

# Camilla School Advisory Council Meeting Agenda Tuesday June 7th, 2011

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Call Meeting to order

Addition to agenda (by motion)

Adopt minutes of May meeting (by motion)

## **Meeting Protocols:**

1. Meeting agendas are set one week prior to meeting date. Council members please forward agenda items to the Chair (co-chair) by this deadline.
2. Rules of Order at meetings. Meetings commence at 7:00. Motions are required to accept the previous meeting's minutes or to make changes. This motion must be seconded and then the Chair will conduct a vote by asking those in favour and those opposed to show hands. (This is the format for all items requiring a vote)
3. If members wish to discuss a motion the Chair will open a debate. Each member may speak to the motion twice. Once a debate is complete the Chair puts the motion to a vote. A majority (51%) is required for a vote to pass.
4. Meetings shall adjourn by 9:30. A motion is required to continue the meeting past 9:30.
5. Guest Speakers – we may begin our meeting by introducing our guest speaker and allowing their presentation to take place prior to the handling of business.
6. Meeting minutes and reports will be distributed via email and the Camilla School website. If you do not have email please request a copy from the Secretary.
7. At the end of the meeting we call for "Bouquets" which are token thank you to individuals in recognition of service. These bouquets are recorded in the minutes.

## **Old Business**

1. Proposed SAC projected budget

## **New Business**

1. **Back to school BBQ**
  - a. Possible date September 15<sup>th</sup>

- b. Dinner ideas; Hamburgers and hot dogs?
- c. Times; Dinner 5:30-6:45pm. Are teachers willing to serve from 5:30-6:00pm?
- d. Meet the teachers 6:00-6:45pm
- e. Volunteers
  - i. 4 people to serve food-6:00-6:45pm
  - ii. 2 people to run information table
  - iii. 2 people refreshments
  - iv. Student volunteers for tickets
  - v. 2 floaters
- f. Information Table
  - i. Collect e-mail addresses
  - ii. Possible survey
  - iii. Collect volunteer list for upcoming events

**2. SAC Sub-committees:** possible ideas

- a. **Parent board and Information posters-** This person will be responsible for updating the parent board with bouquets, monthly meeting dates, upcoming events, SAC member list and any other pertinent information. Also they will be responsible for any information posters needed to advertise an upcoming event.
- b. **R.Q.B AG rep-** This person will be responsible for letting the SAC know of any community information happening in RQB. They can contact the AG board to ask for upcoming events.
- c. **Calahoo AG rep-** any member in the Calahoo area willing to update on community activities.
- d. **Parent e-mails-** after every meeting the SAC will discuss what information they think should be sent out to all parents concerning SAC business. This person will be responsible for compiling and sending the e-mails. E-mails will be approved by Chair or Vice Chair.
- e. **Volunteer coordinator-** A volunteer list will be given to this person to contact and need volunteers for upcoming events.

## **Reports:**

Please submit written reports prior to meeting via email to [jackie@cruzinternet.com](mailto:jackie@cruzinternet.com)

1. Trustee
2. Administration
3. Chair
4. AG
5. FOC
6. Staff
7. ECS
8. Headstart

## **Additions to Agenda:**

## **Bouquets:**

## **e-mail submission**