

Doctor Oakley School Parent Council Association - Meeting Minutes

Date: November 26, 2025

Time: 6:32 PM - 7:17 PM

Chair: Kate Ross

Attendees

- Kate Ross
- Stefanie Powell
- Erin Hansen
- Matthew O'Connor
- Meaghan MacEachern-Sendyk
- Zia Virani
- Karen Taylor

Dr. Oakley Staff

- Chantel Crosby
- Stephanie Bender

1. Call to Order & Approval of Minutes & Agenda

- The meeting was called to order at 6:32 PM.
- The minutes from the September meeting were approved (Moved by: Stefanie Powell, Seconded by: Kate Ross).
- The agenda for the current meeting was approved (Moved by: Erin Hansen, Seconded by: Zia Virani).

2. Principal's Report (Chantel Crosby & Stephanie Bender)

- **School Return:** It was wonderful to have students and staff back after the labour action.
- **Parent-Teacher Conferences:** Scheduled for the following day (in-person) and Friday (online). The Book Fair is running in the auxiliary gym.
- **Gratitude:** Thank you to Parent Council for providing pizza, snacks, and drinks for teachers during conferences.
- **Upcoming Events:**
 - Field trips to the Police Interpretive Centre are underway.
 - The drumming residency with "One World Drumming" has been rescheduled for December 15-19. A parent performance/showcase is planned for December 19.

- **Teacher Showcase:** Teachers from the Red Team, Junior High Math/Science, Purple Team, and Yellow Team presented slides showing student work in science, math, writing, and art, highlighting the effective use of new supplies funded by the council.
- **Council Credit Card:** The school received the annual Parent Council credit card. A council member needs to sign for it before it can be handed over. The amount is believed to be \$500.

3. Treasurer's Report (Stefanie Powell)

- **Accounts:**
 - **Casino Account:** ~\$96,000. The pre-approved spending amount for the school (\$39,000) was noted.
 - **General Account:** ~\$12,000. Healthy Hunger continues to be a successful fundraiser.
- **Reporting:** The Alberta Society and AGLC financial reporting is nearly complete and requires formal sign-off.
- **Fundraising Insurance:** A motion was passed to purchase mandatory liability insurance for fundraising activities for the current school year at an estimated cost of ~\$900. (Moved by: Matthew O'Connor, Seconded by: Zia Virani).
- **Action:** Matt to submit receipts for teacher conference drinks for reimbursement.

4. President's Report & Updates (Kate Ross)

- **Fundraising:**
 - Batter Boys event in September was a success.
 - Healthy Hunger is running well with good variety.
- **Appreciation:** Thanks to Matthew and Linda for organizing food and drinks for the parent-teacher conferences.
- **Casino 2026:** A critical application for a casino fundraiser in October 2026 must be submitted by May/June. The event is vital for funding.
 - **Action:** Five volunteers are needed for casino roles. Meaghan MacEachern-Sendyk will co-lead the application process with Kate and Jen. Aaron Taylor (via Karen) has volunteered to help.
- **Emergency Pantry:** The school's snack pantry gift cards are depleted.
 - **Action:** Kate to connect with Linda/Tatiana to purchase \$300 in new gift cards (likely Superstore).

5. New Business & Discussion

- **Technology Funding:** A significant need to replace 59 student computers next year at a cost of ~\$32,450 was discussed. Spreading the cost over two years was proposed. The school will contribute from its limited budget, but council support will be needed. This will be a primary topic for the January meeting.
- **Future Fundraising Ideas:**
 - School spirit wear (e.g., hoodies, T-shirts) was suggested by Meaghen.
 - A bottle drive/Skip the Depot fundraiser was suggested by Zia.
 - **Action:** Explore new fundraising ideas for the January meeting agenda. Meaghen will investigate spirit wear providers.

6. Adjournment

- The next meeting was scheduled for **January 28, 2026**. The December meeting was cancelled by consensus.
- The meeting was adjourned at 7:17 PM.

Action Items

	Action Item	Owner(s)	Notes
1	Sign for the Parent Council credit card.	A Council Member (TBD)	Required before the school can use the funds.
2	Submit receipts for teacher conference drinks.	Matthew O'Connor	For reimbursement from the general account.
3	Investigate AGLC casino application timeline and process.	Kate Ross, Zia Virani	Zia will also ask a contact with previous experience.
4	Lead the 2026 casino application process.	Meaghen MacEachern-Sendyk, Kate Ross, Jen	Recruit 5 total volunteers for roles.
5	Purchase \$300 in gift cards for the school's emergency snack pantry.	Kate Ross	In consultation with Linda/Tatiana on preferred retailer (likely Superstore).
6	Investigate potential vendors and margins for school spirit wear.	Meaghen MacEachern-Sendyk	To be discussed at the January meeting.

	Action Item	Owner(s)	Notes
7	Explore other new fundraising opportunities (e.g., Skip the Depot).	All Council Members	Ideas to be added to the January meeting agenda.