

Marshall Springs Enrichment Council (MSEC) & School Council Meeting Minutes

Date: _____ Sept 21 2026 _____

Location: _____ Marshall Springs School _____

Meeting Called to Order: 6:00 p.m.

Meeting Adjourned: 7:43 p.m.

Attendance

Name

Kevin Godfrey	Principal
Hidesh Bhardwaj	Ass. Principal
Cecilia van der Merwe	Chair
Imad Khan	Vise Chair
Sheri van Runt	Member at large
Julie Kriel	MaL (stand in secretary)
Jenna Ouellet	Parent
Meimei Tian	Parent
Online Parents via Teams	x4
Anyia Pena Egle	Community Ass Rep

Excused

Jennifer Armstrong	Treasurer
Ashley Oshiro	Secretary
Danielle Morris	Member at Large

MSEC Meeting

Chair: Cecilia van der Merwe

Call to Order: 6:00 p.m.

1. Call to Order & Quorum

Cecilia called the MSEC meeting to order at 6:00 p.m.

Quorum was confirmed.(4/7)

2. Approval of Previous Meeting Minutes

The previous meeting minutes were approved.

- **Moved by:** Imad Khan
- **Seconded by:** Sheri van Runt

3. Financial Support Requests

3.1 Bank Account

- Previous members/signatories have been removed from the MSEC bank account since Sept 2026.
- Ashley and Jen were added as new signing authorities.

3.2 Fundraising Account

The council needs to connect **SignUpGenius** to the council account for future fundraising and volunteer activities.

3.3 School Funding Requests

Kevin presented several funding requests:

Request	Estimated Cost	Notes
Field Trip Transportation	\$7,500	Funding to cover bus fees
Fitset Ninja Residency	\$6,800	Four-day residency, potentially in spring

Basketball Kits	~\$7,000	Four sets; current kit is approximately 10 years old. Purchase planned for spring for the following school year
CTF Equipment	~\$10,000	3D printer and potentially a CNC machine; earmarked as a future request

No requests have been received from Band or Arts/Drama at this time.

3.4 Legacy Projects

There is approximately **\$70,000** available for legacy projects. A plan is needed for how these funds should be spent.

Action: Kevin and Hidesh will gather ideas and suggestions from staff and leadership teams.

The committee must submit a report to AGLC on how the balance of the accumulated fund will be used before the Casino event on Nov 1-2, 2026.

3.5 Community Field & Youth Engagement

Anya, representing the Community Association, and Dr. Freda Miller School Council shared information regarding the field beside the school.

Discussion focused on whether the councils could work together to develop greater community and youth engagement in the area. A community centre had previously been proposed, although the current status is unclear.

Kevin noted that the field is not CBE property, but the school and councils would be interested in collaborating with other councils where possible.

The school has been advised that portables are expected to arrive soon; however, paperwork is reportedly not yet complete, which may delay their arrival.

3.6 Funding Vote

A vote was held regarding funding support from the Casino account for school transportation.

Decision: All members present were in favour of providing **\$7,000** toward transportation costs.

4. By-Laws

The MSEC by-laws require updating.

Cecilia identified the following proposed changes:

- Remove the requirement for a member to pay a "payment fee."
- Change references to information being "posted to members" to **emailed to members**.
- Change the deadline for the annual meeting from **May 31 to June 15**.
- Change the quorum requirement from **seven members** to **50% of members**.

Action: Imad will investigate the process for updating the council by-laws.

5. Casino Night

Casino Night volunteer sign-up was discussed.

- **November 1:** 9 of 20 available slots filled.
- **November 2:** 6 of 20 available slots filled.

Ashley asked whether the council could send an email to parents promoting the Casino and encouraging participation.

Hidesh will speak with the school secretary regarding the possibility of sending an email to parents.

The possibility of including the **SignUpGenius link** in the parent email was also discussed.

Action: Ask Kevin via email about including the SignUpGenius link.

MSEC Meeting Adjournment

The MSEC meeting was adjourned at **6:47 p.m.**

School Council Meeting

Attendance: As above. Mr. Godfrey was excused, and Mr. Bhardwaj represented the school.

1. Call to Order & quorum present

Cecilia called the School Council meeting to order at 6:47pm following the conclusion of the MSEC meeting. Quorum is present.

2. Approval of Previous Meeting Minutes

The previous meeting minutes were approved.

- **Moved by:** Sheri van Runt

- **Seconded by:** Imad Khan

3. Administration Update

Hidesh provided an update from school administration.

Enrollment

- The school currently has **748 students**.
- The school is hoping to reach 750 students by the end of September, which would result in an increase in funding.

Classrooms

- All grades currently have six homerooms, with the exception of Grade 6, which has seven homerooms.

