

**École Intermédiaire
Lawrence Grassi
Middle School**

**School Council: 3 Year Plan
2012 – 2015**



“Reach for the peaks – Atteindre le sommet”

Prepared By: LGMS Council 2011/12

Updated June, 2013

The École Intermédiaire Lawrence Grassi Middle School Council is a parent-run body, who along with representatives from school administration, provides parental representation and input to the school in the areas of:

- Policy and programs
- Budget
- School staff
- Transportation
- School facilities
- Public relations

Our Vision:

Together, we will be the representative voice dedicated to enhancing every student's life.

Our Mission:

The Council is an association of parents and staff who work together to promote the well being of the entire school community and to enhance student learning and school life.

Our Guiding Principles:

Council represents the voice of ALL parents and students in the school.

The goals of Council will be consistent with and support the goals of the school as outlined in the LGMS Three Year Education Plan.

Council will support the principles and work of *Inspiring Hearts and Minds* as well as the new Community Education Network (CEN).

Any spending by Council will be guided by the goals contained in this Plan.

This plan addresses how Council will support this Vision and Mission through the development of specific goals.

Council should review and update this rolling three-year plan annually. It should be re-evaluated every three years, in order that it remains current and relevant and aid in the transition between Councils.

Annual Update (September 2012 – June 2013)

In the 2012-13 school year council is pleased to report the following achievements:

- Expanded the role of Communications Coordinator – updated the monthly newsletter format and school-based notice board. Built a Council-managed website to further enhance communication and encourage parent involvement. Distributed a Community Involvement Letter to parents requesting specific skills and talents (ie: yoga instruction, grant writing)
- Maintained the role of Volunteer Coordinator – updated Volunteer forms, built volunteer data base and distributed volunteer lists to administration and coordinators
- Implemented option of additional Pizza Days to fill the gap from the discontinued Hot Lunch Program.
- Sustained format of Council meetings to include learning opportunities for members. Topics included: Bullying Prevention and 2 mental health presentations (Mind Up Program and The Toolbox Project)
- Organized speakers from various fields and opened presentations up to our parent community and other schools. Topics included: 'Healthy Eating and Nutrition for Youth', 'The Work of the Hearts and Hands Foundation', and 'Videogaming in Youth'.
- Encouraged extra-curricular activities (ie: Spanish, yoga, Japanese and the writer's group)
- Invited participation and/or parental input via the fall Open House, monthly newsletter, Council website, and weekly postings in the LGMS 'Week At a Glance' mail-out
- Purchased furniture for the school's gathering area and front foyer (\$4650) to entice a portion of students to remain on school grounds at lunchtime (ensuring relationships with downtown business community remains positive) and to create a welcoming environment
- Purchased additional ping pong table due to popularity of activity (\$575)
- Researched various grant opportunities and submitted two funding proposals (Banff Community Foundation and The Rotary Club of Canmore)
- Received grant for \$3500 from The Rotary Club of Canmore to purchase audio-visual equipment
- Advocated for quality of education within our school district with the Minister of Education through participation in province-wide conference calls
- Council members attended School Board and CEN meetings and provided input on communications, policy review, budget discussions, class sizes, grade reconfiguration, infrastructure and potential revenue generation
- Gathered documentation for casino fundraising proposal
- Council members attended and provided input during the 2-day School Facilities review led by representatives from Capital Planning and Alberta Infrastructure
- Organized bi-annual Staff Appreciation events
- Organized 2 TREX Art exhibits. Promoted community engagement by reaching out to local art gallery to sponsor the Fall 2012 exhibit. Council funded the Spring 2013 display.
- Purchased X-country ski equipment for Phys Ed program (\$2200) and storage bins for team uniforms (\$135)
- Financially supported and facilitated the second running of the Iron Chef competition
- Initiated discussion, informed parent community, hosted presentations and attended public hearings related to TELUS Tower erected near school property
- Purchased 4 iPads for Learning Support Team and additional iPad covers (\$2790)
- Allocated funds to purchase 12 'Tools for Learning' chair balls (\$500)
- Provided ongoing financial support for Stream of Dreams, EBS supplies, DPA equipment, year-end BBQ
- Brought forward concerns from parent community including queries regarding availability of on-line textbooks, TELUS tower placement, assessment practices, mandatory use of laptops for Grade 8's and dance etiquette

