St. Nicholas School Council - Annual General Meeting
October 1, 2026, 5:30 PM at school and online

Agenda

1. **Attendance.** Kara Pelech (Trustee), Kerri O'Connell (AP), Diane Lefebvre (Principal), Kevin Rempel, Jared Greeve (Teacher), Tara Holowaty, Megan Petryk, Taylor Dragon, Crystal Symborski, Kim Street (online), Jolene Thompson (online)
2. **Call to Order** at 5:40 PM
   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. Read by Diane*
   2.2. Opening Prayer led by Diane
   2.3. Welcome and Introductions in person and online
3. **Review and approve this agenda**
   Motion to approve by Tara H and seconded by Megan P
4. **Approval of last meeting minutes**
   Review of past agenda highlights – May 4.
   Motion Kevin R/Second Tara
5. **Review of Action Items**
6. **Principal Report**
   1. Division Information

      School Councils are reminded to register for their annual Alberta School Councils' Association (ASCA) membership by completing the online Request for Membership form available on the ASCA website. The Division will cover the cost of School Council memberships upon submission of the membership request form. Membership becomes effective immediately once the application is completed. School Councils may register at any time during the school year. Please note that School Councils are not automatically enrolled.

   2. Presentation by Jolene Thompson & Kim Street regarding Division Support for School Councils on differences between Councils and Societies
      a. Councils in ECSD do not have bank accounts
   3. First Month Recap
      a. Orientation day was a success
      b. Celebrations
         i. Terry Fox Run
         ii. Cross Country
         iii. Coaches' Cup – Fall

iv. Orange Shirt Day

4. Enrolment
    a. 254
5. Class Reduction Grant
    a. High numbers in grade 9 classes for 26-27, due to the Alberta Education Class Reduction Grant, was able to hire an additional teacher to create an additional grade 9 class.
6. Education Plan
    a. Posted on the school website
    b. Year 1 of 2026-2029
    c. Review what St. Nicholas Action Plan will be for the 4 goals
    d. Review in November and February
7. Optimal Learning
    a. Division professional learning process to meet the priorities of the Education Plan.
    b. Focus on 9 priorities over the course of 3 years.
    c. Each year will focus on a new set of priorities.
    d. Fall – Catholic Permeating
    e. Winter – Joy & Rigor
    f. Spring – Ownership of Learning
8. New Curriculum Pilot
    a. Partial pilot for Math 7-9 & Social Studies 7-9.
    b. Professional learning sessions for staff.
    c. Students will be assessed on the new outcomes and through the lens of Levels of Achievement.
    d. Email to go out to families informing them of the new assessment system and how to correlate LOAs to traditional grades.
    e. Junior High Assessment will shift to Levels of Achievement.
    f. Full implementation in 27-28 of Math and Social
    g. Science pilot in 2027-2028
9. Accommodations and Inclusive profile
    a. Identifying students needing accommodations and plan for applying UDL and accommodations for student success.
    b. Regular weekly meetings with inclusive team to focus on student improvement.
10. Literacy and numeracy intervention plan
    a. Literacy intervention
    b. Numeracy Intervention

i. Diagnostic assessment will determine focus groups to increase their capacity in each strand
ii. Pull out sessions with Intervention Teacher using high targeted content

11. CTF Thursday – Catch Up Club
    a. Students have the opportunity to access additional supports and time with a certified teacher for assessment and learning supports.
12. People for Good
    a. Rooted in Joy
    b. Celebrated monthly with nominations from staff finding the Joy that students bring to our school community.
13. Masses
    a. St. Clare's for 2 masses – PAC to support transportation of busses
14. STEM Programming
    a. Meeting with Division Learning Services Director and other STEM schools to establish a base of materials and equipment foundational to a STEM school.

7. **New Business**
   7.1. Election of School Council Board (see Appendix 1 for descriptions)
      7.1.1. Chair – Taylor Dragon accepted
      7.1.2. Vice-Chair – Crystal Symborski accepted
      7.1.3. Secretary – Megan Petryk accepted
      7.1.4. Directors at Large (Communications, Grade Level Representatives - if needed)
   7.2. Unspent ASCE Grant Funds

   Chair made motion to move $500 to division; Tara H seconded; all in favor; carried

   Remainder of the funds will be discussed at the next meeting

8. **Next Meeting:** November 19, 2026, at 5:30 PM in-person and online
9. **Adjournment** chair adjourns at 6:47 PM

St. Nicholas School Society - Annual General Meeting
October 1, 2026, 5:30 PM at school and online

Agenda

1. **Call to Order** at 6:47 PM
2. **Approval of Agenda -** Approved by Taylor D and Seconded by Crystal S
3. **Review and Approve Minutes from previous meeting – To be Approved on November 19**
   3.1. May 4, 2026, last meeting. No official minutes on record. Agenda is available. Previous vote via email. To date no cheques were signed due to no signing authority available.
4. **New Business**
   4.1. Election of School Society Executive (see Appendix 1 for descriptions) - Motion to approve slate from Council for Society positions.
      4.1.1. President – Taylor accepted
      4.1.2. Vice-President – Crystal accepted
      4.1.3. Secretary - Megan accepted
      4.1.4. Treasurer – Kevin accepted acclamation
      4.1.5. Casino Chair – Tara accepted
   4.2. Cheque Signing Authority

Taylor made motion to remove Anne-Marie from signing authority. Motion to add president and vice-president as signing authority by Tara; seconded by Kevin; motion carried

   4.3. Insurance Renewal

Motion to approve insurance renewal. Principal to forward insurance renewal to society executive for renewals process.

   4.4. Society Annual Return

Treasurer from 2025-2026 has mailed it.

5. **Old Business**
   5.1. Approved purchases from 2025-2026. New cheque signers will sign checks.
6. **Treasurer's Report**
   6.1. General Account Balance – $2144.38. $1000 donation to 25-26 Grade 9 Farewell. Cheque needs to be issued to the school.
   6.2. Casino Account Balance $100,120.02. Outstanding allocation of $19959.48 from approved purchases from 25-26 school year. Cheques need to be written.
   6.3. Financial Statement as presented from 2025-2026 signed by Megan and Tara.
7. **Casino Update**

No information from AGLC as of yet. Next agenda follow up on Casino information.

8. **Administration Funding Requests**

8.1. General Account (Social)
8.2. Casino Account (AGLC Use of Proceeds)
8.2.1. Band Over Night Camp Request – Jared Greeve

9. Motion of Funding Requests

Motion to allocate $9000 to the and Field trip; Second Tara; Motion carried

10. Next Meeting Date – November 19, 2026 at 5:30 PM

11. Adjournment 7:26 PM

Appendix 1: 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.

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.

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.

E. Auditors

i. Once per fiscal year – August 1 – July 31 of the school year.
ii. Review of financial statement for filing with Society Annual Return
iii. Compares to bank account statements
iv. Confirms that amounts match
v. Cannot be on the executive or related to executive
vi. If none are selected, a duly qualified accountant will be hired, using casino funds, to audit the financial report