

# 2023 – 2024 Banff Trail School Council Meeting Minutes

## FEBRUARY

**Date:** Wednesday, February 28, 2024

**Time:** 6:30 pm – 7:43 pm

**Location:** Banff Trail School and Virtual (Microsoft Teams)

**Attendees:**

Executive Committee Members:	Committee Chairs/Coordinators:	Other members:
<input type="checkbox"/> Ashley L. (Chair) <input type="checkbox"/> Erin R. (Vice Chair) <input type="checkbox"/> Tracy K. (Secretary) <input type="checkbox"/> Arvind P-R. (Treasurer)	<input type="checkbox"/> Franny F. (Volunteer Coordinator) <input type="checkbox"/> Nicole R. (Casino Chair, Schoolyard development) <input type="checkbox"/> Anna S-K. (Schoolyard development) <input type="checkbox"/> Anna L-W. (Teacher Appreciation) <input type="checkbox"/> Thomas L. (Fundraising) <input type="checkbox"/> Leah W. (Fundraising) <input type="checkbox"/> Christina H. (Dance) <input type="checkbox"/> Tanner R. (Bike to School)	Gabriela A. Amanda M-S. Oscar S. Lindsay M. Shahin M. Melanie B. Taryn Sonia C. Erin S. Christina D.
<b>Staff:</b>		
<ul style="list-style-type: none"> <li>• Ryan T.</li> <li>• Nancy T.</li> <li>• Mme Rachel</li> <li>• Mme Heather</li> <li>• Mme Pascale</li> </ul>		

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Agenda Item		Speaker	Discussion
<b>1. Call to Order</b>		Erin R.	Meeting called to order at 6:32pm
<b>2. Adoption of the Minutes from January 31, 2024</b>		Erin R.	Quorum confirmed. Minutes adopted.
<b>3. Grade 2 Teacher Presentation</b>	3.1 French Literacy	Mme. Pascale	<ul style="list-style-type: none"> <li>The literacy loop: new resource created by CBE to teach french sounds but allows all aspects of literacy learning - oral activities and sounds; reading syllables; writing vocabulary words; reading sentences built with learned words</li> </ul>
	3.2 Technology in Social Studies and Science	Mme Rachel	<ul style="list-style-type: none"> <li>students excited to use technology and new tools; weekly/biweekly access to computers to use programs such as Lalilo,</li> <li>Science: light and sound, making their own instruments; field trip to Calgary Philharmonic Orchestra (thank you to one of the parents)</li> </ul>
	3.3 Math	Mme Hather	<ul style="list-style-type: none"> <li>“number of the day” (can vary from classroom to classroom); being able to count and represent up to the number 1000;</li> <li>verbalizing how we understand math</li> <li>addition strategies (numbers to 100, single digits and double digits) - using 100’s chart, “stratégie chat” using a recipe to arrive at an answer</li> </ul>
<b>4. Principal’s Report</b>	4.1 Thank you Grade 2 Team	Ryan T.	<ul style="list-style-type: none"> <li>Thank you to the Grade 2 teachers for their presentation</li> </ul>
	4.2 School Development Plan Presentation		<ul style="list-style-type: none"> <li>To be presented/communicated: SDP from this year; fees from last year - conversation as part of the Education Act</li> </ul> <p><u>2024 School Planning</u>: presentation; Q&amp;A; Gather feedback; Meeting evaluation</p> <ul style="list-style-type: none"> <li>presentation will be posted to BTS main website</li> <li>SDP used to guide ongoing assessment and review of goals and actions</li> </ul>

