

**Principal's Report to Parent Council –  
Annual General Meeting, September 18<sup>th</sup>, 2019 @ 6:30 PM**



**Attendees:**

**Cheryl Verbong, Jan Kahler, Carly Montgomery, Anson Flint, Sherri Flint, Christie Acheson, Jenna Evans, Jamie Joelson, Deanna Stroud, Candace Carlyle, Kailey Mymryk, Lindsay Kalvznick, Kelly Cassie, Jackie Sakalauski, Harpreet Kaur Rai, Sarah Buchan (18/280 = 5/7% Quorum reached).**

**Meeting called to order at 6:30 PM.**

1. **Enrolment:** These numbers will fluctuate as the school year continues.

**Kinder: 42  
Grade 1: 36  
Grade 2: 51  
Grade 3: 53  
Grade 4: 51  
Grade 5: 47  
Total: 280**

2. **Thank you!** – We have long standing outgoing executive members of our parent council that I would like to acknowledge prior to moving forward with the current meeting and school year. Sarah Buchan (president), Paula Stuart (treasurer), Ida Gigliotti (secretary) who have been on this council for many years and have supported the staff and students of this school with unwavering conviction and a focus on doing what's best for kids. Thank you all for your commitment and volunteer efforts over the years.

3. **Purpose and forms of Parent Organizations:**

- The purpose of school based parent organizations include:
  - Promote cooperation and communication between the home, school and community.
  - Promote parental involvement in their schools.
  - Promote positive relations between the school and it's community.

- Promote the objectives of the school. Recognizing that the student is the most important and vital component of the educational system.
- Promote the welfare of children and support the educational purpose of the school.
- Forms of parent organizations in schools:
  - **Parent Council** = high involvement, multiple functions and revenue sources, moderate to high cash flow, and high organizational need. Most common in K-5 schools.
  - **School Advisory Committee** = lower level of involvement, negligible cash flows, and lower organization need. It functions to create communication and dialogue with school staff and provide advice to the principal.
  - **Booster Committee** = high level of specific interest that focuses on a single activity such as a school band, etc. A Booster Committee may have potentially high cash flows and high organizational needs. This can operate alongside a parent council or advisory committee.
  - **Advisory Council for School Leadership** = A parental representation that meets with Principal for ongoing discussion and regular updates.

4. **Quorum Vote:**

- **Vote to be held to determine the preferred Parent Organization**
- **Vote determined that a Parent Council is the preferred parental organization.**

5. **A Quorum vote to be held for the following positions:**

a) **Secretary –**

1. Shall maintain copies of all records pertaining to the Parent Council and the Executive.
2. Shall assist in the general administration and functional operation of the Council.
3. Shall be responsible for any correspondence issued under the direction of the Parent Council or the Executive.
4. Shall take the minutes of all meetings of the Parent Council and the Executive.
5. Shall, within two weeks after any Parent Council or Executive meeting, provide to the members of the executive copies of all Council or Executive minutes and shall forward copies to the principal, who shall distribute to community and trustees.

**Nominees/Elect:**

**Jan Kahler and Jenna Evans have both put their names forward.**

**Jenna Evans has been voted in to the position of Secretary**

**b) Treasurer**

1. Shall be responsible for the financial accounting of the Parent Council.
2. Shall act in the capacity of financial advisor to the Parent Council.
3. Shall act as one of the three possible signatories on all authorized expenditures of the Parent Council.
4. Shall be responsible for the financial audit to be placed before the Annual General Meeting. An audit of the accounts of the Parent Council shall be done currently with the school funds audit.
5. Shall be responsible for banking Council funds and for arranging banking services.
6. The "Financial Operations of Parent Organizations Policy," Policy Code: KMA-R shall be abided by.

**Nominees/Elect:**

**Kelly Cassie was the only nomination and will assume the role of Treasurer moving forward.**

**c) Vice President**

1. Shall act in the capacity of president in the event the President is ill, not available, or resigns.
2. Shall assist the president in all matters not delegated to specific conveners.
3. Shall act as one of the three possible signatories on all authorized expenditures of the Council funds.
4. Research requests for funds submitted by school staff.
5. Shall assume other duties as may be assigned by the president.

**Nominees/Elect:**

**Christie Acheson was the only nomination and will continue on in her role as Vice President moving forward.**

**d) President**

1. Shall call and chair the meetings of the Parent Council and the executive.
2. Shall direct all activities of the Council.
3. Shall work in close consultation with the principal.
4. Shall represent the Council in all matters not delegated to specific conveners.
5. Shall act as signatory on all authorized expenditures of the Council funds.
6. Shall cast deciding vote in case of a tie.

**Nominees/Elect:**

**Sherri Flint was the only nomination and will assume the role of President moving forward.**

**6. A Quorum vote to be held for teacher representatives:**

**Both teacher Tracy Betz and teacher Maureen Paul have been accepted as teacher representatives.**

**7. Questions and/or concerns?**

**Elected council would like to further nominate names for existing sub committees.**

**Volunteer Co-Ordinators: Kailey Mymryk and Harpreet Kaur Rai**

**Fun Lunch and Fundraising Committee: Cheryl Verbong, Jan Kahler with additional support from all council members.**

**8. Future Meeting Date:**

**The next Sansome Parent Council Meeting will be held on Monday, October 7<sup>th</sup>, 2019 starting at 6:30 pm.**

**Meeting Adjourned at 7:10 PM**