



BANDED PEAK SCHOOL COUNCIL MEETING MINUTES

OCTOBER 28, 2020

SC Executive Members Present:

- Trisha Gizen, Chair
- Solita Burke, Treasurer
- Willow Carriere, Secretary

Also, In Attendance: N/A via ZOOM

Absent:

- Rebecca Parzen, Vice Chair
- Imke Ryder, Volunteer Coordinator

School Administration Members Present:

- Simon Pols, Principal
- Darryll Pederson, Asst Principal

School Trustee Present:

- Judi Hunter (Zoom)

AGENDA ITEMS: Unofficial Meeting Minutes (Quorum Not Reached)

1. **Call to Order & Welcome** - Trisha Gizen > The meeting was delayed until 6:40 p.m. in an attempt to reach quorum. However, quorum was not reached and, as such, this was not an official meeting and no actions were taken.

- **Approval of Agenda** - Trisha Gizen > Tabled until next meeting
- **Approval of Minutes** - Trisha Gizen > Tabled until next meeting
- **RMCA & BCCA Updates** – RMCA/BCCA Representatives (not in attendance)
- **Administration's Report** – Simon Pols
 - **Collaborative Conferences**
 - **Teacher Feedback:**
 - "It was an easy, accessible way to touch base with families"
 - "It was easier to stay on track for time when you are not managing people in-person"
 - "(difficult) when parents missed their time-slots and tried to join later."
 - "10 minutes is always too short"
 - "Some families did not have great WIFI so there were connection issues"
 - "I like having their work online for viewing and the RTR led to less need for questions about 'how is my kid doing?'"
 - "I think that I would do some pre-teaching with students so that they could initiate conversation with some of their strengths and challenges this year. I would also send home work with students so that parents have a chance to look at it online with me"
 - "It worked really well"
 - **Parent Feedback:**
 - "Although I do see the benefits of in person conferencing it was certainly fantastic to have this as an option and I would encourage the school to potentially make this as an option in the future regardless of COVID restrictions or not. I am imagining a blend of in person and or zoom so that parents that are working could potentially login while the other parent is on site with the teacher."

- Hi Simon, just wanted to let you know our zoom experience with the parent/teacher conference went really well. I would be in favor of keeping the format past COVID as it takes less time overall and means if I can't physically make it to an in-person meeting at least I can join remotely. The meeting start and end times were more punctual as well. Not entirely sure that was due to the technology or something else, but something I appreciated.”
- **Real Time Reporting:**
 - Banded Peak has moved to RTR this school year. This means that the school will only be issuing report cards at the end of the school year.
 - Parents received letters this week with their passwords and user IDs. As well as information on how to log into PowerSchool.
 - Teachers have been asked to ensure that they update information at least every two weeks; with many teachers choosing to do so many times during the week.
- **COVID Update: (Darryll):** Processes/protocols have been become more efficient (especially with school entry). Students are receptive and following the guidelines in place.
- **Student Teacher:** Andrew Spelrem will be working with Mrs. Taesagh Mckay a third-year student from the University of Calgary. Her placement begins on Monday, November 2nd.
- **School Budget/ Federal Budget Discussion**
 - During the 2018/19 school year our budget was 2.342 million. This changed to 2.240 million in 2019/20. Our current budget updated today is at 2.14 million – down \$200,000 in two years.
 - Our updated budget now reflects our current numbers (256 students) – this equates to a loss of roughly \$22,000
 - Our federal government allocation was \$19,987. This is the money that we have to design a plan for.
 - **Discussion Item:** LINK to GOOGLE Form: <https://forms.gle/XWdbGxmsQ2NZwipWA>
- **Trustee Report – Judi Hunter**
 - We are entering our second month of school. Despite having the added parameters of AHS protocols, kids are in school and happy to be so, teachers are navigating the waters with good spirits, an open mind and a great deal of flexibility. Parents are relieved to have some normalcy return and are happy for their children. Our online parents are happy with their choice. While none of this is perfect, we are negotiating our way forward in this crazy time. I trust that this newsletter finds you and your families well.
 - Given all of the turmoil that we have seen in the United States and the spill over to Canada on the issue of race and equity, I have attached an article with my personal perspective on this issue.
 - I recently read an article in the Leaders and Learners magazine Summer 202 edition written by Lauren McNamara about the importance of recess and making social connections. Recess is more important than ever, given how COVID has impacted our social connections. Recess allows for emotional support, physical activity, creativity,

