

Minutes for Elizabeth Barrett School Council Annual Meeting

Wednesday, May 18, 2016

School Library, 6:30 pm

Present:

Tara Courte (co-chair)
Shannon Stevenson
Keltie Mandolakas
Vanessa Vetterl
Kiltie Wilkinson

Susan Lowry
Fiona Gilbert
Susan Parker
Neil Comba
Lisa Preston (secretary)

Regrets:

- 1) Approval of Agenda, motion to approve by Kiltie Wilkinson
- 2) Approval of Minutes, Susan Lowry made a motion to approve the minutes with any changes required to be made retroactively, as Fiona had not received a copy of the minutes. At the time of publishing the draft May minutes Fiona had read the April minutes and indicated her portion did not require any changes.
- 3) Trustee Report
 - a) The search for new RVS Superintendent/CEO continues. A shortlist has been compiled. The Board hopes to have the role filled before the end of this school year. Parents were asked what characteristics were desirable in the new superintendent via an online survey. Part 1 of the survey is complete. Part 2 of the survey is ongoing.
 - b) Approximately 880 more children will be students in RVS next year. The RVS 2016-17 Budget will be approved in June.
 - c) The RVS Parent Satisfaction Survey is ongoing. To date, no EB parents have responded. Please take the time to complete the survey. The survey can be found on the EB website in the Parent Portal link, or find on the RVS website by searching "Parent Satisfaction Survey". Note: an issue with the link to the

survey on the EB website was discovered during our meeting. The problem will be rectified shortly.

- d) The Alberta School Councils Association (ASCA) Conference and AGM took place April 24-26, 2016. Fiona Gilbert and Susan Lowry attended it. Fiona noted that many school councils have similar challenges regardless of where they are located in the province. The ASCA has many resources available, including webinars and website links. ASCA will do a free training session on the role of school council. Fiona is hoping that ASCA session(s) can be offered for multiple school councils in RVS.
- e) Joint School Council Meeting in Airdrie took place April 21, 2016.
- f) Fiona was at Cochrane's Leaders of Tomorrow meeting on April 21, 2016. RVS schools were well represented.
- g) RVS's next board meeting is tomorrow... May 19, 2016.
- h) A question was raised regarding IPPs and funding. The answer is that funding for students with special learning needs is not contingent on them having an IPP.
- i) Another question was asked regarding potential changes to bell times for RVS schools in 2017-18, as more new schools come online. Fiona indicated that this is likely to be considered by the transportation committee in October 2016.

4) Administrator Update – Susan Parker and/or Neil Comba

- a) School Education Plan (SEP) has been developed. The plan details how EB will meet RVS goals over 4 years. The SEP will be reviewed and posted on EB website before next September. After reviewing the plan the consensus was to approve the plan. The contents of the SEP include:
 - i) a general overview,

- ii) information on the Resource Teaching Initiative (RTI), which is a 6 week cycle of assessment, targeting specific children for literacy, math, emotional development, followed by reassessment of students after 6 weeks, which may result in a change to the development plan for that student.
- iii) A description of the multiple Representations of Learning that students may demonstrate – ie. Trickster Theatre, and the grade specific Celebrations of Learning are representations of the numerous ways learning can be demonstrated.
- iv) EB's Priority Areas of Focus. These areas include:
 - (1) Meeting the Needs of Learners – the Whole Child, which includes physical literacy;
 - (2) Resiliency – Schools and Families working together to develop resiliency. This includes an application to work with Trickster Theatre next year with a community focus to help build resiliency and connections as students transition between schools;
 - (3) Communication of Student Learning. This section details many of the ways EB students and staff demonstrate and communicate the learning that each individual accomplishes. Examples of these means of communication are:
 - (a) student portfolios,
 - (b) student-led conferences/goal setting,
 - (c) report cards,
 - (d) a plan for the implementation of the Parent Portal in Grade Book (within Power School) for parents to view anecdotal feedback around their learners.

- b) The EB Volunteer Tea is scheduled for June 8, 1:30-2:30. A parent fingerprint tree will be made at this time, similar to the student's fingerprint tree that is located in the main hallway by the office.

