

## **Senator Patrick Burns School Council Annual General Meeting**

November 19, 2025

6:33 pm-7:34: pm (online)

Administration: Harry Ludwigsen (Principal)

Attendees: Henry Y. (Chair), Kristine S. (Secretary), Megan S. (Volunteer Coordinator), Miriam P. (Vice Chair), Roy A., Haley H., Peter B., Karilynn S., Tracey, K., Darren M.

### **1. Call to Order (6:33 pm)**

### **2. Welcome, Meeting Guidelines and Introductions**

- Meeting etiquette review

### **3. Approval of Agenda**

- Approved with addition of Parent Association update.

### **4. Reports and Updates**

#### **a. Principal's Report (Sr. Ludwigsen)**

- Sra Moreno (Assistant Principal) attending a wellness meeting instead of the AGM and sends her regrets. Sr. Ludwigsen emphasized that she has been excelling in her role as AP.
- Emotional return to work after the strike and open dialogue was encouraged to acknowledge the situation and experiences of teachers.
- Donations to Education Matters and general support from parents was very much appreciated.
- Guidance from Superintendent is to focus on core concepts and not get lost in details of curriculum. Phrase "The times are urgent, let's slow down" captures the approach being taken. Teachers are proceeding with care and intent to cover key areas of the curriculum.
- Adjustments made to accommodate basketball court time while acknowledging the disappointment that season can't proceed as normal.
- This year SPB elected 3 presidents for Student Council
  - Initial discussion about SPB not being an accessible school due to the stairs
  - Sr Torro is the co-leader for the Student Council
  - Student Council is focused on community and future wellness
- Planning to provide parents with an opportunity to listen to band performance during school hours in December. More information to come.
- Discussion held regarding back-to-school experiences for kids and parents. Briefly discussed the walk out that a subset of SPB students participated in.

#### **b. Parent Association**

- Volunteers for casino on Dec 9/10 are needed. Sign up link is: <https://www.signupgenius.com/go/8050D48AEAF28A13-58752077-spbcasino#/> Link is also provided in the week ahead email.
- Volunteers for plant fundraiser needed to support unloading the truck and distribute.
- Most positions on the Parent Association are either currently vacant or opening up next year. New volunteers are urgently needed so please reach out to Karilynn Simpson if you are interested.

- Sr. Ludwigsen to highlight volunteer needs at the top of the week ahead email, and will also guide parents to review their opt in/out options for SPB communications.
- All parents are welcome to attend the Parent Association meetings
- 2026 fundraisers will include a fill your freezer, spring plants and possible chocolate fundraiser.
- Donation options for SPB include:
  - Education Matters – a formal charitable organization that will provide a donation receipt and takes a percentage for its operation fees. SPB's homepage will be updated to include a direct link. Harry to provide a link in the next weekly update.
  - Parent Association can accept cheques and 100% goes to SPB. Make cheques out to Senator Patrick Burns Parent Association and drop it off at the school office. Note: tax receipt is not provided.
  - Can donate equipment (e.g., sporting) to CBE for use at SPB.

### **c. School Council Annual Report**

- Henry thanked the school council executive team and provided a summary of last year's highlights, including:
  - increased participation in the School Council (filling all executive roles)
  - improved collaboration between School Council and Parent Association
  - volunteer recruitment
  - successful wellness week and wellness symposium
  - accumulation of about \$2,000 in funds to be spent this school year
- Full summary provided in attachment

## **5. New Business**

- First aid course planned for Grade 9s. Henry to confirm if School Council funds can be used.
- Elected executive team for 2025/2026
  - Chair – Henry Yu, continuing in role
  - Vice Chair – Kristine Sare, newly elected
  - Key Communicator role - vacant
  - Volunteer Coordinator – Meghan Swan, continuing
  - Secretary – Miriam Palomino, newly elected
- Introduced SPB Operating Procedures to guide School Council business

## **6. Questions**

- None

## **7. Approval of meeting minutes from 2024 AGM**

- September 18, 2024 AGM minutes approved.
- Minutes are available here: <https://senatorpatrickburns.cbe.ab.ca/>

## **8. Next Meetings (3rd Wednesday of the month):**

- Friday, December 12, 2025, 10:00-11:00 am, in person at SPB
- Wednesday, January 21, 2026 (virtual)
- Wednesday, February 18, 2026 (virtual)

