

**School Goal: We will facilitate a culture of engaged learning at Lochearn to result in greater success for all students in the 2014-2015 school year.**

October 9, 2014

School Council

Minutes



*In Attendance: Laura Henning, Kim Ponto, Nicole Lunggren, Michelle McHugh Jolliffe, Melanie Trepanier, Lisa Tchir, Randi Challand, Sam Leavitt, Candace Colwell, Jackie Janes, Jody halbert, Jamie Boissy*

*Called to order at 12:03*

*Additions to Agenda*

- *approved by Michelle, Melanie*

*Approval of Minutes*

- *Randi, Kim*

**Chairperson's Report**

- nothing to report

**Trustee's Report - Heather**

- start date for roof Oct 20/14.
- see attached report from Heather

**Principal's Report**

School Count and Fees Summary

- 371 students total; class sizes 17-23
- school fees go towards agenda, field trips, whole school performer

November 20, Umbrella School Council Meeting

Clubs/Committees:

Crosswalk Leaders

Gym Games Leaders

Guitar Club

Choir  
Recycling Club  
Gaming Group  
Aussie Club  
Running Clubs  
Milk Club  
HAT Team (Healthy Active team)  
Peacemakers

Lochearn Treasury Branch officially opens October 29th

- questions about form. Communication update will be sent out.

Roofing Update- Projected Start Date is Oct. 20. They are starting with the library roof and the gym roof and they will temporarily fix where our major leaks were until they fix it in the spring. (2B, 3N, Sped middle office and the foyer areas).

### **Healthy School Challenges:**

#### October

Sept. 30<sup>th</sup>-Oct. 4<sup>th</sup>: 20 min. of exercise each day

7<sup>th</sup>-11<sup>th</sup>: Get at least 9 hrs of sleep a night

14<sup>th</sup>-18<sup>th</sup>: 20 crunches each day

21<sup>st</sup>-25<sup>th</sup>: Have at least one fruit and one vegetable each lunch time

28<sup>th</sup>-Nov. 1<sup>st</sup>: Only 1 sugar item in your lunch

#### November

3-7 15 burpees each day

10-14 Spend at least 20 min. outside after school

17-21 Less than 30 min. of screen time each day

24-28 Create a game that you and your friends can play at recess or after

### **Upcoming Events:**

Ceremony for Junior ATB-Lochearn Treasury Branch officially opens October 29th

Identity Day -October 23

*School Council's Mission: To work together in supporting the students at Lochearn school.*

#### Changes to School Council Bylaws

- Friends of Lochearn - fundraising coordinator, milk, and hot lunch reports there
- Regular meetings changed to second Thursday of each month
  - discussion about timing of meeting - evening vs days
- annual meeting second Thursday
- special meetings
- membership - parents, staff, community
- annual agenda - approval of minutes, chairperson report, principal report

Motion to change date of School Council and Friends of Lochearn to second Wednesday of each month from noon to 1:00pm

- motion Lisa, approved and carried.

**Elections:**

**Chairperson**

*The chairperson acts as the main contact person for the School Council and directs the overall operation of the School Council and Friends of Lochearn within the approved policies, bylaws and their roles and responsibilities established.*

- Lisa Tchir, by acclamation

**Vice-Chair**

*The Vice-Chair reviews the issues that relate to the students, parents teachers, school and school board so that the Lochearn School Council can understand the issues at hand and make recommendations that will assist the students, parents and teachers. To be familiar with the activities and events that the School Council and Friends of Lochearn are involved with, so that they can act as Chair in the absence of the Chairperson. Be willing to assist School Council coordinators with their duties.*

- Kim Ponto, by acclamation

**Secretary**

*The Secretary records the significant events of the School Council and Friends of Lochearn including the preparations and retention of correspondence agendas, minutes, policies and bylaws.*

- position vacant

*Meeting adjourned 12:35pm.*

*Next Meeting: Wednesday, November 12, 2014*

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**Friends of Lochearn Elementary**

Thursday, October 9, 2014

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*Additions to Agenda*

- November school dance fundraiser
- Spending approval process

Approval of Minutes

- Candace, Kim

## **Reports**

### **Treasurer**

- bank balance \$4749.26
- \$1800 set aside for staff appreciation, yearbook, recess equipment
- \$950 available
- \$2000 float, as previously approved
- there is \$300 left over from staff appreciation in Feb. Does this go back into general funds, or should we do something at Christmas time?
  - will table to next meeting.
- SUTP coupon book funds still to come in. Not a strong fundraiser this year.

### **FundRaising/Volunteer Coordinator**

#### Ideas

- wrapping paper fundraiser
- Purdy's
- Breakfast with Santa

### **Hot Lunch**

- families in need, how to deal with this?
  - motion by Randi: Hot lunch and Milk coordinators have discretion to determine how this is handled on an individual basis.
    - approved by Sam, carried
- emergency lunch program
  - discussion regarding nutritional content of lunch

### **Milk**

- approved last year to move to reduced-sugar chocolate milk. Delivery company not able to supply this on a regular basis. May or not be able to substitute with regular chocolate milk.
- Motion by Michelle: switch back to regular chocolate milk until further notice
  - approved by Jaimie, carried

### **Old Business:**

- nil

### **New Business:**

#### November school dance

- Mission Impossible is in the gym in November.
- also busy month for teachers with report cards and interviews
- December not good either as stage is set up.
- reconsider for February

### Spending approval process

- When we approve funds based on an estimate for a certain amount, and the actual amount is higher (eg. library - approved \$4400 for 4 items, but tables alone came in at \$4200), what is our process?
  - ensure the we have a "quote" rather than just an "estimate"
  - should have reconciliation at the next meeting, for accountability for overages.

### Wish List

- Tire Swings- 1 is \$1890 + \$1100 freight, a Doubly Tire Swing is \$3339 + freight
- Snowshoes- \$1591
- Whole School Performer \$1000
- 2 podiums (\$150 each)

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- Lisa Tchir, by acclamation

#### Vice-Chair

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- Kim Ponto, by acclamation

#### Secretary

*The Secretary records the significant events of the School Council and Friends of Lochearn including the preparations and retention of correspondence agendas, minutes, policies and bylaws.*

- position vacant

#### Treasurer

*The Treasurer maintains and provides adequate financial controls and reporting so that the Friends of Lochearn can make sound decisions on the spending of monies.*

- Jaimie Boissy, by acclamation

Fundraising/Volunteer Coordinator

*To review the requirements of fundraising (short and long term) and present various fundraising activities for approval by the Friends of Lochearn. To help coordinate and find volunteers for Friends of Lochearn activities.*

- Sam Leavitt, by acclamation

Hot Lunch Coordinator

*The hot lunch coordinator is responsible for coordinating the hot lunches at Lochearn School.*

- Randi Challand, by acclamation

Milk Program Coordinator

*The Milk Coordinator is responsible for coordinating the milk program at Lochearn School.*

- Michelle McHugh-Joliffe, by acclamation

*Meeting adjourned 1318h*

*Next Meeting: Wednesday, November 12, 2014*