

CRYSTAL PARK SCHOOL COUNCIL MEETING AGM 2025/2026

Monday September 22nd, 2025

Agenda

Attendance: Josh Hartman, Heather Hurley, Amber Prior, Gillian Rutberg, Alicia Letto, Amanda Dinnage, Leslie Whipple, Tara Trottier, Melissa Coombs, Susan Jeffery, Amylynn Lahey

Meeting called to Order: 5:30

1. Welcome & Introductions:

- Last years council operated the entirety of the 2024/2025 school year.
 - i. Elected in October
- We were able to have Chair (Terri Mailman), Vice-Chair (Susan Jeffries), Secretary (Sabrina Fehr)
 - i. Review of school activities – as per year end report
 - ii. ASCA grant unused last year
- School Trustee: Rob Martin
 - i. Remainder of the term

2. Last Years Report

- **Fiscal Report**

September - 25/26 School Council Financial Statement

Balance Forward	\$	4,785.61	
Expenses:	Charges after GST Rebate		Actual Receipt Amount
Set Up Service Fee	\$	304.80	\$ 315.00
Total Expenses	\$	304.80	
Income:			
Total Income	\$	-	
Current Balance	\$	4,480.81	

- Importance of having a treasurer this year

3. Establishment of Crystal Park School Council

- **Role of the Council**
 - Advisory Role
 - Communicate and consult
 - School plan
 - Results report
 - Engage with parent feedback (surveys)
 - Determine SC operating procedures
 - Setting policy to govern SC activities
 - Planning engagement activities
 - Provide advice to the principal and school board
- We are currently seeking new nominations in all positions
 - Chair - Terri
 - i. Susan nominated
 - ii. Melissa seconded
 - Vice Chair - Melissa Coombs
 - i. Alicia nominated
 - ii. Amanda seconded
 - Secretary - Tara Trottier
 - i. Susan nominated
 - ii. Amanda seconded
 - Treasurer – Susan Jeffery
 - i. Alicia nominated
 - ii. Amanda seconded
- **Review of Bylaws**
 - Definition of ‘parents’
 - Mission statement
 - Operates as a Town Hall
 - Operate as a town hall – everyone defined as a parent has a voting right
 - School council executive makes all decisions
 - Have to have a quorum
 - More parents than staff to vote
 - Minutes and notes will be housed for a period of 7 years

4. Standing Business

- **Principal Report**
 - **Introduce Admin Team**
 - **Staffing and Enrollment**

- Staff – 90
- Students - 507
- **3 Year Ed Plan highlights**
 - Year two of a three year cycle
 - Focus on Planning Responsively to meet students needs and Belonging
 - Results report – yearly summary of feedback/evidence informing our progress
- STEM Learning School of Choice, may support further enrollment in the future as the STEM programming becomes more recognized and established
 - Sitting at about 29 students who have come specifically for the STEM program
 - All students at CPS will be a STEM student, programming is embedded in everything we do – all curriculum and classrooms
 - Entire lens of how we think about our thinking – collaboration, problem solving
 - STEM lead (Grace Davies)
 - a. Works with teachers to continue to build capacity, organize resources
 - JH STEM focused options
 - a. Robotics/Maker Space/Dig It/Forensics/Visual Media/Computers/Exploration (Game exploration)/Myth Busters/Theatre Arts/Space Exploration
- Schedule changes this year
 - Morning recess/30-minute Lunch/Afternoon recess
- Our school houses pre-school PUF program, Mental Health, Connect team, Peace Collaborative Services, and MDT
 - Connect team offers different programs for different grade levels around the Division
 - Many Division staff housed at Crystal Park
- Parent Teacher Conferences (happening on October 22nd and 23rd)
 - Sign-up to come out at the beginning of October
 - Different format, not reviewing a report card but rather focusing on what we have seen to date and what we need to do leading up to the actual reporting
 - First report card – December 5th
- YTP (Youth Transitions Program)

- Waiting to see what programming looks like this year
- Began to support transition to high school – additional funding to support transition of students from Maude Clifford/Hillside to Crystal Park
- CONNECT Core school
 - Focus on Mental Health
 - a. Slumberkins/Little Spot/Signal Hills
 - b. Programming offered all year long
- APPLE Schools (year 2)
 - Kaylin Scriba
 - a. Focus on Mental Health/Physical Health/Nutrition
 - i. Monthly campaigns
 - ii. Taste Tests
 - iii. Student and Staff challenges
 - b. Equipment purchased for each grade

5. New Business:

- UPCOMING EVENTS
 - Last day to order School Gear (September 28th)
 - Professional Learning Day (September 29th)
 - National Truth and Reconciliation Day (September 30th, No School)
 - School wide assembly on the Friday before – September 26th
 - Orange Shirt Day
 - Wolverine Wednesday (dress up in school colours and gear every Wednesday)
 - Turkey Trot (October 10th)
 - Thanksgiving (October 13th, No School)
 - School Photos (October 23rd)
 - Parent Teacher Conferences (October 22nd and 23rd)
 - Dress like a teacher day (October 17th)
 - Halloween Costume/Crazy Hair Day (October 31st)
 - Grade 2 Whipple – Socktober
 - Grade 5/6 Triple Ball (November 29th)
 - JH Volleyball starts next week
- Fundraising opportunities
 - Davison Orchard Apple Fundraiser – start with this one
 - Prime Time Fundraiser
 - Apples/oranges

- Munch-A-Lunch - November
 - Pizza Hut, State and Main, Pita Pit
 - Purdy's – possibly Christmas/Valentines/Easter
- Meeting Dates and Times
 - ii. Dates and Time (current time is 5:30p.m. first Monday of the month)
- Pumpkin Carving – Decorating
 - Prizes for categories (spooky, traditional, STEM/school spirit, creative, parent entry)
 - Up to \$200 for prizes – approved
 - Everyone who participates – put in a draw
 - Friday, October 31st
- Cake Walk – December School Council
- Tara/Susan - available for Muncha Lunch delivery

6. Next Meeting: November 3rd, 2025

7. 3 Takeaways:

- a. Announce council executive
- b. Muncha Lunch – Pizza Hut
- c. Fundraiser – Davison Orchard Apples

Melissa – question regarding yearbook with low-cost options

Alicia – grant for playground, basketball nets on the road, contest for students to design a shirt

Meeting Adjourned: 6:46