

J.J.N. School Council Meeting Minutes
February 17, 2021 6:30 p.m.
Email: jjnearingparentcouncil@gmail.com

Mark Kay, Chair
Kelly Skuba, Secretary
Marina Lotoski, Principal
Marissa McCarty, Events
Ashley Dascavich, Compassionate Friends
Darren Skalski, Vice Principal
Carrie Silzer, F&F Co-Chair
Cheri Steiner, F&F Co-Chair
Christine MacDonald, F&F Treasurer

1. Call to Order 6:32PM
2. Welcome, Acknowledgement, Prayer, Introductions
3. Adoption of Agenda
First: Marissa McCarty, Second: Ashley Dascavich. All in favour.
4. Review and adoption of Previous Minutes (Jan 20, 2021)
First: Ashley Dascavich, Second: Cheri Steiner. All in favour.
5. Administration Report:
 - See attached report *(Page 4 of this document)*
 - **Motion for to approve fee increase as presented for Lunch supervision from \$28.50 to \$36.00/student and Technology fee from \$8.50 to \$13.50/student, for the 2021-2022 school year.**
 - First: Cheri Steiner, Second: Carrie Silzer. All in favour. **Motion carried.**
6. Trustee's Report:
 - Unable to attend, see attached report *(Page 7 of this document)*
7. Treasurer's Report:
 - Current balance \$658.28, no expenses outstanding.
8. Chairperson Report:
 - See attached report *(Page 10 of this document)*

9. Friends & Family President report:

- Mom's Pantry fundraiser has started, closes March 5.
- All items that were approved from the Teacher's Wishlist have now been paid for:

AED w/pedipads	\$1885.67
Electro Static Sprayer	\$1132.95
Document Cameras	\$1088.80
<u>Library</u>	<u>\$1499.25</u>
Total	\$5606.67
- Outstanding cheques: \$ 14.00
- Current Bank Balance: \$ 9,140.41
 - o (includes \$5000.00 playground repair reserve fund)
- Annual return has been filed, maintains status of F&F as a charitable society.

10. Old Business

- a) Teachers' Wish List - has been updated, F&F still has some money that can be allocated.

- Musical Equipment: Classroom set of Spoons \$525
- Musical Equipment: Classroom set of balls \$210
- Additional Document Cameras: 5 @ \$200 each

Motion to move these items to F&F for spending approval.

First: Ashley Dascavich, Second: Christine MacDonald. All in favour.

Motion Carried.

11. Committee Reports

- a) Events - Marissa – no news to report
- b) Hot Lunch - Cathy or Leslie – delivered Shrove Tuesday lunch
- c) Yearbook - Gage – no news to report
- d) Compassionate Friends - Ashley – no news to report
- e) Partners In Prayer - Grace – no news to report

12. New Business

- Term limit review and vote
 - Refer to attached Request for Decision to remove the term limit for holding a position from the School Council Operating Procedures. *(Page 12 of this document)*
 - First: Kelly Skuba, Second: Christine MacDonald. All in favour. **Motion carried.**

- Medical Needs Committee
 - This committee function is no longer relevant to Council.
 - Refer to attached Request for Decision to remove the Medical Needs Committee from the School Council Operating Procedures. *(Page 13 of this document)*
 - First: Marissa McCarty, Second Christine MacDonald. All in favour. **Motion carried.**
- Council Bank Account
 - Discussion about moving funds to F&F and closing council's account as there is very little activity on the account. Majority of activity is through Families and Friends account.
 - Decision tabled until next meeting.
- Campbell Park Bottle Depot
 - A fundraising account can be set up at Campbell Park Bottle Depot for Families and Friends of JJN. People would just need to say funds are for JJN when dropping off at depot.
 - **Motion to have Friends and Family vote regarding setting up account at Campbell bottle depot.**
 - First: Kelly Skuba, Second: Marissa McCarty. 6 yes, 1 no – **Motion carried.**
- 3-yr plans submitted.
 - See attached 3 -yr plan. *(Page 14 of this document)*
 - **Motion to accept 3-yr plan as presented.**
 - First: Cheri Steiner. Second: Ashley Dascavich. All in favour. **Motion carried.**
- Next meeting March 17, 2021, 6:30pm
- Adjournment 7:26pm

Note: Families & Friends meeting to follow immediately after adjournment.

