



Wetaskiwin Regional Public School Division

## Griffiths-Scott School

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**"A Journey of Learning"**

### Griffiths-Scott School Parent Advisory Committee Annual Meeting Agenda

**Thursday, September 29, 2022 at 7:00 p.m.**

1. Call to Order: 7:06 p.m.
2. Land Acknowledgement: We acknowledge that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and traveling route to the Cree, Saulteaux, Blackfoot, Métis, Dene, and Nakota Sioux. We acknowledge all the many Indigenous Nations, Métis, and Inuit whose footsteps have marked these lands for time immemorial.  
  
We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.
3. Note Taker for this meeting: Anita H.
4. Introductions: Susan Coleman, Anita Hendriks, Kathryn Weremey, Michelle Hougestol, Cindy Kroetch, Angela Lipka, Camille Giacobbo, Bee Langabeer, Krysten Stewart, Kristen Ryan, Doug Markevich, Ms. Micklich.
5. Thank you to PAC from staff and students for June 2022 Year End Barbecue!!
6. Consideration of Agenda / Additions to Agenda (add new items to #16)
7. Adoption of minutes from our last Annual Meeting on October 14/21: Cindy K. Motioned; Michelle H. Seconded

 PAC Annual Meeting Agenda - October, 2021

Adoption of minutes from our last meeting on May 25/22: Kristen R. Motioned; Anita H. Seconded

 PAC Meeting Agenda - May 25 / 22

8. Business arising from minutes.

- n/a

9. School Council Regulations: Can be found online or in the Parent Council mailbox.

10. Consideration of School Council or Parent Advisory Committee for 22-23:

- A vote was taken to either continue to run as a committee or run as a council
- Anita H. voted to stay as a committee; everyone else was in agreement
- We will continue to rotate as note takers

11. Positions:

Chair: Mrs. Coleman

Vice-Chair: Ms. Micklich

Secretary/Note taker: take turns

12. School Council Chair/COSC (Council of School Councils) rep for 22-23:

- Four meetings per year
- Doug M. volunteered

13. Beginning of the school year update:

- Increased enrollment in some classes
- Current number of students in each classroom:

Gr 1 – 44                      Gr 5 – 33

Gr 2 – 30                      Gr 6 – 33

Gr 3 – 32                      Gr 7 – 19


Gr 4 – 32                      Gr 8 – 34

- GSS has been given some extra teaching time (0.5 FTE) for the 22-23 school year, due to increased enrollment. Ms. Micklich was previously supporting Gr 6, but will now be teaching LA & Math to eighteen Gr 2 & 3 students from 9:15 a.m. to 12:15 a.m. (eight Gr 2 students and ten Gr 3 students). Mrs. Cindy McGrath will take over Ms. Micklich's teaching support duties in Gr 6.
- Due to above projected enrollment, more Chromebooks and bike racks are needed. Class room sizes are too small. Total students enrolled are 285 (271 not including Kindergarten).
- GSS is still dealing with a Covid gap, especially in Gr 2, 3 & 4.
- GSS has 4 TA's: 2 in Kindergarten and 2 to share for everyone else.
- Start of the year went well; Susan C. was happy with the staggered entry (some attendees brought up that the staggered entry was difficult for some parents, especially on such short notice).

#### 14. Staffing Update:

- Grade 2: Mrs. Leming
- Grades 6: Mrs. Cindy McGrath (0.5 FTE)
- Grade 7: Ms. Chelsea Penman (LA 7 & 8, SS 7, Options)
- Grades 1-8: Mr. Tindall (Music/Band ) – will be at GSS part-time only (is sharing his time between GSS and Ecole Queen Elizabeth Junior High School in Wetaskiwin)
- Sc 7 & 8, PE, Options: Mrs. Natasha Thomson
- Educational Assistant: Ms. Rout
- Educational Assistant: Mrs. Felske

#### 15. New Business:

- Assessment and Reporting in WRPS for 22-23:
  -  GS Copy of WRPS Assessment and Reporting Handbook 2022-2023
  - Will be e-mailed out as well.
- 4 Quarters/Year:
  - GSS is looking at doing the following reporting at the end of each quarter:
    - Q1 – Phone calls
    - Q2 – Written reports by teachers in PowerSchool
    - Q3 – Conferences
    - Q4 - Written reports by teachers in PowerSchool
- Parent Portal in PowerSchool:
  - There will be no paper report cards sent home. Sign into your Parent Portal in PowerSchool to print your child's report cards. PowerSchool gives parents/students real-time information. Parents/students are encouraged to go on PowerSchool periodically to check and see how the student is doing. The hope is that this will create better communication between parents, students and GSS staff and help identify students in need of additional support.
  - The desktop version of PowerSchool works best.
- Opening Exercises at GSS: O'Canada, Announcements
- School Clothing for 22-23:
  - Ms. Micklich is planning another fundraiser before Christmas (November delivery? Had some issues with clothing not arriving on time previously.)
  - She's hoping to have things in place before the next meeting.
- Format of future PAC meetings:
  - October meeting will be in person
  - As long as the weather is decent, we can meet in person. If not, we will meet online. Will decide before each meeting.

