

Ohpaho Secondary School Council

Wednesday November 19, 2025 / 6:30 PM to 8:00 PM / OSS Library

Agenda

- 1. Welcome & Call To Order**
- 2. Agenda Approval**
- 3. Approval of Annual General Meeting Minutes - September 17, 2025**
- 4. Reports**
 - a. Chair's Report
 - i. School Council Calendar of Events - Update*
 - ii. 2025-26 Goals:
 1. Volunteer Survey - teacher feedback
 2. Fundraising - Society insurance
 3. Community Event
 4. Other School Community Engagement
 - iii. Operating Procedures Review
 - iv. ASCE Grant
 - b. Principal's Report
 - i. Draft Dress Code Policy - Update
 - ii. Learner Activity - Update
- 5. New Business**
 - a. BGSD International Students Program - Guest Yolanda Chang
- 6. Old Business**
 - a. Theatre Show - Sponsorship
- 7. Upcoming Events**
 - a. Upcoming Meetings - Third Wednesday of the month - 6:30 to 8pm
 - i. December - no meeting
 - ii. January 21, 2025
 - iii. February 18, 2025

Ohpaho Secondary School Council

Meeting Minutes

September 17, 2025

In Attendance: Sandra Jory (Chair), Dannika May (staff), Dan Lake (staff), David Froland (staff), Kim Terry, Pamela Rowe, Aishe Syed, Theresa Theberge, Chantelle Riddel, Cole Newman, Amanda Saunders, Tracy Schulz, Amy Farrer, Kim Sauneuf

1. Welcome & Call to Order

Sandra called the meeting to order at 6:30 pm and introductions were made.

2. Agenda Approval

Two additions to the agenda were requested. Requests were made to include an update on the 2026 Theatre Show (included as Old Business) and to provide an update on the student council.

3. Approval of Meeting Minutes

The May 21, 2025 meeting minutes were reviewed for accuracy and will be approved at the next annual general meeting. No changes noted.

4. Reports

Chair's Report

1. Vacant Positions

Sandra discussed the two vacancies from the AGM and requested volunteers. Theresa Theberge offered to be Council Secretary and Tracy Schulz volunteered for the event coordinator position. Sandra welcomed Theresa and Tracy to the positions and thanked them for volunteering.

2. School Calendar of Events

Sandra discussed the purpose of the calendar is to outline the School Council's planned activities for the year. An inquiry was made about the purpose of the assurance plan and Mr. Lake outlined the reasons for the plan that details priorities of the school, annual education results and tracks progress on priorities.

3. Volunteer Sign-up Form

Sandra advised the purpose of the form is to create a database of volunteers that teachers could draw upon when assistance is needed in the school, classrooms and for extra-curricular activities.. The group discussed adding an overview section discussing the purpose, a section for sponsorships and adding examples for how parents could share their skills and expertise. Sandra will provide an updated survey to provided to Mr. Lake, who will gather feedback from teachers on the survey at the next PD day (Friday September 19).

4. Community Special Events

- a. Career Night - will be planned after the volunteer survey is sent out, ideally when another post-secondary event is occurring.
- b. Prom 2026 planning meeting - will be planned in October. Mr. Lake advised that dates have been set as follows:
 - Prom (Students only) - Saturday June 6, 2026
 - Graduation Ceremony (Winspear) - Tuesday June 23, 2026

5. **Principal's Report**

- a. Draft Dress Code Policy: Mr. Lake presented the policy and parents discussed feedback on the policy. Mr. Lake is also getting feedback from student school council and teachers.
- b. Other
 - Population - student enrollment was 875 last year, currently at 922 students.
 - With increase in enrollment an additional AP, Mr. Keven Hancock, was hired this fall.
 - The family school liaison worker is currently presenting information around internet safety.
 - School has had less online bullying, although some student group chats continue to present challenges at school.
 - OSS is a diverse school culture so a speaker will be brought in to discuss OSS zero tolerance policy for discrimination/racism.
 - Operating budget is \$290K, and a carryforward for \$36K from 2024-25 school year will be added to current year budget.
 - ELL kids funding will go directly to staffing budget, along with an additional \$14K revenue from other activities. Summer school and physical education rentals will be disbursed to school programs.
 - In prior year over budget on photocopying so looking at how to better manage with staff this year.
 - There are still school start up funds remaining that will be used up this year (e.g. larger expenditures such as chromebook carts, security cameras).
 - Junior high classes are now semestered with year-round numeracy and literacy and these classes will make up 10% of the students grade. Diagnostics are being done and the platform IXL is being used to develop skills.
 - Academic awards will be done this year and a teacher committee is being formed.
 - Athletics fundraiser is currently ongoing.

