

Minutes of the EVA ACSL Meeting – September 9, 2013

Attendees: Neil Arnason, Annette Bonneteau, Kevin Olfert, Christopher Lepa, Sue Munroe Murphy, Dave Murphy, Shawna Masters, Barbara Cahoon, Carol Steel, Kerri-Lynn Greeley, Shannon Tipping, Mélanie Barnabé, Marcia Fonseca, Helen Lepp Friesen, Michelle Dueck, Vanessa Nowastowski, Kathleen Tomy, Peter Ward

1. Introductions

- a. Approval of Agenda: add item to New Business: KT (summer band camp) VN (band report); add Chair's report to Regular Reports (NA).
Approval of Agenda as modified, BC moved, MD seconded, carried
- b. Approval of minutes of June 17, 2013 – BC moved, MF seconded - carried.

2. Matters arising (old business)

- a. Transfer of PAC Budget surplus to SGTC. PAC had passed resolution in 2011 to focus fundraising on SGT. The understanding at PAC for 2012-2013 school year was that surpluses would be transferred to SGTC but no resolution was passed. Income from pizza program and milk prices were discussed.
Motion to transfer surplus of PAC funds to SGTC (less \$1000 reserve to be held for PAC), and transfer surplus of milk program funds (less \$1000 reserve) to SGTC. Motion CS, seconded CL, carried.
It was suggested that a budget sub-committee be struck at the next meeting to consider priorities for spending this year's budget surplus.
- b. Volunteer sign-up forms. NA noted that last year we developed a volunteer form so that parents could indicate which school and parent council initiatives they might be able to volunteer for. This was handed out at the fall "meet the teacher" open house but return response was very poor. It was felt that response would be better if it went as a mailout somewhat later (around the time of Strong Beginnings) perhaps in conjunction with the pizza order form. There was general agreement to go ahead with this suggestion. NA and ST will develop the form.

3. Regular Reports

- a. **Good News Sharing** – MD: lunch program, such as it is, is going well.
MF: daughter in grade 7 is enjoying the influx of students from St. Avila.
- b. **Chair's report**
 - i) We need a secretary, and propose to put it in the volunteer sign-up. Some attendees were prepared to act as secretary from time to time, but could not commit to all meetings.
 - ii) a warm welcome to ST.
- c. **Principal's Report**
 - i) A detailed written report was presented (see APPENDIX below)

- ii) It has been a great start to the school year. ST spoke about the accommodations necessary as the lunch program got up and running (see also under Lunch Program below)
- iii) questions for ST: KO: can we get an update on the status of the fuel-oil in the basement?
ST: will look into it.
- Parent: daughter reports no feminine hygiene product disposal in grade 8 washroom.
ST: will look into it.

d. Treasurer's report

\$1000 in each of PAC and milk fund accounts after transfers. Amounts to be transferred are \$3937.26 from the milk account and \$2443.11 from the general account

e. School Grounds Transformation – CS and CL

A written report was submitted as follows:

School Ground Transformation Update: EVA ACSL September 9th, 2013 Meeting

Slate of Officers 2013/14:

Co-chairs: Carol Steel and Chris Lepa	Secretary: Sharon Simon
Treasurer: Chris Lepa	Fundraising: Carla Brenan

Phase 2: (willow island) cost \$44,090 plus \$3,500 for upgrade in wood =\$47,590

To be completed:

1. Trees to be planted at end of September
2. Celebration with our donors, students, community
3. We would like to add a few more log and boulder stations, games drawn on the asphalt and possibly basketball hoops and make platform wheelchair accessible from both sides (these items are not included in the above cost)

Funding Grants:

Community Place Grant	\$20,000.
Community Incentive Grant	\$ 9,000.
Manitoba Hydro	\$ 5,000.
Evergreen	\$ 3,500.
Tree Canada	<u>\$ 3,000.</u>
Total:	\$40,500

As per the Feb. 11 EVA ACSL meeting, there was a general agreement that the schoolground transformation would be the primary focus of the council's fundraising efforts.

