

**Minutes for Elizabeth Barrett School Council Annual Meeting
Completion and Regular Meeting**

Wednesday, September 21, 2016

School Library,

AGM Completion: 6:30 pm

September Regular Meeting: 7:00 pm

6:30 AGM Completion

1) Attendance

- | | |
|-----------------------------|---------------------|
| a) Tara Courte (Chair) | m) Hazel Drakes |
| b) Mary Lay | n) Susan Lowry |
| c) Lisa Preston (secretary) | o) Mel Dickson |
| d) Preston Twoyoungmen | p) Sara Perrin |
| e) Amanda Soroka | q) Kiltie Wilkinson |
| f) Sheila Cohen Gal-Or | r) Janet Moynihan |
| g) Shelly Mercer | s) Tara Hornung |
| h) Jennifer Walden | t) Christine Bashow |
| i) Shannon Stevenson | u) Vanessa Vetterl |
| j) Tara Hayden-Burt | v) Susan Parker |
| k) Carolee Gudehus | w) Neil Comba |
| l) Keltie Mandolakas | |

Regrets: Leah Pearce

2) Approval of Agenda for AGM completion

Motion by Susan Lowry, Second by Tara Courte

3) Approval of Minutes from AGM May 2015

Motion by Susan Lowry, Second by Tara Courte

4) Recap of CoChair Report:

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.

5) Recap of Treasurer Report:

a) *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

Elizabeth Barrett School Council
July 1, 2015 - June 30, 2016

Financial Reports

INCOME STATEMENT (to April 30, 2016)		
INCOME		
	Healthy Lunch Sales	\$34,674.25
	Sponsors	50.00
		<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>
		\$48,230.22
	Paid from School Cash Account	\$18,449.78
	Payments relating to prior periods	<u>\$2,500.00</u>
		\$20,950.00
	Ending Balance in SCO Account	<u>\$27,280.44</u>
BALANCE SHEET (at April 30, 2016)		
ASSET		
	Cash - SchoolCashOnline	\$27,280.44
LIABILITY		
	Outstanding Accounts- due to School	\$10,000.00
NET CURRENT ASSETS		<u>\$17,280.44</u>

6) Questions relating to the business of the 2015-2016 school council
None

- 7) Elections of Officers and committee heads
- Co-chair A – Nominees: Tara Courte
 - Co-chair B – Sara Perrin
 - Treasurer – Susan Lowry and Jenn Walden as backup
 - Secretary – Lisa Preston with Amanda Soraka as backup
 - Volunteer Coordinator/Social Committee – Keltie Mandolakas with ?? as back-up/apprentice

- f) Hot Lunch Program Coordinator Shannon Stevenson with Sheila Cohen as apprentice

Motion to accept above officers and committee heads by Lisa Preston, second by Kiltie. Motion carried.

- 8) Adjourn AGM at 7:10

Regular Meeting of the Elizabeth Barrett School Council
September 21, 2016, 7:00 Learning Commons

- 9) Attendance

- | | |
|-----------------------------|---------------------|
| a) Tara Courte (Chair) | n) Susan Lowry |
| b) Mary Lay | o) Mel Dickson |
| c) Lisa Preston (secretary) | p) Sara Perrin |
| d) Preston Twoyoungmen | q) Kiltie Wilkinson |
| e) Amanda Soroka | r) Janet Moynihan |
| f) Sheila Cohen Gal-Or | s) Tara Hornung |
| g) Shelly Mercer | t) Christine Bashow |
| h) Jennifer Walden | u) Vanessa Vetterl |
| i) Shannon Stevenson | v) Susan Parker |
| j) Tara Hayden-Burt | w) Neil Comba |
| k) Carolee Gudehus | x) Fiona Gilbert |
| l) Keltie Mandolakas | y) Mel Dickinson |
| m) Hazel Drakes | |

Regrets: Leah Pearce

- 10) Approval of Agenda for Regular Meeting

- i) Additional Items...

(1) Question from Kindergarten parents re: move to Glenbow and bell and bus times. Discussion item added in Fiona Gilbert's report.

(2) Susan Lowry suggested creation of task list for each position to ease transitions from year to year and to facilitate sharing the work load. This point added to new business.

ii) Motion to accept agenda with additions by Tara Courte, second by Susan Lowry

11) Minutes from the May 2016 Meeting

a) Motion to accept by Tara Courte, second by Susan Lowry

12) Introduce proposed initiatives for the 2016-2017 meeting year to help streamline meeting.

a) Question/Suggestion Box (for anonymous questions)

i) This box is available at the office for any questions that come up for school council. It is also an opportunity to submit questions anonymously during school council meetings.

b) Parking Lot

i) The parking lot is an area where we record off-topic questions or wonderings that are tangential to the current topic. The topics in the parking lot are returned to during the new business portion of the meeting.

