

Pioneer Middle School

School Council Meeting Minutes September 9, 2019

In attendance: Lucas Brown
Heidi Hetherington
Kim Ponto
Laura Henning
Michelle McHugh Jolliffe
Lacey Brown
Candace Colwell
Christie Titford
Crystal Meronowich

1. **Call to Order** – meeting called to order at 7:00pm.
2. **Additions to the Agenda** - none
3. **Approval of Previous Minutes** – June 3rd, 2019 minutes approved by Laura Henning.
4. **Introductions** – Welcomed new parents at meeting and everyone introduced themselves.
5. **Executive Elections** – **Chair:** Kim Ponto nominated by acclamation.
Vice-Chair: Laura Henning nominated by acclamation.
Secretary: Michelle McHugh Jolliffe nominated by acclamation.
6. **Reports**
 - a. **Trustee**
 - i. Heidi presented updates on what’s happening in Drayton Valley for Evergreen School and HW Pickup School. Significant delays have presented for both schools, temporary fixes have been put in place for HW Pickup in the meantime. Utilization rate is low and expected to decrease.
 - ii. Dates were chosen for School Council Umbrella Meetings.
 - iii. WRSD IT department met with Karen McGregor from the Microsoft Canada Education Team. WRSD’s move to the cloud (Microsoft Azure) is complete which will see substantial capital expenditure savings. The division has managed to keep pace, if even ahead of the game, with the changing needs and are ready for the future IT needs and demands. WRSD IT Department has been nominated for the ASBA Innovation & Excellence Award.
 - iv. Discussed low utilization rates at some schools in WRSD. Reassured some parent concerns about process that is followed before any school would be closed and that it isn’t a decision taken lightly nor done without significant advance warning and planning. Low utilization rates affect funding that comes into schools.

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- v. Updated on the challenges of the DTHS, Condor and Leslieville School projects.
- vi. Board Meeting Minutes and Highlights always found on WRSD website.

b. Principal

- i. Lucas Brown presented enrollment numbers and classroom sizes for the current school year. Our total enrollment is up about 10-12 students from last year. Our enrollment on September 30th determines our funding.
- ii. Lucas advised we have some change in staff this year; welcome to Leanne Chatwood (7), Kara Egeto (7), Jackie Rogers (7/8F).
- iii. We currently have three EA staff and hope to hire another.
- iv. Budgets have been prepared.
- v. Lucas presented Parent Volunteer Opportunities:
 - 1. **Administrative Procedure 490** (see attached) – Volunteers, highlight being background checks are required every three years. Will carry from one school to the next if within that three year window.
 - 2. **Pioneer Volunteer Requirements Package** (see attached) – Noted that if form filled out for Drivers Abstract and handed in to Pioneer Office for processing, parents save the \$30 fee.
 - 3. **Parent Volunteer Requests** (see attached) – Lucas noted that a list has been compiled from teaching staff as to what their individual needs for volunteers are. It was suggested that there needs to be a central contact person to coordinate. Also discussed that a specific list like this needs to be advertised on Facebook or school website to get the word out there. Otherwise it's always the same small group of people doing the volunteering. Also suggested to have an open volunteer meeting after this list is advertised so parents can put some thought into what they are able to commit to and remind that some programs may be at risk of not running without volunteers. Ideas were discussed on how to engage parents.
 - 4. Responded to parent interest in having e-calendar option on our school website that could be synced to devices. Parents indicated it would be greatly appreciated. Lucas to take that feedback to Patrick.

c. Teachers Report

- i. There wasn't a teacher present at the meeting, but Lucas advised he has extended an invitation for a teacher representative to attend the meetings.

7. Old Business

- i. **Dress Code Update** –
 - 1. Lucas indicated that Patrick will provide a more detailed update at next meeting but that all meetings have been completed and nothing has been set in stone yet.
 - 2. Parents at council meeting mentioned that it is difficult to find information regarding our standing school policies and that perhaps our school website could be better utilized for these types of standing documents that parents could reference as needed.

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ii. Fundraising Committee –

1. This has been tabled for now due to lack of parental involvement. Need a minimum of at least five members to stand on a committee etc.
2. A lot of detail and experience needed for grant applications.
3. Continued to discuss corporate sponsorship options, town involvement, ideas to collect donations to have a school park named after a prominent community member etc.
4. Laura will also find out how we could possibly acquire some items such as Wilson Ball pits etc. She will do a letter to bring to Pioneer School for signing etc.

8. New Business

a. South Schools Umbrella School Council Meeting – March 5th, 2020

- i. Invitation comes closer to the date. This meeting will be held at WCHS and a meal is provided. The North meeting will be held in Drayton Valley.

