

School Parent Council Meeting Minutes

Nose Creek Elementary

Date: Sept. 9, 2025

Time: Scheduled 6:00pm to 7:00pm

Location: Classroom 5T (formerly the Design Commons)

IN ATTENDANCE

Andrew Doyle – Principal
Angela Bain – Assistant Principal
Nicole Miller – Chair School Council
Aimee Ibrahim – Co-Chair School Council
Sarah Brownlee – Chair Fundraising Council
Kara Dobson – Co-Chair Fundraising Council
Kristen Reid – Treasurer School Council/Fundraising
Sara Spike – Secretary School Council/Fundraising
Alyssa Wonnick – School Council Member

AGENDA

- 1) Call to Order at 6:03pm
 - a. Council Mission read out loud
 - b. June 2025 meeting minutes were approved
- 2) Welcome promoted Principal Andrew Doyle and new Assistant Principal Angela Bain
 - a. Andrew shared that he has 18+ years of experience in Rocky View Schools, most recently as the Assistant Principal here at Nose Creek Elementary
 - b. Angela Bain shared that she has been with Rocky View Schools since 2008, most recently as the Assistant Principal at Muriel Clayton Middle School
- 3) Trustee Report
 - a. Todd Brand (School Trustee) was unable to attend, so Andrew Doyle provided updates on Todd's behalf
 - b. Budgets for custodial staff were reduced last year, leading to students now being responsible for various cleaning tasks. Todd will communicate concerns to the Board to discuss alternate solutions
 - c. Nose Creek Elementary has been approved for 4 portables, each containing one classroom. The approximate installation date is between October - January. They will be attached to the main building, which means students will not need to go outside in order to enter these new portables.
 - d. Sept. 4, 2025 - Rocky View Schools Board Meeting Highlights - <https://www.rockyview.ab.ca/download/531859>
- 4) Principal Highlights – Andrew Doyle
 - a. Nose Creek Elementary increased by approximately 120 students this year with the expansion of Grades K-5 (last year was Grades K-4). There are now approximately 800 students.

- b. 5 new Teachers and 7 Learning Assistants joined the Nose Creek Staff, leading to 15 Learning Assistants total.
 - c. Space throughout the School is being utilized creatively to support student learning and staff needs. When the 4 portables are installed, the current plan is for the Grade 5 students to move into them.
 - d. Earlier this week, one of the classrooms was converted into a Grade 4/5 split to accommodate the increased enrolment. The target maximum for every Grade 4 is 29 students, and 31 students for every Grade 5.
 - e. Gym utilization has increased to approximately 95% with creative lunch schedules for all classrooms. It is ideal for students to attend Gym 4 times per week.
 - f. Student Leadership opportunities are being developed for Grade 5 students, while some Grade 4 students will be involved with Patrol duties, and some Grade 3 students becoming Door Holders/Leaders.
 - g. Brainstormed the right fit cadence and content for the weekly Nose Creek Beacon email that Andrew currently sends out on a weekly rotation. Suggestion was made to add the School/Fundraising Council graphic to better identify that specific section. It was recommended that critical updates are showcased in the body of the Principal's email, to call attention for busy parents. It was also recommended for the Beacon to be emailed out on Fridays so that Parents have the weekend to read about upcoming events the following week.
 - h. Discussed the idea of adding a bell at 8:00am to notify that School is open. Currently the School has a relaxed entry from 8:00am - 8:10am.
 - i. Discussed an interest in adding Basketball nets. Andrew will submit a request to see if it is possible.
 - j. The Blueprint platform will be discontinued for all Rocky View Schools and Book Creator will replace it.
 - k. Andrew reviewed the Rocky View School Goals:
 - i. Literate/Numerate
 - 1. 85% of students at/above in reading
 - a. 80% of students at/above grade level expectations on May 2025 words their way
 - b. April 62% at/above
 - c. 82% of students are not at risk (CC3)
 - ii. Future Ready Students
 - 1. All students use tool to reflect on 3 Alberta Ed Competencies
 - a. All students used tool to showcase learning
 - b. Almost all used to showcase competencies
 - c. Goal to change due to MyBlueprint changing
 - iii. Inclusive, Engaging, Healthy
 - 1. Reduce recess office referrals by 10%
 - a. Achieved!
 - b. Decrease in referrals for recess, increase due to regulation
 - c. TFI - 93% up from 83%
 - d. PBIS committee reflection of updating matrix
- 5) Council Updates and New Business - Nicole Miller
- a. Discussed and voted on Council positions for this current School year
 - i. Council Chair - Nicole Miller
 - ii. Council Co-Chair - Aimee Ibrahim
 - iii. Council Secretary - Sara Spike

