

**MINUTES OF MARY BERGERON ELEMENTARY ("MBE")  
SCHOOL COUNCIL MEETING  
SEPTEMBER 17, 2019**

**Attendance: Crystal Metzger, Kim Leach, Ashley Watson, Jennifer Gomez, Tanya Sehn, Tara Sydor, Tessa Cooper, Trinity Elliott, Danica Warren, Ashley Konowalyk, Lee Johnson, Steve Basaraba and Kristin Basaraba, Erin Smilar, Rozanna Stone, Doug Stone, Susan Allen, Raquel Daily,**

- 1) Call to order: 7:00 p.m.
- 2) Welcome and Introductions and quick overview of the policies, code of conduct and code of ethics (see attachments). All policies, code of conduct and code of ethics have been approved.
- 3) Election of New Executive:
  - a) Chair: Crystal Metzger nominated by Ashley Konowalyk, second by Ashley Watson. No other nominations. Crystal accepts.
  - b) Vice-Chair: Lee Johnson nominated by Ashley Watson, second by Ashley Konowalyk. No other nominations. Lee Johnson accepts.
  - c) Secretary: Ashley Watson nominated by Crystal Metzger. No other nominations. Ashley Watson accepts.
  - d) Treasure: Jennifer Gomez nominated by Ashley Konowalyk. No other nominations. Jennifer Gomez accepts.
  - e) **Lee Johnson, the new Vice Chair shall be granted signing authority on our ATB account with the Edson ATB Branch. Kim Leach will be removed from the account and will no longer have signing authority. This is authorized by Crystal Metzger cmetzger, and Ashley Watson Ashley Watson, whom currently sit as Chair and Secretary of MBE School Council respectively.**
- 4) New Business:
  - a) Snack Program: Heather Griener and Kim Leach will be co-sharing.
  - b) Club Moo: Candace and Becky will be co-sharing. Milk will be on Thursdays.
  - c) Fundraising Committee: Committee is looking at Purdy's and Poinsettias and Wreaths as our options for the fall fundraiser. The committee will be holding a separate meeting. We may

have to look at turning the committee into a society so that we can look at bigger fundraising opportunities. Ashley Konowalyk will provide further information at future meetings.

- d) Hot Lunch: Tentative list for the year for hot lunch. We will be making it an easier system. All hot lunches can be ordered at once. We will be trying to keep the prices low on them and we will be keeping a lot of the items that the kids really loved. Options will be limited, we will still cater to dietary restrictions, but parents will have to communicate. Hot lunch ordering will be live on our online system shortly. Repsol is giving us \$2,000 to be used towards our hot lunch program – and would like to send volunteers to help with one of our hot lunches.
- e) Book Fair: Susan Allen will be organizing the schools two book fairs this year. First week in December is set for the first event, and the second event is scheduled for Education Week (April 27-May 1).

5) New Business:

- a) Welcome back activity: Movie night was suggested. We could run a concession, sell popcorn. Council has decided to delay until the gym is opened. A mini carnival has also been suggested, but will table until nicer weather (Spring).

6) Treasurer's Report:

**Club Moo:**

Saputo Debits of \$868.83, Almond Milk purchases \$80.78, leaving a balance of \$904.02

**Hot Lunch:**

Deposits of \$155.06, Expenses of \$2,733.26, leaving a balance of \$3,581.93

**Life Science Project:**

Donation from Semcams for \$3,000.00; Expenses of \$374.70, leaving a balance of \$3,583.26.

**MBE Fundraising:**

\$90.00 Deposited from residual sales of DeVry Plants; expenses for Kernels \$2,382.19, Field Trips/Science in Motion Deposit/Disability Bus/Gym equipment paid to MBE School for \$11,313.00, leaving a balance of \$7,088.52

**Snack Program:**

Donation from BonaVista for \$250.00, Expenses of \$1,039.31, leaving a Balance of \$3,576.20.

