

## #5 H.E.Bourgoin Middle School Council MINUTES

**Date and Time: Thursday, March 6th 6:30PM to 7:45PM**

**(Any items still left on agenda at 7:45 will be tabled to the next meeting)**

**Location: HEB School Learning Commons**

**Attendees:** Kym Lord, Sarah S, Sarah C, Cassie Lesyk, Nicole Yadlowsky, Tracy Casselman, Melanie Eide, Wanda Carlin, Cheryl Edwards

**Online:** L.B

Call to order / Sign-in: 6:35 PM

1. Review and Approval of the Agenda:
  - a. Motion: Kym L motions to approve the agenda as with amendments, seconded by Melanie Eide
2. Review of Meetings Norms from below / Meeting Structure for new attendees
  - a. No new attendees today
3. Approval of the Minutes from January Meeting:
  - a. Motion: Sarah Severn motions to approve, seconded Cassie L
4. School Trustee Report - Cheryl Edwards
  - a. Board of trustees, very busy, school calendar is done for next year. This year they sent out questionnaires first and found it much easier to build the calendar after people's responses were in.
  - b. The Resilience award is open to all k-12 students and for FNMI students there is a new award - The Seven teachings award also open to k-12.
  - c. Board is looking forward to meeting with Student Advisory Council in April to see how things are going, what we may be missing out on that they would like to see
  - d. Busy working on policies, new advocacy section on NLPS site now to see what board is advocating for
    - i. Transportation - working to see if the government will change bus distances, if not will cost division more money next year
    - ii. Inclusive education - needs are growing, more complex and overall just increasing across the board
  - e. \$8000 grant from the government to NLPS for food security for students.
  - f. ASCA conference will be all virtual this year with a cost of \$100 - Cheryl will clarify if cost is per member or per school council
    - i. ASCA is advocating for Online safety as their main point of advocacy and there are 4 school divisions who are advocating for various different initiatives
5. Principal's Report and Advising Opportunities:
  - a. Assurance Survey
    - i. Grade 7 students completed the survey this week in class and the codes have been sent out to all parents/guardians of grade 7 students.
    - ii. Alberta Ed only sends the survey to teachers but we have created our own in house survey for support staff as well to ensure that all staff are on the same page
    - iii. This year Alberta Ed has given the schools the codes to send out to families instead of mailing them out in hopes that it gets more surveys filled out
    - iv. Suggestion on having admin assistants call and check in closer to the closing date with grade 7 parents, we will be creating a short video with grade 7 students to help get more attention to the survey

b. School Plan Update

- i. Many parents were contacted and asked questions by the team - list was printed of all students and every 6th parent was contacted for a random sampling
- ii. Feedback process was very valuable to our staff and school
- iii. Staff had a full day PD of math games, teachings and implementation -
  1. every child should know their multiplication facts
  2. Small groups with students in classes
  3. Teachers have taken time to observe other teachers during their math classes to get new ideas and strategies
  4. Do the Math groups and LLI intervention groups are running in grade 5 & 6
- iv. Belonging - we took a small break to enjoy the sun and fresh air but have brought back bear clubs during lunch recess to help with the aspect of belonging - mid March we will be moving back outside with new outdoor clubs - Blitz Ball has already started!

c. Parent Teacher Interviews

- i. Makers Market Elective will be set up in the Learning Commons selling their handmade creations on March 12th from 3:45-8.  
March 12th - In Person Parent Teacher Interviews 3:45 pm - 8:15 pm  
March 13th - Phone Call Parent Teacher Interviews 3:30 pm - 6:00 pm

d. School Supply Packs (New addition to agenda)

- i. School Start has approached HEB offering a school supply pack for parents to purchase instead of having to go shopping for supplies
- ii. Suggestion of having the opportunity to purchase extra bags for students if they need

e. Upcoming dates of interest:

- i. March 4th- Last Day of Term 2. Term 3 starts March 5th
- ii. March 5th- Pontiacs Anti Bullying assembly
- iii. March 7th- Kinosoo Ski Trip Grade 6
- iv. March 10th- Book fair opens till the 13th
- v. March 11th- Grade 7 ice fishing trip
- vi. March 12th- Grade 8 ice fishing trip
- vii. March 12th - In Person Parent Teacher Interviews 3:45-8:15
- viii. March 13th- Phone Call Parent Teacher Interviews 3:30 - 6:00
- ix. March 19th-21st- Jasper Ski Trip Grade 8's
- x. March 24th- Farm safety presentation Grade 5/6
- xi. April 14th-21st- Spring Break

6. Old Business:

a. Wish List Submission - info for the foundation

- i. Badminton rackets and birdies - \$200 - going to check with PE teacher to see if it is still needed - admin assistant will send quote with total if still needed
- ii. Archery net attachments (Nets no longer needed)
- iii. Speakers - one has been purchased for \$1206.45 - to have a better system we would need 4 speakers
  1. Discussion of need for this if we are using the Strathcona Center for future musicals
  2. Group believes the need is there but currently we would be fine to carry on with just the one new speaker.
  3. Motion: Kym Lord motions to request money from the foundation to purchase one speaker for \$1206.45, Sarah Chileen seconds, all in favour, motion carried.
- iv. Math Kits - have been purchased and are being used daily in classrooms

b. 50/11 Bottle Donation - HEB total was **\$62.45**

- i. Feedback from members - was an easy way to get some money for the schools - but probably won't get to do it again this year because lots of organizations are also participating. Group would like to do it again if the opportunity arises.
- c. Spices
  - i. Leftover spices will be sold at Parent Teacher Interviews - Kym will sell them that evening and would like to have a coffee cart for staff that evening.
- d. Outdoor Spaces
  - i. Donation - \$2000 donated to the school to put towards outdoor spaces, thank you Sarah Chileen for making this donation happen!
  - ii. Outdoor Spaces sub committee - letter seeking donors, grants for trees and gaga ball
  - iii. Spring Sobeys BBQ for Outdoor Spaces
    - 1. Tabled until Kym gets more info from Sobeys
- 7. New Business
  - a. Staff Appreciation - Kym will email more info
  - b. Spring Purdy's Fundraiser or other?
    - i. Easter/Spring Purdys
  - c. 50/50 - not possible at the moment due to some changes with legalities
- 8. Report from Duclos - H.E. Bourgoin Support Group Fundraising Foundation (30 min)
  - a. Financial report - review of numbers - Casino **\$9,263.27** Main Account **\$5,373.46**
  - b. AGM will be at 6PM on April 7, 2025, HEB Learning Commons
  - c. Virtual option this year to help bring more interest and members
  - d. All positions are open this year and we need more members - at risk of losing casino money if we do not find members to fill positions
- 9. Call for Future Agenda Items:
  - a. ASCA Workshops/ASCA Conference Fees
- 10. Next Meeting: April 10, 6:30PM
- 11. Meeting Adjournment: 8:38PM

<b>H. E. Bourgoin Parent School Council/Foundation Meeting Norms 2024-2025</b>	
Time/Promptness	<ul style="list-style-type: none"> <li>● If time does not permit full discussion of an item, a motion may be made to table the item for discussion at another meeting.</li> <li>● Agenda must be provided by the Chairperson seven days prior to the meeting date.</li> <li>● <i>Agenda items must be submitted to the Chairperson no later than two weeks prior to the Council meeting.</i></li> <li>● <i>Meetings will begin promptly at 6:00 pm and will not go past 8:00 pm.</i></li> </ul>
Communication	<ul style="list-style-type: none"> <li>● The Chairperson must keep the discussion flowing in a collaborative fashion.</li> <li>● Each item is entitled to full and free debate by individual members- one at a time.</li> </ul>
Assignments	<ul style="list-style-type: none"> <li>● <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></li> </ul>

Confidentiality	<ul style="list-style-type: none"> <li>• If an attendee begins to talk about his/her child, another student &amp;/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 &amp;/or appropriate staff members.</li> </ul>
Expectations	<ul style="list-style-type: none"> <li>• Every member has equal rights.</li> <li>• Only one subject may be discussed at a time.</li> <li>• The chairperson is responsible for moving meetings along and ensuring no one person monopolizes the floor.</li> </ul>