- **School Fees Approval**

- “JJN Approved School Fee Maximum Schedule”

- **Proposed fee increase:**

1. Tech Fee: Proposed fee increase from \$8.50 per student to \$13.50
 - Rationale: Evident need of programs to support students' learning from home, plus value for learning at school.
2. Lunch Supervision: Proposed fee increase from \$28.50 per student to \$36.00
 - Projection of 362 (Kfull and gr. 1-6) students X \$36.00 = \$13 032.00 (will cover cost of 3 supervisors)
 - This will cover regular costs; if we need a 4th supervisor due to COVID the school will absorb the cost.
 - If the need for split lunch recess continues in the future, we will need to increase fees further to account for a fourth lunch supervisor.

- **Code of Conduct - Annual Update**

- Safe and Caring Learning Environment at J. J. Nearing Catholic Elementary School
Student Code of Conduct Policy (Revised Feb. 17, 2021)

- **DIVISION ASSURANCE SURVEY**


On February 12 parents were sent a Division Assurance Survey. Please take the time to complete this survey as it is our local measure for key strategies in our Division's Three-year Education Assurance Plan 2020-2023. We will review your input to assist with revisions to this plan as we look forward to planning for 2021-2022.

- **Safety Update - New Fobs on three exterior doors**

- **JJN Events for February/March**

- Feb. 15 Family Day
- Feb. 16 Shrove Tuesday/ Mardi Gras parade- masks- music
- Feb. 16 Burning of the Palms
- Feb. 17 Ash Wednesday Liturgy 11:15 a.m.
- Feb. 24 Pink Shirt Day
- Feb. 27 Food Bank Collection (in partnership with St. Albert Parish for the St. Albert Food Bank)
- March 9 & 10 Parent Teacher Interviews

School Council Wishlist 20/21

AED		Actual Cost 1 736.70 Pedi pads 148.97
Item	Description	Cost
Another set of the “We Thinkers” Social/Emotional learning kit.	In being taught these lessons, all students can gain an understanding of what it means to be a considerate member of the classroom community which in turn supports their focus and learning in the classroom. Another set makes it easier for teachers to share and do these lessons early on in the year.	\$100 - from Scholastic
Document Cameras IPEVO DO-CAM USB Document Camera CAD\$189.00 20 cameras	https://international.ipevo.com.tw/ca/products.html	\$200 each Actual cost: 1088.00
Library	Details below	\$5500 Actual cost: 1 499.25
Electrostatic Sanitizing Machine Victory Innovations Professional Cordless Electrostatic Handheld Sprayer VP200ESK	Use to sanitize sports equipment to enable all classes to share sport equipment safely.	\$1500.00 Actual cost: 1 132.95
Echo the Dolphin Mascot Suit		\$3000
Music -Class set of spoons -Class set of ball (to teach beats)	 SPONGE BALL 3" 460 Our Price:\$3.50 Handcrafted Maple Wood Instrumental Spoon \$15.00	Set of 35 = \$525.00 Website: Les Bûcherons Set of 60 = \$210 (for all gr 3s) Website = Sportsfactor
Library explanation: \$5000.00 for library books (replace old damaged books, purchase new books and purchase additional copies of popular books). Our funds for the library come from our		

2 book fairs. In previous years we received a combination of 60% in scholastic credit and 25% cashback based on our sales. Plus an additional 10-20% in free books based on our sales. This gave us a library budget of \$6000.00 cash for the year, \$1800.00 in free books and \$500.00 in scholastic credit. This year they are only offering 20% scholastic credit regardless of sales, this is why we are requesting money from our Parent Council.

