



"Together We Build Tomorrow in God's Love"

Neil M Ross Catholic School | School Council Agenda |

DATE: March 12, 2024 **TIME:** 7:00PM

LOCATION: Staff Room **VIRTUAL LINK:** meet.google.com/tve-rqqa-iiq

Attendance: Melissa Giroux, Shelby Moser, Rob Rawcliffe, Abbey Koehi, Jessica Brady

Virtual: Brittany Meaver, Courtney Quirk

Regrets: Courtney Haigh Leslie Slanisky Gillian Hansen Schmidt, Becky Prudhomme, Susan Tarling, Joe Becigneul, Stephanie Chau

Business Portion

Time

1. Call to Order: Melissa Giroux called meeting called to order at **7:04pm** 10 min
2. Opening Prayer-Melissa Giroux
3. Acknowledgement of the Territories-Melissa Giroux
4. Introductions
5. Good News to Share
 - Happy it is warm again!
6. Additions to the March 2024 Agenda
 - No additions to the agenda.
7. Approval of the March 2024 Agenda
 - Motion: Abbey Koehi Second: Courtney Quirk
8. Approval of Minutes from February 2024 School Council Meeting 5 min
 - Deferred to April 2024 meeting
9. Fowler Report – Melissa Giroux provided the report in Courtney Haigh’s absence: 5 min
 - See Attachment at end of document
10. Old Business
 - Playground Committee Update – Courtney Haigh
 - The Joint Playground Committee had their first meeting for Phase 3; both Kino and NMR Admin attended along with our new COSA assigned representative. Committee confirmed phase 3 will proceed with an Inclusive Playground focus. The committee discussed schedule and timeframe for phase 3 and agreed that due to the scope of this project greater stakeholder engagement is required, to ensure we understand key elements associated with an inclusive playground. At this time, the playground committee has not set a budget or schedule for construction and applying for grants is on hold until we set our budget/schedule. The committee agreed to the importance of seeking third party funding (donation, grants, corporate sponsorship etc.) and anticipates putting more work into securing funding beyond the school level only.
 - The COSA assesses city playground infrastructure in April; the committee requested the COSA to evaluate the current curbing during their assessment.
 - **Next Steps:**
 - Kino and NMR Admin to engage with respective district Diversity and Learning

- resources.
- Playground Committee to prepare an RFI and send to selected Playground suppliers (May/June);
- Playground Committee to reach out to COSA for further resources (Fountain Park playground is considered an Inclusive playground);
- Receive information and prepare COSA Application for Redevelopment/Development (unable to prepare this without relevant information pertaining to approximate cost; reason for RFI);
- Next meeting: May 2024
- Staff Appreciation Week – Melissa Giroux provided the report in Leslie Slanisky absence.
 - Sunday coming to decorate if there are any other parents to come at 1130 on Sunday – everyone is welcome; possibly Leslie can send out another email.
 - March 18 invitation will be shown during assembly.
 - March 19 a lunch will be provided, March 20 a breakfast will be provided, March 21 Starbucks delivery.
 - Theme is Rock Stars
 - Big thanks to Lesley for coordinating
- Dog Park Working Group – Shelby Moser provided the report in Stephanie Chau absence.
 - Nigel – Stephanie’s husband attended along with Rob, Shelby, 2 Officers, 2 ppl from City, and Brian from other school.
 - Wanted to solicit support to amend the terms of reference (TOR) for the dog part working group they do not have a review for off leash purpose, but we think this should be revisited as the low # of parents that are consulted.
 - The What We Heard document included input from lots of ppl from the community but under 100 from the parents of NMR.
 - Support to revisit the issue if terms of reference is amended which included Aaron Giesbrecht.
 - Ask council for support to develop a way for parents/community to know how to get aid in reporting concerns (dog aggression, lack of clean up, out of control while off leash)
 - Possibly things are not being reported because people just don’t know they can or how to report it. There is emphasis put on the # of complaints and if there are more, the City might respond
 - Shelby shared with the group – every time a concern goes forward with a solution it’s a no, there are TOR, there are excuses as to why they cannot assist further – looking for ways to change this.
 - Also talked about garbage pick up because the City stopped picking it up and school cleaners have to clean it – despite there being dog feces; there is no solution to that either
 - City was going to approach the school board for it to be our cost to have the garbage with dog feces picked up – which is not the solution.
 - TOR might be a good place to start, and it will have to come from the parents.
- ASCA Grant –Melissa Giroux
 - Last meeting, they talked about a presenter from VGM who could come in.
 - Melissa followed up with that presenter.
 - Presentation would be on social media and how parents and help support their kids when using it
 - Educating kids (grades 4-6) \$225 + GST and Parent Presentation \$500 + GST
 - Grant would cover that \$500; GST wouldn’t be an issue

