

Pine Street Parent Council Meeting September 12, 2018

The regular meeting of Pine Street Parent Council was duly called and held on September 12, 2018 in the Library of Pine Street Elementary located at 133 Pine Street in Sherwood Park, Alberta. Quorum was present.

In Attendance:

Executive: Lesley Bowman (Chair), Nasreen Banman (Vice-Chair), Lorena Ellsworth (Secretary), Cara Kern (Treasurer)

Administration: Jeff Huculak (Principal), Kerri Remeika (Teacher Representative)

Parents: Joanne Crummey, Kathy Berger, Sukhi Clark, Jamie Anderson, Megan Hahn, Dylan Leite, Jacklynn Pivovar, Trina Loucraft, Shanna Ramage*

Absent with Regrets: Shelby Hines (Assistant Principal)

Special Guests: Trina Boymook (Board Trustee)

*Denotes partial attendance.

1. Chair, Lesley Bowman, calls to order at 6:34 pm.
2. Welcome & Treaty Six Acknowledgement – Lesley Bowman.
3. Introductions.
4. Additions to agenda
 - a. None.
5. Adoption of June Minutes.

MOTION: Cara Kern motions to accept June minutes, Sukhi Clark seconds.
IN FAVOUR: 12
NON-VOTING: 3
CARRIED
6. Trustee Report – Trina Boymook
 - a. Welcome everyone back to a new school year and thank you for supporting your school through your involvement with School Councils.
 - b. The Board will be hosting its annual Committee of School Council kick-off pizza supper on October 3. An invitation will be coming out soon to invite your COSC representative and the school principal to meet ahead of the first meeting for pizza and refreshments while providing a chance to connect with other School Council

- representatives, representatives of the Board and Senior Administration as we launch another year of working together.
- c. The Board held its first Board meeting of the year on August 30th. The Board approved a number of amendments to Board policies to address changes in Senior Administration positions and a request from Alberta Education to make some minor language change to Policy 19: Welcoming, Caring, Respectful and Safe Learning and Working Environment.
 - d. The Board held its annual Organization meeting where the Chair and the Vice Chair are elected to serve the Board.
 - e. Trina is honored to be elected by acclamation as Board Chair for her sixth consecutive year.
 - f. Heather Wall was elected by acclamation as Vice Chair for her second consecutive year.
 - g. Questions/comments
 - i. None.
7. Administration Report – Jeff Huculak
- a. Welcome to returning and new families
 - i. Thank you to all of you for coming to our first School Council meeting of the year.
 - ii. Thank you to our 2018/19 School Council Committee.
 - iii. We had a great turnout last night at our “Welcome Back BBQ & Meet the Staff Night”. This was put on by the school and School Council. Lots of positive feedback. Thank you all for your efforts.
 - iv. Jeff shared a bit about himself as well as his past experience in schools.
 - v. Looking forward to another terrific year at Pine Street.
 - b. Enrolment
 - i. May 2018 Project: 303 students in grades 1-6 and six PALS classes
 - ii. Current enrolment: 367 students
 1. Grades 1-6: 311 students
 - a. Kindergarten: 42 students (2 classes of 19 & 23) – half-time EA
 - b. Grade 1: 36 students (2 classes of 18 & 18) – half-time EA to support grade 1s and 2s
 - c. Grade 2: 41 students (2 classes of 20 & 21) – half-time EA to support grade 1s and 2s
 - d. Grade 3: 48 students (2 classes of 24 & 24) – full-time EA in each class
 - e. Grade 4: 51 students (2 classes of 25 & 26) – half-time EA in each class
 - f. Grade 5: 54 students (2 classes of 27 & 27) – full-time EA in each class
 - g. Grade 6: 39 students (2 classes of 19 & 20) – half-time EA in each class
 2. PALS: 56 students (6 classes)

3. We were scheduled to have one combined grade 1 and 2 class. In August, we had several kids register (quite a few in grade 2 and a few in grade 1) so we added a class in division one.
 4. Educational Assistants provide support in some of our classes – based on the needs of our kids.
- c. Budget
- i. Still wrapping up “year-end” statements. A few items in school budgets are yet to be updated. Principals should have that information next week, budget looks okay.
 1. When making decisions, for Jeff, it comes down to, “What’s best for the kids?”, “What if this was my son/daughter?”, “What would I want?”
- d. Building a Learning Community
- i. Continue to build a positive learning environment for all members of our Pine Street School Community – students, staff, parents and community. Build a “sense of belonging”.
 - ii. Communication is very important. It is essential to keep everyone informed about what is going on at school.
 - iii. Just as we did last year:
 1. All teachers called every student in their class before school started to welcome them to their class, and to let them know about our “Welcome Back BBQ and Meet the Staff Night”. Our hope was to make all our kids feel welcome, reduce anxiety for our kids (and parents) while beginning to build positive relationships with families.
 2. We once again sent home a newsletter with all students. Purpose of the newsletter was to:
 - a. Introduce myself to Pine Street families.
 - b. Introduce new staff and programming.
 - c. Let parents know how information will be communicated throughout the year. Teachers will be using “eTeacher” pages. Teachers have been asked to update their information regularly.
 - d. Encourage parents to visit our website or up-to-date information and our school calendar which is also on our website for upcoming dates.
- e. Highlights from Last Year and Looking at This Year
- i. Redesigned and renovated our school library last year with Support from School Council, Volunteer Parents Society and Pine Street families.
 - ii. In June, we purchase LOTS of new “high interest” leveled reading books for students.
 - iii. In June, we purchase 110 new Chromebooks and 5 iPads. We purchase 30 Chromebooks earlier last year as well so that means we added 140 total Chromebooks in total to Pine Street last year. We now have a 1:1 student:technology ratio.

