



**Collingwood School Parent Council (CSC)
AGM Meeting Minutes**

Date of Meeting: October 18, 2023, at 6:30pm, in person and via Microsoft Teams

Council Members in Attendance: Henry Y. (Chair), Rachelle Y. (Volunteer Coordinator), Ardith M. (Secretary), Catherine W. (Events and Communication Coordinator)

Council Members Online: Holly K. (Naturalization Area Committee Representative)

Council Members Regrets: Reid S. (Key Communicator), Vice Chair (vacant), Sydney K. (Naturalization Area Committee Representative)

Guests in Attendance: Sr. Dornan, Sra. McCruden, Amie K., Mercedes M., Farah D., Sara S.,

Guests Online: Gabriela J., Kyle M., Meaghan R., Nicole W., Renee H., Shezmeen K.-K., Andrew K., Shane, Tylor H., Kristin O.,

Land Acknowledgement and Call to Order	Meeting called to order at 6:37pm by Henry Y., seconded by Ardith M. Land acknowledgement by Henry Y. - this was done later in the presentation
Welcome, Meeting Protocol, Introduction	Welcome by Henry Y.
Approval of Agenda for Meeting	Henry Y. made a motion. Seconded by Rachelle Y.
Principal's Report	See report attached for detailed update by Sr. Dan Dornan and Sra. Adriana McCruden. Highlights: New interim superintendent, volunteering, staff news, PD sessions for new curriculum, diversity initiatives, yearbook
Annual Report	Year in review presented by Henry Y. See slides attached
Previous Business	No previous business

New Business	Election and Voting of School Council Executive Members. Current Vacancies: • Chair – will be vacant • Vice Chair – Henry Yu – votes in favour 8, votes against 0 • Key Communicator – will be vacant • Events and Communications Coordinator – will be vacant – however Catherine W. is able to carry on her duties in the interim. Motion to accept the results of the voting – carried. Amendments to Operating Procedures: No recommended amendments for this year
Questions from Attendees and Email	1 – What is the status of the murals? The design is complete and ready to go. Currently the artist is tied up in legal procedures to allow him to do his work with proper coverage and insurance. The artist and school admin are working together to come up with a solution. 2 – Is anyone now interested in running for a position having listened to the description of the roles? No responses. 3 – Can we see a financial summary of the accounts? We didn't realize that this is normally presented as a part of the council annual report, since we don't handle the finances. The details of the accounts will be covered at the Parent Association AGM following this. A summary of the accounts will be attached to these minutes, and we will include them in next year's annual report – thanks for letting us know. Collingwood Parents Association Financial Summary – presented at the AGM October 2023 Account balances: Casino: \$126,151.84 (as of Sept 5) General: \$14,318.28 (as of August 31)
Approval of Previous Minutes	2022-2023 AGM meeting date was October 19, 2022. Motion to approve by Henry Y., seconded by Catherine W.
Adjournment	Next meeting date will be November 15, 2023 Special thanks given by Sr. Dornan to outgoing Chair Henry Y. for his two years of service in this role. Additional thanks given by Henry Y. to the school administrators and the school council team for the cooperation and successful working relationships built over the last two years.

	Motion to adjourn the meeting by Henry Y. at 7:21 pm. Seconded by Rachelle Y.
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Principal's Update – see attached

School Council AGM Report – see attached

Principal's Report to School Council October 2023

System News

Following the resignation of Chief Superintendent Chris Usih last school year, the Board of Trustees has begun a talent search for a new Chief Superintendent for the Calgary Board of Education. Gary Strother is the current Acting Superintendent of the Calgary Board of Education. Mr. Strother spent 37 years at the Calgary Catholic School District, with the last 8 years as Chief Superintendent. The Board of Trustees continues its search for a Chief Superintendent. Just below the Chief Superintendent are 2 Superintendents of School Improvement. Joanne Pitman remains in that role and Mike Nelson joins her as the other Superintendent of School Improvement in an Acting Capacity.

CBE is divided into 7 areas. Each Area has two Area Directors. Collingwood is in Area 2 and our Area Director is Martine Sawatsky again this year. Director Sawatsky has a wealth of experience in second language pedagogy.

School News

We are grateful to the many parents who have been volunteering at Collingwood already this year for swimming, Timbernook, field trips and Fun Lunches. We would not be able to offer these opportunities for students without the incredible support of our parents. We are particularly grateful to those parents who stepped up to volunteer for activities that their own children were not participating in. What this means is that we have not had to redeploy our school staff to help supervise, instead staff could continue supporting students.

Staffing

Congratulations to Daniel Kong who has accepted a Lead Lunchroom Position at Louis Riel School. We have hired a staff member to replace Daniel, however there may be a substitute lunchroom supervisor for some time as paperwork is being processed.

