OLYMPIC HEIGHTS SCHOOL COUNCIL & PARENTS ASSOCIATION

Meeting Agenda: September 17, 2026

Hybrid meeting - Join in person in the Olympic Heights Learning Commons or via Zoom:
https://us06web.zoom.us/j/82783721618?pwd=p0JI4bUdGLTd0y1O3OwVx4tn7y9vON.1

Meeting ID: 827 8372 1618

Passcode: 962394

Attendees: Michelle McMullen-Freadrich, Rane Radiff, Michelle Herbst, Katrina Ducs, Candace Van Acker, Shelly Martin, Katherine Morgan, Gary Smyth, Chelsea Smyth, Laura Brown, Alison Doebel, Justine, Alannah Turcott, Jessica Wilsher

6:30pm	**Welcome** *(Chair, Michelle McMullen-Freadrich)* 1. **Introductions** 2. **Agenda Approval** – approved by Katrina Ducs; second by Michelle Herbst 3. **Previous Meeting Minutes Approval** – approved by Katrina Ducs; second by Michelle Herbst Link: June Minutes	**5 Min**
6:35pm	**School Business & Administration Report** *(Principal Trevor Barkley, Assistant Principal Kaushik Tailor)* 1. **Learning Leader Presentation** (Ms. McNeil, Ms. Khuu, Ms. Marshall) 2. **School Resource Allocation and Staff Planning** a. Start up news – great start to the year–lots of positive energy, new staff, new students and the first assembly occurred on the first Friday and had great energy & cohesiveness. Parent suggestion – a welcome video would be helpful for new kids to the school so the first day isn't as overwhelming and would be especially helpful for kids who struggle with transitions. Parent perspective – one parent noted that their child struggles with transitions and she was able to communicate with the teacher in advance of the first day and it helped with eliminating stress and issues on the first day. b. Communication plans/processes - Theme of the year is "Be a Good Ancestor" based on a book with the same title. Reminder about our 3 Pillars of care: Care for others, Care for self and Care for our place. For conflicts, the school uses the WITS approach: Walk away, Ignore, Talk it out, Seek help. There is an emphasis that seeking help is to make the problem better, not to get someone in trouble (trying to remove the negative stigma of "tattle tale"). Also use zones of regulation, which assign colours with emotions. They discuss how to identify the feelings and how to move between zones. These approaches are all consistent school wide. The 7 sacred teachings were also reviewed. They are used differently each year to honour Truth & Reconciliation efforts. Communication emails go out every Friday to families. There is also an app for school Messenger if you want all the emails in one place. The School Council meetings are set for the year and posted on the website. Google classroom is another tool for communication between classroom/teachers. If there are any challenges, admin likes to work collaboratively with families and	**45 Min**

the school. The first point of contact should be the classroom teacher and admin can support if needed. At each Council meeting a different grades teaching team presents what they have been working on.

c. Staffing and enrollment – 438 students currently enrolled. This is lower than historically we have seen. The school ended last year at 493 and we anticipated 470 students this year. OHS is staffed for 445 students which mean budget constraints. Sept 29 is the day students need to be present to be counted as a headcount for enrollment numbers and drives the budget. Class sizes are good: Kindergarten has 17 or 18, Grade 1 has 17 or 19, Grade 2 has 22, Grade 3 has 21 or 23, Grade 4 has 22, Grade 4/5 split has 20, Grade 5 has 22 or 23, and Grade 6 has 21 or 23. Phys Ed teacher decreased from 0.8 to 0.7. Also have 2 x 30 hour EA's that support daily, 2 x 15 hour EA's and 1 behaviour support aid that all support the whole school. Thank you for everyone's work on the yearbook. Welcome any feedback for the next yearbook – some parents liked the hard covered ones better.

d. Resource – IPP communication sent earlier today and will begin the process. Oct 2 – 9 the first draft will be sent home. Will have a class list review process this year. Admin will meet with each teacher and discuss any concerns. Last year's assessment process extended to Grade 3 & 4. All grades will have an assessment process. Anyone in grade 1 -5 flagged as needing more assistance will be re-tested in the spring.

3. **School updates**
    a. Open House - Open house Sept 24 – next week – starts at 4:30 and will have 3 recurring presentations. There is no book fair this year at the open house. There will be no 1 on 1 meet and greet with teachers but encourage parents to reach out to the class teacher if you feel this is needed.
    b. Terry Fox Run - Terry Fox run is next Wednesday. Kindergarten will do the run in the morning with their buddies and all other grades will participate in the afternoon.
    c. Volunteers - If anyone wants to volunteer this year they need to reapply for volunteer form at school and also have an active police clearance. There is a current need for library volunteers. Reminders of seasonal changes and making sure kids bring weather appropriate clothing.
4. **Upcoming events -** First fire drill tomorrow. Ribbons for reconciliations - each class is participating and students are writing a caring message on an orange ribbon which will be hung around the school fence. All updates & key dates are communicated in the weekly email. Also a reminder to check the lost and found often. Staff is appreciative of supportive parents and parent council. Want staff to feel appreciated and have a system of wellbeing so "Thank you for all your support."
5. **Student Voice –** Meeting was today – items discussed included safety on the playground, appreciation for upcoming playground upgrade, plumbing issues in bathroom, would like a stampede breakfast (will apply

this year), talked about pillars of care and what to do during conflict – then created a story to share back to classrooms. Student Voice is a month meeting where 1 student representative from each class comes to the meeting and reports back to the class.

