

Olympic Heights School Council and Parents Association Meeting
Thursday, September 14, 2023 – 6:30 p.m.
Olympic Heights School

Attendance: Principal, Trevor Barkley; Assistant Principal, Adam Eakins; Grade 6 Teaching Team: Kelly Riegert, Dominique Borrelli, Melissa McNeil; Chair Tori Wright; Vice Chair, Sumantra Ghosh; Secretary, Krista Leonty; Treasurer, Anita Roncin; Council Representatives Jane Radiff, Shannon Gillett, Michelle Herbst, Kat Bibby, Laura Osadetz, Jenna Robertson; and 14 additional parents / community members.

1. Welcome and Introduction (Tori Wright, Chair)

- I. Meeting called to order at 6:30pm; brief roundtable introductions
- II. Agenda Confirmation - **Motion** to approve agenda made by Tori Wright and seconded by Sumantra Ghosh. CARRIED
- III. May Meeting Minutes – **Motion** to approve may meetings made by Michelle Herbst and seconded by Shannon Gillett. CARRIED

2. School Business and Administration Report (Principal Barkley, Assistant Principal Eakins)

I. Learning Leader Team Presentation

- The Learning Leader team introduced themselves and shared a combined resume showcasing their experience, education and interests.
- They are working on determining the focus of learning for the year which is guided by data from last year. This will include writing, reading, and math. Math is focused on discourse with strong mathematical discussions. Also included is the 7 Sacred Teachings and building Indigenous ways into practice. There is ongoing work in developing self regulation strategies.
- There will be grade level presentations as part of each council meeting moving forward.
 - October 19 - Grade 1
 - November 16 - Kindergarten
 - January 18 - Grade 2
 - February 8 - Grade 6
 - March 14 - Grade 3
 - April 11 - Grade 4
 - May 16 - Grade 5

II. Annual School Planning – School Development Plan

- CBE asks all schools to look at specific areas for learning and development, and we look at how we improve these areas and student learning.
- The school development plan looks at each subject holistically to address each area.
- The school will be sharing more about this and engaging the community for feedback.
- **Student Services**
 - There is a pyramid of supports available to students (Multi-tiered).

- Student Voice is an opportunity for student input on issues impacting them. Sometimes it's feedback, often input, sometimes a vehicle for change, and always a conduit for information between administration and the students. Representatives from classrooms often change from month to month, allowing more participation.
- IPPs – this is another level of support. It involves working with staff to help teachers understand specific ways we can impact student learning. This can be environmental, instructional and assessment based. This support is tailored to the diagnosis from outside professionals.
- Continuum of support – things we should see in all classrooms like schedules, bringing in wiggle cushions, stools etc. to help adapt.
- Physio, OT, Speech are supports at a higher level and are ones we can bring in. We also have access to psychology, internal programs and COPE (help to get access to see a doctor) available.
- Alberta and the CBE is continuing with standardised assessments this year. The Letter Name and Sound Test (LeNS), the Castles and Coltheart Assessment (CC3), and a numeracy screening assessments are being used in grades 1-3.
- Student support plans in addition to IPPs – ie) how to help with regulation, student health plan, using assistive technology such as chromebooks and iPads.
- OHS has 3 educational assistants targeted at Kindergarten, Grade 1 and Grade 5. Educational assistance will be modified as needed throughout the year.

III. Back-To-School Update

- Fantastic start to the school year. Some concern about the fire drill being scary for some younger students. Support was provided on what to expect.
- We are already seeing remarkable work in the classrooms.
- The student and parent community seem to be adjusting to the new dismissal times.
- School themes – last year the “Footprints” theme was introduced and this work will continue as there is much more that can be expanded upon. Footprints explores what it means to leave an impression and how this impact can change the present and future.
- The first assembly occurred and everyone was welcomed.
- Kids Inc. is going well.
- Vandalism was noted early on at the start of the year – the roof was damaged and has been fixed. Community awareness is the best way to prevent this. The CBE is exploring cameras being put on elementary schools.

