

# Pioneer Middle School

## School Council Meeting Minutes September 10<sup>th</sup>, 2018

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**In attendance:**

Patrick Wilbur	Kim Ponto	Jackie Zeller
Lucas Brown	Michelle McHugh Jolliffe	Katryna Hubl
Chana MacDonald	Lacey Brown	Corrinne Bell
Jenna Morrish	Katelyn Doddridge	Laura Henning
Heidi Hetherington	Megan Smid	Candace Colwell
Julie Andrew	Anita Truman	Martha Nygaard

1. **Call to Order of AGM** – 7:05pm by acting chairperson, Kim Ponto. Alicia Houle not in attendance.
2. **Introductions** – Everyone in attendance introduced themselves and new parents welcomed. Nice to see lots of new faces!
3. **Role of School Council** – Patrick went over brief description of what each role of School Council consists of. Input given from current council members on what’s involved and expressed extended welcome to any parent council members, regardless of what your role is, your voice and presence at meetings is always welcomed! Everyone welcome to attend as your voice is important! It was clarified that the idea is to discuss “big picture” items at council meetings; specific personal staff or student issues are not discussed. Excellent platform for discussion and communication between parents and school administration.
4. **Executive**
  - a. Principal
  - b. Teacher
  - c. Community Member(s)
  - d. Chair
  - e. Vice-Chair
  - f. Secretary
5. **Nominations & Election of Executive**
  - a. **Chair** – Kim Ponto nominated, all in favor. Kim accepted.
  - b. **Vice-Chair** – Laura Henning nominated, all in favor. Laura accepted.
  - c. **Secretary** – Michelle McHugh Jolliffe and Candace Colwell volunteered to share the role as needed. All in favor.
6. **Adjournment of AGM Meeting** – 7:24pm
7. **Call to Order of Regular Meeting** – regular meeting called to order at 7:25pm
8. **Approval of Agenda** – Michelle McHugh Jolliffe

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### 9. Reports

#### a. Trustee Report –

- i. Heidi Hetherington in attendance. Report attached to minutes.
- ii. Julie also gave clarification on the difference between Heidi's ward area and Julie's ward coverage area.
- iii. Julie added information about the upcoming Umbrella School Council Meeting on March 13, 2019 (date to be confirmed). Meeting will likely move back to a supper format, 5:30 time, in Rocky Mountain House at WCHS. Meeting generally follows a round table format discussion of 4-6 pertinent topics with topics being discussed in approximately 15-minute increments. School trustees are in attendance; however, school principals are not. An email is sent out ahead of time to request topics for discussion and to indicate interest in attendance. RSVP to the event if child-care is required and it will be arranged. A sample of topics that could be discussed are school calendar, technology, transportation, budget, international field trips. Presentations are also sometimes done, for example, by the School Council Association.
- iv. Julie indicated to make sure you have correct copy of school calendar as there was an error in which ones went out with the Mountaineer. Rocky Mountain House should have the "South" calendar. "North" ones went out in error and there are date differences. Check the school or division website or ask school office or division office for correct copy if needed. Correct calendars were distributed to Grade 6 & 7 parents at Pioneer.

#### b. Principal Report –

- i. School enrollment at this date is up 7 students; current enrollment is 325 with two more enrollments expected by month end.
- ii. Class sizes in Grade 6 are approximately 25-28 students each class and one large class of 52 students with the two-teacher format. Second year for the large class/two-teacher format as last year received positive feedback. The large class is split for phys-ed and music class. Grade 7 classes are on the high side with 32 students in each class. These numbers always seem to fluctuate as the school year continues. Approximately 25 students in the 7/8 French Immersion split class.
- iii. There is currently a RFQ out to replace the school windows for more energy efficient ones. Ideally this will be completed during Christmas break. If this isn't possible, it will be done on a classroom rotation schedule to minimize disruption for teachers and students.
- iv. It is on the school radar to replace the ropes on the Spider Web outdoor structure within the next year. Ropes would be replaced due to normal wear and tear. There are no safety concerns with the ropes currently and structure is still available for use. The ropes are specialty rope and comes with a cost. Will discuss potential to be a fund-raising item possibly.
- v. No financial report presented as September is such an influx of changes. Formal report will be brought forward at October meeting.

