

School Council Annual Report

Calgary Girls' Charter School

Reporting Year: 2019/2020

Executive:

Co Chairs - Elizabeth Werner, Jennifer MacLellan

Secretary - Wunmi Afolayan

Treasurer - Jon Eldon

Principal - Dani Sever

Superintendent - Pamela Davidson

Teacher Liaison - Zoey Graf

Fundraising Direct-Donation Campaign Coordinators - Michelle Dirk, Jill Newcombe

Casino Coordinator - Michelle Dirk

Fresh Fruit Coordinator - Janet Wallace

Feed the Teacher Coordinator - Sabrina Wilde

Scholastic Books Coordinator - Jenny Edwards

Used Uniforms Sales Coordinators - Cathy Shultz-Poelzer

Volunteer Coordinator - Alanna Nazario

Career Speaker Series Coordinator - Naomi Tercier

Parent Education Coordinators - Elizabeth Werner, Lisa Blackwell

Special Events Coordinator - Sasha Teierle

Fun Lunch Coordinator - Cassandra Norman

Hungry Girl Coordinator - Jennifer MacLellan

Meeting Dates:

Formal Council Meetings: Tuesday evenings 7:00 p.m. - 9:00 p.m.

Learning Commons, Lakeview Campus

September 17, 2019 (General Meeting)

November 26, 2019 (General Meeting)

March 17, 2020 (General Meeting cancelled due to Covid 19)

May 19, 2020 (Operational Planning Meeting)

June 02, 2020 (General Meeting and AGM)

**Coordinator Planning Meetings: Thursday mornings 9:00 a.m. - 11:00 a.m.
Teacher Planning Space, Room 19 Lakeview Campus**

September 10, 2019

October 3, 2019

November 07, 2019

December 05, 2019

January 09, 2020

February 06, 2020

March 05, 2020

April 07, 2020 (Meeting conducted online ZOOM platform)

May 07, 2020 (Meeting conducted online ZOOM platform)

June 04, 2020 (Meeting cancelled due to Covid 19)

Date of First Council Meeting - September 17, 2019.

School Council Activities:

Fundraising: Apple Fundraiser (Michelle Dirk, Jill Newcombe)

Summary of Sales:

215 cases (down 10 from last year)

Total Proceeds: \$6,930

Cost of Apples: \$4,928 (Apples \$4,135, shipping \$846.56)

Square Fees: \$61.60

Family Zone Fees: \$?

Net Proceeds \$1948.44 (minus Family Zone Fees)

Breakdown of Sales:

\$2071 in Square Sales minus fees of \$61.60

\$165 cash

\$91 payment outstanding (last few orders coming in)

\$773 in cheques

\$3830 through Family Zone

Total \$6,930

- Apple fundraiser- September Michelle D. to confirm delivery schedule and also confirm if it's possible to do pears.

Mother's/Father's Day Fundraiser

Mother's Day and Father's Day Spring Fundraiser. This is the perfect fundraiser as it really hits all the items that people would be ordering anyway, such as:

Flowers from Devry and not only do they have bedding plants, they also have patio planters and hangers, and vegetables and herbs and right on trend, succulents. Perfect gift for Mom, or the gardener in your life.

Spolumbos sausages are Calgarian, so supporting a local business, plus they are all Gluten Free and can be made with non-pork casings, for the religions that do not eat pork. Perfect for the summer BBQ

Orders are to be in by late April for a 3rd week of May delivery.

- Hungry Girl - Mother's/ Father's Day This is a new fundraiser introduced to help support the School's soup program. Soup packages are available to students, ideally students are to pay \$1:00 or replace soup, but that has not been the case over the last year. The program will be funded by Spolumbo's sausages and Growing Smiles potted plants fundraisers which will be held in the Spring.

Direct-Donation Campaign - Michelle Dirk

About \$11,000 was raised last year, funds have been allocated to different departments, no substantial expenditure has been incurred, the amount will be carried forward to the next school year.

