

Public Board Meeting

April 18, 2018 6:30 – 9:00 p.m., FFCA High School 2116 MacKay Rd. NW Calgary, AB

Attendees: Cindy McGlashan-Beaucage (Chair), Faruq Suleman (Co-Vice-Chair), Shelley Schroh, Cristian Rios, Andrew Chu, Amish Patel, Jeff Wilson, Rizvan Bharmal, Roger Nippard, Kurtis Leinweber, Reta Morgan, Joan Burke, Lorne McDonald, Meredith Poole, Jeff Cullen Presenters: Bharati Singh, Josh Symonds, Sue Boyd, Doug Lamb, Jim Poirier, Shelley Geran, Michelle Newell, Kim Gurr, Sarah Massey, Carla Nicol, Kaitlyn Pryde, Catherine Reichelt, Pamela Hunnisett, Lindsay Milburn, Wade Stovel, Key Dang

Gallery: Naren Makwana

6:30 PUBLIC BOARD MEETING MINUTES

- Review of Meeting Agenda Consent Agenda: Move Policy A-401 to 4.4 on regular agenda;
 Regular Agenda: Add #11 In Camera Session at end of public meeting.
- 2. Approval of Consent Agenda

18/04/18 - 1CA

MOVED by Director Chu and seconded by Director Rios that the Consent Agenda for April 18, 2018 be approved as amended. CARRIED.

Incl. Minutes of Public Meeting Feb.21, 2018; Correspondence

3. Campus/ASC Reports

- 3.1 January Diploma Results Joan Burke went through our outstanding Diploma results (e.g. outdid the province in the excellence category in EVERY subject) and staff from the high school provided context. Staff members were very gracious in ensuring that the credit for our excellent performance was shared with all levels of FFCA, the parents, and the students themselves, but clearly they play a key role in how students finish so successfully at FFCA!
- 3.2 ASC No ASC Rep was available but SC member Key Dang ran through some of the High School council's recent activities: fundraising, mural replacement, support for student union events, representation at the Montgomery Community Revitalization meeting, request to reduce the speed limit on MacKay Rd. They have had trouble filling their Society positions but hope to remedy that at their upcoming AGM.

4. Policies

4.1 Policy 19 Welcoming, Caring, Respectful and Safe Learning and Working Environments 18/04/18–1RA

MOVED by Director Chu and seconded by Director Patel that Policy 19 Welcoming, Caring Respectful and Safe Learning and Working Environments be approved for First Reading as presented. CARRIED.

4.2 Policy 20 School Fees

18/04/18-2RA

MOVED by Co-Vice Chair Suleman and seconded by Director Schroh that Policy 20 School Fees be removed from tonight's agenda. CARRIED.

4.3 Policy 15 Managed Growth

18/04/18-3RA

MOVED by Director Patel and seconded by Director Rios that Policy 15 Managed Growth be approved for First Reading as presented. CARRIED.

4.4 Policy A-401

18/04/18-4RA

MOVED by Director Chu and seconded by Director Patel that the rescindment of Policy A-401 be approved for First Reading. CARRIED.

- 5. Superintendent's Report 1. Opportunities to visit campuses/attend campus events: Board Crawl, Foundations for YOUR Future event, Leading Learning meetings with David Townsend, SWE Entrepreneurial Extravaganza (tomorrow), One Act (next week); 2. Staffing season (no administrative openings); 3. Budget deliberations underway (movement on the grid a big factor at FFCA); 4. Contracts awarded: Copiers/document management, snow clearing; 5. Meetings: International Education Advisory Committee, Zone 5 CASS meeting, Deputy Minister with other Charter school Superintendents; 6. Our research proposal on global competencies was accepted and awarded \$50,000, partnering with U. of C. and U. of A.; 7. FFCA Diploma results are a tribute to the caliber of teachers at FFCA; 8. Has had great feedback regarding our new Central Office.
- 6. Information Items
 - 6.1 Standing Item: Administrative Procedure Update no new/revised AP's.
 - 6.2 Standing Item: Strategic/Education Plan Update Changes are being made to our stakeholder satisfaction surveys to better align them with our Ed Plan; they will be administered a little later this year (May).
- 7. Discussion Items
 - 7.1 2019-20 Calendars

18/04/18-5RA

MOVED by Director Schroh and seconded by Director J. Wilson that the 2019-2020 Elementary/Middle School and High School Calendars be approved as presented. CARRIED.

