

Ecole Secondaire Highwood High School
AGM School Council Minutes
Sept 23, 2024

Attendees: Martha Klassen, Cathy King, Scott Sherman, Yvonne Sherman, Ryan Boss, Ila Nagus, Dimitri Krys, Ian Whitworth, Tanya Franklin, Aimee Stelter, Siobhan Lehner, Jenny Jones, Nicole Warin

Highwood High School Administration- Dave Roberts, Carolyn Lenstra

Report Submitted by: Nicole Warin (Secretary)

1. Welcome and Introductions
 2. Approval of minutes from last AGM-Motion to accept minutes-Tanya Franklin, Second Motion-Ian Whitworth
Approval of Agenda-Motion to accept agenda- Cathy King, Second Motion- Tanya Franklin
 3. Land Acknowledgements- Tanya Franklin
 4. Additions to Agenda- no additions
 5. Election of Council Positions for the Fundraising Society– see By-laws Section 2 for descriptions of positions: Current:
Chair-Martha Klassen
Vice-Chair Tanya Franklin
Secretary- Nicole Warin
Treasurer- Ian Whitworth
- 1st Call for Nominations:
Chair- Nominating Tanya Franklin- Ian Whitworth
Vice Chair- Yvonne Sherman nominated Jenny Jones, Second Motion for Jenny Jones-Ian Whitworth
Secretary – Tanya Franklin nominated Nicole Warin, Second Motion for Nicole Warin -Ian Whitworth
Treasurer- Nicole Warin nominated Ian Whitworth, Second Motion for Ian Whitworth-Tanya Whitworth
6. Report: Phil Irwin Trustee –

WARD 5 TRUSTEE'S REPORT FOR SEPTEMBER 2024

Foothills Footnotes

- For September ... What it means to be part of a “flourishing educational community” ... https://media.foothillsschooldivision.ca/media/Default/medialib/footnotes-2024_09.cb64f320545.pdf ... *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 ... [https://go.boarddocs.com/can/fsd38/Board.nsf/files/D8SQ9E680614/\\$file/Appendix%20A%202024-2025%20\(1\).pdf](https://go.boarddocs.com/can/fsd38/Board.nsf/files/D8SQ9E680614/$file/Appendix%20A%202024-2025%20(1).pdf)
- 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

7. Meeting Dates for 2024-2025 school year:

October 21, November 18, January 20, February 24, March 17, April 28, May 26

8. 2nd Call for Nominations:

Chair- Nominating Tanya Franklin- Ian Whitworth

Vice Chair- Yvonne Sherman nominated Jenny Jones, Second Motion for Jenny Jones-Ian Whitworth

Secretary – Tanya Franklin nominated Nicole Warin, Second Motion for Nicole Warin -Ian Whitworth

Treasurer- Nicole Warin nominated Ian Whitworth, Second Motion for Ian Whitworth-Tanya Whitworth

9. Reports:

-Administration Dave Roberts:

School Council Report

September 23, 2024

▪ School Start-up

- Ministerial Order/Cell Phones/Personal Technology
- AP 350 - Student Code of Conduct
- AP 119 – AP’s Requiring Annual School Review
 - August
 - AP 110 - School Councils (SA)
 - AP 119 - Yearly School Review of Administrative Procedures (SA)
 - AP 151 - Parental/Guardian Concerns and Complaints (SA)
 - AP 155 – Elected Officials Communications & Event Protocol (SA)
 - AP 200 - Organization of Instruction (SA)
 - AP 213 - Inclusive Ed Programming (SA)
 - AP352 – Request for Information/Interviews/Apprehension of Students by Police or Social Workers (SA)
 - AP 353 - Searches of Students or Personal Property (SA)
 - AP 379 - Student Organizations & Clubs (SA)
 - AP 390 - Appeals (SA)
 - AP 160 - Employee Health and Safety (SA, S)
 - AP 165 - Critical Response Plans (SA, S)
 - AP 260 - Field Trips (SA, S)
 - AP 325 - Child Abuse (SA, S)
 - AP 421 - Teacher Growth Supervision and Evaluation (SA)
 - Professional Code of Conduct for Teacher and Teacher Leaders (SA)
 - September
 - AP 144 - Responsible Use of Technology (SA, S)
 - AP 146 - Social Media Code of Professional Conduct (SA, S)
 - AP 147 - Staff Digital Communications (SA, S)
 - AP 311 - Physical Restraint, Seclusion and Time Out (SA, S)
 - AP 403 - Harassment Prevention, Reporting and Investigation (SA, S)
 - AP 404 - Duty to Report (SA, S)
 - AP 421 - Teacher Growth Supervision and Evaluation (S)
 - Professional Code of Conduct for Teacher and Teacher Leaders (S)
 - AP 441 - Support Staff Growth Supervision and Evaluation (SA, S)
 - AP 170 - Bullying and Threatening Behavior (S)
 - AP 205 - Controversial Issues & Human Sexuality Education (SA, S, SC)
 - AP 222 - First Nations, Metis and Inuit (SA, S, SC)
 - AP 240 - Guidance & Counselling Services (SA, S, SC)
 - AP 309 - Learning Environments that Respect Diverse Sexual Orientations, Gender Identities (SA, S, SC)
 - AP 310 - Safety & Security of Students (SA, S, SC)
 - AP 315 - Students Healthy and Safety (SA, S, SC)