\$500.00 to promote the fall book fair at the end of October. With the online book fair they have cancelled the promotion allowance, 50/50 draw, there are no flyers to send home, no theme and no book talk in a box. With these funds I would purchase a copy of several popular books that will be for sale in the fair so I can do book talks and read them to the students to get them excited for the book fair. I would also purchase prizes for the students so we can have a few contests to increase book fair excitement. And instead of the 50/50 draw I would use this promotion money to create a couple of book packages for prizes during the book fair for both students and teachers.



Joan Crockett/Trustee/St Albert Ward

JJN School Council – February 17, 2021

Councils are grass roots government. Here decisions are being made that affect the most important resource in our school community – our students. Thank you for your thoughts, ideas and questions.

It was so wonderful to be part of the Council of Councils meeting with 17 chairs representing 17 of our schools to hear from the Superintendent, the Board chair but also from each other. The ideas shared last night were phenomenal. We heard repeatedly how much students loved being back at school, to be learning and sharing with their friends. Teachers want to be in school too, in front of their students facilitating their growth academically, physically, and spirituality. Teachers come with the DNA to teach, to be with students and it is teachers that are the lifeline of students returning to schools which allows parents to go off to work. Therefore, it is vital that school staff remain safe while at school. It is with this in mind that the Board made a motion to direct Administration to draft letters to Premier Jason Kenney, Education Minister LaGrange, Minister of Health Tyler Shandro and Medical Officer of Health Deena Hinshaw advocating the prioritizing of school staff to receive the COVID – 19 vaccine.

Government of Canada Safe Return to Class Fund

- Minister LaGrange sent an email recently regarding the second allotment of Federal funds. Our Division will receive approximately \$2 million which must be spent on staffing, adapting learning spaces, personal protective equipment, cleaning and safety considerations, support for special needs students, and online learning and teacher training.

Policy Reviews

- All policies are reviewed each year. During our last regular board meeting policies 7, 11, 13, and 15 were reviewed. Board Operations, Board Delegation of Authority, Appeals and Hearings Regarding Student Matters, School Closure/Transfer of Students

Committee Reports:

- Business Liaison: St Albert Chamber Report
- First Nations, Metis Inuit Report
- Alberta School Boards Association Zone 2/3 Report (ASBA)
- Alberta Catholic Trustees Association Report (ACSTA)

Committees – established to assist the Board with work of an on-going nature: Policy Advisory, Negotiations: ATA, CUPE, UNIFOR, Capital Committee, Audit Committee, Board Planning.

- Recently an Ad Hoc Board Awards Committee was set up to review all Board Awards located in Board Policies and Administrative Procedures to enhance clarity and consistency.
- An AD Hoc Trustee Handbook is being developed to ensure continuity and smooth transition from one Board to another. Following the election, this will also assist new and existing trustees to locate information in one area.

Reports from the Superintendent

- These reports may be given by the Superintendent, Deputy Superintendent, Secretary Treasurer, Communications Consultant, or the Assistant Superintendent in charge of Human Resources depending on their area of expertise.

Inclusive Education Programming Update – Dr Nixon

School Learning Teams: Each school has a school learning team that meets on a regular basis to review students' profiles and to determine whether the universal, targeted, and individual supports are making a positive impact in student learning. These teams also attend Curriculum PD in which differentiated instruction is emphasized. Last meeting Dr Nixon reviewed a 5-page document on the strategies being used to ensure the Board that students' needs were being met with the resources present.

School Results Reviews (SRR) – a one page document sharing each schools priorities, results, faith component, service and safety, and engaged learning categories.

First Nations Metis Inuit – provides an update on our Truth and Reconciliation strategies in our Division's Three-Year Education Assurance Framework.

- Staff continue to work with our partners (ATA, Rupertsland Institute, Alexander First Nations' staff, Star of the North) to co-develop resources (e.g., lessons and literature, to share with all staff, students, families, and partners.
- Staff share their areas of comfort and growth, which informs professional learning goals.

School Authority Operations and Resources:

- Financial Report, School Facilities Utilization Report, Fee Waiver Report, Instructional Years Calendar Report.