7.2 Capital Plan

18/04/18-6RA

MOVED by Director Patel and seconded by Director Bharmal that the 2019-2022 Capital Plan be approved as presented. CARRIED.

7.3 Q2 Report

18/04/18-7RA

MOVED by Director Patel and seconded by Director Schroh that the 2018 FFCA Second Quarter Financial Report be approved as presented. CARRIED.

8. Committees

- 8.1 Charter Board Committee of the Whole Focus has been on Budget and Policy.
- 8.2 Executive Committee Discussion has related to next steps regarding budget development, and politics.
- 8.3 Communications & Community Relations Committee Key priorities are revising/updating the Communication Plan, and finalizing the Staff Appreciation Event. Chair Beaucage thanked Committee Chair J. Wilson for his thorough and well-written communications to parents.

- 8.4 Human Resources Committee The Board and Superintendent reviews are scheduled for May 12. Other current initiatives are 3 policy updates, Board PD and formalization of the election process.
- 8.5 Audit Committee The committee meets next week to review the draft budget.
- 8.6 Student Expulsion Committee Minutes Provided. No motion required.
- 8.7 TAAPCS Board Rep Report See reports distributed with agenda.
- 8.8 Director Highlights Director Bharmal: Campus Crawl; Director J. Wilson: this evening's presentation; Director Schroh: Campus Crawl; Director Patel: this evening's presentation; Director Rios: this evening's presentation; Co-Vice Chair Suleman: NEE Gr. 4 class morning meeting on Campus Crawl; Director Patel: this evening's presentation; Director Chu: North Board Crawl, work being done with students at the high school; Chair McGlashan-Beaucage: NEE Gr. 4 class in answer to the question, "What do you love about FFCA?"
- 9. Open to Gallery Thanks for the appreciation shown to FFCA teachers; commendations for great work of teachers.
- 10. Chairperson's Remarks The Board will take 5-minute recess and then reconvene in camera.
- 11. 9:01 p.m. In Camera Session

18/04/18-8RA

MOVED by Chair Beaucage and seconded by Director Patel that the Board enter Closed Session. CARRIED

18/04/18-9RA

MOVED at 9:06 p.m. by Director Schroh and seconded by Director Rios to exit Closed Session. CARRIED.

12. Window Pane Management Report

18/04/18-10RA

MOVED by Director Suleman and seconded by Director Schroh to accept the Window Pane Management Report dated April 2, 2018. CARRIED.

13. Adjournment

18/04/18-11RA

MOVED by Director Patel and seconded by Director Rios at 9:09 p.m. that the meeting be adjourned. CARRIED.

NEXT PUBLIC MEETING: May 16, 2018

FUTURE AGENDA ITEMS: May - Locally Developed Courses (Joan; Technical Theatre 15-5, 25-5 and 35-5 and Learning Strategies 15-5, 25-5 and 35-5; effective August 27, 2018).

Minutes of Public Board Meeting of April 18, 2018 – APPENDIX 1: Policy 19 Welcoming, Caring, Respectful and Safe Learning and Working Environments

Policy 19 – WELCOMING, CARING, RESPECTFUL AND SAFE LEARNING AND WORKING ENVIRONMENTS

Preamble

Inclusion and a sense of belonging for all students stems from creating an environment in which we focus on all the ways in which every student has an equal right to learn.

In keeping with the focus on character and leadership at Foundations for the Future Charter Academy (FFCA), the Charter Board (the "Board") is committed to providing a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging. Each student and staff member within FFCA has the right to learn and work in campuses that promote quality of opportunity, dignity, and respect.

The Board is further obligated to protect all students from harassment, discrimination and violence during FFCA's campus-related activities. All those involved with FFCA, including Directors, employees, students, parents, volunteers, contractors and visitors, must share in the responsibility for eliminating bullying, discrimination, harassment, and violence. The Board prohibits bullying, harassment, discriminatory, and violent behaviours and expects allegations of such behaviours to be investigated in a timely and respectful manner.

