

MSC MEETING MINUTES
Meeting Date: December 9, 2025

Attendees: Jill S., Randi C., Meagan B., Natalia P., Marlene A-K., Daniel K., Christine H., Shannon W., Jenny T., Jess B., Julie V., Amit S., Mike H., Cassandra K., Danielle B.

- **Call to order**
 - Amit called to order 6:04pm
 - Marlene seconded
- **Welcome and Introductions**
- **Approval of Today's Agenda**
 - Jenny & Daniel seconded
- **Approval of Previous Minutes**
 - Shannon motioned to approve
 - Jenny seconded the motion
- **Administration Report: Mike H/Jill S/Christine H (pg. 3)**
 - Excited to welcome new Principal Jill Scarrow – join us on Jan 5th after break
 - And THANK YOU so much to Mike for being our interim hero!
 - Copied below
 - ATTENTION FEES UNPAID – update from previous meeting
 - \$2500 paid since last meeting and social media blitz
 - Looking into getting the fees on engage in September so parents can pay in monthly installments if needed before end of the year
 - Winter Concerts – in the day was great for admin - potentially continue that in future based on feedback and less logistical issues with ticketing, space, etc. – Admin to discuss with Mrs. Bourgeois
- **Business Arising from Previous Minutes**
 - Paul Davis – Danielle to follow up and update Marlene
 - Reschedule – he does have times in the future
 - Times to be determined in consultation with school administration
 - Parking Signage
 - Temp sign for Accessibility site – bylaw came by to ask if we needed a permanent one – Tracey said YES
 - Bylaw did order the sign
 - Right after the mailboxes
 - 311 – need to call individually
 - Maybe come up with a script for parents/members
 - Follow up with Parking authority – Marlene
 - Complaints still coming in from the homeowners
 - Randi to post socials – Did you know.....
 - Playground Update
 - Need spacing approval – talking to the city
 - Deferring until the spring with fencing and construction
 - Separate space over by the east side of school

- Facilities would need to be reached out to
 - Tracy record of possible assessment that we couldn't use that due to traffic or kids
 - Jamison – reach out to – City counselor
- **New Business**
- 1. **AGM**
 - a. *Appointment of Chair*
 - i. Meaghan nominated Marlene, Jess second and Cassandra third
 - ii. Marlene accepted
 - b. *Co-Chair*
 - i. Danielle by consensus
 - c. *Secretary*
 - i. Cassandra by consensus
 - d. Motion put forward by Danielle to make the Key Communicator as an elected role
 - i. Section 8 – update action item
 - ii. Approved by consensus
 - e. *Key Communicator (Social Media)*
 - i. Randi by consensus
- 2. **Future Meeting** - January – moved to second Tues, Jan 13th by consensus
 - a. Moving forward – Feb 3rd and first Tuesday of the month
 - i. Sept 8th – second week due to school start – action item for June
 - ii. Oct first week – AGM – needs to be within the first 60 days of start of school – action item for future meeting to discuss
 1. Spring possibility for amendment of procedures – Danielle
 - a. Jill & Mike both gave feedback that spring works well but have positives for both times from other schools
 2. Casino in Q4 – exec may need training prior
 - a. Looking into if we can have members but not necessarily executives and who does require the training
- 3. **Items from Admin - Christine**
 - a. Proposed GC for the classes annually for consumables/supplies (specifically Dollarama or Amazon for project items)
 - i. 36 classes – \$50 for this year proposed until we confirm Casino funds
 - ii. Submit receipts to office – Christine and Michelle to check
 - iii. Info Jenny at her school \$150/year – beginning of September very helpful as this comes out of teacher's pockets after summer
 1. Randi to do Did you know.... post and potentially go to the school and take pictures of the items teachers are purchasing for the posts
 - b. Please keep on agenda for January - Read-a-thon – action item for January
 - i. Possibly changing month from feedback
 - ii. Help with tracking from Meaghan – gone from March 17th
 - c. Would like to have "From the Heart" event before February 3rd
 - i. Engagement 1 hour before council – was very successful
 - ii. Requested to have funds of \$250 for setting up event/food

1. Amit donated last year – thank you!

4. Danielle

- a. **Proposing to set up committee to review the operating procedures**
 - i. By consensus to create committee
 - ii. Marlene and Cass and Jess – committee peeps
- **Chair/Co-Chair Report**
 - N/A
- **Next Meeting / Adjournment**
 - Amit adjourned meeting 7:13pm
 - Next meeting – Tuesday, Jan 13th after break

School Council | Administration Report
December 9th 2025

Next Meeting: January 13th, 2026

School Updates|

What is *OUR* Story? Building our Mahogany Story-Chapter #4

Planning for This Year|

Staffing Updates for 2025-2026|

Principal Updates:

- I am thrilled to be back at Mahogany until winter break! Last week, new Principal Jill Scarrow, visited Mahogany and introduced herself to the staff.
Please join me in welcoming Jill Scarrow! Jill will return to Mahogany over the next few weeks to continue in her transition here with students and staff.

Education Assistants:

- In November, schools received their operating budgets for the 2025/2026 school year. With the increased enrollment at Mahogany this fall, there are additional funds to support the hiring of 2 additional education assistant. We hope to have these new staff members join us in January.

Unpaid fees|

As mentioned in November, Mahogany School has a large number of families who have not paid their school fees from the 2024-2025 school year. This has a huge impact on our school, and we are currently in a deficit due to unpaid parent fees (School fees, field trips, in school experiences, etc.) While the fees will go to collections through CBE, we are currently impacted as these unpaid fees have been taken from our school budget.

Last month, we had \$10 809.00 owing for field trip and in school experiences. Swimming costs were the most significant of these unpaid fees. Efforts by council and school invoicing have accounted for a recovery of \$2 500 of these fees!

Moving forward, we will post fees (field trips/swimming etc.) as early in the school year as possible. This way, families can make payments as the year progresses, assisting to some degree with financial impact on families/

- **Thursday, December 18 - Kernels**

Upcoming|

Winter Concerts|

Get ready for 'Snowganza' Mahogany!

Our Mahogany Winter Concerts began today with Grade 3 and 5's performing.

There will be two shows per day – one Morning and one Afternoon performance.

Wednesday, December 10th - Grade 2 and 4

Concert Times: 10:30am and 1:15pm

Thursday, December 11th - Kinder and Grade 1

Concert Times: 9:45am and 1:15pm

Ongoing|

School Development Plan in Action|

We will be analyzing our school Data in order to inform our School Development Plan (SDP) and will be reported on using the School Improvement Results Report (SIRR). We will continue to have an overarching goal of calibrated assessment.

- SDP plans along with SIRR have been shared with our Area Director for feedback and will be posted on our school website November 30, 2025.
- **SDP Goal:**
 - Through aligned assessment practices and targeted feedback, student achievement will improve.
- **Outcome:** Students' written communication will improve.