



# St. Gabriel School Council

585 Signal Road, Fort McMurray, AB, T9H 4V3

EMAIL: [stgabrielsc@gmail.com](mailto:stgabrielsc@gmail.com)

## Minutes – September 19, 2018

3:15pm School Meeting Room

This meeting was called to order at 3:15pm with an opening prayer done by everyone.

### **In attendance:**

John Barfoot, Abbie Ouellet, Sarah Dube, Gayleen Sinclair, Geraldine Connors, Marianne Corbett, Karen Arevalo, Ana Everson, Marlyn Alcantara

No amendments were made to the May 9, 2018 minutes.

Introductions were made around the table. Everyone said a little bit about themselves, if they held a position the previous year, and what grade(s) their child(ren) are in.

### **Principal Report:**

There have been more changes of staff at St. Gabriel School and in the District this year than in previous years due to promotions, maternity leaves, and retirements. St. Gabriel School currently is fully staffed for teachers but has 2.5 EA positions to fill for specifically accessed students and the grade 3 class. The decision to dissolve the combined classes was made at the District level. In doing so the Kindergarten maternity leave position was filled and an extra aid was given for the large class size of grade 3.

PAT results have been received and the official results will come after October 18<sup>th</sup>. Overall our St Gabriel School results were the highest that Mr. Barfoot has even seen for the school as a Principal.

This years' school goals will be to continue to improve the PAT results with a focus on math, specifically guided math, and Leader in Me. Due to the change of staff, St Gabriel school needs to establish new lighthouse leaders of the Leader in Me program. This training will be done in conjunction with staff from the newly open Elsie Yankie school. As well staff will receive training on the next phase of implementation for Leader in Me.

St. Gabriel School now has an official Facebook group (St Gabriel Catholic School) that will be maintained by the grade 2 teacher, Mrs. C. Molloy. Mr. Barfoot will be sending out an email later this week with more information. The decision to make the group was made to follow suit of other schools in the District and to allow greater community coverage of the school. Currently the School Council Facebook group is a closed group and membership can only be given to members of our school family. Pictures of students will only be posted from events where the public is invited such as Masses, Success Assemblies, and sport events. For any other events permission from a parent/ guardian will be requested prior to a picture of students being posted.



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## **Treasurer Report:**

Summary of Account Balances on Sept 19, 2018	\$7,896.53
Amount to Clear	533.81
Total	\$7,362.72

The Proposed Budget was accepted as presented. Expected Net Revenue from fundraising is anticipate at \$13,050 and Expenses is \$12,980 for a net gain of \$70. It was unanimously agreed not to renew the society annual return filing since we are now aware that we shall not do casinos or bingos.

## **Chair Report:**

### **New Operating Procedures**

At the end of last year, School Council reviewed its Bylaws and had a workshop to compose new Operating Procedures to replace them. The proposed Operating Procedures were reviewed. Sarah Dube motioned to accept the Operating Procedures as presented and Marianne Connors second. The group unanimously agreed.

### **Council Meeting Dates/ Times**

Council meetings dates and times were discussed. The opinion of the individuals in attendance was to keep the meetings at the earlier time. However, since some individuals did personally express to Sarah that they were unable to attend this meeting due to the time, the group agreed to have the next meeting at 6:15pm and reevaluate the designated time of meetings. Council meeting dates will be on the third Wednesday of every month except for the April and May meetings due to holiday conflicts and having the last meeting later because there is no meeting in June. Dates are October 17, November 21, January 16, February 20, March 20, April 24, and May 22.

### **Activities for the Year**

The activities and dates for 2018-19 were reviewed. A brief description of each activity was provided and no comments were made to change dates or remove activities.

- Walk-a-thon (September 26)
- Science in Motion (November)
- Christmas Store (December 5, 6)
- Staff Christmas Luncheon (December 20)
- Valentine's Day Family Dance (February 12)
- Alien In-line Skating (March 11-14)
- Spring Fun Afternoon (May 7)
- Sports Day Snacks (June 24/25)
- Staples School Tools (June-July)
- Breakfast Program (Daily)
- Apples for Apple School (Weekly)
- Bulletin Board (Monthly)
- Special Event Days (TBD)



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Teachers \$100 (Deadline: September 30)  
Welcome Coffee/Tea (September 2019)  
Other (as identified by council)

## **Lessons Learned**

The Spring Fun Afternoon was a big hit. Having it in the gym for a 1 hour was great because it stopped kids from running in the halls and allowed for better supervision. The option to not serve a snack was not an issue. As always it could have needed more volunteers. Suggestion was made to split it into multiple days with sign up genius first come first served. This way the group numbers would be smaller and better managed with fewer volunteers but students and families would still have a choice to remain together.

