

Terrace Road Elementary School Parent Advisory Council Minutes

Thursday, 13 June 2024 – Hybrid Meeting

1. Call to Order

The TRS Parent Advisory Council (PAC) meeting was called to order at 6:04 pm by Jacek Krzywicki (Chair).

2. Welcome parents and special guests

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

- Aleta Ambrose Parent
- Maria Ali
- Dan Buchanan Principal
- Tina Bisson Parent
- Tammy Dewan Key Communicator
- Amber Hamilton Volunteer Coordinator
- Leah Kirkpatrick Parent
- Margarita Kolodchenko Parent
- Jacek Krzywicki Chair
- Kathryn Le-Wiliams Parent
- Ilya Melamed Parent
- Sean McCoy Secretary
- Janice Murphy Parent
- Jason Sokolosky Vice Chair
- Heather Sorensen Treasurer, Parent Association
- Tracey Tran Fundraising Coordinator, Parent Association
- Melissa Valgardson Outdoor Classroom & Community Garden Coordinator, Parent Association
- Jenny Somerville-Welsh Parent

3. Approval of the agenda

Jacek moves to approve the agenda; seconded by Janice.

No objections. Motion passes.

4. School update

- a. Special Guest: Ms. Hooda Hassen, Resource Teacher & Learning Leader

Hooda speaks about the energy she gets from working with students at the school and the positive environment.

- b. School business: Dan Buchanan, Principal

Dan talks about excitement in the air as we move towards the end of the year and thanks parents for joining this meeting.

Dan reviews planned classroom configuration for the coming school year. The most recent student numbers are:

- Kindergarten (AM class): 21
- Grade 1: 30 (of which 22 will be returning from kindergarten);
- Grade 2: 29
- Grade 3: 39
- Grade 4: 21
- Grade 5: 35
- Grade 6: 20

Commented [SM1]: I may not have this correct? My notes had 89, which makes no sense. The total of 39 is by difference...

This makes for a projected total of 195 kids attending TRS in 2024-25. In addition, to these grade level totals are students in Paced Learning Program (PLP). To alleviate pressure from the COVID cohort entering Grade 3, Dan plans to create a Grade 2/3 classroom next year.

On staffing, there will be many new faces in the coming year:

- Mrs. Grenier (PLP) is moving to a different school. A new PLP teacher will be hired for the coming year.
- Mrs. Adams (Library Assistant) will be retiring at the end of the year. She will be missed, as she has a great deal of experience and history with TRS.
- Ms. Tessier (Grade 1/2), who has been in the school this year, will be applying for other positions because TRS can't guarantee a position at the moment.
- Mrs. Wyman (Grade 5/6) will be moving on as Ms. Walker will be returning midway through 2024-25

Planned activities for the 2024-25 school year include:

- Artist in residence (planned for October-November)
- Swimming
- Alien in-line
- Ski trip
- Fitset Ninja
- Outdoor school (Grade 5/6)
- Elevate lacrosse

Dan notes that next year, school clothing (e.g. T-shirts, sweats) will be available through an online shop. He will be requesting that Parent Fundraising Association cover cost of shirts for students who may not be able to afford them.

Dan also notes that the school is planning "community celebrations of learning" in 2024-25. These will be monthly student lead assemblies in which students will be able to show what they are learning and reflect on it.

Leads into a discussion of “grit”—i.e., training students to be persistent—which teachers are seeing as a need in the student body.

Discussion returns to the popular topic of student agendas/planners. In consultation with teachers and considering results of the parent survey, the school will be moving away from paper-based agendas. However, teachers will be adopting other ways to provide a window into the classroom through, for example, weekly classroom blogs (dates, classroom, learning objectives).

Students, will, of course, continue to bring home completed student work.

Dan mentions few upcoming events, including sports day and the Grade 6 farewell.

c. Q&A

- Will the additional class follow the “bubble” cohort? Yes, likely if things hold.
- How will students would be placed into a Grade 2/3 class? Based on discussions amongst teachers about classroom relationships, etc.