9. Next Meeting – Monday, October 7th, 2019 at 7:00pm in the school library.

10. Adjournment – meeting adjourned at 8:16pm.

Minutes recorded by Michelle McHugh Jolliffe



Board Highlights - August 20, 2019

Superintendent's Report

- Superintendent's Summer Work, Corridor Capital Plan update, Evergreen Elementary Replacement School update, Summer 2019 Maintenance Projects, Contracted Transportation Services update, New Curriculum update, Apprenticeship Opportunities.

Mike Lundstrom, Director of Facilities and Maintenance provided an overview of the projects his team have been working on over the summer. Many have been completed and a lot of them will be completed by the first day of school. The maintenance team has been very busy this summer.

Kristen Disley, Director of Transportation gave an update to the contracted bus services starting in the south this school year. The transition should be seamless to parents and students as many drivers and routes will remain the same.

Karen McGregor, Microsoft Canada Education Team

Karen joined the meeting with Jaymon Lefebvre, our Director of IT Services and Scott Hetherington, Senior Systems Analyst to discuss the partnership WRSD has with Microsoft and the four year journey that has brought revolutionary change to our Technology department. Wild Rose School Division's move to the cloud (Microsoft Azure) is complete. This has eliminated the need for local data centers, resulted in substantial capital expenditure savings, and has increased service levels and enhanced security and privacy compliance. Microsoft provides all of these services as a carbon neutral service.

This partnership puts Wild Rose School Division in a position to be able to keep pace with the rapidly shifting cloud services model Microsoft is moving to. We're ready for the future.

Jaymon and Scott will be presenting at Microsoft's Connected Learning Conference for educational institutions, hoping to engage the sector with a demonstration of a fully cloud hosted datacenter model and that pathway to achievement.

Board Meetings and Dates

Dates were chosen for School Council Umbrella Meetings, School Tours, and the Boards desire to meet with municipalities, neighbouring Catholic School Boards and MLA's. Formats for the meetings were decided upon and we look forward to meeting with our school councils and community partners.

Wild Rose School Division - Capital Plan

The Board made a motion to update our capital plan for the Drayton Valley schools and submit it to Alberta Education by the requested deadline in early September. An official news release will be coming shortly with more details.

Parent Volunteer Requests

2019-20

We are looking to encourage more parent volunteers in the school this year. Without the support of parents, many of the programs we offer could not happen. We also want to encourage parent support of classroom programs in literacy & numeracy and just generally in the classroom as well. If you'd like to have volunteers either in your classroom or to help out somewhere else, please complete the table below so I am able to encourage parents to sign up on Monday evening. Please have it completed by Friday.

Class/Teacher	Position	Description	Dates Required	Parents Interested:
Patrick Wilbur	Archery	Mr. Wilbur would appreciate some help coaching and supervising the archery club. Practices will be at the school. Competition may include Caroline, Drayton Valley, and Edmonton. Volunteers should be able to meet the requirements of WRSD Volunteer Drivers.	TBD; likely 2 Fridays per month after school.	
Patrick Wilbur	School Council	Mr. Wilbur is looking for parents interested in sitting on School Council. It's a leadership position in the governance of the school. Council discussed big picture items surrounding the school such as finance/budget, Annual Education Results & Reporting, 3-Year Ed. Plan, policies, and procedures.	Monthly evening meeting, typically the first school Monday of the month.	
Marilee Walker	Library/Book Fair	Mrs. Walker is looking for parents to come and enjoy our annual Scholastic Book Fair and to help organize etc. Classrooms enjoy time to come down during their library class and on breaks. Thank you	Oct 16, 17, 18	

Geoff Barnes/ Sam Sims	Breakfast Club/ Tuck Shop	Volunteers are needed to work the breakfast program starting at 815, ending at 9am. It involves setup ,making toast, pouring juice, cleanup,etc.	2 per day, school staff will also be present.	
Evan Whitecotton	Coaching	We have many coaching opportunities available this year. Our volleyball season is beginning - and we could use a coach for the grade 6/7 boys team. Later in the year, we will have opportunities available at all levels - including coaches for: grade 8 boys basketball, grade 8 girls basketball, 2 grade 6/7 boys coaches, and 2 grade 6/7 girls coaches.	2 times a week for 2 months.	
Ms. Hastings ..	Hot Lunch Pick Up	We are looking for parents who are willing to pick up pizza at Panago - dates are Sept. 12, Oct. 2, Oct. 16, Oct. 30, Nov. 13, Nov. 27 & Dec. 11 - these are Wednesday and if you are available even on one date that would be fabulous! Pick up is at 11:30am.	Once every other week	
Leslie	Reading/Math	Read once a week with a small group. Read one-on-one with students once a week. Work one-on-one to help struggling math students.	Once a week	
Kleinschroth	Pizza Fundraiser	Count money/Fill in the order spreadsheet Distribution of pizzas. I have emailed one mom just waiting to hear back from her.	Sept 30 October 22	