**MBE School Council:**

Fees for June were \$5.20, and Interest earned of \$2.58. Sports Day; Book Fair Warehouse Purchase, Supplies, Elephant Ears, Pancake Breakfast, Grade 5 Farewell, Kinder grad, Landmark Cinemas, Outside Gym Equipment and Grade 5 Water Bottles, totalling: \$5,108.88. Leaving us with a balance of \$5,728.94.

Our total balance as of the end of August is \$24,462.87.

We have uncleared chqs totalling: \$79.30.

- 7) Teacher's Report: Staff would like input/ideas on how we might change the usually Halloween activities. Suggestions were a Trunker Treat / Classroom Crawl. School spirit day for the month of October will fall on Halloween day. Table until October.
- 8) Principal's Report: Enrollment is sitting at 400 students. 22 teachers, 9 TA's, 1 Secretary and 1 Counsellor, 1 librarian.. They are currently interviewing for a 3hr/day secretary to replace the current vacancy. Our school is currently at room capacity (all rooms are being used).

5 new teachers in the building:

Kevin Leis - Kindergarten

Terry Beach - Grade 1

Stephanie Spahmann - Grade 2

Jennifer Sommerfeld - Grade 3

Sarah Williams – Grade 5

New Swag wear design. "Stay Wild" is a new choice to add to school clothing. 10% kickback from all purchases made for new school swag. If you order before September 30 and you get 15% off. Visit website: [marybergeronelementaryschool.entripyshops.com](http://marybergeronelementaryschool.entripyshops.com)

The "Stay Wild" will be branded – The kids and such will come up with the descriptions to match the word. Further details to follow.

School Budget – Changes in Provincial Budget may require future adjustments, but we are submitting a balanced budget for the fall submission.

Timetable change – Recess is now 10:15 – 10:30. This is the only change.

Gym floor is almost ready. Should be ready to use first week in October.

Accountability results for the school –Survey is completed by Grade 4 students,parents of grade 4 students and all teachers – Ultimate goal is to show that you are maintaining a high standard or exceeding. Green good, blue excellent. MBE results show 'Blue' across the board ☺

Bus lane is going smooth and well.

School wish list – more playground equipment  
Outdoor classroom options are being looked into for the future.

9) Trustee's Report: Fiona Fowler ("Trustee Fowler") is happy the bus lane is now officially open! Trustee Fowler loved hearing all the positive feedback from MBE's meet the teacher night. Government is going to maintain the nutrition program. Trustee Fowler advises the division will split the money equally amongst all the divisions schools. The date and amount are currently unknown but we should expect an announcement in the future regarding same.

10)Next Meeting Date: Wednesday: October 8, 2019 7:00 p.m.

11)Meeting Adjourned: 8:30 p.m.

## **MBE School Council Treasurer's report for August 31st**

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## Mary Bergeron School Council Code of Ethics

As a school council, advocating for student learning and school improvement in Mary Bergeron Elementary school, we shall strive to:

- *Abide* by the legislation that governs school council.
- *Be guided* by the mission statement of the school and our school council.
- *Endeavour* to be familiar with school policies and operating practices and act in accordance with them.
- *Practice* the highest standards of honesty, accuracy, integrity and truth.
- *Recognize* and *respect* the personal integrity of each member of the school community.
- *Apply* and *adhere* to democratic principles.
- *Declare* any conflict of interest.
- *Foster* a positive atmosphere in which individual contributions are encouraged and valued.
- *Consider* the best interests of all students in our decisions and deliberations.
- *Respect* the confidential nature of some school business and *respect* limitations this may place on the operation of the school council.
- *Never disclose* confidential information.
- *Limit* discussions at school council meetings to matters of concern to the school community as a whole.
- *Use* the appropriate communication channels when questions or concerns arise.
- *Promote* high standards of ethical practice within the school community.
- *Accept* accountability for school council decisions.
- *Accept* no payment for school council activities.

