

RancheView Parent Council  
Establishment Meeting  
Sept. 20<sup>th</sup>, 2016  
6:30 – 7:30 p.m.  
Music Room

---

**Meeting Minutes**

**Attendance:**

Sharon Cronin	Principal
Tracey Drummond	Assistant Principal
Jonathan Klinger	Assistant Principal
Hilary Rankin	Teacher Designate
Fiona Gilbert	Trustee and parent representative
Acting Chair	Erin Sturgeon
Acting Secretary	Kristi Hill

**Parent Representatives/Attendees and Grade of Child:**

Fiona Gilbert	5 & 7	Jocelyn Radom	K
Ibrahim Elasaad	4	Kim Demarce	4
Brenda Simons	2	Christa Hoff	1
Krista Nelson	3 & 6	Jakki	
Emma Puebla	K	Mackenzie	1
Sharlene Strachan	3	Maureen Rowe	6
Ashley Ridley	K	Stacey Fluke	K & 2
Callandra Caufield	3 & 5	Rhonda Geruais	K & 3
Gillian Staveley	K	Michele Delaney	K
Rochelle Snively	K & 4	Geoff Anderson	K
Kim Goodkey	K & 2	Stacey Kwiecinski	1

**Meeting was called to order at 6:30**

Welcome and introductions and - *Sharon C*

- Sharon introduced herself, the vice principals, the teaching designate, the school trustee, the acting chair and the acting secretary.
- Sharon stated the purpose of the meeting was to establish the school council executive.

Review of council purpose, size of council and positions – *Sharon C*

- School council is a legislative responsibility for every school. The positions are: Chair, Vice-Chair, Treasurer, Secretary, Volunteer Coordinator, and Fundraising Representative, along with the Teaching Designate and Principal.

- The purpose of the school council is to be the bridge between the school and parents through: helping the parents raise hot-topic issues, making decisions, and bringing awareness to the parents about the running of the school.

#### Acting chair and secretary appointment- *Sharon C*

- Sharon moved to call Erin Sturgeon as Acting Chair.
- Jakki Mackenzie second it. All in favor.
- Sharon moved to call Kristi Hill as Acting Secretary.
- Sharlene Strachan second it. All in favor.
- Sharon called Erin S to chair the rest of the meeting.

#### Chair report- *Erin S*

##### Membership- who can vote

- Typically, any legal guardian (further noted as parent) with a child in the school can vote. The community serves as an advisory.
- It was decided that would stay.

##### Model of governance/How to run meetings

- The running of the PIP program would include those parents as having a voice to vote.
- Ideas presented for voting privileges: that parents had to attend a certain number of meetings in order to be able to vote; there needs to be a certain number of voters from every grade; using a polling station.
- Fiona, as a parent, suggested that we leave the structure open for all parent representatives to be able to vote, in the hopes of encouraging attendance. All in agreement.

##### Preferred decision making model

- It was decided by a vote that all decisions would be made by majority.

##### Council meetings nights- 3<sup>rd</sup> Tuesday of the month 6:30-8:00

- For convenience it was decided that this was the only option for council meetings as Mitford and CCA had theirs on the other Tuesdays, this also made it easier for Fiona, as she is in attendance at all school councils.
- Fundraising meetings may be back to back with school council, but it was left undetermined.

##### By-laws and operating procedures

- It was decided that the bylaws and operating procedures would be drawn up by the executive.
- It was proposed that the Chair, Vice-Chair, Secretary, and Treasurer cannot share those roles with the fundraising committee. All in agreement.
- The terms will be one year, open ended, with votes occurring every year for people to remain or change in those positions.
- A draft of the bylaws and procedures will be sent out before the next meeting. At that meeting, they will be voted on.

