

**Minutes for School Advisory Council (SAC) Meeting
École Our Lady of the Prairies Online Teams Meeting
October 4, 2021 @ 4:30 pm**

In attendance:

Nicole Cooper
Rossella Trulli
Leigh-Ann MacNaughton
Nataly Jarrar
Charmain Barnett
Ifeoma Obani

Staff:

Lorraine Sylvestre
Candice Doucet

---- School Council Meeting ----

1) 4:33 Call to order

2) Welcome and Introduction of all in attendance.

Notes: School Advisory Council (SAC) includes all parents, guardians and staff at École Our Lady of the Prairies. In a school year, we meet about six times for approximately one hour with a couple special events like a mini meeting during Meet the Teacher in September and the Annual General Meeting (AGM) in the spring. The SAC helps to support school programs and initiatives, as well as coordinate and request volunteers for school events.

3) Opening Prayer: Read by Aileen and all in attendance

4) Review/Adopt Agenda for today's meeting and Minutes from previous meeting(s)

- see motions in Appendix A

5) Additions to Agenda

- None

6) Additions to Motions

- None

7) 4:45 pm Chair's Report by Aileen Langit Panis

- As of Sep 2021, our group has:
 - submitted 2020 & 2021 Society Annual Return
 - submitted 2021 AGLC Financial report
 - BMO accounts closed and all funds moved to ATB Financial
- Pending items:
 - update Alberta Gaming Liquor Commission (AGLC) List of Executives, remove past and add new
 - send School Council Chair Information to ECSD for the current school year.

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- join Alberta School Councils' Association (ASCA) for the current school year, membership fee is \$100.00. ASCA provides workshops, resources for parents in promoting advocacy at the provincial level of public education. Visit www.albertaschoolcouncils.ca for more information
 - Credit to be used. Vendor DJ Kwake holds a credit of \$525.00 that was to be used for Family Dance Spring Apr. 24, 2020, but was cancelled due to covid health restrictions which are still in place.
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- Welcome new staff to our OLOP School community and all the many students that have returned to fill the school halls again!
 - Over the past few months, we have had some changes with our SAC team. Lya Gordon who had accepted the role of chair 2021-22, is not able to continue. Welcome Nicole Cooper as Chairperson 2021-22! She has been a pillar in serving our school community volunteering in fundraisers, events, role as co-secretary and taking lead in hot lunch and various fundraising. Welcome Charmain Barnett as Vice-Chairperson 2021-22! Welcome back Rossella Trulli as Treasurer 2021-22! Welcome back Leigh-Ann MacNaughton as secretary 2021-22!
 - If you have any questions related to SAC email olopparent@gmail.com

Action: none

8) 4:51 Principal's Report by Lorraine Sylvestre

- Principal's Report
- Enrollment remains the same as last year: 407 students in the school with an additional 10 students online.
- Since the beginning of the year, there have been a couple changes to class groupings: the creation of the Grade 2/3 class in English, combining the morning and afternoon French Immersion students into one class due to lower than anticipated enrollment, and the addition of third English Kindergarten class due to higher than anticipated enrollment.
- Mrs. Chomej is currently away on leave. Welcome to Ms. Brunelle who is replacing her.
- During the month of September, families appreciated the flexibility of meeting their child's teacher virtually to learn about the classroom and the curriculum. We hope to return to in-person meetings next year!
- The Grade 6 team building was a great success. Students participated in cooperative games with the Phys Ed consultant. The school provided snacks and lunch for the students.

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- The staff and students were honored to participate in Orange Shirt Day and the National Day of Truth and Reconciliation. The students continue to work on a class message for our outdoor banner.
- The students participated in the Terry Fox Run on October the 1st. Thanks to all the families who donated so generously to this cause.
- On October 2nd, the staff and students celebrated Mr. Kris and Mr. William on Custodial Appreciation Day.
- Read-In week has begun – please contact your child’s teacher if you are interested in reading (virtually) to the class.
- Remember to check out the monthly newsletter posted on our website for school events and other news.

