

PARK WEST SCHOOL SCHOOL ADVISORY COUNCIL

MEETING SUMMARY

Date: January 16, 2019

Time: 5:45 P.M.

In Attendance

Students: Grade 7 Rep, Grade 8 Rep, Grade 9 Rep

Parents: Karen Saweczko (chair), Sheetal Ajay, Jeff Rogers

School Staff: Ms. Bennett, Ms. Kerr, Ms. Cavanaugh

Community Members: Glenn Anderson, Janet Lee, Waseema Nazim

School Administration: Mr. Carter, Ms. Olsen

Regrets: Mr. Melanson

Agenda

1. Call to Order
2. Approval of Minutes for November 16, 2018
3. Reports:
 - a. Principal
 - b. Student Representatives
4. Correspondence:
 - a. Ms. Ankhorn involving concerns with October 17, 2018 minutes
 - b. Ms. MacLeod re answers to questions from October 17, 2018
5. Discussion:
 - a. School Success Plan
 - b. Decisions for funding with new SAC budget
 - c. Suggestions for Extracurricular Policy
 - d. Appointment of Committee for Assessment Policy
 - e. Appointment of Committee for revised Letter of Agreement
 - f. Presentation of new School Success Plan (SSP) – Ms. Olsen, VP

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- g. Expression of Interest to participate in consultation re. public school bus system
 - h. New Parent Representative Needed for Council to Improve Classroom Conditions
6. Next Meeting: Wednesday March 13, 2019

1. Call to Order

The Chair opened the meeting at 5:53 P.M.

2. Minutes from Previous SAC Meetings

The minutes from the November 14, 2018 meeting were distributed previously via email for review and comment. No additional concerns were brought forth and the minutes were approved.

Action: Chair to provide Mr. Carter with final minutes for posting to the school website.

3. Reports

a. Principal

- **Publication Provided:** Park West School Report January 16, 2019

Due to the number of items on the meeting agenda the report was distributed for review with Mr. Carter highlighting that preparatory work for next school year has already begun with February registration starting in February.

b. Student Representatives

- Grade 7 – teachers have been supportive and are interacting positively with students. The structure provided by some new rules (i.e. lining up to the right of the door) has helped to organize the students. From a social perspective, students have been inclusive and accepting of others into their groups.
- Grade 8 – There are a number of ways to be involved with at the Junior High level (i.e. science fair expo, ski trip, etc.). The Pals Program is popular as it allows

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the younger students to interact with the Junior High students. It also allows the Junior High students to build leadership skills.

- Grade 9 – There appears to be an increased focus on academics as students get closer to the transition to high school. While there was always a good level of respectful treatment toward teachers this seems to have increased to a new level. Students appear to be increasingly inclusive with others on their project groups.

4. Correspondence

a. Ms. Ankhorn Involving Concerns with Oct. 17, 2018 Minutes

- **Correspondence Provided:** Correspondence from Laura Ankhorn

The Chair provided an overview of the concerns of Ms. Ankhorn as detailed in the correspondence and provided some possible suggestions to the members as to how to attend to the concern. It was noted the minutes had already been accepted by the SAC with no concerns from the members. Through discussion it was determined that Ms. Ankhorn's correspondence and all available parent presentations would be added to the school website as an exception without creating precedent.

Action: October 17, 2018 minutes to have a small section redacted prior to posting due to a privacy concern. Redacted minutes, Ms. Ankhorn's correspondence and all available parent presentations from October 17, 2018 to be posted to the school website.

b. Ms. McLeod re Answers to Questions from October 17, 2018

- **Correspondence Provided:** Correspondence from Amy McLeod

The Chair reviewed the responses to questions posed to Ms. MacLeod by the SAC and parent attendees at the October 7, 2018 meeting. It was noted that responses had not been provided to some questions posed.

Action: The Chair will follow up with Ms. MacLeod on the outstanding questions as well as to seek any new information on the new school announced the area.

