



Annie L. Gaetz School Council Meeting Minutes

Date	10 Sept 2024		
In Attendance	Stephanie Pateman, Krista Hagel, Charlene Sisson, Kendra Stankieveh, Kim McGilvray, Bernadette Cronin, Mike McCorquindale, Lisa Peters, Nadia Valckx, Chantelle Bornn, Amanda Lindgren, Les Trevor, Crystal Chaput, Danielle Mathison, Heidi McFadzean, Mallory Lussier, Jon Davies, Erin McCorquindale, David Stuart, Melissa Knopp, Reyna Olson, Kristi Johnston, Kelsey Ackerman, Michelle Prystai		
Apologies			
Called to Order	18:09 by Stephanie	Meeting Adjourned	18:31 by Krista

We acknowledge that we are on Treaty Six territory to the North of the Red Deer River and Treaty Seven territory to the South of the Red Deer River. We acknowledge and give thanks to all the many First Nations, Metis, and Inuit whose footsteps have marked these lands for centuries.

Topic	Meeting Minutes															
Approve Last Month's Minutes	Motioned by Kendra, seconded by Chantelle, Approved.															
AGM	<p>The Annual General Meeting for positions within the School Council</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="text-align: left;">Role</th> <th style="text-align: left;">Outgoing</th> <th style="text-align: left;">Incoming</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Stephanie Pateman</td> <td>Krista Hagel Stephanie nominates Krista for Chair position for School Council. Motioned by Kim, seconded by Crystal, Approved</td> </tr> <tr> <td>Vice Chair</td> <td>Krista Hagel</td> <td>Kim McGilvray Krista nominates Kim for the position of Vice Chair. Motioned by Krista, seconded by Chantelle, Approved</td> </tr> <tr> <td>Treasurer</td> <td>Charlene Sisson</td> <td>Chantelle Bornn Motioned by Charlene, seconded by Stephanie, Approved</td> </tr> <tr> <td>Casino Chair</td> <td></td> <td>Stephanie Pateman continuing as Casino Chair from previous year</td> </tr> </tbody> </table>	Role	Outgoing	Incoming	Chair	Stephanie Pateman	Krista Hagel Stephanie nominates Krista for Chair position for School Council. Motioned by Kim, seconded by Crystal, Approved	Vice Chair	Krista Hagel	Kim McGilvray Krista nominates Kim for the position of Vice Chair. Motioned by Krista, seconded by Chantelle, Approved	Treasurer	Charlene Sisson	Chantelle Bornn Motioned by Charlene, seconded by Stephanie, Approved	Casino Chair		Stephanie Pateman continuing as Casino Chair from previous year
Role	Outgoing	Incoming														
Chair	Stephanie Pateman	Krista Hagel Stephanie nominates Krista for Chair position for School Council. Motioned by Kim, seconded by Crystal, Approved														
Vice Chair	Krista Hagel	Kim McGilvray Krista nominates Kim for the position of Vice Chair. Motioned by Krista, seconded by Chantelle, Approved														
Treasurer	Charlene Sisson	Chantelle Bornn Motioned by Charlene, seconded by Stephanie, Approved														
Casino Chair		Stephanie Pateman continuing as Casino Chair from previous year														
Approve Today's Agenda	Motioned by Kendra, Seconded by Danielle, Approved.															



Annie L. Gaetz School Council Meeting Minutes

Topic	Meeting Minutes
Principal's Report By Mike McCorquindale	<ul style="list-style-type: none"> ● Thank you to people stepping up to the Parent Council roles ● 230 students enrolled ● Kindergarten academy program, great opportunities, Mike's child completed last year, gave flexibility with childcare, please direct any enquiries to Mike for interested parents ● New staff members, 5 new EAs ● New FSLC Family School Liaison Counsellor (previously CLW) 0.6 counselor Melanie Taylor Mon, Tue, Thurs currently moving to mornings every day ● 3 new teachers, Mrs Strain, Mrs Freake, Mrs Fordyce ½ ● First year as principal, any questions please let me know, door is always open or please email me ● Future meetings will include teachers at the School Council meeting ● Angela Somers new trustee from Red Deer District
New Business	<ol style="list-style-type: none"> 1. Motion to shred documents older than 7 years Motedioned by Crystal, seconded by Danielle, Approved. 2. Difference between School Council and Parent Assoc - See documents Welcome to School Council following these minutes and Parent Association information following the Parent Assoc meeting minutes 3. Can the mural be moved? No, new furniture for that location Can we share a place for it to be seen by parents? Is it accessible? There is an elevator, perhaps we can put the info in the Gatorade
Action Items	<ol style="list-style-type: none"> 1. Shred documents older than 7 years <p>Please note all action items are tracked in this document. If you require editor access please email alg-schoolcouncil@rdpsd.ab.ca</p> <p><input checked="" type="checkbox"/> ALG Parent Assoc Action Tracker.xlsx</p>



Annie L. Gaetz School Council Meeting Minutes

Welcome To School Council!

