



Cherishing and Challenging Every Child

Glen Allan School Council Meeting
September 19, 2017

In Attendance:

Executive: Jessica Winship [Chair], Tamara Chomay [Treasurer], Cecile Palm [Fund Development Committee Chair], Nicole Moorji [Program Vice Chair], Melissa Bray [Budget Vice Chair], Irene Hamm [Secretary]

Administration: Tracey Arbuthnott [Principal], Dustine Vivic [Assistant Principal], Stacey Robinson [Teacher Representative], Karen Kotlarchuk [Teacher Representative]

Parents: Candy Mudry, Pam Smith, Jenn Campbell

The meeting was called to order at 7:01 pm by Chair, Jessica Winship.

- 1. Introductions and welcome**
Roundtable introductions.
- 2. Review and additions to the agenda**
 - a. Book Fair
- 3. Approval of Previous Meeting Minutes**

Motion: Cecile motions to approve the May 2017 draft meeting minutes as is. Candy seconds. Motion carries.

- 4. School Trustee Report**
 - a. Currently waiting for the election in October to determine the new Trustee representative.
 - b. Jessica shared a report provided by Trina Boymook, current Elk Island Public School Board Chair.
EIPS Board Report:
 - June 15 Board meeting the Board approved amendments to Policy 17 Student Transportation and approved a new policy, Policy 23 School and Administrative Fees. Amends to Policy 17 Student Transportation is to incorporate requirements outline in the new regulations to support the Act to Reduce School Fees.

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- The minister is holding a number of invitation only School Act consultation sessions across the province. EIPS will be attending the one that is being held on September 27 and 28. The minister is engaging school board representatives in the following
 - Age of Access
 - Common Age of Entry
 - Education Services Agreement
 - Potential next steps regarding the government's approach to school fees reduction.
 - 2.4Km walk limit.
- Drop in sessions are being held on September 26 and October 5 for the Wye Replacement School. This will give interested people an opportunity to meet the Architects and to provide feedback on 2 draft site design options. September 26 will be at Wye school and Oct 5 will be at Brentwood. 5:30-7:30
- At the Board's August 24 meeting the Board approved a motion to standardize school names with French immersion programming. "Ecole" will only be used in the name of schools that have single track French immersion programming. As result Ecole Elementaire Ardrossan Elementary has been renamed Ardrossan Elementary.
- The new school in Sherwood Park has been officially named Davidson Creek Elementary.
- At the September 14 Board meeting the Trustees approved 2 motions relating to Trustee's remuneration. The first one is that Trustee remuneration is maintained at the current remuneration for the 2017/18. Second motion was address the Federal Government's decision to suspend the 1/3 nontaxable portion of a municipal elected official's allowance starting on January 1, 2019. Trustees approved a motion that Trustee's remuneration will be adjusted to result in a zero affect to their take home pay.
- At September 14 Board meeting the Board approved a motion that will see mechanical cooling installed in those modulars that temperatures exceed the Alberta Infrastructure building standard of 27 degrees Celsius. This work will take place in a phased in approach. A report on the phased in plan will be provided to the Board at a future meeting.
- Coming up this fall, a survey is due to go out to gather feedback for the 2018/19 calendar.

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- On October 4 it will be the first Committee of School Councils meeting. The Board will be hosting a mix and mingle before the meeting. A pizza supper will begin at 5:30 with the meeting starting at 7pm. Each school council is encouraged to send one representative.

5. Principal's Report – Tracey Arbuthnott

- a. **Glen Alan School Advisory Council:** The School Advisory Council provides parents and the school community with a means to consult with and provide advice on school policies to the Principal on matters pertaining to the school and its operations. The School Advisory Council also provides an opportunity for parents to facilitate fundraising activities for the school that can enhance the educational programming for our students above the basic level provided by Alberta Education.
- b. Excerpt from the **School Council Resource Guide**

School Council Resource Guide Alberta School Councils' Association © September 2016. Update Aug 2017 **Manual Pages 3 and 4**

School Council

School councils are an important forum through which members of school communities play an advisory role in school improvement planning. Key factors in collaborative relationships are building meaningful, two-way communication and supporting respectful interactions among education partners.

School council is a structured group of parents, principals, teachers, secondary students, and community representatives whose purpose is to advise the principal and the school board respecting matters relating to the school. It is a means for parents and community members to work together with the school to support and enhance student learning.