- iv. In June, we purchased and installed a new sound system and projector in the school gymnasium.
 - v. We added 2 new water bottle filling stations for students to use through the day, this helps support EIPS Nutrition Policy. EIPS paid for one station and the school paid for the second station.
 - vi. Facilities did the following work over the summer:
 - 1. New boot racks in the division one area.
 - 2. New exterior signage on the south side of our school.
 - 3. Repairs to the school roof.
- f. Changes to the Timetable
- i. Added Maker Space to the timetable for all students in grades 1-6. All students will have one hour a week in Maker Space.
 - ii. Maker Space is about teaching and learning that is focused on student centered inquiry. It involves exploring and discovering new ideas, building stuff and solving problems.
 - iii. Jeff shared a short video about Maker Space.
 - iv. Mrs. Vetro is teaching grades 1-3. Ms. Stevens is teaching grades 4-6. Mrs. DeMarco is assisting with all the classes. In some instances, we will also have an EA in the class.
 - v. All grade 1s come together for one hour then all grade 2s, then 3s, and so on.
 - vi. During this time, teachers of those classes collaborate. Time will be spent on:
 - 1. Planning and implementation of Readers Workshop using the Lucy Calkins resource.
 - 2. Analyzing data and working to support all students.
 - 3. Visiting other teachers' classes.
 - 4. Creating common exams.
 - 5. Looking at student work.
 - 6. Working with consultants.
- g. School Logo
- i. A school logo is one of the primary visual elements that distinguishes schools from each other. It should tell a story about a school and what they represent.
 - ii. We want to hear from stakeholders regarding our current logo.
 - iii. Over the next few months, staff and students will be engaged in discussions about whether we should modify our logo. I did speak with students about our logo at our Welcome Back assembly on Friday. I also met with Student Council on Monday at lunch. They will be speaking with students in their class and bringing back information at their next meeting, which is on Monday, September 24th.
 - iv. We look forward to any thoughts you may have. Please watch for information on our website. If anyone is interested in being involved in the process, please send Jeff an email. He will be setting up a meeting in early October and will have someone from Communications come out and speak.
 - v. As you know, Pine Street School has a long standing tradition of excellence. We want to ensure that we honor that past, while looking toward the future.

- h. Thoughts as we begin the year:
 - i. Last year was Jeff's first year as principal at Pine Street, it was an excellent year of transition with the opening of Davidson Creek and the boundary changes, but our school not only managed the changes, but made the transition for all stakeholders a positive one.
 - ii. In June, we said goodbye to a lot of great students and staff.
 - iii. This year, we have the pleasure of having PALS staff and students join us.
 - iv. Also with the retirement of Susan Shephard (one of our secretaries), we have Lisa Leitch who is taking over in the office. She has been a fantastic addition!
 - v. While our school family will look a little different, I am confident that we will have a terrific year.
 - i. Volunteers needed to stamp new books with "Pine Street School" and organize into reading levels...could Helping Hands help with this?
 - j. Lots of great things happening:
 - i. Cross Country starts tomorrow (September 13 is first race)
 - ii. Choir
 - iii. Intramurals for both Division 1 and 2
 - iv. Recycling Club (grade 4s)
 - v. Short Track
 - vi. Student Council
 - vii. Camera Club
 - k. Questions/comments
 - i. Dylan Leite – Will there be a change in enrolment or involvement with lunchtime activities?
 - 1. Same programs as last year are offered, but greater opportunity for kids to get involved with fewer students.
8. Teacher Liaison Report – Kerri Remeika
- a. Thank you for the Welcome Back BBQ; lots of great feedback from parents, students and teachers.
 - b. Grades 3-6 cross-country team practices Monday & Wednesday over lunch. Three races upcoming, first on September 13 @ 5:30pm, races order from oldest to youngest.
 - c. Terry Fox Run moved from September 14 to September 27, Tuesday / Friday kindergarten will run on September 26.
 - d. Orange shirt day on September 28; Orange Shirt Day is an opportunity for First Nations, local governments, schools and communities to come together in the spirit of reconciliation and hope for generations of children to come.
 - e. Read-in week October 1-4, details to be sent home soon.
 - f. Staff request from Ms. Stevens – Student Council meets every 2nd Monday over lunch (next meeting Sept 24) and are looking for a parent liaison.
 - g. Questions/comments
 - i. None.

