

ST. ALBERT
COGITO
STEERING COMMITTEE MEETING

The role of the St. Albert Cogito Steering Committee is to support and enhance the experience of the students in the programme. The committee is advisory in nature, providing input to the principal. The membership in the committee includes all parents of students registered in the programme. A District Office representative is also identified to work with the committee on a needs basis.

MINUTES OF MEETING HELD OCTOBER 2, 2006

MEETING HIGHLIGHTS

- Welcome to a new school year. Our Steering Committee make-up looks a bit different this year as does our meeting schedule.
- We are trying out a new supplier of girl's pants and skorts.
- A family Halloween Party is in the works.
- The 2006/2007 Cogito Enrollment is reviewed.
- Keep an eye out for the first edition of our Cogito Newsletter.
- Please join us at our next meeting scheduled for November 15th at 6:30pm.

Attendees at Meeting:

Principal: Duncan Knoll
Teacher: Diane Orr
Cogito Parents: Cheryl Joseph, Val Katerenchuk, Tatiana Gartner, Naureen Swaleh, Karey McClure, Sheryl Beuerlein, Wanda Lai, Ramonde Maxfield, Krista McCotter, Connie Squires, Colleen Holzer, Tracey Minacker, Sherri Koziol, Karla Brophy

WELCOME AND INTRODUCTIONS

In welcome to another school year for the St. Albert Cogito Steering Committee, Duncan Knoll led the group through introductions. New to this year's committee is Principal, Duncan Knoll as well as Diane Orr, our teacher representative.

HOMEWORK IDEAS

Duncan / Diane Orr

Duncan and Diane presented the topic of Homework Ideas to the committee. This was followed by a roundtable discussion, soliciting many interesting and useful ideas that parents at the table have incorporated into their homework routine.

REVIEW OF LAST MEETING MINUTES DATED JUNE 8, 2006

All

The minutes of the meeting held June 8th, 2006 are to be amended with the following addition.

At the end of the school year last June, Ardyth Garrison had conveyed her thanks to the members of the Cogito Steering Committee via a card to Ramonde. She requested that Ramonde include it in our last meeting minutes. The following notation will be added into the June 8th meeting minutes and finalized.

Thank you to all members of the Cogito Steering Committee for your many hours of work on the committee. Your efforts over the years made an important contribution to the success of the program. As well, thank you for your thoughtful gifts to mark my retirement. The book and the Cogito "dolls" are things I will cherish.

Sincerely, Ardyth

ACTION: Ramonde to finalize the June 8th meeting minutes and file in our minute book.

FORMATION OF 2006/2007 COGITO STEERING COMMITTEE

The membership of this year's committee was opened for nominations, and agreed to as outlined below. Only one vacancy exists, that of the Classroom Representative for the grade 5/6 class.

The attendees determined a few changes to the positions required for this year:

- The Uniform Committee Secretary is no longer a role requirement.
- The Classroom Representatives are indeed required again this year in light of an anticipated Newsletter (reference Cogito Parent Newsletter section of these minutes).
- The new position of Social Event Coordinator was added.
- A Promotions Committee was created to work with the Promotions Coordinator.

Co-Chairperson	Cheryl Joseph	459-7795
Co-Chairperson	Colleen Holzer	418-7272
Vice-Chairperson	Sheryl Beuerlein	459-6272
Secretary:	Ramonde Maxfield	460-6701
Social Event Coordinator:	Karla Brophy	459-8322
Promotions Committee Coordinator:	Cheryl Joseph	459-7795
Promotions Committee:	Karey McClure	458-6148
Promotions Committee:	Krista McCotter	459-7170
Uniform Committee Coordinator (New Uniforms):	Tracey Minaker	460-7374
Uniform Committee Coordinator (Used Uniforms):	Sheryl Beuerlein	459-6272
Uniform Committee Treasurer:	Cheryl Joseph	459-7795
Akinsdale Parents Association Representatives:	Sherri Koziol	458-6979
	Cheryl Joseph (backup)	459-7795
	Colleen Holzer (backup)	418-7272
School Council Representative:	Krista McCotter	459-7170
Classroom Representative, Kindergarten	Connie Squires	458-1405
Classroom Representative, Grade 1:	Colleen Holzer	418-7272
Classroom Representative, Grade 2:	Marilyn Blacklock	973-3114
Classroom Representative, Grade 3/4:	Karla Brophy	459-8322
Classroom Representative, Grade 5/6:	<i>Vacant</i>	
Members-at-Large:	Wanda Lai	458-1926
	Marilyn Blacklock	973-3114
	Val Katerenchuk	460-1251
	Tatiana Gartner	418-4213
	Naureen Swaleh	
Principal:	Duncan Knoll	459-7766
Vice Principal:	Erin Steele	459-7766
Teacher:	Diane Orr	459-7766

USED UNIFORMS

Sheryl B.

The Used Uniform Sale held in September was a busy and successful sale. Sheryl received 176 new clothing items to add into the inventory. This sale resulted in 82 items being sold. \$927.08 was paid back to the parents for uniforms sold. Currently our bank cash balance is at \$1,097.11.

To our delight, the inventory of clothing items has grown significantly. However, presentation and storage of the expanded inventory is becoming more of a challenge. A decision to purchase three clothing racks for garment presentation at the sales was agreed to. In addition, Sheryl will contact parents directly with any ideas to help sell the items, eg, price change or removal of heavily worn or older items that are not selling.

NEW UNIFORMS

Colleen H.

The New Uniform sale held in September saw a Neat Uniform order totaling \$1800.00. When totaled with the Spring sales figure of \$7,246.00, we see that more than \$9,000.00 in uniforms were ordered for this school start. Providing the two bulk ordering sale opportunities earns the committee a rebate from Neat Uniforms. This year, the spring and fall sale earned the committee a rebate of \$678.00. This September sale saw 15 pairs of Halpern's boys pants sold. Feedback on the new Halpern pants has been good.

Colleen Holzer reported her finding of a supplier of girl's casual pants and skorts. The company's name is Topmarks based out of Montreal. Their references read well and their prices were quite low in comparison to what we have been paying. She brought some samples for us to look at and the general consensus at the table was that they looked good. Since we have not yet been able to locate a supplier for the girls pants, it was decided to give these a try. *Subsequent to the meeting, a bulk pants and skorts order has been arranged*
ACTION: Tracey to follow-up with Topmarks to check on their ability to supply our full uniform.

