**Date:** December 3, 2024  
**Location:** Bruderheim Elementary Library

1. **Call to Order**
   * Amber-Lynn O'Brien called the meeting to order at 5:34 PM.
2. **In Attendance**
   * Amber-Lynn O’Brien
   * Tracy Innes
   * Melanie Buckley
   * Miranda Braun
   * Andy Pearson-Styles
   * Colleen Holowaychuk
   * Ashley Carter
   * Lindsey Mercer
3. **Approval of Previous Meeting Minutes**
   * The minutes from November 5, 2024, approved by Cierra Menzies and seconded by Andy Pearson-Styles
4. **Approval of the Agenda**
   * Amber-Lynn O'Brien, seconded by Andy Pearson-Styles, approved the agenda
5. **Trustee’s Report – Colleen Howowaychuk**
   * **September 27, 2024, Student Count 17,956 -up 196 students from last fall.**
   * **Funding Formula Announcement**
     + Minister Nicolaides announced that they are looking at revising the funding formula, as they now realize that it is not working. It sounds like it will possibly be in place for budget 2025.
   * **Calendar Survey**
     + 5800 respondents to the survey. Thank you to our families and staff for taking the time to fill out the calendar survey as we figure out how to incorporate and consider the research on collaboration and professional learning on student achievement.
   * **2025-26 Modular Classroom Plan**
     + Approved the Plan, which includes requesting new modulars, demolishing old modulars which are past their life cycle and include health &amp; safety reasons, and relocating modulars in both Sherwood Park and Fort Saskatchewan to either right size or increase student spaces. Nothing in the plan for Lamont County.
   * **Trustee Resignation**
     + Trustee Jacqueline Shotbolt from Fort Saskatchewan has resigned effective October 31, 2024, due to relocation outside of her ward. The Board will not hold a by-election for the 2 vacant positions (Fort Saskatchewan and Strathcona County South of Wye Road, former Trustee Jim Seutter, who resigned last year).
   * **Alberta School Boards Association Fall General Meeting**
     + The Board attended the ASBA FGM held in Edmonton on November 17-19, 2024—with remarks from Premier Daniel Smith and Education Minister Demetrios Nicolaides.
   * **COSC Meeting Dates**
     + The next COSC meeting will be held on Wednesday, January 8, 2024, at 6:30 pm at EIPS Central Office in Sherwood Park. Meetings are always available to join virtually.
   * **Assurance Reviews**
     + Central and school assurance reviews are now complete. Thank you to any parents who attended and to school administration for their work in presenting. The Board will use the information we heard for our planning and advocacy efforts.
   * **November 28, 2024, Board Meeting**
     + The Board approved the 2024 Audited Financial Statements.
     + The Board reviewed and approved the Annual Education Result Report (AERR). It is now posted on the website.
     + The Next Board Meeting is December 19, 2024.
6. **Principal’s Report – Melanie Buckley**
   * **School Highlights:** 
     + A very positive month at Bruderheim School
     + No new enrollments- Still 111 students, 29 students at Castle
     + Staff Change- hired a new Part-time EA (works primarily in K-3)
     + Spirit week- before November break- lots of fun
     + November Remembrance Day Assembly: well attended; Mayor Hauch and Joy Ann Francis spoke
     + Finished- Div 1 Swimming Lessons
     + Bullying Awareness Week- Kindness chain, announcements and teachers read books about kindness
     + Metis week- Finger weaving was very popular with the kids, Rock your Mocs
     + Seniors Centre- students in grades 5/6 have begun their monthly visit to the Bruderheim Seniors Centre.
     + Bruderheim School hosted the Assurance Review meeting on November 25th. The Superintendent, Executive Director, Trustees, and school teams from Lamont Elementary, A.L. Horton, and Uncas joined us to review previous school year results and plans. The meeting was very positive, and we had some good conversations about rural school challenges and classroom complexity.
     + Read Program (Reading intervention) began after the break. Four grade 2 students are participating (four sessions a week) with EIPS reading Consultant Tamara Barclay Spady.
