



School Council

**Minutes of the ÉEVE School Council Meeting
December 10, 2024
1:00pm In-person and Zoom**

SC Executive:

Chelsey Conrad, Co-Chair – present
Kirsten Inglis, Co-Chair - present
Judi Hunter, School Board Trustee - present
Jennifer Tanguay, Secretary - present
Sharelle Stitt, Treasurer - regrets

School Administration Members:

Simon Pols, Principal - present
Jodi Clease, Assistant Principal - present

Attendees:

Katarina T, Meredith C, Donella S, Ian P, Karla, Kare W, Caley R, Logan M, Kim B, Tanya M, Shawna, Robin S

1. Call to Order

Kirsten called the meeting to order at 1:03pm.

2. Welcome

Executive and administration met with Alberta School Councils' Association (ASCA), some changes coming forward which will be discussed.

3. Approval of Agenda and Minutes

Kirsten motioned to accept the agenda and minutes as circulated; no objections; motion carried.

4. FÉEVES Presentation

President of Friends of École Elbow Valley Elementary School Society (FÉEVES) provided overview and role of society:

Mandate is to advance school and enrich school body and community surrounding it for everyone's betterment. Society status allows access via AGLC to have a casino every 2 years, as a major fundraising solution for big ticket items for the school. In the past, this has funded: Fitset Ninja, Trickster Theatre, iPads, Chromebooks, books/resources, mascot costumes, playground builds.

Numbers: Net balance is currently 100K. Next casino coming up on Dec 18 and 19 (dates assigned on rotating basis). Typical payout is 60-80K, approximately \$1,800/person/shift - unfilled positions decreases payout from casino (as unfilled volunteer positions need to be filled by paid position from staff). From 2020-2023, approximately 70K invested back into the school.

Discussion:

- Bylaws/info accessible? Google Drive has financials/bylaws but needs updating, looking at posting info on school website, time limit to use funds.
- Society alignment with school council? Society can't bring forward ideas, needs to come from student body and admin, chairs of both to meet to discuss alignment, need someone to attend both meetings to answer questions, official rep not needed.
- Katarina volunteered to be liaison between society and school council.
- Meetings? Quarterly and as required (ie. during casino year)
- Executive? Minimum is 5 (president, vice-president, secretary, treasurer, try to have at least 3 members at large)
- Follow-up: presentation and link to be sent out, marketing campaign – paper in agenda, kindergarten orientation to include FÉEVES info

5. Administration Report



Mr. Simon Pols
Principal

École Elbow Valley Elementary

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Ms. Jodie Clease
Assistant Principal

School Council Meeting
Admin Report
December 10th, 2024

Goal Updates:

How Might We...	Improve student literacy results in both English and French programming.
Goal 1	Through responsive teaching methods tailored to individual student needs, 90% of students will demonstrate measurable improvement in overall literacy skills, as assessed by the Groupe Beauchemin (GB+), Escalire (FI), and Fountas and Pinnell tools.

Progress/Analysis	Adjustment to Plan
<ul style="list-style-type: none"> F&P, Escalire, GB+ assessment in Grades 2&4 to create reading groups for learning in the classroom Core Phonics being completed by the end of December for Grade 3&4 Grade 1s and 2s will jump in with UFLI and Son-au-graphe in January (whole class) Grade 3s and 4s will be implementing UFLI in January with support of literacy team (cross grade) Teachers are beginning to use resources for literacy from resource room Completed whole school PL on UFLI (December 2nd) 	No adjustments to the plan are required currently.
	Next Steps Next steps include the following: <ul style="list-style-type: none"> Introduction of scheduled grade team and cross grade planning times. Keeping record of what might inform future decisions.

How Might We...	Increase students' opportunities to learn and appreciate cultural diversity.
Goal 2	Through school initiatives, in class lessons, and grade specific activities, 90% of students will increase their involvement with topics related to global citizenship and cultural awareness.

