

## Minutes

### **Dr Clark School Council Meeting**

7:00 p.m. Google Meet and In-Person

Monday, September 25, 2023

*The purpose of School Councils is to have communication and input on the school vision, policies, education plan, and budget. Any member of the community who has an interest in the school may be a member. (see <https://www.alberta.ca/school-councils.aspx> )*

1. Google Meeting Protocols:
  - a. Child Name, Grade, Teacher, verified by admin
    - i. Jennifer
    - ii. Megan
    - iii. Jessie
    - iv. Sushma
    - v. Husam
    - vi. Aruna
    - vii. Hilary
    - viii. Abbi
    - ix. Bobbi
  - b. Will use Google Meet to allow admin to verify participants
  - c. Will continue to meet online to avoid travel.

#### 2022-23 Executive

Chair - Jennifer Dahl

Co-Chair - open

Secretary - Aruna Baker

Members-At-Large: Shelly Laboucane, Megan Hamilton, Hilary Banks, Amber McIntosh-Wilson, Kailee Ingram

1. Call to Order -
2. Introductions -
3. Message from Superintendent Annalee Nutter (15 minutes) - postponed to October. Ms. Nutter sends her regrets.
4. Approval of Minutes from last meeting:
  - a. [May](#) 2023 - Aruna Baker, Hilary 2nd move to adopt meeting notes.
5. Administration Team Message: (Bobbi Compton)
  - a.
6. Parent Feedback: (all)
7. Alberta School Councils Association [Welcome Letter](#), online login
  - a.

8. Division Support: [Shared folder and message from Traci Towe](#)
  - a. [School Council Annual Report](#) was submitted by Jennifer
9. Networks Meeting:
  - a. Joint Networks Committee - November 14th at 6:30pm
  - b. Networks Committee Only - October 10th at 6:30pm

- i. **Good afternoon,**

- The Networks Liaison Committee of the FMPSD Board of Trustees would like to invite any school council and fundraising parents to a preliminary orientation meeting on October 3rd, from 6:30-8:00.**

**We will provide a quick overview of the role of school councils, the difference between the two parent organizations, the relationship between the Board and the school council, and ASCA. The rest of the meeting will provide time for your questions and networking with other Division school council parents.**

**Our first business meeting will be held the following week, October 10 at 6:30.**

**Hope to see everyone on the 3rd and/or the 10th!**

**Networks Liaison Committee  
(Jason Schulz, Malcolm Setter, Lorna Spargo)**

10. Confirm Next Meeting:
  - a. Monday October 23rd at 7pm - Propose to do next meeting at 6pm. Magnet will need to be updated with new time.
11. End: 1920 hrs

Agenda  
**Dr. Clark Fundraising Committee Meeting**  
September 25th, 2023  
7:30 p.m.

2022-23 Executive -

President - Jennifer Dahl

Vice President - open

Treasurer - Megan Hamilton (welcome!)

Secretary - Aruna Baker

Casino Coordinator - Jennifer Dahl and Amber McIntosh-Wilson

Fundraising Coordinator - Hilary Banks and Amber McIntosh-Wilson

Sign-Up Genius Coordinator - open

1. Call to Order 1920 hrs
2. Approve Previous Minutes: [May](#) 2023

3. Financial Report

a. Bank Balance:

i. Casino:\$53,268.70

ii. General:\$3,265.72

b. Cash on Hand:

i. Casino:\$34,097.08

ii. General:\$ 3265- BBQ, Remainder= 1265.72

Megan Hamilton has offered to be our new Treasurer! Thank you! Bank signatures are all set up. Voting was unanimous, via email June 28, 2023.

- c. New cheques for the casino account have been ordered, as well as a deposit book for the general account. Might need a separate book for General (Jennifer will explain about the Alien In-Line deposit: AGLC “one-time in lifetime” with two signatures and detailed explanation, prefer “direct to vendor” payments). Vote for a 2nd cheque book - Aruna and Hilary in favor. No opposed.
- d. M&M Fundraiser in June - Jennifer picked up the cheque for approx \$80 -
- e. School Literacy Night Gift card: Jennifer requesting reimbursement of \$25 for card, \$9.91 for photo printing (after school hours)- Hilary and Aruna in favor. No opposed.
- f. Kelly Bussieres Award: Jennifer requesting reimbursement of \$25.10 for plaque. Jennifer donated the flowers. - Aruna in favor. No opposed.
- g. Casino Income notice was sent to Sara Stevens: \$37,693.03 - need to update Treasurer info with AGLC
- h. [Annual Fundraising Report](#) was submitted to school, to forward to division.
- i. School Council and Societies Insurance due end of Sept. approx. \$650, Jennifer called to get more information. At this time, we do not have coverage for crime,

only for liability. We need to decide if it is worth an extra \$140. - No criminal coverage this time.