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			<ul style="list-style-type: none"> <li>• SDP is the driver for closing learning gaps and informs strategies, resources, process for learning, professional learning, data-informed decision-making</li> <li>• SDP overall goal: French Oral Skill Development</li> <li>• have been on a 3-year loop: oral, reading, writing and then back to oral development</li> <li>• 3 separate goals that relate to literacy, math and well-being</li> <li>• Literacy improvement: neurolinguistic approach across all subject areas, use of grade-level, grade-designed rubric to track progress</li> <li>• Math improvement: use of foundational Math Talks information, improving oral communication and math skills simultaneously</li> <li>• Well-being improvement: incorporation of french language associated with social-situation problem solving</li> </ul> <p><u>School Budget</u></p> <ul style="list-style-type: none"> <li>• our school received \$2,496,051 in 2023-24 to meet SDP goals (RAM); at least 75% covers staffing, remaining covers operational supplies</li> <li>• school enrolment (Sept 29) - in a French program, less impact of registration part way throughout the year - 369 for this year, projected to reach close to 400 for next year</li> </ul> <p><u>2023-24 School Fees</u></p> <ul style="list-style-type: none"> <li>• school-based (field trips, in-school activities, artists in residence, merchandise) vs central CBE fees</li> <li>• School society funding (items paid by parent council don't appear in student accounts)</li> <li>• need to report all potential upcoming charges/fees for approval prior to the school year</li> <li>• 2022-23 Report to Parents on Fees (all fees that were charged last year)</li> </ul> <p><u>Gathering Feedback</u></p> <ul style="list-style-type: none"> <li>• questions regarding the SDP, budget and fees - these questions can also be found in the survey at the end</li> </ul>
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			 <ul style="list-style-type: none"> <li>• survey link (QR code)</li> <li>• survey open until March 15, 2024</li> </ul> <p><u>Next Steps</u></p> <ul style="list-style-type: none"> <li>• PowerPoint on school website</li> <li>• summary feedback posted by June 1, 2024</li> <li>• share information about student results and SDP at future council meeting</li> <li>• updated SDP posted to website by Nov 30, 2024</li> </ul> <p>Share feedback about this meeting:  <a href="https://banfftrail.cbdialogue.com/en/projects/2023-24-school-year/engagements/banff-trail-school-planning-meeting-evaluation-49b3">https://banfftrail.cbdialogue.com/en/projects/2023-24-school-year/engagements/banff-trail-school-planning-meeting-evaluation-49b3</a> </p>
	4.3 Ken Stewart Photography		<ul style="list-style-type: none"> <li>• Thank you to the 47 families who submitted feedback about next year's photography. 43 preferred outdoor, 4 preferred indoor. We will proceed with outdoor photography (weather permitting), with retakes being indoor.</li> <li>• Sibling photos—"Family" photos will instead be available indoors, in the evening, on Thursday November 28th (tentatively during Conferences). Can be family or siblings. Backgrounds selectable. Details and registration to come in the new school year.</li> </ul>

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	4.4 Fundraising		<ul style="list-style-type: none"> <li>Money transferred from EducationMatters (approx. \$7,594.54 from cheque-writing campaign). THANK YOU!! Currently organizing some of this to be spent on iPads to make a full class set for literacy and math resources (we currently only have 14, so students must double up) and art supplies (coloured paper is a priority right now).</li> </ul>
	4.5 Carnaval		<ul style="list-style-type: none"> <li>Thank you for funding the Carnaval experience—Cabane à sucre, Folklofolie and many more activities in a 3-day series of fun and Francophone cultural events.</li> </ul>
	4.6 Field Trips/ other events		<ul style="list-style-type: none"> <li>Field trips/other events: gr 2 Teachers Pet, gr 4 wet felting, gr 5 Telus Spark and Scotties Tournament of Hearts, end of the FitSet Ninja residency (well-received).</li> <li>Skating begins next week. Hoping for good weather and warm temperatures. Thank you to Mme Sam, Mme Pascale for coordinating and schedule-making. <b>Volunteers needed!</b></li> </ul>
	4.7 Upcoming items		<ul style="list-style-type: none"> <li>Coming up in March/April—RAM released, allocation of funds for the next school year (based on projections).</li> </ul>
	4.8 Outdoor supervision		<ul style="list-style-type: none"> <li>Reminder: Supervision outdoors begins at 7:43am. For safety, please do not drop students off earlier, particularly when it is still dark in the mornings</li> </ul>
	4.9 Questions/ comments from parents		<p>Question re communication home from different classrooms: is there a school wide strategy? – should be relatively consistent within grade level (grade teams work together) but means of communication is left to the discretion of the teacher.</p> <p>Thanks to the staff for the work with clubs at lunch hours – we appreciate the time and expertise offered to the students</p>
<b>5. Committee Reports</b>	7.1 Overview	Ashley L.	<ul style="list-style-type: none"> <li>Introduction of Committee Chairs</li> <li>Please contact <a href="mailto:banfftrailchair@gmail.com">banfftrailchair@gmail.com</a> if you would like to be involved with any of the committees</li> </ul>
	7.2 Volunteer Coordinator	Franny F.	<ul style="list-style-type: none"> <li><a href="mailto:banfftrailvolunteer@gmail.com">banfftrailvolunteer@gmail.com</a></li> </ul>