A school council is a vehicle to support meaningful parental involvement in decisions that affect the school and its operations. School council provides the venue for parents to reflect the wishes of the broader community for the education of its students and to actively participate in giving advice and support to the principal in the operations of the school. The actual decision-making authority of the school council is limited to:

- determining the school council operating procedures
- setting policies to govern school council activities at the school level, as described in the School Act

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- planning engagement activities that align with school council's legislated purpose
- choosing to provide advice to the principal and school board

Core Activities

- Advises the principal and board on educational issues that pertain to the school.
- Establishes and reviews school council's goals, objectives, action plans and procedures.
- Communicates and consults with parents and the school community.
- Meets regularly.

Role

A school council should review its mission, vision, and goals annually to ensure they reflect the views of the current membership.

School council functions may include:

- consulting with the principal to ensure students have opportunities to meet Ministry standards, fiscal management is sound, and the community is taken into consideration during school-based planning
- advising the principal and the school board on topics as requested
- being involved in school-based planning
- sharing ideas and information with other school councils and provincial organizations
- communicating information to the school community and other school councils
- setting policies that relate to school council functions, such as:
 - location of school council meetings
 - mail, email address for school council correspondence
 - school council orientation and development
 - financial management and/or fundraising
 - communications
 - privacy
 - minutes of school council meetings
 - pertinent information unique to the school council

What School Councils are Not

As the primary role is advisory, school councils are not eligible to incorporate as societies. It is not the primary intent of school councils to fundraise or lobby.

Roles that are not to be taken on by a school council include:

- school governance
- employment issues

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- school management
- listening to complaints

c. Student Population

- I. PALS = 17
- II. Kindergarten = 53
- III. Grade 1 = 62
- IV. Grade 2 = 56
- V. Grade 3 = 66
- VI. Grade 4 = 78
- VII. Grade 5 = 60
- VIII. Grade 6 = 59
- IX. Total K-6 = 434, P – 6 = 451

d. School Education Plan: We are in the third of our 3-year plan

- I. **GOAL 1:** Glen Allan School will enhance student engagement and achievement by focusing on research based effective teaching practices and its implementation throughout the school.
- II. **GOAL 2:** Glen Allan School will enhance student’s critical thinking, problem-solving skills, and creativity.
- III. **GOAL 3:** Glen Allan School will maintain our positive school culture that acknowledges the academic, emotional, and social needs of students.

e. Funding Request

	Paid in 2016-17	Proposed for 2017-18
Normal Annual		
Classroom Discretionary (\$10/student) 434 Students	\$4,560.00	\$4,340.00
Field Trips (\$200/classroom) 22 classrooms including music gr k-6 x 3 classes each + music = 22	\$4,200.00	\$4400.00
Admin discretionary fund	\$1,000.00	\$1,000.00
Grade Six Leadership Training	\$1,260.00	\$1,260.00
Club and Miscellaneous Requests	\$250.00	\$250.00
Track Events	\$250.00	\$250.00

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Glen Allan Cultural Programs	\$1,000.00	\$1,000.00
Math and Science Day (Science Olympics) Not participating in this this year	\$600.00	0.00
Normal annual total disbursements	\$13,080.00	12,500.00
One Time Annual 2017-18		
Library Non-Fiction books	\$500.00	\$500.00
Fit Kids Total (some examples like below)	\$7,470.00	\$7,470.00
Bootcamp + Yoga \$2,146.00		
Drumming \$3,524.00		
Zumba + \$1,800.00		
One-time Annual total disbursements	\$7,970.00	\$7,970.00
Total Annual Disbursements	\$21,160.00	\$20,470.00

f. Dustine is researching options for the Fit Kids program. Options may include Zumba, Yoga, Taekwondo, Kick Boxing Muay Thai, and Basketball.

g. **Outstanding School Fees from 2016/17**

i. \$4513.73

h. **Track and Field day and BBQ** – Friday June 8th is there any chance to move this to Monday June 25? Or into May. Tabled to October meeting.

i. **Fee Changes for Glen Allan Elementary**

General fees	2016-17	2017-18	% Change	Explanation
Learning Resource Fee ECS	25	0	-100%	Not approved Bill 1
Learning Resource Fee Grades 1-6	50	0	-100%	Not approved Bill 1

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ECS Arts and Crafts	5.00	0	-100%	Not approved Bill 1
Agenda (Optional)	10.00	10.00	0%	No Change
Field Trip - ECS	65.00	65.00	0%	No Change
Field Trip – Gr 1	45.00	45.00	0%	No Change
Field Trip – Gr 2	45.00	45.00	0%	No Change
Field Trip – Gr 3	45.00	45.00	0%	No Change
Field Trip – Gr 4	50.00	50.00	0%	No Change
Field Trip – Gr 5	50.00	50.00	0%	No Change
Field Trip – Gr 6	40.00	40.00	0%	No Change
Noon Hour Supervision	100.00	100.00	0%	No Change
Gr 6 Camp (Optional)	125.00	125.00	0%	No Change
Yearbook (Optional)	25.00	25.00	0%	No Change

j. COSC Mix & Mingle

To kick-start the 2017-18 Committee of School Councils (COSC) meeting season, the EIPS Board of Trustees is hosting a Mix & Mingle event for school council members and principals on October 4. The Mix & Mingle is a fun and informal event that gives principals and school council representatives a chance to meet each other, the Board of Trustee and EIPS administration. Following the Mix & Mingle, the first 2017-18 COSC meeting will take place—all school council chairs are encouraged to attend. Please see the attached invitation for more information.