- Wednesday, March 18, 2026 (virtual)
- Wednesday, April 15, 2026 (virtual)
- Wednesday, May 20, 2026 (virtual)
- Wednesday, June 17, 2026 (virtual)

**Meeting Adjourned (7:34 pm)**



# Senator Patrick Burns School Council

2025 Annual General Meeting (AGM)

November 19, 2025

# **Year in Review**

# **Executive Team for 2024-2025 School Year**

**Chair:** Henry Yu

**Vice Chair:** Miriam Palomino

**Secretary:** Kristine Sare

**Volunteer Coordinator:** Megan Swan


**Key Communicator:** Miranda Kroutil

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# In-Person and Virtual Meetings

All School Council meetings, except for the December 2024 meeting, were held virtually, online via Microsoft Teams. This was done in efforts to maintain accessibility for our school community.

For the month of December, the meeting was held at the school to facilitate in-person discussions, as well as coincide with the Mercado event. At the Mercado event, students displayed work from their option classes, as well as the music and art program. This was a great opportunity for us to increase meeting attendance and engagement, since families were already at the school for the event.

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# Parent Association Collaboration

Our council placed increased emphasis on collaboration with the Parent Association during the 2024-2025 school year, with the purpose to drive efficiency of Parent Association fundraising and fund spending.

This included sitting in on Parent Association meetings to help relay information between our principals, teachers and other council members.


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# Volunteer Support

In recent years, the Volunteer Coordinator role was vacant, leaving volunteer recruitment to other council members and the Parent Association.

In the 2024-2025 school year, with the leadership of our Volunteer Coordinator, Megan Swan, we were able to compile a list of eligible volunteers for activities and events throughout the year, including support for the Provincial Achievement Tests.

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# Focus on Wellness

- Supported the very successful Wellness Week (shifted to a classroom-based sign-up model in 2025, making it easier to organize and increasing participation).
  - On May 23, 2025, we hosted the 2nd Annual Wellness Symposium with the goal of supporting the well-being of our school community. The symposium contained sessions for staff and students, aiming to educate participants in any of the eight dimensions of wellness; physical, emotional, social, intellectual, environmental, financial, spiritual, and occupational.
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# Financial Statement

The School Council has accumulated **\$1,927.00** in Alberta School Council Engagement (ASCE) Grants, as of November 7, 2024. These funds have yet to be spent.

There are no other funds or financial statements for the School Council.  
All financial matters are facilitated by the Senator Patrick Burns Parent Association.

# **New Business**

# Election and Voting of School Council Executive Members

## Current Vacancies:


- Vice Chair
  - Secretary
  - Key Communicator
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# School Council Operating Procedures

In the 2024-2025 school year, our School Council generally operated under the guidelines in the Calgary Board of Education (CBE) School Council Handbook.

For this 2025-2026 school year, we would like to introduce the Senator Patrick Burns School Council Operating Procedures, a concise document to help standardize procedures and expectations.

This document will align with the recommended format by the *Alberta School Councils' Association* (ASCA) and follow all pertinent regulations, including the Provincial School Councils Regulations (Alberta Regulation 94/2019) and CBE Administrative Regulation #5001.

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# **Approval of Minutes**

# Approval of 2024-2025 AGM Minutes

Meeting date: September 18, 2024

Link to meeting minutes:

[https://senatorpatrickburns.cbe.ab.ca/documents/aef4aed7-c0c7-4511-82cb-a6fdcf3ee84b/SPB%20School%20Council%20Meeting%20Minutes\\_Sept18%202024.pdf](https://senatorpatrickburns.cbe.ab.ca/documents/aef4aed7-c0c7-4511-82cb-a6fdcf3ee84b/SPB%20School%20Council%20Meeting%20Minutes_Sept18%202024.pdf)



# **2025-2026 Meeting Dates and Adjournment**

# 2025-2026 School Council Meeting Dates

Apart from the December meeting to be held on Friday, the 12<sup>th</sup>, we propose that council meetings occur on every third Wednesday of the month, unless it falls on a holiday or school day-off.

December 12, 2025 (In-Person, 10:00-11:00am)

January 21, 2026

February 18, 2026

March 18, 2026

April 15, 2026

May 20, 2026

June 17, 2026

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***Thank you  
for a successful school year!***

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