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| **CJES SCC - AGM Meeting** **Monday, October 6th, 2025****To follow regular meeting – Room #28 @ CJE** |

**Agenda**

1. **Call AGM Meeting to order - by designated Election Chairperson Principal Shawna Stangel**
	1. Called to Order at: 6:37 pm
2. **Welcome** to members and all in attendance.
3. **Introductions** – please state your name as well as name and grade of your child.
	1. **In Attendance:** Shawna Stangel, Lauren Mentanko, Lisa Fast, Kylee Toffan, Melissa Scheltgen, Lisa Fast, Lisa Lizotte, Nolan Kondratoff, Blare Stewart, Taunya Kondratoff via teams
	2. **Regrets:** Holly Slowski, Tamara Slowski
4. **Review of SCC Meeting Norms**

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| * 1. We will treat each other with respect.
	2. We will use our time wisely by starting on time and ending on time.
	3. We will distribute tasks equally amongst members.
	4. Topics outside of the set agenda will not be discussed.
	5. All SCC team members are considered equals.
	6. We will follow the CJES-SCC Code of Conduct.
	7. We will ask questions when in doubt.
	8. We will complete our assigned tasks by our assigned deadlines.
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1. **Review the CJES-SCC Code of Conduct**

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| As a Member of the School Community Council I shall:* 1. be guided by the policy, vision, goals and principles of the Division and School program.
	2. endeavor to be familiar with school policies and operating practices and act in accordance with them.
	3. practice the highest standards of honesty, accuracy, integrity and truth.
	4. encourage a positive atmosphere where individual contributions are encouraged and valued.
	5. recognize and respect the personal integrity of each member of the school community.
	6. apply democratic principles.
	7. consider the best interests of all students.
	8. respect and maintain the confidentiality of student information.
	9. limit discussions at school council meetings to matters of concern to the school community.
	10. use the appropriate communication channels when question or concerns arise.
	11. promote high standards of ethical practice within the school community.
	12. accept accountability for the decisions of the Community School Council; and,
	13. declare any conflict of interest.
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1. **Approval of the AGM agenda**
	1. Motion to approve the minutes by Lauren Mentanko
	2. Seconded by Kylee Toffan
2. **Minutes from last years AGM meeting read** by Shawna Stangel
3. Motion to approve the agenda by Lisa Lizotte
4. Seconded by Blare Stewart
5. **Elections and Selections of Officers**
6. *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.*
7. *Current continuing and vacant Officer positions for the year are:*
	1. *Chair –* ***Vacant 2-year term***
	2. *Vice-Chair – Beginning year 2 in a 2-year term:* ***Taunya Kondratoff***
	3. *Secretary –* ***Vacant 2-year term***
	4. *Treasurer – Beginning year 2 in a 2-year term:* ***Lauren Mentanko***
	5. *Parent Representative –* ***Vacant 1 year term***
	6. *Parent Representative –* ***Vacant 1 year term***
8. *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.*

Holly Slowski (via Shawna Stangel) pre-nomination by Jenn Prychak

Tamara Slowski (via Shawna Stangel) pre-nomination by Holly Slowski

Melissa Scheltgen nominated Lisa Lizotte- Accepted

Melissa Scheltgen nominated Blare Stewart – Accepted

Blare Stewart nominated Kylee Toffan – Accepted

Blare Stewart nominated Nolan Kondratoff – Declined

All win by acclamation

1. *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.*

Shawna Stangel opened Chair nominations

Blare Stewart nominated Lisa Lizotte- Declined

Blare Stewart nominated Kylee Toffan – Declined

Blare Stewart nominated herself. Won by acclamation

Blare Stewart opened Secretary nominations

Lauren Mentanko nominated Tamara Slowski. Tamara accepted nomination by phone. Won by acclaimation

