



## Collingwood School Parent Council (CSC) 2025 AGM Meeting Minutes

Date of Meeting: November 26, 2025 at 6:30pm, in person and via Microsoft Teams

Council Members in Attendance: Ardith M. (Secretary), Rachelle Y. (Volunteer Coordinator)

Council Members Online: Amy W. (Key Communicator)

Council Members Regrets: Henry Y. (Vice Chair), Spencer W. (Social Media Coordinator), Vacant (Chair), Vacant (DEI Committee), Vacant (Naturalization Member)

Guests in Attendance: Dan D., Adriana M., Ashley M., Amie K., Whitney C.-B., Mercedes M., Chelsea D., Danielle T., Jessica K., Marley Y., Sarah S.

Guests Online: Baran H., Yulenda E., Nicole J., Alvaro E., Jessalynn K., Sharon G., Aubrey R., Pauline S., Taylor W., Anna S., Jake D., Tashina E., Sunny P.

Land Acknowledgement and Call to Order	<p>Meeting called to order at 6:31 pm by Ardith M. Seconded by Danielle T.</p> <p>We would like to acknowledge the traditional territories and oral practices of the Blackfoot Nations, which includes the Siksika, the Piikani, and the Kainai. We also acknowledge the Tsuut’ina and Stoney Nakoda First Nations, the Métis Nation region 3, and all people who make their homes in the Treaty 7 region of Southern Alberta</p>
Welcome, Meeting Guidelines, Introductions	Welcome by Ardith M.
Approval of Agenda for Meeting	<p>Anything to be added? Nothing in person or online.</p> <p>Motion by Ardith M. seconded by Mercedes M.</p>
Principal’s Annual Report	<p>See report attached for detailed update by Sr. Dan Dornan and Sra. Adriana McCrudden</p> <p>School Development Plan – will be on website by the end of the week</p> <p>Academic: improved reading results</p> <p>Wellbeing: resiliency</p>
School Council Annual Report	See report attached for detailed update provided by Ardith M.
New Business	<p>Election and Voting of School Council Executive Members</p> <p>Currently held positions:</p> <p>Vice Chair: Henry Y.</p> <p>Key Communicator: Amy W.</p>



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	<p>Vacant positions:          Chair: Ardith – all in favour          Secretary: Sarah Sheppard – all in favour          Volunteer Coordinator: Ashley Muirhead – all in favour          Social Media Coordinator: Anna S. – all in favour          Naturalization Member: Tasha interested, but not present, so will be discussed next meeting          DEI Lead: Jessalynn Keller – would be interested in being co-lead</p> <p>Amendments to Operating Procedures – proposal to make updates as outlined in the Year in Review and circulated in advance of the meeting          Motion to approve by Ardith M seconded by Ashley M.          Vote: unanimous in support</p>
<p>Q &amp; A</p>	<p>Q: Someone drove into a boulder beside the parking lot – can we get them flagged somehow with bollards or reflective posts          A: The school administration will handle</p> <p>Q: Has there ever been conversations around paving the parking lot? There is so much dust from the parking lot that blows all over the school playground and field. Who should be taking this initiative?          A: Would the PA have to fund this? It wouldn't come up on the priority list within the CBE Maintenance. The PA could and would have to fundraise and ensure we're using a CBE approved contractor. Adriana and Sarah to take a look around the school in the spring to evaluate the different projects that need doing around the school.</p> <p>Q: Last year we had 2 resource teachers and 2 EAs. What do we have this year?          A: This year we have 1 resource teacher and 1 EA. We just got our budget and we have funding to add more in January. Speech pathologist only doing kindergarten assessments with language – not speech delays. Parents can apply through AHS for speech therapy.</p> <p>Q: YouFly – are there resources beyond grade 2?          A: Sra Beltran has indicated that there are resources beyond. We're using it in a support way in grade 3 and 4. Adriana will get back to Ashely on this – for parental support at home</p> <p>Q: Is there an option to co-lead the roles?          A: Yes, absolutely, make it your own.</p>
<p>Approval of Previous Minutes</p>	<p>Approval of 2024 AGM meeting minutes.</p>



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	Motion by Ardith M seconded by Amie K.
Adjournment	<p>Next meeting date will be January 28, 2026, to be held both online and in-person. At the September meeting we had agreed to hold meetings on the 4<sup>th</sup> Wednesday of the month to avoid conflict with the SPB meetings. We will need to modify in March during spring break. This can be discussed more at the January meeting.</p> <p>Motion to adjourn the meeting by Ardith M. at 7:34. Seconded by Ashley M.</p>

Principal’s Report – see attached

School Council Report – see attached

## **Principal's Report to School Council November 2025**

### **Transition Back to School**

The students and teachers have adjusted to the return to classes after the teacher strike in October. Overall, the students have done an excellent job of reintegrating into the learning routines. It was a very trying time for our teachers, some of whom have 2 teachers in the household and therefore no income. It has been a very difficult time for teachers to juggle their emotions, particularly given the use of the notwithstanding clause and being ordered back to work. At the same time, they are consummate professionals, you can see their delight to see the students again, and the learning and joy continues in the classrooms, despite the challenges. Staff are very grateful for the many expressions of support from our parent community. We also want to thank the Parent Association for funding a special luncheon for the teachers, it was delicious and very well received!