5) Annual Reports from the Board and Committee Heads

a) Co-Chair – Tara Courte

- i) Tara attended the RVS Joint Board Meeting w/ Susan Lowry and Susan Parker on April 21, 2016.
- ii) The EBSC had some notable successes in the 2015-16 school year, in particular the presentation by Wayne Hammond. *Note: Martin Parnell would be happy to come and speak to West side schools re: physical literacy as a potential presentation for 2016-17.*
- iii) Tara suggested the following goals for the 2016-17 EBSC:
 - (1) Formalizing the class representative system (An idea was suggested by Susan Lowry to help engage parents – Using sticky notes at school functions like the open house on August 31, 2016, as an opportunity to present your questions and ideas to school council);
 - (2) Attending joint board meetings;
 - (3) Hosting a dynamic speaker next year;
 - (4) Having 2-3 meetings over the school year where we host speakers (for 20-30 minutes) for a portion of the meeting. This goal has the intention of drawing parents in and increasing school council membership.

b) Treasurer Report – Susan Lowry

- i) We still have money in the school cash online account, with a net value of \$17000. Financial Statements follow:

Cash Receipts Journal - School Cash Online Report

Opening Balance 9413.57

Date	Description	Lunch Sales	Sponsors	Vendors	Events	Admin	Gift	Prior Year Clearing	NET Funds
2015-09-30	SCO Report entries - Sales, ATB 2014-15 balance transfer	\$3,131.25		\$0.00	\$0.00			\$4,142.40	\$7,273.65
2015-10-31	SCO Report entries- Sales, 5 Vendors	\$5,476.50		\$3,090.91					\$2,385.59
2015-11-30	SCO Report entries- Sales, 4 Vendors	\$5,995.25		\$2,330.45					\$3,664.80
2015-12-31	SCO Report entries - Sales, 5 Vendors	\$2,016.00		\$3,471.12					-\$1,455.12
2016-01-31	SCO Report entries - Sales, 4 Vendors	\$6,970.75		\$2,743.97			\$2,500.00		\$1,726.78
2016-02-28	SCO Report entries - Sales, 3 Vendors	\$878.00		\$2,168.91					-\$1,290.91
2016-03-31	SCO Report entries - Sales, 4 Vendors	\$6,657.00		\$2,480.10					\$4,176.90
2016-04-03	SCO Report entries - Sales, 4 Vendors	\$3,549.50		\$2,164.32					\$1,385.18
2016-05-31	SCO Report entries - Sales, 3 Vendors	\$0.00		\$0.00					\$0.00
2016-06-22	SCO Report to June xnd - Sales, 3 Vendors & Right2Play supplies	\$0.00		\$0.00	\$0.00		\$0.00		\$0.00
ACCOUNTS TOTALS		\$34,674.25	\$0.00	\$18,449.78	\$0.00				\$17,866.87

Closing Balance 27280.44

Financial Reports

INCOME STATEMENT (to April 30, 2016)			
INCOME	Healthy Lunch Sales		\$34,674.25
	Sponsors		\$0.00
			<u>\$34,674.25</u>
EXPENSE	Lunch Vendors	\$18,449.78	
	Events	\$0.00	
	Admin	\$0.00	
	Gift	\$0.00	
		<u>\$18,449.78</u>	
NET INCOME (LOSS)			<u>\$16,224.47</u>
SCHOOL CASH ONLINE (to April 30, 2016)			
Previous Bank Balance forward			\$9,413.57
Paid into School Cash Account	\$34,674.25		
ATB bank balance transfer	<u>\$4,142.40</u>		
Paid from School Cash Account		\$18,449.78	
Payments relating to prior periods		<u>\$2,500.00</u>	
Ending Balance in SCO Account			<u>\$27,280.44</u>
BALANCE SHEET (at April 30, 2016)			
ASSET	Cash - SchoolCashOnline	<u>\$27,280.44</u>	\$27,280.44
LIABILITY	Outstanding Accounts- due to School	<u>\$10,000.00</u>	\$10,000.00
NET CURRENT ASSETS			\$17,280.44

c) Healthy Lunch Program – Shannon Stevenson:

i) Thinking of new vendor possibilities for next year. Possible vendors could include: Made, Freshii, and sushi.

- ii) Possibility of discontinuing Jugo Juice next year. There have been many problems hot lunches and smoothies received from Jugo Juice, including orders being late for pick-up, orders missing items for some students, and some labels on food items have been lacking and/or incorrect.
 - iii) Shannon may continue on as Hot Lunch Co-ordinator if no one indicates interest in the role on the Volunteer Form. We need to find an apprentice to work with Shannon.
- d) Volunteer/Social Committee – Lisa Harbinson &/or Keltie Mandolokas
- i) Planning is underway for the Hot Dog Lunch on Right to Play day (June 27). We generally had enough volunteers for school events and activities this year. We are fortunate to have such an engaged group of parents.
 - ii) Keltie will be connecting with administration and library staff along with appropriate program coordinators to discuss needs for 2016-17.
 - iii) Addendum to clarify based on question raised by Susan Lowry after the draft minutes were distributed.

The Volunteer Coordinator on EB School Council coordinates volunteers for school-wide programs / needs: ie library volunteers, ice baggies, school council class reps, class pictures, staff appreciation dinners, hot lunch volunteers, literacy tutors.

The fundraising committee organizes all the volunteers for the Spring Fling themselves and the teachers organize all the parent volunteers for Right to Play Day (we organize volunteers, donations and supplies for the hot dog lunch on that same day – this is not a fundraising event).

