



Tom Baines Parent School Council MINUTES

Time: Monday May 25, 2026, at 7:00pm

Location: Tom Baines Learning Commons

Attendance: In Person: Scott L., Clara T., Jane Y., Peggy K., Karen L., Margo W., Jennifer C., Anam, Lindsay, Duncan W., Chelsea O’Leary, and Emily Ng.

1. **Call to Order** at 7:13pm
2. **Review and approve the meeting minutes from March 16th and April 20th, 2026**

March Parent Council and Society minutes were reviewed.

A correction was requested regarding the music production funding motion:

- *The minutes must clearly state that expenses were approved “up to \$5,000.”*

Members emphasized that motions involving finances must include exact approved amounts for audit purposes.

Motion: March and April minutes

Moved by: Jennifer C.

Seconded by: Karen C.

Approved: approved with no objections, after amendments.

3. **Approval of Agenda and New Business**

Call for amendments: None

Motion: Approved with no objections.

4. **School Reports**

- a. Administration and Teacher Update - Ms. C. O’Leary and Ms. E. Ng

Celebrations and Athletics

Band

- Grade 9 Band received a Silver Award at the National Band Festival in Niagara Falls.
- Grade 8 Band received a Superior Rating at the Festival in Red Deer.

Calgary Marathon

- Several students and staff participated in the Calgary Marathon fundraiser in support of the Robotics program.

Badminton

- Grade 6/7 team finished 1st overall, earning the school’s first division championship of the year.
- Grade 8 team finished 2nd overall.
- Grade 9 team finished 2nd overall, with:

- 1st place in boys singles, boys doubles, girls singles, and mixed doubles
- 3rd place in girls singles and mixed doubles
- All athletes demonstrated excellent skill and sportsmanship.

Track & Field

- Track meet scheduled for June 3 from 9:00 AM – 4:00 PM at Foothills Athletic Park beside McMahon Stadium.

Upcoming Events

- Spring Band Concert – June 8
- Grade 9 Farewell – June 11
- Report Cards Available Online – June 25
 - b. Teacher Update

Ms. Emily Ng announced that they will be leaving the school at the end of the school year.

5. Parent Council Updates

a. Special Events

Volunteer & Communication Initiatives

- Discussion about recruiting volunteers earlier (mid-June outreach suggested).
- Parent Council communication channels discussed:
 - Facebook
 - Instagram
 - WeChat group (500+ users)
- QR code for the Parent Council Facebook page has been created.
- Members noted Instagram is effective for reaching younger families.

Book Fair Discussion

- Spring book fair had lower sales than the fall fair:
 - Spring sales: approx. \$1,261
 - Fall sales: approx. \$4,200
- Lower turnout attributed to:
 - PAT exams
 - Field trips
 - Limited classroom participation
- Council hopes to align future book fairs with Family Craft Night for better traffic.
- Fall fair will tentatively be booked during conference days until plans are finalized with the new principal.

b. Key Communicator

Not present at the meeting.

6. Budget Planning

- Budget spending is being paused until the incoming principal shares their vision and priorities.
- Council wants future planning to involve:
 - School administration
 - Staff
 - Parent Council collaboration

Fitness Equipment Update

- Bikes for the fitness area were funded through CTF funding.
- Remaining possible purchases:
 - Treadmills
 - Rowing machines
- Further requests may come at a future meeting.

7. Grade 9 Graduation

- Grade 9 Farewell scheduled for June 11.
- Planning for the event is on track.
- Final volunteer requirements and event support needs will be confirmed closer to the event date.

8. New Business and Open Discussion

- Discussion acknowledged upcoming year-end transitions for Grade 9 students moving to high school.
- Staff and parents reflected on the strong relationships built within the school community throughout the year.
- Appreciation expressed for staff members leaving the school at the end of the year.
- Year-end activities and celebrations noted, including band performances, athletics, field trips, and farewell events.

9. Adjournment

- The meeting was adjourned at 7:40pm



Tom Baines Parent Council Society

MINUTES

Time: Monday May 25, 2026, at 7:00pm

Location: Tom Baines Learning Commons

Attendance: In Person: Scott L., Clara T., Jane Y., Peggy K., Karen L., Margo W., Jennifer C., Anam, Lindsay, Duncan W., Chelsea O'Leary, and Emily Ng.

1. **Call to Order** at 7:43pm
2. **Review and approve the meeting minutes from March 16th and April 20th, 2026**
Motion: Approve amended March Society minutes
Moved by: Jennifer
Seconded by: Karen
Approved: approved with no objections.
3. **Approval of Agenda and New Business**
Call for amendments: None
Motion: Approved with no objections.
4. **Financial Review**
Casino Account
Current Balance
 - \$100,720.82
Science Astrodome Rental
 - Invoice: \$2,521.05
 - Within approved budget.
Learning Commons Collection Invoice Over Budget
 - Invoice exceeded approved budget by \$60.01.
Motion: Approve additional \$60.01 for LC Collection invoice
Moved by: Peggy
Seconded by: Margo
Result: Carried unanimously
Carryover Funds
 - \$68,337.90 allocated to carry forward into next year.
Musical Production Funding Discussion
 - Ticket sale proceeds must return to the casino account.
 - Discussion focused on ensuring proper accounting practices for AGLC compliance.
MacBook Replacement / CTF Explorations

- Previously approved budget: \$15,000.
- Delayed due to CBE procurement and rising MacBook costs.
- Staff continuing to follow up with CBE.

Operations Account

Current Balance

- \$18,947.93

Staff Appreciation

- Easter treat bag expense issued: \$105.60.

Together We Thrive Bench Initiative

- Invoice exceeded approved budget by \$106.51.

Motion: Approve additional \$106.51 for Together We Thrive Bench Initiative

Moved by: Peggy

Seconded by: Karen

Result: Carried unanimously

Community Indigenous Space

- Invoice: \$1,689.19
- Within approved budget.

Math Contest Expenses

- Invoice exceeded approved budget by \$2.25.

Motion: Approve additional \$2.25 for Math Contest expenses

Moved by: Margo

Seconded by: Karen

Result: Carried unanimously

Book Fair Accounting Discussion

- Discussion regarding handling \$25 administration/delivery fees consistently in bookkeeping records.

Band Program Donation

- \$800 previously donated for the band program remains available for future purchases.

Operations Account Allocated Funds

- Remaining allocated funds: \$7,881.15

5. New Business and Open Discussion

Audit Preparation

- Volunteers discussed for year-end audit support.
- Emphasis on maintaining arm's-length auditing practices.

Future Meetings and Communications

- AGM: Scheduled for September 21 at 7:00 PM.
- Parent Communication Platforms:
 - Facebook
 - Instagram
 - WeChat

Outreach Discussion

- Encouragement to recruit new volunteers and increase parent engagement through social media and QR code promotion.

6. Adjournment

- The meeting was adjourned at 8:25pm

Next Meeting Date: AGM scheduled for September 21st, 2026 at 7pm