**COPPERFIELD SCHOOL COUNCIL MEETING: Meeting Minutes**
**November 19, 2025 @ 6:30pm**

1. Meeting called to order at 6:32pm

   1.1. Land Acknowledgement by Colette

   1.2. Verification of quorum

   1.3. Introduction of board members
   President - Jenn
   Vice President - Kelli
   Secretary - Lauren (Absent)
   Volunteer Coordinator - Becky (Absent)

2. Review of the AGM Minutes for October 23, 2024

   Motion to approve by Jenn, 2nd by Kelli

3. Council Report

   3.1. Fundraising

   We do minimal fundraising beyond healthy hunger and read-a-thon due to enough funds from casino money

   3.2. Volunteers

   Hard time getting volunteers for events

4. Annual report sent to CBE trustee Charlene May

5. No standing business to discuss

6. Principal's Report

   6.1. Parent-teacher Conferences

   Parent-teacher conferences are in person on November 27 (3:30 - 7:30) and virtual on November 28 (8am - 12:00)

   Conferences are 15mins each

   Thank-you to council for supplying pizza for teachers on Nov 27

6.2. School Improvement report and Development Plan

Reports have been submitted and approved

7. Review of Council Roles

7.1. Chair - typical duties include representing the school council at Community of School Councils (COSC) meetings, chair and organize council meetings, communicating with school principal, ensuring regular communication with the school community, ensuring annual report is submitted to the Board of Trustees and staying informed about policies that impact school councils.

7.2. Vice-chair - is to assist the chair, chairing meetings in the absence of the school council chair, and helping to prepare for school council meetings.

7.3. Volunteer coordinator - assist in organizing volunteers for general school activities and support teachers when they are looking for more helping hands in their classrooms.

7.4. Secretary - records meeting minutes and ensures accuracy of minutes. Acting as recorder at meetings and ensuring the minutes accurately reflect discussion.

7.5. Key communicator - the key communicator works to build and enhance a connection between parents/school communities and Calgary Board of Education.

8. Dissolution of Current Executive

8.1. Motion called by Jenn, 2nd by Kelli

9. Council Elections

9.1. Chair - Jenn (self-nominated) - acclamation

9.2. Vice-chair - Kelli (self-nominated) - acclamation

9.3. Volunteer coordinator - Kari - acclamation

9.4. Secretary - Ryan - acclamation

9.5. Key communicator - Allison - acclamation

10. Next Meeting of Copperfield School Council January 21, 2026 @ 6:30pm

11. Adjournment at 7:41pm