

**NOTRE DAME ACADEMY**  
**SCHOOL COUNCIL AGENDA**  
**Annual General Meeting**  
**Sept 17, 2025 – 6:00 p.m.**

1. CALL TO ORDER 6:04 pm
2. Present: Amy Seto, Julia Harris, Melissa Starner, Nichole Cunningham, Lon Bosch, Neal Siedlecki, Greg Penney, Ashley Smith, Tara Sweet, Tennille Erb
3. OPENING PRAYER: Greg Penney
4. REPORT FROM CHAIRMAN
  - A) Appointing school council
    - Chair: Melissa Starner
    - Vice Chair: Julia Harris
    - Secretary: Nichole Cunningham
    - Treasurer: Ashley Smith
    - Parent Association Representative: Nichole Cunningham
    - Hot Lunch Coordinator: Tennille Erb
    - Fundraising: All members of council to work as a group on fundraising events for now

Motion by Neal Siedlecki to accept the parent council as listed above.

Seconded by Julia Harris

Motion Carried

Motion by Neal Siedlecki to add Ashley Smith who is Treasurer, Melissa Starner who is Chair and Tennille Erb who is Hot Lunch Coordinator to Signing Authority for the NDA Parent Council and/or Society for the 2025/2026 year.

Seconded by Julia Harris

Motion Carried

Motion by Neal Siedlecki to remove Valerie Fraser from Signing Authority for the NDA Parent Council and/or Society.

Seconded by Melissa Starner

Motion Carried

5. ADMINISTRATIVE REPORT

A) School enrolment is at approx. 435. Academy programs are all full. Great start to the year.

B) School Projects for School Council to get involved in.

- Field Trips
  - Grade 6 Elkwater – day trip to Camp McCoy
  - Grade 7 Tyrell – 3 days
  - Grade 8 Survivor Camp
  - Grade 9 Camp McCoy – 2 groups
- Classroom Support / Field Trips
  - \$100 for each teacher (25 teachers)
  - \$500 for each grade level field trip

6. TEACHER REPRESENTATIVE REPORT

a) Mr. Penney - no report

7. COMMITTEE REPORTS:

a) Hot Lunch Committee

- Running our first hot lunch on Thursday, September 25, 2025 - Taco Time and Booster Juice
- Tennille questioning October hot lunch orders considering impending Teacher strike. She will wait until 7 days prior and is able to cancel orders at that time, no families will be charged if cancelled.

b) Parent Council Association

- Next meeting Monday September 29<sup>th</sup> at the Board office at 7pm. Anyone is welcome to attend.

8. ADJOURNMENT : 6:27pm

DATE OF NEXT MEETING: Wednesday, Nov 5, 2025 at 6:00 p.m.

**NOTRE DAME ACADEMY**  
**SOCIETY AGENDA**  
**Sept 17, 2025 – 6:00 p.m.**

1. CALL TO ORDER: Neal at 6:28pm

2. TREASURER'S REPORT:

- Melissa Starner, Tennille Erb and Ashley Smith will be added to bank account signatories, in addition to Nichole Cunningham who is currently a signer. Those will be the only 4 members on the account for the 2025/2026 year
- Val Fraser to be removed
- Note: Neal Siedlecki is not currently on bank account, no change needed
- As per Servus Credit Union staff: Minutes indicating above will need to be signed by member(s) that ARE NOT SIGNATORIES. Amy Seto and Tara Sweet will provide signatures approving the minutes
- Those signed minutes will need to go to bank with appointment to add the three new signatories to the account
- Val and Nichole had 50 cheques printed on September 9, 2025. They will print 50 free per year at the branch (starting in January). Cheque numbers 651 through 700. Cheque book will now be kept at the school along with a folder for all receipts.
- Bank statements will be mailed monthly to the school.

- **Present balance is \$8250.39**

- School Council does owe the school - \$346.,50 for Munch A Lunch Start Up – invoice attached.

- **(Review of Fundraisers)**

- Growing Smiles at Christmas Time - Last Growing Smiles was delivered Nov. 28 2024, and made approx. \$550. Melissa and Tennille will work together on this. Plan for Delivery Nov 26/27 during the Parent Teacher Interview nights
- Continue with Papa John's - Rebecca Jackiw manages
- Bottle Drives – Melissa will look into for the New Year
- Hot Lunches continued and are set for this year – discussion regarding adding a few more dates through the year to increase revenue. Big thank you to Tennille for her work so far on organizing the upcoming Hot Lunches for the year
- RJ'S Day in June - Parent Council paying for slushes for all students, as well NDA receives percentage of all sales from RJ's that day.

- **That 2025/2026 parent council proposed supports to fund up to the following amounts for the projects listed below:**

Motion by Neal Siedlecki to allow for parent council to grant each teacher at NDA \$100 to support their classroom supplies and needs

Seconded by Ashley Smith

Motion Carried

Motion by Neal Siedlecki to allow for parent council to grant \$500 per grade level, for the year end field trips, up to \$2000

Seconded by Tennille Erb

Motion Carried

3. FUNDRAISING COMMITTEE REPORT

Fundraisers we would consider in this upcoming year:

- Tops Pizza or another option is a Calgary company – Frozen pizza's
- Online 50/50 again
- Tru Balance – cash only, lip balms and bath salts
- Moms Pantry

4. ADJOURNMENT: Neal adjourned meeting at: 6:58pm

DATE OF NEXT MEETING: **Wednesday, Nov 5, 2025 at 6:00 p.m**