

## Westboro School Council – Annual General Meeting

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School Council Minutes- May 13, 2025

6:30 p.m. School Library

*\*Indicates written report/attachment provided*

### Attendance

**Parents:** Christan Rasmussen (Chair), Hilary Schmidt (Vice-Chair), Carrie Bounds (Secretary),  
Kate Weberg, Allison McColl, Chantel Oswald, Mohsin Mohd

**School Staff:** Shelby Labrecque (Principal), Tracey Prouse (Assistant Principal),  
Andrea Perotta (STEPS)

**Others:** Trina Boymook (EIPS Trustee)

- 1) Call to order at 6:32 p.m.
- 2) Review of the Agenda  
Agenda approved as presented.
- 3) Approval of the minutes from April 8, 2025.  
Minutes approved as distributed.
- 4) New Business: Christan Rasmussen
  - a) Family Dance
    - Scheduled for Friday, May 23, 2025
    - The school will be working with the society as a Community Event
    - The theme this year is NEON. Remember to wear your best and brightest!
    - Supper will run through Panago through our Munch a Lunch system- a concession stand for candies and drinks will also be provided- CASH ONLY
    - Dance Dance Revolution, lawn games, balloon man and more!
- 5) EIPS Trustee Report: Trina Boymook  
*\*See attached*
- 6) Administration Report
  - a) Shelby Labrecque: Principal  
*\*See attached*
  - b) Tracey Prouse: Vice Principal
    - We held a Volunteer Recognition this year to say thank you to all the hard-working individuals who have helped our school and staff in and out of the classrooms. A slide show, muffins, and coffee were provided as well as a song from our Kindergarteners.
    - Run Wild- we had an in-school assembly, but it is an out of school event on May 4<sup>th</sup> held in St. Albert. Kids who aren't able to participate on our Track Team particularly love this event- it's for everyone!

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- Westboro served as a polling station in the Federal Election, and the Grade 6's were shown all about the polling system and participated in Mock Voting
- As you all may have seen, we had many diseased trees that got cleared off our front lawn. Clean-up is still under way.
- Classified Staff Appreciation was on May 14- Thank you to all our EA's!!
- Patrollers have been invited to the AMA picnic in June

### 7) Teacher Report: Andrea Perrotta (STEPS)

- First shout-out is to Mrs. Gilmore in Grade 1 who held a "May the 4<sup>th</sup> Be With You" on May 5<sup>th</sup>. She always engages her class in the most amazing ways.
- Looking out at recess, it's fantastic to see all the kids interacting with each other. STEPS, EA's, and students from all classes playing together has been a magnificent thing to watch. Because of Westboro's vast classroom diversity, students never look at others with differences as "different".
- The PLACE Program has partnered up with Mrs. Camerons Grade 2's for Circles. Tomorrow's circle talk is about Compassion and Empathy- they will be practicing communicating non verbally using the class Core Boards.
- All year long we alternate Grades for Reading Buddies, and this month it has been the Grade 3's. They've been coming after lunch on Tuesdays/Thursdays. Mondays/Wednesdays they participate in games that our PLACE class has had the chance to practice at.

### 8) Election and 2024-25 Report

- a) No finances to report.
- b) Executive Election- all positions open
  - Chair:
    - Christan has been nominated. Christan accepts and is acclaimed.
  - Vice-Chair:
    - Hilary has been nominated. Hilary accepts and is acclaimed.
  - Secretary:
    - Carrie has been nominated. Carrie accepts and is acclaimed.

### 9) Open Discussion:

- Last year, the Fundraising Society's Bylaws were re-written. However, the AGM happened almost a year after our fiscal year ended and according to Provincial and Federal guidelines, financials are required to be submitted within six months of a fiscal year-end. To continue to align the Society AGM with the Council AGM it is proposed that we move the School Council AGM to September.

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- Motion to move Westboro School Council AGM to September. Seconded and Approved. Motion is passed.

