

EPS Council Meeting MINUTES

September 17, 2026

Learning Commons & MS Teams

Attendees:

Admin: Jason Fech and Erin Warburton
President: Melissa Sawatzky
Vice President: Jalaine Lewko (nominee)
Secretary: Christina Leach (nominee)
Key Communicator: Joslynn Bay

With regrets:

In-person or online: Natalie Carleton, Jillian Wyne, Erin McCaffery Mannas, Trevor Sawatzky, Geoff Irwin, Katie Clayton, Karlyn Mercier, Megan Zubot, Melissa Schuster, Risa Desa, Mary Schloss, Kaitlin Santori, Ella McMillian

Quorum achieved (minimum of 9)

Council

1. Approval of Agenda - Melissa Sawatzky

Approval of agenda by Melissa Sawatzky, second by Melissa Schuster.

2. Last Meeting Follow-up - Melissa Sawatzky

Approval of minutes from previous council by Melissa Sawatzky second by Jalaine Lewko.

3. New Business - Melissa Sawatzky

A. Welcome and overview of council and year ahead

This year is a special centennial year for the school.

The major fundraiser this year will be the Martinis and Masterpieces (M&M).

Goals for the year:

- Provide regular communications from parent council
- Provide multiple channels for parents to communicate with parent council
- Providing more up-to-date information on the school websites regarding current volunteering opportunities and upcoming events

B. Introduction of new members

Parent council welcomed the following new members:

- Melissa Sawatzky: chair
- Joslynn Bay: key communicator

Nominations and voting held for vice chair and secretary positions.

- Jalaine Lewko was nominated for the position of vice chair by Melissa Sawatzky. The nomination was approved by a vote of 13 members.
- Christina Leach was nominated for the position of secretary by Melissa Sawatzky. The nomination was approved by a vote of 13 members.

Thank you to Meghan Zubot for all she continues to do to help the school and Kaitlin for their time and dedication on parent council.

C. Muffin mixer and fall fair overviews (including fall fair budget)

Thank you to the parent society and volunteers for the welcome in muffin mixer!

A special thanks to the volunteers who took on lead roles in volunteering at the fall fair: Lindsay Byers, Erin McCaffery, Jalaine Lewko, Kim Jovica, Madison Hamil and Chelsea Saxena. Also thank you to Jason, Erin, Halziel and the staff to make fall fair a success.

Parent council discussed planning for next year's fall fair. It was suggested to bring forward organizers in May or June 2027 for fall fair planned for September 2027. The goal is to have future fall fairs led by volunteers outside of parent council.

A survey summary was sent out this year to gather attendee feedback on specific aspects of the fall fair including food, layout and activities.

- Link to fall fair survey results: [survey results](#)

Budget for the event was approximately net zero.

- Link to fall fair budget: [budget](#)

D. Halloween dance and haunted house

Current permits for the Halloween dance and haunted house are being worked on. A placeholder date of October 29 has been set.

Parent council is contacting volunteers and lead roles for the Halloween dance and haunted house.

The involvement of Grade 6 students and parents has worked well in previous years, with Grade 6 students taking the lead on the haunted house. In previous years, students were assigned a haunted house stations through drawing names.

E. Volunteering updates

Goals for volunteering:

- Communicate opportunities to all parents with details on the time commitment and responsibilities involved
- Plan for each grade to be designated an event throughout the year so the volunteer responsibilities are distributed as evenly as possible.
 - Grade 1: winter celebration
 - Grade 2/3: spring performance
 - Grade 4/5: Halloween dance
 - Grade 6: haunted house
- Upcoming events:
 - Halloween dance and haunted house
 - Winter celebration
 - M&M planning committee
 - Christmas hampers and Mountain of Warmth
- Parent council will work to ensure parents are notified of opportunities and provided of details of what each role entails. Information provided in welcome package sent home at the beginning of the school year.
 - Additionally can be found through this link: [volunteer opportunities](#)

F. Parent request – stronger communication between report cards for struggling students

Parent council discussed a parent request for stronger communication between report cards regarding students who may be struggling academically. The discussion regarding ways to ensure parents are informed of students progress and are not surprised by grades will be revisited at the next parent council meeting.

