

**----- MINUTES & APPENDICES -----**

<b>Previous meeting(s):</b>	<b>October 15, 2025 (AGM)</b>
<b>Current Meeting:</b>	<b>November 7, 2025</b>
<b>Upcoming SAC meeting(s):</b>	SC & Society Meetings will be held at 6:00pm in person and online on the third Wednesday of every month. January 21, 2025 @ 6pm Hybrid Format

## School Council Meeting

School Council (SC) includes all parents, guardians and staff at École Our Lady of the Prairies. In a school year, we meet monthly for approximately one hour and an Annual General Meeting (AGM). The SC supports school programs and initiatives, and coordinates volunteers for school events.

	<b>AGENDA ITEM</b>		<b>Appendix A - COUNCIL &amp; ADMINISTRATION REPORTS</b> <b>Appendix B - DISCUSSION ITEMS</b> <b>Appendix C - MOTIONS</b> <b>Appendix D - CALENDAR</b>
	<b>Call to Order and Welcome</b>		<b>Call to Order: 1:04pm</b>
<b>1</b>	<b>Opening Prayer Acknowledgment</b>	<b>6:00</b>	
<b>2</b>	<b>Review minutes from previous meeting (October 15, 2025)</b>		Errors or Omissions: MOTION: Motion to Adopt previous minutes including additions Motion: Alfredo Second: Elsy
<b>3</b>	<b>Additions to Agenda</b>		None
<b>4</b>	<b>Chair's Report Events Report</b>	<b>6:10</b>	Cara Aburto (See Appendix A)
<b>5</b>	<b>Administration Report</b>	<b>6:15</b>	Marcel Evaristo





**École Our Lady of the Prairies School Council (OLOP SAC) Meeting**  
**Our Lady of the Prairies School Advisory Foundation (OLOP SAF) Meeting**  
**November 7, 2025 @ 1pm Hybrid**

<b>6</b>	<b>Discussion Items</b>	<b>6:25</b>	<ul style="list-style-type: none"> <li>a. Meeting Dates - postpone to potential December meeting. Date TBD</li> <li>b. 2025-2026 <b>Dates</b> Outlook - All/Alana               <ul style="list-style-type: none"> <li>a. ASCA Parent Night</li> <li>b. COSC Event - November 18, 2025 (Attendees)</li> <li>c. Home Alone (extended courses)</li> <li>d. Christmas Lunch (\$6.75/person)</li> </ul> </li> <li>c. Halloween Dance Planning - All/Caresse - confirm date postponement</li> <li>d. Hot Lunch Dates - Cara Aburto</li> <li>e. Numeracy, Literacy, Science Arts Nights Dates</li> </ul> <p>(See Appendix C)</p>
			<b>Adjourned at 1:39</b>

**École Our Lady of the Prairies School Council (OLOP SAC) Meeting**  
**Our Lady of the Prairies School Advisory Foundation (OLOP SAF) Meeting**  
**November 7, 2025 @ 1pm Hybrid**

## School Advisory Foundation Meeting

School Advisory Foundation (SAF) is the non-profit entity that helps raise funds for events proposed by the OLOP SC, using an advisory role to help direct the funds accordingly. The OLOP SAF discusses proposals, motions and votes on how funds are spent from the General account or Alberta Gaming, Liquor and Cannabis Commission (AGLC) Casino account.

			<b>Call to Order:</b>
<b>1</b>	<b>Treasurer's Report</b>	<b>6:35</b>	AGLC Account - \$92,269.96 Community Spirit Account - \$15,546.48 f. Budget g. Expense Remittance Process Update h. Donor/sponsorship sources i. Bank Switch - sticking with ATB and will need to pay for cheques (\$9/draft or pay for cheques) but this seemed like the best fit Financial Report Completed  1. AGLC Account Transactions - Aug 1, 2024 - July 31, 2025.pdf , ,  3. List_of_Elected_Executive_20251030.pdf ,  4. AGLC Receipts - Aug 1, 2024, - July 31, 2025.pdf Mitch completed audit Society report pending
<b>2</b>	<b>Casino Report</b>	<b>6:40</b>	 2. ID# 19021 CASINO Report - Aug 1, 2024 - July 31, 2025 - Signed...
<b>3</b>	<b>Fundraising Report</b>	<b>6:45</b>	
<b>4</b>	<b>Fundraising Planning</b>		a. Small Fundraisers (<\$20 Participation) i. Popcorn Day ii. Pizza Day iii. Valentine's Cookie Day iv. Pi Day b. Large Fundraisers (>\$20 Participation) i. Little Caesars Pizza - dates available in February for the campaign
<b>5</b>	<b>School Requests</b>	<b>7:30</b>	1. <b>ACTION/MOTION: Staff Appreciation - Christmas Luncheon (spend up to \$2000 from the Community Spirit Account</b> <b>Motion: Caresse</b> <b>Second: Viridiana</b> <b>All in favour, none opposed - motion carried at 2:01</b>
			<b>Adjourned at 2:04</b>