Action: None

School Council Discussion Items / Updates

9) 5:00 Fundraising Update

- bottle drive, big ones were Krispy Kreme but lots of work, chocolate almonds based on the school asks.
2 bottle drives, (Nov and Feb)
- Chocolate Almonds Fundraiser

Action:

- 1) Chocolate Almond Fundraiser lead: Rossella, Nicole, Leigh-Ann
- 2) Bottle Drive flyer prepared for recruitment. Set a date for bottle drive.
- 3) Lorraine to follow up on how we can use powerschool for parents to pay for fundraiser
- 4) Lorraine. Ask teachers to identify parents that may be classroom reps.

10) 5:35 Hot Lunch Update

- On hold, no Hot Lunch offered at this time due to COVID-19 restrictions.

Action: None

11) 5:36 Adjourn School Council Meeting

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---- School Advisory Foundation Meeting ----

12) 5:36 Call to Order

13) Review/Adopt Agenda and Minutes from previous SAF meeting(s)

- see motions in Appendix B

Notes: School Advisory Foundation (SAF) Meeting is the non-profit entity that helps raise funds, using an advisory role to help direct the funds accordingly. We discuss proposals, motions and vote how funds are spent from our General account or Alberta Gaming, Liquor and Cannabis Commission (AGLC) Casino account. For more information on AGLC, please sign up for a free GAIN session. Email olopparent@gmail.com for more information.

14) Additions to Agenda

- None

15) 5:38 Treasurer's Report

BMO accounts closed and transferred to ATB, where we hope to receive better service, lower fees and take advantage of the Junior ATB program in the future. See below for latest financial statements: combined balance sheet, income statement for the casino/ AGLC account and the income statement for the general account.

**Our Lady of the Prairies School Advisory Foundation
Balance Sheet
As at June 30, 2021**

| Assets | | | |
|-------------------------------------|-----------------------------------|---------------------------------|---------------------------------|
| | Current Year 2020/2021 | Prior Year 2019/2020 | Prior Year 2018/2019 |
| Bank -General Account | \$7,738 | \$8,871 | \$6,710 |
| Bank -Casino Account | \$12,922 | \$64,417 | \$3,684 |
| Total Assets | \$20,660 | \$73,288 | \$10,394 |
| Liabilities & Net Assets | | | |
| | Current Year 2020/2021 | Prior Year 2019/2020 | Prior Year 2018/2019 |
| Total Liabilities | \$0 | \$0 | \$0 |
| Net Assets | \$20,660 | \$73,288 | \$10,394 |
| Total Net Assets | \$20,660 | \$73,288 | \$10,394 |
| Total Liabilities and Ne | \$20,660 | \$73,288 | \$10,394 |

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**Our Lady of the Prairies School Advisory Foundation
General Account
Statement of Revenues and Expenses
For the year ending June 30, 2021
As at June 30, 2021**

| Revenues | Current Year 2020/ 2021 | Prior Year 2019/2020 | Prior Year 2018/2019 |
|-------------------------|------------------------------------|---------------------------------|---------------------------------|
| Spellathon | | | \$ 2,539 |
| Krispy Kreme | | \$ 5,108 | \$ - |
| Casino Tips | | \$ 25 | \$ - |
| Hot Lunch | | \$ 605 | \$ - |
| Popcorn | | \$ 487 | \$ 1,349 |
| Loaves | | \$ 1,320 | |
| Chocolate Almonds | | | \$ 12,374 |
| Bottle Drive | \$ 495 | | \$ 143 |
| Family Dance | | | \$ 1,762 |
| Shrove Tuesday | | | \$ - |
| Foundation Registration | | | \$ - |
| Miscellaneous | | | \$ - |
| Total Revenues | \$ 495 | \$ 7,544 | \$ 18,167 |
| Expenses | | | |
| Hot Lunch | | | \$ 1,219 |
| Krispy Kreme | | \$ 2,704 | \$ - |
| Popcorn | | \$ 91 | \$ 500 |
| Loaves | | \$ 650 | |
| Chocolate Almonds | | | \$ 6,177 |
| Family Dance | | \$ 525 | \$ 781 |
| Staff Appreciation | \$ 708 | \$ 250 | \$ 946 |
| Fun Day | | | \$ 1,584 |
| Shrove Tuesday | | \$ 275 | \$ 255 |
| Grade 6 Yearbook | \$ 920 | \$ 880 | \$ 1,400 |
| Bank Fee/Interest | | \$ 8 | \$ 73 |
| Field Trips | | | \$ 1,280 |
| Total Expenses | \$ 1,628 | \$ 5,383 | \$ 14,215 |