- Communicated and liaised with the Councils of ERS & CCHS (explored joint fundraising, reconfiguration and possible casino partnership)
- Recognized our much appreciated volunteers with newsletter and email flyer
- Through the above initiatives, Council has actively supported the principles and work of *Inspiring Hearts and Minds* by contributing to the 5 components of Whole Child Learning.

- Physical
- Cognitive
- Emotional
- Social
- Spiritual

Historical Prospective (2009 - June 2012)

Since the 2009–2012 Plan, Council is pleased to report the following achievements:

- Retained the role of Volunteer Coordinator.
- Established the role of Communications Coordinator.
- Maintained an annual volunteer registry from which staff can recruit volunteers.
- Maintained regular communication with parents via the school newsletter, LGMS website and the Councils' bulletin board.
- Provided a regular hot lunch program.
- Advocated against budget cuts to the Ministry of Education (ongoing) via letters and surveys – funds reinstated.
- Organized biannual staff recognition events (ongoing).
- Continue to build a better relationship with members of the downtown business community between the school/students and the business community, particularly during the lunch hour (ongoing).
- Sustained the format of Council meetings to focus more on learning opportunities for members (2010/11). Discussions included environmental stewardship, homework, Stream of Dreams (ongoing), assessment and citizenship, cybersafety.
- Prepared documentation for discussions on the 3yr calendar.
- Three Table Tennis tables purchased for \$1,500 in spring 2012.
- Five picnic benches donated for outside gathering area.
- Council members attended Nutritional Advisory Group (NAG) meetings; a first Iron Chef competition was organized to celebrate 'nutrition month'.
- Established an Attendance Report system to email parents in the case where a student has an unexcused absence or is late from school. Ongoing to improve efficiency and quickness of reporting to parents. Parents want to know quickly if their child is *not* at school and should be. Ongoing to improve other security issues and measures, e.g. use of computer technology.

Fundraising/funding (2009 – June 2012)

- Sustained a monthly pizza day program as Council's primary fundraiser (ongoing).
- Supported the library with the purchase of talking books (2008).
- Prepared a successful CIP grant proposal for the construction of a climbing wall in the new school, and contributed \$2,500 towards the project (2009).
- Purchased a piano trolley for the school's new piano (2010).
- Supported the DPA (Daily Physical Activity) program with \$350 for new equipment (2010). \$300 allocated for 2012 (ongoing)
- Supported Hearts and Hands and Kidsport through the proceeds of a Volleyball Concession (2010).
- Budgeted \$3,500 for the gathering area enhancement.
- Purchased gathering area furniture for \$1,500.
- As of June 2012, there is \$2,000 remaining for gathering area furniture.
- Budgeted \$500 for grade 5 contributions to the Stream of Dreams project (ongoing).
- Provided financial support for EBS, Effective Behaviour Support (ongoing) at \$500 per year.
- As of June 2012, there is \$2,300 remaining for school wishes (after purchasing 3 Table Tennis tables); note DPA dollars were also used for purchasing tables.
- Purchased piano lid and locking kneeboard 2011 – 2012.
- Fund end of year BBQ for \$500.