9. Chair Report – Lesley Bowman
- a. Lesley attends COSC meetings on early dismissal days to bring back district information. First meeting is in October, therefore, nothing to present.
 - b. Read annual report from 2017/18 Chair
 - i. Executive
 1. Shanna Eveleigh: Chair
 2. Krystal Grichen: Vice Chair
 3. Lesley Bowman: Secretary
 4. Pam Briton: Treasurer for Society
 - ii. Meeting Dates: September 5, October 3, November 7, December 5, January 9, February 6, March 6, April 3, May 1, June 5
 - iii. Date of first School Council and Society Meeting of the Year: September 5, 2017
 - iv. School Council and Society Activities
 1. The main fundraising goal this year was to redesign the library at the direction of the principal. Parent Society formed a library redesign committee which worked with administration on design, furniture and shelving replacements.
 2. The sale of Art Cards raised a few funds this year; parents were able to order blank cards adorned with the image of their child's artwork.
 3. Parent Society also facilitated a Nitza's Pizza fundraiser in which parents could purchase coupons for \$10 large pizzas at the restaurant.
 4. The largest fundraiser done by Parent Society this year was the Math-a-thon which brought in over \$20,000 in funds for the library. Students got pledges, did a math quiz from teachers that were grade appropriate and then received prizes based on the amount the collected as well as participation by class.
 - v. In addition to fundraising, Parent Council and Society also organized and facilitated school community building events. These included our the "welcome back BBQ" which had approximately 700 people attend, Pine Street School apparel, Family Movie Night, Halloween Dance, Yearbook, Helping Hands Program, a monthly hot lunch program to the students, "Oops I forgot my Lunch Program", which provided food to students who were without a lunch and finally a new Angel Program that allowed students who were unable to get Hot Lunch due to financial struggles the ability to receive Hot Lunch paid for by this program.
 - vi. Also, this year Council Updated and approved Policies and Procedures which were discussed and approved in September.
 - vii. Funds raised by the Parent Society were used for Teachers expendables, reserve funds for gym equipment, reserve funds for performances, insurance and Angel program for Hot Lunch
 - viii. In the 2018/19 school year, Parent Council and Society continue to provide the hot lunch program, angel program and "Oops I forgot My Lunch Program." A discussion with council and administration will be had in

September to decide fundraising goals for the year and fundraising decisions will be decided on accordingly. The Art Card fundraiser will also be continued this year, as well as the "Welcome back BBQ", Halloween Family Dance and Family Movie Night.

- ix. On June 5th the AGM was held with new council and society voted in as well as a review of financials and voting for extra funds raised outside of what was allocated prior to a specific fundraiser.

- c. Questions/comments
 - i. None.

10. Review and Adoption of Policies – Lesley Bowman

- a. Code of Ethics Policy
MOTION: Jacklynn Pivovar motions to accept this policy, Nasreen Banman seconds.
IN FAVOUR: 12
NON-VOTING: 3
CARRIED
- b. Privacy Policy
MOTION: Cara Kern motions to accept this policy, Trina Loucraft seconds.
IN FAVOUR: 12
NON-VOTING: 3
CARRIED
- c. Subcommittee Policy
 - i. Change: New expense form attached for Council submitting expenses to Society.
MOTION: Cara Kern motions to accept this policy with change, Jacklynn Pivovar seconds.
IN FAVOUR: 12
NON-VOTING: 3
CARRIED
- d. Communication & Protocol Policy
 - i. Jeff Huculak – Change Vice-Principal to Assistant Principal.
MOTION: Sukhi Clark motions to accept this policy with change, Nasreen Banman seconds.
IN FAVOUR: 12
NON-VOTING: 4
CARRIED
- e. Questions/comments
 - i. None.

11. Set Meeting Schedule for 2018/19 – Lesley Bowman

- a. Moving from first Tuesday of month to the Tuesday following early dismissal days (allows Administration to share more information with Council after staff meetings, allows Chair to share information after COSC)

- b. October 9, 2018
- November 6, 2018 (**Tuesday after early dismissal is during Fall break)
- December 11, 2018
- January 15, 2019
- February 12, 2019
- March 12, 2019
- April 9, 2019
- May 7, 2019
- June 11, 2019

12. Adjourned by Chair, Lesley Bowman at 7:26 pm.

The next regular meeting will take place on Tuesday, October 9, 2018 at 6:30pm.

These minutes are respectfully submitted by:

Lorena Ellsworth
Secretary

Adopted by Council in the meeting of October 9, 2018.

Lesley Bowman
Chair