5. **Approval of previous minutes**

Jason moves to approve April 10 meeting minutes; seconded by Jacek.

No objections. Motion passes.

6. **Board reports**

a. **Chair: Jacek Krzywicki**

Jacek reports on the May 2 event with Jessica Janzen (a motivational speaker) noting he received positive feedback from attendees. Jacek reminds us that he has created a website for the [Parent Fundraising Association](#) and reports he’s been successful in getting an organizational subscription to Microsoft teams.

Discussion about donating art to the neighbouring Silvera senior’s home. Consensus that this would be a nice idea in 2024-25.

b. **Vice-chair: Jason Sokolosky**

Jason moves that we plan a corn roast for the fall; Jacek seconds.

Discussion ensues on logistics and timing. Agreement that it should be held the second week of September. Proposed Thursday, Sept. 12.

Funding request to TRS Parent Fundraising Association. Jason will lead on organization.

No objection. Motion approved.

c. **Secretary: Sean McCoy**

No updates.

d. **Key-communicator: Tammy Dewan**

Tammy draws our attention to the new education plan on CBE website, which guides CBE planning over the next three years. Encourages attendees to take a look!

e. Volunteer coordinator: Amber Hamilton

Amber reports that all the volunteer positions are filled for sports day; additional volunteers are welcome and can be accommodated!

In addition, volunteers to take care of the garden over the summer are filled.

f. Fun Lunch Coordinator

Not present.

Some reflection on this year's fun lunches and snacks. General support expressed.

7. Upcoming meetings

The next meeting will be held in a **hybrid format on Wednesday, 18 September 2024 at 6 pm.**

The meeting schedule for the 2024-25 school year will be set at the September meeting.

8. Adjournment

Jacek moves adjournment; seconded by Sean.

No objections. Motion passes.

Meeting adjourned at 7:31 pm.

Minutes respectfully submitted by Sean McCoy, Secretary
Please see next page for Terrance Road Parent Fundraising Association Minutes.

Terrace Road Parent Fundraising Association Minutes

Thursday, 13 June 2024 – Hybrid Meeting

The Terrace Road Parent Fundraising Association (TRPFA) Meeting was held immediately following the Parent Advisory Council Meeting to discuss matters concerning fundraising to support Terrace Road School.

1. Call to order

The Parent Advisory Council Association meeting was called to order at 7:35 pm by Jacek Krzywicki (Chair).

2. Executive Reports

a. Chairperson: Jacek Krzywicki

Jacek reports that AGLC has reviewed and approved our proposed revisions to the Association's bylaws, so we just need to adopt.

Jacek moves to adopt the bylaws, as revised to reflect concerns raised by AGLC by Special Motion at a meeting of the Association on July 11 at Rising Tides (4545 Bowness Rd NW), 6 pm. Sean seconds the motion.

No objections. Motion approved.

b. Vice-Chairperson: Jason Sokolosky

No updates.

c. Secretary: Sean McCoy

D&O insurance quotes in progress.

d. Treasurer: Heather Sorensen

Heather presents a review of the Association's spending over past year against our budget (adopted in April 2023) and we develop a budget for fall 2024 casino funds.

We discuss the appropriate level of specificity in spending categories, agreeing that we intend the categories to be broad, except where we specify a more specific use of funds.

Jason moves adoption of the budget as presented (and attached); Aleta seconds

No objections. Motion approved.

e. Fundraiser: Tracey Tran

Tracey, with Maria's help, have arranged for students to participate in an art card project. The deadline to deliver artwork is October 4, 2024.

Dan will work with teachers to be sure that this is on the agenda for September 2024.

f. Casino Coordinator: Vacant

Tammy Dewan will be acting as the casino coordinator and working with Jon Samulson (past coordinator) to arrange the next casino.

The next TRS Casino will be held 4-5 December 2024 at the Elbow River Casino.

