

ROYAL OAK SCHOOL COUNCIL

Our mission is to foster the well-being and effectiveness of our school community and to enhance school learning.



Royal Oak School Council Meeting & AGM May 13, 2024 @ 6:30pm ROS Room 53 and via Microsoft Teams MINUTES

Present

In Person:

Gord H, Principal
Glenda P, Co-Chair
Laura O, Treasurer
Candis M, Hug 'n' Go
Miranda G
Lissa S
Kasandra A

Kim D, Assistant Principal
Erin G, Co-Chair
Carole W, Secretary
Alison C, Volunteer Coordinator
Colleen K
Carolyn B
Kate C

Virtual:

Rachel F

Toghrul

1. Call to Order at 6:32.

2. Principal's Report

- **Welcome**
- **Acknowledgement of the Land**
- **Artist in Residence Update** - Sharon Fortowski was unable to join us this evening, but wanted to update the ROS community regarding install on May 17 and extension into community (via applying to have wraps put on to some electrical boxes in our neighbourhood).
- **Kindergarten Teachers' Presentation**
 - Ms. Power, Ms. Hutchings, Ms. Mitschke, Ms. Hogan presented on working with the Kindergarten students at the Wetlands and the

research that was occurring there this year. We learned about invasive fish species (Prussian carp) that have been found there and their impact on the wetlands and surrounding ecosystem. Our wetland isn't a wetland - it's a pond - which means it is connected to other waterways (which means invasive fish can move to other ponds!). This led to learning about native fish that we would like to see in our ponds, like trout. These relevant learnings link well to the new Science curriculum and the Kindergarten students got to go the Bow Habitat Fish Hatchery.

- **Staffing Updates 2024/2025:** staffed at 575 (same as this year), with 565 currently registered. Numbers are still fluctuating, but it may be challenging to maintain staffing levels if we don't reach the 605 that we were expecting.
- **Thank You's**
 - Council and Fundraising Society members for all their hard work
 - Mental Health Week Activities
 - Spring Dance
 - Wonder Hour - very quick turn around on the recent supplies request
- **Funding Requests:**
 - Wonder Hour Supplies - Council has already purchased and delivered the requested supplies due to urgent need, total under \$100.
- **Playground Update:** for the muddy slope that is slumping at the corner closest to the doors. Survey completed, only dealing with the City (not needing Honeywell to be involved). Plan to terrace near the shed, add a pathway up the middle and create an amphitheatre space. More details to come, possible future funding request.
- **Upcoming Dates:**
 - May 16 - Spring Dance Nights
 - May 17 - Non Instruction Day, no school for students
 - May 23 - Bike & Roll to School (back up June 6 if needed due to weather)

- May 24 - Afternoon Open House for families (all grades) new to ROS, please welcome them when they come around between 2:30 to 3:30
- May 24 - Plant Fundraiser pick up
- May 29 - Royal Oak/WD Pratt Pancake Breakfast
- June 5 - Jump Rope JUMP Day
- June 20 - Sports Day

3. Approval of Agenda & Previous Minutes motioned by Miranda and seconded by Kate, none opposed.

4. Annual General Meeting

- Election/Appointment of Executive for the 2024/2025 school year, run by Kate C (as she is not standing for any position)
 - Chair/Co-Chairs - Currently Erin G and Glenda P - both letting their names stand for Co-Chair again - acclaimed
 - Treasurer - Currently Laura O - acclaimed
 - Secretary - Currently Carole W - acclaimed
 - Key Communicator - vacant - no one stands, not filled
- Motion to Amend Bylaws (see below) - motioned by Miranda G, seconded by Carole W, none opposed.

(a) Proposed changes to Bylaws

Be it resolved that the following policies be changed to:

4. GOVERNANCE AND MEMBERSHIP - TOWN HALL MODEL

(a) The membership of the school council shall consist of

- (Unchanged)
- (Unchanged)
- (Unchanged)
- Others as decided by the School Council

(b) The voting members of the School Council shall consist of those defined in 4(a).