6. **Funding Requests**
    a. Fish tanks – cost will be over $10K so needs a competitive bid process per CBE policy. Trevor requested an exception to this process and it was approved a couple weeks ago. The work will have to be done during school and could be disruptive to learning. This was hoping to be done over the summer break but was not able to be done. The project will replace the wood stands with metal ones. 1 tank will be replaced and 1 refurbished.
    b. Residency clarification – looking at booking Sogo (adventure running) as discussed last year, but having a hard time getting the scheduling to work since it's a full week program. May only work if we reduce the number of classes that participate. Another option is that we might look at doing it only for Grades 3 through 6. Could also look at splitting the days instead of doing 5 days in a row. If it goes well, we can plan around it for next year. Still working through this – stay tuned for more details. Walter White Bear is doing residencies again – Ms. Tran has reached out to him to see if we can book him this year.
    c. Ipad chargers – lost some chargers so will request funding for some – approx 35 needed. Cost TBD
    d. Larger pencils for kindergarten – unable get through standard procurement channels and beneficial for Kindergarten students. $1,500 in the budget already for supplies that can be used for this. Admin will gather a staff wish list for all supply items
    e. Can we get a teacher meal for the open house next week? Yes!
    f. IXL 1 year = $7,312.50 or 3 years = $21,937.50
    g. Gift for Ms Tran – as a thank you for winter and spring concerts extra effort – any amount is appreciated
    h. Art supplies – white stock card and black paper – this is already included as part of the budget
    i. Social funds for OHS staff – extra cheer and happiness – will include this in the budget for gifts this year
    j. Year end patrol – option 1 pizza party = $300, option 2 Patrol picnic at Heritage Park (date dependent) cost is for bus and ride bracelets ($12pp) approx 50 ppl as only for year long patrollers.
7. Questions: if enrollment numbers are lower what is the impact to the budget? Answer: No teaching staff implications, however if by the 29th the enrollment numbers go down more, then the support staff would need to be reduced as that is the only flexibility we have. Education assistants – 15 hours a week is the minimum. Therefore "extra" items get lost first, such as intramurals. The CBE Boards want utilization of the school at or above 85%. West Springs doesn't have any overflow to us this year. Enrollment is down in the whole area in general and is a common cycle for all neighbourhoods. Question: is behaviour support person full time? Answer: No, part time but 25 hours a week.

7:20pm	**OHSPA Updates - Committee Reports -** *(Team Leads / Representatives)* 1. **Chair Updates** (Michelle McMullen-Freadrich) – all positions are filled but any parents that want to get involved are always welcome. 2. **Treasurer Update** (Katrina Ducs) a. 2026-27 Proposed Budget. Preliminary budget review. Will be spending all funds in the community account this year. Request that we include another fundraiser to raise $2K to top up our funds to support the items included in our operational budget. Our operational budget includes items such as dances, teacher dinner, etc. Casino money does need to be spent in 3 years. Budget approval – approved by Michelle Herbst; seconded by Alannah Turcott 3. **Key Communicator COSC Update** (Kathryn Morgan, Jessica Wilsher) – Oct 22 first meeting, then again in January, April & June. All councils need to submit annual reports by Sept 30. SCA is having a pumpkin carnival on Oct 30 from 5-7:30 if anyone wants to attend. Some new and returning events also. 4. **Special Events Update / Apparel Updates** (Alannah Turcott) a. Halloween Dance – October 29. Booked DJ and photo booth. Need to get insurance again but can host it at the school. Snacks will be provided but no drinks (same format as last year). Will do a lollipop pull fundraiser again this year in support of operational activities. b. OHS Apparel Sale – sale running until Sept 20 and then items ship to school for free. It is Laura's last year at our school so looking for someone to take this over. 5. **Fundraising and Casino** (Jane Radiff) a. Sun-Oka Apple Fundraiser - $1,200 goal & currently at $650. October 22 they will be distributed out of the school. Deadline to order is October 6. The next casino is Q4 2027 – exact date is not known yet. 6. **Playground Fundraising Updates** (Playground Committee) – will be getting more student feedback. BDI offers more value for the price compared to the other vendors that were evaluated. BDI is also a preferred vendor by the CBE. The robe climbing structure will stay but it will be a stand alone structure, as BDI was unable to come up with a workable solution to attach it to the new playground structure. They suggested saving $1.50 per square foot per year for repairs and insurance. Motion to select BDI as a vendor and present to the board. Approved by Michelle Herbst; second by Jane Radiff a. Updated playground quote from BDI i. Vendor recommendation to share with Dean McTavish with CBE. b. OHS Play website and Instagram – website is live – please share the link with everyone you know c. Upcoming grant opportunities – some other grants coming up. Can we put some funds towards grant writing to help with these?	**40 Min**

	d. Student and community engagement – can go to each classroom and get feedback on the design. Maybe have some options to select. 49 responses to the playground survey from June. Will send the link again. e. OHS donor strategy – if you know any companies that want to donate keep this in mind and they can get tax receipts. f. October will have the OHS Playmakers Challenge. The grade 4-6 student who earns the most can be "principal for an afternoon" and the K-Grade 3 student who earns the most will be "assistant principal for the afternoon". The class that fundraises the most will win a pizza party. 7. **Kiss & Drop** (Michelle Herbst) – need more volunteers. 8. **Fun Lunch** (Michelle Herbst) – fundraiser for the school. Last year, we raised approx $6500. This year 8 students have been identified by staff and we provide this food for them. This year's choices are already on the website and ready to order. 9. **Volunteering** (Liana Phoenix) 10. **Communications** (Alison Doebele, Susan McInnis) – if any help is needed reach out to Alison as she is willing to assist with any communications. Can we update the name of our Facebook page since it's for all parents, not just council?	
8:00pm	**Adjourn: Next Meeting October 15 at 6:30pm** Meeting adjourned at 8:44pm Motion to adjourn Michelle Herbst; second Alannah Turcott	