KAMSACK COMPREHENSIVE INSTITUTE

**SCHOOL COMMUNITY COUNCIL**

**ANNUAL MEETING MINUTES**

For Wednesday, January 17, 2024

starting at 5:15 p.m.

Held In Person in the KCI Library

PRESENT:

MEMBERS: Shelly Filipchuk, Laureen Spivak, Andrea Marsh, Wendy Becenko, Kaitlin Lucash

PERMANENT MEMBERS: Karie Thomas, Principal; Kody Rock, Teacher Rep; Jaime Johnson, GSSD Board

GUESTS: None.

1. **CALL TO ORDER:**
Shelly called the meeting to order at 5:15 p.m.
2. **WELCOME, TREATY DECLARATIONS & INTRODUCTIONS:**

Board Member, Jaime Johnson shared our land acknowledgement.

1. **APPROVAL OF AGENDA**

**|Motion** moved by Wendy

THAT the agenda be approved as presented.

 CARRIED.

1. **APPROVAL OF MEETING MINUTES**

|**Motion** moved by Caitlin

THAT the minutes of the September 20, 2023, Regular Meeting and the November 14, 2023 Annual Meeting be approved as presented.

CARRIED.

1. **DELEGATIONS**

None.

1. **REPORTS:**

The following reports were reviewed:

* 1. **CHAIRPERSON REPORT:**

Shelley, Chair, had no new items to share for this meeting.

* 1. **TREASURER’S REPORT**

Caitlin, treasurer, reported $1415.50 was received for our annual operating grant. This is $316 less that previous year. Our bank now shows a balance of $2305.37.

* 1. **ADMIN REPORT**
	Principal Karie Thomas submitted and reviewed her admin report dated January 17, 2024 (Appendix A).
	2. **GSSD BOARD REPORT**
	GSSD Board member, Jaime Johnson highlighted the following items:
		1. **Federal Inflationary Pressures:** There is a high importance of school divisions being ONE voice with the Ministry of Education to get the support schools need to address higher costs due to Inflation.
		2. **STF:** More STF Job action is expected. The division will support our teachers. There is a 48 hour window required for any new actions the STF is undertaking.
		3. **New Ministry Grant:** The new Saskatchewan “Unregulated Kids Grant” is now available. GSSD was not selected as one of the schools for the pilot the program, but GSSD indicated to the Minister that we would like to participate in the program if it is expanded. More information on the grant can be found [here.](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cbc.ca%2Fnews%2Fcanada%2Fsaskatchewan%2Fsask-support-classroom-1.7077407&data=05%7C02%7Cwendy.becenko%40gssd.ca%7C6685983162084d11843a08dc182c48e3%7Ca506da6453e147d0a89a0056b223431a%7C0%7C0%7C638411825677897697%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=jTMqEs4DWuXcG3CDJ%2FA1U0qqE4xqbxQ9IYOo6kEu12E%3D&reserved=0)
		4. **SCC Support Discussion**: Council members discussed what can we do to support our teachers and bring awareness to the needs for better class size and composition and the funding pressures particularly for transportation and food.
			1. **ACTION ITEM**: Invite Sean Wilson, the elected Sask Party nomination for the upcoming election to visit our school with the goal to bring him awareness of the state of our school.
1. **NEW BUSINESS - SCC ACTIVITY & FUNDRAISING PLAN:**

|**Motion** moved by Shelly

THAT Appendix B - 2024 Workplan for KCI’s SCC be approved.

Carried.

1. **NEW BUSINESS – TEACHER & STAFF APPRECIATION DAY:**

|**Motion** moved by Shelly

THAT Andrea Marsh be approved a budget of $150 for snacks and coffee treats for the teachers and staff at KCI for Teacher & Staff Appreciation Day.

CARRIED.

1. **COMMUNICATION:**

The following items of communication are available for review from the division:

* From the Board Report – December 14, 2023
* In Focus Report – Nov and Dec.
1. **UPCOMING IMPORTANT DATES:**
	1. Jan 18th: Early Dismissal
	2. Jan 26th: Family Literacy Day
	3. Jan 31st: No School – Staff PD day
	4. Feb 1st: New Term/Semester starts
	5. Mar 20th: Next Meeting at 5:15 p.m.
2. **ADJOURNENT:**

Shelley adjourned the meeting at 6:34 p.m.

