



Division School Council Meeting **Notes**

December 2, 2024

6:30 pm

Education Centre Board Room / Microsoft TEAMS

PARENT LEARNING SESSION AT 6:30 PM – Curriculum Assessment and Reporting – Erin Hurkett
Click [HERE](#) for presentation

Attendance: Mike Nightengale (Superintendent), Craig Whitehead (Board Alternate), Allison Purcell (Board Member), Aaron Fitchett (ATA Rep), Andy Tyslau (Admin Rep) Shelley Roest (DSC Chairperson/LCI Rep), Nathaniel Kinisky (Vice Chairperson/Lethbridge Christian School Rep), Tisha Elford (Chinook High School Rep/Nicholas Sheran Rep), Carrie Boschman (Recording Secretary/Immanuel Christian Elementary Rep./Immanuel Christian Secondary Rep). Cynthia Young (Winston Churchill High School Rep), Meg Fester (Senator Joyce Fairburn Middle School Rep), Tasha Olsen (Wilson Middle School Rep), Lenae Merrill (Coalbanks), Ryan Walker (Ecole Agnes Davidson Rep), David Franz (Galbraith Rep), Danica Forsyth (Mike Mountain Horse Rep), Michelle Bore (Senator Buchanon)

1. **Land Acknowledgement** – Mike Nightingale (Superintendent)
2. **Welcome and Introductions** – Shelley Roest (DSC Chair)
3. **Additions to the Agenda** –
 - a. Senator Buchanan – Feedback from Senator Buchanan school council meeting around acceleration funding (added as 14a)
4. **Approval of the Agenda** – APPROVED BY: Tisha Elford. SECONDED BY: Cynthia Young.
5. **Errors and Omissions** – October minutes were NOT posted to be reviewed prior to the meeting. They will be circulated, posted and approved in January.
6. **Approval of the Minutes of November 4, 2024** (Minutes were sent out separately) – no errors or omissions. APPROVED BY: Tasha Olsen SECONDED BY: Danica Forsyth
7. **Business Arising from the Minutes**
 - a. **Society Insurance** (Mike) –
 - i. A reminder that societies are separate entities from the school division.
 - ii. The email sent by Christine Lee meant to be a reminder that insurance is an option for societies. Encouraged for societies to double check what is required based on the Alberta Societies Act as the school division doesn't feel equipped to advise on this.
 - iii. **(Shelley)** – Be sure any monetary decisions are made by a motion and these are recorded in the minutes. Be sure transactions are NOT made through email (unless 2 signers). Two signers are needed for cheques. Have insurance if you are having events – not mandatory but strongly suggested.
 - iv. Mike – if doing a school council event, you are covered under the school council insurance.
 - b. **School Banks Accounts** (Mike)

- i. Last board meeting it was announced that there will be one bank account centralized with each school having a category
 - Division feels it will be easier
 - No signing authority changes required if there is a staffing change
 - Cheques will be issued out of division office as opposed to each school office
- ii. School generated funds included school council funds.
- iii. In theory, shouldn't have any changes to how money is accessed, but just behind the scenes accounting will be centralized.

QUESTION – Are all schools in one account and each school has its own category?

Answer: Yes.

- iv. Shelley – reminder that school councils CAN still have its own separate bank account

- v. **QUESTION** – Is the division strongly encouraging that all money will be centralized?
Answer: The goal is to have fewer accounts floating around.

- vi. **QUESTION** – If we have a school council bank account, are we encouraged to close it? Answer: If it is school staff/personnel taking charge of the money, then it will be centralized. If you have a separate account that is cared for by school council, then you are welcome to have your own account.

- vii. **QUESTION** – Is school council covered if a school council member goes rogue and empties the account? Answer: The school council would be covered so long as protocol is covered, minutes are kept and finances are tracked. The person going rogue would NOT be covered.
There is an accountability piece(in policy) that all school councils are require to report annually, including accounting and all financial transactions need to be documented in meeting minutes (whether using a centralized account or an isolated school council account).