### Nominations- *Erin S*

- Brenda Simons nominated herself as treasurer as she has accounting experience.
- Erin S resigned from the fundraising committee.
- Fiona nominated Erin S as Chair.
- Michele Delaney nominated herself as secretary.
- Sharlene Strachan nominated herself as volunteer coordinator.
- Fiona nominated Kim Demarce for vice-chair.
- Christa Hoff nominated herself as fundraising representative.

### Elections- *Erin S*

- A group vote was taken and all positions were acclaimed.
- If need arises for another volunteer coordinator, one can be voted in at that time.
- Sharon offered to help Sharlene S with the list for the volunteers.

<b>School Council Executive</b>		
<b>Chair</b>	Erin Sturgeon	<a href="mailto:erinsturgeon@hotmail.com">erinsturgeon@hotmail.com</a>
<b>Vice-Chair</b>	Kim Demarce	<a href="mailto:Kdemarce12@gmail.com">Kdemarce12@gmail.com</a>
<b>Secretary</b>	Michele Delaney	<a href="mailto:shelcouture@gmail.com">shelcouture@gmail.com</a>
<b>Treasurer</b>	Brenda Simons	<a href="mailto:b.simons@telus.net">b.simons@telus.net</a>
<b>Volunteer Coordinator</b>	Sharlene Strachan	<a href="mailto:sstrachan@fedmettubulars.com">sstrachan@fedmettubulars.com</a>
<b>Fundraising Rep</b>	Christa Hoff	<a href="mailto:cirobbie@shaw.ca">cirobbie@shaw.ca</a>

### Admin Report- *Sharon C, Tracey D, Jonathan K*

- Sharon passed the admin report to Tracey D.
- At this point 489 are enrolled, plus 2 from today. Number will continue to climb as people continue to move in the attendance area.
- Community start up had primarily positive feedback between staff and students. Some students were anxious, but overall it was a success. Teachers feel they have the best groupings.
- The picnic was a success. Dan the One Man Band had kids following after him. More people came out from hearing the music.
- Tracey D passed the admin report to Jonathan K.
- Students are settling in at their respective sites and into their routines.
- Thursday, September 29, the Grade 6's are headed on a field trip to hike in Kananaskis.
- Friday, September 30 is the Terry Fox run. Students will be bussed from Mitford to the RancheView site where they will run. Popsicle sticks will be put out as distance markers for the students to collect.
- Intramurals are up and running at the Mitford site. Presently, it is volleyball and is open to grades 3-7. Once the school is combined it will be open to grades 1 & 2. It is drop in, over lunch, on alternative days.
- Student learning showcases, formerly parent teacher interviews, have not been officially announced, but are slated for Oct. 19 & 20.

- Cross Country is the first athletic team of the year. Mr. Selwood is ordering uniforms. The one-day event will be held in Sundre, on Thursday, Oct. 6. It is open to grades 5, 6, and 7.
- The first official student-led club is underway: Save the Animals. It is open to grades 3-7.
- There are other clubs at lunch. Details can be heard on the morning announcements.

Trustee report- *Fiona G.*

- Fiona spoke to her role as Trustee. It is not a legal requirement for her to be present, but the board made a decision that all trustees should be active in their area schools.
- The trustee is the bridge between the school and the board. She takes the voiced needs back to the board to make decisions.
- She wants to hear the voice of the student representatives, hence her active involvement in school council.
- Although she cannot fix problems, she can navigate parents for who to talk to when addressing their concerns.
- She notifies the parents of what is coming down provincially in education and advised everyone to get involved in providing feedback to the education minister and becoming aware of the changes in the education plan, which has been put on hold.
- She opened herself to be available for calling or emailing. Her contact is

Questions from the floor- *Erin S*

- Are hot lunches to be addressed to fundraising or school council?
  - It was decided that would be addressed at the next meeting.
- How can parents be notified of the activities at the school, during school hours?
  - Possible solutions were posters and flyers around the school and notes home in the agenda. More thought was to be given in that regard.

Next Meeting- Oct. 18<sup>th</sup> 6:30-8:00PM

**Adjourn 7:40 p.m.**