



École Parc Élémentaire School Council (EPESC)

Monthly Meeting Minutes for: Thursday, November 1, 2018 held at 7:00 pm in the EPE Library

Attendees: Claire de Guzman, Carrie Weinrich, Jennifer Dechaine, Jennifer Milanovic, Amanda Shand, Lisa McAleer, Meghan Anderson, Tandy Atchison, Dan Verhoeff, Kimberley Fischbach, JJ Dechaine, Elaine Gavigan, Ashley Charlton, Stephanie Butler, Claudia, Amy Archibald, Kaitlin Eyestone, Heather Wall

Call to order at 7:01 pm.

Approval of the Agenda

Additions to the agenda: Literacy presentation, volunteer list, tattoos, communication protocol.

MOTION: To approve the agenda with noted additions made by Kaitlin Eyestone, 2nd Amanda Shand. Agenda approved.

Approval of the Minutes

MOTION: To approve the minutes from September 27, 2018 meeting made by Jennifer Dechaine. 2nd Amanda Shand.

Parent Grade Representatives Update

Meghan Anderson agreed to fill the open grade 4 position. Grade rep responsibilities guide has been developed and Kimberley is working closely with grade reps to share information.

School Council Recognition Policy - see attached

JJ Dechaine presented revisions to the draft Recognition Policy. Revisions included the addition of a teacher recognition section (PART B) along with the already developed Recognition of Contribution to the School Community section.

General discussions occurred. Points raised included adding monthly recognition or recognition at school wide events such as the Christmas concert of our volunteers. Dan stressed the value of using the volunteer sign-in sheets at the office as both a way to help recognize who's contributing as well as, tracking progress towards the school Education Plan Goal of increasing parent involvement.

ACTION ITEMS: Policy remains open to feedback until the December at which time it will be approved or denied. School Council to start planning a Staff Recognition Event in January/February - details to be determined at January meeting. JJ Dechaine to present a proposal for this event at the January meeting.

School Council Communication Protocol - see attached

JJ Dechaine presented the updated Communication Protocol from the 2016-2017 school year. General overview occurred for new parents. Additions included the 2017-2018 Parent Survey Data regarding channels of communication as well as shifting of some responsibilities on the Responsibility Matrix.

Discussion around the Addressing Concerns section occurred noting that it needed to be more clear that this for School Council concerns only.

ACTION ITEMS: Protocol remains open to feedback until the December meeting at which time it will be put forth for approval or denial. JJ Dechaine to reword the Addressing Concerns section for December meeting.

Temporary Tattoos for School Spirit

JJ Dechaine presented costs for getting temporary tattoos for our school. She suggested ways in which they may be used - prizes for citizenship, birthday recognition, classroom rewards, other school promotion as deemed appropriate. Two quotes for pricing were presented for 1000 1.5x1.5 inch tattoos - schooltattoos.ca cost was \$149 + tax and shipping; RM Promotions was \$325 + 50 set-up fee and shipping. General discussion occurred and it was the general consensus that this not be pursued at this time as we have buttons and a button maker available for no cost. Feedback included cost being too high, additional challenges for parents for removal.

Volunteer List Development

JJ Dechaine presented the idea that School Council make a request for and develop a general pool of volunteers that are able and willing to help out with short term volunteer opportunities. The list would include Name and contact info of parents as well as their availability and interests so that they can be most appropriately matched with an opportunity. This may eventually lead to these volunteers sharing their skills and talents in other ways within in the school. It was suggested that we use grade reps to help tap into the volunteer base.

ACTION ITEM: JJ Dechaine to create a communication call for volunteers to be circulated by the grade reps and within the general communication channels of the school. Kimberley to circulate the call to grade reps from JJ Dechaine.

Literacy Presentations Report

Kimberley reported two literacy presentations were held during parent teacher interviews where Mme Gay presented strategies to support reading at home. Childcare was provided by the administration in the gym to assist with parents attending the presentations. It was reported that 6 or 7 parents attended the K-2 presentation and 2 parents attended the 3-6 presentation.

