

CAPE Public Charter School

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



---

## CAPE SCHOOL COUNCIL MEETING MINUTES

---

**Date:** Tuesday, November 25, 2025

**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 Chair, Chad Peacock, called the meeting to order at 6:34pm.

**Present:** Chad Peacock, Caitlin Hok, Claire Peacock, Shelly Swetnam, Amber Severin, Jeney Gordon, Katelyn Unreiner, Brian Celli, Linda Duong, Raja Jeyaram.

**Absent with Regrets:** Hany Darwish

**Administrative Assistant:** Tannis Smeed

### WELCOME, INTRODUCTIONS & PARENT PRAISE:

- Chad Peacock gave thanks to all of the casino volunteers and gave special thanks to Tannis Smeed for filling in and finding replacements on short notice.
- Jeney Gordon praised all of the parents that participated in and came to support Mrs. Butt's Cultural Fair.

- Tannis Smeed gave special thanks to Dami Oluseyi Olanrewaju for offering CAPE her skills for the Homemade Nigerian Hot Lunch and preparing all of the food and thank you to her assistants Adejoke Ibikunle, Shelly Swetnam and Nikkita Mills.
- Tannis Smeed was grateful for all the help that Lea Drysdale gave her with preparing the Costco Raffle Booklets to be sent home.

**1. ADDITIONS to the AGENDA: French & Music**

**2. APPROVAL of AGENDA for the November 25, 2025 School Council Meeting**

**2.1 Motion 2025-11-25-01:** to approve the November 25, 2025 School Council Meeting Agenda, with additions.

**Moved:** Caitlin Hok, **Seconded:** Amber Severin / **Carried**

**3. ADOPTION OF MINUTES of the October 23, 2025 School Council Meeting**

**3.1 Motion 2025-11-25-02:** to approve the October 23, 2025 School Council Meeting Minutes, as presented.

**Moved:** Amber Severin, **Seconded:** Caitlin Hok / **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, No Report

**4.6 BOARD REPRESENTATIVE'S REPORT** - No Report

**4.7 SCHOOL REPRESENTATIVE'S (PRINCIPAL'S) REPORT** - Jeney Gordon highlighted that the Classroom Complexity Report has been completed as requested by Alberta Education. She also noted that the Library Inventory has been completed and parents will soon be able to access the inventory online. As new books come in the spreadsheet will be updated.

**4.8 TEACHER REPRESENTATIVE'S REPORT** - No Report

**4.9 SUPERINTENDENT'S REPORT** - Brian Celli reported that there will be a greater emphasis spent on traffic safety. CAPE will be liaising with the Medicine Hat Police Service and compiling a list of unsafe drivers if there is ever the need to pursue a reported driver. It was also noted that traffic seems to be moving safer. The AERR will be presented to the Board for final approval and the final report needs to be posted by the end of the month. CAPE students perform very well. Brian Celli attributes this to less disruption in CAPE classes due to the learning environment. Students who move on from CAPE continue to do very well, with two attending, and winning awards at, the National Science Fair and two others serving as Valedictorians for their Graduation Ceremonies. Brian Celli brought forward that the Board requires an additional Community Member.

**5. CORRESPONDENCE:**

**Motion 25-11-25-03:** to accept the consent agenda, as presented.

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

**6. BUSINESS ARISING from the MINUTES of October 23, 2025 School Council Meeting**

**6.1 ITEMS THAT SUPPORT STUDENTS**

**6.1.1 ASCA PINK SHIRT DAY MOTIVATIONAL SPEAKER** - It was asked if School Council would sponsor a motivational speaker to speak about Anti-Bullying on Pink Shirt Day in February.

**Motion 2025-11-25-04:** to approve up to a \$1,000.00 budget to provide a motivational speaker For Pink Shirt Day for researching purposes. Final approval of the speaker will be put forward to School Council.

**Moved:** Chad Peacock, **Seconded:** Amber Severin / **Carried**

**6.2 ITEMS THAT SUPPORT PARENTS**

**6.3 ITEMS THAT SUPPORT THE SCHOOL**

**6.3.1 HOLIDAY GIFT BAGS** - Holiday Gift Bags have been well received in the past. Holiday gift bags are a better option as not all students/families are able to attend special events. Suggestion was made to proceed with gift bags for students (303), staff (43), OSC (2) and janitorial (3 or 4).

**Motion 2025-11-25-05:** to approve up to \$500.00 to purchase hot chocolate, candy canes, microwave popcorn and bags to make the Holiday Gift Bags.

