

MEETING MINUTES

F.E. Osborne Junior High School Parent Council Meeting



Date: **Wednesday, June 3, 2026 at 6:30pm**

Meeting location: In person at FEO and [Online - MS Teams](#)

Meeting Facilitator: Shannon Mitchell-Flek, F.E.O. Council Chair
parentassociationfeo@gmail.com

Attendees: In-person: Michael Cutler, Shannon Flek, Jenny Henri, Melanie Graham, Marla Richardson, Natalie Anderson, Amit Saduera

On-line: Aleta Ambrose, Leanne Morrow, Leah Kirkpatrick, Randi Christiansen

1. CALL TO ORDER: 6:43pm
2. WELCOME AND INTRODUCTIONS
 - a. Micheal Cutler (Principal), Sheena Abboud McKenzie (AP), Shannon Flek (Chair), Tawni Belliveau (Vice-Chair), Natalie Anderson (Secretary), Amit Saduera (Treasurer), Leanne Morrow (Casino Coordinator), Lisa Haines (Special Events Coordinator), Marla Richardson (Fundraising Coordinator), Melanie G. (Fundraising), Jenny Henri (Key Communicator/Social Media)
 - b. Welcome to everyone who has joined us online today!
3. APPROVAL OF AGENDA
 - a. Motion: Marla
 - b. Second: Melanie
4. APPROVAL OF MINUTES FROM LAST MEETING (May 6, 2026)
 - a. Motion: Melanie
 - b. Second: Shannon
5. PRINCIPAL'S REPORT
 - a. Lockdown yesterday (June 2) due to an odour yesterday. Fire Department called. City of Calgary was working outside school doing sewer flushing. Billows of fumes were coming out of the sewer from the epoxy used to seal pipes. The odour was stronger outside the school than inside which is why a lockdown was enacted. It was a good reminder of the importance of lockdown practices during the year. Everything was determined to be safe and the lockdown was out of an abundance of caution.

- i. Question from parent: Their student came home reporting there was a threat of a shooting. Dr. Cutler: In the absence of information, some students tend to fill in the blanks and rumours tend to spread.
- b. Staffing
 - i. Reduction in classroom size funding that is coming to CBE.
 - ii. FEO was identified for complexity funding because we were able to collect data showing this complexity. But other schools with greater complexity were given priority.
 - iii. Classroom reduction funding – FEO is receiving funding for 2 extra teachers next year for core instruction for grade 9 students. With boundary changes we’re going to lose almost 8 FTE (8 teachers).
 - iv. This funding should put us in the mid-20s for grade 9s for core courses.
 - v. Should maintain Crissinda Crant as full time resource teacher.
 - vi. Question from parent: Is it possible to try to maintain Foods as an option? Survey done with students about a month ago that was focused on what students would like to see as complementary course – Results showed students wanted forensic science, reduction in art education (Design studies not as popular as we thought), more complementary courses offered. Will have some consistent courses such as Music, Art, Drama and Foods for grades 7, 8, 9. But a new option like Forensic Science may only be available for one grade.
 - vii. Comment from parent: Positive feedback about Foods course and what they’re learning this year with Mr. Cavalleri.
- c. PATs
 - i. Student messaging different from teacher messaging. Student learning continues until end of June. PATs are written and then classes continue as usual for the day. If students wish to dismiss their kids after PATs, they require an email to the school and this must be sent daily. Other schools may do things differently but FEO continues until the end of June.

6. SCHOOL COUNCIL UPDATES/BUSINESS FROM MINUTES:

- a. Council approved motion to move AGM to September
 - i. New Date - Wednesday, September 9?
 - ii. Tag onto Parent information night with Paul Davis which is confirmed for Tue, September 15 or tag onto Open House? Not sure how long his presentation is.
 - 1. Open House: Aim for Sep 9, 6:30-7:30pm followed by AGM at 7:30pm. Refreshments might also be an incentive.

