

## **St. Paul School Council Meeting/ Parent Advisory Association Meeting**

Wednesday November 24 @ 6:30 PM

Microsoft Teams Virtual Meeting

[Click here to join](#)

Dear Parents/ Guardians,

Please see below a short message from Ryan Sporns, School Chair. In addition, the agenda and the September Meeting minutes have been included as review for Wednesday's meeting.

Hope to see you there,

Crystal Jones & Kerry Carr-Jeschke  
Admin

Dear Parents. Guardians,

We are still seeking further volunteers for the St. Paul School Council and St. Paul Advisory Association. Positioning includes Secretary and Directors at Large. Duties of the Secretary include, keeping accurate minutes of meetings, as well as administration of all documentation and forms. The Directors at Large would specifically support the St. Paul Advisory Association to help with decisions associated with St. Paul fundraising and fund distribution. No previous experience in these areas is required. If you have any interest in taking on one of these roles, please contact Crystal Jones and myself, Ryan Sporns via email at [rsporns@yahoo.ca](mailto:rsporns@yahoo.ca) & [crystal.jones@ecsd.net](mailto:crystal.jones@ecsd.net)

Thank you,  
Ryan Sporns  
Chair



**ST. PAUL**  
**SCHOOL COUNCIL MEETING AGM**  
**NOVEMBER 24 @ 6:30 PM**  
**MICROSOFT TEAMS – VIRTUAL MEETING**

### AGENDA

1. Call to Order – Ryan Sporns (Chair)
  - Prayer
  - Treaty 6
  - Roll Call (please write name in chat)
2. Approval of Minutes/ Agenda – Chair
  - September 22, 2021 - minutes
  - November 24, 2021 – Agenda
3. Nominations and vote of 2021-2022 SAC Executive – Chair
  - Secretary
  - Directors at Large
4. Administration Report – Crystal Jones
5. Old Business – Chair
  - SSC Bylaws & SPAA Procedures
  - SPAA Director Voting
6. New Business – Chair
  - Committee Reports
  - SPAA Annual Budget Report/ Review
  - Casino Report/ Update
  - School Budget Requests
7. Adjournment – Chair
  - Next Meeting – January 18, 2022 @ 6:30 pm

**ST. PAUL**  
**PARENT ADVISORY ASSOCIATION MEETING #2**  
**NOVEMBER 24, 2021 (POST SCHOOL COUNCIL)**  
**MICROSOFT TEAMS – VIRTUAL MEETING**

### AGENDA

1. Call to Order – Chair
2. Approval of Minutes/ Agenda – Chair
  - September 22, 2021 – minutes
  - November 24, 2021 - Agenda
3. Voting of School Requests – Chair
4. Adjournment – Chair



## St. Paul School Council Meeting Minutes

Wednesday, September 22, 2021 at 6:30pm via TEAMS

**Administration:** Crystal Jones (Principal), Kerry Carr-Jeschke (Vice-Principal)

**Attendees:** Erin Kirby, Jen Hudon, Christine DeRose, Nicole Sehn, Christine Meadows, Dusica Radojicic, Ryan Sporns, Teryl Sporns, Jenelle Gartner, Crystal Jordan, Miranda Jones, Sonia Kirby, Jenna Sdao, Kristie Edwardsen, Jennifer Assaly, Anne Nicholson, Alicia Dmytruk, Gillian Wright, Laura Fraser, Janice Wong, Melissa Delancey.

