

CJES SCC Meeting and AGM November 2023

Thursday, November 9, 2023

6:30 pm

Childcare with adult supervision will be provided in the Gym

Agenda

1. **Call Meeting to order** – Chair Roxilana Roberts 6:30 p.m.
2. **Welcome** to members and all in attendance.
3. **Introductions** – please state your name as well as name and grade of your child.
 - a. Roxilana Roberts, Danielle Kortmeyer, Megan Mickleson, Lindsey Propp, Andrea Wionzek-Godhe, Chrystal Olynyk, Taunya, Kondratoff, Bartley Dutchak, Jeff Keyowski, Melissa Pozniak, Matthew Sleeva, Shyla Sleeva, Joni Petrychyn, Jessica Kwas, Garrett Keyowski, Candace Smith, Will Smith, Rocky Neufeld (Canora Courier), Lisa Fast, Lindsey Ostafie, Lisa Fast, Shaune Beaty, Alexandria Blatter, Kerrie Steciuk, Heather Netzel, Patti-Jo Donavon, Jenn Prychak, Roxilana Roberts, Lauren Mentanko, Shaune Beatty, Shawna Stangel
4. **Review of SCC Meeting Norms**
 - a. We will treat each other with respect.
 - b. We will use our time wisely by starting on time and ending on time.
 - c. We will distribute tasks equally amongst members.
 - d. Topics outside of the set agenda will not be discussed.
 - e. All SCC team members are considered equals.
 - f. We will follow the CJES-SCC Code of Conduct.
 - g. We will ask questions when in doubt.
 - h. We will complete our assigned tasks by our assigned deadlines.
5. **Review the CJES-SCC Code of Conduct**
 - a. As a Member of the School Community Council I shall:
 - i. be guided by the policy, vision, goals and principles of the Division and School program;
 - ii. endeavor to be familiar with school policies and operating practices and act in accordance with them;
 - iii. practice the highest standards of honesty, accuracy, integrity and truth;
 - iv. encourage a positive atmosphere where individual contributions are encouraged and valued;
 - v. recognize and respect the personal integrity of each member of the school community;
 - vi. apply democratic principles;
 - vii. consider the best interests of all students;
 - viii. respect and maintain the confidentiality of student information;
 - ix. limit discussions at school council meetings to matters of concern to the school community as a whole;
 - x. use the appropriate communication channels when question or concerns arise;
 - xi. promote high standards of ethical practice within the school community;
 - xii. accept accountability for the decisions of the Community School Council; and,
 - xiii. declare any conflict of interest.
6. **Approval of today's meeting agenda**
 - a. Motion : Lauren M
 - b. Seconded: Taunya K

7. Minutes from last meeting read

- a. Motion: Crystal O
- b. Seconded: Melissa P

8. GSSD Board Member's report:

9. Principal's report: Shawna read her principals report. See Attached

- a. Shawna shared results of Harvest Celebration Parent Feedback.
- b. Shawna asked if we could add the sidewalk to the inclusive classroom. She will investigate the cost and report back to the SCC.
- c. Shawna requested in her principals' report the ability to look at getting the cost/estimate for gates to help close the playground for safety.
- d. GSSD Feast and Round Dance – cost share – Shawna is asking for the cost of \$250 to be shared between SCC and CJE
 - i. Motion: Lauren M
 - ii. Second: Lindsey P
- e. Winter Celebration: Friday, December 15th – school choir to perform, note to go home to parents for consent to video. Choir will perform twice, stations, book fair, etc,
 - i. Motion was made for the SCC to purchase the items and assemble the treat bags for the Winter Celebration
 - ii. Motion: Jessica K
 - iii. Second: Melissa P
- f. Winter Movie: the afternoon of December 20th. We will ask the Canora Ambulance if they will provide the juice boxes and popcorn.

10. Treasurer's report:

- a. 2863.52 Chequing
- b. 4348.52 Savings

11. New Business

- a. PD – SCC Module #1 – Roles and Responsibilities of School Community Council Members power point
 - i. Went through the Module as a group

12. Old business

- a. Bill payment – Coop for apples and caramel sauce
- b. Pay CCS for Sport Pinnies - ??
- c. Healthy Hunger – this will not work effectively in our community.
- d. Money Dolly Card – no response despite multiple attempts to reach out by both Taunya and Shawna. Perhaps we look at something else?

End of the regular SCC meeting and transition into the AGM... Adjourned at 8:00

Principal Shawna Stangel will take over the meeting as the designated Elections Chairperson and will conduct the meeting until Roxilana Roberts is introduced as Chair of the SCC entering her second year of her two-year term. Roxilana will then continue from that point moving forward.

