Minutes

Prairie View School, School Community Council Meeting

September 24, 2015

The meeting was called to order by Nicole Robinson at 6:40 p.m.

In Attendance

Melissa Buhler, Scott Burant, Lesa Heath, Janice Key, Cindy Kildaw, Nicole Robinson, Rona Roth, Tracy Wright, Tracey Zak-O’Neill, Anna Zoller.

**Regrets**

Crystal Derksen

Approval of Agenda  
Tracey/Anna CARRIED

Approval of Minutes

The minutes from the AGM meeting was reviewed.

Anna/Melissa CARRIED

Roles and Responsibilities  
The council selected the following officers for 2015-2016:

Chair: Nicole Robinson

Vice-Chair: Tracy Wright

Secretary/Media: Scott Burant

The council assigned the following responsibilities for 2015-2016 to the following:

Childcare coordinator: Tracey Zak-O’Neill

Graphic designer/decoration coordinator: Melissa Buhler

Annual Planning

The council did some initial planning regarding events for 2015-2016.

Proposed Calendar of Events

| Date | Event | Special Note |
| --- | --- | --- |
| September 24, 2014 | Meeting |  |
| October 22, 2015 | Annual Parents’ Night/Movie Night |  |
| October 2015 | Bus Driver Appreciation Day  Education Week | Tracy will purchase a $10 Tim card for each bus driver and a thank you card from SCC. |
| November 19, 2015 | Meeting | Everyone brings an appetizer |
| January 21, 2016 | Meeting |  |
| February 2016 | Staff Appreciation Week |  |
| March 3, 2016 | Family Dance |  |
| April 7, 2016 | Annual Kindergarten Readiness evening  Meeting after presentation |  |
| May 5, 2016 | Meeting  SCC Elections |  |
| May 26, 2016 | AGM after the PVS BBQ |  |

Event Planning: Parent Night/Movie Night

October 22

Speaker will be PVS counselor Darcey Rathgeber. Topic: Children’s Self Esteem. The topic was picked based on the survey data collected in the spring.

|  |  |  |
| --- | --- | --- |
| Responsibilities | Who | Budget |
| Set Up at 6:00 |  |  |
| Purchase Movie  *TBD* | Scott | $25.00 |
| Movie Set Up | Scott |  |
| Media Release | Scott |  |
| Leaflet / Posters | Melissa |  |
| Welcome / Admission | All rotate |  |
| Childcare (4-5) | Tracey |  |
| Gift Cards | Cindy | $25.00 Gift card |
| Coffee | Tracey | Regular meeting budget |
| Treats | Tracey | Regular meeting budget |
| Chips | Tracey | $30.00 |
| Door Prizes (Kids) | Tracey | $40.00 |
| Door Prizes (Parents) | Cindy  Janice | $20.00 Tim’s Gift Card  Books related to topic up to $50.00 |

PVS Report

Janice Key presented her report. The SCC received information regarding the following:

* Changes in staffing
* Enrollment is 262
* Pancake breakfast had 375 guests
* Parent parking
* Decorative touches- learning environment
* School goals
* P/T interviews are earlier
* Progress reports (gr 1-6) will come out end of November
* Sparky the firedog will come to support fire prevention

Budget  
The 2015-2016 Budget was developed by the council.

* Money will be set aside for a survey every two years
* Kindergarten book packages include gift bag and crayons

Motion to approve the budget

Anna/Tracy CARRIED

*PVSCC 2014-2015 Operational Budget*

|  |  |
| --- | --- |
|  | **BUDGET** |
| Revenue |  |
| Grant\* | $2,000.00 |
| *Total Revenue* | $2,000.00 |
| Expenses |  |
| School Sign | $620.00 |
| Childcare (for all events and meetings) | $300.00 |
| Bus Driver Appreciation Budget | $40.00 |
| Parents’ Night/Movie Night | $200.00 |
| Literacy Promotion Event | $100.00 |
| Family Dance | $300.00 |
| Kindergarten Readiness Workshop | $125.00 |
| PVS BBQ | $225.00 |
| Kindergarten Book Packages | $250.00 |
| Meeting Expenses | $50.00 |
| Home and School Connection Annual Subscription | $40.00 |
| *Total Expenditures* | $2,250.00 |
| *Net Revenue* | -$250.00 |
| School Decentralized Budget\*\* | $2,665.10 |
| School Based Account\*\*\* | $1,822.14 |
| *Balance* | $4,237.24 |
|  |  |
| *\*Grant is received from PSSD and needs to be spent as per PSSD guidelines* | |
| *\*\*School decentralized budget is money that consists of the surplus funds from a fiscal year that was the unspent grant money. Must follow PSSD guidelines for grants* | |
| *\*\*\*School based account consists of surplus funds from a fiscal year that was from money raised outside of grants by the SCC. The money does not need to be spent as per PSSD guidelines through a decision of the SCC.* | |

Communications

* Facebook

The council will establish a Facebook page. It will be used to send out messages to families and the community. Comment function will be turned off. Scott will establish and let everyone know when it is ready. Melissa will create graphics.

* Newsletters. The council will include a write up in all the newsletters. When a media release is sent out the content can be used for the newsletter. Deadline for content is the 3rd Wednesday of the month.

|  |  |  |  |
| --- | --- | --- | --- |
| October 2015 | Scott | March 2016 | Scott |
| November 2015 | Nicole | April 2016 | Scott/Election notice |
| December 2015 |  | May 2016 | Scott |
| January 2016 | Scott | June 2016 |  |
| February 2016 | Scott | For Fall 2016 |  |

* Minutes

Once approved, minutes will be posted on the school website. The annual reports are also posted on the website.

Upcoming events

* October 22 Parent night/movie night
* November 19 ‘Appetizer meeting’. Each person brings an appetizer to share.

**Adjournment**  
Tracy/Anna CARRIED

The meeting was adjourned at 8:20 p.m.