ATTENDANCE:  John Charleson, Debbie Halinaty, Maggie Karjala, Debbie Killens, Naren Leava, Stefanie Lee, Janet Luscher, Theresa Martin, Carol McCreech, Margaret Roberts, Greg Smith, Denise Waller, Sue Walmer, Gus Warren

1. APPROVAL OF JUNE MINUTES:
   The minutes from the June 3, 2002 meeting were approved.

2. CHAIR’S REPORT:
   Debbie Killens wished the new council every success in the coming year.

3. TREASURER’S REPORT:
   Denise Waller presented the financial information up to September 24, 2002. The surplus from last year was discussed and the amount will be carried forward to be included in this year’s allocations. The treasurer’s report was accepted and approved. Denise Waller passed on her files to Margaret Roberts to be given to the new treasurer for this year.

4. ELECTION:
   Margaret Roberts announced the nominations for school council. The council for the 2002-2003 year is as follows:
   Administration: Margaret Roberts
   Teaching: Debbie Halinaty and Kirsten Wright
   Non-teaching: Gus Warren
   Parent members: Maggie Karjala
   Fatima Khamissa (to be confirmed)
   Naren Leava
   Stephanie Lee
   Carol McCreech
   Rosemary Rowe (to be confirmed)
   Greg Smith
   Sue Walmer
   Community rep: vacant – council to discuss
   Student rep: to be appointed soon
   Co-chairs: Greg Smith and Sue Walmer
   Treasurer: Naren Leava
   Secretary: vacant – duties to be rotated amongst council members
HIGHVIEW SCHOOL COUNCIL  
MINUTES  
SEPTEMBER 24, 2002  

5. MEETING DATES:  
The meetings will occur on the following Tuesday evenings (usually the 2nd Tuesday of the month) at 7 pm in the staff room:  
- October 8, 2002  
- November 12, 2002  
- December 10, 2002  
- January 14, 2003  
- February 11, 2003  
- March 18, 2003  
- April 8, 2003  
- May 13, 2003  
- June 10, 2003  

6. SUB-COMMITTEES:  
The need for various sub-committees was discussed. Per the constitution, a parent member of the School council must be on each sub-committee. Currently, there are no formal sub-committees. The pizza lunch group is basically a self-sufficient sub-committee. In accordance with the constitution, the council decided that Naren Leava would be the logical choice as the liaison as he will be in contact with the group in his role as treasurer.  
Suggestions were made to form other sub-committees (namely, a playground maintenance committee and an accommodations review committee). The decision to form these sub-committees was deferred until the next meeting.  

**Action:** Discussion on sub-committees to be included in the agenda for the next meeting.  

7. OTHER BUSINESS:  
a) Constitution:  
The constitution was being updated and amended to be in line with current Ministry standards last year. The updated version needs to be reviewed and approved by the council.  
**Action:** Discussion on the updated constitution to be included in the agenda for the next meeting.  

b) Ministry Topics:  
**Action:** The agenda each month is to include ‘Ministry Topics’ in order to discuss any topics that may arise with regard to information received from the Ministry.
c) Newsletter:
The need for a separate newsletter from the Council to the parents was discussed.  
**Action:** Debbie Halinaty to bring a sample of a newsletter she received from her childrens’ school.

d) “Wish List”:
The procedures surrounding the disbursement of funds was discussed. It was emphasized that requested items must be on the approved list of expenditures before the purchase of said items in order to maintain control over where the money is spent. This will ensure that the money is being spent on appropriate items.  
**Action:** Margaret Roberts will bring the teachers’ prioritized wish list re: expenditures to the Council once it is compiled. Sue Walmer will create a parents’ wish list.

e) Milk Program:
Maggie Karjala was looking for feedback on a possible milk program. She will look into further details.

f) Lunch Room:
Concerns were raised about lunch routines, the use of the lunch room and supervision at lunch time.  
**Action:** Margaret Roberts will included a section in the monthly newsletter about lunch room routines and the need for 2 more lunch assistants.

g) Meet the Teacher BBQ:
The plans for the bbq were discussed and everything was in order and under control.

h) Council Resources:
Greg Smith had a copy of a document entitled “The School Council’s Guide for Members” published by the Ministry of Education. To avoid photocopying this for all members, it was suggested that one copy be kept in the mailroom for sign out when needed.  
**Action:** Margaret Roberts to check with the Board and Sue Walmer to check with the Ministry to see if they have any extra copies.

i) School Plan:
The school plan needs to be reviewed each year.  
**Action:** Margaret Roberts to set date to review the school plan.

Meeting was adjourned at 8:50 pm.

Next meeting Tuesday, October 8, 2002.