



## SCHOOL COUNCIL MEETING AGENDA

Date: Monday, April 20, 2020

Time: 6:45 pm

Location: Win Ferguson Elementary School Learning Commons

### **1.0 Call to order**

- Introduction of Guests and Executive Committee
- Treaty Land Acknowledgement

### **2.0 Review of agenda**

- Motion, Approve, Second

### **3.0 Approve minutes from last meeting**

- Motion, Approve, Second

### **4.0 Standing Business**

- 4.1** STILL Program - Brandy
- 4.2** Agendas for 2020-2021 School Year
- 4.3** 3D Printer - Lana
- 4.4** Fee conversation- Lana
- 4.5** Administration Appreciation Day (April 20, 2020)
- 4.6** Volunteer Appreciation Week (April 19-15, 2020)
- 4.7** Communications: Newsletter went out to parents
- 4.8** Freezies for Track & Field Day
- 4.9** 2020/2021 School Agendas

### **5.0 Administration Report - Lana Lastiwka**

### **6.0 Trustee Report - Harvey Stadnick, COSC Update**

### **7.0 Receipt of Current Wishlist Items: N/A**

### **8.0 New business: N/A**

### **9.0 Committee Reports:**

- 9.1** Fundraising - Jaclyn
- 9.2** Treat Sales - Trish

### **10.0 Adjournment**

- Next Meeting: TBD



## P.T.A. MEETING AGENDA

Date: Monday, April 20, 2020  
Time: 6:45 pm  
Location: Virtual – via Google Meet

### **1.0 Call to order**

### **2.0 Review of agenda**

2.1 Motion, Approve, Second

### **3.0 Approve minutes from last meeting**

3.1 Motion, Approve, Second

### **4.0 Treasurer's Report**

### **5.0 Old business**

5.1 PTA membership forms – outstanding

5.2 Committee chairs – checklist of tasks, time requirements, etc – deferred from Feb

5.2.1 Insurance – completed forms, reviewed, will be submitting soon

5.2.2 Once quote returned, will require a motion for funding – casino funds approved for this use

### **6.0 New business**

6.1 Bylaws – Draft posted on winfergusonparents.com

6.1.1 Motion to distribute to membership for feedback, with deadline of May 11

6.1.2 Call special meeting of executive to approve bylaws, on May 19 (may be virtual)

### **7.0 Committee Reports**

7.1 Hot Lunch – Mandy Syrett

7.2 Fundraising – Jaclyn Stokes

7.3 Club Moo – Lacey Urbanski

7.4 Treat Sales – Trish Kuhn

### **8.0 Special Event Committees**

### **9.0 Adjournment**

9.1 Next Meeting – May 25 @ 6:45 pm

# WIN FERGUSON SCHOOL COUNCIL

## MINUTES OF MEETING

**Meeting Date:** April 20, 2020

**Meeting Time:** 6:45 – Virtual Meeting

**Attendees:**

Laina Neudorf	Lana Lastiwka
Amanda Syrett	Trish Kuhn
Karin Brassard	Courtney Liddle
Sherri Prince	Dawn Ferguson
Crystal Hudson	Harvey Stadnick
Amanda Topley	Karen Ridgely
Shelley Romanyshyn	
Justin Mazur	

ITEM	DESCRIPTION OF DISCUSSION
<b>1</b>	<b>Call to Order</b>
	Meeting was called to order at 6:55 Treaty Land Acknowledgement was presented.
<b>2</b>	<b>Approval of Agenda</b>
	Motion by Laina seconded by Trish carried
<b>3</b>	<b>Approval of minutes from last meeting</b>
	Motion by Laina seconded by Trish carried
<b>4</b>	<b>Standing Business</b>
4.1	STILL Program – tabled until September. There was call out to all that this program will require more than one person administering it – it has proven to be more work than first anticipated.
4.2	Agendas for 2020/2021 School Year a request to the PTA to fund the agendas – the budget is \$4.95/agenda – request to set aside \$1500.00 for agendas.
4.3	3D Printer – the cost is \$529.00 for the printer – the on going supplies will be funded by the school. There was agreement to support this purchase – but the purchase is tabled until back in school.
4.4	Lana indicated the only additional fees to the school fees would be for track and field.
4.5	Administration Appreciation Day (April 20, 2020) postponed
4.6	Volunteer Appreciation Week (April 15-19, 2020) – all volunteers will be acknowledged on school website.
4.7	Communications: Newsletter went out to parents
4.8	Freezies for Track & Field Day - postponed
<b>5</b>	<b>Administration Report</b>
	See attached report It was discussed the preferred method of communication from Administration – website or email – email seems to be the preferred method.
<b>6</b>	<b>Trustee Report</b>
	See attached report
<b>7</b>	<b>Receipt of Current Wishlist</b>
	No items at this time.
<b>8</b>	<b>New Business</b>
	None
<b>9</b>	<b>Committee Reports</b>
9.1	Fundraising – the Card package raised \$458.64
9.2	Treat Sales – used left over treats from the dance and donated the rest to the food bank.
<b>10.</b>	<b>Adjournment</b>
	Meeting was adjourned at 7:44 pm

