

H.E.Bourgoin Middle School Council Meeting Minutes

Date and Time: Thursday, September 19th, 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: Tracy Casselman, Sarah Chileen, Peggy Chick, Vonda Worthman, Kelsey Ryan, L.B., Sarah Severn, Melanie Eide, Kym Lord, Wes Riopel, Cheryl Edwards, Lindsay Clausen, Cassie Lesyk, Jen Nichol, Robyn Reddecliff

Online: Lindsay McNaught, Meghan Fleming

1. Call to order / Sign-in: 6:09 PM
2. Review and Approval of the Agenda:
 - a. Motion: Wes motions to approve the agenda as presented, Sarah C. seconds, all in favor, motion carried.
3. Review of Meetings Norms from below / Meeting Structure for new attendees
 - a. Quick review of meeting norms, agenda approval discussion
4. Approval of the Minutes from May Meeting
 - a. Motion: Sarah Chileen motions to accept the May meeting minutes with discussed amendments Robyn seconds, all in favor, motion carried.
5. School Trustee Report - Cheryl Edwards Vice Chair - introductions around the table
 - a. Had a busy start to the year with welcome back breakfasts with staff here at BCHS and in LLB
 - b. Lots of new teaching staff, 35 new teachers to the division
 - c. Glendon student will be joining the minister of education again
 - d. Finance policy is being reviewed this year, going into this year with a 4.7 million deficit division wide
 - e. New assessments mandated from the govt will lead to more help for students in the future
 - f. Questions: Funding from the government for students that register as Metis - where does that money go?
 - i. Every students allotment goes to the division and gets sent out to the schools from there
 - ii. The money allocated per student is either one or the other, provincial funding or Metis funding, not both.
 - g. Federal funding for food program- has Alberta seen some of that new funding or is it coming to us soon?
 - i. They are still looking into the way this will work and funnel down into schools - Cheryl will look into it and get back to us with more information
 - ii. HEB is part of the Breakfast Club of Canada again this year and has funds to provide breakfast, lunches and extra food for those who need it. The community is also very

generous and donates food regularly as well.

6. Principal's Report and Advising Opportunities:

a. Mrs. Peggy Chick Guest Teacher - Musicals, Concerts and PA System

- i. Grade 5&6 will be performing Santa takes a Holiday for the Christmas concert, Mrs. Chick is hoping this will get the younger students more involved in the musical theater program, the spring musical will be Beetlejuice.
- ii. The current PA system and lighting currently in the gym is old and not as safe or functional as it should be - need board, lights, cables - Wes will look into the cost for everything and get back to us
 1. Would like to have a fundraiser around Easter and do a "turkey drop" style using bunnies and have the easter bunny come visit, have a picnic...some sort of big fundraiser to help cut down on lots of small ones.
 2. Wes Riopel motions to create a plan to take to the foundation, Sarah Chileen seconds.

b. New Bear Facts - Assurance Survey Results

- i. Grade 7 students & parents do a survey yearly to give their input on the school and what they feel is working and what needs to change. The results last year showed that parents and students want changes to be made in the school and were dissatisfied in many areas
- ii. New bear facts is linked directly to the assurance survey, the categories on the new Bear Facts are the same as in the survey to help make the language more familiar in our school community

c. School Plan Input

- i. Aligns with NLPS goals - mental health and wellness, k-6 to improve numeracy and literacy, 7-12 to enhance learning pathways, we want to lift up our science, stem, engineering and academics. Our main school goal is numeracy, to help bring up mathematics in our students. But we also want to tie in literacy with our numeracy focus.
- ii. All teachers have 2 main growth goals for the year, at least 1 of the goals must be numeracy related, they are meeting monthly to discuss their goals, progress and strategies.

d. Cell Phone Info

- i. Still following our rules from last year with all students having their phones locked in their lockers and they can do a quick check at breaks.
- ii. Waiting for January to hear more from division for any more extra rules etc

e. Teacher wish list for Foundation

- i. Athletics is a great program for the kids to use, like the subscription for either the whole school or a grade level depending on cost.
- ii. Kinosoo bussing quote has come in at \$8000 - would like to ask for half from Foundation as per previous years
- iii. Tabled the rest of the list to next meeting, will forward to everyone to review

f. Volunteer Opportunities for Parents

- i. Breakfast program this year is in the Home Ec. room with our SAC Mrs. Malo from 8:00-8:17, family style with kids able to make their own toast. Parents are welcome to come in any morning they are available and help out or just spend time with the kids
- ii. Homeroom teachers will be reaching out to parents with volunteer opportunities

g. School Fees

i. Tabled to next meeting

h. Engagement Grant:

During our initial meeting, the Principal will make sure members are aware of the Alberta School Council Engagement Grant of \$500. AB Ed needs to have a list of which School Councils are going to use this funding. By October 15 all Principals will have a discussion with their School Councils to find out if they will or will not be utilizing this grant this year. If they ARE going to use the grant, Principal needs to send Division the name of the School Council Chairperson and their email address.