Staffing

- A number of staff changes are ongoing.
- Email updates will be provided to families as staffing changes occur.

Classroom Complexity Teams

- Grade 6 currently has a Classroom Complexity Team (CCT) consisting of:
 - One specialized teacher, Ms. Cross
 - Two Educational Assistants (EAs)
- The school has received funding for an additional CCT for Grades 7–9.
- Hiring and implementation will take some time to ensure the appropriate staff are in place.

Cecilia asked how many students are currently being supported by the CCTs.

Hidesh explained that staff are still getting to know the students and their individual needs. The school will determine appropriate support as the first few months progress.

4. Supporting Teachers & Staff

The council discussed ways to support school staff.

Members noted that staff had appreciated receiving birthday gift cards and handwritten cards in the previous year. The council agreed to continue this initiative.

Approximately **70 gift cards** will be required.

Action Items:

- Juli will investigate whether gift cards can be obtained through store donations or at a discounted rate.
- Sheri, Meimei, Cecilia, and Jenna will write birthday cards for staff.
- Sheri will ask Holly for the staff birthday list.

5. Healthy Hunger

The school requires volunteers to assist with the Healthy Hunger program on program days.

The possibility of creating a **SignUpGenius volunteer schedule** was discussed.

6. Community of School Council Participation

CBE school councils connect several times throughout the year to discuss council-related questions, experiences, and helpful practices.

Action: Imad has volunteered to be the key communicator for Marshall Springs School Council at these meetings.

7. Review of Previous School Council Year

The council reviewed activities and accomplishments from the previous school year.

Meetings

- The council held five meetings.
- The goal for the upcoming year is to increase participation and re-establish a more active council.

Key Activities

Activities included:

- Teacher/staff gift cards
- Field trip support
- Parent volunteers
- Fun Lunch program

The council did not conduct formal fundraising but did support community contributions, including the **Alison Springer talk**.

By-Laws

Cecilia has suggested several changes to the MSS by-laws. However, the current document is not the executive copy.

Action: Imad will investigate whether an executive copy is available and determine how the updated by-laws can be incorporated into the official executive version.

8. Planning & Fundraising

Members were asked to consider fundraising ideas to bring forward at the next council meeting.

Leadership teams will also be consulted for ideas, particularly regarding potential improvements to outdoor spaces.

The council also discussed the need to begin considering ideas for the **Grade 9 farewell**.

9. Traffic Safety

Anya raised concerns regarding traffic safety for students around the schools.

She shared an initiative encouraging community members to call **311 regularly** to request police presence and traffic assessments in the area, with the goal of improving safety for students.

10. Friday Schedule

Cecilia brought forward concerns regarding the hectic nature of the Friday schedule and asked whether some aspects of the schedule could be slowed down or adjusted.

Hidesh explained that the school schedules are complex and that administration has been considering various options. He indicated that he does not want to make too many changes simultaneously.

Hidesh thanked the council for the feedback and will continue to consider possible adjustments while also gathering feedback from students.

11. Parent Engagement

The council discussed low parent participation in engagement surveys.

Sheri suggested introducing a prize or incentive for parents who complete the surveys.

The idea will be considered as part of future parent engagement efforts.

School Council Meeting Adjournment

The School Council meeting was adjourned at **7:43 p.m.**

Next Meeting: Oct 20 2026

Action Items

Action Item	Responsible	Status / Timeline
Gather staff and leadership ideas for approximately \$70,000 in legacy project funding	Kevin & Hidesh	Bring ideas forward for discussion
Investigate updating council by-laws	Imad	Follow up
Investigate executive copy of MSS by-laws and process for incorporating updates	Imad	Follow up
Discuss parent email promoting Casino Night with school secretary	Hidesh	Follow up
Ask Kevin about including SignUpGenius link in Casino email	Cecilia	Follow up
Investigate donated/discounted staff birthday gift cards	Juli	Follow up
Obtain staff birthday list	Sheri / Holly	Follow up
Write staff birthday cards	Sheri, Meimei, Cecilia & Jenna	Ongoing
Explore SignUpGenius for Healthy Hunger volunteers	Cecilia	Follow up
Represent council at CBE Community of School Council meetings	Imad	Ongoing
Bring fundraising ideas to next meeting	All council members	Next meeting
Gather ideas for outdoor spaces	Leadership teams / Council	Ongoing
Discuss Grade 9 farewell ideas	Council / Teachers	Future meeting
Continue monitoring Friday schedule and student feedback	Hidesh	Ongoing
Consider incentives for parent engagement surveys	Council	Follow up

Next Meeting: _____ Oct 20 2026

Meeting Adjourned: 7:43 p.m.