

HEB School Council and HEB Fundraising SubCommittee Meetings

Date and Time: Thursday, September 21st, 2023 at 6PM

Location: HEB School

H.E. Bourgoin Middle School - School Council Meeting

MINUTES

Attendees: Sarah Chileen, Nicole Garner, Robyn Reddecliff, Leila Brosseau, Shawna Dunlop, Tracy Casselman, Sarah Severn, Jenn Lisoway, Nicole Yadlowsky, Amanda Oestreicher, Wanda Carlin

1. Call to order / Sign-in - meeting called to order by Tracy Casselman at 6:00 pm
2. Review and Approval of the Agenda - motioned by Sarah Chileen to approve agenda a.
Review of Meetings Norms / Meeting Structure - distribution of information describing the role of school councils as well as discussion of meeting norms:
 - Start meeting on time, adhere to closing meeting within a specific timeframe etc
 - Introductions around the table as there were some new faces
3. Approval of the Minutes - tabled until next meeting
4. School Trustee Report - not provided for this meeting
5. Principal's Report and Advising Opportunities: School Plan Review and Parent Input
 - a. HEB Vision Pillars: Respect, Excellence, Empathy and Integrity
 - Seeking School Council input
 - Overview of what we currently have happening at HEB
 - Tom Hierck working with our staff at startup for the school year - information about Positive Behaviour Supports - looking at proactive responses
 1. Positive relationships
 2. Students can all learn to high levels
 3. Mentor opportunities with adults
 4. Check in/check out strategy
 - Behaviour Matrix - consistency in spaces throughout the school
 - Assemblies for character education, alignment with student agendas
 - Groups - friendship, girls, gentleman/respect
 - Elder Peggy
 - The S in ROKS is S=Safety - focus on this within division and also at HEB
 - Student Advisory Council to the Board
 - Spirit Day every second Friday
 - Shop - purge, organization, upgrading
 - b. Safety and Belonging
 - Acknowledging birthdays - posted in classrooms, gift from concession
 - Surveys gathered for information
 - Concession stocking
 - c. Fees - Shop - \$30, Foods - \$30, Crochet - \$15, Sewing - \$15
 - d. ROK Sports & Wellness - timing of sessions
 - Alternate PE space
 - e. New Staff and Schedule Changes - classes starting at the beginning of the day, longer lunches, teachers eating in class with students

- f. Parent Volunteer Positions - survey being revised, class hot lunches by grade to fundraise for school field trips
- g. Student Leadership Opportunities - post on our HEB website, advertised positions for students to apply for
- h. Grade 8 Careers and Entrepreneurship Class - My Blueprint for career planning
- i. Music
 - Mrs Yadlowsky is teaching band/music to Grade 6's
 - unable to find a Music Teacher for the school band program
 - Annual spring musical planned
- j. Christmas Concert planned for December 14th this year with dress rehearsals on December 13th
- k. HEB School wants input from parents about what they hope to see at HEB 3 years from now

6. School Council Elections and Nominations

- nominations are opened for the following positions, read descriptions of roles

- a. School Council Chair
 - Shawna Dunlop nominated by Robyn Reddecliff, Shawna Dunlop declined nomination
 - Robyn Reddecliff nominated by Sarah Chileen, Sarah Severn seconded. Robyn Reddecliff accepted nomination for Council Chair
 - No other nominations, Jenn Lisoway moved to close nominations
 - Robyn Reddecliff accepted the position
- b. School Council Vice Chair
 - Shawna Dunlop nominated by Robyn Reddecliff, Shawna Dunlop declined nomination
 - Sarah Chileen nominated by Shawna Dunlop, Sarah Severn seconded. Sarah Chileen accepted the nomination
 - No other nominations, Jenn Lisoway moved to close nominations
 - Sarah Chileen accepted the position
- c. Secretary
 - No nominations or interest at this time. We will discuss this opportunity at future meetings

7. New Business:

- a. Report from Duclos - H.E. Bourgoin Support Group Foundation
 - The Fundraising Board meetings will be held at Duclos - HEB parents are welcome to attend. Moving forward the Foundation will report account balances and fundraising efforts and gather any specific funding requests.
 - HEB Account current Balance \$6091.22 - Casino account increase from Spring Play raffle - Fundraising revenue from Track and Field brought in additional revenue
 - Halloween Dance - October 27 - glow in the dark
 1. Grade 5 & 6 - 4-6 pm
 2. Grade 7 & 8 - 6-8 pm
 - Meat Raffle - after Remembrance Day
 - 50/50 ticket sales are planned
 - Purdy's Chocolate Fundraiser - end of November - Shawna looking after this ■

Discussion about what raffle fundraisers can be used for - - raffle proceeds may go towards admin costs, resource material, busing, uniforms and costumes ■ Slotted for Casino - 3rd quarter of next year
 ■ Make It Sow - January (alongside Duclos)

- Silent Auction - with musical - art and shop auction
- b. H.E. Bourgoin Fundraising Sub-Committee Funding Requests
 - Bussing to Kinosoo SKi Trip for the whole school
 - Jerseys for basketball and volleyball
 - Live Streaming Audio/sound equipment
 - Outdoor Recess Bins for each class
- c. Volunteer Opportunities - Google Form being revised to be sent out
- d. Pancake Breakfast - good for volunteers
- e. Breakfast Program Changes - will be included in the volunteer form
- f. Requests for funding from School Council
 - Bussing grade 8 Ski Trip
 - Basketball Jerseys, Volleyball Jerseys
 - Sound/Video/Audio for Christmas Concert
 - Outdoor Recess Bins

8. Old Business:

- a. Outdoor Spaces Committee - more discussion at next meeting, plan subcommittee meeting
- b. ASCA Grant and Workshops - division offering this in November - grant available again this year to book additional workshops

9. Call for Future Agenda Items:

10. Next Meeting: October 12 at 6 pm

- a. Second Thursdays of the month moving forward at 6 pm

11. Meeting Adjournment: 7:42 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

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 ● 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.