Mission:

Working hand-in-hand with school admin to serve as an advisory role to aid in communication between all parties.

The principal and school board trustee will provide us with the school board plan, annual education report, school budget and school plan for review and discussion. Teachers are also given an opportunity to report on their successes and any needs that they have identified

Based on the priorities of those education plans and staff we help in several ways:

- Participate and plan engagement opportunities
- Provide feedback on the plans
- Make suggestions for future planning (opportunities for school celebration days, events, etc)
- Research/Advise on non-financials (things like vendors for school photos)
- Ask questions and get to know the teachers

Please feel free to ask questions at any time in the meeting, there are many terms that we were unfamiliar with when we started too!

Terms:

CLW/FSLC - community liaison worker/Family School Liaison Counsellor

School admin- the principal and vice principal

Funding - money available, usually has to be used for a specific purpose

EA - educational assistant

Downtown - the school board (because Red Deer Public School Division is a bit of a mouthful and their office is downtown)

Citywide - there is a monthly meeting of all the school councils of Red Deer schools held once monthly (if you would like to go please let us know and we will get you the information!)

ASCA - Alberta School Councils' Association

*Please note - this is a space for discussions, not a space for complaints (if you have a specific issue about your child or any school related policies please reach out to your child's teacher or school admin)



Annie L. Gaetz Parent Association Meeting Minutes

Date	10 Sept 2024		
In Attendance	Stephanie Pateman, Krista Hagel, Charlene Sisson, Kendra Stankieveh, Kim McGilvray, Bernadette Cronin, Mike McCorquindale, Lisa Peters, Nadia Valckx, Chantelle Bornn, Amanda Lindgren, Les Trevor, Crystal Chaput, Danielle Mathison, Heidi McFadzean, Mallory Lussier, Jon Davies, Erin McCorquindale, David Stuart, Melissa Knopp, Reyna Olson, Kristi Johnston, Kelsey Ackerman, Michelle Prystai		
Apologies			
Called to Order	18:32 by Stephanie	Meeting Adjourned	20.01 by Krista

We acknowledge that we are on Treaty Six territory to the North of the Red Deer River and Treaty Seven territory to the South of the Red Deer River. We acknowledge and give thanks to all the many First Nations, Metis, and Inuit whose footsteps have marked these lands for centuries.

Topic	Meeting Minutes		
Approve Last Month's Minutes	Motioned by Kendra, seconded Chantelle. Approved		
Approve Today's Agenda	Motioned by Kim, seconded Bernadette, Approved		
AGM	The Annual General Meeting for positions within the Parent Association / AGLC Board Members		
	Role	Outgoing	Incoming
	Chair	Stephanie Pateman	Kim McGilvray Motion for Kim to Chair the Parent Assoc by Nadia, seconded by Kendra, Approved
	Co-Chair	Krista Hagel	Jon Davies Co-chair nominees Melissa Knopp and Jon Davies. We heard from both Melissa and Jon for the position. Jon Davies won the vote.
	Treasurer	Charlene Sisson	Chantelle Bornn Motioned by Charlene, seconded by Stephanie, Approved
	Events Coordinator	Amanda Lindgren	Melissa Knopp Melissa nominated by Kendra, Les nominated by Kim - nominations accepted and we heard from both Melissa and Les. Melissa Knopp won the vote



Annie L. Gaetz Parent Association Meeting Minutes

Topic	Meeting Minutes		
	Bingo Chairperson	n/a	Michelle Prystai. This role is school co-ordinated, however as parent representative Michelle was nominated, voted all in favor
	Pull Ticket	n/a	School coordinated
	Raffle Chairperson - 50/50	n/a	Charlene Sisson Charlene nominated by Kendra, voted all in favor
	Treasurer	Charlene Sisson	Chantelle Bornn Charlene nominated Chantelle, accepted, voted all in favor
	Snack Shack Coordinator	Krista Hagel / Kim McGilvray	Krista Hagel Krista self-nominated, no other nominations, voted all in favor
	Hot Lunch Coordinator	Continue from previous year	Kim McGilvray Kim continues in role of hot lunch coordinator, Kim self-nominated, no other nominations, voted all in favor
	Fundraising Director	Continue from previous year	Kendra Stankievehc
	Secretary	Continue from previous year	Bernadette Cronin
			<ul style="list-style-type: none"> ● Banking access is required by the Treasurer, Chair and Co-Chair (Chantelle Bornn, Kim McGilvray and Jon Davies)
Chair Report by Kim McGilvray			<ul style="list-style-type: none"> ● Snack shack changing to 1 day per week - starting Oct 4 ● Volunteering is a great way to get to know other parents and get to know the staff at the school <p>Playground Fund Creation - introduced by Chantelle Bornn</p> <ul style="list-style-type: none"> - Expensive, marathon rather than a sprint - Continuity - set up Flow Through Funding - Anybody can donate through Canada Helps, Community Foundation eligible for tax receipt - Money held in trust as this is a legacy project - Motion to start community foundation approach - interested to start the



