

Roy H. Crosby School Council Meeting Minutes

Minutes of November 10, 2008 Meeting
Held in Library of Roy H. Crosby School

Meeting Attendees

- Principal
David Geene
- Voting School Council Members
 1. School Council Executive:
Lesli McKee (Chair), Debra Larkin (Vice-Chair), Kelly Moffat (Treasurer)
 2. Other Voting Members (*per October 1, 2008 Letter from David Geene*)
Xiaolin Ni, Bianca Mason, Renee Procenke, Jennifer Baxter,
Angela Goodwin, Megan Heaphy- Orr, Joanne Klue, Gail Tsang, Ulya Yigit,
Vicky To, Petra Simmons, Denvy Nanderam
- Other Parents, Guardians, and Guests
Sabrina Turner, Dean Lee Sherri Dennis, Melanie Sugden
- Representatives
 1. Community Representative- Chris Webb
 2. Teaching Staff Representative- Basil Wong
- Absent:
Beth Sheridan (Secretary), Leanne Arbour (Support Staff Representative), Lisa Dunning, Rich Coran, Laura DeByl, Dominic Lin, Rona McKey, Lynn Nowicki, Romona Sequiera, Joe Simms, Kim Vreusen, David Xie, Yongmei Xue

Note: Initials of above persons are used below:

Meeting Documents

The following documents were developed, provided, discussed or referenced at the meeting:

1. Meeting Agenda dated November 10, 2008
2. Principal's Report dated November 10, 2008
3. Treasurer's Report dated September 30, 2008
4. Meeting attendance sign-in sheet

Issues Discussed

1. Welcome by Chair

LM called the meeting to order at approx 7:25pm. She welcomed the large turnout and thanked last years' Executive.

2. Keep Meeting Short

LM advised will try to keep meetings short.

3. Not Forum for Student Specific Concerns

LM reminded everyone that School Council meetings are not the forum to raise student specific concerns, as these should be more appropriately raised with the Principal.

4. Motion to Accept Minutes of Prior Meeting

Motion put forward by DL, seconded by KM, and passed.

5. Principal's Report

DG discussed his Principal's report with main topics including:

- i. P.A Days
- ii. Cross-Country Team
- iii. Special Education
- iv. Request for funding by Student Council of certain activities:
 1. \$300 per Teacher
 2. Additional suggests/requests
 - a. Supply teachers at \$200/day
 - b. Mathletes- \$500
 - c. Hip Hop Dance- \$1057
 - d. SMART Board- cost shared- \$1769
- v. Reminder of upcoming events
- vi. Goal Summary of School Plan for Continuous Improvement
 1. Curriculum Implementation and Student Achievement
 2. Family, Parent, and Community Engagement
 3. School and Workplace Climate

6. Mail Gifted Program Envelopes

DL suggested the envelopes regarding gifted program information be mailed instead of provided directly to students, in order to minimize curiosity by others. DG agreed.

7. Pro Grant Idea to be Funded with other Means

DG apologized that due to a filing deadline being missed, the Pro Grant application was not submitted. However, the idea underlying the Pro Grant, being an interactive portal to enhance parent engagement ("Parent Engagement Portal or "PEP) could still be realized through alternative funding including a \$500 school grant and \$500 from school budget.

8. Input Welcomed on School Plan for Continuous Improvement

DG discussed certain aspects of the School Plan for Continuous Improvement and advised that he would welcome input.

9. Handling of Fundraising Monies

- DG reminded everyone that all fundraising monies legally belong to School Board as School is not a legal entity, but that School Council has authority to direct where monies are spent
- DG advised a safe has been purchased and that all monies should be given to him or Leanne to put in safe

- DG advised that at least two people should count and record (i.e. put their names, amount, fundraising activity, and dates) all fundraising monies.
- Fundraising monies from activities in the school should not leave school property
- Where fundraising activities occur off school premises, still two people counting and recording ((i.e. put their names, amount, fundraising activity and dates)

10. Treasurer's Report

- KM presented Treasurer's Report
- Vote on the balances, not the commitments- as need further information (see below)