8. **Trustee Report** - Board [Highlights](#)

- a. \$4000 donated to pay for school based shirts (Lakeview???)
- b. Three schools highlighted this month – Lethbridge Christian, Dr Plaxton, Nicholas Sheran School – it is always a pleasure to hear of the work that is being done at schools as trustees aren't able to be at every school.
- c. Town Hall – Feb 4, 2025 Location to be determined
 - i. Questions for Town Hall to be discussed in December and decided by January
- d. Annual Education Report (Used to be called the Assurance Plan) –
 - i. Board feels there are too many yellow and red items for our division and action is being taken. This can be seen on the division website.
 - ii. Mike is working on strategies along with Assoc Superintendents
 - iii. An issue: The surveys that go out to Grade 4, 7, 10s are 30 years old – today the demographic is much different than when the survey was initiated. Wondering about the validity of the surveys. Additionally, limited responses to this survey have been noticed (a small sample size).
- e. Had an excellent audit again (based on the operations of the school board along with a random selection of school generated funds)

- f. Possible Future Grade configuration – concern by the current board over the current configuration; currently working on data collection (PAT results, assurance plans, boundary realignment committee will be looking at this data comparing results from before and after the configuration)

- i. **QUESTION** – Can you elaborate on this?

Answer: We've never really investigated the effects of moving grade 9 into high school and grade 6 into middle schools.

If grade 9 was moved back down, the high schools wouldn't be so full.

Middle schools wouldn't be affected as much.

Elementary schools – some would become too full while others wouldn't be negatively affected

- ii. **QUESTION** - Why did they reconfigure in the first place?

Answer: In 2003, they did this. In order to build a high school on the west side (Chinook), the grade 9s all had to be moved into high schools and then bring in the middle school concept of grades 6-8.

- iii. **QUESTION** – What data are you going to be looking at?

Answer: We will gather PAT data, look at assurance plans from the past, boundary realignments etc and compile this information to start.

Mike – surveys have changed over the past 2 decades and data may not align perfectly but there is some work to do and conversations to have

Shelley – Alberta Education has typically grouped Grades 1-6 as elementary, middle school being 7-9 and High school 10-12. Even for bussing, it is challenging when Alberta Ed has certain criteria for grade 6 vs grade 7 students in the same building.

Craig – Div I, II, III, IV allocations make the grade 9s and 6s placed in an awkward groupings compared to Alberta Education allocations.

- g. Enrollment projections were NOT reached this year so the division will have to return the funds that was allocated for these students that did not come. This money has been held in reserve so as to not spend it.
- h. Alberta Government passed a bi-law that you cannot use an electronic tabulator for elections. Now each community must use physical ballots (colored ballots based on position: Mayor, Councilmen, Trustee, etc) This will impact reporting on election results and will require more people to be hired to run an election. If you have an opinion on this change, write your MLA.
- i. Board is revising terms of reference
- j. Attended professional development through the Public School Boards Association (PSBA). Heard presentations how to support students better and are seeing good results of initiatives in other divisions. Presentation on vaping – poor communication between provincial and federal governments and the regulations implemented.
- k. Opportunity to use AI in our division – if used properly, this could cut down time on administrative tasks.
- l. **REMINDER** – All school council chairs should be receiving BOARD HIGHLIGHTS. The chair should be emailing this out to all school council members.

QUESTION: Could DSC reps also be included in receiving these Board Highlights directly?

Answer: Yes! Shelley will talk to Garritt to request DSC reps to also be emailed directly.

ACTION: Ask your chair if they are receiving it. If they aren't, email Tina/Garritt to be added to this list and forward these each month to your school council, and you can add this to your school council agenda.

9. **Alberta School Council Association (ASCA)**– watch for upcoming engagement events

- a. If you want a membership in ASCA, let Tina or Shelley know
- b. QUESTION – if we are NOT wanting to be members, can money for membership/registering and attending the AGM be used elsewhere?
 - i. Can the registration fee for the AGM AND also the \$250 be used elsewhere?

Allison – there was a motion to do work to determine what this money could be used for if you do not send a delegate to ASCA AGM but will have to confirm where this ended off.

- Historically, only a handful (5-6 people) have been sent to the AGM even though money has been set aside for this every single year.

- FEEDBACK: since travel fees and overnight fees create a barrier for people to be travelling to Edmonton for the AGM. The \$250 does not cover all these costs.

- Shelley: When attending the AGM, she had always asked/advocated for the AGM to be alternated between a north and south location as the cost is definitely a barrier. Could try to find people to ride share / share a hotel.

- Allison: If carrying a proxy vote, that school council often also provides their \$250 to help off set costs

- QUESTION: Are funds reimbursed or paid upfront?

Allison: Typically they are reimbursed but there is a possibility of an advance if that is a barrier for a parent to attend.