The following Uniform ordering information is provided for the convenience of the reader. Please note that the uniform package that was sent out to all Cogito families contains all of the current uniform ordering processes.

1. For Uniform Pants Only, the Approved Supplier is HALPERN'S of Calgary. To contact, call collect (403) 252-9342.
2. For Pants and all other Uniform Items, contact NEAT UNIFORMS LTD. of Burnaby, B.C. Call toll-free at 1-888-909-6328, or order online at www.neatuniforms.ca – our password is g1sh.

SOCIAL EVENTS FOR COGITO FAMILIES

Karla B.

The committee contemplated another social event following the Magic Night that was organized last winter. Karla's idea of a Halloween Party was met with enthusiasm and interest. October 27th seemed to be a date that could work well.

It was recognized that most of the Cogito families do not reside in Akinsdale as neighbours, but rather come from various locations throughout St. Albert and into Edmonton/Sturgeon/Morinville. As such, opportunities for the students to socialize outside of school can be somewhat limited. A planned Cogito Social Event offers social opportunity to the students, as well as the building of community and support within the parent group. The motivation and intention behind this committee organizing an event for Cogito families is not to exclude any one group, but rather to provide specific support to the Cogito community we are building.

ACTION: Karla will co-ordinate this event, canvassing for volunteers.

AKINSDALE PARENTS ASSOCIATION UPDATE

Sherri K/Karey M.

- A new hot lunch program has been implemented, increasing the frequency of the lunches. Connie Squires will be coordinating that effort.
- The Baby and PreSchooler Items Sale is scheduled for October 14th.
- The Purdy's Chocolate Orders will be run again this year by Mary McMurdo. Expect order forms soon.

- Plans for Movie Nights are also in the works.
- The Wish List (list of desired expenditures that is supplied by the administration and staff of ESG) is being developed and should be ready following the October staff meeting.
- The front landscaping funds are earmarked, however, plans have not been finalized.
- An asphalt painter has been engaged to paint some games (courts, hopscotch, etc) on the tarmac in the back. As well, they will be painting visually clear markings in the streets and parking areas out front.

SCHOOL COUNCIL MEETING UPDATE

Duncan

The first meeting of the School Council took place with the formation of membership. As this Council addresses school wide issues and concerns as well as looking to the future, Duncan is hopeful that a good cross-section of the parent community becomes involved and active on the Council.

PARENT INFORMATION SESSIONS

Duncan

Last year, committee members suggested a parent information session in the 2nd week of September for each Cogito grade level outlining classroom rules, expectations, procedures, daily schedule, etc. Mrs. Dahl normally provides this orientation for her kindergarten parents and typically experiences full attendance. This fall, Mrs. Werner provided an orientation evening for her grade 1 parents, and saw approximately one half of the parents attend. It was noted that perhaps parents feel a stronger need for an orientation when their child is going to a new teacher whom they do not have any experience with. Cheryl requested that these orientations be continued next fall.

ACTION: Duncan to forward this discussion into next year’s plans.

COGITO PROGRAM PROMOTION

Cheryl J.

Cheryl presented the “Cogito business cards” that she would like to reprint into standard size. She requested that they be made available to parents for their own use in communication of the program. Duncan said that Cheryl could go ahead and get them printed up for distribution.

ACTION: Cheryl to reprint the “Cogito business cards”.

Much of any further program promotion discussion was deferred to our January meeting.

COGITO FAMILY PHONE DIRECTORY

Cheryl J.

Cheryl presented the form to go home to all Cogito families to collect information for this year’s phone directory. The form will be amended to allow space for contact information of more than one household. Once complete, they will be sent home in Friday envelopes.

ACTION: Cheryl to amend the Cogito Family Phone Directory Information form and arrange for backpack distribution.

ADDITIONAL READING MATERIALS FOR COGITO CLASSROOMS

Marilyn B.

This items was deferred to a subsequent meeting.

COGITO REGISTRATIONS FOR 2006/2007

Duncan

Duncan provided the following Principal’s Report:

The 2006/2007 Cogito program enrolment at Elmer S. Gish School is currently at 126. It is exciting that our highest enrolments are currently at the Cogito primary level. This looks good for the future.

The growth of this program is a testament to the determination and perseverance of all the stakeholders. It is obvious that the Cogito program is meeting the needs of many families in St. Albert and the outlying areas.

With the International Baccalaureate K-6 program, also at an enrolment of 126, and the junior high program of 98 students, the Cogito program fits in well with the Elmer S. Gish School community. It is encouraging that the overall school June 2006 enrolment estimates were at 315 students and that currently our school is at 350 students. From Cogito's inception in 2002 the program has grown from 54 students to over 1/3 of our entire school population. With continued program quality and proper marketing the future is bright.

As noted above, our K, grade 1 and 2 enrolment is very healthy. Duncan noted that our program can boast a team of very committed and skilled teachers. Although the Cogito program provides continuity throughout the student's education, the individuality of the teacher styles is welcome and healthy.

COGITO PARENT NEWSLETTER

Karla B.

Karla proposed a Cogito Newsletter, produced by the Cogito parents for the Cogito parents. The intent is to provide positive and helpful communication covering topics of interest to Cogito families. Input from the different classes could be collected from our Classroom Representatives. The timing of the publication would be built around the Cogito Steering Committee Meeting to offset any communication needs between meetings. The newsletter would include input from school administration, and a draft would be given to Duncan. The committee endorsed the proposed newsletter and it was agreed to go ahead with a first edition.

ACTION: Karla to initiate and coordinate our first Cogito Newsletter.

FOCUS FOR THE YEAR AHEAD

Cheryl J.

Cheryl and Ramonde have reviewed activity of the Steering Committee over the last two school years. In each of those two years, the committee held six meetings, with most of the topics showing a common thread at roughly the same time in the year. We now have a Promotions Committee, Uniform Committee and Social Coordinator in place, as well as several Members-at-Large. Cheryl proposed that we attempt to reduce our meetings to just four in the year. Hopefully this change will help members become more involved in the APA or School Council, as well as work on more specific activities. This approach was endorsed by the attendees.