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- vi. Volunteer Information & Opportunity Presentation
  1. Volunteer interest list was sent home during first week of school. This information is compiled into a quick-reference spreadsheet which all teachers have access to. This spreadsheet is well utilized especially for larger events. Classroom volunteerism is more so managed by individual teachers in their classroom. Don't hesitate to send an email to your child's teacher if interested in volunteering.
  2. Importance of volunteers in school was discussed, and a huge welcome extended to all parents to join in at the school in whatever way they feel comfortable with. There are many opportunities available! Discussed how the presence of volunteers demonstrates commitment to the school and continuing education and that support does resonate with the students and builds a sense of community within the school.
  3. You can also volunteer in a Resource Volunteer capacity as a guest speaker or if you have a special skill set you'd like to share. Service Support volunteers are always needed as well. There is opportunity to help with the breakfast program, hot lunch program, rides/transportation, readers for exams, reading support with kids in classroom, math help, school council (either by filling a role or attending meetings), pizza sales, fundraisers, coaching, book fair, special events, Terry Fox run, school dances etc. The possibilities are endless. Ideas always welcome!
  4. Volunteer requirements discussed (see attached handout for reference). As well, it is expected that a confidentiality agreement is followed as well as proper conduct by volunteers. All volunteers are required to sign in at office and wear a volunteer badge while in the school. It was also mentioned that the preference for obtaining the driver's abstract is to go through the school office. It can be submitted by the division office at a cost of \$10 to the school/division vs. reimbursing you the \$30 to do it on your own.
  5. Patrick and Lucas will prepare information regarding the procedure volunteers are to follow during hold/secure and fire drills/evacuations etc. and hope to present at next council meeting.
- vii. Pioneer is adopting a priority on participation in school sports instead of a try-out format. No child will be cut from team or turned away. Priority is on skill building, development and team building to name a few.
- viii. Revision of dress code policy is currently taking place. This is a challenging area to make changes and to determine how enforcement will happen. Consistency and clear communication/guidelines is key. The idea is that feedback will be gathered from parents, students, staff, school council. From these meetings, a group will be put together to begin the writing of a draft policy.

10. **New Business** – none at this time

11. **Next Meeting** – Monday, October 1<sup>st</sup>, 2018 at 7:00pm in the Pioneer Middle School library

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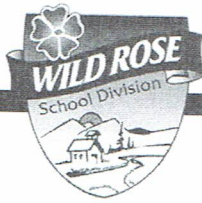
12. **Adjournment** – meeting adjourned at 8:23pm

Minutes recorded by Michelle McHugh Jolliffe

Attachments: **Board Highlights** – August 21<sup>st</sup>, 2018

**Pioneer Volunteer Requirements package**; includes copy of Volunteer Registration form, copy of Criminal Record Check letter and copy of Driver Abstract Consent form

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## Board Highlights - August 21, 2018

### Updated Corridor Capital Plan

The Board of Trustees reviewed all the options and voted to approve submitting the Capital Plan requesting the demolition of David Thompson High School and remediation of the sewage lagoon, a replacement school for Leslieville and a modernization of Condor School, pending the letter we require from Clearwater County regarding the sewage lagoon upgrades.

### 2018-2019 Planning

The Board work plan was reviewed and amended, dates were set for School Council Umbrella meetings and school tours. The board discussed their desire to meet with our local MLA's, our neighbouring Catholic School Divisions, and our village, town and county representatives.

### Eldorado School

Trustees read and reviewed the August 14 article in the Drayton Valley Western Review regarding the homeless use of the green area behind Eldorado and Drayton Christian Schools. Letters will be sent to the Town of Drayton Valley and the RCMP.

### Monthly Fiscal Report

Secretary Treasurer Ama Urbinsky presented the monthly fiscal report that showed our division will end in a deficit for the 2017-2018 school year.

### Superintendent's Report

- Superintendent's summer work
- Evergreen Elementary School Replacement School update
  - Design Phase is 70% Done

The projected timeline moving forward is:

- Early November, 2018 - construction goes out to tender
- February 2019 - construction on new school begins
- School opening - January 2021
- Fall 2018 ThoughtExchange engagement
  - We are looking at the possibility of having a live exchange in real time at a public meeting to be held in Drayton Valley this fall, after which the survey would remain live for a couple more days.