Accolades were given on the 2024-25 year back and an inquiry was made on whether photos can be submitted for yearbook and Mr. Lake said the links will be sent out via email so this can be done.

c. Learner Activity:

Mr. Lake asked the group: What is a good learner? Responses from the group were as follows:

- Focussed
- Listen more than speaks
- Takes initiative to find out the answers
- Asks for help when required
- Someone who is helpful to the rest of the group
- Committed
- Driven
- Ambitious
- Eager
- Diligent
- Observant
- Dedicated
- Open-minded
- Learns from mistakes
- Not afraid to make mistakes

5. Old Business

- a. Parent Fundraising Society - no update
- b. 2026 Theatre Show = Mr. Froland is looking for parents to help with building of the set, ticket sales in the community (i.e. news article, QR codes), looking for advertising and sponsorship, request for use of network for business, letters for sponsorship starting in November. These items will be added to the parent volunteer survey.

6. New Business

- a. Student Council

Ms. May provided an update activities with a winter dance being planned, the creation of a Tik Tok page, and fall Food Bank drive.

7. Adjournment

Sandra adjourned the meeting at 8:05 pm.



OHPAHO SCHOOL COUNCIL ANNUAL ACTIVITY CALENDAR

2025-2026

Nov

- Review and update operating procedures and website.
- Outline and discuss 2025-26 goals.
- Outline possible use of ASCE Grant.

Jan

- Overview of 2025-26 School Budget.
- ASCE Grant - Decision.
- Finalize 2025-26 goals.

Feb

- Review 2024-2025 School Assessment Results.
- Evaluate progress on goals.

Mar

- Review 2026-27 School Budget.

Apr

- Review 2026-27 Assurance Plan.
- Recruit for positions for 2026-27 school year.
- Evaluate progress on goals

May

- Annual General Meeting- Elections.
- Presentation of Annual Report.

Legend

Red - Principal
Black - Council

OSS Volunteer Form

Parents and guardians play a vital role in creating a strong and supportive school community. Your involvement, whether through volunteering time, sharing skills, or participating in school events, helps enrich the educational experience of every student. By completing this survey, you will help us better understand how you would like to participate, the areas where your support would be most valuable, and any skills or resources you are willing to share.

* Indicates required question

1. Name *

2. Email *

3. Cell Phone *

4. Areas you are interested in supporting:

Check all that apply.

- ☐ Classroom Support (e.g. tutoring, mentoring)
- ☐ School Events (e.g. concerts, dances, Prom/Grad, theatre show)
- ☐ Sport & athletics (coaching, scorekeeping, supervision)
- ☐ Arts & Culture (drama, music, art shows)
- ☐ Construction/Trades (i.e. building, etc.)
- ☐ Career exploration or guest speaker opportunities
- ☐ Fundraising
- ☐ Outdoor Education (trips)
- ☐ Other: _____

5. The second annual OSS Theatre Show will be happening in February 2026. Are you able to provide assistance with any of the following:

Check all that apply.

- ☐ Building Sets
- ☐ Promoting Ticket Sales
- ☐ Advertising your business in show program (online and/or paper)
- ☐ Donations (tax receipt provided)
- ☐ Other: _____

6. Do you have any special skills, hobbies or professional experience that could benefit the school?

7. Are you interested in participating in a career night to promote your profession or any life/special skills? If so please list what you would be interested in speaking to students about.

8. I consent to share the information on this survey with the Ohpaho Secondary School Staff and School Council Executive. I understand that information will only be used for purposes of volunteering with the school and will not be used for any other purpose. *

Check all that apply.

