

**École Secondaire Paul Kane High School**  
**12 Cunningham Road, St. Albert, Alberta, T8N 2E9**  
**School Council Meeting Minutes - September 11, 2025**

**1.0 Call to order at 7:05pm** - Chair Tara Kwasney

**Meeting Attendance:** Tara Kwasney (Chair), Suzanne Morton (Secretary), Erin Steele (Principal), Paul Shamchuk (teacher), Corinne Jewell, Fareen Valji, Joyce Munn, Threasa Godin, Patti Barrow, Tanya Boutin, Ron Smith, Kristi Rouse, Michelle Meier

**2.0 Land Acknowledgement** - Erin Steele

I respectfully acknowledge that I live, work and play in Treaty 6 territory, and I am grateful for this opportunity. This is the traditional land for many Indigenous Peoples whose histories, languages, and cultures positively influence communities. These lands are home to the Cree, Dene, Saulteaux, Assiniboine, Nakoda Sioux, Niisitapi, Métis, Inuit and other Indigenous Peoples. I am grateful for the traditional Knowledge Keepers and Elders who are with us today and to those who have gone before us. This acknowledgement of the land and the people of the land is an act of reconciliation, an expression of gratitude to those whose territory I reside on, and a symbol of my commitment to do my part in building more equitable and just communities

**3.0 Approval of Agenda, as amended:**

Approved by: Joyce Munn

Seconded by: Suzanne Morton

**4.0 Approval of May 15, 2025 Regular Meeting Minutes, as amended:**

Approved by: Corinne Jewell

Seconded by: Tara Kwasney

**5.0 Chairperson Report**

Welcome to all parents new to PK and to our returning Members. All parents/guardians with a child attending PK are automatically School Council Members and all are welcome to attend these meetings.

Please join the PK Parent Facebook page! This is another layer of information-finding for PK parents: it is not affiliated with the school or SPS...just simply parents helping other parents!

**5.1 ASCE Grant** - Tara Kwasney/SuzanneMorton

ASCE = Alberta School Council Engagement Grant

ASCA = Alberta School Council Association

PK School Council Executive would like to recommend the new "ASCA Access Pass" this year. It costs \$500 and presuming we have the same ASCE Grant amount, the entirety would go to this ASCA initiative. The ASCA Access Pass gives our parents access to quality speakers and workshops every month during the school year. By pooling grant money from multiple School Councils, ASCA does the work for School Councils by arranging online, 24/7 access webinars.

Since the inception of the ASCE Grant, many School Councils in Alberta have struggled to utilize this grant money as it is difficult to find quality presentations for parents with a mere \$500.

At PK, our School Council Executive has been extremely active in using our grant money over the past 3 years (including presentations by Jo(e) Social Media, Saffron Centre, (sometimes combining funds with Bellerose), an ADHD workshop, and creating a Parent Resource Lending Library with the help of PK Student Services Counsellors.

As rewarding as this work has been, it has been a tremendous use of volunteer time for our parent Executive (eg. research, parent surveys, liaising with PK Administration and presenters to book speakers). Suzanne and Tara (along with outgoing Co-Chair Saeed Ahmed) fully support trying the ASCA Access Pass this year.

To learn more about the ASCA Access Pass, please review the written information and video explanation at:

[www.albertaschoolcouncils.ca/school-councils/asca-access-pass](http://www.albertaschoolcouncils.ca/school-councils/asca-access-pass)

We are provided a free trial for the first presentation by the **Sashbear Foundation on Sept 24th at 7pm entitled “Supporting Your Child through Life’s Transitions”**. If you would like to attend this webinar, please email the School Council Chair at:

[sc-chair.pk@spschools.org](mailto:sc-chair.pk@spschools.org) for the webinar link. Tara will also post this information on the parent Facebook page.

Alternatively, if you have feedback, suggestions or a willingness to assist with a different use of the ASCE Grant, please e-mail the PK School Council Executive at:

[sc-chair.pk@spschools.org](mailto:sc-chair.pk@spschools.org) before October 10, 2025.

We will present any feedback and then **vote** on the use of the ASCE grant at our next Regular Meeting on October 16th.

## **5.2 PK School Council AGM - Tara and Suzanne**

Our AGM will take place on October 16th at 7pm, followed by our Regular Meeting. All parent executive positions are open to interested parents/guardians who have a student attending PK. Position descriptions are located in the Paul Kane School Council Standard Operating Procedures (SOPs) found here:

<https://pkhs.spschools.org/parents/school-council>

In addition to electing our School Council Executive for the 2025/26 school year, we must review the SOPs annually. Please review them, and submit any feedback/changes that you would like to discuss prior to October 10, 2025 to: [sc-chair.pk@spschools.org](mailto:sc-chair.pk@spschools.org)

In the absence of parent feedback by October 10th, we will proceed to **adopt** the SOPs as currently presented at the October 16th AGM. If feedback is received before October 10th, it will be presented and discussed at the AGM, with any amendments requiring a **vote** by those in attendance.

