

Our Lady of the Assumption School Council Meeting Minutes

Wednesday November 13, 2019 at 6:30pm

Attendees: Denise Kobza, Matthew New, Ken Tratch, Rhonda Norris, Cindy Clewes, Michelle Dormer, Deena MacWilliam, Michelle Tyslau, Susan Murray, Jamie Puchinger

1. **Call to Order:** 6:30pm
2. **Opening Prayer:** Led by Mr. New
3. **Welcome and Introductions**
4. **Review of the Agenda**
5. **Approval of October Minutes**
 - Approved by Michelle Tyslau and Deena MacWilliam.
6. **Old Business**
 - a. Position Vacancies – still no volunteers. We will table this item for the rest of the year.
 - b. Room Reps – This will also be tabled for the year.
 - c. Mary Our Model – Mrs. Kobza
 - As a follow up to our October discussion on School Culture Mrs. Kobza presented and discussed the “Mary our Model – Action Plan to Enhance School Culture”.
 - Mary Our Model hand-out was passed around. Link to the hand-out is attached to the November agenda.
 - Some of the key points discussed:
 - Based on Edmonton Catholic – Positive Behaviours in Practise.
 - Staff had previously identified that discipline at the school was an issue and began working to develop an updated Code of Conduct.
 - This process began last year and continued into this year.
 - As our school is called Our Lady of the Assumption it made sense to have Mary as our role model. Staff, students and parents can look to Mary as an example to model behaviours after.
 - Action Plan to address school culture is broken down into 7 areas of focus:
 1. Define School Wide Behavioural Expectations
 2. Teach Expectations to the School Community
 3. Teach Students the Social Skills to Handle Challenging Situations
 4. Teach Staff to Handle Challenging Situations
 5. Acknowledge and Reinforce Positive Behaviour
 6. Establish Fair and Consistent Consequences for Negative Behaviour
 7. Monitor Patterns of Positive and Negative Behaviour.
 - These were discussed with OLA staff during the October 25th PD Day.

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- The school has also hired a new Counsellor named Leanna Santangelo to work with students. She will work with students on regulating emotions and dealing with social/emotional concerns.
- There was a discussion about the possibility of sending out a survey to Parents. Parents would be given all the information discussed above and asked to highlight what is most important to them by answering a few survey questions.
- The school has an action plan that will likely take about 3-5 years to be fully functional. What is being asked is what needs to be done now? What feedback can parents provide as to what is most important to them. What should be the priority?

7. School Reports

Principal:

- Accountability Pillar
 - Annual Education Results Report
 - Results for OLA were fantastic. Great Job.
- Budget
 - Thank you to the board that no staff were cut.
 - Did need to cut 10% from school budget. About \$8,500 needed to be cut. Main things cut were teachers' budget from \$300 down to \$100. Admin supplies cut. Christmas dinner will now be paid for with fundraising. Paper budget is capped. Support for field trips from fundraising instead of school budget.
- Christmas Festivities
 - There will now be a three year rotation with Christmas Concert, Christmas Family Fun Night and Christmas Dance. This year will be a Christmas Dance on December 12th from 6-8pm.

Associate Principal:

- Faith Update:
 - Advent Celebration with focus on Be Mindful Be Prayerful
 - Marion Mass coming up. Fr. Kevin has been very supportive.
 - The sock drive will be running for advent. Socks will be distributed to several different programs in the city.
 - Friday Mass Participation will be starting. Each class will sign up to attend a 9:00am Mass on Friday once every two months. Taking advantage of how close the school is to the church.

Teacher:

- Calendar Review by Cindy Clewes
 - Review of Calendar Handout

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- Upcoming events of note for November/December:
 - Report Cards Issued Friday Nov. 22nd.
 - Parent Teacher Interviews scheduled for Thursday Nov. 28th.
 - December 7th is St. Nicholas Day. Kids from OLA will be singing in the choir at Assumption Church Hall at 12 noon. There will be activities and treats for everyone as well.
 - Snowball Dance December 12th from 6-8
 - Last day of school before Christmas break is December 20th.

8. Trustee's Report – Ken Tratch

- Trustee Danny Ponjavic is very sick and we are asked to please keep him in our prayers.
- There is a new Health and Safety officer Tim Scott. Safety training is available to all staff. The goal is to ensure that there is someone qualified in first aid at every school.
 - Mr. New – there is a cost per staff member. OLA has 4 staff trained in first aid. The priority was for coaches and staff attending CAMP.
- Voluntary Teacher Retirement Opportunity. Any eligible teacher or support staff can submit a notice of retirement by Dec. 13th for retirement effective Jan. 31st. They will be offered a temporary teaching contract for the remainder of the year from Feb through June. This helps with figuring out what jobs will be available the following year for remaining teachers.
- Board Work Plan 2019/2020 – to figure out what the Board will be doing every month of the year in the areas: Religious, Generative, Strategic and Fiduciary.
- Knights of Columbus Fundraiser 2020 is coming up on February 22nd. This is in partnership with the Holy Spirit Catholic School Division. It will be a charity dinner and silent auction. They are asking schools to gather donations for the auction. Proceeds will go to the Holy Spirit Nutrition Fund.
- Shrove Tuesday – Students will be going to Assumption Hall for a Pancake breakfast. The Knights of Columbus Council 5726 has been asked to help prepare and serve the meal. Please send a note to the K of C council with details.
- Christmas Turkey Dinner – Send a note to the K of C council asking for a donation towards this.

9. New Business

- Agreed that there will be no meeting in December.

10. Next Meeting

- In January. Date and time TBD.

11. Adjourn

- Meeting adjourned @ 7:50pm