



St. Gabriel School Council

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

EMAIL: stgabrielsc@gmail.com

Minutes – April 11, 2018

6:30pm School Staff Room

This meeting was called to order at 6:31pm with an opening prayer done by everyone.

In attendance:

John Barfoot, Sarah Dube, Gayleen Sinclair, Susan Wilkie

No amendments were made to the March 14, 2018 minutes.

Principal Report:

Math night is Thursday, April 19th. It will highlight activities for parents to help students with math. Activities are organized by certain grades or divisions and will include grocery store, telling time, flash cards, bingo, make and tape line, dice for math facts, 100 charts, 10 frames, mathletics, and more. Students will be given a passport and need to complete 5 stations with their family to be given a ticket to enter the draw for a math basket. Two math baskets will be awarded.

The EEP and Kindergarten open house is this Friday April 13th. EEP open houses are on different days in the district because assessments are done by a set of professionals. There are currently about 20 students registered in EEP. So far 10 people have registered for full time Kindergarten at our school. Additional schools in our district have added full time kindergarten too since the announcement of the pilot project. The public school system is offering Kindercare which is not the same as our full time kindergarten class. Our full time kindergarten will have core curricular in the morning and enrichment of class material in the afternoon where Kindercare is only childcare.

The online calendar has been updated for the remainder of the school year. It was noted that our school is only one of the few who use this feature on the website. District has also awarded the contracted for the website to be redone.

The Traveling Religious Art Exhibit, a mobile semi-trailer, is coming in May starting next Friday. It displays sculptures and other artistic elements. St Gabriel School will have 2 days to go over to St Paul's church parking lot to view it.

Treasurer Report:

Summary of Account Balances on April 10, 2018 - Community of Spirit Account:	\$2,145.94
Community of Spirit Account:	\$12,663.38
Amount to Clear	<u>2,940.24</u>
Total Deposits	\$9,843.12



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Based on account balances and remaining expenses for the year there will be about \$8000 carried forward to next year. It was decided that there is no urgency to spend this money as a portion of it was raised from previous years and about 50% of it will be used in the fall. This information will be considered when deciding what fundraisers would be required in the 2018-19 school year.

Old Business:

Volunteers are still needed for the remainder of the school year for apples and breakfast program. So far we have filled 2 out of 10 volunteers for the Spring Fun Afternoon on May 2nd. There were 59 volunteers for the past month and the volunteer parking permit draw went to Tammy Gaudet for April 12- May 9th.

Crosswalk – No update as of now.

Alien In-line Skating was enjoyed by students, staff, and parents. Received comments that it would be great as an after-school activity or more opportunities for it in the year. For the evening event some families left in under an hour and others stayed for longer. We were able to be flexible to that because not all the slots were filled in the second and third sessions. The facilitator, Justin, was well liked. Gayleen motioned to book and pay the deposit if required to book them for next year during March 11-14, 2019. Susan seconded.

Susan applied for the Canada Post Grant. After filling out the application she has a better understanding of how the grant is focused on sustainability of a program and will be helpful when applying for future years. Other breakfast program grants are also available and money from hot lunch could also be used in the future to fund the breakfast program.

Spring Fun Afternoon craft supplies are all purchased. Information and permission slips will be going out soon. Additional tables will not be required as we will use the school's 10 tables for suncatchers and all other crafts can be done on the gym floor. More volunteers will be needed.

New Business:

ASCA Workshop included lots of valuable information. In light from the workshop the following changes will be made:

- acknowledge Treaty 8 at our meetings;
- remove "Parent" from our group name - be referred to as St. Gabriel School Council;
- advise the principal of the parent voice;
- engage Parents/ Guardians/ Teachers/ Students/ Community Members by doing teacher and student presentations, other organization presentations, survey Parents/Guardians to find out what topics they are interested in/concerned with;
- establish Fundraising Committee – a Fundraising Committee provides a report to the chair to present a high level of finances at the school council meeting- see the new format of agenda and list of school



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council items versus fundraising items;

-close our bank account – as a Catholic school we cannot do gaming related fundraising such as bingos or casinos so our money should be a line in the school account and earmarked as School Council Funds.

