

WMES Parent Council Meeting Minutes: Wednesday Oct. 25, 2023

Meeting called to order at 7:06 pm

Attendance:

Principal Sean Latta, Assistant Principal Heather MacDonald, Chair Rachel Green, Vice-chair Joseph Steeves, Amber Peatman, Craig Pittman, Gwynne Orsten as teacher rep., Shauna Fankhauser, Trustee Gimber, (other online attendees...?)

Approval of the Agenda

Joseph motions to remove Fundraising report (motion by Joseph and seconded by Amber - motion passed)

Business from last meeting

- Future meetings will be held 4th Wednesday of month
- Sidewalk is fixed - central office connected with Abe, town completed repairs recently - we will see how it holds up when there is a snow melt.
- Parent library post was on app, recommendation on app for a parent resource (Rachel will then share on Facebook)
- Volunteer survey on app went out already, survey was locked, another post will go out on app at the end of this week (Oct. 27)
- School trustee forum and election—Joseph said he has heard positive feedback. Claresholm Local Press had live streamed it and provided some of the data available including over 100 people who had viewed more than a minute online. Some people commented they would be watching it after the event.

Trustee report:

- Trustee code of conduct (policy 5) is going through an overhaul and going through a process of 3 readings. (On website for anyone to take a look)
- Peaks Campus Update - there is a mobile lab (high school focus)
- Jordan's Principle Update - Jordan's Principle can be accessed to provide funds to support FNMI students within our school division
- regional school council meeting is Nov. 8 virtual option or in person in Fort Macleod (first focus is — what are school councils, how to run meetings, organization etc...)
- Board Key Messages can be accessed from this link (also attached to these minutes)

Principal and Teacher reports:

Teacher rep:

- Thank you for meals on conference nights and for all parents who attended and chatted with teachers
- Discovery Days are lots of fun! Kids look forward to it. We are about to have the third Friday of our first round.
- Celebration for Halloween—make an animal mask and students will vote, leadership groups will count votes (taking place of pumpkin carving)

Principal Report:

- Volleyball for 5/6 students (23 students participating) Nov. 24 where students play in Fort Macleod
- Grade 2 Assembly this Friday at 10:00 am (discovery days at noon)
- Student lighthouse team—15 applications and interviews were this week. 8 or 9 will be selected to capture student voice in our school. Could lighthouse team members attend meeting? Perhaps one or two meetings they could attend or alternatively have them make a “report” to the School Council.
- September’s school celebration video shared (from previous assembly)
- Staffing updates—Carolyn off on Mat leave, Quinn has left and moved on to another position elsewhere and Carley Tinney had taken our FSL position

New business:

- Library list is available and accessible if parents request it
- Meals for next round of teacher interviews will happen as well
- Parent engagement (last year spent on creating a library of resources
 - councils get \$500 per council and there will be a list of what the funds can be spent on
 - Previously spent on Paul Davis (internet safety/social media presentation)
 - ASCA would like people to attend virtual sessions, webinars etc...check website)
- Bylaws/policies—we will keep all minutes clearly outlined and accessible moving forward to be in accordance with School Council Regulations. Division has told us to move forward to the best of our ability in accordance. Email attached to these minutes.
- Joseph motions to have all winter meetings online for November, January, March @ 8:00 pm (Craig seconded motion passed)
- Bylaw policies—Operating Procedures have not been reviewed in a few years and should be a focus for School Council. Will review and have an actionable item one or two per meeting (Sean, Rachel and Joseph will break them up into chunks—post what the focus will be on app a week or two in advance)

- Parent communication — app is most preferred method for communication between school and parents/guardians, allows parents/guardians to “subscribe” to what they want to be alerted about and can opt out of non applicable alerts for their situation such as choir or athletics. Discussed a tutorial can be included in the parent handbook—to be made by end of this year. This would be beneficial for new coming parents who do not know how the app works. Discussion that at the end of the day the could we have interview bookings more phone friendly... Sean to look into that.

Meeting adjourned at 8:06

Next Meeting—Nov. 22 at 8:00 pm virtual



BOARD OF TRUSTEES KEY MESSAGES

Following are the Key Messages from the Board of Trustees Regular Meeting held on Monday, September 25, 2023. Each month the Board Key Messages are shared at School Council Meetings. See your school's website for information about upcoming meetings and agendas.