FFCA administration and staff will respond to all situations affecting the safety of students and/or staff members to ensure that every threat receives a reasoned and timely response in accordance with the FFCA Critical Response Manual.

One key outcome of our vision for FFCA is that all students will possess a strong connection to their campuses as welcoming, caring, respectful and safe places focused on their individualized success.

Specifically

- 1. The Board acknowledges its responsibility to ensure welcoming, caring, respectful and safe learning environments for all students. It recognizes the importance of students' emotional, social, intellectual and physical wellness to their success in school and expects students to adhere to the Student Code of Conduct.
- 2. The Board expects all Directors, employees, students, parents, volunteers, visitors, and contractors to embrace and support this policy. This policy covers behaviour not only at all campuses, but also at any campus-related functions. This applies whether contact is face-to-face, by phone, fax, e-mail, Internet or Intranet, or by any other means of communication. Threatening, harassing, intimidating, assaulting or bullying, in any way, any person within the FFCA community including aggressive behaviours such as "cyber" hate messaging and websites created in the student's home, in cyber cafes or other settings by any person within the FFCA community is prohibited. Bullying is defined in the *School Act* (Section 1.1 (b.1) as "repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm, or harm to an individual's reputation."

- 3. The Board encourages reporting to a responsible adult all incidents of threats, harassment, intimidation, assault, violent behaviour and/or bullying, regardless of the identity of the alleged harasser or offender.
- 4. The Board supports the establishment of student organizations and student-led activities that promote equality and non-discrimination, including but not limited to, diversity clubs, anti-racism clubs, anti-bullying clubs, gay-straight alliances, and queer-straight alliances as per:
 - 16.1 (1) If one or more students attending a school operated by a board request a staff member employed by the board for support to establish a voluntary student organization, or lead an activity intended to promote a welcoming, caring, respectful and safe learning environment that resects diversity and fosters a sense of belonging, the principal of the school shall
 - (a) immediately grant permission for the establishment of the student organization or holding of the activity at the school, and
 - (b) subject to subsection (4), within a reasonable time from the date that the principal receives the request designate a staff member to serve as liaison to facilitate the establishment, and the ongoing operation, of the student organization to assist in organizing the activity.
 - (3) The students may select a respectful and inclusive name for the organization or activity, including the name "gay-straight alliance" or "queer-straight alliance", after consulting with the principal.
 - (3.1) For greater certainty, the principal shall not prohibit or discourage students from choosing a name that includes "gay-straight alliance" or "queer-straight alliance".
 - (4) The principal shall immediately inform the board and the Ministe rif no staff member is available to serve as a staff liaison referred to in subsection (1), and if so informed, the Minister shall appoint a responsible adult to work with the requesting students in organizing the activity or to facilitate the establishment, and the ongoing operation, of the student organization at the school.
 - (6) the principal is responsible for ensuring that notification, if any, respecting a voluntary student organization or an activity referred to in subsection (1) is limited to the fact of the establishment of the organization or holding of the activity.

Alberta School Act

Approved: February 17, 2016

Legal Reference: Section 12, 16.1, 18, 20, 24, 25, 36, 45.1, 50, 60, 105, 113 School Act

Alberta Human Rights Act Occupational Health and Safety Act Canadian Charter of Rights and Freedoms

Criminal Code

Policy 19 - Appendix 1 Welcoming, Caring, respectful and Safe Learning and Working Environments

STUDENT CODE OF CONDUCT

Consistent with the emphasis on Character Education at Foundations for the Future Charter Academy (FFCA), the Charter Board (the "Board") endorses a set of desirable personal and interpersonal character traits that incorporate universal values common to all religions and ethnic-cultural groups, including respect, integrity, empathy, compassion, independence, cooperation, responsibility and self-control.

Students are expected to learn, practice, develop and model such personal and interpersonal character traits and to contribute to the development of welcoming, caring, respectful and safe learning environments. FFCA is obligated to protect all students and staff from bullying, harassment, discrimination, and violence during school-related activities. Bullying is defined as "repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation" School Act (Section 1.1 (b.1). Students are further expected to respect diversity and refrain from demonstrating any form of discrimination as set out in the Alberta Human Rights Act. Students are to foster a sense of belonging amongst all students.