Annie L. Gaetz Parent Association

Meeting Minutes

Topic	Meeting Minutes
	<p>conversation. Motioned by Chantelle, seconded Krista. Voted all in favor.</p> <ul style="list-style-type: none">- Quotes for playground, need to look at \$x target and timeline• AGLC audit - inventory list management, Stephanie will complete• 2 non board members / non voting members to audit the books from last year. Chantelle could request a staff member and volunteer• Communication to school re casino amounts, best practices etc
Treasurer Report By Chantelle Bornn	<p>The 2023-2024 school year was full of changes as well as getting back to basics. This included an extensive 7-year books audit along with a conversion from manual tracking to QuickBooks Online.</p> <p>We are pleased to report that we have fixed all compliance with AGLC and had a successful casino in Dec 2023. Our casino account had contributed to several field study trips along with school items such as handbells, choir items and a significant purchase of a new laminator. A huge thank you to all of our amazing casino volunteers, we could not have done it without you.</p> <p>Hot lunch and snack shack did exceptionally well this year, a net profit of just over \$20k. This is a labour of love from our volunteers, and we appreciate Kim directing the program. Halfway through the school year we started some additional data tracking. This includes a volunteer hours value of \$6,309 and \$1,802.50 in donated lunches to our students who could benefit from it.</p> <p>Fundraisers were a big success this year-thank you for all your hard work Kendra along with all of the other volunteers. We will be tracking them going forward on an individual basis, but you can see from the attached profit and loss the details on each. Happy to report that we have netted more than \$7,100 this year in fundraisers.</p> <p>For unexpected spending this year, we had two significant items.</p> <ul style="list-style-type: none">• We had an audit performed for our 7-year books along with a conversion over to QuickBooks Online. The audit was granted at a reduced rate, and the cost was \$3,249.30. \$735.00 was paid from the operating account while the remaining \$2,514.30 was donated as a gift in kind from Bornn Bookkeeping.• There were several items at the end of last year that were charged back to Parent Council for payment that were not officially approved. Dollar value is \$1,671.00 in excess of what we approved but bills were submitted to us for payment by the administration. Note going forward that we will not pay out any unapproved items for any reason. <p>Huge thank you to Charlene for all of your hard work in the Treasurer role, we appreciate you so much. Thanks to all of the Parent Council and volunteers for a great year.</p>



Annie L. Gaetz Parent Association

Meeting Minutes

Topic	Meeting Minutes
Committee Reports	<ol style="list-style-type: none"> 1. Hot Lunch <ul style="list-style-type: none"> ○ Tuesday for hot lunch, once a week alternating between in-house and vendor provided lunches ○ New system MunchaLunch - we are trialing a new system for the following reasons: <ol style="list-style-type: none"> 1. Cost - the cost to the Parent Council at a minimum is \$500 less per year, this in effect equates to running an additional fundraiser without doing anything more 2. No charge to vendors - MunchaLunch does not charge our food vendors any fees, Healthy Hunger charges 12% - therefore we have space to work here to improve prices such that more of the funds raised are given back to the school and therefore our kids. This is predicted to add up to a few hundred dollars more over the course of the year. 3. Although you only see the interface, there is a lot more to this system. The reporting and accounting side is vastly improved, allowing us to track our cost prices and also manage the lunches for our food insecurity program. 4. All our fundraising will also go on this system, because the annual fee is a flat fee, we can do as many events without further penalty - whereas Healthy Hunger would take 4.5% fee of anything put through it on our side. Seeing as this includes all ordering and payments in one place, this will remove hours of work for our fundraising volunteers who previously worked on a paper system with manual reconciliation. ○ Any feedback please contact Parent Council via email alg-schoolcouncil@rdpsd.ab.ca 2. Snack Shack <ul style="list-style-type: none"> ○ Starting Oct 4 ○ Request the kids to re-name - Krista to follow up with Mike ○ Hunting Hills - potential for working with / partnership with high school e.g. baking 3. Fundraising <ul style="list-style-type: none"> ○ Last year \$7012.41 total ○ Biggest Silent Auction, followed by Coffee fundraisers ○ Tentative schedule - See calendar ○ Silent Auction items required between now and end of October 4. Social Events <ul style="list-style-type: none"> ○ Possibly do Halloween dance 5. Dial in - live zoom for meetings
General Account Voting	<ul style="list-style-type: none"> ● Last year invoices unapproved expenses by teachers - Motion to approve by Charlene, seconded by Kendra - all in favour, approved ● New Credit Card for the Parent Association - Motion to look into the options by Stephanie, seconded by Kendra- all in favour, approved (Chantelle to revert back to council with options) ● Approve funds for babysitter - 8 meetings @\$50 total \$400 Motioned by Bernadette, seconded Chantelle - all in favour, approved - maximum number of children per babysitter 8