Phase 3: Cost \$70,240
Finalizing details this fall for implementation Spring 2014
(this phase may involve play structure (approx \$50,000) and other recreation installations). We have \$20,000 for this phase already

Phase 4: cost \$22,000
Phase 5: cost \$90,000

SGTC meeting Tuesday September 117, 7:30 in the EVA library...Everyone is Welcome

Committee is determining the cost of basketball hoop, and looking at making boardwalks more accessible. A play structure would cost \$52,000 and committee may reconsider that portion of the project.

Issue about fence around school yard and safety. Limits on where students can go.

MD: is this a divisional issue as a safety concern?

NA: can we put this on the agenda for next month under matters arising.

f. Lunch Program

NA: PAC is advertising for a lunch program coordinator and for lunch monitors (supervisors). There are detailed terms of reference which will be posted to the PAC website. Looking at putting an ad in the CanWest community Newspaper (The Sou'wester) and also on Kijiji.

CS: motion to allow NA the funds to place the two ads. CL seconded, carried.

MD: this is an important issue.

g. Pizza Program

KO and RO have run the program but KO indicated that they would like to hand off the responsibility since their other commitments have increased since last year. KO and RO will continue to help with the program if there are two other volunteers who can co-run the program.

NA: the pizza program started every second week then switched to every third week. But it is not as demanding as program at Crane.

Several volunteers stepped forward to assist. Will consider Crane dates and will select dates.

h. Milk Program

AB: starting on September 16. AB has asked Madame Hillman for 15 student volunteers and will meet on Friday.

4. New Business.

- a. NA – PAC meeting dates are normally the second Monday of every month but there are conflicts in October and November. Resolved on new dates of Tuesday October 15 and Tuesday, November 18th.
- b. Meet the Teacher is coming. Parent Council will have a representative there and may be part of the “scavenger hunt”
- c. Plans for fundraising and special events: Tabled until next meeting.
- d. KT: daughter really enjoyed band camp the previous summer. Card of thanks received from Claire.
- e. Music Program Report (VN): creating a second Jazz band that will practice on Tuesday and Thursday mornings at 7:30. EVA is going to get a playwright for the school musical again. Concerts will be December 3 and 19. The division provides approximately \$1500 for band program so band parents’ council raises funds, including Show & Save. Last year there was band-a-thon, silent auction and bake sales as well.

CS: The Peak of the Market fundraiser would be a good fit with the band program since the band program can get the band members to help with the labour (lifting the vegetables out of the back of the truck), which is the only downside to that fundraiser.

5. **Motion to adjourn** CS, seconded CL, carried.

APPENDIX

PRINCIPAL'S SCHOOL REPORT PARENT ADVISORY MEETING MONDAY, SEPTEMBER 9, 2013

School Information

Thank you for a great start to the school year: École Viscount Alexander students have settled very quickly into routines for the new school year. We look forward to a very productive school year. In order to facilitate the first days of school, all families received a welcome letter with information regarding parking, entrances, etc. I hope this was helpful to families. Also our Student Service support team provided the opportunity for new families and students to visit the school prior to the start of school. This is always an anxious time for students and this assist with their transition to a new school.

Lunch Program: We are looking for a Lunch Coordinator and Lunch Supervisors for the Lunch Program. I want to thank Mrs. Donner, Mrs. Dueck, Mrs. Bonneteau, Mrs. Brandt and many Educational Assistants (Mme Anand, Mme Girouard, Mme Stangl, Mme Goltz, Mme Blair) for their assistance this week and last week assisting us with supervision. We need someone in order to maintain consistency for the students, as well as providing a safe and smooth lunch program. If you are interested, please contact Mr. Arnason or the school office. Advertisements have been sent out to the community, as well as Crane and St. Avila communities and in the newspaper, etc.

Lunch Clubs: We are looking for volunteers that would like to assist with club over the lunch hours. Please let us know if you are interested. Mme Goltz will be continuing with her Craft Club over the lunch hours once lunch supervisors are in place.

Milk Program: I want to thank Mrs. Bonneteau who is organizing the milk program again this year. This program will start on September 16 and student from the Student Council will be assisting in distributing the milk.

