

# Salisbury Composite High School

## Parent Advisory Meeting Minutes

October 24, 2024, 6:00pm - School Library

\*Indicates written report provided

**ATTENDEES:** Curtis Starko (Principal), Kyle Samaratunga (Assistant Principal – Gr11) Trina Boymook (School Trustee), Kim Scott (Chair), April Childs (Vice Chair), Tracey Nielsen (Secretary), Jacquie Surgenor Gaglione (COSC Rep), 4 SAIL students and 2 other caregivers

1. Call to order@6:03pm
2. Welcome and Introductions - Kim Scott, Chair
3. Approvals
  - Agenda – Approved
  - September Minutes - Approved
  - May Minutes (resubmitted) – Approved
4. SAIL Report
  - Activities Completed:
    - Tailgate with Facey at the Sal/Facey game
    - Helped with Orange Shirt Day
    - Terry Fox Run
  - Activities Coming Up:
    - Looking to send a suggestion form for students around the school, would then present suggestions and requests to the Parent Advisory Council
      - Suggested questions from Trustee Boymook:
        1. Are there courses that students would like to see?
        2. What gets in your way of learning?
    - Halloween events coming up:
      - Movie Night
      - Cookie Decorating
      - Pumpkin Painting
      - Trivia
      - Trick or Treating
      - Costume Contest
    - For every Top Fundraising Event, the winner gets a food prize
      - By Block, per student
  - Ongoing Activities:
    - Bigs & Littles
    - Linking Generations
5. COSC Sharing\*: Jacquie Surgenor Gaglione
  - A full executive was acclaimed
    - Chair – Stephanie Stoddard
    - Vice Chair – Michelle Uytterhagen
    - Secretary – Andrea Brown
  - ASCA presented on The Work of School Council
    - There is a members only section of the ASCA website and any school council member should be able to access it
  - There is a \$500 School Council Engagement Grant, but there are deadlines if we would like to access it.

- Board Report
    - The budget is tight as it isn't adjusted for inflation
    - EIPS did not receive money from the Accelerated Building announcement so they will need to continue to advocate for the Collegiate School in Fort Saskatchewan
    - There is a survey to name the Sherwood Park replacement school
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**COSC REPORT\*** (prepared by Emma Small, EIPS & shared with Kim Scott)

Below is a brief overview of what took place at the COSC meeting on Oct. 2, 2024.

**KEY AGENDA TOPICS**

- Election of Chair, Vice-Chair and Secretary
- COSC Planning for 2024-25
- ASCA Presentation: The Work of School Council
- Board Report
- ATA Report
- Caregiver Series: October
- COSC Operating Procedures
- School Council Engagement Grant

**ELECTION OF CHAIR, VICE-CHAIR AND SECRETARY**

The meeting started with the election of the COSC Chair, Vice-Chair and Secretary for the 2024-25 school year. The positions are as follows:

- *Chair*: Stephanie Stoddard, Fort Saskatchewan Elementary
- *Vice-Chair*: Michelle Uytterhagen, Fultonvale Elementary Junior High
- *Secretary*: Andrea Brown, École Campbelltown

Past COSC Chair Jacquie Surgenor Gaglione said the COSC executive and COSC members can contact her for questions and advice at [Jacquie@Kayric.com](mailto:Jacquie@Kayric.com) or 780-909-2718.

**COSC PLANNING FOR 2024-25**

Meeting dates for 2024-25:

- Nov. 6, 2024
- Jan. 8, 2025
- Feb. 5, 2025
- March 5, 2025
- April 2, 2025
- May 7, 2025

Meeting times and format:

- *Meeting times*: 6:30 p.m. to 8:30 p.m.
- *Meeting format*: Hybrid—both in person and virtual. During bad weather, meetings may take place entirely virtual.