## 6.0 Administrator's Report - Erin Steele

Welcome back and welcome to new PK families!

School Councils in Alberta, mandated by law and operating under the Alberta Guide to Education, serve to enhance student learning by providing a platform for community members, parents, teachers, principals, and students to collaborate and provide input on school-related matters. They act as a crucial link between the school and the community, focusing on the well-being of all students and developing a shared vision for the school.

Key Purposes and Functions of School Council:

### **Promote Collaboration:**

School councils foster positive collaboration among parents, school staff, and the wider community to support student learning.

### **Community Engagement:**

They serve as a vital bridge, providing a structured way for community members to engage with and offer advice to principals and school boards.

### **Advisory Role**

### **Focus on Students:**

The overarching goal of school councils is to work together to support and enhance the learning and well-being of all students in the school.

### **Represent the Parent Voice:**

School councils provide a significant platform for parent representation within the school community.

1. Start up
  - a. Week of welcome/Meet the Teacher
  - b. Terry Fox Run/BBq - this is the first time our entire school will participate in Terry Fox Run since the pandemic!
2. PK Class Size Snapshot 2025

We wanted to share a quick snapshot of our class sizes this year for your interest and awareness.

- We are running **400 total sections** this year at PK.
- Of these, **161/400** classes have **30 or more students**.
- **178/400** classes have **25 or fewer students**.
- 71/400 classes are between 25-29
- This semester, our **largest class has 36 students**, while at the other end of the spectrum, we are also running courses with as few as **10 students**.

These numbers highlight both the diversity and balance of class sizes across our school. Thank you for the work you do every day to support students, regardless of class size, and for continuing to build strong learning environments in each of your classrooms. If you have any questions, please let us know.

3. Blues Block - now on Wednesdays during the first block. We have no "short days" this year and all days will go until 2:30pm. The first Blues Block was very well attended and we want to reinforce that this is instructional time - all students should attend.
4. Strike Notice  
All we know is what the division has sent out.
5. Goals This Year/Projects
  - a. Refer to Ed Plan Document (attached to Minutes)
  - b. New park in front of the school to be used by students has been completed on time.
  - c. New outdoor workspace (28x28 heated garage) being constructed primarily for a new trade program starting Feb, 1, 2026 at PK: "Introduction to Electrical". More information coming!
6. Traffic Study  
I have not seen a PKHS traffic study. I will ask if the City completed one in 2024-2025.  
I realize the current situation is very congested however we appreciate that sometimes the City of St Albert's solutions can be very difficult to operationalize. Student safety is important.  
District is not aware of any study that has been done
7. SPS Policy Engagement session takes place Sept. 18th.
8. SRO (RCMP School Resource Officer) program will continue this year at PK. PK has found this program to be extremely beneficial in building connection and community with students and police - this relationship improves every year.
9. October 20th Trustee Elections - a list of candidates is available on the SPS web site. (Suzanne has included ASCA advisories for parents regarding municipal elections attached to these Minutes)

#### **6.1 PKSU - Paul Shamchuk**

Mr. Shamchuk is a teacher that advises the PKSU (Paul Kane Student Union). Using student fees, the goal of PKSU is to promote school spirit, community, and clubs. PKSU enhances the quality of life at PK for students!

Clubs Day happens next Friday, Sept 19th. There is a club for everyone! If a student is interested in creating a club that does not currently exist, they may do so by finding a teacher willing to assist them make it happen!

PKSU provided an ice cream sundae bar on Grade 10 Day, and will run a BBQ for students tomorrow, Sept 12th.

E.Steele Comment: Encourage your kids to get involved with something at PK - there is something for everyone! Kids that don't engage tend to have struggles in high school

#### **7.0 Open Forum**

No further discussion.

