

**Thom Collegiate
School Community Council
Annual Meeting Agenda (can be added to and amended)
6:00 Conference Room Beside Main Office
October 7, 2025**

1.0 Call to Order (Charlotte, 6:04) and Introductions

In attendance:

Charlotte Schachtel – Chair/President

Jenn Clark – Vice Chair/President

Mary Barrow – Secretary

Nancy Buisson - Acting Principal

Ian Temple – Vice Principal

Crystal McLaughlin

Madiha Mawawer

Janelle Cyr

Regrets:

Amy Saworski

2.0 Approval of Previous AGM Meeting Minutes from October 8, 2024 –

Minutes read by Mary

Motion to approve Charlotte and seconded by Jenn

3.0 Review of Bylaws

- discussion about adding a Treasurer position to executive separate from other positions
- Nominations are open for the position of treasurer
- discussion about the value of student representation at the council which will happen going forward

4.0 Elections

Note election of officers historical information is appended at the end of this document.

Jenn Clark steps down as **vice chair**

Jenn Clark nominates **Crystal** as **vice chair**

Charlotte nominates **Jenn Clark** as **treasurer**

Charlotte nominates **Madiha and Janelle** as Member at Large

Janelle nominates **Amy** (whose term had concluded as Member at Large) for **Member at Large** – Amy accepted nomination by text.

Mary continues (final year in present term) as Secretary

Charlotte continues (final year in present term) as Chair/President

Kevin steps aside from Member at Large

All acclaimed

5.0 Old Business

Finances

Background info:

School based accounts are collected by group – if there is shortfall club or team needs to balance

\$2007 comes from division annually and must be spent that calendar year

A separate account exists where money collected through optional school fees (school cash online) is kept and that can carry year over year.

See appended SCC FS template 2024-25 and SCC – 2024-25 year end financials

Action - Ongoing a treasurer's report will be added to the SCC standard meeting agendas and to AGM.

Nancy will ask for transfer of last year's \$2007 remaining funds to our family funds account

Jenn will look over financials – sent statements by email on October 10, 2025 (appended)

Funding Request form, appended, will be rolled out with staff this week and asking for funds in advance of an event.

Discussion around that requests should include a high number of students and should align with strategic plan.

Staff will be asked to bring a copy of the request to Jenn when teachers present.

Requests can be reviewed at every meeting.

[Thom Collegiate SCC Funding Request Form](#)

6.0 Division Paperwork

Annual SCC reporting – **actions** - Mary will pull information from our previous minutes and share with Jenn to craft; share by email to the group and then Jenn will submit – Jen had financials written up by October 10, 2025

Mary/Ian will forward emails to Nancy and Jenn re previous finances and division report email – it looks as though these were received prior to October 10.

7.0 Update from SCC Café (by Charlotte) – SCC members from across the division attended; got to meet and talk to trustees and Director.

We have signed up to partner with other school SCC's (maybe family of schools connections – Charlotte will make this suggestion to Sarah Truskowski, trustee working in this area)

SCC's can register as non-profits and Charlotte will begin the work on this (then could set up Sarcan account for drop and go)

Accessibility of info sent out was discussed:

- Translation of meeting notice is a possibility

- Invite students to translate for families

- Translation is available on the main pages of Thom site and RBE site

- Online translation AI may be supportive

- Volunteers including Madiha will be able to do some translation as well.

8.0 New or Additional Business - none

9.0 Adjournment by Charlotte 6:43

Thom Collegiate School Community Council Constitution

I Belong * I Respect * I Am Responsible * I Want To Know

Preamble

Pursuant to the provisions of Sections 140.1 to 140.5 of *The Education Act, 1995*, sections 5-14 of *The Education Regulations, 2019*, and subject to Board Policy, School Community Councils will be established under the jurisdiction of the Board of Education of the Regina School Division No. 4 of Saskatchewan (the Board).

A School Community Council is established to facilitate continuing communication and promote mutual understanding between the school and the community. The Council has a key role for the learning success and well-being of all students, and to encourage and facilitate parent and community engagement in school planning and improvement processes. A School Community Council will provide an ongoing organization through which the opinions, concerns and proposals of the electors and parents/guardians may be brought to the attention of the Board.

Article 1 – Name

The name of this organization shall be the Thom Collegiate School Community Council (SCC).

Article 2 – Purpose of the Council

The purpose of the Thom SCC is to act in an advisory capacity to the Board on matters pertaining to the education of the children enrolled in the Thom School in accordance with Board Policy 18. It provides guidance and direction from a lay perspective to the school, the Board and community organizations and agencies.

The SCC's responsibilities address key matters that make a difference in student learning and well-being. It:

- Focuses its attention on the areas of the Strategic Plan where the parent/community perspective and efforts are most appropriate and needed;
- Monitors its activities to support continuous improvement in the areas of student learning and well-being;
- Develops shared responsibility for the learning success and well-being of all children and youth;
- Encourages and facilitates parent and community engagement in school planning and improvement processes.

Article 3 – Council Code of Conduct/Norms of Operations

A parent who accepts a position as a Thom SCC Elected/Acclaimed/Appointed Member:

- Upholds the constitution and bylaws, policies and procedures of the Thom SCC.

Approved 20__
Amended/Submitted to School Division for Approval ____, 202_
Next Thom SCC Review Due: Spring
202_

Election of Officers

In fall 2024, Charlotte Sahachtel was acclaimed to a two year appointment for chair but no longer has students at the school so **chair is vacant**

Members at large – Amy Saworski and Kevin Clark completed their two-year term so **members at large are up for election**

In fall 2024, Crystal Richard was elected for a two-year term as member at large but withdrew from SCC during the 2024-25 year

In fall 2024, Jen Fitzpatrick continued as a member at large, the term in this role is now up (and Jen's child has graduated)

In fall 2024, Jen Clark was acclaimed **vice chair** for a two year appointment so is **not up for re-election** unless seeks a different office

In fall 2024, Mary Barrow was acclaimed as **secretary** for a two year appointment, so is **not up for re-election** unless someone else wishes to seek this position

Consider treasurer (see bylaws) or combine with another position (seek to change bylaws)?

Officers are two year terms