

**Parent Council of River Heights Elementary School**  
**Meeting Minutes**  
**October 2, 2019**

Attendance: Tara Betts, Megan Loran, Kathleen Longpre, Dawn Austin, Catherine Donner, Taneill Selinger, Kim McDowall, Laura Gale, Wes King-Hunter, Coral Garrecht, Elaine Willock, Kenedi Plante, Katie Albers

1. Call to order: The meeting was called to order at 7:32 pm by Taneill Selinger.
2. Adopt Minutes: Tara Betts asked if there was anyone present who had read and was able to adopt the minutes from the Parent Council meeting on September 4, 2019. The minutes were adopted by Wes King-Hunter and seconded by Kim McDowall.
3. Presentation - Grade One - Elaine Willock and Kenedi Plante  
Elaine spoke to the integrated teaching method employed at River Heights Elementary. Integrated or project based learning at the school was the culmination of the efforts of four teachers who were trying to gather support for a new style of teaching. The foundation for this style of teaching focuses on walking with the student through learning. The community classrooms are a key example of this in action. All subjects are incorporated into activities and as authentic curiosity emerges, learning is diverted to explore same. Kenedi used color as an example to illustrate the concept. She came from a more traditional school where color was introduced narrowly as a topic in the science class. With integration, color is expanded and flows through all subjects including literacy and art. Both teachers report it is easy to be passionate about integration, to see where the students are at and to appreciate what they bring to the table. Integration is easy to speak about, but much more difficult to put into practice. As an educator, you need to know the curriculum inside and out to be able to divert from traditional means and take advantage of learning opportunities as they arise. This is a much more fluid, magical and real world type of teaching method.
4. Reports from school and council:
  - a. School Administration Team - Wes King-Hunter and Laura Gale
    - i. Event Calendar
      1. Oct. 10 - World Mental Health Day - Wear yellow as we celebrate our bright futures!
      2. Oct. 14 - Thanksgiving Holiday - No school
      3. Oct. 15 - Food Drive officially begins!
      4. Oct. 21 - Federal election (RH gym will be used as a polling station)
      5. Oct. 25 - Staff Development Day - No school for students
      6. Oct. 31 - Halloween parade at 2:30 pm - Families are welcome to attend (& dress up!)
      7. Nov. 4 - School Picture Retakes

- ii. Medicine Hat Public School District (MHPSD) - Wes  
The revised mission statement and core values are now available on the MHPSD website. Wes and Laura will be introducing the changes to the staff in October. The impact for the larger school community will be further discussed at a later date.
  - iii. Student Engagement - Wes  
A meeting was held recently with Alberta Health Services regarding recess and possible ideas to support student engagement. Additionally, about half a dozen students, school leaders, attended a Healthy, Active School symposium. Grades 4 & 5 will take the lead on a recess project. As recess leaders, they will open the equipment shed to allow students access to additional recess options, i.e. footballs, basketballs, etc. These leaders will be responsible for the equipment and maintain a sign in/out record. The leaders will be delivering the terms of the program to all students through a powerpoint presentation they have created.
  - iv. Fresh Grade App - Laura  
Laura reported the teachers are excited to start working with Fresh Grade. However, there are delays at the company level and we no longer have a date of implementation.
  - v. River Heights Book Club - Laura  
The book "Kids These Days" by Jody Carrington has been selected for the next meeting of the River Heights Book Club, with the meeting date scheduled for Tuesday, November 26. The library has provided a book club pack. Please see Laura directly to sign a copy out. Further details and RSVP information are provided in the October Newsletter available on the school website.
- b. Report from Co-Chairs - Katie Albers and Taneill Selinger
- i. Operating Procedure Update - Taneill  
Parent Council has been asked to review its operating guidelines to ensure compliance with the privacy legislation and recommendations identified below.

Privacy Legislation - Two separate statutes govern the use of personal information within schools:

1. FOIP - School boards and school employees operate under the Freedom of Information and Protection of Privacy Act (FOIP). FOIP legislation defines the amount and nature of personal information that can be shared and for what purposes. All division staff are subject to FOIP regulations when handling personal information.
2. PIPA - School councils and fundraising associations/societies operate under the Personal Information Protection Act (PIPA).

PIPA legislation governs the collection and use of personal information for organizations that are not public bodies.

These acts, in their respective ways, govern an individual's right of access to records and how personal information is collected, used and disclosed in school communities.

Recommendations for School Councils in Relation to PIPA:

- Each year, designate a person responsible for responding to questions about the use of personal information by school council.
- Review school council's privacy policy.
- Obtain consent to collect, use and/or disclose personal information from parents, students, school council members or others from the school community.
- Collect only the essential personal information when consent is sought.
- Use personal information only for the purpose stated when it was collected, unless consent is obtained for an alternative use.
- Ensure that all personal information is protected from unauthorized access and destroyed safely once it is no longer needed.

