

**SIR ALEXANDER MACKENZIE ELEMENTARY SCHOOL  
SCHOOL COUNCIL MEETING**

**September 19, 2023  
SAM Library | 6:00 p.m.**

**AGENDA**

**DECISIONS**

- The SAM School Council's Purpose statement is:  
*As we work to support and enhance student learning at SAM, we will participate in the SAM School Council in an advisory role to the principal where we will foster, develop, maintain, and reflect the culture of the school. To do this, we will create forums for discussion, provide opportunities for families to participate, and, to the best of our abilities, represent our various school community views and voices.*
- The SAM School Council will use the Town Hall model of governance: All parents who attend meetings are welcome to participate, share ideas, and have input. This model is meant to be inclusive of all.
- Chair: Linda Marchand
- Vice Chair: Celeste Fowler
- Secretary: Jayson Loewen (Stephanie and Paula backup)
- COSC Representative: Celeste Fowler and Jazzie Buller
- Confirmed meeting dates and times for the year.
- Minutes from school council meetings going forward will be posted to the SAM website. Draft minutes will be distributed by email and will be considered approved unless there are objections within a week of distribution. SAM Explorer will include a link to the minutes.
- Agendas for School Council meetings will be published in SAM Explorer as brief bullet-points with a link to the complete agenda.

**1.0 AGENDA**

**1.1 Land Acknowledgement:**

**We** are grateful to live, work and play on Treaty 6 territory and the homeland of the Métis. This land is a traditional meeting ground, gathering place, and traveling route for many Indigenous people whose diverse cultures have enriched this land for generations.

**We** honour the Elders, Knowledge Keepers and other Indigenous voices who share their stories and wisdom with us as we work towards reconciliation in a good way.

**We** are treaty people and promise to work towards repairing relationships by showing kindness to each other and stepping gently on the land.

## 1.2 Welcome and introductions

Linda Marchand  
Celeste Fowler  
Kolby Iezzi  
Holly McTaggart  
Darla Loewen  
Jayson Loewen  
Kim Robertson  
Tarena Martin  
Lisa Makovichuk  
Cam Makovichuk  
Dawn Rothwell  
Sara Gossa  
Sean Cheyney  
Lise Classen  
Kevin Yee  
Randi Shuttleworth  
Pauline (Paula) Requa  
Stacey Addison Fortuin  
Jazzie Buller  
Stephanie Morris  
Stephanie Ladouceur

## 2.0 COMMENTS AND QUESTIONS

At this point in the agenda, supporters of Sir Alexander Mackenzie School are invited to make brief comments or ask a question of the council.

- None noted.

## 3.0 MINUTES

### 3.1 **Recommendation:**

“That the minutes of the previous School Council Meeting (May, 2023) be approved as circulated.”

- Unanimously approved.

### 3.2 Business Arising from the Minutes

- None noted.

## 4.0 COUNCIL BUSINESS

### 4.1 Council Business

- Review roles and responsibilities of school councils, principals, teachers and school board representative

- **School Council:** May advise the principal and the board respecting any matter relating to the school. May not discuss specific students or staff and legal matters. Must keep informed of relevant school and school division policies, hold meetings throughout the year, record meeting minutes, distribute meeting minutes, and ensure regular communications with the whole school community.
- **Principal:** Must promote cooperation between the school and community, support the chair in running efficient school council meetings, provide contextual information relating to the school, and seek input from the school council, parents, and community on major decisions that affect the school.
- **Teacher:** Must promote a collaborative model of decision-making, share professional knowledge, share school council activities and information with other staff, and represent the teachers' perspective.
- **School board representative:** Must share professional knowledge, and expertise, communicate information of interest to the school council, and share information from the school council meetings with the board when applicable.
- Trustee Haroun was assigned to our school this year, but is not well and is not expected to join us for the first half of the year. The other trustees will rotate through our meetings in the interim.
- Share the School Council Purpose statement. Revisions?
 

*As we work to support and enhance student learning at SAM, we will participate in the SAM School Council in an advisory role to the principal where we will foster, develop, maintain, and reflect the culture of the school. To do this, we will create forums for discussion, provide opportunities for families to participate, and, to the best of our abilities, represent our various school community views and voices.*

  - No suggestions or questions.
- Decide on our [model of governance](#) to be followed. There are two types:
  - Town Hall
    - All parents who attend meetings are welcome to participate, share ideas, and have input. This model is meant to be inclusive of all.
  - Representative
    - Parents determine the size of the School Council and what groups will be representing during decisions being made by the School Council.
  - Discussion
    - Town hall was how we ran the school council meetings in the past.
    - It is important to communicate to parents that they have a voice and encourage attendance to the school council meetings.
    - Online meetings are very helpful to some parents. We can explore technology for a hybrid meeting.
  - Decision
    - Unanimous agreement for Town Hall model. No objections.
- Elections: ([Role Descriptions](#)). Attendees affirmed the following roles.
  - Chair: Linda Marchand
  - Vice Chair: Celeste Fowler
  - Secretary: Jayson Loewen (Stephanie Ladouceur and Paula Requa backup)

