

**Minutes of Calgary Girls Charter School Operational Planning Meeting held on
Tuesday, May 19, 2020**

Attendees: Elizabeth W., Jennifer M., Alanna N., Michele D., Jon E., Dani S., Cassandra N., Wunmi A.

1. Proposed Meeting Dates

The following dates were proposed for the School Council Meetings for the next school year:

- ✓ September 15
- ✓ November 24
- ✓ March 16
- ✓ June 8 (AGM)

2. Key Events & Required Budget

- Sept Speaker, Paul Davis – Sept 23 (7 - 8:30pm)

This event will be a presentation to parents. Paul D. runs presentations on online safety and has been involved with some professional learning events at the school. Estimated cost is \$1200, School can bear \$800 while the Council takes care of the balance. Tickets can be sold on Eventbrite if there are any extra costs involved.

- Back to School BBQ – Sept 16 or 17 (4 - 6:30pm)

Depending on the situation in September, either of these dates could be adopted or it could also be postponed until January or for another year (September 2021). Budget line will still be retained.

- Fall & Spring Dance – Oct and April 22

Michelle D. to confirm date for apple delivery in October, the preference is that the fall dance coincides with the pick-up.

Suggested that water should not be allowed into the gym to prevent spills except for water in CGCS bottles which are better manageable, bottles will be on sale at the event.

- Winter Skate party - Dec 18, 10:15 to 11:45am

Event is proposed for Dec. 18 at the Southland Leisure centre, the Flame centre was under consideration because of the proximity to the school, and the possibility of cutting down on transportation costs. However, the rental cost was quite expensive and since it will be in winter, walking down may not be feasible.

- Used Uniforms Sales - Nov 17 or 19 and May 20

Earlier dates were suggested since the spring sale did not hold. A summer event is being considered, this will offer the ability to be physically distant and to hold during the day instead of the evening only events. Other dates also being considered are Sept. 1st & 2nd or Sep. 25 & Oct. 10 (Non-Instructional days). Grade 4s, 5s and other new students will be priority.

Jillian/Liz/Kathy to coordinate pick up of uniforms and laundry.

Dani. S. to incorporate a request for donations in email confirming details for return of School items by Grade 9s.

- Sports Day & Rhythmic wishes, June 24

This holds on the last day of school and students are served freezies.

3. Fundraising

- Apple fundraiser- September

Michelle D. to confirm delivery schedule and also confirm if it's possible to do pears.

- Direct Donation Campaign – October/November

About \$11,000 was raised last year, funds have been allocated to different departments, no substantial expenditure has been incurred, and amount will be carried forward to the next school year. Craft communication to parents for next year's donations to reflect the above while also soliciting voluntary donations considering that the current Casino fundraise is delayed until rescheduled by AGLC.

There will be some software changes, Admin will have to figure out an alternative way to donate if Family zone is phased out.

- Hungry Girl - Mother's/ Father's Day

This is a new fundraiser introduced to help support the School's soup program. Soup packages are available to students, ideally students are to pay a \$1 or replace soup but that has not been the case over the last year. The program will be funded by Spolumbo's sausages and Growing smiles potted plants fundraisers which will hold in the Spring.

4. Council Programs

- Feed the Teacher –

This holds twice a year, and will hold on Dec 10 and Mar 18 for the next school year.

- Fun Lunch Program/Healthy Hunger

The fun lunch program is expected to begin the 2nd or 3rd week in September. It was suggested that this be limited to once a week because of the difficulty getting volunteers every week and with the same set of people volunteering each week.

However, since this is one of the major sources of income for the School council, increasing the distribution group for volunteers was imperative, the following were suggested:

- ✓ Include a Call for volunteers in Orientation package
- ✓ Confirm that Volunteer sign up is not bypassed
- ✓ Do a month trial with Lunch Lady every week and alternate vendors every other week
- ✓ Host a Volunteer Appreciation Tea

- Hungry Girl/ Maker Space

Marnie R. is the new coordinator and will be responsible for monitoring supply. Emails soliciting donations for supplies that cannot be purchased in stores and leftover art supplies needs to be sent twice a year. There is a need to determine prior to resumption, what sort of donations are restricted for sanitary reasons.

There was a suggestion to purchase a mobile Maker space for Lakeview, which will be able to be pulled into classrooms for use as is the case at Bel Aire.

Jennifer M. to confirm that the Maker space innovation project by one of the Grade 7 classes was concluded.

- Scholastics

The current online order process will continue at Lakeview and paper orders will be brought back at Bel Aire. There is currently a balance in the Bonus bank that teachers can use.

- What's Your Passion Speaker Series

This series holds during the cold winter months, Speakers are invited to talk about their jobs/journey.

Liz. W. to confirm if current coordinator will be continuing in the position or if new coordinator is required.

It was suggested that planning begins early in the year (January/February), so Speakers can be booked far ahead.

There's a plan to restructure the current Leadership Options program for Grades 7-9, specifically have Girls in Grade 8 come up with curriculum school based initiatives that engages the girls beyond just organizing events.

- Parent Education

Stacy M. is the new coordinator for Parent Education, she's a psychologist and her Practice is focused on Adolescent girls. Looking to continue working with CES and open this up to the community.

The following suggestions made to encourage attendance/participation at the events:

- ✓ Virtual streaming facilities so that parents can participate with consideration for privacy concerns with information shared
- ✓ Provide babysitting services

- Family Orientation Night Sept 10 & 11 & Open House

Open House is proposed for the end of January and April 23rd. The school administration is looking to introduce a more fluid structure to the family orientation nights, reserving Friday for more in-depth consultations with teachers.

5. New Activities

There were discussions around the plans for the virtual AGM.

6. Budget Overview – Jon E.

The proposed Budget for the next school year was presented with the following amendments suggested:

- ✓ Go Girls Convention - table this to be scrapped
This was proposed by previous school administration as a replacement for the Annual Gala and it was intended to showcase the Go Girls curriculum.
- ✓ Hungry Girl Lunch Supplies - increase to \$1000
- ✓ Lunch hour (Lakeview) – increase to \$600 from \$500
- ✓ ASA - increase to \$1065 to cover cost of attendance to the April conference including travelling expenses
- ✓ Recycling Club - reduce to \$250

An alternative budget (Scenario 'B') was also presented that accounts for any loss of revenue from fundraisers, if school does not resume in September.

7. Executive Positions to be voted at AGM

The following Executive positions will be up for nominations and votes casted at the AGM:

Co-Chair: 2 people are to be voted in to the position

Nominations:

- ✓ Jillian Newcombe
- ✓ Nandini Raj
- ✓ Laura Brown

Secretary

Nomination(s):

- ✓ Beth Iredale

Treasurer

Nomination(s):

- ✓ Jon Elden

Committee Positions

The Committee positions are held by the following:

- ✓ Fresh Fruit Coordinator: Michelle Lytle
- ✓ Fun Lunch Coordinator: Cassandra Nicholl
- ✓ Hungry Girl/ Marker Space Coordinator: Marnie Roesler
- ✓ Feed the Teacher: Hanaa Elhag and Jas Johal
- ✓ Career Speaker Coordinator: Naomi Tercier
- ✓ Parent Education: Stacey Mansell
- ✓ Used Uniforms Coordinator: Cathy Poelzer, Christine MCGavern and Lorelei Storm
- ✓ Volunteer Coordinator (Sign up Genius): Alanna Nazarko
- ✓ Scholastics: Jenny Edwards
- ✓ Fundraising Coordinator: Michelle Dirk, Misty Johnson and Nikki Shibou
- ✓ Special Events Coordinator: Lorelei Storm