- Dates came in: Shelby suggested looking at April 30 or one of the May dates to give more parents time to be available to attend
11. Trustee's Report 10 min
 - No report sent this time.
 - BIG THANKS for him showing up when he can and providing the report input
 12. Administration Report – Shelby Moser 25 min
 - See Attachments at end of document
 13. Friends of Neil M. Ross Report- Melissa Giroux provided the report in Becky Prudhomme absence. 5 min
 - Question was provided to Melissa regarding voting for Healthy Hunger funds – Melissa will reply directly to Friends of NMR
 - Ski night: we were able to continue to sell up to the night of the event. In the case of other hills, you have to close sales 2 weeks prior, and we would have been short \$1800. We were still short and made sales the day of the even to put is at a profit of \$433.
 - Pizza: we made \$726
 - Purdy's: we made \$629 and will arrive next week for pick up.
 - The majority voted in favor of funding the Chromebooks requested by council earlier this year.
 - We are putting out a survey with the write on stationary school supply lists before spring break to get some feedback on what fundraisers parents would like to see next year.
 - All surveys completed and returned will be entered to win a prize. Pizza, family drinks, treats, and purdys assorted chocolates. cutoff to turn in surveys is May 1.
 - Our elections are May 23, 2024. The positions for our executive are chair, vice chair, treasurer, secretary, and up to five directors at large. If you are interested in a position please let us know:
 - friendsnmr@gmail.com. I have attached our policy and procedure manual which lists a description of each of the roles. If you have any questions please reach out.
 - [Friends of Neil M Ross School Society Policy and Procedure Manual Link \(Position Descriptions\)](#)
 - See Attachment at the end of document
 14. Healthy Hunger 5 min
 - No report can defer to April 2024 meeting
 15. Holy Family Parish Update-Melissa Giroux 5 min
 - See Attachments at end of document.
 16. Yearbook Update- Becky Prudhomme absent sent in prior to meeting that there would be no update. 10 min
 - No update for this meeting
 17. New Business 5 min
 - School Council Elections
 - Melissa will reach out to current members -all positions will go out. She will reach out to the larger school community.
 - ASCA AGM Resolutions
 - Available on the ASCA website – you can see resolutions going forward.
 - If there are concerns the school board typically let's us know
 - If there are any recommendations, melissa would to and vote against/for the resolutions at the meeting.
 - Melissa has attended them; they are very interesting

Meeting Adjourned at **7:40PM**

NEXT SCHOOL COUNCIL MEETING: April 23, 2024 at 7:00PM

Attachments

9. Fowler Report

LENTEN BASKETS - tickets on sale March 11 to March 15 for purchase during morning nutrition break and lunch. Baskets on display near the office. The GSACRD Lenten Campaign raises funds for Catholic Social Services in support of Immigration and Settlement Services & Refugee Relief Fund.

HOLY FAMILY JUNIOR HIGH YOUTH GROUP - Next date is Thursday March 14, from 6:30 to 8:00 at the church.

BIKE A THON (2024) - Annual Richard S. Fowler *SPOKE UP* for Mental Health 10 hour bike-a-thon is happening May 3 from 9:00a to 7:00p. This event has raised over \$200,000 in the last four events! Students form teams and raise funds in support of youth and mental health, this year the goal is to exceed \$40,000.

MESSAGE FROM FOWLER ADMIN

- We'd love to encourage families to register as soon as possible or to give us a call if they have questions or need help with the registration process. Remember that options are scheduled on a first come, first served basis for students registered.
- We are also asking parents to spread the word about Fowler to encourage others to join our community. Call and arrange a tour of our amazing school!
- The Fowler Musical Production of The Wizard of Oz Junior will take place April 11th. We have invited the gr 6 students to come for the dress rehearsal but invite all families to join us in the evening for the production. Save the date! We'll send ticket info once it's confirmed.
- We also host our Fine Arts Night on June 7th to showcase our amazing fine arts programming at Fowler. Come and see the amazing talent at 7pm. Again, ticket information to come.

