



Memorial Composite High School School Council Meeting Minutes September 28, 2020

Attending: Paul McCann (trustee), Arlene Fieldhouse, Miranda Suteau (student), Tammie Suteau, Carolyn Clanfield, Peter Clanfield, Troy Stuckey (teacher), Karissa Sparling, Vanessa Gould, Steff & David Walker, Tanya Chambers, Jenise Robertson, James Coghill (Assistant Principal), Connie Farrell (Assistant Principal), Leanne Couves, Carolyn Jensen (Principal)

1. Call to Order

- a. The meeting was called to order at 7:05 by Carolyn Jensen

2. Approval of Agenda

- a. Approved by Karissa Sparling

3. 2020-2021 Election of New Executive

- a. Chairperson
 - a. Karissa Sparling
- b. Vice-Chairperson
 - a. Tammie Suteau
- c. Executive
 - a. Arlene Fieldhouse, two more members preferred

4. Approval of Minutes

- a. May 25, 2020 - Were not printed. To be approved at the next meeting.

5. Introduction of New Assistant Principals

- a. Mr. James Coghill, Grade 10 Administrator
- b. Mrs. Connie Farrell, Grade 11 Administrator

6. Correspondence

- a. ASCA Introduction Letter - Sep 8
- b. ATA The Learning Team - Spring & Summer 2020

7. Old Business

- a. MCHS 70th Anniversary (from 2019-20)
 - a. Last discussed in February 2019. At that time, there may have been a possibility of hosting an event this fall.
 - b. Given current circumstances, there will be no event in 2020-21.
 - c. Will celebrate MCHS's 75th anniversary in 2024-25.

8. New Business

- a. COVID-19 Response - Sep 26 20
 - a. Received confirmation of the diagnosis on Friday evening.
 - b. Appropriate procedures were followed by the family, MCHS, and PSD.
 1. Information is only provided to those who need it.
 - a. Health information is private. Duty to balance release of information with privacy.

- b. Classmates, bus mates, team mates will receive more detailed information. The rest of the school does not.
 - c. Deep cleaning of the classroom, electrostatic cleaning, will occur prior to Thursday.
 - d. There has been some negative backlash on social media.
 - e. Informal messaging for the staff to share with students today.
 - 1. Appropriate procedures were followed.
 - 2. MCHS takes care of their own. Gossiping and speculation are inappropriate.
 - 3. We need to create an environment where people are comfortable reporting. That's how we protect each other.
 - f. Will follow up after a period of time to let anxieties diminish with guidance for the students on managing COVID and appropriate responses.
 - g. This will likely happen again.
- b. Future Agenda Items or Meeting Topics
 - a. Please advise Mrs. Sparling or Ms. Jensen if there is a particular topic or presentation that you would like addressed at a School Council meeting.

9. Reports

- a. Staff – Mr. Stuckey
 - a. COVID Learning with Ms. Nero - She provided a picture of slide comparisons of bacteria on hands before and after washing illustrating to the students the importance of hand washing.
 - b. Construction - Mr. Clarke is offering the services of his students to build sheds, benches, chairs etc. Please contact him to discuss your project.
 - c. Robotics - Has started with meetings on Wednesdays. There will be online competitions with teams competing via video.
 - d. Anime Club - Has started with activities just being organized.
 - e. Apple Sales - The LAWS class sold 150 boxes of apples this year. Thank you to all who purchased.
 - f. Food Studies - Students have a lab almost everyday. Students are learning the reality of sanitizing to COVID standards. Ingredients are delivered to stations rather than gathering from central points. Students are doing a great job respecting distances.
 - g. Business Case Competition Club - Will begin on Thursday, October 1 at lunch. All students are welcome. Two competitions have been cancelled but students are hoping to still be able to participate in others.
 - h. Virtual Post-Secondary Fair - Thursday, October 29 from 6-8pm. There will be a link where students can connect to discover all Alberta post-secondary institutions. All post-secondary institutions are doing their Open Houses virtually this year.
 - i. MyPass Accounts - Grade 12 students should have these set up by now. This is how they access their Diploma exam results. Contact Student Services for assistance.
- b. Principal – Ms. Jensen
 - a. School Relaunch Summary
 - 1. Great leadership by PSD to support schools in creation of procedures and documents.
 - 2. Notable documentation was created and shared with the school community.
 - 3. Two meetings in August with the staff to review procedures and clarify for teachers.
 - 4. Students and staff arrived with a new found appreciation for school. Everyone has been trying hard.
 - 5. 900+ on campus and just under 100 selecting option 2