11. Suggested Improvements to Format of Treasurer's Report- Need for Monthly Cash Inflow-Outflow Information to School Council Members

- DN raised point that while helpful, the current format of the Treasurer's report should be improved to better inform the School Council Members of Cash Inflows and Cash Outflows each month.
- DN further suggested that this Monthly Cash-Inflow and Cash Outflow Information is important to know before agreeing on commitments
- Later in meeting, RP agreed further information would be helpful before deciding on certain commitments
- DN offered to provide a sample template of Cash Inflow-Outflow
- LR mentioned she would look into issue before next meeting
- With additional information for next meeting, discussion and voting could take place on those commitments not discussed in this meeting.

12. Motion to Approve \$2200 in Performances

- BM provided details on performances and advised \$670 had already been spent to book 1 performance and another is anticipated in March/2009
- A motion to approve \$2200 for performances this school year was put forward by BM, seconded by GT, and approved.
- DG advised that assemblies of such performances would be open to all families/students of the school.

13. Motion to Approve \$650 Skating Day

- As in prior years, a skating day costs include bus rental and rink charges
- A motion to approve \$650 for Skating Day costs was put forward by BL, seconded by UY, and approved

14. Roy Crosby School Budget

DG advised that the budget for Roy Crosby school from Board funds is approx \$42,000 based on an amount per student formula. In addition to this

budget, the school obtains funding through non-board funds (i.e. milk sales), and monies from School Council

15. Lower Cost Electives

- ST mentioned, and various others agreed, that the cost of the electives options and field trips is expensive.
- DG mentioned that there is a practice of approaching certain families on a discrete and informal basis, to provide financial help. DG also advised there is no mark-up on bus charges
- Agreed that a wider range of elective options needed.

16. Concern voiced with School Council paying for Supply Teachers

JB voiced objection to school council funds being used to pay for supply teachers. She advised that rather such payment for supply teachers should come from school budget.

17. Fundraising Chair

In a fundraising committee meeting that occurred immediately after the school council meeting, JB accepted the position of Fundraising Chair.

18. Fundraising Activities and Amounts

- Over 6 weeks, \$500 raised from Freezie sales
- Over 2 weeks, \$200 raised from popcorn sales
- JK advised approx \$5400 raised from magazine sales (vs. \$7000 last year)

19. Identify Staff to Head-Up Environmental Activities

DG and BW to jointly identify a staff member very interested in environmental matters.

20. Health & Safety- List of Sesame Seed Free Breads and Crackers

Given that it is sometimes difficult to find breads/crackers free of sesame seeds, PS suggested, and DG agreed to develop list of breads/crackers free of sesame seeds.

21. Playground Plan and Questions List

- As chair of the Playground committee CW:
 - Requested clarification on the overall mandate of the Playground committee, and agreed to provide a list of questions for next meeting. One example of such questions would be if the Playground committee's scope of work includes just developing potential designs or seeking fundraising
 - It was noted that, even with community support and other grants, the scope of funds needed for the Playground was several times that amount raised annually by the entire School Council fundraising activities.
 - CW suggested that a 3 year plan needed to be put in place to help move the project forward and make progress.

22. Motion to approve \$100 for Staff Appreciation

- A motion to approve \$100 toward staff appreciation was put forward by LR, seconded by KM?, and approved.

23. Governance- Updates to Constitution

- DN advised that for next meeting would update wording in School constitution (per section 7.4) to allow for 3 year terms of Executives
- JK and GL suggested that update to require meeting minutes to be more detailed and be provided within 5 days of meeting (per section 11.2)
- DN suggested that current wording of Article 3 of constitution regarding Purpose and Objectives is somewhat general in nature, and suggested to group, we may want to make this section more specific by stating specific goals of the School Council that year. School council members were advised the constitution was on the school website, and to please advise DN of any of their suggested changes regarding making the objectives more specific.

24. Education and Social Committees

LM mentioned still interest in establishing education and social committees.

25. Suggestion- Starting Meeting On Time

A general suggestion was made by RP that School Council meetings should start on time.