



Ochre Park School

Box 30, 5024 Ochre Park Road
Redwater, AB T0A 2W0

Attendance: Karli H, Cyrena K, Krystle L, Stephanie D, Tarra Larson, Janine Pequin Trustee, Larrissa L, Jenaia Gingras Principal, Mandy S.

1. Meeting called to Order 5:34
2. • Approval of minutes from October 10th. • Cyrena motioned Krystle seconded. Motion carried • Approval of today's agenda Cyrena motioned Larrissa seconded. Motion carried.
3. Old Business
- a. Member at large (Parent Council) outreach.
 - previous inquiries Treena & Dave McRae declined.
 - Following up with Joe and Charity Melnick. Position remains open
- b. Create 2024/2025 Fundraising & events calendar
 - Binder received; up to December planned.
 - 1. Last Years Calendar:
 - a. November
 - i. Parent-teacher conversations (motion made to pay for teacher's supper)
 - ii. Bear Tracks (put in motion)
 - iii. Christmas Store (information to be added to post)
 - iv. Festival of Trees (how can we support?)
 - v. Christmas Concert (discuss: raffle for best seats (NEW COUCH REVEAL?), parking help, raffle table volunteers)
 - vi. Remembrance Day (support needed?)
 - b. December
 - i. Christmas Store
 - ii. Festival of Trees (volunteer to setup/ take down tree)
 - iii. Christmas Concert (support depends on decisions above)
 - c. January
 - i. skating/ curling (bussing and admission)
 - ii. valentines (support needed?)
 - d. February
 - i. Valentine's Day: School Dance (typically in April)
 - ii. Purdy's Fundraiser – start discussion (typically held around Easter).
 - e. March
 - i. Parent Teacher Interviews (pass motion to pay for teacher dinners on those two days)
 - ii. Find auditors to audit the years financials
 - f. April:
 - i. Annual filing for Corporate Registry to be completed ASAP but they need audited financial statements
 - ii. Annual AGLC funds report should have been received. Complete ASAP but financial statements should be audited first (I believe this is due by June)



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- iii. School Supply Lists should be finalized by school and sent of to School Start
- iv. ASCA AGM – need to send someone or pass our vote off to another school in our district
- v. School Events (Family Dance)
- g. May:
 - i. Any additional year end support for field trips
 - ii. Outdoor classroom support – collect community donations of flowers/seeds
- h. June:
 - i. Discuss school community night for September
 - ii. Pick date for September AGM
 - iii. Pass motion for bear tracks fundraiser
- ii. School Wish List Discussion: Jenaia will send price links.
 - 1. Top 3: Math Lab Resources- \$500, Microphone systems for classrooms- \$1500/unit, Document Cameras
 - 2. Additional: Magnifying glasses/ containers, School Mascot-\$4-500, New Couch-\$600, in-class field trips, mini whiteboards- \$70/25 pkg on Amazon, Birdies for Badminton, Museum/Shadow Box, Art Supplies (liquid watercolor, canvas)
 - 3. Cyrena donated button press and two display cabinets
- iii. Insurance
 - 1. Revisit ASCA Insurance options for Non-profit
- iv. Halloween
 - 1. How much was spent?
 - 2. How did it go?

Halloween event overview.

• Total spent: \$496.52

Kids and Staff were very impressed event was a success

- v. Fundraising
 - 1. Jenaia looking into ceiling tiles
 - 2. Parent survey created
- vi. Hot Lunch
 - 1. Information added to post
 - 2. Candice reaching out to the Lions club
- vii. Life Photography
 - 1. Would like to renew, waiting to see photos.



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- viii. Parent Survey
 1. Cyrena & Larrissa created
 2. Currently, no responses. How can we better reach out to our stakeholders

- c. NEW BUSINESS:
 - i. Christmas Store- Karli Christmas store
 - Letters to go home by November for donations.
 - Accept donations from November 4th to 22nd.
 - Setup needed from November 25th to 27th.
 - Store operation proposed for December 3rd to 5th. Take down completed by Dec 6th
 - Volunteer scheduling for the Christmas store
 - Schedule to be coordinated by Principal
 - High school group involvement considered
 - ii. Casino- Karli-Casino- running on track all volunteer positions filled.
 - iii. School Start Renewal- Karli

School Supplies Program

The company used is called School Start. There is an alternate option It is also referred to as Right On. potential to review in the next season. The school benefits financially from the program. There is an opportunity to win a \$1,000 cash prize if the program is renewed.

- An amount (e.g., \$30 or \$50) is available for teachers to use for school from proceeds as the program is utilized.

We have received No complaints from parents about School Start. Everything on the supply list is included and conveniently allows for students not to feel outcast or ostracized as the supplies ordered are the same. Value of inclusion. Families only need to buy a few additional items like shoes and headphones.

- iv. Bear Tracks- Current / Ongoing Fundraising Bear Tracks opened 23 October and will close 18 Nov.

As a reminder each 16kg Bucket of Bear tracks is sold as 30 and \$10 from each Bear Tracks sale goes to the school.

No tax receipts for fundraiser purchases they however can have a receipt but not the tax write off as we are a non profit not a charity Bear Tracks order deadline is November 18th.

Payments should be in full and lump-sum per child, whether families pay in cash cheque or e-transfer totals should be per order form. (not individual purchases) Too difficult for reconciliation of payments;

- v. Life Photography-

There were mixed reviews about class pictures from other schools, as they had to redo class photos due to quality issues.