## Appendix A - School Council and School Advisory Foundation Executive Reports

<b>Chairs Report</b>	<p>a) Community of School Councils (COSC) event on November 18, 2025 6PM. Alana and Elsy to attend? If not then Alana and Cara.</p> <ul style="list-style-type: none"> <li>■ Elsy and Alana to attend</li> </ul> <p>b) Donation of \$1,000 to be received from the Canadian Multicultural Education Foundation from their Casino fund to our Casino</p>
<b>Events Report</b>	<p>a) Hot Lunch - November 7 Success</p>
<b>Admin Report</b>	<p>Halloween - Parade Success Remembrance Day - November 7 Ceremony Due to disruption of learning, dates will be shuffled. And included in WAG Christmas Concert will be cancelled and OLOP will prepare for a Sprint Concert instead</p> <ul style="list-style-type: none"> <li>● <b><u>December</u></b></li> <li>● 02 – Picture Retakes</li> <li>● 08 – 12 – Book Fair</li> <li>● 10 – Demonstration of Learning (3:30 PM – 7:00 PM)</li> <li>● 10 – Kindergarten AM (8:05 AM – 11:05AM)</li> <li>● 10 – Kindergarten Demo (12:00 PM – 2:45 PM)</li> <li>● 8-12 - Scholastic Book Fair</li> <li>● <b><u>April</u></b></li> <li>● 14 – Spring Evening Concert (6:00 PM – 7:00 PM)</li> <li>● 15 – Kindergarten Full Day (instead of the 17th)</li> <li>● 15 – Spring Afternoon Concert (1:15 PM – 2:30 PM)</li> <li>● 15 – Spring Evening Concert (6:00 PM – 7:00 PM)</li> <li>●</li> </ul>
<b>Treasurer's Report</b>	<p><b>AGLC Account Balance - \$92,269.96</b> <b>General Account Balance - \$15,546.48</b></p>
<b>Casino Report</b>	None
<b>Fundraising Report</b>	<p>a) Cookie Dough Pick Up (only 1 parent has picked up. need to send a reminder that they have until Nov 14th or it will be donated/ or just send home with child)</p> <p>b) Little Caesar's - Choose Date</p> <ul style="list-style-type: none"> <li>■ Mid-February to early March</li> </ul> <p>c) Donations to the school can be transferred to the SAC through the school for Charitable Donations Tax Receipts. Remittance Process TBD.</p>

