



Division School Council Meeting **MINUTES**

November 7, 2022

7:00 pm

Education Centre Board Room / Microsoft TEAMS

Attendees: Shelley Roest (Chair), Carrie Boschman (Vice Chair), Cynthia Young, LaNae Merrill, Lindsay O'Brien, Lisa Freyling, Sara Bond, Shannon Pratt, Jamie Walburger, Jeff Kiefuik, Caylee Low, Kira Kinahan, Cheryl Gilmore, Kristin Solowoniuk (Recorder)

Parent Learning Session 6:30 – 7:00

Three Areas of Discussion

- 1. Parents will have the opportunity to share ideas for fundraising activities as well as what School Councils have invested in with their provincial engagement dollars.**
- 2. Join the session to learn about the pros and cons of forming a Society for fundraising efforts (for those who are Societies, your wisdom is welcome).**
- 3. School Council Reporting Requirements (what each School Council needs to complete for the Division to report to the province). The templates will be shared and there will be opportunity for questions.**

Please see documents discussed attached at the end of the minutes.

REGULAR DIVISION SCHOOL COUNCIL AGENDA

- 1. Land Acknowledgement**
A land acknowledgement was read.
- 2. Welcome and Introductions**
The group was welcomed, and introductions were given.
- 3. Approval of the Agenda**
Cynthia Young Approved the agenda as presented and Sara Bond seconded.
- 4. Approval of the Minutes of October 3, 2022**
Cynthia Young and Carrie Boshman approved the minutes as presented.
- 5. Business Arising from the Minutes**
none.
- 6. Trustee Report**
 - Community Conversations – next date is Tuesday November 8 – 10:00 – 11:30 am. Fish and Game 946 0 9 Ave. South
 - Board Meeting Highlights from October 25th can be found [here](#).

7. Alberta School Councils Association

8. Superintendent's Report

- a. Sharing of what School Councils are doing (have done) with Alberta School Council Engagement Grant (share chart on Community Engagement website) [here](#).
 - A memo will be sent asking you to please consider sharing what you have spent the money on or what your plans are to include on the community engagement website.
 - Garrett to fix the link to public engagement on website link broken (Website- parents-DSC- public engagement website on banner)
- b. Lego Challenge [Lego Challenge | Lethbridge School Division \(lethsd.ab.ca\)](#)
 - Submissions are due February 28th. All information on submissions is online.
 - Students are encouraged to bring their creations to the school for judging, but it is not required.
 - Jesse and Garrett to send a push out for school newsletters.
 - Garrett to create a banner on the community engagement page.
 - Suggestion- Students to be required to be in at least one of the submission photos.
- c. Parent Learning Sessions – tentative schedule of topics
 - Cheryl will write up a description to have DSC Reps to bring to student councils to determine interest in hosting a blanket ceremony as it would be an entire evening event.
 - Can we bring in a literacy or numeracy expert to give tips on how to get kids caught up on skills left behind in covid. This was suggested with an elementary lens but would also be useful for a secondary parent. Non-technology related strategies for improvement.
 - Additional Idea: Nate Webb Presentation stirred questions about the science behind the detriments of pornography. Can a psychologist come speak about how accessing pornography impacts the developing brain. LPS used to host a session on accessing technology safely, what kids are accessing and how that affects kids. Cheryl will research local options to come discuss addiction (alcohol, drugs pornography etc.) Resource Officers?
 - Cheryl to reach out to SAPDC (?) to find other resources available currently available to parents.
- d. Parent Engagement Opportunities:
Edmonton Regional Learning Consortium five-set series for Social-Emotional Learning ASCA Engagement Opportunities.
Links to both can be found on the Lethbridge School Division Engagement website:
<https://lethsdcommunityengagement.schoolsites.ca/2022-2023-community-engagement-projects/division-school-council-parent-engagement-sessions>