## **Mary Bergeron School Council Code of Conduct**

- *Devote* time, thought and study, to the role and responsibilities of a school council member so I can provide effective service to my council.
- *Be* familiar with school council policies and operating principles.
- *Work* with my fellow school council members in a spirit of harmony, cooperation, and respect for differences of opinion.
- *Promote* positive and collaborative relationships on school council, and between school council and the greater school community.
- *Encourage* parent participation in school council.
- *Work* with my fellow school council members to support the goals of the school's education and improvement plans.
- *Assist* the school council to excel in all of its efforts and undertakings.
- *Act* as an advocate for excellence in education at the school and community levels.
- *Declare* any conflict of interest.
- *Never* disclose any confidential information I may have access to through other involvements at the school.
- *Use* the appropriate communication channels to address concerns.

## Revised Statutes of Alberta 2000

### Chapter S-3

Current as of June 5, 2017

#### School Council

- 22 (1) A school council **shall** be established in accordance with the regulations for each school operated by a board.
- (2) The majority of the members of a school council **shall** be parents of students enrolled in the school.
- (3) A board of a separate school district or a division made up only of separate school districts, by resolution, **may** require that the parents of students enrolled in a school operated by the board who are members of the school council **must** also be of the same faith as those who established the separate school districts, whether Protestant or Roman Catholic.
- (4) A school council **may**, at its discretion,
- (a) advise the principal and the board respecting any matter relating to the school,
  - (b) perform any duty or function delegated to it by the board in accordance with the delegation,
  - (c) consult with the principal so that the principal **may** ensure that students in the school have the opportunity to meet the standards of education set by the Minister,
  - (d) consult with the principal so that the principal **may** ensure that the fiscal management of the school is in accordance with the requirements of the board and the superintendent, and
  - (e) do anything it is authorized under the regulations to do.
- (5) Subject to the regulations, a school council **may** make and implement policies in the school that the council considers necessary to carry out its functions.
- (6) A school council **may** make bylaws governing its meetings and the conduct of its affairs
- (7) Subject to the regulations, a board **may** develop and implement policies respecting school councils.
- (8) A board **shall** establish an appeal process or conflict resolution procedure under which the principal or the school council **may** apply respecting disputes on policies proposed or adopted for a school.
- (9) The Minister, on the request of the board, **may** dissolve a school council without notice at any time if the Minister is of the opinion that the school council is not carrying out its responsibilities in accordance with this Act and the regulations.
- (10) The Minister **may** make regulations
- (a) respecting the election or appointment of the members of a school council and the term or other conditions of election or appointment and the dissolution of a school council;
  - (b) respecting the roles of the principal and the school council of a school and their respective powers, duties and responsibilities;
  - (c) respecting any other matter the Minister considers necessary respecting school councils;
  - (d) exempting a school or class of schools from the application of this section.
- 1988 cS-3.1 s17;1990 c36 s6;1994 c29 s8;1995 c27 s3





# School Councils Regulation

## Alberta Regulation 113/2007

School Act

### SCHOOL COUNCILS REGULATION

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#### Definitions

In this Regulation,

- (a) "Act" means the *School Act*;
- (b) "board" has the meaning given to it in the Act;
- (c) "establishment meeting" means a meeting to be held under section 2 to establish a school council;
- (d) "executive" means the executive of a school council;
- (e) "model of governance" means the process and structure used by a school council to make decisions regarding its business and affairs;
- (f) "school community" in respect of a school means
  - (i) students enrolled in the school and their parents,
  - (ii) children enrolled in an Early Childhood Services program at the school and their parents,



(iv) other persons who have an interest in the school;

(g) "school day" means a day scheduled for the purpose of instruction, examinations or other student activities where student-teacher interaction and supervision are maintained.

**School council must be established**

**2** If a school that is required to have a school council has no school council, the school **must**, in accordance with section 3, hold an establishment meeting within 40 school days after the start of the school year.

**Notice of establishment meeting**

**3(1)** If a school is required to hold an establishment meeting, the principal **must** give notice to the following persons of the meeting:

- (a) a parent of each student enrolled in the school;
- (b) a parent of each child enrolled in an Early Childhood Services program at the school;
- (c) the school staff;
- (d) other members of the school community who, in the principal's opinion, should be given notice.