Meeting Outlook

October 2nd - underway

November 15th - scheduled

January – to be determined

May – to be determined

NEXT MEETING

Invitation to all Cogito parents to attend the next Cogito Steering Committee Meeting to be held on November 15th at 6:30pm.

SUMMARY OF ACTION ITEMS CONTAINED IN THESE MINUTES:

- Ramonde to finalize the June 8th meeting minutes and file in our minute book.
- Tracey to follow-up with Topmarks to check on their ability to supply our full uniform.

- Duncan to forward our discussion of teacher orientations into next year's plans. (provided for the parents in the 2nd or 3rd week of September).
- Cheryl to reprint the "Cogito business cards".
- Cheryl to amend the Cogito Family Phone Directory Information form and arrange for backpack distribution.
- Karla to initiate and coordinate our first Cogito Newsletter.

SUMMARY OF ITEMS DEFERED TO FUTURE MEETINGS:

- Concern about lack of text books and home materials was raised by Naureen Swaleh and Tatiana Gartner. We were unable to address it adequately, so decided to defer to our next meeting. In the meantime, all parents are encouraged to discuss any concerns they have with their specific teacher.
- Additional Reading Materials for Cogito Classrooms Marilyn B.
This item was on the agenda, but was deferred due to time as well as Marilyn's absence.
- Topics relating to Program Promotion were raised. (Lots for Tots, Sign-Up event at the Mall, Rainmakers Rodeo Parade, Program information distribution and advertising boundries, our slogan missing from some advertisements.) Discussion of these items were deferred to a future meeting.

PARENT'S CORNER

All Cogito parents are always welcome to attend any meetings of the Cogito Steering Committee. Your input of topics, and contribution to the discussion and decision making is valued and appreciated.

Issues can be raised any time at the meetings, however it is helpful if you can provide advance notice by way of submitting an agenda item directly to any of the Chairpersons listed on these minutes. If you prefer, you may use the space below to note down your item. This form will be forwarded by your homeroom teacher to Duncan Knoll.

**ST. ALBERT
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STEERING COMMITTEE MEETING**

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MINUTES OF MEETING HELD NOVEMBER 15, 2006

MEETING HIGHLIGHTS

- Our Steering Committee continues to evolve with some role changes.
- We have identified a possible new supplier for our Cogito Uniform.
- The Promotions Committee is constructing a plan to bring us forward into the spring season.
- Please join us at our next meeting scheduled for January 31st at 7:00 pm.

Co-Chairperson:	Cheryl Joseph	459-7795
Co-Chairperson:	Colleen Holzer	418-7272
Vice-Chairperson:	Sheryl Beuerlein	459-6272
Co-Treasurer:	Cheryl Joseph	459-7795
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	Naureen Swaleh	
Principal:	Duncan Knoll	459-7766
Vice Principal:	Erin Steele	459-7766
Teacher:	Diane Orr	459-7766

Attendees at Meeting:

Principal: Duncan Knoll
 Vice Principal: Erin Steele
 Teacher: Diane Orr
 Cogito Parents: Cheryl Joseph, Karey McClure, Sheryl Beuerlein, Ramonde Maxfield, Krista McCotter, Colleen Holzer, Tracey Minacker, Mary McMurdo, Val Katerenchuk, Marilyn Blacklock

REVIEW OF LAST MEETING MINUTES

All

The minutes of the meeting held October 2nd, 2006 were reviewed and accepted by the committee.

ACTION: Ramonde to finalize the October 2nd, 2006 meeting minutes and file in our minute book.

POSITION CHANGES FOR THE 2006/2007 COGITO STEERING COMMITTEE

Cheryl J.

Since our last meeting a few position changes were made as follows. These changes are reflected in the membership listing at the beginning of these meetings.

- Cheryl Joseph and Sheryl Beuerlein have found that they tend to work together on the treasurer role. Being that the Steering Committee and the Uniform Committee use the same actual bank account, they have decided it would be more effective for them to work together as Co-Treasurers of the Steering Committee and not differentiate a Uniform Committee Treasurer role. The committee agreed and we will go forward with two Co-Treasurer Roles and remove the Uniform Committee Treasurer position.
- Cheryl Joseph has to scale back the amount of time she can devote to committee work. Krista McCotter has agreed to take on the role of Promotions Committee Coordinator. Cheryl Joseph will continue to work on the committee, mainly in the areas of printed materials and typesetting.
- Karla Brophy has resigned from the committee. We send heartfelt thanks to Karla for her energy, talent and enthusiasm. She will be missed. If anyone is interested in picking up in the following areas, please do let us know.
 - ◇ Social Event Coordinator
 - ◇ Cogito Newsletter
 - ◇ Classroom Representative, Grade 3 / 4

PRINCIPAL'S REPORT

Duncan

SCHOOL VISITATIONS

On October 30th and November 2nd, Duncan and Erin visited Britannia School and Stratford School in Edmonton. Britannia School currently has the grade 7 to 9 Cogito Program. Stratford School has the K-9 Cogito. They gained many insights into the operation of each school. Both principals were extremely helpful with information pertaining to their programs.

The Britannia Cogito is a non-uniform program. The Stratford program transitions out of uniforms after grade 7. The resources utilized are comparable to our resources with some exceptions.

E.S. GISH SCHOOL VIABILITY

The E.S. Gish School viability process is being undertaken by our School District. During this process stakeholders will be consulted. This first meeting about the process will be November 30th at 7:00 pm at our School Council meeting. Follow-up meetings will occur to determine the future of our school.

Duncan expects that either Barry Wowk or Laurier Bisson will join us at the Nov. 30th meeting and encourages all ESG parents to attend if they are able. There are three St. Albert schools involved in this process. The other two are Leo Nickerson and W.D. Cuts.

SINGAPORE MATH

Our school has purchased and is revisiting the use of the Singapore Math Program. One resource has been purchased per grade level from K-6. Our Cogito staff will review the resource and come forward with recommendations at a later date.

This math program consists of two consumable workbooks and one textbook at each grade level. Each book has a value of approximately \$11.00. Although somewhat expensive the program does have merits. Some have said that it expands on the curriculum and more fully utilizes mathematical vocabulary.

