

Prince of Wales School Council Meeting
Wednesday, May 7th 2026
AGM

MINUTES



In-Person attendees: Jenn and Ryan Heagy, Allyson Heggie, Devon Tamblin, Miranda Wu, Sarah McKenzie, Christy Berscht, Kym Holt, Rebecca Manes, Andrea Anderson

Virtual attendees: Samantha Teske, Jessica Aimer, Leah Kirk, Marcia, Amanda Grant, Keisha, Hulie Thiessen, Brittney Voight, Chinelo Obike, Dale Dirkse, G & J Aimer, Josh Brewster, Kirsten Milne, Dana Manzer, Queen Okoye, Naijia

Staff: Principal Poppy Johnson, Vice Principal Kim Dawson

1. Call to Order

Welcome to tonight's Council Meeting.

The meeting was called to order at 6:36 p.m. Members attending in person and virtually were welcomed to the meeting. Refreshments were made available throughout the evening.

2. Welcome, Land Acknowledgement and Introductions

A recording of the Land Acknowledgement was played.

The Calgary Board of Education acknowledges the traditional territories and oral practices of the Treaty 7 Nations, including the Siksikaitisipi, Tsuut'ina Nation, Îyârhe Nakoda Nations, the Métis Nation within Alberta, and all people who make their homes in the Treaty 7 region of southern Alberta.

Parents and guardians were reminded that, as members of the school community, they are automatically voting members of the School Council. Instructions were also provided for members attending virtually through Teams.

3. Approval of the Agenda

The agenda for the evening was posted to the School website under:
Get Involved → School Council → Meeting Agendas & Minutes.

Motion: To approve the agenda as presented. Moved by Jenn Heagy. Seconded by Kym Holt.
CARRIED.

4. Approval of Previous Minutes

The April meeting minutes were posted to the School website under:
Get Involved → School Council → Meeting Agendas & Minutes.

Motion: To approve the April meeting minutes as presented. Moved by Andrea Anderson.
Seconded by Miranda Wu. CARRIED.

5. Principal / Staff Report

Poppy Johnson reminded families that the Volunteer Tea will take place May 8 during morning drop-off.

Administration noted significant parent response following communications regarding the casino fundraiser and free supper event.

The playground fundraising goal has officially been met, with additional grants continuing to come in. Appreciation was expressed to all contributors and volunteers. The “Farewell to the Playground” event is scheduled for May 27, with playground removal planned for June 8–12. A Canadian sports-themed “Playground for the Children Day” celebration is also planned for May 27.

Four new portables are planned for the school site, with installation anticipated no earlier than next year.

Enrollment projections for next year are approximately 265 students. Administration indicated that classroom organization will likely consist primarily of straight-grade classes, with the possibility of one blended class depending on final enrollment numbers. Due to reduced enrollment and returning staff members, several temporary teaching positions will end and some teachers may be surplus based on seniority.

The school will receive two specialized EES (Educational and Emotional Supports) classrooms next year for students with significant cognitive and developmental needs. Additional staffing, specialized supports, sensory materials, communication devices, and provincial complexity funding will accompany the program. Families were informally invited to consider donating gently used sensory toys or fidgets to support the new classrooms.

6. Executive Reports

Approval of 2026/2027 School Council Meeting Dates

The proposed 2026/2027 School Council meeting dates were reviewed:

- September 16
- October 15
- November 18
- January 13
- February 18
- April 14
- May 13 (AGM)

No meetings will be held in December or March.

Chair Report

The Chair Annual Report was reviewed. Members were advised that feedback regarding the report should be submitted by May 27. It was noted that May and June updates may still be added prior to

final submission. The accompanying financial document included with the AGM package was also reviewed.

Roles & Responsibilities / Bylaws / Operating Procedures

The updated Roles & Responsibilities, Bylaws, and Operating Procedures were reviewed for approval.

Changes were made to align with current CBE and ASCA guidance, including clarification regarding the teacher representative role, confirmation that quorum remains at seven voting members, and confirmation that online attendees are eligible to vote. A new “Quick Guide” document was also created to support volunteer recruitment and provide a simplified overview of council roles.

During discussion, members identified several revisions prior to finalization, including:

- revising the Grade 4 Celebration description to state that the committee “coordinates year-end celebration” and removing fundraising language;
- clarifying that fundraising activities are managed through the Friends of Parkland Way Society; and
- removing casino/fundraising volunteer wording from the School Council Quick Guide.

Motion: To approve the updated Roles & Responsibilities, Bylaws, and Operating Procedures with discussed revisions. Moved by Andrea Anderson. Seconded by Kym Holt. All in favour. None opposed. CARRIED (7:28 p.m.).

