

AGENDA



KAMSACK COMPREHENSIVE INSTITUTE
SCHOOL COMMUNITY COUNCIL
REGULAR MEETING OF COUNCIL

for Tuesday, May 15, 2024
at 5:00 p.m.

Held In Person in the KCI Library or Teams Meeting*

Item #	Agenda Item	Lead	Time
1	CALL TO ORDER	Filipchuk	5:15
2	WELCOME, TREATY DECLARATIONS & INTRODUCTIONS We acknowledge the land on which Kamsack Comprehensive Institute School sits is Treaty Four Territory, signed September 1874 at Fort Qu'Appelle - the traditional territory of the Anishinaabe, Cree, Assiniboine, and Metis Peoples. Acknowledging territory shows recognition of and respect for Indigenous Peoples both in the past and the present.	Volunteer	5:16
3	APPROVAL OF AGENDA For Approval	Filipchuk	5:20
4	APPROVAL OF MINUTES FROM LAST MEETING <ul style="list-style-type: none">January 17, 2024, Regular Meeting	Filipchuk	5:21
5	BUSINESS ARISING <ul style="list-style-type: none">Playground Project - Walkabout	Filipchuk	5:25
6	DELEGATION / ACTIVITY <ul style="list-style-type: none">None		
7	REPORTS For receipt & discussion <ul style="list-style-type: none">Chairperson's Report <i>S. Filipchuk</i>Treasurer's Report <i>C. Lucash</i>Principal's Report <i>K. Thomas</i>Student Leadership Council <i>Levi Erhardt</i>GSSD Board Report <i>J. Johnson</i>	As Listed	5:40
8-1	NEW BUSINESS <ul style="list-style-type: none">Decision Item: SETTING OF 2024/25 SCHOOL FEES	Principal	5:50

*To attend virtually, please let school know at least one day in advance.

MEETING PACKAGE

8-2	<p>NEW BUSINESS</p> <ul style="list-style-type: none"> Decisions Item: SETTING OF 2024/25 EARLY DISMISSAL 	Principal	6:00
9	<p>COMMUNICATIONS</p> <ul style="list-style-type: none"> ONLINE FORM: SCC & BOARD SELF EVALUATIONS GSSD News: We are looking for Bus Drivers! \$500 Signing bonus! GSSD Media: 2024 05 01 In Focus Report, 2024 04 25 From the Board 	Becenko	6:15
10	<p>UPCOMING IMPORTANT DATES For Discussion</p> <ul style="list-style-type: none"> May 20 & 21 – No school / PD-day June 13 – Early Dismissal June 17: Grade 5-12 Awards Night June 19: Pow Wow at KCI June 21: KCI Band Concert at Town Fair June 26: Last Day of School June 27: Grad August 31: GSSD Year End – Accounting YE September 3: First Day of Classes – SCC Parent Flyer due to school September 18: SCC Regular Meeting 	Filipchuk	6:20
11	<p>ADJOURNMENT</p>	Filipchuk	6:30

MINUTES



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.

3. **APPROVAL OF AGENDA**

| **Motion** moved by Wendy

THAT the agenda be approved as presented.

CARRIED.

4. **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.

5. **DELEGATIONS**

None.

6. **REPORTS:**

The following reports were reviewed:

a. **CHAIRPERSON REPORT:**

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

b. **TREASURER'S REPORT**

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

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c. **ADMIN REPORT**

Principal Karie Thomas submitted and reviewed her admin report dated January 17, 2024 (Appendix A).

d. **GSSD BOARD REPORT**

GSSD Board member, Jaime Johnson highlighted the following items:

- i. **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.
- ii. **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.
- iii. **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](#).
- iv. **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.

7. **NEW BUSINESS - SCC ACTIVITY & FUNDRAISING PLAN:**

|**Motion** moved by Shelly

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

8. **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.

9. **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.