- AP 316 - Administration of medication to students (SA, S, SC)
- September
 - AP 117 - Severe Allergies (SA, S, SC)
 - AP 330 - Student Attendance (SA, S, SC)
 - AP 350 - Student Code of Conduct (SA, S, SC)
 - AP 360 - Assessment, evaluation and reporting of student learning (SA, S, SC)
 - AP 410 – Employee Conduct & Conflict of Interest (SA, S)
 - AP 411 – Nepotism – Employment of Close Relatives (SA, S)
- AP 360 - Assessment, evaluation and reporting of student learning
- School Improvement Plan and AERR
 - Plan posted at the end of June – on the school webpage
 - New 5-year fixed education plan
 - AERR
 - Education Plan and French Immersion Program Review to be presented to the board on December 11
- **Academics**
 - Add/Drop September 20
- **Athletics**
 - Golf, Football, Volleyball, Cross Country, Ultimate
- **Student Council/Student Matters**
- Terry Fox
- **Upcoming**
 - Meet the Teacher – September 26, 4-5pm
 - PD Day – September 27
 - Shelley Moore – September 28
 - National day for Truth and Reconciliation – September 30
 - Lockdown/Hold and Secure – October 3
 - Fire Drill – October 7
 - Thanksgiving – October 14
 - ELA 30-2 Diploma Exam – Oct 28/Nov4
 - Divisional Learning Day – November 1
- **Next Meeting Dates**

To add to the above report sent by Dave Roberts:

-Ministerial Order/Cell Phones/Technology-Quiet with cell phones, compliance is high, surveyed students and they understand the why and have been complying to the new order. Students can use phones during spares in the Learning Commons and with permission can listen to music off their laptop with earphones.

-List of Reviewing AP's Those that say (SA)= School Administration (S)=staff. Those highlighted are the ones school council we may want to look at. (SC)= School Council.

-There is a communication plan for staff with teacher providing introductions, communication emails with course outline and assessment plan. Every 2 weeks caregivers should receive communication from teachers. This is also included in the parent and student handbook.

-Annual Education Results Report (AERR)-looking at all the data from the provincial achievement tests and will be posted- November. It also includes social emotional data and academic.

-Student engagement, performance and well-being-meeting next week.

-School Admin are required to present their education plan to the board every 3 years. French immerse review is per school and not division- The presentation to the board will be December 11.

-Parent/Teacher Interviews- will be offered in person only. Virtual can be set up with the teachers if required.

-Terry Fox made 1200 this year.

-School will be ordering 70 chrome books- plus 40 chrome book carts with charger.

-Teacher and Student Council-nothing to report

-Highwood Fundraising Society Next Meeting- October 21 at 6:00pm

10. 3rd and Final Call for Nominations:

Chair- Nominating Tanya Franklin- Ian Whitworth

Vice Chair- Yvonne Sherman nominated Jenny Jones, Second Motion for Jenny Jones-Ian Whitworth

Secretary – Tanya Franklin nominated Nicole Warin, Second Motion for Nicole Warin -Ian Whitworth

Treasurer- Nicole Warin nominated Ian Whitworth, Second Motion for Ian Whitworth-Tanya Whitworth

11. New Business-no new business

12. Next Meeting Oct 21, 2024

13. Adjournment 7:37pm