IV. Staffing and Enrollment

- Current enrollment is 481 students. Last year there were 486 students.
- 530 students were projected. Last year 500 student projected.
- The school planned and staffed according to 485 so we are hopeful things can stay the same in terms of staffing.
- Since opening in late August, West Springs called back all of their overflow students because many families who applied to other programs were notified /

admitted, and then left their current West Springs placement. OHS is situated in a more established neighborhood, with fewer families than in newer communities. We will continue to be the overflow school for West Springs.

- Class sizes by grade level:
 - OHS has 3 classrooms of each grade, except grade 2.
 - Grade 6 – about 24 kids per class
 - Grade 5 – about 29-31 in each class, we don't have the student population to support a 4th class
 - Grade 4 – about 21-22 students in each class
 - Grade 3 –about 21-22 in each class
 - Grade 2 – about 20 to 22 in each class
 - Grade 1 – about 16 to 20 in each class
 - Kindergarten has 18 in each class.
- Grade 5 Class Size
 - The administration team acknowledged concerns about the grade 5 class sizes while expressing that class sizes in all other grades had good numbers and were currently very comfortable.
 - Several parents expressed concerns and raised a number of questions about what could be done to alleviate the current large class sizes at the grade 5 level. Last year there were many concerns related to the large grade 6 class sizes which created challenges across the whole year so the parent community expressed a desire to be proactive with solutions this year.
 - Principal Barkley explained there are 90 kids in Grade 5 and they looked at the option of doing split grades but this only impacted class sizes by 2-3 students and so single grades is preferred for several reasons. We don't have the funding to have another teacher.
 - Currently they are allocating an educational assistant to the grade 5 grade and are working on other strategies to address the large class sizes.
 - September 30 is the cut off for funding within the CBE and with current numbers it would require about another 20 students to get the funding for another teacher. After September 30, any new students entering the school do so without additional funding.
 - Mr. Barkley and Mr. Eakins explained the changes in funding used to be done more on the basis of student need whereas now it is more focused on numbers of students enrolled. In addition, the equity index is factored in to determine how CBE funds schools. This can be found on their website.
 - Mr. Barkley and Mr. Eakins will continue to explore the best ways to support students. They invite parents to reach out if they would like to discuss these concerns or questions further.

VI. Information Updates

- Conferences on Sept. 21 and 22 – the first one is parent centered, the second one will focus on teacher led conferences and third conference is student led. Interpreter services are available.
- Havana Cuban Dance Studio – sometime in November

- Winter Concert – Dec. 14, 2023 for Div. 2
- Spring Concert – April 18, 2024 for Div. 1
- Outdoor School – Grade 6, June 10-13, 2024
- Yearbooks – will be going home with students by homeroom next week
- Volunteers needed – for the yearbook, library, accompanist for piano for help with concerts and some practices. Teachers will reach out with volunteer opportunities for field trips. Male volunteers needed for swimming change rooms. Police check required. Lots of opportunities for volunteering.

3. Council Reports

I. Chair Report (Chair, Tori Wright)

- We captured feedback from last year and have drafted a preliminary plan for this year. Our five goal areas currently include:
 - Parent Engagement & Involvement, Volunteering, Communication
 - Supporting the School Development Plan
 - School Community Building and Events
 - Enhancing School Council Processes
 - Fundraising (through the OHS Parent Association)
- Vacancies & Opportunities –
 - Volunteer Coordinator - There are many opportunities to get involved. We have a Volunteer Coordinator role we hope to fill to support School Council-related volunteer coordination and liaise with school administration to support volunteer recruitment and coordination as needed.
 - Communications Coordinator – Shaelyn Woods, a new volunteer, has offered to take on the Communications Coordinator role. She will work with Chair, Jenna Robertson, Newsletter Editor, and Social Media communications volunteers Susan McInnis and Amanda Ghosh. We hope to share our communication plan for feedback at an upcoming meeting.
 - Other Opportunities – We have set up Sign-Up Genius and have identified a number of other areas in which we could use volunteer support. Kiss and Drop, tech support etc. We will be posting these soon.
 - School Council activities will scale to the capacity of the parent volunteer community.
- Meetings –
 - Hybrid - We are considering hybrid meetings but will need technology support to help with audio. This support role will be posted and shared soon.
 - Info-Sessions – We hope to draw from the parent engagement survey last spring to introduce an info-session series in which the admin team and teachers may speak on topics of interest at School Council meetings. Topics of interest from the survey included supporting your child in learning, school technology, mental health and well-being, bullying and citizenship, for example. We may bring in outside speakers as we are able to.

