

**Archbishop MacDonald High School
School Council Meeting Minutes
Wednesday, November 20, 2024**

SCHOOL COUNCIL MEETING

In Attendance:

Parents: Ivanka Simonovic (Chair), Candace Christman (Vice-Chair), Jennifer Maskoske (Treasurer), Kat Pederson (Secretary), Cynthia Burkard (Casino Chair), Rita Drake, Dawn Megic, Zsolt Endre, Melinda Endre-Petak, Trina Jewison, Angela Yung, Mike Njenga, Jezza Espaldon, Dragana Glowicki

Faculty: Michelle Dupuis (Principal)

Meeting Called To Order: 6:30 PM

Opening Prayer: Michelle Dupuis

Treaty 6 Land Acknowledgement: Ivanka Simonovic

Approval of November 20, 2024, Agenda: Cynthia Burkard

Second: Dawn Megic

Motion Carried.

Approval of September 25, 2024, Minutes: Cynthia Burkard

Second: Ivanka Simonovic

Motion Carried.

❖ **Principal's Report (Michelle Dupuis)**

- ***Upcoming School Activities and Events*** were reviewed. The 2024-25 full calendar can be [accessed here](#).
- ***School Mission Statement*** is being formally reviewed next week; the question was raised if it was too long. Ms. Dupuis will Email the statement to the school council to provide feedback.
- ***Outgoing Communication*** – Discussion if the communication going out to families is too little or too much.
- ***Building Security*** – All entrances are now numbered, and signage is outside. There are students manning the main entrance from 4-7 PM to let students/parents in for after-hours activities.
- ***IB Report*** – Registration was just completed; big group again this year totaling 147 students. Last year's group had a lot of success with about 30% earning transfer credit for the U of A. IB scholarship applications are due January 10; there will be a PLT for anyone who is partial or full IB to work on them.

- **Religious Activities** – St Andrew is our school parish. Father Andrew will be presiding over some of Mac's upcoming celebrations. He will also be visiting the school with Archbishop Smith on Nov 29; students involved with the parish will assist. Upcoming celebrations:
 - Rosary Prayer – Daily in the chapel from 8:30 to 8:50 AM.
 - Advent Mass at St Joseph Basilica – December 17 from 10-11 AM
 - Ash Wednesday Celebration – March 5 from 11:19-12:19 PM
 - Easter Mass at St Joseph Basilica – April 23 from 10-11 AM
 - Year End Celebration – June 5 from 9:10-10 AM
- **Student Social Justice and Charity Work** – Basically Babies will be running until December 4; whatever the school raises will be multiplied by 4 with other organizations matching our donations. Food hamper donations will run from December 9-19.
- **Staff PD Day** – Each community of practice worked collaboratively toward growth goals and discussed what their big goals are moving forward this year.
- **Digital Assessment Platform** – Mac will be moving to a digital assessment platform next year; 2025-26 diploma exams will be done on chromebooks. Mac will be working this year preparing students and teachers for the new platform via field tests, practice exams, and written assessment platforms.
- **Technology Demands** – Due to the new "no phone" policy, the need for more technology has become necessary. An assessment and 3-year technology plan has been created; all technology must support Windows 11 as of Sep 2025. Lab 102 is being dismantled and computers moved into teacher spaces; chromebooks will replace the computers. The CTS lab also requires desktop upgrades and more chromebook carts.

❖ **New Business (Ivanka Simonovic)**

- **Welcome Letter from Ward 71 Trustee Terry Harris** was received by the school council. The letter discusses the Alberta School Councils' Association (ASCA) and how the Board of Trustees will cover the cost of the membership if Mac is not already a member. Ms. Simonovic will check. Council also briefly discussed what to do with this year's Alberta School Council Engagement Grant of \$500.
- **ASCA 2024 School Council Virtual Engagement Event** is this Saturday from 1-4 PM. Anyone can attend; if interested, please contact Ms. Simonovic. Ms. Simonovic is attending and will report back at the next meeting.
- **Development of School Council Operating Procedures** – Discussion that two separate meetings need to be ran and that the school council should have formal operating procedures. Also discussed the creation of a committee to create and review the procedures; Ms. Christman will share the operating procedures that ASCA approved for another school to use as a guideline.
- **Setup of Google Drive and Email** – The need to have a generic Email for parents to directly reach out to the school council was discussed. Ms. Pederson will set up an Email address and Google Drive.

Next Meeting: Wednesday, January 15, 2025, at 6:30 PM (both in-person and online).

