

Pasadena Elementary School
SCHOOL COUNCIL MEETING
AGENDA
February 6, 2018
6:30 pm



1. Welcome/Call to Order

Norma chaired the meeting in Chair Hal Cormier's absence.

2. Roll Call

- a. Present: Norma Park, Krista Dollement, Michelle Cornick, Jim Pink, Wayne Garson, Heather Green, Robyn Dillman, Jecenta Hudson
- b. Regrets: Hal Cormier, Paul Taylor, Barry Walsh, Terry Lavallee, Chris Bromley

3. Review and Approval of Minutes of Previous Meeting

- i. Motion to approve: Michelle. Seconded: Heather

4. Review and Approval of Agenda

- i. Council members requested to add to agenda:
 - 1. Review of 30 students in grade 5 classroom
 - 2. Allocation for 2018-2019
 - 3. Availability of minutes of previous meeting to Council members

Motion to approve: Wayne. Seconded: Heather

5. Business Arising

- a. Fence/Barrier Update - No formal update from Assistant Director since last meeting.
 - i. Council would like an update on:
 - 1. Initial costs incurred by Board/school in erecting the "barrier"?
 - 2. What kind of "barrier" are we putting in place? As a staff/Council we need to address next staff meeting/next Council meeting.
 - 3. Maintenance costs once a barrier has been decided on and put in place?
 - ii. A need for clarification and ongoing collaboration from Assistant Director, re: questions/concerns as per December 13 School Council meeting minutes. Questions posed directly in these minutes need to be sent via an email/postal letter addressed to Assistant Director Donna Miller Fry seeking formal clarification of Council's concerns surrounding the building of a "barrier". These minutes were forwarded to Ms. Miller Fry and Mr. Paul Rose, Senior Education Officer by principal Norma Park.
 - iii. The council will develop a follow-up letter reiterating concerns/questions found in December 13th minutes. Follow up on specific questions and content of letter to be held in next Council meeting on March 8th, 2018.
 - iv. Michelle Cornick will take the lead in developing a Google survey to parents related to fencing. This survey can then be attached to letter as a supporting/

conflicting argument.

1. discussion on how we can reach all parents (email list) without conflict of interest with school administration for the development and distribution of said survey.
 2. Michelle Cornick will draft a letter (parent survey) and it will be reviewed/signed by Chair Hal Cormier. Council can contact Michelle at mcormick38@gmail.com with question/concerns related to survey.
- v. Assumptions were brought forward that there have been preliminary plans discussed and probably started through Facilities Maintenance. Michelle is going to contact Todd Penny for confirmation.

6. Subcommittee/Special Committee Reports

- a. Principal's Report
 - i. Review by Council members of School Development Plan Action Plans highlighting:
 1. 3 School Development Goals
 2. Objectives
 3. Strategies
 4. Actions Plans
 5. Progress notes on Action Plans

Council members had some questions and sought some clarification on Action Plans around classroom helpers and working towards providing stage access for all students. This latter action plan has been a school request for the past three years. The principal's understanding is that the Maintenance and Facilities division is currently actively working on this request. There should be an update soon.

7. New Business

- a. **Class cap size.** Michelle Cornick sought clarification of the notion of soft/ hard cap given there were 30 students in Grade 5? The principal provided the following clarification: The cap in Grade 5 is 28 students but the District will allow up to two additional students before seeking additional allocation for that grade. This class was at 30 students for a couple of weeks and the principal and Senior Education Officer had engaged in discussion around additional teaching allocation. One student has transferred out and with a class size of 29 it is unlikely that additional allocation will now be approved. Michelle Cornick noted that she has been hearing from parents that students are frustrated and feeling confined within classroom setting .
- b. **Teacher allocation.** Michelle Cornick raised a discussion around if there is a better way of utilizing our teachers (ie. subject based) when *developing_school* teacher allocations? And is it possible to include teacher *input* into the staffing process where a committee of teachers could develop the allocation into a teaching plan that provides suggestions on teaching core subjects, singular classes, and multigrade opportunities. Jim Pnk noted that given reduced allocations in recent years, there

are hiring constraints centered around the teaching of multiple grades. However, combining grades is the better way to deliver curriculum equitably. Norma Park noted that our allocation is decided by the District after it receives its allocation of teaching units from the Department of Education. While some of Michelle Cornick's suggestions are great, there is just enough allocation to cover grades without room for subject teaching, etc. The Department of Education, as of two years ago, began the combined grades model and school administration is bound to follow that approach in staffing the school.

- c. ***Review and approval of meeting minutes.*** Jecenta Hudson noted that she felt it was disrespectful that minutes of previous meetings were only provided the night of the subsequent meeting. She questioned if there were alternate ways of reviewing a draft copy of the minutes prior to the next meeting so as to be more prepared for the meeting. Several Council members noted that this was the standard practice on the other committees they served on including Town Council. Minutes of previous meeting are brought back to the next meeting for review and approval before being posted publicly. The principal will ask the School Council secretary if it is possible to have a draft of the minutes 24 hours in advance of next meeting.
- d. ***Teacher-Staff Appreciation Week*** (February 12-15, 2018). Robyn Dillmand and Heather Greene agreed to take the lead on organizing the week as per past years. Volunteer recruitment letter will be sent home to parents on February 7.

8. Announcements/Communications

- a. The Cuffer just came out today and was emailed to Council members by Norma Park.

9. Date and Time of Next Meeting

Next meeting is: Thursday March 8th 6:30pm.

Motion to bring meeting to a close: Heather Greene. Seconded: Norma Park.

Note time meeting ends: 7:35 pm