

Minutes

Dr Clark School Council Meeting

6:00 p.m. Google Meet and In-Person

Monday, October 23, 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

2023-24 Executive

Co-Chair -Kailee Ingram

Co-Chair - Hilary Banks,

Secretary -Aruna Baker

Members-At-Large: Shelly LaBoucane, Sarah Pocock, Kailee Ingram,

Past President - Jennifer Dahl

1. Call to Order Time - 1804 hrs
2. Introductions - Abi Easton, Bobby Compton, Robert Skulsky, Jennifer Dahl, Shelly LaBoucane, Megan Hamilton, Sarah Pocock, Aruna Baker, Stephanie Pittman, Kailee Ingram (Hilary Banks joined during the meeting).
3. Message from Superintendent Annalee Nutter (15 minutes) - Rescheduled due to time change
4. Approval of Minutes from last meeting:
 - a. [September 2023 Draft Minutes](#) Aruna and Shelly adopt September notes
5. Administration Team Message: (Bobbi Compton)
 - a. Enrolment Update - 622
 - b. Staffing Update - We are fully staffed with the exception of replacing staff who are on extended leaves. There is also a .6 FTE position posted to provide EAL literacy support/interventions
 - c. PLF Update - Staff are continuing their professional learning and collaboration. In the upcoming PLF, November 3, we will be looking at our data and implementing strategies for student growth in the current year and using the data to establish goals for 24-25.
 - d. Division 2 Options - Division 2 students are participating in a selection of fantastic options facilitated by our staff on day 4: Art, Card Games, Robotics, Comics and Magazine Club, Craft Club, Crochet Club, Drama, Handbells, Mindfulness and Media, Table top games, Yoga and Aerobics. PEAK soccer also continues during this time as well as on day 2.
 - e. Breakfast Program - Dr. Clark is well known for it's fabulous breakfast program. Cora, who has been facilitating the program for the past years, is retiring in

December. We are looking for someone or a team who will continue to provide the service for our students.

- f. Love of Reading Grant - We were the recipient of a \$75,000 Love of Reading grant from Indigo. The money is \$25,000/year for three years. We are actively spending the money to build up classroom libraries, our school library, teacher resources, etc.
 - g. Family Nights - We are looking for ways to highlight our many cultures and diversity at the school in addition to the numeracy and literacy events. Stay tuned for additional information.
 - h. Cricket at Dr. Clark - There is some interest from the Cricket Association to establish a Cricket (evening) opportunity for students. Coaches will start with visiting/facilitating PE classes to gather interest.
 - i. Safety Protocols - Dr. Clark and FMPSD schools have rigid safety protocols and training for staff. All staff must complete the training and practice drills are mandated throughout the school year with students.
 - j. [Report Card Update](#)
6. Parent Feedback: (all)
- a. The teachers are doing great with the weekly updates. Thank you.
 - b. The additional work provided in the google classroom is appreciated.
7. Division Support: [Shared folder and message from Traci Towe](#)
8. Networks Meeting:
- a. Joint Networks Committee - November 14th at 6:30pm
9. New Positions 2023-24
- a. Nominations for positions (listed at beginning of agenda)
 - b. Voting
10. Confirm Next Meeting:
- a. Monday, November 20th at 6:00 pm (in person and Google Meet)
11. End Time: 1835 hrs

Minutes
Dr. Clark Fundraising Committee Meeting
October 23, 2023
6:30 p.m.