School Council Goals 2013 – 2014

1. Support and enhance school life

Actions to achieve this goal:

- Deliver the Pizza Day program (options available for once or twice per month)
- Assist Administration with student and parent transition involving incoming Grade 4's & 5's and outgoing Grade 8's (ongoing)
- Provide ongoing financial support for EBS (Effective Behaviour Support)
- Provide financial and volunteer support for school-wide initiatives (ongoing)
- Organize two staff-recognition events on an annual basis
- As needs arise, identify and support grant-writing opportunities to enhance school life (ongoing)

2. Support learning

Actions to achieve this goal:

- Contribute to the discussion around the ongoing development of and changes in assessment and reporting practices
- Continue to work with Administration to support curriculum continuity between grades 8 and 9 and to ensure accountability in achieving curricular goals
- Support the school's three main citizenship initiatives: Hearts & Hands, Terry Fox and Kidsport.
- Support the continuation of the Stream of Dreams Project (\$500 in reserve for 2012/13 & \$500 allocated for 2013/14)
- Assist Administration in supporting and expanding both the school's mentorship program and the community outreach initiatives
- Create further lunchtime activities for students

3. Support the enhancement of the school environment

Actions to achieve this goal:

- Research idea of outdoor garden ('Farm Box' project)
- Support the environmental stewardship projects in the school

4. Enhance strong parent involvement in school activities

Actions to achieve this goal:

- Recruit new members for the ongoing success of Parent Council
- Encourage parent engagement in Council activities. Increase awareness of Council website link and available email address for parental input, questions, suggestions and/or ideas
- Develop Council website; use online parent surveys
- Plan for additional speakers and promote 'Learning Component' of Council meetings to parents
- Encourage Council members to crossover between schools and attend other school council meetings
- Prepare an annual schedule of school activities for which volunteers will be required
- Maintain a parent volunteer database from which staff can access volunteers. See Appendix 1 for supporting documentation.
- Prepare and distribute a Parent Volunteer Form at the start of the school year and include on Council website. See Appendix 2 for supporting documentation.

5. Engage our stakeholders

Actions to achieve this goal:

- Maintain 'Learning Component' sessions to provide opportunities for Council learning and input regarding school, divisional, provincial and global learning initiatives
- Continue to discuss and share with parents/administration the impact of social media on students' lives (the digital tattoo) & the benefits/challenges of mandatory laptop use as well as other emerging issues
- Contribute to the '*Week at a Glance*' mail-out, the monthly School Newsletter and update the Council website as required (include agendas and monthly minutes)
- Update the Council bulletin board on a monthly basis (at least) and include a hard-copy of council minutes
- Communication Coordinator to prepare a school information section for local papers
- Participate at the September Open House, the Grade 4 parent information meeting and other parent events. 'Floating Council' member initiative at Open Houses and Student-Teacher-Parent conferences
- Liaise with CCHS Council in the spring in order to provide information for parents to smooth the transition for students entering Grade 9
- Continue to participate in the Community Education Network (CEN) and attend Board of Trustee meetings
- Provide financial support for opportunities for community engagement, e.g. bring in relevant speakers to address parental issues as a means of promoting the well-being of the school community
- Encourage parents to communicate via e-mail to teachers
- Extend an open invitation for parents and Board trustees to attend Council meetings
- Communicate and liaise with the Councils of ERS and CCHS
- Advocate for the rights of students with the Ministry of Education

6. Further Goals

- Identify and pursue a Technology grant writing opportunity to update laptop carts (Council funds held in reserve for possible matching grant allocation)
- Recruit a sub-committee to research additional grant writing opportunities
- Discuss Casino fundraising proposal
- Promote mental health and wellness (follow-up with trial classes of 'The Tool Box Project')
- Support the Nutrition Advisory Group (NAG) and activities that promote healthy eating, e.g. The Annual Iron Chef competition; providing space for NAG or healthy eating information booths/posters during Student-Teacher-Parent evenings
- Support the grade reconfiguration process
- Initiate additional council fundraiser (e.g. apple sales, Devry Spring plant sales, Movie Night) which aligns with promoting healthy eating