1. Call to Order at 6:34
  - Notice that the meeting is being recorded – Kerry Carr-Jeschke
  - Prayer – Laura Fraser
  - Treaty 6 – Crystal Jones with help from students in recorded video
2. Approval of Agenda and Minutes – Christine DeRose
  - Approval of Agenda (September 22, 2021)
    - i. Motion: Laura Fraser; Seconded: Jenelle Gartner. Approved.
  - Approval of Minutes (June 21, 2021)
    - i. Motion: Crystal Jordan; Seconded: Laura Fraser. Approved.
3. Nominations and vote of 2021-2022 SAC Executive – Crystal Jones
  - Chair: Nominate Ryan Sporns
    - i. Nominated by & Motion: Miranda Jones; Seconded: Crystal Jordan. Approved.
  - Co-Chair: Nominate Nicole Sehn
    - i. Nominated by & Motion: Jenelle Gartner; Seconded: Crystal Jordan. Approved.
  - Secretary – Vacant – Treasurer to take minutes of September 22, 2021 meeting.
  - Treasurer: Nominate Christine DeRose
    - i. Nominated by & Motion: Miranda Jones; Seconded: Laura Fraser. Approved.
4. Role of Parent Council – Crystal Jones
  - Chair – should be a parent of student at the school who will work with parents and administration. Will chair meetings, compose agendas, ensure procedures are being followed and be the spokesperson.
  - Co-Chair – In the event that the Chair is unavailable, this person would step into the chair role. I.e. Chair meetings of the school council.
  - Secretary – Record minutes of the meeting.
  - Treasurer – Handle St. Paul funds that are raised through donations or activities. Keep accurate records of all financial transactions and ensure that records are available upon request. Casino reporting.
5. Administration Report – Crystal Jones –
  - Full Presentation available on St. Paul Website “AGM School Council Admin Report – Sept 22, 2021”.
  - ECSD division theme: “God Calls us Each by Name”. Division video was played – building for the future.
  - Return to School plan – ensure students complete daily health questionnaire. Full plan available online.
  - Enrollment is less than previous years – total of 169 students
    - i. Kinder (14), Grade 1 (20), Grade 2 (15), Grade 3 (38), Grade 4 (23), Grade 5 (29), Grade 6 (30)
  - Teaching Staff for 2021/2022

TEACHING STAFF	
Kindergarten – Beverly Andrews Grade 1 – Anne Nicholson Grade 2/3 – Andrew Patan & Barbara Wiczorek Grade 3 – Mario Cabral Grade 4 – Kerry Carr-Jeschke & Dalyace McNamee Grade 5 – Jennifer Hudon Grade 6 – Pablo Rojas & Christine Zahary	Music Teacher – Kelly Webber Learning Coach – Dalyace McNamee
SUPPORT STAFF	
EDUCATIONAL ASSISTANTS	MULTIDISCIPLINARY TEAM
	Therapeutic Assistant-Behavior Therapy - Shawna Bohun Therapeutic Assistant- Speech and Language – Erin Rose FSLW – Danielle Wade Division SLP (Kindergarten) - Michelle De Leon
CUSTODIANS	ADMINISTRATIVE SUPPORT/MEDIA RESOURCES
Head Custodian – Perry Yates Senior Custodian – Selam Tewolde	Administrative Assistant – Veronica Lee
ADMINISTRATION	
Principal – Crystal Jones	Assistant Principal – Kerry Carr-Jeschke

- St. Paul Assurance Results were reviewed. Both students and parents completed a report. Full report available on website.
- Administrative “Big Rocks”
  1. Mental Health & Wellness – Teacher Lead – Mrs. Hudon
  2. Literacy & Numeracy
  3. Assessment
  4. Professional Learning & Collaborative Inquiry – Staff – meetings on Thursday afternoons.
  5. Increasing Student Agency (Social Justice & Student Clubs)
  6. Next Steps – increasing enrollment, reimagining mission, vision, school charism to align with PACE. School growth plan.
- Calendar of Events - Kerry Carr-Jeschke