- Communications to parents for next year's donations. These communications will reflect that expenditure will be made, in all classrooms, and parents will be informed of the details. Donations will be encouraged throughout the year, not just through the designated November period. There may be a change in how donations are made. There will be some software changes, Administration will have to figure out an alternative way to donate, if the Family Zone is phased out.

Scholastic Books Coordinator - Jenny Edwards

So there is not too much to report. The bonus bank is at \$430:00, and I believe I sent you the most recent issue of the rewards catalog. Our orders numbers have definitely been down since last year, but the quantity of items ordered has gone up quite a lot. I'm not sure if that is the economy talking or the fact that people don't like the digital flyers, but there is definitely a lower Bonus Bank total now than there was this time last year.

Our two options are to either continue on doing the digi-flyers, or to go back to paper flyers. The digi-flyers make my job a whole ton easier as I don't have to chase anyone for money, I don't have to hand-label 500 brochures, I don't have to drive to both schools to pick up money and orders, and it is a whole lot cleaner to do the orders online. The downside, though, is that we don't have as many orders. There is something about having that physical flyer in your hand to flip through that people seem to like.

There are two major down-sides to the paper flyers.

#1: The flyers don't always get delivered on time, which means that our due dates are often pushed back. When they deliver them, we often get the wrong flyers, or an insufficient number so we have to wait to deliver them to the students. OR, we wind up getting hundreds of extras that go straight into recycling.

#2: With the paper flyers, we will start getting the flyers automatically for the younger grades (pre-school to Grade 2). Even though I have contacted them many times to tell them that we are only grades 4-9, they automatically send out a package every so often with the younger aged flyers.

In short, the paper flyers create a ton of extra work, and they are hugely wasteful. I would personally prefer to stay with the digital flyers, but I do also want to see our Bonus Bank total rise so we can get more goodies for the Maker Spaces. I don't know if there is another way to promote Scholastic other than the email going home to parents that Dani sends, but I am open to suggestions!

We have received our flyer for the Classroom Cares program. We participated in this last year. We have a poster that is currently at Bel Aire, which has 100 blank squares on it. Every time a student finishes a book, she crosses out one of the squares and writes the book's title in the square. Once we have read 100 books, we send the poster back to Scholastic, and they will donate 100 books to libraries across Canada that are under-funded to give more children the opportunity to read. With Dani's permission, I would like to have it posted in the Learning Commons at Bel Aire for the younger girls to fill out. It is due at the end of March. I

will also try to get a second poster so we can put one at Lakeview as well, but last year when I requested more than one, I ordered it several times and no extras ever showed up. So we will see what happens!

- Scholastics The current online order process will continue at Lakeview and paper orders will be brought back at Bel Aire. There is currently a balance in the Bonus bank that teachers can use.

Used Uniforms Sales Coordinators - Cathy Shultz-Poelzer

Summary of Sales:

Square \$2,575

Fees (\$68.84) = \$2,506.16

Cash Count \$485

Float (\$120)

Badges Cost (\$54) = \$311

Cheques = \$341

Total Profit = \$3,158.16

The cash box is in the safe at Lakeview. There is a summary of the count attached, I gave Sarah \$54 for the badges (2x\$20, 2x\$5, 2x\$2) which I did not take out of the count.

On the squares we sold:

Blazers - 11

Shirts - 55

Cardigans - 19

Skort - 26

Kilt - 8

Dress - 5

Pants - 25

Hoodies - 8

Gym Pants - 11

Gym Shirts - 14

Gym Shorts - 8

Vests - 5

Accessories- 26

Marie mentioned they have a few students whose families are struggling that could use outfitted and also any socks that are donated we can't/won't sell they will take happily in the office to hand out as needed.

