

CAPE Public Charter School

201 5th Street SW
Medicine Hat, AB
T1A 4G7
Tel: (403) 528-2983
Fax: (403) 528-3048
www.capeisgreat.org



CAPE SCHOOL COUNCIL MEETING MINUTES

Date: Tuesday, January 20, 2026

Time: 6:30pm

Place: Zoom Meeting

SCHOOL COUNCIL EXECUTIVE

Chair: Chad Peacock

Vice Chair: Caitlin Hok

Secretary: Claire Peacock

Treasurer: Hany Darwish

Hot Lunch Representative: Shelly Swetnam

Fundraising Representative: Vacant

Board Representative: Amber Severin

School Representative: Jeney Gordon

Teacher Representative: Donna Franz/Katelyn Unreiner

DETERMINATION of QUORUM & CALL TO ORDER: a Quorum is present; the Vice Chair, Caitlin Hok, called the meeting to order at 6.34pm.

Present: Caitlin Hok, Amber Severin, Jeney Gordon, Donna Franz, Brian Celli, Lea Drysdale, Nikkita Mills, Raja Jeyaram.

Absent with Regrets: Hany Darwish, Claire Peacock, Shelly Swetnam, Chad Peacock

Administrative Assistant: Tannis Smeed

WELCOME, INTRODUCTIONS & PARENT PRAISE:

- Jeney Gordon was thankful for all of the parents/families that attended the Art Show. She is also very appreciative of all of the parents who have been helping out with supervising Science Fair experiments and who have signed up to be judges for this event.

1. **ADDITIONS to the AGENDA:** Scholastic Book Fair and Teachers Convention Resources.

2. APPROVAL of AGENDA for the January 20, 2026 School Council Meeting

2.1 Motion 2026-01-20-01: to approve the January 20, 2026 School Council Meeting Agenda, with additions.

Moved: Jeney Gordon, **Seconded:** Caitlin Hok / **Carried**

3. ADOPTION OF MINUTES of the November 25, 2025 School Council Meeting

3.1 Motion 2026-01-20-02: to approve the November 25, 2025 School Council Meeting Minutes, as presented.

Moved: Jeney Gordon, **Seconded:** Amber Severin / **Carried**

CONSENT AGENDA:

4. REPORTS (Last Month):

4.1 CHAIR REPORT - No Report

4.2 SECRETARY'S REPORT - No Report

4.3 TREASURER'S REPORT - Report presented.

4.4 HOT LUNCH REPRESENTATIVE'S REPORT - No Report

4.5 FUNDRAISING REPRESENTATIVE'S REPORT - No Representative, Report presented.

4.6 BOARD REPRESENTATIVE'S REPORT - No Report

4.7 SCHOOL REPRESENTATIVE'S (PRINCIPAL'S) REPORT - Jeney Gordon highlighted that the Library Inventory list is now available on the CAPE website under the Parents section. Kindergarten registration has begun and current CAPE families will start re-registration on February 2, 2026.

4.8 TEACHER REPRESENTATIVE'S REPORT - No Report

4.9 SUPERINTENDENT'S REPORT - Brian Celli reported that overall traffic safety is improving. He wanted to remind everyone that they must cross the crosswalk when the safety patrollers advise it is safe to do so. It seems when there is no safety patroller supervisor, people will cross the street on their own. Offenders will be reported and spoken to. The CAPE Board is in need of a community member. Please contact Mrs. Smeed if you know of anyone who would be interested. CAPE is currently working on revising the following policies and the drafts are available on the CAPE website. 7.04 Human Sexuality, 7.08 In Person Learning, 9.1.2 Fairness in Safety & Sport (which states if you are born male you cannot compete in women's sports), and 9.08 Gender Identity (updated for protection of privacy). Brian Celli highlighted that the new school facility is moving along and the final proposal will be submitted to the government by the end of February. CAPE teachers have been learning how to use AI and once they are familiar with it, they will be encouraged to teach their students how to use it.

5. CORRESPONDENCE:

Motion 2026-01-20=03: to accept the consent agenda, as presented.