Engagement Grant

<https://www.alberta.ca/school-councils> Parent engagement - Enhancing parent engagement in Alberta schools Alberta's government is providing more than \$1 million directly to school councils through the Alberta School Council Engagement (ASCE) Grant to enhance collaboration between parents and schools on education priorities. This grant gives each school council in the province \$500 this year under a new direct funding approach.

Eligibility

Active school councils in public, separate, Francophone and charter schools are eligible for this grant. By the end of October, school authorities will provide the ministry with the number of school councils in their jurisdiction and any other relevant information requested. We will allocate grant funds to school authorities following receipt of the information. School authorities are responsible for ensuring that the funds are disbursed to their schools and made available to the school councils. The decisions for the use of the funds will be made by the school councils.

Using the grant

The ASCE Grant is intended for parent involvement and engagement activities that: broaden the number of school events that include parents, diversify the communication tools used to reach parents and seek out the advice and ideas of other parents. The grant also supports school councils in fulfilling their legislated responsibilities outlined in *Education Act* and School Council Regulation such as:

- advising the principal and the board respecting any matter relating to the school
- consulting with the principal so that the principal may ensure that students in the school have the opportunity to meet the standards of education set by the minister
- consulting with the principal so that the principal may ensure that the fiscal management of the school is in accordance with the requirements of the board and the superintendent
- establishing and implementing policies in the school that the school council considers necessary to carry out its functions
- making bylaws governing its meetings and the conduct of its affairs
- advising on the development of school education plans, annual education results reports and budget
- completing and providing an annual report to the school board summarizing its activities and detailing the receipt, handling and use of any money in the previous school year

Annually, school councils should establish local priorities aligned with the grant purpose that the funds will support.

Examples of parent engagement activities and projects that funds can be used for include:

- workshops for parents to increase capacity for school council members
- conference fees
- information sessions on how parents can support student learning at home and at school
- parent resources and workshops on important topics such as, mental health and well-being, cyber bullying, healthy living, etc.
- programs to support families including those of English language and of indigenous learners
- parent resources and tools in multiple languages
- events to engage parents on important local issues
- parent engagement in promoting the value of arts
- trainer or facilitator costs for the professional development, workshops or sessions associated with the above

Examples of non-allowable expenses include:

- entertainment costs, meals, snacks or, other food
- capital asset purchases
- activities that have already taken place
- organization memberships
- fundraising events
- prizes or incentives to parents and/or students
- payment to school board staff including honoraria or, gifts
- entertainment activities such as barbeques, volunteer teas, movie nights, dances, concerts or performances

Upcoming dates of interest:

- i. September 20th - Pancake Breakfast 8:30 am and Terry Fox Run 1:15 pm
- ii. September 23rd - Class Photo Day

- iii. September 26th, Thursday, - Observing National Day for Truth and Reconciliation
 - iv. December 17th, Tuesday, - Christmas Concert Evening (Duclos is 18th and 19th)
7. New Business:
- a. School Council Chairperson Nominations
 - i. Lindsay Clausen nominates Kym Lord to be School council chair jenn nichol seconds
 - 1. Nominations ceased - all in favor, nomination carried.
 - ii. Vice-Chair: Sarah Chileen will keep her position as vice chairperson
 - iii. Secretary: Melanie Eide will keep her position as secretary
8. Report from Duclos - H.E. Bourgoin Support Group Fundraising Foundation (30 min)
- a. Lindsay Clausen is in attendance as President to represent the Foundation
 - b. See report attached - <https://docs.google.com/document/d/19BF2WehOQRpZxgKJ0H9BXu-4cRQ4Kxboyc5cw0PAfrU/edit?usp=sharing>
 - c. Discussion on what the Foundation and School Council working together will look like this year, with School Council coming up with ideas/volunteers etc. and the foundation just acting as a bank and reporting back to School Council and vice versa
9. Call for Future Agenda Items:
- a. Bus driver appreciation
 - b. Wishlist from school council and school
10. Next Meeting: Oct 10, 2024 at 6:00pm HEB Learning Commons
11. Meeting Adjournment: 8:10

H. E. Bourgoin Parent School Council/Foundation Meeting Norms 2024-2025	
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.