Progress/Analysis	Adjustment to Plan
<ul style="list-style-type: none"> School initiatives, such as <i>Reason for the Season</i> and creating cards for the community, have been well-received by students, staff, and the community. Planning is underway for hosting French Culture Week. Preparations are in progress for an upcoming Professional Development Day focused on First Nations, Métis, and Inuit education for staff. 	No adjustments to the plan are required currently.
	<p>Next Steps</p> <p>Next steps include the following:</p> <ul style="list-style-type: none"> Develop and implement a shared calendar for the parent council, global committee, and school to streamline communication and collaboration. Revise the <i>Reason for the Season</i> parent letter to allow for collections throughout the year, supporting different seasonal initiatives. Increase parent engagement by: <ol style="list-style-type: none"> Creating and distributing a diversity-focused parent survey (e.g., country of origin, primary language). Developing a visual display to showcase how to say "hello" in different languages, to be introduced after winter break.

How Might We...	Support and foster a sense of responsibility and belonging in an inclusive school environment.
Goal 3	By the end of the school year, the school will achieve 90% fidelity on the Tier 1 PBIS TFI and begin implementing Tier 2, by collecting and tracking office managed behaviour data.

Progress/Analysis	Adjustment to Plan
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<p>Engaging Students and Families:</p> <ul style="list-style-type: none"> • Regular assemblies emphasize school-wide character traits and foster engagement. • Daily goals are consistently shared during announcements and included in the weekly parent communication newsletter. <p>Recognition and Reinforcement:</p> <ul style="list-style-type: none"> • Students actively earn beads for demonstrating behaviors aligned with the school Matrix, promoting positive reinforcement. <p>Consistency Across the School:</p> <ul style="list-style-type: none"> • Common language related to the school Matrix is being used by both staff and students, enhancing understanding and alignment. • Staff have synchronized schedules with common meeting times, supporting collaboration and coherence in implementation. <p>Structured Professional Development:</p> <ul style="list-style-type: none"> • The school year began with a professional learning (PL) session focused on developing classroom-specific matrices, ensuring consistent behavioral expectations. • The bus Matrix was implemented and reviewed with classes, extending the behavioral framework beyond classrooms. <p>Integration and Resources:</p> <ul style="list-style-type: none"> • A curriculum connections document was created, linking educational content with the school's behavioral goals. • Staff received a hard copy of the RVS Responding to Behavior flowchart, 	<p>No adjustments to the plan are required currently.</p> <hr/> <p style="text-align: center;">Next Steps</p> <p>Classroom Matrix Follow-Up:</p> <ul style="list-style-type: none"> • Provide guidance on how to connect classroom-specific behaviors to the school Matrix. This could include verbal discussions or visual examples, such as photos of students demonstrating expected behaviors in the classroom. <p>Matrix Application in Common Spaces:</p> <ul style="list-style-type: none"> • Encourage staff to use the Matrix actively in different spaces by circling relevant aspects when cueing students. This practice will help students understand how expectations transfer across environments. • Adjust our matrix visuals to support our whole school use. <p>Relating Classroom Rules to the Matrix:</p> <ul style="list-style-type: none"> • Provide clear communication and examples to teachers on how to align their classroom rules with the school Matrix. Include opportunities for practical discussions about how these expectations apply in various school settings. • Offer staff support (e.g., Jenn's assistance) to help with integrating
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providing a clear and accessible reference for managing behaviors.	the Matrix into their daily routines and spaces effectively.
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Staffing Update:

- Mrs. Maclellan is away on maternity leave. In her place we will be welcoming Mrs. Natalie St. Dennis. Mrs. St. Dennis will be start at EVES on Monday, December 16th.

French Immersion Night: FI Night will be held at EVES on Thursday, January 16th from 6:00 to 7:30. Information will be shared with families starting this week. This will include social media posts, Owl Outlook, and flyers.

French Culture Week: French Culture Week will take place from February 24th to February 28th. This year's focus will be on Acadian Traditions and History. Activities will include:

- Guests: Folklofolie
- Activities: Acadian Parade
- Food: Baking Ploye (Buckwheat Pancakes) / La Tire
- School Wide Art Activities: Weaving an Acadian Flag
- Dress Up Days: Canadian, Acadian Colors, Lumberjack, Jersey Day, House Team Colors
- **Expenses:**
 - La tire: \$1155.00
 - Folklofolie: \$1890.00
 - Art Project: 500.00
 - Rocks and Rings: \$987.00
 - Ploye: \$50.00
 - **Approx. Total:** \$4500.00