Lunch Organization: Currently the Grade 5 and 6 students are eating in their classrooms and the Grade 7/8 students are eating in the multi-purpose/open area. As outlined in the parent handbook, if students are signed up for the Lunch Program then they are to remain at school during this time unless special parental arrangements have been provided. If they go home for lunch, they are to come back at 12:25 pm. As the lunch program supervises those in the program until 12:25 pm. Grade 8 students will have open campus in April.

Staff Professional Development Day on September 3: Staff reviewed policies and procedures during the morning, as well as reviewing the school plan process for the past few years. Three priorities were identified for this school year as outlined below. In the afternoon, staff discussed the use of technology in the classroom and how it was used, as well as meeting with the Divisional Educational Technology Consultant to discuss how to incorporate the inquiry method into their teaching.

School Plan Priorities:

- Promote the use of French oral language and culture
- Engaging Students in their Learning
- Literacy

The complete school plan will be shared with the Parent Advisory Council either in October or November.

Assemblies: The first day of school, we had a Back to School Assembly during period 3. At the assembly, staff was introduced, the school belief of respect was reviewed, the technology parameters were outlined to students (as per the letter sent home to parents) and there was an introduction of our Etoile du mois (Star of the Month) program that will start in October, as well as our running club. Our plan is that assemblies will continue on a monthly basis and information will be shared with parents when the assemblies will be held once a timetable has been finalized.

Staff Information

New staff members:

- Miss Dombek will be teaching visual arts. She has worked previously at Acadia Junior High and Laidlaw where she created a vibrant art program. Her art program will be taught in English but she will be inviting French artists, etc. in to work with students in order to maintain some French in the program.
- Mme Bevan will be job sharing a Grade 5 classroom with Mme McMahon.
- Mme Isley was only with us until Friday before she started her maternity leave. She was job sharing with Mme Girouard in the Grade 6 classroom. Mme Hill will be job sharing with Mme Girouard for the remainder of the year in the Grade 6 classroom.
- Mme Stangl has also joined us as an Educational Assistant working with Mme Nowostawski in the music and band.

Those that are returning after a leave:

- Mr. Spiers will be returning to Physical Education after a year leave.
- Mme McMahon will be returning to a job share Grade 5 classroom after her maternity leave.
- Amanda Huot will be returning to Grade 8 classroom after her maternity leave.

Staff changing roles within the school:

- Mr. Slashinsky has joined the Grade 7 team.
- Mme J. Girouard will be working in Grade 6 classroom part time and working as a Literacy Coach part time in the school. Further information about this position further in the report.
- Mme S. Girouard will be working part time in our office and continuing her part time Educational Assistant role.

Meet the Teacher evening: Our Meet the Teacher Evening will be held on Thursday, September 12 from 5:00 – 7:00 pm. We tried to coordinate the evenings with the dates for École Crane and École Saint Avila Open House. The staff has been busy preparing and organizing for this event. There will be corn, salads, buns, vegetables, etc. for families starting at 5:00 pm in the atrium area (behind the school). If the weather does not cooperate, we will be in the gym area. Staff will be introduced at approximately 6:00 pm and then there will be an opportunity to meet the teachers in their classrooms. To assist with organizing your visit, you will have a check off list/treasure hunt of the various teachers and areas to visit and your child/children can accompany you and show you around the school. A special thank you is extended to Mrs. Mitchell-Dueck, and the École Viscount Alexander staff for their work in preparing for this event. We are also hoping that our Community Resource Office. Constanble Minkus, will be able to attend this event as she will be working with our students this year.

Communication: If you have any concerns about your child's learning, please contact the child's teacher. In the event you still have questions or require clarifications, please contact me. I'm currently in the process of talking to staff regarding areas to focus on for this school year. My hope is that I'll be able to get to all the classes to talk with students, as well as have some parental input in how to work together to enhance our school programming even more. Should you have any concerns, questions, suggestions, please do not hesitate to contact me at stipping@pembinatrails.ca or call 452-8945.

