

Dear Parents and Guardians,

This is a friendly reminder that the School Council and Annual General Meeting (AGM) of North Haven Parent Association is coming up soon!

Date: Tuesday September 9, 2025

Time: 6:30pm

Location: North Haven School - Library

This is an important meeting where we will:

- Review the past year's achievements and financial report
- Elect new committee members
- Share plans for the year ahead
- Open the floor for questions, feedback and fresh ideas

The School Council meeting will be held first at 6:30pm where Mrs. Gammell will give the Principal's report. Mr. Florin will also be presenting on the upcoming Open Minds (Science School) being held this school year. The AGM meeting will follow right after the School Council meeting adjourns.

Please see attached Agenda(s) as well as open positions that the Parent Association will be looking to fill for the upcoming 2025/2026 school year. If you are interested in volunteering for any of the below positions please reach out to nhesparents@gmail.com. Also please feel free to pass this email onto anyone that may be interested!

o **Treasurer: VACANT**

i. The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of the same in whatever Bank, Trust Company, Credit Union or Treasury Branch of the Board may order.

ii. The Treasurer shall properly account for the funds of the Association, keep such books as may be directed and disburse funds as required.

iii. The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual General Meeting of the Membership a duly audited statement of the financial

position of the Association and shall submit a copy of same to the Secretary for the records of the Association.

iv. The Treasurer will prepare, and submit with Board approval, any financial reports required by organizations and agencies in a timely manner.

v. The signing authorities of the financial accounts will be a minimum of two elected Officers of the Association.

o **Director of Communications:** VACANT

vi. Post current issues of appropriate Calgary Board of Education publications at North Haven School and/or on the school website

vii. Support parental input as requested by the Calgary Board of Education

viii. The Director of Communications may form a sub-committee to help in any responsibilities

o **Director of Fundraising:** VACANT

i. Encourage the fundraising for the school and the school community

ii. Manage any fundraisers (including Casino fundraising) and communicate any ideas, requests, and needs with the Parent Association

iii. The Director of Fundraising may form a committee to help in any responsibilities.

Sub-committee currently consists of:

(a) **Casino Coordinator:** Tony Nguyen

(b) **Healthy Hunger Coordinator:** Kaylyn Mackarenko

(c) **Growing Smiles Coordinator:** VACANT

o **Director of Learning Grounds:** VACANT

- Determine and coordinate funding and execution of maintenance with volunteers or professional services as appropriate and based on the Learning Grounds maintenance document.

- Coordinate potential expansion activities including funding, approval, and execution.
- Funding amounts for i) and ii) shall be approved by the council through voting.
- NHPA shall allocate appropriate funds annually to maintain the Learning Grounds which are not limited to, but may include: watering, mowing of the meadow, tree pruning/maintenance as needed, removal/replacement of failed planting.
- The Director of Learning Grounds may form a committee to help in any responsibilities.

Whether you're a regular attendee or new to the PA, your participation is always valued. It's a great opportunity to stay connected, have your say, and help support our school community.

We hope to see you there!

Regards,
Kaylyn Mackarenko
Chair
North Haven Parent Association