

Meeting Minutes



St. Teresa of Calcutta School Parent Council Meeting
November 18, 2025 – 6:30pm in Gathering Space

Members Present:

Patti Pilsner—**Principal**
Kristy Gabruck – **Associate Principal**
Elaine Lawrence - **Office Administration**
Danielle Moe – **Chair**
Joanne Setla – **Fundraising Chair & Secretary**
Kerri Perkins – **Treasurer**
Melissa Brown - **Secretary**
Kurt Leiblich – **Events Chair**

Regrets:

Tricia Doherty—**Board Trustee**
Dominika Wojcik – **Co-Chair**
Megan Conway – **Hot lunch Coordinator**
Meagan Turner – **Social Media & Volunteer Coordinator**

1. Call to Order and Welcome - Danielle Moe
2. Opening Prayer - Kristy Gabruck
3. Land Acknowledgement - Danielle Moe
We'd like to begin our meeting by acknowledging that the land on which we gather is the traditional territories of the Blackfoot Nations and the people of the Treaty 7 region in Southern Alberta. Our recognition of this land is an act of reconciliation and an expression of our gratitude to those whose territory we reside in or are visiting.
4. Approval of Last Meeting's Minutes (Motion) Kerri Motion, Melissa Second
5. Additions to the Agenda
 - Kerri - asking what the school would like. Wishlist for funds for Christmas season
 - Danielle - accordion gates for events
 - snowflakes
 - Volunteers
 - Kurt guide for the auction
6. Approval of the Agenda (Motion) Kurt Motion, Kerri Second
7. Old Business
 - a. Traffic plan for new school year – update from Patti

no update. They didn't reach out. Patti reached out in November and hasn't heard back.

No near misses that were witnessed

People are parking in crosswalks and too close. Can we have commissionaires to ticket or talk to parents?

Kurt will talk to crime stoppers to see what they can do

b. Outdoor ball storage placed early November

c. Am I Small bookshelf complete

d. School Council Bylaws – Danielle still working on them. Expect to be complete by Feb 2026

8. New Business

- Funds for the school
 - school needs chairs. Will have to order through the vendor. Patti will get a quote. 20 chairs needed.
 - Basketball hoops netting. Current netting is too narrow. Chain ones might be ok. 2 hoops outside. Rims are standard size.
 - Christmas dinner was covered.
 - Prizes for bingo.
- Accordion gates. Keeping kids away from the classroom. Council will buy 3 gates if we can afford them. \$450 plus tax. All voted yes for gates
- Snowflakes. We need tons of snowflakes for decor. Take home and make them by next Wednesday.
- Christmas Dance
 - Dec 9, 2025 – invitation to be posted on socials Nov 19 once details are confirmed at the Nov 18 meeting.
 - Canteen –Cookies and hot chocolate – give away vs. sell.
 - Cookies \$275 (500), HC \$100 (300), Cups \$90 (no lids), we should buy cups with lids
 - marshmallow donated by Sobey (request put in, verbal approval)
 - Total cost is \$465
 - Recoup IF we sell for \$1 each @ 300 of each is \$600 (vote)
 - \$1 for a hot chocolate and a cookie. Still sell chips and pops. Half of the amount we normally order.
 - Give aways for the kids. Candy canes or glow sticks. Kerri to check the dollar tree for glow sticks.
 - Charcuterie
 - Budget and plan from Kurt
 - Can we afford it? (vote)

- Around \$3.50 per person we're looking at \$1000.
- Do the charcuterie for the auction instead of the dance.
- Donkeys and carriage rides
 - Can bring a live nativity with donkeys and mini horses and a goat. Could bring smaller animals for inside.
 - Carriage rides, they have an agreement with Holy Spirit. Could do a quick loop. \$800 for the night, regular is \$1800. They could potentially have 2 carriages depending on availability. Precautions on our part for liability. Loading and offloading not in the main area. Needs to be an adult in the carriage at all times and must have informed consent for all children. Forms would have to be signed for all children riding. Do wristbands as kids are dropped off and have parents sign at drop off or permission click ahead of time. Maybe just do the nativity and can the animals be near the fires.
Patti can talk to St. Pats about how they did permission forms.
Maybe we will do carriage rides next year.
Nativity alone will not be \$800.m\$500 max nativity. All voted yes
- Decorations needed for the gym.
- \$400 budget for canteen and decorations. All approved
- Fence and Fire pits
 - Danielle to bring fence panels the day of and remove after the dance.
 - Can she drive onto the school grounds to load/offload? yes. Not during recess
 - Danielle to bring 1 pit and propane tank, who has more? We need 3 of each (all this is based on donkeys are a GO.) Elane and Joanne to bring the other 2.
 - Propane cost will be \$30 for a full tank refill. Bring tank full and expense full tank cost after. 3 @ \$30 = \$90 (vote) all voted yes.
 - Can't be too close to the school. And must have supervisors
 - Contact Troy Hicks at the fire department to let them know.
- Photo backdrop –
 - Elaine will create. Families will be able to take photos together at the event
- Volunteers needed for the following at dance:
 - Door x 2 Megan and friend
 - Donkeys/firepits x 3 Danielle's parents, Jackson