**APPENDIX A:** Principal’s Report

**APPENDIX B:** KCI SCC 2024 Workplan

APPENDIX A

SCC KCI Admin Report

 For January 17, 2024

Attendance:

Attendance is down from the last report’s total of 283.  Our student totals as at September 19, 2023:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Gr 5A  | 5/6B  | 6A  | 7/8A  | 7/8B  | 7/8C  | 9A  | 9B  | 10  | 11  | 12  | **TOTAL**  |
| Stefanyshyn  | Blender  | Guillet  | Slusarchuk  | Jacobs  | Olson  | Schwartz  | Dietrich  | Ives  | Fedorak  | Lambert  | **11**  |
| ~~19~~  | ~~22~~  | ~~22~~  | ~~25~~  | ~~23~~  | ~~20~~  | ~~15~~  | ~~16~~  | ~~49~~  | ~~34~~  | ~~34~~  | **~~279~~**  |
| 20  | 19  | 21  | 22  | 22  | 23  | 16  | 16  | 43  | 34  | 33  | **273**  |

Staffing:

Brooke Olson is done at the end of January on a Paternity Leave.

|  |  |
| --- | --- |
| Principal  | Karie Thomas  |
| Vice Principal  | Kody Rock  (New)  |
| SST  | Cara Shabotoski & Laura Reilkoff  |
| Teachers  | 18   |
| EAs  | 9.5  |
| Indigenous Community Worker  | Donna Keshane  |
| Indigenous Student Support Lead  | ~~Belle Watson~~ Vacant  |
| Nutrition Worker  | ~~Nicole Town~~ Amanda Vidomski  |
| Librarian  | Barb Tetoff  |
| Admin Assistant  | Wendy Becenko Cheryl Bloudoff  |
| School Counsellor  | Miranda Reilkoff-Leis & Jordyn Staples (New)  |
| Caretakers  | Marty Leis, Amy Luu, Ling Tao  |

Facilities

Looking at the hair esthetics course to start Q4.  It will have 2 sinks, 3 chairs.  Mr. Rock’s office renovation is done.

Fire drills/lockdown/bus evacuation

No Drills this period.

Technology

We will be getting our Chromebooks soon.  Will be looking at beginning to replace the smartboards.  Division is working towards students having 1-1 tech support.

School usage

* **School sports:** We have the following school sport teams going: 5/6 Girls Basketball, Jr. Girls Basketball, Jr. Boys Basketball, Sr. Girls Basketball, Sr. Boys Basketball, Curling, classes are going to skating rink.
* **SLC events:**
* The SLC held our first day back-at-school Assembly on September 5th.  They meet regularly with Ms. Tulloch.  Before Christmas they did Frosty on the fly.
* Sr. Band is planning their Sr. band trip to Mt. Rushmore for April 14-18th. Also, we have students who will be attending Honour Band at the U of R February 2-4th.
* Clifford is here doing activities including Drumming January 26th & February 16th.
* **SCC meetings:** KCI SCC will be meeting in the library 5 times this year.
* Community Use Activities include Badminton, Pickleball, Kamsack Cadets, Soccer, Ballers

**FACILITY USE ACTIVITIES:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ROOM**  | **TIME**  | **MONDAY**  | **TUESDAY**  | **WEDNESDAY**  | **THURSDAY**  | **FRIDAY**  |
| GYM #1  | AM 7-8:30  | Sr. Boys BB  |   | Sr. Boys BB  |   |   |
|   | PM1-3:30-5  | Jr. G/B BB  | Sr. B BB  | Jr. G/B BB  | Sr. B BB  | Ballers  |
|   | PM2- 5-7pm  | Sr. Girls BB  | Sr. Girls BB  |   | Sr. Girls BB  |   |
|   | PM3-7-9pm  | Pickleball  | Ballers  | Cadets  | Pickleball  | Soccer  |
|   |   |   |   |   |   |   |
|  GYM #2  | PM1-3:30-5  | Jr. Boys BB  |   | Jr. Boys BB  |   |   |
|   | PM2-6-9  | Karate  | Badminton  | Karate  | Badminton  |   |

Fundraisers

* **School Van:** Donations are still coming in.  We officially got possession of the new school van on September 12, 2023.  It is a 2023 Ford Transit 350.  We were able to purchase it with $45,000 down from fundraising efforts to date.  This just over half of the cost of the van.  We will continue to focus on fundraising efforts for the remainder of the cost.
* **Outdoor Playground:** We recommend that fundraising efforts should be focused on paying off the van first before starting our fundraising on the outdoor playground.

Special events

* Family Engagement was cancelled for the 2nd time due to weather.

