Emily Follensbee School

EFS SCHOOL COUNCIL | AGENDA

CALL TO ORDER — Council

a. Time: 6:48 PM

LAND ACKNOWLEDGEMENT — Lanna

WELCOME & ATTENDANCE

a. **In Attendance:** Nancy Koutselas (Chair), Sara Minshull (Secretary), Amy Mann (Teacher), Jennifer Hart (Principal), Lanna Myers (Assistant Principal) & Colleen Russell (Teacher), Ali Azam (Treasurer), Braden Boulanger (Parent), Jason Harding-Doherty (Teacher), Amanda Freer (Parent), Amy Mann (Teacher), Deanna (Teacher), Alka (Parent)

b. **With Regrets:**

APPROVAL OF MEETING MINUTES — Council

a. September 2026: Braden motioned, Sara second

APPROVAL OF AGENDA — Council

a. October 2026: Braden motioned, Ali second

TEACHER TOPIC PRESENTATION — Amy

a. **Light It Up! Using a Lightbox to Support Students with CVI:** This presentation introduces a simple, low-cost way to use a lightbox and everyday dollar-store materials to support students with Cortical Visual Impairment (CVI). It will demonstrate how intentional use of light, color, contrast, and simple materials can create opportunities for students to develop visual attention, learning to look, visual scanning, reaching, fine-motor skills, communication, and early literacy and math skills. Practical activities will be shared for both home and classroom use, with a focus on keeping activities simple, allowing processing time, and adapting materials to each student's individual visual needs.

b. **Goal:** The overall goal is to show that effective CVI supports and adaptations do not need to be expensive or complicated. With thoughtful presentations and a few accessible materials, families and educators can create meaningful opportunities for students to explore, communicate and learn through vision.

c. **Who is it for:** It is for everyone, do not need a CVI diagnosis. All students have an opportunity with reduced visual clutter, to make it as easy as possible for them to see what we are wanting them to see. Opportunities to reach out and touch items. Transparent & able to be sanitized.

d. **What are we trying to support:** What will gain their attention? Sustaining attention, shifting gaze, visual scanning, reaching and grasping, fine motor exploration, color/contrast awareness, early literacy & math, choice making and communication

e. **Why a light box?** It controls the visual experience; certain materials stand out and provides contrast. Can support visual motor activities

f. Examples were shown of different items both on and off the light box to show the difference.

g. Ideas for what you can get at the dollar store to create your own kit: transparent color shapes, plastic cups, plastic containers, gems/jewels, pom-poms, plastic-colored sheets, magnetic letters, plastic ice cubes, LED light, tray, black paper, Velcro, painters tape – remember less is more!

h. Example activity – Lightbox -> one brightly colored item -> Pause -> Watch and then provide extra processing time to give your child a chance to be visually attracted (Ask yourself: did they notice it,

where did they look? How long until they looked? How long did they look for? Did they look again? Did they move their head/body?) Some colors are more enticing sooner.

i. Activity 2: Look and Reach, encourages students to reach for a shape, pick up a gem, place a cup over a target etc. Working on: visual attention, visual motor, fine motor, color and shape matching

j. Activity 3: Literacy (find the first letter of their name, match letters, build name, story time) Math (count transparent objects, sort by color, match numbers, sorting, more/less Concepts (colors, shapes, size, same/different, in/out, on/off)

k. Most importantly, is WAIT TIME! Lots of wait time allows students brains to process

l. The 5 "CVI Rules"

Simplify - one or two things at a time

Contrast - make the target stand out

Light Intentionally – more light isn't always better

Wait – give the student time to process

Watch & Adapt – the student tells us what works

- Don't just ask "can they see it" ask "what helps them see it?"
- Braden asked if there are any "CVI kits" for this, like a library book to bring home.

COUNCIL REPORTS — Council

a. None to report.

SCHOOL REPORTS — Jen & Lanna

a. **General EFS Update:** The pool opened on Friday, with temporary shoring. When the leak happened, one of the posts had rot and part of the wall had to be removed. There are three temporary walls up as of now, and the structure is sound. Money for this comes from the CBE and not the school budget, which we are very grateful for. The pool was kept uncontaminated and at temperature. The final construction will hopefully be continued over summer break. Close to $20,000 for the temporary solution so far.

b. **Video Surveillance Technology Equipment** Is being installed now, in the evenings

c. **Telus Sparks Paws Claws and Stars –** All students free of charge were able to enjoy the presentation from two indigenous presenters, the gym was a planetarium with stars on the ceiling – thank you to Telus Spark!

d. **Learning Conferences** – Staff is always excited to meet with parents and solidy goals on IPPs. These are intended to be working documents. Reminder to send signature page back to the school, along with any other outstanding forms

e. **Terry Fox** – This went well, a goal of $1000 was set and it was met right on the nose! Weather cooperated and the students walked and rolled, and it was enjoyed by all.

