

## **CJES SCC - AGM Meeting**

**Thursday, November 7th, 2024**

**To follow regular meeting – Room #28 @ CJE**

### **Agenda**

1. **Call AGM Meeting to order - by designated Election Chairperson Principal Shawna Stangel**
  - a. Called to Order at: **7:14pm Shawna Stangel**
2. **SCC Meeting Norms and Code of Conduct** will remain intact for the remainder of this meeting. Please see these listed above during the regular portion of the meeting.
3. **Approval of the AGM agenda**
  - a. Motion to approve the minutes by **Lauren Mentanko**
  - b. Seconded by **Taunya Kondratoff**
4. **Minutes from last years AGM meeting read** by secretary Jessica Kwas
  - a. Motion to approve the agenda by
  - b. Seconded by
5. **Elections and Selections of Officers**
  - a. Elections Chairperson – Shawna Stangel to conduct elections until a new Chair has been elected or the returning chair has been introduced. The meeting is then turned over to the Chairperson.
  - b. Current continuing and vacant Officer positions for the year are:
    - a. Chair – **Vacant 2-year term**
    - b. Vice-Chair – Continuing year 2 in a 2-year term: **Taunya Kondratoff**
    - c. Secretary – Continuing year 2 in a 2-year term: **Jessica Kwas**
    - d. Treasurer – **Vacant 2-year term**
    - e. Parent Representative – **Vacant 1 year term**
    - f. Parent Representative – **Vacant 1 year term**

### **Parent Representative**

Taunya Kondratoff nominated Morgan Gatenby – Accepted

Jessica Kwas nominated Brigitte Herriges - Accepted

Brigitte Herriges nominated Lauren Mentanko – Accepted

Lauren Herriges nominated Melissa Scheltgen - Accepted

Melissa Pozniak nominated herself

-Final Parent Reps - Melissa Scheltgen, Brigitte Herriges, Melissa Pozniak, Morgan Gatenby

### **Chair Nomination**

Jessica Kwas nominated Brigitte Herriges – Accepted

Lisa S nominated Lauren Mentanko - Declined

## Treasurer Nomination

Taunya Kondratoff nominated Lauren Mentanko – Accepted

## Parent Representatives

Melissa Pozniak

Melissa Scheltgen

- c. Nominations or individual volunteering for parent representatives must first be taken – enough to fill the vacant Executive positions – this year that number is 4. If the number of names exceeds what is necessary to fill officer positions a vote is conducted by those present.
- d. Once parent representatives have been chosen the floor is open to nominations from that elected pool of parent representatives. Executive positions are filled as listed above based on SCC open conversation/nomination/volunteering with new parent representatives for each executive responsibility.
- e. Roles that cannot hold an Officer position.
  - a. Permanent School Member – Shawna Stangel, CJES Principal
  - b. Permanent School Member – Lisa Fast, CJES Teacher
  - c. First Nations Representative – appointed by the Key Reserve First Nation Band
  - d. GSSD Board Member
  - e. Grade 4 Student Representatives
- f. SCC elections procedures are:
  - a. Call for Nominations for 4 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 or Vice Chair.
    - v. A “tie” constitutes candidates names to be “picked from a hat”.
    - vi. Announce newly elected 2024-2025 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 2024-2025 SCC Officers one by one

## **6. Annual Financial Report**

- a. Read through the start of new SCC year balances:
  - a. Chequing - **\$10,713.53**
  - b. Savings - **\$4,375.56**
  - c. Other -
- b. Motion to accept the financial report: **NIL**
- c. Seconded: **NIL (No financial report at todays meeting, to be added at a later date)**
- d. Motion must be made allowing the Credit Union to recognize and accept a change in SCC signing authority for all CJES-SCC accounts:
  - a. Roxilana Roberts to be removed



- b. Joni Petrychyn to be removed
- c. Please add signing authority to:
  - i. New Chair: **Brigitte Herriges**
  - ii. Continuing Vice Chair: **Taunya Kondratoff**
  - iii. New Treasurer: **Lauren Mentanko**
    - 1. Motion **Jessica Kwas**
    - 2. Seconded by **Melissa Pozniak**

#### 7. SCC Chairperson Annual Report

- a. Rox reads her outgoing report.
  - i. Motion: **Taunya Kondratoff**
  - ii. Seconded: **Lauren Mentanko**

#### 8. Principal's Annual Report

- a. Shawna to read her report
- b. Shawna to present the School Level Plan for 2024-2025 School year.
  - i. Motion to accept the School level plan: **Taunya Kondratoff**
  - ii. Seconded: **Lisa S**

