

CAPE Public Charter School

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CAPE SCHOOL COUNCIL MEETING MINUTES

Date: Tuesday, May 5, 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 Chair, Chad Peacock, called the meeting to order at 6:33pm.

Present: Chad Peacock, Caitlin Hok, Claire Peacock, Shelly Swetnam, Amber Severin, Jeney Gordon, Donna Franz, Brian Celli, Nikkita Mills, Raja Jeyaram.

Absent with Regrets: Hany Darwish

Administrative Assistant: Tannis Smeed

WELCOME, INTRODUCTIONS & PARENT PRAISE:

- Jeney Gordon gave thanks to all of the parents who supported the Badminton Players this season.
- Jeney Gordon was grateful for all of the parents who attended, took and supported their student at the Heritage Fair Regionals in Lethbridge.

1. ADDITIONS to the AGENDA

- Fundraising
- Parking
- Chad Peacock, Chair Position

2. APPROVAL of AGENDA for the May 5, 2026 School Council Meeting

2.1 Motion 2026-05-05-01: to approve the May 5, 2026 School Council Meeting Agenda, with additions.

Moved: Shelly Swetnam, **Seconded:** Caitlin Hok / **Carried**

3. ADOPTION OF MINUTES of the March 17, 2026 School Council Meeting

3.1 Motion 2026-05-05-02: to approve the March 17, 2026 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, Report presented.

4.6 BOARD REPRESENTATIVE'S REPORT - No Report

4.7 SCHOOL REPRESENTATIVE'S (PRINCIPAL'S) REPORT - Jeney Gordon reported that registration has continued and that Kindergarten to Grade 5 are anticipated to be full. It was highlighted that the breakfast/morning program will continue for the remainder of the school year as roughly 200 students are accessing morning foods. It has been discovered that kids don't recognize homemade foods. Jeney Gordon was pleased that this year had the highest return rate of Parent Satisfaction Surveys which help with future planning. Jeney Gordon relayed that the school is working with the ministry to sort out subsidy issues.

4.8 TEACHER REPRESENTATIVE'S REPORT - No Report

4.9 SUPERINTENDENT'S REPORT - Brian Celli reported that CAPE School has a small, but dedicated group of students working to raise awareness of the Special Olympic Games Canada. It was highlighted that the new school project proposal has been submitted and we are currently waiting to hear if it will be included in the next budget cycle as is. Mr. Celli spoke about Bill 28 which allows Charter Schools to access municipal and school reserve lands, which ensures they have the same opportunities as other divisions to secure land for school infrastructure in developing communities.

5. CORRESPONDENCE:

Motion 2026-05-05-03: to accept the consent agenda, as presented.

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

6. BUSINESS ARISING from the MINUTES of March 17, 2026 School Council Meeting

6.1 ITEMS THAT SUPPORT STUDENTS

6.2 ITEMS THAT SUPPORT PARENTS

6.3 ITEMS THAT SUPPORT THE SCHOOL

6.3.1 Fun Day Booster Juice Snack - The School Wide Events Committee sent a proposal to School Council asking if they will sponsor purchasing Booster Juice snack size (Strawberry Sunshine, Mango Hurricane or Very Berry) as a snack for all students and staff at the Big Marble Go Centre for Fun Day.

Motion 2026-05-05-04: to purchase 337 Booster Juice snack size at a cost of \$4.90 per person for a total of \$1,651.30.

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

7. NEW ITEMS/DISCUSSION/INFORMATION:

7.1 ITEMS THAT SUPPORT STUDENTS

Topic	Discussion	Notes & Items for Action
	<ul style="list-style-type: none">•	

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">• This document has been updated and the live version will be shared with parents in the next couple of months.• It was noted that there are some new additions that need to be created.

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. • Mr. Jeyaram noted that 6 samples were currently in the process of being made and will be delivered to the school once complete to look at quality. • Jeney Gordon, Tannis Smeed and Raja Jeyaram will meet to look at samples and discuss moving forward.
Staff Appreciation Luncheon	<ul style="list-style-type: none"> • Would School Council like to sponsor an end of year "Staff/School Council Appreciation Luncheon" as they have in the past. 	<ul style="list-style-type: none"> • Tannis Smeed will look into booking the Medicine Hat Buffet as was done last year. • The school will close at 1:00pm on the Friday chosen so that staff can attend, June 12th or June 19th. • Tannis Smeed will confirm cost details and send a motion to School Council for approval.
Grade 9 Grad Sign	<ul style="list-style-type: none"> • What dates would you like to have the sign on site? 	<ul style="list-style-type: none"> • We have a 3 year contract, the last contract ended in 2024. • Tannis Smeed will contact Postcard Portables to have the sign on site June 1st - 30th.

(Draft) Three Year Plan 2026-2029	<ul style="list-style-type: none"> • Brian Celli to discuss. 	<p>PRIORITY 1:</p> <ul style="list-style-type: none"> • CAPE’s instruction plan program will support all students becoming “Future Ready”. <p>PRIORITY 2:</p> <ul style="list-style-type: none"> • Every CAPE student receives an optimal learning experience. <p>PRIORITY 3:</p> <ul style="list-style-type: none"> • CAPE’s teachers and leaders are exemplary. <p>PRIORITY 4:</p> <ul style="list-style-type: none"> • CAPE supports the wellness needs of students and staff.
(Draft) Calendar 2026-2027	<ul style="list-style-type: none"> • Brian Celli to discuss. 	<ul style="list-style-type: none"> • The CAPE Board has reviewed the 2026/2027 calendar. • Tannis Smeed will email to parents once complete.
Fundraising	<ul style="list-style-type: none"> • Shelly Swetnam to discuss. 	<ul style="list-style-type: none"> • A Taco Time Fundraiser is currently taking place to purchase combo cards at slightly below what you would pay at Taco Time. • Big Marble Farms is not available to book this year as they have surpassed their fundraising quota for the year. They suggested contacting them in September to make the booking for next year.
Parking Concerns	<ul style="list-style-type: none"> • Amber Severin brought forward concerns from the CAPE Board. 	<ul style="list-style-type: none"> • The CAPE Board still has concerns with parking/traffic issues. • Parents are making u-turns by the safety patrollers and are making dangerous maneuvers. • It was suggested to purchase safety mesh vests with “Drive Safe” on them and have parent volunteers supervising drop off times. • It was suggested to reward safe, responsible drivers with a Tim Horton’s gift card.
Chair Position 2026/2027	<ul style="list-style-type: none"> • Chad Peacock to discuss resigning from his position at the end of the school year. 	<ul style="list-style-type: none"> • Chad Peacock wanted to thank all of School Council for all of their hard work and stated that it has been a pleasure working with all of them. • He was proud that School Council was able to accomplish some very rewarding tasks with respect to purchasing items for the school/students during his term.

8. **DATE of the NEXT SCHOOL COUNCIL MEETING:** to be determined.
9. **ADJOURNMENT:** Meeting adjourned at 7:49pm.

Motion: Jeney Gordon, **Seconded:** Claire Peacock / **Carried**