

MEETING MINUTES

TES SCC AGM AND REGULAR MEETING

DATE:

December 15, 2025

TIME:

7:00pm

CALL TO ORDER:

7:02pm

IN ATTENDANCE

Janelle Higgins, Kaylynn Fiswell, Jessica McKee-Howes, Leeyan Brinklow, Sandra Norum; Members of the school community as noted on the attendance sheet

ABSENT

Michelle Allgrove

AGM MEETING MINUTE

Motion to Adopt Agenda - Motioned by Jessica; Seconded by Janelle; unanimously approved and passed

Motion to Adopt Minutes of November 13 Meeting - Motioned by Janelle; Seconded by Kaylynn; unanimously approved and passed

Chairperson Report – Prepared by Janelle Higgins as presented October 16; motion to accept by Jessica; unanimously approved and passed

Presentation of Financial report by Kaylynn Friswell – advised no change from the November 13 report (\$7,421.64 in account) as no cheques signed since that date; motion by Jessica to approve; seconded by Janelle; unanimously approved and passed

School Review presented by Sandra Norum as presented October 16; Motion by Jessica Steadman to approve; seconded by Krystal Fahlman; unanimously approved and passed

AGM Elections: Carrie Spedding acted as returning officer and confirmed there were 3 SCC positions for which nominations were sought. She confirmed all parties present at the AGM were eligible to vote per the TES Constitution and *The Education Act*.

1. She confirmed that she had received 3 nominations for the SCC, being, Alicia Sopatyk, Carmelle Kubat, and Chantelle Derbowka.
2. Carrie called for nominations from the floor with no response. She called a second time for nominations from the floor with no response. She called a third time for nominations from the floor with no response. Ryan Fahlman motioned for nominations to cease which was seconded by Janelle; unanimously approved

and passed. Carried confirmed that no further nominations would be received and the nomination window was declared closed with the three nominations stated above being acclaimed to the vacant positions on the SCC.

Reminder of SCC Meeting of January 15, 2026 @ 7:00pm as first meeting of the new year.

Motion to adjourn AGM and move to regular SCC meeting to confirm board positions by Kaylynn; seconded by Patty Torrance; unanimously approve and passed.

REGULAR SCC MEETING

SCC confirmed for the 2025/2026 school year as Janelle Higgins, Kaylynn Friswell, Michelle Allgrove, Jessica McKee-Howes, Alicia Sopatyk, Carmelle Kubat, and Chantelle Derbowka. Sandra Norum and Leeyan Brinklow present as well. Absent from the meeting were Michelle Allgrove and Chantelle Derbowka.

Carrie Speeding acted as returning officer and confirmed quorum and eligibility to hold officer elections. Carried called for nominations for the officer positions of the SCC. All officer positions were called for three times in accordance with proper procedure by Carrie.

Nominations for Chair received were Janelle Higgins and Jessica McKee-Howes. Carrie passed out, collected, and reviewed written ballots and Jessica was confirmed elected as Chair.

Nominations for Vice-Chair received were Janelle Higgins and Alicia Sopatyk. Carrie passed out, collected, and reviewed written ballots and Alicia was confirmed elected as Vice-Chair.

Nominations were paused to allow for discussion to potentially table remainder of officer positions to the January 15, 2026 meeting, as unclear if Chantelle was interested in having her name put forth for the same. Attempts were made to speak with her while discussion occurred over the process for the officer elections. Chantelle's response was received wherein she confirmed she did not want to be named to an officer position and all present unanimously agreed to continue the nomination and election.

Nominations for Treasurer received were Janelle Higgins and Kaylynn Friswell. Carrie passed out, collected, and reviewed written ballots and Janelle was confirmed as elected as Treasurer.

Nominations for Secretary received was Michelle Allgrove. Carrie confirmed that Michelle had spoken with her and advised that she would be agreeable to continuing her position as Secretary or moving to a different position as needed. No other nominations received, so Michelle acclaimed as Secretary.

Officer positions for the 2025-2026 school year confirmed as:

Chair: Jessica McKee-Howes

Vice-Chair: Alicia Sopatyk

Treasurer: Janelle Higgins

Secretary: Michelle Allgrove

Members at Large: Carmelle Kubat, Kaylynn Friswell, and Chantelle Derbowka

SIGNING AUTHORITY

Motion by Alicia that:

1. Online access for the bank accounts be granted to the Chair, Vice-Chair, Secretary, and Treasurer;
2. That any combination of two of the Chair, Vice-Chair, Secretary and Treasurer be duly authorized to sign cheques on behalf of the SCC; and,
3. That any other previously authorized signing parties be removed that are not the current Chair, Vice-Chair, Secretary, and/or Treasurer

Motion seconded by Jessica and unanimously passed.

NEXT MEETINGS

January 15, 2026 @ 7:00pm

March 12, 2026 @ 7:00pm

May 14, 2026 @ 7:00pm

June 11, 2026 @ 7:00pm

There being no further business, Janelle motion to adjourn meeting, seconded by Alicia, and unanimously passed. Meeting adjourned at 7:51pm