

William Reid School Parent Council AGM Agenda
Date: Tuesday, January 13, 2026; Time: 7:00 pm to 8:30 pm
Location: In Person & Online ([click for website link](#))



Attendance: K. Rushton, S. Bullough, C. Bourgault, H-Y. Chan, K. Brown, M. MacKimmie, Melamie, S. Simms, S. Lee, T. Wagner, V. Terstappen, Y. Bennani, G. Gonzalez, L. Riar (online), T. Ward, R. Seeton, Genevieve, V. Powell, M. Carr-Wiggin, Andrea

School Council (WRSC) Portion of the Meeting (7:00 pm to 8:00 pm)

1. Call to order – 7:01 PM
2. Acknowledgement of the Land
3. Consent Agenda
 - January 2026 WRSC Agenda – motion to approve by V. Powell, seconded by M. Carr-Wiggin
 - November 2025 WRSC AGM Minutes - motion to approve by V. Powell, seconded by M. Carr-Wiggin
4. Update from our School Administration
 - International Day (November 26)
 - o The Student Voice Action committee discussed ways to enhance belonging at WR school. Students agreed to host an International Day as a schoolwide celebration of school diversity. For the event, students were invited to wear clothing or bring food that represented their culture or culture of origin.
 - Elevate carts - \$15K in casino funds was used to purchase five Elevate USB-C charging carts. Students will have an opportunity to name the carts.
 - Winter Celebration (December 10)
 - o Thank you to the families and students who joined our Winter Celebration evening, in person or online. For those who missed it – or those who want to watch it again! – a second viewing is being planned and will be announced soon.
 - Winter Market (December 17)
 - o The winter market was a huge success. The event raised \$1,320 for the food bank. Students enjoyed selecting special treasures for their loved ones. We are grateful to everyone who donated items, volunteered, and helped make this event possible.
 - Carnaval (February 2 – 6, 2026)
 - o Carnaval d'Hiver 2026 is coming up from February 2–6, with a week of fun activities and French-Canadian traditions for students to enjoy. Families are asked to collect clean 2L milk cartons for ice-block building. Volunteers are also needed throughout the week, and families are invited to sign up and join in the fun.
 - Bottle drive
 - o Mme. Ferguson has organized a monthly bottle drive on the second Thursday of each month until the end of the year, the first of which is this Thursday (16 Jan). All proceeds from refundable drink containers will support schoolwide events and a year-end BBQ. Anyone who can't drop bottles off to the school is reminded that they can always drop off to Manchester Bottle Depot and designate the funds to William Reid School.
 - Teacher's pet – A quick reminder to please submit Teacher's Pet fees.
 - Upcoming dates
 - o Kindergarten/ grade 1 registration – starts January 12 and closes on February 10. Lottery to occur on February 12
 - o Lockdown practice – January 14
 - o Report cards – February 24
 - o Early assessments (K- gr 3) – January 16 – February 6

5. Updates from our Committee Leads (annual initiatives):
 - Annual initiatives: Special Lunches/Healthy Hunger, Jacket Racket, Evenstart, Naturalization Committee, Lost and Found - items not collected by noon on the last Friday of the month will be donated
 - o Evenstart – A note of thanks was received from families who benefited from this year’s hamper drive. We want to extend this gratitude to all families who contributed to their grade’s hamper – your kindness made a meaningful difference during the holiday season.

6. Identification & Review of Action Items, future Agenda Items –
 - Open positions
 - o We are excited to announce that Danisha will be stepping into the role of WRSC chair starting in March.
 - o We are still seeking leads for both Naturalization and Jacket Racket.
 - Parent engagement - \$500 pre-paid visa
 - o The group discussed potential uses for the parent engagement funds, including hosting a mental health session or partnering with Elboya school.
 - o Action point for next year – Potential of re-introducing an evening event for Carnival next year. If so, consider using parent engagement funds to support an activity during the event.

7. Adjournment – 7:27 pm

Next meeting Tuesday, February 10, 7:00 pm to 8:30 pm Hybrid

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Fundraising Society (WRSFS) Portion of the Meeting (8:00 pm to 8:30 pm)

1. Call to order – 7:27 PM
2. Questions / input requests from School Administration (if any) - none
3. Update from the WSRFS President
 - Seeking replacement for WSRFS President
4. Oktoberfest Fundraiser – successfully raised approx. \$18K
 - Everyone had a lot of fun. Total raised was close to \$18,500. This money will be split for programming over the next two years, as the next Oktoberfest will take place in 2027. The venue was very happy to have us there and advised they'd be happy to host us again in two years. K. Rushton: it was a wonderful event, and the way it raises funding so quickly really stands out. This event is particularly important because the use of funds raised at the event are not subject to conditions and therefore more flexible.
5. Update from the WRSFS Co-Treasurers – S. Lee provided following update:
 - The fundraising name change was successfully implemented. The budget allots \$51,000 for spending this year, of which \$11,500 has already been spent. There are some excess funds because there was a modest excess from last year; as we must pay back what isn't spent from the casino funds, the goal is to spend everything.
 - TD bank does not have an option for this account to allow electronic funds transfers. We can explore option of switching to ATB which we know has ETF option. There is a GIC that is locked in until April 2026 with TD that we want it to mature there, so any change of accounts would need to take place after that maturation date. Staying with TD offers high control but low convenience.
5. Identification & Review of Action Items, future Agenda Items –
 - The annual return isn't up to date and there is no current list of Directors. The bylaws state this is the responsibility of the co-secretaries who are responsible for keeping documents and filing annual returns etc. This was due on or before 31 Dec 2025. T. Ward and L. Riar will complete filing.
 - WR chair email - to determine who has access to the account as it is connected to corporate communication.
6. Adjournment – 7:55 pm