Literacy Week: Literacy Week will take place from January 27th to January 31st and will include activities such as:

- Poem in Your Pocket
- Author Visit
- Book Tasting
- Dress Like Your Favorite Book Character
- Open Mic
- **Approx. Total:** \$1000.00

Discussion:

- Plan going forward for school council meetings is to touch on goals and provide updates, when applicable.
- This year about learning, how to move forward.
- Goal 1: UFLI presentation by Calgary Academy literacy specialist on Dec 2 PL day, core phonics program for Grades 1-4 this year, will drop off a grade each year going forward as program not intended for grades 3/4, but want to fill some gaps. Son-augraphe French equivalent program for grades 1/2.
- Goal 2: celebrating/recognizing other cultures, French Culture Week will have Acadian focus, staff to visit Tsuut'ina in fall, last week of school will showcase Indigenous teachings leading up to summer solstice (June 20). No one-off's, imbedded opportunities. Calendar development, staff want to limit asks of parents and ensure alignment and flow.
- Goal 3: PBIS coach (Jenn) works one-on-one with teachers and attends meetings, track behaviour data to identify areas needing extra teaching around certain expectations.
- Literacy Week: focus on kids instead of parents (lack of engagement last year), author visit TBD - Robin S. suggested local author in Okotoks who wrote book about her sick daughter.

6. School Trustee Report

December 2024 Newsletter Ward 5 Trustee Hunter

Hard to believe that we are approaching the end of another year. Our students are working hard the schools are abuzz with activity. So is the Board. The Board continues to advocate for more student spaces – schools and portables. The government is responding with its accelerator program which is welcome news. However, the provincial backlog of needed spaces, construction worker shortages and municipal preparedness may impede the speed at which this program rolls out.

Modular Capital Plan Request to Government

As enrolment continues to increase across the division, RVS needs additional modular classrooms in many of its communities to mitigate space challenges until new schools can be approved and built. RVS has submitted to government a request for 27 modular classrooms and the relocation of one modular washroom unit. These would help relieve some of the overcrowding in RVS schools in Airdrie, Cochrane, Chestermere and Crossfield where schools have the greatest need. Modular classrooms are a temporary solution for schools operating over capacity, and the Board will continue to advocate to the province for the approval of new schools in each of these communities. A decision regarding RVS' request is expected in early 2025.

Addressing the growing population and school spaces in Cochrane and Chestermere

A thorough review of utilizations across Cochrane schools was conducted by an RVS staff working group. As a result, the Board decided to maintain the current boundaries and grade configurations for Cochrane schools. A student accommodation review will be necessary in early 2027. Boundaries for the communities of Southbow and Rivercrest have yet to be decided. The Board will continue to work with the Town of Cochrane to ensure that suitable school sites are ready. School sites need to be ready before government will consider funding. The Board sent a letter to the Mayor and Town Council urging advancement of sites.

A community consultation was held in Chestermere focussed on addressing interim accommodation solutions until the new K-8 school is built. Finalized plans will be decided in January 2025.

Indigenous Learning Creates Self-Reflection Tool for School Staff

The Indigenous Learning department is tasked with supporting learning environments that celebrate diversity and are inclusive. To assist school-based staff and administrators, the Indigenous Learning branch has created a self-reflection tool to help determine a staff member's understanding and comfort with different areas of Indigenous knowledge and understanding.

Additional Funding Plan Focused on Student Success

The Board approved the spending plan for the additional funding from the provincial government announced in July. It includes additional supports to help schools transition new students with complex needs into their school culture; enhancements to our IT, infrastructure; and resources and technology for schools to support a smooth transition for the student accommodation changes in Airdrie beginning September 2025, an instructional contingency. English Language Learners numbers are up, the additional dollars received will go directly to schools to support those learners.

Ward Boundary Bylaw Second Reading passed

At the October 17 meeting, the Board approved changes to the current ward boundaries to ensure equitable representation of constituents. These changes take effect for the October 2025 election and include the addition of a second trustee for Cochrane and the amalgamation of the existing Ward 2 and Ward 4 areas. The third reading is upcoming.