Volunteer Sign-in: Volunteers that are working in the school during the day will be asked to sign-in at the office. This will assist us in the event of a fire drill, lockdown etc. knowing who is in the building. We also ask that volunteers wear a lanyard as a visual sign for all staff and students the reason you are in the building.

Office Hours: School office hours are from 8 am until 4 pm. If your child is going to be absent, please call the school and leave a message. The office staff will call if your child is absent and we are not aware of the reason.

School Contact Information: Please contact the office if your contact information has changed. We are currently updating our Emergency Procedures and information and in case of emergency it's important that we have your appropriate contact information.

School Budget: Our school budget will be finalized in October. The budget will be shared with staff and parents once it has been finalized. The budget is based on the student enrolment numbers as of September 30. Our enrolment is currently 269 students. Feedback from staff on initiatives they would like to support with our budget is as follows:

- Technology additional portable labs to allow all students to access technology when necessary
- Music Festival Registrations
- French/English Literacy and Math Resources
- Manipulative resources for Math/Literacy
- Creation of a Science Lab
- New furniture for the classrooms
- Artist Workshops – ceramic tile, Claymation, print making, murals, etc.
- Field Trips to WAG
- Drama presentations – French/English
- National Geographic Videos
- Classroom Libraries
- Creation of Dance Studio
- Support Bus Transportation for Class Field Trip

If Parent Advisory Council could provide any financial assistance in any of the above areas, it would be greatly appreciated.

Terry Fox Run: Our annual Terry Fox Run will be held on Thursday, September 19. Students and staff will be participating during the run to Crescent Park. Parents and community members are always welcome to join this event and walk with your child's class. Our goal is to collect a loonie or a toonie from each student to donate to the Terry Fox Organization for the fight against cancer. Donations should be submitted by September 18. Grade 5 students will lead the way for the run leaving around 1 pm after the lunch recess. Please ensure that your child is dressed appropriately for the event. Our rain date is scheduled for September 27.

Photo Day: Our photo day will be held on September 26. We will be using the Life Touch photographers for this event. Retakes will take place on October 28.

Renovations: Over the summer additional renovations were completed to the school with the Grade 5/6 washrooms being refurbished. We also had a new digital intercom system being installed and security cameras. The security cameras can only be reviewed by authorized personnel. I believe this is the last of organized divisional renovations. I will be having a facility review with the divisional staff in October and I can share any additional information at a later date.

Fire Drill/Lockdown drills: There will be fire drills and lockdown drills in the next few weeks in order to ensure the safety of students and for them to be aware of the process and protocols during emergency situations. Our first fire drill will be taking place this Friday during the first period as this is a "Titulaire" time. Class teachers will be explaining the protocol to students and doing the drill with them at least for the first time.

Mobile Learning Tools: A letter was sent home at the beginning of the year outlining the protocol that we will be following for the year. The technology committee will be reviewing the booklet that was created last year to create a school plan. Our focus is to ensure that any tool required at school, including a technological tool, be used for an educational purpose and used in an appropriate and ethical manner. Would a parent representative be willing to assist with reviewing this document once the committee has had an opportunity to review it? Following this, the

information will be shared with parents. It is important to have on-going discussions with everyone involved this year in order to create a comprehensive plan.

Library Report: Mr. Monin has completed a comprehensive report of the library initiatives from last year. The complete report is attached.

Student Council: Student Council will be starting their election process in the month of September with the elections being held on October 1. This is a great leadership opportunity for all students. There will be representatives from each class in order to provide student voice across the school on our various initiatives and events. Ms. Hillman will be organizing this activity.

Thin Air Presentation: Grade 7/8 classes will be attending MTYP presentation on September 24. This presentation is entitled "Thin Air Writing Festival". Charlene Diehl, a parent in the community, is the coordinator for this program. Students in grades 7 and 8 will be fortunate to meet with the author, Deborah Ellis.