Adjourned at 8:00

AGM Portion AGENDA

Called to Order at 8:00

1. **SCC Meeting Norms and Code of Conduct** will remain intact for the remainder of this meeting.
2. **Approval of the AGM agenda**
 - a. Motion to approve the minutes by **Jessica K**
 - b. Seconded by **Lauren M**
3. **Minutes from last years AGM meeting read**
 - a. Motion to approve the agenda by **Chrystal O**
 - b. Seconded by **Danielle K**
4. **Elections and Selections of Officers**
 - a. Elections Chairperson – Shawna Stangel to introduce Roxilana Roberts. The meeting will be handed over to Roxilana as she is entering into her second year in a 2 year term as Chairperson
 - b. Current continuing and vacant Officer positions for the year are:
 - a. Chair – Roxilana Roberts (in year 2 of 2)
 - b. Vice-Chair – Vacant 2 year term: **Taunya K**
 - c. Secretary – Vacant 2 year term: **Jessica K**
 - d. Treasurer – Vacant 2 year term: **Joni P**
 - e. Parent Representative – Vacant 1 year term: **Lauren M**
 - f. Parent Representative – Vacant 1 year term: **Candace S**
 - g. Nominations for parent representatives: **Jessica K, Tauyna K, Garrett K, Jonie P, Candance S, Lauren M, Melissa P, Megan M, Chrystal O.**
 - i. **Results of the vote: Jessica 19, Taunya 18, Lauren 15, Candace 12, Joni 11 and Melissa 11. Joni and Melissa’s names were placed in a hat and Joni was picked.**
 - ii. **Positions are filled as listed above based on SCC open conversation with new parent representatives and those individuals volunteering for responsibility.**
 - c. Roles that cannot hold an Officer position.
 - a. Permanent School Member – Shawna Stangel, CJES Principal
 - b. Permanent School Member – Jennifer Prychak, CJES Teacher
 - c. First Nations Representative – appointed by the Key Reserve First Nation Band
 - d. Grade 4 Student Representative
 - e. Grade 4 Student Representative
 - d. SCC elections procedures are:
 - a. Call for Nominations for 5 parent representative positions. This must be done first, as Officer positions are then voted upon based on who has already been appointed to parent representative positions.
 - i. Ask if nominated individuals will allow their name to stand as nominated as a parent representative with the potential to accept an Officer position following the parent representative election portion of the meeting.
 - ii. Cease nominations for parent representation.
 - iii. Vote
 - iv. Ballots tabulated by Elections Chairperson (Principal) in the presence of SCC Chair.
 - v. A “tie” constitutes candidates names to be “picked from a hat”.
 - vi. Announce newly elected 2023-2024 parent reps
 - b. Call for nominations on the open Officer positions on the SCC one by one from the newly elected parent representatives
 - i. Ask if nominated individuals will allow their name to stand as nominated.
 - ii. Cease nominations for each position individually.
 - iii. Vote
 - iv. Ballots tabulated by Elections Chairperson (Principal) in the presence of SCC Chair.
 - v. A “tie” constitutes candidates names to be “picked from a hat”.
 - vi. Announce newly appointed 2023-2024 SCC Officers one by one

- e. New SCC Student Representative video applications – New SCC to vote. Ballots filled out, collected, and counted by SCC Chair and Principal
 - i. Motion to have our SCC Reps for the 2023-2024 year as
 - ii. Watched the videos of the 3 nominees: Jasper, Sophie, Ashton.
 - iii. Joni P made the motion to have all 3 be part of the SCC as there were so few applicants.
 - iv. Seconded by: Shyla seconded
 - v. New student reps will attend the next meeting.

5. Annual Financial Report

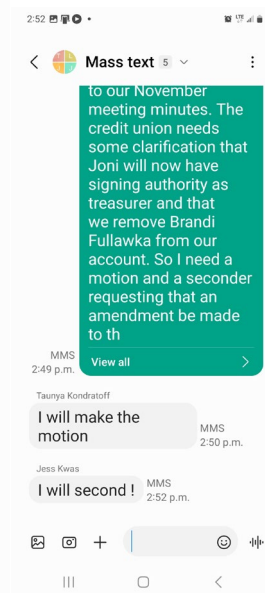
- a. Motion to accept the financial report: Danielle K
- b. Seconded: Lindsey P.