The Special Event Dollar Days could have been better prepared. Rather than popping popcorn and making smoothies as needed, supplies should have been prepared with multiple serving station to get the student through faster. Everything went except for the Smencils. The remaining Smencils will be used for the Walk-a-thon and sold in the Christmas Store.

Sports Day Snacks went great. Location was good and the four stations went very well and fast.

Welcome Coffee/Tea was done on the first day of school for all students and first day of school for EEP students. The location was better and the rocks were a big hit, however, mostly students were coming around for the rocks and snacks. Maybe look at doing something different next year such as just someone greeting and providing information about School Council.

Meet the Teacher Night was different this year from past years. All parents and staff met in the gym for an introduction from Mr. Barfoot then split into the classes for an overview of that grade. Feedback from parents was positive. It was nice to see teachers in their element and get a better understanding of their teaching style and personality that parents/guardians don't otherwise get from brief interactions or formal parent teacher interviews. The introduction in the gym could have used an ice breaker or more hype to increase the excitement of being there.

## **Parking Permit Draw**

Previously the School Council parking spot in the staff parking lot was used as a draw reward for volunteers in the school. It was agreed for this year that it would continue for some months but other months as a fundraiser. Dates discussed to use it as a fundraiser would follow Parent Teacher Interviews (December and April) and the Valentine Dance (March). As well the suggestion to do a reserved front row seating fundraiser at the Christmas concert was made.



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## **School Council Welcome Letter**

The School Council welcome letter was sent out in the second week of school and so far 5 volunteer forms have been returned. The welcome letter was an overview of what School Council is and a volunteer form so parents/guardians can let us know if they are interested in volunteering for school council activities.

## **Teachers \$100**

Information about the Teachers' \$100 has been sent to the teachers with a deadline of September 30<sup>th</sup>. So far 3 have been received. If any funds remain after that date they will be pooled and brought forward by the Principal to the teachers and applied to a teachers' wish list.

## **Walk-a-thon**

Information about the Walk-a-thon on Wednesday, September 26<sup>th</sup> has been sent home. Everything is ready for next week- bracelets, prizes, and water. Some money is already coming in. This is our main fundraiser and money raised will determine what additional fundraisers we will do for the remainder of the year. The money that is raised will go towards this year's teacher appreciation, Science in Motion, and Alien In-Line Skating.

## **Apples**

Apples have been provided in the office for the past 3 weeks as agreed at our last council meeting. Sarah Dube motioned to continue to the program for the rest of the school year if funds remained available. Abbie Ouellet second and everyone agreed. Also the opportunity to do extra hot lunch dates was available so School Council will do it as a fundraiser. Wok box and smoothies will be on October 3 and Pizza Hut will be on October 5. A dollar from each meal will go towards apples in the office. Information will be coming home in the next few days and deadline is Tuesday, September 25<sup>th</sup>. An updated list of hot lunch vendors and options will be available later this year. Hot lunch vendors will be invited to submit their menus to be reviewed by the new Apples Coordinator to see if it meets the policy guidelines as a choose most often choice. St Gabriel School has requested that Eat Clean and Mitchel's Café be asked to provide menus to be reviewed.

## **Dance Play**

Dance play was not arranged last year by the apple representatives and now that budget does not carry forward to this year. There is funding available this year through the apple program that can be applied to it again.

## **Boston Pizza – Operation Education/ Kindness/ Reading**

Boston Pizza has three programs available for the school to participate in: 1) Operation Education, 2) Kindness, 3) Reading. The group discussed that the rewards of a coupon meal for the kindness and reading programs aren't appealing of an incentive because if the family cannot afford to dine out together than they won't be used. However, the Operation Education program is a good fit for the school because the school receives 5% back from the total amount spent at Boston Pizza. It's not asking people to go out and



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eat at Boston Pizza but if they do then they can submit the original receipts to the box in the office. Last year we started in May and received enough receipts to get \$50 back. To promote this program there will be draws to encourage families to submit their receipts. More information to come home.

## **ASCA Engagement Task Force Survey**

ASCA requested members to participate in the Alberta School Council Engagement Task Force. Sarah Dube has signed up as a designate for our school to respond to the surveys. Sarah will consult with the school council and parent community regarding input on the survey questions posed. The September survey questions were about the changes to the School Councils Regulation in the School Act and how our school council engages parents and creates a welcoming environment for parent volunteers.