Professional Development

A major focus for professional assessment across the Calgary Board of Education is on assessment. This is particularly critical at the elementary level with the new curriculum in English, Math, Physical Education, Wellness and Science. Our teachers are attending multiple after school PD sessions to stay abreast of the new curriculum and assessment practices.

Diversity at Collingwood

In conversation with staff about how to best promote a spirit of inclusion at Collingwood we have decided to focus on using a range of books in the classroom. Each class has committed to using three books this school year targeting different aspects of diversity. In some cases these may be picture books and corresponding class discussions, in other cases a longer class novel

study. For example the grade 5 classes will be studying the book “Wonder’ and discussing themes of acceptance and physical disability.

A further idea we are pursuing is a rainbow table which will be made by construction students at SPB. Our students will paint the table and it will be placed at the entrance to the school, near the pollinator garden for classes, staff and community members to use. This will help send a public message that Collingwood School is welcome and accepting of everyone regardless of their background.

Yearbook

Many parents offered to help with the school yearbook. An email will be sent to that group tomorrow about an online meeting next Wednesday at 6:30 PM with a representative from Lifetouch.

Lifetouch has said that they can offer a hardcover yearbook for an additional cost, approximately \$5 per book and there is no minimum number of orders.

2023-24 School Focus

We continue to explore our school data and have conversations with staff as we refine our 2023-24 School Development Plan and goals. We are currently considering the following areas.

Assessment – Assessment will be a unifying theme at Collingwood School and Across the CBE this school year. This is particularly important because of the new curriculum and new report card stems.

Literacy – Spanish reading with an emphasis on structured reading and the neurolinguistic approach.

Math assessment with a focus on numeracy and refining common math assessments

Wellness- Improving student resilience and persistence through a focus on the 7 grandfather teachings. We will be working with a First Nations Elder to explore 7 universal human values including courage, respect, love, honesty, wisdom, humility and truth.

Abejas Bilingües de Collingwood

Alveole Staff hosting an extraction workshop which was live-streamed to the entire school. One class had the opportunity to uncap two frames of capped honey and use a manual extractor to extract and bottle the honey. 100 jars of honey will also be given to the school and this will be available for purchase to offset the expense of participating in the Alveole program. It is impressive to see how quickly students have adapted to and normalized the idea of having a bee hive on the school grounds. We are grateful to the Collingwood Parent Association for their financial support for this initiative.

Halloween – There will be a school-wide parade for students to show one another their costumes on October 31st. Buddy classes and grade teams will do Halloween themed learning activities.

Concerts

Each grade will be featured in a concert for parents this year. The concert schedule is as follows:

Remembrance Day Grade 4 November 10th

Celebrations Around the World Grade 1 & 3. Dec 13,14

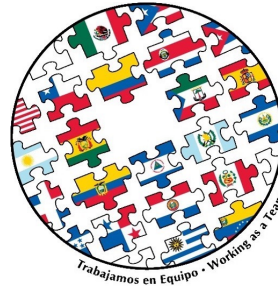
Spring Concert K & 2 Feb 28, 29

Skate Shack

We will need many volunteers to help with Skate Shack – Outdoor Skating at the Triwood Community Centre Dec 18-22. We have booked the Skate Shack which is a trailer filled with skates and helmets which students can use for this outdoor skating experience.



Escuela Collingwood School
• International Spanish Academy •



Collingwood School Council

2022/2023 Annual General Meeting (AGM)

Land Acknowledgement

Previous Business



New Business



Election and Voting of School Council Executive Members

Current Vacancies:

- Chair
 - Vice Chair
 - Key Communicator
 - Events and Communications Coordinator
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Amendments to Operating Procedures

Recommended amendments:

- No recommended amendments for this year.
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Year in Review



Executive Team for October 2022 - October 2023

Chair: Henry Yu

Vice Chair: *vacant*

Secretary: Ardith Mansell

Volunteer Coordinator: Rachelle Yuzik

Events and Communication Coordinator: Catherine Wight

Key Communicator: Reid Southwick

Naturalization Area Committee Co-Chairs: Holly Kingston, Sydney Kjellander



School Council Operating Procedures

For the 2022-2023 school year, our School Council continued to operate under the procedures outlined in the Collingwood School Council Operating Procedures. 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.

Last year, we amended our Operating Procedures to include the process of Land Acknowledgement at the beginning of all meetings. This amendment is in alignment with our school's Truth and Reconciliation Commitment to Action.



In-Person and Virtual Meetings

As challenges and restrictions associated with the COVID-19 pandemic diminished, we reintroduced in-person School Council meetings at our Learning Commons. In efforts to maintain accessibility for our school community, we also continued to offer our meetings online, via Microsoft Teams.



By Role

Volunteer Coordinator

The Volunteer Coordinator was essential to how our school planned school-wide events and activities that required volunteers of any kind. The Coordinator communicated directly with school administration and the parent community to establish a volunteer pool for each event and further ensured all prospective volunteers had an active security clearance.