Moved: Amber Severin, **Seconded:** Lea Drysdale / **Carried**

6. BUSINESS ARISING from the MINUTES of November 25, 2025 School Council Meeting

6.1 ITEMS THAT SUPPORT STUDENTS

6.2 ITEMS THAT SUPPORT PARENTS

6.3 ITEMS THAT SUPPORT THE SCHOOL

7. NEW ITEMS/DISCUSSION/INFORMATION:

7.1 ITEMS THAT SUPPORT STUDENTS

Topic	Discussion	Notes & Items for Action
Motivational Speaker for Students (February)	<ul style="list-style-type: none">• Pink Shirt Day	<ul style="list-style-type: none">• Jeney Gordon asked School Council if they would sponsor a Motivational Speaker to speak about Anti-Bullying on Pink Shirt day in February.• Jeney Gordon will research speakers and present details to School Council.• School Council will be running a Pink Shirt Day Fundraiser to purchase pink shirts to support this.• School Council made motion 2025-11-25-04 to approve up to \$1,000.00 to research a speaker.• No speaker has been sourced to date.

7.2 ITEMS THAT SUPPORT PARENTS

Topic	Discussion	Notes & Items for Action
Focus Group for Parent Input on Communication Plan	<ul style="list-style-type: none">• Create Document With Links	<ul style="list-style-type: none">• Jeney Gordon would like to create a document that would be made available to parents that contains links to access information (i.e., online safety, etc.) Please contact her at jgordon@capeisgreat.org with any suggestions.• Chad Peacock and Caitlin Hok will test the document once it is complete.• The document is almost ready and should be ready to test by the end of February.

7.3 ITEMS THAT SUPPORT THE SCHOOL

Topic	Discussion	Notes & Items for Action
Bids for Uniform Provider	<ul style="list-style-type: none"> • Develop bidding process. • Criteria that needs to be met. 	<p style="text-align: center;">Top Requests from 2023 Parent Survey</p> <ul style="list-style-type: none"> • Pricing, short delivery (2-4 weeks), keeps shape, offers returns for flawed products. • online shopping, supplying the entire order, consistent sizing and colors. • Accurate sizing charts posted online. • Pricing locked in for at least a year or possibly two years. • Offer all of the sizes that Lands' End offers (Size 4 toddler to adult tall). • Must follow Human Rights Standards. • Mr. Raja Jayaram is waiting for information before he makes his proposal so that it is thorough and not rushed. • A meeting will be set up with Jeney Gordon, Tannis Smeed and Raja Jeyaram to review. • A meeting was held and fabric choices were made. Waiting on Mr. Jeyaram for more information.
Winter Clothing Drive	<ul style="list-style-type: none"> • To organize a Winter Clothing Drive 	<ul style="list-style-type: none"> • It was suggested to offer a Winter Clothing Drive as we have had in the past. • There is currently a rack of coats, snowpants, boots, toques and mitts on site. Amber Severin will meet with Jeney Gordon and Tannis Smeed to come up with a plan to organize this and inventory the rack. • Nikkita Mills also offered to help with this task. • Information will be sent out to find out if there is a need for this.
Mezzanine Equipment	<ul style="list-style-type: none"> • Discuss Space 	<ul style="list-style-type: none"> • Over the Christmas break mats were installed, they are removable so that they can be removed and taken to the new facility. • The gym teachers have created an Amazon wish list. • Jeney Gordon asked if School Council could look after the list and find businesses/individuals to sponsor purchasing the equipment. Nikkita Mills offered to contact some businesses. • Tannis Smeed suggested that we could also include this information in the Weekly Reminders and post on Facebook.

Surveys (School & Alberta Education Assurance)	<ul style="list-style-type: none"> • Participation in Completion of Surveys 	<ul style="list-style-type: none"> • Parents will be receiving information on the Alberta Education Surveys and Jeney Gordon asked School Council to spread the word with families on how important it is to complete the surveys so that they can have their voice heard.
Scholastic Book Fair	<ul style="list-style-type: none"> • Looking for Volunteers 	<ul style="list-style-type: none"> • Tannis Smeed has the Scholastic Book Fair arriving on Wednesday, February 4th and will need volunteers for set up, class previews, sales and clean up on February 5th, 6th and 7th. Information will be included in the Weekly Reminders looking for volunteers.
Teachers Convention Resources	<ul style="list-style-type: none"> • In the past School Council has been generous giving teachers \$150.00 each to purchase classroom resources from Teachers Convention. 	<ul style="list-style-type: none"> • Teachers Convention Resource money has come out of the gaming account in the past, as it is included in the Use of Proceeds list. Tannis Smeed will send out an email with the bank account balances for the general and gaming accounts for School Council and Society members to review and determine who will sponsor this. An email motion will be sent out and approved.

8. **DATE of the NEXT SCHOOL COUNCIL MEETING:** Tuesday, March 17, 2026.

9. **ADJOURNMENT:** Meeting adjourned at 7:36pm.

Motion: Donna Franz, **Seconded:** Lea Drysdale / **Carried**