

## R.F. Staples School Council Meeting

Tuesday October 10, 2023

1. Call to Order at 6:00pm
2. Chair Rilayna Pidsadowski welcomed everyone.

In Attendance: Shauna Nyal, Cory Kubinec, Lattanya Neufeld, Mike Edwards, Michale Borgfjord, Kyle Beattie, David Truckey, Janice Tymkow, Renda Zadunayski, Lindsay Baier, Michelle Rigney, Andrea Fox-Robinson, Jerry Buchko, Michelle Rau, Jessica Stevens, Bonnie Provencal, Darcy Kirkham

3. Land Acknowledgement
4. Approval of Agenda

Motion to approve by Shauna Nyal, seconded by Renda Zadunayski

5. Summary of minutes from previous meeting May 17, 2023 and the AGM presented and motion to approve by Janice Tymkow, seconded by Cory Kubinec
6. Review of School Council role given by Rilayna. This is a place to hear from the School Board and the Administration of RF Staples and present our concerns as parents and to work with them to improve the experience of our children at the school.
  - a. As per past Chair "Our quorum was that there needs to be more parents/guardians in attendance than school staff, school board members, and unrelated guests (non-parents) combined" Motion to continue defining the quorum as above made by Andrea Fox-Robinson, seconded by Jessica Stevens.
7. Election of Secretary - Amanda Nelisher had to step down so we are looking for a new Secretary. No Volunteers for the position. Shauna Nyal is nominated by Jessica Stevens, seconded by Janice. Shauna accepts the position.
8. Trustee Report - David Truckey

There was a special meeting Aug 30/2023, their organizational meeting and committee appointments. The Chair Judy Lefebvre has been injured and needs to take time away so Vice Chair Sherri Allen has stepped up as have all the board members. Also had another meeting September 20, 2023. Audit was completed by Veronica Lindquist and summary given to the board. Jan Carswell presented a community assurance report. Membership in the PSBAA (Public School Boards Association of Alberta) will be renewed and fall meeting will be attended. Today was the Swan Hills school visit, board members really enjoy seeing the schools throughout the school year. Next meeting will be Oct 25, 2023. Dr. Michael Unger came to speak to staff on Sept 15 and was very well attended and received.

9. School Admin Report - Darcy Kirkham

Welcome to Kyle Beattie and Mike Edwards, new Associate Principals this year. 9 new teachers as well joining the school. An increase in supervision has really helped reduce office referrals, so that level of supervision will be maintained. Suspension time slightly up compared to this time last year due to severity of the behavior. Overall the student body has been doing very well this year behaviorally and academically. Volleyball has been very successful with lots of participation and parent volunteers are appreciated. Goal is to have this kind of support for all activities. Class of 1973 had their 50th reunion which included a tour of the school. It went very well. They have donated \$1500 for trees that were damaged to be replaced. There are reserve funds that will need to be spent this year as previously the school could keep 5% but now that is being reduced to 3%. Plan is to spend on a new bus. The two white buses are

currently running but parts are no longer being made, so looking for old used parts is a very tough job each time they break. One option is a brand new school bus for \$115,000, another option is a used coach bus for \$200,000. Mr. Kirkham noted that with a shortfall of about \$85,000 can the fundraising committee help? Another new purchase that has been helpful and that they would like to get more of is electronic reader pens called C-Pens. They have ordered 10 and hope to have 50. This is a device that is allowed on diploma's and can be used to highlight text on a piece of paper or a screen and then it will read the text to the user via headphones. This means the student doesn't have to leave the room to utilize a designated reader, which is wonderful because there are not enough staff or volunteers to have a reader for all of the students who could utilize one. They are \$400 each and chromebook compatible.