Schweder	LA/Math	Reading with small groups or helping with modified math students.	Once a week?	
Wilbur	Dance Organizers	Organize 3-4 school dances: book DJ, setup, book parent & staff chaperones, organize ticket sales.	3-4 times per year.	
Wilbur	Concession	Organize & run concessions for dances, track & field, and other school events.	5-6 times per year.	
Wilbur	Hot Lunch	Organize & run a bi-weekly hot lunch program for students. This is new and is not associated with the pizza hot lunches.	Every other week.	
Brown	Grade 5 Tour	Help run stations for a Monday afternoon in May when we have Grade 5 students come over for a tour of Pioneer!	1 Day in May	
Egeto	Reading/Math	Reading with small groups and working with modified math students	Once a week?	

Chatwood	Reading/Math	Reading with small groups and working with modified math students	Once a week?	
Sims	Outdoor Supervision	Supervise students outside on the days that staff have their monthly potluck lunches.	Once a month.	
Admin	Friends of Pioneer	Come up with fundraising ideas/events to raise funds to make purchases for Pioneer. (Ex. playground equipment)	Throughout the year	
Admin	Tutorial Offerings	On Fridays we offer "Ferocious Fridays" where we offer students the chance to take part in activities that align with our staffs passions. (Ex: fantasy hockey, run club, kickboxing, etc). What could you offer!?	Every Friday from 12:30-1:10.	
Trautmann	Reader for tests	Reading math and science tests for students	Approximately twice a month for 2-3 hours (always in the morning)	

Administrative Procedure 490

VOLUNTEERS

Background

Recognizing that volunteers are an important part of the educational process, the Division encourages the involvement of volunteers in its schools and related programs.

The following procedures shall apply to the involvement of volunteers.

Procedures

1. Principals are required to develop their own procedures outlining ways in which volunteers can become actively involved in the school.
2. The Principal must approve all uses of volunteers in school activities.
3. The use of volunteers must have a specified purpose. Volunteers normally perform one or both of the following roles.
 - 3.1 Resource Volunteers – persons who have a relevant area of expertise and/or experience and who are involved on a short-term basis to enhance the educational program. Their visits are planned, supervised and evaluated by a certificated teacher.
 - 3.2 Support Service Volunteers – persons who directly or indirectly assist teachers in achieving educational objectives by providing non-educational services. e.g. supervision of field trips, driving, coaching, chaperones, etc.
4. Care is to be exercised in assigning responsibilities to ensure there is no breach of the Code of Professional Conduct, or that volunteers are in any way acting as replacements for paid employees.
5. No volunteer will be assigned to a teacher without the teacher's consent.
6. Volunteers are bound by the same code of confidentiality and conduct expected of all employees of the Division.
 - 6.1 It is not acceptable to discuss students, staff, data or school related issues or information outside the school as a result of information gained as a volunteer.
 - 6.2 In the event of inappropriate actions by a volunteer, volunteer status will be revoked by the Principal.

7. 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 certified copies of the original.

7.1 Volunteers with criminal records may participate in activities pending Deputy Superintendent approval.

8. A Criminal Record Check and an Intervention Record Check is required of all volunteers prior to volunteering in any Division school and may be obtained without cost when [this letter](#) accompanies the request. After that, a new criminal record check and intervention record check is required every three years. 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.

9. Volunteers must submit an original Criminal Record Check and Intervention Record Check. School office personnel shall initial the originals and make a copy to be kept at the school. A copy of the Criminal Record Check and Intervention Record check must be kept on file at the school for each volunteer.

10. Volunteers are required to disclose to the school any pending investigations or charges against them that may occur between their three-year submission cycle.

11. Each Principal must maintain an annual approved volunteer list. In the event that a volunteer may be transporting students, it is the Principal's responsibility to:

11.1 Obtain a satisfactory driver's abstract; and

11.2 Obtain proof of \$1,000,000 liability insurance coverage; \$2,000,000 is recommended.

12. Principals have the right to refuse a volunteer's services.

Reference: Section 18, 20, 27, 45, 45.1, 60, 61, 113 School Act
Freedom of Information and Protection of Privacy Act

Reviewed/Revised: July 2007, April 2012, April 2017 October 2018

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:	

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

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

(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
Human Resources Supervisor

Wild Rose Public Schools
403 845-3376

