

**Lakeland Ridge School Council
Meeting Minutes
Wednesday November 23, 2016**



Attendance:

Annette Hubick, Chair	Lauree Lafreniere	Paul Lafreniere
Kathryn Piercey	Mandy Isaac	Toni Januario, Treasurer
Amy Dieser	Sheri Staigh	Kathleen Engel, Secretary
Danielle Witzke	Kristine Haug	Kelly Coriera
Ryan Marshall, Principal	Melissa Kerr, Assistant Principal	Aaron Tuckwood, Assistant Principal
Caroline McKay, Teacher	Trina Boymook, EIPS Trustee	Deb Barron, EIPS

The meeting was called to order by Annette Hubick at 6:34 p.m.

1. Opening Remarks and Welcome (Chair)

2. Round Table Introductions

Introductions were made around the room

3. November 23, 2016 Meeting Agenda Amendments and Approval (Chair)

Agenda was modified as follows:

- Discussion on Larger Class Sizes in 3, 4, & 8 to be added to new business.

Motion to approve the modified November 2016 agenda: Sheri Staigh. **Seconded:** Toni Januario. **CARRIED.**

4. Approval of/Amendments to October 19, 2016 Meeting Minutes (Chair)

No amendments/changes

Motion to accept the minutes as amended: Sheri Staigh. **Seconded:** Kristine Haug **CARRIED.**

5. EIPS Presentation to Parents: Tutorial on the New Elementary Report Cards (Deb Barron, EIPS)

Deb Barron of EIPS central office delivered the tutorial. Highlights:

Background – committee of stakeholders, including parents, was formed as a result of feedback on the previous report card. After searching for a replacement to achieve the committee’s goals, EIPS allocated funding to build our own report card with a software developer from the ground up. Bonus for LLR is that both Ryan Marshall and Aaron Tuckwood were on this committee who developed it. The report card was piloted in some schools last year, after which stakeholders were All schools have it this year, following pilot program last year. Survey will be done again this year.

- Accessible through PowerSchool – Communicating Student Learning section
- Parent Portal needs 24 hours so uploads are available if setting up for first time
- We are 100% digital at LLR. Parents can print long or short version from home
- There is a tutorial available within the software.
- Learner attributes (Same for grades 1-6) – 6 attributes
 - 4-point scale on each of the attributes (3 refer to meeting expectations, only 1 below expectations in this area)

- Academics – for each subject
 - 5 point scale (relative to this time of the school year)
 - Ratings of 3 to 5 achieving at grade level. Ratings of 1 or 2 mean below expectations (at this point in the school year)
 - Remember that the same mark for each term does show growth for the child
 - Each subject is split into key categories specific to that subject.
 - The same categories are graded under each subject for all grades 1-6; what is different are the descriptors (expectations) for each category.
- Kindergarten uses checklists until end of year at which time they will receive similar report card to the rest of elementary, with same points scale.
- Records are accessible to parents as long as a student is in EIPS.

6. Reports

a. Principal

- Ryan Marshall introduced himself, shared his background and his philosophy:
 - Higher best staff possible to make the school run smoothly
 - Always make decisions based on what's best for the students
 - A foundation in literacy, numeracy, and character (how to be quality kids that impact the world).
- Mr. Marshall advised that Assistant Principals will now attend SC meetings and the "principal's report" will be more of an administrative report going forward.
- In reference to working with SC/parents, Mr. Marshall follows the "3 Cs" – which one will depend on the issue at hand.
 - Consultation – seeking opinion and ideas
 - Collaboration – working together on development
 - Communication – sharing information

b. Teacher/Leader In Me

Melissa Kerr, assistant principal, shared the following:

- Student Lighthouse and Staff lighthouse teams Dec 1st pancake breakfast 8:45am
- Food bank drive was successful
- Making greeting cards for substitute teachers
- Making videos on habits 2 & 3 and getting to classroom
- 139 Shoeboxes this year
- **Important Upcoming Dates**
 - Hot lunches - Dec 5 & 19.
 - Dec 13 -20 website reopens for Jan/Feb orders
 - Early Dismissal Dec 7
 - Linking generation - Dec 6 & 20 Jan 10 & 17
 - Christmas around the world Festival - Dec 8 6:30-8 (RSVP will be requested)
 - Grade 6 DARE graduation - Dec 12 10:29 – 12:18
 - Band concert - Dec 21 6:30-7:30
 - Last day of classes Dec 23 (Resume Jan 9)
 - Early Dismissal – Jan 11
 - Kindergarten Registration – Jan 16
 - Drama Production – Lion King at Festival Place – Jan 23 – 26
 - Semester 2 starts for JH (Options) – January 31

c. EIPS Board Report (*Trina Boymook*)

(Notes below provided by Trina Boymook)

- The Board just completed the central department Results Review. We will be holding school Results Review at the end of November. Lakeland Ridge's Results Review is being held on Monday, November 28 at 1pm at Fultonvale. The three other schools participating are Fort Saskatchewan Christian, Fultonvale and Mundare. This is open to members of the school council to attend.
- Sherwood Park attendance boundary survey is currently out. The survey can be found on EIPS website. Submission deadline is November 23, 2016. Public open houses are expected to be held in January where draft options will be shared.
- November 24 Board meeting will be one of the two evening meetings. The public session will begin at 6pm. At this meeting we will be approving the audited financial statements, the Fall Budget and Annual Education Results Report along with a number of other agenda items. Members of the public are free to come and go throughout the meeting.

d. COSC – Committee of School Councils

Annette Hubick gave an update from the November COSC meeting.

