

Minutes
Dr Clark School Council Meeting
Tuesday, October 15th, 2019
6:00 p.m. in the Library

1. Call to Order 1803
2. Introductions (per sign-in sheet): Jen From, Tierra Marinier, Stephanie Hewitt, Makayla Gannon, Karyn Hobbs, Shauna Clarke, Shelley Bungay, Jennifer Dahl, Shukri Maalin, Tanya Ryan, Markus Viveiros, Aruna Baker, Jessica Roy (Principal), Bobbi Compton (Vice Principal), Angela Woods (Vice Principal)
3. Principal's Message: not much new. Options started. Yoga, art, pearl mind benders, journalism. Good feedback, next round of options is monday. Option Term No. 2 starts next January. Peak program doing well. Students will be highlighted in public division video being made on Nov 25. Staff question posed regarding Casino money: what is the process of getting approval regarding money. Will be looked into.
4. Parent Feedback: 18:06 -
 - a. There was a question about how parent classroom reps will share information. Jessica Roy responded: Once we have parent names, parent reps will be given a blind copy message email, to create a group to send email to parents emails. One forwarding email instead of the whole list.
 - b. On the subject of emails, Jennifer Dahl proposed that we send school council minutes emails to group before sending out the minutes to everyone. Minutes will be sent (ideally within a week) for everyone to review the minutes, then minutes will go out to the whole email list of council members. Meeting Agenda, will come out 3-5 day before the meeting, and include the funding committee agenda as well.
5. Networks Meetings: 1811
 - a. Report on October 7th meeting - Jennifer Dahl: Covered education act, is becoming the school act. Link will be sent with minutes. Blue ribbon panel recommended huge cuts in many areas and how it will affect education. Alberta School Boards Association is responding to the document. There is an info graphic and a website that debunks the McKinnon Report with some facts. Infographic:
<https://drive.google.com/file/d/0B3Ncau1oUoRdb2c5ZHV2dHpXOU8xTmVwQmh0MlFsbINyT0Fn/view?usp=drivesdk> And Calgary Board of Education Response:
 - i. <https://cbe.ab.ca/news-centre/Pages/cbe-response-to-the-blue-ribbon-panel-on-albertas-finances-report.aspx>
 - b. There is an advocacy committee, to address parent's voice to be heard. Link to sign up for the ASCA Advocacy Committee:

<https://www.albertaschoolcouncils.ca/about/the-parent-voice/school-council-engagement>

- c. Budget coming end of October. Board does not have much answers regarding cuts at the moment. Next Networks' Meeting will be held on Monday November 4, 2019 at division office (formerly known as district office). May have more answers then. Jen will forward each with the agenda. Any parent is welcome to attend. Dinner at 5:30, meeting at 6:00. Jennifer cannot be there but encourages others to attend.
6. School Community Engagement 1815
 - a. Hot Lunch support: volunteers still needed here and there. Delivery days are about 70% filled.
7. Confirm Next Meeting:
 - a. Tuesday, November 19th 6:00pm

End 1816

Minutes
Dr. Clark Fundraising Committee Meeting
Tuesday, October 15th, 2019

1. Call to Order 1816
2. Financial Report 1817
 - a. There have been some expenses for insurance premium, bbq and hot lunch.
 - b. \$1679.50 remaining after agendas
 - c. Included 500 needs to be transferred for casino
 - d. Second account for casino, 1654 for cheque
 - e. Overdraft handling fee form back, being
 - f. 2500 cheque to be covered for casino handle 2430. 49\$ remaining
 - g. Contact ATB for second account, to be done in a tier formation, still waiting on ATB to respond. Get account open before all accounts are done only waiting on agenda cheque to be sent out.
 - h. Bank Balance:
 - i. Cash on Hand:
 - j. New Bank Account with lower fees?
 - k. Agenda invoice \$2668.05 and Insurance \$490
3. Fundraising 1820 : Stephanie.
 - a. Dielman's Orders: Order closes Oct 18. Need volunteers, to mail the orders because they need to be sent out on Oct 23. Need to be out by 25th to get orders on time. Need help with sorting order forms and mailing. Jennifer reminded the group that when we deal with cash, the committee needs 2 people in order for insurance to cover us for any claim of negligence. There is a lockbox to store funds. Tanya will/can assist. All cheques and cash go into lockbox. It would be nice if the people sorting the orders (Shelley and Stephanie) have time, to fill out deposit book as money is counted, to save Tanya some time. Jennifer asked Stephanie to confirm with her and Tanya when Dielman is paid, after of before order submitted, so they can have the cheque ready. Orders will arrive November 28th. Difficult part on that day is sorting and getting orders to classes. How to get Deilmans order home? ECDP student will need help. Label and find a place to put it. Send list of Class Reps for Stephanie. No formal format for delivery, will develop process when items get delivered. Or, get parents to come collect the order. Need volunteers for evening help delivery. Sign up genius will be set up for helping with delivery volunteers. Makayla will send it out after the casino so we don't overload our volunteers.
 - b. Poinsettias from growling smiles: Stephanie spoke with the person today. The sooner the better to start. There is a parent letter that shows, cost, profit margin and estimation suggestion as well as delivery information. Recommend 3 volunteers due to carrying supplies. Delivery can be November 28, 2019. We

need one extra person available to help, but may still need some student help. We have half the gym to use. We can have ¼ for poinsettias and ¼ for Dielman's. Everyone can pick up in one place. Stephanie asked for Paulette Rempel's email since she organized it last year. Jennifer will send.