Public Engagements by trustees:

- Meeting with the Town of Morinville January 28
- Council of Council Meeting – February 1
- Meeting with Town of Legal – February 18
- Meeting with MLA Marie Renaud – February 24
- Religious Education Congress February 19 – 21
- Board Planning Session – April 15 – 16
- Joint City/School Board Annual Meeting – May 13

Have you considered being a Catholic School Board Trustee?

With a local election coming - October 18, it is time to think about who will shape local education for the next 4 years. I feel that the work that I do is very important, so important that I would encourage people with an interest in children and a vision for local education to think about putting their name forward as a candidate for trustee.

We have 7 trustees on our board, 4 from the St Albert ward, 2 from Morinville and 1 from Legal. The Board is responsible for approximately 5000 students and 500 staff with an annual budget of \$68 million.

- There are 62 boards in Alberta, 24 of which are Catholic. There are only three provinces with publicly funded Catholic schools: AB, SK and ON. Catholic schools in Alberta continue to grow at a rate of 9.5% with the full development of a child in mind: physical, emotional, and spiritual.
- What do I have to offer? Each one of us brings many gifts to the table.
- Information for Candidates can be found on our website, ASBA, ACSTA and ATA.
- ASBA often hosts workshops which are very good.
- Think about it, attend a virtual meeting, do some research, or talk to a trustee.

Next Regular Board Meeting February 22, 3:30pm

February 2021 Chairperson's Report

Medical Needs Committee

Kelly has done a bunch of leg work on this one, and it seems like we haven't really used this position in a long time. The school has all of the kids' information, so is there a need to keep this committee? My opinion after looking into it, is that there is no need to keep it. I suggest we vote to remove this committee from Council.

Funds In Our Account

I have confirmed through a few different sources from the Alberta Schools Council Association, that it may be best to close our Council account. The reason being that there is a chance the school board in St. Albert could move to claim those funds, at any point. It would be rare for this to happen, but it could happen. We could move the remaining funds over to Friends, and vote on what we would want those funds to go to. So we aren't moving them for the sake of moving them. I'm open to suggestions on this, but that is the information that I have found.

Council of Councils Meeting

This was a great meeting, with it being one of the first times that all schools, Trustees and whatnot were represented. Many things were discussed, a few were;

- Concern regarding the cost of insurance for Friends and if Council needs it. Is it worth moving it all back to Council, where the insurance isn't needed? How to tell parents some of their fundraising goes to pay \$1500, give or take, in insurance costs.
- There should be a 2-3 page sheet being sent out to all council chairs with different fundraising options. This has been compiled by many people over the years of one of the chair's 21 year board history. I'll forward that to Cheri once I get it.

Past Chairperson Position

Contrary to some reports, this is not an easy position. If there was a past chairperson on board, they would be able to help the transition period. I wouldn't want a vote right now, I would ask for suggestions to put into the terms of the position. We will then vote in March. Some terms I have thought of are;

- They are not on the Executive
- They are only on for 3 months, or until the last day of the end of the school year, whichever happens first.
- They have no signing authority, and cannot speak on behalf of Council or the School

3 Year Plans

I heard back from Grace regarding what may need to change in her area, and we have made the appropriate changes. I haven't heard back from anyone else. Does that mean that we can go ahead and keep the same plan that's in there for the next 3 years? This has to be done and approved at this meeting, as it was supposed to be done in February.

Bottle Depot Fundraising

Through Campbell Park Bottle Depot, we can set up an account. All we have to do is tell people to say our name at the depot, and they can donate their bottle money to the school. It needs to be set up through Friends, then a monthly pickup time would be arranged to grab the cheque/cash. I personally think this is a great idea, and is something that takes no work on our part, and no pressure on the parents. As it's all done anonymously.

Yearly Calendar

I shared our yearly calendar with everyone, I hope it clears up and shows everyone where we need to be doing things. Any questions regarding it?

2021-2022 Positions

As you can see in the calendar, our notices go out next month, and the vote for Council takes place in April. Does anyone have an idea if they are staying on for sure, or moving onto other things? I'd like to get an early start on this if we can, so we can start preparing for next year. We can also start recruiting, and training new people if there is anyone that is leaving for sure. As someone who has had 4.5 months of learning, I spend about 5-15 hours a week learning and adjusting things. A break in period while watching someone else do it would be and will be very helpful to the success of someone coming in.