## **St. Gabriel School Council Survey**

Results from the September St Gabriel School Council survey was reviewed. Only 6 responses were received. The group discussed on how to get more respondents- website, Facebook poll, paper copy, and an individual school council email sent from the Principal. The following results are in order of highest to least ranking of responses. These areas were discussed briefly. In some cases the school is currently doing them and some initiatives are in the works.

- programs offered in the school (ie. Coding, bricks for kids, leader in me, zones of regulation, mathletics, reading eggs, brain pop)
- school's improvement planning (ie. Improved efficiency of facility, playground, community garden)
- services for students to improve learning (ie. Mentoring, tutoring, aids, technology)
- teacher/staff appreciation (ie. Luncheon, reimbursement for school related materials)
- standards of student conduct and bullying
- school council events (ie. Spring fun afternoon, alien in-line skating, PAT snacks, sports day snacks, science in motion)
- nutrition/ physical activity (ie. Apples program, hot lunch, breakfast program, extracurricular activities offered by the school such as sports teams, dance play, alien in-line skating)
- environmental stewardship (ie. Recycle, reduce, reuse, increase use of digital media)
- fundraising (ie. Walk-a-thon, Christmas store, family dance, special event days, catalogue fundraiser, school supplies)
- school's overall mission, philosophy, policies, rules and goals
- facility renovations (ie. facility appeal, murals, motivational sayings)
- methods of communicating with parents and the public
- school district policies
- school volunteers
- promotion of the school in the community

Specific comments were about increased enrollment, positive promotion, student dress code, parking, parent lunches, stricter enforcement of apple guidelines, community garden, apps for teacher/parent communication, tutoring services, meditation/ yoga, and community-based learning. More focus on these topics will be done during this year.



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## **Environmental Stewardship/ Eco-club/ Colibri Fundraiser**

With the changes in staff there was opportunity for parents to volunteer and lead the recycling initiative at St. Gabriel School. St Gabriel students and staff are recycling bottles and juice boxes very well but to be aligned with the district environmental stewardship policy we shall meet or exceed the existing regulations and standards. With curbside recycling being available at a municipal level for plastics and paper it has become standard practice to recycle plastics and paper. Mr. Barfoot has agreed to fund the purchase of bins for the classes that are stackable (bottle, paper, and plastic) and Sarah Dube will lead an eco club to collect and disperse the materials to their recycling depot. Money collected from the bottles/ juice boxes will be put towards the eco club initiatives. Sarah Dube and Mr. Barfoot are looking into other options such as getting curbside pickup from the municipality or a recycling bin in the parking lot like other schools in Fort McMurray. For other schools the money raised from bottle/ juice box returns is more substantial due to larger student numbers at those schools. However, we are currently finding out more information on fire regulations and costs of bins so we can consider our options for pickup. More information about the eco club will be coming home. It includes how to sign up, meeting objectives, and a week of events during waste reduction week Oct 15-21<sup>st</sup>. It was agreed to do a Colibri snack bag fundraiser to raise money to offer incentives to the eco challenges. More information about the fundraiser will be coming home and the deadline to order will be October 19<sup>th</sup>.

## **Buddy Bench/ Recess Rangers**

St Gabriel School has purchased a buddy bench and it has been assembled. Due to installation requirements, it should be installed next week into the concrete near the school. There will also be a presentation to students and staff about how to use it. It was suggested that select students be named recess rangers and be on the look out as they play to invite students who are at the buddy bench to join and that information should be sent home informing parents of the new buddy bench.

## **Presentations**

It was suggested to do monthly presentations to encourage additional attendees at meetings and provide information to our parents. The October meeting will be a presentation from the eco club and the November meeting will be a presentation from teachers. November presentations topics will be discussed at the next meeting but it was suggested to do one on report cards since other schools have had success by doing one.

## **Election of Executives**

Chair: Sarah Dube

Vice-chair: Vacant

Treasurer: Geraldine Connors

Secretary: Ana Everson

## **Coordinators**

Christmas Store: Vacant

Valentine Dance: Vacant



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Spring Fun Afternoon: Vacant

Special Event Days: Vacant

Volunteer: Vacant

## **Christmas Store Poster Contest**

Fun Service Canada is offering to provide 3 prizes worth a total value of \$60 to be awarded to poster contest winners and \$10 Gift Certificate from Fund Services for 3 winners drawn from of judges of the poster contest. The group agreed to do this promotion and would leave it up to each teacher to decide if they will incorporate it as a project in class or a take home assignment.

## **Closing Comments:**

Meeting adjourned at 4:50pm.

**Next Meeting date and time: Wednesday, October 17<sup>th</sup>, 2018 – 6:30-8:00pm. All parents welcome!**