- a) Secretary – Lisa Preston
 - i) Meeting Dates and Minutes for 2015-16 are posted on the EB website, under the school council tab.
- 2) Election of Council Officers for 2016-2017 – Tabled until September Meeting.
- 3) Old Business
 - a) Alberta Association of School Councils Conference – Susan Lowry
 - i) Please see the attached written report: *“Appendix to Minutes: ASCA Conference & AGM Report; Susan Flynn Lowry, EBSC Treasurer”*
 - b) School Joint Council Board Meeting – was attended by Susan Lowry, Tara Courte and Susan Parker. Was a valuable evening.
- 4) New Business
 - a) As part of the discussion regarding the role of school council and increasing parent involvement, the role of class representatives was clarified. A class representative is expected to:
 - i) attend EBSC meetings,
 - ii) communicate what happens at meeting to the parents of the class they represent,
 - iii) be available for parents to contact if they have questions.
 - b) A plan was developed to recruit class representatives. A form with an invitation will be included in the information package sent out to families prior to the beginning of school year. The collected forms would be compiled and e-mails could be sent out to invite interested individuals. A discussion re: Facebook pages and Twitter to communicate with parents followed. If

Facebook is used we need to ensure that responding with comments is not possible. Alternately, EBSC could use Twitter to reach out, as it is a more of a one-way communication forum.

- c) A suggestion was given of hosting an Open House at School Council in September, With Ever Active Schools being asked to give a 20 min presentation. This is an alternate option for recruiting class representatives (and potentially board members).
- d) A Planning Meeting is required to organize for September. This meeting will take place June 15, 6:30, at Tara's house.
- e) Susan Lowry pointed out that the purpose of a school council is one of advocacy that informs school administration, as opposed to fundraising. We discussed how the hot lunch service that the EBSC provides has a happy benefit of raising additional funds that the school can use to enrich the learning environment via a variety of initiatives.
- f) Further discussion indicated that the hot lunch program has funds that channel directly into School Cash online. This means that School Council does not have signing authority on these funds, so the hot lunch profits are technically the school's money instead of EBSC funds.
- g) A suggestion of a Goal for 2016-17 was to transition the school council towards an advocacy model.
- h) Suggestion: Hot Lunch co-ordinator becomes part of general school volunteer positions as opposed to a school council position. Tabled.
- i) Decision: The EBSC AGM will be deferred to September, for Election of officers. Notice to be given to parents via forms going out in the school start up package.
- j) The Meeting Dates for 2016-2017 were set for the 3rd Wednesday of each Month. This means dates will be:

- (1) September 21 (AGM)
- (2) October 19
- (3) November 23
- (4) January 18
- (5) February 15
- (6) March 15
- (7) April 26 (4th Wednesday due to School Break).
- (8) May 17
- (9) June 21?

The above dates were added to the EB School Calendar, although it is unclear whether the June date is included as an official meeting or not.

- 5) Next Meeting: A Planning meeting is scheduled for June 15, 2016, at Tara's house. Please contact Tara directly for her address. The next official meeting will take place at 6:30 on Sept 21, 2016. This will be the AGM.
- 6) Meeting Adjourned at 8:40

Appendix to Minutes:

ASCA Conference & AGM Report
Susan Flynn Lowry, EBSC Treasurer

1. Voting/ Results of AGM

Board of Directors

President- Amanda Pike (Lethbridge)

Vice President- Dawn Miller (Leduc)

New Directors (2 year terms)- Laura Andreas, Brandi Rai, Hollie

Tarasewich, Alana Sala, Jacquie Surgenor

Changes to Bylaws

SR16 01-16 05 (Bylaw Revisions)- Mostly housekeeping type amendments, largest issue was cleaning up of voting/ nonvoting membership definitions, how to operate meetings, governance issues, finance & management. There was general support for a motion (which ended up being abandoned as it was too complicated to draft at the last minute) to limit ASCA Board membership so that there weren't more than

one member of the Board from a single school- it then morphed into a discussion of ensuring all areas of the province are represented by establishing Zones and then requiring representatives from each area to prevent most advocacy to be biased to the Capital Region's political viewpoints. This will probably be pursued for next year's meeting. Bylaws passed as amended.

Advocacy Resolutions for 2016

- a) P16-01 Title "Consent as an addition to the Alberta Sexual education Curriculum"- Carried as presented.
- b) P16-02 Title "Visual resources related to provincial assessments"- Title amended to "Accessibility of provincial assessments"- significantly amended to clarify definition of the different possible resources (not just visual)- Carried as amended.
- c) P16-03 Title "IPPs/ ISPs and other outcome based tools"- requested amendment to have a plan for first few weeks of school year done in prior year and requirement to have IPP/ISP ready within 6 weeks of start of the school year- Carried as amended.
- d) P16-04 Title "LGBTQ access to information"- Carried as presented.
- e) P16-05 Title "Provincial Support for Transfer Station development in regionalized transportation systems"- Title amended to "Provincial Support for Transportation"- amended to include AB Infrastructure to allow a budget for transportation infrastructure to School Boards- Carried as amended.

