

# H.E.Bourgoin Middle School Council Meeting Minutes

**Date and Time:** Thursday, October 10th, 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:** Amber Hayward, Kym Lord, Sharlene Hoendrop, Vonda Worthman, L.B, Melanie Eide, Dillon Leader

**Online:** Jen Nichol, Meghan Fleming, Wes Riopel, Sarah Chileen, Edison Costales, Bijal Saponara, Sarah Severn, Teresa Michaud

1. Call to order / Sign-in: 6:03
2. Review and Approval of the Agenda:
  - a. Melanie Eide motions to approve the agenda, LB seconds, all in favour, motion carried.
3. Review of Meetings Norms from below / Meeting Structure for new attendees
  - a. Lots of new attendees, quick review of meeting norms as per the bottom of the agenda
4. Approval of the Minutes from September Meeting:
  - a. Motion: LB motions to approve, Kym Lord seconds, all in favour, motion carried.
5. School Trustee Report - Cheryl Edwards Vice Chair
  - a. Cheryl was unable to attend this meeting, tabled to next meeting
6. Principal's Report and Advising Opportunities:
  - a. Amber Hayward - Featured Teacher - "Socktober" - October 21-31 we will be collecting **socks, mittens, toques and toiletries** for our local food bank, ensuring those who are struggling can stay warm and comfortable. To kick things off we are hosting a Silly Sock Day on October 18
    - i. There will be a giant box at the front of the school and we will be challenging the classes to fill the box with items
  - b. School Fees -
    - i. Grades 5 & 6 - no elective fees due to all students taking the same elective and the students don't get to choose which elective they take - due to this we do not charge any fees for electives in grade 5 or 6
    - ii. Grade 5 - S.T.E.M, Coding and Robotics, Music, Foods
    - iii. Grade 6 - Media Studies, S.T.E.M., Music
    - iv. Grade 7 -
      1. S.T.E.M. - \$30
      2. Outdoor Education - \$30
      3. Cosmetology - \$15
      4. Makers Market - \$20
      5. Art in the Style of... - \$10
      6. Cultural Cooking - \$30
    - v. Grade 8 -
      1. S.T.E.M. - \$30
      2. Foods - \$30
      3. Cosmetology (R1, R2) - \$15.00
      4. Outdoor Ed (R1, R2) - \$30
      5. Debate and Speech (R1) - No Cost

- 6. Musical Theater (R3) - No Cost
- vi. R.O.K. Sports - teachers are still doing ROK Sports during a couple blocks each week, they are working hard to keep the cost minimal or none at all
- c. Wish List
  - i. Mathletics - Division has paid for Matific for Grades 5 & 6, so now the quote for Mathletics is \$1902.60 - is asking for Foundation to pay for half
  - ii. Kinsoo bussing quote was wrong and is actually only \$2500, will be requesting for Foundation to help with that again
- d. Math Parent Survey - Link in Bear Facts for guardians to respond to a google doc
- e. Parent Teacher Interviews November 28th
  - i. Suggestion from member to have community helpers tour people around again, was very well received last year

Upcoming dates of interest:

- ii. October 10th- School Council Meeting 6pm
- iii. October 11th- Board Game Bear Club
- iv. October 11th- Spirit Day wear your Jersey!
- v. October 14th- NO SCHOOL HAPPY THANKSGIVING
- vi. October 18th - Silly Sock Day
- vii. October 31st - Halloween Activities during the day at school including a dance! Parent volunteers needed for a possible pizza hot lunch fundraiser on Halloween day.
- viii. November 8th - Remembrance Day Ceremony 9am - 10am
- ix. November 25 - 28 - Book Fair
- x. November 28th Parent Teacher Interview Night
- xi. December 17th, Tuesday, - Christmas Concert Evening (Duclos is 18th and 19th)

7. Old Business:

- Bus Driver Appreciation
  - Discussion on how many students actually use the bus and if it's something we want to continue to support. The majority of students do use the bus and consensus is we would like to continue
- Wish List - discussed already moving on to new business

8. New Business:

- Purdy's Fundraiser
  - Sarah Chileen normally helps run this fundraiser, Kym and Sarah will look into running it again
- Staff Appreciation
  - Discussion of what we would like to do to recognize staff - typically we provide a supper for staff that will be staying all night for Parent Teacher Interviews
    - Will look into options for supper from local vendors to have delivered on November 28.
      - Question from member about appreciation for EAs as well and custodial staff - Teaching staff and SST do a potluck in the spring for the EAs
- Outdoor Spaces Committee
  - We would like to add more activities, plants, trees, shade covers, permanent gaga ball structure
  - Meeting on November 13, at 6PM in the Learning Commons, teachers will send an email inviting families and office staff will send out a messenger as well
- Halloween Dance
  - Some of the new staff would like to plan a dance for the school during the day, with each grade having an hour in the gym - grade 5 11-12, grade 6 12-1, grade 7 1-2, grade 8 2-3

- School council will take over the hot lunch fundraiser that day with a pizza fundraiser
- Glo sticks - School council will sell glo sticks at concession using the leftover glo sticks from last years Halloween Dance at HEB
- ASCA Workshops
  - Every year school council is given some funds from division to use to engagement and to take courses to learn how to make School Council as effective as possible

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

- a. No updates from foundation this time

10. Call for Future Agenda Items:

- a. Outdoor spaces
- b. Teacher appreciation
- c. Bus driver appreciation
- d. Fundraisers
- e. Wes is looking at quotes still for an entertainment system

11. Next Meeting: Nov 14, 2024 at 6:00pm HEB Learning Commons

12. Meeting Adjournment: 6:59 PM

<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>