

École Père Kenneth Kearns Catholic School
ÉPK School Parent Council Meeting Minutes: May 22, 2025

Location: EPK School Library

IN ATTENDANCE		
AM – Chair	CP – K, 2/3A	
KA – Secretary	DD - FT K	
HK - Treasurer		
HB – Co-Chair		
SCHOOL STAFF		
Mr M	Mme J	

Check out the ÉPK Website for information and updates on ÉPK School Council:

<https://ÉPK.eics.ab.ca/parents/school-council>

Topic	Discussion	Owner
1	Opening Remarks <ul style="list-style-type: none"> • Call to order at 6:34pm • Opening Prayer (Mme. J) • Land Recognition (AM) 	AM
2	School Administrative Annual Report Faith & Community Life <ul style="list-style-type: none"> • Celebrated many school-wide masses, including: <ul style="list-style-type: none"> • A French mass for <i>la Semaine de la francophonie</i> • A joint liturgy with OLPH where students/staff were readers, choir members, altar servers and greeters. Gratitude to Mr H. for preparing the EPK choir. School Council helped to organize hospitality following mass. • Daily prayer routines included: morning prayer, grace before meals and the praying of the Angelus at lunchtime. • During Catholic Education Week, students engaged in a variety of prayer activities such as “Wear Blue” day • The goal is to help students understand the relevance of Gospel values in their lives Care & Safety <ul style="list-style-type: none"> • Required to do 6 emergency drills, 3 lockdowns and 1 shelter in place throughout the year. Several drills were held in May. • Staff renewed Non-Violent Crisis Intervention certification 	Mr. M

	<ul style="list-style-type: none"> • Xena, our therapy dog, visited Thursday Mornings providing comfort and calm. Unfortunately, Xena's family is moving away so she won't be visiting EPK in 2025/26 school year; another therapy dog is being sought. <p>Student Learning & Engagement</p> <ul style="list-style-type: none"> • Honored Orange Shirt Day with full participation from staff and students • Read-In Week supported literacy-building activities • Celebrated Carnaval with music, games, costumes and French-Canadian Cultural activities • Linking Generations Share and Care Program - memorable experience for all classes as students visited and interacted with local seniors. Linking Generations will return next year. • Terry Fox Run brought the school together to honor a Canadian hero. • Supported Lurana Shelter fundraiser, and the local foodbank via a wellness initiative called Jump Rope for Heart. • 3-Way Conferences provide opportunities for students, families and teachers to reflect on progress and set meaningful goals. <p>Extracurricular Activities</p> <ul style="list-style-type: none"> • Chess club, gardening club, Lego club. Brainstorming additional activities for next year • Little Jammerz Glee and Hip Hop Classes have been and will continue to be offering programming at EPK over lunch • STEM programming coming to EPK next year <p>Closing Remarks</p> <ul style="list-style-type: none"> • A year filled with faith, learning and community connection • Overcame early challenges such as low Pre-K enrolment • Welcomed 5 student teachers from Campus Saint-Jean who completed their practicum at EPK, bringing fresh energy, new ideas and a deep commitment to Francophone Catholic Education. • Sincere thanks to EPK staff, students, parents and School Council for their continued support and dedication to EPK's mission to grow in faith, language and learning. • Looking to next year, 16 students are signed up for pre-K and 15 signed up for FT Kinder next year. Good numbers for the Part-time Kinder as well. 	
3	<p>Introductions</p> <ul style="list-style-type: none"> • Approval of Minutes from April 24, 2025 1st: CP, 2nd: DD • Approval of Agenda <ul style="list-style-type: none"> • Adding in voting for Secretary - new 2-year term • 1st : HK, 2nd : DD 	AM
4	<p>Voting for Secretary:</p> <ul style="list-style-type: none"> • Motion to have KA be Secretary for Student Council for another 2-year term brought forward by HK. No further nominees. 1st: CP, 2nd: DD. All in Favor? Yes. Accepted by KA. 	
5	Annual Report from Council Executive	AM & HB

