

# ROYAL OAK SCHOOL COUNCIL

*Our mission is to foster the well-being and effectiveness of  
our school community and to enhance school learning.*



## **Royal Oak School Council Meeting January 7, 2026 @ 6:30pm MINUTES**

### **Attendees:**

Michelle Ryskamp, Principal	Nadine Duque, Assistant Principal	
Glenda P, Co-Chair	Laura O, Treasurer	Bethany S, Volunteer Coordinator
Carole W, Secretary	Rachel D, Spirit Wear	Tiffany M, Key Communicator
Lissa S, Special Events	Marion O, Fundraising	Carolyn B, Special Events
Colleen K, Fundraising		

### **1. Welcome & Call to Order** at 6:32pm.

### **2. Principal's Presentation**

- a. Acknowledgement of the Land
- b. Gratitude: Thank you to the School Council and Fundraising Society for ongoing support & holiday treats shared with staff. Thank you to volunteers for photo retakes, field trip, and fun lunch. Thank you for the plant fundraiser efforts.
- c. Staffing Updates:
  - i. Additional EA time
  - ii. Additional literacy support (0.2 FTE) for current staff – flexible group reading time
- d. Alberta Education Early Year Assessments (Jan 19-Feb 6)
  - i. Includes Kindergarten; ALL Grade 1-3 re-assessed.
  - ii. Parents may request a report; previously used as teaching tool only.
- e. Wonder Hour
  - i. First one Dec. 12; 24 different groups; each teacher offered a different session (K-4).
  - ii. Session 2 on January 16.
- f. Residencies (parent council funding supported)
  - i. Lacrosse in April. One group in the gym at a time and one group outside.
  - ii. Nature Play Residency – re-booked for March through May (various weeks).
- g. Student Enrollment:
  - i. Projected 585; 556 at Sept 2025; 566 in Dec 2025; and 572 in Jan 2026.
- h. Planning for Year

- i. Report to parents on field trip fees: five (5) field trips break-down of revenue/expenses; total deficit of \$233 only; great for school this size
- i. Upcoming Dates:
  - i. Jan. 12 – 23, 2026: Gymnastics Unit in PE
  - ii. Jan. 19 – Feb 6: Alberta Education Early Year Assessments
  - iii. Jan. 23, 2026: Wonder Hour #2, 11:15-12:15
  - iv. Jan. 29, 2026: School Council's Family Board Game Night
  - v. Jan. 30, 2026: Non-instructional Day, No School for Students
  - vi. Feb. 4, 2026: Student Council Meeting at 6:30pm
  - vii. Feb 12 & 13: Teacher's Convention, no school for students
  - viii. Feb 20: Wonder Hour #3
  - ix. Feb. 24, 2026: Updated Semester 1 report card date
  - x. Feb 25: Pink Shirt Day Assembly
  - xi. March: Literacy Month

### **3. Approval of Agenda and Previous Minutes**

- a. Previous minutes: <https://royaloak.cbe.ab.ca/school-council> motion to approve by Glenda, seconded by Tiffany. All in favor, none opposed, motion passed.
- b. January Agenda: motion to approve by Lissa, seconded by Carole. All in favor, none opposed, motion passed.

### **4. Chair Report - Glenda**

- a. What to spend \$500 grant on – needs to be used for resources/families/parent event for the school; needs to be used by June; (potentially combine with another school for a guest speaker?)
  - i. Paul Davis (William Pratt) – Internet safety; may be middle school oriented/not age appropriate
  - ii. Institute of Psychology – resilience, self-regulation, anxiety, etc.
  - iii. Gym rental free on Thursdays if booked as a school event
- b. Read-a-thon prize: partial funding from community and partially funded by parent council; Little Red Reading Van won't work for all students to have a visit and get a book
- c. "Meet our council and fundraising team" wall (create and plan to have up for March conferences or even Board game night)
- d. Needing to fill previous positions
  - i. E.g. Glenda & Lissa both leaving this year
- e. New positions
  - i. Instagram.
- f. For future need, there is a "School Booking How-To" currently saved in the council drive → references
- g. School Board Trustee – Jenny Regal; wants to attend a meeting/event at ROS

- h. For the Love of Public Education Meet Up – Marda Loop, Saturday

## **5. Treasurer's Report - Laura**

- a. Current balance of \$10,114.69, an increase of \$1,694.27 from the last statement.
- b. We paid out \$202.41 for seminar/curriculum (including \$111.16 for Fresh Fruit Friday and \$91.25 for literacy luggage supplies), \$303.69 for holiday teacher appreciation, \$20 for volunteer appreciation, \$50 for Ms. Dawson's farewell gift, \$25.90 for welcome back picnic supplies, and \$97.00 in advance for board game night prizes.
- c. We had a net profit of \$373.07 from the Subway Fun Lunch.
- d. Winter dance raised \$1,033.60 for the school! Total net profit for month (less gym rental paid in advance last statement) is \$2,020.20
  - i. Worked better to have dance on one night
  - ii. Next dance book only one gym/not back gym.
- e. Because of strike, profits from HH will be down (last year 15 @\$300 avg each); spring dance may be opportunity to make-up for these funds.