- Used Uniforms Sales - Nov 17 or 19 and May 20 Earlier dates were suggested since the spring sale did not hold. A summer event is being considered, this will offer the ability to be physically distant and to hold during the day instead of the evening only events. Other dates also being considered are Sept. 1st & 2nd or Sep. 25 & Oct. 10 (Non-Instructional days). Grade 4s, 5s and other new students will be priority. Jillian/Liz/Kathy to coordinate pick up of uniforms and laundry. Dani. S. to incorporate a request for donations in email confirming details for return of School items by Grade 9s.

Special Events Coordinator - Sasha Teierle

I think this skate party was a success.

We used all 500 mini candy canes. Might be an idea to keep that number.

Hot chocolate was better this year, however, self serve is highly inefficient, leading to spills. I would say 350 cups is great. Good Earth however did give us closer to 400.

The oranges were perfect, had many left. Pretty sure the market gave us more than 300. I would recommend being better prepared for spills and considering a better way / location for setup as the area we had set up was part of a bottle neck due to crowd movement and the railing for the sitting area.

The rinks were good, full and many people participated.

The number of parent volunteers was perfect. However, some additional help to tie skate laces would be useful.

- Winter Skate party - Dec 18, 2020 10:15 to 11:45 a.m. Event is proposed for Dec. 18 at the Southland Leisure centre, the Flame centre was under consideration because of the proximity to the school, and the possibility of cutting down on transportation costs. However, the rental cost was quite expensive and since it will be in winter, walking down may not be feasible.

Back To School BBQ: Elizabeth Werner

This year there were a number of changes that took place around the BBQ organization. Initially the BBQ was to coincide with the Opening of the new Garden Project. There were to be invitations sent to previous Grade 9 students: who took part in the design of the garden, and there was also to be an official opening, inviting Board

members and others concerned with the completion of the project. There was a budget of \$5000:00 planned for the BBQ/ Opening. With many changes that occurred over the Summer vacation and beginning of the 2019/2020 school year the Opening of the garden was abandoned.

The BBQ was continued with a \$4000:00 budget, and we were very fortunate to have the beautiful garden to sit and chat to teachers and administration, with music being provided over the PA system. We had a beautiful day to welcome new parents and students and welcome back students.

This year it was decided to go with a new Meat provider. Because of the cultural diversity of the student population at the school, there was a need to proceed with Halal Meat. The previous provider of the meat was unable to include this in his menu. We then employed Alpine Sausage Delicatessen who was able to provide Free Range, Vegan and Halal Meat. They also cooked the meat in their Commercial Kitchen, and delivered the food to the school. Glamorgan Bakery were the suppliers for hotdog and hamburger buns. Hamburger trimmings: Lettuce, Cheese, and condiments were purchased from Superstore. Gluten Free Bread was supplied by IGA Lakeview. Water bottles were supplied by ATB and Chips were purchased at.....

It was a very successful event with much food left over as we were very unsure of the numbers that were going to attend. We chose to have more food rather than not enough. The Food that was left over was delivered to "Out in the Cold" centre, where I am sure that it was much appreciated. We also were very fortunate to come \$1500.00 under budget in expenditure: Total cost of the BBQ was \$2500.00

- Back to School BBQ – Sept 16 or 17 (4 - 6:30pm) Depending on the situation in September, either of these dates could be adopted or it could also be postponed until January or for another year (September 2021). Budget line will still be retained.

Fun Lunch Coordinator - Cassandra Nicholl

Vendors - Little Caesars, Subway, Mucho Burrito, Edo, Mcdonalds, Jugo Juice, Lunch Lady.

We had pretty good success this year, with regards to vendors. I know Mcdonalds will be a no go next year as I had quite a few complaints regarding them. From the Facebook posts, I think we will probably stick with the majority of the vendors that we used this school year. We may drop Mucho Burrito from the list of providers. I am also proposing running Fun Lunch just

once a week, and alternating between Lunch lady and Healthy Hunger. This year it was difficult getting help every week. Other than that, most of the vendors were super organized, I would really like to try and support more local businesses: maybe finding a local Pizza place, and help out our fellow businesses in these hard times. I am open to suggestions for sure, just send me an email and we can discuss it further.

