

## **WMES School Council Meeting Minutes - October 1, 2024**

Attendance: Sean Latta, Heather MacDonald, Rachel Green, Joseph Steeves, Shauna Fankhauser, Danielle Johnson, Brenna Fajnor, Kalyit Kaur, Sahijit Singh, Sandra Detmers, Carla Kimber, Tim Elford (two others also present who we missed their names).

Meeting called to order 7:36 pm

Approval of Agenda - motion Joseph Steeves, second Sandra Detmers

Approval of May Minutes - motion Joseph Steeves, second Sandra Detmers

Presentation of School Council Annual Report - see report attached

- There is a portion of the parent engagement grant remaining. A previous motion was made to spend money left over from Dr Mattatal's presentation on books he recommended, which we have done already.

**Motion to use remaining parent engagement funds from the 2023/24 school year to buy unspecified books for the parent resource library by Danielle Johnson, seconded Brenna Fajnor. Carried.**

Updated School Council Bylaws - see attached

- The School Council bylaws were updated over the course of the 2023/24 school year. Some portions were approved last year but the full document needs final approval, time was provided for people to read the document, no questions were asked nor comments made from anyone in attendance.

**Motion to accept the bylaws by Joseph Steeves, seconded Danielle Johnson, Carried.**

School Budget Presentation (Sean Latta) - see attached.

Sean went through according to parent's questions presented.

- The school does not receive funding for a full time Learning Commons/Nutrition position. The division provides 0.6 FTE for a Learning Commons staff member and the rest of Debbie's pay comes out of the school budget. Hot lunch is only one day a week this year to make her work load more manageable and limit her from having 10-12 hour work days.
- Rachel asked if there are any food insecure students who are affected by the decline in hot lunches. Sean mentioned there are currently no food insecure students but if that comes up, they would address it to make sure the student has lunch each day.
- LRSD does not pay directly for staff professional development so it all comes out of the school budget.

- A couple of notable increases over last year's budget: coding supplies as coding has been added to the curriculum and higher textbook allocation as the school purchased new math books to work with the combined class configuration this year.

Library Policy (Heather MacDonald) **[this agenda item had a significant amount of engagement from parents in attendance – the main points of communication are referenced here]**

- The library policy for the school is still being finalized but will be included in the parent handbook when it is completed.
- The school defers to the reading age/level provided by scholastic books for what is age appropriate.
- The school receives money from the scholastic book fair during parent teacher interview nights to spend on books.
- While the policy is being finalized at the school level the school is leaning on divisional policies, in particular admin procedures (attached) and the desire to provide an inclusive space and foster conversations at home.
- The school does go through the library to remove old books with politically incorrect language. There is no written policy for the requirements for a book to be deemed "politically incorrect". Clarity after the meeting was sought by email and we received the below:

*Removal of books occurs for a number of reasons which may include outdated books, books that are not being signed out/read, and selections that do not meet the requirements of any pertinent legislation. An example I can provide of a book that was removed from our collection a couple of years back was "Indian in the Cupboard" as the terminology used in the book was not aligned with the efforts of Truth and Reconciliation.*

- A question was asked regarding who actually approves and buys each book that comes into the library. The next morning clarity was sought by email and we received the below:

*The purchase and approval of books at West Meadow School is a collaborative process between teachers, administration and the learning commons facilitator.*

**Motion for a list of controversial books (religion, human sexuality and/or sexual orientation) be provided for parents by Brenna Fajnor, second Danielle, carried.** Further clarification is that the parent request would be submitted in writing and a written response would be expected.

- Heather indicated that this may be difficult to achieve. Rachel brought up the possibility of forming a School Council subcommittee to assist in making the list so there is not additional work on the administration or staff.
- A question was asked if the books brought in are read by someone. It was confirmed the learning commons teacher reads/skims all new books.

- Shauna mentioned it would be easy to continue to add to a parent resource list since the new books are being read/skimmed.