Within the aforementioned context, students are expected to pursue academic and cultural studies to maximize their individual potential in becoming self-reliant, responsive and contributing members of society.

Specifically

- 1. In displaying acceptable behaviour, students are expected to:
 - 1.1 Use their abilities and talents to gain maximum learning benefits from their school experiences;
 - 1.2 Contribute to a climate of mutual trust and respect conducive to effective learning, personal development, and social living;
 - 1.3 Co-operate fully with everyone authorized by the Charter Board to provide education programs and other services;
 - 1.4 Comply with all applicable federal, provincial and municipal laws, and the rules of FFCA and its campuses;
 - 1.5 Account to their teachers for their conduct;
 - 1.6 Attend at their campus regularly and punctually;
 - 1.7 Use non-violent means to resolve conflict;
 - 1.8 Treat all other students and staff with dignity, respect and fairness at all times;
 - 1.9 Contribute to a learning environment that is free from physical, emotional, and social abuse;
 - 1.10 Take appropriate measures to help those in need; and
 - 1.11 Demonstrate honesty and integrity.
- 2. Students are accountable for demonstrating respect for:
 - 2.1 Authority;
 - 2.2 Others and their property;
 - 2.3 School property, equipment and textbooks; and

- 2.4 Differences in ethnicity, race, religion, gender and sexual orientation.
- 3. Students are prohibited from engaging in unacceptable behaviour, whether it occurs within the campus building, during school or school-related trips or activities, or by electronic means.

Examples of such behaviours include, but are not limited to:

- 3.1 Use, possession of, sale, distribution of or active contact with, a weapon on a student's person, in a student's locker or desk, on FFCA property, or in a vehicle on FFCA property used by a student or occupied by a student as a passenger;
- 3.2 Threats;
- 3.3 Conduct which endangers others;
- 3.4 Encouraging conduct which endangers or may endanger others;
- 3.5 Encouraging unacceptable conduct;
- 3.6 Use or display of improper, obscene or abusive language;
- 3.7 Distribution or display of offensive messages or pictures;
- 3.8 Theft, including identity theft;
- 3.9 Intimidation and/or assault;
- 3.10 Willful damage FFCA or others' property;
- 3.11 Use, possession of, distribution of, or active contact with, or collection of money for illicit drugs, alcohol, or inhalants in a campus, on FFCA property or in the context of any campus-related activity;
- 3.12 Attending at a campus or any campus-related activity under the influence of illicit drugs, alcohol or inhalants;
- 3.13 Personal or sexual harassment;
- 3.14 Hazing, initiation activities; the formation or the operation of sororities, fraternities, gangs and secret organizations;
- 3.15 Extortion;
- 3.16 Disruptive behaviour, willful disobedience or defiance of authority;
- 3.17 Interfering with the orderly conduct of classes or the campus;
- 3.18 Tampering with fire alarms and safety equipment;
- 3.19 Criminal activity;
- 3.20 Workplace violence;
- 3.21 Bullying, including cyber-bullying; and retribution against any person who has intervened to prevent or report bullying or any other incident or safety concern; and
- 3.22 Inappropriate information technology/social media use.
- 4. Unacceptable student behaviour:
 - 4.1 May be grounds for disciplinary action; and
 - 4.2 Provides an opportunity for critical learning in the areas of:
 - 4.2.1. Personal accountability and responsibility;
 - 4.2.2. The development of empathy;
 - 4.2.3. Conflict resolution;
 - 4.2.4. Communication; and
 - 4.2.5. Social skills development.

