

H.E.Bourgoin Middle School Council Meeting

MINUTES

Date and Time: Thursday, November 16th, 2023 at 6PM 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: Robyn Reddecliff, Tracy Casselman, Sarah Chileen, Nicole Yadowsky, Wes Riopel, Melanie Eide, Jolene Gill, Cheryl Edwards, L.B., Vonda Worthman, Kym Lord, Wanda Carlin, Nicole Murphy, Gage Carlin, Chace Jacob

1. Call to order / Sign-in : Meeting called to order by Robyn Reddecliff at 6:02PM
2. Review and Approval of the Agenda:
 - a. Motion to approve: Sarah Chileen motions to approve the agenda as presented, Melanie Eide seconds the motion, all in favor, motion carried.
3. Review of Meetings Norms from below / Meeting Structure for new attendees
4. Approval of Minutes
 - a. Motion to approve: October Minutes
 - i. Sarah Chileen motions to approve the October minutes, Wes Riopel seconds, all in favor, motion carried.
 - b. Motion to approve: May 2023 Minutes
 - i. Wes Riopel motions to approve the May minutes, Sarah Chileen seconds, all in favor, motion carried.
5. School Trustee Report - Cheryl Edwards will be joining us!
 - a. The Board has amended Policy 22 - *Board Supported Projects/Initiatives* - this allows students and/or school councils (with approval of School Admin) the option to ask for money from the board up to \$5,000.00 for projects or initiatives
 - i. When the board met with student voices they asked for clubs, opportunities, arts, musicals, etc
 - ii. Cheryl and the board encourage everyone to look into this and to take advantage of this opportunity
 - b. Cheryl will be attending a meeting in Edmonton this coming week to discuss what we need in Alberta Ed.
 - c. There will be a regional board supper again this year for school councils in the area, will probably occur early in the new year
6. Principal's Report and Advising Opportunities:
 - a. Student Council/Student Advising Opportunities
 - i. School Council - Teachers have sent a request to have a parent representative at each meeting
 - ii. Students were given the opportunity to sit on a Principals Council - they will meet regularly with School Admin and discuss their wants and needs in the school
 - iii. Grade 8s were asked to email admin if they were interested. Grade 7s who have shown great leadership and involvement in the school were asked to join
 - iv. The group had their first lunch meeting together and had many ideas and great discussions:

1. New lunch club ideas, drivers ed, choir, sharing circles, movie room, babysitting course
 2. Outside spaces, making the school more beautiful inside and outside
- b. What are we doing well? What do you think we could do better? Survey opportunity at HEB Parent Teacher Interviews Night.
- i. Google form will be available on P/T interview nights
 1. Will be a short form to fill out on chromebooks and a QR code will be available to scan so you can complete at your convenience
7. New Business:
- a. Act of Kindness for Staff on Parent Teacher Interview Night November 22, 2023
 - i. School will be ordering Pizza for staff for the first evening
 - ii. HEB Foundation will be providing a coffee in the morning for all of our staff and possibly a dessert treat as well for the staff at night
 - b. ASCA Grant for Workshops
 - i. Still have money available for workshops to be done
8. Old Business:
- a. ASCA Workshop attended by Tracy Casselman (Principal) and Robyn Reddecliff (School Council Chairperson)
 - i. Great attendance, lots of information provided
 - b. Outdoor Spaces Committee Meeting Date?
 - i. Tabled until January
9. Report from Duclos - H.E. Bourgoin Support Group Fundraising Foundation (30 min)
- a. Will be at the farmers market selling spices, raffle tickets and 50/50 tickets and collecting clothing for the 2nd Annual Used clothing sale at Duclos
 - b. Purdys is running until Nov 20, currently sitting at \$450
 - c. Duclos-HEB Board has decided to cover the cost of the live streaming of the Christmas Musical Elf
 - d. Make it Sow Fundraiser will be running in January and would like to run it at HEB as well as Duclos
 - e. Smaller more frequent staff appreciations will occur throughout the year
10. Call for Future Agenda Items:
- a. Outdoor Spaces
 - b. ASCA Workshop
11. Next Meeting: January 18, 2024
12. Meeting Adjournment: 7:11

ACTION ITEMS

Who?	What?	Status
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 2023-2024	
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.