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*Smith School Parent and Community Advisory Committee  
Meeting Agenda*

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**Friday November 17, 2023 @12:15 pm**

**1.0 CALL TO ORDER at 12:19pm**

**2.0 INTRODUCTIONS**

**Present: Virginia W., Damon R., Amber Hensch**

**3.0 REPORTS**

**3.1** Trustee Report- Brenda Fulmore (see attached)

**3.2** Principals Report (see attached)

**3.3** Council of School Councils Report (see attached minutes)

**4.0 Business**

**4.1 Gaga Ball- updates- Solely a Parent Council Project**

4.1.1 Wood- Vanderwell is donating, will need to be pressure treated, or painted.

4.1.2 Paint still needed

- will get Student Advisory to write letters to companies for paint donations

4.1.3 Devon is picking it up for us

4.1.4 Will need parent volunteers to build it

- might be able to paint the boards in Brenda's shop

**4.2 International Travel Updates**

**4.2a- Previously Fundraised Money**

The funds raised for the previous Australia/New Zealand trip are currently in the School Generated funds. Due to them being fundraised funds there are Policies which come into place on how and where they can be spent.

#### Run Down of the Policy Includes:

1. They can be used any time at the discretion of the Principal, and without consultation on any fundraising group.
  2. As per the Education Act- Section 197- Principals have total authority in this matter. May inform the school council, but not obligated to.
  3. These funds can be used towards all school activities that involve travel including bussing fees, extracurricular, or another international
  4. The funds can only be used towards Smith School students who are currently enrolled at the time of the event.
- the funds have not been allocated to go towards anything as of right now. Still seeking clarification to ensure policies are followed. The goal is for the funds to go towards helping students experience opportunities they would otherwise not be able to. Currently looking into a trip which these funds will be applied to to alleviate the financial burden on students. Once a finalized decision has been made, Miss Hensch will be informing the parent council on the matter.

#### **4.2b- Travel Destination Change**

Due to other companies not responding to emails and providing updates for Hawaii, and given the current situation overseas and previous occurrences, we are switching to the Maritimes. Currently have one price, and hopefully will have a quote from another company in the upcoming days. Once both quotes are submitted will make the request to Superintendent Kastrinos.

#### **4.3. Parent and Student Surveys**

1. Students academics: quality of work

- working on creating presentation to teach students how to study (students stated they do not know how to study)
- teachers having conversations with students about how they like to learn
- teachers are trying a variety of strategies in their classroom to increase student achievement, and ownership of their work
  - not accepting work that is rushed and not the student's best work
  - having firm deadlines
  - circulating through the classroom and giving immediate feedback on assignments
  - marking worksheets one on one with the students
  - making sure praise is specific to their work and not general (Your topic sentence is strong, and tells me exactly what your paragraph is about)

Other Suggestions:

Parents present did not have any other suggestions

## 2. Student wellness: Reducing Unkind behavior

- presentation on how to regulate emotions and not react immediately to be provided
- Revisiting Stop, Walk, Talk
  - - during transitions between classes teachers need to be in the hallways more to ensure there is a presence
  - -During recesses students should not be way out in the field where the supervisors can not monitor them. The boundaries are not past the hill/basketball net or the gym. The only

exception is the 5-9 soccer field which should have a supervisor by it.

- - ensure parents are made aware when their child is consistently being verbally unkind. It's interesting to see everyone say kids aren't willing to help when it's not their friend, and that there is unkind behavior. I think it's important for parents to know if their child is being unkind and to have open/honest conversations so parents can help.

#### Other Suggestions:

Some of the suggestions from parents include:

- Character and Morality formation presentation/course for students.
  - What does Character look like?
  - What does formation of character look like?
  - Damon's brother has created a course for use in Public Schools. He will reach out to him about it
- There used to be a book about dealing with teens/preteens for kids and parents.
  - Miss Hensch will reach out to Miss Weber and Mrs.Borgen to see if this book is still available

### 3. Student Wellness: Increasing Student Recognition

- Every time a student hands in an eagle pride they will get 1 small treat (leftover Halloween candy) as a reward for doing something good. Please ensure that all staff are handing out

eagle prides. If there's a kid you know who has been struggling with doing the right thing but does it once, give them an eagle pride. There will still be the regular Eagle Pride Draw at the end of the month.

- start celebrating our kids during morning announcements. If you have someone in your class or see someone who did something amazing (academically or behavioral) there will be a quick little blurb to fill out (takes 2 seconds). Jora will read it out during morning announcements.

Other Suggestions:

Parent suggestions included:

- creating criteria outlining how to get an Eagle Pride for all students
  - asking students for some input into it

#### 4. Parental Involvement: Increasing parent communication

- if there is a problem (academically, socially, behaviourally or physical injury) teachers must be contacting parents.
- PowerSchool must be updated every 2 weeks for core subjects and once a month for option classes.
- pictures of each class should be going up on social media to help parents see the learning happening at the school. I try my best to get well rounded pictures of all students but sometimes struggle to get into each class and get good pictures.
- We will continue to send alerts to parents about upcoming events.

- I will continue making the monthly calendar and posting it on social media and at the store and post office.
- contact needs to be made with each of your student's parents at least once a month. This needs to be about something positive.
- -parents need to be informed of upcoming formative tests/assignments. This can be done in the students agenda books, or via email sent home to parents or remind or class dojo.

Other suggestions:

No other suggestions were provided.

#### **4.4 Parent Teacher Interview Increasing Participation**

How do we increase parent turnout?