**WIN FERGUSON PTA  
MINUTES OF MEETING**

**Meeting Date:** April 20, 2020

**Meeting Time:** 6:45 – Virtual Meeting

**Attendees:**

Laina Neudorf	Lana Lastiwka
Amanda Syrett	Trish Kuhn
Karin Brassard	Courtney Liddle
Sherri Prince	Dawn Ferguson
Crystal Hudson	Harvey Stadnick
Amanda Topley	Karen Ridgely
Shelley Romanyshyn	
Justin Mazur	

ITEM	DESCRIPTION OF DISCUSSION
<b>1</b>	<b>Call to Order</b>
	Meeting was called to order at 7:55
<b>2</b>	<b>Approval of Agenda</b>
	Motion by Courtney approved the Agenda seconded by Trish- carried
<b>3</b>	<b>Approval of minutes from last meeting</b>
	Motion by Courtney approved the Agenda seconded by Trish - carried
<b>4</b>	<b>Treasurer's Report</b>
	Sherri presented the report (see attached). General account balance: \$ 16,109.18 Manulife account balance: \$ 3,736.44 Casino account balance: \$16,779.92
	Motion by Laina to set aside \$1500.00 to pay for school agendas – seconded by Sherri – carried.
	Motion by Sherri to set aside \$750.00 to pay for 3D printer – seconded by Karen - carried
<b>5</b>	<b>Old Business</b>
5.1	PTA membership forms – confirmed that all who are attending this meeting has signed the PTA membership form.
5.2	Committee Chairs – checklist of tasks, time requirements have been provided Laina who will then compile and summarize
5.2.1	Insurance - submitted forms waiting for quote. Once quote is receive will require motion for funding – casino funds can be used to pay for this insurance
<b>6</b>	<b>New Business</b>
6.1	Bylaws have been drafted and have been posted on wingergusonparents.com
6.1.1	Motion by Sherri to distribute to membership for feedback, with deadline of May 11- seconded by Karen- carried.
6.1.2	Call special meeting of executive to approve bylaws, date to be determined.
<b>7</b>	<b>New Business</b>
7.1	<b>Hot Lunch:</b> it was recommended to cancel hot lunch and provide refunds to all participants – it was motioned by Sherri to issue the refunds – seconded by Trish – carried.  Mandy and Sherri will lead this – there will be 142 cheques for a total of \$2,888.50 <b>Motion by Sherri for \$175.00 for expenses to mail out refunds – seconded by Dawn – carried.</b>
7.2	<b>Fundraising:</b> the Card package raised \$458.64
7.3	<b>Club Moo:</b> motion by Sherri to offer refunds to those who would like to hand in their milk tickets for a refund – seconded by Karen – carried. Sherri will draft the offer and send out to all parents on how they may receive refunds for milk.
7.4	<b>Treat Sales:</b> used up left over treats from dance – donated the rest to food bank.
<b>8</b>	<b>Special Events Committees</b>
	Nothing to report
<b>9</b>	<b>Adjournment</b>
	Meeting was adjourned 8:20

**School Council Meeting**  
**Admin Report April 20, 2020**

**School Goals:**

**GOAL 1:** We LEAD, by ensuring more students achieve academic success in Literacy. (EIPS Priority 1, Goal 2)

**GOAL 2:** We LEAD, by ensuring more students achieve academic success in Numeracy. (EIPS Priority 1, Goal 2)

**GOAL 3:** We LEAD, by providing opportunities for students to further develop their leadership skills within the school and community. Opportunities and support will be provided for staff to further develop their professional and leadership capacities. (EIPS Priority 2, Goal 3)

1. We miss you and your children so much. You have all undergone so many changes in your lives, and we know that having schools close has not been easy for many families. If you need any support in any way, please call me at the school, and we can connect.