12. Admin Report

Admin Report for NMR School Council Meeting Mar. 12/2024

FAITH NEWS

- We were so blessed to have Father Antony and two other priests join our school for reconciliation! We were able to serve so many of our grades 3-6 students for either confession or a blessing.
- We are celebrating the Feast of St. Joseph next week where the school will be learning about him and his life as Jesus' father.
- We will recognize students who are getting the sacrament of communion and reconciliation as well as confirmation at one of our spring Monday assemblies. Emails have gone home to grades 2, 3, & 6 to ensure we have a complete list of students to recognize so no one is missed. We do not want to assume all students are receiving these sacraments at Holy Family Parish only.
- Lent
 - Our school division is working together to raise funds for Catholic Social Services: Refugee Relief Fund.
 - Families are invited to donate [HERE](#)
- Holy Family Parish Lenten Mass Times:
 - Lenten Fridays: Way of the Cross- 6:00 pm followed by Mass and light snack (soup and bun) No soup and bun on March 1st.
 - Palm Sunday
 - March 23rd - 5:00 pm
 - March 24th - 9:00 am, 11:00 am* & 5:00 pm
 - Holy Thursday
 - March 28th - 7:00 pm followed by Adoration until Midnight
 - Good Friday Service
 - March 29th - 10:00 am & 3:00 pm
 - Stations of the Cross - 2:00 pm
 - Holy Saturday
 - Blessing of the Easter Baskets - 12:00 pm
 - Easter Vigil - 9:00 pm*
 - The Sacrament of Reconciliation will not be available on this day.
 - Easter Sunday
 - March 31st - 9:00 am, 11:00 am*, No 5:00 pm Mass
 - * indicates that Incense will be used.
- Sacrament of Reconciliation
 - Tuesday: 6:00 pm - 6:30 pm
 - Friday: 9:30 pm - 10:30 pm during Adoration
 - Saturday: 11:00 am - 12:00 pm
 - Confession can be booked by appointment by contacting the parish office.

ACADEMIC NEWS

- Black History Month:
 - We shared progressive clips from the CBC Kids broadcast about the history and future of this recognition and learning during our Monday assemblies.
 - The iRap presentation about anti-racism during Pink Shirt day was such a positive experience for our students and staff! We had feedback sharing with us that families appreciated the conversations we had that afternoon.
- Our teachers have been and will continue to participate in Professional Learning Communities with our division learning leads. During these meetings, grade level teachers from across our school division come together to learn, discuss and plan for the new curriculum.
- We have had a parent volunteer come forward, along with the supervision of a staff member, run a training camp for our grade six students to be ready to try out for volleyball when they go to junior high. We are so thankful for the volunteer!

FEEDBACK

- Please feel free to email or call Shelby or Rob if you have any additional questions or would like to provide us with feedback on any of our school-related items. We would love to hear from you!
 - Shelby Moser smoser@gsacrd.ab.ca
 - Rob Rawcliffe rrowcliffe@gsacrd.ab.ca

13. Friends

Friends of Neil M Ross School Society Policy and Procedure Manual

1. Mandate

The Friends of Neil M Ross Society is a group of parent volunteers that raises funds to support the students of Neil M. Ross Catholic School. We are incorporated as a society and have been raising funds since 1994.

Our mandate is:

- A. To fundraise when appropriate
- B. To choose fundraising options that will best suit the school community's needs if fundraising is determined to be appropriate
- C. To avoid purchases where there is a potential for liability
- D. To avoid conflict of interest by choosing fundraising options that do not benefit (an) individual(s) with ties to the Neil M. Ross Catholic School community

2. Roles/Duties of Society Board Members

A. President

- a. Manages internal processes such as reviewing Bylaws, maintaining and reviewing annually the Policies and Procedures Manual, and verifying Annual Membership of all members
- b. Point of contact to administration and council on behalf of Friends of NMR
- c. Maintains administrative tasks of the Society District Verification of Independence Form ii. Insurance Renewal Oct 31 (Application Due September) -this may require completion by outgoing President based on the renewal application deadline sent by District Office and the date of the AGM in which the new President begins their term iii. AGLC Compliance iv. Society Compliance -this is done in partnership with the Treasurer; the President will provide the Treasurer with the updated executive contact information to file a change of executive for a new school year
- d. Calls and presides at all General Meetings of the Membership and Meetings of the Board providing notice, agenda, meeting package, and meeting quorum
- e. Sets a meeting and fundraising schedule for the year
- f. Markets the group to parents to create engagement
- g. Be accountable to Council through fundraising goals to support the requests of Council and Administration to support the needs of the Students of Neil M Ross
- h. Keep record of all documentation, literature, correspondence, forms, drives, etc. related directly to the duties of the President; all records shall transition to the incoming President, prior to the AGM of the following school year in which the new President will begin their term

B. Vice-President

- a. Assist the President in all Society activities and carry out other duties assigned by the President
 - b. In the event of absence, resignation, incapacity or extended leave of absence of the President, the Vice-President shall fulfill the responsibilities of the President until the next elections in May of that school year
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- a. Records minutes and motions at all Meetings of the Membership and Meetings of the Board
 - b. Compiles all motion emails made and files with minutes for the next meeting when reviewed and formally recorded into the minutes; this is done in partnership with the President
 - c. A copy of the minutes will be presented and approved by Members present at the next Meeting
 - d. Minutes will be added to the Google Drive in the appropriate folder, as well a hard copy of the Minutes will be made available in the Society binder in the school
 - e. Have charge of all correspondence and/or documentation of the Society and be under the direction of the President and the Board; all records shall transition to the incoming Secretary, prior to the AGM of the following school year in which the new Secretary will begin their term
 - f. Keep a Register of Members of the Society and their contact information, as required by the Societies Act, and send all Society correspondence/notices as required; this is done in partnership with the President.