development of social competencies and social identities. Given the importance of recess on a child's overall well-being, it is important for schools to analyze the quality of the recess experience by ensuring that students have access to a variety of activities and social interactions that reflect the diversity of our student needs and interests. Well-designed recess space, time and activities provide the opportunity to provide inclusive settings where all children can find a place to belong, be active and develop socially.

- A recent report by Lauren McNamara, a PHD in the psychology of education, and is the founder of the "Recess Project", suggests:
 - Creation of a recess committee
 - Setting goals for improving recess
 - Measuring the "recess experience"
 - Allocating funds to recess activities
 - Ensuring professional development around recess
 - Focusing Board discussions around design of play areas and a focus on providing risk opportunities in play.
- Did you know that the United Nations Committee on the Rights of the Child has established play as a basic right of every child?
- You may be hearing a new term in educational jargon -SOGI. If you are like me and have heard the term but didn't have definition. Here it is: *"Everyone has a sexual orientation and gender identity (SOGI). It's an inclusive term that applies to everyone, whether they identify as lesbian, gay, bisexual, transgender, queer, two-spirit, heterosexual or cisgender (identifying with the same gender that one was assigned at birth)"*.
- A few important items from our September 24, Board meeting
 - Please make sure your contact information is up-to-date. Alberta Health Services uses Board data for contact tracing in the event of a COVID incident at the school. Inaccurate or missing information may result in delayed contact.
 - A reminder that if your child is affected by a COVID case in the classroom, you will receive notification from AHS. If you are not contacted your child is fine.
 - Please remind your child(ren) to tap when getting on the bus. Again, this is used to ensure the safety of children should a mishap occur.
 - The Board is advocating to the government for faster testing to reduce the time that children must be away from school.
 - Overall, the student population for Rockyview is down about 1000 students from projections. This is due to less people moving to Alberta and the decision by some parents to choose different schooling options.
 - About one half of the additional caretakers to be used for additional COVID precautions have been hired.
 - Prairie Northcott School in Airdrie has opened. It is a beautiful, bright, airy facility. New features include outdoor learning spaces, bicycle and scooter racks., solar panels, a solar learning station and a large outdoor solar flower sculpture. The school also contains a fantastic life-skills space and learning

support area. We applaud the work of the planning and design team in evolving school design to improve student learning.