AMMENDMENT: An amendment was made to these minutes on December 13, 2023 based on text communication sent my Chair Roxilana Roberts, with the voting executive council members of the CJES-SCC for the following: A motion was made by Taunya that an amendment be made to the November minutes allowing the Credit Union to recognize Joni as the new Treasure for the CJES-SCC for the 2023-2024 and 2024-2025 school years giving her signing authority and to remove Brandi Fullawka from the signing authority. Jessica seconded the motion.

< Me
2:49 p.m., Dec 13

(No subject)

Hi everyone I need to make an amendment to our November meeting minutes. The credit union needs some clarification that Joni will now have signing authority as treasurer and that we remove Brandi Fullawka from our account. So I need a motion and a seconder requesting that an amendment be made to the November minutes allowing the Credit Union to recognize Joni as the new Treasure for the CJES-SCC for the 2023-2024 and 2024-2025 school years, as well as removing Brandi Fullawka



6. SCC Chairperson Annual Report

- a. Rox read her report.
- b. Motion: Taunya K
- c. Second: Andrea W-G

7. New Business

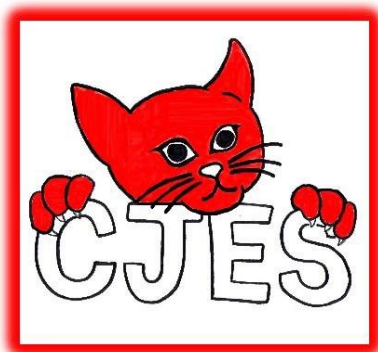
- a. **Principal's Report** will present the School Level Plan for the 2023-2024 School year.
 - i. Approve the School Level Learning Plan

- Motion: **Taunya K.**
 - Seconded: **Jess K.**
- b. Outdoor Classroom and Inclusive Playground update and Fundraising Ideas
- i. List of grants (All Council members to take on 1 or 2 grants to write requesting funds and support) **Lauren is going to talk to Melissa Scheltgen about writing ALL the grants.**
 1. CN -
 2. Royal Bank -
 3. TD Bank Connected Communities Fund and other Funding opportunities -
 4. Painted Hand Casino Development Corporation-
 5. Rick Hansen Foundation-
 6. Enabling Accessibility Fund-
 7. Canadian Tire - Jumpstart Community Development Grants
 8. Community Initiatives Fund -
 9. Canada Post Community Foundations Fund -
 10. Saskatchewan Parks and Recreation has many different grants listed on their website. -
 11. Local Chemical companies –
 12. Telemiracle -
 13. Other places?????
 - ii. Food/Hot Lunch sales:
 - i. **Looking for volunteers to come to the school from 9:00-11:00 to help prepare and assemble the meals, possibly once a month (eg: grilled cheese) Information to sign up with helping to assemble the meals will go home on the order form with students.**
 - iii. Other ideas??
 - i. **50/50 for December**
- c. SCC hosted events for the year
- i. Winter Celebration – treat bags for all students
 - ii. Family Literacy Day – January 26th – “Mugs and Muffins”
 - iii. Staff Appreciation in February
 - iv. ??
- d. GSSD Relationship Building for SCC Officer positions – November 16th, 2023 – 12:45 - TEAMS meeting
- e. GSSD Feast and Round Dance for all GSSD staff and SCC elected members – Saturday, December 16, 2023 at Yorkton Regional High School – 5:00 feast 7:00 Round Dance
- f. The CJES SCC Constitution will need to be re-written and updated this year and will require SCC subcommittee meetings, over and above the listed meetings below, for this to be completed.

13. Next meetings:

- a. January – regular meeting – Monday, January 8, 2024
- b. March – regular meeting – Tuesday, March 12, 2024
- c. May – regular meeting – Wednesday, May 8, 2024
- d. September meeting date to be set in May.

14. Adjournment : 9:06 p.m.



Canora Junior Elementary School School Community Council

Administrator's Report – November 2023

1. Enrolment Update

- a. As of **Thursday, November 9, 2023** we have **157 students** enrolled.

| | |
|-------------------------|------------------------------|
| Pre Kindergarten | 14 = this is up 2 since Sept |
| Kindergarten | 26 = down 1 since Sept |
| Grade 1 | 35 |
| Grade 2 | 31 = down 3 since Sept |
| Grade 3 | 22 = down 1 since Sept |
| Grade 4 | 29 = down 2 since Sept |

- b. Comparisons to September 2023 (160) and last September 2022 (157)

2. Staffing and Operations Update

- a. **Staff members – please see the last page of this report.**

- b. **Classrooms – 6.5**

- i. Pre-Kindergarten every morning
- ii. Kindergarten – 2 full classes every second day
- iii. Grade 1
- iv. Grade 1/2
- v. Grade 2/3
- vi. Grade 3/4
- vii. Grade 4

3. School Programming & Information

- a. **Inclusive Outdoor Classroom and Swing Project**

- i. CJES SCC = \$5000
- ii. CJES = \$4000
- iii. Coop Fuel good day and BBQ = \$2300 (BBQ) and fuel/coffee (???) we are still waiting for the announcement of the total donation
- iv. Proposed addition to the project = sidewalk built from front of school to playground as well so it is accessible for community members and/or visitors.