- b. Discussed cadence and requirement for the Annual General Meeting (AGM)
 - i. Agreed that the next AGM and Council role selections should be held in May 2026 so that the Council is in place for the beginning of the School year in Sept. 2026
 - ii. Agreed that the Council roles should continue to be for the length of one year, with no maximum term years
- 6) Open Discussion
- 7) Meeting adjourned at 7:06pm
 - a. **Next Meeting – October 7, 2025 @ 6:00pm**

School Fundraising Meeting Minutes

Nose Creek Elementary

Date: Sept. 9, 2025

Time: Scheduled 7:00pm to 8:00pm

Location: Classroom 5T (formerly the Design Commons)

IN ATTENDANCE

Andrew Doyle – Principal
Angela Bain – Assistant Principal
Nicole Miller – Chair School Council
Aimee Ibrahim – Co-Chair School Council
Sarah Brownlee – Chair Fundraising Council
Kara Dobson – Co-Chair Fundraising Council
Kristen Reid – Treasurer School Council/Fundraising
Sara Spike – Secretary School Council/Fundraising
Alyssa Wonnick – School Council Member

AGENDA

- 1) Call to Order at 7:06pm
 - a. June 2025 meeting minutes were approved
- 2) Council Treasurer Updates – Kristen Reid
 - a. The current Fundraising Bank Account balance is:
 - i. \$62,905.42 - Casino Fundraiser Account
 - ii. \$29,143.14 - General Fundraiser Account
 - iii. \$92,048.56 - Total Balance
 - b. Fiscal year end is November
 - c. Our current accounting firm has increased fees due to new reporting requirements. Possible consideration to utilize MNP here in Airdrie, however they are nearly twice the cost. Angela is going to ask Muriel Clayton M.S. who they use, and Kristen will continue to research other Accounting firm options
- 3) Previous Fundraisers
 - a. Flames Organization
 - i. Kristen will reach out to see if there is a remaining check due to Nose Creek Elementary
- 4) Active Fundraisers
 - a. FlipGive Fundraiser
 - ii. Current Fundraising Balance - \$136.58
 - iii. This fundraiser ran over the summer and will end in June 2026
 - iv. They offer physical and digital Gift Cards
 - v. The amount of kickback depends on the retailer
 - vi. From a Marketing perspective, discussed an incentive to drive student/family involvement

- vii. Kara requested from Andrew a code for the photocopy machine that can be used for School Fundraising Council purposes (flyers, etc.)

5) Upcoming Fundraisers & Activities

- a. Entire School Year - FlipGive Gift Cards
- b. October - Apples, Cards
- c. November - Purdy's Chocolates
 - i. Kick-off in October
 - ii. Order Deadline is Nov. 22
 - iii. Chocolate Pickup is Dec. 6
 - iv. Goal is to raise \$5,000
- d. December - Read-A-Thon
- e. January - TBD
- f. February - Purdy's Chocolates
- g. March - TBD
- h. April - TBD
- i. May - TBD
- j. June - School Dance
 - i. Andrew will review the School Calendar to see if we can select 2 dates, so that K-2 and 3-5 can attend on two nights to allow capacity in the Gym

6) Fundraising Planning Goals

- a. Andrew will provide a prioritized wish list of items on behalf of the School Staff
- b. Council members and parents are encouraged to provide suggestions regarding how to spend our funds raised
- c. October Council Meeting - Group will discuss how much funds and what items should be purchased for the School, looking at immediate needs, 3 months, 1 year, and 3 year timeline

7) Open Positions

- a. Discussed and voted on Fundraising Council positions for this current School year
 - i. Fundraising Chair - Sarah Brownlee
 - ii. Fundraising Co-Chair - Kara Dobson
 - iii. Treasure - Kristen Reid
 - iv. Secretary - Sara Spike

8) Open Floor Discussion

- a. Discussed using a Coupon Book as a Fundraiser idea. Andrew will reach out to partners to identify a point of contact for the Coupon Book fundraising company
- b. Andrew provided a tour of the School for the Council to see how space has been creatively utilized to benefit students & staff

9) Meeting adjourned at 7:37pm

- a. **Next Meeting – October 7, 2025 @ 7:00pm**