- ☐ Yes
☐ No

9. Thank you for partnering with us to make OSS a place where students thrive, families feel connected, and our community grows stronger together. You will be contacted if your assistance is required. Is there anything else you would like to share?

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Google Forms

✦ Tools for Effective School Councils Resources, tips, templates and tools will be provided to help participants to understand the culture of their local community and basic volunteer psychology. An exploration of school community culture/barriers, volunteer motivation, and strategies to increase the effectiveness of school councils will be offered.	A school council with a clear understanding of its legislated role, seeking to obtain strategies and tools related to fulfilling the role.	February 24, 2026
Fundraising Association Partnership Purpose Fundraising Associations (FRAs) are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Positive, collaborative, mutually respectful relationships with the principal and school council are integral to the success of each and in the best interests of students. Clarity of who has authority for what, is essential.	A school community recognizing the need for two distinct groups and seeking to form a society for the purposes of fundraising, or with one in place needing assistance to understand their boundaries and role.	NA
Fundraising Association Roles & Relationships Parent participation in Fundraising Associations is an important contribution to their child's school. Covered in this Learning Opportunity: the role of the Board members, the decision-making process, the role of the School Principal, and the role of the Association membership. Learn how the stakeholders work together for the benefit of all students.	A school community seeking a deeper understanding of how a Principal, a School Council, and a Fundraising Association can, and should, work together towards common goals.	October 28, 2025 November 17, 2025 December 10, 2025
Chair Basics: Not Just for Chairs! Chairing a school council meeting can be exciting, confusing or down-right scary! Having confidence with a clear understanding of Chair responsibilities and processes will help to keep meetings focused, productive and fun! Overview of the roles of the Chair, agenda preparation, duties of other members, communication, meeting management tools and skills.	School Council Chairs (new or experienced, current, or aspiring) with or without their principals, and any other interested parties.	November 3, 2025
Masterful Minutes Minutes are among the most important documents used to conduct business in a transparent and accountable manner. However, taking minutes can be daunting. Minute-takers are often expected to produce minutes out of chaotic and disorganized meetings. Understanding how much is too much, and what format is best in a school council setting will reduce stress and minimize conflict. Participants will learn about the various types of minutes, the ideal format for school councils, and how to create and use templates efficiently.	School Council Secretaries (new or experienced, current, or aspiring) and any other interested parties.	NA

For the following ✦ FIVE workshops – it is strongly recommended to have taken “School Council Purpose” within the previous two years.

*indicates only available by individual request – not Scheduled Learning Opportunities (SLO) or through Division Wide Learning Opportunities

School Councils Enhancement Learning Opportunities

Price per SCHOOL COUNCIL: \$500 +GST per

Enhancement	2 - 2.5 hours each	Audience	SLO Dates 25-26
✦ Effective Engagement in Your School Community School councils would like their school community to be dynamic, exciting places, where parents feel authentically engaged in supporting and enhancing student learning. Using local context, define effective engagement, identify existing challenges, explore possible solutions and create goals and plans focused on creating engagement opportunities for the school community which align with the expectations of the Assurance Framework.		A school council seeking to involve and engage the school community in supporting and enhancing student learning.	February 9, 2026 March 30, 2026
✦ Managing School Council Meetings Meaningful school council meetings require strong leadership and clear, easy to follow processes for all participants. Having a solid <i>Agenda</i> , some simple <i>Rules of Order</i> and learning how to <i>Direct Discussion</i> will help to ensure the school council meetings are not a waste of anyone's valuable time. Exploration of some common challenges for school council meetings and introduction of important solution-oriented tools are provided. Every meeting participant will benefit from this workshop!		A school council aware of its legislated role seeking to increase the efficiency and effectiveness of its meetings.	November 12, 2025 April 8, 2026
✦ School Council Operating Procedures* A school council has discretion to decide what works best for them, within the context of legislation and their community. Topics include model of governance, membership, decision making, terms of office, conflict resolution. Create Draft Operating Procedures with wording of clauses relevant to the school community for review and feedback.		A school council with a clear understanding of its legislated role, seeking to create operating procedures for the first time, or replace existing bylaws.	NA