SCHOOL BROCHURE SUGGESTIONS

Duncan provided copies of past brochures and literature. He requested any input for changes as he is hoping to begin work on promotional material in December. The Promotions Committee will provide their input to Duncan within the week.

NEW UNIFORMS

Tracey/Colleen

Our September Neat Uniforms order is now complete and we are just waiting on the rebate cheque in the amount of approximately \$600.00.

Colleen Holzer discussed our recent pant and skort order through Topmarks out of Montreal. Parents reported being happy with the items they received. Colleen has since been able to meet with this supplier to discuss our entire uniform and their ability to supply. Topmarks offers two ways in which they typically deal with other schools.

1. Topmarks can act as a wholesaler and the school takes on the administrative/retailer role. The responsibility for sizing, ordering, providing samples, storage where necessary, and handling of individual returns, etc. belongs to the school. Topmarks provides the clothing at wholesale cost – the prices we enjoyed in our initial order.
2. A more popular route is obtaining Topmarks uniforms via an existing retailer in West Edmonton. Gillian Neelands operates a company called UpMarket Images that takes on the retail responsibilities. She books families for individual fitting sessions at anytime throughout the year. She maintains an extensive inventory right there on-site, made up of approximately 90% Topmarks products. Going this route would see prices comparable to Neat Uniforms, with a 10% discount offered on all April, May, and June sales. Gillian also provides a gift of one child's complete uniform per year to each school she services.

Discussion at the table was enthusiastic, especially surrounding the second mode of utilizing the services of UpMarket Images. It was recognized that the population of the students (now over 125) was getting too large for the committee to continue on with the level of involvement currently taken. Our Uniform Committee currently does almost all of the administrative/retailer role alluded to above with our families paying full retail price.

Tracey noted that if we are wanting to switch suppliers of our uniform, we must ensure due diligence in our dealings with our current supplier, Neat Uniforms. Both Tracey and Colleen have spoken to Al of Neat Uniforms and he is aware that we have been on the look out for new suppliers for some time now. The Committee discussed next steps and the following actions were decided upon:

ACTION: Duncan will check to see what, if any, contracts we have with Neat Uniforms.

ACTION: Tracey and Colleen will continue discussions with Neat Uniforms. We will allow them the opportunity to put in place what has been offered to us by Topmarks/UpMarket Images. In writing, we will inform them that we require the following in place by January 15th in order to continue working with them.

- All items of our uniform must be readily available (namely girls pants) and meet our requirements.
- The administrative/retail burdens must be taken on my Neat Uniforms to our satisfaction.

ACTION: Our next meeting, planned for Jan. 31st, will entail a review of the above actions and decisions will be made to move us into the spring ordering process.

The Committee had a general discussion of the uniform overall. The fleece vest and tartan skirt are two items that may be removed from our list of garments. The fleece vest has not been popular due to the amount of pilling experienced. The plaid skirt is costly to produce alongside the fact that most skirts sold are solid grey. The attendees felt that the white shirts could use a review to ensure a tidy, well put together image. Crested white shirts were entertained as well as formalizing the other shirts for non-formal days. The Committee fully supported a more standardized approach in the future.

USED UNIFORMS

Sheryl B.

Sheryl confirmed that there will NOT be a Used Uniform Sale held in January/February as in previous years. Any parents wanting to check the used inventory for required items are welcome to contact Sheryl Beuerlein (459-6272). She is more than willing to work with parents off-line in any purchases from the used uniform inventory. As well, anyone wanting to submit clothing may do so, as always, via completing the form and leaving the items for her in the school office.

The Used Uniform bank account balance stands at \$991.92. This amount does not include the anticipated rebate cheque from Neat Uniforms.

AKINSDALE PARENTS ASSOCIATION UPDATE

Cheryl J/Duncan

- The new hot lunch program is going well.
- The Movie Night is sold out.
- The funds for the School front yard beautification were allocated and planned for:
 - New sign out front
 - Lighting to be added to our current sign
 - Some landscaping, including picnic tables
 - Wheelchair access added.
- Duncan has met with District Office to secure help with funding a new paint job in the gymnasium. Hopefully the painting can be completed over the Christmas Holidays.

SCHOOL COUNCIL MEETING UPDATE

Krista M.

Krista McCotter provided the committee the following update of the Oct 5th School Council meeting.

- Krista McCotter assumed the Chairperson role on the School Council.
- Duncan discussed Cogito textbooks as presented in the Principal Report earlier in our meeting.
- They reviewed the results of the district satisfaction survey as follows:
 - Parents - approximately 97% of parents are happy with our school (safe/welcoming/drug interference/student learning)
 - Students - approx. 90% of students in grade 3-9 are happy with our school.
 - Staff - 100% of our staff are happy with our school.
 - Concern – 33% of parents and 67% of staff are dissatisfied with the image of our school in the community.
 - Concern – 69% agree that facilities are satisfactory (computers, gym, maintenance). This is 17% below the district average.
 - Recommendations – Media time and Positive stories.

PHONE DIRECTORY

Cheryl J.

The publishing of the phone directory has been delayed, however Cheryl hopes to have it out in backpacks very shortly. Cheryl expressed her appreciation for the work done by Ramonde and Sheryl B. to move this project forward. Ahead of printing, Cheryl would like to confirm that those missing from the list truly wish

not to be included, as some may have simply overlook the form. Duncan offered to have the office contact those people.

ACTION: Cheryl to forward names to the office for communication. Once finalized, Cheryl will provide the directory to the office for distribution.

Sheryl B. compiled all of the responses to the survey located on the back of the phone directory submission forms. The Committee reviewed these results and they will be utilized as input by the Promotions Committee. Any Cogito parents wishing to see these results are welcome to request a copy from one of the committee members. Cheryl J. thanked Sheryl for her efforts on this endeavour.

READING MATERIALS FOR COGITO CLASSROOMS

Marilyn

This item has been addressed outside of this meeting.

PROMOTIONS COMMITTEE

Krista M.