Jacek will place an announcement on the Association website and Tammy will coordinate with Amber to set up a sign-up genus page over the summer.

g. Outdoor Classroom & Community Garden Coordinator: Melissa Valgardson

Melissa installed the new fence around the outdoor classroom and added new plantings. The watering hose and garden equipment will now be stored in the shed and a key will be circulated amongst volunteers.

Grade ½ visited community garden and planted. Additional classes will be up to complete the TRS section.

3. Requests for funds

Dan requests \$145 for Patroller Pizza lunch; \$1530 for Grade 6 end-of-leave celebration; \$300 for teacher appreciation; and \$150 for sports day refreshments.

Jason moves to approve up to \$145 for Patroller Pizza lunch (General account); \$1530 for Grade 6 end-of-leave celebration (General account); \$300 for teacher appreciation (General account); and \$150 for sports day refreshments (General account). Jacek seconds.

No objections. Motion approved.

4. Next meeting date

The next meeting will be held in-person **on Thursday, 11 July, 2024 at Rising Tides (4545 Bowness Rd NW) at 6 pm** to approve the revised bylaws.

The following meeting will be held in **hybrid format on Wednesday, 18 September 2024** following the Parent Advisory Council meeting.

5. Adjournment

Jacek moves adjournment. Jason seconds.

No objections. Motion carries.

Meeting adjourned at 8:46 pm.

Minutes respectfully submitted by Sean McCoy, Secretary

Attachment: Budget as Approved in Item 3

BUDGET - Feb 2025 - Jan 2027				
		Notes/Assumptions	Half 1 (H1) Feb25-Jul25	Half 2 (H2) Aug25-Jan26
Classroom spends (11 *400)	\$4,400.00	\$400 per teacher is good, py budget was 8 teachers, actual was 11 teachers so let's increase to account for 11 teachers		
Music Program	\$4,000.00	Prior Budget was \$4,000 and \$1,230 was used - might need more towards music in future years		
Library	\$3,000.00	Prior Budget was \$4,000 and \$5,000 remains as a commitment - so these funds will likely be used next year, \$3,000 for the 2 years to follow allocated in the budget		
Technology	\$20,000.00	Prior Budget \$28,000 with \$26,150 used and \$6,225 remaining as a commitment. Will \$25,000 (+ remaining commitment) be sufficient for the next 2 years?		
Resources Material	\$4,000.00	We'll think creatively on how we can utilize these funds		
Community Garden	\$1,000.00	Prior Budget \$1,000 - do we need to cut a cheque for this? Budget the same for next year?		
Allen In Line & Fitset Ninja or Other In-School		Prior Budget \$1,000 per year (2024 was only \$304? June 2022 was \$2727.80 hrm) - Discussion on Parent Council paying for 1 event, and then for every other activity the		
Physical Activities	\$2,000.00	council covers amounts that families cannot pay for.		
Artist Residence	\$7,500.00	\$20,000 in prior budget - only \$5,000 spent, should we increase this?		
Elder Visits	\$4,000.00	\$3,000 spent - included in "while school field trip" below		
Whole school Field Trip	\$2,000.00	\$1,000/school year		
Swimming	\$0.00	Families will pay for this		
Skiing/Skating	\$5,000.00	Prior Budget was \$2,000/year - we spent \$3K in one year		
School Equipment	\$4,000.00	\$6,132 spent in PY + \$3,538 committed, nothing in the prior budget		
Subsidies	\$7,000.00	\$3,500/school year		
Outdoor Classroom	\$1,800.00	\$0 included in prior budget, but we spent \$1,020 with another \$1,000 committed		
Outdoor School	\$5,000.00	Subsidy to support kids attending the grade 6 overnight camp		
Project/Specific Item	\$7,500.00	Council to subsidize a larger project/item that the school and students will be involved in deciding on		
Other	\$2,800.00	Cushion		
Total	\$85,000.00	Assuming Casino funds of approx this amount will be earned (same as last year's budget)		