

*Children of St. Martha Elementary School Council*

## **MEETING MINUTES**

*November 17<sup>th</sup> – 6:00pm, CSM School Library*

*Attendees: Ariel Comstock, Bob Spitzig, Lindsay Spadavecchia, Kamarie Edwards, Rosie, Kortlyn Suberlak, Vera Lefang, Roland, Janet Clamp, Jason Porteous, Mariane Santana*

*Holy Spirit Catholic Schools acknowledge that the land on which we gather is the traditional territories of the Blackfoot Nations and the people of the Treaty 7 region in southern Alberta. Our recognition of this land is an act of reconciliation and an expression of our gratitude to those whose territory we reside on or are visiting.*

1. Call to Order, Land Acknowledgement, and Opening Prayer – meeting called to order at 6:04pm
2. Introductions
3. Review of Agenda
4. Approval of Minutes for previous meetings – May 12, 2025  
Move to accept the meeting minutes as presented – Mariane moved, Ariel seconds, all in favor.
5. Reports
  - a. Teacher Report – see Appendix A
  - b. Administrator Report - see Appendix B
  - c. Trustee Report
    - December 1<sup>st</sup> will be school council/trustee meeting in-person at the board office; save the date
    - Bosco Baptista (past trustee and Assistant Secretary Treasurer) and Judy Lane (past teacher, past trustee) passed away last week
    - boundary information is being worked on; chair to send Rhonda an email to add boundary changes to the agenda for the December 1<sup>st</sup> meeting
    - assessment for Grade 1-6 will be moving back away from outcomes-based artifact assessment with digital portfolios. Report cards will continue to be outcome based but back into traditional format. Spaces will remain in use for this year for portfolio sharing.
  - d. School Council 2025-2026 Financial Report - see Appendix C
6. Old Business - none
7. New Business

- Winter Fundraiser Update – closing on November 19<sup>th</sup>, currently as of November 17<sup>th</sup> profit is \$368
- November 21<sup>st</sup> Movie Night - The Grinch
- Turkey Dinner – Kamarie will contact caterers, write up note to go home about volunteers for the day. A ‘save the date’ will also need be sent out for guests.
- Teacher Support (post-strike) – everyone is doing well;
  - EA substitutes are needed, could this be brought up as an item at the Chair/Trustee meeting? CSM lost 4 staff members; how can this be addressed to help build out a more robust sub or coverage list for support staff.
- School Communication
  - SchoolEngage will continue to be used and Spaces for classroom communication
  - School website is going to be main source of communication.
- December 8<sup>th</sup> will be next school council meeting (shifted due to Dec 1<sup>st</sup> Chair/Trustee meeting)
- ASCA virtual session November 22<sup>nd</sup> – link to be sent out to attendees

8. Adjournment – adjourned at 7:00pm

## Appendix A – Teacher Report, November 2025

### Class Updates:

Kindergarten - Mrs. McIntosh- Kindergarten continues to work on building community and our consistent and routine procedures. We have 3 new students that started this month, and the class currently sits at 21. Our kids are enjoying learning about compound words, subitizing, community helpers and how our brains work.

Grade 1 - Mrs. Maier and Ms. Wallace - We are looking forward to our field trip to Helen Schuler nature centre on Thursday. We are practicing letters and the sounds that they make, and we have started reading passages using the sounds that we know. We are using pictures to tell a story, but we have also started to use our best guess grade one spelling to add words to these stories.

Grade 2 - Mrs. Cormican - We had a visit from Scientist Sandra from Scientists in Schools. She came to us virtually from Toronto! She led students through investigations to discover the properties of materials and had them build structures. We have been exploring Science, Social Studies, Math, Art, Literacy, and Religion outcomes through our outdoor learning time on Mondays and our Wednesday Walks.

Grade 2/3 - Mrs. Scott-Perry- It's been really nice to be back together again. The students were ready to be back and have been working hard. We've continued to do some foundational writing review as well as some journal and story prompts, we've been working on financial literacy as part of place value in Math, and a couple of weeks ago we baked a loaf of bread to help demonstrate reversible and irreversible changes to Matter in science. We're going to be looking at treaties this week in Social Studies.

Grade 3 - Mrs. Snoppek - It has been wonderful being back together again! We have just wrapped up our Place Value unit in Math and will soon begin exploring patterns and skip counting. In Science, we're getting ready to learn about the water cycle, and in Social Studies, we're discovering the natural boundaries of Alberta.