- iii. Continue with in-person meetings at FEO next year with an online link for parents to join.
 - iv. Continue with first Wednesday of the month? Minimum of 6 per year between AGM's
 - 1. September 9 (AGM), October 7, November 4, December 2, No January meeting, February 3, March 3, April 7, May 5 (June meeting?)
 - 2. Keep consistent for now (1st Wed of month) and then play it by ear when it gets into January
 - 3. Either remove April (spring break) or June. Or make June meeting more of a social/wrap-up event? Would be good to have council meeting dates in school calendar as well so parents are aware.
 - 4. Hopefully there will be a Grade 9 grad committee next year and discussion about this will be less at council meetings.
 - v. Need to update bylaws to reflect change - can do this at AGM
- b. Annual Report - due end of June (Shannon, Tawni & Amit)
 - i. Shannon to follow-up with Tawni and Amit. Jenny to be involved as well.
- c. Healthy Hunger update (Marla/Melanie)
 - i. Volunteers needed for 2026-27
 - ii. Last lunch next week, June 10. Order deadline Friday at midnight.
 - iii. Melanie and Virginia continue to help with lunches and will support next year as well.
 - iv. Contact vendors in June to confirm bookings for next year and check with school that these work.
 - v. Will not be doing Papa John's again as there were issues with them this year - late, errors, etc.
- d. Key Communicator - Jenni Henri
 - i. Can we create an email to send to feeder school councils before the end of June to invite new parents to FEO to the AGM?
 - ii. Community of School Councils (COSC) – Next meeting June 10. Jenny unsure if she can attend. Shannon can send to the rest of council to see if anyone can attend.
 - iii. Checking council emails – Jenny can support with this. Shannon will ensure access.
- e. Social media presence
 - i. Social Media Coordinator – LeeAnne Morrow has offered to oversee the Instagram account. Please send suggestions for posts her way.

1. FEO Parent Association Instagram (@FEOCouncil) is up and running! Are we good with the FEOCouncil or change to FEO_parentassociation?
 2. [FEO website Parent Council page](#) - updates, add FEO Council Google Calendar? Can add other things as well as we see fit.
- f. Parent email list: Leeanne - set up Google Form for next year?
- i. Ideas for what to email parents from council?
 - ii. Create link on the Council section of FEO website if parents want to sign up

7. NEW BUSINESS

- a. Review of Bylaws for Council - Key points:
 - i. Minimum 6 meetings/year between AGM's
 - ii. Regular Membership Meetings: Quorum - minimum 4 members present and entitled to vote, minimum 7 days notice
 - iii. AGM: Quorum - Attendance by at least eight (8) members present and entitled to vote, minimum 14 days notice
 - iv. Special Meetings (called by Chair or Secretary): Quorum - Attendance by at least eight (8) Members present and entitled to vote, minimum 14 days notice
 - v. Council Positions (Elected at AGM): Chair, Vice-Chair, Secretary, Treasurer, Casino Chair (2 year term), Members at Large (Minimum 3), Other officers/Directors in Standing as required.
- b. Thinking about Next Year: Open Parent Council Positions for 2026-27
 - i. Special Events Coordinator
 - ii. Secretary
 - iii. Social media coordinator
 - iv. Volunteers for Fun Lunch
 - v. Grade 9 Farewell Committee
- c. FEO Transportation Parent Survey from Tuscany School - trying to push for bussing from Tuscany to FEO - do we send this out to parents? Deadline was May 29 but this can be changed. Dr. Cutler could have printed for all French families Grade 6-8 but staff is not able to distribute this to students as it puts teachers in a difficult position. Dr. Cutler to look into this further and see how it could be done.
 - i. In weekly update (Principal's message) from FEO could add a link to Parent Council page and could post link to survey there. Could also put up meeting dates for next year. Could put Google calendar linked to our

account there. Melanie volunteered to send info to Dr. Cutler to post on Council webpage.

- ii. Create a folder in Google account with documents to be posted and viewed publicly.

8. NEXT MEETING DATE: September 9, 2026 along with FEO Open House

9. ADJOURNMENT: 7:26pm

- a. Motion: Marla
- b. Second: Jenny