• Fun Lunch Program/Healthy Hunger The fun lunch program is expected to begin the 2nd or 3rd week in September. It was suggested that this be limited to once a week because of the difficulty getting volunteers every week and with the same set of people volunteering each week. However, since this is one of the major sources of income for the School council, increasing the distribution group for volunteers was imperative, the following were suggested:

- ✓ Include a Call for volunteers in Orientation package
- ✓ Confirm that Volunteer sign up is not bypassed
- ✓ Do a month trial with Lunch Lady every week and alternate vendors every other week
- ✓ Host a Volunteer Appreciation Tea

Hungry Girl Coordinator - Jennifier MacLellan
HUNGRY GIRL 2019-20

Soup and granola bar purchases for both campuses.

Best soups price we can find it Dollarama, 2 for \$1 cup of soup

Best Granola bars prices are from Superstore, have nut free options

	<u>Bel-Aire campus</u>	<u>Lakeview campus</u>
Sept 4	24 soups, box of granola bars	38 soups, box of granola bars
Oct 10	25 soups, box of granola bars	35 soups, box of granola bars
Nov 5	30 soups, 2 boxes of min granola bars	50 soups, 2 boxes of granola bars
Dec 3	30 soups	60 soups
Jan 9		60 soups, 2 boxes of granola bars
Jan 22	30 soups, 2 boxes of min granola bars	

Feb 2		60 soups
Feb 21	25 soups	54 soups

No soups were purchased after Feb 21 due to the Coronavirus and school closed for the remainder of the school year.

Volunteer Coordinator - Alanna Nazario

We use signup genius as a tool to manage and organize our volunteer needs for events or programs such as: Fun Lunch, Weekly Fresh Fruit, Used Uniform Sale, Feed the Teacher, Apple Distribution, and any other council led events which require Volunteers. We have a wonderful core group of parent volunteers who regularly give their time and energy. Signup Genius is a simple and efficient platform.

An area for improvement would be our distribution list. Currently it is connected to Family Zone and we are only provided a parents email if they have indicated they would like to volunteer. However, we had feedback this year that some parents missed this area on family zone or incorrectly filled out the form, and their email was not included in our distribution list. We potentially lost out on volunteers.

Overall it was a successful volunteer year, CGCS council is very grateful for all volunteers!

- For the coming year we will move toward getting the Sign Up Genius distributed amongst more of the parent population.

Dance Coordinator - Tracey Mooney

I think the dance was a success. I really liked hosting it at the school. There was space for the girls to leave the gym when they needed a break but also kept them contained. It was also really easy to clean up. We also accepted money at the door for girls who forgot to buy tickets but wanted to attend the dance. I think that was really successful and would consider doing that again. I also found that having the Leadership Class at Lakeview take ownership of the posters and ticket sales was very successful.

For the Spring dance I was considering trading tickets for canned goods for the foodbank or something else along those lines. I would like to start advertising the dance after spring break with posters going up at Lakeview and Bel Aire. I have 6 poster papers in the Lakeview Parent Council room that we got for BelAire in the fall that can be used for the Spring. I was thinking that it might be helpful to have a parent volunteer

at the dance to hand out the water and chips. Also, I will need 4-5 parents to help with cleanup after the dance.

The DJ and NGP are both booked for the dance.

- Fall & Spring Dance – Oct and April 22 Michelle D. to confirm date for apple delivery in October, the preference is that the fall dance coincides with the pick-up. Suggested that water should not be allowed into the gym to prevent spills except for water in CGCS bottles which are better manageable, bottles will be on sale at the event.

Feed the Teacher Coordinator - Sabrina Wilde

Feed the Teacher days coincide with Student Led Conferences. There are two of these events held each School Year. The purpose of this is to provide good, home cooked food for the teachers prior to them starting the evening of Parent Led Conferences. A menu is put together by the Coordinator and then it is posted on the Sign Up Genius volunteer site. Parents fill in to provide the foods that are required. This event is especially well supported, and the food is delicious, and it caters to all food requirements.