Annie L. Gaetz Parent Association Meeting Minutes

Topic	Meeting Minutes
	<ul style="list-style-type: none">Charlene to look at rules regarding babysitting - motioned by Jon motion, seconded by David, all in favour, approved
Casino Voting	n/a
Action Items	<p>Please note all action items are tracked in this document. If you require editor access please email alg-schoolcouncil@rdpsd.ab.ca</p> <p>x ALG Parent Assoc Action Tracker.xlsx</p>

Documents to follow:

- Parent Association welcome and terms

Financial Reports to follow:

- Balance Sheet as at 31 August 2024
- Profit and Loss Sept 2023 - August 2024

Annie L. Gaetz Parent Association 2024-2025

Welcome to our first meeting and AGM! Thank-you for coming!

Mission Statement:

To provide students with opportunities and experiences outside of the school budget to further enhance their learning experience, and support our core values of: **Inclusion:** by reducing or eliminating extra fees for parents we can ensure that all students have access.

Collaboration: a space to bring parents, students, staff together - every voice is heard, and we can build a community

We have created this information sheet to help first time members better understand what is happening and what their role as a voting member is.

Question: Who can vote? How do I become a voting member?

Answer: You already are! Every parent/guardian of a child enrolled at ALG is automatically a member with a vote, you are invited to join in the discussion, make a motion/second a motion and then vote. You may join our meetings in person or by video call.

Please feel free to ask a question at any time throughout meetings, we were all new once - we want everyone to feel comfortable having their voice heard. Building a strong school community is at the root of all we do and we are so grateful to you for joining us today. Any parent or guardian has multiple ways to assist parent society:

Volunteer - even if you can only volunteer one time, many hands mean light work, we cannot do what we do without our incredible volunteers. It takes 100's of hours to accomplish everything that we do

Support a fundraiser - we run a variety of fundraisers throughout the year, they are targeted at specific needs within the school.

Donation – donate items for fundraisers, hot lunch, snack shack, etc

Order Hot lunch - this is actually our biggest fundraiser, last year it raised approximately \$18,000. ALG has a long history of having an amazing hot lunch program - many of our lunches are “mom-made” in house. Without it we would have to have a lot more fundraisers to raise the same amount

Tell a friend- we have free babysitting and snacks at all our meetings to allow more parents to participate

Snack shack - as well as being a fundraiser at the school it also helps teach children financial literacy and independence, as we have student helpers who get to learn the importance of giving back.

Email your ideas in or attend planning meetings - if you have an idea for an event, fundraiser, or a need in the school we want to hear it!!

alg-schoolcouncil@rdpsd.ab.ca

Meeting Terms:

Nominate - suggest a member for a role

Table - push a vote until the next meeting, this can happen when we need more information, admin approval, or if we need to wait until we have the funds in our account

Turn to the floor- your time to ask questions or give your opinion on the issue being discussed before deciding to vote

In Camera - we may very rarely speak “off the record” if there is ever a matter we need to discuss confidentially, or to protect privacy , etc.

Motion - if you think an idea that is brought up is worth voting on you may make a motion to call for a vote on it

Second - every motion made needs a second to continue, if there is no second the motion is denied

Casino funds - these are the monies collected from the charity casino we get to have every 3 years and are governed by a separate set of rules and kept in a separate bank account

Equitable Spending - the rules state that if funding is given to a specific classroom/ group within the school that donors are made aware that not all children in the school will have access to what is purchases by that funding.

Minutes - a record of everything that was discussed and voted on, it will be posted on the ALG website

Call to Order - Meeting start

Adjourn Meeting - Meeting end

Roles:

Chair: Leads the monthly meeting and helps all the other roles where needed.

