

WMES School Council Meeting Minutes – December 3, 2024

Attendance: Shea Mellow (principal), Heather Macdonald (assistant principal), Rachel Green, Shauna Fankhauser, Danielle Johnson, Brad Schlossberger (town council member - Mayor), Cara Pawlick, Gwynne Orsten, Sandra Detmers, Trustee Carla Gimber.

Meeting called to order 8:02 pm

Approval of agenda- motion Shauna Fankhauser, second Danielle Johnson

Approval of November minutes- motion Danielle Johnson, second Shauna Fankhauser

Code of conduct- still available to view by parents, no one has reached out to view the schools code of conduct as of right now. Will finalize at January meeting to provide more time for parent engagement.

New principal introduction- Shea Mellow introduced herself, she is excited to be a part of WMES. She encourages parents to stop by and introduce themselves, she would love to meet you all.

There will be a biweekly newsletter sent by email to parents and guardians every other Friday to keep parents up to date on events and other things going on at the school.

Principal report- (Shea Mellow/ Heather Macdonald)

- Division administration meeting, celebrated successes across the division in student leadership, supportive culture, and academics. There has been some increases across the board that shows the impact the division has had with the work being done
- Alberta Ed has been funding literacy and numeracy intervention since we came back from covid. The funding is meant to target students that are at risk based on the screening tests that have been provided. WMES will receive a certain amount, Mrs. Mellow and Mrs. Macdonald will share later in January what they plan to do with the money. Grade 1-3 screening is done in January for everyone, then once more in June for the students who are at risk in order to show where they are at by the end of the school year. Kindergarten will be screened in January to give insight into where the students are at in the school year. Any questions regarding the screening - you can ask Mrs. Mellow anytime.

- Enrollment projections for the 2025/2026 school year will be shared by the division office to Alberta Ed sometime in January. Alberta Ed then informs budgeting and from there they determine what funding is needed.
- There have been some revisions to the admin procedures that deal with school council and extracurricular activities. Darryl would like some feedback on the revision by the end of January. See link attached to minutes.
- Mrs. Mellow and Mrs. MacDonald are coming up with more volunteer opportunities for parents at the school and will highlight them as they come up.
- The first Den day was very successful, lots of parents and guardians came.
- Gingerbread house decorating is upcoming, we had 37 families sign up!
- Christmas concert is December 19th, there will be a morning and afternoon show and they will do their best to stream or post to the youtube page for viewing after.

Teacher Report (Gwynne Orsten)

- Lighthouse had their first meeting with the new representatives from Grade 1-6 on December 4, 2024. They will be running in 2 month terms and putting out a news report in the Claresholm Local Press to keep community members up to date regarding service projects etc.

Trustee Report: (Carla Gimber)

- November 26, 2024 was the last meeting, see attached for more info.
- All presentations are on the LRSD website recordings of the board meetings.
- Transportation presentation, 563 new bus students qualified for busing, an additional 3 bus stops were added. LRSD is looking for more bus drivers, you can inquire online.
- Drive by violations while the bus is stopped with flashing lights on and the stop sign activated have increased. Please remember to come to a complete stop and do not proceed until the stop sign and flashing lights are off. Driving by a school bus with their lights flashing and stop sign activated can have deadly consequences. More prosecution of these incidents is happening as all busses have cameras. Brad mentioned he would share this with the Claresholm RCMP as well.

Meeting adjourned at 8:41 pm

SCHOOL COUNCILS

Background:

The Division encourages school councils to participate as active partners in the operation of their schools to build a supportive school community and to act in an advisory capacity to the Principal.

Procedures:

1. Each school shall have a school council formed and constituted in a manner consistent with the requirements of the *Education Act* and the School Councils Regulation.
2. As per [Board Policy 4: Role of the Trustee](#), the designated trustee may attend the school council as a non-voting representative of the Board and share board key messages.
3. The school council, through their designated trustee, shall also have the opportunity to provide input to the Board and Alberta Education on matters pertaining to the school and other educational issues.
4. The Principal shall notify the Superintendent by September 30 of each year of the executive of the school council.
5. Each school council shall work with the Principal to post a copy of the bylaws/guiding principles/operating procedures on their school website by October 30.
6. The school council shall submit, to the Superintendent by June 30, an annual report for the year containing:
 - 6.1. A summary of the activities of the school council during the school year.
 - 6.2. Financial statements as outlined in the School Councils Regulation (94/2019) of the School Council, if any.
7. The school council shall retain, at the school, a copy of the minutes for each meeting and make them available to any member of the public on request. These minutes shall be retained for at least seven years.
8. Each school may establish a separate advisory group for parents of children enrolled in an Early Childhood Services program at the school, or the school council may establish a process for these parents to be members of the school council.
9. In order to facilitate any fundraising activities for the school that require a non-profit status, the school council may choose to work with a registered society:
 - 9.1. School Councils, registered societies and principals are encouraged to work collaboratively on Principal-approved initiatives.
 - 9.2. Principals shall approve the acceptance of funds provided to the school.
10. The School Council provides parents and the school community with a means to consult with and provide advice to the Principal on matters pertaining to the school and its operations, including the School Education Plan, subject to the provisions of the *Education Act*.
11. The School Council may carry out other school-related functions as identified by the Principal or the Superintendent and agreed to by the School Council.
12. The Principal shall be the primary administrative resource for the School Council. The Principal shall assist the School Council Chair in establishing meeting agendas, dates, times and has the authority to approve all agenda items.
13. In the event of a disagreement between the School Council and the Principal, the School

Council Chair may appeal to the Superintendent in writing.

- 13.1. The Superintendent shall appoint a mediator.
- 13.2. In the event mediation is unsuccessful, the Superintendent shall convene an ad hoc committee, with representation from at least one trustee, to make recommendations for resolution.
- 13.3. The decision of the Superintendent shall be final.
- 13.4. On the recommendation of the Superintendent, the Board may request the Minister to dissolve the School Council pursuant to Section 55 of the *Education Act*.
14. School Councils shall not distribute materials related to a particular political cause or agenda.
15. School Councils shall not distribute promotional materials on behalf of businesses, non-profit organizations or service organizations unless approved by the Principal.
16. School Council communication materials shall be reviewed by the Principal prior to distribution.
17. Personnel or individual student concerns shall not be discussed at School Council meetings.

Reference:

Section 52, 53, 55, 197, 222, 251 *Education Act Personal Information Protection Act*
School Councils Regulation 94/2019 Alberta
School Council Resource Guide

Adapted from Elk Island Public Schools



BOARD OF TRUSTEES KEY MESSAGES

Following are the Key Messages from the Board of Trustees Regular Meeting held on Tuesday, November 26, 2024. Each month the Board Key Messages are shared at School Council Meetings. See your school's website for information about upcoming meetings and agendas.

1) Presentations

- a. **Transportation** - Mr. Rick Visser, Transportation Coordinator and Michelle Hedley, Administrative Assistant, Transportation presented to the Board of Trustees regarding transportation throughout the Livingstone Range School Division. During the 2024-2025 school start up LRSD implemented the new distance qualifications set by Alberta Education. The new qualifications indicated that 563 new bus students qualified for busing. Three additional routes, route redesigns and changes to ride times were required to accommodate these new riders. Our transportation department has been diligently following the LRSD divisional policies and guidelines aligned with Alberta Education's requirements to manage the challenges that the new changes created. With the addition of the in town bus stops, drive by violations have increased. Driving by a school bus that has its red lights flashing and stop sign activated is a serious offense and can have deadly consequences. In Alberta, the penalty for failing to stop for a school bus is a \$567 fine and possibly six demerit points. Please remember to stop your vehicle and don't proceed until the lights are off.

LRSD is currently looking for more bus drivers, to apply please email (hello@lrzd.ab.ca), mail (LRSD Transportation Department, PO Box 1810, Fort MacLeod, AB T0L 0Z0) or for more information, contact Rick Visser 403-625-3356.

- b. **Alberta Education Assurance Measures Results** – The Learning Services Team (Lisa Furukawa, Leanne Feller and Richard Feller) presented the LRSD Alberta Education Assurance Measures Results to the Board of Trustees. Results from the perception survey and standardized tests show improvement over the past year. Perception data includes measures in the areas of Student Learning Engagement, Citizenship, Supports and Services, and Parental Involvement. Standardized test results include data gathered from High School Completion Rates and Provincial Achievement Tests (PATs) and Diploma Exams (DIP Results). Local measures also

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include data from the EYE-DA/TA, Literacy/Numeracy Screening and STAR Reading & Math.. The Learning Services Team also presented information on Data Dashboards which will allow teachers and administrators to have increased access to data to inform their teaching practice and positively impact student learning.