- There are lots of questions and concerns about the division's nutrition policy. COSC is gathering feedback from all school councils and providing it to EIPS administration who will respond at the January COSC meeting.
- COSC members shared ideas on how SCs can support the division's education plan.

e. Parent Action Society

Amy Dieser, Vice Chair of PAS provided an update:

- There will only be three major fundraisers for the school year: ADmazing, Little Caesar's pizza kits and Hot Lunch.
- Parents had expressed interest in doing another Paintnite. PAS asking if anyone will step forward to organize one.
- The hot lunch coordinator is in need of an assistant.
- PAS has deferred most decisions on what to fund due to administration change.
- PAS is working with administration to determine path forward – what is the highest school need for which the casino funds and the Community Initiatives Program \$10,000 grant (that must be matched by PAS).

f. School Council Executive

- Annette Hubick forwarded SC's feedback to the Superintendent re: AP 311 and 350. Division principal Dave Antymniuk sought clarification on the concern regarding the lack of a complaints reporting and handling process being included in the AP.

Mr. Antymniuk's reply: *AP 170 Welcoming, Caring, Respectful, and Safe Learning and Working Environments and its appendix outline those processes for staff. As far as students, AP 311 is more general than AP 170 but does indicate that they should report to staff and in turn it will be investigated. For students, the who, how, and when of reporting a complaint is not specifically detailed in the AP because of the many variables associated with student and school situations.*

- Annette Hubick and vice chair Lyndsay Arndt attended a meeting with the owner of Icon Photography and LLR administration to address parent concerns about quality.
- Based on Icon's response to the concerns and its very positive relationship with admin, as well as it being a local company, the recommendation is to go forward with Ikon with the understanding that:
 - Two senior photographers will be used
 - Parent volunteers can be there to help prep kids in line
 - Icon will supply a form that parents can fill out for preferences (e.g., please fix my kid's hair, don't touch my kid)
 - Icon will try to find a date earlier in the school year to improve chances of good weather.
- Annette met with Mr. Marshall to review issues and plans.

7. Old Business

a. Lunch time / time table – Survey on allocating 5 extra minutes

The survey is no longer needed because Mr. Marshall found the five minutes to restore to the lunch eating time by reducing class transition times by one minute and extending the day by one minute.

- New bell schedule began after November break.
- No changes to any student bussing were required.

b. Annual School Council Meeting Calendar

- Annette Hubick distributed a revised calendar, reflecting discussions with our new principal.
- It will be posted on the school website.

c. Inter-murals

- Grade 3-4 teams made just had to sign up.
- Grade 5-6 they did have to put teams together – they will be more mindful of the exclusion potential going forward.
- Junior High has worked well with putting own teams together
- Clubs and intermural – will communicate in advance so parents know and can encourage our children to participate

d. AP 311 & 350

In reference to AP 311 (Safe, Caring, Respectful Environment), Mr Marshall advised that his first step is to identify staff liaison for the children; he will discuss at December staff meeting and then communicate to school community.

e. Treaty 6

Mr. Marshall advised that the school is taking a step back until we all understand what it means. Acknowledgement of Treaty 6 will not always happen to start school assemblies. The plan is to teach the teachers how to incorporate it, then teach the kids.

f. Special Pilot of literacy and numeracy testing

These are district wide as a way to measure the district's goal of every student achieving a minimum of one year's growth.

- MIPI test – test given to GR 2-6 based on previous year's curriculum (Numeracy)
- STAR – Online how kids respond on reading skills (Literacy)
- This information is not being given out because it's a pilot year and technology and time are factors that send false results
- The value of these is looking over a period of time at results.
- The tests will be given again later in the school year to track progress.

8. New Business

a. February Staff Appreciation Week

Mandy Isaac and Kelly Coriera agreed to organize a staff appreciation breakfast on behalf of SC.

Motion to allocate up to \$400 to spend on the staff appreciation breakfast: Sheri Staigh
Seconded: Amy Dieser; **CARRIED.**

b. Blanket Exercise (*Annette Hubick*)

Tabled until next meeting.

c. School Education Plan/Accountability Pillar Results presentation (*Ryan Marshall*)

- Mr. Marshall has only been principal for two weeks so there hasn't been time yet for indepth analysis of the plan or the results.
- This is year 2 of the school's 3-year plan; no significant changes are planned in terms of the goals. What will change is the identification of specific strategies to meet those goals.
- The results reveal some concerning declines in PAT performance and the parent & student surveys; admin team will work with staff to investigate causes and develop solutions.

d. EIPS Administrative Procedure 164 - Nutrition

There was no time to discuss this. Annette asked that any questions or comments be forwarded to her so she can compile them and send to COSC.

e. Class sizes, plan for supports

Tabled until next meeting.

9. Next Meeting Date

TBD.

10. Meeting Adjournment

Motion to adjourn: Mandy Isaac at 9:17 p.m. **Seconded:** Sheri Staigh; **CARRIED.**