

**SEBATOR BUCHANAN COUNCIL  
ANNUAL GENERAL MEETING MINUTES**

Tuesday, September 14, 2021 - 6:00 PM

1. Welcome
  - Lenee & Bob
2. Attendance: Cynthia Young, Tasha Olsen, Candice Halma, Monika Leitz, Stacey Russell, Mindy Kool, Brittany Jacober, Nicole Kowal, Cindy Rogers
3. Role of School Council
  - Parents received the handout regarding what the roles and responsibilities are of a school council
4. Positions available for 2021-2022 School Council (Roles and Responsibilities handout).  

Chairperson – Tasha Olsen	Vice-Chairperson – Mindy Kool
Treasurer – Candice Halma	Secretary – Nicole Kowal
District School Council – Cynthia Young, Stacey Russell	
Members at Large – Open	

5. Review of Activities from Previous Year
  - ⊖ Fundraising – Kernels, Cookie Dough, Silent Auction, Ben’s Beef Jerky, Christmas Tree Pick Up, Epicure
  - Christmas Assembly – Gift bags per students
  - Budget Decisions, purchasing decisions, priorities

6. Elections – all by acclamation

7. District School Council

Dates of Meetings – Board Room at the Education Centre starting at 6:00 p.m.:

October 4, 2021	November 8, 2021
December 6, 2021	January 10, 2022

February 1, 2022 – Town Hall Meeting (in lieu of DSC meeting in February)

March 7, 2022	April 4, 2022
May 2, 2022	June 6, 2022

8. Meetings: Third Tuesday of each month at 6:00 PM in Staff Room – or other space to maintain social distancing. Masks and hand sanitizing will be required. (Oct. 19, Nov. 16, Dec. 14, Jan. 18, Feb. 15, March 16, April 26, May 17, June 14)
9. Other Items

I. Staffing and enrolment update/ Facility update

1.1.1.1. Staffing and Enrollment

- K AM/ PM, 2 x Grade 1, Grade 2/3 x 5, Grade 4/5 x 4
- Class Sizes currently 19-26
- Additional allocation of 1.0 FTE on Friday (Ashely Zrim). We are working on re-configuring our K&Grade 1.
- We have 302 students to date.
- Changes – Robbyn Wright, Hayley Stasiewski – Mat Leave
  - K – Debbie Newman
  - Grade 1 – Alyssa Andreachuk, Danica Martin
  - Grade 2/3 – Sally Leung, Courtney Rozee, Bailey Thorson, Kristi-Ann Watrin, Danica Lawson
  - Grade 4/5 – Lisa Clark, Joel Stretch, Brayden Zentner, Zach Wanner
  - LST – Emily Smith
  - Music/ Literacy – Diane Shapcott

- Inters – Hudson Sheen (Shapcott), Aquinna Brokenshire (Smith)

#### 1.1.1.2. Construction Updates

- Mostly done! Just finishing touches
- Sound System install in gym next week
- Last year:
  - Fast forwarded by 18 months
  - Gym floor
  - Stage
  - Learning Commons, back wing
  - Wall removal
- Advocating for a new parking lot and drop off zone

### 10. Adjournment

#### **Roles and Responsibilities**

##### Chair

- Plan the agenda for meetings along with the principal
- Convene and facilitate meetings
- Act as spokesperson for the council
- Hold signing authority on the school council bank account
- In conjunction with the secretary, maintain an accurate contact list of all school council members
- Motion, second and/or vote on any and all proposals
- May delegate any of the above duties to the Vice-Chairperson in their absence or to another Council member
- Assist school council members as necessary to carry-out their roles

##### Vice Chair

- Assist chairperson with duties as assigned
- Assume the duties of the chairperson in their absence

##### Treasurer

Budget, bank statements, provide a paper copy of statements to council

- In conjunction with the chairperson and the vice-chairperson, manage all financial transactions of the school council
- Maintain accurate financial records
- Present financial reports at all school council meetings
- Provide an electronic copy of the monthly statements to the chairperson
- Provide a hard copy of the monthly statements for the school council in the binder provided in the school council file cabinet
- Hold signing authority on the school council bank account

##### Secretary

- Types minutes, choose your own methods
- Keep accurate minutes of all meetings
- In conjunction with the chairperson, maintain an accurate list of all school council members
- Provide an electronic copy of all meeting minutes to the Chairperson, Principal, Vice-Principal and Administrative Assistant
- Provide a hard copy of all minutes for school council records in the binder provided in the school council file cabinet.

##### District School Council

- Represent our school at a district level

##### Members at Large

- People who attend meetings and share a voice in school activities