REQUEST FOR DECISION / MOTION – J.J. Nearing School Council

Subject

Council Operating Procedures Section 2.3 (j):

Maximum length of time an Executive position can be held by one person is currently 2 consecutive years.

Recommendation(s)

Remove the term limits.

Issue

If the current holder is at the maximum term and no other nominations have been received, the position may be in danger of becoming vacant. Executive positions must be filled for Council to operate.

Background

Attachments

Prepared by: Kelly Skuba

Moved by: Kelly Skuba

Seconded by: Christine MacDonald

Vote/Decision

☒ Approved

☐ Rejected



President

Date: February 22, 2021

REQUEST FOR DECISION / MOTION – J.J. Nearing School Council

Subject

Council Operating Procedures Section 3.6 (F):
Medical Needs Committee

Recommendation(s)

Remove the Medical Needs Committee from the Operating Procedures.
(Re-number the Operating procedures as appropriate.)

Issue

The Medical Needs committee has not been active for two years and it is felt the Committee is no longer required for its original purpose.

Background

Attachments

Prepared by: Kelly Skuba

Moved by: Marissa McCarty

Seconded by: Christine MacDonald

Vote/Decision

☒ Approved

☐ Rejected



President

Date: February 22, 2021

J.J. NEARING SCHOOL COUNCIL 3-YEAR PLAN

J.J. Nearing School Council Goals and Strategies	2021-2022	2022-2023	2023-2024
<p><u>SCHOOL COUNCIL COMMUNICATION GOAL #1</u> – Encourage parents to participate and become actively involved in school council, and council-sponsored activities and events.</p> <p><u>Strategies:</u> Council members will be strong role models and visibly support all council initiatives.</p> <p>School Council Chair(s) address parents via the Parent/Teacher Orientation and welcome all new parents to the council.</p> <p>Communicate through the JJN weekly emails the need for various parent volunteers</p> <p>Create and distribute a list of parent volunteers for school council committees and school staff.</p> <p>At council meetings, provide a welcoming and joyful atmosphere and explain council practices so that all parents can participate in discussions and votes.</p> <p>Provide babysitting (paid by council) at school council meetings to encourage parents to attend. 2 Babysitters</p> <p>Post minutes of school council meetings on the JJN website Plan events to increase the sense of school community</p> <p>Include council news in the JJN e-Newsletter.</p> <p>Send elections info to parents for next year's council.</p> <p>Survey parents for feedback on council activities.</p> <p>Compile results of the school council survey questions for parents and present at the council meeting.</p> <p>Include the email address of the JJN chair in all council communications, to be used by parents to communicate with council. This email will be checked by the school council chair(s).</p> <p>Provide awareness at meetings of school sports events and activities to encourage and increase school spirit</p>	Ongoing	Ongoing	Ongoing
	September	September	September
	September and as needed	September And as needed	September and as needed
	September	September	September
	Monthly	Monthly	Monthly
	Monthly	Monthly	Monthly
	Ongoing	Ongoing	Ongoing
	Ongoing	Ongoing	Ongoing
	Ongoing	Ongoing	Ongoing
	March	March	March
	April	April	April
	May	May	May
	Ongoing	Ongoing	Ongoing
	Ongoing	Ongoing	Ongoing
	Ongoing	Ongoing	Ongoing
<p><u>SCHOOL COUNCIL COMMUNICATION GOAL #2</u> – Maintain a strong partnership with JJN administration and participate in school-based decisions.</p> <p><u>Strategies:</u> Council members will support and model school themes, programs and initiatives.</p> <p>Committee chairs will provide a brief verbal or written report at school council meetings.</p> <p>At council meetings, council will provide feedback to school administration on such things as the school budget, Provincial Achievement Results, Accountability Pillar, Jurisdiction Survey, School Division Calendar, etc.</p>	Ongoing	Ongoing	Ongoing
	Monthly	Monthly	Monthly
	As results occur	As results occur	As results occur
<p><u>SCHOOL COUNCIL COMMUNICATION GOAL #3</u> – Maintain communication with the Greater St. Albert School Division (GSACRD).</p> <p><u>Strategies:</u></p>			

