

September 21, 2026

**Battalion Park Parent Council
Annual General Meeting (AGM) & School Council Meeting Minutes**

Date: September 21, 2026

Time: 6:30 PM

Location: Battalion Park School Library (Hybrid)

Attendance

Present

- Christina Tuttle, Principal
- Lisa Wilson, Vice Principal
- Meela Gunawardena, Chair
- Chen Deng, Vice-Chair
- Jordan Johnston, Secretary
- Taryn Carpenter, Parent
- Chris Hsiung, Parent
- Melissa Adley, Parent
- Elise Fitzgerald, Parent
- Tyler Lipsett, Parent
- B. Dele-Ijagbulu, Parent
- Tessa Lee, Parent
- Suzy Van Der Leij, Parent
- Ahmed Ibrahim, Parent

Absent

- Ateeque Patel, Past Chair

1. Call to Order

The Annual General Meeting was called to order by Meela Gunawardena at 6:37 PM. Quorum was confirmed.

The Land Acknowledgement was delivered by Christina Tuttle.

2. Welcome and Introductions

Meela Gunawardena welcomed attendees to the first School Council meeting and AGM of the 2026-2027 school year. Introductions were made by all attendees.

3. Approval of Agenda

Motion: To approve the September 21, 2026 AGM and School Council agenda as presented.

- Moved by: Chen Deng
- Seconded by: Elise Fitzgerald
- Result: Carried

4. Approval of Previous Meeting Minutes

Motion: To approve the May 11, 2026 School Council meeting minutes as presented.

- Moved by: Jordan Johnston
- Seconded by: Chen Deng
- Result: Carried

5. Annual General Meeting and Executive Elections

Chair

Meela Gunawardena self-nominated for the position of Chair.

Motion: To elect Meela Gunawardena as Chair of Battalion Park School Council for 2026-2027.

- Moved by: Melissa Adley
- Seconded by: Tessa Lee
- Result: Carried

Vice-Chair

Chen Deng self-nominated for the position of Vice-Chair.

Motion: To elect Chen Deng as Vice-Chair of Battalion Park School Council for 2026-2027.

- Moved by: Chris Hsiung
- Seconded by: Elise Fitzgerald
- Result: Carried

Past Chair

Ateeque Patel (absent) will hold the Past Chair role. Council noted that a formal motion was not required for this position.

Secretary

Jordan Johnston was nominated for Secretary.

Motion: To elect Jordan Johnston as Secretary of Battalion Park School Council for 2026-2027.

- Moved by: Meela Gunawardena
- Seconded by: Chen Deng
- Result: Carried

Key Communicator

Marija Ivanovic was nominated for Key Communicator.

Council clarified the Key Communicator role includes attending provincial meetings with Alberta Education and reports information back to School Council.

Motion: To appoint Marija Ivanovic as Key Communicator for the 2026-2027 school year.

- Moved by: Jordan Johnston
- Seconded by: Elise Fitzgerald
- Result: Carried

6. Business Arising from Minutes - None

7. New Business

7.1 School Report

School Start and Fall Focus

Christina Tuttle provided the School Report and shared information regarding school start-up activities, enrollment, class sizes, new teachers, and support staff for the 2026-2027 school year. School

administration reported a positive start to the year and highlighted ongoing efforts to support student learning and wellbeing.

Literacy and numeracy assessment screening is occurring for Grade 1-5. This is very helpful for the school to gather information on where students are at from last grade, and where additional supports may be required.

7.2 Video Surveillance Technology (VST)

- Current state: Battalion Park has CCTV (live) with no recording capability.
- VST has been requested for hallways, at entrances to washrooms, and in playground areas. Signage would be posted to inform people they are being recorded.
- This can help prevent vandalism or provide school administration with more information on incidents involving students.
- The timeline to install is potentially this school year and the admin is being trained on it.

Benefits discussed included:

- Providing an objective account of incidents.
- Supporting investigations involving vandalism or behavioral concerns.
- Assisting administration in determining who may have been involved in incidents and identifying areas requiring increased supervision.

Questions were raised regarding privacy and access to footage. Administration clarified that:

- Footage would only be accessed by authorized administrators when investigating incidents.
- Parents would not have access to footage.
- Recordings would not be released due to privacy requirements.
- Staff training on the system is currently underway.

7.3 Upcoming Events and School Activities

Administration provided an overview of current student opportunities and upcoming school activities.

Items discussed included:

- Orange Shirt Day learning activities and classroom discussions ahead of the day.
- Terry Fox Run.
- Flag Football Club for Grades 4-6.
- Run Club for Grades 1-6.
- Healthy Hunger programming.
- School community events and student engagement opportunities.

Council was advised that School Council meetings will continue in a hybrid format and are generally scheduled for the third Monday of each month. The annual meeting schedule was presented.

8. Signal Hill School Enhancement Society (SHSES) Update

Council received an update regarding SHSES activities.

Highlights included:

- The Apple Fundraiser sold approximately 60 boxes this year, compared with higher participation in previous years.
- The replacement of the mini playground is nearly complete.
- Landscaping and paving work has experienced minor delays due to weather but is expected to proceed shortly.

- Fundraising efforts continue to support future playground replacements, with the larger playground anticipated to require replacement in approximately three years.
- SHSES continues to operate bottle fundraising through Skip the Depot.
- Art Cards for Kids and Healthy Hunger are underway.
- Planning remains underway for future community and fundraising initiatives

9. Appreciation of Past Executive Members

Council expressed appreciation for the contributions of the previous Executive and volunteers. Their efforts supported productive School Council meetings, parent engagement initiatives, teacher appreciation activities, and the ongoing operations of School Council.

Special thanks were extended to:

- Ateeque Patel for serving as Chair and Co-Chair in previous years.
- Meela Gunawardena, Amber Harlal, and fundraising volunteers for their work supporting school initiatives.
- Tessa Lee for assisting with fundraising, decorations, and event setup.
- Healthy Hunger volunteers Ruth Thorkelson and Roda Calacasan for their contributions in previous years.

10. Next Meeting

The next School Council meeting will be held:

Monday, October 26, 2026 at 6:30 PM (Hybrid Format).

11. Adjournment

Motion: To adjourn the meeting.

- Moved by: Chen Deng
- Seconded by: Elise Fitzgerald
- Result: Carried

The meeting was adjourned at 7:29 PM.

Minutes prepared by:

Jordan Johnston, Secretary

Approved by:

Meela Gunawardena, Chair