



Parent Council – Sifton

Meeting Minutes

20 May 2025 / 7:00 PM / Learning Commons

703 pm

Attendees

Kathleen McLennan (principal); Petra Cegielyny, Jody Songhurst, Danielle Braim (chair), Anne MacIntosh (chair), Tawnya Williamson (notetaker), Laura Doyle, Doug Algar (trustee)

Regrets: Mary-Anne Falk, Tamsin McComb, Cassie Dey, Terry Kennedy

Introductions

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. Spring Fundraisers

- Westway Gardens:
 - sold 84 gift cards (3 picked up from front office; rest sent home with students)
 - easy from council and school perspective
 - Ideas for next year: paper order forms sent home, space out fundraisers
 - Profit: ~\$420.00 - invoice paid and profit deposited

2. Ongoing Fundraisers

- Loveable labels
 - Petra has developed blurbs for 2 notification for summer months to be sent out automatically

ACTION ITEM: Petra to send blurbs to Kathleen to send out on School Messenger; Jody to post social media update (July 16; August 12)

- Bottle Depot - \$42.40 in Sifton Parent Council account
- Retro yearbooks - 8 sold; ~25 remain from 2 years ago:
 - 5 to be donated as Roar Prizes; give rest to staff

ACTION ITEM: Jody to post social media reminder after long weekend re: Bottle Depot (and send to Kathleen to send out on school messenger)

3. Hot Lunch Update (Cassie)

- June 6 - whole school hot lunch - check in
 - unsure re: number of volunteers and status

ACTION ITEM: Tawnya to email Cassie re: number of volunteers signed up for June 6 (if less than 15 - ask Kathleen to send email to agents of the board for additional volunteers; will need names of volunteers for Kathleen to orientate); Kathleen to make supervision schedule:

- 12:15 - to distribute
- 12:25 - to supervise
 - juice boxes/utensils - are currently available through breakfast program, but have not been purchased not through hot lunch funds

ACTION ITEM: defer discussion re: amount to purchase until September

New Business

1. Hot lunch profit margin (Kathleen)
 - a. Kathleen and Cheryl investigated if Rycor tracked cost vs. profit - not easily (would need to do month by month)

ACTION ITEM: Tawnya to ask Cassie if she has price lists for hot lunch providers (if Cassie doesn't have, Sarah might) - looking for price and margin? Upload to drive?

To consider for next year: What would ideal profit margin be? How to keep costs accessible?

2. Fall Fundraisers
 - a. New fundraisers (Anne)
 - i. Steve and Dan - local warehouse in Spruce Grove - 3 apple varieties, pears, drink, apple chips
 1. 33% profit
 2. 8 lb bags of product
 3. free shipping
 4. Possible dates: Sept 8-29 (order); delivery Oct 7-9
 - ii. Vinesations - 20% profit - additional option to consider for next year

ACTION ITEM: Anne will send information to Jody to do Steve and Dan's fruit fundraiser; blurb for June and September newsletters; advertise class incentive (prize for selling most apples)

3. 2024 ACSE Grant - Math night (Kathleen)
 - a. May 27 6:30-7:45
 - b. 17 families (~50 people) signed up

ACTION ITEM: Kathleen to send email reminder to sign up this week and day of

4. Wishlist (Kathleen)
 - a. Update on purchases:
 - i. Purchased: PE timer; art projects; playground equipment
 - ii. Not yet purchased: ROAR draw prizes (sometime in June), chromebooks (will be purchased by fall)
 - b. Check in re: account balances - will get School Generated Fund report in June to review at next meeting (aiming for \$3,000.00 balance for fall)

ACTION ITEM: Kathleen to send pictures to Petra/Jody to put in newsletter and on social media

5. Food allergy awareness week/month (Tamsin) - deferred to next year
6. **Kindergarten recruitment** - Open House:
 - a. 10-15 families attended; mostly kindergarten, and already registered
 - b. advertisement in Booster to offer tour
7. Musician in Residence - interest in options for next year on Augustana's end; Petra provided information to Terry to follow-up

ACTION ITEM: Terry to contact Charlene Brown

8. Education sessions for parents re: consent and online safety for next fall (Shara) - discussed and would to offer to parents

ACTION ITEM: Anne to contact Shara re: cost, options, etc.

9. Fee schedule - Kathleen introduced; amendments proposed approved
10. Annual Report - will need to be submitted by end of school year (previously done in the fall)

ACTION ITEM: Petra to compile content; Tawnya to make template; will review at June meeting

11. Garden Maintenance over the summer - teaching staff asking for families to provide garden care over the summer

ACTION ITEM: Kathleen to include in newsletter; Jody to post on social media

Principals Report

Teacher (Alyx Urkow) - provided Bee presentations for classes and planted garden (with most grades); indigenous floor map in gym - classes experienced multiple times; school patrol has been implemented and going well; city wide track and field for select students grades 3-5 (May 28 at High School)

Trustee Update

2 upcoming board meetings - budget passed (utilizing reserves for staffing costs for next year); awards - Friends of Battle River upcoming awards ceremony (can nominate people doing positive things in schools); value-scoping (City of Camrose, Tofield, Hay Lakes - division priorities)

Action Items

1. Please see sections above (labeled with [name/blue font](#)) for actions prior to next meeting
2. June newsletter/email will be sent June 6 - deadline for information to Mme Grant by June 2!

Next Meeting: June 17; 7:00pm

Location: Marrow (Anne to make reservation)

Adjourned: 827 pm