



Cherishing and Challenging Every Child

Glen Allan School Council Meeting
May 15, 2018

In Attendance:

Jessica Winship [Chair], Irene Hamm [Secretary], Tamara Chomay [Treasurer], Melissa Bray [Budget Vice Chair], Tracey Arbuthnott [Principal], Dustine Vicic [Assistant Principal], Stephanie Mills [Casino Coordinator], Gina Hartman [Yearbook Coordinator]

Regrets: Cecile Palm [Fund Development Committee Chair], Nicole Moorji [Programs Vice Chair], Don Irwin [EIPS School Trustee], Stacey Robinson [Teacher Representative], Karen Kotlarchuk [Teacher Representative]

Meeting called to order at 7:00 pm by the Chair, Jessica Winship.

1. Introductions and welcome

Roundtable introductions.

2. Review and additions to the agenda

No changes.

3. Approval of Previous Meeting Minutes

Motion: Tamara made a motion to approve the April 2018 draft meeting minutes as is. Gina seconded. Motion carried.

4. Student Council Update

- Student representatives from grades 4, 5 and 6 attended the meeting to provide GASC with an update on the Student Council and their fundraising efforts throughout the year.
- Each class in grades 4 – 6 votes for and elects a class representative. The elected representatives also represent their corresponding buddy class.
- Meet 1-2 times per month.
- Raise money for the Christmas Bureau.
- The Smencil sales generated \$577.60 for the library.
- Vote for themes for school spirit days.
- Design posters for school spirit days.

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5. School Trustee Report

- View the Board Highlights report [here](#).
- A printed copy of the Board Highlights was distributed to all members in attendance.

6. Principal's Report – Tracey Arbuthnott

- We are in the process of building our next (3 or 4 year) school education plan. We have looked at the GLN's parent survey, GLN's staff survey, GASC SEP input question (attached), staff SEP input questions, the staff input on effective teaching practices, district goals, and of course the educational needs of our current student population.

Facility News

- Bathroom taps have been changed to the lever type (easier for the students to use) and the cartridges have been changed to extend the time they are active.
- AEDs to be installed in all EIPS schools by August 31, 2018.
- Working on getting sod down over the dirt that was left from the cement work last summer.
- Buddy bench placement has been given to the county to install.

School News

- New deal on agendas, going from a school specific to a district nonspecific model. Moving from \$10 each to \$4 each. School fees will be adjusted accordingly.
- The school has been very busy over the last 4 weeks (time has just flown by!!!!).
- Grade 6's have written the English Part A Provincial Achievement Test on May 10th
- Staffing for next year. We were able to maintain Mr. Kerr and Mrs. Melnyk as Teachers and 7 of our permanent contract Educational Assistants.
- Budget: Spring budget is here, and we have been working on it making sure that we put the needs of our students first. \$2,618,787 with 3% supplies and materials and 97% staffing costs.
- Class Configurations for next year (see below).

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Grade	k	1	2	3	4	5	6	
GR totals	55	48	58	54	61	73	54	
Current numbers	18	24	19	27	21	24	27	
	18	24	19	27	20	24	27	total
	19		20		20	25		401

Grades	k	1	2	3	4	5	6
	Woodman	Kotlarchuk	Bezuko	Foley	Robinson	Ganemtoore	Budney
2018-19 Teachers	Woodman	Curran	Alexander/ Ferguson	Westergarrd/ Kemsley	Miles da Silva	Melnyk	Barry
	Shannon		Moncrieff		Halcrow	Kerr	

Legislation for School Advisory Councils to guide their operation and role

- I have attached the Legislation governing the Parent Council and added it to our school website.
 - School Act Section 22
 - EIPS Administrative procedure 110
 - Alberta School Council Resource Handbook Pages 3-4

Meeting dates for next year 2018-19

- Sept 18, Oct 16, Nov 20, Jan 22, Feb 19, Apr 16, May 21

7. School Council Updates

- **General programs – Nicole Moorji**
 - Staff Appreciation Lunch is booked
 - BBQ: Pam requires the total number of students and staff to confirm food quantities with Save On Foods.
 - Tracey confirmed this number to be 500
 - Hot Lunch program for 2018-2019 - The Lunch Lady
 - Council members will meet with Kim and decide how to proceed for next school year

Funds Development Report – Cecile Palm

- Spell-a-thon
 - Total raised- \$14 987.25

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- Pizza party winners- Mrs. DJ's class in div 1 and Mrs. Miles Da Silva's class in div 2 raised the most money. Pizza was enjoyed on Friday. (May 11th)
- There were many winners in each class for best spellers and money raised.
- Thank you to Jenn Campbell for organizing on the Spell-a-thon and thank you to everyone for participating: the staff, students, and the volunteers.