General feedback around the presentations is as follows:

- They were held too late in the evening for parents to attend
- It was difficult to attend both the interview and presentations
- Date and time needed to be communicated earlier so parents could arrange for their own child care with it being around bed time
- Do them again, later in the year and at another time slot
- Have them as part of a school council meeting
- Packages and information that was presented was valuable and helpful
- Parent Teacher interviews at Ecole Parc were the same night as Ardrossan making it difficult for parents to attend both schools if needed by their family situation

ACTION ITEM: Dan and Tandy to provide feedback to Mme Gay and work on details for another presentation later in the year respecting the presented feedback and Mme Gay's schedule. Info packets to be made available to parents who would like them and couldn't attend - will be available in the office.

Principal's Report

Kimberley began discussion by noting that at the School Council Executive Planning meeting a question was raised about how many families in our school may face socio-economic hardships with the intention of School Council generating ways to support these families.

Dan reported that out of 282 students, 5 families had waived fees for this year - around 2%. He estimated that this number could be as high as 15% but there is no hard data on that.

He explained that there is a Elk Island Public Schools (EIPS) process that must occur if families wish to have school fees waived and that the deadline for that is December 15th. He encouraged any families who needed to waive fees to come and discuss it with him and he could help them through the process. He has no say in whether fees will be waived outside of this process. He does have some decision-making power to waive fees

for field trips and presentations etc. but he can't do this unless families have completed the EIPS process for fees first.

Water Fountain Installation Update

Tandy reported that the installation location and date of the new water fountain was still being decided at the division level.

School-Wide Literacy Plan

Dan reported that through the "Leveraging Student Differences" initiative within the division our school proposed and was granted \$18,000 out of reserves, to fund resources that are desperately needed within our school to help with assessment and growth in literacy. A staff committee has been developed to spearhead the literacy development at the school. Dan stressed that improvement will take time but that the staff committee is eager to start implementing new best practices. They have already completed work with Ecole Campbelltown and Ardrossan schools to share ideas and plans during PD time. Classrooms have been supplied with U-shaped tables which are an integral part of literacy instruction.

As part of this initiative, Dan made a call for parent volunteers to help organize the Art/Literacy room alongside of staff on December 14th. If parents are available they are asked to meet at the school at 9 am to help out. Other rooms and storage areas are also to be cleaned up in the coming months.

A parent asked if home reading would become part of this initiative once again as it hadn't been always present and Dan explained that it would be part of this initiative.

School Three-Year Educational Plan

Dan reported that the School's Three Year Educational Plan had been developed and that goals were printed and posted around the school and that he is willing at anytime to discuss them with parents. He reported that he is focusing on developing concrete measures of growth for the goals so that progress can be recorded and reported.

Trustee's Report - see attached

Meeting Adjourned at 8:15 pm.

ATTACHMENTS

School Council Recognition Policy as presented



EPESC Recognition of Contribution Policy

PART A – General Recognition of Contributions to the School Community

In an effort to cultivate a culture of appreciation hand written EPE “Merci” cards will be given to volunteers and staff as necessary throughout the year to recognize their contributions to making the school a welcoming and growing community.

Responsible: Chair and/or Vice-Chair and/or Secretary

Timeline: Within 7 days of the event or identification of need

Examples of Acts to be Recognized:

- volunteers for family dance (dj, concession helpers)
- any monetary donation
- end of year recognition of custodians
- volunteers for organizing items at fundraiser
- parent leader of garden club or other extracurricular activity
- guest speaker organized by school council

Examples of Recognition:

- Mention them in the Gazette, website, Social Media
- Send a EPE branded thank-you card
- Recognition lists on website
- Other recognition decided upon by the School Council
- Name in library book for significant service

PART B – Recognition of School Staff - *including but not limited to Teachers, Administrators, Secretaries and Educational Assistants, Paid Supervisors, Custodians*

The School council will organize a recognition activity for school staff ***at least once per year***. It is suggested that this coincide with World Teacher's Day in early October or Education Week in May. May be broken into smaller recognition activities throughout the year to address individual staff groups, i.e. Secretary's Day.