10. **UPCOMING IMPORTANT DATES:**

- a. Jan 18th: Early Dismissal
- b. Jan 26th: Family Literacy Day
- c. Jan 31st: No School – Staff PD day

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- d. Feb 1st: New Term/Semester starts
- e. Mar 20th: Next Meeting at 5:15 p.m.

11. ADJOURNMENT:

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

APPENDIX A: Principal's Report

APPENDIX B: KCI SCC 2024 Workplan

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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

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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: <ul style="list-style-type: none"> 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



Project Outline: Enhancing KCI School Grounds for Outdoor Activities

1. Introduction

- Purpose: Enhance KCI school grounds to provide engaging outdoor activities for students.
- Benefits: Improved physical health, mental well-being, and overall student experience.

2. Needs Assessment

- Evaluate existing facilities:
 - Playground condition
 - Sports fields
 - Safety concerns
- Gather student preferences and interests.

3. Goals and Objectives

- Goals:
 - Create a vibrant, inclusive outdoor environment.
 - Promote physical activity and social interaction.
 - Enhance aesthetics.
- Objectives (within one year):
 - Increase student participation in outdoor activities by 20%.

4. Stakeholder Engagement

- Meetings with SCC members, KCI staff, parents, and students:
 - Discuss vision and gather input.
 - Address concerns.
 - Communication plan for updates.

5. Design and Planning

- Collaborate with a landscape architect:
 - Develop master plan:
 - Play structures.
 - Seating areas



Project Outline: Enhancing KCI School Grounds for Outdoor Activities

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- Green spaces
- Pathways
- Safety features
- Explore sustainability options.

6. Budget and Funding

- Estimate costs:
 - Research grants and community partnerships.
 - Allocate funds for construction and maintenance.
- **Fundraising Strategies:**
 - **Community Events:** Organize fundraising events (e.g., bake sales, fun runs, silent auctions) involving students, parents, and local businesses.
 - **Corporate Sponsorships:** Approach local businesses for sponsorships or donations.
 - **Grant Applications:** Apply for grants from educational foundations, government agencies, and community organizations.
 - **Crowdfunding Campaign:** Set up an online crowdfunding campaign to involve a wider audience.

7. Implementation (Proposed Timeline)

- **Phase 1 (Months 1-3):**
 - Safety improvements
 - Basic amenities
 - **Fundraising Kickoff Event**
- **Phase 2 (Months 4-6):**
 - Play structures installation.
 - Landscaping
 - **Ongoing Fundraising Efforts**
- **Phase 3 (Months 7-9):**
 - Seating areas and pathways
 - Community involvement
 - **Grant Applications**
- **Phase 4 (Months 10-12):**
 - Final touches
 - Unveiling event
 - **Celebrate Fundraising Success**



Project Outline: Enhancing KCI School Grounds for Outdoor Activities

8. Evaluation and Maintenance

- Regular assessment:
 - Stakeholder feedback
 - Prompt issue resolution
 - Long-term maintenance plan

9. Celebration and Community Involvement

- Unveiling event to showcase success.
- Involve local media and community members.



SCHOOL FEES

RECOMMENDATION:

It is recommended that the student fees be discussed and a motion to approve the school fees be made.

“That the school fees for the 2024-25 school year be set as follows:

FEE	DESCRIPTION	DUE	AMOUNT
Student Fee	All students attending KCI shall pay a student fee annually. Half of this fee will cover necessary student school supplies. The remainder will go to school transportation costs.	Annually	

Additional Set Rates are as follows:

ITEM	DESCRIPTION	DUE	AMOUNT
Replacement Lock Fee	Students are encouraged to purchase locks from the school. Locks are warranted for breakage if the student is enrolled at KCI.	Upon Purchase	\$10.00
Instrument Rental	Students wishing to rent an instrument for band class may enter into a rental agreement with KCI.	One time per year	\$50.00
Extra-Curricular Activities Fees	Students on school teams and/or traveling clubs will be assessed a fee to offset the costs associated with the activity. These costs include equipment, uniforms, and transportation.	Fees must be paid in full to participate in activities	Varied - depends on activity.

