

CCS School Council Meeting Minutes October 4, 2011

Attending: Scott Hickling, Executive Director, Gwen Uittenbosch, Secondary Principal, Harry Fritschy, Elementary Principal, two CSCE staff members, 32 parents.

1. Harry Fritschy opened in prayer
2. Philip Brouwer motioned to accept minutes of May 2011 meeting, Melanie Kehler seconded.
3. Review of Action Items from May minutes:
 - a. Parent information sessions that were recommended have been incorporated into the School Council meeting schedule for 2011-2012 and will be announced prior to the meetings. Each Council meeting throughout this school year will include a focus on a particular group of grade levels and will also include a time of socializing for parents and students. Presentations are planned for 4 of the meetings with topics that are specifically geared to those age groups and relevant topics.
 - b. HPV virus discussion will be on the November 1 agenda when the focus is on the Division II grades (Grades 4-6) as it affects those students.
 - c. School uniforms: SH offered that information will be received and discussed at subsequent meetings if parents are interested in pursuing uniforms at CCS. Information must be comprehensive and complete including such items as style, cost and availability, an implementation plan as well as justification and rationale. All information should be forwarded to the Executive Director for receipt and then the issue will be discussed at the School Council level as well as being taken to the CSCE Board of Directors and the Society at large. (shickling@csce.net)
4. Principals updates:

Harry Fritschy - ES

- a. Summer work included staffing, programming and class demographics and size plans.
- b. School goals for CCS are to be filed by end of October and will be subsequently shared with School Council as well as being posted to the CCS website. CCS is accountable to Palliser for these goals.
- c. Staffing – approx. 25 new students at the ES level for 2011-2012 (total of 350); allowed for three classes of each of Grades K-3 and 2 classes of each of Grades 4-6.
- d. Funding model that supports early intervention allows for increased staff allocation for teachers and learning assistants from Kindergarten to Grade 3.
- e. Vice Principal at ES is on adoption leave through this school year and position has been filled. New teachers for music, Grade 2 and Grade 3.
- f. Resource program – student needs are changing and more are needing specialized support, including enrichment for students that are coded with gifted abilities. Increasing differentiated instruction to ensure student success. Learning profiles for each student are being completed in order to determine interests and strengths and allow student, teachers and parents to work together to provide the best education for each child.
- g. Goals for ES:
 - i. Safe and Caring school environment including playground safety and equipment, student updated numbers and safety
 - ii. PCCE developed Teaching for Transformation materials will continue to be integrated into the classroom teaching at all levels and professional development also continues.
 - iii. Technology – use of SMARTBoards etc also continues to be a prof. development focus.
 - iv. PAT results from Grades 3 and 6 – generally pleased, will be focusing on improving the LA writing results.
- h. Student anxiety and stress levels – staff has done some informal “surveys” of students to determine use of technology such as phones and social media tools and has seen a marked increase through those in Grades 4-6 and earlier grades as well. Will be developing some policies for use and suggested safeguards for managing this technology and ensuring safe use of internet and prevention of issues like cyber-bullying etc. SH offered that one of the presentation topics will include practical information and tips for parents on this issue – watch for announcements and dates.

Gwen Uittenbosch

- a) Total enrolment for Secondary Campus is down approx. 25 from 2010-2011 (395 students). Biggest factors: some students opted to attend Ernest Manning (for programming as well as proximity to their residence) and the Grade 7 class is not as large this year as the outgoing 2011 Grade 12 class.

- b) Five new staff members: Two Grade 8 teachers, Grade 7 homeroom, HS Language Arts, part-time HS art and MS Learning Assistant.
 - c) Repurposing of one classroom as a weight room to augment the PE program – being utilized by teams and the HS PE program.
 - d) Goals for Secondary include intentional integration of the Teaching for Transformation materials; Safe and Caring with continuation of the Peer Advisory program at both the MS and HS levels; Technology integration and continued professional development.
 - e) PAT results very good and a result of the cumulative effort of teachers from all grade levels
 - f) All students in Grade 7 – 12 will receive email notification every month for academic updates and grades.
 - g) MS Parent Conferences are upcoming and appointments can be made by contacting the office.
5. Parking Update for parking at Emmanuel Church
- a. Review of information that was distributed September 28, 2011 regarding use of parking lot at ECRC.
 - b. Discussion of current state of plans and solutions for traffic and parking concerns. Many parents had concerns about the safety of the students in and around the parking lot and streets surrounding the ES Campus. SH reiterated that in order to implement solutions, parents will need to partner with the school to be successful. Also reminded parents that the parking lot does not belong to the school and therefore has some restrictions on the solutions that are possible to consider. Any and all suggestions and volunteers are welcome, and Executive Director is actively working with the church Administration and the SOC Council to find a solution.
 - c. Bus zones are being extended at both campuses.
6. Review of Parent Action Council – meet monthly and all parents are automatically members to help support the staff and community. Reminder of Blessings and Burdens ministry and invitation to offer support and participation.
7. CSCE Board of Directors has approved their Strategic Plan and it will be posted on the CCS website.
8. Police Clearance Checks can now be completed by filling out the paperwork and providing identification and payment at the school. Each parent is required to have the CPS and Social Services Intervention check completed – current checks are valid at CCS for a three year cycle. If checks have been completed within the past year for other organizations, copies are acceptable.
9. Parent Surveys from 2010-2011 have been reviewed and shared with Administration and Board of Directors. Summaries will be posted to the website. Completed: Parent Survey, Preschool Parents, Grade 12 Graduating Students and Graduating Parents.
10. IT update:
- a. One-on-One Computers – requires a three year program to be effective and efficient (from Grade 10-12); in process of trying to determine the best go-forward plan with the changing technology that is available. SH is attending a technology conference in January to gather further information. Also encouraging Alberta Education to provide textbooks online.
 - b. Aruba wireless system at Secondary is running and allows students to access the internet (with school determined filters etc) after completing the personal use and permission form required.
 - c. Similar wireless plan in place for ES Campus to allow same access for Grades 4-6.
11. Fundraising:
- a. POWER of ONE – campaign for construction of new ES playground, Secondary showers and lunchroom. Information to be received by parents second week of October, showcase event to be held November 17 at the school. Participation by all is vital to the success of this campaign.
12. Calendar review:
- a. Dale Backlin – Asst. Superintendent from Palliser is working to coordinate all Calgary school's calendars as well as comparisons with CBE and Catholic Boards.
 - b. Suggestions have been made including an after-Labour Day start which will be investigated as to how that impacts instructional hours etc.
13. Palliser Trustee Colleen Dietz sent information including Palliser Board minutes from September meeting for review.

