

# #3 H.E.Bourgoin Middle School Council Meeting Minutes

Date and Time: Thursday, November 14th, 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

## Google Meet joining info

Video call link: <https://meet.google.com/ycc-xgud-tny>

**Attendees:** Cassie Lesyk, Wes Riopel, Jen Nichol, Kym Lord, Melanie Eide, Tracy Casselman, Sarah Chileen, Melanie Eide

**Online:** Cheryl Edwards, Wanda Carlin, Edison Costales, Bijal Saponara, Teresa Michaud, LB

Call to order / Sign-in: 6:09 PM

1. Review and Approval of the Agenda:
  - a. Wes motions to approve the agenda as presented, Sarah seconds, all in favor, motion carried.
2. Review of Meetings Norms from below / Meeting Structure for new attendees
  - a. Quick review of meeting norms
3. Approval of the Minutes from October Meeting:
  - a. Sarah motions to approve the October meeting minutes, Kym seconds, all in favor, motion carried.
4. School Trustee Report - Cheryl Edwards
  - a. Members of School Council and Cheryl attended the regional School Council meeting with other school councils from the area and the Board of Trustees.
  - b. Lots of discussion on the school council engagement grant, talked about possibility of having a speaker come in to talk with parents - Tom Hierck is working with the division again this year and suggestion to see if we could have him come in by pooling the grant with other school councils <https://www.tomhierck.com/>
  - c. Member would like to see more opportunities with the board to help to bring all of the groups/schools together more.
  - d. Iron River School has Jon Hansen coming in to speak with parents on mental health, going to look into what it would cost to join in on that or have him come to HEB as well. <https://jonhansenspeaks.com/>
5. Principal's Report and Advising Opportunities:
  - a. School Feedback Process Information and connection to School Plan
    - i. Assurance Survey (survey from the government that parents/students in grade 4, 7 and 9 fill out) from last year had a few parents fill it out and feedback overall was not good
    - ii. We want to showcase the good that is happening at HEB. Bear Clubs at lunch recess started this week and the students are loving it. We are working hard to improve our school culture and climate. Students need to feel like they are heard and belong and HEB is making sure we have lots of ways for students to feel that sense of belonging.
    - iii. All staff spent 2 evenings going through a lot of data, from pats, assessments, suspension info, mental health surveys etc. to come up with 2 goals for HEB.
      1. What ways can we increase mathematics and best practices for teaching math to all students? Thinking classrooms, vertical surfaces for students to work in groups on problems together. What is working in other classrooms, teachers will have the chance to sit in on others math lessons to get ideas to bring to their

classes

2. Engagement with parents and students - parents don't know what opportunities students have if they aren't involved inside the school or reading the weekly bear facts. Bringing parents into the building more will help to increase the school community and culture.
  - iv. Group from Division is going to be coming into the building in the first week of December to observe classrooms, interview staff, admin and a random group of parents and students. Afterwards they will meet with Admin to discuss their observations and will then advise them on the best ways to achieve our school goals.
  - v. Ideas from council to get the message out to parents - word it as an exciting opportunity for HEB to become the best we can be, suggestion for Tracy to send a message to the teachers to send out to families.
  - vi. Parents, students, the community and staff loved being out on Halloween for trick or treating this year and we had around 300 people come by and we will definitely be doing it again next year!
  - b. Use of personal mobile devices and social media in schools AP-341 feedback for division?
    - i. Division has drafted a new AP for use of mobile devices and is looking for feedback from parents the document can be found at:  
<https://www.nlpsab.ca/our-division/news/post/feedback-opportunity-draft-ap-341>
    - ii. Smart watch discussion and what that will look like - it can be a healthy thing to use to track steps, sleep and for mindful breathing exercises. Can be a great tool but if it is being used incorrectly it can be an issue. Can a student in grade 4-6 have a fitbit?
    - iii. The Student Advisory Council will be meeting with the Board of Trustees next week and they are looking forward to hearing what the students' thoughts are on the new policy.
    - iv. Overall, great discussion and many concerns/views were brought up. HEB is still using the same rules as last year and things have been going well so far.
  - c. Parent Teacher Interviews November 28th - Any ideas for parent engagement?
    - i. In person interviews will start at 4 in the gym with the last appointment at 7:45, phone call interviews will start at 8
    - ii. Mr. Sauve is going to be demonstrating Try a Trade in the center of the gym during the evening as well so families can see what students in the Try a Trade Bear Club have been up to
    - iii. Community helpers will be greeting families at the door again this year and showing them around the school
  - d. Upcoming dates of interest:
    - i. November 25 - 28 - Book Fair
    - ii. November 28th Parent Teacher Interview Night
    - iii. December 17th, Tuesday - Christmas Concert Evening (Duclos is 18th and 19th)
6. Old Business:
- a. Wish List feedback from foundation - Foundation has provided the approved budget for the year
    - i. Bus driver appreciation - approved paying for half of the amount for a total of \$53
    - ii. Staff appreciation - approved up to \$1000 for the year
    - iii. Athletics for grades 7&8 - \$1902.60 - approved paying half of the amount \$951.30
    - iv. Kinosoo bussing - original quote was wrong and is actually only \$2500 - Foundation has approved paying for half - \$1250
    - v. Purdy's Fundraiser update - \$430 in profit right now, with it closing on Nov. 19
    - vi. Outdoor Spaces Committee - Nov 21 meeting at 6pm (date moved)
    - vii. Halloween Dance - Pizza profit \$319.20, Glo stick profit- \$76.75 - total - \$395.95