## Appendix B - DISCUSSION ITEMS

Discussion Item/Planning Item	
<p>a. Meeting Dates</p> <ul style="list-style-type: none"> <li>a. November meeting held November 7, 2025. No further meeting in November Necessary</li> <li>b. December meeting is TBD pending event planning requirements</li> <li>c. Next meeting is January 21, 2026 @6pm</li> </ul>	<p><b>DECISION:</b> <b>December meeting TBD</b> <b>January 21, 2026</b></p>
<p>b. 2025-2026 <b>Dates</b> Outlook</p> <ul style="list-style-type: none"> <li>a. ASCA Parent Night - Postponed.</li> <li>b. COSC Event - November 18, 2025 (Attendees) <ul style="list-style-type: none"> <li>i. Attendees will be Elsy (VP) and Alana (Secretary)</li> </ul> </li> <li>c. Home Alone (extended courses) <ul style="list-style-type: none"> <li>i. Possible Wednesday date option - confirm custodial staff</li> <li>ii. Thursday February 26 - Home Alone morning &amp; Afternoon sessions.</li> <li>iii. Friday February 27 - Babysitters Course</li> <li>iv. Registration Dates expected to be available in December</li> </ul> </li> <li>d. Christmas Lunch (\$6.75/person) <ul style="list-style-type: none"> <li>i. The Lunch Lady - turkey dinner</li> <li>ii. December 18 - Full day for kids and lunch for all <ul style="list-style-type: none"> <li>1. grant money available</li> <li>2. 6.75/person x 531 people = \$3584.25 (Community Spirit Account expense)</li> <li>3. Google form for dietary needs and who would not participate (administration to send request)</li> </ul> </li> <li>iii. December 19 - pancake breakfast for Kinder <ul style="list-style-type: none"> <li>1. kinder 64 X \$6 = \$400 (Community Spirit Account expense)</li> </ul> </li> <li>iv. Look for sponsorship</li> </ul> </li> </ul>	<p><b>ACTION:</b> <b>Caresse to Confirm with Mintu (COMPLETE)</b></p> <p><b>Marcel to look into sleigh rides and hot chocolate (OUTSTANDING)</b></p>
<p>c. Christmas Dance instead of Halloween Dance - Dec 12</p> <ul style="list-style-type: none"> <li>i. confirm with MINTU.</li> <li>ii. Hot Chocolate/Sleigh Rides - Marcel to look into availability of sleigh rides</li> <li>iii. Payment structure - donate what you can</li> <li>iv. gym capacity (600), ticket cap @550ppl <ul style="list-style-type: none"> <li>1. registration required</li> <li>2. dance available by donation but with max capacity</li> </ul> </li> </ul>	

## Appendix B - DISCUSSION ITEMS

<p>d. Hot Lunch Dates - Cara Aburto Nov 28 - Subway Dec 5 - Ukrainian House Avoid January 30 We can book out for the remainder of the year</p>	<p><b>DECISION:</b> <b>Dates - Nov 28 &amp; Dec 5</b> <b>Further dates TBC</b></p>																										
<p>e. Numeracy, Literacy, Science Arts Nights Dates - preference for the dates for 2 nights. a. Dates will be selected for 2026 (Between February-May)</p>	<p><b>ACTION: Marcel to reach out to Boxcar &amp; Alana to follow up with Marcel for dates (OUTSTANDING)</b></p>																										
<p>f. Budget - AGLC BUDGET</p> <table border="1" data-bbox="191 737 745 1356"> <thead> <tr> <th>Motion Description</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>Field trips, \$20 per student for 530 students</td><td>\$10,600</td></tr> <tr> <td>\$150 per teacher for Teacher Learning Funds (24)</td><td>\$3,600</td></tr> <tr> <td>40 Chromebooks</td><td>\$16,203</td></tr> <tr> <td>Stay at Home Course for 40 students plus school rental</td><td>\$1,500</td></tr> <tr> <td>Babysitting Course for 40 students plus school rental</td><td>\$1,500</td></tr> <tr> <td>2x \$1000 for Numeracy/Literature/Math Nights</td><td>\$2,000</td></tr> <tr> <td>Cabane a Sucre - School to Pay</td><td>\$0</td></tr> <tr> <td>Groove Box Dance Program</td><td>\$6,525</td></tr> <tr> <td>Miscellaneous Teacher Asks</td><td>\$5,000</td></tr> <tr> <td>ASCA Grant Survey Cost</td><td>\$100</td></tr> <tr> <td>Piano</td><td>\$1100</td></tr> <tr> <td>Total</td><td><b>\$46 128</b></td></tr> </tbody> </table>	Motion Description	Amount	Field trips, \$20 per student for 530 students	\$10,600	\$150 per teacher for Teacher Learning Funds (24)	\$3,600	40 Chromebooks	\$16,203	Stay at Home Course for 40 students plus school rental	\$1,500	Babysitting Course for 40 students plus school rental	\$1,500	2x \$1000 for Numeracy/Literature/Math Nights	\$2,000	Cabane a Sucre - School to Pay	\$0	Groove Box Dance Program	\$6,525	Miscellaneous Teacher Asks	\$5,000	ASCA Grant Survey Cost	\$100	Piano	\$1100	Total	<b>\$46 128</b>	<p><b>DECISION: APPROVED</b> <b>MOTION: SEE SAF MOTION 1</b></p>
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<p>g. Expense Remittance Process Update a. New remittance process approved and to be distributed to staff</p>	<p><b>DECISION: APPROVED</b></p>																										
<p>h. Donor/sponsorship sources a. Some parents have come forward asking for ways to contribute financially to the school b. The SC &amp; SAF cannot issue Charitable Donation Receipts (CDR) c. OLOP can issue CDRs i. Any parents needing a CDR must contact the school for the donation process and the administration will forward any targeted funds to SC &amp; SAF as requested d. A New Donation/Sponsorship Form will be created.</p>	<p><a href="#"><u>Sponsorship &amp; Donation Form</u></a></p>																										
<p>i. Bank Switch - sticking with ATB and will need to pay for cheques (\$9/draft or pay for cheques) but this seemed like the best fit</p>																											

