

Parent Association Minutes – Annual General Meeting

Present at meeting: Principal Mary-Elizabeth Kaiser, Assistant Principal Debbie Bauman, Jennifer MacDonald, Chantelle Brown, Whitney Mason, Brianna Albert, Jessica Regier, Rachel Tulk, Brittney Laan, Aleisha Brier, Serenity Shalev, Julia Harron, Devin Wyatt, Anne Jordan, Sarah Fellows, Bernice Hall, Renee Mackillop, Taylor Anderson, Luther Odegard, Aaron Castle, Julian McDowell, Brittany McDowell, Mary-Ellen Donais, Lauren Hogue

1. Call to Order at 6:52pm by Brianna Albert
2. Motion for approval of minutes from June 2026 by Jennifer MacDonald, seconded by Julia Harron. Minutes approved.
3. Positions to be filled (to be done near end of meeting). Description of each position provided.
 - President
 - Vice-President
 - Staff Appreciation
 - Learning Grounds
 - Fun Lunch (shadow role with aim of taking over in 2027-2028)
 - Fundraising

Committee Reports

4. Treasurer's Report (Devin):
 - Review of 2024-2025 Annual Financial statements. Motion to approve 2024-2025 financial documents by Brianna Albert, seconded by Grace Proske. Financial documents approved

- Review of 2025-2026 Annual Financial statements. Motion to approve 2025-2026 financial documents by Brianna Albert, seconded by Grace Proske. Financial documents approved.
- The bank reconciliation and activity as of August 31, 2026 is attached to these minutes:
 - o General operating account balance as of August 31, 2026: \$19 479.06
 - o Casino account balance as of August 31, 2026: \$80 744.25
 - o Visa card used for annual insurance and QuickBooks subscription
- Will review school wish list and associated costs later in meeting
- Treasurer cost requests to be approved under New Business: \$350 for QuickBooks subscription, \$25 for domain name for parent council/association website and emails, \$1000 for insurance for 2027-2028 school year (approve funding now so insurance can automatically be renewed. This ensures it will not lapse)

5. Social Events/Fundraising (Breanne):

- this position will be split into 2 separate positions for the 2026-2027 year
- Fundraising:
 - o not doing apple fundraiser this fall – has become popular among other schools/groups so going in different direction
 - o Instead, will have a cookie dough fundraiser in Fall
 - will have a class prize and student prizes for top sellers. Still figuring this out
 - parents will get order forms early October, delivery early December
 - estimated minimum \$5000, hopefully more like \$10 000-\$15 000
 - o Will look at second fundraiser in Spring
 - o Request for \$700 for cookie dough fundraiser prizes. To be approved under New Business
- Events:

- o Hoping to coordinate family dance around Halloween. More details will be confirmed and communicated
- o Request for \$500 to begin planning dance. To be approved under New Business
- o Grade 5 year-end celebration: Grace Proske has offered to coordinate

6. Staff Appreciation (Jennifer):

- Jennifer will take on year-end staff appreciation lunch. Request of \$800 for this event to be approved under New Business
- also requesting \$500 for staff appreciation fund for events and supplies to be used by new Staff Appreciation coordinator throughout year. To be approved under New Business

7. Fun Lunch (Anne):

- review of Sibbald Cares program: initiative to support families who may struggle to order fun lunch and snacks
 - Families have option to donate to Sibbald Cares fund when ordering fun lunch
 - This is also supplemented with funds from Parent Association
 - Anne and volunteers coordinate this so the orders are placed and delivered discreetly
 - administration and teachers handle the identification and approaching of families who could benefit from support
- Do get money from Healthy Hunger as a fundraiser for school
- once per month plus 3 fun snacks
- All restaurants are booked for year and communication will be sent to families in the next week or two so families can order fun lunches
- Sign up genius is sent out prior to each fun lunch for volunteers to sign up to hand out lunches on delivery day
- Program will begin start of October and alternates between Mondays and Tuesdays
- Request for \$500 to start the Sibbald Cares fund for the year. To be approved under New Business

8. Learning Grounds (Serenity):

- New bark mulch was laid last June
 - Two trees need to be cut down as per quotes from 2 arborists
 - Mary Elizabeth will contact CBE grounds to see who is responsible for hiring someone to cut down these trees. Can parent association hire outside contractor or does it go through school board?

9. Casino Coordinator (Breanne):

- no updates, as next casino is not scheduled until Fall 2027

10. Appointment of Parent Association Positions

- Motion to approve following executive officer positions by Grace Proske. Seconded by Chantelle Brown. Motion approved by majority.
 - President: Serenity Shalev
 - Vice President: Brianna Albert
 - Secretary: Lauren Hogue
 - Treasurer: Devin Wyatt

11. Appointed Committee Members

- Staff Appreciation: Jennifer MacDonald, Brianna Albert, Chantelle Brown
- Learning Grounds: Aaron Castle
- Fun Lunch: Anne Jordan, Mary-Ellen Donais, Whitney Mason
- Fundraising: Taylor Anderson
- Social Events: Breanne Parker
- Website: Lynda Chittick

12. New business

- School Wish List presented to Association: Total overall requested \$30 722
 - This covers items such as tshirts and hoodies for new students and staff, Maker Space and fish tank supplies, Sports Day and Patrol celebrations, residencies and

curriculum enhancement supplies, bussing for one field trip per class, among other enhancements to learning at the school

- This does not include updates to gym sound system & projector (unsure of cost; quote has been requested)
- Does not include ozobots (to support new science curriculum in particular)
- Hoping to use fundraising money for these expenses

- Motion to approve \$30 722 for school wish list items as listed by Grace Proske.

Seconded by Jennifer MacDonald. Motion passes

- Motion to approve up to \$500 for Halloween dance by Breanne Parker. Seconded by Julia Harron. Motion passes

- Motion to approve \$500 for Sibbald Cares Fund. Motion by Anne Jordan, seconded by Julia Harron. Motion passes

- Motion to approve \$350 for Quickbooks subscription, \$25 for domain registration, and \$1000 for insurance for 2027-2028 school year by Devin Wyatt, seconded by Anne Jordan. Motion passes

- Motion to approve \$700 for cookie dough fundraiser prizes (class and student prizes) by Breanne Parker. Seconded by Julia Harron. Motion passes

- Motion to approve \$500 for staff appreciation for year by Jennifer MacDonald, seconded by Brianna Albert. Motion passes.

- Motion for up to \$800 for staff year-end lunch by Jennifer MacDonald. Seconded by Anne Jordan. Motion passes

13. Dates and times of next meetings

- **Tuesday, October 13, 6:30pm**

- Wednesday, November 18, 6:30pm

- Tuesday, January 12, 6:30pm

- Wednesday, February 3. 6:30pm

- Tuesday, March 9, 6:30pm

- Wednesday, April 14, 6:30pm

- Tuesday, May 11, 6:30pm

- Wednesday, June 9, 6:30pm

14. Motion to adjourn at 8:09pm by Brianna Albert.