



Cherishing and Challenging Every Child

**Glen Allan School Council
Thursday February 17, 2022, 6:30 - 8:00 pm
Virtual Meeting – Minutes DRAFT**

Attendance: Jen Ference, Christy Ravndahl-George, Stacey Robinson, Cathy Allen, Erin Barrett, Kersten Morris, Ryan Fukala, Ally Fukala, Jenn Campbell, Sheila Connolly, Sherry Waldner

1. **Call to Order** **6:30 p.m.**
2. **Welcome and introductions**
 - Christy welcomed everyone to the meeting with round table introductions.
3. **Virtual Meeting Etiquette**
4. **Approval of January 20, 2022 Draft Minutes**
 - Motion to approve minutes as written made by Erin, seconded by Jenn C.
5. **EIPS Trustee Report – Cathy Allen**

DRAFT CURRICULUM ENGAGEMENT SESSIONS AND SURVEY

From Jan. 31 to Feb. 28, 2022, Alberta Education will host 44 engagement sessions across five regions on its draft K-6 curriculum and draft social studies design blueprint. Through this regional approach, participants will engage in small group conversations facilitated by independent engagement specialists to ensure a balanced two-way dialogue. There is also the opportunity to provide written feedback on the survey. Albertans can sign up for notifications about upcoming engagements and register for sessions at [Have Your Say](#).

NOTICE OF MOTION: ELECTORAL WARD 1

The Board defeated the following notice of motion: "... that the Board of Trustees undertake an internal review or study of dividing the area of Sherwood Park, Ward 1, into three election zones or areas."

DIVISION CALENDAR: 2022-23

The Board approved the Division calendar for the 2022-23 school year. Highlights include:

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- First day of school – Aug. 30, 2022
- November break – November 7-11
- Christmas break – December 21 to January 3
- Second semester starts – January 31
- Teachers' Convention – February 9-10
- Spring break – March 24-31
- Last day of classes – June 27, 2023.

To see the full calendar visit www.eips.ca

POLICY AMENDMENTS

The Board approved the following Policy amendment:

- Board Policy 24: Personal Communication Devices – the changes strengthen the policy's clarity, language and readability.

To view the EIPS policies visit www.eips.ca

BUDGET REALLOCATION: 2021-22

The Board approved a budget reallocation because of an unanticipated surplus of \$1.5 million. The Division will use the funds for the remainder of the 2021-22 school year to:

- Hire two family school liaison workers
- Hire one consultant for the Specialized System program
- Hire two occupational therapists
- Hire seven teachers to assist with implementing the new curriculum
- Hire a consultant to support French Immersion and French-language programming
- Support the development of senior high common exams
- Develop a Division communication platform for staff and families and related dashboards
- Purchase Enterprise Level Division Form Solution software
- Create a report card in PowerTeacher Pro
- Replace more than 1,500 Chromebooks reaching end of life

For more information on how EIPS plans to use the funds see pg. 47, "Budget Reallocation for 2021-22" in the January Board Package www.eips.ca

RESERVE REQUESTS: 2021-22

The Board agreed to request approval from Alberta Education to access \$1.4 million in operating reserves. Once approved, EIPS will use the reserves to:

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- fund additional illnesses and Board-approved COVID-19 costs that arise between now and school year-end
- complete facility condition assessments in all schools
- install emergency strobe lighting in career and technology studies area to enhance safety
- hire a support analyst
- replace the fire alarm panels at EIPS Central Services.

The Board also approved using capital reserves (\$292,385) to allow for office renovations and server upgrades.

SCHOOL FEE PARAMETERS: 2022-23

The Board approved the school fee parameters for the 2022-23 school year. The parameters are based on the guidelines laid out within the Education Act and the Board's mandate for affordable school fees. Highlights of the 2022-23 school fee parameters include:

- Optional courses fees – can increase by five per cent, at a cost-recovery rate—and up to seven per cent for food courses.
- Noon supervision fees – can increase by five per cent, at a cost-recovery rate.
- Activity fees – can increase by five per cent or more, at a cost-recovery rate.
- Extracurricular fees – can increase by five per cent or more, if at a cost-recovery rate.
- Non-curricular travel fees – can increase by five per cent or more, at a cost-recovery rate.
- Non-curricular goods and services fees – can increase up to five per cent, at a cost-recovery rate.

SCHOOL STATUS REPORT: 2020-21

The Board received for information the School Status Report for the 2020-21 school year. The report identifies enrolment numbers, school utilization rates and per-student costs within the Division. The data is presented by geographic sectors and on a four-year comparative basis to ensure analysis is based on long-term trends and not isolated incidences (see pg. 66, "School Status Report for 2020-21" in the January Board package www.eips.ca)

Highlights from the report:

- The average cost per EIPS student is \$6,966, which is up from the previous year by \$41.

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- EIPS currently has 22 schools operating above the \$6,966 average.
- The Division's utilization rate for 2020-21 decreased to 72 per cent—down by three per cent from the previous year.

INTERIM SCHOOL FEE APPROVAL SUMMARY: 2021-22

The Board received for information a summary of fee changes for 2021-22. To date, the Division has received and approved 12 fee change requests (see pg. 98, "2021-22 Interim School Fee Approval Summary" January Board Package www.eips.ca).