COSC members discussed potential agenda topics for the 2024-25 year:

- Advocacy surrounding public education
- Artificial intelligence (AI) in schools
- Mentorship
- Parental engagement
- Pilot projects the Division is exploring
- School council three-year plans
- School fee development
- The public education funding model and three-year weighted moving average

## **ASCA PRESENTATION: The Work of School Council**

[Alberta School Councils' Association](#) (ASCA) is the provincial organization for families on school council. ASCA Instructors Suzanne Lynch and Shelley Odishaw presented virtually on the work of school councils.

- School councils are not a nice-to-have, they are legislated within the [Education Act](#). [Learn more](#)
- Lynch encouraged COSC members to take the [handouts](#) from the presentation and distribute them amongst their school council members and keep them in a binder for future reference.
- COSC members can read through [Alberta Education's Business Plan](#).
- The [ASCA website](#) offers various resources for school council members designed to enhance school council effectiveness and parent engagement.
- All school councils have an ASCA membership. This means they can access the [Members Only section](#) of the ASCA website to find resources, such as the [Timed School Council Agenda Template](#). For instructions to access your member account, see this [Welcome Letter from ASCA](#).
- If COSC members have questions that weren't answered during the presentation, they can email [Suzanne Lynch](#).

## **BOARD REPORT**

Board Chair Cathy Allen shared the Board report. COSC members can access current [Board meeting information](#) for meeting packages, highlights and minutes throughout the school year. She also mentioned three upcoming surveys:

- A survey about the naming of the [Sherwood Park replacement school](#).
- A survey about changes to upcoming school year calendars will be sent out to EIPS families next week. These changes are based on research regarding the impacts of collaboration and professional learning on student achievement.
- A survey with impacted stakeholders about the transition plan for [French Immersion programming](#). There will be other consultations in addition to the survey.

In terms of advocacy, Board Chair Allen will share the Board's current advocacy priorities after the Board finalizes their advocacy plan this fall. For COSC members looking to develop their own advocacy skills, two resources are available from previous years: [School Council Advocacy Package](#) and [COSC Advocacy Sheet for Parents](#).

## **ATA REPORT**

Alberta Teachers' Association (ATA) Local No. 28 President Deneen Zielke presented the ATA report. This year, the ATA's focus is on advocating for the provincial government's support in funding public education. If COSC members are interested in supporting this effort, they can contact [Deneen Zielke](#).

## **CAREGIVER EDUCATION SERIES: October**

Recovery Alberta is hosting a series of virtual caregiver information sessions focused on ways to support students' mental health. The sessions are free and geared toward parents, caregivers, teachers and community members who want to learn more about challenges impacting children and adolescents. Session topics include anxiety, ADHD, depression, self-harm, technology, teens and teaching leadership skills, communication, resiliency and more. [Learn more](#)

## **COSC OPERATING PROCEDURES**

The [COSC Operating Procedures](#) are available on the EIPS website. If you're new to COSC, read the procedures to understand the history, governance, decision-making and more regarding the committee.

## **SCHOOL COUNCIL ENGAGEMENT GRANT**

Alberta Education is providing school councils with a \$500 [School Council Engagement Grant](#). School councils may have funds rolled over from previous years—Emma Small will be contacting all school councils individually about how much grant money they have this year. To administer the 2024-25 grant, EIPS first needs to collect contact information from school councils in the Division, as Alberta Education needs this information to allocate funding. Have one member from your school council complete this [contact form](#) by **Friday, October 25**. For more information about the grant process and FAQs, see the [EIPS website](#).

## **UPCOMING EVENTS AND IMPORTANT DATES**

- **October 5:** [World Teachers Day](#)
- **October 7-11:** [Read In Week](#)
- **October 10:** [World Mental Health Day](#)
- **October 14:** Thanksgiving Day (schools and Central Services closed)
- **October 15:** [Alberta Out-of-Province Fair](#)
- **November 5-11:** [Veteran's Week](#)
- **November 6:** Early Dismissal
- **November 6:** [Take Our Kids to Work Day](#)

*You can also [join COSC on Facebook](#) to share information and ask questions with other school councils.*

Additional information from the Oct. 2, 2024 meeting is available at [eips.ca](https://eips.ca). The next meeting takes place on Nov. 6, 2024. We look forward to seeing you there.

