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**School Council Meeting Agenda**

- 1) Call to Order Jane G  
Call to Order at 6:30.
  
- 2) Approval of Agenda May 10<sup>th</sup> Jane G  
**Motion to approve: Jenn/Danae**  
*Q: What does Rolling Over mean? A: Items will stay open for the next PAC year. Members will stay on in same positions until September. At the AGM the new positions will be decided/awarded.*
  
- 3) Approval of Minutes from meeting May 10 , 2018 Jane G  
**Motion to Approve: Danae/Jacqueline**
  
- 4) Report from Administration Jacqueline W /Kate J
  - *Review of school events since last meeting and upcoming events  
Rebecca is not returning at the end of the year and it is not clear when she will be back. HR processes move forward. Principals return in August. Jacqueline has committed to transitioning.  
Will information go to the PAC when there is clarity.*
  - *Calendar for summer*
  - *Enrollment K -6 more or less as projected  
staffing is ongoing. Some leaves are on-going in the early fall. Some temporary staffing may happen in the fall.  
draft class assignments discussions are ongoing – draft deployment presented. Class lists are being created and should be completed by end of the year. Speak to child’s teacher if you have questions*
  - *A lot of trips: Secret Garden, K orientation, volunteer tea, lockdown practice, fire drill and actual fire.*
    - *Fire inside the doors. At dismissal. Kids out of building quickly. Older kids were helpful and supporting the gr 1. Practice with some different doors/uncertain scenario. Still investigating cause. Space heater was covered over. Formal debriefing after incident*
  - *Upcoming Events: Grade 6 events; Calaway, farewell, citizenship ceremony*
  - *Safety study for Nellie McClung re: transportation and pedestrian safety at school – requested a formal analysis, Nellie on the list, will come at Thanksgiving: look at traffic, patrols, etc.*
  - *Next meeting: AGM September 13 6 pm – community association Jane G  
It was decided that final financials will be presented at September 2018 meeting, don’t have board members in place.  
Will formalize Board positions at September AGM, to give the summer for volunteers to join etc....*

**Motion to Adjourn: 6:25 Colleen Jenn**

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**Parent Advisory Council Meeting Agenda**

1) Call to Order                      6:26    Jane G

2) Approval of Agenda    Jane G

**Motion to Approve:** Danae/Colleen

3) Approval of Minutes of PAC meeting on May 10, 2018    Jane G

**Motion to Approve:** Jenn / Colleen

4) Treasurer's Report (10 mins)    Danae P

- *Casino funds for schools are restricted – has to be educational. Any restrictions on materials/equipment – where are they. Can make special reqs. AB school councils. Conceptual list, not exhaustive. Basics not enhancements (e.g. no computers or tablets).*
- *Doing well on budget. Bursary higher. Healthy Hunger less money this year. Wish list for net year, will be presented at the AGM to be approved.*
- *Casino volunteers are still needed - can't split shifts.*
- *Another messenger reminder and another in August*

5) Fundraising/Volunteer Update (10 mins)    Kondilenia K /Jenn R

- *Volunteer recruitment for 2018-2019 events (Used book sale and Entertainment Books - still looking for volunteers for those events. Have 2 people for the book sale. Are books offered to the library first? Donation for fundraising. Books in hands of children. Teachers did some volunteering and students did sorting. and Fun Lunch clean-up )*
- *Room Reps 2018/2019 school year want to re-instate that to ensure that communication is consistent. Asked to meet other the teachers to get suggestions, want to have a rep for all classes*
- *Food Truck Picnic – June 15 we are short volunteers – can use the gym if weather is bad. Only one more person. People will help when they come – end of Ramadan so may affect attendance.*

6) Other Business

- **Grade 5 Citizenship Ceremony**  
*Decision – don't have enough space for full school. And all the guests 4/5/6 and parents and new citizens and their guests. Gr 5 are serving. Volunteer out of Gr 5 parents. Reimbursement - receipts to Wendy then CAP will cover. 50 guests. Any food purchased can be reused (e.g., juice boxes) for Friday party for any left overs. Hall for food. Gym for*

party.

*Red and White Day - no request. Improptu conversation. MLA is coming/Area rep. Parick on leave. City council and Mayor? Elder will be coming.*

*Next Wed*

- *Vacant positions/Recruitment for 2018/2019 - Working to replace Peggy.*
- *Recognize Jordan for her help with the child care.*
- *Funding for Home Reading Programme*
  - *Books are falling apart/dated material themes – not exceptions more the norm. Massive influx of \$ to replace a lot of books. \$2-3,000 for a full reboot and then maintenance ~\$500 – A – D/E level F-K are easy to find. Sale by Pearson Canada – what benchmark are they using Fontiss/ DRA. Diffenet systems... S Childs leads that system. Look at the inventory, need to be purposeful in replacing the books. Interest book are the teachers, level readers are the schools/personal. What happens if teacher moves, etc..... what do we have/what do we need new materials are expensive. Scholastic credits are used for replacements. Combination of funds. Motion that we commit to spending a significant replace and maintenance. Recommend the motion be made at the AGM. Challenge of timing at the moment and don't want to overload the teachers. Sept is as busy. Have allocated time to start that work. 1) what to we have (school, not teachers) 2) what are the needs/recommendation – Jackie has a wish list (casino funds) 3) add to presentation*
- *Question on operation of the PAC*
  - *By-laws for operation PAC, put together when the council was initially formed. School and Parent councils are different. Society guidelines. School councils only when schools are open. By-law review. Nellie's could be reviewed. School council operation are more or less the same*
  - *Confused about the process – not the forum to discuss disagreements or other concerns. Should be able to bring them forward. Should be able to bring forward agenda items. Is membership defined/ requirements for the number of meetings. Certain areas the PAC can't discuss, as it is school business. It's not always clear until it's been raised. Agenda creation about practicality and time limits and other factors. Issues can be brought forward but not always discussed. Not about dismissing. The communication needs to be done in a timely manner.*
  - *Communication needs to be done quickly . Seems like there in an inner circle. True there are some issues. Some responsibility with the administration. other communications media not transitioning.*
  - *Proposed dates for next year. Needs to be updated. Processes/clarity.*
  - *What is the call for election process? Needs to be a general call. AGM package. Minutes have to be registered. Formal process if not in bylaws it should be in by laws.*
  - *People need to feel welcome. Process needs to be public.*

- Budget process, what is needed, wanted, fluid budget process – don't have a static budget. Should be posted to the PAC website. Is there an audit report 2 independent people. – random parents. Signed and submitted with the report.
- Call to election/directors AGM notice.  
Small committee to review bylaws. Convene a committee. Notice of vacant pos and AGM. CBE website.

7) AGM September 13, 2018, Adjourn 7:27 pm

Jane G

DRAFT