There is a liability for individuals on separate council bank accounts but under the school account the liability becomes the school's not individual people personally. Public schools however are required to have a fundraising society to handle the finances and therefore can do gaming related fundraising. District has not informed schools how to proceed on this matter and it is up to each individual school to determine how to proceed;

-all fundraising should be spent within the current year unless specified for a long term/ large project that required several years to fundraise for. Since we currently have a balance carrying forward the group decided that every year there should be a balance of about \$5000 carried forward to continue operations in the fall until fundraisers can be completed to fund the remaining year expenditures;

-replace our Bylaws with Operating Procedures- make sure EEP/ K are included as the School Act does not include these groups. Everyone agreed to move our next school council meeting to May 9th 5:30-6:30pm to accommodate doing the ASCA workshop on operating procedures on the same night from 6:30-8:30pm;

-complete a Transitional Check List for Executives - so that any new members have a starting point for future year. Gayleen and Jennifer have both expressed that it is unlikely that they will be able to remain as executives for next year;

-arrange for other ASCA workshops such as School Council Goals in the fall to ensure longevity and focus for the group.

Gayleen motioned that \$100 be spent on PAT Snacks (bananas, granola bars, water). Sarah seconded.

Gayleen motioned that \$500 be spent on Sports Day Snacks (watermelon, freezies, water). Sarah seconded.

Options for the year end dinner were discussed. The group decided to do snacks and desserts. Susan motioned that \$150 be spent on year end snacks/desserts. Sarah seconded.

So far only 5 teachers have submitted for the \$100 teacher appreciation program. Due to low redemption this year other options such as gift cards, earlier deadlines to redeem, wish list approach, or no longer doing it were discussed. To ensure that the money is being spent to benefit the school it was agreed that for next year we will have a deadline date of October 1st for teachers to submit for the \$100 and any funds remaining of the balance, if any, will be applied to a wish list provided by teachers. For example, wish list items would be of a greater amount such as school equipment, class shirts, or party food/supplies.

Science in Motion is booking for next year. Assemblies are getting repetitive because there are only so many to choose from. Suggestion not to do two assemblies rather focus on individual class sessions which are curriculum based. Sarah motioned to approve Mr. Barfoot to book for next year and School Council will pay for the deposit. Gayleen seconded.



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Hot Lunch program was reviewed. Other vendors such as Darson's Catering/ Lilcups and the option of online orders were discussed. The group agreed that the selection of hot lunch is good but would like to have more days. For example, if a student only selects one type of hot lunch the frequency of it is minimal by the time all the selections go through rotation. Suggestion was made to approach the top vendors to do an extra day of hot lunch- maybe on school day Fridays. Other schools have experienced reduced purchases with online sales because parents forget to go on weekly to order and it reduces profit margins.

Current bulletin board is promoting the Spring Fun Afternoon and Smencil Fundraiser. Next month will be either the Walk-a-thon or School Supplies.

Fundraising:

Tomorrow, April 12th, is Smencil Day. Sounds like there a lot of excitement for the program and it's a possibility that we might run out of pencils before going to all of the classes. If that is the cases additional pencils will be ordered and handed out next week. Suggestion to have a float in case kids don't have exact change. Popcorn machine options will be reviewed because the 16oz option is no longer on sale. It was agreed to go with a larger unit and if Smencil Day is successful we can use that additional money towards purchasing a larger unit.

School Start contract is signed and the class supply lists have been reviewed. Waiting for the parent letter to be provided and online store to be activated by School Start.

It was agreed by the group not to do a walk-a-thon fundraiser this year. Instead we will plan our fall fundraiser to be the walk-a-thon in late September while the weather is still nice. To have the supplies available in time for the event Sarah motioned to buy the jelly bracelets and Susan seconded.

Group agreed not to do a fall catalogue fundraiser because the walk-a-thon will bring in more money and we can always do a spring catalogue fundraiser if additional funds are required.

Boston Pizza Receipts have been done in the past without great success, but we will try it again. The cut off for submission will determine if we can implement for the remainder of this year or start it up in September.

The candles fundraiser from Candles by Charlene was reviewed and the group agreed not to proceed with this fundraiser.

Closing Comments and Round table:

Meeting adjourned at 8:09pm.

Next Meeting date and time: May 9th, 2018 – 5:30-6:30pm; Operational Procedure Workshop 6:30-8:30pm All parents welcome!