

Our Lady of Mount Carmel School Council  
Annual General Meeting  
Oct 2, 6:30pm at School and Online

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**AGM DRAFT Minutes**

**1. Attendance** - Sunday, Brenda, Katrina, Jess, Mark, Diane, Rebecca, Sabrina, Fabiola, Jocelyn, Sarah

**2. Call to Order**

2.1 *We acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, gathering place, and traveling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux. We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries*

2.2 Opening Prayer

2.3 Welcome and Introductions in person and online

**3. Review and Approve this Agenda** - Brenda motions to approve.

**4. Approval of [DRAFT May 2025 Minutes](#)** - Sabrina motions to approve

**5. Review of Action Items**

5.1 Sports for kids day was great, kids loved the popsicles

5.2 Final free pizza lunch (Papa Johns) for everyone was great - next year for the kids a bit more cheese and a bit less Hawaiian, for reference the order for 244 students was

- 27 Large Pepperoni (cut into 10s), 11 Large Cheese, 7 Large Hawaiian
- For the staff: 1 large Veggie, 1 large Meat lovers 1 large Hawaiian

5.2 Handed out 12 sacramental gifts (Marian key chain, wooden crosses by Lorne, card)

5.3 Staff Appreciation in June was success, they enjoyed vipalay, lots of veg options

5.3 Welcome back event was a success - we served Papa Johns pizza and chips waters.

Thank you to our prep volunteers (Joel) and to the teachers and admin for serving and the 6 LSL students who volunteered to watch kids on the playground during the talk.

**6. Principal's Report**

- School Priorities and School Growth plan Posted in November and February and shared
- Student and Staff review 295 students, hockey 78, soccer 54
- Budget review
- Communication - homeroom teacher is first point of contact, follow @OLMCschoolECSD
- IMR support music flooring, hockey "rapid shot" machine, stage painted black out
- Technology - 2 more chromebook carts ordered thanks to casino.
- Parents, volunteers, must sign in at the office, always, don't use student entrances
- School asks: licenses \$4425 matific, \$350 SORA and Discovery Mystery Science (all categories) \$3124
- Wall of crosses, 4 panes of glass Artist in Residence "stained glass" project and crosses
- Classroom discretionary fund - 12 classes \$100/year.

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### **7. New Business**

7.1 Chair Report

7.2 Election of School Council Board (See Appendix 2 for descriptions)

7.2.a Chair - Katrina

7.2.b Vice-Chair - Jocelyn would like to help with this!

7.2.c Secretary - Sabrina

7.2.d Directors at Large Communications - Jocelyn

**8. Next Meetings:** November 20th, January 13, March 10, April 21, May 12

*(Not the following LSL dates: Oct 21, Nov 25, Jan 21, March 3, April 14, May 6)*

### **9. Adjournment 7:15PM**

#### **Appendix 1: Chair Report**

2024-2025 School Council Annual Report

Prepared for ECSD June 2025

Chair-Katrina S, Vice Chair - Jennifer G, Secretary - Jocelyn G

#### **Overview of the activities from September 2024 until current for your School Council**

Invited our Trustee Alene Mutala to address our school council at our annual general meeting. Alberta Education Measure Reports, viewed PAT results, discussed our school budget, viewed continuous growth plans of our school and ECSD, attended the Committee of School Councils (COSC) meeting with 3 attendees. I attended the ASCA AGM and carried our vote as well as a proxy vote for LSL. We hosted a math family games night (Box Cars and One Eyed Jacks) with our ASCE funding, as well as a back to school BBQ and a spring family dance. We served pancakes at our Shrove Tuesday breakfast, hot dogs at our Track and Field day, and cooked at our school Open House.

#### **What are some of the successes of your School Council from this year?**

The main success is how many parents we were able to engage for all of our different events, from prepping food to supervising track and field stations, we engaged a great deal of caring adults in our community (many first-time volunteers) and this translates to a win for the kids who become inspired and motivated to do well knowing their parents are involved in their education. They beam with pride. We also found increased opportunities to connect with our neighbourhood community this year - from donations at the Ronald McDonald house, to delivering Christmas Cards and seed bombs to neighbours (Earth Day), to accepting gym/recess equipment from our community soccer program...the bonds are strong and we're happy to work together.