Currently math and literacy graded work is sent home each month. Parent council considered whether graded work from other subjects such as social studies and science

could also be sent home so parents have a better understanding of their child's progress.

It was acknowledged that providing monthly report-card marks may be difficult. Parent council discussed the possibility of individual communication from teachers to parents when a student is struggling as an alternative.

Proposal for worksheets coming home on weekends as option for students who would benefit from additional practice.

Request was raised for two parent-teacher conferences during the school year, in addition to the student-led conference (versus having one parent-teacher conference and one student-led conference).

Meet the teacher night: favourable for all grade teachers to explain their expectations throughout the year and for parents to become familiar with the teachers working with their children. It was suggested that an overview of each teacher, including the grade and subjects they teach be posted online for parents to view. Jason will post an overview of each teacher's grade and subject areas online.

G. COSC updates from June 10 2026

COSC brings parent councils together to share information and discuss updated and issues being experienced by schools.

The upcoming Alberta referendum was discussed, including questions relating access to education for non-permanent residents and the potential implications for students in the classrooms.

Administration

4. Principal's Report - Jason Fech

1. Budget, Enrolment & Staffing

A. 209 current, budgeted for 208 in the spring. Projections were 236

Extra funding for class sizes received. Second grade 1 teacher hired to reduce class sizes. Grade 6 divided for half the day to reduce class sizes for math and literacy.

B. Needing to hire 1 Lunch Supervisor (one temporary full-year)

2. Programming:

A. Centennial Planning with curriculum connections – October 2 2026 @ 930am
(roughly 45 minutes with open house tour of the school after the ceremony)

Students have been looking at what to contribute to a time capsule and will discuss what they have chosen to put in the capsule.

TBD if time capsule will be opened.

New development of brick bench near playground with bench and plaques with the three pillars of care. Budget TBD on this.

50 Year Yearbook donated. This can be viewed on the school spirit webpage, each student to get a copy including alumni that are attending the centennial event.

Alumni contributions working with school for centennial event.

B. PE & Core Residencies booked (major: Miranda Krogstad - Spoken Word Poet, One World Drumming, Young Banghra Dance Residency, Cricket PE Residency, Foothills Nordic Ski)

3. School Development Plan Targets – Year 3 of 3

A. Literacy – writing for a variety of purposes and audiences

B. Numeracy - increase student achievement with complex math problem solving

C. Wellness - increase self-reported sense of resiliency

4. Assessment and Reporting:

A. CBE has two formal report cards: Feb. 23, 2026 and June 24, 2027

B. Two parent conferences: Nov. 26 & 27, 2026 and March 18 & 19, 2027

C. Teachers send home assessed student work for math and literacy by the end of each month

D. Parents are encouraged to reach out to teachers as concerns arise

E. Teachers will reach out if students are achieving at a level 1

5. Fees paid online through “My CBE Account”

A. Demographic, Citizenship & Volunteer Authorization due Friday, Sept. 18

B. School Supplies Fee \$40 posted October (Kindergarten is \$20)

C. \$10 lunch incidental (indoor games for inclement weather) – optional

D. Lunch

i. Ensure you have registered on SchoolEngage

ii. noon supervision ~ \$285 (due mid-Oct)

iii. attendance being taken at lunch – notify office if absent

E. Field trips costs posted as they arise

6. School Pictures – Need volunteers - Sept. 24, 2026 (all day)

7. Retakes Oct. 29, 2026 (morning)

a. After Picture Day, order pictures on mylifetouch.ca using your Portrait ID and Access Code which can be found on your Picture Day order form or use CBE student ID number.

8. Provincial Assessments

New to the school this year, set by the province. Children are tested in literacy and numeracy.

Students in grade 1-5 are assessed in the fall, the province sets testing window (begins Monday Sept 21, closes Oct 2). Parents can get a copy of results 6 weeks post closing date.

Kindergarteners are assessed in winter.

Grade 6 are assessed near end of year.

Purpose of tests are to provide teachers with information on who needs support.

Next Meeting

5. Meeting adjournment - Melissa Sawatzky

- A. New agenda items for next meeting:
Topics to be sent to Melissa Sawatzky

Meeting adjourned by Melissa Sawatzky, seconded by Megan Zubot.

- B. Next meeting will happen: Thursday October 22 2026 – time to be confirmed