(c) The non-voting members of the School Council shall consist of community members and/or guest speakers.

(d) The Parent/other ratio may vary at times, but the number of Parent members must always exceed the number of administration, staff and/or community representatives.

(b) Executive Members:

- The positions of the Executive must consist of a Chair and Vice-Chair or Co-Chairs, Secretary, and Treasurer.
- The Executive may also include any number of director positions as deemed necessary.
- (Unchanged)

- iv. Every parent of a student enrolled at Royal Oak School is eligible to be elected to an Executive position on the School Council.
- v. (Unchanged)
- vi. The Executive of the School Council will be elected by Parents attending the AGM or, in the event of vacancies after the AGM, elected by the voting members present at a subsequent School Council meeting.
- vii. Any Executive member may resign their position by providing written notice to the Chair/ Vice-Chair or Co-Chairs and Principal.
- viii. Any Executive member may be removed from the Executive, at any time, with cause by a majority vote of the Executive whenever, in its judgment, the best interest of the School Council will be served.
- ix. The Executive will carry out the day-to-day operation of the School Council.

7. QUORUM

Quorum will be attained when the majority of voting members present at a meeting are parents of students enrolled in Royal Oak School and the Principal or designate is present.

a. In the absence of quorum:

- i. If the Parents and School Council members present agree to proceed in the absence of a quorum, the School Council may continue for the purposes of discussion of issues.
- ii. No decisions by consensus shall be reached.
- iii. No motions shall be considered or approved

8. DUTIES OF THE EXECUTIVE

(a) Chair/Vice-Chair or Co-Chairs (2 positions)

Unless otherwise delegated, the Chair of the School Council will:

- i. Supervise the affairs and preside at any meetings of the School Council;
- ii. Promote teamwork and assist each other in the smooth running of the meetings;
- iii. In the event of resignation, incapacity, or leave of absence of one of the Co-Chairs, fulfill their responsibilities;
- iv. Coordinate with the Principal to prepare and establish meeting agendas;
- v. Communicate with the Principal on a regular basis;
- vi. Ensure the appropriate management, in compliance with the Personal Information Protection Act (PIPA), of any personal information collected on behalf of the School Council;
- vii. Decide all matters relating to rules of order at the meetings;
- viii. Assume responsibility, in consultation with the School Council, for communicating with the Fundraising Association or other parent groups within the School;
- ix. Ensure that the School Council Operating Procedures are current and followed;
- x. Be the official spokesperson of the School Council;
- xi. Ensure that there is regular communication with the whole School community;
- xii. Review any communication to the School community prior to distribution and include the Principal in same;
- xiii. Stay informed of relevant School and School Board policy that impacts School Council;
- xiv. Have signing authority on any financial accounts together with the Treasurer and Secretary;
- xv. Comply with the School Councils Regulation by providing the School Board with an annual report that summarizes the School Council's activities for the previous

- School year, including a financial statement relating to money, if any, handled by the School Council, no later than September 30th;
- xvi. Assist each other in completing tasks assigned by the School Council;
 - xvii. Have general responsibility for all activities of the School Council.

(b) Secretary

Unless otherwise delegated, the Secretary of the School Council will:

- i. Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- ii. Keep minutes, correspondence, records and other School Council documents, and ensure that all relevant documents (as per legislation) are available to the public in an accessible location in the School, for a period of seven (7) years;
- iii. Maintain a dated record of all members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- iv. Distribute, as determined by the School Council, agendas, virtual meeting links, minutes, notices of meetings and notices of other events;
- v. Have signing authority on any financial accounts together with the Co-Chairs and the Treasurer.

In the absence of the Secretary, the School Council will choose a recording Secretary for meetings.

