

H.E.Bourgoin Middle School Council Meeting Minutes

Date and Time: Thursday, January 18th, 2024 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, Nicole Yadlowsky, Tracy Casselman, Wes Riopel, Nicole Murphy, Sarah Severn, Melanie Eide, Jessica Rosko (online), Wanda Carlin (online), Jenn Lisoway (online), Kym Lord (online)

1. Call to order / Sign-in: 6:04PM
2. Review and Approval of the Agenda
 - a. Motion to approve: Wes Riopel motions to approve the agenda, Sarah Chileen seconds the motion, all in favor, motion carried.
3. Review of Meetings Norms from below / Meeting Structure for new attendees
4. Approval of the Minutes from November Meeting
 - a. Motion to approve: Wes Riopel motions to approve the November 2023 meeting minutes, Sarah Chileen seconds the motion, all in favor, motion carried.
5. School Trustee Report - Happy New Year, Regional Parent Meeting Coming Soon and ASCA AGM in April.
 - a. Cheryl Edwards sends her regrets but was unable to attend, tabled her report until the next meeting.
6. Principal's Report and Advising Opportunities:
 - a. Parent Feedback
 - Survey from Parent Teacher Interviews results was discussed
 - Science/STEM was mentioned as something that parents want to see more opportunities for
 - Anti bullying and Emotional Wellness - were the top two topics that parents would like to see HEB improve on
 - b. Alberta Education Assurance Survey
 1. See Attached
 - c. Positive Supports -
 - Author Sigmund Brouwer Visit -
 1. Hour long assembly with the whole school, lots of fun, engaging for all of the students.
 2. Workshop with all grade 6 classes to help them get ready for the writing aspect of the PATs coming in the spring
 3. Students really enjoyed the whole afternoon and have been looking for Sigmund's books and requesting more
 - Literacy Promotions
 - Tom Hierck
 1. Working with many staff members to help build the Positive culture at HEB
 2. Attentive Listening focus

- a. Small step toward our goals to work on many different aspects of positive culture, respect and kindness
- d. January 19 Staff PD Day Info and thank you for Act of Kindness on Interview Night!
 - Every staff member gets to participate in Division wide PD
 - 1. Teachers are meeting with their grade groups across the division to collaborate
 - 2. EAs will participate in in PD with other EAS in the Division
 - 3. HEB is an Apple school, they will be joining us to help build our DPA bins for recess activities and teaching games to play with students
 - 4. Hot Potato team building activities and book tasting
 - Thank you to parents for their kindness and support delivering coffees to all staff!
- 7. New Business:
 - a. ASCA sessions
 - March 25
 - May 1
- 8. Old Business:
 - a. Outdoor Spaces Sub Committee - Beautify HEB's school grounds by incorporating different trees, plants, game spaces (gaga pit) Yearly the group purchases a tree for grade 8 farewell
 - Need to establish who is on the committee, grant writing should start asap
 - Nicole Murphy has offered to help with the grant writing
 - Meeting date - Thursday Feb. 1st 6PM
- 9. Report from Duclos - H.E. Bourgoin Support Group Fundraising Foundation (30 min)
 - a. Make it Sow fundraiser is going to run at HEB this year
 - Order forms will be sent home Jan 22 and due back Jan 30
 - b. Next Foundation meeting will be Monday January 22 at 6:30PM at the Bonnyville Municipal Library
 - c. Raffles and 50/50 are done - report will be available at the Foundation meeting Jan 22
- 10. Call for Future Agenda Items:
- 11. Next Meeting: Feb 8, 2024, 6PM
- 12. Meeting Adjournment: 6:45 PM

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	Feb 1 Meeting

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.