6. Created grade zones and cohorts as much as possible with different areas in the school and differing break times. The grade 10s have two different break times.
 7. When winter arrives, more space will have to be opened up.
 8. Only one or two items of concern which were manageable.
 9. Extracurricular activities are beginning again.
- b. Quarter System
1. Was introduced to reduce student contact with other students in half.
 2. It is 40-42 days long so it is jam packed. Students are responding accordingly and taking their studies seriously.
 3. Have been getting guidance from other schools who run this system.
 4. Some students are thriving and others are struggling.
- c. Changes to the Calendar & Schedule
1. Collaboration time will be reintroduced in quarter two. This is an important time for teachers to be able to work together to support students.
 2. With the reorganization of bussing last year, MCHS bus arrival times have condensed and all busses arrive by 8:15.
 3. Classes currently don't start until 8:40. Will be looking at shifting by five minutes and adding time to the day. This will result in days off school, approximately 1-2 per quarter.
 4. Learning at Home Days may be introduced to allow teacher who are supporting option 2 students some time to be able to make contact and compensate for any shifted marking/planning time that has gone toward supporting those students.
- d. Enrollment & Budget Update
1. As of Sep 25, there are 1033 students at MCHS. Down 35 students from projected 1068.
 2. A budget as large as MCHS's can absorb the corresponding reduction operationally for a year. There will need to be staffing adjustments if the enrollment remains at that level.
 3. New budget process for high schools beginning in 2020-21. Now funded by enrollment, not credits earned. This eliminates a lot of bureaucracy in tracking those credits.
 4. The government indicated that education budgets will be reduced over the next three years. This will mean a \$235K reduction over three years.
- e. School Fees
1. Same amounts charged in 2019-20.
 2. Yearbook cost will increase from \$43 to \$48 due to production and shipping cost increases.
- f. Grad 2021
1. Please check the website for key dates as a number of items are now set.
 2. We will engage in all of the planning activities for what has been the traditional grad prior to 2020. However, whether we can implement the grad in that format will be dependent upon AHS guidelines at the time.
- c. Student – Miranda Suteau
- a. Introduction of herself and the Rotary Leadership group.
 - b. Adjusted to COVID environment by meeting virtually with the Rotary members.
 - c. Hope Mission Fundraiser will be a change collection rather than a pizza sale. Will be doing a grade 10/11/12 challenge with prizes.
 - d. This year is a rethink year to adapt and still make it a great year.
 - e. Tell your kids about Rotary and encourage them to join.
- d. School Trustee – Mr. McCann
- a. Congratulations to Karissa, Tammie and Arlene for taking on their School Council roles.

- b. Welcome to James and Connie as new MCHS Assistant Principals.
- c. PSD Board Chairperson for 20-21 is Lorraine Stewart and Eric Cameron is vice chairperson.
- d. PSD has received \$4 million in federal funding to assist with COVID related expenses. Expenses are projected to be right around that much. Major expenses include PPE, hand sanitizer, custodial costs, some transportation expenses.
 1. There are 35 teachers in temporary positions to support option 2 students. Some may be shifted back to classrooms if students return to classrooms. Twelve teachers are on temporary contracts until December which may be extended if students remain as option 2 students.
- e. PSD started this year short bus one bus driver. They continue to be short of substitute bus drivers. This has been common in other parts of Alberta but is new to PSD.
- f. Congratulations to Memorial Graduate Buffalo Rock Rain who is the recipient of the Alberta School Boards Association Honouring the Spirit Award. This is a prestigious award.

10. Table Go Round (20-21 Chair)

- a. Very glad to be back.
- b. Cst. Gord's Role - It is still in place though he is now shared with CFL as well. Gord will still be with us two days per week.

11. Adjournment (20-21 Chair)

- a. The meeting was adjourned at 8:31.

Karissa Sparling, Chairperson

Carolyn Jensen, Principal

Next Meeting Dates – Monday at 7:00 – MCHS Common Area &/or GMeet

- October 26 - [GMeet Link](#)
- November 30 - [GMeet Link](#)
- January 25 - [GMeet Link](#)
- February 22 - [GMeet Link](#)
- March 22 - [GMeet Link](#)
- April 26 - [GMeet Link](#)
- May 31 - [GMeet Link](#)