**(2)** A notice under subsection (1) **must**

- (a) describe the purpose of the meeting,
- (b) set out the time, date and location of the meeting, and
- (c) be given at least 10 school days before the date of the meeting.

**(3)** A notice to persons referred to in subsection (1)(d) **must**

- (a) meet the requirements set out in subsection (2), and
- (b) either
  - (i) be posted in 2 or more locations that are accessible to the public in the area around the school, or
  - (ii) be advertised in a publication that is circulated to the general public in the area around the school.

**Principal may establish advisory committee**

**4** If there are fewer than 5 parents in attendance at an establishment meeting or if an establishment meeting is not successful in establishing a school council, the principal **may** establish an advisory committee for that year to carry out one or more of the duties or functions of a school council.



### Chair and secretary at establishment meeting

- 5 The principal **must** decide who is to act as the chair and who is to act as the secretary at an establishment meeting.

### Agenda at establishment meeting

- 6(1) The persons attending an establishment meeting **must**
- (a) decide, subject to section 8, on the size of the school council,
  - (b) decide on the model of governance for the school council,
  - (c) decide, subject to subsection (2), on the term of office of each member of the school council,
  - (d) elect, subject to subsection (2), the initial members of the school council referred to in section 8(1)(d),
  - (e) decide, subject to section 9, on the size of the executive,
  - (f) decide on the term of office of each member of the executive, and
  - (g) elect the initial members of the executive.
- (2) For greater certainty, but without restricting the generality of subsection (1)(a), the persons attending an establishment meeting **may** decide that for the purposes of section 8(1)(d), the school council **may** include all parents of students enrolled in the school who wish to be members.

### Right to vote at establishment meeting

- 7 Despite section 6, only persons who attend the establishment meeting and are
- (a) parents of students enrolled in the school, or
  - (b) parents of children enrolled in an Early Childhood Services program at the school are entitled to vote on matters raised at the meeting.

### School council membership

- 8(1) A school council **must** include the following members:
- (a) the principal of the school;
  - (b) at least one person who is a teacher at the school, elected or appointed by the teachers at the school;
  - (c) if the school includes a senior high school program, at least one person who is a student enrolled in the high school, elected or appointed by the students enrolled in the high school;
  - (d) subject to section 22(2) of the Act, parents of students enrolled in the school.



- (2) The members of a school council referred to in subsection (1) **may** establish a process to appoint as members of the school council one or more persons who are not parents of students enrolled in the school but who have an interest in the school.
- (3) The members of a school council referred to in subsection (1) **may** establish a process to appoint or elect as members of the school council one or more persons who are parents of children enrolled in an Early Childhood Services program at the school.

#### School council executive

- 9(1) A school council **must** have a chair and any other members of the executive determined by the persons attending an establishment meeting.
- (2) A parent of a student enrolled in the school **must** be elected chair of the executive.
- (3) Despite subsection (2), a member who is not a parent **may** be elected chair of the executive if no parent is willing to be nominated as chair.
- (4) Subject to subsection (2), every member of a school council is eligible to be elected as a member of the executive.

#### Faith of school council members

- 10 Unless a resolution has been passed under section 22(3) of the Act, the members of a school council **may** be of any faith

#### Remuneration of school council members

- 11 No member of a school council **shall** receive any remuneration for acting as a member of the council.

#### Prohibition against incorporation

- 12 No school council **shall** incorporate under the *Societies Act* or Part 9 of the *Companies Act*.

#### Responsibilities of board

- 13(1) A board **must** provide the school council with an opportunity to provide advice on the development of the school's
  - (a) mission, vision and philosophy,
  - (b) policies,
  - (c) annual education plan,
  - (d) annual results report, and
  - (e) budget.
- (2) A board **must** provide the school council with the school's provincial testing program results and other provincial measures and a reasonable interpretation of those results and measures.



- (3) A board **must** at all reasonable times allow the school council free and full access to timely and accurate information of the board that is publicly available, including board policies and minutes of board meetings.