## Appendix C - SPENDING MOTIONS

<b>SAC Spending Motions (General Funds)</b>	<b>MOTION 1: Motion to spend up to \$6.75 per student for Christmas lunch/breakfast options for all OLOP students and staff from Community Spirit Account</b> Motion: Alana Second: Alfredo All in favour, none opposed - motion carried at 1:20
	<b>MOTION 2: Motion to spend up to \$2000 from the Community Spirit Account for the Staff Appreciation - Christmas Luncheon.</b> Motion: Caresse Second: Viridiana All in favour, none opposed - motion carried at 2:01

<b>SAF Funding Motions (AGLC Funds)</b>	<b>MOTION 1: Motion to Approve AGLC Budget of \$46,128. See Appendix B Discussion Notes.</b> Motion: Caresse Second: Alfredo All in favour, none opposed - motion carried at 1:44pm
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APPENDIX D - CALENDAR

November 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 Hot Lunch Full Day Kinder	8
9	10 No School	11 No School	12 No School	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28 Hot Lunch	29
30						



APPENDIX D - CALENDAR

December 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 Hot Lunch	6
7	8	9	10	11	12	13
14	15	16	17 SC/SAF Meeting (PENDING)	18	19	20
21	22 Christmas Vacation	23 Christmas Vacation	24 Christmas Vacation	25 Christmas Vacation	26 Christmas Vacation	27 Christmas Vacation
28 Christmas Vacation	29 Christmas Vacation	30 Christmas Vacation	31 Christmas Vacation			

APPENDIX D - CALENDAR

January 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Christmas Vacation	2 Christmas Vacation	3
4	5 Groove Box	6 Groove Box	7 Groove Box	8 Groove Box	9 Groove Box	10
11	12 Groove Box	13 Groove Box	14 Groove Box	15 Groove Box	16 Groove Box	17
18	19	20	21 SC/SAF Meeting @6pm Hybrid Format	22	23	24
25	26	27	28	29	30	31

APPENDIX D - CALENDAR

February 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Family Day No School	17 Shrove Tuesday	18 Ash Wednesday SC/SAF Meeting @ 6pm Hybrid Format	19	20	21
22	23	24	25 Faith Development Day No School	26 PD Day No School Home Alone Course (x2)	27 PD Day No School Babysitter's Course	28

APPENDIX D - CALENDAR

March 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 SC/SAF Meeting @6pm Hybrid Format	19	20	21
22	23	24	25	26	27	28
29	30 Spring Break No School	31 Spring Break No School				

APPENDIX D - CALENDAR

April 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Spring Break No School	2 Spring Break No School	3 Spring Break Good Friday No School	4
5	6 Spring Break Easter Monday No School	7	8	9	10	11
12	13	14	15 SC/SAF Meeting @6pm Hybrid Format	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APPENDIX D - CALENDAR

May 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Victoria Day Weekend No School	16
17	18 Victoria Day Weekend No School	19 Victoria Day Weekend No School	20 SC/SAF Meeting @6pm Hybrid Format	21	22	23
24	25	26	27	28	29	30
31						

APPENDIX D - CALENDAR

June 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 SC/SAF Meeting @6pm Hybrid Format	18	19	20
21	22	23 Last Day of Classes	24	25	26	27
28	29	30				