The promotions discussion was structured around a listing of promotional opportunities provided by Krista. Topics and comments were as follows:

Promotional Tool	Responsible	Comments
Rainmaker Rodeo Parade	Karey M.	Duncan approved this item.
Business Cards	Krista M.	Duncan approved this item. We will need 1000-2000 cards, considering our desire to distribute them at the Rainmaker Rodeo Parade.
Brochures	Krista M.	Duncan approved this item. Work is already underway as noted in the Principal’s Report earlier in our meeting.
Gish Baby and Tots Items Sale - Bake Sale Portion	Krista M.	The committee accepted this invitation to host the bake sale portion of the spring sale (March 17 th). All proceeds from the sale will be forwarded to the APA.
CFRN coverage.	Duncan	Duncan has arranged for our grade 5’s to do a weather day on CFRN and will also check into the possibility of a Cogito feature.
Media Coverage		Other TV stations could be explored. For now we will focus on the CFRN feature.
Pre-School’s	Krista M.	There are exposure limitations that we need to work with.
St. Albert Chamber of Commerce Trade Show	Karey M.	
St. Albert Centre Booth	Krista M. Karey M?	The “mall” hosts a “sign-up” event of sorts that we’d like to check into.
Website	Cheryl J.	Cheryl conducted an extensive analysis of our school and district websites about 1 ½ years ago. She will provide her results and recommendations to the Committee and to Duncan.
School District Advertising (partner with Paula Powers)	Krista M.	
Newspaper Advertising	Cheryl J.	
Kindergarten Open House– April	Krista M.	
Poster distribution		
Hockey Tournament at Christmas break – silent auction.	Colleen H.	

Banner for the bridge.		
Yellow sign on 170 th Street		
Education Week opportunities		

NEXT MEETING

Invitation to all Cogito parents to attend the next Cogito Steering Committee Meeting to be held on Tuesday, January 31st at 7:00 pm.

SUMMARY OF ACTION ITEMS CONTAINED IN THESE MINUTES:

- Ramonde to finalize the October 2nd meeting minutes and file in our minute book.
- Duncan will check to see what, if any, contracts we have with Neat Uniforms.
- Tracey and Colleen will continue discussions with Neat Uniforms.
- (ref: Phone Directory) Cheryl to forward names to the office for communication. Once finalized, Cheryl will provide the directory to the office for distribution.

SUMMARY OF ITEMS SLATED FOR FUTURE MEETINGS:

- Our next meeting will entail a review of our continuing business with Neat Uniforms and decisions will be made to move us into the spring ordering process.
- Promotion of the Cogito program will gear up in the New Year, as we head into spring. April is the prime time for people who are trying to choose a school.



PARENT’S CORNER

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Issues can be raised any time at the meetings, however it is helpful if you can provide advance notice by way of submitting an agenda item directly to any of the Chairpersons listed on these minutes. If you prefer, you may use the space below to note down your item. This form will be forwarded by your homeroom teacher to Duncan Knoll.

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MINUTES OF MEETING HELD FEBRUARY 13, 2007

MEETING HIGHLIGHTS

- We have a new supplier for our uniform.
- Preliminary registration numbers for the fall, grade 7 too!
- Cogito to implement new math resources.
- Lots of progress made in augmenting Cogito promotion.
- Please join us at our next meeting scheduled for May 1st at 7:00 pm.

Chairperson:	Colleen Holzer	418-7272
Vice-Chairperson:	Sheryl Beuerlein	459-6272
Co-Treasurer:	Cheryl Joseph	459-7795
Co-Treasurer:	Sheryl Beuerlein	459-6272
Secretary:	Ramonde Maxfield	460-6701
Social Event Coordinator:	<i>Vacant</i>	
Promotions Committee Coordinator:	Krista McCotter	459-7170
Promotions Committee:	Karey McClure	458-6148
Promotions Committee:	Cheryl Joseph	459-7795
Uniform Committee Coordinator (New Uniforms):	Tracey Minaker	460-7374
Uniform Committee Coordinator (Used Uniforms):	Sheryl Beuerlein	459-6272
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Classroom Representative, Grade 2:	Marilyn Blacklock	973-3114
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	Marilyn Blacklock	973-3114
	Val Katerenchuk	460-1251
	Tatiana Gartner	418-4213
	Naureen Swaleh	
Principal:	Duncan Knoll	459-7766
Vice Principal:	Erin Steele	459-7766
Teacher:	Diane Orr	459-7766

Attendees at Meeting:

Principal: Duncan Knoll
 Vice Principal: Erin Steele
 Cogito Parents: Cheryl Joseph, Karey McClure, Sheryl Beuerlein, Ramonde Maxfield, Krista McCotter, Tracey Minaker, Patricia Sauve

REVIEW OF LAST MEETING MINUTES

All

The minutes of the meeting held November 15th, 2006 were reviewed and accepted by the committee.

ACTION: Ramonde to finalize the November 15th, 2006 meeting minutes and file in our minute book.

ROLE OF CHAIR ON THE 2006/2007 COGITO STEERING COMMITTEE

Cheryl J.

Cheryl Joseph has to scale back the amount of time she can devote to committee work. She has decided to withdraw from her Co-Chair position. The committee will function with its current membership for the remainder of the school year. This change is reflected in the membership listing located in the beginning of these minutes.

NEW UNIFORMS

Tracey

The Uniform Committee has been busy handling supplier selection of our uniforms. Further to our last meeting, Colleen Holzer and Tracey Minaker have allowed Neat Uniforms the opportunity to enhance their products and service to compete with what Topmarks/UpMarket Images offers. By the deadline date, Neat Uniforms was unable to provide for us in the two key requirement areas:

- All items of our uniform must be readily available (namely girls' pants) and meet our requirements.
- The administrative/retail burdens must be taken on by Neat Uniforms to our satisfaction.

Exported from the Principal's Report, Feb. 13th, Duncan Knoll

This week the school signed off on the new clothing contract for Cogito. The contract with UpMarket Images is open ended with the requirement of us giving a one year notice prior to changing clothing carriers. Our school would be responsible for the buy out of remaining clothing after that notice period. The selection of clothing and convenience of a local supplier will most definitely improve service and convenience. UpMarket Images is located at 10458-174 Street. Special thanks to Sheryl Beuerlein, Colleen Holzer and many other Cogito parents for their efforts in outfitting our Cogito students.

UpMarket Images is an existing retailer operated by Gillian Neelands. Families can now simply book an appointment anytime throughout the year (481-5436). Gillian maintains an extensive inventory right there on-site and has the functionality of personalized fittings and quick order turnaround. For the spring ordering season, UpMarket will honor a 10% discount on orders placed in April and May. These spring orders will be available at the end of August, in time for students returning to school.