<u>September</u>	<u>October</u>	<u>November</u>
<b>22</b> AGM School Council Meeting 6:30 p.m. - virtual	<b>1</b> Primary Skating	<b>11</b> Remembrance Day
<b>24</b> Crazy Hair Day & Primary Skating	<b>4</b> Milk Club Starts	<b>11-15</b> Fall Break – ENJOY!
<b>30</b> Truth & Reconciliation Day (No School)	<b>6</b> Thanksgiving Mass 2:00 p.m. - virtual	<b>17</b> Demonstration of Learning
	<b>8</b> Healthy Hunger & Primary Skating	<b>24</b> School Council Meeting @ 6:30 pm
	<b>11</b> Thanksgiving Day – No School	<b>28</b> First Sunday of Advent
	<b>14</b> Grade 4 Bible Ceremony 11:00 a.m.	
	<b>15</b> Primary Skating	
	<b>18</b> Faith Formation Day – No School	

- Indigenous communities – The Journey of Truth and Reconciliation ECSD – link is available online. A week of activities to explore truth and reconciliation. Ms. Zahary is the lead for this project. Several activities have been planned for the week of September 27-October 1<sup>st</sup>.
- Three teacher reps:  
Ms. Zahary: Lead for Indigenous Programing; Truth & Reconciliation.  
Mrs. Hudon: Mental Health Lead  
Mrs. Carr-Jeschke and Mrs. McNamee – Environmental Awareness Team Leads
- More info is available in the strategic plan. New education and learning for both staff and students

#### 6. Old Business

- Bylaws/Operating Procedures. A team worked last school year to update Standard Operating Procedures. More information to come and will be posted on Website when approved by Corporate Registries.

#### 7. New Business

- Mrs. Jones provided an update on the revised committees that are listed and plans to work with students and teachers as well as classroom reps to incorporate initiatives.
- Committee Reports:
  - i. Grant Applications – Kim and Jason Street - no update.
  - ii. Casino – Heidi Paranych - currently awaiting draw to see if St. Paul will be able to have a Casino. Should be first quarter of 2022.
  - iii. Environmental Enhancement – Kristie Edwardsen – *Grant from Hole kids foundation*. \$3000 USD dollars. Thank you to parent volunteers who helped over the summer. Another volunteer would be very helpful as it is a big role.
  - iv. Fundraising – Jenna Sdao - Info forthcoming for wreathes and Christmas initiatives. Cobs is ongoing.
  - v. Healthy Hunger, Hotdog Lunch, Shrove Tuesday – Miranda Jones - will be on Friday's going forward – October 8, 2021 to be the first lunch. Information to follow.
  - vi. Family Dance – Jackie Chiarello - on hold – no update (depending on restrictions)
  - vii. Family BBQ – VACANT – no update (depending on restrictions)
  - viii. Staff Appreciation – Teryl Sporns and Kathy Grozic - no update.
  - ix. Pancake Breakfast – Teryl Sporns and Melissa DeLancey - no update.
- Classroom Reps – All positions filled:
  - Kindergarten: Alicia Dmytruk and Gillian Wright
  - 1: Kathy Grozic
  - 2/3: Jenelle Gartner and Dusica Radojcic
  - 3: Kristie Edwardsen
  - 4: Teryl Sporns
  - 5: Miranda Jones and Alicia Dmytruk
  - 6: Crystal Jordan

#### 8. Adjournment at 7:41 pm – Christine DeRose

- Motion to Adjourn: Ryan Sporns; Seconded: Nicole Sehn Second. Approved.