     + Nov 29th-Report cards posted on Power school- paperless; parents need to create accounts
   * **Upcoming:**
     + P/T Interviews Dec 4 and 5th 4-7 pm
     + Dec 12- Christmas Concert - Doors will open at 6 pm; craft sale
     + Dec 19- Grades ⅘ visit Seniors Centre
     + Movie fundraiser afternoon on Dec 20th: Pre-order snacks. Grades 1-3 Gym and 4-6 will be in their classrooms,
     + Christmas Break-   Dec 21- returning to school January 6
     + Field trip for grades 4-6- Sunridge on Jan 28th
     + Feb 12- Telus World of Science (all grades K-6)
7. **Town of Bruderheim Report – Ashley Carter**
   * Bruderheim AG Society's Christmas Craft-Market-December 7th at the Community Hall from 10 am till 4 pm.
   * Seniors Club Community Breakfast-December 7th
   * With the postal service on strike- Utility Bills can be picked up at the Town Office from Monday to Friday, 8 am -4 pm
   * It's that time of year again. Show your Christmas spirit by participating in our Giving Tree. The tree is up in both the community Hall and the lobby of the Town Office. All donations will be brought to the Lamont County Food Bank for the Christmas Hampers. Give someone the gift of Christmas and donate before December 19th.
   * Let's show our Christmas and community spirit by Decking our doors. The Contest submission deadline is December 16th. The contest is for the best-decorated door, both Residential and Business. So, Deck those doors and send a picture with your name and phone number to info@bruderheim.ca. Pictures posted for the final vote will not have personal information listed.
8. **Fundraiser Report**
   * **Friends of Bruderheim Society Reinstatement**
     + The reinstatement process for the Friends of Bruderheim Society is encountering challenges:
     + A significant amount of historical paperwork is required for submission.
     + Annual reports for the past three years must be completed, but connecting with the registration office has been difficult.
     + Confirmation regarding the society's AGLC ID number and password for accessing relevant information is needed.
     + To allow time for reinstatement: Miranda will apply for an AGLC raffle license to proceed with the Christmas concert raffle under the $25,000 sales threshold.
   * **Planned Fundraising Activities**
     + **Christmas Raffle Baskets**
     + This year, the council will create 3-4 themed baskets for raffle sales at the Christmas concert. Themes include:
       - Movie Night Basket
       - Game Night Basket
       - School Spirit Basket
       - A donated basket from Sherri Strickland
     + **Movie Day – December 20, 2024**
       - An in-school movie day for students.
       - Children will preorder concession items, including:
       - Free popcorn served in paper bags.
       - Optional preordered pop and candy for purchase.
     + **Candy Grams – February 14, 2024**
       - Candy grams will be sold starting one week before Valentine’s Day, encouraging student participation.
     + **Family Movie Night – February 21, 2024**
       - A proposed family movie night
     + **Calahoo Meats Fundraiser**
       - Orders will be placed to ensure delivery before the long weekend in May.
   * **Family Dance – End of May/Early June 2024**
     + Tentative plans for a family dance to close the school year
9. **Financial Report**
   * Absent from the meeting. No update at this time
10. **Business Arising from the Minutes**
    * **New Documents:** Updated documents will assist with council operations and record-keeping.
      + Amber did look over a government website with recommendations and asked Miranda where annual reports are submitted.
11. **New Business** 
    * **New Documents:** Request to create updated documents to streamline council operations and improve record-keeping.
    * **Parent Council Checklist:**
      + A comprehensive checklist is proposed to guide new board members, ensuring a smooth transition.
      + Supporting documents include:
        - Agenda template.
        - Blank meeting minutes template.
        - Letter of direction template for accessing bank accounts.
        - Expectations and onboarding package.
        - Potential actions we can accomplish as a school council
        - Reminder to submit the annual grant request to the Town of Bruderheim by September to secure funding for council initiatives.
    * **Grade 5/6 Lockers**:
      + Potential actions the council could support as the grade 5/6 class currently does not have access to lockers
    * **Grant Usage for Speaker**:
      + Explore using the $500 school grant for a family resource night. Miranda will contact Tara Payne to discuss a yoga session as a potential event.
      + Funds must align with guidelines, emphasizing parent involvement, education, and engagement.
12. **Assurance Review Update**
    * Amber-Lynn shared insights from the Assurance Review meeting, highlighting the importance of surveys sent to parents of specific grades (4, 7, and 10). As well as other surveys throughout the year from EIPS
    * Parent participation in surveys impacts funding for programs like psychological and educational assessment, additional EAs, or other resources that emphasize the need for higher parental input.
13. **Next Meeting**
    * The next meeting will be on **February 4, 2024, at 5:30 PM.**
14. **Adjournment**
    * The meeting adjourned at 7.49 pm