This year Sabrina introduced Gluten Free and Vegetarian components. Most often there is more food delivered to the Lakeview Campus than to the Bel Aire. Generally food is taken over to Bel Aire or there is a budget to purchase foods that are needed.

The budget is \$300.00 however, in the past we do not always spend it all on food, money is spent on making the event special. This year the total spent was \$130.00. Two weeks ahead of the date, we post a Sign-Up for food donations for the teachers, it is itemized, and there is a copy saved in sign-up genius that you may just replicate for each event. Usually, we send a second reminder to parents the Monday before. On the day, volunteers prepare the staff room and food for the teachers.

- Feed the Teacher – This holds twice a year, and will hold on Dec 10 and Mar 18 for the next school year.

Hungry Girl/Maker Space Coordinator- New Coordinator

This was a newly created Council position this year. This year Jennifer, Michelle, and Elizabeth have worked in the areas of Maker Space and Food for girls coming to school without having breakfast, or not having a lunch provided.

Maker Space - a specified room, or trolley that has craft items, art supplies, and creative making supplies that girls can access and use to make creative projects. Supplies consist of anything from recycled papers and products to formal paper and art supplies. There is a budget for the Maker Space but it needs to be bolstered by donations. The room previously has been designated to be looked after by a teacher representative but is found to be difficult to manage especially with the busy programs of the teachers.

Food for Students arose from reports of children coming to school without food or with out a lunch. Girls, identified as such, were provided with a private and anonymous access to a supply of Breakfast and Lunch foods through the Administration staff.

- Hungry Girl/ Maker Space Coordinator will be responsible for monitoring supply. Emails soliciting donations for supplies that cannot be purchased in stores and leftover art supplies needs to be sent twice a year. There is a need to determine prior to resumption, what sort of donations are restricted for sanitary reasons. There was a suggestion to purchase a mobile Maker space for Lakeview, which will be able to be pulled into classrooms for use as is the case at Bel Aire.

Parent Education Coordinators - Elizabeth Werner, Lisa Blackwell

Parent Education was taken in a different direction this school year. Based upon the need to have Mental Health issues addressed for girls in school, at home, and in social situations was a poignant area of need. As such CGCS partnered with the Community Education Service based out of The Calgary Children's Hospital. CES conduct programs that address all issues of Mental Health, Community Health, and more. They conduct lectures at the Children's Hospital, but also have speakers go to the schools for Parent Education sessions. These sessions are free, but when conducted in a school the invitation must go to nearby surrounding schools.

Wendy at CES experimented with a Saturday morning session at CGCS. Council provided Tim Hortons morning tea and it was a huge success. We had our first session on January 25, 2020. Our next date was for Saturday 26th April. We were planning to have 4 sessions before the end of June. Continuing the partnership would be a very valuable experience and education for parents and students alike.

- Parent Education Stacy M. is the new coordinator for Parent Education, she's a psychologist and her Practice is focused on Adolescent girls. Looking to continue working with CES and open this up to the community. The following suggestions made to encourage attendance/participation at the events:

✓ Virtual streaming facilities so that parents can participate with consideration for

privacy concerns with information shared

✓ Provide babysitting services

• 2020/2021 school year Speaker: Paul Davis – September 23 (7:00 p.m - 8:30 p.m.) This event will be a presentation to parents. Paul D. runs presentations on online safety and has been involved with some professional learning events at the school. Estimated cost is \$1200, School can bear \$800 while the Council takes care of the balance. Tickets can be sold on Eventbrite if there are any extra costs involved.

Casino Coordinator - Michelle Dirk

Casino is operated approximately every two years. The last Casino that CGCS volunteered for was February 4, 2019. Usually Casino days are at either: Cash Casino or Elbow River Casino. The next Casino was slated for 4th quarter of 2020, but did not have an exact date.

