

Minutes for Cardinal Leger School Council Meeting Wednesday, September 29, 2021

Attending: Teresa H (Chair), Chanda J (Vice Chair), Jill M-B (Treasurer), Kat P (Secretary), Carm Shim (Principal), Diane Lefebvre (Vice Principal), Maggie F, Jo-Ann W, Tedros K, Nicole N, Nicole M, Trina J

Meeting Called To Order: 6:36 PM

Opening Prayer: Carm Shim

Acknowledgement: *"We begin by acknowledging that we are on Treaty 6 territory, and respect the histories, languages, and cultures of First Nations, Metis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community."*

Welcome and Introductions

Approval of September Agenda: Chanda J

Second: Jo-Ann W

Motion Carried.

Approval of May Minutes: Jill M-B

Second: Kat P

Motion Carried.

❖ **PRINCIPAL'S REPORT (Carm Shim)**

- **Student Enrollment and Online Enrollment** – 2021-22 in person enrollment is 430 students; Grade 7 – 136 students, Grade 8 – 152 students, and Grade 9 – 142 students. There are 20 students online registered through Genesis who have the option to return and register with Cardinal Leger in Feb 2022.
- **School Communication** – Regular messages will continue to come through Swift this year. If items can wait till the end of the week, information will be sent out on a Friday; time sensitive information will be communicated sooner. The school [website](#) is another source where information will be regularly posted as well. If parents are not receiving Emails after receiving a text message, they are encouraged to contact the school to update their information.
- **School Safety** – There will be six fire drills (three in the fall, three in the spring) and three lockdown practices during the year. The fire drills can occur when there is just staff in the school, but students will be present for all lockdown drills. Messages will be sent to parents when a fire drill or lockdown occurs so there is no miscommunication coming home from students.

- **Covid Updates**
 - **Daily screening checklist** – Students are required to quarantine for 14 days if they're a close contact and are not fully vaccinated.
 - **Fieldtrips**
 - Students and staff are not asked if they are vaccinated, but depending on the fieldtrip venue, students may need to bring proof of vaccination or a negative rapid test with them. This will be noted on the fieldtrip form.
 - Fieldtrips are continuing for extracurricular activities, but cohorts cannot be combined, i.e. Music and Film Studies.
 - **Student Experience**
 - Students have access to lockers this year and are changing rooms for classes.
 - Music programming is currently being done in the gym with students sitting 2 metres apart. Programming will need to be further revamped once Phys Ed classes move back to the gym in the winter.
 - Enhanced further cohorting for lunch – Grade 7 students are eating in the gym, and Grade 8 and 9 students are eating in their classrooms.
 - Physical distancing wherever possible, i.e. clubs meeting at lunch must space out.
 - Students are strongly encouraged to remember to bring their water bottle to school daily.

- **Verification of Registration** – Annual update of information on your child(ren). Verification of address, emergency contact, medical alerts, etc. Is done online through the Parent Portal on School Engage. Half of the school population has completed this already; reminder Emails will start to go out next week to families who have not completed this.

- **Summary Reports**
 - January summary report/report cards will not come out this year. For students going into Grade 10 next year who need to provide a snapshot of their child's marks, the school will work closely with those schools to make sure the students have what is required for their application.
 - Parents are encouraged to review their child's progress online throughout the year through PowerSchool. Upcoming tests and assignments can be viewed on Power Teacher Pro portal. Parents can also sign up for Google Classroom notifications if their child misses turning in an assignment, which can be arranged by contacting your child's teacher.

- **Truth and Reconciliation** – Recognized today at school because all ECSD schools are closed tomorrow in honour of the National Day for Truth and Reconciliation. Students learned about the history of the orange shirt and had a discussion with survivors about their residential school experience, and the recent burial discoveries. Students also took part in decorating their own orange t-shirts, and there is an informative display up in the school.

- **School and Parent Council Budget** – Not very healthy this year because of enrollment; the school gets no funding for the students enrolled online. The school is making a wish list, which will be presented at a future meeting.

- **Upcoming Dates of Importance**
 - Thu, Sep 30 – No school (National Day for Truth and Reconciliation)
 - Mon, Oct 11 – No school (Thanksgiving)
 - Mon, Oct 18 – No school (Faith Development Day for Staff)
 - Thu, Oct 21 – Picture retake day
 - Thu, Nov 4 – Celebration of Learning/Parent-Teacher interviews which will take place virtually over Microsoft Teams from 1:30-5 PM and 6-8 PM
 - Thu, Nov 11 – No school (Remembrance Day)
 - Fri, Nov 12 to Mon, Nov 15 inclusive – No school (Fall Break)

- ❖ **CHAIR'S REPORT (Teresa H)** – 2020-21 report has been submitted to the school board. We did fairly well last year for having to do all of our meetings online. Highlights include:
 - Facilitating an AGM where a new executive was elected
 - Five School Council meetings and five Fundraising Association meetings were held over Microsoft Teams
 - We maintained our membership with the Alberta School Council Association, and two executive members participated in the first-ever parent engagement in priorities for planning discussions
 - The Fundraising Association provided financial support to the school by funding awards for highest academic average per grade, Shrove Tuesday activities, Numeracy Week, online learning subscriptions, science class sets, and a new FM/digital messaging system
 - Current School Trustee Sandra Palazzo accepting an invitation to attend one of our meetings