- We would like to post meeting notes to our website once they are approved. We want people willing to participate without worrying about being named on a website.
    - Jayson is willing to be secretary when able to attend. Paula and Stephanie were willing to be backup secretary.
  - COSC Representative:
    - Council of School Councils representative. Role is to attend their meetings and bring back information. See what is going on with other schools and what is important to their school councils.
    - Linda is planning to attend the meetings, but it would be nice to have someone else attend too.
    - Celeste willing to attend.
    - Jazzie willing to attend.
- Confirm meeting dates and times for the year
  - Third Tuesday of each month. No objections. Affirmed the following dates:
  - October 17 @ 7 PM
  - November 21 @ 6 PM
  - January 16 @ 7 PM
  - February 20 @ 6 PM
  - March 19 @ 7 PM
  - April 16 @ 6 PM
  - May 21 @ 7 PM
- Plan how to access minutes for this year and previous years
  - SAM website - agreed to put meeting notes on the website. We will not include notes from previous years because those notes included names.
  - Suggestion: include a comment link at the bottom of minutes for readers to provide feedback. Agreed to include the School Council Chair email address in the meeting notes and in SAM Explorer.
  - Discussed approving minutes faster so we can post to the website soon after the meeting. Consensus was for attendees to approve minutes by email.
  - Discussed how long to give people to approve minutes. Suggestions included 24 hours, three days, and one week. Consensus was one week.
  - Agreed to send draft minutes by email and to consider them approved unless there are objections within a week of emailing the minutes.
  - SAM Explorer will include a link to the minutes posted to the school website.
  - Discussed publishing the school council agenda on the website prior to the meeting. Agreed to publish brief bullet-points in SAM Explorer with a link to the complete agenda.
- Chair proposes we spend our \$500 ASCA grant on [ASCA workshops](#) “Operating Procedures” and “Creating School Council Plans”?
  - Discussed using the grant toward a workshop put on by the Alberta School Councils’ Association (ASCA).
  - We can spend the grant on other options.
  - Could we spend the grant on technology to facilitate hybrid council meetings?
  - Agreed to discuss at the next council meeting. Dawn will bring rules for what we can spend the grant on.

## 4.2 Communications/Engagement

- How can the School Council collect the community's voice? Brainstorm:
  - Attend events so parents know there is a school council
  - Ask parents questions about...
  - Create a Committee to review school and division policies for discussion and possible amendments
  - Get a better gage on the “Whole-School Health”
  - How can we help improve reading and numeracy comprehension
  - How can we emphasize cultural citizenship within the school
  - We want to work on collecting the community’s voice throughout this year. This will be an ongoing part of our discussions.
  
- Based on the prepared [school calendar](#), the following are events that parents will be in attendance.
  - September 7 | Welcome BBQ
  - Sept 26 | Literacy Evening - SAM Loves to Read
  - October 18-19 | Parent-Student-Teacher Interviews
  - Nov 17 \*tentative | Family Movie Night
  - November 21 | Numeracy Evening
  - December 13-14 | Christmas/Winter Concert
  - Jan 30 \*tentative | Kindergarten Open House
  - Feb 21 | ACE Info Evening
  - Feb 23 \* Tentative | Family Movie Night
  - Mar 13-14 | Celebration of Learning
  - Mar 16 \*tentative | Family Bingo Night
  - April 17 | Spring Concert
  - May 23 | Breakfast for Dinner
    - What could we share at these events?
      - What is a school council and what do we do
      - Invite to Community Facebook Page
      - Posters on the wall were useful to collect parent voices.
  
- Teacher spotlight
  - Is this a possibility? Yes! And we had a few teachers attend today.
  - What might a spotlight look like?
    - Leave it up to the teacher.
    - Focus on an area of expertise
    - Communicate an exciting initiative (eg. Mental Health Literacy pilot)
  - SAM Explorer will spotlight teachers. We can also spotlight teachers during school council meetings.
  
- Review [Communications Preferences Survey](#) for sending out to parents in September
  - The survey will be used to help us decide what communication method the School Council will use to reach parents.

- Discussed using monthly survey questions (3 max) to parents to help inform the following month's meeting. We may need follow-up discussion after receiving results of the communications preferences survey.