D. Treasurer

- a. Receive all monies paid to the Society and be responsible for the deposit of the same in whichever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. This includes collecting any cheques for the Society from the school office
- b. The Treasurer shall track revenue through fundraisers and donations and monitor and maintain expenses and school initiative spending and properly account for the funds of the Society, keep such books as may be directed and disburse funds as required. All records, receipts, documentation, forms, thumb drives, etc. shall transition to the incoming Treasurer, prior to the AGM of the following school year in which the new Treasurer will begin their term
- c. The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting of the Membership a duly audited statement of the annual financial report of the Society and shall submit a copy of same to the Secretary and President for the records of the Society
- d. The Treasurer will prepare, and submit with Board approval, any financial reports required by organizations and agencies in a timely manner
- e. Be accountable for maintaining bank reconciliation
- f. Provide a Treasurer update/report at each meeting
- g. Compliance with AGLC if appointed by President to take on that role
- h. Complete year end filings with the AB Government and the CRA -Society Compliance with the AB Government is done in partnership with the President; the President will provide the

Treasurer with the updated executive contact information to file a change of executive for a new school year

E. Director(s) at Large

- a. Attend Annual, Regular and Special General Meetings of the Membership
- b. Be prepared for, attend, and actively participate in Meetings of the Board
- c. Actively support the initiatives and actions of the Society
- d. Act as a leader and an ambassador of the Society
- e. Be available to assume the position of a Board Member absent from a meeting, in order to carry out specific duties during a meeting

3. Membership Requirements

- A. All members will be required to complete and submit a Membership Form to be admitted as a Member to the Society
- B. Membership will be renewed annually for each new school year and new Membership may occur at any time during the fiscal year

4. Nomination Procedure

This procedure shall be included in the information presented with the Notice of the Elections Meeting, which is to take place in May of each school year.

- A. Nominations can be submitted to the President or Secretary prior to the Elections Meeting where all nominations, subject to Membership and Society Bylaws, will be accepted
- B. Once all names are collected for each position it will be documented and put forth in the agenda for the Elections Meeting
- C. All Board Positions shall be listed in the Notice for the Elections Meeting, as open for nominations
- D. A link to the Society Policy and Procedure Manual shall be included in the Notice for the Elections Meeting, to provide any interested members access to a list of all the available positions and the roles/duties associated with each position

5. Notice of Annual General Meeting (AGM) Procedure

- A. Date of the AGM for the following school year shall be chosen and tentatively set at the final Meeting of the Board/Election Meeting in May of each school year
- B. Incoming President shall post notice for the AGM in September of the following school year in which their term commences, subject to the notice requirements in Society Bylaws

6. Chain of Command Procedure

- A. Friends of Neil M Ross School Society actively fundraises to support the needs of all the students at Neil M Ross
- B. Friends of Neil M Ross operates in accordance with the alignment of NMR School Council
- C. NMR School Council is under the direction of both the Administration and the Parents of NMR
- D. Administration oversees activities of parent groups on behalf of the School and the District

7. Review and Maintenance of the Society Policy and Procedure Manual

To be reviewed and maintained annually by the Members of the Board in September of each school year. Any changes require an updated manual saved to the drive and printed, as well as signatures from the current Board.

8. Review and Maintenance of the Society Bylaws

To be reviewed and maintained annually by the Members of the Board in September of each school year. Any changes are subject to Society Bylaw requirements.

15. Holy Family Parish Update

Holy Family Parish Update

HOLY WEEK & EASTER Office will be closed on Good Friday and Easter Monday.

LENTEN MISSION 'RUN SO AS TO WIN' Guest Speaker: Brendan Mccauley

<https://www.brendanmccauley.org/> March 19th/20th; 6-8:30pm

Join us every Monday for High School Youth Group Night 'Why elevate to God?' Grades 10-12,
7:00 pm - 9:00 pm

JR. HIGH YOUTH GROUP Save the date: Thursday, March 14th Grades 6-9 6:30 pm to 8:00
pm

Mass Times for Lent and Easter posted on the Church Website and Bulletin Board