- AHS has modified their ruling in wind instruments and singing to allow for these activities, although not without precautions.
- Athletic team practices are moving forward, but currently there are no competitive games.
- For most schools, fundraising will be an issue as the normal course of events cannot occur. Many schools that had scheduled casinos, were not able to participate and as a result received no funds. School fundraising has provided many additional resources for schools and opportunities for students. I would encourage those are interested to get involved with your School Council as it provides an important link between the school and home. If you are concerned about in-person meeting, you can join the conversation via ZOOM online meetings. Your input is valued.
- **Chair's Report** – Trisha Gizen
 - **Clothing Collection Update:** All of the remaining clothing inventory has been counted and sorted and is ready for sale. Special thanks to Faith McLean for assisting with this task. An order form has been created. School staff is trying to determine if it is possible to limit the quantities of items for sale on School Cash Online so we don't oversell any items. Once they have figured out how to do so we will proceed with this fundraiser.
 - **Outdoor School Buckets:** The grade 3/4 and 5/6 teams requested funds from school council to purchase 5-gallon buckets for outdoor learning. I approached the Rona in Westhills to see if it was possible to get these items donated. While they were not able to donate all of the buckets, they were able to provide us with a fifty percent discount on same. The teams had not factored in the cost of the lids which retail for \$2.97. The buckets retail for \$3.97. At the end of the day, we were able to purchase 120 buckets with lids for approximately. The regular price would have been about \$870. I am hoping we can send a thank you letter to the Rona in Westhills and thank them in the school blog as well. Actual total: \$438.48 for pails/buckets.
 - **ASCA Survey:** The ASCA recently sent me a survey for parents on school re-entry and COVID-19. The deadline to complete the online survey is November 6th. I am wondering what is the best way to distribute this to our school community? I would note that the last ASCA survey was relied upon heavily by the government in deciding upon their back to school plan.
 - **Holiday Fundraiser:** Do we want to do any kind of fundraiser for the holiday season? Is the school band selling wreaths and bird feeders this year?
- **Vice Chair's Report** – Rebecca Parzen (not in attendance)
- **Treasurer's Report** – Solita Burke
 - Total: \$37,153.37
 - Regular Fundraising: \$33,161.48
 - Foods: \$4831.89
- **Volunteer Coordinator's Report** – Imke Ryder (not in attendance)
- **School Community Input** – N/A

- **New or Other Business** – N/A
- **Motion to Adjourn** - Trisha Gizen @ 7:57PM

NEXT MEETING: November 25, 2020

APPENDIX A

Banded Peak COVID Protocols

Important Links:

- RVS Scenario One: <https://www.rockyview.ab.ca/school-re-entry-plan/scenario-one>
- Daily Health Checklist: <https://www.alberta.ca/assets/documents/edc-covid-19-screening-questionnaire-english.pdf>
- COVID Testing Online Booking: <https://www.albertahealthservices.ca/topics/Page17058.aspx>
- Student Flow Chart: <https://www.rockyview.ab.ca/school-re-entry-plan/assets/update-assets/student-flowchart>
- Staff Flow Chart: <https://www.rockyview.ab.ca/school-re-entry-plan/assets/update-assets/staff-work-flow-chart>

Mask Use: Students in grades 4 through 8 are required to wear a mask at school and on buses when social distancing is not possible. Parents are encouraged to provide students with an additional mask in the event that one is lost. Should students arrive at school without a mask they will be provided a disposable one.

Physical Distancing: Given the number of students in our school and increasing class sizes we are working to minimize risk; however, we will not be able to maintain two meters of physical separation between students at all times. As a result, students in many grades will be required to wear their masks in their cohort groups throughout the school day.

First Day of School: The First Day of school is an exciting day, full of new beginnings and opportunities for students, teachers, and parents. Over the past number of years Banded Peak has hosted a number of events to welcome new families to the school including Kindergarten and Grade One Orientation nights, “Moving on Up”, our annual “Welcome Back Tea” hosted by School Council, and “Take a Peek at the Peak”. This year as things are different, we have been required to make some significant changes to the first days of school.

- Students will be asked to meet their teacher outside of the school at their designated meeting place. As in previous school years teachers will be holding signs to indicate who they are. On subsequent days students will be asked to line up in their designated space on the tarmac outside the school.
- Students arriving by bus will be given instructions by administration on where to proceed. Buses will be dismissed one at a time to allow for social distancing and smaller cohorts
- *Parents who are dropping their child off at school for their first day may do so but must wear a mask and maintain social distance.*

Earlier this week families would have received an email from Banded Peak with information on their child’s staggered entry day.

- September 2nd: A through G, Y and Z
- September 3rd: H through M
- September 4th N through W
- September 8th: School will begin for all students

The first day of school will be an opportunity for staff to welcome students back after a long break. Some will be very excited to see friends and to be in a familiar space. While others will be anxious about the new school year. This will be a chance for us to begin to familiarize ourselves with our students and to start the design process to support their learning. It will also be an important time for staff to introduce and teach safety protocols to students in small groups.