ACTION: Tracey and Erin will address communication needs via the uniform brochure update and a separate communication to Cogito families.

USED UNIFORMS

Sheryl B.

In absence of a Jan/Feb sale, Sheryl reported that \$153.00 in used uniforms has been sold since our last meeting. The Used Uniform bank account balance now stands at \$1472.54. The date for the next Used Uniform Sale is scheduled for April 17th.

COGITO FAMILY PHONE DIRECTORY

Cheryl J.

The publishing of the phone directory was recently completed. Cheryl proposed an alternative process for the future, which was agreed to by Duncan. New student enrollment forms, as well as current student re-enrollment forms, will include an offer to be included in the phone directory on an on-going basis. Families can simply provide updates to their information as needed, or request exclusion at any time.

ACTION: Cheryl J. to work with Duncan to amend the registration forms with this inclusion.

COGITO REGISTRATIONS FOR 2007/2008

Duncan

We are currently touring and registering students for the upcoming year. Our preliminary numbers indicate over twenty registrations. At this rate, the numbers may exceed 30. If this is the case, an afternoon Cogito Kindergarten class will be warranted.

District Office has given permission to advertise for Grade 7 Cogito in the 2007/2008 school year. Our grade 7 number currently sits at 10 students. Two, full-page District ads, including Cogito promotion, are planned for The Saint City News. (See also Junior High Open House in the Promotions Committee Update section).

SCHOOL VIABILITY RECOMMENDATION

Duncan

Duncan informed the committee of the recommendation put forward to the Board of Trustees by Barry Wowk. The recommendation document highlights the transfer of Grade 4-9 Logos program to E.S. Gish School in a graduated fashion. This would see grade 7 offered this year, with grade 8 and 9 following suit in later years. The document contains discussion of the alternatives considered and is available at the District Office.

OPTIONS FOR SCHOOL YEAR CALENDAR

Duncan

St. Albert Protestant School District is considering four options for the 2007/2008 calendar. Duncan solicited feedback from the attendees on the different alternatives. In general, the third option of a slightly longer day (3-5 minutes) with a Sept 4th start and June 27th end, was favoured by those in attendance.

MATH CURRICULUM RESOURCES

Erin S.

Erin reported on the developments surrounding the math resources for the Cogito program. The staff have completed their review of Singapore Math, including curriculum cross-referencing, and Diane Orr has compiled the results. Erin presented the following recommendations, which have been adopted. Implementation is planned for the 2007/2008 school year.

Implement the Singapore Math Textbook and Workbook for Kindergarten, grade 1 and grade 2. The school will purchase the textbooks.

Kindergarten: Workbook cost to the parents is \$10 per student.

Grade 1: Workbook cost to the parents is \$24 per student.

Grade 2: Workbook cost to the parents is \$24 per student.

Grade 3-6: Singapore Math does not cover enough curriculum outcomes to warrant purchasing. Each grade has one set of books purchased that will be used as an additional resource for the teachers.

The Castle Rock workbook was introduced this year and is working well. All exercises have lots of examples and reading material that can be used by the student, teacher and parents.

The majority of Cogito outcomes cross-reference with this series. The cost to parents is \$12.

Other resources being used by the grades 3-6 teachers are:

- Math to the Max
- Math Quest 2000
- Nelson series
- Interactions
- Singapore Math
- Teacher generated resources

The grades 3-6 Cogito teachers will have a vertical meeting(s) regarding math to discuss the following:

- Resources presently being used.

- Resources we are still in need of.
- Continuity between grades 3-6.
- Using the “best” resources that fit our Cogito program needs.

PROMOTIONS COMMITTEE

Krista M.

BUSINESS CARDS

Cheryl J. had samples of the new business cards. Krista reported printing costs of:

- \$160.00 plus typesetting costs for 1000 cards
- \$225.00 plus typesetting costs for 2000 cards

The main intended uses for the cards are for distribution to existing Cogito parents in aid of communication of our program, as well as distribution at the Rainmakers Rodeo Parade in May. Duncan indicated that the school could fund the printing costs for 2000 cards.

Distribution of the cards to Cogito parents could be made in card sized envelopes. Krista quoted the cost for envelopes to be \$87.98. The committee decided to fund the purchase of envelopes, or other appropriate means, from the Cogito Steering Committee Funds, to a maximum of \$90.

OTHER PROMOTIONAL EFFORTS

It was noted that our slogan of “Focused on Academics” has been missing from advertising material.

ACTION: Duncan is to check into this with Paula Power.

Krista asked if the school was going to print posters again this year, promoting the April 2nd Cogito Information Evening. Duncan was not aware of any work underway as of yet, however, the committee confirmed their willingness to post them about St. Albert. It was discussed that if the posters could be made available in the first week of March, that would allow enough time for distribution.

The Promotions Committee made arrangements for use of the Funeral Home sign. The message has been displayed at no cost.

Unfortunately, our operation of the bake sale/concession at this spring’s Gish Baby & Tot Items Sale is no longer a go. Apparently the Grade 9 Farewell organizers were anticipating their involvement for required fundraising.

There is strong support for participating in this year’s Rainmakers Rodeo Parade. The Promotions Committee will take this one forward.

PORTABLE SIGNS

Krista quoted the cost for a black portable signs to be \$135 per month plus a \$50 permit fee. In order to place the sign along St. Albert Trail, we need to obtain written permission from the business owners. This promotional idea has been discussed many times and the committee decided to approve use of Cogito Steering Committee Funds to pay for a sign for one month, provided a location can be secured.

COGITO BANNER

The Promotions Committee proposed the purchase of a large banner for Cogito promotion. Typically a banner of this sort could be used on the bridge over St. Albert Trail, however it could go a long way in aiding promotion in many other ways; such as a backdrop or Parade opener. Karey received a quote of \$135 for a 2’ x 10’ banner. The committee decided to provide funding for one banner to be made up, somewhat larger – approximately 3’ x 12’. The text would read “St. Albert Cogito Focused on Academics 459-7766” and include the St. Albert Protestant School District Logo as well as our St. Albert Cogito Logo.