16. Additions to the Agenda:

- a. Christmas Concert: Are we going to have one this year?
- b. Volunteers:
  - Any need for in-school volunteers, i.e. cutting paper, reading etc.?
  - Criminal Record and Vulnerability check required. Is valid for 5 years. GSS has forms to complete.
- c. Sports:
  - School sports are mainly for Gr 7 & 8 students.
  - The Cross Country Meet came up on short notice. Parents are hoping to be notified a little sooner about upcoming school sporting events. Susan C. explained that it's difficult to give enough notice sometimes due to last minute meetings about the event, especially at the start of a new school year.
  - Also discussed that it would be better for GSS to notify parents directly about upcoming school sporting events and not rely on students to pass on the information.
  - Can parents volunteer at school sporting events?
  - Camille G. asked if Susan C. knew anything about an upcoming floor hockey tournament in the Wetaskiwin division? Susan C. said she was not aware of that. Might be a question for Ms. Chelsea Penman, as she's the rep for LDAA?
- d. School Calendar:
  - Michelle H. mentioned she was having trouble integrating the school calendar into her Google calendar. Susan C. said that it should be fixed later this year.
- e. Student Assessment:
  - How are students assessed at GSS?
  - Student Assessment mainly comes down to the teacher. There's a Math exam for every student in Gr 1-8. They look at that data and how our school division did as a whole.
  - STAR Reading is another assessment tool used at GSS
  - Social and Science are assessed by the teacher, based on the material they provide
  - Camille G. mentioned that there seems to be quite a gap between Gr 8 at GSS to Gr 9 at WCHS. Susan C. said that they are aware of this and are trying to work on closing the gap. Camille G. suggested finding a way to offer better study skills in preparation of going to WCHS.
  - Need better communication between teachers and parents with respect to how students are performing in school, i.e. encourage teachers to email parents
  - Student attention spans are short. There are EA's in Gr 4 & 5 and Mrs. McGrath in Gr 6, to help reduce noise levels.

- Cell Phones are not allowed in K -5; Gr 6 can have a cell phone in their locker; Gr 7 & 8 can use phones at recess only.

f. Milk Program:

- Requires a parent volunteer to order milk every 2 weeks
- Funds have to go through GSS first, so parents will have to use Parent Portal in Powerschool to pay for the milk
- Milk will have to be delivered during school hours
- Approximately 60 cartons per day previously?
- Check into/create a Saputo account?
- Investigate how other schools are doing it
- Angela Lipka volunteered

g. Hot Lunch:

- Susan C. explained to us that she's not opposed to doing hot lunches, but wanted us to understand the logistics of it. It takes a lot of organizing and disrupts student learning.
- Will need one (parent) volunteer per classroom, as there's a short window of time to get the food into the classrooms (while the students are outside for recess).
- The food has to be ordered in or made in the school kitchen
- One volunteer has to have Food Safety Certification (Anita H. has)
- We could try once a month to start
- Total students enrolled are 285 (271 not including Kindergarten)
- HAGSS will pay for the first hot lunch (hot dogs) on Friday, October 21, 2022.

h. Christmas Dinner:

- Susan C. will contact Christine.

i. Year End Activity/Field Trips:

- A parent suggested doing a Year End activity for Students
- Susan C. stated that GSS can't charge parents for bussing
- Not all families can afford to pay for activities
- Are there any field trips this year?

j. Grade 8 Farewell:

- A parent was asking about plans for this year's Gr 8 farewell
- Susan C. explained that there will be recognition for Gr 8 students leaving GSS to go to High School, but no big banquet on school grounds. They have asked students what they want, and usually it's just cake.
- Parents can organize their own banquet if they want

- Kathryn W. was wondering if GSS would allow parents to decorate a small space in school for pictures, i.e. balloon arch or photo booth?