- b. **Extra-Curricular:**

- i. **Cross Country:** A thank you to Mrs. Prychak and Mrs. Steciuk for coaching our runners and organizing transportation, volunteers, and students for the Deer Park meet, Autumn

Summit Saltcoats Meet, and Districts coming up at Carlton Trail for our qualifying Grade 3 and 4 students. We had a very successful school meet on Friday October 13th for Grade 1-4 students.

- ii. **Choir:** Thank you Mrs. Steciuk for taking over our choir in Mrs. Exner's absence. The students have enjoyed the time, the signing, and performance experience. We were very proud of their performance at the Remembrance Day Service at CCS
- iii. **NASP:** will be starting soon for all Grade 4 students. Thank you to Mrs. Prychak and Mrs. Fast for coaching and supporting our students in this area as well. Information will begin coming home soon for these students.
- c. **Pre-Assessments** – Teachers have completed all their pre-reading assessments with the Fountas & Pinnel assessment tool as well as Pre-Screeners in mathematics.
- d. **Fire Safety** – 2 of 3 Fire Drills have been conducted for this Fall. Snow hit us by surprise. We will conduct our third one on a nicer warm day.
- e. **School Supplies** – May need to rethink this for next year unless we can get a good turn around on family payments this year. We lost over \$2000 last school year. This year we have only had 71 of 110 families pay which currently puts us at a loss of \$2925
- f. **Parent/Student Teacher conferences for Term 1 – November** : Parent sign up information for conferences will be sent home early next week and we will be using the same booking and scheduling tool as we did last year called – School Interviews. This allows families the opportunity to choose the best time that suits them.
- g. **Winter Celebration:**
- h. **Division Wide - Staff Professional Development thus far this school year has included the following topics:**
 - i. **Dr. Nathalie Reid** – Focus on embracing transformative insights to create a safer, more supportive and inclusive environment for students within our schools to ensure that we are incorporating Trauma-Sensitive Spaces and practices
 - ii. **Dr. Niigaan Sinclair** – Anti-racism in education. He discussed the disparities witnessed within the education system as well as the assumptions and ideologies that manifest ongoing inequities.
- i. **Strategic Plan** – to be presented for approval during the AGM
- j. **School Activities and Events**
 - i. Friday, November 10, 2023 - Staff Professional Development Day – NO SCHOOL FOR STUDENTS
 - ii. Monday, November 13, 2023 – Day off in lieu of Remembrance Day – NO SCHOOL FOR STUDENTS/STAFF
 - iii. Friday, November 24, 2023 – Term 1 Report Cards issued in EDSBY
 - iv. Tuesday, November 28, 2023 – Student Led Conferences (3:30-7:00)
 - v. Wednesday, November 29, 2023 - Student Led Conferences (3:30-7:00)
 - vi. Wednesday, December 20, 2023 – Last Day of School prior to Winter Break
 - vii. December 21, 2023 – January 3, 2024 – Winter Break
 - viii. Wednesday, January 4, 2024 – First Day back from Winter Break
 - ix. Wednesday, January 4, 2024 – National Ribbon Skirt Day
 - x. Wednesday, January 31, 2024 - Staff Professional Development Day – NO SCHOOL FOR STUDENTS
 - xi. February 19-23, 2024 – Family Week – NO SCHOOL FOR STUDENTS/STAFF
 - xii. Friday, March 15, 2024 – Term 2 Report Cards issued in EDSBY

- xiii. Tuesday, March 19, 2024 – Student Led Conferences (3:30-7:00)
- xiv. Wednesday, March 20, 2024 - Student Led Conferences (3:30-7:00)
- xv. March 29 – April 5 – Spring Break -- NO SCHOOL FOR STUDENTS/STAFF
- xvi. Monday, May 20, 2024 – Victoria Day – NO SCHOOL FOR STUDENTS/STAFF
- xvii. Tuesday, May 21 - - Staff Professional Development Day – NO SCHOOL FOR STUDENTS
- xviii. Wednesday, June 26, 2024 – Final Report Cards issued in EDSBY
- xix. Wednesday, June 26, 2024 – Last Day of School for Students
- xx. Friday, June 28, 2024 – Last day of School for Staff