- viii. Entertainment System - Wes - has fixed the mixer and we have a mostly working system now but would like to still get a new speaker system for the gym for musicals - \$4350 is the quote and Wes will be looking into other quotes as well
    - 1. Wes motions to approach the foundation to run a 50/50 for the new sound system, Sarah seconds the motion, all in favor, motion carried.
    - 2. Will send an email out to get all of the details figured out.
  - ix. ASCA Workshops
    - 1. We will be looking into other options for the grant - tabled to next meeting.
7. New Business:
- a. Joint School Council Meeting Feedback
    - i. Was a good meeting with lots of great discussions, ASCA grant looked at ways it can be spent and other options for using the grant that aren't just workshops. Members will be looking into speakers and costs to bring someone in.
    - ii. Communication - Creating a Facebook Group for HEB School Council? A chat group on messenger? Purpose would be communication of school council meetings outside of meetings. Communication between School Council members. Duclos currently does this.
      - 1. Discussion on the best way to communicate, Kym will either email or send a group message but email is probably going to be the best way to communicate with everyone
8. Report from Duclos - H.E. Bourgoin Support Group Fundraising Foundation (30 min)
- a. Current Balance of the HEB main account: **\$4,639.11** Casino Account: **\$505.12**
  - b. **Budget**
    - i. Foundation passed a budget for HEB on November 8, 2024
    - ii. Estimated profits of fundraisers (estimates are conservative) and estimate cost of expenses
    - iii. Took "wish list" requests into consideration
    - iv. Some noteworthy items to be aware of in budget are
      - 1. Foundation is paying half of the updated ski trip bussing quote
      - 2. Paying the requested half of the mathletics
      - 3. Staff appreciation amount was reduced after extensive discussion
      - 4. Some requests are being fulfilled from casino (old casino funds)
    - v. **IMPORTANT:** Hypothetically, if you spend the amounts as allotted and the fundraisers only generated the amounts estimated (or less), council will be starting the 2024/25 school year with less money than previous years.
      - 1. Essentially, the council will begin next school year with enough money to cover the required operational expenses of insurance fees/deductible, petty cash, etc. but there would not be a large amount of other income sitting in the regular account (casino account is separate)
      - 2. Keep this in mind for if you wanted to have funds to do a welcome back event for example. You may need to fundraise more this year so you can have more funds in the regular account if fundraisers do not do as well as estimated or if the council has specific plans for early next year
  - c. **Casino Funds**
    - i. Funds should be deposited in our account November 18
    - ii. Past amounts have been around \$7-8000 and we believe it will be in that range or potentially more
    - iii. Once we receive the money, council will be notified by email

- iv. Foundation will also be providing the council with a list of current items on your wish list that was not approved in the budget, that could qualify for casino funds and a breakdown of what other types of items funds could be used for so council can begin planning
- v. Other logistical rules, such as: timeline to use money, will also be provided to the council
- d. **Future Requests and Communication**
  - i. Board meeting in mid-late January and AGM in April
  - ii. Monetary requests, agenda items, etc. need to be made a minimum of two weeks prior to the meeting. (EARLY JANUARY have requests to the Foundation)
  - iii. To minimize confusion, we request that communication between the council and Foundation be in writing & that requests come from the Chair/Vice Chair
- e. **Spices**
  - i. Still have leftover spices to sell
- f. **Fifty-11 Bottle Drive**
  - i. The Foundation, and by proxy the HEB and Duclos council, are signed up to participate in a bottle drive put on by the restaurant Fifty-11
  - ii. Cassie Lesyk is main contact between Fifty-11 and Foundation, she will remind council one week prior to January that volunteer month is starting
  - iii. Council must organize own volunteer(s)
  - iv. January 2025 is our turn - **HEB will be pick up bottles on January 5 or 6 AND January 19 or 20 Must be picked up between 9am-3pm on the Sunday or Monday, NO EXCEPTIONS**
  - v. Neighbourhood Inn- ask for Kevin or Dwayne for assistance to load Empties brought to the bottle depot under *Duclos H.E Bourgoin Support Group Foundation Account*.
  - vi. Profits of the ENTIRE month will be split between HEB and Duclos
- g. **Payment/Reimbursement**
  - i. Foundation does not have a debit or credit card
  - ii. If council has an event or makes a purchase, a member of council would need to temporarily pay for the items OR ask the vendor for an invoice
  - iii. Council member who paid will be reimbursed via cheque or EMT
    - o Reimbursement amount only on pre approved purchases from budget or motions previously passed by Foundation
    - o If the amount spent is more than the approved amount in budget/motion, Foundation does NOT guarantee member will be reimbursed the full amount.
    - o Receipts must be provided
    - o Foundation will try to be timely in providing reimbursement- EMT generally quickest turnaround
    - o Many vendors are willing to send an invoice and be paid EMT or cheque. Have the invoice sent to Foundation email [duclosheb@gmail.com](mailto:duclosheb@gmail.com)

9. Call for Future Agenda Items:

- a. Bottle depot - Fifty 11 is offering their bottles for pick up by non-profit groups and we will be picking up weekly to share with Duclos
- b. 50/50

10. Next Meeting: January 16, 2025 6PM

11. Meeting Adjournment: 7:50 PM

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

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>