#### Cellphone Policy

- The province issued a mandate regarding cell phone use at schools. WMES regulations regarding cell phones already meet the requirements.
- Trustee Gimber added that LRSD is still developing their division-wide policy; if parents would like to provide input there is a feedback form on the division website to provide feedback.

#### Communication Home

- Communication will continue to come home through the WMES school app.
- It is hopeful the parent handbook being created will help with clear communication with parents/guardians.
- There has been a parent request for parents to be notified on days the public health nurse comes to provide immunizations; administration will do so.

#### Principal's Report (Sean Latta)

- The school has 305 students this year (with kindergarten students counted at 0.5)
- At the admin development today, they were informed the RCMP will no longer do criminal record checks for volunteers in the school. This is brand new information and hopefully further clarification will come in time.

#### Trustee Report (Carla Gimber)

- See attached for 4 key messages from the September 24, 2024 board of trustees meeting
- Our division has changed it's policy regarding ASCA, individual School Councils now need to opt in if they wish to be members. Schools who chose not to be members will receive the \$125 membership fee to be spent on parent engagement (following the same rules as the Parent Engagement Grant).

#### Election of Executive

**Motion to elect Rachel Green for chair, Shauna Fankhauser for vice-chair, and Danielle Johnson for secretary for the 2024/25 WMES School Council by Joseph Steeves, all in favour, carried.**

Date of the next meeting is to be determined.

Meeting Adjourned 8:42 pm.

Annual Report for West Meadows Elementary School  
By Rachel Green, Chair

**Activities:**

Elections occurred in September and taking over as chair, in the last year we did the following in addition to the School Council meetings;

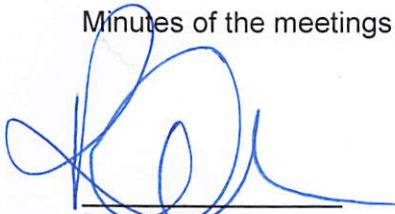
1. Organized and hosted the school trustee forum before the ward vote;
2. Created a copy of the library catalogue to be available to all parents and guardians;
3. Organized teacher meals for October and March parent teacher nights;
4. Had teachers and staff fill in their favourite things to send out to the parents and guardians for Christmas (and end of year) if they were wanting to show more personal appreciation to them;
5. Attended ASCA AGM;
6. Hosted Dr. Mattatall to come for a parent engagement night in May and add more books to our parent library;
7. As SC we did Christmas and end of year treats for staff and teachers along with last day of school coffee run;
8. Year End BBQ for the students, staff, teachers and families;
9. We redid our bylaws (with sections being voted on throughout the year) to be voted on at the AGM.

**Financial Statement:**

Alberta School Council Engagement (ASCE) Grant of \$500.00 was spent as follows:

1. \$300.00 for Dr. Mattatall's fee;
2. \$96.79 for recommended books for the Parent/Guardian Library; and
3. We have \$104.21 to continue to spend on remainder of books recommended.

Minutes of the meetings are attached hereto.



Rachel Green

# **West Meadow Elementary School Council Operational Bylaws**

## **Updated September 2024**

### **1. Mission:**

The West Meadow Elementary School Council (WMES Council) strives to support every child and enrich the school experience for our families and staff through connection, discussion, and engagement.

### **2. Objectives:**

The objectives of the WMES Council, in accordance with the Education Act section 55 and LRSD Administrative Procedure 110, are to:

- a) Advise the Principal and the Board respecting any matter relating to the school;
- b) Consult with the Principal concerning the students' opportunities to meet educational standards;
- c) Ensure that the fiscal management of the school is in accordance with the requirements of the Board and the Superintendent;
- d) Develop a common vision for the school and working to implement that vision by facilitating communication and planning regarding priorities and programs that are needed to meet the expectations of the local school community;
- e) Assist in creating a positive school experience for the school students, families and staff;
- f) Encourage and facilitate parent and guardian involvement in the school;
- g) Communicate openly with all members of the school community; and
- h) Make decisions based on the needs of all members of the school community.