The Parent Council Operating Guidelines will be updated to comply with the above. The Parent Council Executive will be designated to field privacy related questions and concerns regarding personal information collected by council. It was confirmed that all personal information collected for Parent Council purposes will be destroyed, unless otherwise indicated. Wes reported that the school has recently purchased a shredder which could be used by Parent Council to properly dispose of confidential information. With regard to collection of information by electronic means, i.e. Remind App, it was discussed that this information would likely be covered by the privacy policy of the app itself. However, Taneill will send communication out to the school community reminding parents to Unsubscribe if their child is no longer at the school.

ii. QSP Code - Katie

For anyone wanting to order/renew magazine subscriptions, the QSP code for the school is 36966036.

iii. Babysitting Services - Katie

To encourage attendance parent council meetings and volunteers for the hot lunch program, Katie asked if parents might take advantage of babysitting services offered on site. Those students who are part of the school leadership and have taken the babysitting course could be employed, for a nominal charge, to be available during Parent Council

meetings and hot lunch hours to support families with younger children. We will take the question to Facebook to see if there is enough interest to pursue this idea. Wes indicated, at his previous posting, that it was not difficult to find student volunteers. They generally operated with two volunteers supervising an average of 3-5 children. The students providing childcare were paid \$10 each for the service.

iv. GAIN/Casino Event - Taneill

The GAIN program is offered to charitable organizations by Alberta, Gaming, Liquor and Cannabis (AGLC). It provides information regarding eligibility, use of proceeds from casino events and licensing for raffles, bingos, casino events and pull tickets. The next session will be offered in Medicine Hat on November 28th from 9 am to 1 pm at no charge. AGLC also offers an online version of the program on their website. It is recommended that the Casino Chair and at least one other member of Parent Council attend either the facilitated or online version of the course. A reminder that we are still looking for someone willing to train with Jerri-Lynn Worth to take over the Casino Chair position.

c. Report from Treasurer - Megan Loran - See Attached Financial Report

- i. Going forward, the hot lunch supply reimbursements will be done on a weekly basis.

5. Report from committees and council representatives:

a. Hot Lunch - Dawn Austin/Karla Tweten

i. Hot Lunch Menu for October

1. Fri. Oct. 11 -- Subway
2. Fri. Oct. 18 -- Pizza & frozen treats
3. Thurs. Oct. 24 -- Hotdogs & ice cream
4. Fri. Nov. 1 -- Taco-in-a-Bag

- ii. Report - The hot lunch profit to date is \$667.22. Paint markers, to identify Parent Council items, and drying mats have been purchased. The sign up is working well and there is a full complement of volunteers through to the end of November. The hot lunch team has been working hard with Alana to transition over. Alana has been issued two cheques for deposit, related to last year's hot lunch program (from Pizza 73 and McDonald's). Megan indicated the financials for the 2018/2019 have been closed, so the cheques will be included with the hot lunch revenue for the current school year. Dawn indicated there has been a few hiccups with regard to the new Thursday cut off for hot lunch ordering. The freezer lock is now in place and there is a locking cabinet in the kitchen. Laura offered a big thank you to Dawn and Karla for coming in to clean up the kitchen. The thank you was seconded by all present. Mr. Getz took a huge number of kitchen items to the post for donation. The room is well

organized and will offer a clean start for the hot lunch program this year. Taneill asked if there was now room in the kitchen to house all of the parent council food related supplies. Dawn indicated there was. It was also noted that we have a lifetime supply of napkins available, so there will be no need to purchase any.

iii. Consumable Serving Supplies - Taneill

It was discussed that a new budget line will be needed for consumable serving supplies to carry across all parent council subcommittees.

Motion: Taneill Selinger made a motion that a new budget line for consumable serving supplies (plates, cups, cutlery, etc.) be added to the parent council budget in the amount of \$500.

Second: The motion was seconded by Kathleen Longpre.

Vote: all in favor, motion carried.

iv. Food Safety - Katie

The next food safe course will be offered on November 4. It is a full day facilitated course, offering certification without expiry. The course is approximately \$150, the cost of which will be covered by Parent Council. There is an online version available at a cost of \$35, also covered by Parent Council. This course allows participants to work at their own pace, with a proctored exam at the end. Larissa reported she had just completed an online course, but was not sure if it would be recognized for the purpose of the hot lunch program. Katie will forward the email with relevant information to Dawn and Larissa, who can then forward the same to parents connected with the hot lunch program. The Parent Council operating guidelines will be amended to reflect a mandatory requirement for hot lunch coordinators to participate in the food safety program.

b. Casino - Taneill Reporting for Jerri-Lynn Worth

A reminder that the River Heights casino event has been scheduled for January 17 & 18, 2020.

c. Winter Village - Taneill

Winter Village has been scheduled for Thursday, December 12 from 6:00 pm - 8:00 pm. A planning meeting, open to all, will be scheduled sometime within the next couple of weeks. Taneill would like to step back next year and is looking for someone to take over.

d. Movie night - Katie

October 24th no longer works as a date for our next movie night. Friday, November 15th has been selected as a replacement. Katie will discuss the possibility of a polling station with the grade six teachers to vote on a movie choice. Katie is also looking for volunteers to assist the night of the event.