f. **Fire Drills** – three have been completed, the remaining three will be in the spring. All classrooms have an exit strategy posted, heading towards the nearest exit and drills are run at different times to help with different scenarios. The fire alarm sound is important for students to hear too.

g. **Lock Down Practices** – CPS will attend for these. Friday Nov 20 at 9:30 am will be the first one, and following this one the rest will be rescheduled. The students do well in this serious situation.

h. **Experience Metis** – an opportunity to learn from the land today, with senses coming alive with touching and smelling in our own backyard

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EFS SCHOOL COUNCIL | AGENDA

i. **Fall Break** – starts tomorrow, October 9 – October 20. Staff is on vacation with the students, and back on October 19 for professional development. Half of the staff are doing first aide, the other half are taking an emergency aquatic course – how to handle emergency situations in the pool

j. **Oct 28** – Give a cheer! Success of students and staff celebrated

k. **Oct 30** – Trick or Treating in the morning around the school; lots of fun sensory experiences around the school. Followed by an atrium dance party at 1 PM.

l. **There is a new beautiful mural at the front of the school painted by Winter's mom Brandy** – thank you for this!

NEW BUSINESS — Council & Jen

a. **Literacy & Numeracy Screening Exemptions:** Grades K-5
   i. CBE does these screenings to help understand where children's learning is at. Approx 65 students received an exemption letter to be signed and returned, as each child has very specialized programming and the screens would not provide helpful information for our students. The communication matrix, modified bridge assessment; those tools help provide the information relevant for our students.

b. **Individual Program Plans (IPPs):** Signature pages are due back.

OLD BUSINESS *(carried forward from previous meeting)* — Council & Jen

a. AGM is posted on the website

CARRY FORWARD *(to be discussed at next meeting)* — Council & Jen

a. None to report

NEXT MEETING — Council

a. Date: Annual General Meeting (AGM) – Thursday, November 19

b. Time: 6:45 pm

ADJOURNMENT — Council

a. Time: 7:34 PM

Emily Follensbee School

EFS CHILDREN'S SOCIETY | AGENDA

CALL TO ORDER — Council

a. Time: 7:35 PM

APPROVAL OF MEETING MINUTES — Council

a. September 2026: Braden motioned, Ali second

APPROVAL OF AGENDA — Council

a. October 2026: Braden motioned, Sara second

FINANCIAL UPDATE — Ali

a. September 2026:
   i. Casino Account *(end of month balance)*: **$121,007.64**
   ii. General Account *(end of month balance)*: **$8,023.11**

Ali has reached out to Angela to see if she will do the review again, and she will. Jen to send Ali the details and expenses. Ali will begin handing over items to Amanda in the next few months.

COUNCIL REPORTS — Council

a. AGM has been posted at the next meeting
   - Candidate for Vice Chair - Braden
   - Treasurer – Amanda

SCHOOL REPORTS — Jen & Lanna

a. **2026-27 School Wishlist:** Receipt submitted for $14, 381.01 which ties up 2025-2026 school year from the casino account.
b. **Expense Reimbursement:** $9,544.11 receipt for technology for the school which will come from the casino account. Jenn and Jill to work on the 3-year tech plan. Input from teachers, inclusive ed team, there were some grants received as well. The wish list will be presented in its entirety next month.

NEW BUSINESS — Council & Jen

a. None to report

OLD BUSINESS *(carried forward from previous meeting)* — Council & Jen

a. **2026-27 Fundraising Plan:**
   i. **Purdy's Chocolates:** December 2026 – Fundraiser will wrap up about a week before Winter Holidays and go home on the bus. Jen has organized.
   ii. **Clothing:** Jill to send out details soon.
   iii. **Big Box Cards:** Sara to reach out to arrange this
   iv. **Bottle Drive:** Bottle drive in May 2027.
   v. **Read-a-thon Event:** January 27th family literacy event could move into a Read-a-thon, Children would pledge to read and family and friends would donate

vi. **Gift cards, specialty items at a reduced rate, donor recognition plaque for larger projects, silent auction,**

b. **2025-26 Expense Reimbursement:** Jen & Jill submitted expense details to Ali.

CARRY FORWARD *(to be discussed at next meeting)* — Council & Jen

a. Finalizing fundraising plans

b. May 21 & April 30 next two days to feed the staff Nancy motioned to continue to provide the Ali, Amanda and Braden in favor

NEXT MEETING — Council

a. Date: Annual General Meeting (AGM) – Thursday, November 19

b. Time: 6:45 pm

ADJOURNMENT — Council

a. Time: 8:30 PM