### **3. Membership:**

- a) The membership of the WMES Council shall consist of the following:
  - i. Every parent and guardian of a student enrolled in West Meadow Elementary School by default are members;
  - ii. The principal of the school;
  - iii. A teacher from the school, elected or appointed by the school staff and teachers (where possible), and
  - iv. A community member selected by the WMES Council (where possible).

### **4. Officers:**

The officers of the WMES Council shall consist of a chair, a vice-chair, and a secretary.

1. Every parent or guardian member of the council is eligible to be elected as an officer of the WMES Council .
2. Officers will be elected for a one-year term at the annual meeting.

### **5. Duties of Officers:**

Chairperson:

1. With the principal, plan WMES Council meeting agendas,
2. Facilitate WMES Council meetings,
3. Acts as a spokesperson for the WMES Council,
4. Serves as WMES Council's representative and attends regional meetings where possible, or delegates a representative to attend regional meetings on their behalf,
5. Develops and presents the annual report to the LRSD Board, in consultation with the Principal

Vice-Chair:

1. Shall assist the chairperson with duties assigned,
2. In the absence of the chairperson, assumes the duties of the chairperson both at local meetings and/or regional meetings where possible.

Secretary:

1. Keep accurate minutes and records of the meetings,
2. Provide a copy of meeting minutes and related documents to the school to be published to the school community.

**6. Vacancies:**

The WMES Council chairperson may appoint members to fill any officer vacancies created until the next annual meeting.

**7. Voting Powers:**

All parents and guardians will have one vote. The principal and teachers will be non voting members.

**8. Fundraising Society**

1. All financial matters (with the exception of the Alberta School Council Engagement (ASCE) Grant and fundraising will be the responsibility of the Fundraising Society.
2. The WMES Council will request to the Fundraising Society for any activities or events requiring financial assistance.
3. The WMES Council will reach out to the Fundraising society each year to gain an overview of the financial intentions of the society for the year.

**9. Committees:**

The WMES Council may appoint committees that consist of school council members and/or other school community members. Committees generally report on their activities at school council meetings and have a specific mandate given to them by the WMES Council.

**10. Annual Meeting:**

- a) The annual meeting of the WMES Council will be held not later than 30 days after the first instructional day of the school year.
- b) The meeting will be advertised throughout the school community at least 14 days in advance.
- c) The business of the annual meeting shall include:
  - i. Presentation of the annual report
  - ii. Proposed amendments to the Operational Bylaws
  - iii. Discussion of direction for the school council in the upcoming year
  - iv. Election of officers

**11. Annual Report:**

In accordance with *School Councils Regulation*, the WMES Council chairperson prepares and

provides the school board with an annual report that includes:

- a) Summary of the WMES Council's activities for the year;
- b) Financial statement;
- c) Copies of the minutes of each meeting;

The report should be provided by May 31 of each year unless the Board requires it at a later date. The WMES Council will make the report available to any members of the school community.

## **12. Meetings:**

The WMES Council shall meet at least five times during the school year. Meetings can occur at the school, online or a hybrid of physical and online attendance.

Special meetings of the WMES Council may be called by any of the elected officers or at the written request of 10 parents and or guardians of the school community.

The quorum for meetings of the WMES Council shall be a minimum of four representatives.

Minutes from the meetings will be made available to all members of the school community by way of the school website. The WMES Council will endeavor that pending ratification minutes are clearly labeled when posted.

## **13. Voting Procedures:**

Decisions at WMES Council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.

If a vote is taken, the motion must be moved and seconded and passed by 51 percent majority.

## **14. Amendments:**

The operational bylaws remain in force from year to year unless amended at the annual meeting. Operational bylaws are reviewed annually at the May WMES Council meeting. Notice of proposed amendments will be published in the May minutes and voted on at the annual meeting.

The operational bylaws may be amended by a two-thirds majority at the annual meeting.

## **15. Conflict Resolution:**

In accordance with the School Act, the WMES Council will abide by the conflict resolution procedures outlined by the Livingstone Range School Division #68 Administrative Procedure 152 as amended from time to time.