#### **What are some of the challenges of our School Council from this year?**

I think a difficult challenge is always helping our parents understand the gravity and importance of being in the know. When times are good, people are happy to let things roll. A challenge we faced was some adults feeling there was a lack of resources for the new curriculum, to be able to support their child's learning at home. They wanted to see a text book for the math program, and there just isn't one. We

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explained that this is an Alberta Education issue (not to have a published textbook ready for curriculum implementation) but it surfaced at our school council meeting. I didn't have a solution.

### **Do you have any additional comments:**

We are excited to have more kids attending our school next year, and thus an even greater parent/guardian body to engage. Please continue your work with the COSC night - we loved our sessions and learned a lot this year. I would also appreciate information on neighbouring school councils to increase the opportunity to combine ASCE grant funding to host a larger event speaker. Perhaps a directory would be helpful, just to the chairs. I appreciate the new links directly to school council resources on your home page and for all of my friends who are starting to volunteer with their own school councils, it's a really easy place to send them. Thank you for all your support this year.

### **Appendix 2: School Council Executive Volunteer Board Roles**

#### **Chair**

- chair all meetings of the school council
- coordinate with the principal to establish meeting agendas
- ensure that the operating procedures are current and followed
- be the official spokesperson of the school council
- ensure there is regular communication with the whole school community
- stay informed about school board policy that impacts school council
- comply with the School Councils Regulation by providing the school board with an annual report that summarizes the school council's activities for the previous school year, including a financial statement relating to money, if any, handled by the school council.

**Vice-Chair:** On some school councils, the role of chair is shared, either through the creation of co-chairing positions or through the chair's dependence on the vice-chair to undertake part of the work. Typically, the vice-chair's duties are, in the event of resignation, incapacity or leave of absence of the chair, to fulfill the chair's responsibilities, and in the absence of the chair, supervise the affairs and preside at meetings of the school council.

**Secretary:** The school council secretary typically acts as a recorder at each meeting and ensures that the minutes are prepared accurately to reflect the directions agreed to at the meeting. They will save to the drive, ideally print a hard copy for the binder, and send them to the principal who will post on our website once approved at the next meeting.

**Teacher:** Each school council must have at least one teacher representative as per legislation. A teacher representative contributes to a successful school council by sharing professional knowledge with school council members and presenting the teachers' perspective.

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### **DRAFT AGM Minutes**

Attendace: Sunday, Brenda, Katrina, Jess, Mark, Diane, Rebecca, Sabrina, Fabiola, Jocelyn, Sarah

**1. Approval of this Agenda** *Brenda motions to approve*

**2. Approval of [DRAFT May 2025 Minutes](#)** *Brenda motions to approve.*

### **3. Presentation of Financial Statements & new 2025/26 Budget**

\$1,400 in our General fund, \$79,000 in Savings, \$9000 fundraised in 2024, mostly from Healthy Hunger plus \$83,000 From AGLC gaming

**School Fundraising Society Budget:** *Fabiola motions to approve this budget. None opposed.*

#### *Gaming Account*

Insurance	\$750 annually
School Resources and Fieldtrips	As much as we earn from gaming split over 2 years

#### *General Account*

Terry Fox & Sports day Popsicles/Icecream	\$80
Grade 6 Farewell	\$100
Staff Appreciation (Souper Teachers and June)	\$1000
Free Hot Dog lunches (Sept/June)	\$1000
Welcome BBQ	\$950
Sacramental Gifts	\$100
Incidentals	\$100

### **4. Typical Fundraising Plan**

- Davison farms apples we made our minimum, submitted our orders today.
- Papa John's Pizza Nights, Healthy Hunger, Art Cards by Kids Christmas (volunteers?), Mabel's Labels Online only, Front Row Christmas Contest, Christmas Market and AGLC Raffle Events
- Support purchase of school resources. (Recently, water fountains, chrome books and charge carts, smartboards, AM/FM teaching systems, musical instruments, STEM materials, Teachers Pet programming, field trips, Sports Day, free hot lunches, back to school BBQ, staff appreciation, library books)