Upcoming Dates

February 1-28, 2022 Student registration for 2022-23
February 23, 2022 Pink Shirt Day
February 24, 2022 Alberta Provincial Budget

6. Principal's Report – Jen Ference & Dustine Vivic

- School Fees
 - In mid-December we sent out a message to all families regarding school fees for the upcoming year. The message included information about the 2021-22 school fees and let parents know that we would be discussing school fees at our January 20 School Council meeting.
 - January School Council meeting – School fees were discussed; feedback was gathered and a survey was shared with all Glen Allan families.
 - Survey Results – 3 parent responses so far
 - Teachers are currently looking at current fees and plans for next year's field trips. Just a reminder that teachers select field trips that they feel will be beneficial for students and that are aligned with the Alberta curriculum. They work hard to ensure that we receive the best value for our dollar. All fees are "cost recovery", meaning that the school does not make money from supervision or field trip fees. Each year we build the timetable around staffing expertise and student interest.
 - Proposed fees will come to council at our April meeting.
 - Agendas
- Returning Student Registration
 - Closes February 28 - Enrollment decrease for next year
- Term 2 Report Cards

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- New software is being used to create our report card – using PowerSchool. Means parents will access the report card using a different button in PS and give that we are going it mid-year, term 1 grades will be access through the old CSL button and term 2 in the new button. Unfortunately, they can't be combined for this year.
- Professional Learning Days
 - School-Based PL Days: January focused on numeracy and curriculum, March, we will host Collaborative Team Meets and a curriculum session
 - Staff Meetings: February - PL New Report Card, March -Focus on Numeracy with EIPS Numeracy consultants leading a sessions on instructional practices with non-permanent vertical surfaces that we've already been teaching with.
- Assurance Surveys
 - Alberta Education Assurance Surveys are sent to parents with children in grade 4, 7 and 10. Students in these grades complete surveys along with all teachers. Our grade 4s will be completing the survey before the March 25th deadline.
 - Additionally, EIPS will be conducting their own EIPS Assurance Survey which is also data that is used in our Assurance Reviews. This survey will be administered to all staff, all parents in the Division and all grade 9 and 12 students. This survey will be administered on March 15-27. While it seems as though completing two surveys is redundant, the EIPS Survey more reliably reflects satisfaction as we are able to get a much higher response rate than Alberta Ed.
- Chromebook Dollar Request Update
 - 55 retired, currently 1-1 and therefore will not be a part of the division's chromebook refresh, we would like to be able to replace the 55 that will be out of circulation. (\$14 344 to replace)
- Covid Update
 - Students are no longer mandated to wear masks
 - Testing kits and masks from the province arrived at school while we were at convention. Thank you to the parent volunteers who came in Monday and Tuesday to count out masks. Testing kits and masks are available for families to pick up or request to have sent home with students.
 - Are there any questions related to the division emails that have been sent to families the last few weeks?

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- Just an added note about determining indoor recesses. Please know that Jen and Dustine walk the yard daily and in consultation with supervisors determine whether open play outside is safe. The county has been contacted to see if there is anything that could be done to help with the ice in the field.

7. Teacher Report – Stacey Robinson

- The mix of parent/teacher interviews of online or calls went very well
- Teacher Conferences were great, convenient to attend lots of sessions with it being online
- Random Acts of Kindness Day was today; some great work done this week!
- Red and White day to support the Olympic Athletes, complete with medal count daily

8. School Council Updates

- *Programs Vice-Chair Updates – Sheila Connolly*
 - Hot Lunch: Communication with Nitza's Pizza has been a bit slow and challenging with a transition in the company. We are still trying to recover the double payment in November. Coordination has been a bit challenging. No interest to date for a call to volunteer in the Hot Lunch Coordinator role. Sheila will request an in-person meeting with the new Nitza's hot lunch coordinator. We have reached out to see if the bank can assist with recovering the double payment funds but meeting directly with Nitza's seems to be the preferred route first.
 - Yearbook Update: Sherry admitted that the forms just went out to families and apparently a little late due to an unknown upcoming due date. She chose to use the same form and process as last year. Sherry will work with Ryan to pull the required info and reporting to ensure all orders and payments are calculated and collected.
- *Fund Development Committee Chair Updates – Jenn Campbell*
 - Spring book fair: We did well on the 2nd book fair of the year. Sales were just over \$5000, with over \$800 coming to GASC, and earning over \$1500 for the library in product. Suggestion to add a 'fill your teacher's cup up' initiative to collect change after in-person purchases by students. This should help with the teacher wish list purchases.

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- Teacher/staff Appreciation – Michelle will be taking leadership on this and will be coming back to GASC with more info.
 - Spell-a-thon: Jenn will send all info to Jen F. for review next week before they get sent out to families in March.
 - Drop safe was discussed and the purchase will be made as well as a draft for how to accept money and procedure which will be shared with GASC members to review.
 - MOTION: GASC approves to purchasing the drop safe out of the operating account to a maximum of \$1000, made by Jenn C. and seconded by Erin.
 - *Budget Vice-Chair Updates – Erin Barrett*
 - Glen Allan Disbursement Request- Chromebook: Initial request was for over \$10000 for 30 chromebooks but now the cost per would be less. For the full 55 sets, it will cost closer to \$14000. GASC discussed how much we can comfortably allocate to new chromebooks.
 - MOTION: for GASC to gift funds for 30 new chromebooks (\$7824.00 plus GST), made by Jenn C. and seconded by Ryan.
 - Financial Update – Reviewed
 - *Chair Updates – Christy Ravndahl-George*
 - COSC Meetings: [click here](#) for meeting updates
 - Council Member Intentions for 2022/23 (and Plan for Recruitment): Ryan and Kersten to step down from their roles.
 - Christy and Jen will work together to look for new candidates.
 - Drop safe: already discussed.
9. **Parent feedback/suggestions** - none
10. **Next meeting (April 21, 2022) and Adjournment** at 7:58pm

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