Elections

All members of the School Council were reminded that they are eligible to run for any position. Nominations with a seconder may be accepted from the floor. Quorum is seven voting members, motions are approved with a 51% vote, and ties are broken by the Chair. Motions are conducted by show of hands unless a secret ballot is requested.

Executive Committee

The following volunteers agreed to retain their positions for the 2026/2027 school year:

- Treasurer – Andrea Anderson
- Key Communicator – Kym Holt
- Secretary – Sarah McKenzie

Motion: To approve the returning Executive Committee members. Moved by Allyson Heggie. Seconded by Christy Berscht. All in favour. None opposed. CARRIED (7:31 p.m.).

Standing Committees

The following volunteers agreed to retain their committee positions for the 2026/2027 school year:

- Volunteer Coordinator – Jessica Aimer
- Book Fair Committee – Samantha Teske and Marcia Birkigt

- Events & Programs Coordinator – Christy Berscht

Motion: To approve the returning Committee Chairs. Moved by Allyson Heggie. Seconded by Rebecca Manes. All in favour. None opposed. CARRIED (7:32 p.m.).

New Roles / Partnerships

Additional volunteers came forward for the following positions:

- Chair – Devon Tamblyn
- Vice Chair (Co-Chair) – Christy Berscht
- Fun Lunch Committee – Rebecca Manes

Motion: To approve the new nominations. Moved by Allyson Heggie. Seconded by Kym Holt. All in favour. None opposed. CARRIED (7:34 p.m.).

Vacant Positions

The Staff Appreciation Committee position was initially vacant. During the meeting, Sarah McKenzie was nominated for the role.

Motion: To approve the nomination. Moved by Allyson Heggie. Seconded by Kym Holt. All in favour. None opposed. CARRIED (7:36 p.m.).

Members were encouraged to contact Jessica if they know someone interested in volunteering for a role or partnership.

7. Committee Reports

Treasurer Report

Andrea Anderson reported that:

- \$450 was spent on classroom supply gift cards;
- \$115 was reimbursed for Book Fair fish tank prizes;
- the year-end audit report will be presented in September 2026; and
- Christy Berscht and Jessica Aimer volunteered to complete the audit.

Motion: To appoint audit volunteers for the 2025–2026 records. Moved by Christy Berscht. Seconded by Jessica Aimer. All in favour. None opposed. CARRIED.

Volunteer Coordinator Report

Leah and Jessica reported that the May volunteer update was distributed by email.

Volunteers are still needed for:

- Healthy Hunger / Fun Lunch sorting;

- Staff Appreciation supplies;
- Growing Smiles delivery support;
- Stampede Breakfast;
- Little Park Farewell Celebration; and
- Sports Day on June 26.

Events & Programs Report

Christy Berscht reported that the Parent Engagement Night was held outdoors and included a yoga activity. Approximately 14 attendees participated, followed by social time.

Staff Appreciation Report

Miranda Wu reported that Staff Appreciation Week will take place May 11–14.

Plans include decorating on May 8, a superhero theme, themed goodie bags for staff, treats, eye masks (“hero masks”), and a themed menu throughout the week.

Key Communicator Report

Kym Holt reported on the April 22 COSC meeting, which was held virtually.

Discussion focused on:

- classroom complexity;
- enrollment growth;
- school capacity pressures;
- modular classrooms and capital planning; and
- ASCE grant reporting requirements.

CBE currently serves approximately 142,000 students, including 31% EAL learners and 19% students with special needs. Enrollment is projected to increase by approximately 8,360 students by 2030. Most schools are currently over capacity, and 22 schools are approved for planning/design/construction.

POW is expected to receive modular classrooms in April/May next year. Members were also reminded that ASCE grant funds must be used by June 12 and reported by September 30.

Relevant advocacy and planning resources were shared with members.

8. Upcoming Dates

- Volunteer Tea – May 8
- Music Monday – May 11

- Staff Appreciation Week – May 11–14
- No School – May 15
- No School – May 18
- School Spirit Day: Dress as a Teacher – May 20
- Fun Lunch (OPA!) – May 20
- Stampede Breakfast – May 21
- Kindergarten Orientation – May 21
- Goodbye Little Park Celebration – May 27
- Little Red Riding Van – May 28
- Prince of Wales Casino – May 31 / June 1

The next School Council meeting will take place Wednesday, June 3.

9. Adjournment

The meeting adjourned at 7:48 p.m.

The next meeting will take place Wednesday, June 3 at 6:30 p.m.

Motion: To adjourn the meeting. Moved by Rebecca Manes. Seconded by Miranda Wu. CARRIED.

Minutes prepared by Sarah McKenzie (Co-Secretary)

Approved by Miranda Wu and Devon Tamblyn (Chairpersons)

Friends of Parkland Way Meeting (Allyson Heggie) to follow.