- c. The issue of communication came up: We just need to send a reminder to Mrs.Compton Re. Facebook. It is Important to get reminders out there in a timely manner. No official communication rule exists. Is there a group that can help with getting reminders? The app the school uses is "Poster My Wall" and it's free. You can make posters to remind parents about hot lunch, Dielman's, etc., and send to Mrs.Compton. Electronic sign updates also managed by Bobbi. Can pre program electronic signs if reminders are sent. Bobbi will continue to do messaging and reminders through current school format. Any request being sent to Bobbi should CC, Jen, Karen and Mark for any communications that will be going out.
- d. Motion was presented to go with Growing Smiles fundraiser. All in favour to go with Poinsettia fundraiser, 15\$ for poinsettias, 35\$ for planter and 35\$ for wreath.
- e. Casino Planning Nov. 5 and 6 @ 1845hrs
 - i. Updating Sign-Up Genius Makela helping. Nine open spots.
 - ii. Send Bobbi a reminder email (JD). Open spots reviewed.
 - iii. Two-week notifications will be sent- next week Email to remind everyone from sign-up email; one will be sent 1 week before casino fundraiser and another 3 days before casino fundraiser. There are back up spots. Might be able to swap times with Beacon Hill.
 - iv. Back-up List: Markus indicated he can be backup in case of last-minute cancellations
 - v. Cheque from School: Already went to casino account. Need Forms updated and mail into AGLC (Jennifer will do). There will be forms for last minute volunteers.

4. Events

- a. Holiday Gift Shop Dec. 3 and 4 @ 1850 :
 - i. Set up on Dec 2. Aileen Arceno and Karyn Hobbs are available to help set up. Delivery of all items will be approx Nov 12. Storage location will be determined when the delivery arrives.
 - ii. Will need a sign-up genius, Delivery date approx. Nov. 12th. Bobbi will get a google doc set up for classes to attend. 2 days will probably be enough. Letter and envelope will go home for parents with kids. Due to inventory limitations, we will ask families to tell children to keep purchases to immediate family only.
- b. Christmas Concerts: 1-JS on December 9 and ECDP/ K December 12th @ 1852:
 - i. reserved seating? Yes, 2 rows to be reserved.

- ii. 50-50? Yes to happen again. JD work on getting 50/50 License for both nights. Will be discussed in Nov Parent Council meeting.
 - iii. Couch Raffle? Yes, will discuss in November.
- 5. Fundraising Goals @ 1855
 - a. In-Line Skating February 2020 \$5000: Sitting at 1600\$. 600\$ belongs to Parent Council since we need \$1000 as a float.
 - b. Teacher requests for funds: A form exists for requesting funds. JD to share via google doc then can be shared with teachers.
- 6. Other @ 1858
 - a. Updating AGLC Executive Information: Need to update Bylaw information. Aruna will help when needed.
 - b. Bylaws to be posted online? Recommend by Alberta School Council. Can create a new tab. Jennifer will send scanned bylaws to Bobbi.
 - i. Minimum attendance for a quorum: We have minimum attendance, 7 members excluding Admin.
 - ii. Internal audit planning; plan in spring to have 2 members of board who has no signing authority to do Audit.
 - c. Membership Forms and Code of Conduct: Is a requirement, we were newly made aware of. Official membership form must be filled out. Must keep track of who is a member. Forms will be available at every meeting and renewed every year. Code of Conduct; 2 different kinds were shared. Look at both and will discuss at next Nov meeting.
 - d. Criminal Record Checks for signing authorities or other positions? Discussed with Alberta School Council Association about criminal records check. They are not mandatory but can happen. Suggestion made that those with signing authority to submit a criminal record checks. Motion to have a criminal record check for those with signings Authority and FundRaising Reps... All in favour.
 - e. Will send Stepanie Pittman a list to confirm if there is a criminal record check for signing authorities and fundraising reps: Jen Dahl, Tanya Ryan, Markus Viveiros, Stephanie Hewitt, Shelley Bungay: we will email Stephanie Pittman the minutes to confirm if there are criminal records checks.

Other issues or concerns: Bullying on the school bus, involving a 6 year old. How to express concerns or address? Normally bus driver will do report. Principal has not received a report to date. Routes will be changed soon, due to how busy the busses are. Draper Road bus is where the issue is at. Sparksman, have been contacted; responses are staffing issues. Principal will get in contact to help with concern. If there are future incidents, the actual scenarios will have to be brought in to the school principal.

End 1910.