

**SEBATOR BUCHANAN COUNCIL
ANNUAL GENERAL MEETING Minutes**

Tuesday, September 13, 2022 - 6:00 PM

1. Welcome
 - Lenee
2. Attendance: circulate paper for members at large. *We had a large list of Members at Large which is amazing!*
3. Role of School Council (handout)
 - Parents received the handout regarding what the roles and responsibilities are of a school council
4. Positions available for 2022-2023 School Council (Roles and Responsibilities handout). The current name is the incumbent.

Chairperson – Tasha Olsen

Vice-Chairperson – Mindy Kool

Treasurer – Cindy Rogers

Secretary – Monika Leitz

District School Council – Cynthia Young

Lenee's apologies for the position of Secretary. Thank-you to Monika Leitz who has agreed to do this position full time. Also Thank-you to Cynthia Young who has agreed to carry on as District School Council Rep

Members at Large

Ashley Osmond

Brittany Jacober

Brenne McElhaw

Jodi Lee

Richelle Neufeld

Klinton Olsen

Laura Lenzen

Mark Burris

Meys Banto

Josh Sawweler

Amanda Walsh

Lorraine Reimann

Kayla Firkola

B Susanth

Felisha Lynn

Graham Kool

Danielle Murfin

Catherine Gray

Cory Bullock

Bev Dyck

Chris Brown

Allysha Mitchell

Nicole Straga

Melissa Stringam

Jayci Crapo

Roslyn Horne

Qun Min

Trina LeBarre

Loveleen Kaur

Crystal Ferguson

Melanie Peterson

5. Review of Activities from Previous Year
 - ⊖ Fundraising – Kernels, Cookie Dough, Silent Auction, Ben's Beef Jerky, Christmas Tree Pick Up, *Let's Pasta Staff are asking for more technology, specifically on the second floor – 8 classes sharing one cart*
 - Budget Decisions, purchasing decisions, priorities
6. District School Council – *no update*
7. Dates of Meetings – Board Room at the Education Centre starting at 6:00 p.m, usually first Monday of the month
8. Meetings: Third Monday of each month at 6:00 PM in Learning Commons.

We meet at 6:00 PM, usually in the Learning Commons.

Monday, Oct. 17

Monday, Nov. 21

No December Meeting – We usually do a Social Event

Monday, Jan. 16

Monday, Feb. 27

Monday, March 20

Monday, April 24

Monday, May 15

No June Meeting – We usually do a Social Event and meet elsewhere

9. Other Items

I. Staffing and enrolment update/ Facility update

1.1.I.1. Staffing and Enrollment

- K AM/ PM, 3 x Grade 1, Grade 2/3 x 5, Grade 4/5 x 5
- Class Sizes currently 16-22
- We have 302 students to date.
- Changes
 - K – Debbie Newman
 - Grade 1 – Alyssa Andreachuk, Ashley Zrim, Robbyn Wright
 - 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, Danica Martin
 - LST – Emily Smith
 - Music/ Literacy – Diane Shapcott
 - Inters – Sohpie Tsougrainis, Julena Andrew, Heather Munro

1.1.I.2. Construction Updates

- Mostly done! Just finishing touches
 - West side of school re-paved
 - Painting on westside
 - Building storage in boot rooms
 - Front signage

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