14. Discussion on potential increase in funding with election of Alison Redford and the campaign promise of the return of \$100000 + to the education budget. Also reviewed the lease funding situation whereby CSCE does not receive lease funding for the use of the facilities which would provide more than \$1000000 annually. The Executive Director continues to work toward a solution to this inequity in funding. Infrastructure and Maintenance Renewal (IMR) funding also is allocated unfairly in that it is provided to each school division with no allowance for distribution to the school that it was granted for.
15. 50th Anniversary plans have begun (Anniversary year is 2013-2014) including the LOGO contest currently underway. Contest closes November 1 and all students, parents, staff and friends of CCS are encouraged to enter a submission.
16. New items/open forum
 - a. MG asked about how facility needs are determined in regards to future planning for renovations and expansions etc. SH: the School Operations Council (SOC) reports to the Board the facility needs as reported by the staff and determined by student population and programming etc. Funding needs are determined and all are presented to the Board including prioritization. Blueprints are currently being developed with costs and alternatives for expansion that is required for any growth occurring beginning next year. All info would be presented to the Society after the Councils and Board have thoroughly gathered and reviewed information.
 - b. BM asked what the plans are for next year if the ES is currently at capacity. SH offered that the decision can be made to not grow, or to move forward with required upgrades or additions and the time and costs involved. HF reminded that the class size guidelines are different for each grade level and so three Grade 3 classes may translate to two Grade 4 classes and therefore not require additional space over this year.
 - c. BM asked how lunch times were decided and expressed a concern that there is not enough time allotted for students to eat their lunches. HF: some flexibility is available for K-Grade 3, DIV II grades require more instructional minutes for each course and extension of the break would require further consideration. Parents suggested that perhaps a secondary location for continuing to eat could be created for students who are not ready to go outside with the rest of their class. HF will discuss with staff for possible solutions and suggestions.
 - d. MG asked why the Preschool class calendar always lines up with the ES for professional days and other holidays. SH: in order to accommodate families that have children at multiple levels. Also noted that to eliminate days off currently scheduled would require that a later start or earlier end to the Preschool year would be necessary to maintain the current number of hours that is offered in the Preschool program.
 - e. SH asked if parents were satisfied with the communication to this point in the school year.
 - TH asked that there is more consistency in messaging regarding peanut/nut free status.
 - LH asked about the distribution of family contact information and class lists. SH reviewed the privacy laws that both Palliser and the CSCE must be in compliance with and that the information from each may not be compromised or shared. The parent directory is produced exclusively by the Society with the information that parents have expressly given permission to distribute in this manner; class lists that are included in the Parent Directory are only included by the specific and express permission granted by Palliser School Division to do so in this publication only. Palliser staff is bound by law to not share the class list information or contact information of parents with others. The directory is produced as soon as possible after the completion of student filing with Alberta Education in order to ensure accuracy to the best of the Society's ability; to produce it earlier would result in inaccurate information. LH stated her intention and wish to collect contact information from parents personally and distribute it in order to have the information available in September. SH reminded her that she was welcome to do so on a one-on-one basis, with express permission from each parent included in the distribution, and that teachers are not able to assist or distribute contact info.
 - Room parents would be welcomed by some of the parents in attendance – HF will take to a staff meeting for discussion.
 - LH offered that info she would welcome has not been forthcoming from teachers – HF invited all to email him with details on what they would be expecting or appreciating in the way of communication from teachers.
 - BM asked about playground supervision policy in light of the increased student population. HF has increased to 2 teachers and 2 LAs. Upper field area is “reserved” for Grade 5 and 6 students to ensure the safety of younger students at a lower skill

level or size. Playground equipment is assigned on a rotating basis and schedule is communicated to students consistently for fairness and access. Suggestion that potential for rotating lunch/recess times is a possibility if population was to increase to a level that made it necessary.

17. Next meeting: Tuesday, November 1 - 7:15 pm Secondary Campus. Fellowship Focus 6:30 pm for Grade 4-6.