

Prairie Sky School

201 Skyview Ranch Rd NE Calgary, AB, T3N 2E7

School Council Meeting – September 16, 2024, 5:45 pm,

School Council Meeting

Minutes – Sept 16 2024
5:45 PM @ Prairie Sky School
* indicates written report/attachment provided

1. Call to order meeting – 5:43pm – Britney calls meeting to order

Attendance

Executive:

Brittany - Chair

Laura – Vice Chair

Melody – Vice Chair

Leslie – Treasurer

Nina – Treasurer

Don – Secretary

Staff:

Mona – Principal

Uroog - Assistant Principal

Mike - Assistant Principal

2. 5:45pm - Review of the Agenda – Copies of agenda made available for attendees to review

3. 5:45pm - Approval of the Minutes, as presented (OR as amended) – Britney motions, Nina seconded
 - a. June minutes approved



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4. 5:48 pm – Principal's Report

- a) Starting off school year, a great time to open collaboration and welcome in new students and families
- b) Enrolment monitoring continues, review of waitlist and frequent communication with CBE directors ongoing to ensure waitlist families are advised and ready of future moves to PSS
- c) Current enrollment is at 924 students, with 115 new registrations for this year, process has seen improvements over last year
- d) 4 Portable units confirmed, 3 classroom 1 washroom, survey work was scheduled to start on the site in September, but has been pushed back to November, this will delay overall project completion time, target currently February 2025, estimated to create 75 openings for new students
- e) Also welcoming in some new staff, excited to start Teacher Share sessions during council meetings starting next month, a great opportunity to share a glimpse of daily student activities
- f) PSS Gear Orders – Deadline for order submission is Wednesday, we are currently behind in required minimum order quota to continue with web-based store front service, we need to get those numbers up
- g) Request for PSSC funds to possibly be used to purchase enough for quota, then hold as giveaways / prizes for later in the year?
- h) Will revisit request in Fundraising Society meeting and determine what the current sales figures are and how much more is needed to meet minimum
- i) Traffic Safety – Update from Mr Pierce – We've completed our first full year with Ever Active schools as program facilitators for assessment and improvement recommendations regarding traffic safety conditions around Prairie Sky School
- j) In this time, we have seen City of Calgary partake in some changes in area including reflective paint, adjusting curbs for more pedestrian walkways and enhancing signage around crosswalks
- k) Walking School Bus – A successful program from last year, will review requirements and attempt to run again, does require significant volunteer commitments, which can be filled by parents as well as teachers, and of course this is greatly impacted by weather conditions
- l) Reminder to direct all concerns regarding conditions around the school to MLA Representative, get those emails out and information to the proper levels of government

5. Council Information / Executive Position Elections - 6:00pm Start

- a) Britney begins with brief rundown of how positions are a 2-year term, and we are now at the end of the first term for most of our positions. After a 2-year term is completed, people can stay on in same position for another 2 years before needing to vacate that position and allow new people to participate
- c) Positions can also have more than one person, identified as a "co" role, always good to share workload and have someone to collaborate with
- d) An executive position is not required to attend meetings, all parents of students at PSS are considered members of the Prairie Sky School Council
- e) Social Media Coordinator position was newly created last year, so Jenna will continue in that role this year, we are also looking to officially create a Volunteer Coordinator role, to better manage the scheduling and arranging of volunteer resources
- f) Further questions regarding the Volunteer Coordinator role – responsibilities would include maintaining contact list of available volunteers and confirming completion of police background checks prior to starting

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- g) Volunteer role can be shared as a co position, balancing event schedule and contact list between both, Laura and Aman can work as team
- h) Chair – Britney reviews details around what position responsibilities are, things like organizing meeting agendas and topics, steering direction and flow of meetings between those topics and being the main contact between the school administration and council
- i) After discussion, a plan to create a transition role of “Incoming Chair”, to allow Britney to remain in as mentor role and prepare new candidate for next year assuming the full “Chair” role
- j) Motion made and passed to create this new position, Harmet has volunteered for the role – Welcome Harmet
- k) Vice-chair – assistant roles, diverse and able to help where needed, currently we have 2, Laura and Melody
- l) Laura will move to volunteer coordinator, Melody will stay in as Vice- Chair, and a new person will fill in as 2nd vice chair – welcome Aman’
- m) Treasurer – Currently held as co role, Leslie and Nina, Leslie and Nina will continue for another term as co treasurer role
- n) Sectary – Don will stay on for another term as Secretary
- o) Position Summary
 - Chair (Outgoing) - Britney
 - Incoming Chair - Harmet
 - Vice Chair – Melody
 - Co-Volunteer Coordinator – Laura
 - Co - Volunteer Coordinator – Kulvir
 - Co- Treasurer – Leslie
 - Co - Treasurer – Nina
 - Sectary - Don

6. General Discussion – 6:15pm Start

- a) Moped Man – Mention of person who has been seen riding the pathways around school on a motorized moped vehicle, which is not legal, so heads up out there everyone
- b) Increased Bussing – Walk zone around schools reduced by CBE, which will result in more students traveling by bus, expected to take effect next year

7. Next Meeting – October 21, 2024

8. Meeting adjourns – 6:18 pm – Britney adjourns meeting

Prairie Sky School Fundraising Society

Scheduled Meeting

Sept 16, 2024 @ 6:30 PM (Or following PSSC meeting)

1. Welcome, Call to Order @ 6:19 PM

A) Britney Bennet opens our first meeting of the year with a brief summary of what the PSSFS is and what its goals are, how we do fundraising activities and examples of how it has improved student experience at PSS

2. Approval of previous meeting minutes –

A) Leslie makes motion to change previous meeting minutes mention of plans to review pricing models for Snack Shack, that was incorrect, and the plan is to review pricing models for Fun Lunch

B) Britney makes motion to accept minutes as amended, Leslie seconded

3. General Discussion

- A) Insurance – Leslie discusses its importance and why it's needed, as we grow and continue to hold events, we open up accountability and this helps protect our Society in unexpected situations
- B) From the quotes Leslie has collected, we have plans starting in the low end with annual premiums of \$900, to a higher end- plan of \$1100, after open discussion, decision is made to proceed with the lower cost option, as we are in our first full year of operation and can re-visit next year for more coverage options if needed
- C) Motion made by Leslie to proceed with purchase of \$900 insurance plan, seconded by Britney
- D) Bank balance as of Sept 2024 - \$9068.43
- E) Possible Fundraisers – Open discussion around possible fundraising options
-Perogies, Coco Brooks Pizza, Cookie Dough, Gift Cards, Kernels Popcorn, Apple Sales
- F) Melody offers to prepare a Google Doc with a list of fundraisers, open this up to public access to gather feedback on what types of fund raiser sales may attract the most interest

- G) Snack Shack Feedback – Will require permit to operate, this is a process administration can complete and will do so, it will also permit other types of sales within school. Also, a CBE nutritionist and Mona have had meetings around approved menu options, a list will be provided soon to follow what food items can be sold during school.
- H) Ideas for fund allocations – Open discussion around ways raised money can be used, ideas for upcoming guest speakers and assisting with those costs. Also, future field trips may require additional support funding that PSS Society can provide, estimates of around \$1000 as a good amount to set aside for this purpose
- I) Motion made by Britney to allocate \$1000 to be set aside for field trip costs, seconded by Nina, motion carried

4. Meeting Adjourned

- A) Meeting Adjourned – 6:46pm – Next meeting will be Oct 21, 2024 following School Council meeting