#### 4.2 Sir Alexander Mackenzie School Reports

- Teacher/Staff Report

- Spotlight on **Student Support Team**

- The student support team is Dawn Rothwell, Cam Makovichuk, Lise Classen, Sara Gossa. They meet weekly as a team.
- New Roles: Learning Support Facilitator (LSF) & Health Recovery Facilitator (HRF)
- Goals & Objectives:
  - Early identification of students who may need additional support.
  - Further build capacity and skills of our Educational Assistant team.
  - Support teachers with the development and implementation of individual learning and program plans.
  - Work alongside families to support their children and help connect with community resources.
- Last year SAM had a counsellor at 0.4 with a structure that had the person in the building only two days of the week. This year SAM has a structure to support ongoing communication with people in the building every day.
- Sara joined us in the role of Health Recovery Facilitator. She has a social work background that will help connect families with community support resources and community services. The student support team is trying something new and has a vision for the role and expects the role to evolve.
- Lise introduced herself. Teaches grade six in the mornings and is involved in phys-ed. The LSF role is to support teachers. She will work with students one-on-one on occasion. If kids need referrals, they can come to Lise and the team will refer to division support services. Lise will also support teachers with additional strategies and support to meet student needs in classrooms.
- Sara introduced herself. Health Recovery Facilitator. Here to assist families and Educational Assistants to better support students. Connect students and families with community resources. Started recess club.
- What is a recess club and what engagement do you have? It is for all kids (K-6) to meet at the outside classroom. Have activities and games planned, which helps some students who benefit from direction. Some are intentional regular participants. Some want to be leaders, and are a big help. Some teachers guide students to recess club. It is cool to see kids who might not usually run and play engage during recess.
- Email address for the support team will go to all four: [samsupportteam@spschools.org](mailto:samsupportteam@spschools.org). Cam will publish that email address on the school website.

- Principal Report by Dawn Rothwell

- Updates on:

- SAM population & class compositions
  - Only three students enrolled for afternoon kindergarten, so we were not able to offer it.
  - The ACE program had twelve referrals from within SAM going into grade four. Going from twelve to twenty-three students changed the dynamic of that class. We hope that the program will continue to grow, then the challenge will be how to reconfigure into multiple classes. It cannot grow larger and be kept as a single class.
  - SAM support staff increased in response to student needs. School administration presented a student needs profile to the district office and received support that allowed adding support staff. Educational Assistants are connecting with many students, not each connected to one student.
- Staffing & budgeting
  - We are on track to our budget within four students of our projected student enrollment.
  - Discussed possibility of sharing plans for 2024-2025 ahead of presenting to the school board. The education plan was significantly overhauled last time. Education plan will be done by the November school council meeting. At the October meeting, Dawn and Cam can present some thinking for feedback, including a review of the existing plan.
- Update on portable de-construction: The school division applied to the ministry of education for a portable for Lois E. Hole but was denied because the division had sufficient square footage for the students. But the square footage was at SAM, so the Alberta Government is funding moving the portable from SAM to Lois E. Hole school. The portable is scheduled to be removed from SAM property by the end of October. The remaining space will be resurfaced in asphalt. Upcoming conversations on how to better utilize this space.
- Upcoming events:
  - Dallas Arcand - Hoop Dancer - Wed, Sept 20th 1:15pm
  - Terry Fox Run - Thus, Sept 21st (pm)
  - Grade 6 Camp - Camp Yowochas - Mon, Sept 25
  - SAM Loves to Read - Thursday, Sept 28 5-6pm
    - Two local authors will be present to read their books.
    - There will be tips and tricks to support emergent and more advanced readers at home.
    - Literacy leads (Michelle Provost and Lucy Raven) will attend.
    - Grandin Bakery cookies will be there!
    - Books will cost a few dollars.
    - Please attend!
  - Grade 5 Camp - Birch Bay - Tuesday, Oct 3
  - Parent Student Teacher Conferences - October 18th & 19th
    - Book Fair

## **5.0 OTHER COUNCIL BUSINESS**

- Discussed school photos with Lifetouch. Icon Photography merged with Lifetouch. SAM School's long-time Icon contact retired at the end of last year and we are experiencing some challenges with the services now being provided by the company. Several families had challenges accessing photos. Parents received inconsistent information from the company. Sibling photos from past years were appreciated by some parents. The price of photos was higher than prior years. Comments during the meeting and from online discussion indicated that SAM Families were unimpressed with Lifetouch. Cam will continue calling the company and will follow up by sending information to parents. School will look into alternatives for future years.

### 5.1 Correspondence

- None noted.

### 5.2 COSC: no update.

## **6.0 ANNOUNCEMENTS**

- None noted.

## **7.0 FUTURE MEETING DATES**

### 7.1 Schedule future meeting dates:

- Tuesday, October 17, 2023, 7 pm

## **8.0 ADJOURNMENT**

7:37pm

## **COUNCIL REPRESENTATIVES**

**Chair:** Linda Marchand  
**Vice Chair:** Celeste Fowler  
**Secretary :** Jayson Loewen (Stephanie and Paula backup)  
**COSC Rep:** Celeste Fowler and Jazzie Buller  
**Admin Team:** Dawn Rothwell (Principal)  
Cam Makovichuk (Assistant Principal)  
**Trustee:** Stanley Haroun