- 1) **Board Policy 5** – The Board of Trustees have reviewed and approved the first reading of the newly adapted Board Policy 5 – Trustee Code of Conduct and Sanctions as presented.
- 2) **Minister's Youth Council** – The Board of Trustees are pleased to announce that Daniel Choi from F.P. Walshe School has been selected for this year's Education Minister's Youth Council. The Minister's Youth Council consists of 40 junior and senior high students with diverse interests, identities, backgrounds and perspectives from all regions of Alberta. Students on the council provide their perspectives on a number of education topics. The Minister's Youth Council gives students opportunities to share input and perspectives on provincial programs and initiatives.
- 3) **PEAKS Collegiate Campus Update** – Chad Kuzyk, Associate Superintendent, Curriculum and Innovation, and Jeff Perry, Associate Superintendent, Business Services updated the Board of Trustees on the PEAKS Collegiate Campus. Our new mobile environmental lab created in partnership with Lethbridge College and funding from Alberta Education was unveiled on Sept 7, 2023. LRSD has been awarded \$50,000 by Alberta Education to support the Physical Geology dual credit partnership with Lethbridge College. LRSD has been approved for the following courses to create the Collegiate pathway: Zoology, Introduction to Environmental Law, Water Resources, Spatial Information Techniques and Soil Resources. Government funding of 5.77 million dollars will be supplied for an expansion of the current PEAKS facility in the Crowsnest Pass. This funding providing by the Alberta government is specifically targeted for Collegiate programming in Alberta schools.
- 4) **Jordan's Principle Update** – Richard Feller, Associate Superintendent, Human and Learning Services, presented to the Board Of Trustees. Jordan's Principle supports First Nations children living in Canada with access to additional products, services and needed supports. The Livingstone Range School Division has been able to access \$944,213 from Jordan's Principle for this school year. The dollars from this initiative have allowed LRSD to hire 11 EAs, 3 Teachers and increase Elder support in our school communities. Currently LRSD is looking for a Blackfoot language teacher and exploring a partnership to help provide additional OT/PT/SLP support for our First Nations students and families.

Every student, every day.



WMES School Council <westmeadowschoolcouncil@gmail.com>

WMES Minutes - Annual Reports

Nikki Lytwyn <lytwynn@lrsd.ab.ca>

Tue, Oct 24, 2023 at 3:40 PM

To: WMES School Council <westmeadowschoolcouncil@gmail.com>

Cc: Carla Gimber <gimberc@lrsd.ab.ca>, Sean Latta <lattas@lrsd.ab.ca>, Darryl Seguin <seguind@lrsd.ab.ca>, Joseph steeves <joseph_steeves@hotmail.com>

Hi Rachel,

We encourage you to try your best as a new executive to comply with the School Council Regulations and the LRSD Administrative Procedures on a go forward basis. Please do not worry about tracking down past minutes, etc. We appreciate parents who are willing to volunteer to fill these positions and are very grateful for your desire to follow the regulations and administrative procedures. There are no consequences if a school council cannot produce 7 years worth of minutes, etc. In addition to frequent school council executive changes there have also been many school administrative changes in LRSD and unfortunately when there is a lot of change there may be missing pieces of information. Again, we appreciate your desire to comply with the expectations going forward.

Thank you again and we wish you all the best in your new role.

Thank you,



Nikki Lytwyn
Executive Assistant

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Fort Macleod, AB T0L 0Z0
www.lrsd.ca

The information in this email is confidential and intended solely for the addressee.

On Tue, Oct 24, 2023 at 2:33 PM WMES School Council <westmeadowschoolcouncil@gmail.com> wrote:

Hi Nikki

Thank you so much, yes we do have some of the minutes posted online but most definitely within the 7 years we are missing some. Sean and I have been looking through the records to try to fill in the gaps so we are in compliance. Carla gave us a few suggestions for accessibility that we hope to address at our school council meeting tomorrow as well. Are there any consequences or concerns for us as a school council in the interim as we have not provided the requested information?

Thank you for the resources and assistance as we try to catch up!

On Tue, Oct 24, 2023 at 2:25 PM Nikki Lytwyn <lytwynn@lrsd.ab.ca> wrote:

Hi Rachel,

Here is the information regarding WMES School Council Annual Reports. Please let me know if you have any questions or require any additional information.

1. I've attached the WMES Annual Reports we have on file. You will notice that they do not contain all of the information requested in our Administrative Procedure 110 School Councils document attached, but I've included what was submitted to us.
2. I have also attached a School Council Annual Form template for your files.
3. School Councils, as per the School Council Regulation in Alberta, schools are responsible for keeping their minutes for 7 years (Section 14). I see that the school has school council agendas and minutes posted on their website. Please see <https://www.westmeadowschool.ca/about/documents#category/12346>
4. Board meeting agendas and minutes can be accessed here. <https://www.lrsd.ca/board/meetings>

Thank you,



Nikki Lytwyn
Executive Assistant

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On Mon, Oct 23, 2023 at 2:58 PM WMES School Council <westmeadowschoolcouncil@gmail.com> wrote:
Thank you so much Carla, I really appreciate your help with navigating the various channels!

