

**Saint John XXIII School Council Meeting Minutes
Annual AGM & Elections**

St. John XXIII Catholic School, 9526 89 St,
Fort Saskatchewan, AB
Meeting Minutes – October 5, 2021 7:00 pm

In Attendance:
Bonnie-Lynne Boehm (Principal)
Gail Greene (Vice Principal)
Alana Seymour
Candice Kalyn
Bairlyn Gentry
Korinne Weima
Shawnene Wallgren

1. Treaty Acknowledgment Gail Greene
Call to Order/Prayer- World Teachers' Day
Alana Seymour

2. Approval of Agenda
Alana welcoming all and
Round table
-name, fun fact, children and their name to introduce themselves

Agenda approval
First: Shawnene Wallgren
Second: Candice Kalyn
All in favor

3. Administrative Report: Mrs. Bonnie-Lynne Boehm & Mrs. Gail Greene

Saint John School Report - Oct. 5, 2021
Submitted by: Bonnie-Lynne Boehm (Principal)
Gail Greene (Assistant Principal)

- Enrollment: PreK-Grade 4: 223 students (2019-2020: 242, 2020-2021: 233 students) Maintained 2 classes per grade
- Intentional focus on hope
- Called to More theme: St. Esther We are called for such a time as this
This is not a call to DO more. This is a call to find the gifts inside of

each of us as parents and use those gifts to help the community of the school.

- Staff is working hard and all energy, love and dedication is pouring into our SJ students and families
Admin is pouring into teachers so that they can show up for the kids to support them in their fullest.
- Communication with parents and families
- COVID protocols and cases
Cohorts and recess groupings were kept, decided to go cautiously in order to keep our kids safe.
4 cases within the school recently and those affected classes were informed from the school board.
Contact tracing has begun again from AHS.
- Grade 4 Leadership: all students
- Grade 4 Stem and Coding integration: Mrs. Schaub and Mrs. Shackleton (Targeted grade 4 literacy and numeracy supports)
- Student Support Team (Principal, Assistant Principal, FWW-Family Wellness Worker, CRC-Collaborative Response Coordinator)
- Chaplain: Mrs. Comartin
- Leads: Indigenous, Curriculum, Wellness and Health Champion, ELL,
- Practicum Counselling Student-Mrs. Kayla Shackleton (grade 4 and collaborating with Mrs. Heesing for K-3 small group support)
Since this is a one year program,
- Pathways & PUF Pathways Programs
Second year running Pathways program. They are in their Pathways classroom for the morning and then into their homeroom classroom for the afternoon with EA support.
- Literacy/Numeracy Intervention Teacher & Alberta Education Disruption Grant
This is the help students who may need some extra support due to Covid disruption of learning.
Programming involves lots of phonemic awareness focus in the literacy program. This began this week.

Hope for this year: Come together as a faith-based school community to support one another and celebrate our gifts and strengths. Give what you can, with what you have, for one another in service for our students, staff, families, and community.

4. 2021-2022 School Council Executive Elections

- I. **School Council Chair** It is expected that the school council chairperson will be a parent of a student attending the school. The chair should be someone who can work collaboratively and knows how to organize both programs and people. The chair should actively encourage others to become engaged in meaningful ways. Typical chairing duties include:
 - chair all meetings of the school council
 - coordinate with the principal to establish meeting agendas
 - ensure that the operating procedures are current and followed
 - be the official spokesperson of the school council
 - ensure there is regular communication with the whole school community
 - stay informed about school board policy that impacts school council
 - comply with the School Councils Regulation by providing the school board with an annual report that summarizes the school council's activities for the previous school year, including a financial statement relating to money, if any, handled by the school council
- *Chair's Relationship with the Principal**

The chair's role is key to the success of the school council. An important responsibility is regular and ongoing communication with the school principal. This relationship of mutual trust and respect must be nurtured and supportive of common goals for the learning community.
- II. **Co-Chair:** Share in chair responsibilities and act in place of chair when they are unavailable.
- III. **Vice-Chair:** The vice-chair's duties are, in the event of resignation, incapacity or leave of absence of the chair, to fulfill the chair's responsibilities, and in the absence of the chair or co-chair, supervise the affairs and preside at meetings of the school council
- IV. **Treasurer:** The handling of money through fundraising activities or donations, the treasurer keeps accurate records of all financial transactions and ensure that records are available upon request of the school board or school community.
- V. **Secretary:** The secretary acts as a recorder at each meeting and ensures that the minutes are prepared accurately to reflect the directions agreed to at the meeting.

5. Member roles:

- I. Parish-School Liason: communicate between the school and parish upcoming events, share information for the Smore,
- II. Classroom Rep - seeking a classroom rep from each classroom.

Parents of children enrolled at the school form the majority of the members of school council, and:

- encourage participation of parents and representatives from the school community
- share their professional knowledge, expertise and life experience
- encourage feedback and participation from community groups and individuals
- communicate information of interest to the school council and the school community
- share information from school council meetings with the community
- have a clear understanding of the school council objectives
- attend school council meetings and create an inviting environment
- identify possible topics for agendas and recommend training sessions on school council effectiveness

- III. Fundraising Liaison?

Nominations were submitted electronically due to being online with our meeting. Names were put forth by Bonnie-Lynne with calls for other nominations three times.

Executive for the 2021-2022 school year:

Chair-Alana Seymour

Co-Chair-Shawnene Wallgren

Vice-Chair-Candice Kalyn

Treasurer: Bairlyn Gentry

Secretary: Korinne Weima

Welcome to our new Parent Council Executive!

Will create a google form (Bonnie-Lynne) to send out to parents to have

them sign up for classroom reps as well as any other roles to fill within the school community and parent council.

6. Next steps: Administration and Executive meet: Assurance Alignment & Year Plan & Operating Guidelines

Meeting will be set for Executive to meet to discuss norms and assurance year plan.

7. CEPAC update

There will be a school council grant of \$500. Meetings will be upcoming this year.

8. School Council grant

\$500 will be given but we are waiting to see the stipulations regarding that money and what the funds must be used for.

9. Meeting dates and times for the year

Recurring date was used in the past so that it's regular for parents and consistent.

Monday evening dates. First Monday of every month for the year.

10. Treasurer's Report –

- a. Update on Budget from June 2021

Last year we chose to divide our budget into 4 pillars based off of our assurance plan to ensure money is being spent into each pillar.

Budget will need to be set at the parents council meeting.

Motion to accept budget statement as information only

Alana Seymour.

First: Candice Kalyn

Second: Shawnene Wallgren

All in favor.

11. New Business

- a. Halloween-What can we do?

Shawnene put forth the idea of a costume exchange with a food donation for the food bank.

Students could bring their costumes for donation to the school and students can be facilitated to 'shop' in the gym.

Parents can identify with their child's teacher that their child can

go and look for a costume.

Shawnene will draft a proposal and details will be worked out through email by the end of the week. Teachers can include the details in their newsletters.

b. Hopes for the year?

Round table.

Giving back to the community and connection with other parents and families in the school is the resounding theme.

12. Next Meeting: Nov 1, 2021

13. Adjournment 8:22pm