

Castor Valley Elementary School Council Meeting 2022-2023



#1 Thursday September 22nd, 6:30pm



MINUTES

Attendance: 35

#	Voting Members 20	Sept	Oct	Nov	Jan	Feb	Apr	May
1.	Brandi Zebrak Co-Chair	✓						
2.	Meagan Keaney Co-Chair	✓						
3.	Erin Lowe Co-Secretary	✓						
4.	Kimberly Stone Co-Secretary	✓						
5.	Melanie Streng Co-Treasurer	✓						
6.	Kathryn King Co-Treasurer	✓						
7.	Kirsten Appleyard	✓						
8.	Hayley Buchanan	✓						
9.	Juliette Klein	✓						
10.	Jancey Harper	✓						
11.	Anu Joseph	✓						
12.	Elli Kapsalis	✓						
13.	Lizzy Low	✓						
14.	Jenni Bell	✓						
15.	Sophia Zahariadakis	✓						
16.	Trish Bezaire	✓						
17.	Jodi Forest	✓						
18.	Nat Elliot	✓						
19.	Carolina Suarez	✓						
20.	Chelci Smith	✓						
21.								
22.								
	Quorum = (50%+1) = 11							

4									
5									
6									
7									
8									

1. Welcome and Attendance/Quorum [Brandi Zebrak]

- Agenda and other meeting docs can be found at www.castorvalley.ca under the CVESC info tab, Council Meetings and Minutes section
- Voting - only those that have volunteered to be voting members and/or executive members may participate in voting
- Our purpose is to involve as many parents and guardians as we can to include everyone’s voices to enrich the experience for the students and families.
- Our goal this year is to focus on more in person events to allow our school community to spend time together and get to know each other

2. Approval of September Agenda [Brandi Zebrak]

☰ CVESC Sept 22, 2022 Agenda

- Motion to Approve: Brandi Zebrak Second: Jenni Bell **MOTION PASSED**

3. Approval of May Minutes [Brandi Zebrak]

<https://cvescouncil.files.wordpress.com/2022/03/cvesc-february-17th-2022-virtual5-meeting-minutes.pdf>

- Motion to Approve: Brandi Zebrak Second: Carolina Suarez **MOTION PASSED**

5. Nomination and Elections of 2022-2023 Council [Brandi Zebrak]

- Executive: Brandi Zebrak Co-Chair, Meagan Keaney Co-Chair, Erin Lowe Co-Secretary, Kimberly Stone Co-Secretary, Melanie Streng Co-Treasurer, Kathryn King Co-Treasurer
- Quorum 11
- Motion to Approve executive roles by acclimation: Brandi Zebrak Second: Kimberly Stone **MOTION PASSED**

6. Principal, Teaching and Support Staff Report [Tracy Snarr, Angie Bickmore]

- events will be posted to the main school calendar
- each council meeting will have a teacher rep
- new school staff reviewed
- school is at capacity
- If parents have questions or concerns about anything, the first point of contact is the teacher. From there, either Principal Snarr or Vice Principal D’eon. The goal is to try to solve issues in house.
- Social media - council is monitoring. Posting concerns or complaints, especially about students or staff is not permitted. Please direct these to the administrative staff.
- Student’s full names are not to be used on social media platforms. Please use last initials and teacher’s names if trying to get in contact with another student’s guardian. There are privacy concerns with posting full names.
- Council will attempt to recruit a parent rep from each class to work on a social list. It will be a parent opt in.
- The CVESC Facebook page is moderated by the executive. We are volunteers that do our best to keep up with requests. If there are time pressing posts, we do our best to approve them. If there are multiple posts about the same

subject that say the same thing, we will deny redundant posts to keep the feed from being cluttered by the same items.

- Ad hoc request process - these are items that teachers request through council that are used by the students. There is also a voluntary student fee option this year that is to be used for items that will add to the student's learning experience at school.
- The teachers from each grade are compiling a list of things they would like to request, this way if the item is already in the school and not being used it will not be purchased again. Tracy will review the requests to make sure there are no items that should be covered by the school operational budget (i.e. furniture, text books) and are appropriate for the council to approve.
- Once the requests are compiled, the council will vote on the items. The remaining items may be covered by the voluntary student fees. These funds need to be spent within the same school year in order to benefit the students whose parent's contributed.
- The school has to provide a fundraising plan to parents by the end of October to allow parents to decide on where they would like to and/or if they would like to contribute.
- The budget accounts for the ad hoc requests. If it is all allocated at the beginning of the year, later requests depend on fundraising throughout the year.
- The ad hoc budget is allocated between the grades as equally as possible.
- Universal inclusive washrooms - are in the process of being built.
- The school board has noted specific days on the school calendar for specific religious holidays. It is encouraged that accommodations are made on those days by the teachers to allow the students to observe these days. There should not be field trips, assessments etc scheduled on these days.
- If a parent is purchasing something for the school for reimbursement, personal credit cards cannot be used. The school can only reimburse cash or debit purchases.
- Looking for parent volunteers to finish the rocks that the students painted last year. Brandi will add to the volunteer List.
- Angie Bickmore, Teacher Rep - the school is getting back into the normal routine.
- Clubs are starting up again - cross country, football, ambassadors, etc.
- Primary choir, primary dance club, D & D club, all sorts of fun school activities!

7. Treasurer's Report/Financial Update [Melissa Ekdom-Delorme]

☐ CVESC 2021-22 Financial Report + 2022-23 Proposed Budget

- Review of last year financials - Fundraising - approximately \$7600 raised. The majority was spent on teacher resource cheques, ad hoc requests, staff appreciation lunch, contributed to Grade 8 grad ceremony, administration costs
- Still have PIC grant money to use for parent engagement.
- Budget Proposal - based on pizza lunches, Subway lunches, Family Fun night, smaller fundraisers
- Estimated fundraising - \$10,000.00
- Expected expenditures - classroom resource cheques, student recognition lunch, PIC events, staff recognition, bus driver appreciation, staff appreciation lunch, Grade 8 graduation contribution, ad hoc requests, special council Projects. Projected spending \$12,300.00
- Money should not be carried over to next year unless there is a large long term special project.
- 2022-2023 Budget Review Motion to approve: Brandi Zebrak Second: Trish Bezaire **MOTION PASSED**
- Signing authority for cheques: Brandi Zebrak, Anu Joseph. Motion to approve: Kimberly Stone Second: Carolina Suarez **MOTION PASSED**

8. Co-Chair Report [Brandi Zebrak]

- Milk program will start up very soon, watch for calls for volunteers
- working on a new online payment system
- hot lunch programs should be going soon as well, watch for calls for volunteers
- Will be recruiting parent reps for each class for contacts

9. Co-Chair Report [Meagan Keaney]

- Fundraising - lunch programs, Mabel's Labels, Planeter and Wreaths, Fundsceipts, Plantables, Chapters shopping Days, mild program, movie nights
- Christmas shopping day - Carolina Suarez will take lead
- Family Fun Night - Chelci Smith will take lead
- Will need to plan dates and get them to the school NOW so that the appropriate areas can be booked
- CVES graduates looking for high school volunteer hours can volunteer for these events as well

10. New business - none

11. Adjournment [Brandi Zebrak]

Meeting Adjourned: 8:22pm
Next Council Meeting Oct 20 @ 6:30