### **SOGO Residency**

The SOGO orienteering residency was very popular with students and teachers. Students were very active running all over the field and Canmore Park, following the SOGO courses. The SOGO team has installed a permanent course on the school grounds which we hope students and teachers will continue to use for years to come. We are grateful to the Collingwood Parent Association for their financial support for this residency.

### **Ministerial Orders**

The Provincial Ministerial Education Orders continue to impact schools in a variety of ways. Currently, additional time is required for teachers, librarians and support staff to review all classroom and library materials regarding visual depictions of sexual acts. For example, every book which arrived in the multiple large crates for the Scholastic Book Fair must be reviewed and scrutinized.

The Ministerial Order relating to Fairness in Sport involves girls sports from ages 12-18 and a requirement that schools collect documentation from families about girls' gender at birth.

A further ministerial order requires families to send in paperwork to opt-in for their child to attend sexual health classes. All these orders require additional time for staff to explain to students and families and to process the documentation.

### **Dia de los Muertos**

Collingwood Parent Liz Gutierrez and her family put together an exceptional Dia de los Muertos display by the main office to mark this special day in Mexico and Central America.

Teachers shared videos about day with their students and had discussions in class and by the display.

### **New School Principal**

There will be an interim principal starting in January. As soon as that person has been chosen, information will be shared with the school community. There will be a process in the spring to give input about the new principal and what they value about Collingwood School.

### **Skating at Triwood**

The entire school will be skating on the outdoor rinks at Triwood, Dec. 15 – 19. We will need many parent volunteers to help with this endeavour.

### **Winter Concerts**

This year, our Winter Concerts will take place on Thursday, December 11th at 8:30 AM and at 1:00 PM. They will feature the grade 3 and grade 6 students. Parents are welcome to attend either concert, as all students from grade 3 and 6 will be performing at both.

### **Collingwood School Results Report 2024/25**

The Collingwood School Results Report will be available on the school website later this week. Our primary goal was to improve phonological awareness, decoding and fluency skills in English and Spanish. Our other focus was on promoting a sense of belonging, where all students feel accepted and welcome at school.

### **Collingwood School Development Plan 2025-26**

The Collingwood School Development Plan for the 2025-26 School year will be posted on the Collingwood School Website later this week. All the CBE school Development Plans have a 3 year focus. We will be continuing our work to promote literacy in English and Spanish with an increase focus on reading comprehension. We will also be focusing on building student resilience. We always appreciate family support with reading at home and with conversations and strategies for children to promote perseverance and resilience.



# Collingwood School Council

2025 Annual General Meeting (AGM)

November 26, 2025

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# Year in Review

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## Executive Team for Oct 2024 – Nov 2025

- Chair: vacant
- Vice Chair: Henry Yu
- Secretary: Ardith Mansell (interim)
- Volunteer Coordinator: Rachelle Yuzik (interim)
- Social Media Coordinator: Spencer Wight
- Key Communicator: Amy Woods
- DEI Sub-Committee Lead: vacant

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## School Council Operating Procedures

- For the 2024-2025 school year, our School Council continued to operate under the procedures outlined in the Collingwood School Council Operating Procedures.
- An update was made to change the title of “Events and Communication Coordinator” to “Social Media Coordinator”.
- This document was introduced during the 2020-2021 school year and align with the recommended format by the Alberta School Councils’ Association (ASCA). These Operating Procedures replaced previous bylaws with a more simplified and concise document.

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## Amendments to Operating Procedures

### 2025-26 Recommended amendments

- Added position of “Naturalization Member”.
- Updated section on Vacancies to indicate the possibility that an executive may stay in their role on an interim basis if there is no interest in the role, and they are willing.
- Updated annual general meeting timing to allow for the possibility of holding the AGM in September. Updated the notice period before an AGM from 2 weeks to 1 week to allow for this possibility.