10) Adjourn 7:35pm

Next Meeting is the (new) AGM on September 9, 2025

2025-26 Meeting Dates (meetings typically occur the second Tuesday of each month):

- |          |          |          |
|----------|----------|----------|
| • Sep 9  | • Jan 13 | • Apr 14 |
| • Oct 14 | • Feb 10 | • May 12 |
| • Nov 18 | • Mar 10 |          |

Trustee Report  
Trina Boymook

The Board approved an increase to student transportation fees for the 2025/26 school year. Due to changes to the Student Transportation Regulation. 2025/26 will be the final year for elementary students living between 1Km-1.59Km to be considered as eligible riders. The province is increasing the minimum to 1.6Km for elementary students while junior/senior high students remains at 2Km.

The Board is set to approve a \$211M Budget at our May 29 Board meeting. This budget incorporates \$1.9M.



## **Westboro (WBO) Elementary School Council Principal Report**

**May 13, 2025**

1. Welcome & introductions!
  - a. Welcome to everyone who is providing us with the gift of their time! I am very grateful to each of you for your time and commitment to supporting our Westboro school community!
  - b. Thank you to our staff representative Mrs. Perrotta! We are looking forward to hearing from you about all the exciting things going on at Westboro!
2. Kudos!
  - a. Again, thank you to our wonderful School Council and Parent Society for organizing our April parent/guardian engagement nights on April 16 and 29! There was so much valuable information shared!
  - b. The Teacher Appreciation Day treats were also very much appreciated by staff!! Thank you for being so thoughtful and kind!
  - c. I also wanted to say thank you to Kate Weberg for representing our School Council at the Kindergarten Information night and getting the word out to our kindergarten families.
  - d. A big shoutout and thank you to Liz Cummings, Christine Cooper, and Hilary Schmidt who volunteered to support our Mental Health Week by filling the swag bags that were given out to students. Thank you so much!
  - e. Thank you again to our volunteers who support our school community throughout the year! I cannot stress enough how important you are to us and how much we appreciate all of our volunteers! It was wonderful to see everyone at the Volunteer Event that was held May 1! It was also heartwarming for our students to take a lead role in terms of welcoming guests as they arrived and performing for everyone! Thank you also goes out to the staff who came together to plan and organize this event!
  - f. Kudos to our amazing office team, Mrs. Mephram and Mrs. Pinto, who have put in countless hours in creating our WBO Yearbook and the staff who are

uploading pictures regularly to ensure those important memories are being documented!

- g. Thank you to Trustee Boymook and the entire Board for supporting the recent Long Service and Retirement event! It was a beautiful night recognizing the amazing staff we have throughout Elk Island Public Schools!
- 3. Restorative Practice Implementation Team Update
  - a. April Microdosing Challenge class winners are 1G and 3K!
- 4. School Education Plan
  - a. On Friday, May 2, part of our professional learning day was spent reviewing our current School Education Plan and we reflected upon the work we have done this year, as well as where we want this document to take us next year. I encourage you to read over the [Westboro Education Plan](#) and provide feedback as we strive to continuously improve to best serve our students and school community.
- 5. Student Advisory Committee Meeting Update
  - a. The last Student Advisory Committee meeting was scheduled for Monday, May 12. Here are the updates from that meeting.
  - b. Two students reached out to International Mascots and learned they provide a free consultation, and it takes about 2 to 3 weeks to make the mascot. The cost ranges from approximately \$2000 to \$10 000. The students reached out but did not hear back so they will use a parent's email or call them to learn more.
  - c. When asked about positive feedback from this school year the responses included the library, staff, soccer, hot lunch, field trips, the grade 6 students got to have a mock vote when we were a polling station, and class fish (pet).
  - d. We will be scheduling a wrap up movie and lunch 'meeting in June to thank the committee for volunteering their time. Date to be determined.
- 6. Since our last meeting we have had many exciting things happening at Westboro!
  - a. Italy Day in Gr. 1
  - b. Crazy Hair Day
  - c. Tons of field trips!
  - d. Westboro hosted Elections Canada as a polling station for our federal election
  - e. Professional Learning Day – Certificated staff came together and reviewed the structures of the Collaborative Response Model in preparation for our early out Wednesdays next year; work has also begun on a planning document to ensure we are maximizing the impact of this time in terms of student success at school

