

## MINUTES

### Dr Clark School Council Meeting

7:00 p.m. Google Meet

1. Google Meeting Protocols:
  - a. Child Name, Grade, Teacher, verified by admin
  - b. Will use Google Meet to allow admin to verify participants
  - c. Will continue to meet online to avoid travel.
  
1. Call to Order 7:00
2. Introductions Bobbi, Robert, Abbi, Kailee, Aruna, Amber, Hilary
3. Approval of Minutes from last meeting:
  - a. November
4. Principal's Message: (Bobbi Compton):

Enrolment at 598. 9 students starting in new year.  
Shout out to all staff, volunteers, parents, at holiday concert.  
WITS presentations update: RCMP joined to read stories and conversations.  
Jan 2023: Budget update to be done.  
Dr. Clark Handbook update available to be revised and comments from parents are welcome.  
[Dr. Clark Stakeholder Handbook 22-23](#)
5. Parent Feedback: (all)
  - a. Is there a need for parent volunteers to help at the school?  
**Comments:** Currently, the process is working. @ Bobbi will ask and keep parent council in the know.

Positive feedback on Holiday concerts. Light bars had some glitches but next year will work to improve. Various parent feedback was very positive.
6. Networks Meeting:
  - a. Next meeting is Tuesday, Feb. 7 6:30pm (Networks only) and March 7 Joint Networks
  - b. Christmas card message from School Board was shared.
7. Confirm Next Meeting: January 23, 2023 as per magnet.

Agenda  
Dr. Clark Fundraising Committee Meeting  
Tuesday, November 24th, 2020  
7:00 p.m. Google Meet

1. Call to Order 1912 hrs
2. Approve Previous Minutes: November; Amber, Kailee move to approve.
3. Financial Report
  - a. Bank Balance:
    - i. Casino: Nov 30, 35 060.51\$
    - ii. General: Nov 7, 2022 = 3871. 53\$
  - b. Cash on Hand:
    - i. Casino: Nov 30, (taking into account Inline Skating and Chrome Cart, Science in motion) = 14 996.61\$
    - ii. General: Dec 19, 2022 (taking into account Gift Shop deposit and cheque, Dino initiative, Couch money, 1 reimbursement from BBQ.) = ~ 6439.00 \$
  - c. Music Room Carpet was purchased. Will get delivered to school. Thanks to Amber for searching for a better price from Wayfair.
  - d. Sharpies, nametags, and pencils were purchased for the Holiday Gift Shop. Cash Box and coin wrappers were purchased for Concert raffles. Jennifer has receipts. All stored in the art room and filing cabinet in the office for future use. Total was approximately 150\$, already accounted for above.
  - e. AGLC and Societies Financial Reports will be prepared by Sara and Jennifer and audited by Amber and Hilary in early January.
  - f. Wreath/ Winter Florals Sales - \$434 raised at least, still tallying paypal fees. Will be approximately \$500 (\$450.19 less paypal fees, and plus poinsettia sales \$78)
  - g. Holiday Gift Shop - \$1058.95 raised.
  - h. Winter Concert 50-50 Draw - \$910 raised. That was put into the Casino AGLC account as per their rules.

All of these funds - a total of **\$2,402.95** - help purchase technology for all students in the school to use. **Feedback from Parents:** They want a Tap to use debit machine.
  - i. In addition, we helped raise money for Dr. Clark Dino Initiative (Dr. Clark families in need): Winter Concert Couch Raffle for the Dino Initiative - **\$1145** raised. This is accounted separately. 1145\$ go to School; Check with Steph to know how to pay. Dollars will go to Dino fund.
4. Fundraising:

- a. Holiday Gift Shop Debrief : Teacher Feedback: Good. Good opportunity for kids. Parents were excited for it. Many teachers only brought the kids that had money, some did not know what to do with the kids that did not have any money. There was a donation of calculators to tally items. Would be ideal to have a larger space for next year. Need to align with different user groups. We could give Cora more advance notice so the multipurpose room can be used. Kids volunteering from 5&6 enjoyed contributing to the event. Next year need to up stock by 25%. Only 1.5 boxes were returned. Kids loved it. Some were disappointed with the lack of availability of some items.

**Strategy:** When registering need to report number of student to be higher (Ex; 800) to get more stock.

-Next year do it on the Wednesday. Train the volunteers prior to the event. Hilary Banks, kept the volunteers resume for future use. 3 days is enough, need 1 day to setup.

-Option on envelope to help support students in need; ie- please contribute to any family that is in need. ?? How to track this (volunteer contributions) and who gets it?? Need to give it some more thought.

-Next year someone will have to strategize as Jen will be a teaching full time.

- b. Indigo Love of Reading Grant - Amber and Hilary have started writing. Due Jan 13 or 15, 2023. No financial supported from Parent council needed at this time. Letter of support as to why Dr.Clark will be a good recipient for the grant. 85% done and Kailee will provide comments. Suggest: Separate letter or many signatures on one letter.

Amber asked what is the Principle envisioning on the literacy grant? Response from admin: Support non-fiction books in library. Some non-fiction books are outdated. Add new information to the library. Some fiction books can be included/updated. Diversity and cultural books can grow. Investing in word work activity; make it an exciting activity for kids.

Some updated novel studies needed. **Potential challenge/ consideration-** Need to have dollars for codes and book protectors.

Get letters of support when return from break.

- c. Next Casino Date: June 30 and July 1, 2023. Casino Webinars: [www.aglc.ca](http://www.aglc.ca)

## 5. Events:

Jan : M&M meats fundraiser.

- a. Casino Webinars: [www.aglc.ca](http://www.aglc.ca)

## 6. Fundraising Goals:

- a. Funding Strategy and Budget: propose having a written plan for how to allocate funding. The purpose is to ensure funds are used for greatest benefit to the school, and to have clear guidelines when responding to funding requests.
  - i. Administration (supplies, materials to fundraise)
  - ii. Benefit to whole school (Ex: Tier 1; chrome books)
  - iii. Benefit to division (Div. 1 is ECDP-3, Div. 2 is 4-6)
  - iv. Benefit to an individual class

Is this categorization acceptable? Other thoughts or ideas?

- Improve the category as Early learning might have different categories.
- Will be drafted in January.
- This strategy will encourage teachers to think in advance. This will also help with parent council succession plans/learning.

- b. Budget: annual budget forecast would be presented once a year, based on the funding strategy. This would make financial decisions more efficient and more clearly communicate our intended use of funds each year.

Is this process acceptable? Other thoughts or ideas? Implementation plan?

- c. Executive Request - Jennifer proposes that the school council purchase a sidewalk clapboard to direct parents to the side gym door, for example. Could also be used to remind parents of upcoming meetings or events as they drive by in the parking lot. Does the school have something like this? Cost and Management of messages can be a challenge. Putting things up more in advance on an electric board can help. Update the loops of messages to switch less.



- d. School Requests - Ozobots- ?? Will we be able to access this with the current school technology? Is it Chromebook compatible? Need to talk with the

technology department to confirm the technology meets schools data storage/security parameters. Need to investigate the third party app that may or may not be required. Walter Gladys Elementary has used the tool as a standalone system. Ensure that \$\$\$ is being allocated for maximum benefit of use of the tool, as well as maximum benefit for as many students as possible in the school. Ms. Houston updated the quote - no discounts available, so ideal scenario would cost \$6,231.28.

7. Other:
  - a. Code of Conduct and Membership Forms - online process
  - b. Bylaws can be found at [www.fmpsd.ab.ca/drclark](http://www.fmpsd.ab.ca/drclark) "Parent Resources"
8. Next Meeting: January 2023