### Duty to report to the board

- 14(1) The chair of a school council **must** prepare and provide to the board by September 30 of each year a report
- (a) summarizing the activities of the school council in the previous school year, and
  - (b) including a financial statement relating to money handled by the school council in the previous school year, if any, and how the funds were used.
- (2) A school council **must** retain at the school a copy of the minutes for each meeting of the school council and make them available to the board or the public on request.
- (3) School council **must** retain the minutes for each meeting of the school council for at least 7 years.

### Date for first meeting of school council

- 15 For any school year, the first meeting of the school council **must** be held within 20 school days after the start of the school year or as specified in the bylaws of the school council.

### Suspension of school council

- 16(1) If a quorum is not available for a meeting of a school council and the meeting has been re-scheduled on 2 or more occasions, the board **may** suspend the operation of the school council until the following year.
- (2) If the operation of a school council is suspended, the principal **may** establish an advisory committee to carry out one or more of the duties or functions of the school council until a new school council is established under subsection (3).
- (3) If the operation of a school council is suspended under subsection (1), a new school council **must** be established within 40 school days after the start of the next school year in accordance with sections 2 to 9.

### Bylaws of school council

- 17(1) Each school council **may** make bylaws respecting the conduct of its business and affairs including, without limitation, bylaws
- (a) respecting the calling of regular, special or annual meetings of the school council;
  - (b) subject to section 6, respecting the election of members of the school council;
  - (c) subject to section 6, respecting the election of members of the executive;
  - (d) respecting the role of the chair and other members of the executive relating to the conduct of the school council's affairs;



- (e) respecting the number of times the school council **must** meet each year;
  - (f) respecting the location of school council meetings;
  - (g) respecting the number of school council members that constitutes a quorum at meetings of the school council;
  - (h) respecting a conflict resolution process for internal school council disputes.
- (2) A Bylaw under subsection (1) does not come into force unless it is approved by a majority of
- (a) parents of students enrolled in the school, and
  - (b) parents of children enrolled in an Early Childhood Services program at the school who vote at a special meeting of the school council called for that purpose.
- (3) The bylaws continue in force from year to year unless
- (a) they are amended at a special meeting of the school council called for that purpose, and
  - (b) the amendment is approved in accordance with subsection (2).

#### **Fees prohibited**

- 18 No school council shall be charged a fee for the use of the school or school facilities for the purpose of holding a meeting of the school council.

#### **Exemptions**

- 19 The following are exempt from the application of section 22 of the Act and this Regulation:
- (a) a school for resident students of the Government as described in section 44(7) of the Act that is provided in an institution approved by the Minister;
  - (b) a school for students that is provided in an institution approved by the Minister.

#### **Repeal**

- 20 The *School Councils Regulation* (AR 171/98) is repealed.

#### **Expiry**

- 21 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or amended from following a review, this Regulation expires on August 31, 2018.

#### **Coming into force**

- 22 This Regulation comes into force on July 1, 2007



## Legislation Investigation (Activity)

Using the School Act Section 22 (**SA 22**) and the School Councils Regulation 113/2007 (**SC Reg**), please read the clauses relating to the questions below. Consider how the sections could be interpreted differently and decide what your interpretation would be. Some answers are not necessarily specifically provided in legislation, but may be interpreted from clauses within the legislation.

### Questions and Legislative clauses

1. Are all parents, with children enrolled in the school, members of School Council? **SC Reg 6(2)**
2. Can the principal be the chair of School Council? **SC Reg 9(3)**
3. Do parents have to create bylaws in the establishment meeting? **SA 22 (6), SC Reg 6(1) and 17**
4. Does the executive of School Council have to be Catholic in a Catholic school? **SA 22(3)**
5. How does a School Council give input into the *budget* of the school and to whom do they give the input? **SA 22(4) and SC Reg 13(1)(e)**
6. When must the annual general meeting be held to be consistent with the legislation? **SC Reg 15 and 17(1)**
7. What is the protocol for calling a special meeting? **SC Reg 17(1)**
8. What school documents must be shown to a School Council? **SC Reg 13(1), (2) and (3)**
9. Can School Council have their own bank account or must the funds be given to the school as school generated funds? **SA 22(7) and SC Reg 14 (1)(b)**
10. Must the School Council adhere to school board policy? **SA 22(7)**
11. Can anyone speak at a School Council meeting? **SC Reg 17(1)**
12. Who may dissolve or suspend a School Council and under what conditions? **SA 22(10)**