Grade 4 - Miss Suberlak - Grade 4 has been so much fun. We have dove right back into our math - learning about place value and decimals. We are working hard on reading our numbers aloud. We have a few field trips we are looking forward to. We are volunteering for the Interfaith foodbank as well as a fun in class science experiment about magnets!

Grade 4/5 - Miss Flexhaug - Grade 4/5 students have been hard at work on their “Saint Cereal Boxes” non-fiction writing project, which has brought together our Language Arts and Religion learning. Students have been excited to research their chosen saint and showcase their learning in a creative, cereal-box format.

In Math, both grades have wrapped up the place value unit, but students will continue applying their understanding as we move deeper into adding and subtracting decimals. In Science, both grades finished their Matter units with several hands-on experiments. Students explored the density of different liquids and objects, investigated how materials behave, and discussed which items are compostable vs. non-compostable, a great tie-in to environmental awareness. Earlier this fall, the grade 5's from our class and Mrs. Wilson's class, visited the Galt Museum. Students learned about primary and secondary artifacts and were introduced to the fascinating world of archaeology. Looking ahead, we are excited for our upcoming field trip to the Interfaith Food Bank on December 2nd, where students will tour the facility and volunteer in the warehouse. In the meantime, we are collecting birthday donations to bring along with us (candles, party plates, and balloons). In Social Studies, we will continue exploring ancient civilizations and examining how Canada came to be, connecting the past to the places and stories we know today.

Grade 5 - Mrs. Wilson - Grade 5 students have been working on their “Saint cereal boxes” non-fiction writing project. They are very enthusiastic about this cross-curricular project, integrating LA and Religion, in honour of All Saints Day on November 1. We have been studying decimal place value in math and have been working on adding and subtracting

decimals. Students also created their own maps of imaginary countries demonstrating mapping and geographic skills that they learned. We went on a field trip to the Galt Museum, where we learned about primary and secondary artifacts, as well as archeology. We will be going on a field trip to the Interfaith Food Bank on Nov. 26, where we will tour their facility and then volunteer our time in their warehouse.

Grade 6 - Mr. Huff - The Grade 6s have begun a novel study on an indigenous themed novel, Island of the Blue Dolphins. In Math we have studied multiples, least common multiples, and have begun integers. In Science we have completed a unit on the Scientific Method and are beginning a unit on living systems. In Social Studies we are studying democracy. In Religion we are learning about how God reveals himself to us.

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### **Special Programs & Events:**

Ms. Savage - The ADHD Parent group is happening now and running for the next 5 weeks. Recovery Alberta Children's Mental Health is presenting. The Div 1 classes are halfway through the Kimochis program which teaches them about emotions. Big Brothers Big Sisters is starting their Mentorship program next week with 10 Grade 3 students and 10 High School mentors twice a month for the next 5 months. The Grade 6's are rotating through the Cooking in the Kitchen at Interfaith Food Bank. They attend 4 sessions where they make breakfast, lunch, supper, and dessert to share with their families. Jocelyn (a Mental Health and Addictions intern through the U of L) is running a Grade 5 Friendship Group once a week. Safer Communities are here presenting to the Grade 5 and 6 classrooms around internet safety. Jocelyn will be presenting this same program to K-3 starting now and into the new year.

FNMI (Mrs. Bradford) - We recognized "Rock Your Mocs" day on November 13 and 14.

STEAM & Dream Fridays - Our STREAM and Dream focus this month is "Animals and Habitats." Students had a variety of activities to choose from. Each student chose one topic/activity to explore for 3 weeks.

Volleyball - Our volleyball teams (Grade 5 & 6) have started wrapping up. Although the season was cut short, we had a wonderful time together. Thank-you to Greg Thompson & Terry-Lynn Twizell for helping me with coaching!

Christmas Event- Save the date! December 11 will be our CSM Family Christmas Activity Night. December 18 will be our annual school-wide Bingo.

## Appendix B – Administration Report, November 2025

In meeting notes.

- Commented on labour disruption and return to class. Things just starting to get back on track. Thanked families for patience and understanding – always welcome to reach out to with questions.
- Additional disruption to mass attendance due to renovations in the church recently. Mass attendance will start up again in late November. Have still continued weekly Gospel on Thursday mornings.
- New faith theme starting called Open Wide the Doors.
- 1<sup>st</sup> reconciliation retreat has to be rescheduled.
- Artist in residence program has started this week.
- Mrs. Savage is running a program called Kamojis
- Grow and Glow is running daily/weekly
- New Friday format: STEAM and DREAM
- December 11<sup>th</sup> Christmas Activity Night
- Classroom Nights will restart in the new year
- PTIs on Thursday
- Family Portrait Fundraiser scheduled but not filled so being cancelled
- May look to change classroom photos photographer next year