II. Treasurer Report / Budget Review (Treasurer, Anita Roncin)

- An overview of the budget was presented and reviewed for 2023 and 2024.
- Bi-annual casinos are the biggest driver of funds. We will need volunteers when the date comes out, we are expected to find out the date in November for a spring casino. A large source of what that money is spent on is technology for the school.
- General funding is separate from casino funds – Fun Lunch is the biggest source of revenue for general fundraising.
- In the spring, the donation funds budget was reviewed and we discussed supporting a bus for each classroom for one field trip to reduce costs to parents.
- Preliminary plans and priorities were identified by school administration to utilize the funds available. List presented by Mr. Barkley and Mr. Eakins below).
- We have increased some line annual line items such as special events, grade 6 farewell, teacher appreciation as we would like to allow committee leads to plan their work without having to wait to make small requests at School Council meetings.
- There is still room in the budget so we should be considering and discussing other ideas to support the school and goals this year.
- **Motion** to approve budget made by Anita Roncin. Seconded by Michelle Herbst. CARRIED.

III. Funding Requests – (Mr. Barkley and Mr. Eakins)

- Discussion of planned expenditures in the year ahead to utilize funds available including:
 - 10 pack of iPads
 - 20 Chromebooks
 - 1 new smartboard
 - A new sound system for the gym (current speakers are fine)
 - Bus for off site activities
 - Heritage Park ride bracelets for the patrollers year end event
 - Skate Shack
 - Curriculum Resource – Canadian Reader and What in the World
 - Wipe boards
 - Document Cameras
 - Decodable Books suggested for Division 2.
 - Note: The skate shack deposit and patrol bracelets are separately covered by the budget.
- A funding request of \$12,294 for the following items was made:
 - 8,008 Smartboard
 - 362 The 2 curriculum resources
 - 2250 Dance residency
 - 600 Wipe Boards
 - 834 Document cameras
 - 240 Decodable books
 - Note: Admin will determine the best time to make technology purchases to make best use of funds available from CBE.

- **Motion** to approve the above items of \$12,294 made by Anita Roncin (seconded by Jenna Robertson). CARRIED.
- The sound system will continue to be scoped and estimated for formal approval when the plan and quotes are finalized.

IV. Kiss and Drop / Fun Lunch (Michelle Herbst)

- Kiss and Drop is going very well to start the year. Volunteers are always needed, especially during the winter months.
- Fun Lunch is live. There are 19 events in total. Mary Brown Chicken is a new vendor.

V. Special Events – (Laura Osadetz / Shannon Gillett)

- Conferences – dinner will be provided by School Council. Laura will organize (through social media) the request for any parents that want to donate items to supplement the order. Bingo sheets will be provided to students during the conferences so kids can go around the school and answer questions. There will be a random draw for a prize.
- Halloween Dance – planned for Oct. 26, Shannon is organizing this. Budget provided by Council is \$1400. A DJ has been hired and there will be some food. Shannon asked about the addition of hiring a photo booth and costs discussed. The cost would be \$600. People felt this would be a good addition and to go ahead and book the photo booth. This is within budget so does not need to be approved by Council.
- Apples – fundraiser is up and running.
- Skip the Depot – live on the web page, trying to get a new account. They would be willing to bring a truck for people to drop off bottles and would come and pick it up.
- Loveable Labels – link on the website, if you use the link a portion of sales goes to the school.

4. Next Meeting – The next meeting will be at OHS Thursday, October 19 at 6:30 p.m.

5. Adjourned – Motion - Meeting was adjourned by Tori Wright (seconded by Sumantra Ghosh) at 8:32pm.

Notes prepared by Krista Leonty, Secretary. _____ (Signature)

Approved by Tori Wright, Chair _____ (Signature)