Professional Development

* Staff meetings on December 4 & January 15th.
* Early Dismissal Days for Professional Development are scheduled for September 21, October 26, November 23, January 18, March 7, April 11, May 16 & June 13
* Division Professional Development days are scheduled for October 10, November 10, January 31, May 21, January 9 – PD meeting for Grade 5-8 teachers

Communication

* Website, Facebook, Twitter, Emails, Phone calls, Newsletters, Seesaw

APPENDIX B

KCI School Community Council
2024 Work Plan

KCI SCC 2024 Priorities

SCC Activity & Fundraising Plan in Support of SLP (School Level Plan)

|  |  |  |
| --- | --- | --- |
| Priority #1:  Increase Parent Engagement in School Activities  | REVENUE  | EXPENSE  |
| Action Item  | Schedule our meetings to where the parents are such as the rink or ball diamond. |   |   |
| Action Item  | Challenge all SCC members to shoulder tap other parents to engage in school activities.  |   |   |
| Action Item  | Continue communication with parents via meetings & information. |   |   |

|  |  |  |
| --- | --- | --- |
| Priority #2:  Support School Fundraising Initiatives  | REVENUE  | EXPENSE  |
| Action Item  | Focus on support of fundraising activities to pay off the van loan. |   |   |
| Action Item   | Begin planning outdoor playground project with the goal of launching fundraising next year after the van fundraiser is complete. |   |   |

SCC Activity & Financial Plan for SCC Operations

|  |  |  |  |
| --- | --- | --- | --- |
| Bank Balance, ACU September 1, 2023  | **Last Year**  | +  | **$894.87**  |
| Revenues  | GSSD (Good Spirit School Division$) SCC Operational Grant  | $1451.50  | +  | $1415.50  |
| Revenues  | SCC activity revenues to support SLP (as per above)   |   | +  |   |
| Revenues  |   |   | +  |   |
| Expenses  | Bus Driver Appreciation Week (October)  |   | -  |  $20 |
| Expenses  | Teacher/Staff Appreciation Week (February)  | $148.88  | -  |  $150 |
| Expenses  | SCC activity expenses to support SLP (as per above)   | $500 Magic Show $4000 Gym Mats  | -  |   |
| Expenses  | Bank Charges  | $11  | -  |  $12 |
| Expenses  |   |   | -  |   |
| Bank Balance, ACU August 31, 2024  |   | sum  | **$2128.37** |

Annual Agenda Checklist

|  |  |  |
| --- | --- | --- |
| Month   | Activity  | Lead  |
| January 17, 2024 Meeting  | Develop SCC Activity & Fundraising Plan in Support of SLP   | Chair   |
| Develop Annual Activity and Financial Plan for SCC Operations   |  Chair  |
| March 20, 2024 Meeting   | Review Constitution and proposed amendments – if required. If the SCC Constitution changes, please forward to info@gssd.ca for Board Approval.   |  Secretary  |
| May 15, 2024 Meeting   | Confirm that all meeting minutes have been added to your school’s public website    |  Secretary  |
| Principal reviews GSSD school fees for upcoming school year.   |  Principal  |
| Conduct SCC and Board Self Assessments   |  Chair  |
| July/August   | SCC Accounts need to be wrapped up for the School Year   | Treasurer   |
| August 31st  | GSSD Fiscal Year End – SCC Year End (September 1 to August 31) financial Statement; bank reconciliation; a copy of the bank statement as of this date is required for audit purposes. Reporting templates and instructions will be provided by GSSD Division office and will be available online.    | Treasurer   |
| September 18, 2024 Meeting   | Principal share & discuss actions, deliverables, and timelines for the School Level Plans for SCC approval.   |  Principal  |
| Set & Submit list of SCC Meeting Dates and Times including SCC Annual Meeting Date after your initial 2022-2023 meeting to info@gssd.ca   |  Secretary  |
| Plan for SCC Annual Meeting & Elections including appointing a KCI staff member as Returning Officer for elections.   |  Chair  |
| September  20th   | Ensure that your SCC Annual Financial Statement, bank statement and bank reconciliation are submitted to info@gssd.ca   | Treasurer   |
| Ensure that school website has an SCC section/tab and includes current members listing, constitution and previous year & current year minutes.   |  Secretary  |
| October Meeting  TBD  | Principal reviews & seeks feedback on GSSD school:  * fundraising guidelines
* school fundraising plan
* format for parent-teacher-student conferences
* School Priority Action Plans
 | Principal   |
| October  | Advertise/Publish Notice of Call of Election & AGM no later than 4 weeks of Annual Meeting Date on school website and through School Messenger and Edsby.   | Secretary   |
| Send out invitation to Chief and Councils of Cote FN and Keeseekoose FN for First Nation Representative on SCC for upcoming year.   | Secretary   |
| October 31st   | School Priority Action Plans (Project Plans) approved by SCC and submitted to the Coordinator of Continuous Improvement and Reporting.   | Principal  |
| November TBD Annual Meeting  | Approve Previous Years’ Annual Meeting Minutes, SCC Annual Report, Member elections, Officer Selection   |    |
| ASAP after November Meeting   | Submit List of SCC Members, Positions following your SCC Annual Meeting to Principal to update website & GSSD. Submit a copy of the Annual Meeting Minutes to donna.court@gssd.ca as soon after the meeting.   | Secretary     |
| Letter to ACU for change of signing authorities (if required)  | Treasurer   |