Prince of Wales School Council Meeting
Date: Thursday, October 22, 2026
Time: 6:30 PM - 8:00 PM
Hybrid: Prince of Wales School Library + Teams

Minutes

In-Person attendees: Devon Tamblyn, Christy Berscht, Andrea Anderson, Kym Holt, Sarah McKenzie, Jessica Aimer, Rebecca Manes, Samantha Teske, Marcia Birkigt, Fatima - , Michelle - , Afalabi - ,

Virtual attendees:

Staff: Poppy Johnson, Kim Dawson

1. **Call To Order**
   The meeting was called to order by Devon Tamblyn at 6:38. Quorum was confirmed.
2. **Welcome and Introductions**
   D. Tamblyn, Chair, welcomed everyone to the meeting. welcomed attendees, acknowledged the traditional territories of the Treaty 7 Nations and the Métis Nation of Alberta Region 3, and invited introductions. Parents and guardians of enrolled students were reminded that they are members of the School Council.
3. **Approval of the Agenda**
   The agenda was approved as presented. Moved by Samantha Teske; seconded by Andrea Anderson. Carried.
4. **Approval of the Minutes**
   The minutes of September 16, 2026, circulated in advance and posted on the school website, were approved as presented. Moved by Devon Tamblyn; seconded by Samantha Teske. Carried.
5. **Business Arising from Minutes**
   Council computer: A second-hand CBE laptop has been obtained for Council use and is operational.
6. **New Business**
   - Council engagement: Members discussed ways to increase participation, including child-friendly meetings, activities or crafts for children, volunteer incentives, and a future parent-engagement grant activity. Options discussed included complimentary Halloween dance admission for families volunteering at the event. No final decision on incentives was recorded.
   - Council and fundraising society: The distinction between School Council activities and the separate Friends of Parkland Way fundraising society was explained to attendees.
7. **Reports**
   7.1 Principals Report
   - Playground and outdoor learning space: Students are using the new playground. The school-wide tree-planting day was completed with student and volunteer participation. A sponsor appreciation assembly will be scheduled once availability is confirmed. Classes will continue contributing to the outdoor mural and related learning activities.
   - Universal screeners: Fall literacy and numeracy screeners are being administered, with further assessment periods in January and June as applicable by grade. Families will receive initial results October 26–29 and explanatory CBE materials. Results are diagnostic information, not report-card grades; some assessed skills may not yet have been taught. Staff use results to identify learning needs and plan targeted supports.

- Instructional supports: Staff reviewed screener data and described classroom instruction adjustments and small-group interventions, including phonics, fluency and comprehension. Dawna Lawson is supporting targeted early-literacy activities with some students.
- Residencies: A needle-felting visual arts residency, funded through casino proceeds, is planned for March 30–April 8. Previous activities included lacrosse; the school is seeking a variety of arts and activity experiences.
- Truth and Reconciliation commitment: The school is using Indigenous literature to support intercultural understanding, empathy, reciprocity, care for the land and connections between buddy classes.

7.2 Grade 1 team Presentation

- A recorded presentation outlined the UFLI foundational literacy approach and ways families can support reading at home, including letter-sound practice, decoding, comprehension, fluency and daily shared reading. The home-reading program will be sent home shortly, and the presentation is expected to be shared school-wide.

7.3 Key Communicator Report

- The Key Communicator was unable to provide a report because of a conflicting Council of School Councils meeting. An update will be provided at the next meeting or circulated earlier if needed. A future volunteer to fill the representative role will be sought.

7.3 Treasurer Report

- Andrea Anderson reviewed expenses since the previous meeting, including approximately $315 for the Halloween dance DJ; $69 for ice cream plus approximately $30 from petty cash for the fall social; $563 for the previous year's safety patrol picnic; $8.75 in bank fees; $152 for the Council laptop; and $400 in prior-year unpaid field-trip fees. Total expenses were reported as approximately $1,500, with a bank balance of approximately $2,157. The written financial report should be retained with the Council records.

7.4 Volunteer Coordinator

- Jessica Aimer reported that additional volunteers are needed for Healthy Hunger lunches and the Halloween dance. Families were advised that school volunteers require police information checks, which can be initiated through PowerSchool or the school office. The school provides the necessary application information; approved clearances are valid for five years.

7.5 Events & Programs

- Fall social: Approximately 195 ice cream bars and popsicles were distributed, with about 45 remaining. The Council continues to welcome occasional volunteers through its informal support group.
- Halloween dance (October 29): The DJ is booked, tickets are available through cash and online purchase, and volunteers are needed for decorating, activity stations and cleanup. Plans include face-painting-style activities, games, a family costume contest and a 50/50 draw operated through the Friends society.
- Communications: Additional parent support for social media posts and event promotion was invited.

7.6 Staff Appreciation

- Sarah McKenzie outlined ongoing monthly staff-appreciation activities, including an October 30 initiative, and a planned staff dinner during the November book fair. Some volunteer assistance with the November event may be requested.

7.7 Book Fair

- The book fair is scheduled for November 23–27, with setup planned for November 20. Volunteer registration is expected to open in early November. Proceeds support the school library.

7.8 Fun Lunch

- Council thanked volunteers and school staff for managing a recent delayed lunch delivery. Fun Lunch and snack programming continues to rely on parent volunteers.

7.9 Grade 4 Celebration Team

- A parent planning group is being formed. Grade 4 students and families plan to prepare and sell a limited number of $5 surprise bags at the Halloween dance, with proceeds supporting the Grade 4 celebration.

8. Next Meeting

-Next School Council meeting: Wednesday, November 18, 2026, at Prince of Wales School Library and online. Halloween dance: Thursday, October 29, 2026.

9. **Adjourned** at 7:31 PM.

Notes prepared by Sarah McKenzie, Secretary

Approved by Devon Tamblyn, Co-Chair, and Christy Berscht, Co-Chair