2. You have all done an incredible job supporting your children and their learning, as the saying goes, it takes a village. Staff have also done an amazing job and have had to completely reinvent their practice. Just like you, we all have different levels of expertise regarding technology, we thank you for your patience and support. Parents are encouraged to connect with their child's teacher if there are any questions. Here is a link to the [Parents Guide to Google Classroom](#) which you may have seen already. We have also signed out 120 chrome books to families for students to use at home. If you or anyone you know needs a chrome book, please ask them to call the school and we will hook them up.

3. Layoffs to support staff

- EIPS announced Friday, April 17 that it expects to temporarily lay off 189 permanent employees, and 128 hourly and short-term staff, as a result of the recent provincial funding cuts to education for the 2019-20 school year.

- In the fall, when the 2019-20 budget was released, EIPS' Board of Trustees opted to use its reserves to maintain staffing levels, and in doing so, minimize any disruption to classroom learning mid-year.

- With reserves now below the recommended threshold, the Division is unable to draw additional funds to cover the subsequent decrease announced three weeks ago.

- As a result, the Division needed to restructure its operations, and regrettably, that meant a reduction in staff at both the central administration and school levels.
- The decisions about what positions are critical in this troubling time were difficult and do not reflect the valuable contributions of those temporarily laid off.
- Using the resources at hand, our school will continue to provide the best possible educational experience in the days ahead.
- Our focus, as always, remains on student learning. Administrators, teachers and staff will continue to work in concert to ensure student learning continues while in-schools classes are cancelled, with the goal of preparing students for the next year.
- For Win Ferguson, we have 19 support staff total, 11 of those received layoff notices last week. We are currently planning to reallocate resources to support all of our students.

#### 4. ALTERNATIVE LEARNING: RESOURCE PAGE FOR STUDENTS AND FAMILIES

To help make the shift in learning as smooth as possible, EIPS has developed an online toolkit for families: [Alternative Learning During In-School Class Cancellations](#). The toolkit offers information about learning resources, supplemental lessons, navigating Google Classroom, how-to tips on supporting students, and more. In addition to learning supports, the toolkit also lists various mental health resources families can access to help navigate the challenges people are facing as a result of the global COVID-19 pandemic.

5. Accountability Pillar parent engagement evenings during Parent Teacher Interviews in February - 1 parent
6. Parent feedback survey - Thank you to those of you who took the time to complete this survey, we had over 80 responses. One of the big takeaways was regarding how parents like to receive communication. It was indicated that only a few percent of people like to check the website, and that they prefer email.
  - Using this feedback, I would like to use school messenger (our email program) to send out updates and things going on around the school to families, so people are aware. I would aim to send out monthly updates, or as needed, so not to overwhelm families. Any feedback on this would be welcome.
7. We received this information and sent this out to all of our families - **Feed the Fort by Ken's Catering** - Ken's Catering is offering free meals to those in financial need, as a result of the COVID-19 pandemic. Please contact Ken's Catering to sign up for a weekly meal. Meals can

be delivered or picked up. Orders must be placed by Wednesday each week. Text or call 780.691.3262 or email [kenscatering.fortsask@gmail.com](mailto:kenscatering.fortsask@gmail.com).

8. Jump Rope for Heart raised close to \$7000.00 this year. Thank you to our amazing community for supporting the Heart and Stroke Foundation. We get 10% of this back to the school to use as we wish. We wanted to provide this money to our student ME to WE club, so we could decide what to do with it. Originally, there was an idea to donate it to Australia and help a Koala rescue, or plant Eucalyptus trees. We did not have a chance to decide, as schools closed. I have been in touch with the teachers who co lead ME to WE, and we have decided that in light of what our community is facing, we are going to donate the \$700.00 to Ken's Catering, as they have been offering free meals to those in need. What better way to show we are building a ME to WE community.

9. Fees - March meeting was cancelled so here is the proposal

- In field trips we are 75% paid - \$4835.38 is still owing
- In swimming lessons we are 74% paid - \$1120.00 is still owing
- In noon hour supervision we are 76% paid - \$6635.03 is still owing
- Survey - 10 parents responded. Of those 100% are supportive of costs for extracurricular activities

**Fee update - Proposed 2020 - 2021 fees**

- \$45.00 K-6 Field trips
- \$70.00 Grade 2 swimming
- \$70.00 Noon Supervision

Young Author's Conference, WISEST, certain sports will continue to be covered by the school.

10. Budget - We have not yet received our school budgets, but should be getting them later this week. More news will follow when we have further information.