Daily Entry Plan: Banded Peak's School re-entry plan is aligned with expectations outlined by Rocky View Schools, in collaboration with Alberta Health Services. Below you will find information on how students will be expected to enter the building each day. This process will repeat itself in part following morning and lunch recess.

- Please note that students may not be at school earlier than **8:20am**. The exception being students who are part of the Before and After Care Program. This is to help facilitate the flow of students in and around the building
- School buses will be dismissed one at a time by administration. Students in grades 4 through 8 will be required to wear their masks as they walk to their designated meeting area outside the school
- Classes will be brought into the school one at a time to eliminate congestion in our boot rooms. Prior to entering the school, students will be required to sanitize their hands. Sanitizer will be provided by a staff member at each of our entry points
- Once students have removed their outdoor shoes they will move directly to their classrooms where they will be asked to sanitize their hands once more before entering the room
- As the boot room clears another class will be asked to enter the building
- High touch areas will be wiped down once all students have entered the building
- Students in grade 7/8 may only use their lockers to store clothing. Locks will not be provided. Students in these grades will have to carry their materials with them throughout the school day
- Students from kindergarten through grade 6 will have access to classroom hooks/hangers
- Parents are invited to park in either the "Kiss and Drop" or the parent parking lot to drop off students. They are kindly asked to remain in their cars. Staff will be available to assist students to cross the road.

Recess and Lunch: Banded Peak's School plan for recess and lunch is aligned with expectations outlined by Rocky View Schools, in collaboration with Alberta Health Services. Below you will find information on how students will exit and enter the building for recess and lunch recess

- Students will have time to play in three distinct areas around the school this year; Mouse Heaven, the school field, and the playground. At any one time only one cohort of students will be scheduled in each area. A schedule has also been developed so that children have the opportunity to play in these distinct areas on a rotating basis throughout the school year
- A staggered schedule has been implemented throughout the day to limit interactions within the school as students flow from their classrooms, to their boot rooms, and to the playground
- Students will only be allowed to play within their cohort group or homeroom
- Students entering the school will be asked to return to their designated area to line up where they will be called back into the building by a supervisor at the door. Students will then be asked to repeat the entry procedure outlined in our school entry plan.
- This process will repeat itself for lunch recess

Snack and Lunch Time: Banded Peak's School plan for recess and lunch is aligned with expectations outlined by Rocky View Schools, in collaboration with Alberta Health Services. Below you will find information on how students/teachers will eat in their classrooms/breakrooms.

- Students/Teachers will be eating both snack and lunch in their classrooms while practicing social distancing to the best of their ability.
- Students/Teachers will be asked to wipe down their space and sanitize their hands before and after eating
- Students/Teachers are encouraged to bring extra water bottles for the day as water fountains will not be available for use
- The sharing of food will not be allowed. This will include food for birthday celebrations and/or holidays

Movement within the School: Earlier this week we received signage that will be installed throughout the school to promote social distancing. Staff will spend time with students during their first days back at school orienting them to the “flow” of the school. This will include:

- Discussing limitations on the number of students in the washroom at a given time
- Discussing and demonstrating how to move throughout the school in a safe manner while maintaining social distance
- For our youngest students discussing what some of our new signage means

Daily Exit Plan:

- Students will be dismissed from the building in a staggered manner to promote social distancing. One class at each grade will leave the building through four distinct doors.
- Dismissal will occur at:
 - 2:55pm (1/2M, 3/4WN, 5/6M, 7/8C)
 - 3:00pm (1/2MK, 3/4MS, 5/6L, 7/8 W)
 - 3:05pm (1/2E, 3/4S)
- Students will be asked to leave their classrooms with their masks and proceed directly to their buses.
- Parents choosing to drive their children will be asked to remain at their vehicle. If parents are parked, there will be a staff member to assist children in crossing over to the parking lot
- Students who are not able to locate their parent’s vehicle will remain in their designated area