## **6. Committee Updates**

- a. Fun Lunch - Glenda
  - i. Cobs Bread Snack (Jan 9)
  - ii. Subway (Jan 20)
  - iii. Pretzels Snack (Feb 6)
  - iv. Panago (Feb 24)
  - v. Subway (Mar 17)
- b. Hug & Go - Candis – Volunteers out first week of January. Parking concerns remain but it is difficult to find volunteers to commit to these shifts. Larger/heavier pylons (previously approved) have not yet been purchased; need to plan logistics for where they will be placed and if they need to be moved. Candis put in requests for improving crosswalk markings/visibility to City.
- c. Events
  - i. Family Board Game Night (Jan 29<sup>th</sup>) – Goal is community-building night/keep ticket cost low. HH charges customer \$0.30 + 1.5% and also charges 4.5% to council; Sign-Up will be used for registration instead. Entry by donation at door to raise funds for school (suggested donation of \$2/family).
    - Tables & chairs set up in gym can seat up to 150ish
    - 50 slots per time for signing-up (5:00-6:00pm and 6:30-7:30pm)
    - Volunteer Sign-Up separate
    - 10 board games; families to also "Bring Your Own Board Game" or puzzle.
    - Game trade table
    - No concession; water bottles only

- Square & cash box need to be set-up for donations
  - 3 prizes for each group; by raffle
  - Parents must attend/supervise children
  - Invite to go out next week (via teachers Google classroom & Principal's email)
- ii. Literacy Month in March
  - March 1 to 18 – book drive: drop off in classroom or at front office
  - March 19/20 – book sale; volunteers on the Friday may be difficult TBC
  - Calgary Library Night participation
  - Dress-Up Day – author or character
  - March 16-19 – hand in read-a-thon forms
  - Requests going out to businesses for prizes
  - Request volunteers for literacy month in Council Corner
- iii. Fresh Fruit Friday March 6
- iv. Staff Appreciation
  - February – kindness month; student participation kindness toward teacher (e.g. postcards, drawings) TBC
- d. Community of School Councils (COSC) Meeting - Weds, Jan. 21, 7–8:30 p.m.
  - i. Board of Trustees invites CBE school councils to first COSC meeting of the 2025-26 school year. Agenda: System overview, Presentation by EducationMatters, CBE's fundraising partner, Roundtable Discussion
  - ii. In-person meeting at CBE Education Centre. Tiffany will attend.

## 7. Funding Requests

- a. Lissa requesting funds for literacy month; \$1,500 for expenses (E.g. prizes, packages, bookmarks, thermometer for days/minutes complete). Motion to approve by Lissa; seconded by Carole. All in favor, none opposed, motion passed.
  - i. Concern that prizes should be equitable (collective vs. individual). Past prize for individuals reading most/per grade and classroom prize for who raises the most. All children who handed in sheets considered. But some forgot/did not do it at home and did not get prizes.
  - ii. Additional \$1,200 from curriculum budget to be used for literacy month. Motion to approve by Laura and seconded by Glenda. All in favor, none opposed, motion passed.
- b. Teachers will have budget oversight on the prize money to be used on literacy initiatives/resources (up to \$100/classroom).
  - i. Little Red Reading House (LRRH) van that comes to schools and reads to kids, offers tours & gives each child a book. Cost is approx \$200 for 2-3 classes. Capacity/cost issues for entire school.

- Offer to Kindergarten classes **only** for a total of \$400 as their literacy month prizes; 75 children for two separate visits
- Need to approach LHHR with dates ASAP for spring (May/June)

## 8. Volunteer Updates

- Volunteer Summary & Thank You's - **Thank you to the 39 volunteers that helped out with our 3 events in December** - Fun Lunch, Photo Retake Day, and Winter Dance. **At these events there were 6 people who volunteered for the first time this year!**
- So far this year we've had 60 volunteers at 12 events!
- Upcoming volunteer opportunities
  - Fun Lunches - SignUp live for January
    - Jan 9 - Cobs snack - 4/8 slots filled
    - Jan 20 - Subway lunch - 1/10 slots filled
    - Feb 6 - Pretzels snack
    - Feb 24 - Panago lunch
    - Mar 17 - Subway lunch
  - Hug & Go blitz January - 10 out of 50 slots filled
  - Games Night - Will get Sign-Up out this week or next
  - Nature Play – March 30; schedule for Sign-Up will be needed by end of Feb
- Volunteer of the Month
  - Congratulations to December's volunteer of the month, Tiffany M! Tiffany is new to the school this year with a student in kindergarten and has embraced volunteering by becoming the school council Key Communicator. She also helped out with the Winter Dance in December. Thank you Tiffany for all you have contributed to the school so far!

## 2. Open Positions

- Special events committee volunteer opportunities
  - Staff appreciation
  - Dances
  - Board game night
  - Literacy Month

## 3. New Business

- Additional Parent Concerns/New Business
  - Instagram – Lissa sees as a way to boost engagement; Rachel will help with setting up Instagram and cross-posting from Facebook content; LinkTree may be needed; identify account as ROS Council. “What are you reading?” or “Where are you reading?” take a picture of your book or reading location and tagging the ROS Council to participate. Families’ pick-up prizes from office (vs. kids picking up in classroom).

- ii. Marion – holiday concerts at ROS; is this possible for the future? Michelle - ROS is already close to maximum assignable time. Would need to discuss with staff first (skills/interest) but this would add more demands to teachers' time. Possibly over three nights. Difficult for families to attend during the day. William Pratt does music/band but only two classes participated.
- iii. February newsletter – March literacy month and Fun Lunch coordinator role; Lissa and Glenda will provide content to Tiffany for upcoming deadline.
- iv. **Next Meeting** - February 4, 2026 at 6:30pm
- v. **Meeting Adjourned** at 8:30pm.