- ❖ **NEW BUSINESS (Teresa H)**
 - **Election of Executive** – Position terms are for one year. As operating procedures state a parent may hold the same position for up to two terms, Chanda J will be stepping down as Vice Chair and Kat P will be stepping down as Secretary. Election results were as follows. The search for a new Secretary will continue at the next meeting.
 - Chair – Teresa H
 - Vice Chair – Jo-Ann W
 - Treasurer – Jill M-B
 - Secretary – Vacant

 - **Best Buy Technology Grant (Oct 14 deadline)** – Last year Cardinal Leger applied as one of 730 schools Canada-wide for a Best Buy Technology Grant. Twelve schools were chosen to receive the grant, but we were not one of them. Discussion and decision that we will not apply for the Best Buy Technology Grant this year, but we will continue to look for other grant opportunities that are better suited to our school's needs.

 - **Opening Prayer** – We are always looking for volunteers to share an opening prayer at our meetings. If you are interested, please contact the school.

Next Meeting: Wednesday, November 24, 2021, at 6:30 PM via Microsoft Teams

Motion to Adjourn: Chanda J

Second: Kat P

Motion Carried.

Meeting Adjourned: 7:19 PM

Minutes for Cardinal Leger Junior High Fundraising Association Meeting Wednesday, September 29, 2021

Meeting Called to Order: 7:19 PM

Approval of September Agenda: Chanda J

Second: Jill M-B

Motion Carried.

Approval of May Minutes: Chanda J

Second: Jill M-B

Motion Carried.

❖ **APPROVAL OF FINANCIAL STATEMENTS (Jill M-B)** – Waiting on a few more items to come in before the 2020-21 statements go to the auditors for review. We had no outstanding liabilities at the end of the year. Account overviews:

- **Casino Account** – Opening balance on July 1, 2020, was \$75,793.11. We made 72 cents in interest. We had a few disbursements, which was discussed in the annual report. Closing balance on June 30, 2021, was \$44,260.90. Typically we would only have one more year to spend this money, but, due to Covid, we can apply for an extension through AGLC if we would like to extend that deadline.
- **General Account** – Opening balance on July 1, 2020, was \$1,833.23. We had a few disbursements, which was discussed in the annual report. We made \$205.00 from the Flip Give app fundraiser. We also had \$54 in service charges, which Jill has discussed with the bank so we have no service charges in 2021-22. Closing balance on June 30, 2021, was \$1,077.10.

Motion: Chanda J motions to approve the financial statements from July 1, 2020, to June 30, 2021.

Second: Kat P

Motion Carried.

❖ **DIRECTOR APPOINTMENTS (Teresa H)**

- **Election of 2021-22 Executive** - Position terms are for one year. As operating procedures state a parent may hold the same position for up to two terms, Chanda J will be stepping down as Vice Chair and Kat P will be stepping down as Secretary. Election results were as follows. The search for a new Secretary will continue at the next meeting.
 - Chair – Teresa H
 - Vice Chair – Jo-Ann W
 - Treasurer – Jill M-B
 - Secretary – Vacant
- **Directors-at-Large** – Bylaws stipulate up to three additional Directors-at-Large can be appointed with voting power to make up the Board as a whole. Trina J was voted in as one of the Directors-at-Large. If anyone is interested in filling one of the two remaining spots, please contact the school.

- **Casino Rep** – Sylvie K’s child has aged out of Cardinal Leger, so a new Casino Rep is needed for 2021-22. Trina J has volunteered to fill this role.
- ❖ **APPOINTMENT OF AUDITORS (Teresa H)** – Two parents are required to audit the 2021-22 financial statements after June 30, 2022, so meet the requirements of the Societies Act, which we are governed under as a Fundraising Association. A call for volunteers was put out – thank you to Trina J and Chanda J for volunteering.
- ❖ **FUNDRAISERS (Teresa H)**
 - **Flip Give App** – The Flip Give app was our sole fundraiser last year. We made a total of \$210.44 for the General Account. The account we set up for 2020-21 closes in 62 days, and a decision needs to be made whether to continue with the app in 2021-22, and a new volunteer to run the fundraiser is needed as well. A decision will be made at the November meeting.
 - **Plan for New Fundraisers** – Discussion as to what fundraisers, if any, the Fundraising Association should run in 2021-22. Maggie F has volunteered to look into some ideas and will present them at the November meeting.
- ❖ **SCHOOL COUNCIL REQUESTS (Teresa H)** - A list of past wishes from 2017 to present has been provided to the school by the Fundraising Association. Carm Shim will bring the school’s 2021-22 wish list asks to the November meeting.
- ❖ **2021-22 MEETING DATES (Teresa H)** – School Council and Fundraising Association meetings will be held virtually this year via Microsoft Teams starting at 6:30 PM. The following dates have been decided on for the 2021-22 academic year:
 - Wed, Nov 24, 2021
 - Wed, Jan 26, 2022
 - Wed, Mar 16, 2022
 - Wed, May 25, 2022

Next Meeting: Wednesday, November 24, 2021, at 6:30 PM via Microsoft Teams

Motion to Adjourn: Chanda J

Second: Kat P

Motion Carried.

Meeting Adjourned: 8:05 PM