

Minutes  
**Dr Clark School Council Meeting**  
6:00 p.m. Google Meet and In-Person  
[meet.google.com/axe-hwnt-yvq](https://meet.google.com/axe-hwnt-yvq)

Monday, March 18, 2024

*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
  - b. Will use Google Meet to allow admin to verify participants

2023-24 Executive


Chair - Hilary Banks

Co-Chair - Kailee Ingram

Past Chair - Jennifer Dahl

Secretary - Aruna Baker

Members-At-Large: Shelly Laboucane, Megan Hamilton, Amber McIntosh-Wilson,

1. Call to Order Time: 18:00 hrs
2. Introductions -
  - a. In-Person: Megan Hamilton, Jennifer Dahl, Shelly Laboucane, Megan Symes, Bobbi Compton, Megan Rumbolt
  - b. Online: Rob Skulsky, Robin Wemyss, Hilary Banks, Colile Mtsenjwa
3. Message from Allan Allan Kallal, Associate Superintendent of Business and Finance, on the School Council Resource Guide
4. Approval of Minutes from last meeting:
  - a. January 2024 -  Draft Minutes Dr Clark SC and FC January 22, 2024
    - i. Shelly moved to approve, Jennifer seconded. All in favour.
5. Administration Team Message: (Bobbi Compton)
  - a. (see notes from Bobbi)
6. Parent Feedback: (all)
7. Parking Committee:
  - a. Shelly and Megan have created an email address.

- b. Plan to hand out flyers with the email address. Shelly will send a copy of the flyer to Admin Team and Kailee to proofread. Shelly and Megan plan to hand them out in the parking lot.
  - c. Flyers could be put on a community bulletin board. Bobbi will confirm a possible neutral location
  - d. A parent meeting for parking lot concerns would be allowed.
  - e. School Council can set up a table at Parent Teacher Interviews (March 26-27).
  - f. "We want to hear from the public on your status with parking/ concerns and suggestions. Have a voice and get your opinion heard!"
  - g. Even if you have a vest on, people don't always listen to parking attendances
  - h. People justify their illegal parking by saying, "I'm just here for a minute", but we are all there "just for a minute."
  - i. Email: **dr.clarkparentsforparking@gmail.com**
  - j.
8. Networks Meeting:
- a. Networks Committee - next date April 9, May 7
    - i. Shelly Laboucane and Megan Rumbolt are interested. Jennifer will forward their emails to division office to add to the email list for Networks meetings.
9. Confirm Next Meeting:
- a. Monday, April 29 at 6pm
10. End Time: 18:24 hrs

Agenda  
**Dr. Clark Fundraising Committee Meeting**  
March 18th, 2024  
6:30 p.m.

2023-24 Executive -

President - Kailee Ingram

Vice President - Hilary Banks

Past President - Jennifer Dahl

Treasurer - Megan Hamilton

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 Time: 18:24 hrs
2. Approve Previous Minutes: February 2024
3. Financial Report
  - a. Bank Balance:
    - i. Casino:\$42,310.76
    - ii. General:\$2,783.96
  - b. Cash on Hand:
    - i. Casino:\$13,440.76
    - ii. General:\$ 2,208.31
4. Vote on Special Resolution - Jennifer
  - a. [Special Resolution was read](#). Floor was opened for questions or discussion.
  - b. Vote was carried 100%. (Staff present abstained from voting).
5. 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. Apr 10
    - ii. May 8
    - iii. June 12
  - d. Growing Smiles Spring Plants:
    - i. We need to give Growing Smiles new Fundraising representative contact information. - Megan Rumbolt offered to

ii.

6. Events:

- a. Staff Appreciation - confirm time with Admin (May?)
  - i. Budget and Plan
  - ii. First week of May 6-10
  - iii. 110 staff (around 96 including leaves) - Bobbi can get an exact
  - iv. Ideas: post-it notes, office supplies?
    - i. Megan R., Megan H., and Megan S., Jennifer, and Shelly will have a separate email conversation to plan

7. Fundraising Goals:

- a. Existing School Requests - Wishlist follow-up
  - i. Teachers will purchase items through school. Who will report the final numbers back to Treasurer (Megan) - Stephanie
  - ii. One more wishlist could go out. It was agreed it would be beneficial. It will need to be returned by May 16th. (Friday before the long weekend). Approximately \$13,000 left. We plan to save \$6000 for the fall. Can teachers be given an allowance in the fall? There are approximately 27 ATA (Teachers). New teachers could get a slightly larger amount.
  - iii. Kailee and Hilary will ask staff to finalize grad plans and any items they need by April 29th. Kailee and Hilary will also notify staff of the possible upcoming wishlist form at the next staff meeting.
  - iv. Holiday Gift Shoppe: make the \$1 table a \$2 table
  - v. Jennifer proposed that we rebook Alien In-Line for 2025 using AGLC funds with a budget of \$800. Shelly seconded. All in favour.
  - vi. Megan will look into a bath bomb fundraiser.
  - vii. Run a Market in the gym - could run the same weekend as Lady of the Rivers to benefit from the foot traffic.
  - viii. Possible Spring Fling Dance with a tentative date of May 15th from 5-6:30. It would be possible to have a table to sell glow sticks. Also would be possible to run a raffle or a theme basket. Ask parents to bring in items and create baskets for the event. Charge a \$1 at the door or by donation? Or a concession stand with Apple Schools items.

8. Indigo Grant Update - purchases have been made.

9. Other:

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

[https://docs.google.com/forms/d/1kWpCFi9LzWTNygngehNJ8dcZFR7EK78BeZyQ1cZYhc/viewform?edit\\_requested=true](https://docs.google.com/forms/d/1kWpCFi9LzWTNygngehNJ8dcZFR7EK78BeZyQ1cZYhc/viewform?edit_requested=true)

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

10. Thank you to everyone who attended!

11. Adjourned: Time: 19:09 hrs