**From:** [David Ridgely](#)  
**To:** [Karen Ridgely](#)  
**Subject:** Fw: COSC Followup: April 8, 2020  
**Date:** Wednesday, May 20, 2020 10:33:55 AM

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----- Forwarded Message -----

**From:** Harvey Stadnick TRUS <harvey.stadnick@eips.ca>  
**To:** dkridgely@yahoo.ca <dkridgely@yahoo.ca>  
**Sent:** Monday, April 20, 2020, 02:22:58 p.m. MDT  
**Subject:** FW: COSC Followup: April 8, 2020

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**From:** Corrie Fletcher COMM <corrie.fletcher@eips.ca>  
**Sent:** Wednesday, April 15, 2020 2:17 PM  
**Subject:** COSC Followup: April 8, 2020

Good afternoon COSC members,

Below is a brief overview of what took place at the last COSC meeting on April 8, 2020.

**AGENDA ITEMS:**

- ASCA Conference & AGM
- COSC Operating Procedures
- Introduction to Google Classroom
- Parents as Partners during COVID-19
- School Councils: Staying active

**ASCA CONFERENCE AND AGM**

Alberta School Councils' Association (ASCA) has officially cancelled its 2020 conference. It is still holding the annual general meeting on April 26, 2020. The meeting is taking place virtually, using both [ZOOM](#) and [ElectionBuddy](#), from 9 a.m. to 2 p.m. Agenda items include: a special resolution to amend the bylaws, the financial statement and reports, and the executive and director elections—both Jacquie Surgenor and Krista Scott are running for director positions. To vote, delegates are required to complete and submit a [Credential Voting Form](#). The deadline to register is April 22. [Learn more](#) | [Register](#) | [Voting Form](#)

**COSC OPERATING PROCEDURES**

Members approved the COSC Operating Procedures, which take effect immediately. The procedures will help guide the work and support the operations of COSC. [COSC Operating Procedures](#)



## **GOOGLE CLASSROOM**

Jon Thomas, a Consultant with EIPS, walked members through Google Classroom and its different features, including what it is and how teachers use it to share assignments, homework, newsletters and more. For those not there, or those who want to review Google Classrooms again, see [Parent's Guide to Google Classroom](#).

## **ALTERNATIVE LEARNING: RESOURCE PAGE FOR STUDENTS AND FAMILIES**

To help make the shift in learning as smooth as possible, EIPS has developed an online toolkit for families: [Alternative Learning During In-School Class Cancellations](#). The toolkit offers information about learning resources, supplemental lessons, navigating Google Classroom, how-to tips on supporting students, and more. In addition to learning supports, the toolkit also lists various mental health resources families can access to help navigate the challenges people is facing as a result of the global COVID-19 pandemic. [Learn more](#)

Additional information from the April 8, 2020 meeting is available at [eips.ca](#). The next meeting takes place on May 6, 2020.

We look forward to seeing you there.



Corrie Fletcher

Communication Specialist | Communication Services

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Trustee Report April 2020

March 26 Board Meeting

-passed the following motions

-that the Board of Trustees approve amendments to Policy 7:  
Board Operations

-that the Board of Trustees suspend the maximum number of meetings a trustee can attend using electronic means for the remainder of the 2019-20 school year.

Approved the Three year capital plan.

-Priority 1: A replacement school for Rudolph Hennig Junior High and Fort Sask. High(grades 7-12)

: A Sherwood heights placeholder- project will focus on Sherwood Heights Junior high and be based on the results of the 2020 Sherwood Park Value Scoping Session.

-Priority 2: A replacement school for James Mowatt elementary(K-6)

-Priority 3: A modernization of Win Ferguson Elementary (K-6)

Received for information the Unaudited financial Report – Sept. 2019-Feb. 2020

March 28 – Board received information of a 14% reduction in the Base Instruction Grant and each board would receive an exact dollar amount they would have to achieve by the end of April.

In order to meet that amount it was necessary to lay off staff. Notices were issued mid April.

Upon the reinstatement of funding or possibly by September we hope that everyone will be able to be rehired.

These are unique times and many things need to be dealt with as a jurisdiction. I am sure none of our teachers expected to be delivering instruction in this manner and I am sure none of our students expected to be learning in this type of setting. So it is new to everyone and patience is something that we all need to have.

There have been questions about refunds to fees that have been paid and we have discussed this at length. We felt that it would be best to either give refunds or a credit to next years fees depending on situations but not until we know when this shut down ends.

We are currently working with the budget dollars for the 2020-21 school year as we know it at the present time. Though the government indicated that all the school boards will be receiving more money than the 2019-20 school year, I am not seeing that and won't until the budget is passed at the end of May.