- e. 4% school Cash Online- It is essentially a question about values and what makes sense with respect to paying for the cost of something that lies outside of the cost of delivering education: who should pay the cost of doing business for fundraising/ extra fees. School Cash Online is not free, it is a business that charges 4% as a service fee (which includes the cost of being a credit card friendly vendor). The division is not interested in making any money from fundraising, but the school division cannot be using education dollars, taking it out of classrooms to pay for fundraising.
- When it comes to school programs and is not fundraising, the school itself needs to calculate fees based on their school budget. (ex. Band Fees)
 - The 4% includes the credit card fees.
 - Galbraith- told they were not allowed to use school cash online for anything other than school fees, told to order directly through another website (ex. mama's pantry).
 - Parents were told that it is a lot of additional work for admins to set up all the extras and reporting especially when it comes to hot lunches, and they were only using it for school fees to relieve the burden on admin staff. Cheryl will bring this concern to the Leveled Principal's Meetings.

9. Committee Reports

- a. Policy Advisory Committee – meeting coming up November 9
- b. Poverty Intervention Committee – October 18 – Next meeting is Dec 13
- c. Division Wellness Committee – October 3 – Next meeting January or February
Table this for an update at the next DSC
- d. Community Engagement Committee -November 1
 - Shelley gave an oral report including updates on the ICE scholarship and townhall process for 2023.
 - Cheryl will be sending school council chairs a letter with the question for Town Hall to be considered.
 - Next Meeting December 13th at 6:30 on teams. Details for the ICE scholarship will be shared, all are welcome!

10. Roundtable Reports

Sharing of Question from October: What do I love most about my school that involves parents?

- Shelly-Bi-weekly parent newsletter
- Carrie- Book club through parent engagement
- Park Meadows Upcoming Christmas market
- Caylee- parents are excited to be involved in anything again in person post covid. Halloween Dance, Running Club, PTI in person.
- Lisa- Seeing parents in sporting events, Last year's engagement money was spent on parenting books that are available in the front library.
- Kira- Parents enjoyed being involved in hot lunches and field trips. Parent Ruck (?) for each classroom.
- Shannon- Book Club, administration sends a memo to parents every week, Chinook council is brainstorming ways to involve parents at a high school level,

- Lindsay- Parent literacy night, get to see different activities that students have been doing.
- Cynthia- Family Game Night one evening a month, last month was dodgeball.

School Council Reports are included with the agenda: an opportunity to highlight a very significant event or for questions from the representatives about information in a written report.

New Question from the group for the December Division School Council meeting.

Kristin will include a section on “what would be a great round table question to get people thinking” on the December call for agenda items and the final question will be sent with the agenda for you to consider ahead of time.

11. Adjournment

Division School Council 2022-2023 Meeting Dates:

- December 5, 2022
- January 16, 2023
- February 7, 2023 Town Hall
- March 6, 2023
- April 3, 2023
- May 1, 2023
- June 5, 2023

2022-23 Division School Council Representatives

Chair	Shelley Roest
Vice Chair	Carrie Boschman
Recording Secretary	Kristin Solowoniuk
Policy Advisory Committee	Jamie Walburger and Alternative – Shelley Roest
Poverty Intervention Committee	Jamie Walburger and Alternative – Lindsay O’Brien
Division Wellness Committee	Edna Asem and Alternative - Sara Bond
Community Engagement Committee	Shelley Roest, Cynthia Young – ALL parents are welcome



Lethbridge School Division District School Council Societies and Fundraising

What is a Fundraising Society?

A fundraising society is made up of a group of people (minimum 5) who join to promote common interests. A society is a self-governing legal entity that is incorporated under the *Societies Act* with the authority and responsibility to make decisions to manage its operations and activities. The society would have a board of directors in accordance with by-laws and operating procedures established by the society. It is important that if a school council wishes to establish a fundraising society, that membership in each organization is clearly defined and communicated.

Why form a fundraising society?

A school council's function is advisory, and under the *School Councils Regulation* cannot be a society. A fundraising society may be formed to raise funds for a school, but is considered to be a distinct separate legal entity. A fundraising society would be formed to take advantage of fundraising opportunities not available to non-legal entities, such as access to government grants, bingos, or casinos.

Excerpt from School Council's Regulation

13(1) A school council may receive donations on behalf of a board but no school council shall raise funds or otherwise solicit donations in any manner that would require a gaming licence under the *Gaming, Liquor and Cannabis Act*.