- some parents have issues booking appointments
- Possibly send out a paper copy of the time slots available
- Have Parent teacher interviews a bit sooner possibly
  - Mid October
    - might be a bit too soon for some parents
- Both Jr.High Teachers at the same time for an interview instead of having to make 2 appointments
- More notice of Parent Teacher Interviews coming up
- Baby-sitting available
- Create a pamphlet on Why are parent Teacher Interviews important?
  - why it's important to also include your child in the interview

- Maybe having the first parent teacher interview as drop in student led conferences and the second one as scheduled interviews

#### **4.5 Fundraising Ideas**

None talked about

#### **4.6 Mentorship for Parent Lighthouse Foundation and PAC contact**

- If anyone would like to step into Virginia's shoes please reach out to her, and she would love to mentor them.

### **6.0 ADJOURNMENT - 1:10pm**

**Next meeting will be sometime in January.**

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*Smith School Parent and Community Member Meeting Principal's Report*

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#### **November 2023**

- Halloween Carnival was a huge success
- We had Fatty legs Author, Christy Jordan Fenton present to the students on Monday November 13th
- Students learnt how to Jig yesterday.
- Students are learning different Indigenous games today, and making bannock on a stick over a fire.
- Changes have been made to our Eagle Prides to ensure students are all receiving recognition. Each Eagle Pride will result in a treat.
- Christmas concert preparations are starting. There is a K-6 play and a 7-9 play again this year. Supper will be before the concert also.

- Volleyball season is over for the 6-9 team.
- Gr.5/6 will be going to a Volleyball tournament on Tuesday November 28th
- The first round of Parent Teacher Interviews happened last night. There are phone interviews scheduled for Tuesday from 3:30-4:30 pm also.
- Progress Reports are going out today

### **Upcoming Dates:**

- **November 28- Gr.<sup>5/6</sup> Volleyball Tournament**
- **December 1- Tree of Hope Starts again**
- **December 4- PD Day**
- **December 5-8- Book Fair**
- **December 7th- Movie Night at the School at 5:30pm**
- **December 14- Enchanted Antlers Play for K-6 students**
- **December 21- Christmas Concert**
- **December 22- Last Day of school before Break**
- **January 8- First Day back from break**

### **Parent Council – Nov 17, 2023**

### **Brenda Fulmore – Trustee Notes**

So sorry to miss this meeting! Student Councils are an important part of our schools! Virginia and I just attended a Council of School Councils meeting this week, which is the gathering of all the School Councils together. It is great to hear what is happening in other schools, gather and share ideas. Virginia will be sharing more on that I am sure.



Critical Enrollment: As Policy 15 directs, we will be reviewing school enrolments that have fallen below established critical minimum enrolment thresholds. There are 3 schools in our division that are below the threshold. Grassland, Rochester and Smith. Vilna is below the threshold at the elementary level. Last year the Board passed a motion to revisit the viability of Rochester School with administration directed to provide the necessary information. Rochester was considered for closure in the 2021-2022 school year. This review/discussion will begin at the next board meeting on November 26th.

School Calendar: We revised the 2023/2024 School Calendar which the Board voted unanimously to approve in principle and we are looking for any further input before the final approval . With a new start date of August 26, 2024 for staff and August 29th for students. This removes 3 operational days at the start of the school year, and moves a PD day from September to April. And note that even with the reduced number of instruction days, Aspen View meets the required number of instructional days and minutes set out by the Government of Alberta. It was suggested that in subsequent year's adjustments to school schedules could be examined to determine if a first day of school after Labor Day could be considered.

There is an invite to Rochester on April 24, 2024 6-8 pm for a presentation on the Cyberworld: "What happens when youth press send?" It is a presentation for parents and caregivers on practicing internet safety with children and youth and on responding to technology-facilitated sexual violence.

We have made the switch to Dossier, which is a program that parents will be able to sign into and then also have access to actually view and sign IPP's.

Student Voice: Last year Trustees visited each school and spoke with students about technology, gathered their perspective on how students felt around using

technology, what were the downsides to it, what it was helpful with, and what they would like to know more about in order to be better equipped to use it. This year we unanimously passed a motion directing school principals to assist in inviting students to make a presentation at locally hosted Board meetings on topics pertinent from student's perspectives. Because Smith just hosted a board meeting last month, our students will not be looking at doing this likely for 2 years, as the goal is having a board meeting in each school over a 2 year period. Also Trustees will be available to speak to Grade 6 classes around the topic of Governance, as this is part of their social studies curriculum.

Volunteer Drivers: We were reviewing Administrative Procedure 491, and concern was brought up that there is a requirement for first aid training for volunteer drivers. This would greatly limit those who would be able to drive in all of our schools. We concurred that first aid would be recommended, but not required for volunteers driving private vehicles.

### **Council of Schools Minutes (Virginia W.)**

- looked at the new calendar and discussed the difference between a mid week start vs. Monday start date for a school year
  - Parents felt a Monday start may be easier for parents who work
  - Concerns were brought up about the amount of eating time being affected by the new change.
    - this would not happen at Smith School
- ASCA on April 26-28 2024
  - 1 hotel and conference fee paid for by Aspen View
- Pamphlet needs to be created for Smith
  - Information should include:

- Information about the Community
- Information about the school
- Information about the Parent Advisory Committee
- People to reach out to to help create pamphlet includes
  - Lucy
  - Sheila W
  - Pat J
- ASCA is looking to get a document created outlining what a School Council is for and the benefits of having one.
- There was talk about possibly changing school fees