#### 9. New Business

- a. GSSD – SCC contact information list and form
- b. Monthly Hot Lunch Days
  - i. Taunya organizing this first one - Update – **Wentwell - made \$291.79**
    - a. **94 orders were made**
    - b. **Taunya suggested doing the luncheon monthly**
  - ii. When will next one be and who will organize? **Taunya & Morgan**
    - Discuss further lunch alternatives at next meeting**
    - Next lunch dates Dec. 20<sup>th</sup>, January 17<sup>th</sup>**
- c. Fundraising Form for the School Division
  - Have to identify major fundraisers moving forward**
- d. Christmas Raffle
  - i. Lottery licence - **Melissa Scheltgen**
  - ii. Dates – Ticket sales **Dec 2<sup>nd</sup> – 13<sup>th</sup>** Draw on the 20<sup>th</sup>
  - iii. Christmas Raffles – **50/50**
    - Fundraising ideas -Taunya signed up for Purdy's fundraiser**

#### Other Fundraising ideas

- **Mitchells Soup Co – online**
- **Cowboy Cavier**

- e. Upcoming Events for SCC to support for the 2024-2025 School Year:
  - i. Snack at Family Engagement Events: **Brigitte has a suggestion to host a family engagement event during the evening so that families that are working may have the option to attend**
    - 1. Winter Wonderland – December – Treat bags (orange, candy cane, granola bar, small chocolate, juice box)
      - a. Motion to fund: **Taunya Kondratoff**
      - b. Seconded: **Lindsay Propp**
    - 2. Winter Olympics - March
    - 3. Play Day - June
  - ii. Education Week – November 24-30, 2024 – “Learning Is A Journey”
- a. PD-SCC Modules will be sent out prior to meetings for Officers to educate themselves on the workings of the SCC
- b. 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.
  - i. SCC Member volunteers to begin looking at this process
    - Shawna Stangel, Brigitte Herriges, Lauren Mentanko**

**16. Next meetings:**

- a. January: Jan 16, 2025
- b. March: Mar 6, 2025
- c. May: May 1, 2025
- d. September: Sep 25, 2025

**17. Adjournment: 9:08pm**

Amendment - Financial report added day following November 7<sup>th</sup> meeting by Roxilana Roberts.



## **SCC Executive Member Amendment Meeting**

**Wednesday, November 27, 2024**

### **Agenda**

1. Called to Order at: **6:34 PM**
2. All in attendance: **Shawna STANGEL, Lisa LIZOTTE, Melissa SCHELTGEN, Melissa POZNIAK, Taunya KONDRATOFF**
3. Regrets: **Jess KWAS, Lauren MENTANKO, Lisa FAST**

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

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.
- j. endeavor to be familiar with school policies and operating practices and act in accordance with them.
- k. practice the highest standards of honesty, accuracy, integrity and truth.
- l. encourage a positive atmosphere where individual contributions are encouraged and valued.
- m. recognize and respect the personal integrity of each member of the school community.
- n. apply democratic principles.
- o. consider the best interests of all students.
- p. respect and maintain the confidentiality of student information.
- q. limit discussions at school council meetings to matters of concern to the school community.
- r. use the appropriate communication channels when question or concerns arise.
- s. promote high standards of ethical practice within the school community.
- t. accept accountability for the decisions of the Community School Council; and,
- u. declare any conflict of interest.

6. Discussion of Chair Executive position vacancy

- a. **Brigitte HERRIGES resigned as Chair**
- b. **Co-chairs? Rotation of Chair?**
- c. **Update constitution to be in alignment with Provincial SCC protocol**
- d. **Motion/Election on previous vote at AGM**

e. 1 year Chair position instead of 2 year term?

7. Motion to have Chair be 1 year position instead of 2 years for 2024-2025.

- Motion: Lauren
- Seconded: Taunya

8. Floor open for volunteer for Chair position to current SCC executive: **Melissa SCHLETGEN** volunteered to be Chair of CJES SCC for 2024/25 year. That now leaves Parent Volunteer position open on board.

9. Motion to continue with the election process based on individual Lisa LIZOTTE who was on the ballot from AGM.

- a. Motion: **Melissa S.**
- b. Seconder: **Lauren**

10. **Lisa LIZOTTE** accepts position of Parent Representative based on Previous ballet at AGM

11. Motion to amend the bank account signing authority based on new Executive positions to include the following individuals Melissa SCHELTGEN- Chair

- a. Motion: **Taunya**
- b. Seconder: **Melissa P.**
- c. Motion must be made allowing the Credit Union to recognize and accept a change in SCC signing authority for all CJES-SCC accounts:
  - a. **Roxilana Roberts to be removed**
  - b. **Joni Petrychyn to be removed**
  - c. **Brigitte HERRIGES removed as Chair**
- d. Please add signing authority to:
  - a. New Chair: **Melissa SCHELTGEN**
  - b. Continuing Vice Chair: **Taunya Kondratoff**
  - c. New Treasurer: **Lauren Mentanko**

12. Other: **Minutes will be shared with all executive once completed**

13. Meeting adjourned at: **7:20 PM**