Dawn, Coral and Kathleen offered to come in to help.

e. Lost and Found - Kim

Mr. Getz will be setting out tables tomorrow for the lost and found items. The hope is to leave the items out this week and next. As the supply dwindles, more items will be pulled out of the shed. The feedback from last year was there were too many items and it was not well organized. After the most current items have been displayed, the lost and found from June will be added. There was discussion about possibly parading the students by the table. Wes suggested a reminder to parents from council to label all clothing items.

## 6. Old Business

### a. Surplus - Katie

The co-chairs received correspondence from the Grade 5 teachers looking for support for the Reflex Math program. They were able to operate the program last year with grant money, but were not eligible for the grant this year. Wes indicated that under the NDP government kids could not be charged fees for such programs. This changed with the new government. The finance department at central office has suggested funding by donations or by fundraiser, but has said that kids cannot be charged for usage. The cost of the program is \$25/student if you have at least 20 participants and would be more if offered to students on an individual basis. Reflex Math offers students a fun way to learn math, with online access from anywhere, and shows a high level of student engagement. The grade 6 teachers commented, at the beginning of the school year, that the math skills of the students were amazing. Prior to starting the program, math comprehension registered at approximately 18.2% and by the end of the 2018/2019 school year was at a shocking 96.7%. The school is willing to consider a contribution out of their mini-budget, but would be grateful for any support/contribution from council. There was some concern about ensuring fair treatment by council of all grades with regard to financial support. It was discussed that all proposals/requests have been honored to date. Laura added that the grade 5 classes do not benefit from field trip funds paid by council. It was recommended that council support the Reflex Math program for the 2019/2020 year as a pilot project to see if the results stand up with a new group of students. If the program achieves the same level of success, council may consider an ongoing contribution and review distributions to ensure equity amongst all grade levels. There are approximately 48 students that would benefit from the program this year.

Motion: Katie Albers made a motion to support the Reflex Math program the grade 5 students, for the 2019/2020 school year, to a maximum of \$1200.

Second: The motion was seconded by Tara Betts.

Vote: All in favor, motion carried.

Motion: Katie Albers made a motion to provide \$100/classroom for the four classes missed in the initial disbursement for optimal classroom environment, as

per the vote at the June 5, 2019 meeting, and to provide additional an \$100 for each of the 18 current classrooms for the same purpose.

Second: The motion was seconded by Catherine Donner.

Vote: All in favor, motion carried.

b. Available Positions for Parent Council - Taneill

Parent Council is still looking for a new Casino Chair to train with Jerri-Lynn Worth, chairs for both the Donuts for Dad/Donuts for Mom events and for team members for Spring Fling.

7. New Business

a. Babysitting/Stay Safe - Wes

The Red Cross offers a babysitting course for kids 11 and older (can take the course at 10, but hold certificate until of age) and a stay safe course for kids 8 and older. The course runs approximately 7 hours, at a cost of about \$50 per child. Wes offered, if parents see value in it, the school would organize the event. Although it would not be paid for by the school or by council, the school would facilitate and offer the venue. The benefit, outside of the course itself, is the opportunity for kids to learn with their peers in a familiar environment. Laura added that students learn basic first aid, and the course is fun and informative. The suggestion would be to host the course(s) on a PD day or a Saturday. Those present found value in the offer. The school will look into possible dates.

b. Fundraising - Katie

After review, council will proceed with the Big Box of Cards fundraiser. This will be a cost of \$33/33 cards. As before, each family will be issued a box of cards. If they do not wish to purchase the same, the box can be returned. The company offers either birthday cards or all occasion. The consensus was for all occasion cards.

c. Wes presented a thank you card to council from all of the River Heights staff for the optimal learning environment funds.

d. The next meeting has been scheduled for Wednesday, November 6 at 7:30 pm in the school staffroom.

8. Meeting Adjournment: The meeting was adjourned at 8:56 pm.

Note: We encourage every family to participate in our online QSP renewal program. All funds raised will support our school. Shop at [www.qsp.ca](http://www.qsp.ca). This year we have opted out of the magazine fundraising campaign, but if you were to reorder, place a new order or shop, the profits will still come to the school. OUR GROUP ONLINE ID ISL 36966036