The arrangement of all volunteers was managed through the SignUpGenius platform, an online software tool. The number of volunteer sign-ups for the 2022-23 school year activities was satisfactory, permitting each event to be carried out as planned.

The volunteer events coordinated for the 2022-2023 school year were as follows:

- Swimming Lessons – Offsite, October 3-6 and 11-14, 2022
- Picture Day Helpers – School Pictures, November 1, 2022
- Outdoor Skating – Offsite, January 23-27, 2023
- Feria del Libro – Book Fair, April 17-21, 2023
- Sports Day & Lunch Volunteers – June 16, 2023

Events and Communication Coordinator

The Events and Communication Coordinator creates effective communication and information resources for our families. This includes campaigns utilizing email and various social media platforms. In addition to the School Council Facebook page, the Events and Communication Coordinator manages an Instagram account, monitoring activity on both platforms and responding 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.



Key Communicator

The Key Communicator is instrumental in collecting news and information pertinent to our School Council. On the behalf of our council, the Key Communicator attends CBE and ASCA meetings throughout the year, advocating for our school's goals and values, and relaying information back to the council at meetings.

The Key Communicator also acts as a liaison between the CBE and the council, receiving regular updates and communications.



Naturalization Area Committee

Our Naturalization Area Committee is made up of volunteer members that plan, organize and facilitate the fundraising, planning, designing and construction of our school's Naturalization Area. The committee works closely together with our principals, School Council and Parent Association, as well as contractors and community members to ensure the effective and sustainable development of this area.



Important Highlights



Special Workshops for Families

Nutrition

Our School Council and Parent Association, alongside with Sr. Dornan and Sra. McCrudden, curated two nutrition classes on April 25th and 27th, 2023. The classes, titled “*Positive Mealtimes: Building Trust, Confidence, and Feeding Skills*”, were presented by Alberta Health Services (AHS) and took place online via Zoom.

This was a great opportunity for families to meet registered dietitians to learn about how to build positive mealtimes with children ages 6-12.

Special Workshops for Families

Online Safety

On May 25th, 2023, we organized a parent workshop on Online Safety by Calgary Police Service Cyber Awareness Coordinator, Kathy MacDonald.

Kathy, a former police officer, is also a professional speaker, author, consultant and university instructor. She brought her experience to provide safety advice and commentary on technology and cybercrime.

The presentation was held at our school and online via Microsoft Teams for those who could not attend in person. After the presentation, a 10-page summary document titled “*Cybercrime: Awareness, Prevention, and Response*” was made available on our school website’s Parent Resources page.

Naturalization Area

Our Naturalization Area Committee continued their hard work to raise funds and carry on the development of our Naturalization Area. Last year's highlights include:

- Completion of Phase 2 construction this summer!
 - Installation of the foot maze.
 - Perennial food forest, which is still fenced in and growing well with its bed of 'green mulch' (clover).
 - Veggie planters grew abundantly.
 - Earthworks were also done this summer to improve the drainage around the school grounds and improve the positioning of the rocks in the amphitheatre area.
 - Sponsor recognition sign, to be ideally installed this Fall or next Spring, depending on timing and weather conditions.
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Memory Books (Year Books)

We were excited to bring back Memory Books for the 2022-2023 school year, as challenges with the pandemic prevented us from creating year books the previous year.



Special Presentations During School Council Meetings

Teacher Presentations

We resumed our teacher presentation series, where Collingwood teachers had the opportunity to present by grade level at council meetings. The series continues to be a valuable resource for families to stay informed with what's happening inside the classroom.

The teacher presentations included outlines of classroom objectives, expectations and outcomes. Videos and photographs of students and their work were also shared.



Special Presentations During School Council Meetings

Guest Presentations

Senator Patrick Burns Principal - Harald Ludwigsen

We invited the principal of Senator Patrick Burns (SPB), Harald Ludwigsen, to present at our April School Council meeting. This was Mr. Ludwigsen second year as the principal at SPB. He shared information regarding the open house at the school, school news, student enrollment numbers, and extracurricular programs.



ASCA Annual General Meeting

The Key Communicator attended the ASCA Annual General Meeting (AGM) in April of 2023 and passed on information from keynote speakers and sessions back to the council. The Key Communicator was also delegated to vote, where appropriate, on various resolutions that were a part of ASCA's advocacy plan.

Some of these resolutions included:

- Mandating Criminal Record & Vulnerable Sector Checks for School Board Trustee Candidates
- Supporting Integrated Education Funding
- Integrate Climate & Biodiversity Education Throughout the K-12 Curriculum

Financial Statement

Although our council did assist with the applications and receiving of some grants, like the Alberta Education School Council Engagement Grant, there is no financial statement for the School Council. All financial matters are facilitated by the Collingwood Parent Association.

Q & A

Approval of 2022-2023 AGM Minutes

Meeting date: October 19, 2022

Adjournment

Thank you!