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## AGENDA

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The Parent Council holds a minimum of 7 meetings per fiscal year. The schedule may be altered at the discretion of the Chairperson; The Chairperson calls the meetings. The Chairperson also calls a meeting if any (2) Parent Council Members make a request in writing and state the business for the meeting. Meeting schedules will be decided at the preceding (last) meeting by the Parent Council Members in attendance. Notice will be given in the way of mailed or delivered reports. It is the responsibility of the Parent Council Member to confirm their attendance at least a day before the meeting date, or the day of. Confirmation of attendance is to be emailed to the Chairperson;

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1. Call To Order Andrew Chu (Chairperson)

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1. Establish Quorum

1. A simple majority of the Current Parent Council Members present at any Parent Council meeting is a quorum (3/4)

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2. Approval of Agenda Andrew Chu (Chairperson)

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1. Motion to Approve

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3. Approval of Minutes Nicole Segstro (Secretary)

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1. Minutes of the February 8, 2022 Meeting (see attached) - Motion to Approve

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4. Treasurer Report Haniya Nadeem (Treasurer)

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1. AGLC is not enforcing the retention policy due to the Pandemic so we can now spend the funds as required past the Feb 28th, 2022 date.

2. Financial Statement

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5. Chairperson Report Andrew Chu (Chairperson)

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1. Casino Date: Q4 2022 (no further updates)

2. Casino Advisor

3. AGM Raffle

1. [Raffle License and Financial Reporting Requirements: Raffles \\$20,000 and less financial reporting FAQ | AGLC](#)

1. [Rafflebox - Manage your online raffles & 50/50 fundraisers!](#)

2. Ticket Cost

4. Succession Planning

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6. Principal Educator Report Shawna Drummond (Principal Educator)

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1. Reflex Math Renewal (see attached Renewal Notice)

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7. Volunteer Coordinator Report Laurae Spindler/Nicole Segstro (Volunteer Coordinator)

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## MINUTES

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The Parent Council holds a minimum of 7 meetings per fiscal year. The schedule may be altered at the discretion of the Chairperson; The Chairperson calls the meetings. The Chairperson also calls a meeting if any (2) Parent Council Members make a request in writing and state the business for the meeting. Meeting schedules will be decided at the preceding (last) meeting by the Parent Council Members in attendance. Notice will be given in the way of mailed or delivered reports. It is the responsibility of the Parent Council Member to confirm their attendance at least a day before the meeting date, or the day of. Confirmation of attendance is to be emailed to the Chairperson;

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1. Call To Order 6:15 Andrew Chu (Chairperson)

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1. Establish Quorum

1. A simple majority of the Current Parent Council Members present at any Parent Council meeting is a quorum (3/4)

### Attendees:

Andrew Chu (Chairperson)

Nicole Segstro (Secretary)

Haniya Hadeem (Treasurer)

Shawna Drummond(Principal)

Sam Lien (Teacher rep)

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2. Approval of Agenda Andrew Chu (Chairperson)

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1. Motion to Approve

2<sup>nd</sup>: Haniya Hadeem

**Motion carried**

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3. Approval of Minutes Nicole Segstro (Secretary)

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1. Minutes of the December 8, 2021 Meeting (see attached) - Motion to Approve-Nicole

2. 2<sup>nd</sup>: Andrew Chu

**Motion Carried**

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4. Treasurer Report Haniya Nadeem (Treasurer)

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1. Financial Statement (see attached)

**\$9135.85** remaining in funds

- No invoice for Clay for Kids yet. It happens in March, Shawna will send invoice when date is closer
- Valedictorian scholarship- a cheque needs to be written out to the high school if the same process from last year applies

**\$6085.85** remaining to spend in account until February 2023

**Haniya to follow up with AGLC to see if we can extend the deadline to use the funds into 2023**

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5. Chairperson Report

Andrew Chu (Chairperson)

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1. Casino Date: Q4 2022
2. 50/50 Draw: motion to hold an online 50/50 raffle on the night of the AGM with raffle tickets being sold for \$10 each
  1. [Raffle FAQ | AGLC](#)
  1. [Ascend 50/50 \(ascendfs.com\)](#)
  2. [Rafflebox - Manage your online raffles & 50/50 fundraisers!](#)

Motion: Andrew motions to run a 50/50 raffle with \$10.00 tickets

2<sup>nd</sup>: Haniya

Motion to Amend: Haniya suggested we strike the \$10.00 tickets and determine at a later date

2<sup>nd</sup>: Andrew

**Motion to Amend Carried**

**Amended Motion: to run a 50/50 raffle the night of the AGM**

**Motion Carried**

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6. Principal Educator Report

Shawna Drummond (Principal Educator)

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1. Reflex math – if we need to spend casino money right away, Shawna will have Lee get a cost estimate if we do need to use the money  
Sam Lien said it is used very well in school. It's set for independent progress, students work at their own individual skill level  
Grade 2,3 and 4 use it extensively  
**Action item: Shawna will get Lee to look into cost so we can push motion electronically if needed**  
Motion will wait for next meeting
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7. Volunteer Coordinator Report

Laurae Spindler/Nicole Segstro (Volunteer Coordinator)

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Meeting adjourned 6:37



110 Avon Street, Suite 300, Charlottesville, VA 22902 USA

**EL Order #:** 00105452  
**Currency:** CAD

**Subscription Renewal Notice**

**Bill To:**

Calgary Board Of Education  
 Ffca-Northwest Elementary  
 719 44th Ave N W  
 Calgary, AB T2K 0J5  
 CAN

**Expiration Date: 6/30/2022**

Product Code: REFLEXSITE

Product Name: Reflex Site License

Option	Months	Renewal Amount	Percent Off	Savings
<input type="checkbox"/>	36 Months	<b>\$6,362.25</b>	15%	\$1,122.75
<input type="checkbox"/>	24 Months	<b>\$4,491.00</b>	10%	\$499.00
<input type="checkbox"/>	12 Months	<b>\$2,495.00</b>	NA	No Additional Savings

**Payment Options/Instructions:**

Signed PO: Please send purchase orders to us via email: <a href="mailto:heather.murphy@explorellearning.com">heather.murphy@explorellearning.com</a>	Wire Instructions :Bank Name: Webster Bank, N.A. Address: 436 Slater Rd, New Britain, CT 06053 Account # 1918056224 ABA# 211170101, Swift Code: WENAU31
Remittance Address for Checks. Payable to : ExploreLearning, PO Box 844615, Boston, MA 02284-4615	Online Invoice that can be paid by credit card – Please contact <a href="mailto:heather.murphy@explorellearning.com">heather.murphy@explorellearning.com</a> for details
Fax to (434)260-5855	Credit Card: Visa, Mastercard, Discover or American Express.

Card Number		EL Order #	<b>00105452</b>
Name on the Card		Type of Card:	
Expiration Date		<input type="checkbox"/> Visa	<input type="checkbox"/> American Express
CVV Code		<input type="checkbox"/> Mastercard	<input type="checkbox"/> Discover