BACKGROUND:

The current fee structure is as follows (2022-23):

FEE	DESCRIPTION	DUE	AMOUNT
Student Fee	All students attending KCI shall pay a student fee annually. Half of this fee will cover necessary student school supplies. The remainder will go to school transportation costs.	Annually	\$40.00

It is noted that other Set Rates are as follows:

ITEM	DESCRIPTION	DUE	AMOUNT
Replacement Lock Fee	Students are encouraged to purchase locks from the school. Locks are warranted for breakage if the student is enrolled at KCI.	Upon Purchase	\$10.00
Instrument Rental	Students wishing to rent an instrument for band class may enter into a rental agreement with KCI.	One time per year	\$50.00
Extra-Curricular Activities Fees	Students on school teams and/or traveling clubs will be assessed a fee to offset the costs associated with the activity. These costs include equipment, uniforms, and transportation.	Fees must be paid in full to participate in activities	Varied - depends on activity.

OPPORTUNITY:

Practical Applied Art (PAA) Classes are elective courses and include Home Ec., Foods, Industrial arts (welding, carpentry, mechanics), Art, Hair & Esthetics, Outdoor Education. Each of these course are high cost course and are compensated for by our local school budget.

Where these costs support the individual student taking the class and not the student body as a whole, it stands to reasons that such costs should be borne by the student taking the class.

GUIDING PRINCIPLES:

When determining our fees for the new school year, we should agree on some guiding principles.

1. Is the fee needed?
2. Is the fee amount fair for value?
3. Is it collectible?
4. Does the fee support our Local School Plan?



EARLY DISMISSALS

RECOMMENDATION:

It is recommended that the Early Dismissals be discussed, and a decision be made regarding Early Dismissals for the 2024-25 School Year.

BACKGROUND:

Last year a decision item was presented to KCI SCC. Principal Karie provided reasoning for having early dismissals once a month for students. This would require students to be dismissed from classes on a Thursday or Friday at 1:30pm. Having an early dismissal day would provide extra learning time for the teachers. Teachers need more self-care & learning opportunities.

After sending out a survey to all student families, eight Early Dismissal Days were scheduled on Thursday afternoons throughout the 2023/24 school year. The bell schedule was adjusted to ensure that the required instructional hours were met. In the afternoons all staff along side Victoria School staff engaged in Truth and Reconciliation professional development activities. This training was mandatory and essential for moving our efforts forward in Truth and Reconciliation with our students and their families.

GUIDING PRINCIPALS:

When a Good Spirit School Division (GSSD) School Community Council (SCC) is asked to approve early dismissals for the upcoming school year, several important considerations come into play. Here are some key points:

- **Educational Objectives and Student Well-Being:** SCCs should assess how early dismissals align with the educational objectives of the school and the division. Consider whether early dismissals impact student learning, well-being, and overall educational experience.
- **Community Input:** Engage with parents, teachers, and community members to gather input. Understand their perspectives on early dismissals and how they may affect families, transportation, and extracurricular activities.
- **Scheduling and Logistics:** Evaluate the logistics of early dismissals. Consider transportation arrangements, after-school programs, and any potential disruptions to students' routines.
- **Curriculum Impact:** Assess how early dismissals may impact curriculum delivery. Ensure that essential learning outcomes are not compromised by reduced instructional time.
- **Communication:** Maintain open channels of communication with parents, teachers, and students. Clearly communicate the reasons for early dismissals and any adjustments to schedules.

- **Attendance and Participation:** Consider attendance rates during early dismissals. Ensure that students have opportunities to participate in school activities despite the altered schedule.
- **Staff and Teacher Considerations:** Consult with teachers and staff to understand their perspectives. Address any concerns related to workload, planning, and professional development.