

**Trinity Christian School  
School Council  
Meeting Minutes: May 5<sup>th</sup>, 2021**

**In Attendance: (Total: 12)**

Administrators and Staff: Michelle Duimel, Mike Humphries, Tim McAlpine, Dawn Peart  
Teacher Representative: Kendra Lake  
Parent Representatives: Sophie Kolterjahn, Nicole Sharpe, Rachelle Hilman, Audrey Gonzalez, Kim McLachlan, Melissa Schwann, Stephanie Dyck

**Meeting Call to Order**

10:07 am Welcome and Introduction of Guests - Michelle

10:13 am Devotional & Prayer – Tim

10:23 am Principal Report – Michelle

- Vice Principal of Elementary, Jon Roper, will be leaving TCS for a position at NCS in Nanaimo, BC. TCS Admin are currently reviewing resumes for the vacancy.
- Michelle is working with the Palliser Board to finalize TCS's FTE
- TCS has over 450 students enrolled for 2021-2022; the highest enrollment to date! If all classes are at capacity (22 students in Gr. K-3 and 24 students in Gr. 4-9) we would be at 464 students. Currently, only grades 4 and 5 have room for new enrollment.
- Volunteers: Michelle says that parents are missed! Thank you, parents, for respecting the current regulations.

10:26 am Executive Director Report – Mike

- Finance Committee meets May 6<sup>th</sup> to discuss the budget. TCS Board will finalize the budget next week and present to the Society early June.
- TCS Board has become more governance than operational; planning 2, 5, 10..etc years ahead
- TCS Board recently hired Tim, our Discipleship Pastor
- TCS Board will be filling 3 Board vacancies this year

10:30 am Establish School Council Executive – Michelle

- TCS School Council looked different in 2020-2021: previous School Council membership have graduated from TCS and, with few volunteers at the beginning of 2020, School Council moved to a format of Town Hall Meetings. Now, we have organic interest in revitalizing a more traditional School Council!
- Executive Appointments:
  - Chair: Stephanie Dyck
  - Vice Chair: Sophie Kolterjahn
  - Secretary: Nicole Sharpe (decision made post-meeting)

- ***ACTION ITEM: School Council will aim to have one Chair-led meeting before end of 2020-2021 school year (agenda item: establish meeting dates/times)***

10:39 am Parent Questions

- Melissa Schwann: How can we bless teachers during this time of online learning?
- ***ACTION ITEM: Stephanie to email interested Council members re Teacher Appreciation***
- Stephanie presented 4 School Council Sub-Committees/Positions for volunteers to consider:
  - Staff Appreciation Committee
    - ***ACTION ITEM: as per above, Stephanie to email Council members***
  - Hot Lunch Committee
    - ***ACTION ITEM: Stephanie to contact previous volunteers***
  - Banking Coordinator
    - ***ACTION ITEM: Stephanie to contact previous coordinator***
    - How to promote?
  - Lost and Found Coordinator: Melissa Swann (decision made post-meeting)
    - Once a week general clean-up of Lost and Found items
    - Kendra requested items be checked for nametags and returned to teachers/cubbies
- Michelle: Do parents feel they are receiving proper amounts of communication from TCS?
  - Stephanie: Weekly Happenings, Messenger and Principal's emails are clear, concise and provide just the right amount of information in a timely manner.
  - Sophie: Maybe we could look at method(s) for onboarding new families, so they are aware of the existence and function of all the communication tools available to them.
- Michelle: ***ACTION ITEM: please come to next School Council meeting with any questions you might have about TCS's School Goals...etc***
- Tim: How can I support TCS parents in the discipleship of your kids? I'm available to connect with parents.

10:49 am Closing Prayer - Mike