

Minutes for Elizabeth Barrett School Council AGM

Wednesday, May 16, 2018

School Learning Commons:

1) Attendance

Leah .P.,
Vanessa .V.,
Sarah .F.,
Gerry .G.,
Sara .P.,
Amanda .S.,
Michelle .B.,
Kevin .B.,
Susan Parker,
Melinda .V.,
Lisa Preston (Chair)
Susan Flynn Lowry (Co-Chair),
Renata Lambden (Secretary),

Regrets: Heather .D.

Kristi .W.

Meeting called to order at 6:59pm

2) Approval of Agenda motion moved by Susan .F., seconded by Lisa Preston - motion carried.

3) Approval of Meeting Minutes from 2017 AGM previously approved

4) Board Update - Fiona Gilbert - no update

5) Year End 2017/2018 Reports:

A. Co-Chairs - Lisa Preston and Susan Lowry

- We helped engender community connections when we Hosted Muffin Morning
- Provided food for thought for parents when we hosted Jeff Coulliard at Muffin Morning, and subsequently addressing Responsive Parenting (October) and Anxiety (February)

- Thanks to Susan...Participated in Advocacy Roles (AB education consultation; RVS Transportation Consultation; ASCA resolution – voted via proxy)
- Liaison with the school board and other councils at RVS Joint Council Meetings (Thank you Susan FL and Leah)
- Learned from presentations that students made
- Initiated the process of joining CPF as an associate member... it will be complete so staff can use their resources for 2018-19
- Are grateful for our new volunteers and board members, and to the folks who stepped in as interim co-ordinators (Leah)

B. Treasurer - Susan Lowry/Jennifer Rennie

Elizabeth Barrett School Council
July 1, 2017 - June 30, 2018

Financial Reports

INCOME STATEMENT (Actuals to March 31, 2018, Estimates to June 30, 2018)		
INCOME		
	Healthy Lunch Sales	\$26,623.00
	Sponsors	\$0.00
		<u>\$26,623.00</u>
EXPENSE		
	Lunch Vendors	\$22,298.32
	EVENTS	\$819.81
	Admin	\$0.00
	Gift	\$0.00
		<u>\$23,378.13</u>
NET INCOME (LOSS)		<u>\$3,244.87</u>

SCHOOL CASH ONLINE (Estimated at June 30, 2018)		
Previous Bank Balance forward		\$10,247.05
Paid into School Cash Account	\$26,623.00	
Paid from School/Cash Account- expenses	\$23,378.13	
Paid from School/Cash Account transferred to EB	\$4,000.00	
Paid from School/Cash Account transferred to EB re prior periods		
Ending Balance in SCO Account		<u>\$9,451.92</u>

BALANCE SHEET (Estimated at June 30, 2018)		
ASSET		
	Cash - School/CashOnline	<u>\$9,451.92</u>
		\$9,451.92
LIABILITY		
	PROPOSED- 2017-18 EBSC GIFT TO SCHOOL	\$5,000.00
	Outstanding Accounts- due to School	<u>\$1,002.40</u>
		\$6,002.40
NET CURRENT ASSETS		<u>\$3,449.52</u>

C. Secretary - Renata Lambden

Elizabeth Barrett School Council meeting minutes were compiled, formatted and distributed for posting to the Elizabeth Barrett website. Minutes that are not yet posted at the time of the meeting are in the process of being posted. A huge thank you to Brad Krause for his assistance with this.

D. Healthy Lunch Program - Kristi .W.

None submitted

E. Volunteer Coordinator - Heather .D.

Over the course of the year, Elizabeth Barrett School engaged over 135 volunteers in a number of volunteer supported school activities including:

- School Photo Days (3-4 per year)
- Staff Appreciation Dinners (2 per year)
- Library Help (year round)
- Recycling
- Healthy Lunch (year round)
- Ice Baggie Making (year round)
- Literacy Program (year round)
- Trickster Theatre Residency
- Right to Play Day & Hot Dog Day
- Community Garden

This number does not include classroom volunteers, Fundraising Association volunteers or any other volunteers that were arranged thru the office or with teachers directly.

Disclosure – people are being counted more than once if they volunteered for more than one activity (which they definitely did!)

Elizabeth Barrett has a fantastic school community and a supportive and engaged group of parents. It was a pleasure to work with all of them this year.

6) M.V. expressed concern re: the financial report. Her concerns were around wording of the financial statement. Susan L. explained that the report is constructed to meet the requirements of RVS, and the numbers are projections, as our current school year has not yet ended.

7) Motion to accept reports made by A.S., seconded by Leah Pearce - motion carried.

8) Motion to gift \$5000.00 to Elizabeth Barrett from school lunch funds raised in 2017-2018 - motion made by Susan .F., seconded by Sara .P. - motion carried and Susan .P. to discuss allocation of \$5000.00 with EB staff.

9) Motion to amend the PIPA policy to replace EEBSC (Ecole Elizabeth Barrett School Council) to EBSC (Elizabeth Barrett School Council) - motion made by Lisa .P., seconded by Susan .F. - motion carried with amendments.

10) Motion by Lisa .P. to amend EEBS Council operating guidelines by:

Repealing Section 19. Privacy

The school council shall adhere to the Personal Information Protection Act 9 (PIPA) and shall not use or share personal information for the purposes other than those of School Council business.

And Replacing with Section 19. Privacy

The Ecole Elizabeth Barrett School Council shall use all reasonable means to comply with the Personal Protection Act (PIPA).

To help facilitate compliance with PIPA, the following guidelines are in place:

- A. As per sections 9A and 9B of the operating guidelines, the Co-Chairs and Secretary are responsible for personal information:*
- B. The EEBS Council shall collect only personal information that is required to fulfill its role as a school council to communicate with parents or guardians of students enrolled at EEBS.*
- C. The school council shall indicate the purpose for which the information is being collected and how it will be used when acquiring consent.*
- D. Personal information shall be used only for the purpose stated when it was collected unless consent is obtained for an alternate use.*

E. The EEBS council shall disclose an individual's personal information, held by the school council, to that individual upon request.

F. The school council shall ensure that all personal information is accurate, protected from unauthorized access, and destroyed safely once it is no longer needed.

11) Election of School Council Executive 2018-2019:

- A. Co-Chair: Lisa .P.
- B. Co-Chair: Susan .F.
- C. Treasurer: Melinda .V.
- D. Secretary: Renata .L.

12) Appointed Roles:

- A. Volunteer Coordinator - Heather .D.
- B. Healthy Lunch Program - Kristi .W.

Sara .P. motions that all positions be acclaimed, Leah .P. seconds - motion carried.

13) Proposed Dates for EEBS Council Meetings 2018-2019:

- September 19, 2018
- October 17, 2018 (Jeff Coulliard to speak)
- November 21, 2018
- January 16, 2019 (morning meeting?)
- February 27, 2019
- March 20, 2019
- April 17, 2019 (afternoon meeting?)
- May 15, 2019

14) 2018-2019 School Education Plan - Susan Parker/Veronica Hooper

- Response to Intervention (6 weeks instead of 8 weeks)
- Physical Literacy - Mind-Up
- Communication of Student Learning - hosting for all Elizabeth Barrett and Manachaban families. Next year there will be a change in the number of report cards and 3-way conferences being distributed, as EB (along with some other schools in RVS) pilots “Real Time Reporting”.
 - Students will have an electronic portfolio, using “my blue print” that will follow students throughout their years in RVS.
 - A meeting to discuss this change in how EB reports student progress will take place at Manachaban on June 14, 2018 from 6:00-7:00pm.

15) Adjournment: 8:00pm, Susan .F. motioned