

Tom Baines School Council – Meeting Minutes

Date: March 16, 2026

Time: 7:00 PM – 8:30 PM

Location: Tom Baines School

Chair: Scott Livingston

Vice Chair: Clara Tseng

Treasurer: Peggy Kam

Secretary: Jane Yang

Documented By: Clara Tseng

Attendance

Scott Livingston, Lindsay Koro, Peggy Kam, Clara Tseng, Bob Hartling, Anita Mergl, Karen Lee, Jennifer Contey, Duncan White, Chelsea O’Leary

1. Welcome and Opening

The meeting was called to order at **7:00 PM**.

2. School Updates – Ms. Chelsea O’Leary

Celebrations and Learning Highlights

- Rick Wolcott residency featuring Indigenous storytelling, carving, and painting
- Grade 6 Poet-in-Residence program (end of March)
- Grade 7 & 8 Band Camp (end of March)

Speech and Debate

- Students Yolanda, Caden, and Mia competed in National Qualifiers
- Caden placed **second** in persuasive speaking
- Mia qualified for the **national competition in Vancouver**

Athletics Update

- Volleyball season concluded with strong performances across teams:

- Senior girls competed in B finals
- Junior boys placed second in the regular season and competed in semi-finals
- Junior girls won quarterfinals and competed in semi-finals
- Senior boys competed in quarterfinals
- **Badminton tryouts** to begin after Spring Break; divisional tournaments scheduled for early to mid-May

3. General Updates

- **Food Bank Drive:** March 11–18
- **National School Food Program:** Ongoing discussion and awareness

4. Treasurer’s Report – Peggy Kam

Peggy Kam, Treasurer, provided a financial update to the Council.

Casino Account

- Balance as of March 16, 2026: \$100,720.82
- Unallocated funds remaining: \$74,393.46

Refer to Appendix A: Casino Account Summary for detailed information.

Opening Balance (Aug 1, 2025)		\$ 19,298.89			
Add Deposits		\$ 91,988.20			
Less Year to Date Withdrawals		\$ (11,252.77)			
Less Accounts Payable		\$ -			
Account Position		\$100,034.32			
Less Approved Budgetted Spend		\$ 25,640.86			
Remaining Unallocated Funds		\$ 74,393.46			
CURRENT YEAR PROPOSED CASINO SPENDING					
ITEM	Approved BUDGET (2025-2026)	ACTUAL SPEND YTD	REMAINING	Notes	
Science Astrodome Rental	\$ 5,626.18	\$ 2,800.98	\$ 2,825.20	Budget approved at Jan 20, 2025 Meeting; Invoiced on Nov 26, 2025 ; Nov 24, 2025: Another budget request of \$2800 for April 2026 approved	
Art Easels	\$ 360.00	\$ 360.00	\$ -	Budget approved at Jan 20, 2025 Meeting; Invoiced on Nov 26, 2025	
EAL Learners Subscriptions	\$ 2,245.00	\$ 2,245.00	\$ -	Budget approved at April 28, 2025 meeting; Invoiced on Nov 26, 2025	
Atlas's for Hummanities Department	\$ 2,700.00	\$ 1,605.98	\$ 1,094.02	Budget approved at April 28, 2025 meeting; Invoiced on Nov 26, 2025	
L.C collection Update	\$ 3,000.00	\$ -	\$ 3,000.00	Budget approved at Nov 24, 2025 meeting	
Mac Book Replacement for CTF Explorations	\$ 15,000.00	\$ -	\$ 15,000.00	Budget approved at Feb 23, 2026 meeting	
TBS Musical Production	\$ 4,800.00	\$ 1,161.00	\$ 3,639.00	Budget approved at Mar 16, 2026 meeting	
Society Insurance	\$ 1,161.00	\$ 1,161.00	\$ -	Budget Approved Sept 15, 2025	
Admin/Bank Fees	\$ 125.00	\$ 42.36	\$ 82.64	Postage for CRA financial report and Alberta Society filing	
	\$ 35,017.18	\$ 9,376.32	\$ 25,640.86		

Operations Account

Balance as of March 16, 2026: \$18,051.18

- Since our last meeting, we received one deposit of \$92.28 from Benevity
- One deposit of \$870.60 was transferred from Paypal towards our fundraising effort.
- The issued cheque of \$622.39 for staff appreciation was cleared.
- Unallocated funds remaining: \$13,065.14

See Appendix B: Operations Account Summary.

