

**Minutes of the École Viscount Alexander – Regular meeting
Monday, June 13, 2016; 7:30 p.m.**

Attendees: Neil Arnason, Barbara Cahoon, Lorraine Crawford, Chris Lepa, Chantal Proulx, Shannon Tipping, Tanya Weslak, Kris Widla

DRAFT: for approval at ACSL Meeting of September 19, 2016

1. Introductions

- a) Approval of Agenda –
 - Add Quebec trip and Japan trip to New Business – **Tanya moved; Kris seconded, agenda approved as amended**
- b) Approval of Minutes from May 9, 2016
 - **Chris moved; Kris seconded, approved**

2. Matters Arising (Old Business)

- a) SG Honour Circle
 - Division approval required - Shannon has spoken to PTSD regarding location – they will work with School to find location that won't get vandalized – possibly outside of window; Chris thinks it will take a year to get it planned and sorted out – perhaps look at big boulder and plaque the following year; Neil wants to see School Grounds Transformation keep moving- perhaps this is way to encourage Chris; Neil suggested a fundraising committee to help with raising funds for this project (inscribed bricks, as at Crane and other schools).

Motion: Neil moved \$2500.00 from ACSL to put toward the Honour Circle; Chris seconded; carried

- b) ACSL Student Award (Terms of Reference)
 - Student who demonstrates academic leadership among student peers. Neil will prepare the certificate (once the office provides the name of the award winner) and present it to the student at the awards ceremony.
- c) School Sign
 - School sign in front of school on Point Rd. is difficult to change, especially in inclement weather, and now unsafe as cover no longer can be closed. Cost of new digital sign was reported in earlier meetings (about \$10K) and PAC was asked by Shannon to consider contributing. Digital sign will go on existing post and will be replaced over the summer.

Motion: Chris moved ACSL contribute \$4000.00 to electronic sign; Kris seconded; carried.

3. Regular Reports

a) Good News Sharing

- Tanya- Jazz Cabaret was amazing, particularly the cup song the Grade 7s did for Mme Nowostawski which was organized by Mme Sawatzky (parent); Mme Knook (parent) did a speech for Mme Nowostawski
- Barb – 30 Hour Famine was amazing (Mme Quigley ran it)
- Shannon – Grade 5 play was amazing
- Broken bench was fixed by Chris' son, trees pruned by Chris and the Lepa family – Thank you to the Lepa family
- Every night/weekend lots of people are using the school grounds – multi-use.

b) Chair's Report – Neil reported:

- Still no definite takers to run pizza and milk program for next year. Lorraine Crawford is not available as she is running the pizza program at Crane. If Kris can manage the paper work (processing order forms and spreadsheet with student orders), Kerri-Lynne Greely can help with distribution on pizza days, but she would need at least 2 other helpers. Martha Brandt and Alexandra Stanosevic are still possibilities for running the milk program, but would need to sit down with Samantha to see how orders are processed.
- Neil is “graduating” from Council; Shannon did a presentation thanking Neil for being Chair over the years; Neil commented that it has been a treat working with Shannon and Chantal – Chantal thanked Neil for his trust- Neil commented that he felt that Shannon was the best principal in the division, and the best principal this school has ever had.

c) Principal's Report – (attached – **Appendix A**)

- In addition to the report, Standards for Success in Literacy is a document coming out from PTSD – staff will be working on this throughout the year

d) Treasurer's Report – Chris reported.

- As of June 13, 2016 there is \$6,664 in the PAC account and \$4,228 in the milk account, with probably less than \$1,000 in outstanding bills to pay (final pizza and milk invoices).

e) School Ground Transformation

- There will be a celebration on June 20 at 10:00 a.m. to recognize donors and the parent volunteers. James Allum, Jenny Gerbasi, Wendy Simonson (Greens Project Coordinator for PTSD) will attend – Chris asked if politicians will expect to speak- Yes, they will be slotted to speak- Chris and Shannon will meet tomorrow to discuss further; Shannon will emcee and students will speak as well. Parent volunteers that will be recognized are: Carla Brennan, Signy Kuch, Sharon Simon, Chris Lepa, and Carol Steel.
- Chris said that Green Drop is going to pay for replacing a dying tree; will also take tree protection away so it will look better for ceremony; will need to send a

note to the Division to give wide berth to tree when mowing – keep weed whackers away from tree bases ; Thank you to Chris for all of his work on the presentation