Board Creates Committee to Facilitate Search for New Superintendent

RVS' Superintendent of Schools, Greg Luterbach, will retire at the end of August 2025, and a search for a new superintendent is required. The Board approved the Terms of Reference to create an ad hoc Superintendent Search Committee to support the recruitment process.

ALBERTA HEALTH SERVICES INFORMATION

Children's well-being and education results are closely aligned. The following are links to Alberta Health Services information.

<https://www.albertahealthservices.ca/assets/about/org/ahs-org-hp-2024-2027.pdf>

<https://www.alberta.ca/stats/dashboard/respiratory-virus-dashboard.htm>

Discussion:

- Bussing issues: late payments, service bottlenecks, bus shortages, transfers. Ticketing system implemented, triages and streamlines response time (3 days or less). Early registration helped (11,500 early payments) but ridership increased 1,100 from Sept-Nov for total ridership 50% of 29,000 students (more routes than CBE). New app 'WhereTheBus' replaces 'Bus Status', link sent last week, will be fully implemented mid-March.
- Joint school council meeting: creating future-ready students, future possibilities for employment, post-secondary work at high school level, collegiate schools opening that give post-secondary credit, lunch and learn session in Bearspaw where parents/community talk about jobs (pilot, justice system).
- Feedback for board meeting re: bylaw for criminal record check to become trustee, consensus should be required, like it is for most positions.
- Feedback for French fundraiser: flowers around Mother's Day, info would need to be sent out in April.
- Other fundraising ideas: maple syrup, Growing Smiles is for planting flowers, not necessarily for Mother's Day, Easter egg chocolates.
- ASCA: concerns with school council fundraising compared to FÉEVES fundraising identified during ASCA meeting yesterday which needs to be sorted out before we proceed with any further fundraising. Fundraising not the main goal of school councils. Some schools only fundraise thru their societies, however arms are connected. Ultimately administration decides where money is spent. Councils are an advisory to the administration on education plans/needs/issues, which doesn't preclude fundraising but is not main function.
- Our CPF chapter consists of all 3 Springbank schools.
- French fundraising in the past has supported French Culture week, activities at HS level to provide continuity from K-12, money raised gets put into SGF and is spent on all 3 schools.

- SGF: discussed at SMS school council meeting, money raised goes to respective schools, SMS has a lot of separate fundraisers ie. Grade 8 grad, committee has itemized line in/out under SGF. Pushback on SGF utilization has resulted in funds moving to society (FOSMSS)
- Potential for pushback on how SGF are used, could alleviate by utilizing FÉEVES for all fundraisers ie. School dance (was done thru FÉEVES the first year).
- SGF: board needs to report funds to province, show up as reserves but can't be used (earmarked as parents raised them), province has issue with amount, which led to scrutiny. Raising funds for use that benefits students is fine, as long as principal supports and council identifies what fundraising is for.
- Advisory role of school council was stressed during ASCA meeting, along with fundraising occurring via our society, as outlined in provincial legislation. RVSD states councils should not be fundraising. Safer to keep money with FÉEVES as a third party. Our role is to work with administration around SEP goal evaluation and to support student learning.
- Need to clarify our role, what avenues to use when fundraising, may need to start using different avenues to achieve the same result. Society is intended to be collaborative with council. Recommended we go to society with ideas on how to spend money parents have raised.
- School council is the voice of the parents, and that role shouldn't be diminished.
- Reached out to Don Kochland for update on road info (245/Calaway Park).

7. Co-Chair's Report

PJ Drive for Children's Cottage Society underway, approximately 100 donated so far.

ASCA: executive had session yesterday re: bylaw creation, increase understanding and create operating procedures. Used to post resources, funding cut, now charge for sessions held at schools (schools get grant that can be used). Great info, stories on how other school councils operate. Fundraising discussed, council vs society, each school division has different rules. RVSD states societies, SMS has made the shift from council to only society (FOSMSS). Thank-you to Kirsten for organizing this informative session.

Discussion:

- Memorandum/agreement between FÉEVES and school? No, but they exist because of us thru gaming license, must identify who they're raising funds for, they have a bylaw that states they raise funds for school. Not connected to the school on purpose, in case anything goes south – have their own insurance/governance, if something happens when we're fundraising, school and council tied to that.
- If a children's activity raises funds, linked to learning, is that something we can do. Have done in past (Read-A-Thon). Lack of control with SGF, lose control of money once it's

Both society and council talk to admin about needs, could switch to asking society based on what we see are needs. Need to review and decide what to do going forward.