Next meeting Tuesday, February 10, 7:00 pm to 8:30 pm Hybrid

School Council: The primary role of a school council is to support and enhance student learning by organizing volunteer-run activities and events that support the school program. School councils also provide one means for members of the school community to communicate with the principal. It is not the primary role of school councils to: fundraise, lobby, or engage in school management.

Parent Council: "Parent Council" is our informal name for the joint meetings of our School Council and our Fundraising Society. Alberta Education rules require these to be separate entities.

Fundraising Society: The primary role of a fundraising society is to raise funds that support the school program and extracurricular activities.

Memo

To: School Council Chair

From:

Michael W. Nelson
and Jennifer Turner

Superintendents of
School Improvement

November 7, 2025

Education and Childcare is once again providing a grant, in the amount of \$500 per school council, to support councils in fulfilling their legislated responsibilities in the education system and enhancing parental involvement and engagement.

Examples of parent engagement activities and projects, as defined by Education and Childcare, that the funds may support include:

- Workshops for parents to increase capacity for school council members;
- Information sessions on how parents can support student learning at home and at school;
- Parent resources and workshops on topics such as: mental health and well-being, cyber bullying, healthy living etc.;
- Programs to support multi-cultural and Indigenous families;
- Parent resources and tools in multiple languages;
- Events to engage parents on important local issues;
- Conference fees;
- Parent engagement in promoting the value of arts; and
- Trainer/facilitator costs for the professional development, workshops or sessions associated with the above.

The funds cannot be used for the following:

Entertainment costs, meals, snacks or other food;

- Capital asset purchases (i.e. furniture, technology, etc.);
- Activities that have occurred prior to the date of the provision of funds;
- Organization membership;
- Fundraising events;
- Prizes or incentives for parents and/or students;
- Payment to school board staff (honoraria, gifts); or
- Entertainment activities such as barbeques, volunteer teas, dances, concerts or performances, etc.

The CBE has arranged for pre-paid cards that can be used to access this year's funds plus any unused funds from the prior year (the amount of the card will be noted on the bottom left of the page that the credit card is attached to). These cards will be mailed to the school principal the week of November 10. Please connect with the principal to get the card. In order to have the card released to you, a declaration form must be signed and given to the school to send to Heather Kirkwood at the Education Centre. A copy is attached for your information.

Cards will be activated centrally for November 13 (there may be a sticker on the card to call to activate but please ignore). There is no pin required to use the card,



William Reid School Fundraising Society			
2025-26 Statement of Operation			
	APPROVED BUDGET on 2025-11-18	EXPENSES INCURRED	REMAINING BUDGET
	2025-26	2025-26	2025-26
Revenue			
Fall Fundraiser	\$ 9,500.00	\$ 9,500.00	\$
Casino	41,500.00	41,500.00	
Special Events	.		
Other (Donations/ Interest)	200.00		200.00
Total	\$ 51,200.00	\$ 51,000.00	\$ 200.00
Expenses			
casino Eligible Expenses			
Residencies	\$ 10,500.00	\$ 8,715.00	1,785.00
Art/Athletic Equipment	1,000.00		1,000.00
literacy/ Numeracy	3,500.00		3,500.00
Technology	18,500.00		18,500.00
libraryBooks	1,500.00		1,500.00
Musical Instruments	6,000.00	1,566.12	4,433.88
Arts and Culture Education, Performances & Online Resources	9,300.00		9,300.00
Educational Field Trips(Busing)	2,000.00		2,000.00
Drumheller Trip	2,500.00		2,500.00
Insurance	1,100.00	1,195.83	(95.83)
Administration	1,300.00	2.50	1,297.50
<i>Sub-Toca/</i>	\$ 57,200.00	\$ 11,479.45	\$ 45,720.55
Other Expenses			
Special Events- Fall Fling	\$ 1,900.00	\$ 1,315.60	584.40
Special Events- last Blast	1,500.00		1,500.00
Naturalization Areas/ Grounds/ Playground Maintenance	800.00		800.00
Professional Development (School Staff)	1,250.00	284.55	965.45
Water Fund			
Teacher Allowance	3,000.00	200.00	2,800.00
Staff Appreciation	950.00		950.00
Student Assistance	200.00	369.29	(169.29)
Technology	.		
Student Agenda	1,200.00		1,200.00
Reservesfor Naturalization/Grounds/Playground	.		
Reservesfor Technology	.		
Miscellaneous	.		
<i>Sub-Toca/</i>	\$ 10,800.00	\$ 2,169.44	\$ 8,630.56
Total Expenses	\$ 68,000.00	\$ 13,648.89	\$ 54,351.11