

**SEBATOR BUCHANAN COUNCIL
ANNUAL GENERAL MEETING Minutes**

Tuesday, September 12, 2023 - 6:00 PM

1. Welcome
 - Lenee
2. Attendance: circulate paper for members at large.
3. Role of School Council (handout)
4. Positions available for 2023-2024 School Council (Roles and Responsibilities handout). The current name is the incumbent.
 - All re-elected by acclamation, Kira Kinninhan to replace Monika Leitz as Secretary

Chairperson – Tasha Olsen

Vice-Chairperson – Mindy Kool

Treasurer – Cindy Rogers

Secretary – Kira Kinninhan

District School Council – Cynthia Young

5. Review of Activities from Previous Year
 - Fundraising – Kernels, Cookie Dough, Silent Auction, Kernels, Let’s Pasta (Lost Christmas Trees, West Jet – will try again this year), Garage Sale
 - Can we look at doing a toy drive and having a winter garage sale? (Collect toys, books?)
 - Budget Decisions, purchasing decisions, priorities
6. District School Council

Dates of Meetings – Board Room at the Education Centre starting at 6:00 p.m, usually first Monday of the month
7. Meetings: Third Monday of each month at 6:00 PM in Learning Commons. (Usually)

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

Monday, Oct. 16

Monday, Nov. 20

No December Meeting – We usually do a Social Event

Monday, Jan. 15

Monday, Feb. 26

Monday, March 18

Monday, April 22

Monday, May 27

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

8. Other Items

I. Staffing and enrolment update/ Facility update

1.1.1.1. 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 Martin
 - Grade 4/5 – Lisa Clark, Carissa-Lynn Stretch Stretch, Brayden Zentner, Zach Wanner, Vivianna Lee

- LST – Emily Smith
- Music/ Literacy/ Grade 4/5 – Diane Shapcott
- Interns – XiXi Wu, Erin Basso

1.1.1.2. Construction Updates

- Building storage in boot rooms
- Basketball Nets - installed
- Scooter Racks - installed
- Asphalt Painting

II. Community Partners

- EFree Church
- Bridge Community Church
- Cobs Bread/ Lakeview Bakery
- Lethbridge Hurricanes

III. University of Lethbridge Partnerships

IV. College Partnerships

9. 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