- Canteen – x 3 (Kerri Perkins, Melissa Brown)
- Family Photo booth x 1 (Danielle Moe)
- Chaperone x 3 (Kurt)
- Decorations x 3
- Clean up x 3
- Santa blaze - Steve
- 19 – 20 needed for the event to be a success!
- Christmas Lunch – Dec 17th
 - Entire lunch sponsored by Justin Dirk of First Tech.
 - London Road Market catering. Includes: turkey, stuffing, potatoes, gravy, dinner roll, cranberry sauce, cookies, plates, and cutlery
 - Council to buy fresh veggies and individual ranch dips (vote)
 - Decrease the number of servings ordered and order veggies and dip.
 - What time? Whatever time we need it to be at.
 - Will need volunteers. Joanne and Melissa and Danielle, Mallory, Danielle's parents will volunteer. 12 needed.
 - Kids can bring their water bottles, or should we (council) provide juice boxes? (vote). No juice boxes
- Christmas handout for kids – Dec 17th at lunch
 - St. Teresa bracelets
 - Ordered by Megan already. Cost was \$165
 - Is there anything else we want to handout without them
 - Reindeer hot chocolate will cost upwards of \$600 and will be time consuming to put together
 - Other options:
 - Candy canes and sticker sheets - \$75 amazon
 - Pre popped popcorn bags (skinny pop) - \$200 Costco
 - Any other ideas?
 - Bracelets are enough. Funnel those funds to bingo prizes instead.
- Bob Spitzig is no longer our school trustee, our new trustee is Tricia Doherty.
- Any new business from Parents in attendance
 - No parents in attendance

9. Report from the Division (Tricia) - not in attendance

10. Report from School Administration (Patti)

- Report cards - no November report cards. Only January and June
- Interviews December 3 and 4, school book fair is that evening.
- Will also have interviews in the spring

- Report cards January 26.
- Surveys - Patti hasn't made a report yet.
 - Our results are skewed, only 2 parents filled them in for st. Teresa.
 - Student learning engagement results stayed the same.
 - Citizenship results are a touch lower.
 - PATs results were way up, that is exciting 79.7% acceptable for language arts, 76.3% acceptable for math. 8.5% over excellence.
 - Only low item was access to supports and services at 69.8%. The province is at 79.9%.
 - Next year's survey comes out in February. We will have 2 surveys in February.
- Opt in permission click for human sexuality starting February 28
- Catholic education week May 9-16
- Staffing.
 - We are down 3 EA's, and need to hire.
 - Central office gave an additional EA for grade 2 classrooms.
- The government has come out with their complexity committee. Monster report due, found out last week and is due on Thursday.
- Are PATs happening? Just in June for all subjects.
- Grandfathering for next year for school zones? We haven't heard yet.

11. Chairperson and Coordinator Reports

a) Treasurer

b) Fundraising

- We sold \$4027, our commission is \$1258.
- Unofficial Delivery date for December 4th. Danielle to help with handing out orders. Book fair will also be on and parent teacher interviews that day.
- Do chocolates and flowers fundraisers in the spring. Growing smiles and Purdy's

c) Hot Lunch

- Today was panago pizza.
- Panago hot lunch December 3 and kfc December 10.

d) Events

- Dance is taken care of.
- Art auction.
 - Patti was given a teacher guide for art projects. 10-20 art projects. \$50 budget per project. Charcuterie and silent auction.
- STC swag stop, located on the homepage of the website. Ongoing all the time. There are a lot of options. Will launch soon.

e) Volunteers

- Danielle will share volunteer needs with Meagan

f)Social Media

- No Update

12. Any Other Business

- December All Council of all Council Chairs Meetings.
 - Nika is looking for someone to come with her.
 - Can we request advanced notice?

13. Action Items

- Joanne - source hot chocolate and cups
- Kerri - source glow sticks
- Danielle - update Meagan with volunteer needs
 - Contact Troy Hicks at Fire Department

14. Thank You's

15. Next Meeting Day and Time: Tuesday, December 2, 2025 @ 6:30pm
2025/2026 Meeting Dates

Tuesday, September 16, 2025 @ 6:30 pm

Tuesday, October 7, 2025 @ 6:30 pm

Tuesday, November 4, 2025 @ 6:30 pm

Tuesday, December 2, 2025 @ 6:30 pm

Tuesday, January 13, 2026 @ 6:30 pm

Tuesday, February 3, 2026 @ 6:30 pm

Tuesday, March 3, 2026 @ 6:30 pm

Tuesday, April 7, 2026 @ 6:30 pm

Tuesday, May 5, 2026 @ 6:30 pm

Tuesday, June 2, 2026 @ 6:30 pm

16. Motion to Adjourn (Motion) Danielle Motioned, Kurt Seconded