- c. **Mental Health/Counselling** - Holly Stewart, Registered Psychologist, LRSD Clinical Team Lead presented to the Board of Trustees regarding the Family School Liaison Counsellor Program (FSLC) in the division. The overarching goal of the FSLC program is to effect positive change in the lives of students and their families. They strive to optimize their learning, development, and overall well-being through the work they do in our schools. Achieving this goal using these three type of services" 1) direct counselling support, 2) consultation, collaboration, and advocacy, and 3) preventative and proactive programming. The FSLC Team has a diverse team that includes 12 individual FSLCs and 3 Mental Health Therapists. The FSLC interventions often focus on mental health education, emphasize coping with stress, anxiety and emotional regulation. Another key focus area is peer relationships. FSLCs help students learn how to form and maintain positive relationships and support them in character development and self-esteem building. Unfortunately, a significant focus of their work is crisis response, including conducting various types of risk assessments and safety planning. In the 2023-2024 school year the FSLC team supported 531 students and require consent from a student's legal guardian. The top concerns brought forward by students/parents included social relationships, anxiety, and trauma, followed closely by ADHD and self-harm behaviours.

LRSD is very grateful that the Mental Health In Schools Pilot Program grant was extended until the end of this year. This funding allowed LRSD to hire two Mental Health Therapists (MHTs) to support students and their caregivers within our division. Additionally, in October of 2023 LRSD was able to implement the Integrated Student Support Program (ISSP) at WAD elementary. This is possible thanks to the Calgary Police Youth Foundation who had selected Fort MacLeod as an area of need. Through this funding, WAD was allocated a full-time MHT on staff to support students and families. LRSD has recently learned that this program is expanding and as such, two more of our communities have been identified as potential recipients of this programming:.

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- 2) **Election By-Law 2024-2** – The Board of Trustees passed first reading of by-law 2024-2 that would require all nominees to provide a criminal record check with their election nomination packages for the October 2025 School Board Election.
- 3) **Board Policy 24** – The Board of Trustees approved the second, third and final reading of the newly developed Board Policy 24 – Personal Mobile Devices and Social Media in Schools. To see full Board Policy, please click <https://www.lrsd.ca/download/466343>
- 4) **Audited Financial Statement: Period Ended Aug. 31, 2024** – The Board of Trustees approved the Audited Financial Statements for Livingstone Range School Division for the period ended August 31, 2024. The Livingstone Range School Division Audited Financial Statements (AFS) for the 2023-2024 school year included such highlights as the self-supporting financial position of PEAKS Campus and divisional expenditures were higher than revenues resulting in a deficit of \$188,224 which is lower than the anticipated deficit of \$454,500. The AFS were presented to the Board of Trustees by Jordan Gunderson, Director of Finance at a Board Meeting on November 26, 2024. For the full report please click [2023-2024 Audited Financial Report](#) or visit our LRSD financial website page at <https://www.lrsd.ca/our-division/departments/finance>
- 5) **Annual Education Results Report** - The Board of Trustees approved the 2023-2024 Annual Education Results Report for the Livingstone Range School Division. The AERR provides accountability to stakeholders related to the Government of Alberta's Assurance Framework, which includes student growth and achievement, teaching and leading, learning supports, governance, and local and societal context. The report also includes financial budgets and expenditures for the previous year, strategic goals and outcomes, stakeholder engagement summaries, and Alberta Education Assurance Measures data. Year-over-year positive growth is the story of the Livingstone Range School Division 2023-2024 Annual Education Results Report (AERR). The Measurable Results Assessment (MRA) shows 4% improvement compared to 2023, and up to 9% improvement over 2022 scores. Additionally, standardized test results have risen 4.5-9.8% since 2022. To see the full report, please visit our website at <https://www.lrsd.ca/download/474820> or visit our AERR & 3 Year Plan website page at <https://www.lrsd.ca/our-division/aerr-3-year-plan>

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