

**HFA School Council Executive Meeting
Minutes from Wednesday, February 10th, 2021
@ 6:30 p.m. via Zoom**

Mission Statement:

The mission of Holy Family Academy School Council is to foster communication between school, home, and parish to enhance student learning.

Attendance: Lorraine S., Stephanie H., Keeley C., Jeralee C., Adrienne B., Ashleigh D., Robyn D, Andrew L., Connie G., and John D.

1. Call to Order

- ❖ Co-Chair Keeley called the meeting to order at 6:30 p.m.

2. Opening Prayer:

- ❖ Prayer was led by Keeley.

3. Approval of Minutes

- ❖ Stephanie/Lorraine


4. Committee Reports:

Board Report – John D.

- ❖ The Board of Trustees chooses a different area to review each year. This year they will be reviewing transportation.
- ❖ An agreement was recently signed between CTR and the Canmore Francophone School, which already share a school/building.
- ❖ Mental health for teachers/students a priority.
- ❖ The Board is forecasting a balanced budget. Katelyn Nickel is the new Director of Finance.
- ❖ Brooks has the highest teacher retention rate in the entire division at 95%.

Principal Report – Lorraine S.

- ❖ Cash Online Account – Thank you to parents for creating Cash Online accounts and completing consent forms for the Winter Walk. Great teamwork and efforts by our front office ladies, (Joyce and Tracy), our SWIS workers (Mercy, Nigest, and Aline), and our teachers in communicating and assisting our parents with the process.
- ❖ PIZZA party for 100% consent forms: K3, Gr. 1 Nelson and Gr.1 Seibel, All Grade 2 classes, All Grade 3 classes, All Grade 4 classes. (14/19 classes).
- ❖ Cold Weather items:
 - No Buses running – Central office updates Busing news on website: CTR and HFA and on HFA Facebook – because of extreme cold, they do not want students waiting at stops because there could be bus delays and/or students are not dressed properly.
 - Drop-off and Pick-up – Students enter and leave by their regular entrances. Parents go to those entryways to help connect students with parents.
 - Please try not to drop off the students too early.
 - Attendance – if students will not be at school, please email or call our office hfasecretary@redeemer.ab.ca When there is a high volume of absentees, email is easier and quicker for Joyce and Tracy to respond to.
 - Parking Lot: A reminder to parents – please do not use the staff parking lot. It is congested and safety is a concern if students are in the parking lot. Accidents have happened.
- ❖ 25 Years of Catholic Education in Brooks

	<ul style="list-style-type: none"> ○ Collecting pictures on Facebook – theme this month is First Day of School ○ Any school memory is welcome.
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- ❖ Registration for Next Year:
 - Kindergarten registration for next year has already begun. Funding projections from the government are due in March and so Central office is promoting registrations and gathering data. Staff plans begin early and so early registration is important for getting the proper staffing for our school.
 - Please encourage friends and family that may be considering registration to inquire soon. Go to our website <http://www.holyfamilyacademy.ca/Registration.php>
 - New families begin an inquiry. Families already in our schools add their new child to their current parent portal.
 - Children already in our schools do not have to register for next year. They are automatically enrolled for the following grade.
 - St. Joseph Parent of Distinction Award – nominations due end of February. Awarded on May 11th Council of Councils meeting – ZOOM.
 - The Ned Show is booked for Feb. 24 on Sea of Pink Day for Anti-Bullying.
 - The school is having 2 banners made up, 1 to commemorate the 25th Year of Catholic Education in Brooks, and 1 for the year of St. Joseph. After this year, the banner is to be donated to St. Joseph’s Collegiate. School Council to discuss supporting the school in this endeavor once final costs are determined.