#### 10. R.F. Staples Fundraising Association Report - Bonnie Provencal (Treasurer)

Helped at the Westlock Ag Society Fair this summer monitoring the gates and made \$500. A casino is scheduled for us for 2024, dates to be announced later. The fundraising association cannot pay for an asset within the school that cannot be removed. They could help pay for a bus. If the school owns a bus it costs \$0.20/km to run it, to rent from Pembina Hills costs \$0.505/km. Goal is to find a bus either new or used, but if used it must be recent enough that parts are being made new for it. Discussion about who uses buses occurred with it noted that it isn't just athletics teams, but field trips, construction class, etc. The buses are used every week except the first of the school year. It has to be a commercially rated bus for the school to own it, cannot be a van. Jerry Buchko suggested that the "kick to win" contest for football where a vehicle is donated to be won had lots of tickets sold and a similar "shoot to win" contest could perhaps be arranged during basketball season. He could look into a similar vehicle donation. Question was asked by Andrea Fox-Robinson about the fundraising she has supported over the last couple of years, was it initiated by the fundraising committee? Jessica Stevens clarified that teachers and athletics departments have been doing popcorn fundraisers, etc for specific items they want to purchase for their programs and that would have been where parents were supporting. Question by Jerry Buchko about whether having a bank machine in the cafeteria is worth looking into as a commission would be received by the school. Jessica Stevens noted that on college campus' 98% of students use cards. The cash usage has really decreased.

#### 11. Old Business

- a. Meeting dates for the rest of the year set for Nov 21, 2023/Jan 9, 2024/ Feb 6, 2024/March 12, 2024/ April 23, 2024/May 28, 2024 (also AGM) at 6pm in the multipurpose room (upstairs) at RF Staples. Motion to accept these dates made by Jessica Stevens and seconded by Michelle Rau.
- b. New members/positions to be created
  - i. Student council representative should be invited to keep us up to date from the student perspective. Student's Union Presidents Cynthia Rondeau and Breton McCarron will be invited. Mike Edwards and/or Darcy Kirkham will speak with them
  - ii. Recruitment of interested parents at PT Interviews Oct 18. Trying to build up our contact list again. Rilayna will be there as will Michelle Rigney.

## 12. New Business

### a. Communication of School with parents

i) Messenger system to receive announcements via email - is there any way to get a weekly email instead of daily? Sometimes daily is overwhelming, but also might miss things if only getting at the end of the week. It was noted that Pembina North gets a "week at a glance". This would require the staff to be aware of the change and try to get all the information into the office much sooner. Some things do need to be short notice.

ii) R.F. Staples Secondary School Facebook page connects to announcements daily. Another one titled RF Staples Secondary School News and Updates is the current active Facebook with pictures and notices about upcoming events. It is a private group and you have to ask to join, ensuring that only our community are on there. Keltey Buchko, Jessica Stevens and Leanne Huppertz post a lot. What else could we post? Jessica Stevens states she is happy to make the chair an admin to allow for school council to be more involved in posting. Can a link to the active News and Updates facebook page be put on the RF website? Mr. Kirkham says yes.

iii) Website - Some information is on there, lots is old or missing. It needs to be updated. New administrative assistant Harmony Johnson is working on it. It was noted that it was hard to find when the next School Council meeting was, that all the old minutes were poorly labelled and dated. Further suggestions will be gathered and made to Harmony. Question about the Remind app, if the school uses it. Mr. Kirkham noted that it is available for teachers to use, but it is teacher specific.

### b. Operating Procedures, Policies and Practices

Rilayna Pidsadowski noted that currently we have no Bylaws or Policies, Procedures and Practices that she could find. Alberta School Councils' Association has workshops to help us learn about the role of a School Council (Foundational Workshops) and how to get set up better with procedures and be more effective. - cost \$200+GST/workshop, and need at least 3-5 participants including Council Chair and Principal. I am willing as is Principal Kirkham. Would others be willing to attend these workshops via zoom. Some nodding of heads. Who would pay for it, would we ask fundraising committee? Some uncertainty, Mr. Kirkham felt the division has paid for these in the past. It was noted that Lisa Lawrence, Chair of School council at Pembina North has been working on these types of things. Rilayna will follow up with Lisa Lawrence and Jennifer Woynorowski (chair at WES) to see if some ideas and basic templates could be found. David Truckey noted that the Council of School Councils will be held Dec. 5. Rilayna will look into that and plan to go.

Adjourned at 6:51pm.