

Warburg School Parent Council

Annual General Meeting Minutes
Via Google Meet
September 15, 2021 @ 7:00 PM

Call to Order: 7:15 PM

Attendance: Wendy Maltais, Shawna Ofstie, Lynnette Sutherland-Fast, Louise Mcbeath Schoepp, Amy Carstairs, Daniel Hodges, Melanie Shymansky, Melissa Cygan, Tami Tubbs

1. Agenda: Click the link
2. Minutes: Click the link to review & approve prior AGM minutes from October 22, 2020 and prior regular meeting from June 15, 2021

Motion to accept: **Tami** *Seconded by:* **Melanie** *Approved by:* **Amy**

3. Trustee's Report - Shawna Ofstie:

- Board Highlights:
 - Very few distance learning students this year. May change by January
 - SRO approved for \$70K between Thorsby/Warburg/Calmar
 - 2 students in our Division won the art contest. (Amelia Swartz & Cole Peterson). Their art pieces were purchased by Blackgold and are now in display in their office
- September Update: Shawna will run again for another term.

4. Principal's Report:

- Fundraising society insurance:
 - We talked about it, but never actually purchased any in the last school year. We haven't had any insurance since Lynnette has been Treasurer. Wendy will look into getting this insurance through the division.
- New late policy - going well so far. This is in the Handbook. Link to the handbook is on the website

Junior High Students

After signing in at the kiosk students will remain at the office until called by the class teacher. Chronic infringement will result in detention and ultimately suspension.

Senior High Students

Punctuality in senior high classes is especially important as the amount of material is considerable. Because of the fast pace of instruction, tardiness can lead to students missing critical aspects of class material.

After signing in at the kiosk students will remain at the office until called by the class teacher. An accumulation of 6 lates will automatically be considered an unexcused absence and will count against the minimum attendance requirements to remain in the course.

- Handbook overview - added new late policy to the handbook, available on the Warburg School website
- Scholarship selection - Melanie and Lynnette will help review applications. Wendy will send them the information
- Wellness Survey - Mrs. Hodges is our Wellness Coordinator. Tanya Numeracy coordinator, Barbara Literacy coordinator. Possibly lost mental health wellness resources. Wendy will follow up.
- Staffing/enrolment/Preliminary budget info - tomorrow submit final numbers. Enrollment 243 students (7 distance learning, last year 28). Was able to hire a .5 teacher (Mrs.Drysdale) $\frac{2}{3}$ split and Grade 6 at the end of the day.

5. New Business:

- Do we want to use the ASCA agenda/minutes templates going forward? How can we access it? I was able to somehow access all of these links from last year, why can't I now? Does anyone know our username/password? Shawna said they always pay for our annual membership. Wendy will touch base for our login info.
- Review/Update Annual Report for 2020/2021 School Year. Need to add copy of the financial statements from Lynnette then Amy will submit

Meeting Adjourned: 7:52 PM

Next Meeting: October 13, 2021 @ 7:00 PM via Google Meet

Warburg Parent School Society

Annual General Meeting Minutes
Via Zoom
September 15, 2021 @ 7:00 PM

Call to Order: 7:54 PM

Attendance: Wendy Maltais, Lynnette Sutherland-Fast, Louise Mcbeath Schoepp, Amy Carstairs, Melanie Shymansky, Melissa Cygan, Tami Tubbs

1. Agenda: Click the link
2. Minutes: Click the link to review & approve prior AGM minutes from October 22, 2020 and prior regular meeting from June 15, 2021

Motion to accept: **Tami** *Seconded by:* **Melanie** *Approved by:* **Amy**

3. Financial Report: - Lynnette:

- i. Since the last meeting, there was only 1 deposit made.
- ii. \$8,359.15 in General Account. Cheque received from Kiwi Nurseries \$481.23 leaving us with \$8,840.38 Closing Balance (Lynnette will email Financials to Wendy so we can add to the minutes).
- iii. Total income for the year \$2,956.46 Total disbursements \$13,076.18 (included crosswalk lights)

Motion to accept: **Amy** *Seconded by:* **Tami** *Approved by:* **Melanie**

- iv. We did get an invoice for the gaga pit (about \$700). Wendy has the invoice, will give to Lynnette so we can pay. So far has been very positive.
- v. New Playground Equipment: Lots of Grants available. School Division has contracted with a company that writes Grant proposals, we have to pay them \$450 to write the Grant regardless of if we receive the grant or not. Wendy will look into what services are included for this \$450 fee
- vi. Annual Financial report is complete. Lynnette will meet with Tami for signatures.