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**5. Election of School Fundraising Executive** (See Appendix 3 for descriptions)

- a. President - Katrina
- b. Vice President - Jennifer Gregory acclaimed
- c. Secretary - Sabrina
- d. Treasurer - Jess
- e. Casino Coordinator- Fabiola

**6. Insurance**

- Purchase Directors and Officers Insurance, there is a common company the district now uses making it more simple to apply and maintain. Casino fund account.

**8. Next Meetings:** November 20th, January 13, March 10, April 21, May 12  
*(Not the following LSL dates: Oct 21, Nov 25, Jan 21, March 3, April 14, March 6)*

**8. Adjournment 7:39PM**

**Appendix 3 Fundraising Society Executive Volunteer Board Roles from our Bylaws**

**A. President**

The President shall have general knowledge of all activities of the Society and will carry out duties assigned by the Society.

- I. The President shall call all Meetings of the Board, and shall preside at all General Meetings of the Membership and Meetings of the Board.
- II. The President will be the chief spokesperson for the Society, unless otherwise delegated.
- III. The President shall be copied on all Society communications and will review any communications to the membership, parent body, school community or public prior to distribution and shall include the Vice-President in the same.
- IV. The President shall not have a vote at any meeting, except to break a tie.
- V. The President will be an ex-officio member of all Committees.
- VI. The President shall prepare an agenda for all meetings.

**B. Vice-President**

- I. The Vice-President shall assist the President in all Society activities and will carry out other duties assigned by the President.
- II. In the event of absence, resignation, incapacity or extended leave of absence of the President, the Vice-President shall fulfill the responsibilities of the President until the next elections at the AGM. The President's position remains vacant until the new President is elected.

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- III. In the absence of both the President and the Vice-President from meetings, a Chair may be elected or appointed at the meeting to preside.
- IV. The Vice-President will be copied on all Society communications and will review any communications to the membership, parent body, School community or public prior to distribution.

**C. Secretary**

- I. It shall be the duty of the Secretary to attend all General Meetings of the Membership and Meetings of the Board, to keep accurate minutes of the same, and to prepare these for distribution.
- II. In the absence of the Secretary, his/her duties shall be discharged by such Officer or Director as may be appointed by the Board.
- III. The Secretary shall have charge of all the correspondence and/or documentation of the Society and be under the direction of the President and the Board.
- IV. The Secretary shall keep a Register of Members of the Society and their contact information, as required by the Societies Act, and shall send all Society correspondence/notices as required.

**D. Treasurer**

- I. The Treasurer shall receive all monies paid to the Society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order.
- II. The Treasurer shall properly account for the funds of the Society, keep such books as may be directed and disburse funds as required.
- III. The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting of the Membership a duly audited statement of the financial position of the Society and shall submit a copy of same to the Secretary for the records of the Society.
- IV. The Treasurer will prepare, and submit with Board approval, any financial reports required by organizations and agencies in a timely manner.
- V. The signing authorities of the financial accounts will be the president, the vice-president and treasurer of the society.
- VI. Two signing authorities must sign every Fundraising Society cheque. For this reason email money transfers cannot be sent, because they cannot be signed by two authorities.

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Opening Prayer:

Heavenly Father,

At the start of a new school year, we give you thanks for our school family. We pray for all students who don't get to attend school around the world because of unrest and injustice.

We ask for the intercession of Our Lady of Mount Carmel to pray with us for all for the new students and staff and for everyone returning to OLMC. Help our children explore what they can achieve, and give them the confidence to play their part in shaping our world. Help parents to play and make time to support our educational journeys.

We pray for all the teaching, administration, and custodial staff who work in our school. Care for them as they care for our students. Grant them hope, wisdom and sound judgment and help them to keep the children's well-being at the heart of everything they do.

And may God bless the parents, guardians, and the priests in their roles in our community.

We ask this in Jesus's name,

Amen