

West Coulee Station Elementary School Council Meeting

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West Coulee Elementary Parent Society

AGENDA MINUTES

January 28th, 2025 @ 6:30pm Board Office Meeting Room

In Attendance: Ashley Bourassa (President), Michelle Hood (VP), Heather Bruce (Treasurer), Autumn Barnes, Jenna Bailey, Taryn Guzzi, Dean Hawkins (Principal)

Call to order – 6:32pm

Approval of Minutes: Motion: N/A
Second: N/A

Approval of Agenda: Motion: N/A
Second: N/A

Principal's Report: Dean Hawkins

- Building Update – Website/Video
 - Classroom Furniture
 - Inclusive seating - Desks, Tables, Wobble Chairs, Couches
 - Grade 1 will be standard desks
 - Kindergarten Lofts – ordered 2
 - Starter Library - \$85,000.00
 - Community Furniture & Staff Room – Should be coming locally from Ducan Industries
 - Teacher Work Room – Binding Machine
 - Infirmary – Mini-Fridge
 - Caretaking – Is covered through a different budget line
 - Mascot – Has been ordered and received
 - Technology – Colour Printer Offices (x2)
 - Office Furniture – Ducan Industries
 - Resources
 - Language Arts – Fountas & Pinnell Approx. \$81,000 spent so far
 - Math – Math Up

- Science – Still on Order
 - Social - Still on Order
 - PE - \$45,000 Budget to buy and everything has been ordered – Kiwi Iron Local Company, we are waiting on pricing
 - Kinder Resources – Ready to be ordered, waiting on information to come
 - Art Order - \$12,000 to date
 - General Supplies - \$9,000
 - Music - \$55,000 budget
 - Budget is \$400,000 – Currently Spent \$321,848.66
- Registrations – Potential Classes and Sizes
 - 371 currently signed up, 241 in Spanish and 130 in English, Approx. 50 families within boundaries that they are expected to register yet.
 - English Programming
 - K-26, Gr. 1 – 16, Gr. 2 – 20, Gr. 3 – 32, Gr. 4 – 16, Gr. 5 – 20
 - Spanish Bilingual Programming
 - K-47, Gr. 1 -46, Gr. 2-38, Gr. 3- 34, Gr. 4 – 36, Gr. 5 – 40
 - Single graded classrooms are still expected
 - Need to ensure families are registering so that adequate staffing is done.
 - Expecting approx. 200 English and 250 Spanish by August.
- Staffing – VP Interviews, Caretaking, Teachers
 - Interviewed 8 people for VP position after 25 who applied
 - All had experience with administration, but not a Spanish background
 - Caretaking interviews happened last week – it is reposted for this week, hopefully a hire happens before the end of the week
 - Expression of interest for teachers wanting to transfer should be coming out either Friday or Monday to those who would like to be considered for a transfer.

Discussion Items from Attendees:

- Handbook
 - Handed out to attendees to look through and provide feedback to Dean Hawkins as soon as possible
- Bell Times
 - Tentatively planned to have a start time of 8:45am and dismissal at 3:38pm (M-T) with a start time of 8:40am and 11:50 dismissal on Fridays. However, this will be confirmed after the 2025-2025 division calendar is released.
- WCS Calendar
 - Tentative Date of March 12, 2025 for it to be completed
- Grand Opening
 - Official grand opening on September 12th, 2025 with a planned Parent Night BBQ on Sept. 18th

- Looking for sponsors for the BBQ – Please contact any businesses who may be interested – Ashley Bourassa will create a letter for this.
 - An open house in August would be great, however this is dependent on access and getting the playground installed in time.
- Fundraising
 - Biggest need is the playground, as well as technology (laptops, Ipads)
 - Discussion on fundraisers done at current schools and what has been successful. Ideas include a major fall fundraiser (dance-a-thon was suggested), while limiting spring to speciality days or smaller scale endeavours as to not burden families.
- Hot Lunch
 - Ashley Bourassa will take the lead on setting up Healthy Hunger to use with local businesses so that money does not get lost with School Cash Online fees.
- Newsletters
 - Dean Hawkins will create a weekly Cubs Corner newsletter to be sent out on Fridays for the following week highlights
- New Report Card Information
 - Tabled, as most members had previously seen the PowerPoint at their current school council meeting

Future Meeting Dates:

- February 5th @ 6:30 pm RE: Playground Updates

Adjournment: 8:02pm

Motion: N/A

Second: N/A