



Elizabeth Buckley Middle & Elementary Schools

STEAM

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Meeting Minutes - Hands On Summer Camp Society Board Meeting of November 15th, 2017 at Elizabeth Buckley School

Attending:	Melissa Phillips, Tracy Humphreys, Al Van Akker, Kate Langridge, Leah Lyne, Jodi Dong		
Administration:	Karen Milanese, Camille McFarlane, Rachel Bales, Laura Busby, Ann Lockley (skyped in)		
Absents:	Anissa Agahchen, Nicole Skoreyko		
Chaired by:	Tracy Humphreys	Minutes recorded by:	Melissa Phillips

Meeting began at 6:30pm:

Motion to approve Agenda for November 15th, 2017		
Moved:	Al Van Akker	Passed

Motion to approve minutes from October 18th, 2017		
Moved:	Kate Langridge	Passed

BOARD REPORTS

Actions

<p>President Report – Nicole Skoreyko (away but given by Vice-President)</p> <ul style="list-style-type: none"> - Met with Admin team to organize options for the rest of the school year: <ul style="list-style-type: none"> - Roberta has resigned as Principal but will take on the Vice-Principal role at the middle school in January 2018 - Karen will stay on as Principal until Aug 2018 - The board will post for Principal position in Spring for Sept 2018 	<ul style="list-style-type: none"> - Camille will give Nicole list of previous staff - Melissa will contact Nicole on Bylaws and Constitution
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<ul style="list-style-type: none"> - Met with the finance committee - Conducted six exit interviews with families but still waiting on staff that have left to have the exit interview with them. 	
Vice President Report – Tracy Humphreys <ul style="list-style-type: none"> - Met with the finance committee - Helped create contracts for Karen and Roberta 	
Treasurer Report- Leah Lyne (update from Vice President) <ul style="list-style-type: none"> - Financial Update 	Karen will discuss about grants she has applied for with Leah

Administration Report

Actions

Principal Report – Karen Milanese <ul style="list-style-type: none"> - Getting familiar with EBS school and routines - Made herself available for all of the classrooms - Supported the Cedar classroom - Met with parents - Foundation skills assessment with four students in grade 4 - Went to movie night and connected with parents - Applied for grants to “healthy schools” to bring in W.I.T.S - Applied for grant “farm to school” which will support a visit to a medicinal/ edible herbal farm in cowichan bay and have a facilitator give a guided tour and lesson on wild herbs and edible plants for all classes - Will be starting evaluations of new staff 	
Middle School Vice-Principal Report – Camille McFarlane <ul style="list-style-type: none"> - Helped organized Steam family night for Nov 17th - Mentoring Rhea and helping her transition into the middle school - Middle school admissions - Foundation skills assessment with 4 students in grade 7 	
Elementary School Vice-Principal Report– Rachel Bales <ul style="list-style-type: none"> - Focused on on-call staff - Organized IEP preparation - Staff communication - Assisting with the art club - Winter celebration: leading the whole school and organizing the venue 	
Office Manager Report– Ann Lockley <ul style="list-style-type: none"> - Met with Laura and Karen - Focused on bookkeeping - Updated the website - On boarding Laura with the tasks required of her. 	Ann will look into Google analytics for the hits of the website and Facebook due to the Variety

<ul style="list-style-type: none"> - Meeting with Shelly for Cridge to discuss rental of space for camps and if they need an onsite staff and if that could be changed 	show during that time
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NEW BUSINESS

<ul style="list-style-type: none"> - Google-sites: <ul style="list-style-type: none"> - Discussion of helping the transition for new members on the board to be easier by having manuals explaining how the board runs as well as how to do their particular job - AGM Preparation will need to know end of November who wants to still be on the board 	<p>Melissa will lead training manuals for the board will connect with Laura about training videos for google</p> <p>Jodi will confirm who will declare who wants to stay on the board by end of Nov And will edit the handbook</p>
<p>In Camera- yes</p>	
<p>ADJOURNED – 8:30pm</p>	
<p>NEXT MEETING –December 13, 2017</p>	