4. Fundraising update:

- ~~Donuts in September - YES~~
- Apples in September - Mel (possibly one for next year. Revisit in June to run in September 2022)
- Costco pies in October - YES
- Stawnichy Meats late November - YES
- Purdys in April for Easter - maybe (Grads doing Purdys in December). Research FEB valentines day fundraisers & other chocolate companies
- Pie Order Form for Parent Portal
- Pie Order Form for printout

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- 175 dozen ordered as of today. A few more orders in tonight that Mel will add. The School has freezer space for boxes unsold. Melissa said we can advertise at Two B's and sell some there. Have a treat day at the school. We may have about 50 dozen left over. Tami will check with the Village to purchase 5 or 10 dozen.

-Louise will send a publisher Ad to Tami to put in FCSS Newsletter for pie sales. Start selling this week. Closing date September 30th, e-mail order to Costco on the 1st. October 8th pies will be delivered to the school for pickup

5. Playground stencils – This was approved. \$500. Tami will send website info to Amy. We will choose and order before Christmas.
6. New Playground Equipment - Grants
7. New Business: - Alberta School Council Engagement Grant \$500. *“The Alberta School Council Engagement grant will provide each school council with \$500 to improve communication and engagement with parents in their local communities. The funds will be used for engagement activities such as broadening the number of school events that include parents, diversifying communication tools used by councils and activities that seek out the advice of other parents”* Did we receive this? How should we use it? Amy will ask Shawna about this
 - Tami suggested the idea of getting a credit card for the Parent Society for small purchases like our Krispy Kreme donuts and our Costco Pies. Lynnette will check at the bank to see if there is a low fee credit card option for us.
 - Tami also suggested creating a “welcome” letter to all of the Kindergarten kids this school year to let them know about the Parent Council and the Parent Society and how they can get involved. Amy will draft up a letter and coordinate with Mrs.Gidosh to see if this is okay to send home with each child

8. Casino - no contact from Casino. Need to phone and check into this as our License number is no longer visible on our account. Louise will follow up
9. Correspondence: - Costco & Coop have Grants available. Look into this.

Meeting Adjourned at 8:27 PM

Next Meeting: October 13, 2021 @ 7:00 PM via Google Meet

Warburg School Parent Council
 AGM – September 15, 2021 – Executive Voting
 Meeting Called to Order by: Amy at: 8:30 PM

Current Executive Board Members 2020 – 2021 (Current)

President	Tamara Tubbs	587-277-7000
Vice President	Melanie Shymansky	780-514-5607
Secretary	Melissa Cygan	780-514-1064
Treasurer	Lynnette Sutherland-Fast	780-721-0340
Fundraising Coordinator	Louise Schoepp	780-868-3994
Casino Chairperson	Louise Schoepp	780-868-3994

Motion: Signing authority will be removed for Tamara Tubbs as of September 30, 2021 from the ATB Branch.

Warburg Parent/School Society Community Spirit Account XXXXXXXXXX Transit #XXXXXXX

Motioned by: Melanie 2nd: Amy Motion Carried

Elections:

President: Amy Carstairs Nominated by: **Melissa Cygan** 2nd: **Melanie Shymansky** Motion Carried

VP: Melanie Shymansky Nominated by: N/A 2nd: N/A Motion Carried

Do you accept to stay on as Vice President? YES

Secretary: Nikki Webber Nominated by: **Amy Carstairs** 2nd: **Tami Tubbs** Motion Carried

Treasurer: Lynnette Sutherland-Fast Nominated by: N/A 2nd: N/A Motion Carried

Do you accept to stay on as Treasurer? YES

Fundraising: Louise Schoepp Nominated by: N/A 2nd: N/A Motion Carried

Do you accept to stay on as Fundraising Coordinator? YES

Casino Chairperson: Louise Schoepp Nominated by: N/A 2nd: N/A Motion Carried

Do you accept to stay on as Casino Chairperson? YES

Signing Authority for the 2021/2022 year to:

President: Amy Carstairs **Treasurer:** Lynnette Sutherland-Fast

Motioned by: Melissa Cygan 2nd: Melanie Shymansky Motion Carried