Cross Country Club: Mme Boock, Mr. Monin, Mme Leclercq, Mme Thrift and Mme Marriott have sent home information regarding the after school cross country club that started today and ends Wednesday, October 30. All students are invited to attend. The club will be running every Monday and Wednesday from 3:30 – 4:15 pm. They meet in the multi-purpose room after school to sign in and then after the run we go back to the multi-purpose room to sign out. There is supervision provided by staff until all kids have left the building. Students all start running a distance of 3km and can work up to distances of 4 & 5 km. (At the staff's discretion -)All students are encouraged to jog / run and take short walking breaks if they need to - but it is a running club. Staff run with students, we make sure that one adult is at the end (bringing in the final runner / runners). Same staff will resume the Running club for April, May and June. If you would like to assist with this event, please contact Mme Marriott.

Physical Education: Mr. Spiers has started to organize the sports program and coaches for the various activities this year. If you are interested in assisting with this, please contact Mr. Spiers.

New School Initiatives:

Literacy Coach: Mme Girouard will be working in Grade 6 part time and also working part-time as our school Literacy Coach. She has many plans and ideas how to promote and enhance our Literacy program in the school and in the community. She will be working with staff to review our Strong Beginnings data, creating a school literacy profile and then planning with teachers on how to enhance our literacy program for students.

Haiku Pilot: Mme. Pepler and Mr. Slashinsky have been investigating the possibility of piloting a new software entitled Haiku. Many of the teachers are excited about this initiative and we have been provided with a free license for this year to pilot and to provide feedback to the division. The software allows teachers to organize webpages for students and provide feedback to students in regarding to their learning. Mr. Slashinsky is currently investigating the capability with our divisional software programs.

Technology: Mr Monin has been investigating the possibility of creating a mini ipad lab to address our need for workshop equipment for our Grade 7 and 8 students, as well as enhancing our computer accessibility for the Grades 5 and 6 students.

Dance Studio: Mme. Joffrin is offering a dance workshop for Grade 7 students during their "atelier" time. She will be using the area by the gym and we are hoping to some create a dance studio in this area. Mr. Spiers is looking into grants to assist with this initiative.

Science Labs: Last year staff started discussing the possibility of creating a science area to enhance our science program. We are hoping to continue the discussions this year. However, this will be dependent on budget and/or finding other sources to assist with this initiative.

Divisional Information

Strong Beginnings: Schools across Pembina Trails School Division will be participating in Strong Beginnings on Friday, Sept. 20 th and Monday, Sept. 23, The information attained during these assessments provide information about each student’s strengths, learning styles, areas needing support will be incorporated into instruction over the upcoming months. A much better understanding of each student is gained. Appreciation is expressed to the community for their support.

Threat Assessment Protocol: We have a divisional threat assessment team that has created a protocol for all school to follow in the event that a child utters a threat. All threats are taken seriously and there is an investigation of the incident, a meeting with the school threat assessment team (Principal, Counselor, Psychologist, Social Worker) to discuss the threat and taking into consideration the child, the development level, etc. next steps are planned. If there is a concern about someone uttering threats data is kept on the incident in case there are future incidents. It is very important to report any threat making behaviour to the office.

WE Day: The divisional We Day will be held on October 30. This will include all Student Council members as well as additional students that will be chosen with a draw at one of our assemblies. This is a divisional event sponsored by Free The Children. Additional information can be found on the We Day website.

Provincial Information

New Math Curriculum

New revised provincial curriculum will be used starting this school year. Manitoba Education has worked with educational partners to revise the Kindergarten to Grade 8 mathematics curriculum to reinforce the importance of conceptual understanding, procedural thinking and problem solving and to clarify grade-level expectations.

FIRST TERM EVENTS:

Meet the Teacher Evening	September 12
Strong Beginnings	September 20 and 23 (Students attend as per schedule/no regular classes)
Picture Day	September 26
Thanksgiving	October 14 – no school
Admin Day	October 18
PD Day -SAGE	October 25
Picture Retakes	October 28
Remembrance Day	November 11 – no classes
Tri-Conferences	November 12 and 14 (evening) can make appointments on-line
Grade 6 girls’ immunization	November 22
Winter Band Concert	December 3
PD Day	December 6 – no classes
Reports Home	December 16
Winter Music Concert	December 19
Last Day Classes	December 20
Winter Break	December 23 – January 3
First Day Back	January 6