



MINUTES
Woodbridge Farms School Council & AGM
May 28, 2019
6:30-7:30pm
Woodbridge Farms Elementary School Library

Chair	Tara Lamabe
Vice Chair	Julie Ballhorn
Secretary	Lori Lehman

Agenda Item	Notes	Actions
1.0 Welcome		
2.0 Review and Approval of Previous Minutes	-January minutes - motion to approve by Alison A & seconded by Alexia F, all in favour February & April meetings did not meet quorum	Approved as circulated
3.0 Approval of Agenda	- motion to approve by Alison A, seconded by Khristi E, all in favour	Approved as circulated
4.0 Trustee Report	Transportation fee approved, no increase in fees for 2019-2020 school year Final budget from EIPS to be approved June 25 Personal communication device policy approved, each school will determine punishment for non compliance Use of personal electronics will no longer be used as a reward in classrooms	Trina Boymook
4.0 Administration Report	Andy Cunningham & Teri Pearn presented:	ACTION: Mr Cunningham to book the gym for Wee

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	<p>Ringette team visiting Secret Theme day next wednesday Parent Volunteer Appreciation next Monday Earth Rangers June 13 National Indigenous Day June 21 Talent Show & Farewell June 26 Last Day of School June 27</p>	<p>Wonderland, December 16-19, and dance and potential movie nights, October 25 & May 29th</p>
5.0 Review of School Council Annual Report	attached & reviewed	
6.0 Overview of School Council Positions for 2019-2020	attached & reviewed, no questions posed regarding positions	
7.0 Election for 2019-2020 School Council Executive Positions	<p>Chair - Lori L nominated Tara Lamabe, Khristi E seconded, Tara L accepted, call for further nominations x3, no other nominations, Tara Lamabe elected</p> <p>Vice Chair - Lori L nominated Julie Ballhorn, Tara L seconded, Julie Ballhorn accepted, call for further nominations x3, no other nominations, Julie Ballhorn elected</p> <p>Secretary - no nominations, voting deferred to September meeting</p>	<p>President: Tara Lamabe Vice President: Julie Ballhorn Secretary: vacant</p>
6.0 Adjournment	<p>Meeting was adjourned at 7:29 Next Meeting: September 2019 TBA Time: 6:30 Location: Woodbridge Farms School Library</p>	

Woodbridge Farms School Council Annual Report

Reporting Year: 2018-2019

Executive:

- Tara Lamabe, Chair
- Julie Ballhorn, Vice Chair
- Lori Lehman, Secretary

Meeting Dates:

- October 24, 2018
- November 27, 2018
- December - no meeting
- January 23, 2019
- February 26, 2019
- March - no meeting
- April 24, 2019
- May 28, 2019 - Annual General Meeting/elections

Date of First School Council Meeting of the Report Year: September 25, 2018.

School Council Activities:

- Organized Edmonton Oil Kings game
- Promoted Boys & Girls Club Out of School Care
- Liaised with administration to set up Swimming lessons for Grade 5's starting 2019/2020

Woodbridge Farms School Council Position Descriptions

Chairperson

It is expected that the School Council Chairperson will be a parent of a student attending the school. Unless otherwise delegated, the Chairperson of the School Council will:

- 1) Chair all meetings of the School Council;
- 2) Coordinate with the principal to establish meeting agendas; post proposed agendas in a prominent place.
- 3) Communicate with the principal on a regular basis;
- 4) Call regular School Council meetings;
- 5) Decide all matters relating to rules of order at the meetings;
- 6) Follow existing School Council operating procedures;
- 7) Ensure that minutes are recorded and maintained;
- 8) Have general supervision of all activities of the School Council;
- 9) Be the official spokesperson of the School Council;
- 10) Ensure there is regular communication with the school community, beyond those who attend meetings;
- 11) Stay informed about school board policy that impacts School Council;
- 12) Have signing authority, if required, on any financial accounts together with the vice-chair and/or the treasurer;
- 13) Submit an annual report in conformance with the Regulations.
- 14) Attend Committee of School Council (COSC) meetings or have representation by a designate.

Vice Chairperson

Unless otherwise delegated, the Vice-Chairperson of the School Council will:

- 1) In the event of resignation, incapacity or leave of absence of the Chairperson, fulfill the Chairperson's responsibilities;
- 2) In the absence of the Chairperson, supervise the affairs and preside at any meetings of the School Council;
- 3) Work with and support the Chairperson in agenda preparation;
- 4) Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- 5) Assume responsibility, in consultation with the School Council, for communicating with the fundraising society or other parent groups within the School;
- 6) Promote teamwork and assist the Chairperson in the smooth running of the meetings;
- 7) Keep informed of relevant school and school board policies;
- 8) Have signing authority, if required, on any financial accounts together with the Chairperson and/or the treasurer;
- 9) Aid the Chairperson and undertake tasks assigned by the Chairperson.

Secretary

Unless otherwise delegated, the Secretary of the School Council will:

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- 1) Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting;
- 2) Keep minutes, correspondence, records and other School Council documents;
- 3) Maintain a dated record of all the members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- 4) Distribute notices of meetings and other School Council events as required in the WBF School newsletter.
- 5) Ensure all materials relating to the School Council including resources (Alberta School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in the School;
- 6) Be responsible for the keeping of records of minutes for the past seven (7) years. These records will be kept in the school in a location known by the Principal.
- 7) In the absence of the secretary, the School Council shall choose a recording secretary for the meeting.