(c) Treasurer

Unless otherwise delegated, the Treasurer of the School Council will:

- i. Keep accurate records of all financial transactions;
- ii. Ensure that records are available upon request of the School Board, public or School Community;
- iii. Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union or treasury branch the School Council may order;
- iv. Have signing authority on any financial accounts together with the Co-Chairs, and the Secretary;
- v. Present a full, detailed account of any receipts and disbursements to the School Council as required by the School Council, and prepare the financial statements for the annual report;
- vi. Supervise affairs and preside at any meetings of the financial committee, if any.

(d) Past Co-Chairs

The past Co-Chairs of the School Council will:

- i. Serve in an advisory capacity to the new School Council;
- ii. Act in the absence of the current Co-Chairs.

(e) Members at Large / Classroom, Grade, or Division Representatives/ Community Members/ Fundraising Association Representative / Others as decided by the School Council

These members will:

- i. Share their professional knowledge, expertise and life experience;
- ii. Encourage feedback and participation from community groups and individuals;
- iii. Communicate information of interest to the School Council and the School Community;

- iv. Share information from School Council meetings with the community;
- v. Have a clear understanding of the School Council's objectives;
- vi. Attend School Council meetings;
- vii. Identify possible topics for agendas;
- viii. Serve as a liaison between the School Council and their organization or area of responsibility.

11. MEETINGS

A minimum of seven (7) regular School Council meetings will be held per school year or as called by the Executive. It will be decided when these meetings will take place during the first School Council meeting of the school year (September). The meetings will take place at the School and/or virtually, unless otherwise advertised or mandated by legislation.

12. ANNUAL GENERAL MEETING (AGM)

(a) (Unchanged)

(b) (Unchanged)

(c) (Unchanged)

(d) (Unchanged)

(e) (Unchanged)

(f) (Unchanged)

(g) Special General Meetings

i. The School Council Executive may, at any time, give notice of a Special General Meeting (SGM) of the School Council. Notice will be given at least five (5) days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with. At any SGM, all Parents in attendance shall have the right to vote.

d. Any School Council member may be suspended or expelled for the duration of the school year from attendance at any regular School Council meetings, if, upon a majority vote of voting members present at an SGM called for that purpose, it is determined to be in the best interests of the School Council to do so.

22. ADMINISTRATIVE EXPENSE POLICY

In exchange for our yearly use of photocopying and paper supplies, a \$200 honorarium will be paid to the school.

23. STAFF/SCHOOL COUNCIL FAREWELL GIFT POLICY

(a) Staff members leaving ROS will receive a card and gift up to \$50 as a token of appreciation.

(b) Outgoing School Council Executive members leaving ROS will receive a card and gift (value to be determined by year of service: \$10/year, up to a \$50 maximum) as a token of appreciation.

(b) Proposed additions to Bylaws

Be it resolved that the following policies be addended to our bylaws:

Definitions

In these Bylaws:

(a) "School" means Royal Oak School;

(b) "School Council" means the School Council for the School;

- (c) “Parents” means parent, legal guardian or primary caregiver of any child enrolled in an educational program at the School;
- (d) “Regulation” means the School Councils regulation as provided through Alberta Provincial Legislation;
- (e) “School Community” means persons other than Parents who have, in the opinion of the majority of the members of the School Council, an interest in the wellbeing of the students and the School;
- (f) “Bylaws” means the governing document serving the same purpose as the bylaws referenced in the regulations;
- (g) “School Board” means the Calgary Board of Education (CBE);
- (h) “Executive” means an elected Parent with managerial responsibility within the School Council;
- (i) “Fundraising Association” means Royal Oak School Fundraising Society;
- (j) “Administration” means the School Principal and/or the Assistant Principal;

Authority

The School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation, hereinafter referred to as “legislation”.

Meeting Agendas

The Co-Chairs will work in partnership with the Principal to establish the agendas for all meetings. The agenda may, from time to time, have the opportunity to support an Open Discussion period, if time allows. This will be indicated on the agenda.