Examples of Recognition Activities:

- Staff luncheon
- Redecorate the staffroom/bathrooms from a staff wish list
- Muffins and coffee
- Individual messages in mailboxes with coffee gift card
- Pizza Lunch
- Parent volunteers do supervision for the week
- BBQ Lunch
- Teacher's Helper for a Day – volunteers complete small jobs for teachers (photocopying, create a bulletin board, other prep work)
- Teacher/Staff Member IOUs
- Teacher/Staff Member of the Month Spotlight – highlighting unique talents and interests of teachers



Ecole Parc Elementaire School Council and Fundraising Society Communication Protocol

Preamble

Though they are two separate legal entities, Ecole Parc School Council (EPESC) and Ecole Parc Fundraising Society (EPEFS) often work in unison and as such, both follow the same Communication Protocol.

The Elk Island Public Schools (EIPS) Communication Protocol For Schools is the basis for the EPSC and EPFS specific Protocol and serves as a reference to this document. Where this protocol adopts content directly from the EIPS protocol, that content is shown in *italics*.

Communication Channels

Ecole Parc School Council (EPESC) and Ecole Parc Fundraising Society seek to communicate in many different ways so as to meet the needs of most parents/guardians. *Generally, the more issues-driven and/or detailed the information is, the more direct the communication channel chosen should be.*

Communication channels include:

- *Face to face communication:* Fundraising Society and Council meetings, events (both formal and informal), Classroom Representatives
- *Telephone conversations*
- *Hard copy, written communication:* letters sent home, foyer bulletins
- *Electronic Communications:* email, electronic newsletters, website, social media

Facebook Guidelines

EPSC and EPFS will maintain a **Facebook Group**.

(<https://www.facebook.com/groups/ecoleparcelementaireparents>)

The Facebook Group is for parents/guardians/staff. It is a closed group. Page administrators must be EPE staff and/or Executive members of EPSC/EPFS. The EPE Secretary will approve people wanting to join the group by sending a message asking what class(es) their child(ren) is/are in to confirm they have children attending our Ecole Parc Elementary. Students are not allowed to join, which is in keeping with Facebook's minimum age of 13. EPSC and EPFS will use the Facebook Group for sharing information and reminders, as well as, for gathering feedback or asking basic questions or clarification. The page administrators will delete criticism and negative comments and remove any disruptive or disrespectful members.

Gazette Guidelines

EPSC and EPFS will submit content to the **Gazette** on a weekly basis.

School Website Guidelines

In partnership with the school, EPESC and EPEFS each have a page on the **school website** (www.ecoleparcelementaire.ca). The school Secretary will post meeting agendas, minutes, general information, along with, names of the Executive, Committee chairs, and meeting dates for the year to the Fundraising Society and School Council pages respectively. Executive members responsible will send the EPE Secretary the content, or information to be posted, changed, or removed as necessary.

Responsibility Matrix

The division of responsibility for communicating information for both EPESC and EPEFS is laid out below in appendix A of this document.

Being Respectful in All Forms of Communication

Regardless of the communication channel used or the people involved, all communication should adhere to Board Policy 19, Welcoming, Caring, Respectful, and Safe Working and Learning Environments (<https://www.eips.ca/about-us/board-policies/535>) and Administrative Procedure 170, Welcoming, Caring, Respectful, and Safe Working and Learning Environments (<https://www.eips.ca/about-us/administrative-procedures/170>).

EPSC and EPFS will respond to all respectfully brought forward inquiries or concerns and will follow EIPS policy to deal with harassment.

Addressing Concerns

If Parents/Guardians have concerns, they are encouraged to address the appropriate person directly. General questions or concerns can be brought to any EPE staff member, EPSC or EPFS executive member, or Classroom Representative outside of the monthly meeting. There is always an Open Questions section on each monthly meeting agenda. Those with concerns are encouraged to try to address any issues directly with the appropriate party; they are welcome to address the concern at a meeting as long as it is done respectfully.