- New Curriculum update
  - We are excited to continue to move forward toward a new K-12 curriculum for WRSD teachers and students. We have five teachers working on development teams.
- Summer 2018 - Leaders & Learners Magazine
  - The Wellness program being used in WRSD is receiving some national attention. The Magazine recently published an article co-authored by the WRSD Director of Wellness regarding our wellness strategies. The article is entitled [Guiding staff back to why they started: A wellness model for system leaders](#) and can be found on page 27 of the Leaders & Learners Summer 2018 edition.
- Coding Program hosted by WRSD
  - On August 21, 2018 in Rocky Mountain House, Wild Rose School Division is proud to host a Code Create Teach computational thinking and coding workshop for teachers in our division and across central Alberta. This workshop will give participants the opportunity to connect with other teachers in purposeful and learner-driven ways. Wild Rose maintains one of the strongest, most robust, and cost efficient IT networks in the province, leveraging cloud based tools, storage and management systems. We are proud to support innovative learning and thinking through strong IT infrastructure and professional development.

## PIONEER VOLUNTEER REQUIREMENTS

### **RCMP CHECK (Vulnerable Sector Check)**

Pioneer will provide a letter to take to the RCMP Station (5-business day turnaround)

### **CHILD WELFARE CHECK (Intervention Record Check)**

Child and Family Services, no letter is required but photo ID is required when picking up (10-business day turnaround)

### **Both the RCMP Check and Child Welfare Check must meet the requirements as per WRSD Administrative Procedure 490**

*To the extent provided by the Board's insurance, support service volunteers shall be considered agents of the Board while engaged in their volunteer tasks. They will be required to submit a satisfactory and recent (within 6 months) Criminal Record Check (including Vulnerable Sector Query) and Intervention Record Check prior to any school related activities. All checks must be originals or verified copies of the original.*

*A Criminal Record Check and an Intervention Record Check is required of all parent/guardian volunteers prior to volunteering in any Division school. When a child changes schools within the Division the Criminal Record Check and the Intervention Record Check may be picked up by the parent/guardian from the first school and delivered to the new school.*

*Non-parent volunteers shall be required to submit a Criminal Record Check and an Intervention Record check when they first volunteer at the school. After that, a new criminal record check is required every three years.*

*A copy of the Criminal Record Check and Intervention Record check must be kept on file at the school for each volunteer (parent and nonparent).*

### **DRIVER'S LICENCE (Bus or personal vehicle)**

Copy to be provided to Pioneer (can be photocopied at Pioneer office)

### **DRIVER'S ABSTRACT (Bus or personal vehicle)**

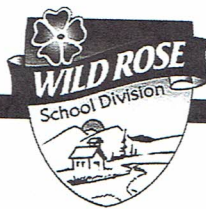
All drivers must have a satisfactory driving record for a minimum of 5 years, have an unrestricted license (no GDL) substantiated by a current driver's abstract (within 12 months). Drivers with more than 6 demerits shall be disqualified from driving on school-sponsored activities.

Please complete the enclosed Government of AB Driver Abstract Consent form and return to the office as soon as possible. Division Office will then request your Driver's Abstract for our files. The form gives Division Office permission to pull your Driver's Abstract annually for 3 years.

### **COPY OF INSURANCE (Personal vehicle only)**

A copy of your insurance that includes your name, vehicle being used, expiry date and amount of liability insurance is required (not the pink copy). All drivers shall have their own third party liability insurance in effect for a minimum of \$1,000,000, although Division Policy recommends \$3,000,000. Drivers should advise their own insurance companies of volunteer use of their vehicles. Updated insurance forms are required annually.

\*Principals have the right to refuse any personal transportation request where, in their opinion, it is in the best interest of the student or school to do so.



## VOLUNTEER REGISTRATION FORM

Volunteer Name:	
School(s):	
Volunteer Contact Information: (Phone number, email address, etc.)	
Emergency Contact Information: (Who do we contact in case of emergency?)	
Medical Information: (Do you have any medical condition we should be aware of)	

The following forms may be required in order to volunteer.

Form:	Date Submitted:	Date Expected: (If not already submitted)
Intervention Record Check		
Vulnerable Sector Check		
Drivers Abstract (if driving)		
Proof of Insurance (if driving)		

Principal Approval: (Signature)	
Principal Name:	
Date:	



# PIONEER SCHOOL

*Wild Rose School Division*

5516-54th Street  
Rocky Mountain House, AB T4T 1S7  
Phone: 403-845-2468 Fax: 403-845-5658  
Absence Line: 403-844-4213

Sept. 10, 2018  
(Date)

To Whom It May Concern:

As per the Administrative Procedures of Wild Rose Public Schools, all volunteers in our schools are required to have a satisfactory and current Criminal Record Check on file.