13) Trustee Report – Fiona Gilbert

a) Role of School Council – is legislated responsibility, to advise administration. It is wonderful to have parent involvement to be at school council, and there are many additional ways to be involved with school beyond council.

b) Fiona is at EBSC meetings as a representative of RVS. Her role is to provide information and to help navigate school related issues. Her presence also increases RVS awareness of activities in the schools, and promotes understanding of the parental perspective.

- c) Provincially, changes are coming in education. A revised Education Act is in the works, and was anticipated for 2016-17, but had been delayed. If parents desire to do so, they can contact their provincial representative to advocate for their preferences.
- d) Greg Luterbach is the new Superintendent for RVS since Don Hoium retired last spring. Greg Luterbach comes from BC most recently, and he will tour EB Wednesday October 26.
- e) RVS is growing, even more rapidly than expected. RVS predicted growth of 800 students, but currently there are an additional 1100 students compared to last year. The final numbers for the division are not calculated until Sept 30, so these numbers are unofficial. The areas that have experienced the largest increase in students are Airdrie and Cochrane. In RVS, the largest cohort of students is currently in grade 3. The next largest cohort is currently registered in kindergarten. As a result, new classes, teachers, schools are in the works. Two new schools have opened in Airdrie this year and 1 opened in Cochrane, but more new schools are in construction, including the Fireside school in Cochrane.
- f) Thanks to EB for welcoming the Preschool Intervention Program (PIP) students. A need for a second PIP program was identified, and will be housed in Bow Valley High School. This second PIP classroom will be up and running soon.
- g) Bussing for next year: A concern was raised to Fiona regarding school start and end times next year, especially for families that have students in the tri-school area as well as Glenbow. Fiona recommends for families to record their opinions in written form, and can email Fiona with their concerns to pass onto Manny Ferreirinha (Director II Schools, RVS) and Audrey Bloxham (Director, Transportation, RVS).
- i) Double bussing (The same bus and driver transporting one group of students to/from one school, followed by the transport of a second group of students to a different school with a later start/end time) is a current practice. Double bussing increases efficiency and reduces the costs associated with transportation.

- h) A question was raised regarding ways of communicating with other parents who will be moving from EB to Glenbow. Classroom representatives and the school newsletter were suggested as options, and the idea of creating a transition to Glenbow parents group was added to the 'parking lot'. (see point 14 g for resolution of this idea).
 - i) Fiona's best guess regarding bell times for next year: Since the trischool area educates rural students, that the trischools will remain the late school for bussing (to reduce the possibility of having students needing to catch a bus at very early hours). However, Audrey Bloxham and her team may make changes as they consider all the options.
- 14) Administrator Update – Susan Parker and/or Neil Comba
- a) Enrolled in EB this year are >600 children. The PIP classroom is a new addition to the school this year, and grade 5 students will be added to the EB community next year as some of the French Immersion (FI) students transition to FI at Glenbow.
 - b) This year will include a focus on "Canada 150" celebrations.
 - c) As well EB was successful in receiving grant money to continue working with Trickster Theatre for the 2016-17 year. Trickster work has the goal of engaging kids in inquiry learning.
 - i) The video made last year by RVS and Trickster of EB student's action theatre work at EB is online.
 - ii) This year's inquiry theme at EB: "The Many Faces of Cochrane" Some of the exploration within this theme will look at the history behind the namesakes of different schools, as well as some of the established businesses in the area (i.e. MacKay's).
 - iii) Residency with Trickster and a showcase will occur in June, to link with the Canada 150 in July. As well, ongoing work with Trickster will occur over the school year. Parent involvement is welcome and encouraged.
 - d) EB has received a \$25000 grant for Movement Matters. This initiative will include other schools like Glenbow, and will facilitate professional learning for solid physical education

lessons. A 2nd meeting takes place September 22, with Lea Norris of Sport for Life, a physical literacy advocate.