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## In-Person and Virtual Meetings

- School Council meetings were held in person at our Learning Commons. In efforts to maintain accessibility for our school community, we also continued to offer our meetings online, via Microsoft Teams. Meetings were held:
  - November 27, 2024
  - January 24, 2025
  - February 12, 2025
  - March 12, 2025
  - April 9, 2025
  - May 14, 2025
  - September 17, 2025

This year's AGM is being held in November instead of October after being delayed by Labour Action

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## Year in Review - By Role

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### Volunteer Coordinator Role

- The Volunteer Coordinator was instrumental in planning school events and activities that required volunteers of any kind. The coordinator communicated directly with school administration, the CSPA and the parent community to fill volunteer positions for each event and further ensured all prospective volunteers had an active security clearance.
- The coordination of all volunteers was managed through the SignUpGenius platform, an online software tool. The number of volunteer sign-ups for the 2024-25 school year activities was successful, permitting each event to be carried out as planned.

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## Volunteer Coordinator Update

- The volunteer events coordinated for the 2024-2025 school year were as follows:
  - Picture Day Volunteers – School Pictures, September 18, 2024
  - Scholastic Book Fair – Library Commons, September 24 – 27, 2024
  - Swimming Lessons, Grades 3-4 – Offsite, October 21 – 24, 2024
  - Class Picture Photos & Retakes – October 28, 2024
  - Outdoor Skating – Offsite, December 16 – 20, 2024
  - Feria del Libro – Book Fair, April 22 – 25, 2025
  - Swimming Lessons, Grades K-2 – Offsite, May 26 – 29, 2025
  - Sports Day Volunteers – June 13, 2025

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## Volunteer Coordinator Update

- The volunteer events coordinated for the 2024-2025 school year in conjunction with the CSPA were as follows:
  - September Teacher Appreciation Potluck – September 26, 2024
  - Family Movie Night – October 24, 2024
  - November Teacher Appreciation Potluck – November 28, 2024
  - Poinsettia Fundraiser – November 28, 2024
  - Collingwood February Fundraiser – February 27, 2025
  - March Teacher Appreciation Potluck – March 20, 2025

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## Social Media Coordinator Role

- The Social Media Coordinator creates effective communication and information resources for our families.
- This includes campaigns utilizing email, the School Council Facebook page, and the Instagram account. They monitor activity on both platforms and respond to posts and comments. This offers our families alternatives to how they can access our school and Calgary Board of Education (CBE) content, ultimately helping grow our school engagement.
- Along with regular communications, the Events and Communication Coordinator also works closely with the Volunteer Coordinator to promote events and recruit volunteers.

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## Social Media Coordinator Update

- During the 2024-25 School Year the social media accounts were very active, with over 300 posts on our platforms
- Facebook: 310 followers
- Instagram: 214 followers

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## Key Communicator Role

- The Key Communicator is the liaison between the parent council and the Calgary Board of Education.
- This role is instrumental in informing the parent community about the successes and challenges in education in Alberta and specifically in the Calgary Board of Education.
- The Key Communicator attends CBE and ASCA (Alberta School Councils' Association) meetings throughout the year to:
  - stay informed about the board of trustee's advocacy platforms and the work of superintendents
  - advocate for our school's priorities
  - support other school councils
- The Key Communicator will then share this information with the parent community and council at meetings. The Key Communicator may also invite our school board trustee to a council meeting for a parent Q & A.

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## Key Communicator Update

### Current Advocacy Priorities

#### The Alberta School Councils' Association Current Advocacy Policy

- Discontinuation of K-3 Mandatory Timed Testing in Numeracy and Literacy, currently mandated
- Mandatory Early Learning Screening that is developmentally appropriate and untimed to allow for earlier identification and support for all learners.
- Online Safety and Student Records Protection Updates
- Electric School Bus Pilot Program
- Mandatory Funding for Specialist Teachers

#### Calgary Board of Education's Board of Trustees Current Advocacy Priorities

- Increased Education Funding that keeps pace with escalating student enrollment, rising inflation and increasingly complex student needs.
- Urgent Need for Learning Spaces including new schools, modernizations and deferred maintenance on aging buildings.
- Highlighting the Funding Gap between the actual costs of supporting every student and the Alberta Education budget.

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## Naturalization Area Subcommittee

- After several years of incredible work, our Naturalization Area Subcommittee was dissolved during the 2024-25 school year.
- The responsibility of maintaining the Natural Area will now fall under the responsibility of the Naturalization Member, a new position on the School Council Executive for the 2025-26 school year.

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## Diversity, Equity & Inclusion Subcommittee

- A Diversity, Equity and Inclusion (DEI) subcommittee was created in the 2023-2024 school year.
- The subcommittee worked together with our principals to create and support initiatives around the topic of diversity and inclusion.
- There was no DEI Lead for the 2024-25 school year, and there was no communication with the School Council.
- It is unclear if the DEI Subcommittee will continue this school year.

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