2023-24 Executive

President - Hilary Banks

Vice President - Kailee Ingram

Treasurer - Megan Hamilton

Secretary - Aruna Baker

Casino Coordinator - Megan Hamilton

Fundraising Coordinator - open

Sign-Up Genius Coordinator - Lindsay Van Leeuwen

Advertising Rep - Hilary Banks, Kymani Baker, Kayden Baker

Past President - Jennifer Dahl

1. Call to Order Time: 1838 hrs
2. Approve Previous Minutes: [September](#), Approved in previous meeting
3. Financial Report
 - a. Bank Balance:
 - i. Casino:\$49,243.48
 - ii. General:\$2,284.81
 - b. Available Funds:
 - i. Casino:\$33,734.48
 - ii. General:\$1,595.99
 - c. Annual Financial Report for 2022-23 is ready. It can be viewed [here](#). Overall, last school year we decreased our General funds by \$2,097 and we increased our Casino Funds by \$18, 041. Societies audit will be scheduled in January 2023 (Jennifer).
 - d. New chequebook for General Account has been ordered.
 - e. School Council and Societies Insurance forms were submitted by the deadline. Invoice is forthcoming, approx \$600. As per last meeting's decision, criminal coverage was not added at 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 - discussed last meeting, for information only.
 - 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
 - x. Suggestion: Send a separate email specifying the Papa John fundraising. (Robert will look into this)
- d. Growing Smiles Winter Plants and Wreaths:
 - i. Amber McIntosh - has requested December 7.
 - ii. We need 2-3 volunteers to be at the school on December 7th to accept the delivery, give the driver the cheque, and call people for pickup reminders. From 8:30 am - 6pm (we can decide the times for pickup)
 - iii. Action: Shelly LaBouchame will volunteer, Dec 7th.
 - iv. Orders have to be in 2 week prior (Jennifer to confirm)
 - v. Space: Hallway by the gym is an option. Can use ½ gym if there was overflow. Use the side door.
 - vi. Action: Make a Flyer: Hillary Banks will do it.
- e. Holiday Concert Raffles: Two Concerts: do we want a 50-50 raffle as well as the couch draw for each night? –
 - i. 2 Concerts- December 12th ECDP-2, December 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. Suggestions: Raffling the Dino theme quilt. Display at the concert. 1st prize and 2nd prize option; More exposure for quilt before the concert (during the parent teacher).
 - 1. ?? Do we need a raffle lic for this?? ANS: Do it as a non-Lic raffle.
 - 2. Raffle for Nov?
- f. M&M Food Market: Next fundraiser is set for **November 4 and 5**: how can we advertise and encourage families to attend?
 - i. If someone is willing to take multiple orders and pick them up, this could increase orders. We would need cash or EFT payment ahead of time. Is anyone available to do this?
 - ii. **Please support by going to M&M in Thickwood and when you pay, say “This is for the Dr. Clark School Fundraiser”**
 - iii. **Action: Hillary Banks will do the flyer.**
 - iv. **Action: Get others to help pickup some orders-**

5. Events:
 - a. Holiday Gift Shop: December 12-14:
 - i. Confirm if the multipurpose room is available. It is on schedule, will confirm with user groups.
 - ii. Set-up Day will be Monday, December 11th, with classes visiting on Tuesday, Wednesday, and Thursday.
 - iii. Kristan is available mornings before 11:30 and all day Wednesday the 13th. Need to confirm Shelly Laboucane's availability. Jennifer will meet with Kristan and Shelly and Megan before November 20th.
 - iv. Volunteer Schedule is needed (Sign-Up Genius). Lindsey V will do it.
6. Fundraising Goals:
 - a. Budgeting Process: Wishlist Form was sent. [Results summarized here](#). Please review and let Bobbi, Abbi, or Rob know if you have any questions for the teachers before then. Will vote on each item at the next meeting, November 20th.
 - b. When items are received, are they barcoded in the library? Yes everything is barcoded and allocated for Dr.Clark.
7. New Positions 2023-24
 - a. Nominations for positions (listed at beginning of agenda)
 - b. Voting
8. Other:
 - a. Code of Conduct and Membership Forms - online process, please fill out for this new school year.
https://docs.google.com/forms/d/1kWpCFi9LzWTNygnlehnNJ8dcZFR7EK78BeZyQ1cZYhc/viewform?edit_requested=true
 - b. Bylaws can be found at www.fmpsd.ab.ca/drclark "Parent Resources"
9. Next meeting: November 20th 6:00 pm (after School Council meeting).
10. Can we ask for donations for the Dino: If a taxable rec is needed- district will have to issue those. There is a link on the website to donate that the division website has. There is a max amount of dollars that can be given/family if you go through the division office. Will have to be specific on what we are fundraising for.
11. Thank you to everyone who attended! Please stay in touch with any questions you may have. Adjourned: Time 1934 hrs