

**Minutes of Calgary Girls Charter School Council Meeting
that held on Tuesday, June 2nd, 2020
Zoom Conference Meeting**

Attendees: Elizabeth W., Jennifer M., Pamela D., Dani S., Cassandra N., Jillian N., Jon E., Candace R., Dhan G., Shaída S., Nikki S., Kelly L., Nandini R., Jenelee J., Alanna N., Shannon N., Zoey G., Marlene V., Katy L., Rene M., Andrea D., Jenn G., Emi. H., Raina W., Laura B., Christine M., Christine J., Kerry P.S., Marnie R., Michelle L., Misty J., Shed F., Kristie C., Emily L., Hanaa E., Jas J., Jea N., Dhan G., Candace R., Michelle D., Tara V. Wunmi A.

Apologies: Stacy M. and Betty I.

Call to Order:

Elizabeth W., Co-Chair called the meeting to order at 7:01pm

A. Approval of Agenda

Motion: Jillian N. moved the motion to approve the Agenda for the meeting, seconded by Jennifer M.

Motion carried, Agenda approved

B. Approval of School Council Meeting Minutes

Motion: Jennifer M. moved the motion to approve the Minutes of the School Council meeting that held on November 26, 2019, seconded by Jillian N.

Motion carried, Minutes approved

C. Reports:

Superintendent's Report – Pamela D.

- i. Overview of 2019/20 School year

Navigating transition and change has characterized this school year:

New Administrative Team

The school year involved a lot of relationship development within the new administrative team as well as with the community:

Pivot to Online learning

Following the COVID-19 outbreak and the announcement suspending classes, the last day of in-person classes was March 13th, online learning at home begun on March 16th and is still ongoing.

Educational and Operational Continuity Plans

The outbreak created the need to have an Operational and Continuity plans in place. The school dealt with educational plans while the Board dealt with staffing, health and safety, provincial compliance.

New Operational Systems

So the following operational systems can be brought online next year, the school year involved some investigation to determine what will be adequate.

- Student Information System
- Human Resources and Payroll
- Finance System

Digitization of Student Records

Dedicated staff members are currently attending to the digitization of student records to meet with the provincial deadline in September 2020.

Administrative Procedure Review

With the shift on August 15th to the Education Act, revisions have been ongoing to ensure compliance/alignment.

Teacher Evaluation and Certification

Ongoing revision to processes and procedures to align with Education Act and new Teacher Quality Standard and Leadership Quality Standard.

Occupational Health and Safety

Some legislative changes necessitated taking on additional training.

Registration and Recruitment Process

Open House held in January and mini-open houses in the course of the school year.

Marketing and Communication

The Board was involved with a lot of improvement to the school marketing and communications process. In a bid to be more intentional with the school's marketing, specific Promotional materials were produced; promotional brochures, standalone banners inside the building and the board office as well as a promotional video which has been uploaded on the school website.

Emergency Funding

Confirmation was just received for funding in the amount of \$1.3m which was applied for in April. Funding will go towards replacement of boilers, external doors; installation of handwashing stations and universal access installations to classrooms, the school will be working with the CBE to get the installations/replacements done by October.

New Signage

New signage were installed at both facilities over the Spring break.

Staffing

Interviews are ongoing, with contract offers for employment also going out.

New Budget Process

The budget process changed in February, Budget changes impact:

- Funding formula
- Accountability structure
- Annual Education report

- Submission dates
- School community engagement

New budget was tabled with government last week.

ii. 2020/21 school year

There are ongoing discussion on the re-entry plan. Scenarios and requirements for reopening including securing PPE and physical changes were submitted to the government on May 19th. Waiting on response from government to determine next steps.

Questions:

The following questions were addressed:

Q1. Does Funding impact Enrolment?

Under the old funding pattern, the number of students on September 30 determined funding. With the new model, funding is determined in the Spring based on a weighted average of number of students in the prior year, the current year and projected numbers for the upcoming school year. Any over-estimation will result in adjustments.

Q2. How will Budget changes be addressed

Full time employees and support staff numbers remain the same so there should be no large budget changes.

However, Transportation challenges are foreseen. The plan is to access Reserve funds for any expenses not covered in budget.

