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Glenmeadows & Knob Hill School Council Minutes January 12, 2009, 7:00pm at Glenmeadows Campus

In attendance 11 total: 7 council members, 2 parents, 1 staff and 1 student council rep

1. Cesar called the meeting to order at 7:00pm and welcomed everyone
2. Acting Principal, Josh Van Beers provided an update on school administrative changes. The Principal and Educational Director positions have been filled temporarily to provide additional time to determine the best administrative model for the school. Permanent positions will be posted in the spring for start of the 2009/2010 year. Dale has been spending some time in the school helping with the transition.

The school needs to establish a society so that we can increase our fundraising efforts (casino activities will fall under the society once it is established). We have examples from other groups and while the society needs to be separate from council, we most likely will operate the 2 groups in back-to-back meetings as all council members (i.e. parents) will be eligible to be society members.

3. The agenda and minutes of November 3, 2008 were approved as circulated.
4. Finance Report
 - a. General Report – While 2 expense claims are still outstanding, the bank balance as of today is \$28,115.84. Joyce reviewed the revenue generation for the 2008/2009 school year. With the exception of 2 outstanding expenses, we have raised \$12,069.88. See detailed information at end of minutes. **Deb Chapman moved and Deb Cummings seconded that the \$14,952 loan be repaid to CAA. All in favor.** After this expense and all other cheques have cleared the bank, we will have approximately \$10,000 in the bank.
 - b. **JoAnne Collins moved and Karen Dong seconded that the following 3 people have signing authority on Calgary Arts Academy School Council's bank account: Debbie Chapman (treasurer), Samantha Hartman (assistant treasurer) and Joyce Buzath (co-chair). Additionally they moved that Charmaine Maynard be removed from signing authority. All in favor.**
 - c. Winter/Christmas teacher gifts – For parents who donated money for a group Christmas teacher gift the following was purchased for the following schools: Glenmeadows Campus – 2 big Cuisinart coffee machines and some Starbucks coffee and Tazo tea. Knob Hill Campus – a \$300.00 gift certificate to Red Tree catering so the staff can have food for some of their meetings. The gifts were greatly appreciated. Thanks to all who donated.

5. Business Arising

- a. Joint – The group brainstormed for brief presentations at beginning of staff meetings. One suggestion was to have a presentation on ‘Lock-down procedures’ in the event of an emergency.

6. New Business

a. Joint

- i. The next upcoming events are the Staff Appreciation lunch on March 6. Volunteers are required for both sites. Debbie B. agreed to help organize the lunch at the Glenmeadows Campus. A request will be sent out ‘In the Loop’
- ii. Mark your calendars for **March 7 for the Big Band Dance & Silent Auction**. Mr. Zacharias (Knob Hill music teacher) is the band leader and Ms. Laura Shuler (Educational Director, now at GM) is the lead singer. This is a VERY fun night even for those who don’t dance. JoAnne Collins will be sending out information regarding volunteer requirements very soon.
- iii. Student Directory – It is very difficult to develop a directory manually, thus efforts will go into working with the school to include consent for a student directory with the school forms that are sent home on day 1 of school for the 2009/2010 year.
- iv. Joyce asked the school staff/administration and parents to identify spending priorities for the school.

b. Glenmeadows Campus

- i. Karen is planning to organize the first pizza lunch for January 23rd. She will send out a notice for volunteers to help her with this event.

c. Knob Hill Campus

- i. The next Pizza Lunch is January 30th.

7. Parent Talk

- a. Debbie asked Josh to check into the ‘No Parking’ signs that need to be put in place in the bus loading zone. Josh to follow-up.
- b. Joyce will check into the automated system that the Science School uses. They have a system where authorized people can text information regarding bus delays into the school computer. This in turn triggers an automated email or text message to all riders waiting to be picked up with details of the delay.

8. The meeting was adjourned at 8:15 pm. Thanks to all who came.

The next meeting will be held on February 2, 2009, 7 pm at the Knob Hill Campus.

2008/2009 School Council Finances - Event Summary

Date	Description	Deposit Date	Debit	Credit	Profit	Loss	balance owing
Oct 18/08	Knob Hill Pizza Revenue		\$809.48				
Oct 20/08	Rene D. KH Pizza	CH#122		\$665.55	\$143.93		
Oct 18/08	SUPT Revenue (\$10.06 donation)	Oct 18/08	\$7,890.06				
	SUPT Revenue	Nov.	\$60.00				
	BILL FOR SUTP			\$4,168.50	\$4,178.56		
Nov. 15, 08	Halloween Dance (=480 + 534.31 tickets, concession, & photos)		\$1,014.31				
	Amanda M. Expenses			\$ 93.59			
Jan. 12, 09	KH Student Council re halloween dance food		\$36.74				
	Expenses Tammy F.			outstanding	\$957.46		
	Loan from CAA for Playground			\$14,952.00			\$14,952.00
Oct 18/08	Donation for playground	Oct 18/08	\$6.60				
Nov. 8	Shanks Catering for 100	ch # 051		\$500.00			
Nov. 8/08	Kiera G. for 50/50 tickets Shanks	Ch # 052		\$29.90			
Nov. 15, 08	Shanks		\$5,848.00		\$5,324.70		
	<i>Shanks Income Summary</i>						
	<i>Tickets</i>	<i>\$1,210.00</i>					
	<i>Silent Auction</i>	<i>\$3,361.00</i>					
	<i>50-50</i>	<i>\$564.00</i>					
	<i>donations</i>	<i>\$723.00</i>					
	<i>Subtotal income</i>	<i>\$5,858.00</i>					
Oct 18/08	Student Art Cards		\$708.00				
Nov. 15, 08	Student Art Cards		\$540.00				
Jan. 12, 09	Art Card Sales		\$378.00				
	Expense Debbie B paper, ink etc.			tba	\$1,626.00		
Nov. 15/08	Repay CAA 07/08 for stuffed bears	ch # 053		\$2,385.00			
	<i>UPS Cost 07/08</i>			\$36.13			
	<i>Bear Raffle Revenue 07/08</i>		\$127.00				
	<i>Bear Sales Revenue 07/08</i>		\$1,659.01				
Jan. 12, 09	CAA Bear Sales Dec. 16		\$281.00		(\$354.12)		
Nov. 27. 08	Reni D. KH Pizza	Ch # 055		\$640.65			
Jan. 12, 09	Knob Hill Pizza deposit		\$834.00		\$193.35		
	Sub total Profits as of Jan. 12, 2009				\$ 12,069.88		