RSVP by September 29. You can do so by contacting [Carol Langford-Pickering](mailto:Carol.Langford-Pickering@eips.ca) at Carol.Langford-Pickering@eips.ca subject COSC Mix or (780-417-8203).

We hope to see you there!

k. GASC Meeting dates for the 2017-2018 school year

- I. Sept 12 GASC Executive and School Administration
- II. Sept 19, Oct 17, Nov 21, Jan 16, Feb 20, April 17, May 15.

6. Teacher Report

- a. Karen reported that the Grade 6 leadership camp is this week
- b. Terry Fox Run will be held on September 28 in the afternoon
- c. September 29 is Orange Shirt Day
- d. Stacey reported that Grades 2-6 are completed STAR (reading) and MIPI (math) assessments
- e. Grade 4's will be attending Scratch (coding) with the district

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- f. Battle of the Books takes place in March 2018. Students are reading books now. More information will be sent home for parents.

7. School Council Updates

a. General programs

I. Yearbook

- We have 12 2016/17 yearbooks still for sale at \$25 each
- Looking for photographer volunteers for school events throughout the year.
- Volunteers are required to use actual cameras not smartphone cameras due to picture quality.
- Candy and Gina met with ICON and are discussing options.
- Coordinators are required for 2018/19 and Gina will mentor volunteers this year.

b. Funds Development Report

I. Book Fair

- October 18/19 and February 22/23
- October theme is Saddle up and Read
- New coordinator required for 2018/19
- \$100 budgeted for prizes

II. Gift Cards: November 2017 Chandel is coordinating this year. \$50 budgeted miscellaneous expenses.

III. Art Cards: Runs October –December. \$1,300 budgeted for toner and bags

IV. Shop-til-you-Drop: November 4. Coordinator is Ashley Stroh. \$600 is budgeted for concession supplies, ads and miscellaneous expenses.

V. Silent Auction and Dance: March 16, 2018

VI. Casino: Oct/Nov/Dec 2018. Coordinator required ASAP to get our application started. This is a big fundraiser for our school.

VII. Consider dropping all other fundraisers in 2018/19 and only do a Spell-a-thon or Math-a-thon. Art Cards and Book Fair services would remain. Tabled to November meeting.

- Dropping other fundraisers eases the pressure of finding volunteers as it is increasingly difficult to get help.
- This would also give parents a break by reducing requests for fundraising throughout the year.

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VIII. Fund Projection for 2017/18

Fundraiser	Income	Comments
Book Fair – Fall	\$2,000	+ \$1,000 in books for the library
Book Fair – Spring	\$1,500	+ 1,000 in books for the library
Gift Cards	\$1,500	
Art Cards	\$4,000	
Family Dance	\$2,000	
Raffle/Silent Auction/ 50/50	\$3,500	
Math-a-thon/Spell-a-thon	0	Not planned for this school year
Shop-til-you-drop	\$1,000	
Casino (Oct/Nov/Dec) date will be issued in May 2018	TBD	
Total	\$15,500	+ 2,000 in library books

c. Budget report

- I. Year-end budget presented
- II. Annual disbursements

Motion. Melissa made a motion to pay \$12,500 Normal Annual Disbursements. Cecile seconded. Motion carried.

- III. Payment for One Time Annual disbursement will be determined in January
- IV. Proposed budget for 2017/18 was presented

Motion. Candy made motion to accept the 2017/18 Operating Budget with minor changes. Cecile seconded the motion. Motion carried.

d. Chair Updates

- I. Student involvement. Glen Allan Student Council will present council accomplishments at a Council meeting later in the year.

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- II. The Council would like to bring in Guest Speakers on a few occasions throughout the year. Looking into options. School administration will provide a list of possible options as well.
- III. Parent / Volunteer engagement
 - A newsletter to be provided during Parent/Teacher interview outlining volunteer opportunities and time commitments
- IV. GASC Agendas and Minutes to be posted on the Glen Allan website

Meeting adjourned at 8:35 pm.

Next meeting is scheduled on October 17, 2018 at 7 pm in the Glen Allan School Staff Room (due to book fair set up).

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