



# Parent Council - Sifton

## Meeting Minutes

15 OCTOBER 2024 / 7:06 PM / Learning Commons

## Attendees

Tawnya Williamson; Sarah Bird; Danielle Braim; Laura Doyle; Tamsin McComb; Jodi Songhurst; Petra Cegiely; Mary-Anne Falk; Anne McIntosh

Kathleen McClennan

Regrets: Terry Kennedy

## Agenda

### Land Acknowledgement

We acknowledge that Battle River School Division is located on Treaty 6 territory, and that we 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.

### Old Business

1. **Positions** - confirmed decisions from previous meeting
  - Chair(s) - Anne McIntosh; Danielle Braim
  - Secretary - Tawnya Williamson
  - Fundraiser Coordinators - Tamsin McComb(winter); Laura Doyle (spring); Jodi Songhurst (fall)
  - Hot Lunch Coordinator - Sarah Bird
  - Social Media Manager - Jodi Songhurst
  - Communications - Petra Cegiely

**Tawnya:** liaise with Terry re: updating school website with current information

2. **Winter Fundraiser** (Tamsin) - Holiday Plants
  - Dates:
    - Order deadline: third week of November
    - Delivery/pick-up options: first week of December

**Tamsin:** contact company to get exact dates; send information to Mme. Grant for Nov newsletter; send social media toolkit to Jody

**Mary-Anne:** look-up previous year profit amounts

### 3. **Spring Fundraiser** (Laura/Mary-Anne) - Citrus (oranges; grapefruits)

- Dates:
  - Pricing: January (for margins)
  - Orders due by: February
  - Delivery options: March

**Mary-Anne:** reach out to company prior to next meeting.

### 4. **Art Afternoon** - Nov 24 2024

- Carole Preston (pre-paid from previous year grant funds) and gym booked (1-2:30)
- Petra has Google form, text, and poster developed
- Needs 2 volunteers from 12:00-3:00:
  - Kathleen (open school/support)
  - TBD: ?Anne; ?Tawnya; others

**Petra:** send information to Mme. Grant for November newsletter; give Dana/Kathleen access to google sign-up form; send email to event volunteer list re: potential additional volunteer

### 5. **Hot Lunch Update**

- Dana developing new form (easier to navigate - yay!) to order (pilot in January)
- sufficient volunteers to date (Google form on newsletter every month)

**Sara:** develop information for social media updates and send to Jody to post to promote hot lunches (?weekly)

### 6. **Social Media Campaign**

- Contests to win your kid:
  - November - free poinsettia
  - January - TBD
- Like and Tag (to get new followers)

**Jody:** develop post; send information to Mme Grant for November newsletter

## **New Business**

### 1. **Role Clarification** - new positions (welcome!); clarify roles

**Chair:** develop agenda; send out agenda to email list prior to meeting (Monday); print agenda; invite Trustees; run meeting

**Secretary:** send out finished meeting minutes; send chairs agenda outline; connect with Dana re: upcoming meeting notifications; liaise with admin (Terry) to post minutes on school website (PDF) (tkennedy@brsd.ab.ca)

**Social Media:** post upcoming events (fundraisers, hot lunches, campaigns for followers)

**Communications:** organize Google drive; website content updates; surveys; emails for volunteers; be 'punny'

**Fundraiser Coordinators:** contact vendors; information to Dana (admin); Mme Grant (newsletter); Jody (social media); organize volunteers as needed

**Anne/Petra:** work on organizing google drive

**Danielle:** minutes from last meeting posted to google drive

2. **Fundraiser Discussion:** discussed current fundraisers and potential changes

**Kathleen:** will send fundraiser information to parent council email ([parentcouncilsifton@gmail.com](mailto:parentcouncilsifton@gmail.com))

**Anne:** will develop Google Survey re: interest in spring citrus fundraiser; send to Mme. Grant to include in Nov newsletter

**Petra:** develop newsletter blurb and poster re: current parent council fundraising goals (music technology, instruments, and workshops)

3. **Wishlist** (provided by Kathleen from teachers) - parent council approved:
- a. Tumblebooks - annual subscription (\$628.95 - previous year; up to \$700.00) - will renew
  - b. Boomwhackers x 1 set; storage container (up to \$175.00)

**Kathleen:** will send copy of wishlist to Parent Council to save in shared drive

**Jody:** make social media post promoting use of Tumblebooks

4. **BRSD Council of School Councils**

- a. Dates:
  - i. Wed Oct 23 7pm (Ryley)
  - ii. Thu Jan 30 7pm (BRSD Division Office)
  - iii. Tue Apr 15 2025 (Killam Public School)
- b. Volunteer representative from Sifton: determine at Jan meeting

5. **Annual Spring Survey** - ongoing; will run again in 2025

**Petra:** continue to compile responses; consider topics for 2025 survey

## Principals Report

- Recap: 2 cross country races (mud races); volleyball season started; indigenous elder Ramona Washburn provided Truth and Reconciliation presentations to classes with smudging education; Grade 5s put on Truth and Reconciliation assembly on Sep 27; Terry Fox - fundraising raised >\$5,000.00; family connection night (almost 400 hotdogs served)

and open house night - both went well; literacy/numeracy screeners being completed to set classroom goals

- Upcoming: Hockey Hooky; Halloween; school report

## Open Discussion/Sharing

### Action Items

1. Please see sections above (labeled with [name/blue font](#)) for actions prior to next meeting
2. November email will be sent Nov 1 - deadline for information to Mme Grant by Oct 28!
3. Tawnya to liaise with Dana/Terry re: updating 'school council' section of Sifton website and upcoming meeting dates (request text reminders day of)

### Next Meeting: November 19; 7:00pm

Upcoming dates:

- Jan 21
- Feb 18
- Mar 18
- Apr 15
- May 20
- Jun 17

Adjourned 8:20 pm