4. Parent/Community Feedback

- a. Harvest Celebration Survey sharing
- b. Library Resources
- c. Community school neighbour concern regarding playground entrances

5. Funding Requests for SCC Support

- a. Gates on playground openings or staggered fencing options
- b. GSSD Feast and Round Dance Saturday December 16th, 2023 – \$250 cost share

| | |
|--|---|
| Administration and Office Staff: | |
| Principal Administrative Assistant | Ms. Shawna Stangel Mrs. Kim Hladun |
| Teaching Staff: | |
| Pre-Kindergarten (AM) Kindergarten Grade 1 Grade 1/2 Grade 2/3 Grade 3/4 Grade 4 Specialist teacher (PM) Specialist Teacher (Days 1,3, & 5) Student Support Teacher & Specialist | Mrs. Heather Novak Mrs. Kerrie Steciuk Mrs. Jennifer Prychak Mrs. Lisa Fast Miss Alexandria Blatter Mrs. Lindsey Ostafie Mrs. Rhonda Exner (leave) Miss Kalin Dolton Mrs. Heather Novak Miss Kalin Dolton (leave) Mrs. Carla DeWerle Mrs. Patti-Jo Donovan |
| School Support Staff: | |
| Facility Caretaker Library Technician Pre-Kindergarten Educational Assistant Pre-Kindergarten Educational Assistant ELIS Educational Assistant Educational Assistant Educational Assistant | Mr. Christopher Donovan Mrs. Lisa St. Mars (TBA) Ms. Cheris Epp Ms. Cherish Epp Ms. Meghan Dixon / (TBA) Mrs. Shirley Kulcheski |

| | |
|---|---|
| Educational Assistant Educational Assistant Educational Assistant – Jordans Principle | Mrs. Lisa St. Mars Mrs. Alexis Palchewich Ms. Amber Boychuk |
| Bus Drivers: | |
| Mr. Howard Howells Mr. Jim Tills Mr. Wayne McInnes Mrs. Sherri Roebuck Mr. Peter Sikora Mr. Lawrence Stefanowich | |
| Professional Support Personnel & Division Office Staff: | |
| Speech Language Pathologist School Counselor Occupational Therapist School Psychologist Student Services Coordinator School Board Member - Subdivision 3 Superintendent of Schools Director of Education | Ms. Valerie Caza Mr. Gary Scheffler Ms. Maureen Blight (on a needs basis) Ms. Lindsey Propp (0.3) Ms. Jackie Spencer Mr. Shannon Leson Mr. Shaune Beatty Mr. Quinten Robertson |

SCC Chairperson Annual Report – Nov. 9, 2023:

- At the Annual Meeting Last year, I was appointed Chairperson of the CJES SCC again. I was fortunate to have Taunya as Vice-Chair, Brandi as Treasurer, Jen as the Teacher Rep and Lauren and Melissa as Parent Reps. We did have members that helped even though they were not one of the 5 voting members (thanks Jocelyn). Our Grade 4 Reps were Odin Fullawka and Isabelle Kondratoff. Thank you to all the members for being part of the school community council and doing what we could to enhance the learning experience for CJES students.

Here are some things we were able to accomplish:

- The SCC approved the 2022-2023 Learning Improvement Plan and Budget.
- The SCC gave a donation of \$5000.00 to the outdoor classroom.
- The SCC purchased retirement gifts for Mr. Steciuk and Mrs Hadubiak as well as a farewell gift for Mrs. Simon.
- Our SCC Student Reps were able to organize a Christmas movie.
- The SCC made treat bags for the entire school, they were given out at the Winter Family Festival.
- The SCC had a 50/50 Fundraiser that raised \$1462.50
- For Teacher Appreciation Week in February, we purchased lunch for the staff.
- Many of the SCC members came and volunteered at the CJES Winter Carnival as well as sponsored Doughnuts and Hot Chocolate for everyone to enjoy.
- The Sub lunch fundraiser was offered again.
- Purdy's Chocolates were a fundraiser that cleared just over \$250.00
- The SCC was able to support the Grade 4's Farewell. A \$7 Credit was given to each Grade 4 at the Canora Dairy Bar.
- Many of the SCC members were able to volunteer for Playday.
- The SCC sponsored half of the cost of the playday bouncy castles.
- The SCC sponsored apples and caramel sauce for a snack at the harvest festival.

I would also like to take this opportunity to thank the staff at CJES for going above and beyond planning all of these events that we were able to support. Your dedication is greatly appreciated!

Respectfully Submitted,

Roxilana Roberts,

CJES SCC Chair