- **Coordinators 2018/19**
 - Chandel Plester has volunteered to coordinate the book fairs next year.
 - Cecile will continue with Art Cards.
 - Spell-a-thon coordinator – Jenn Campbell
 - Stephanie Mills will coordinate the Casino which will be October 4 and 5th 2018 at the Camrose Casino. She has already started the paperwork for the casino license which will need to be submitted 60 days prior to the casino date. She will need the Use of Proceeds list as well.

- **Volunteer sign-up sheets**
 - Will bring sheets to meet the teacher night in the fall.

- **Fund Income 2017-2018 = \$27 966.81**

Budget Report – Melissa Bray

- Melissa presented the current GASC budget and funds

8. GASC Executive Election, run by Gina Hartman

- By unanimous vote, the 2018-2019 GASC executive is:
Chair, Jessica Winship
Budget Vice Chair, Tamara Chomay
Programs Vice Chair, Nicole Moorji
Fund Development Committee Chair, Cecile Palm
Treasurer, Melissa Bray
Secretary, Irene Hamm

Meeting adjourned at 7:38 pm.

Next meeting is scheduled for September 18, 2018, at 7 pm in the Glen Allan School library.

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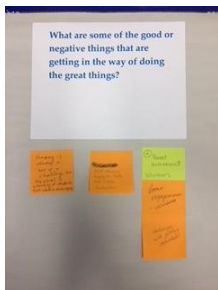
Responses from GASC for our School Education Plan
Reflection questions (Experience + Responses = Opportunity)

What are some of the great things that lets Glen Allan Elementary stand out from other schools



- 6 - Sense of community
- 6- Great administration/leadership/approachable
- 4- Small class size
- Out of school care

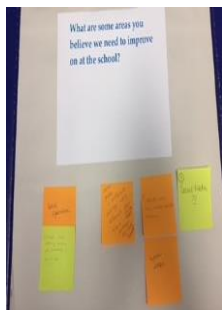
What are some of the good or negative things that are getting in the way of doing the great things?



- 3- Parent involvement/volunteers
- Staff always happy to talk and listen
- Funding challenging

What are some areas you believe we need to improve on at the school?

- 2- water bottle station



- 2- Lunch supervision
- Social media
- Same grades in different hallways



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Elk Island Public Schools
Administrative Procedure 110
SCHOOL COUNCILS

Background:

The Division encourages School Councils (SCs) to participate as active partners in the operation of their schools to build a supportive school community and to act in an advisory capacity to the Principal.

Procedures:

1. Each school shall have a School Council (SC) formed and constituted in a manner consistent with the requirements of the *School Act* and the School Councils Regulation.
2. As per [Board Policy 3, Role of the Trustee](#), the designated trustee may attend the SC as a non-voting representative of the Board.
3. The SCs, through their designated trustee, shall also have the opportunity to provide input to the Board and Alberta Education on matters pertaining to the school and other educational issues. SCs may also make direct representation to the Board.
4. The Principal shall notify the Superintendent by September 30 of each year of the membership and officers of the SC.
5. The SC shall submit a copy of the bylaws/guiding principles/operating procedures and/or amendments to the Superintendent for information by September 30.
6. The SC shall submit, to the Superintendent by September 30, an annual report for the previous year containing:
 1. A summary of the activities of the SC during the school year.
 2. Financial statements of the SC, if any.
7. The SC shall retain, at the school, a copy of the minutes for each meeting and make them available to any member of the public on request. These minutes shall be retained for at least seven years.
8. Each school may establish a separate advisory group for parents of children enrolled in an Early Childhood Services program at the school, or the SC may establish a process for these parents to be members of the SC.
9. To facilitate any fundraising activities for the school that require a non-profit status, the SC may choose to work with a registered society:
 1. School Councils, registered societies, and principals are encouraged to work collaboratively on Principal-approved initiatives.
 2. Principals shall approve the acceptance of funds provided to the school.