J.J. NEARING SCHOOL COUNCIL 3-YEAR PLAN

J.J. Nearing School Council Goals and Strategies	2021-2022	2022-2023	2023-2024
<p>School Council Chair(s) will attend Council of Councils meetings.</p> <p>School Council Chair(s) will review their email and will communicate with the school division and other GSACRD schools as required</p> <p>School Council Chair(s) will prepare and present an annual report to the school board and at the JJN Annual General Meeting.</p> <p><u>SCHOOL COUNCIL COMMUNICATION GOAL #4</u> – Involve all stakeholders when implementing new initiatives.</p> <p><u>Strategies:</u> Review School Council 3-Year Plan; add a new school year to the plan; and distribute JJN Administration and post on JJN School Website.</p> <p>Involve all stakeholders when applicable - students, parents, school staff, school neighbours, school division, other schools in the division, City of St. Albert, AMA, RCMP, Government of Alberta, St. Albert Parish, etc.</p> <p><u>SCHOOL COUNCIL COMMUNICATION GOAL #5</u> – be strategic when directing Families & Friends in their fundraising efforts</p> <p><u>Strategies:</u> Hold a strategic budget planning meeting with school administration prior to the May council meeting to provide direction to Families & Friends for the coming year</p> <p>Ensure that funds raised are allocated to projects and resources that are strategic, relevant and benefit the majority of JJN students.</p>	<p>Quarterly</p> <p>Weekly</p> <p>June and September</p> <p>January</p> <p>Ongoing</p> <p>May</p> <p>Ongoing</p>	<p>Quarterly</p> <p>Weekly</p> <p>June and September</p> <p>January</p> <p>Ongoing</p> <p>May</p> <p>Ongoing</p>	<p>Quarterly</p> <p>Weekly</p> <p>June and September</p> <p>January</p> <p>Ongoing</p> <p>May</p> <p>Ongoing</p>
<p><u>PRAYER GROUP GOAL</u> - Provide JJN school family with prayer.</p> <p><u>Strategies:</u> Dedicate a monthly hour for the intentions of the school, focusing on a grade level each week, and encouraging participation in active prayer. If time permits, there may be an opportunity to do more than one per month.</p> <p>Lead school council in prayer at council meetings.</p> <p>Express appreciation through prayer at the Staff Appreciation Luncheon.</p>	<p>Weekly</p> <p>Monthly</p> <p>Spring</p>	<p>Weekly</p> <p>Monthly</p> <p>Spring</p>	<p>Weekly</p> <p>Monthly</p> <p>Spring</p>
<p><u>COMPASSIONATE FRIENDS COMMITTEE GOAL</u> – Live our faith and reflect our school motto, “Echo the Spirit”, by providing practical and immediate support for JJN families in need.</p> <p><u>Strategies:</u> Liaise with School Administration to identify families requiring assistance.</p> <p>Liaise with St. Albert Parish, the business community and the JJN family to provide meals, assistance with chores/errands, financial support, etc. as required.</p> <p>Treat all families with dignity, respect, and confidentiality.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p><u>YEARBOOK COMMITTEE GOAL</u> – Prepare annual school yearbook for publication, to serve as a keepsake and contribute positively to school spirit.</p>			

J.J. NEARING SCHOOL COUNCIL 3-YEAR PLAN

J.J. Nearing School Council Goals and Strategies	2021-2022	2022-2023	2023-2024
<u>Strategies:</u> Plan and organize yearbook. Manage order through annual student registration Obtain pictures of school activities, field trips, and special events from parents and school staff. Prepare a distribution list for the use of school administration for the delivery of the yearbooks. Delivery of yearbooks.	Jan-Jul September Ongoing Jul-Aug September	Jan-Jul September Ongoing Jul-Aug September	Jan-Jul September Ongoing Jul-Aug September