How do we form a Society?

Information on how to form a registered society may be found at [Incorporate a society | Alberta.ca](https://www.alberta.ca/incorporate-a-society.aspx)

The steps are as follows:

- 1) **Select a name for the society.** Obtain permission if you are using another organization's name within the name of the society. A name search will have to be conducted for the name you wish to use to ensure another entity does not have the same name.
- 2) **By-laws** for the society will need to be prepared. Sample by-laws are available in application form and would be similar to school council by-laws.
- 3) Complete an "**Application to form a Society**" form.
- 4) \$50 filing fee with application.

What are the obligations and reporting requirements once we start operating as a society?

- 1) Must hold an Annual General Meeting and present the society's Audited Financial Statements.
- 2) Annual Filing – must complete the Annual Return and send it into Corporate Registries.

Other Stuff re Societies:

- 1) Must have **separate bank account** and separate accounting apart from the school council as it is a separate legal entity and practice ethical and accountable stewardship of the organization.
- 2) **Who can audit the records?** In the by-laws designate an “auditor” or state that it may be audited by two members of the society. You do not necessarily need to hire a professional accountant to audit the records.
- 3) **Do we need a lawyer** to complete the application to form a Society or file the Annual Return? **No**. You just need to follow the steps as outlined in applying for Society status, complete the application form and send in the fee. Corporate Registries will send an Annual Return to the Society yearly to complete and attach the Audited Financial Statements; it just needs to be returned.
- 4) **Insurance?** School councils are automatically covered under the School District’s insurance. A Society, because it is a separate legal entity, would need to obtain its own liability insurance. In the past the Division’s broker, Marsh was able to secure special insurance for school council societies to purchase. For 2022-2023 that insurance has not been secured as of November 1, 2022. A notice will be sent to school council chairs if this insurance becomes available.
- 5) Determining your **Society year end?** Year-end should align with your School Council year end as likely you may have the same membership.
- 6) **Society Directors?** Do the directors of the society need to be different from the school council? There is no requirement that they need to be distinct and different, however the roles of the school council and the society are different, so good practice would suggest that you should have different executive officers to eliminate confusion. Good segregation would suggest that you should definitely have the Treasurer as different individuals. It may not be practical to have different officers so each organization will need to determine which works best for the smooth operation of the school council and the society.
- 7) **Charitable Tax Receipts.** To issue charitable tax receipts a Society must register to become a charity with Canada Revenue Agency. This will also require annual reporting requirements and special record keeping and control over charitable receipts issued.

Resources:

[181387 \(albertaschoolcouncils.ca\)](http://181387.albertaschoolcouncils.ca)

[School Councils Regulation](#)

[Incorporate a society | Alberta.ca](#)

Resource for Gaming licensing requirements (eg. Raffles) [Gaming | AGLC](#)

1002.4.1 – School Council Annual Report

School: _____

Reporting Year: _____

School Council Officers: Please identify by position and name the officers of the school for the past year:

Position

Name

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Meeting Dates: Please list (chronologically beginning in September), the dates of all school council meetings held in the past year. (Attach a copy of the minutes for each meeting.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Council Activities: In summary form, outline the major activities of the school council during the past year.

Form

1002.4.1 – School Council Annual Report, cont'd

Financial Statement: Please attach financial statements for all money handled by the School Council during the past year (forms 1002.4.2 and 1002.4.3).

_____ Date: _____
School Council Chair

It is recommended that the report also be signed by the school principal.

_____ Date: _____
Principal

Form

1002.4.2 – School Council Balance Sheet

For the _____ School
Council School Year: ____

ASSETS	
Cash in Bank	
Accounts Receivable	
Investments	
Other (Specify)	
Total Assets	

LIABILITIES	
Accounts Payable	
Total Liabilities	

Surplus /Deficit at the beginning of the year: _____

Surplus /Deficit at the end of the year: _____

This statement accurately reflects the financial status of the _____

School Council for the _____ school year.

Signed:

School Council Treasurer: _____ Date: _____

School Council Chair: _____ Date: _____

Form