- a. Agenda item requests must be made through the Co-Chairs, who will, if necessary, consult with the Executive and Principal as to the appropriateness of the item requested.

Meeting Minutes

Following any School Council meeting (e.g., regular meeting, AGM, or SGM), the School Council Secretary will make the meeting minutes and financial information available to the School Community. The minutes will include summaries from the meeting (e.g., financial report, guest presentation, etc.) and all relevant details of the meeting discussion.

Policies

Subject to any provincial or School Board mandated policies and/or regulations, the School Council may make and implement policies that it considers necessary to carry out its functions.

- (a) The policies of the School Council will be reviewed at the beginning of every new School Council term to decide if each policy will be implemented for the new School Council and its term.
- (b) Topics on which School Council may wish to develop guiding policies include, but are not limited to: Elections, Financial, Communication (internal and external), Record Keeping, Fundraising, Privacy, Location of Meetings, Official Correspondence Address, New Member Orientation, School Council Evaluation, and/or Social Media.

Financial Policy

- a. Approval for Purchases

- i. All purchases made on behalf of the School Council must receive prior approval from the appropriate authority before reimbursement. This ensures transparency, accountability, and adherence to budgetary guidelines.

- ii. Any expenditure exceeding \$200 must undergo approval via consensus or vote at a School Council meeting.
- iii. Any School Council Committee or event that has been provided a pre-approved budget is considered exempt from Section 16, Subsection A, Item i and ii.
- b. The Treasurer will provide a yearly budget for the School Council.
- c. The School Council fiscal year shall end on July 31st of each year.

Conflict Resolution

The School Council shall abide by the Conflict Resolution Procedures outlined in the School Board's policies and regulations. If none exist, the School Council shall apply every effort to resolve internal conflicts using the steps outlined in these Bylaws.

- a. If at any time, ten (10) Parents, or five (5) Parents and 50% of the Executive members of the School Council, are of the opinion that the School Council is in a state of conflict such that its operation is significantly impaired, they may deliver a signed written letter to all Executive members and the Principal requesting a SGM, and the following will apply:
 - i. The Co-Chairs will call an SGM of the School Council;
 - ii. The Secretary will provide a minimum of five (5) days' written notice to all Parents and School Council Executive members of the date, time, place and purpose of the SGM;
 - ii. At the SGM, all Parents and School Council members present will have an opportunity to hear and discuss the issues causing conflict;
 - iv. On motion, a vote shall be taken respecting a proposed resolution to the conflict;
 - v. If the majority of voting members present vote in favour of the resolution proposed, the School Council will immediately act upon it.

Dissolution

As per Alberta Provincial Legislation, only the Minister of Education has the authority to dissolve a School Council. If the School Council is dissolved, the Principal may choose to establish an advisory committee to perform some or all of the duties of the School Council until the next school year. The Principal will perform the duties outlined in Alberta Provincial Legislation with respect to the re-establishment of the School Council within forty (40) school days after the start of the next school year.

Reviews and Amendments

Subject to any provincially or School Board mandated policies and/or regulations, the School Council may make any changes to these Bylaws deemed necessary to carry out its functions.

- (a) The Bylaws will be reviewed for their relevance and effectiveness annually by the School Council Executive or by a committee established expressly for that purpose.
- (b) The Bylaws of the School Council may be amended by a majority vote of the voting members present at any scheduled meeting of the School Council.
- (c) Notice of proposed amendments to the Bylaws will be provided to the School Community no less than five (5) days before a meeting.

Approval of Bylaws

These Bylaws have received majority support from voting members present at the Annual General Meeting of the Royal Oak School Council.

Date _____

_____	Co-Chair's Name &
Signature	
_____	Co-Chair's Name &
Signature	
_____	Secretary's Name &
Signature	
_____	Treasurer's Name &
Signature	
_____	Principal's Name &
Signature	

*Amended policies will be inserted in the most logical sequence; therefore, sections may be re-numbered in the final Bylaws.