#### 17. Correspondence:

- n/a

#### 18. Reports:

- WRPS trustee Kathryn Weremey:
  - Mike Wake has been appointed as the new Superintendent of Schools and Chief Executive Officer for **Wetaskiwin Regional Public Schools** effective August 22, 2022. He came from St. Ambrose School Division in Manitoba. He's open to questions, so feel free to contact him.
  - Had a great 3 day planning session this month
  - Looking at pricing and purchasing flag poles to add Treaty 6 flags outside at schools. WRM (Doug M.) will donate the concrete.
  - In the middle of restructuring our board committees from 10 down to 3:
    - Governance: Building relationships with staff, students, families, communities, elected officials and policies.
    - Education: Help with programming ideas at Central Admin and focusing on Reconciliation
    - Facilities & Finance: The main focus is our infrastructure and 10 year plan. Also diving into our budget.
  - This month we celebrated 5 students in sports; for their valor and work at what they love over the summer
  - We also celebrated Maintenance & Tech: big projects and network updating.
  - Applied for the \$500.00 ASCE Grant. This Grant is to help school councils help parents with involvement and encouragement of learning opportunities for councils.
  - Next virtual COSC Meeting is on October 26th, 2022. Every school is encouraged to have a representative attend these meetings.
  - We celebrate school/council during our board meetings, so if there's a specific thing you want highlighted please make sure you let me know.
  - We are working at improving our community relationships, i.e. inviting trustees to special events or activities. The Board is wanting to connect and help (volunteer) where they can. Trying to be more transparent and bring students back to Wetaskiwin.
  - We have really focused on revising Policy 7: Board operations to help with reorganization of Board Committees and to look at making our meetings more smoothly and transparent.
  - Next Regional Board Meeting is October 11th, 2022.

19. Next Meeting: Thursday, October 20th at 7 p.m. in the school library

20. Adjournment: 8:30 p.m.

**Helpers at Griffiths-Scott School Society Annual Meeting (HAGSS)**

**September 29, 2022**

1. Call to Order: 8:30 p.m.

2. Adoption of minutes from last annual meeting from October 2021 (See PAC Agenda): Krysten R. Motioned; Anita H. Seconded

3. Business from the Oct. 14/21 and May 25/22 meetings' minutes:

- Society Registry:
  - Found the forms
  - Still need to do the audit; will try to do the audit before the next meeting
  - Books are done, as per Cindy K.
  - Doug M. mentioned he is an accountant and is willing to help with the audit
  - A form has to be completed and submitted annually (April/May?); Cindy K. said she will do it
  - Fiscal Year End is August 31st

4. Society Bylaws:

- Susan C. has the original By-Laws and Certificate of Incorporation. Michelle H. has a copy of the By-Laws, in case anyone wants a copy.

5. Nomination of Positions:

- a) Chair: Michelle H.
- b) Vice-chair: Krysten R.
- c) Co-Treasurers: Cindy K. and Doug M.

6. Financial Report:

- Signing authority for 22-23: Krysten S., Cindy K., and Anita H.
- On-line Banking: Doug M. will be added as a user
- Cindy K. provided an Income and Expense Statement for the period September 1, 2021 to August 31, 2022. Book balance as of August 31, 2022 was \$12,034.77.
- Outdoor Classroom Update - SGF (school generated funds):
  - \$23,000.00 went to swings and tables
  - New swings are in place

- Four new tables are in place
- Susan C. talked about SGF plans, and how schools are accountable for funds raised (i.e. funds raised for basketball have to be used for basketball).
- Susan C. mentioned that she's still working on getting the clipboards for the outdoor classroom; she's having issues with Walmart.
- Michelle H. mentioned that the donated VISA gift card had expired, but she found a way to get it reissued. She still has the \$500.00 Canadian Tire gift card that Cargill donated a couple of years ago as well.

#### 7. Fundraising Ideas for 22-23:

- Bake Sale (something the students would like to be involved in)
- Christmas Vendor Market/Silent Auction (Winterfest?):
  - Potential date: Saturday, November 26, 2022, 11 a.m. to 3 p.m.
  - Will need to complete a "facility use" form
  - Street Vendor/Christmas Market combo?
- Wilhauk Beef Jerky:
  - School makes \$5.00/pack
  - End of Q1?
  - Use Parent Portal in Powerschool to pay for Jerky
- Pine Haven Colony
- McLane's Meats
- Jump Rope for Heart
- Bottle Drive (after Christmas)

#### 8. Fundraising Goals for 22 - 23 (What school projects will the fundraising support? to be set at the next meeting. (Susan C. will ask the staff for suggestions.):

- There was a suggestion to fundraise for a new bottle filler/drinking fountain on the junior high side of the school

#### 9. Adjournment: 9:30 p.m.