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	7.3 Traffic Safety Coordinator	Kathryn D.	No updates
	7.4 School Dance Coordinators	Kathy J. Cathy D. Christina H.	<ul style="list-style-type: none"> <li>• School Dance May 2nd – SAVE THE DATE!</li> <li>• working on getting forms to send home</li> <li>• theme TBD (talk to Gr5 teachers)</li> <li>• WestJet tickets for raffle</li> <li>• rental DJ equipment and parent-DJ for more cost effectiveness</li> </ul>
	7.5 Jacket Racket Coordinators	Christina H. Tanner R.	Nothing to report
	7.6 Teacher Appreciation Coordinators	Anna W. Yuri P.	<ul style="list-style-type: none"> <li>• Food for teachers at Learning Conferences - potluck supplied by volunteers</li> </ul>
	7.7 Social Media Coordinators	Kathy J. Cathy D.	<ul style="list-style-type: none"> <li>• Sign up for our Facebook and Instagram groups</li> </ul>
	7.9 Bike to School Coordinator	Tanner R.	<ul style="list-style-type: none"> <li>• Considering combining Bike to School with End of Year celebration - looking at doing it on a Thursday instead of Friday</li> </ul>
	7.10 Grade 5 Farewell Coordinator	Nicole R. Arvind P-R. Franny F. Erin R.	<ul style="list-style-type: none"> <li>• Hoping to do one activity (combining classes)</li> <li>• June 25th</li> </ul>
<b>8. Discussion Forum</b>	8.1 Connecting with parents / families and improving engagement	Ashley L.	<ul style="list-style-type: none"> <li>• Connecting with parents/families and improving engagement - <i>Please contact <a href="mailto:banfftrailchair@gmail.com">banfftrailchair@gmail.com</a> if you have anything you would like to discuss in the upcoming forum portion of our meetings</i></li> </ul>
	8.2 School Dance Planning		<ul style="list-style-type: none"> <li>• Discussed above.</li> </ul>

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	8.3 \$500 Grant		<ul style="list-style-type: none"> <li>• Use of \$500 grant?</li> <li>• Anita Crowshoe learning session with parents? Excellent idea proposed by Ashley, will look into logistics of this.</li> </ul>
	8.4 Vice-Chair vacancy		<ul style="list-style-type: none"> <li>• Request for new Vice-Chair</li> <li>• Erin has taken on a new career role therefore we are looking for someone who might be interested in transitioning into the Vice-Chair role for Parent Council</li> </ul>
<b>9. Adjournment</b>			<ul style="list-style-type: none"> <li>• Adjourned until next meeting April 17, 2024 at 6:30pm</li> <li>• Meeting adjourned at 7:43pm</li> </ul>
<b>10. Upcoming meetings</b>			<p>Upcoming meeting dates:</p> <ul style="list-style-type: none"> <li>• April 17th – Kindergarten Teachers Presentation ***DATE CHANGE</li> <li>• May 29th – Grade 3 Teachers Presentation</li> </ul>

#### Contact Information

**Email:** [banfftrailchair@gmail.com](mailto:banfftrailchair@gmail.com)

**Facebook:** **Banff Trail School Parents** (this is a closed group, accessible by request / invitation only)

**Twitter:**

**Instagram:** [banfftrailschoolcouncil](#)

**Volunteers:** [banfftrailvolunteer@gmail.com](mailto:banfftrailvolunteer@gmail.com)

**Schoolyard Development:** [ebtschoolyarddevelopment@gmail.com](mailto:ebtschoolyarddevelopment@gmail.com)