Individual photos were generally well-received.
Cyrena motions to rebook Life Photography, Larrissa Seconded.



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Larrissa Follow up with Laurie H for contract renewal. If in December families seem pleased.

- vi. Hot Lunch: hotlunches.net program is \$1500 in advance just for use of the program and software does not include sourcing; Lunch Box Delivers hot lunch to the school and will receive money back like a fundraising venture to reinvest either in the program or elsewhere.
- vii. Insurance

Insurance Discussion: original option was \$3000-\$3500 • Insurance was discussed at the council of school councils meeting.
Recommended not to take it due to high cost and lack of theft coverage.

Event insurance can be purchased for approximately \$130 ie PAL .
The insurance protects against personal liability for volunteers.

Decision on insurance needs to be made before the casino event at the January meeting.

New Option rolled out! Fundraising Associations Insurance (ASCA)

- viii. Fundraising: Fundraising Proposals

Two fundraising events proposed: Trivia night and Wellness Day.
Trivia night may be held at the Legion to encourage broader participation. Wellness weekend could align with Mental Health Month in May.

- ix. Offer zoom attendance to our monthly Council Meetings

Suggestion for meetings to include Zoom options for broader attendance. Positive feedback from another school using Zoom for meetings during council of school council meeting. Will run a trial our December meeting

- x. New Members need to sign Bylaws Larrissa to coordinate using authentic sign by end of week.

d. REPORTS:

a. **Society (financial report) Krystle L**

General account balance as of October 31st is \$18,384.53. Year-end gifts and Terry Fox hot dog lunch totalled \$1,534 and \$300

Committed funds include \$750 for Fearless in the Forest and \$304.85 for teacher conversation meals



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Ochre Park School Parent Society		
Cash Flow Statement		
@October 31, 2024		
Current Balances		
Balance in Cash Account @ October 31	18,384.53	
Balance in Casino Account @ October 31	5,856.68	
Account Recievable - Kinship	- 114.00	
Float	100.00	
Total Funds Available	24,227.21	
Expected Deposits/Accounts Recievable		
		-
Outstanding Cheques (not yet on income statement)		
Ochre Park School Chq # 380 Year End Gifts	- 1,534.12	
Redwater IGA Chq #381 Terry Fox Hotdog Lunch	- 300.44	
		- 1,834.56
To Be Invoiced		
		-
Committed Funds		
Ochre Park Terry Fox Run Bussing	- 500.00	
Fearless in the Forest PD Day Session	- 450.00	
Fearless in the Forest Presentation	- 800.00	
Teacher Dinners (Parent - Teacher Converation Nights)	- 350.00	
Halloween Haunted House (Fundraising Committee)	- 500.00	



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		- 2,600.00
Estimated Cash October 31		19,792.65

b. Trustee Janine Pequin

2026 2027 draft calendar approved, Overview of transportation fee deadlines discussed, student bussing times in the sturgeon district only 4 in the entire county that have a ride over 75 minutes.

Board meetings are all streamed live, link can be found here:

Join Meetings Online: [Join the meeting now](#) Meeting ID: 255 056 767 020 Passcode: X2V2Hq

Board Meetings are recorded and posted 24 hrs later on the Board's Youtube:

<https://www.youtube.com/channel/UCmJuoPLuhzJtynvNnjb8vVw/videos>

c. Teacher - Place study Math lab with guided sessions are taking place, Moving into remembrance day classes are focusing on writing and learning about it. Parent Teacher conversations was a greater turnout than previous years and staff also had the ability to call and engage with those who were unable to attend in person due to illness. Christmas concert planned for December 19th.

d. Principal • Principal report Our staff and students have been focus on literacy and numeracy groups, our Take Me Outside day was a success

Wishlist further expansion with Document camera testing underway

Plans for Diamond Springs Lodge the little Owls plan to continue the annual tradition of putting on a concert for our Seniors.

Becoming very intentional with putting Ochre Park School at the forefront and recognition our school deserves. On December 18th Mrs Gingras will be bringing 6 students on a field trip to present to the BOard meeting about our wonderful establishment. • Plans to present school achievements at the December board meeting.

e. School counselor Tarra Larson presented on wellness and mental health initiatives. • New lunch bunches targeting social-emotional learning, Handout of SPS Wellness initiatives for 2024-2025 this document is a living/working document and will change to the needs of the students as the year progresses.

To view the Sturgeon Public Schools: Counselling and Wellness Plan 2024-25:

<https://www.ochreparkschool.ca/download/433421>



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f. **Room Reps** - Reading helpers coordination with Diamond Springs lodge (Mandy)
Finding out with other school councils if the role needs redefining

NEXT MEETING: December 5th 2024 at 5:30

ADJOURNED: 6:37

Parent Society Meeting (if needed right after Parent Council).

Parent Society Meeting Called to order: 646

School wish-list

1) School Swag 2) Diamond Springs Bussing 3) Math Lab Budget 4) Magnifying containers 5) Mascot

- Cyrena Motions to approve \$2,000 for school swag from the general account. Karli Seconds, Carried
- Cyrena Motions for up to \$500 for bussing costs to Diamond Springs general account Karli Seconds, Motion carried.
- Cyrena Motioned Math lab resources up to \$500 and magnifying containers up to \$75 from Casino Funds as these are educational investment, Mandy seconded, Motion Carried. -Cyrena motions to spend up to \$500 on School mascot from general account Larrissa seconds, motion carried.

Adjourned: 653