

Meeting Date: November 26, 2025

Time: 7-8pm

Location: KPES Staffroom

Attendees(11):

- Ashley Anderson,
- Tong Gao,
- Kate Goodine (teacher rep.),
- Meghan Hamilton,
- Nicole Hurley,
- Mark Jenkins,
- Klara Michael,
- Laura Runcie (secretary),
- Melissa Savoie (principal),
- Michael Wong,
- Julia Wowchuk (chair).

Other(1): Caitlin Udall sent regrets and notice of intent to step off the committee this year.

Discussion	Speaker
<ol style="list-style-type: none">1. Welcome and Organization<ol style="list-style-type: none">a. Land Acknowledgementb. Introductions	Melissa Savoie
<ol style="list-style-type: none">2. Approval of Agenda<ol style="list-style-type: none">a. No additions to the agenda.b. Agenda approved as is by<ol style="list-style-type: none">i. Ashley Andersonii. Michael Wong3. Approval of Previous meeting Minutes<ol style="list-style-type: none">a. No corrections to the previous meeting minutes.b. Meeting minutes approved as is by<ol style="list-style-type: none">i. Klara Michaelii. Laura Runcie <p>Action: Melissa Savoie states she would have meeting minutes posted on the school website once approved, as well as future meeting dates. She also plans to send a newsletter informing parents that this information is on the website and how to put inquiries in.</p>	Julia Wowchuk
<ol style="list-style-type: none">4. Chair's Report<ol style="list-style-type: none">a. Nothing to report.b. Reminded committee members of the option to request guest speakers for future meetings (ie facilities, district, etc).	Julia Wowchuk
<ol style="list-style-type: none">5. Principal's Report<ol style="list-style-type: none">a. School Improvement Report: Data collected and reviewed from Student perception surveys, School report card, attendance records and teacher surveys.<ol style="list-style-type: none">i. Strengths: the school is a safe and positive environment and attendance is excellent.	Melissa Savoie

<ul style="list-style-type: none"> ii. Areas of growth: Educators noted challenges with evidence based decision making. 37.5% of educators noted they do not feel they work in teams at KPES, 50% do not agree that there is good communication among teachers, 37.5% find they do not have time to meet in Professional Learning Community (PLC). b. Melissa noted there are district resources now being offered to and utilized by educators to help support this. c. The school is also engaging in school wide behaviour initiatives (ie monthly assemblies and character awards, PBIS) d. School Improvement Plan (SIP): update of progress and process reviewed. Melissa & Kate Goodine described the school faculty meeting, and parent and student surveys utilized in the update process. <ul style="list-style-type: none"> i. 3 themes identified: Math Literacy, Cultural Competency and Behavioural e. SIP: Values, Mission and Vision under review. PSSC members provided post it notes to give feedback on proposed statements crafted by faculty. 	
<p>6. Treasurer's Report</p> <ul style="list-style-type: none"> a. There is a \$500 budget to be utilized annually. b. The school has received a \$2500 grant to create an outdoor learning space. c. The PTA is fundraising for laptops for the upper grade levels. 	Melissa Savoie
<p>7. Accounts of Discussion & Formal Decisions/Actions</p> <ul style="list-style-type: none"> a. No Further points of discussion today b. Upcoming meetings: <ul style="list-style-type: none"> i. February 4th, 2026 at 7pm ii. April 8th, 2026 at 7pm iii. June 3rd, 2026 at 7pm 	Julia Wowchuk
<p>Meeting adjourned.</p>	Julia Wowchuk

Terms and Acronyms:

PLC: Professional Learning Communities

SIP: School Improvement Plan

PBIS: Positive Behaviour Intervention & Support. A provincial pilot project