

Dr. Oakley School Pinnacle Parent Association (PPA) - Meeting Minutes

Date: September 23, 2026

Time: 6:33 PM – 7:24 PM

Chair: Kate Ross/Matthew O'Connor

Minutes: Erin Hansen

Attendees:

- Kate Ross
- Matthew O'Connor
- Stefani Powell
- Karen Taylor
- Erin Hansen
- Jaimie MacIntyre
- Elizabeth Villeneuve
- Stephanie Gauthier
- Shelly Sochr-Joyce
- Ashley Nicholson
- Jennifer Lloyd
- Timea Coulson
- Charmaine Ubungin
- Marcy Tremblay

Dr. Oakley Staff

- Chantel Crosby, Principal
- Jennifer Grant, Assistant Principal

1. Call to Order & Approval of Agenda

The Annual General Meeting was called to order at 6:33 PM after confirming quorum.

- No previous meeting minutes were available for approval, as this was the first meeting of the school year.
- The September 23, 2026 agenda was approved. (Moved by: Kate Ross, Seconded by: Stefani Powell) – Carried.

2. Principal's Report (Chantel Crosby & Jennifer Grant)

- **Enrolment:** Currently 202 students, compared with 200 planned spaces.
- **School Organization:** Grades 3–5 in the main hallway, four grade 6 classes downstairs, and six classes for grades 7–9.
- **Mini Homerooms:** The school moved from colour teams to smaller “mini homerooms,” with approximately 6–15 students per teacher depending on grouping. Reading and math groups are smaller; science and social studies groups are somewhat larger.
- **Student Schedules:** Students have individualized schedules and move between teachers, providing preparation for returning to a community middle school. Staff noted positive effects on student regulation and learning from smaller groupings.
- **Literacy:** Literacy groups began approximately one and a half weeks before the meeting following beginning-of-year reading assessments. Students will receive literacy bags containing materials already practiced in class. Families are encouraged to use them a few times per week, but the school will continue reinforcing skills at school if families are unable to do so.
- **Teacher Contact:** Teacher contact information is available on the school website under Staff.
- **Terry Fox Fundraiser:** \$1,043 raised in cash and \$855 online, exceeding the \$800 goal.
- **Orange Shirt Day:** Assembly scheduled for September 29. Grade 3 and 4 classes led by Ms. Hines and Ms. Deavy will present.
- **Indigenous Residency:** An Indigenous residency with Elder Shirley Hill is planned for early November.
- **Communication:** Weekly Friday updates are sent to families and posted on the school website.

Motion to approve the Principal's Report. (Moved by: Matthew O'Connor, Seconded by: Karen Taylor) – Carried.

3. President's Report & Board Elections

The meeting focused on electing the executive and directors at large for the 2026–27 school year.

- **President:** Matthew O'Connor was elected by majority vote.

- **Vice President:** Karen Taylor was elected by majority vote.
- **Secretary:** Erin Hansen was elected by majority vote.
- **Treasurer:** Tera Viccars was nominated but was not present at the meeting. The bylaws did not clearly specify whether an absent nominee could be elected. It was agreed that Matthew O'Connor would facilitate an electronic vote once the board composition was finalized.
Update: Tera Viccars was successfully voted in as Treasurer. This result will be formally recorded in the meeting minutes of the next meeting on **October 28, 2026**.
- **Directors at Large:** Elizabeth Villeneuve and Stephanie Gauthier were each elected by majority vote.

The PPA has a parent-run Facebook page, "Dr. Oakley School Parents." It is not sanctioned by the CBE and is being shared as a parent-to-parent communication opportunity.

Motion to approve the President's Report and nominations. (Moved by: Matthew O'Connor, Seconded by: Erin Hansen) – Carried.

4. Treasurer's Report (Stefani Powell)

- The PPA maintains two accounts: a casino account and a general account.
- **Casino Account:** Balance was just under \$61,000. The final payments associated with the previous school year were believed to be complete.
- **General Account:** Expected to be just under \$11,000 after the insurance payment cleared.
- **Insurance Renewal:** \$1,150. Coverage was maintained over the summer and the renewal payment was being processed.
- The general account continues to grow. Typical uses include teacher lunches, Sports Day, and insurance. The board discussed considering additional planned uses.
- **Previously Approved 2026–27 Funding:**
 - \$300 for emergency pantry/gift cards
 - \$5,000 for curriculum
 - \$12,000 for field trips
 - Approximately \$3,000 for IXL

- \$5,000 for technology
- \$3,600 for Alien Inline
- \$2,000 for Indigenous stick wrestling
- Funding for an Indigenous residency with Elder Shirley Hill
- **Total previously motioned: \$33,400**
- **Reporting:** Alberta Society reporting covers September–August and is due at the end of October. AGLC reporting follows a different cycle beginning in October. Stefani Powell will work with the incoming treasurer on the required filings.