- ## 8. Treasurer Report

[illegible]

Revenue in November: Healthy Hunger \$1,723.04; SMS for BBQ \$714.07

Expenses: Friendly Helper hats \$1,738.21

Net Balance: \$8,676.76

Discussion:

- Proposals: Literacy Week \$1,000; French Culture Week \$4,500; Author 3-4 sessions \$1,200-\$1,600 for TOTAL: \$6,700 - \$7,100
- Donation Line in SGF needs to be used, can be used to off-set costs.
- SGF: once money is in SGF, not council decision how to use, up to administration, therefore no need for a motion/approval, ask to 'approve' done out of respect.
- Ad hoc committee: discuss expectations, managing money collectively
- Consensus required, not formal motions/approvals "Is there overall consensus in the room" will be used going forward to streamline meetings.

9. Yearbook Coordinator Report (Robin)

No update at this time.

10. Volunteer Coordinator Report (Katarina)

Every classroom now has a coordinator, to forward emails ie. PJ Drive. Usually have PJ Day last day of the Drive, Spirit Week is a week earlier this year, can we still have a PJ Day on Dec 20 (last day of school)? Final count and thank-you will be provided for last OWL Outlook of the year. Learning Commons Facilitator has lots of volunteers, very happy, updated list of opportunities for January. Literacy and French Culture Week volunteering opportunities TBD.

11. Fun Lunch Coordinator Report (Kim)

Confirmed Revenue for November

Date	Vendor	# Orders	Sales	Food Cost from Restaurant	Net Profit	% Profit
05-Nov-24	Subway	264	1,558.75	1,282.76	275.99	18%
08-Nov-24	Edo	220	2,180.50	1,807.10	358.40	16%
15-Nov-24	Boston Pizza	350	3,060.60	2,519.60	541.00	18%
22-Nov-24	McDonalds	312	2,334.50	1,847.33	485.17	21%
29-Nov-24	Little Ceasars	316	2,164.50	1,665.00	499.50	23%
November 2024						
Summary		1462			2,160.06	

Notes regarding McDonalds order 22Nov24:

- one missed lunch from McDonalds
- parent helpers offered assistance to teachers to help distribute the orders (only three accepted)
- Kim followed up with McDonalds regarding student labels; going forward each class should receive two bags.... One with hot food, the other with individual labelled bags of cold food for each student

Projected Revenue for December

Date	Vendor	# Orders	Sales	Food Cost from Restaurant	Net Profit	% Profit
03-Dec-23	Subway	266	1,970.35	1,624.24	346.11	18%
06-Dec-23	Mucho Burrito	189	1,293.00	1,071.25	221.75	17%
13-Dec-23	Edo	229	2,271.85	1,887.25	369.60	16%
20-Dec-23	Boston Pizza	290	2,593.60	2,135.70	457.90	18%
December 2024 Summary		974			1,395.36	

Options for additional fun treat days:

Kernels - approx \$2.00/bag (cost), various flavours (butter salt, dill pickle, ketchup, cheddar, creamy caramel, etc); not groups by class or labelled

Jelly Modern Donuts - approx \$4.50 each (cost), various flavours; organized by grade and class with student labels

Out of Chaos (specialty cookies) - average \$2.00/cookie (cost), various seasonal designs (santa, snowman, mitts, snowflake and custom designs such as school logo), organized by grade and class with student labels

12. Canadian Parents for French Report (TBD)

See discussion under School Trustee Report.

13. Open Floor

- OWL Outlook too wordy, repeat info. Info left in because it's not read by everyone, every week. Around 400/week (tracked by Sway).
- Cement blocks in parking lot not visible, can we consider replacing? Up to division, can apply reflective tape to mark and increase visibility.

14. Future SC Meetings

January 14, 2025 at 1:00pm

February 11, 2025 at 1:00pm

March 11, 2025 at 7:00pm

April 8, 2025 at 1:00pm

May 13, 2025 at 1:00pm

AGM June 10, 2025 at 1:00pm

15. Adjournment

Kirsten adjourned the meeting at 2:56pm.