- 5. When responding to unacceptable student behaviour, the following are to be considered:
 - 5.1 The effect of the student's behaviour upon other students, the staff, the campus, FFCA, and the community;
 - 5.2 The nature of the action or incident that calls for disciplinary or alternative measures;
 - 5.3 The student's previous conduct and previous interventions;
 - 5.4 The student's age, maturity and abilities;
 - 5.5 The impact of proposed action on the student's future behaviour;
 - 5.6 The student's learning needs; and
 - 5.7 Any other information considered appropriate or relevant.
- 6. The consequences of unacceptable behaviour may be:
 - 6.1 Assignment of a student whose behaviour is unacceptable, disruptive or destructive to an alternate supervised location;
 - 6.2 Short term removal of privileges;
 - 6.3 Detention;
 - 6.4 Use of reasonable force as required by way of correction to restrain a student from carrying out a violent or destructive act that could harm the student or others;
 - 6.5 Alternative interventions such as community conferencing or other forms of restorative justice;
 - 6.6 Corrective student transfer;
 - 6.7 Suspension; and
 - 6.8 Recommendation for expulsion.
- 7. Students will contribute, to the greatest extent possible, to a learning environment that is well-ordered, peaceful, safe, non-threatening, and conducive to learning and optimal growth.

Approved: February 17, 2016

Legal Reference: Section 12, 18, 20, 24, 25, 36, 45.1, 50, 60, 61, 105, 113 School Act

Alberta Human Rights Act

Canadian Charter of Rights and Freedoms

Criminal Code

Minutes of Public Board Meeting of April 18, 2018 – APPENDIX 2: Policy 15 Managed Growth

Policy 10 - MANAGED GROWTH

Increases in student enrolment at Foundations for the Future Charter Academy (FFCA) will be managed in a sustainable and responsible manner.

Specifically

- 1. Maximum student enrolment in FFCA is determined by student spaces available in existing campuses.
- 2. FFCA enrolment will be accommodated through the development of a managed growth plan. (Appendix)

Legal Reference: Section 16.2, 18, 20, 60, 113 School Act

Minutes of Public Board Meeting of April 18, 2018 - APPENDIX 3: 2019-20 Calendars



DRAFT 2018-04-18 Elementary/Middle School Calendar 2019-2020

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	Aug. 29	First Day of School (K)						
	Sept. 2	Labour Day						
	Sept. 27	PD Day – no classes						
		Staff Learning Breakfast						
	Oct. 10-11	Learning Conferences						
	Oct. 14	Thanksgiving						
	Oct. 25	PD Days – no classes						
		Alberta Public Charter School Conference						
	Oct. 28	PD Day – no classes						
	Nov. 11-15	Fall Break						
	Nov. 25	PD Day – no classes						
	Dec. 6	Report Cards						
	Dec. 23-Jan. 3	Winter Break						
	Jan. 30-31	Learning Conferences -no classes						
	Feb. 13-14	PD Days – no classes						
	Feb. 17	Family Day						
	Mar. 13	Report Cards						
	Mar. 23-Apr. 3							
	Apr. 10	Good Friday						
	Apr. 13	PD Day – no classes						
	Apr. 24	Learning Conferences -no classes						
	May 15	Organizational Day -no classes						
	May 18	Victoria Day						
	June 25	Report Cards Early Dismissal						
	June 26	Organizational Day						

-no classes



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DRAFT 2018-04-18

High School Calendar 2019-2020

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IMPORTANT	DATES
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= Holiday: No School

= PD Days

= Organizational Days

= Learning Conferences

Aug. 22-26 Aug. 27	Organizational Week
Aug. 27	New Student & Family Orientation Day
Aug. 28	First Day of Classes
Sept. 2	Labour Day

Sept. 27	PD Day – no classes
Oct. 10	Learning Conferences

OCL. 14	HIIGHNOGIVING
Oct. 25	PD Days – no classes
	Alberta Public Charter
	School Conference

Oct. 28	PD Day – no classe

Nov. 1	Report Cards
Nov. 11-15	Fall Break
Nov. 25	PD Day – no classe

Dec. 5	Learning Conferences
	-early dismissal

Dec	23-lan 3	Winter	Break
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Jan. 21-30	Final Exams
Jan. 31	Organizational Day
	-no classes

Feb. 3	PD Day – no classes
	Gr. 8 Orientation
Feb. 4	Report Cards

Feb. 14	PD Day – no classes
Feb. 17	Family Day

Mar. 12	Learning Conferences
	-early dismissal

Mar. 23-Apr. 3 Spring Break

Apr. 10	Good Friday
Apr. 16	Report Cards
Apr. 30	Learning Conferences
	-early dismissal