Opening Balance (August 1,	\$	16,613.58			
Add Year to Date Deposits	\$	8,579.43			
Less Year to Date Withdrawals	\$	(7,141.83)			
Less Accounts Payable	\$	-			
Current Account Position	\$	18,051.18			
Less Approved Budgetted Sp.	\$	(4,986.04)			
Remaining Unallocated	\$	13,065.14			
CURRENT YEAR APPROVED OPERATIONAL BUDGET SPENDING					
ITEM	Approved	ACTUAL	REMAINING	NOTES	
Fine Arts (from Musical Fundraising 2020)	\$ 3,117.87	\$ 3,117.87	\$ -	Carry-over from COVID \$3860.81 Approved Oct 17, 2022; 742.74 spend last year; \$3117.87 remains and must be spent prior to July 31, 2025; Nov 2025 - Still not spent, do we wanna remove this? Nov 24, 2025 - All in favour to remove; Dec 10 - received invoice for stackable music chairs and reapproved to spend this budget and reimbursed \$3117.87	
Band program	\$ 800.00		\$ 800.00	Donation of \$1280 from parent and request \$800 to be allocated for band program; 11/24/25: Request approved.	
Staff Appreciation	\$ 2,500.00	\$ 1,198.96	\$ 1,301.04	Budget approved at Sept 15, 2025 Meeting; Nov 2025 - approved budget in 2024 was 2700 (do we want to keep that the same for 2025?; 11/24/25 - \$2500 was approved for 2025 1/23/2026 - received invoice of \$212.67 on 1/20/2026 2/6/2026 - Received invoice of 622.39 on 2/6/2026	
Together We Thrive - School Bench Initiative	\$2,500	\$ -	\$ 2,500.00	11/24/2025 - Budget approved	
nun-l-Tea - Indigenize space	\$2,000	\$ -	\$ 2,000.00	11/24/2025 - Budget approved	
Math Contests	\$660	\$ -	\$ 660.00	2/23/2026 - Budget approved	
TBS Musical Production	\$ 200.00	\$ -	\$ 200.00	3/16/2026 - Budget approved	
Admin Fees	\$ 300.00	\$ -	\$ 300.00	Nov 2025 - donation platform admin fees (paypal, benevity, etc)	
Bank Fees	\$ 50.00	\$ -	\$ 50.00	Budget approved at Oct 21, 2024 Meeting; Nov 2025 - To approve budget in meeting; 11/24/25 - Approved - all in favour	
	\$ 12,127.87	\$ 7,141.83	\$ 4,986.04		

See Appendix C: Requests for Funding (For Review).

FOR REVIEW - REQUESTS FOR FUNDING							
Item	Dept	Amount	Details	Funding Needed by	Notes	Budget Account	Requested on
Rob Dougherty	Drama	\$ 5000.00	Tom Baines School Musical Production. This money will help to pay for the resources necessary to stage a school drama production including the cost for tech, costumes, props, set pieces, printing poster, tickets and programs. This money will serve to create a foundation that we will seek to build upon going forward to have funds available for future school productions. The money will support students from all grades as part of the production team (acting/tech theatre crew/costume crew/prop and set crew/directing crew). The productions will have an impact on the greater school community culture including all students, staff and families. This investment is far reaching and elevate student learning, wellness and fostering a sense of belonging.	2/27/2026	2/23/26: To email Mr. D for the breakdown of \$5000 3/16/26: Budget of \$5000 approved; Need to confirm with Margo on funding allocation - \$4800 from Casino and \$200 from operations.	\$4800 from Casino & \$200 from Operations	2/18/2026
Additional details Mar 16, 2026 - Wizard Head Large Build (Home Depot construction materials). \$300 Tech Rental: Truss/Lights/Cables/Delivery Transportation \$3000 (Actual cost \$6000 discounted by DMI the company that has supported the productions of almost every Tom Baines Production in the past 25 years.) Costumes: \$500 Props: \$75 Set: Artificial Trees \$125 each X 4 (\$300)/Small Bed(\$140)/Cart(side panels and paint(\$30) \$470 Posters for Promotion and Cast Crew Keepsake \$275 (Staples) Cast Party Treats (Donuts and Drinks) \$200 \$4820 Requesting \$5000. We will also have a ticket fee for parents to build a starting budget for next year.							