- f. Bus Driver Appreciation Day
  - g. Long Service & Retirement Dinner
    - i. Westboro Staff who were recognized and celebrated include:
      1. Jennifer Matyjanka
      2. Melanie Pinto
      3. Cheryle Kristensen
      4. Andrea Perotta
      5. Shelby Labrecque
      6. Rhonda Lee
      7. Wendy Oake (retiring)
      8. Sherry Cameron (retiring)
    - h. Track team attended the EIPS Elementary Relay Race (May 8)
    - i. The last session for the Playshops related to teaching students about their brains and how to help regulate their nervous systems
    - j. The school swag website has been updated, and the school community can now make purchases. Here is the website: [Westboro Elementary](#). More information going home in the Westboro Weekly.
7. Budget
- a. Enrolment is how the majority of our funding is determined. The funding is now based on a two-year average adjusted enrolment whereby 30% of funding comes from 2024-25 enrolment and 70% of funding comes from 2025-26 enrolment (as of September 29, 2025). The anticipated enrolment at Westboro for the 2025-26 school year, as of May 7, 2025, is 239. We are currently at 248 students, so this is a decrease. However, we all know this can and likely will change between now and this fall.
  - b. Year over year, this Spring budget is better than last year's Spring budget as there is an additional \$900 000 in one-time funding included.
  - c. Our Spring budget has been submitted for approval, and I wanted to share what has been submitted for next year in terms of staffing. Please note things can always change between now and next school year.

ECS – Cindy Wheeler ('A' schedule) & EA (to be determined)

Gr. 1 – Marina Gilmore

Gr. 2 – Ashleigh Becigneul (morning) & Kayla Reivonen (afternoon)

Gr. 3 – Margo Komant

Gr. 4 – Rhonda Lee

Gr. 5 – Tanya Gottstein

Gr. 6 – Erin Desautels

Gr. 6 – Amberly Witzke

PLACE – Andrea Perotta

STEPS – Shelbi White

Fine Arts & First Nations, Métis, and Inuit Lead – Courtney Richard

Counsellor – Dianna Graziano

Librarian – Shelly White

Office Staff – Melanie Pinto & Billie Jean Mephram

Educational Assistants – Corinne Bennefeld, Amy Churchill, Adrienne Gerstmar, Valerie Groff, Amy Johnston (supporting in Gr. 6), Cheryle Kristensen, Kesina Lambert, Jennifer Matyjanka, Michele Norton, Candace Reichl (supporting in Gr. 5), Karen Stocks, Dawn Sutton, and Paige Tomashevsky

8. Looking ahead!

- a. May 14 – Classified Appreciation Day!
- b. May 16 – Final Hot Lunch
- c. May 19 – Victoria Day (no school)
- d. May 21 – 1G Teacher's Pet In-school fieldtrip
- e. May 22 – Class Picture day
- f. May 23 – Family Dance
- g. May 28 – Gr. 6 PAT ELA Part A
- h. June 3 – Gr. 6 Snow Valley field trip
- i. June 4 – Early Dismissal
- j. June 5 – PLACE Clay Hut field trip
- k. June 6 – 4L Fort Edmonton Park field trip; STEPS & PLACE Makery field trip; Patrollers' Picnic
- l. June 10 – ECS & 1G Valley Zoo field trip
- m. June 11 – STEPS Puppet Tree House in-school field trip
- n. June 12 – Gr. 6 PAT ELA Part B
- o. June 13 – Gr. 6 PAT Math Part A
- p. June 17 – Gr. 6 PAT Math Part B; Kindergarten and Gr. 5 library and Broadmoor Lake field trip
- q. June 18 – Gr. 6 PAT Social



- r. June 19 – PLACE Bowling field trip; Gr. 5 & 6 Swimming field trip; Fun in the Sun
- s. June 20 – Westboro Celebrating Indigenous Peoples' Day; Fun in the Sun (rainout day)
- t. June 24 – Last day for ECS
- u. June 25 – Last day for students; School Council Annual Reports due as per the May 2025 COSC meeting

“ School Council Annual Reports are due to your school principal on **June 25**. As per legislation, these reports must summarize the activities of the school council in the previous year and detail the receipt, handling and use of any money by the school council in the previous school year. *NOTE:* All school councils, even if you work with a fundraising society, must report on the use of their Alberta School Council Engagement Grant. The grant belongs to school councils, not fundraising associations, so it should be included in your report.

For school councils struggling with how to structure their report, a sample from ASCA has been provided in the [meeting package](#) to use as a template.”