10. **Alberta Teachers Association (ATA) Report** – Aaron Fitchett

- a. Shared a flyer created and distributed by the ATA – part of a campaign to request more money be put into education in Alberta. Information available on the ATA website.
- b. Craig – Minister of Education has acknowledged that there is a possibility of changes to school funding (currently is a weighted moving average and this doesn't help growing school divisions). There has NOT been any engagement on this yet. Encouraged parents to reach out to MLA about funding models.
- c. Allison – Minister of Finance (Nate Horner): Telephone Town Hall (Wednesday, December 4 at 6:30-8:00). An online survey opens tomorrow at noon.
Search: Government of Alberta Budget 2025 Consultation to find links

11. **Admin Committee Report** – Andy Tyslau

- a. Admin Professional Learning is also focused on Reporting – also engaged with how to support teachers with assessment as well.

12. **Superintendent's Report**

- a. **Town Hall** - Everyone is welcome! Feedback is very valuable so please plan to attend
 - i. Feb 4, 2025 (Location to be determined)

- ii. Questions to be discussed and shared as they are available.
- iii. Still planning to include the grade 5s – finding ways to potentially separate students/parents/staff for focused questions (had positive feedback)
- iv. Allison– If you know of any parent/student that want to come and transportation is a barrier, please let the Board of Trustees know and they will find a way!

13. Committee Reports

- a) **Policy Advisory Committee-** Shelley Roest
 - a. Met on November 13, 2024
 - b. Update about policy consultant, updated terms of reference
 - c. 502.1 – Appendix for Student Code of Conduct
 - (Posted on division website for feedback - closed November 29th)
 - Feedback can still be emailed directly to Shelley/Carrie/Skye (Deadline Dec 10)
 - d. Next meeting: December 11, 2024.
 - Watch for feedback opportunity on Policy 607.4 – Responsible Use of Technology
- b) **Poverty Intervention** – Kristina Gilmore (no report – next meeting in January)
- c) **Division Wellness** – Ryan Walker (no report – next meeting in January)
- d) **Community Engagement** – Gurpreet Singh (no report – next meeting Dec 16th at 7pm) – all are welcome to attend this meeting! Email Andrea Andreachuk (committee chair)

14. New Business

- a. **Senator Buchannan** – Feedback around acceleration fund from SB school council meeting
 - Concern from administration that without addressing other modifications for modernization, the school will be moved down on the priority yet more students will want to come, because of the elevator, but there won't be room or the proper facilities
 - Ex. Needing wheelchair accessible bathrooms and also bathrooms built on the top floor.

Allison – The motion was not for just the elevator but to make the entire school accessible (Can find this in the OCT 9th special meeting) which did include washrooms and any other aspect around human rights.

- 15. **Roundtable Discussion** – put ideas on sticky notes and submit. Can also email Shelley with any ideas that come up as you think more about this.

“School Council – If we held a school council support session, what would you need direction on or how can we assist you?”

16. Upcoming Events

December	11	Policy Advisory Committee 12:00 pm Education Centre Board Room
	16	Community Engagement Meeting 7:00 pm Education Centre Board Room
	17	Board Meeting 2:30pm, Education Centre Board Room

Dec 23 - Jan 3		Schools Closed for Winter/Christmas Break
January	6	Classes Resume
	13	Division School Council 6:30pm, Education Centre Board Room/TEAMS
	15	Policy Advisory Committee Meeting Location TBD

17. Adjournment at 8:57pm

Division School Council 2024-2025 Meeting Dates:

- January 13
- February 4 Town Hall 6:30-8:00 No Division School Council
- March 3
- April 7
- May 5
- June 9

2024-25 Division School Council Representatives

Chair	Shelley Roest
Vice Chair	Nathaniel Kinisky
Recording Secretary	Carrie Boschman
Policy Advisory Committee	Shelley Roest (Alternate: Amber Murray), Carrie Boschman (Alternate: Tasha Olson), Skye Curtis (Alternate: Danica Forsyth)
Poverty Intervention Committee	Kristina Gilmore (Alternate: Danica Forsyth)
Division Wellness Committee	Ryan Walker (Alternate: Skye Curtis)
Community Engagement Committee	Gurpreet Singh/Ryan Walker
School Calendar Committee	Skye Curtis (Middle/HS rep), Tasha Olson (Elementary rep), (Alternate: Danica Forsyth)

December 2, 2024 – District School Council: SUMMARY OF ACTION ITEMS

8. Trustee Report - Ask your chair if they are receiving the Board Highlights. If they aren't, email Tina/Garritt to be added to this list. Please forward these to your school council each month. You can also add this to your school council agenda.

12. Town Hall – if transportation is a barrier for any student/parent to attend Town Hall, please let the board of trustees know and they will work to find a solution to make it possible for all to attend.

15. District School Council – If we held a school council support session, what would you need direction on or how can we assist you? Email Shelley: stella.r@shaw.ca