5. Treasurer Report – Jeralee C.

- ❖ Current Account Balances:
 - Community Account - \$31200.88 (adjusted balance \$20222.29***)
 - Savings Account - \$6592.55
 - Common Share Account - \$118.56
- ❖ \$10978.59 in cheques that have not cleared the bank.
 - \$50 Thank You Gift
 - Grade 2 Books
 - Grade 3 home reading books
 - \$200 learning supports
- ❖ December Hot Lunch:
 - Revenue - \$1670.05
 - Expense - \$985.15
 - Total Profit - \$684.90
- ❖ There are amounts expected to be paid out, but receipts have not been submitted for reimbursement yet.
- ❖ Discussion regarding amounts that should be kept in the accounts to start the next year with.
- ❖ Money that is fundraised should be spent in the same year its raised. It should be clearly identified and communicated what is being fundraised for, and we should be able to show the money being spent the same year.
- ❖ Trick or Trivia and the Spring Fundraiser were our biggest fundraisers in the past. Hot Lunches are still a viable source and should be held more frequently.

6. Old Business

- ❖ Room Rep responsibilities – Robyn sent out a list to teachers that was found from 2009 of suggested responsibilities to get feedback on what they would like to be included. Some grades wanted room reps to help with hot lunches, some were ok with what the list included, and others felt they did not need a room rep at all.
 - Room reps are encouraged to attend council meetings and be a voice for their classrooms. This would help get more parents voices and perspective on what they want.
 - Due to COVID-19 restrictions, parents are not currently allowed to help in class. However, during a regular year, parents would still be able to volunteer at the school, even if they weren't an assigned room rep.
- ❖ Discussion on ways to encourage parents to attend meetings. They are now in the evening and online which makes it easier for those who work during the day to still attend and be involved in the school even if they cannot volunteer during the day. The Agenda should be more descriptive so it is clear what is being discussed. It should also be posted on the Facebook in advance to give parent's notice of what's coming up. A poll should be done on the Facebook page when for parents' insight when input is needed without attending.

7. New Business

- ❖ Shed Update – The shed has been paid for and delivered. Council will get a plaque to put on it. Next meeting we will discuss sizing and wording suggestions.
- ❖ Bottle Depot – There have been no bottles donated to us yet through the bottle depot. Will post on the Facebook pages again. It was suggested that we use any proceeds from the Bottle Drive to go directly towards learning supports for the classrooms and we should identify this when posting about it.
- ❖ Health Week – Connie G. from the Brooks Communities Choosewell Board came to Council with an idea for a fun event. Similar to the 12 Days of Christmas we did. Suggests names/themes were 12 Days of Fitness, March into Fitness, Spring into Fitness or Fitness Friday. This would be a good way to help get kids active as they are more sedentary due to COVID-19 restrictions. Some ideas were to do it as steps or challenges, and to have the prize be something healthy, like an extra recess. It could also be done like our Kindness Bingo. We will see how the engagement ends up being when the Bingo event is over. Will be discussed and planned at the next meeting.
- ❖ District AGM – the next Annual General Meeting for the district will be held on Zoom this year. Registration opens on Feb. 15. Jeralee and/or Keeley to attend.
- ❖ Teacher Requests – There was some confusion from the Grade 3 classes regarding how much council was giving them to spend on a new home reading program (Fountas and Pinnell). The grade 3s were previously approved to spend up to \$2000 on this program.
 - The Grade 4s did not submit a request earlier in the year. They are now requesting funds to build up a new classroom library as next year there will be a 4th class added and it will not have many to start with otherwise.
 - The Grade 2's have also requested the same home reading program as the Grade 3's. They were previously approved for \$800, which has not been spent yet. They are requesting an additional \$1200 to receive the same amount to purchase the books.
 - These requests will be tabled until a future meeting until our budget and financials can be analyzed for what spending still needs to happen this year.
- ❖ Fundraising – There was discussion is we should plan for a fundraising event this Spring. Maybe Purdy's Chocolate for Easter, or Mom's Pantry. Will discuss at next meeting.

8. Next Meeting

- ❖ March 10, 2021 via Zoom ID 409-855-3613.
- ❖ Future Meetings: April 21, 2021, May 12, 2021, and June 9, 2021.

9. Meeting adjourned at 8:02 p.m.