Meeting Adjournment: 7:32 PM

**Archbishop MacDonald High School
Parent Fundraising Association Meeting Minutes
Wednesday, November 20, 2024**

FUNDRAISING ASSOCIATION MEETING

In Attendance:

Parents: Ivanka Simonovic (President), Candace Christman (Vice-President), Jennifer Maskoske (Treasurer), Kat Pederson (Secretary), Cynthia Burkard (Casino Chair), Rita Drake, Dawn Megic, Trina Jewison, Angela Yung, Mike Njenga, Jezza Espaldon, Dragana Glowicki

Faculty: Michelle Dupuis (Principal)

Guest: Gussie Grimstead (Archbishop MacDonald Business Manager)

Meeting Called To Order: 7:33 PM

Approval of November 20, 2024, Agenda: Cynthia Burkard

Second: Candace Christman

Motion Carried.

❖ **Treasurer's Report (Jennifer Maskoske)**

- **General Account** – Balance as of October 30, 2024, is \$6,114.08. Still to come out is \$552.56 for the stained-glass window from past fundraising efforts. Discussion to transfer these funds to the school to amalgamate with the \$7,400 raised through online donations and whether to continue fundraising for it. Will reassess in the New Year.
- **Casino Account** – Balance as of October 30, 2024, is \$86,034.62. Still to come out is \$4,989.54 for Save The Track. Ms. Dupuis and Ms. Grimstead will discuss what to do with these monies with the athletic director.

Motion: Kat Pederson motions to accept the Treasurer's Report as presented on November 20, 2024.

Second: Cynthia Burkard

Motion Carried.

❖ **2024-25 Wishlist (Gussie Grimstead)**

- Request to amend last year's request to allot \$15,000 for smart board replacements under the heading "general technology" to use where most needed for upgrades.
- The allotment of \$2,000 for the replacement of the badminton nets and uprights did not cover the final invoice of \$4,200. The \$1,000 allotted for busing to the IB retreat wasn't used. Request to move the \$1,000 to help cover the \$4,200 for the badminton nets.

- Ms. Dupuis and Ms. Grimstead's discussion with the athletic director about the Save The Track money, discussion if there is a possibility it could be split between the badminton nets and general technology upgrades. No motions made today, will discuss further at next meeting.

Motion: Kat Pederson motions to amend the previous motion to use the \$15,000 for smart board replacement to a general technology use.

Second: Ivanka Simonovic

Motion Carried.

Motion: Candace Christman motions to move the \$1,000 that was allocated for busing to the IB retreat to the replacement of the badminton nets, moving the total allocated for them up to \$3,000.

Second: Ivanka Simonovic

Motion Carried.

❖ **Old Business (Ivanka Simonovic)**

- **Records Audit Follow-up** – Ms. Burkard and Mr. Endre reviewed last year's financial statements and minutes. Ms. Maskoske has submitted the document to Registries.
- **Signing Authority Follow-up** – RBC needs a letter of direction stating who we want to remove and who we want to add for signing authority and what the new titles are. Ms. Maskoske will do up this letter.

❖ **New Business (Ivanka Simonovic)**

- **Fundraising**
 - **Election of Officers**
 - President – Ivanka Simonovic
 - Vice President – Candace Christman
 - Treasurer – Jennifer Maskoske
 - Secretary – Kat Pederson
 - Directors-at-Large: Cynthia Burkard, Angela Yung, Dawn Megic, Rita Drake
 - Alternate Director-at-Large: Dragana Glowicki
 - **Name Change** – Current name is Archbishop MacDonald Parent Advisory Committee. Discussion to align name with purpose/objectives of the group (i.e. fundraising, not advising).
 - **Review of Fundraising Society Bylaws** – Need to create committee to review the fundraising society bylaws. A callout will go out for anyone interested to attend a special January 14, 2025, meeting at 6:30 PM.
 - **Insurance** – We presently don't have insurance. ASCA offers a policy package through
 - We don't have insurance. ASCA offers a policy package through Lloyd Sadd Insurance for \$750-\$915/yr for full coverage depending on our budget. Ms Maskoske and Ms Christman will fill out the form.
 - **Fundraising ideas** – This discussion was tabled until the next meeting.

Motion: Candace Christman motions to amend the committee's name from Archbishop MacDonald Parent Advisory Committee to Archbishop MacDonald Fundraising Society.

Second: Angela Yung

Motion Carried.

Motion: Candace Christman motions for up to \$100 from the Casino Account be allotted for any costs incurred with changing the committee name.

Second: Cynthia Burkard

Motion Carried.

Motion: Candace Christman motions to allot up to \$1,200 from the Casino Account to obtain insurance through ASCA. The insurance will go under the old committee name until the name is legally changed.

Second: Ivanka Simonovic

Motion Carried.

- **Staff Appreciation** – Ms. Dupuis will talk to the staff and see if they would like breakfast or lunch and whether to hold it again on a PD Day. She will get back to the committee with proposed dates.

Motion: Ivanka Simonovic motions to allot up to \$2,000 from the General Account for the provision of food for this year's staff appreciation event.

Second: Cynthia Burkard

Motion Carried.

Next Meeting: Wednesday, January 15, 2025, at 6:30 PM (both in-person and online).

Meeting Adjournment: 8:39 PM