## School Council Yearly Agenda

Last Revised: Insert Date Here

### September Meeting

- Welcome and orientation
  - Introduction to the purpose and role of School Council
  - Introduction, Creation or Review of School Council Plan
- Principal's report – key events, opportunities for School Council engagement
- Overview of current School Budget and Student Learning Goals/Challenges

### October Meeting

- Principal's Report: Student Assessment practices in support of Student Learning
- Overview of the 3 Year Education Plan of the school and the school district
- Elections/ Appointments to key positions

### November Meeting

- Principal's Report: Initiatives for "at-risk" students in support of Student Learning
- Review of school and school district Annual Results Report
- Analysis and Implementation of School Council Plan to support Student Learning
- Discuss and submit a provincial issue to ASCA for consideration at the Annual General Meeting

### December Meeting

- Principal's Report: Introduction/Overview of the Accountability Pillar for school and school district
- Holiday celebration

### January Meeting

- Principal's Report: Review of Discipline Policy relating to Student Learning
- Begin discussion relating to upcoming School Budget and Three-Year Educational Plan
- Assessment of School Council Plan relating to supporting Student Learning
- Alberta School Councils' Association's conference information/registration

### February Meeting

- Principal's Report: Mid-year assessment: Student Learning progress results to date
- Special Guest Speaker in support of Student Learning: Topic TBA
- School Council Recruitment Strategies and Succession Planning

### March Meeting

- Principal's Report: Instructional Practices relating to Student Learning
- Final discussion relating to the upcoming School Budget and Three-Year Educational Plan
- Assessment of School Council Plan relating to supporting Student Learning

### April Meeting

- Principal's Report: Finalized School Budget and 3 Yr Education Plan
- Finalize School Council Recruitment Strategies and Succession Planning
- Opportunities for recognition of staff, students and parents relating to supporting Student Learning

### May Meeting

- Principal's Report: Staffing, Program and Practices Changes in support of Student Learning
- AGM Planning
- Final Evaluation of School Council Plan relating to supporting Student Learning

### June Meeting

- Celebrate successes!

The \_\_\_\_\_ School Council meets at \_\_\_ a.m. / p.m. on the third Wednesday of every month in the school library. Please join us in supporting our students!





# Possible Topics for School Council Discussion and Examples of Activities

## Discussions:

### First Meeting:

- Who will be the voting members of your School Council?
- How many voting members, and which ones, must be present at a School Council meeting in order to make decisions (have quorum)?
- What methods of communication will you use to let everyone know about meetings, agenda topics, activities etc.?
- How will “other members” of the School Council be chosen?
- How will the voices of all parents and community members be gathered (surveys, emails, community conversations, etc.)?

### Other Meetings:

- School policies (drop off, dress code, use of personal devices, student discipline, how late students are handled, homework, field trips, volunteers, etc.)
- How parents and community can contribute to a safe and caring school community
- Cultural activities that respect all student and family cultures
- Culturally appropriate, healthy, snack and lunch options
- Methods and use of student assessment
- How to guide parents who have concerns relating to their student
- School budget, priorities, challenges, strengths

## Activities (and/or Committees):

- Creating/maintaining a Community Garden
- Providing support for ensuring students get to, or stay at, the school each day
- Establishing a “Student Wall of Honour”, and providing input into the preferred criteria
- Assisting with projects that will help to reflect the community “in the halls and on the walls” of the school (photos, artwork, items, volunteers, etc.)
- Hosting family events that focus on culture, education and community
- Providing child care options for school events such as Student/Teacher Interviews