Appendix 1

LGMS Council Parent Volunteer Protocol 2013 – 2014

Council/Staff Information

- ❖ An annual data base will be generated from the Parent Volunteer Register to provide volunteers for school events and activities.
- ❖ LGMS Council will decide on which events they will assist, in regards to helping find volunteers.
- ❖ Events should be school wide. Council will not find volunteers for classrooms, field trips or individual groups.
- ❖ All events should be listed on the Parent Volunteer Register for the beginning of the year (September).
- ❖ If the event is not listed on the Parent Volunteer Register, council will decide on an individual basis if they will assist in finding volunteers.
- ❖ If a parent volunteer has access to personal information on a child, or has 1-on-1 contact with a child, they will be required to have an RCMP check done
- ❖ The names of any volunteers who indicate an interest in helping with school sports or extracurricular activities will be passed on to the appropriate teacher. It will be up to the teacher to utilize these volunteers (or not).
- ❖ Teachers/organizers will contact the council in advance of an event to request volunteer lists
- ❖ The volunteer coordinator will forward volunteer names to the teacher/organizer of the event. The teacher/organizer will schedule volunteers for the event.
- ❖ If enough volunteers cannot be found, it will be up to the teacher or administration to find their own volunteers. It is ultimately up to the organizer of the event to find volunteers.
- ❖ Please contact the Volunteer Coordinator if you require any of the parent volunteer lists for an activity you are organizing. (Betty Mah at avery.mah@shaw.ca)

Appendix 2

Parent Volunteer Register

École Intermédiaire Lawrence Grassi School Council 2013 – 2014

Parent volunteers are a valuable asset in our school. Volunteering is a great way to get involved in your child's school life and there are many areas in which you can help. If you have any time to volunteer for these school wide initiatives, please fill out this form and return it to your child's teacher. When volunteers are needed, you will be contacted by the teacher/organizer of the event. They will explain more about the job, confirm your interest and schedule you to volunteer.

Contact your child's teacher if you wish to volunteer in the classroom or for field trips.

Parent's Name		
Phone	E-mail	
Student's Name	Grade/Class	Teacher

Please indicate your preferred method of contact: **email**_____ **or phone**_____

Please indicate any of the following activities that interest you (check all that apply):

- ☐ Assist with the annual Fall Magazine Drive (or other school fundraising projects); organize and process orders. Magazine Drive begins September 14, 2013.
- ☐ Photocopying in the office
- ☐ Pizza day helper: two Wednesdays per month (October – May) 11:50 – 12:20
- ☐ Researching and/or writing grant applications for school projects.
- ☐ Poinsettia Fundraiser Coordinator(s) and/or Assist with Band Program fundraising activities
- ☐ Scholastic Book Fair: Dates: TBA. Set-up, take-down and selling books during recess and lunch.
- ☐ Lunchtime Library Supervisor: Tuesday, Wednesday or Thursday from 12:20 – 1:00. Flexible position (one-time commitment, once a month or whatever suits you best). This ensures that the library remains open during the noon hour.
- ☐ Assist Public Health Nurses with Grade 5 immunizations; 3 times during the year.
- ☐ Assist with "Stream of Dreams" fish painting activity for incoming Grade 4 & 5 students. Date TBA.
- ☐ French Scholastic Book Fair: March 2014; set-up, take-down and selling books during recess and lunch .
- ☐ Be a mentor in the Mentorship Program; area of expertise: _____
- ☐ "Iron Chef" culinary event coordinator, volunteers and/or community sponsors.
- ☐ Other special events and activities: Movie Night, Turkey Trot, Sports Days, etc.
- ☐ Coaching/assisting with school sports or extracurricular activities;
Area(s) of Interest: _____
- ☐ Assist with Year-End BBQ.
- ☐ I would be interested in a **Parent Council** position this year (we currently have a few vacant positions).
- ☐ **NOTE: the school requires substitute lunchroom supervisors. This is a PAID POSITION. If you are interested, please check box and you will be contacted by the school.**
If you have any other suggestions or areas of expertise and are willing to donate your time, please indicate your interest:

THANK YOU!