Further, in the case of conflict between a school council and the Principal, respecting disputes on policies proposed or adopted by the school, the Principal or the school council may appeal in writing to the Superintendent of Schools for assistance in resolving the dispute. The Superintendent shall inform the Board when an appeal from a Principal or school council has been received. If the Superintendent cannot resolve the dispute, the Superintendent shall refer the matter to the Board of Trustees, who may appoint an ad-hoc committee to investigate and bring back to the Board recommendations for resolving the dispute.

**16. Removal of School Council Members:**

Officers may be removed from the WMES Council should they:

- a) Miss three consecutive meetings without notice,
- b) Violate any of the objectives of the WMES Council.

Removal must be supported by a two-thirds majority vote of the WMES Council and reported promptly to the Livingstone Range School Division.





# Parent Council Budget Summary 24/25

Divisional Budget Allocation

\$64,600

## WMES Budget

Non Certificated Salaries

\$7100

*Hot Lunch/Breakfast/LC Position:* Difference between what we receive from central office allocation, Nutrition Grant and Hot Lunch Revenue from last year)

Certificated Salaries

\$5000

Sub Costs to Cover School Goals; Collaboration

Contracted Services

\$6000

Transportation (Field Trips) 4000

School Based Admin (School Events) 2000

Professional Development

\$4500

Staff PD, Staff PD Meals, Professional Resources

Supplies

\$33,700

General Supplies & Paper, Photocopying Expenses 20,000

Furniture; Other Equipment 500

Special Needs Supplies and Materials 500

Classroom Budget Allocations (Teacher Directed) 3000

Coding Resources; 3D Printing & Design 1000

Phys Ed Equipment 1000

Tech Software - Student; School App 3200

Tech Hardware 500

Kindergarten: Supplies for K room, Toys 500

Admin: Wellness Team; Admin Discretionary 2500

Discovery Days; Student Prizes, Student Awards 1000

(Also get \$1500 From Fundraising that we add to this)

School Textbooks / Resources

\$5500

School Textbooks; Math Workbooks

School Media and Library

\$1500

Library Books, Library Games/Activities, Novel Studies

Telephones

\$1300

*This budget was originally submitted in May of 2024, and has since had some adjustments at the start of the new school year as opportunities and challenges have become clearer. Numbers have been simplified for ease of reporting.*



## BOARD OF TRUSTEES KEY MESSAGES

Following are the Key Messages from the Board of Trustees Regular Meeting held on Tuesday, September 24, 2024. 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) **Summer School/FACES/International Students-Summer Program Presentation** – Darryl Seguin Superintendent presented to the Board of Trustees regarding this summer's programming within LRSD. This summer the FACES program was attended by 622 students, 486 of those students attended from outside our school division. Peaks International facilitated 2 courses to 9 students and 1 principal from a Tokyo Alberta Credited school for an 11 day program. Plans have been discussed for a second group from the same school in the 2024-2025 school year. The LRSD Summer School attendance continued to grow and had 155 student enrolled in many available program courses. 149 of these students completed one or more courses during the summer. Our work experience enrolled 46 students in courses such as Automotive Service Technician, Heavy Equipment Technician and Welder throughout the summer. To see the full presentation please visit our [LRSD you tube page](#). More information on our summer options can be seen on our [Pursuits page](#) on our website.
- 2) **Deputy Superintendent** – The Board of Trustees approved the appointment of Richard Feller, Associate Superintendent, Human and Learning Services, as Deputy Superintendent.
- 3) **Minister's Youth Council** - The Board of Trustees are pleased to announce that Jennifer Doerksen from J.T. Foster 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.
- 4) **School Visit Schedule** – Darryl Seguin, Superintendent reviewed the 2024-2025 School Visit Schedule with the Board of Trustees. This year the Board of Trustees will be visiting W.A Day, F.P. Walshe, Stavely, Granum, J.T. Foster, A.B. Daley, Matthew Halton, Canyon and the Willow Creek, Little Bow, Parkland and Clear Lake Colony schools.

**Every student, every day.**