- e) Bussing is going well so far this year. The parking lot paving is complete, but the final touches on fencing and other details are being completed after dismissal.
- f) French Immersion Transition of some students to Glenbow in 2017-18.
 - i) Planning is in place for the transition of some EB students to Glenbow next year. Some of the planning events include:
 - (1) Meeting next week with other schools and education office re: EB to Glenbow transition.
 - (2) Brendan Trinko, (principal of Glenbow) met with EB administration at EB last week.
 - (3) RVS has indicated most of the transition discussions that involve families and students will begin in 2017.
 - ii) Of note: Airdire just completed a transition similar to what will occur between EB and Glenbow, so there is model to look at to help guide our process.
 - iii) When considering the transition, a goal is to create connectedness and collaboration between EB and Glenbow schools and kids instead of rivalry. *In this vein, School Council could coordinate some opportunities (Community dance?) for schools to interact...*
 - iv) Glenbow just went through the process of changes in the student community last year and some of their school community will be leaving to go to Fireside in 2017 as well as gaining students from EB.
 - v) Preliminary counts of students going to Glenbow from EB have been done, but it appears that ~60% of students stay here, ~40% will move to Glenbow.
 - vi) Teachers who will be moving to GB are not known yet, will be a spring process to determine.
- g) Conversation developed regarding bringing the families who will move to Glenbow together for communication and connection purposes. A process of asking classroom teachers to reach out

to their families and ask for permission to pass on the email addresses of parents whose children will be moving to Glenbow Schools. These email addresses will be passed on to the Glenbow transition committee. Keltie Mandolakas and Mary Lay offered to be the contact people and co-ordinate the Transition Parent Committee.

- h) Keltie will compile the list of name of parents who are interested in being student council class representatives from the volunteer interest forms sent to all families. She will then contact the potential class reps.
 - i) Co-Chairs – Goals for 2016-2107 – tabled to October.
 - i) Pumpkin Walk – Community involvement opportunity. Advertise in School Newsletter? **WHO?**
 - ii) Association of School Council to Present to EB October 19. Potential to invite other schools to participate. **WHO WILL DO THIS?**
 - iii) Idea of asking Martin Parnell to speak at the November EBSC meeting (topic? Physical Literacy?)... **WHO WILL PLAN?**
 - j) Treasurer – Tabled
 - k) Healthy Lunch Program - Tabled
 - l) Volunteer/Social Committee - Tabled
 - m) Secretary
 - i) Request permission to share emails amongst other school council attendees. (Completed during attendance sign in.)
- 15) Old Business
- a) Meeting dates for 2016-2017 are posted on the EB school calendar.

September 21

October 19 – Alberta School Council Association
Presentation. **Need to invite other school councils.**

November 23 – Martin Parnell to present (briefly) to
school council? **Need to invite him and see if he is
available!**

January 18

February 15

March 15

April 26

May 17

16) New Business

Conversation for a group of Parent group for transition to
Glenbow. (See point 14 g)

a) Task Lists for each year – tabled

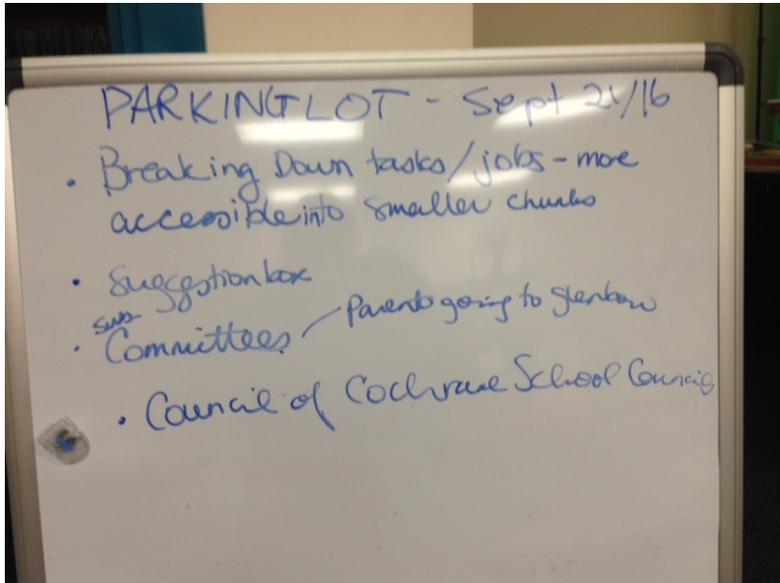
b) Parking Lot Idea: Cochrane area School Council collaboration
(A Council of Cochrane Councils?)

c) Time for hand-over/transition between 2016-17 EBSC and
2015-16 officers/committee heads. – tabled

NOTE: Roles of officers are outlined on the EB website, under
the school council tab. The roles are outlined in the Operating
Procedures for the EB school Council document that can be
found at: [http://barrett.rockyview.ab.ca/school-council/council-
information/operating-guidelines/view](http://barrett.rockyview.ab.ca/school-council/council-information/operating-guidelines/view).

17) Next Meeting: 6:30 pm Oct. 19, 2016, EB Learning Commons.

18) Meeting adjourned 7:50



PARKING LOT - Sept 21/16

- Breaking Down tasks/jobs - more accessible into smaller chunks
- Suggestion box
- ^{sup} Committees — Parents going to Jenkow
- Council of Cochran School Council

Draft