- Motion to accept financial statement - motioned by Miranda, none opposed.

5. Chair Report

- Update on Timbernook Pediatric Physiotherapist - if we cannot get this event lined up with our Picnic In the Park evening (June 11), we can defer to the Fall. In this event, we can use the grant money for Wellness Literacy Kits for the school library as that falls under approved grant spending.

6. Treasurer's Report

- Account Balance (for May 11, 2024) \$9,937.51, a net increase of \$2,885.28 from the last statement.
- Net profit of \$626.63 from the Kernels fun snack and Subway fun lunch.
- Net deposit after expenses of \$1796.65 from Literacy Month bringing us to an overall net profit of \$2397.15 for the event. Wow!
- We had direct payments totalling \$462.00 for Spring Dance waitlist purchases. There are many other pending transactions for this event - will be reported next month.

6. Committee Updates

- **Healthy Hunger**
 - Next Fun Snacks/Lunches
 - May 14 - Jelly Modern Doughnuts Fun Snack
 - May 30 - Little Caesars Fun Lunch

- June 13 - Cobs Fun Snack
- **Special Events**
 - **Wellness Week** - Debrief by Lissa - helpful that it was posted on various platforms and promoted by teachers. Yoga after school had low attendance due to poor weather, contingency plan was not well circulated. Wellness Literacy kits are a big hit with the library (Ms Azam is facilitating this from the Learning Commons). Fresh Fruit Friday went over very well.
 - **Spring Dance Update** - ongoing - some small tweaks will be made from things learned last week, second night is also sold out (with a waitlist). Total in attendance on the first night was about 380, gym didn't feel crowded with a lot of people making use of the Gathering Space, could consider increasing the numbers for future events. Pizza was well received. We still need at least 10 volunteers for the May 16 dance.
 - **Wellness Kits for the Mustard Seed** - Debrief by Ellie. Went really well, lots of essentials collected Gord said that more donations came in last week. Ellie will deliver later in the week.
 - **Pancake Breakfast with WD Pratt** - May 29 RAIN OR SHINE - food service 7:30-8:30 (volunteers in shifts from 6:15-9:00)
 - Requesting \$537.84 to cover 1/2 of the table/chairs/ etc rentals. WD Pratt is covering the other half and the cost of drinks. Motioned by Miranda, none opposed.
 - PARENTS MUST STAY TO SUPERVISE STUDENTS DURING THIS EVENT.
 - Look for the QR code on the poster ("Save the Date" email from Gord) for volunteer sign up. No Police Clearance is needed to volunteer at this event.
 - Note: due to raffle licensing requirements, 50/50 raffle will go to WD Pratt this year, ROS will get the licence and funds next year.

- **Bike & Roll to School** - May 23 (weather-dependent, back up day June 6)
 - Students will go home with a tag for their wheels about one week before - funding request of \$85 for 1,000 tags
 - Need to write grade, teachers name, student's first and last name and attach to their wheels BEFORE arriving at school on May 23
 - Volunteers will check tags (extras on hand if needed), bring wheels into the gym, organize by grade/class to be distributed again at the end of the day. Ms Webber will have signs up around the gym indicating grades/classes. Bikes need to be packed in tight!
 - Participants will have a chance to win a prize, one per grade! Funding request of \$125 to cover prizes.
 - Total funds requested - \$210.00 motioned by Carole, none opposed.
- **Picnic In The Park/~~Movie In The Park~~** - confirmed for June 11, potentially to include the Timbernook Physiotherapy parent education session. Lissa is coordinating with RRROCA (food trucks, possibility for a CFS - Fire Truck visit)
- **Sports Day** -June 20 1:30-3:20 - organized by Ms Webber with Alison assisting for volunteer recruitment
 - Volunteers to arrive at 12:30 for set up, anticipate clean up 3:20-3:45. Police Clearance needed
 - Teachers will sign up for stations, volunteers and Grade 9 Leadership Students from WD Pratt will help at these stations (to be confirmed).
 - Funding request for popsicle/freezies for each student, teacher and volunteer with possibility for Bubly/water for teachers and volunteers - numbers needed/quote not available yet - move funding request to June meeting when finalized
- **Grade 4 Farewell** - June 26, planning ongoing. RRROCA has confirmed they will donate the money for Chapters Gift

cards for each student (currently 120 students). Look out for SignUp Genius for parent volunteers.