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10. The SC provides parents and the school community with a means to consult with and provide advice to the Principal on matters pertaining to the school and its operations, including the School Education Plan, subject to the provisions of the *School Act*.
11. The SC may carry out other school-related functions as identified by the Principal or the Superintendent and agreed to by the SC.
12. The Principal shall be the primary administrative resource for the SC. The Principal shall assist the SC Chair in establishing meeting agendas.
13. The Division encourages the inclusion of representatives of other school community groups on SCs.
14. In the event of a disagreement between the SC and the Principal, the SC Chair may appeal to the Superintendent in writing.
 1. The Superintendent shall appoint a mediator.
 2. In the event mediation is unsuccessful, the Superintendent shall convene an ad hoc committee to make recommendations for resolution.
 3. The decision of the Superintendent shall be final.
15. Communication channels, such as Division email and courier systems, are reserved for Division business.
16. SCs shall not distribute materials related to a political cause or agenda.
17. Students and student work shall not be used for political purposes.
18. SCs shall not distribute promotional materials on behalf of businesses, non-profit organizations, or service organizations unless approved by the Principal as per Division third-party distribution guidelines ([Administrative Procedure 153](#)).
19. SC communication materials shall be reviewed by the Principal prior to distribution.
20. As per [Board Policy 2, Role of the Board](#), school personnel or individual student concerns shall not be discussed at SC meetings.

Reference:

Sections 20, 22, 60, 61, 113, 144 *School Act*
Personal Information Protection Act
Alberta School Council Regulation 113/2007
Alberta School Council Resources Manual (revised 2007)

Last updated: February 2016

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School Act

Section 22 School Council

22(1) A school council shall be established in accordance with the regulations for each school operated by a board.

(2) The majority of the members of a school council shall be parents of students enrolled in the school.

(3) A board of a separate school district or a division made up only of separate school districts, by resolution, may require that the parents of students enrolled in a school operated by the board who are members of the school council must also be of the same faith as those who established the separate school districts, whether Protestant or Roman Catholic.

(4) A school council may, at its discretion,

(a) advise the principal and the board respecting any matter relating to the school,

(b) perform any duty or function delegated to it by the board in accordance with the delegation,

(c) consult with the principal so that the principal may ensure that students in the school have the opportunity to meet the standards of education set by the Minister,

(d) consult with the principal so that the principal may ensure that the fiscal management of the school is in accordance with the requirements of the board and the superintendent, and

(e) do anything it is authorized under the regulations to do.

(5) Subject to the regulations, a school council may make and implement policies in the school that the council considers necessary to carry out its functions.

(6) A school council may make bylaws governing its meetings and the conduct of its affairs.

(7) Subject to the regulations, a board may develop and implement policies respecting school councils.

(8) A board shall establish an appeal process or conflict resolution procedure under which the principal or the school council may apply respecting disputes on policies proposed or adopted for a school.

(9) The Minister, on the request of the board, may dissolve a school council without notice at any time if the Minister is of the opinion that the school council is not carrying out its responsibilities in accordance with this Act and the regulations.

(10) The Minister may make regulations

(a) respecting the election or appointment of the members of a school council and the term or other conditions of election or appointment and the dissolution of a school council;

(b) respecting the roles of the principal and the school council of a school and their respective powers, duties and responsibilities;

(c) respecting any other matter the Minister considers necessary respecting school councils;

(d) exempting a school or class of schools from the application of this section.

1988 cS-3.1 s17;1990 c36 s6;1994 c29 s8;1995 c27 s3

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School Council Resource Guide

Alberta School Councils' Association Pages 3&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*
- 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.

Annual Agenda Framework Sample Yearly Agenda

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:

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- 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
- school management
- listening to complaints

School Act & School Councils Regulation

Advisory

The school council is a legislated structure - a forum for parents and community members to participate in an advisory capacity in their local school decision-making processes. The advisory role is intended to engage parents, high school students and the community in school decision-making for which the principal is responsible.

Advising the Principal

School council may, at its discretion, advise the principal on matters relating to the school. Some of the more common topics for discussion include:

- school's overall mission, philosophy, policies, rules and goals
- school's improvement planning, including three-year plans
- school district policies (e.g. school fees, school council policies)
- school budget
- school volunteers
- provincial achievement test results and diploma exam results
- guidelines and principles for the school resource allocations
- fundraising
- training and/or information needs of school council members
- school policy on use of facilities by the larger community
- facility renovations
- ways of reporting student achievement results to parents and public
- methods of communicating with parents and the public
- promotion of the school in the community

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- programs offered in the school
- extracurricular activities offered in the school
- student attendance procedures, standards of student conduct and bullying issues
- services for students to improve learning, such as assistance from reading specialists and guidance counsellors
- school calendar and adjustments in school hours
- graduation and other school celebrations

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