

DRAFT MINUTES OF DR. E.W. COFFIN SCHOOL COUNCIL MEETING
Tuesday, Sept 9th, 2025

Attendees:

James Miller (Principal)
Colleen Jones (Secretary)
Sachin Kedar (Treasurer)
Erica Crowther
Laura Granberg
Marinas Paris

Colton O'Reilly (Teacher Rep)
Marie Weninger-Henderson (Chair)
Kelsie Porter
Nancy Yu

1. Welcome and Introductions

The Chair called the meeting to order at 7:05pm.

2. Reading and Approval of June 2025 Meeting Minutes

ON MOTION DULY APPROVED IT WAS RESOLVED that the minutes of the June 10th, 2025 School Council meeting be approved.

3. Principal's Report

Building Refresh

New paint and signage have been added.

Enrollment and Budget

Last year's enrollment was 185, while we have 179 so far this year. Staffing will not be affected.

School Start-Up

There is a positive vibe in the building.

Areas of Focus for the Year

Staff have discussed several key areas to focus on this year:

- Continue to enhance our collective capacity in high-quality and effective assessment practices.
- Collaborate cohesively as a whole staff and across grade teams.
- Purposefully display the student learning process and our own learning process throughout the building.
- Foster a flow state for both teachers and students to enhance engagement.

Universal Human Skills

Staff explored the difference between Universal Human Skills (UHS) and "Hard Skills."

Examples of UHS include:

- Critical Thinking
- Collaboration
- Accountability
- Ingenuity

- Cross-Cultural Skills
- Technology Skills
- Initiative
- Self-Direction
- Social Skills
- Productivity
- Media/Communication Literacy
- Flexibility
- Adaptability
- Responsibility

Comparison Between Human Skills and Hard Skills

Human Skills:

1. Typically developed through experience and interpersonal interactions.
2. More challenging to measure objectively.
3. Transferable across different roles and industries.
4. Include abilities such as communication, adaptability, and teamwork.
5. Evolve gradually through personal development.

Hard Skills:

1. Usually acquired through formal education and training.
2. Can be assessed with standardized tests.
3. Often specific to particular jobs or industries.
4. Include technical abilities like data analysis, programming, or equipment operation.
5. May become outdated with technological advancements.

Staff also began the process of identifying their core values as individuals and educators.

Documentation Panels

Staff conducted professional development on Documentation Panels and discussed the following:

- How can our bulletin boards emphasize the process of student learning rather than just the final product?
- How can we communicate our learning intentions through a documentation panel?
- How can we gather and display students' work, words, and photos?
- What evidence can we capture on a bulletin board to build connections?

4. Teacher's Report

Mr. O'Reilly presented the teacher's report. At Dr. Coffin School, every K-6 student receives 1.5 hours of music instruction with Mr. O'Reilly each week. Mr. O'Reilly has also taken over the

Spark program, which allows students to burn off energy in the gym for the first 20 minutes of the day. Additionally, he collaborates closely with Mrs. Saunders in team teaching and provides daily science instruction for an hour.

In January, the music program pauses for a month to teach cross-country skiing, taking advantage of 5-7 days of snow. This marks Mr. O'Reilly's ninth year at Dr. Coffin School.

As part of the CBC Music Challenge, a request will be made for \$600 from the School Council to fund instruments and the recording and editing. The songs have been chosen, and some students have already selected their instruments. Mr. O'Reilly is also planning a music field trip in February to Studio Bell, the National Music Centre, which offers educational courses, instrument building, and lessons about sound waves. The cost for this trip is \$750 for a class of 30 students, and it will likely be limited to grades 5-6.

5. Chairs Report

The school council is looking for a vice-chair and a fun lunch coordinator. A parent has put her name forward and we will hold elections at our October AGM.

School Council engaged in a discussion about how to engage more parents in school council meetings.

6. Welcome Back BBQ

Wednesday, September 24th 5:30-7:00PM has been selected as the date for the Welcome Back BBQ so we don't land on the same day at the Simon Fraser meet the teacher and to give us an extra week to plan and get volunteers.

7. New Business

8. Next Meeting AGM Tuesday Oct 14

The next meeting will be our Annual General Meeting on Tuesday, October 14th. During this meeting, we will vote on executive positions.

The meeting was adjourned at 8:02PM.

Colleen Jones, Secretary