COGITO INFORMATION EVENING

Duncan

An ESG Kindergarten Information Evening will be on Monday, April 2nd from 6-6:45pm. The evening will involve Mrs. Santrock and Mrs. Dahl providing overviews of their programs in their classrooms. At 7:00pm, the Cogito Information Evening will start. There will be a 15 minute introduction given in the library, followed by classroom visits until 8:30pm.

JUNIOR HIGH OPEN HOUSE

Duncan

A new promotion event has been added this year. On April 11th at 6:30pm, there will be an Open House for Junior High at ESG. The grade 7 Cogito program will be further promoted at this time.

OTHER BUSINESS

LITERACY DAY

Each year NAIT hosts the Literacy & Learning Day that provides conference style seminars targeted to parents and educators. This year's keynote speaker is Dr. Scott Wooding, who is an author, speaker and expert in the area of understanding and parenting teens. For more information on this event, planned for April 21st, visit www.literacyday.ca/workshops.asp

NEXT MEETING

Invitation to all Cogito parents to attend the next Cogito Steering Committee Meeting to be held on May 1st at 7:00 pm.

SUMMARY OF ACTION ITEMS CONTAINED IN THESE MINUTES:

- Ramonde to finalize the November 15th, 2006 meeting minutes and file in our minute book.
- Tracey and Erin will address new uniform communication needs via the uniform brochure update and a separate communication to Cogito families.
- Cheryl J. to work with Duncan to amend the registration forms to include phone directory notes.
- Duncan is to check into use of our slogan with Paula Power.

PARENT'S CORNER

All Cogito parents are always welcome to attend any meetings of the Cogito Steering Committee. Your input of topics, and contribution to the discussion and decision making is valued and appreciated.

Issues can be raised any time at the meetings, however it is helpful if you can provide advance notice by way of submitting an agenda item directly to the Chairpersons listed on these minutes. If you prefer, you may use the space below to note down your item. This form will be forwarded by your homeroom teacher to Duncan Knoll.

**ST. ALBERT
COGITO
STEERING COMMITTEE MEETING**

The role of the St. Albert Cogito Steering Committee is to support and enhance the experience of the students in the program. This committee is advisory in nature, providing input to the principal. The membership in the committee includes all parents of students registered in the program. A District Office representative is also identified to work with the committee on a needs basis.

MINUTES OF MEETING HELD MAY 22, 2007

MEETING HIGHLIGHTS

- Decisions about the Junior High Uniforms.
- Crested Shirts are on the horizon.
- The Used Uniform Sales are on the way out.
- St. Albert Cogito is in the Rainmaker Rodeo Parade!
- Cogito Enrollment numbers for the fall.
- Summary of this year's Steering Committee activities.

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Principal:	Duncan Knoll	459-7766
Vice Principal:	Erin Steele	459-7766
Teacher:	Diane Orr	459-7766

Attendees at Meeting:

Principal: Duncan Knoll
Vice Principal: Erin Steele
Cogito Parents: Cheryl Joseph, Sheryl Beuerlein, Ramonde Maxfield, Krista McCotter,
Tracey Minaker, Shelley Metera, Colleen Holzer, Mary McMurdo

REVIEW OF LAST MEETING MINUTES

All

The minutes of the meeting held February 13th, 2007 were reviewed and accepted by the committee.

ACTION: Ramonde to finalize the February 13th, 2007 meeting minutes and file in our minute book.

NEW UNIFORMS**JUNIOR HIGH UNIFORM**

Duncan

Duncan reported that a survey was conducted of the existing grade 6 students and their parents. The survey, designed to collect feedback on the topic of uniforms for our new junior high class, was done in response to questions and concerns raised by the affected families in recent months. Duncan informed the committee that the results of the survey supported a move to a non-uniformed class. The topic was opened for discussion at this Steering Committee meeting in order to collect further feedback. The attendees discussed their opinions, concerns and visions. Some were opposed to a non-uniformed junior high while others were in favour of the change. Some attendees preferred a uniformed class, but thought that the concerns expressed warranted response.

Following the discussion, Duncan determined that the 2007/2008 Junior High Cogito class would be deemed non-uniformed, however would be expected to uphold a predetermined Standard of Dress or Dress Code. This decision is based on the small number of students (8) moving into grade 7 in the fall and is in response to concerns raised by those affected. As such, Duncan stated that this decision will be revisited next year to determine if the decision will stand for the following 2008/2009 school year. Attendees at the meeting had mixed opinions as to the practical ability of the school to re-introduce uniforms at a later date. Some thought that it was a definite possibility considering the sizes of the upcoming classes and the evidence provided by other schools having reported successful changeovers, while others thought that a reintroduction of uniforms was unrealistic and unlikely.

The committee reviewed a listing of dress code items that was compiled by Diane Orr as a result of her research into the topic. Duncan stated that the intention is to pull together a few people as a sub-committee to further work the Standard of Dress/Dress Code and fine tune it to our school needs. There was a general agreement among the attendees that any dress code would need to be enforced, with consequences clearly defined and adhered to. Discussion at the table included ponderings about the Logos Program and whether or not they may entertain the idea of uniforms. Also, the thought was raised that perhaps a Standard of Dress or Dress Code for the entire school may be an interesting idea to consider.

CRESTED SHIRTS

Colleen

Previous meeting discussions have highlighted the desire to adopt crested shirts as a standard item for our Cogito uniform. In general, it is felt that the uniform, specifically the shirts, are in need of a "clean-up" to recognize and respect the intent and benefits of a uniformed program. The committee expressed concern at the increasingly frequent occurrence of seeing shirts without collars, garments that are torn or in poor repair, and pants/skirts that are not part of the approved uniform. It was agreed that the mandatory wearing of the crest at all times would go a long way in pulling together the overall look of the students. For example, if a student is not wearing their crested sweater, they would need to ensure that their shirt was crested.

It was decided that all shirts worn as part of the uniform must be crested, unless it is, without fail, worn beneath a sweater or tunic. Implementation of this new requirement was determined to be in the 2008/2009

school year. Communication to Cogito families will begin this spring, with a letter going out from the office before the year is out. Ongoing communication will be done throughout the 2007/2008 school year so that uniform orders placed next spring include this new enhancement.

USED UNIFORMS

Sheryl B.