May 18	Victoria Day

June 17-26	Final Exams
June 29	Organizational Day
	Report Cards
	Graduation

Minutes of Public Board Meeting of April 18, 2018 - APPENDIX 4: Capital Plan

CAPITAL PLAN - 2019 to 2022

Board Meeting: April 18, 2018 Estimated Costs

	Elementary			Middle		High School	-	
	Southeast Alice M Curtis	Northeast St. Clement	Northwest St. Lawrence	Southwest Southwood	South Andrew Davison	North <u>Greenview</u>	Montgomery	Totals
**Approved HS Replacement Phase 1 **Approved HS Replacement Phase 2 Mgmt	& Design						7,300,580.00 100,000.00	
**Approved HS Replacement Phase 2 **Pending HS Replacement Phase 3		275 000 00					13,912,141.00 15,287,279.00	
Approved Portable Replacement Approved Portable Replacement Approved Portable Replacement		375,000.00	250,000.00		750,000.00			
Totals	-	375,000.00	250,000.00	-	750,000.00	-	36,600,000.00	37,975,000.00
2019-20 Modernization Portable Addition -SMS					5,526,827.00 300,000.00			
Totals	-	-	-	-	5,826,827.00	-	- ,	5,826,827.00
2020-21 New construction			New Location 16,000,000.00					
Modernization Totals	4,625,663.00 4,625,663.00	-	16,000,000.00	-	-	6,082,030.00 6,082,030.00	- ,	26,707,693.00
2021-22 Modernization		3,835,849.00		5,377,453.00				
Totals		3,835,849.00	-	5,377,453.00	-	-	-	9,213,302.00

Notes to the Capital Plan:

FFCA leases buildings that are on average 57+ years old and have had no modernizations.

Replacement - Total cost estimate fron Value Scoping Fall 2015 \$36.6M for 9,333 sq ft (\$3921/sq ft). Phase 1 & 2 = 5,333 sq ft; Phase 3 = 4,000 sq ft

New Construction - St. Lawrence must be replaced with a larger more functional facility

Modernizations - All estimated at 42% of building replacement - SMS Audit done in December 2010; SEE Audit done in September 2012; NMS Audit done in September 2011; NEE Audit done in September 2012; and SWE Audit done in November 2010

Portable Addition - Two additional portables required at South Middle for the progression of students up through Southeast & Southwest Elementary

Minutes of Public Board Meeting of April 18, 2018 - APPENDIX 5: Q2 Report

BOARD - BUDGET VS ACTUAL as at February 28, 2018

	Budget	Expenses	% used
Honourarium	44,355.00	15,545.71	35.05%
Insurance	3,000.00	3,000.00	100.00%
Meals	5,000.00	1,753.50	35.07%
Mileage	7,000.00	1,976.61	28.24%
Meeting Expense	5,500.00	3,683.38	66.97%
Misc Administration - Office	500.00	466.47	93.29%
Memberships		-	
Scholarship	1,000.00	-	0.00%
Professional Development & Contracted Services & Government Relations			
Aurora Charter School (TAAPCS Meeting)		100.00	
BMO-P7-Poole Stoneridge Resort Deposit		500.00	
Stoneridge Resort		10,110.39	
Education Law PD		563.62	
Alter Group (T Gunderson)		5,522.64	
Windowpane Management		1,016.00	
Course Consulting (J. Johnson)		3,040.00	
Total	38,645.00	20,852.65	53.96%
Special Events			
Shelley Schroh (Meet & Greet)		77.85	
Cindy Beaucage (Meet & Greet)		48.99	
Shelley Schroh (Meet & Greet)		24.44	
Dynamic Advertising (SC)		847.35	
BMO-P6-Poole Word Search & Decorations (SC)		151.30	
Minuteman - Word Search Poster Boards (SC)		318.52	
BMO-P7-Poole Gift Cards & Decorations (SC)		437.26	
	_		
	20,000.00	1,905.71	9.53%
Grand Total	125,000.00	49,184.03	39.35%

- Parent Patnership Forums
- BOARD BBQ
- 151.28 Meet & Greet
 - Christmas Party

1,754.43 School Council Appreciation

- Staff Appreciation
- Board Crawl
- Grad Banquet

1,905.71