### 6. TRUSTEE REPORT\*: Trina Boymook

A calendar survey has been sent out to parents/caregivers and staff to gather thoughts on 2 options. Survey closed October 21. The Board will make a decision at our December meeting.

A survey opened for the naming of the Sherwood Park replacement school. The survey is open to current and future parents, staff, students and members of the community. Survey is open until October 31. The Board will approve the name at our December Board meeting.

October 3 special Board meeting the board approved unallocated Capital Reserves in 2024-25 as follows:

- \$1,000,000 to the Salisbury Composite High Chiller project; and \$328,000 increase to the Voice over Internet Protocol (VoIP) project. Both of which are to be started and completed in the 2024-25 year.

At October 17 Board meeting the Board approved the following:

- Approved our modular request to the government which include GoA cover the cost to relocation of 6 modulars from West Hostford to Forst Saskatchewan and demolition of 2 Wesboro modulars.
- Trustee Shotbolt, Trustee for Fort Saskatchewan, served notice of resignation on October 7. Her last day on the board will be October 31. The Board has decided not to hold a byelection and have assigned her duties to the remaining of the Board. The Board will function with 7 Trustees until the general election next fall.
- Governance budget surplus of \$39,592 has been reallocated to leveraging student achievement funds bringing up a total of \$388K being available for the 2024-25 school year.
- The Board of Trustees direct the Superintendent to create a draft Administrative Procedure that outlines processes and guidelines for the accumulation, use and carry-over of school generated funds, to be brought to the January 9 Caucus Meeting for feedback.

School Assurance Reviews are coming up in November, Sal will be held on November 25 at 1pm at Sal.

### 7. PRINCIPAL'S REPORT\*: Curtis Starko

#### Projects

- Cafeteria
  - New Blinds
  - New layout and furniture
- Classroom Chromebooks
  - Start with humanities
- Classroom Libraries
  - Start with ELA classes
- New Smartboards
  - Math complete
  - Next is Science
- New office for Career Pathways
  - Darren Caldwell

- CALLS program with our ELL students
  - Every Wednesday talking circle

#### Events

- Terry Fox run
  - Raised \$1600
- Orange Shirt Day
  - AB Studies class/Jenna Willman
- Halloween Week
- Football tailgate
  - Behavior of our students

#### Division PD

- Well attended
- District Collaborative groups
  - Helpful for when new curriculum comes
- Personal
  - AI
- Kyle attended Safety in Schools on Oct 17/18

#### Athletics going (thank you volunteers)

- JR/SR Football near end
- 5 volleyball teams
- Basketball just around the corner
  - *Received a parent request to have Open Gym times communicated to students somehow*
- Cross country
- Gold

#### APOP program

- Alberta Post Secondary Options Project

#### Post Secondary Fairs

- Post Secondary mini-fair on Oct 9
- Out of Province Secondary Career Fair: Oct 15

#### Student Teachers

- Grant Landry: Dave MacCarthy
- Samantha Milligan : Doug Siewart

#### Next Month:

- Vaping Presentation: Arianna/Liane

#### Upcoming dates:

- Nov 5/6: P/T interviews
  - Nov 5: in person
  - Nov 6: Phone/virtual
    - Needed to alter by one day, SAL got selected to host Metro Volleyball Finals
- Nov. 11-15: Fall break
- Nov. 25: Assurance Reviews 1-3:30 pm at SAL, welcome to attend, there will be no parent council questions this year

#### 8. Q&A with Attendees:

- Discussion on Calendar Survey and what impacts it may have
- Request to add Open Gym Times for basketball to the Athletic Calendar
- Question on how Parent Teacher Conferences are booked and held
- Discussion on Career Pathways and assistance for students applying to post secondary schools

#### 9. Adjournment: 7:32pm

#### 10. **Next Meeting: November 21, 2024**