

Terrace Road Elementary School Parent Advisory Council Minutes

Thursday, 27 May 2026 – Hybrid Meeting

1. Call to Order

The TRS Parent Advisory Council (PAC) meeting was called to order at 6:06 pm by Jacek Krzywicki (Chairperson).

2. Welcome parents and special guests

Approximately a dozen parents and guests were physically present or online, including:

- Aleta Ambrose Parent
- Dan Buchanan Principal
- Tammie Dewan Key Communicator
- Hooda Hassen Teacher
- Jacek Krzywicki Chairperson
- Jen Massina Parent
- Katheryn (Kat) Le-Williams Volunteer Coordinator
- Sean McCoy Secretary
- Erica Shield Vice Chairperson
- Jason Sokolosky Parent

3. Approval of the agenda

Jacek moves to approve the agenda; seconded by Kat.

No objections. Motion passes.

4. School update

a. Special Guests: Ms. Hooda Hassen

Hooda tells parents about the whole school writing exercise. All students were encouraged to write a story at the start of the year, and this was used to identify areas of focus with students. Students then wrote a second story and—across the board—students improved. One of the students in Grade 6 won a province-wide story writing contest based on their work and one student from TRS was a finalist.

b. School business: Dan Buchanan, Principal

Dan reports that tonight was the kindergarten orientation, and the has 22 registered students and is projecting 32. Next year will have an AM and PM kindergarten from the start; summit kids are expected to go to the AM kindergarten. Ms. Bisson will be become an intervention teacher in the coming year and will be replaced by Ms. Kinnear in Grade 1/2. Soft entry will continue next year, but there may be 10 minutes (rather than 5 minutes) between the first and second bell as many kids are delaying entry to the second bell and the extended time will allow kids more time to settle. Otherwise, bell times are expected to remain the same as this year.

Parents are asked to encourage their Grade 5/6 kids to come to flex time on Wednesdays after school (3-4 pm), where they can get extra help with their work.

Some dates to note:

- Volunteer tea tomorrow: 28 May!
- Sports day: June 25
- Last day of school: June 26

c. Q&A: Dan Buchanan, Principal

- How are splits determined? Teachers consider the attributes of each student and where they would best fit in terms of teachers, friends, and relative strengths of other students in the classroom.
- Changes to space utilization in the building? No, no changes for next year.

5. Approval of previous minutes

Erica moves to approve the minutes from the April 23, 2026 meeting; seconded by Jason.

No objections. Motion passes.

6. Reports from board members:

a. Chair – Jacek Krzywicki

- Jacek asks how we can get more parents to attend meetings? Some ideas discussed: announce the dates well in advance and the teacher that is coming; consider a sandwich board/chalk board to advertise at drop off; post meeting schedule on the TRS website.
- Other ideas: babysitting? digital flyer?
- No specific assignments result.

b. Vice Chair – Erica Shield

- Discussion about corn roast planning: Kat will put together a call for volunteers, Aleta will help; Jacek will DJ.

c. Secretary – Sean McCoy

- No updates.

d. Key Communicator – Tammie Dewan

- Tammie announces she is stepping down from key communicator role (and as casino coordinator for the Association).
 - Tammie notes that the Association's next casino will be the weekend of Dec. 19 and 20, 2026 at the Elbow River Casino.
- e. Volunteer Coordinator – Katheryn (Kat) Le-Williams
- Sports day, summer garden.
- f. Outdoor Classroom & Community Garden Coordinator: Melissa Valgardson
- Not present.
- g. Fun Lunch Coordinator – Katie Messel
- Not present.

7. Upcoming meetings

The final meeting of the school year will be held in a **hybrid format on Thursday, 11 June 2026 at 6 pm.**

8. Adjournment

Jacek moves adjournment; seconded by Sean.

No objections. Motion passes.

Meeting adjourned at 6:51 pm.

Minutes respectfully submitted by Sean McCoy, Secretary