**Our Lady of the Prairies School Advisory Foundation
AGLC Gaming Accounts
Statement of Revenues and Expenses
For the year ending June 30, 2021
As at June 30, 2021**

| Revenues | Current Year 2020/ 2021 | Prior Year 2019/2020 | Prior Year 2018/2019 |
|-------------------------------------|------------------------------------|---------------------------------|---------------------------------|
| Casino Proceeds | | \$ 78,593 | \$ - |
| Total Revenues | \$ - | \$ 78,593 | \$ - |
| Expenses | | | |
| Casino Expenses | | \$ 2,540 | \$ - |
| Christmas Concert | | \$ 2,705 | \$ - |
| Field Trips | | \$ 2,208 | \$ 8,705 |
| Computer Equipment | | \$ 8,706 | \$ - |
| Ipads | \$ 25,110 | | |
| Chromebooks (incl carts & licenses) | \$ 18,374 | | |
| Music equipment | \$ 3,631 | | |
| Artist in Residence Wages | | | \$ - |
| Grants | | | \$ - |
| Sports Equipment | \$ 1,440 | \$ 1,676 | |
| Science Program Mme Weis garden | \$ 2,940 | | |
| Bank Fees / Interest | | \$ 25 | \$ 37 |
| Total Expenses | \$ 51,495 | \$ 17,860 | \$ 8,742 |

Action: Nicole Cooper and Rossella to go to ATB to have Nicole added as signing authority and to order cheques for the account.

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16) 5:45 Fundraising Update

Action: none

17) 5:47 School Requests

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Action: none

| | |
|---|---|
| Previous/Present meeting(s): | <ul style="list-style-type: none">● No meeting in September● Monday, October 4, 2021 @ 4:30 pm on Teams |
| Our next SAC meeting(s) scheduled for: | <ul style="list-style-type: none">● Monday, November 22, 2021 @ 4:30 pm● No meeting in December● Monday, January 10, 2022 @ 4:30 pm● Monday, February 28, 2022 @ 4:30 pm● No meeting in March● Monday, April 11, 2022 @ 4:30 pm ● Monday, May 16, 2021 @ 4:30 pm Annual General Meeting (AGM) |

18) 5:54 pm Adjourn School Advisory Foundation Meeting

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APPENDIX A School Council Meeting Motions

| | | | |
|--|-----------------|---------------------|-----------------|
| Motion 1: | | | |
| Adopt Agenda for today's SAC meeting and Adopt Minutes from previous SAC Meeting on Apr 12, 2021 | | | |
| Motion by: | Charman Barnett | 2 nd by: | Rossella Trulli |
| All in favor: | Yes | | |
| Opposed: | None | | |
| Motion carried: | Yes | | |

APPENDIX B School Advisory Foundation (SAF) Meeting Motions

| | | | |
|--|-----------------------|---------------------|------------------|
| Motion 2: | | | |
| Adopt Agenda for today's SAF meeting and Adopt Minutes from previous SAF Meeting on Apr 12, 2021 | | | |
| Motion by: | Leigh-Ann MacNaughton | 2 nd by: | Charmain Barnett |
| All in favor: | Yes | | |
| Opposed: | None | | |
| Motion carried: | Yes | | |

| | | | |
|--|-----------------|---------------------|------------------|
| Motion 3: | | | |
| <ul style="list-style-type: none"> a) Remove Aileen Langit Panis with signing authority on all OLOP SAF (School Advisory Foundation) accounts b) Update and/add to have the following signing authority on all OLOP SAF (School Advisory Foundation) accounts: Nicole Cooper, Chairperson Rossella Trulli, Treasurer | | | |
| Notes: Accounts are set up for 2 to sign. | | | |
| Motion by: | Rossella Trulli | 2 nd by: | Charmain Barnett |
| All in favor: | Yes | | |
| Opposed: | None | | |
| Motion carried: | Yes | | |

| | |
|---|--|
| Nominations for: Chair 2021-2022 | |
| Candidate 1: | Nicole Cooper (nominated by Aileen Langit Panis) |
| Candidate 2: | None |
| Vote in favor: | Yes |
| Opposed: | None |
| Role Accepted: | Yes |