1. *Roles that cannot hold an Officer position.*
	1. *Permanent School Member – Shawna Stangel, CJES Principal*
	2. *Permanent School Member – Lisa Fast, CJES Teacher*
	3. *First Nations Representative – appointed by the Key Reserve First Nation Band*
	4. *GSSD Board Member*
	5. *Grade 4 Student Representatives*
2. *SCC elections procedures are:*
	1. *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.*
		1. *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.*
		2. *Cease nominations for parent representation.*
		3. *Vote*
		4. *Ballots tabulated by Elections Chairperson (Principal) in the presence of SCC Chair or Vice Chair.*
		5. *A “tie” constitutes candidates names to be “picked from a hat”.*
		6. *Announce newly elected 2025-2026 parent reps*
	2. *Call for nominations on the open Officer positions on the SCC one by one from the newly elected parent representatives*
		1. *Ask if nominated individuals will allow their name to stand as nominated.*
		2. *Cease nominations for each position individually.*
		3. *Vote*
		4. *Ballots tabulated by Elections Chairperson (Principal) in the presence of SCC Chair.*
		5. *A “tie” constitutes candidates names to be “picked from a hat”.*
		6. *Announce newly appointed 2025-2026 SCC Officers one by one.*
3. **2025-2026 CJES-SCC Executive is**:
	* 1. Chair: \_\_Blare Stewart\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		2. Vice Chair: Taunya Kondratoff
		3. Treasurer: Lauren Mentanko
		4. Secretary: \_\_\_\_\_Tamara Slowski\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		5. Parent Representative: \_\_\_Kylee Toffan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		6. Parent Representative: \_\_\_\_Lisa Lizotte\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		7. Principal: Shawna Stangel
		8. Teacher Representative: Lisa Fast
		9. Grade 4 Student Representative(s): \_\_Anikin, Atlin, Averie, Emily, Levi, Mae, and Scarlett\_\_\_
		10. GSSD Ward 3 Board Member: Shannon Leson
4. **Annual Financial Report – Lauren Mentanko**
5. Read through the start of new SCC year balances:
	1. Chequing -12128.12
	2. Savings -0.00+ interest
	3. Other – Last years revenue $13,258.29 expenses $11,609.92. Lauren stated that interest rate in much higher in the Savings account, tabled to next board meeting.
6. Motion to accept the financial report: Lisa Fast
	1. Seconded: Lisa Lizotte
7. Motion made to allow the Credit Union to recognize and accept a change in SCC signing authority for all CJES-SCC and online banking capabilities to accounts:
	1. Melissa Scheltgen to be removed
	2. Please add signing authority to:
		1. New Chair: Blare Stewart
		2. Continuing Vice Chair: Taunya Kondratoff
		3. Continuing Treasurer: Lauren Mentanko
			1. Motion Kylee Toffan
			2. Seconded by Taunya Kondratoff
8. **SCC Chairperson Annual Report - Outgoing**
	1. Melissa reads her outgoing report.
		1. Motion: Lisa Lizotte
		2. Seconded: Lauren Mentanko
9. **Principal’s Annual Report**
	1. Shawna to read her report
	2. Shawna to present the School Level Plan for 2024-2025 School year.
		1. Motion to accept the School Level Learning Plan: Lisa Fast
		2. Seconded: Lisa Lizotte

Report was digitally signed by Blare Stewart and Shawna Stangel

1. **New Business**
	1. GSSD – SCC contact information list and form
	2. Grade 4 SCC Member Selection-Videos and voting.

7 students sent in video applications. Videos were reviewed, and after much discussion Lauren makes a motion to accept all 7 students into the SCC.

Second by Lisa Lizotte

All in favor

New Grade 4 Reps are: Anikin, Atlin, Averie, Emily, Levi, Mae, and Scarlett

* 1. Fundraising Form for the School Division
		1. Monthly Hot Lunch Days
			1. Lisa Lizotte, Blare Stewart, Holly Slowski, Tamara Slowski to spearhead
			2. Set dates, amounts, and food choice Shawna Suggested doing the first hot lunch of the year on the schools “Falloween” Celebration. Lisa Lizotte will call Co-op and see if they are able to. Other dates and choices tabled to next meeting
		2. “Fill up your Freezer with Little Caesars”
			1. Blare to set it up
			2. October 10-November 2
			3. Delivery the week of November 17

Blare Stewart has set up and forms will be sent home with students on Friday. Blare asks that forms are returned on October 24. Minimum of 100 kits need to be sold. Freight is $150, and profit is $6.00 per kit sold.

* + 1. Christmas Raffle - ??? -Tabled to next meeting
			1. Do we want or need to do this this year???
			2. Who to set it up?
			3. Lottery licence
			4. Dates
		2. Other ????
	1. Upcoming Events for SCC to support for the 2025-2026 School Year:
		1. Snack at Family Engagement Events:
			1. Winter Wonderland – December – Treat bags (orange, candy cane, granola bar, small chocolate, juice box)
				1. Motion to fund:
				2. Seconded:
			2. Winter Olympics (Green Donut) - March
			3. Play Day (BBQ and Canteen and the shared cost of bouncers or other rented activities for Play Day) - June
		2. Education Week – October 20-21, 2025 – “Seeds of Learning…Roots to Success”

Lauren Mentanko makes a motion to Fund the Fall-o-ween treats to a maximum of $250.00.

Motion seconded by Lisa Lizotte. Shawna will pick up treats prior to. All other Family engagement events are tabled to next meeting

1. PD-SCC Modules will be sent out prior to meetings for Officers to educate themselves on the workings of the SCC
2. The CJES SCC Constitution was rewritten last year. A copy will be circulated for all members to look at during the meeting but is available online for personal copies.
3. **Next meetings:**
	1. November 13, 2025
	2. January 12, 2026
	3. March 10, 2026
	4. April 30, 2026
4. **Pay Babysitters:**
	1. Cheques signed and issued
	2. Isabelle Kondratoff and Rachel Mentanko were paid
5. **Adjournment: at 8:31 pm**