

**Minutes**  
**13 November 2018**  
**Forest Valley Elementary School Council Meeting**

**Time:** 18:45 to 19:30

**Attendees:** Laura Mason, Karen Evans, Katherine Parent, Erica Harnett, Andrea Morissette, Jodi Aldrich, Derek Black, Jan Barton, Stephanie Borrens, Rob, Jason Clarke, Edit Szarha

**Regrets:** Shilei Liu, Brandon Maynard

**Welcome** (Laura Mason)

**Budget discussions** (Derek Black):

1. Approval of the FVESC budget:
  - Copies of the FVESC budget were circulated ahead of the meeting.
  - A line item was added to include money for schools in need.
  - **Approval process:**
    - Motion to pass budget as draft: Derek
    - Motion seconded: Laura, Katie, Erica
    - All members voted in favour of the budget as drafted.
2. The issue of switching financial institutions was raised.
  - Treasurer recently ordered new cheques for council activities. Given their cost, the number of cheques ordered and the amount of time it will take to use them, Treasurer advised that a switch may not be wise at this time. Furthermore, Treasurer reminded council members that, as council-run programs (especially the pizza and milk programs) move to the Cash Online setup offered through the school board, the issue of transactional charges at the CIBC may become less of an issue. Cash Online would reduce the number of banking transaction.
3. Signing authorities:
  - Currently, there are three members with signing authority for council issued cheques. These are Derek Black, Jodi Aldrich and Laura Mason. With Edit likely replacing Derek as Treasurer of the FVESC for the 2019-2020 school year, Edit will be added as a signing authority.
  - Jodi will also be removed from the list as of next year.
4. Innovation / creativity money:
  - A cheque will be provided to Stephanie in the full amount. Over the course of the school year, Stephanie will track how each teacher uses their designated amount.
5. Money for each teacher
  - Teachers will be reminded that they are entitled to \$75 for their respective classes.

### **Chair's update** (Laura Mason):

1. Katie has agreed to coordinate the Valentine's dance planned for February, 2019. There are past documents / plans, which can be used.
2. The Forest Valley Elementary School website is up and running. It is considered a 'blank slate' with new icons available.
3. School clothing:
  - Laura is awaiting quotes on school clothing (including zip-up hoodies, hats, t-shirts, hospital pants).
  - Stephanie suggested that teachers may be interested in technical-type shirts for school sporting events. Laura will look into this.
  - A logo was previously developed and will be used again.

### **Principal's updates** (Stephanie Borrens):

1. Privacy Week
  - "Privacy Week" started with the school board. Teachers have been reminded what this means including:
    - a. the deletion of pictures off devices by the end of the school year.
    - b. blind carbon copying (Bcc) parents on all emails being sent to a group of individuals with techniques on how to easily do this.
    - c. Verifying all names on report cards.
1. Principal's Budget:
  - Principals Operating Budget is approximately \$26 991. This amount is based on a higher number of students than are currently enrolled in the school. Thus, the budget is likely to be reduced to about \$25 194.
  - Stephanie provided a breakdown on how this money will be spent as follows:
    - Books for core French, math, science, social studies
    - Contractual services (arts and culture)
    - Field trips (sports and those in need)
    - Supplies
    - Special education, sensory tools, light covers
    - Drama
    - Science tubs
      - AS 'Scientist in the School' is not equitable for all, this will allow teachers to do their own lessons.
      - A question was raised on this point about families with scientists and whether he/she could present or contribute to Science in the school. It was confirmed that the lesson would need to be based on the school curriculum for that grade.
      - Donations to the Science tubs are welcome.
    - Cheese fundraiser: \$1200
    - Gardening (holiday décor)
    - Photocopying
    - The number of printers and photocopiers (and their corresponding leases) will be reduced

2. Reports cards:
  - Report cards were sent home on November 8, 2018. Teachers were given the option to request an interview with parents (or not). This will help teachers to meet with parents in the limited time available for these interviews.
3. PD day:
  - The next PD day is November 23, 2018. JUMP math will be present on this day and will provide a workshop in the morning in one of the classrooms. Parents are invited to come with their children to play math games.

**Teachers update (Linda Colbourne):**

1. Remembrance day:
  - Ceremony took place on November 12, 2018 and included songs from the choirs, a Readers Theatre and two Grade 5 Masters of Ceremony.
2. Angel tree for Boys and Girls club:
  - Again this year there will be an Angel Tree set up in the foyer of the school. This will take place during the first two weeks of December. Children can choose a star to give to a child in need, if they wish.
3. Mitten drive:
  - Given the number of other events that take place during the month of December, the Mitten Drive is not likely to take place this year. Instead a line item has been added to the FVESC budget for a monetary donation to a school in need.
  - Stephanie suggested that Robert E Wilson may be a good school to support. She suggested that the money could be put towards library books, the Snow Suit Fund, a performance...etc.
4. Movie night:
  - The first movie night is scheduled for November 22, 2018. The doors will be open at 18:00 with the movie starting at 18:30.
  - Jan / Laura to provide Stephanie with the name of the movie once it is chosen.
5. Bookings for the gym:
  - Stephanie suggested that gym bookings be done by a council member. This would ensure that the person in charge is at the event. It was raised, however, that this may be problematic when it comes to insurance. When the event is booked through the school, the school's insurance covers the event. If booked in a different manner, there may be a need to pay for separate insurance. Thus, it was decided that going forward, Stephanie would continue to book the gym and would list Laura as the coordinator. Stephanie will print / share the permit as proof of the booking.
  - Of note:
    - parents can create their own accounts through eBase and there is no charge for parent use.
    - All bookings have been completed for this school year's events.

**Round table items:**

#### Snowflake sale:

- The sale is planned for December 11, 2018 with set-up happening during the evening of December 10, 2018. The gym has been booked for the evening set-up.
- Volunteers are needed. Council members are asked to spread the word about the need for volunteers.
- The locker room outside of the gym will be used to store donations in the weeks leading up to the sale.
- We will start to collect donations at the November 22, 2018 Movie Night.
- The sale will be added to the calendar on the FVES website.
- A message was sent to the teachers asking them to share information on the sale with their parents.
- When the sale is over, some of the remaining items are kept for the next year's sale and some are sent other schools that are conducting similar events. Katie mentioned that our community will be welcoming a refugee family in the coming weeks. Further, if there were items remaining after the sale that could be of use to this family, would there be support to share these items with the family. Council was supportive of this.

#### Google form for parent – teacher interviews:

- Kinder parents in two of the classes were provided with an online google form /schedule in which they could sign up for interview slots. The slots updated in real-time. Council members who were sent this link were impressed with how user-friendly it was and how well it worked.

#### Holiday shows:

- The Kinder show is scheduled for December 13, 2018 at 13:45. All kinder classes will participate.
- Another holiday concert is being planned for the older grades. Additional details will be forthcoming.

**Adjournment:** 19:30

**Next meeting:** December 11, 2018