	<p>Overview: This year was a transitional one for our School Council. It was a year of learning, adapting and building on the strong foundation set in previous years while responding to the evolving needs of the school</p> <p>Communications: HB led our communication efforts with creativity and consistency - revamping our branding with a new logo, maintaining our social media presence, and designing our beloved hot lunch one-pagers. Key updates were shared via email newsletters and through the S'more platform.</p> <p>Hot Lunch & Volunteers: Our new Hot Lunch Coordinator, SC, launched the year smoothly by organizing vendors and streamlining order forms for a successful September rollout. CK, our Volunteer Coordinator, engaged parents via SignUpGenius, ensuring strong support for Hot Lunches throughout the year.</p> <p>Events & Initiatives:</p> <ul style="list-style-type: none"> • First Day Coffee Booth: Hosted by the Co-Chairs. Following a review of this initiative, the council has decided to consolidate these funds with our June BBQ budget to host a larger "Meet the Teacher BBQ" in September, 2025. • L'Epluchette: A Spirited (and slightly chaotic) event that brought joy to many - thank you to all involved! • Ceintures Flèches: Thanks to KA and PW for continuing this tradition with our Kindergarten students • Playground Swings Replacement: Council initiated a major project to replace the playground swings. A \$20,000 in-kind donation from EICS and a \$20,000 grant from Open Space planning have been secured. Council is currently applying for a provincial community enhancement grant, with the goal to have the upgrade complete by September, 2026. • Family Movie Night: Aligned with the school's Green STEM initiative, students were invited to build robots from reusable materials. <i>The Wild Robot</i> was screened to a great turnout and enthusiastic participation. • Shrove Tuesday & Carnival: Held together due to reschedule - an energetic and joyful day for our school community • Family Support: Council provided \$400 in grocery gift cards to a family in need, in addition to weekly apple donations throughout the year. • Teacher Appreciation Week: A collaborative effort filled with kind messages and thoughtful surprises to celebrate our incredible staff • Kinder Kick Off: Council chairs will make an appearance at the two day Kindergarten kickstart events to welcome new parents and let them know what to expect from council and how to get in touch/involved. <p>Gratitude:</p> <ul style="list-style-type: none"> • Thank you to our volunteers, hot lunch helpers and event supporters • Deep appreciation to our executive team for your patience, creativity and dedication • Special thanks to our Class Reps for sustaining parent engagement 	
--	--	--

	<ul style="list-style-type: none">Heartfelt gratitude to the school administration and teachers for your guidance and support through this learning year <p>Looking Ahead:</p> <ul style="list-style-type: none">All meetings this year were held in person at 6:15pm. We found the timing effective and hope to add a virtual option for the 2025/26 school year to increase accessibility.The hotlunch.com platform is up for review - more research being conducted to determine what the best way forward is for the 2025/26 school year	
5	<p>New Business</p> <ul style="list-style-type: none">Fundraiser tasting during meeting. Feedback, ideas are welcome.	AM & HB
6	<p>Questions</p> <ul style="list-style-type: none">Redacted	
7	<p>Adjournment</p> <ul style="list-style-type: none">Adjournment @ 7:29pm 1st: HK; 2nd: CP	AM & HB

École Père Kenneth Kearns Catholic School
ÉPK School Society Meeting Minutes: May 22, 2025

Location: EPK School Library

IN ATTENDANCE		
AM – Chair	CP – K, 2/3A	
KA – Secretary	DD - FT K	
HK - Treasurer		
HB – Co-Chair		
SCHOOL STAFF		
Mr. M	Mme J	

ÉPK School Society Meeting

Topic	Discussion	Owner
1	Opening Remarks <ul style="list-style-type: none"> • Call to order @ 7:30pm • Approval of Feb MoM: 1st: HK/ 2nd: DD • Approval of Agenda: <ul style="list-style-type: none"> ○ Amendments: Add insurance, approval for auditors for next year, voting Secretary ○ Approved: 1st: KA; 2nd: HK 	AM
2	Treasurer Report: 2024/25 School Year Expenses <ul style="list-style-type: none"> • Expenses for the year were budgeted at \$11,760 and Actuals were \$5,721.27 which is significantly under-budget. <ul style="list-style-type: none"> ○ Teacher Reimbursements: \$1200.00 ○ Staff Appreciation: \$1,200.00 ○ Family Movie Night: \$1,089.35 (offset by \$500 in revenue) ○ Caring Corner: \$450.95 • Refer to attached budget for more details <p>In alignment with our long-term fundraising vision, the council made the decision to invest a portion of raised funds into a Guaranteed Investment Certificate (GIC). This was done to</p>	HK

	<p>responsibly steward the money earmarked for a major future initiative - one that we anticipate will require several years of savings to achieve. This step ensures that our efforts this year will continue to grow and contribute toward that goal in a safe, interest-earning way.</p> <p>Insurance: 3 quotes received. Went with Marsh insurance b/c recommended by EICS board and also what other schools went through. Marsh was also the cheapest. Insurance includes CGL, Directors & Officers and Crime from May-Oct. Quote for Oct-Sept will be received in July.</p> <ul style="list-style-type: none"> ○ Societies is a completely different legal entity so ASCA grant cannot cover the cost of this insurance despite previously being told that it could <p><u>Insurance coverage stipulates that money collected must be counted by 2 people and then sealed. Also, no inflatables or dunk tanks can be used at any events.</u></p> <p>Approval of Auditors for Oct 2025 has been paused until the September Societies meeting.</p> <p>2025/26 Budget Review</p> <ul style="list-style-type: none"> • Change “End of Year BBQ” to “BBQ” and leave at \$850. <p>Approval of budget for 2025/26 school year - 1st: KA / 2nd: DD</p>	
3	<p>Fundraising Report:</p> <p>2024/25 School Year Look-back</p> <ul style="list-style-type: none"> • Fundraising goal for the year was \$12,500 and actuals were \$11,471.27 • Key fundraisers include: <ul style="list-style-type: none"> ○ Hot Lunch & Club Moo: \$6,549.10 ○ Caring Corner: \$1,835.00 ○ Confetti Sweets: \$849.50 ○ Art Cards by Kids: \$843.01 ○ Year-round initiatives like Mabel’s Labels, Save on Foods and Cobbs Bread <p><u>Fundraising Chair remains open</u></p>	HK