### Formal report:

#### Administration Report – CSM 2025/26

**Principal: Janet Clamp**

**Date: November 17, 2025**

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#### Goal 1: Strengthening of Catholic Faith

*We will continue to integrate faith into all aspects of school life, with daily prayer, Mass, and faith-based service projects, monthly liturgies, weekly Gospel and daily faith-based instruction. This year, we'll provide more opportunities for students to lead in their spiritual journeys and to proclaim their faith in their lives.*

- School Masses have resumed; classrooms will rotate attendance beginning this month.
- Weekly Gospel reflections continue, guided by our new Faith Plan: Open Wide the Doors: Sent to Share Christ's Love.
- Due to labour disruptions and church renovations, fall liturgies and classroom Mass visits were delayed, but will be rescheduled.
- Grade 2 reconciliation retreat (fall) was cancelled; we will support preparation moving forward.
- Church tours for students will take place in January.

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## Goal 2: Living Our Truth and Reconciliation

*Continuing our journey toward Truth and Reconciliation, we will engage in learning that honors Indigenous cultures and perspectives. This includes classroom teachings, community events, and building partnerships that promote understanding and respect for Indigenous histories and traditions.*

- Orange Shirt Day was recognized with school-wide learning about why Every Child Matters.
- Niitsitapi Facilitator, Candace Bradford, is teaching Blackfoot language in classrooms throughout the year.
- Artist in Residence Program: From Nov. 17–20, students worked with Imagination Academy on a lino-cut print project inspired by animal stories and teachings.

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## Goal 3: Belonging in Our Diverse Community

*We are committed to ensuring every student feels they belong. Our diverse community is our strength, and we will celebrate this through cultural events, buddy programs, and initiatives that encourage inclusivity, making our school a safe and welcoming place for all. We love the ideas and learning that comes from our families—please reach out to share your ideas on building a community that celebrates all.*

- Welcome Back BBQ with M&M Meats was a fantastic community success.
- Classroom Family Evenings will begin in the new year; three Family Bingo Nights are planned (Gr. 1–2, 3–4, 5–6).
- Kimojis Regulation Program is being taught by our Family First Facilitator, Kristine Savage, in Division I.
- Internet Safety Presentations are being delivered to Division II by Safer Communities.
- Recognition Assemblies:
  - Students receive Glow and Grow Awards with announcements and bulletin recognition.
  - Each month one class/grade leads prayer, land acknowledgment, and shares a learning highlight.
- Teacher Professional Development:
  - First Friday monthly learning continues.
  - Building on trauma-informed practice, teachers are deepening identity-affirming, joy-centered approaches using *Unearthing Joy* and *Teaching Where You Are*.

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## Goal 4: Learning Through Quality Teaching

*Quality teaching is at the heart of our educational experience. We will continue to support our teachers with professional development and innovative resources, ensuring every student receives the highest quality education. Our teachers are well trained, experienced, and collaborative. It is a blessing to watch how hard they work to make their classrooms incredible places of belonging and learning.*

- Early Learning Assessments are complete, guiding classroom instruction and supports.

- Teachers are engaging in professional development and collaboration for the new Social Studies curriculum.
- Several in-class science workshops and field trips are enhancing hands-on learning.
- Assessment through SPACES is active and ongoing; families are encouraged to check posts for academic updates and contact teachers with questions.

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#### Administrative Notes

Thank you for your continued support throughout our return following the labour disruption. We are grateful for your patience and partnership as we continue to prioritize student learning and well-being.

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#### Looking Forward

- Sharing school data and improvement planning
- Christmas community meal
- Classroom Community Nights
- Family Movie Night and Family Photo Fundraiser
- Christmas Activity Evenings

## Appendix C – School Council Financial Report, as of November 13, 2025

### *School Council Categories at CSM, as of November 13/2025*

School Council Hot Lunch						
	Expense	GST Paid	GST Rebate	Net Proceeds	Amount	TOTAL
<b>Total-School Council Hot Lunch</b>		No activity this year				
<b>School Council Class Supplies</b>						
		No activity this year				
<b>School Council ELP</b>						
		No activity this year				
<b>School Council Engagement</b>						Total
						0
<b>Children Of St. Martha's School Council Fee</b>						Total
11/13/2025	Total amount of fees collected to date.					\$690.00
<b>School Council School Activities Fundraising</b>						Opening Balance
						0
	Expense	GST Paid	Tax Rebate	Net Proceeds	Amount	Total
<b>Total of all School Council Categories</b>						\$690.00