Appendix D: Statement of Cash Flow as of March 16, 2026

The Friends of Tom Baines School Society Statement of Cash Flow				March 16, 2026	
	Budget	Casino	Operation	Remaining	
Add: Sources of Funds (Receipts)					
Casino Funds		\$ 91,988.20			
Book Fair (in/out)			\$ 2,800.00		
Annual Donation Campaign			\$ 5,779.43		
Total Sources		\$ 91,988.20	\$ 8,579.43		
Less: Uses of Funds (Disbursements)					
Science Astronome Rental	\$ 5,626.18	\$ 2,800.98		\$ 2,825.20	
Art Easels	\$ 360.00	\$ 360.00		\$ -	
EAL Learners Subscriptions	\$ 2,245.00	\$ 2,245.00		\$ -	
Atlas's for Hummanities Department	\$ 2,700.00	\$ 1,605.98		\$ 1,094.02	
LC Collection Update	\$ 3,000.00	\$ -		\$ 3,000.00	
Mac Book Replacement for CTF Explorations	\$ 15,000.00	\$ -		\$ 15,000.00	
TBS Musical Production	\$ 4,800.00	\$ -		\$ 4,800.00	
Insurance	\$ 1,161.00	\$ 1,161.00		\$ -	
Casino Account Admin/Bank Fees	\$ 125.00	\$ 42.36		\$ 82.64	
Casino Advisors Fees (in/out)	\$ -	\$ 2,350.95		\$ (2,350.95)	
Stackable Music Chairs	\$ 3,117.87		\$ 3,117.87	\$ -	
Staff Appreciation	\$ 2,500.00		\$ 1,198.96	\$ 1,301.04	
Together We Thrive - School Bench Initiative	\$ 2,500.00		\$ -	\$ 2,500.00	
Commun-I-Tea - Indigenize space	\$ 2,000.00		\$ -	\$ 2,000.00	
Math Contests	\$ 660.00		\$ -	\$ 660.00	
TBS Musical Production	\$ 200.00		\$ -	\$ 200.00	
Book Fair (in/out)			\$ 2,825.00		
Ops Acct Admin Fees	\$ 300.00		\$ -	\$ 300.00	
Ops Acct Bank Fees	\$ 50.00		\$ -	\$ 50.00	
Total Uses		\$ 10,566.27	\$ 7,141.83		
Net Income		\$ 81,421.93	\$ 1,437.60		
Opening Balance Bank Statement August 1, 2025		\$ 19,298.89	\$ 16,613.58		
Add Net Income		\$ 81,421.93	\$ 1,437.60		
Add back A/P		\$ -	\$ -		
Closing Balance Calculation		\$ 100,720.82	\$ 18,051.18		
Bank Statement Account Balance - March 16, 2026		\$ 100,720.82	\$ 18,051.18		

5. School Planning and Budget Presentation – Mr. Duncan White

An overview of the **2026 School Planning and Budget** was presented, highlighting how the **School Development Plan (SDP)** supports student learning and well-being through

literacy improvement, student belonging, inclusion, and Truth & Reconciliation initiatives. The presentation reviewed progress monitoring methods, budget allocation (primarily staffing), proposed **2025–26 school fees**, and emphasized the importance of family feedback in shaping final decisions. (*Reference: SDP and Fee Presentation – PDF attached*)

6. Parent Concern – Indigenous Identity and Inclusion

Parent **Anita Mergl** shared concerns regarding her children’s experiences over the past 10 years related to bullying connected to their Indigenous identity. She emphasized the importance of strengthening education around respect, inclusion, and cultural awareness to prevent similar experiences and support a safe learning environment for all students.

7. Grade 9 Farewell / Grad Update – Clara Tseng

Clara provided an update on Grade 9 Farewell planning, noting that preparations are progressing well.

- Event date: June 11, 2026
- DJ: Booked
- Pizza order: Completed
- T-shirt order: In progress
- Volunteers: Approximately 10 volunteers confirmed; additional volunteers will be requested to support decorations and event supervision
- Budget: \$7000 Grade 9 Farewell budget shared with school leadership team and attached for reference (*Grade 9 Farewell Budget.xlsx*)

8. Adjournment

The School Council meeting adjourned at **8:30 PM**.

Parents Council Society – Meeting Minutes

Date: March 16, 2026

Time: 8:30 PM – 9:00 PM

1. Production Budget Request

Ms. O’Leary presented the cost breakdown for the upcoming school production:

- Wizard Head (large build – materials): \$300
- Technical rental (truss, lights, cables, transport): \$3,000
(Actual cost \$6,000, discounted by DMI)
- Costumes: \$500
- Props: \$75
- Set pieces (trees, bed, cart materials): \$470
- Posters (promotion and keepsakes): \$275
- Cast party treats: \$200

Total Cost: \$4,820

Requested Amount: \$5,000

Additional funding to be supported through parent ticket fees to help seed next year’s budget.

2. Motion

A motion was put forward to:

- Approve the production expenses
- Utilize **Casino funds as much as possible**, with any remaining amount covered through operating funds

Moved by: Jennifer Contey

Seconded by: Peggy Kam

Vote: All in favour – *Motion carried*

3. Adjournment

The Parents Council Society meeting adjourned at **9:00 PM**.