This is the point where I left the meeting- they had this one thing left but essentially called the meeting to end just after that. The one further Resolution to be considered- Advocacy Policy 10-10 dealing with availability of Modular/ portable classrooms being delivered and ready for the first day of school. I suspected it would be the same level of futility as the discussion in P16-03 IPPs/ ISPs- about having them ready at the beginning of the year or P16-05 being oblivious to the fact that AB Education allowing for transportation could just reduce the budget allocatable to other budget areas, requiring AB Infrastructure to fund transportation, etc. We all want things to be funded, consistent, and in place for the beginning of the year and my view is that it is a waste of ASCA resources to focus on advocating for something that we all agree on!

2. SC Purpose/ Best Practices

The Purpose of School Councils- I learned that we are operating our School Council very differently than a lot of other schools. The existence of SCs is legislated and given advocacy power in the School Act. It is the consultation process for Alberta Education to gather input from parents. SC is supposed to be an advocate for parents' views on our childrens' education. From all of the conversations I had it was clearly not supposed to be fundraising, organizing volunteers or anything fun like that.

Some schools (most of them) operate a shadow council- eg. the Chair is the chair of both School Council and the separate entity that is the Fundraising Committee. We may want to set up a meeting with Fundraising and discussing whether any changes can/ should be considered. We have talked about the difficulty we have in getting parents to attend our meetings, and reconsidering how we are structured may help address this, but would require co-ordination with the Fundraising Committee and/ or other groups. A few examples:

a) Hot lunches are considered a fundraising activity. We have had no problems in the past because explicitly we are not undertaking fundraising that would require a license through the AGLC.

However, this fundraising done under the School Council hat may be preventing us from fulfilling our legislated mission (Advocacy) because we are engaged with hot lunches or Right to Play day.

b) If EBSC should not be doing it, this suggests that the Fundraising Committee should.

c) Volunteers are coordinated throughout the school- Lisa & Keltie are already working very closely with the Fundraising committee to do some things and others don't necessarily involve the fundraising committee but they don't involve School Council specifically either (eg. Teacher Appreciation Dinners). If it does ever become a joint effort and it is too much work for one person, perhaps we look at how we can work together to maximize the benefit the school receives through the use of parent volunteers' time.

3. Lessons Learned

Dr Hammond's presentation, the Physical Literacy presentation- these do help us fulfill our mission. We could consider making every meeting a different presentation- as part of the meeting and not separately- as these issues engage parents. We already do host speakers (internal and external to the School & District), but if approached slightly differently, perhaps we could really engage parents so that we can gather feedback

to fulfill this advocacy responsibility. Some can be as simple as a "Welcome to Elizabeth Barrett" speech by Susan & Neil at the first meeting of the year; others can be issue specific speakers on hot topics. There may be ways to shorten our regular meeting to 15 or 30 minutes to allow for a longer time for presentations- we can even put together two or three speakers/ presentations at once- e.g. Physical Literacy, presentations from students on related topics, then maybe someone from the School Board or Administration speaking to the issues arisen and coordinating a Q&A. These types of gatherings provide a very useful opportunity for feedback by parents to School Council as well as Administration and Board.

Consider having separate "organizational" meetings for specific events like Spring Fling, coordinating the Hot Dog/ Right to Play Day, Teachers Appreciation, etc. I am sure a lot of the work can and already is being done via email. There may be other school events we can help with too which can help get the word out that we want parents to share their views and help propose and organize solutions.

Committee of School Councils- these are regional committees- good to coordinate parent involvement in issues locally (eg. all Cochrane School Councils meeting up once or twice a year), as well as to jointly host things like the Dr Hammond presentation. Essentially it is our Joint School Councils meetings that we go to RVS Campus for twice a year. Perhaps we could consider meeting with the other Cochrane Schools once or twice a year as well?

Engagement- Gathering questions from parents- I spoke to a few people at ASCA that had some great ideas for how to engage parents. One said they had a greeting table of SC volunteers at school events like Student-Led Conferences, Special Assemblies, etc. The person/ people at that table would identify parents as they entered the building and give them a small stack of post-it notes (some had special sticky notes printed up for their School Council). Parents were told to write down their questions, concerns, etc (anonymously if they wish) and leave them on blackboards for teachers to return to SC the following week. The greeting table also had a sign up sheet for information on SC events and hot topics. If we could plan our agendas in advance (with room for new business obviously), this can be something that is circulated to ALL parents, and with a speaker or presentation at every meeting they had great success.