**WMS School Council Minutes**

**Meeting Date**: May 18, 2021

1) Meeting called at 6:34pm

**2) In attendance**: Dawne Hammerschmidt, Teresa Tartaryn, Tanya Lyons - Belt, Kelly Bain, and Jolyne Kacuiba

3) Agenda approved by consensus.

4) Motion to approve previous meeting minutes dated April 20, 2021 made by Teresa Tataryn, seconded by Kelly Bain. **Motion carried.**

5) Admin Report: school is at 124% capacity

6) Old Business: None

7) New Business: None

8) Meeting adjourned at 6:52pm

**WMS Friends Minutes**

**Meeting Date:** May 18, 2021

1) Meeting called to order at 6:52pm

**2) In attendance**: Dawne Hammerschmidt, Teresa Tartaryn, Tanya Lyons - Belt, Kelly Bain, Jolyne Kacuiba, and Andrea Friesen.

3) Agenda approved by consensus.

4) Motion to approve previous meeting minutes dated April 20, 2021 made by Jolyne Kacuibs, seconded by Teresa. **Motion carried.**

5)Reports

a) Treasurer Report: balance of $13,942.61

b) May 19th hot lunch moved to May 26th.

c) Teacher appreciation: will be on the PD day in June, $700 budget.

Motion to approve $750 budget made by Jolyne, seconded by Tanya Lyons-Belt. Motion carried.

**Fundraising:**

1. Planting Smiles, $655 raised.
2. Upcoming fundraisers
   1. Silent Auction: we will use 32 auctions. Timeline not nailed down yet, in the next newsletter we will advertise for items.
3. Playground

WMS Park Project Update: Date: May 16, 2021

**Grant Applications and status:**

Canada Post Community Foundation - Application sent – won’t hear until end of August

Canada Healthy Communities Grant – Applied & denied but invited to apply for round 2

applied and won’t hear until fall

2019 Winter Games Legacy Fund - applied & denied

KalTire Recycle Tire Grant - applied and denied

Alberta Recycling Management Authority - cancelled to due covid impact

Coop Community Spaces - we missed the deadline, next deadline is Feb 2022

BlueCross - grants currently on hold - we continue to check for new info

Canadian Tire Jumpstart - we do not qualify

Children's Accessibility Fund - they are changing focus - no new info provided as of yet

CFEP - we cannot apply for this

Continue to look for further grant/funding opportunities

**Fundraising initiatives**

* Friends of WMS raised $655 from the growing smiles fundraiser.
* Silent auction has been approved (timeline is still being determined and will hinge a bit on how many items are acquired).
* Letters/calls to local businesses have just started seeking sponsorship or auction items.

**Student involvement:**

Student team was set up with Jeff & Leah.

**Timeline**

Here is an outline of how things need to happen - currently we are on step 3 and hoping to move to step 4 once we have feedback.

|  |  |  |
| --- | --- | --- |
| **ACTION** | **DATE** | **COMMENTS** |
| Determine overview of important factors in park design | March 2021 | Age-appropriateness, accessibility, fitness, |
| Student committee input | April May 2021 | Have been meeting weekly with students for input. |
| Define important factors based on student committee and teacher/admin input | May 23 | Wish list of important pieces, desired objects, etc. Order of importance maybe? |
| Assign RFP Value factors (as per RFP document) | May 24 | Rating per factor |
| Determine desired timeline for construction completion for RFP | September | Construction date - will need to be determine during the negotiation process with the successful vendor - hoping for Sept? |
| Complete RFP documents | May 25 |  |
| RFP info to Michele Skinner | May 28 |  |
| RFP Process opened | Jun 15 | 2 week |
| Open House for vendors | June 24 |  |
| RFP Process closes for evaluation | Jul 15 |  |
| 5 evaluators review proposals (3 business days!) | Jul 18 | Can we get student team to provided their insight on each proposal & have one identified evaluator to reflect their feedback? |
| Proposal negotiation pre-agreement | July 30 | This is an approximation. |
| Agreement awarded and signed | August 2021 |  |
| Site-prep, Installation & site clean up | Sept 2021 |  |
| Phase 2 fundraising | ongoing |  |
| Review any grants/funding established completion date rules |  |  |
| Seek vendor proposals for remaining phase |  |  |
| Submit required reports to grant-funders as necessary |  |  |
| negotiate phase 2 pieces/agreement/completion specs |  |  |
|  |  |  |

7) New Business : None

8) Old Business : None

9) Meeting adjourned at 7:13pm