Next School Council Meeting: November 24, 2021

## St. Paul Parent Advisory Association Meeting Minutes

**Wednesday, September 22, 2021 – following School Council Meeting via TEAMS**

1. Call to Order at 7:45 – Christine DeRose
2. Approval of Agenda and Minutes – Christine DeRose
  - Approval of Agenda (September 22, 2021)
    - i. Motion: Crystal Jordan; Seconded: Alicia Dmytruk. Approved.
  - Approval of Minutes (June 21, 2021)
    - i. Motion: Jennifer Assaly; Seconded: Kathy Grozic. Approved.
3. Review of New Bylaws and Voting Procedures – Member Sign Up
  - Bylaws have been approved by AGLC and are being sent to Corporate Registries for updating and approval. Once a stamp has been provided and official copies are issued, they will be posted on School Website.
4. Treasurer's Report/Financial Review of 2020/2021 School year expenses. Summary report on following page.
  - Financial Reporting summarized – for a copy of financials, please contact treasurer by email.
  - Casino Account at the beginning of 2020 was \$35,338.04. Over last school year, \$14,817.08 had been spent on fieldtrips (\$620), Artist in Residence Dance (\$1,500), Equipment (\$195.58), Furniture (\$10,000) and Buddy Bench (\$2,500). Closing balance: \$20,520.96. To be spent prior to new casino funds being deposited.
  - General Account at the beginning of 2020 was \$27,977.16. Over the last school year, \$7,075.56 had been spent on Craft Allowances, Environmental Enhancement, Grade 6 grad, Plant Wall & Aquarium Maintenance, Shoebox Social Initiative, Shrove Tuesday and Staff Appreciation. Closing balance \$20,901.60.
5. Administration Requests:
  - Casino Account Funds:
    - i. Fieldtrip allowance for \$40.00 per student – Teachers have fieldtrips planned. Motion: Miranda Jones; Seconded: Crystal Jordan. Approved.
  - General Account Funds:
    - i. Plant Wall & Aquarium Maintenance for 2021/2022 School Year - \$3,780.00. Motion: Kristie Edwardsen; Seconded: Miranda Jones. Approved.
  - Update provided by Christine Meadows regarding the \$2,500.00 donation last school year. The bench has been installed and enjoyed at St. Francis of Assisi School. A plaque is being done for the bench.



6. Adjournment at 7:59 pm – Christine DeRose
  - Motion to Adjourn: Alicia Dmytruk; Seconded: Nicole Sehn. Approved.

September 22, 2021

## **St. Paul Parent Advisory Association**

### Treasurer's Report/ Financial Summary

#### **1. Account Information**

1.1. St. Paul PAC Account Balance: \$20,901.60 (As at September 22, 2021)

- Sources of Income
  - Cobs Bread Fundraiser (ongoing)
  - Skip the Depot (ongoing)
  - Healthy Hunger Lunch Program
  - Family Dance
  - Staff Appreciation
  - Greenhouse Plants fundraiser
  - Various Grants

1.2. Casino Account Balance: \$ 20,520.96 (as at September 22, 2021)

- Typical Field Trip Expenses have been reduced due to Covid Protocols.

Pre-Covid expenses from the Casino account were as follows – totaling \$ 10,500.00 per year

- a) Kindergarten ~ Fieldtrips (\$1300)
- b) Grade 1 ~ Fieldtrips (\$1300)
- c) Grade 2 ~ Active Academy & Fieldtrips (\$2500)
- d) Grade 3 ~ Biking & Fieldtrips (\$1300)
- e) Grade 4 ~ Swimming & Fieldtrips (\$1300)
- f) Grade 5 ~ Nourish Me & Fieldtrips (\$1300)
- g) Grade 6 ~ Camp & Fieldtrips (\$1500)

In previous years we have spent Casino and Fundraising money on some of the following items:

- Free Hot Lunches for Students & Welcome Coffee for Parents
  - (September Hot Lunch, Pancake Breakfast in December, Shrove Tuesday in February)
- Fun Day and Family BBQ in June
- Gardening Club & Environmental Enhancement
- Living Wall and Aquarium Maintenance (joint school initiative)
- Cultural Experiences
- Artist in Residence programs Words Change Worlds Writing Residency, Yoga, Alberta Opera
- Fieldtrips for each grade level (see Casino list above) Skating, Curling, Racquet Sports, Biking
- School technology (Chromebooks, smart boards etc.)
- Library books and Software
- School furniture
- Subsidizing Staff Appreciation Week if Required & Staff Departure Gifts

#### **2. Action Item(s)**

2.1. Funding Requests