Motion to approve the Treasurer's Report. (Moved by: Karen Taylor, Seconded by: Matthew O'Connor) – Carried.

5. Banking / Signing Authorities

- Current signing authorities are Jennifer Lloyd, Stefanie Powell, Kate Ross, and Matthew O'Connor.
 - Following the election of the new board, signing authorities will need to be updated. Matthew O'Connor will confirm the process with Martina and determine whether a new signer must attend the bank in person.
 - Outgoing signing authorities will be removed once the new signing arrangements are confirmed.
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6. Casino 2026 Update

- The casino is scheduled for October 14–15, 2026.
- Of 42 required volunteer slots, 22 had been filled at the time of the meeting, leaving 20 available.
- Matthew O'Connor and Jaimie MacIntyre will coordinate volunteer recruitment and completion of required forms.
- Jaimie will bring a binder with volunteer forms to the casino and remain available to fill any gaps in the schedule.
- The school will support additional communication through School Messenger and a half-page notice sent home to families.

- The communication will highlight the benefits of casino fundraising, including support for technology, field trips, art/science supplies, residencies, and reduced costs to families.
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7. New & Ongoing Business

- **Skip the Depot:** The PPA has not yet received funds despite reported pickups. Erin Hansen will follow up regarding the payment process and report back.
 - **Healthy Hunger:** Jennifer Lloyd will follow up to obtain a copy of the relevant cheque/deposit documentation.
 - **Cheques:** Two additional cheques are currently with Matthew O'Connor. He will review them and advise the group whether they relate to the previous school year.
 - **Transportation:** Southland routes are still being finalized. Conditional/occasional riders for play dates are currently not being approved; the school expects to revisit the issue after September 30 and the Thanksgiving route review.
 - **School Residencies:** Parents are welcome to bring forward ideas for potential in-school residencies. Shelly Sochr-Joyce will gather information about an outdoor-play residency (Nature Play) opportunity that incorporates literacy and therapeutic supports.
 - **Communication:** Matthew O'Connor will create a WhatsApp group for the Parent Association to facilitate communication and discussion of ideas.
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8. Next Meeting

- **Date:** Wednesday, October 28, 2026 at 6:30 PM.
 - The board will follow up on the treasurer election, banking/signing authorities, casino volunteer recruitment, financial reporting, and other outstanding action items.
 - **Formal recording:** The successful election of Tera Viccars as Treasurer will be formally recorded in the October 28, 2026 minutes.
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9. Adjournment

The meeting was adjourned at approximately 7:24 PM.

Action Items & Carried-Forward Status

#	Action Item	Owner(s)	Status	Notes
1	Formally record Tera Viccars' election as Treasurer in the October 28, 2026 minutes	Erin Hansen / Matthew O'Connor	PENDING	Tera Viccars was successfully voted in via electronic vote
2	Update banking/signing authorities	Matthew O'Connor	IN PROGRESS	Confirm process with Martina; remove outgoing signers once complete
3	Recruit casino volunteers and coordinate forms	Matthew O'Connor / Jaimie MacIntyre	IN PROGRESS	20 volunteer slots remaining as of meeting
4	Send casino communication via School Messenger and notice home	Dr. Oakley School / PPA	IN PROGRESS	Highlight fundraising benefits
5	Follow up on Skip the Depot payment process	Erin Hansen	NEW	Report back to board
6	Follow up on Healthy Hunger cheque/deposit documentation	Jennifer Lloyd	NEW	
7	Review two additional cheques	Matthew O'Connor	NEW	Advise if previous school year
8	Gather info on Nature Play residency	Shelly Sochr-Joyce	NEW	Outdoor-play, literacy, therapeutic supports
9	Create WhatsApp group for Parent Association	Matthew O'Connor	NEW	For communication and idea sharing
10	Prepare for October 28 meeting follow-ups	Executive	NEW	Treasurer election, signing authorities, casino, financial reporting