Please provide a Criminal Record Check, including a Vulnerable Sector Query, for

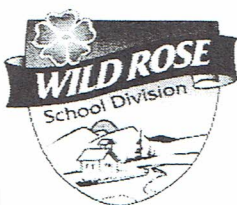
\_\_\_\_\_ so that he/she can be added to our Volunteer List.

Thank you very much for your assistance.

*Wanda Dempsey*

Wanda Dempsey  
Human Resources Supervisor

Wild Rose Public Schools  
403 845-3376



**Driver Abstract Consent**

In accordance with s. 33(c) of the *Freedom of Information and Protection of Privacy Act*, the *Traffic Safety Act*, and the *Access to Motor Vehicle Information Regulation*, specific personal information is collected to confirm the identity of the consenting individual, to uniquely identify the consenting individual on the Registrar's system to produce the information product, and to confirm the identity of the recipient and of the authorized employee of the recipient (if the recipient is an organization). The information is collected to monitor and audit the release of information and to conduct investigations if the Registrar receives complaints about the release. Questions about the collection of this information can be directed to a Service Alberta Information Officer at 780-427-7013, toll free 310-0000 within Alberta. Alternatively, questions may be mailed to Box 3140, Edmonton, AB T5J 2G7, attention Data Access and Contract Management Unit (DACMU).

A "Driver Abstract" is the product name under which the Alberta Government releases specific information from a person's driving record, which contains:

- Name
- Address
- Date of Birth
- List of violations (Descriptions, Demerit / Merit Points and Suspension Term)
- A Commercial Driver Abstract (CDA) includes Commercial Vehicle Safety Alliance Inspection (CVSA) information and all of the above information with the exception of date of birth, height, weight, and sex.
- Height
- Weight
- Sex
- Class
- Issue Date
- MVID Number
- Licence Number
- Current Demerit Points
- Suspended Status
- Expiration Date
- Reinstatement conditions (if any)

**PART 1**

I, \_\_\_\_\_ of \_\_\_\_\_  
Full Name Full Address

declare that my Driver's Licence Number is: \_\_\_\_\_, my Date of Birth is: \_\_\_\_\_  
month by name, day, year

and I give consent for my:  3 Year,  5 Year,  10 Year Driver Abstract (SDA),  
 3 Year,  5 Year,  10 Year Commercial Driver Abstract (CDA),

to be released, for the period specified under the subsection 5(1)(a), 5(1)(b)(iii) or 5(1)(b)(v) of AMVIR listed below,

to Wild Rose School Division of 4912-43 Street Rocky Mountain House, AB T4T 1P4  
Name of the person / organization receiving the driver's abstract Full Address

In accordance with the *Alberta Motor Vehicle Information Regulation (AMVIR)* (choose **one** of the following subsections):

**5(1)(a) driver's abstract released to a person known by myself**

I acknowledge that the above individual is personally known to me, is not acting as an agent or employee of any other person in this transaction, and is not compensated in any manner for receiving or transferring the driver's abstract to myself.  
 NOTE: This consent is valid for one month after the consent is dated and the information product released cannot be faxed by the registry agent.

**5(1)(b)(iii) driver's abstract released to my employer or prospective employer**

NOTE: This consent is valid for three months after the consent is dated if it is used by a prospective employer. This consent is valid for three years from the date it is dated or for the length of the employment whichever is shorter if it is used by the current employer. The information product released can be faxed by the registry agent only to the Employer signing PART 2.

**5(1)(b)(v) driver's abstract released to a lawyer representing me**

NOTE: This consent is valid for three months after the consent is dated. The information product released can be faxed by the registry agent only to the Lawyer signing PART 2.

I agree that Alberta Registries and/or the registry agent are not liable for any damages or losses however caused, in respect to any defect, error or omission in the driver's abstract, or use of the driver's abstract by the person receiving it.

\_\_\_\_\_  
Date Signature

**PART 2 - Declaration for Faxing** (This does not apply to subsection 5(1)(a) above)

I / We, \_\_\_\_\_ of \_\_\_\_\_  
Name of Employer or Lawyer Address

request the driver's abstract, as mentioned above, to be faxed to \_\_\_\_\_  
Fax Number (include area code)

I/We agree that Alberta Registries and/or the registry agent are not liable for any privacy breach after the driver's abstract has been faxed to the above number.

\_\_\_\_\_  
Date Signature of Employer or Lawyer