

## MEETING MINUTES

F.E. Osborne Junior High School Parent Council Meeting



Date: **Wednesday, May 6, 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](mailto:parentassociationfeo@gmail.com)

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

**Online:** Tatiana Dunfield, Jenny Henri, Kathryn, Leanne Morrow, Jacques Mavinga Nsumbu, Leah Kirkpatrick, Sheena About Mackenzie, Grace Mavinga

1. CALL TO ORDER: 6:39pm
2. WELCOME AND INTRODUCTIONS
  - a. Micheal Cutler (Principal), Sheena Abboud McKenzie (Assistant Principal), 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: Melanie
  - b. Second: Marla
4. APPROVAL OF MINUTES FROM LAST MEETING (Apr 1, 2026)
  - a. Motion: Jenny
  - b. Second: Melanie
5. PRINCIPAL'S REPORT
  - a. *Yearbook Reflections* Musical from Drama Club. Performances on May 13 and 14 @7pm. Tickets available at the door. Been working on this since before the strike.
  - b. CBE Middle School Honour Band – performance May 13 at Bow Valley Christian Church. Area 1 director and superintendent will be there.

- c. PATS (Provincial Achievement Tests) – start on May 22 and continue into June. All dates posted on [FEO calendar](#).
- d. Boundary changes for FEO families – Announcement forthcoming from CBE and Calgary Transport – email was sent to some parents already before it was ready. Parents should have updated information for Sage Hill kids who use bus 795 tomorrow. There will be an opportunity for students/families to reevaluate whether they wish to continue at FEO or switch to Simon Fraser. Will need to have a response back quickly – less than a week (Tues end of day). Email will have all details on yellow bussing for Simon Fraser and express route 795 from Sage Hill. Delay caused by principals of both schools requesting clear communication regarding transportation.
  - i. Will be losing staff at FEO given boundary changes resulting in decreased enrolment.
  - ii. Question from parent: Will French parents in Sage Hill be included in the bussing emails?
    - 1. French is considered a program of choice therefore French students in Sage Hill are not provided transportation.
    - 2. Dr. Cutler will make sure communication goes out to entire school community.
    - 3. You will get an email tomorrow that 795 bus will be continuing next year. Not sure about the following year. Encourage students (French and English) in Sage Hill to take advantage of this.
- e. SDP 206-2027 (School Development Plan)
  - i. Weren't able to do parent survey as we usually do due to the strike.
  - ii. Key points in feedback from parent council meetings:
    - 1. Literacy and numeracy interventions
    - 2. Student resource teacher position (will have full time again next year)
    - 3. Offsite activities – CBE had paused offsite planning for many reasons
      - a. Will be looking at doing C trips (across Canada) – will emphasize these opportunities
      - b. Will look into D trips (international) to US
      - c. These will inform SDP for next year
      - d. Goals: student achievement in reading comprehension + one other
      - e. PAT results will help inform SDP
      - f. Will be presented to parent council by Nov 30

- f. Complexity funding
    - i. Initially we did qualify but there have been adjustments made to requirements so we do not currently qualify for a complexity team, nor do we qualify next year (it would have been an extra teacher and 2 EAs). Rate of complexity at FEO is a lower rate than other schools in other parts of the city so complexity funding will be dedicated to those schools with higher needs.
6. SCHOOL COUNCIL UPDATES/BUSINESS FROM MINUTES:
- a. Future meeting dates: 1<sup>st</sup> Wed of the month: Next (last meeting): Jun 3
    - i. Plan for this to be in-person
  - b. Transportation to FEO
    - i. Tuscany School Council is doing a Parent Transportation Survey – looking for other parents’ input and wondering if could send a short parent survey to capture FEO parents as well
      - 1. Can’t be sent by school but can be sent by parent council
      - 2. They are trying to build a use case for bussing
  - c. Healthy Hunger update (Marla/Melanie)
    - i. 2 more lunches – May 20, Jun 10
    - ii. Thank you to Melanie and Virginia and student leadership volunteers that support
    - iii. Looking for vendors in June for next year
    - iv. Plan for 1-2 fun lunches per month next year depending on Marla’s schedule. If want to do more frequently, would need someone else to volunteer to coordinate.
    - v. Grade 9 fund
  - d. [COSC \(Community of School Councils\)](#) MEETING Apr 22, 2026
    - i. Attended by Jenny
    - ii. Meeting discussed:
      - 1. Class size and complexity – 27,500 – number of students with special needs (1/5). 31% are English language learners.
      - 2. 118 schools have received funds for a complexity team which will comprise 1 teacher and 2 EAs
      - 3. 74% of CBE’s budget goes directly to schools
      - 4. School council grant funding – that will continue next year; intended for parent education
  - e. Social Media Presence
    - i. Jenny had expressed that she would appreciate some help with this role. Leanne willing to help if provided with some content for posting.

- ii. Have Instagram up and running. Have been unable to get on Facebook due to issues with account. Will be [using school website parent council page](#) rather than setting up our own website.

## 7. NEW BUSINESS

- a. Thinking about Next Year: Open Parent Council Positions for 2026-27
  - i. Special Events Coordinator will be open
  - ii. Secretary will be open
  - iii. Social media coordinator
  - iv. Others?
  - v. If anybody is moving on or would like to try something else, let council know in May so that we can start planning for next year.
- b. AGM typically in June. Shannon wondering if we should move to September due to new families coming in and some leaving after June. Last one was actually in November after being delayed from October. Amit recommending that we do it in-person. Council thinking that all meetings next year to be held in-person (with on-line option). Can we layer it around an Open House so parents are already here? Or a parent information night?
  - i. Shannon: Motion to move AGM from June to September
  - ii. Second: Marla
  - iii. Vote: 8 voted in favour, motion passed
  - iv. Shannon – Plan to send email to feeder schools asking about interest
- c. Annual Report – due by end of June – Shannon and Tawni to coordinate. Will also need Annual Financial Report from Amit.

8. NEXT MEETING DATE: Wednesday, June 3, 2026 @6:30 pm

9. ADJOURNMENT: 7:13pm

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