- 4th Quarter 2020 Casino has been delayed by the AGLC. We will communicate the date as soon as we have one. Anticipate that Casino opportunities will be delayed by however long casinos remain closed.

Fresh Fruit Coordinator - Janet Wallace

Fresh Fruit is a provision that is made to all students of the schools. There is a bowl of fruit permanently placed in the Administration office so that girls can come and grab a healthy snack. Most often it is apples that are supplied but though the allotted budget we purchase other fruits, this year it was Bananas as a change. There was a trial of other fruits.

From Sept to March we went through

Apple cases: 41 cases

Banana cases: 8 cases

Career Speaker Series 'What's Your Passion' Coordinator - Naomi Tercier

'What's Your Passion Speaker' Series This series holds during the cold winter months. Speakers are invited to talk about their jobs/journey.

- 1) Introduce our girls to the concept of modern day measure of success: job satisfaction derived from working in a field they are passionate about.
- 2) Emphasize the importance of discovering our passion(s) early on and pay attention to the subtle hints around us to help with this process.
- 3) Encourage and motivate our girls to become agents of change by keeping an open mind and availing of the opportunities that surround us.
- 4) Help girls develop greater aspirations for themselves and society, and celebrate the role of women from past to present (school vision).
- 5) Encourage the girls to check out all their options as there are a myriad of possibilities.

Carol Thompson, from Teacher of Junior High to No 2 Sales Director for Mary Kay in Canada. Carol manages a team of 300 women, and claims that finding your passion is essential for success in life.

Where: Lakeview Campus Gymnasium
When: Tuesday 2nd of February 2016
Time: 11.30 am to 12.20 pm

- It was suggested that planning begins early in the year (January/February), so Speakers can be booked far ahead. There's a plan to restructure the current Leadership Options program for Grades 7-9, specifically have Girls in Grade 8 come up with curriculum school based initiatives that engage the girls beyond just organizing events.

Artist in Residence Grant Writing - Elizabeth Werner

Each year, School Council apply for a Grant from the government, specifically the Community Initiatives Program, to obtain funds to help employ an Artist in Residence. This year CGCS engaged Chantel Chagnon. Chantal is a Cree-Ogibwe-Meiti Singer, Drummer, Artist, Story Teller, Actor, Educator, Workshop Facilitator, Social Justice Advocate, and Activist. She has roots in Muskeg Lake Cree Nation in Saskatchewan.

Initially she was employed to work with the Bel Aire campus in an Art and Music capacity, but as time went on, it was realized that Chantal had much to offer the Lake View campus girls, with her expertise in Women in Leadership and Cultural Teachings, and many other areas of Girls and Women in today's society.

The Community Initiatives Program (CIP), Project-Based grant stream supports projects that enhance and enrich communities throughout Alberta by providing assistance to non-profit organizations. We specifically apply to Community Grants Unit: Alberta Culture, Multiculturalism and Status of Women.

- We were unable to secure a Grant this year but are now making another application to the CIP to employ Chantal in a greater capacity. The application is made to Alberta Culture, Multiculturalism and Status of Women and hope that her extended role at CGCS will be a strong case.

Teacher Appreciation - Elizabeth Werner

Each year, namely at Christmas time, Council supports the holding of a Christmas dinner for the Teachers, Support Staff and Administration. In the past the dinner has been organized by the Staff themselves and they elect to go to a venue - in previous years it has been 'The Keg'. In the past the funds designated to this has been \$1800.00.

This year the amount was raised to \$2000.00 to account for extra staff to attend. Also, this year it was decided that we would purchase 40 Gift Cards for 'The Keg', to the value of \$50.00 each, and the staff member would be given the card giving them the flexibility to spend on their chosen food. This also enabled those that could not attend on that evening, to still be able to receive their Christmas gift from the School Council, and they could go to 'The Keg' on another occasion. This resulted in a very successful Christmas dinner and will be an ongoing plan for the Teacher Appreciation/Christmas Dinner gift from the School Council.