Teacher/Parent Meetings:

- Over the course of the school year it is important to maintain open lines of communication between the school and the home. Teachers will make every effort to contact parents via email, telephone and agenda. There are times however, when it is important to meet face to face. In these cases, teachers will reach out to make arrangements with families to visit the school.
- Families wishing to meet with teachers and/or administration are asked to please schedule an appointment ahead of time through your child’s teacher or the front office. When parents arrive at the school, they will be asked to wear a mask, sanitize their hands, and sign in for their meeting. Teachers will be contacted by the office and will be asked to walk parents to their classrooms or meeting space. When parents leave their meetings, they are asked to sign out through the office as well.
- Similar to working with students, teachers are asked to please wipe down the surfaces of their classrooms following parent meetings

Volunteers: At this time volunteers and community groups/organizations are not permitted within the school.

Washrooms: A limited number of students will be allowed to use the bathroom at any given time. Limits will be posted outside of bathrooms and students will be asked to stand at a safe distance from one another while they wait – floor decals will be used to indicate proper spacing. Please review with your students proper handwashing/sanitizing procedures at the beginning of the first day of school. Please also review expectations for using bathrooms.

Learning Commons:

- **Books:** Students will be able to check out two books at a time from the Learning Commons. When books are returned they are to be placed in the return bin. From here they will be moved to the adjacent bins where they will remain in quarantine for a minimum of three days.

- **Class Visits:** Classes may access the Learning Commons throughout the school day but must have a designated time slot and be accompanied by their teacher. While in the Learning Commons students are to follow the directions outlined by Mrs. Kemp; where to sit, how to move throughout the space...
- High touch surface areas of the Learning Commons will be cleaned after each class visit. This will be followed up by caretaking who will clean the space thoroughly a minimum of once a week.

Caretaking: Care taking will continue to clean high touch surface areas throughout the day. This will include door handles, chairs, and furniture. In addition, caretaking staff will be using the electrostatic sprayer throughout the week in classrooms. Caretaking staff will maintain a schedule of rooms being cleaned so as to ensure that all spaces are accounted for.

Technology:

- School computers/iPads may be used in your classroom to support student learning. Teachers are however asked to book computers for larger blocks of time (morning, after recess, after lunch). This will allow enough time for machines to be properly cleaned prior to the next group of students using them.
- Computers/iPads will be assigned to cohorts of grades throughout the school
- Teachers are asked to assign computers to their students to limit cross-contamination.
- Teachers are asked to clean student computers after each use, using the following guidelines:
 - Use only soft, lint free cloths to clean and sanitize devices (avoid abrasive cloths, paper towels, or similar items). Avoid excessive wiping.
 - Do not use aerosol sprays, solvents, bleach, hydrogen peroxide, acetone, or abrasives
 - Use a 70% isopropyl alcohol towelette or a disinfectant wipe (Clorox Bleach-free or Lysol)
 - Use damp wipes, not saturated where liquid can be squeezed out of
 - Keep all liquids away from devices to prevent moisture from making contact with any openings
 - Do not spray liquids directly onto devices – spray onto a cloth first, then wipe.
 - Students and staff are required to perform hand hygiene before and after using shared equipment.
 - Shared equipment should be cleaned and disinfected before and after each use.
- Similar precautions should be taken with your RVS computers

Substitute Teachers/Emergency Binders

- Substitute teachers will be tracked by HR, but schools must have a record of who has been in the building
- Teachers are asked to create an **Emergency Sub Binder** with copies of the “Daily Practice Template”, teaching schedule a class lists, class seating plan, pertinent medical information for students, supervision schedule, any detailed notes on students that may prove valuable, and activities for CORE classes. The original should stay in your classroom in a visible place in the event of an emergency.

APPENDIX B - Student Flow Chart