Discussion ensued to have ice cream sundaes from Sargeant Sundae at Sports Day (June 21) instead of after the SGTC assembly (as previously discussed)- Neil will organize – will ask pizza helpers/staff to help him – will do it over a short period of time – best time to do it is in just after lunch or mid- afternoon – Shannon will check the schedule for Sports Day -funds to be taken out of Milk Account.

Motion: Tanya moved to have ice cream sundaes at Sports Day; Kris seconded; carried

f) Band Report – Vanessa supplied the June Band Newsletter (attached - **Appendix B**).

- Kris asked if there will be morning jazz next year – response was “Yes”, and that Mme Nowostawski and the new teacher are going to meet to transition.

g) Lunch Program

- Discussion regarding setting fees and salary reports – our rates for salary for supervisors are no longer competitive – Neil suggested that we raise our hourly rate from \$15.50 to \$17.00 (starting rate), after 1 year - \$18.00 per hour, after 2 years- \$19.00 per hour; rate for Lunch Coordinator would increase from \$20.50 per hour to \$22.00 per hour; would make hiring and retention easier- The cost projection spreadsheet is attached (**Appendix C**) and shows that these rates can be accommodated without raising lunch fees this year (\$135 per student for full year, \$65 for half year).

Motion: Neil moved to increase the rates for lunch supervisors and the co-ordinator to those listed above, Tanya seconded, carried

- Question regarding surplus of lunch money – possibility of purchasing new microwaves with this money
- Council is open to Anita doing a Thank You for the lunch supervisors – Shannon will ask Anita
- Martha will no longer be helping Anita with supervision, Mme Joanne is also leaving; Shannon is looking at training new supervisors
- looking at progressive entry into the Multi-Purpose Room for Grade 7s – will review regulations with Grade 7 students
- Neil indicated that were some issues with student behavior at lunch in the MPR

h) Pizza Program

- Nothing to report – no more pizza days- there is a small float that will be returned to the treasurer.

i) Milk Program

- Nothing to report – Samantha will wrap up and hand over to new coordinator

4. New Business

- a) Japan Trip – 2017-2018
 - approaching Grade 7s regarding Japan Trip – this year it cost approximately \$3000.00 - some students raised the full amount, some raised part
- b) Grade 7 and 8 trip to Quebec -2016-2017
 - will look at fundraising
 - Tanya wondered if Quebec City and Montreal would be a possibility – Shannon will look at the different options
 - trip for Grade 7s and 8s – still working out interest level, will do this at the beginning of the year

Next meeting: September 19, 2016 at 7:00 p.m.

Chris moved to adjourn, Tanya seconded; carried

2016-2017 Lunch Supervision Budget Projections

Expenses	2015-16	Current Salary/hr	2016-17 Proposed
Supervisor salary		\$ 15.50	\$ 17.00
Lunch Coordinator		\$ 20.50	\$ 22.00
Number of supervisors		8	8
at base		6	6
at base+1		1	1
at base+2		1	1
Regular days		193	193
Training days		7	7
Total days		200	200
Hrs/day		1.25	1.25

Annual cost		
1 super @base	\$ 3,875.00	\$ 4,250.00
1 super @base+1	\$ 4,125.00	\$ 4,500.00
1 super @base+2	\$ 4,375.00	\$ 4,750.00
Total Super cost	\$ 31,750.00	\$ 34,750.00
co-ordinator	\$ 5,125.00	\$ 5,500.00
Total cost	\$36,875.00	\$ 40,250.00

Income	PTSD Grant		\$ 5,000.00
	Fee per student	135	\$ 135.00
	number of students	275	295
	Half fee		\$ 65.00
	number of half fee		17
	Estimated non-pmt	5	10

Fee income	\$ 36,450.00	\$ 39,580.00
Total income	\$36,450.00	\$ 44,580.00