4	New Business Motion to add KA to voting card as Secretary for Society. 1 st : CP / 2 nd : DD Any other nominees? None All in Favour: Yes Motion Passed Motion by KA to have HK be Treasurer for Society. 1 st : DD / 2 nd : CP Any other nominees? None All in Favour: Yes Motion Passed.	AM
5	Closing Remarks Adjournment @7:58pm - 1 st : HK / 2 nd : CP	AM

EPK Council 2024-2025 Budget with Actuals as of May 22, 2025

Revenue	Date	Budget	Actuals*	Year-to-date
Interest	All Year	\$ 5.00	\$ 5.93	May 22, 2025
Caring Corner	All Year	\$ 1,500.00	\$ 1,835.00	
Hot Lunch & Club Moo	All Year	\$ 5,500.00	\$ 6,549.10	*estimated
Mabel's Labels	All Year	\$ 100.00	\$ 108.69	
Save-On-Foods	All Year	\$ 400.00	\$ 129.83	Bank Balance:
ASCE Grant	October	\$ 500.00	\$ 500.00	\$16,572.75
Cobbs	All Year	\$ 500.00	\$ 112.29	GIC Balance
Confetti Sweets	November	\$ 500.00	\$ 849.50	\$12,000.00
Grade 4 Fundraisers	November	\$ 500.00		Total:
Art Cards by Kids	December/February	\$ 1,000.00	\$ 843.01	\$28,572.75
Prairie Gourmet	February	\$ 1,000.00		
Family Night	February	\$ 500.00	\$ 543.85	
Salisbury	April	\$ 500.00		
Total Revenue		\$ 12,500.00	\$ 11,471.27	
Expenses	Date	Budget	Actuals	
Council Expenses	All Year	\$ 300.00	\$ 653.74	
Insurance	All Year	\$ 500.00	\$ 576.50	
Welcome Back	September	\$ 500.00	\$ 107.92	
Scholarship	September	\$ 250.00	\$ 250.00	
ASCA Workshops	All Year	\$ 500.00		
Teacher Reimbursments	June	\$ 1,200.00		
Epluchette	September	\$ 300.00	\$ 285.77	
Loose Parts Play	All Year	\$ 500.00		
Family Night	February	\$ 750.00	\$ 1,089.35	
Looming	All Year	\$ 100.00	\$ 82.93	
Caring Corner	All Year	\$ 1,500.00	\$ 450.95	
Reading Room	All Year	\$ 500.00		
Shrove Tuesday	February	\$ 500.00	\$ 133.93	
Staff Appreciation	May	\$ 1,000.00		
Grade 4 Farewell	May	\$ 2,500.00		
End of Year BBQ	June	\$ 850.00		
Bank Fees	All Year	\$ 10.00	\$ 8.00	
Total Expenses		\$ 11,760.00	\$ 3,639.09	

EPK Council 2024-2025 Budget

Revenue	Date	Budget	Actuals*
Interest	All Year	\$ 5.00	
Caring Corner	All Year	\$ 3,300.00	
Hot Lunch & Club Moo	All Year	\$ 6,000.00	
Mabel's Labels	All Year	\$ 100.00	
Save-On-Foods	All Year	\$ 400.00	
ASCE Grant	October	\$ 500.00	
Indigo	All Year	\$ 250.00	
Cobbs	All Year	\$ 500.00	
Orchard Apples	September	\$ 500.00	
The Mixing Spoon	November	\$ 1,200.00	
Confetti Sweets	November	\$ 750.00	
Grade 4 Fundraisers	November	\$ 500.00	
Art Cards by Kids	December/February	\$ 1,000.00	
Sauces	January	\$ 500.00	
Prairie Gourmet	February	\$ 1,000.00	
Appreciation Craft	April	\$ 250.00	
Family Night	February	\$ 500.00	
Easter Chocolates	April	\$ 500.00	
Salisbury	May	\$ 500.00	
Total Revenue		\$ 18,250.00	\$ -
Expenses	Date	Budget	Actuals
Council Expenses	All Year	\$ 700.00	
Insurance	All Year	\$ 1,000.00	
Welcome Back	September	\$ 1,800.00	
Scholarship	September	\$ 250.00	
ASCA Workshops	All Year	\$ 500.00	
Teacher Reimbursements	June	\$ 1,200.00	
Epluchette	September	\$ 300.00	
Loose Parts Play	All Year	\$ 500.00	
Appreciation Craft	April	\$ 250.00	
Family Night	February	\$ 750.00	
Looming	All Year	\$ 100.00	
Caring Corner	All Year	\$ 2,500.00	
Reading Room	All Year	\$ 500.00	
Shrove Tuesday	February	\$ 500.00	
Staff Appreciation	May	\$ 1,000.00	
Grade 4 Farewell	May	\$ 2,500.00	
End of Year BBQ	June	\$ 850.00	
Bank Fees	All Year	\$ 10.00	
Total Expenses		\$ 15,210.00	\$ -