

# **Father Lacombe School Council**

## **Meeting Minutes**



**Date: October 15, 2024**

**Time: 6:30pm-8:00pm**

**Father Lacombe School - Food Studies Room**

- 1. Welcome & Prayer -** [Stephanie Amstutz.](#)
- 2. Introductions -** [Cecelia Mena-Metro.](#)
- 3. Approval of September 17, 2024 Minutes -** [Motion, Laurel Paulson. Second Jenna Panchyshyn. All in favor.](#)
- 4. Approval of Agenda -**[Motion, Laurel Paulson. Second Jenna Panchyshyn. All in favor.](#)
- 5. Old Business**
  - a. Voting in new board members
    - i. Cecelia & Claudine as co-chairs -[Motion Laurel Paulson. Second Kaylee Rowley. All in favor.](#)
    - ii. Laurel as Vice Chair -[Motion Kaylee Rowley. Second Gwen Martin. All in favor.](#)
    - iii. Gwen as Treasurer -[Motion Laurel Paulson. Second Kaylee Rowley. All in favor.](#)
    - iiii. Banking -[Maria Wagner, Stephanie Amstutz, Gwen Martin and Laurel Paulson with signing authority, statement request and account history for Father Lacombe Catholic School, Parent Council bank account at RBC. The](#)

treasure, Gwen Martin added to have access and manage the online banking information.

Motion by Cecelia Mena-Metro. Second by Kaylee Rowley. All in favor.

b. ASCE Grant

Voted to do a hybrid parent engagement at the school. Burman University or RDP facilitating a STEM presentation/hands on and hosting a cookie/cupcake decorating station. Families could come and go on November 15th between 5:30pm-7:00pm. Every family who attends gets to put their name into a draw for a gift card (10 gift cards \$10 each).

- Burman (STEM night) -**\*action: Laurel to gather more information and any costs**
- RDP - Demos at school STEM night. Workshop/hands on -**No cost.**
- Cake/Cupcake decorating/Art -**\*action: Laurel to gather more information and costs for supplies (Co-op/Gluten Free Bakery).** Jenna is willing to help facilitate. Ask the school senior leadership team to help out.
- Kerry Wood Nature Center (Snow Shoes)-**School owns snow shoes.** Group liked this idea and possibly could include it at another gathering. **Decided to table this idea for another time.**
- Bussing to hear music/see a play - **Unable to do this idea as venue must be at school/on school grounds.**
- Bingo without money -**Decided to table this idea for another time.**
- Trivia night (snacks) -**Decided to table this idea for another time.**
- Aquasize Class at Pool (trainer)-**Decided to table this idea for another time.**

- c. Reference letters for leadership team from last year -**\*action: Stephanie Amstutz to send out letters to the leadership team only.** It was agreed that the letters were important for the senior students for resumes. Letters should come from school and can be requested any time.

## 6. New Business

Allocation funds for:

- a. Mother's Day tea -No amount decided.\*action: Chair to discuss closer to date and what/whom will be organizing.
- b. Donuts for Dad -No amount decided.\*action: Chair to discuss closer to date and what/whom will be organizing.
- c. Council meetings -Voted allocating \$60.00/meeting if needed/discretionary.
- d. Coffee with council -Voted allocating \$25.00/meeting needed/discretionary.
- e. Parent Cafe (Laurel) -\*action: Laurel to work with Carolyn McLaren on facilitating 3 sessions after the Christmas break(2025) at our school. Admin/Stephanie decided that morning would be best for a venue (music room/food's lab). Need to vote if allocating any funds for snacks/beverages.

## 5. Chair Report (Cecelia)

- a. November newsletter - \*action: Cecelia/Chair to have the November newsletter printed off & distributed to classrooms. ASCE Gran/Parent Engagement will cover the printing.
- b. Coffee morning at drop off -Parent Council give out coffee/hot chocolate/doughnut holes during morning drop off to parents/guardians.\*action: Cecelia to lead the event, choose date, propose costs, volunteers, have students make a poster, labels advertising our council dates/thank you message.
- c. December meeting - Proposed a planning meeting/Christmas gathering very informal. Claudine/Cecelia willing to host.\*action: Claudine/Cecelia to post a poll on facebook or an email sent out for council members to vote on proposed dates/details.

## 7. Admin Report (Stephanie Amstutz)

- A. Learning day: The Third Path.
- B. Staff Retreat: Catholicism 101 & Team Building.
- C. Food Bank Drive: Our school raised 350 lbs of food.
- D. October 20th: Catholic Education Sunday (and week).
- E. October 22nd: School Rosary Walks in Saint Groups. Month of Mary.

## 8. Teacher Report (Meghan Sinclair)

- A. Girls and Boys Volleyball has started.
- B. Father Liju has volunteered to teach mass tomorrow (Grade K-4).
- C. New science & math curriculum PD.
- D. Terry Fox: Principal for the day winner was Emma Bruning in Grade 6.

## 9. Trustee Report (Donna Tugwood)

A.

## 10. Fundraising Committee Report (Laurel Paulson)

- a. Popcorn pop up -October 17th. Cecelia and Laurel to facilitate.
- b. Bottle drive -Cosmos drop off trailer, 2:30pm-8:00pm.
- c. Hot lunch -90 Dominos orders, 76 Wendy's orders, 46 Leto's orders.  
Continue creating email flyers for advertising. Sent Mrs Sautner a welcome to hot lunch email to send out to Kindergarten parents/guardians. Going forward there will be one Thursday Hot Lunch date set instead of every other month.
- d. Christmas Fundraiser -**\*action: Update at next meeting from Claudine.**

## 11. Treasurer Report (Jenna Panchshyn)

- a. Minutes for bank -Jenna passed over bank binder/cheques to Gwen.  
**\*action: Jenna to provide Gwen with online banking information.**
- b. **\*action: Chair to provide Gwen with adopted October, 2024 meeting minutes.**
- c. **\*action: Gwen gets a copy of the adopted October meeting min to go to RBC to create a profile. Create treasurer email for banking purposes.**
- d. No movement on bank account in or out.

**13. Closing Comments:** Everyone enjoyed the pizza and veggie snacks. Continue to have these on occasion.

**Meeting Adjourned: 7:50pm**

**Next Meeting Scheduled for November 19, 2024 at 6:30pm**