**8.0 2025/26 Meeting Schedule:**

Annual General Meeting: October 16

Regular Meetings: October 16

November 20

January 22

February 19

April 23

May 21

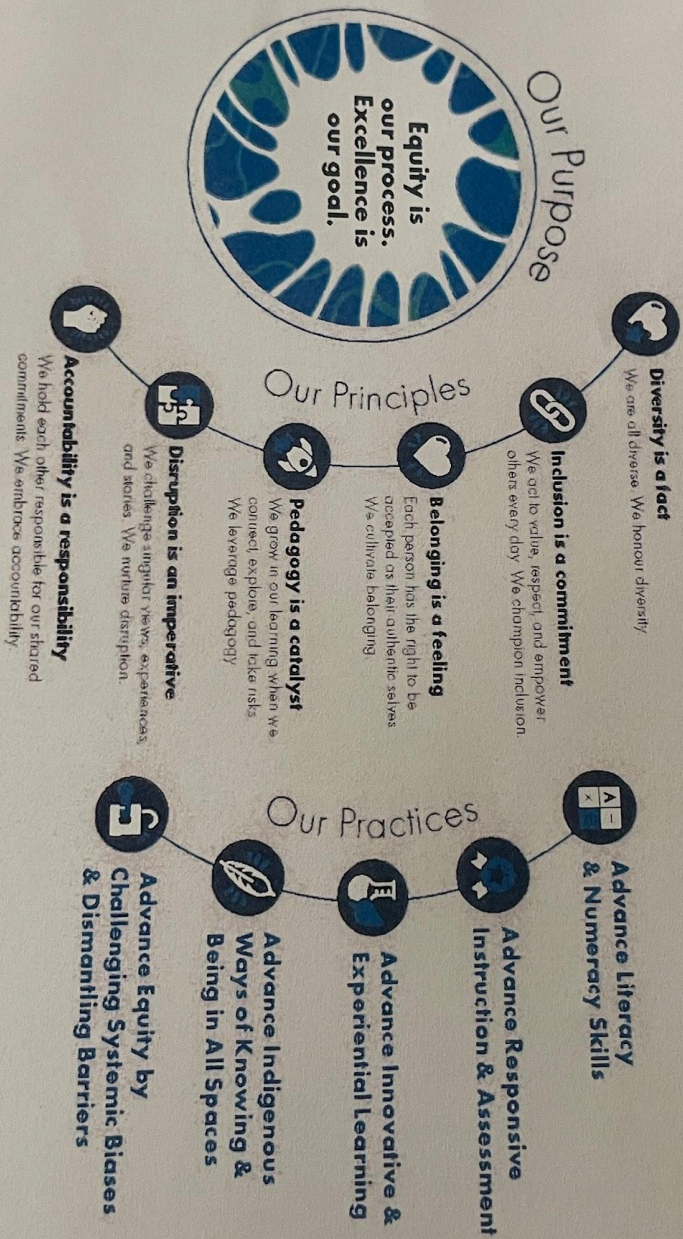
**14.0 Adjournment:** Meeting adjourned at 7:45pm



# A Continuum of Supports: Interrogating what it means to "belong" at school

Education  
Plan  
2025-2029

## OUR PURPOSE OUR PRINCIPLES



# **ASCA: School Council Advocacy: Navigating Elections - Municipal August 2025**

## **Engaging with Politicians During Election Cycles: A Guide for Alberta School Councils' Members and Families**

### **Introduction**

As a School Council, you and the parents you serve play a valuable role in supporting public education and advocating for the needs of students and school communities. Election periods—whether for school board trustees, municipal councillors, MLAs, or MPs—offer an opportunity to elevate education issues, ask thoughtful questions, and promote non-partisan civic engagement. This guide outlines how School Councils and / or parents individually, can engage respectfully and effectively with candidates and elected officials at all levels of government during election cycles and candidate nomination processes.

### **Guiding Principles**

- **Stay Non-Partisan:** School Councils must remain neutral. Support engagement and dialogue, not endorsement.
- **Be Informed:** Know who's running, what they stand for, and how their decisions impact education.
- **Focus on Issues, Not Politics, People, or Personalities:** Keep conversations centred on student needs, school success, and systemic support.
- **Encourage Participation:** Help other parents understand the importance of voting in all elections—local and beyond.
- **Be Respectful and Constructive:** Positive, professional conversations create lasting impact and credibility.

### **Who's Who and How to Engage**

#### **1. School Board Trustees**

**Why They Matter:** Trustees directly influence the operation of public, Catholic, and francophone school divisions. They approve budgets, set policy, and advocate on behalf of families and students.

**\* How to Engage:**

- Circulate contact information of Candidates / Trustees to the entire School Council community.
- Ask about class sizes, student supports, inclusive education, school safety, transportation, and long-term planning.
- Attend trustee candidate forums and submit questions in advance.
- If organizing a candidate event through the school council, ensure all candidates are invited and given equal opportunity to participate.
- Post-election: Build working relationships to ensure ongoing dialogue between your school and the trustee.

## **2. Municipal Councillors and Mayors**

Why They Matter: While they don't govern education directly, municipal leaders shape neighbourhoods, infrastructure, and services that affect schools—like busing, zoning, recreation, and safety.

\* How to Engage:

- Circulate contact information of Candidates / Councillors / Mayors to the entire School Council community.
- Raise issues like school traffic safety, pedestrian infrastructure, bus routes, and access to public spaces for school use.
- Attend town halls or community events and bring forward education-adjacent concerns.
- Ask about their vision for youth services, after-school programs, or partnerships with school boards.
- In growing communities, ask how they plan to coordinate with school boards on school site planning.