth props on top of the cupboards in the kitchen to be used again.

- Raffle table? - Fundraising group will work on getting donations or building baskets so we have 5-7 items that we can raffle during the dance. Will work on organizing ticket sales so kids can buy tickets and place them in a paper bag. Winner will be drawn before the end of the dance. Examples of items would be a Movie night basket, a Where's Waldo basket, possible donations from local businesses like activity passes from Bob Snodgrass, local movie passes ect.

Action:- Check with Tricia Regarding License needs for hosting a raffle fundraiser.

- Check into options for simplifying tickets and sales to kids

Preparing for the AGM Oct 9:

Council members continue to showcase positions both in person and on social media with specific attention paid to the secretary and PC Charity/Good Food Box Coordinator.

Positions empty: Secretary

: PC Charity/Good Food Box Coordinator

**** Parents/Guardians are encouraged to show interest/put their name forward for ALL Executive positions as each position only holds a 1 year term. Members of the current council will continue in their positions with the exception of the 2 above mentioned positions if there is no new interest shown.

Action: Continue to post on social media, and school emails

Meeting adjourned @ 8:14pm

Fundraising Meeting opens @ 8:14pm

Treasurer report:

General account: 7533.49

Casino: 7885.81

Playground:6687.45

PC Food Support: 2149.22

Fundraising Update by Dannielle and Melissa-

- Working on setting up raffle items for fall dance.
- Still in discussions with Chippy's for cookie dough sales in November.

Request for Funds:

Request to cover costs for 100 sit mats at \$3/mat for outdoor learning. Cover \$300+tax from the Playground funds.

Motion to approve: Jody Hoogwerf

Seconded: Pam Milligan

Approved by All

Meeting adjourned @ 8:28pm

Next meeting- October 9 2024 @ 6:30pm