

Thursday, October 12th, 2023 at 6PM

Location: HEB School

H.E. Bourgoin Middle School - School Council Meeting

MINUTES

Attendees: Sarah Severn, Robyn Reddecliff, Shawna Dunlop, Tracy Casselman, Sarah Chileen, Nicole Yadlowsky, Jenn Lisoway, Wes Riopel, Melanie Eide

1. Call to order / Sign-in - meeting called to order by Robyn Reddecliff at 6:05
2. Review and Approval of the Agenda Motion to approve
 - a. Motion to approve - Wes motions to approve the agenda, Shawna Dunlop seconds, all in favor, motion carried.
3. Review of Meetings Norms from below / Meeting Structure for new attendees
 - discussed how the meeting norms will always be at the bottom of the agenda.
4. Approval of the Minutes from May and September Meetings
 - a. Motion to approve September minutes - Jenn Lisoway motions to approve the September meeting minutes, Sarah Chileen seconds, all in favor, motion approved.
 - b. May minutes tabled to next meeting
5. School Trustee Report - not provided for this meeting
6. Principal's Report and Advising Opportunities:
 - a. School Fees for 2023/2024
 - Sports fees - for tournaments
 - Electives - supplies
 - ROK Sports - ice time, possibly swimming fee but hoping for the grant again to help supplement fees
 - b. ROK Food Drive
 - Spirit days every other week, 80s day is coming October 20.
 - Assembly the day before to inform students what the spirit day will be
 - Asking students to bring a kid friendly food donation to help create an in house food bank for families that are in need in our building
 - About 20 lunches are being made for students in school daily, lunch kits are needed to help make delivery more discreet
 - Tim Hortons is going to be donating 50 muffins and 50 bagels every monday
 - Blessings in a backpack is happening again discreetly for those in need
 - ROK Families - Halloween will be our first family event, decorating pumpkins and having some games together
7. New Business:
 - a. Outdoor Spaces Committee Meeting - restart initiative with call out to attend first meeting
 - going to look into a landscaper that can come look at the space and see what our options could be
 - send out message to re invite people to join the committee
 - Sub-committee will set date when decided

- b. ASCA Workshop invitation to attend in person in November 5th or 6th - more details to follow
 - Bonnyville workshop is Nov 5, 2023 at 6:30 - Robyn Reddecliff will be attending
- c. ASCA Grant for Workshops
 - \$500 is being offered again to each school council to take workshops as a group
 - Still a balance remaining from the previous year
- d. School Board Trustee Grant
 - \$5000 available to be applied for by March
- e. Foundation time at School Council meeting
 - Separate meeting is happening outside of school council meeting due to time restraints
 - Currently have a report on the school council agenda with a 30 minute time frame, may need to be adjusted based on current activities etc.
 - Going to bump foundation to start of agenda for next meeting

8. Old Business:

- a. Volunteer Google Form
 - Teachers will be sending out invitations to parents to help with activities in the school
 - More personal and seems to bring more parents in
- b. Breakfast Program Update
 - \$20,000.00 grant received again this year
 - More grab and go items this year
 - Will need volunteers to help pick up groceries, supplies etc

9. Report from Duclos - H.E. Bourgoin Support Group Foundation (30 min)

- a. Dance
 - Halloween, glow in the dark, Costumes (No blood, weapons, masks), 5\$ entry, 5/6 from 4-6, 7/8-6-8
 - DJ equipment and possibly DJ for \$300, decor \$50
 - Concession will be ran by School council parents
 - chips, candy, pop etc
 - No Food or Drink in the gym - wellness room only

Volunteers:

- Need some to go around town and ask for donations for prizes
- Concession Supervisors - students run concession and have a parent in to supervise
- Tracy and Nicole will be there as staff supervisors
- Parent Supervisors - 7 per shift
- b. Spices - pick up end of October
- c. Purdys currently running closes November 20
- d. Farm to Freezer raffle - \$8000 goal split between Duclos & HEB
- e. Cash for Christmas Raffle - \$20,000 - winner gets \$10,000, foundation gets \$10,000

10. H.E. Bourgoin Fundraising Sub-Committee Funding Requests (Christmas Concert Audio and live streaming, Recess Activity Bins)

- a. Christmas Concert Audio and live streaming - **Total Ask: \$2,000.00**
 - Elf the musical - \$890US for entire package and licensing
 - Lakeland Connect will live stream for \$500

- b. Recess Activity Bins - **Total ask: \$2100**
- 14 classes, would like a bin for each class with sports balls, mini sticks etc. will talk with students and see what they are interested in.

11. Call for Future Agenda Items: Permission slips for field trips

12. Next Meeting: Nov 16, 2023 at 6:00PM

13. Meeting Adjournment: 7:40 pm

ACTION ITEMS

Sarah Chileen	Outdoor Spaces Collaborative Project Subcommittee - Sarah Chileen, Nicole Garner, Sarah Severn, Gianne Stover, Caitlyn Blake and Kym Lord	Jan 16, Mar 1, next meeting TBD

H. E. Bourgoin Parent School Council/Foundation Meeting Norms 2022-2023	
Time/Promptness	<ul style="list-style-type: none"> ● If time does not permit full discussion of an item, a motion may be made to table the item for discussion at another meeting. ● Agenda must be provided by the Chairperson seven days prior to the meeting date. ● <i>Agenda items must be submitted to the Chairperson no later than two weeks prior to the Council meeting.</i> ● <i>Meetings will begin promptly at 6:00 pm and will not go past 8:00 pm.</i>
Communication	<ul style="list-style-type: none"> ● The Chairperson must keep the discussion flowing in a collaborative fashion. ● Each item is entitled to full and free debate by individual members- one at a time.
Assignments	<ul style="list-style-type: none"> ● <i>Action items to be listed and reviewed at the end of each meeting and again reviewed at the beginning of the following Council meeting</i>

Confidentiality	<ul style="list-style-type: none">● If an attendee begins to talk about his/her child, another student &/or a staff member, it will be deemed personal in nature. The chair/school administration will ask the attendee to refrain from talking about personal matters and suggest a personal meeting with administration &/or appropriate staff members.
Expectations	<ul style="list-style-type: none">● Every member has equal rights.● Only one subject may be discussed at a time.● The chairperson is responsible for moving meetings along and ensuring no one person monopolizes the floor.