**Moved:** Chad Peacock, **Seconded:** Jeney Gordon / **Carried**

### 6.3.2 ADDITION TO AGENDA WINTER CLOTHING DRIVE

**Motion 2025-11-25-06:** to add Winter Clothing Drive to the Agenda.

**Moved:** Chad Peacock, **Seconded:** Caitlin Hok / **Carried**

## 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"><li>• Pink Shirt Day</li></ul>	<ul style="list-style-type: none"><li>• Jeney Gordon asked School Council if they would sponsor a Motivational Speaker to speak about Anti-Bullying on Pink Shirt day in February.</li><li>• Jeney Gordon will research speakers and present details to School Council.</li><li>• School Council will be running a Pink Shirt Day Fundraiser to purchase pink shirts to support this.</li><li>• School Council made motion 2025-11-25-04 to approve up to \$1,000.00 to research a speaker.</li></ul>
Pink Shirt Day	<ul style="list-style-type: none"><li>• School Council Fundraiser</li></ul>	<ul style="list-style-type: none"><li>• Pink Shirt Day fundraiser will be sent out in January.</li><li>• Shirts are the same price as two years ago. Crewneck sweatshirts and hoodies are also being considered for offer.</li></ul>

### 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"><li>• Create Document With Links</li></ul>	<ul style="list-style-type: none"><li>• 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 <a href="mailto:jgordon@capeisgreat.org">jgordon@capeisgreat.org</a> with any suggestions.</li><li>• Chad Peacock and Caitlin Hok will test the document once it is complete.</li></ul>

### 7.3 ITEMS THAT SUPPORT THE SCHOOL

Topic	Discussion	Notes & Items for Action
Bids for Uniform Provider	<ul style="list-style-type: none"> <li>● Develop bidding process.</li> <li>● Criteria that needs to be met.</li> </ul>	<p style="text-align: center;"><b>Top Requests from 2023 Parent Survey</b></p> <ul style="list-style-type: none"> <li>● Pricing, short delivery (2-4 weeks), keeps shape, offers returns for flawed products.</li> <li>● online shopping, supplying the entire order, consistent sizing and colors.</li> <li>● Accurate sizing charts posted online.</li> <li>● Pricing locked in for at least a year or possibly two years.</li> <li>● Offer all of the sizes that Lands' End offers (Size 4 toddler to adult tall).</li> <li>● Must follow Human Rights Standards.</li> <li>● Mr. Raja Jayaram is waiting for information before he makes his proposal so that it is thorough and not rushed.</li> <li>● A meeting will be set up with Jeney Gordon, Tannis Smeed and Raja Jeyaram to review.</li> </ul>
Fundraising	<ul style="list-style-type: none"> <li>● December Fundraiser</li> <li>● Chocolate Fundraiser</li> </ul>	<ul style="list-style-type: none"> <li>● Tannis Smeed relayed that she will not be holding the Purdys Chocolates Fundraiser in December as in the past as Medicine Hat now has a Purdys Chocolates in the Medicine Hat Mall. School Council was asked to present ideas for a replacement.</li> <li>● Lea Drysdale looked into local Annegrets Chocolates as a replacement. They offer fundraisers but do not offer one during the Christmas season.</li> <li>● Lea Drysdale to look into other options.</li> <li>● School Council will be running a Baking with Candace cookie dough and cookie decorating kit fundraiser November 17th - 28th with pick up on December 10th. Profits are 60% for the chocolate chip cookie dough, 50% for all other cookie dough flavours and 35% on cookie decorating kits.</li> <li>● Other suggestions were Hutterite eggs, pie or chickens as well as running Baking with Candace again for Easter if it is successful.</li> </ul>

French & Music	<ul style="list-style-type: none"> <li>• It was asked if CAPE could offer this.</li> </ul>	<ul style="list-style-type: none"> <li>• French has been offered as a projects class. In the past they have only had 6 students sign up which does not support a class.</li> <li>• Music is currently offered in projects to the younger grades.</li> <li>• It was suggested to possibly have music lessons offered on site by a community member after school.</li> </ul>
Winter Clothing Drive	<ul style="list-style-type: none"> <li>• To organize a Winter Clothing Drive</li> </ul>	<ul style="list-style-type: none"> <li>• It was suggested to offer a Winter Clothing Drive as we have had in the past.</li> <li>• 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.</li> <li>• Nikkita Mills also offered to help with this task.</li> </ul>

8. **DATE of the NEXT SCHOOL COUNCIL MEETING:** Tuesday, January 20, 2026.

9. **ADJOURNMENT:** Meeting adjourned at 7:30pm.

**Motion:** Claire Peacock, **Seconded:** Linda Duong / **Carried**