Q3. The 3 scenarios for school re-entry plan being considered by Alberta Education

Alberta Education is considering 3 scenarios for resumption in September:

- For schools to be reopened as much as possible under normal conditions
- For schools to be reopened with health restrictions e.g. social distancing, double shifting and use of PPE
- That teacher directed at home learning continues

Still waiting for further direction because of the challenges that arise with aligning with requirements

Principal's Report – Dani S.

- School administration and staff will continue to support parents through the end of school year, last day is June 26
- Weekly updates are still being sent out
- School will be transitioning to Assembla and phasing out Maplewood, ongoing staff training on system
- Ongoing digitization of student records
- School administration involved in planning for the upcoming school year, this is particularly challenging not know what scenario will be faced
- Working on Class lists and ongoing staff interviews
- Reframing technology foundations program for Grades 7-9 to bring back more realignment with Charter. There will also be more option courses for students and which will align with Charter vision, course selections released yesterday

- Ongoing Staff professional learning around intervention response, providing student support in an inclusive environment including school visits to schools with similar demographics
- Staff participating in other online professional learning, National Coalition of Girls Learning holding in June virtually
- Additional support staff employed to boost capacity of staff and support students; Child development advisor and 2 more Educational assistants (now 4 in number)
- A Math cohort to support Math programming and provide more information on how girls learn math is planned. To this end, Jo Boaler's 'Mathematical mindsets' has been ordered
- The Book Reading club will continue on Thursday with a private discussion with Lisa Damour, author of *Untangled* and *Under Pressure: Confronting the Epidemic of stress and anxiety in adolescent girls*
- Continuing to look at ways to develop leadership capacity, plans to return to innovative and research focus going forward, bring current educational research to practice. Having Research leads on staff; 3 learning leaders who will in addition to teaching, guide the professional practice of teachers and determine direction of learning next year
- Operational communications on rounding up the school year will be sent out within a day or 2, will address dropping off school owned items and pick up

Teacher's Report – Zoey Graf

Grade 4: Students were in the process of finishing up the Wheels & Levers, Building devices that move unit when learning transitioned onto the virtual platform. To celebrate their learning students were assigned an exciting final project, creating their own Rube Goldberg machine from materials they could access at home. Submissions were very creative.

Weekly Go-Girls exploration has also continued, students created logos to showcase their self-image including their unique and diverse characteristics.

Grade 5: As an introduction to Chemistry, students explored the Periodic Table of elements. They researched an element that captured their interest and then designed a superhero or character that exhibited the unique characteristics of their element. As a follow up to this, students wrote a full length short story with their character in the starring role as the protagonist.

Grade 6: In Language arts, students worked through *Island of the Blue Dolphins* by Scott O'Dell and explored several Go Girl topics on friendship, self-identity and resilience. Students are now focused on being detectives and studying Forensic science having concluded the Sky science unit (Science) and Iroquois culture (Social studies). In Math, students are currently Measurement and Geometry and examining 'real world' applications of concepts.

Grade 7: Throughout the Structures & Forces unit in Science, students had the opportunity to experiment with different methods of combining materials and through hands on experiences, gained stronger understanding of techniques used by engineers, designers and architects to help strengthen structures.

Grade 8: An interdisciplinary project allowed students to explore the concepts of light and optics, students synthesized their understanding by creating sketch notes and poetry in multiple forms

Grade 9: In Humanities, students worked to create their own slam poetry, students shared their poetry on Google Meet with their peers and all grade 9 teachers. In Science, students learn about chemicals in the environment and their impact on biotic and abiotic things, many of them made posters to create awareness around pollution and advocate for change

Learning continued virtually in Phys Ed., Music/Band/Choir, Drama, Visual Arts, French and other Option classes

D. Financial Report

2019/20 Budget

Despite school being closed, and the resulting reduction in revenue from fundraising activities and unincurred expenses for the rest of the year, the reduced revenue seems to cancel out the unincurred expense

Fundraising

Total fundraising of \$10,429, missed the \$14,430 target

- The Apple Sales fundraiser which supports the Fresh fruit program was not impacted by the school closure, netting \$1915, a surplus of \$215.
- Healthy Hunger and Fun Lunch programs netted \$5356, missed the \$8000 target because of the school closure
- Used Uniform Sale netted \$3158, missed the \$5000 target because the Spring sale was cancelled

Spending

Total program expenditure to date is \$23,856; savings of \$3,879 from the \$27,735 budget. As noted above, savings was offset by the \$4001 shortfall in fundraising revenue.

