

# Prince of Wales School Council Meeting

**Date:** Wednesday, September 16, 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, Amanda

**Virtual attendees:** Andrea Anderson, Jessica Aimer, Jack Yang, Sheena (Guest), Christopher Price, Adebay Adremu, Reena,

**Staff:** Poppy Johnson, Kim Dawson

### 1. Call To Order

The meeting was called to order by Devon Tamblyn at 6:43 PM. Quorum was confirmed.

### 2. Welcome and Introductions

D. Tamblyn, Chair, welcomed everyone to the meeting. Land acknowledgment was read and Introductions were made.

### 3. Approval of the Agenda

The agenda was approved as presented. Moved by Kym Holt; seconded by Samantha Teske. Carried.

### 4. Approval of the Minutes

The minutes of the June 3, 2026 meeting, which had been distributed in advance and posted to the school website, were approved as presented. Moved by Sarah McKenzie; seconded by Marcia Birkigt. Carried.

### 5. Business Arising from Minutes - *moved to the update*

5.1 Portable Update-

5.2 Playground Update-

### 6. New Business

6.1 Collaborative and transparent council team

6.2 Accounts and contacts sharing related to council

6.3 How to get more people involved in council committees and meeting participation

6.4 Grade 4 Year-End Celebration Committee

### 7. Reports

7.1 Principals Report - P. Johnson reported

- Two Enhanced Educational Supports (EES) classes were added this school year, supported by seven new staff. The transition has gone smoothly.
- Portable update: The school is slated to receive four new portable classrooms. Survey work is underway. Legacy continues to experience significant growth; Prince of Wales enrolment is approximately 15 students higher, but no additional grade or classroom is currently required.
- Playground update: The project is nearly complete. Remaining work includes landscaping, cleanup, resodding and fencing. Classes are being phased into use of the new space. Thanks were extended to Marcia for her work on the project.
- The new bus system has experienced some communication challenges, which are being addressed through CBE.

- School fees will be posted through CBE in October.
- Families were encouraged to become involved in council committees. Continued recruitment and succession planning are important as current families age out of the school.
- Kim Dawson provided an overview of the Enhanced Educational Supports program:
- Instruction follows the Alberta curriculum, with activities adapted to students' individual abilities.
- The EES program has enabled the school to add an additional learning leader.
- The new EES staff bring valuable skills and experience to the school.
- EES staff are also able to model strategies and share expertise with other school staff.
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## **7.2 Key Communicator Report - K. Holt reported**

- Upcoming COSC meetings: October 22, January 20, April 22 and June 10.
- Wards 13 and 14 have held additional smaller-group meetings, allowing for more focused discussion.
- Discussion included ways to increase parent participation by connecting council with other school events.
- The annual report, due at the end of September, had already been submitted at the end of June.
- An additional Key Communicator is needed. The role has a relatively low time commitment but is required under CBE council roles and responsibilities.

## **7.3 Treasurer Report**

- Council opening balance (June 1, 2026): \$3,734.37.
- Council balance as of August 31, 2026: \$1,594.54.
- The September report records \$2,400 in Friends funding and \$329.57 in expenses, resulting in a Council balance of \$3,664.97 as of September 14, 2026.

## **7.4 Volunteer Coordinator**

- An additional volunteer coordinator is being sought to support Jessica.
- Healthy Hunger volunteers are needed on Wednesdays, approximately 10:50–11:30 AM. Parents may order lunch and sit with their child; volunteers require police clearance.
- Additional volunteers are needed for Picture Day and the Terry Fox Run.
- Police clearances are currently taking approximately six weeks to process. Families interested in volunteering are encouraged to apply early. School vouchers are available so there is no cost, and clearances are valid for five years.

## **7.5 Events & Programs**

- Ice Cream Social: Volunteers can sign up for a shift through SignUpGenius.
- Halloween Dance: The DJ has been booked. Ideas and volunteers are welcome to assist with planning.
- Social media: Anyone interested in helping with posts or communications is encouraged to participate.

## **7.6 Staff Appreciation**

- Update on the teacher welcome back, a waffle bar brunch was prepared and hosted by Sarah M.
- Monthly ongoing incentives for staff appreciation

## **7.7 Book Fair**

- The Book Fair will run November 23–27, with setup scheduled for November 20.

## **7.8 Fun Lunch**

- All fun snacks and lunches have now been booked and confirmed, you can now place your orders for your student(s) for the year.
- New vendor is McDonalds

8. Next Meeting - The next meeting will be held on October 22, 2026, the location will be Princes of Wales School Library + Teams. Please note, this date has been moved from October 15, 2026.

9. Important Upcoming Dates

9.1 Terry Fox Run September 18, 2026

9.2 POW Open House (Ice Cream Social) September 24, 2026

9.3 Picture Day September 24, 2026

9.4 No School September 25, 2026

9.5 Orange Shirt Day September 29, 2026

9.6 No School September 30, 2026

9.7 Fun Snack October 7, 2026 (October 8 for Kinder)

9.8 No School October 12, 2026

9.9 No School October 19, 2026

9.10 Fun Lunch October 21, 2026 (October 22 for Kinder)

10. Adjourned -The meeting was adjourned at 7:46 PM.

Notes prepared by S. McKenzie, Secretary

*Notes prepared by Sarah McKenzie, Secretary*

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