



St. Gabriel School Parent Council

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

EMAIL: stgabrielpc@gmail.com

Minutes – October 12, 2016

6:30pm School Staff Room

The meeting was called to order at 6:35 pm with opening prayer by everyone.

In attendance

John Barfoot, Sarah Dube, Jody Boyle, Sarah Tobin

Principal's Report

John Barfoot gave an update that they are working with District Office on School Goals, however, they had been postponed because of the evacuation.

School resources are back in the school. Some have been back ordered but are trickling in. In the next few weeks everything from the first round of orders should be received. There are no games for indoor recess yet but each class has a resource bags of balls and other outdoor activities for outside recesses. Donations are accepted in the form of gift cards, however, donations from homes pre-fire are not.

On October 4th there was a shelter in-place situation. John Barfoot did complete his email distribution that morning and sent out an email to update families when he was permitted to do so by the District Office and RCMP.

John Barfoot sent out his first weekly newsletter via email last week. This is replacing his monthly paper newsletter.

District Office is reviewing later this week an app for emergency situations so that families will be contacted efficiently and timely about situations at the schools.

Absenteeism of staff has increased and finding substitutes is challenging. Last week John Barfoot had to fill in to cover some classrooms so he looking into other options to fill this need.

A healthy eating letter will be distributed soon. This is to inform parents of our apple school and district policies on healthy eating. It will include links and suggestions of alternatives. Any treats that are brought in to share with other students that do not follow the healthy eating policies will be returned home.

Co-Chair's Report

The other Co-chair position was filled by Jody Boyle.

Sarah Dube brought forward that our Council Bylaws should be reviewed and suggested we form a Bylaw Committee to review the document and present revisions at our next annual general meeting in September 2017. Sarah Dube will continue to look for participants for this committee.



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It was agreed that Gayleen Sinclair, Michelle Chellew, Jody Boyle, Lana Obrigewitsch, and Sarah Dube should have signing authority. Further arrangements will be made at the ATB downtown branch.

Parent Council parking spot will be used as a reward for school volunteers. At every meeting all volunteer names will be included in a draw. The Parking Permit will be valid from meeting to meeting. The individual will be notified to pick it up and drop it off at the office.

Sarah Dube presented the following templates and communication strategies:

- Parent Welcome Letter was reviewed. From the previous year's welcome letter changes were made to the class parent rep roles, revised the Council positions and events based on what was agreed on for this year, and included a check box for email distribution. A paper copy of this letter is to go out next week to every student.

- Class Parent Rep Orientation Package includes a Parent Contact List Request Letter/ Form, Parent Contact List Template in Excel, Email templates for Teachers' Day, Christmas and Year end group gifts.

- Volunteer Database will be used to collect and report what individuals want to volunteer for. It will ease the process of identifying volunteers by activity in order to reach out to them to secure commitments. It will also include templates for email communications with volunteers.

- Bulletin Board in a Wanted/ Captured theme to inform individuals who's who on School Council. Jody Boyle, Sarah Dube, and Sarah Tobin to put up on Thursday morning on the medium sized bulletin board at the front entrance.

- Website options were presented to either use the free Alberta School Council Association (ASCA) web space or Shaw hosting for \$60 + GST. Decision was made to use Shaw because of its' simplicity. The complexity of creating accounts, logging in, and the format of the ASCA web space would add more confusion for users. The website will include Mission/ Vision/ Objectives, Faces of Parent Council, Activities Summary, Volunteer Sign Up, Meeting Dates, Agendas, Minutes, Year End and Financial Reports.

- Facebook will be a medium used more. Sarah Dube is creating a template for the timeline of events/ activities that could be posted. As well Sarah Dube is looking for input from anyone with more experience with this technology to make it more interactive with our group members. For example, putting up polls.

- Parent Council email has been set up to provide a basis of information and one point of contact continuity from year to year.

- Sign up Genius account has been created and will be used for signing up volunteers for activities/ events as required.

The following activities and their respective dates were agreed upon to proceed with for 2016-17:

Santa Packs for the Homeless (December 9)
Christmas Store (December 12, 13)



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Teacher Christmas Luncheon (December 15)
Family Dance (February 9)
Science in Motion (April 4-6)
Craft Day (2 days-late April-early May)
Council Year End Dinner (May 24)
Walk-a-thon (early June after Jump Rope)
PAT Snacks (May 11, June 19, 20, 22, 23)
Accelerated Reading Picnic (June 27)
Back to School Supplies (June)
Teacher' \$100 (ongoing) – revisit amount at next meeting

Movie night, spring fundraiser, and Gabe's Groceries will not be done this year. Alternatively, we will promote the collection of food donations for the Fort McMurray Food Bank at our activities.

The discussion on 2016-17 Parent Council goals was tabled to the next meeting due to insufficient time remaining of the meeting.

Council meeting dates were revised for April and May due to conflicts. The new dates are April 5th and May 24th.

Treasurer's Report

Presented by John Barfoot on behalf of Gayleen Sinclair

The bank account is currently around \$14244 with three items to clear (about \$200).

Proposed budget was presented for the upcoming year with expected revenues of \$11500 and expected expenses of \$15430 to total an expected net loss of \$3930.

Meeting adjourned at 8:03 pm.

Next Meeting: Nov 9 at 6:30 pm