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5. Discussion

a. School Success Plan (SSP)

Publication Provided: Park West SSP Goals and Strategies 2018/19

Publication Provided: Student Success Plan, School Annual Report

Ms. Olsen provided an update on the School Success Plan (SSP). There has been focus not only on number sense but actual understanding of mathematical problem solving. Focus is now shifting to writing and there is a small budget to free up teachers for a few days so they can come up with a thorough assessment plan.

b. Decisions for Funding with the New SAC Budget

Publication Provided: School Advisory Council Spending Guidelines

Publication Provided: SAC Member Expense Claim Form

Publication Provided: PWS Suggestions from the PTA Wishlist

The Chair reviewed the Spending Guideline highlighting the 3 categories where funds could be expended and the Claim Form to be used should any individual member need to submit expenses. It was again confirmed by the members that there was no current need to expend funds on operations of the SAC.

The SAC budget is \$5,000 plus \$1 for each student. Discussion on the items identified from teachers and the PTA along with several other items from members determined the approval of expenditures on several items.

Actions:

The SAC has approved the funding of:

- Item 1 on the PTA Wishlist – Literary Resources - \$1,000
- Item 3 on the PTA Wishlist – Fountas & Pinnell Kits – 3 kits @ \$400 each, totaling \$1,200
- Item 4 on the PTA Wishlist – 2 Sparks Fly Stationary Bikes - \$700 each, totaling \$1,400
- Item 5 on the PTA Wishlist – Mathematics Resources - \$1,000

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- Item 8 on the PTS Wishlist – Federation of NS Writers in the School Program - \$525
- Item 9 on the PTA Wishlist – Mathematical Competitions - \$150
- Member Ajay is to research the possibility of offering Coding Club this year with the remaining funds.

c. Suggestions on the NS Extra Curricular Policy

Publication Provided: Consultation on Supervision of Extracurricular Activities Policy

A final call from the Chair was made for comments or concerns on the proposed changes to the Extracurricular Policy to permit volunteers to lead activities. It was noted by Mr. Carter that the HRCE policy already has similar language so this change would increase alignment between the policies. It is expected that there will be a continued ask on similar items as the EECD attempts to bring consistency across the province. No additional concerns were raised.

d. Appointment of Committee for Assessment Policy

Publication Provided: Assessment Consultation, SAC, Parents and Guardians

The Chair sought members to volunteer for a Committee to review the Assessment Policy to provide input on potential changes. These inputs are required to be submitted by January 31, 2019. Members Lee, Kerr and all three student representatives would form the Committee.

Actions:

- Ms. Olsen to provide the student version of the presentation slides
- Committee to submit their inputs to the Chair no later than January 30, 2019 in order to meet the deadline on the 31st.

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e. Appointment of Committee for Revised Letter of Agreement

Document Provided: PWS SAC – Plan to Move Forward

The Chair reviewed the handout detailing the items the SAC should observe on a go forward as well as in relation to drafting the new LOA and bylaws. The Chair sought members to volunteer to form a committee to draft a revised letter of agreement (LOA) and SAC bylaws. This is due for submission by March 31, 2019. Members Ajay, Anderson and Rogers will form this committee.

Action: Committee to submit the draft LOA and bylaws to the SAC for the March 13, 2019 meeting.

f. Presentation of New School Success Plan – Ms. Olsen

Duplicate item, see 5.a above.

g. Expression of Interest to Participate in Consultation re public school bus system

Correspondence Provided: FW: January 2019 Updates for SAC Members

The Chair reviewed the request of Government in seeking input from stakeholders including SAC members. Members wishing to participate should make contact as detailed in the correspondence.

h. New Parent Rep Needed for Council to Improve Classroom Conditions

Correspondence Provided: FW: January 2019 Updates for SAC Members

Chair advised EECD is seeking a parent volunteer to participate on this Council. Links to the online application form is included in the correspondence.

Adjourned: 7:04 PM