

#4 H.E.Bourgoin Middle School Council Agenda

Date and Time: Thursday, January 23, 2025 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:

Online:

Call to order / Sign-in:

1. Review and Approval of the Agenda:
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:
4. School Trustee Report - Cheryl Edwards
5. Principal's Report and Advising Opportunities:
 - a. Guest Teacher: Alysha Coates - Fantastic Ice Fishing Idea
 - b. School Feedback Process Information
 - i. 2 goals for HEB.
 1. What ways can we increase mathematics and best practices for teaching math to all students? - Manipulative funding request for School Council/Foundation
 2. Engagement with parents and students -
 - c. Parent Teacher Interviews November 28th - Thank you for the wonderful meal!
 - d. Upcoming dates of interest:
 - i. January 27th - Family Literacy Day - Muffin Morning & Going Green Seed Planting
 - ii. February 21st- Kinosoo Ski Trip Grade 5
 - iii. February 28th-Kinosoo Ski Trip Grade 7/ 8
 - iv. March 7th- Kinosoo Ski Trip Grade 6
 - v. March 19th-Phone Call Parent Teacher Interviews
 - vi. March 20th- In Person Parent Teacher Interviews
6. Old Business:
 - a. Staff Appreciation - Clean Energy & Boser's BBQ (Brisket, bean, buns, broccoli, salad, brownies) - \$350.00
 - b. Wish List Submission - info for the foundation
 - i. Badminton rackets and birdies \$200
 - ii. Archery net attachments (Nets no longer needed)
 - iii. Sound System (acquiring quote)
 - c. Purdy's Fundraiser Total
 - d. 5011 Bottle Donation
 - e. 50/50 - new purpose
 - f. Outdoor Spaces sub committee - letter seeking donors, grants for trees and gaga ball
 - i. ASCA Workshops
 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
7. New Business
 - a. Family Literacy Day & Muffin Morning

- i. Monday January 27th classes will be planting seeds to start a garden at home and having a “muffin morning” with muffins and juice for students and coffee/muffins f
 - b. new ideas for fundraisers -
 - i. Spring Sobey's BBQ for Outdoor Spaces
 - c. Interested attendees for the ASCA conference this year
8. Report from Duclos - H.E. Bourgoin Support Group Fundraising Foundation (30 min)
- 1. Foundation is paying half of the updated ski trip bussing quote
 - 2. Paying the requested half of the mathletics
 - 3. Staff appreciation amount
 - 4. Some requests are being fulfilled from casino (old casino funds)
 - 5. 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)
- b. **Casino Funds**
- i. Funds deposited in our account -
- c. **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
- d. **Spices**
- i. Still have leftover spices to sell
- e. **Fifty-11 Bottle Drive**
- i. January is HEB's turn to pick up
9. Call for Future Agenda Items:
- a. 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"> ● 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</i>

	<i>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.