- The Back to School BBQ cost \$2493, completed under the \$4000 budget. Council approved transfer of \$100 of this budget to Teacher Appreciation.
- The Hungry Girl Lunch Supplies cost \$479, completed slightly under the \$500 budget
- The Lunch Hour Clubs at both campuses cost \$139 of the \$1500 budget
- Winter Skate Party cost \$1243, completed under the \$1700 budget
- Guest Speaker series cost \$186 of the \$1300 budget
- Feed the Teacher cost \$64 of the \$200 budget
- The Teacher Appreciation budget was fully spent
- Meeting supplies and volunteer appreciation spending cost is currently at \$169 of the \$1000 budget. Additional spending may yet be completed
- Fresh Fruit cost \$1666 of the \$2800 budget
- Signup Genius budget cost \$108 of \$150
- The School Dance cost \$461 of the \$600 budget as only the Fall Dance held and the Spring Dance was cancelled
- The \$65 allocated to Alberta School Council Association (ASCA) membership was spent.
- The \$300 budgeted to Sporks was fully spent
- None of the \$500 Recycling Club budget was spent
- Girls Convention was not executed
- International Day of the Teacher fell on a non-school day and no cost was incurred, \$200 budget
- Freezies for Rhythmic Wishes was not incurred due to closure, \$300 budget
- May Teacher Appreciation was cancelled due to closure, \$200 budget
- Bank Fees of \$150, could be spent before fiscal year end
- \$70 budget for Yearbooks to be spent before fiscal year end
- New Parent Orientation – activities planned for Sept 2020, \$100 budget

- Maker Space + Scholastic – impacted by closure and strong donations to Maker Space \$300

From prior years Council had committed to spending \$14,000 on the Courtyard project and \$14,792 on a set of Wishlist items. \$14,008 was forwarded to the CBE to fulfill the Courtyard commitment but only \$1,838 of the Wishlist items were purchased. This has resulted in surplus cash related to Committed Spending of \$13,946.

These funds are to be retained through the year serving as added contingency in these uncertain times.

As a result of the variances in fundraising, expenditures and the incomplete spending on prior commitments, the current cash balance is \$25,897 versus a forecast closing balance of \$10,000.

Proposed 2020/21 Budget

- Opening cash balance is forecast at \$29,727.

Fundraising

- Target fundraising for 2020/21 is \$16,200.
- A new fundraising activity for the sale of sausage and flowers is being added with a target revenue of \$1,500. This will fund the Hungry Girls program

Spending

- Target program expenses for 2020/21 is \$18,875.
- The budget for Back to School BBQ will be held at \$4,000
- The budget for Hungry Girl Lunch Supplies is increased to \$1,000.
- The Lakeview budget for Lunch Hour clubs is reduced from \$1,000 to \$600 and Bel-Aire is retained at \$500.
- The budget for the Winter Skate party remains at \$1,700.
- Guest Speaker budget remains at \$1,300
- Feed the Teacher budget remains at \$200.
- The Teacher Appreciation budget is set at \$2,000 based on 40 staff at \$50 each.
- The budget for Meeting supplies and volunteer appreciation remains at \$1,000
- Fresh Fruit budget remains at \$2,800
- Signup Genius budget remains at \$150.
- The budget for Fall and Spring School dances remains at \$600
- The Alberta School Council Association (ASCA) budget is increase to \$1,065 to account for membership and attendance at the ASCA annual conference at an estimated cost of \$1,000.
- The \$300 budgeted for Sporks remains
- Recycling Club budget was spent will be reduced to \$250

As Council has an objective to spend funds raised on the current students as opposed to holding for future students, the target closing cash balance in the 2020/21 budget is set at \$10,000. Assuming normalized conditions, near the end of the school year, Wishlist items will be reviewed and spending completed with a target cash carry forward of \$10,000 to the 2021/22 budget.

Forecast cash balance prior to Wishlist spending is \$27,052.

Motion: Jillian N. moved the motion to carry forward \$10,000 to the 2021/22 School year, seconded by Michelle D.

Motion carried and approved

Next Meeting is on Tuesday, September 15