- **Year End BBQ** - June 26 - Kate and Erin are looking for help in planning.
 - 2023 budget was \$1,600. Requesting up to \$2,000 for this year - motioned by Miranda, none opposed.
 - Purchase tickets via upcoming Health Hunger portal
- **Staff Appreciation**
 - Year End Staff Thank You - lunch will be paid for by Council for all Staff at Year End BBQ + salad sign up (on SignUp Genius) so that the staff lunches are completely covered.
 - Suggestion by Gord for Scones & Coffee on the last day of school? More planning needed, funding request will be made at the June meeting.
- **Volunteering** - Alison
 - **Volunteers – THANK YOU!!** We appreciate the time and energy that you share to make our ROS community a better place. We are so thankful for each and every one of you!
 - Current Opportunities:
 - **Library Shelving Volunteers - Monday & Wednesdays, 9.15-10.45am!** [ROS Volunteers: Library Shelving - February to June 2024 \(signupgenius.com\)](#)
 - **Beach Bash - May 16** - 45 Grade 4's have signed up to help, still needs LOTS of parent volunteers - [ROS Volunteers: Beach Bash Dance 2024! \(signupgenius.com\)](#)
 - **Fun Snack Volunteers** - see SignUp Genius - [ROS Volunteers: Spring 2024 Fun Lunch & Fun Snack!! \(signupgenius.com\)](#)
 - **Pancake Breakfast** - Volunteers needed to help set up 6.30-7.30am, serve breakfast 7.30-8.30am and clean up 8.30-9.30 . SignUp Genius - coming soon!

- **Bike and Roll to School** - Volunteers needed to help load bike/scooters/skateboards/etc into the gym in the morning, @ mid-day for AM/PM Kinders and after school. [ROS Volunteers: 2024 Bike/Roll to School Volunteers! \(signupgenius.com\)](https://signupgenius.com)
- **JRFH JUMP Day - June 5th – all day** - volunteer (1 hour intervals) to help Ms Weber and teachers with counting jumps and cheering on students, resetting equipment between classes. [ROS Volunteers: Jump Rope for Heart JUMP Day! \(signupgenius.com\)](https://signupgenius.com)
- **Sports Day - COMING SOON!!** Volunteers needed to help set up 12.30-1.30pm, support teachers with stations 1.30-3.20pm, hand out popsicles/clean up 3.20-3.45pm
- **Hug 'n' Go**
 - Hug 'n' Go Update - Candis - Challenging to get enough volunteer coverage (same 4-5 people usually) which is feeling unsustainable. Ideally a short period of Hug N Go can be used at the beginning of the school year for educational purposes, and then not requiring volunteers anymore? Due to insufficient volunteers and increased demands at this time of year, this week will be the last “manned” Hug N Go week. Potential for the pylons to be set up daily, depending on who is available.

7. Parent Concerns / New Business

- Welcome Package for start of September 2024 school year from Council listing resources (especially language resources for new-to-Canada families) - needs further planning - tabled until June.
 - Suggestions to include: information on Hug n Go,
- Thank You gift for CPS for ongoing support of traffic concerns, approximately \$200 (10 officers at \$10 each plus a basket of goodies to be sent to the station). Motioned by Miranda, none opposed.
- Suburban Journal for Rocky Ridge and Royal - there is no ROS presence. Glenda will enquire.

8. Next Meeting - June 10, 2024 at 6:30pm

9. Meeting Adjourned at 8:10.