Hi Nikki and Darryl,

Would you kindly forward me all of the Annual Reports for WMES that you have on file? This is pursuant to our operating procedures:

In accordance with School Councils Regulation, the school council chairperson prepares and provides the school board with an annual report that includes:

- a) Summary of school council's activities for the year,*
 - b) Financial statement*
 - c) Copies of the minutes of each meeting*
- The school council will make the report available to any members of the school community.*

Thank you for your time!

On Mon, Oct 23, 2023 at 2:53 PM Carla Gimber <gimberc@lrsd.ab.ca> wrote:

Hi Rachel

As Trustees, we are not included in the annual reporting (it goes directly to the Superintendent).

As these are administrative requests, I would recommend you contact Nikki Lytwyn to see if she or Darryl Seguin can help with your search.

Regards
Carla

Sent from my iPhone

On Oct 22, 2023, at 12:29 PM, WMES School Council <westmeadowschoolcouncil@gmail.com> wrote:

Hi Carla

I will do my best to attend the Nov 8 meeting in person.

In review of the WMES operating procedures, it states:

In accordance with School Councils Regulation, the school council chairperson prepares and provides the school board with an annual report that includes:

- a) Summary of school council's activities for the year,*
 - b) Financial statement*
 - c) Copies of the minutes of each meeting*
- The school council will make the report available to any members of the school community.*

To confirm that has not happened? The OP was put in place in the 2012-2013 academic year.

Below are a couple that I am hoping you can assist me with:

1. Under s 12 of the School Councils Regulation it references the board, is that the School Trustee Board ("STB") or another? If it is the STB, can I get a copy of the last three years of board meetings and policies pursuant to s.12 (3)? Or does board refer to the LRSD board and then I'd be looking at this link for minutes? <https://www.lrsd.ca/our-division/documents>

2. I have been told by the previous chair that WMES follows the attached operating procedures and falls under the bylaws and policies of the Alberta School Councils Association but upon review of those bylaws and the School Councils Regulation subsection 17, it appears that there are a few items that are ambiguous or missing to fulfill the SCR s17. Is there any type of consequence on the council for the lack of compliance or is it just to get sorted asap?

Thanks

On Fri, Oct 20, 2023 at 1:02 PM Carla Gimber <gimberc@lrsd.ab.ca> wrote:

Hi

That is correct. All of the meetings will include a virtual option. The first one I will be hosting in person meeting at the division office in Fort Macleod. Attending in person is a great way to meet other council executive and network. We're opening this meeting up to any and all parents at council.

Let me know if you have any other questions.

Regards
Carla

Sent from my iPhone

On Oct 20, 2023, at 12:46 PM, WMES School Council <westmeadowschoolcouncil@gmail.com> wrote:

Hi Carla

Thanks for the below. I really appreciate the quick response.

Let me dig here on my end more than. The Nov 8 meeting is one of the three regional ones right? If so, can you let me know where it will be held at?

Thank you for the heads up regarding next week's meeting

Rachel

Thank you

On Fri, Oct 20, 2023 at 12:41 PM Carla Gimber <gimberc@lrsd.ab.ca> wrote:

Hi

The meeting minutes for council meetings are not maintained by the division. It is the school council, in conjunction with the school, that maintains all the records. This may be electronically or in paper format. I've seen councils store them on google drives or in physical file cabinets at the schools. Therefore, past council executive and school administration would be the appropriate people to contact for those records.

The one thing that does go to the Division is the annual report. It is supposed to be submitted to the superintendent by September of the following year. It provides a summary of the meeting dates and accomplishments or highlights from the year. No minutes are included.

At the Regional School Meeting November 8th we will be covering school councils, their role, the role of their executive, and the common items included in the school council bylaws. We will also be providing templates for agendas, minutes and the annual report.

I hope this helps.

I'll be attending the meeting October 25th but will likely be a little late as I'll be coming from the Granum council meeting.

Regards
Carla

Sent from my iPhone

> On Oct 20, 2023, at 12:26 PM, WMES School Council <westmeadowschoolcouncil@gmail.com> wrote:

>

>

> Hi Carla

>

> I am just trying to catch up on the bylaws and operating procedures for the School Council and there is a clause that any member will be able to review prior meeting minutes of the council. However, there is no consolidated record of all historical minutes, and what I was provided has several minutes missing from the last bit. Amber mentioned you would be the best person to ask for guidance as the division holds these records.

>

> I understand the school annual reports contain all of the meeting minutes for the year. I would really appreciate it if we can gather all school council annual reports for WMES so we can have the records available pursuant to the operating procedures WMES out in in 2012/2013.

>

> Is it possible for a scan for all of the annual reports as far back as possible be sent via email, or by USB drive? If they only exist in paper format, I can scan those in if provided a copy.

>

> Thank you so much!