4. Fundraising:

- a. Casino Webinars: <https://gain.aglc.ca/webinars> these are useful to learn how gaming (casino and raffle) funds are used and how we report them.
- b. Slotting Letter received from Alberta Liquor and Gaming Commission for next casino: **Oct/ Nov/Dec 2024.**
- c. Papa John's Schedule this year (Rob Skulsky)
  - i. Oct 11
  - ii. Nov 1
  - iii. Dec 6
  - iv. Jan 10
  - v. Feb 7
  - vi. Mar 13
  - vii. Apr 10
  - viii. May 8
  - ix. June 12
- d. Holiday Gift Shop: Shelly Laboucane and Kristan Leonard December 12-14: confirm room location?
  - i. Confirm if the multipurpose room is available. (Bobbi)
- e. Growing Smiles Winter Plants and Wreaths:
  - i. anyone available to organize this? Amber Macintosh will arrange the orders.
  - ii. Improve advertising this time. Anyone in the committee to help? Any students? Hilary will do the poster.
  - iii. Know of anyone who can sew the dino costume again.
- f. Holiday Concert Raffles: Two Concerts: do we want a 50-50 raffle as well as the couch draw for each night?
  - i. 2 Concerts- 12th ECDP-2, 13th Grade 3-6. Couch raffle is for the Dino initiative to give back to families in need. Keep on the agenda for next month. Bobbi will put something together to present at the next meeting.
  - ii. Share with parents to see if they are willing to contribute for charity items.
  - iii. Ask Stephanie to come to the meeting to help provide responses regarding charity.
  - iv. School can ask parents for fund that have been public, Suggestions: send message to parents to
- g. M&M Food Market: June weekend raised \$87. Next fundraiser is set for **November 4 and 5**: how can we advertise and encourage families to attend?
  - i. Post picture, take orders and and someone collect order
- h. [Sherwood Park Soups flyer](#) : \$4 profit per \$12 soup pack.
  - i. Check to see if it suits the apple school format.
  - ii. Add to january

5. Events:

- a. Welcome Back BBQ Recap: What worked? What needs improvement? Ideas for next year?
  - i. Went well.
  - ii. May need to schedule with another school to borrow a BBQ. Halal meat was requested.
  - iii. Get a tent to cover the BBQ area. — look to see if Dr.Clark already has one.
  - iv. Was a fun event. Ran out of some items (Cheese, hot dogs)
  - v. Should try to order whole wheat buns.
  - vi. Thank you everyone.. Try to do another version with multicultural theme.

6. Fundraising Goals:

- a. Budgeting Process: Need to send wishlist survey to teachers. Any changes from the [form sent in April](#)?
  - i. Last year process can continue. Jen will get the forms out to teachers.
- b. Chequebook for General account: Jennifer recommends we purchase a second chequebook to keep General and Casino cheques separate. Estimated cost \$100. Vote required.
- c. Existing School Requests - May 2023 Wishlist follow-up
  - i. PE Bussing - receipt received and cheque paid.
  - ii. Math Manipulatives-receipts received and cheque paid.
  - iii. Sandy Dhillon-receipts received and cheque paid.
  - iv. Sandra Houston no longer at Dr. Clark-flexible seating? Ozobots? - Table this topic.
  - v. ECDP/K Celebrations-cake receipt from General Account - School paid therefore; Pay the school back.
  - vi. Grade 6 celebrations? - The budget is gone, nothing needed yet.

7. Other:

- a. Code of Conduct and Membership Forms - online process, please fill out for this new year.

[https://docs.google.com/forms/d/1kWpCFi9LzWTNygnglehNJ8dcZFR7EK78BeZyQ1cZYhc/viewform?edit\\_requested=true](https://docs.google.com/forms/d/1kWpCFi9LzWTNygnglehNJ8dcZFR7EK78BeZyQ1cZYhc/viewform?edit_requested=true)

- b. Bylaws can be found at [www.fmpsd.ab.ca/drclark](http://www.fmpsd.ab.ca/drclark) "Parent Resources"

8. Thank you to everyone who attended! Please stay in touch with any questions you may

9. In the October meeting Jen will step down as President. Need replacement. Vice president is also a good position to learn.

10. have. Adjourned: Time: 2012 hrs