
School Council Meeting Minutes

Abraham Erb Public School

September 19, 2018 - School Library 7pm

Members Present: Alison P., Amanda I., Carolyn M., Dan L., Deb B., Farzana D., Jennifer K. (Minutes), Jing X., Kelly S., Lee R., Leena S., Megha M., Melinda H., Sheila S., Vaidhehi K., Vera J.,

Absent: Not applicable at first meeting

Guests (signed in only): Melanie A., Tracy M., Lipika S., Vaibbal S., Amy W., Maggie L., Hanan A., Tam C.,

Agenda item: Welcome and Parent Member Elections **Presenter: Kelly S.**

Discussion:

- Kelly explained Members versus attendees. Everyone is welcome to attend any meeting throughout the year regardless of whether they are an official voting member or not
- Kelly outlined the responsibilities of voting parent members and that the maximum is 25
- Kelly read out the names of everyone who completed a self-nomination form to confirm if they would still like to be a voting parent member
- Anyone who did not submit a form was invited to do so if they wished to be added as a member. No additional forms were completed
- We did not hold parent elections because there was less than 25 parents interested in becoming voting parent members
- There were many people who completed a member nomination form but were not at the meeting. We are unsure if they completed the form in error, changed their minds or just couldn't attend the first meeting. Therefore, anyone who submitted a form but *did not attend* the meeting was not acclaimed as a parent member. If they attend the next meeting, they can be added at that time so long as space is available.

Decisions:

- Everyone present at the meeting who submitted a nomination form was acclaimed as parent members. We currently have 15 parent members.

Agenda item: Officer roles and Community Rep Elections **Presenter: Kelly S.**

Discussion:

- Kelly reviewed the responsibilities of each officer role and the community rep member
- Everyone was invited to add their name as candidates if they were interested in a role but did not already indicate this on the self-nomination form.
- No elections were held for officer roles because there was only 1 person interested in each role (except Fundraising Chair where 2 people agreed to be co-chairs)

Decisions:

- A member vote was taken and unanimously approved for each person who applied for each officer role and community rep member

- They are as follows:
 - Chair - Jennifer Kennedy
 - Treasurer - Carolyn MacTavish
 - Secretary - Leena Sheth
 - Co-Fundraising Leads - Amanda Ibanescu and Megha Birmiwal
 - Community Rep - Vaidhehi Kumar

Agenda item: Action items from June Presenter: Kelly S.

Discussion:

- Teacher Appreciation Ideas:
 - Oct 5 is World Teacher Day. We discussed ways to recognize the teachers on this day or a different day. We discussed possibility of having the students sign posters or make cards. We preferred something that we could implement quickly and not require coordination with all parents and we agree to keep it a surprise.
 - Request was made to take pictures and post on school Twitter or other social media.
- Handbook - Still reviewing best location to share Council Handbook and minutes/calendars with Parent Community
- Greening - still ongoing - Now that new year has started, we can investigate any ideas and possible grants
- By-laws - Edits are complete and will be circulated prior to next meeting for official voting

Decisions:

- Teacher Appreciation: We agreed to do something small on October 5 that the Council could run. Funds were approved to cover costs of coffee/tea/muffins etc.

Action Items:

- Arrange coffee/treats for the morning of Oct 5
- Arrange for photos to be posted on school Twitter
- Arrange Handbook and minutes/calendar to be posted
- Review opportunities for Greening projects and grants
- Review by-law changes for voting next meeting

Person Responsible:

Megha/Farzana
 Heather
 Heather/Jennifer
 Jennifer
 Jennifer to send
 Everyone to review

Deadline:

October 5
 October 6
 October
 December
 September 25
 October 17

Agenda item: Treasurer’s Report Presenter: Carolyn M.

Discussion:

- We are starting the year with approximately \$17,000 in the bank adjusting for some outstanding payments from last year.
- Any funds committed last year that remain unspent are no longer available. New requests must be made for spending this year. This primarily related to Scientists in the Classroom, Toys for Breaks and being slightly under budget on technology items.

Decisions:

- Accept Treasurer’s report as submitted.

Agenda item: Fundraising

Presenter: Kelly S.

Discussion:

- Everyone liked the idea of school shirts raised last year so we will start to investigate pricing and suppliers.
- Carolyn explained that we are starting to plan our ProGrant evening. Our multi-year focus is on STEAM and Art is the theme for this year. We have not officially been notified that the grant was approved. Last year, we hired UofW to run a science night but this year will require more hands on work from the Council and parent volunteers. More planning will be required shortly.

Decisions:

- N/A

Action Items:

- Investigate possible suppliers and pricing for school shirts

Person Responsible:

Deb

Deadline:

October 17?

Agenda item: Principal's Report

Presenter: Heather

Discussion:

- More primary classes have been allocated to the school as indicated in a previous note from Heather.
 - Enrollment went up >60 families since middle of August
 - Ministry cap for primary classes is 20.
- Prior to school starting, we were allocated an additional kindergarten "teacher only" classroom. This will expand to Teacher and ECE classroom.
- There will also be an additional Grade 2 English class. This will be located in a portable but they will work out of the library until it is available.
- The class will be made up of about 5 students from each existing class. The affected teachers and Heather are going through a thorough and thoughtful process to rearrange the students.
- Students will not move until new teachers are in place to avoid having supply teachers in the newly created classes.
- Interviews are underway for the new kindergarten ECE and Grade 2 teacher
- Music program on rotary, no dedicated classroom is available

- Meet the staff night was well attended
- Terry Fox assembly with Walk/Run is Sept 27
- We will be continuing the Hero Gem Program for Year 2
- Photo Day is October 2 - may need volunteers
- Grade 6 will attend a 2 day field trip at Camp
- Partnering with MADD for some new initiatives regarding healthy choices around driving and drugs for junior students
- We are short on Parent volunteers for Pizza Days - Let Mary in the office know if you can help. It is every Tuesday at second break. Volunteers divide up pizza for class and give boxes to students who come from each classroom

Meeting adjourned at approximately 8:20pm

APPENDIX #1: Log of Open Action Items

Noted: Closed items are only noted here if the item was in open status at the beginning of the meeting

Action	Person Responsible	Deadline	Status	Meeting Raised
Post minutes/handbook to School Day and post council roles with names to school website	Jennifer / Heather	Next meeting	IN PROGRESS	Jan 18
Look at any opportunities for greening and possible grants	Jennifer	December	OPEN	May 18
Draft Opt out/ Donation Letter to be ready in September			DELAY UNTIL AFTER BUDGET	June 18
Arrange coffee/treats for Teacher Appreciation Day	Megha / Farzana	October 5	NEW	Sept 18
Arrange for photos to be posted on school Twitter	Heather	October 6	NEW	Sept 18
Circulate by-laws for voting next meeting	Jennifer	October 3	NEW	Sept 18
Review by-law changes for voting next meeting	Everyone	October 17	NEW	Sept 18
Investigate possible suppliers and pricing for school shirts	Deb	October 17	NEW	Sept 18

APPENDIX #2: Summary of Financial Decisions at this meeting

Amount	Item	Date of Approval	School Year
\$300?	Coffee and treats for Teacher Appreciation Day (60 x \$5)	September 19	2018/2019