Co-Chair: Steps in when the chair is absent, helps in preparing the monthly agenda

Secretary: records the minutes, yearly paperwork like insurance

Treasurer: prepares a financial report monthly and a yearly overview

Casino/Raffle Chair: works with AGLC in planning a charity casino every 3 years, as well as any other charitable gaming (eg: 50/50 draws)

Events Coordinator: Plans social events (ex: dances, year end events, etc) with support of the parent society and provides updates during monthly meetings.

Fundraising Director: Oversees and plans all fundraising activities (ex: Coffee Fundraisers, Silent Auction, Little Caesars, etc) and provides updates during monthly meetings.

Hot Lunch Coordinator: plans/programs the weekly hot lunches and snack shack including managing volunteers for meal/snack preparation. Provides updates during monthly meetings.

Voting Member: any parent or guardian of an ALG student

Non-voting Member: RDPSD staff are not eligible to vote due to regulations, even if they have a student at the school

Annie L. Gaetz Parent's Council

Balance Sheet

As of August 31, 2024

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1001 Operational Bank Account	6,673.33
1002 Casino Bank Account	25,687.41
1003 Common Share Account	1.48
1004 Float	0.00
1005 Historic Bank Account	0.00
Rewards	15.63
Total Cash and Cash Equivalent	\$32,377.85
Accounts Receivable (A/R)	
Accounts Receivable	2,497.11
Total Accounts Receivable (A/R)	\$2,497.11
Total Current Assets	\$34,874.96
Non-current Assets	
Property, plant and equipment	
Equipment Asset	4,186.36
Total Property, plant and equipment	\$4,186.36
Total Non Current Assets	\$4,186.36
Total Assets	\$39,061.32
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	0.00
Total Accounts Payable (A/P)	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
3000 Opening Balance Equity	0.00
Retained Earnings	17,980.09
Profit for the year	21,081.23
Total Equity	\$39,061.32
Total Liabilities and Equity	\$39,061.32



Annie L. Gaetz Parent's Council

Profit and Loss

September 2023 - August 2024

	TOTAL
INCOME	
4000 Revenue	
4001 Revenue-Snack Shack/Hot Lunch	37,870.38
4006 Revenue-School Supply 10%	595.12
4007 Revenue-Other School Fundraiser	13,808.62
4008 Revenue-Book Fair	2,161.45
4009 Revenue-Snack Shack/Hot Lunch Promo	-1,802.50
Total 4000 Revenue	52,633.07
Gift In Kind & Volunteer Hours Revenue	
Gift In Kind/Donated Services Revenue	2,778.90
Volunteer Hours Revenue	6,309.25
Total Gift In Kind & Volunteer Hours Revenue	9,088.15
Parent Council Cash Donations	283.50
Total Income	\$62,004.72
GROSS PROFIT	\$62,004.72
EXPENSES	
5000 Operational Expenses	
5001 Bank Charges & Interest Expense	9.35
5002 Accounting & Legal Expense	3,513.90
5003 Cash Over/Short	3.60
5006 Council Fees & Insurance Expense	569.00
5007 Volunteer Appreciation Expense	132.80
Total 5000 Operational Expenses	4,228.65
5100 Food Programs Expense	
5101 Hot Lunch/Snack Shack Supplies Expense	15,814.79
5102 Hot Lunch/Snack Shack Volunteer Labour Expense	6,309.25
Total 5100 Food Programs Expense	22,124.04
5200 Social Programs Expense	
5202 Staff Appreciation Expense	943.51
5303 Dances/Field Trips/Concert Expense	6,711.62
Total 5200 Social Programs Expense	7,655.13
5407 School Use Purchases Expense	25,798.04
5411 Professional Fees Expense	1,734.60
5412 Book Fair Fundraiser Expense	2,306.20
5413 Other School Fundraiser Expense	7,380.08
Field Studies-Casino (Restricted)	
Field Studies GR 1 Class A-Restricted	400.00
Field Studies GR 1 Class B-Restricted	400.00
Field Studies GR 2 Class A-Restricted	350.00
Field Studies GR 3 Class A-Restricted	453.76
Field Studies GR 5 Class A-Restricted	700.00
Total Field Studies-Casino (Restricted)	2,303.76



Annie L. Gaetz Parent's Council

Profit and Loss

September 2023 - August 2024

	TOTAL
Music Program - Casino	342.08
Total Expenses	\$73,872.58
OTHER INCOME	
6002 AGLC Casino Revenue	28,313.03
Field Studies Funding-Casino Restricted	4,050.00
Total Other Income	\$32,363.03
PROFIT	\$20,495.17