The Sale held in April was poorly attended, resulting in only 13 sales made totaling \$827.00. Sheryl sited possible reasons for the low attendance may be the convenience and service that is now provided by UpMarket Images, or perhaps the sale was held a bit too early for people to be thinking about being prepared for the fall. Previously the sale was held in May/June and coincided with the New Uniform Fitting Days.

Sheryl noted to the committee that she is ready to withdraw from her position of Used Uniform Coordinator for the next school year. She intends to continue the role throughout the summer as needed and will organize and conduct the September sale for us.

Before immediately trying to find a new Used Uniform Coordinator, the committee discussed alternative ideas rather than simply continuing the process. After considering several avenues, the committee decided to pull out of the service altogether and wind down the Used Uniform Committee. The thinking was that people wanting to sell or pass along their items would likely do so on their own via communication with other parents in the younger grades. We will still hold the September sale and Sheryl will ensure that all parents with items in the Used Uniform inventory are given the opportunity to pick up any unsold items following the sale. Any unclaimed items will be donated to charity.

The committee thanked Sheryl for her dedication and commitment to running the Used Uniform committee. The time commitment has been immense over the last four years and very much appreciated by all. The "Cadillac" level of service that Sheryl has provided to the Cogito families has developed and fostered our Program pride in a job well done and image of integrity of professionalism. Thank you Sheryl.

PROMOTIONS COMMITTEE

Krista M.

PORTABLE SIGN

As observed by most, the portable sign was rented and displayed on St. Albert Trail as Krista proposed at our last meeting. Adam Mounzer, General Manager of St. Albert Dodge was kind enough to allow us to place the sign on his property.

COGITO BANNER

The banner is ordered and will be ready in time for the Rainmaker Rodeo parade.

BUSINESS CARDS

The business cards were done up and have been printed. They will be available for distribution at the parade.

RAINMAKER RODEO PARADE

Krista reported that there are 14 children registered to take part in the parade. Our Cogito entry will consist of the banner leading the way; the children dressed in uniform handing out candies; and parents dressed in complementary attire handing out the business cards. In addition, Cheryl Joseph lended her talents to our cause and made two, large, stuffed dogs as mascots. They are each dressed in full uniform purchased by the Used Uniform Committee for \$50.00. In the absence of the required insurance, we will not use a vehicle, but simply pull along our things (and the odd tired child) in any wagons that we have available to us. Mary McMurdo and Colleen Holzer donated money to purchase the candy and the school will assist as needed. Our thanks are extended to Mary and Colleen for this assistance.

A huge THANK YOU to Krista for taking this on and getting it organized for us.

The following update was provided by Krista subsequent to the meeting:

We had over 20 students come dressed in uniform and had a great time handing out candy. We looked fabulous and had great response from parade watchers who did not realize we had a uniformed “academic” program in St. Albert. The students did great with kids from K to grade 6 and there parents helping out. We had a few younger students who caught a ride on the wagons when there little legs got tired and the older kids were real troopers! A very special thank-you goes to Mary McMurdo, Colleen Holzer, and Duncan (School), for purchasing the candy, to Cheryl for the Cogito dogs, and to Karey for the banner. Thank you to all who donated their time to make the parade a huge success. We will do it again next year and I look forward to all of your continued support.

PRINCIPALS REPORT

Duncan

ENROLLMENT NUMBERS

Our enrollment numbers for next year are very strong. Our kindergarten numbers are the highest ever in Cogito, currently at 31 registrants, warranting two classes. Our total Cogito pre-registered population is 157 for the 2007/2008 school year.

2007/2008 Cogito Registrations

K	G 1	G 2	G 3	G 4	G 5	G 6	G 7
31	24	24	28	15	14	13	8

To accommodate the large grade 3 class, some students will be moved into a 3/4 combined class.

ADMINISTRATION MEETING WITH EDMONTON PUBLIC SCHOOLS

Duncan and Erin met with Stewart Wachowicz and Sandy Forster. Both are in administrative programming positions with Edmonton Public Schools. They had specific discussions regarding the Cogito program and teaming with their staff for professional development opportunities. Mr. Wachowicz discussed the longitudinal benefits of Cogito. There is a greater incidence of honors in high school following Cogito instruction. As well, significantly higher graduation rates are experienced by Cogito students than the regular school population.

They have set up a template for orienting new Cogito teachers throughout the summer months. These include aligned literacy map training in June, and Scope and Sequence in July/August.

SCHOOL HOURS

The school will be announcing adjusted hours of operation for the upcoming 2007/2008 school year. The school day will be moved forward slightly, beginning the day a little later and ending a little later. This adjustment was made to accommodate the new Logos families joining our school, providing more practical bussing schedules and routes.

MEETING ADJOURNMENT

Duncan

This meeting was the final meeting of the St. Albert Cogito Steering Committee for the 2006/2007 school year. We all look forward to regrouping in the fall.

Duncan thanked the members for their work throughout the year. He very much appreciates their dedication, energy and enthusiasm as does the rest of the school body.

ENJOY THE SUMMER!

SECRETARY SUMMARY OF THE YEAR

Ramonde

The St. Albert Cogito Steering Committee met four times throughout the 2006/2007 school year. The following summary of activities is a high level look at the year, provided for general interest purposes.

- Although the membership changed and evolved over the course of the year, the committee was able to stay on track while reducing meeting frequency to only four meetings over the school year. This highlights the amount of hard work done within the sub-committees. The reduction of meeting frequency enabled more involvement within the School Council and Akinsdale Parents Association.
- Promotions - Much progress was made on the promotions end as funds from the work of years gone by were realized, coupled with energy and a strong desire to move forward. Cogito business cards were redone, a Portable sign was displayed for one month during registration time, a banner was designed and purchased and visibility was greatly increased with a Cogito entry in the Rainmakers Rodeo Parade.
- Uniforms – A big year for changes, decisions and future outlook. What began as a search for a supplier of better pants became the engagement of a contract with a totally new uniform supplier complete with the administration and fitting component built in. This, coupled with a decision to pull out of the Used Uniform Sales streamlines the entire uniform process from start to finish. This year's efforts have also enhanced the committee's interest and energy for a uniform "clean-up" in the next school year.
- Overall this committee has fine tuned its standard practices and processes to the point of achieving a level of independence. It is now poised to move into the next year with new energy and interests.