Response Time Frames

EPESC and EPEFS will endeavor to respond promptly and within reason to all inquiries and concerns. Please be mindful, however, that our members are all volunteers and at times have other pressing commitments as well. If not able to respond, they will endeavor to at a minimum acknowledge the inquiry/concern and either indicate when they will be able to respond, or to ask another person to take over the response.

Referenced Addendum Documents

EIPS Communication Protocol for Schools <https://www.eips.ca/download/40981>
Board Policy 19, Welcoming, Caring, Respectful, and Safe Working and Learning Environments <https://www.eips.ca/about-us/board-policies/535>
Administrative Procedure 170, Welcoming, Caring, Respectful, and Safe Working and Learning Environments. <https://www.eips.ca/about-us/administrative-procedures/170>

Administrative Procedure 110, School Councils

<https://www.eips.ca/about-us/administrative-procedures/110>

Appendix A:

Ecole Parc School Council and Fundraising Society Communication Protocol 2018/2019

In reviewing the EPE Parent Survey data from 2017-2018, the following channels of communication were most accessed by parents: correspondence sent home with students (78%), Gazette (72%), Email from School (91%), Email from teachers (64%), Social Media (45%) and therefore will be adopted as the main channels of communication for this year.

Responsibility Matrix

Item	Lead	Action	Involved	Deadline
Meeting Agenda	Chair	Email Executive Committee, and relevant EIPS Staff. Post to EPE website.	EPE Secretary	One week prior to meeting.
Meeting Minutes	Secretary	Email Executive Committee, and relevant EIPS Staff. Post to EPE website.	EPE Secretary	One week after meeting.
EPE Website	Secretary	Review all relevant webpage content and provide updates as needed to EPE Secretary.	EPE Secretary	Monthly
Facebook	Communications Officer	Post school news, event, and meeting information.	EPE Secretary. Authorized page administrators. Lead person for event to be promoted.	As required
Foyer Bulletin Board	Communications Officer	Post event information.		As warranted.
Foyer Digital Display	Communications Officer	Identify highlights from Gazette content to be displayed on screen.	Vice-Principal	As warranted.
Event Promotion	Communications Officer and/or Event Coordinator	Create appropriate take home information and in school posters for event to be promoted. Provide content for all communication channels.	Any additional volunteers for event. Leadership students	1 month prior to event and then management and updates during the event.
Gazette	Communications Officer	Write content for weekly Gazette and send to Principal.	Principal	Friday
Classroom Reps	Classroom Rep Coordinator	Reps field parent questions/feedback and report to Council. Provide support to teacher for class they are representing.	EPE Staff	Task specific

Note: Event Coordinator refers to any volunteer who is in charge of coordinating a particular event for EPE, EPEFS, or EPEESC.

In adherence to Administrative Procedure 110, School Councils, *Procedure 19 – All school council communication materials shall be reviewed by the principal prior to distribution.*

Trustee's Report as submitted by email

**October 2018 PAC Report
By Heather Wall**

- **Attended Read-In week and read to the kids at Fort Christian**
- **Values Scoping session held to discuss overall picture in Fort Saskatchewan and look at long term needs for infrastructure within the community – without disenfranchising other schools or programs**
 - **3 days with Alberta Education, Alberta Infrastructure and a consulting group**
 - **Awaiting report**
- **Modular request has gone in – 6 for enrollment pressures, 1 for mold contamination, request for demolition of 3 units as they have exceeded their lifespan and not conducive to learning environment**
 - **Given that we asked for 2 last year and were awarded zero, we are aware that we may not receive our full request**
- **Enrollment as of September 30 17,170 students**
- **Budget will be presented in November**
- **Trustee liaison rep list changed Heather and Harvey have swapped schools – Harvey will now be rep at FSC and Heather will be the rep at EPE**