



# **South Branch School Council Meeting Minutes**

**Tuesday, November 10, 2020 - 6:00 p.m.**

**Katie MacDonald, Chris Hewett, Melody Busuttil, Samantha Kutowy, Denise Mahoney, Emily Westbrook, Barbara McEchern, Kami Link, Christie LaBrash, Julie Culkeen, Tiffany Smith**  
**Guest speakers: David Coombs and Lisa Swan**

1. Welcome & attendance –welcome by Samantha Kutowy at 6:08pm
2. Additions & acceptance of meeting agenda-waived
3. Acceptance of October 2020 meeting minutes –waived due to time frame of guest speaker
4. Guest Speakers David Coombs and Lisa Swan:
  - Superintendent Mr. Coombs opened by sharing confirmation from the UCDSB on the understanding of the terms “fundraising” and what it entails for schools and support. Mr. Coombs shared welcome news that schools ARE able to fundraise in a hands-off manner approach. Policy 4-18 meaning no hand to hand exchange of dollars. No cash/cheques. In respect for the school, families and support provided by communities, it was requested to be clear and transparent on WHAT the fundraising would provide. Is it appropriate? Provide reasoning WHY. It was requested to PAUSE NEW fundraising ventures until provided approval via Principal, Vice Principle and Superintendent Coombs. The present challenge was to provide a format for transfer of funds to school that support Policy 4-18. Further to that discussion was an option through My Family Room. Further details to be provided to support costs.
  - Trustee Lisa Swan introduced self and is an active advocate for UCDSB. She is active on Social Media via Facebook to be available to all parent concern needs. Trustee Lisa Swan was on hand to share the details provided by Superintendent Coombs and remained active and provided support for the remainder of the parent council meeting.
5. Teacher’s Report (Tiffany Smith)
  - Kindergarten: ABC Bootcamp, Remembrance Day and outside learning.
  - Grade One: Spending more time outside. Finding words and place values. Scavengers hunts Daily Picture drawing of anything they see to then to write
  - Grade Two: 2/3 Remembrance Day, Paragraph Writing, 2 Digit Addition and subtraction
  - Grade Three: Math Patterning, Writing “How to: with a focus on using more describing words. Pioneer Studies in Social Studies
  - Grade Four: working on number sense in Math. Physical and Behavioral adaptations in animals in Science. Unit on Habitats and Communities. Practicing volleyball skills in gym and a new game called Newcom Ball
  - Grade Five: Working on Number Sense and Numeration in Math. In gym, practicing volleyball skills

Grade Six: Starting area and perimeter. Volleyball skills/gyn. Finishing up biodiversity/New Anthropol species.

Music: Many classes outside to sing according to Covid protocols. Halloween and Remembrance Day. Virtual Assembly. Students having fun with individual instrument kits.

French: Exploring vocabulary related to Halloween and Remembrance Day.

6. Principal's Report (Christie LaBrash and Kami Link)
  - Reinforced details provided by Superintendent Coombs and fundraising. Support provided by Principle and Vice to continue with FlipGIVE and Mable's Labels. Any further fundraising requests to be sent for approval to school.
  - New Student Monitor to help with supervision of cohorts and support staff. EX: recess
  - 4<sup>th</sup> round of non-digital pickups were Monday. Always making aware of support provided to parents regarding wishes to switch modules, if needed/concerned.
  - School routines continue with great responses.
  - Computer programs to share for Gr. 4 & 5: Empower and Lexia for younger students.
  - Covid updates: Lockers now available to students. Every other locker for boots
  - Washroom schedules detailed by teachers. 2 students at a time with contact tracing. Health Nurse visit to the school on October 18<sup>th</sup> and provided support and limited feedback to school. Music, staff room and bathrooms needed signs to relay capacity/overflow to monitor.
  - Nutrition 4 Kids remains active via Mrs. Morrow. Nutritious snacks funded for school in prepackaged containers to avoid food handling.
  - November 17<sup>th</sup>-Picture Day.
  - 1<sup>st</sup> term Report Cards due in immediate future
  - Nov 27<sup>th</sup>. PA DAY
7. Treasurer's Report (Emily)-only expense noted from previous meeting was \$1629.42 for Mathletics. Balance remains \$13, 569.64. Waiting on confirmation to deduct playground fund in the amount of \$10,000 for new play structure.

Due to lack of minutes for meeting in June 2020 during playground approval and transfer of funds, motion was provided to clarify, via parent council to transfer \$10,000 to school. Motion granted to clarify that \$10,000 to be transferred from Parent Council Playground Fund to South Branch Elementary School on record. 8 members clarified acceptance and approval.
8. Fundraising Report (Katie)
  - a. Board policies regarding fundraising-see Item #4.
  - b. Holiday Wreaths- at present, 19 wreaths have been sold by My Local Market provided portion of sales directly to South Branch school. Transfer of Funds to follow in future.
  - c. South Branch Pizza Night with Mr. Mozzarella-discussion with owners of Mr. M to agree that the first Tuesday of the month be promoted as Family Pizza Night. Portion of orders to be directly supported to South Branch School. 15%.
  - d. Rideau Roastery Coffee-discussed option of promotion via coffee distributor who would provide a portion of sales to school
  - e. South Branch Has Got Talent Winter Contest-on hold
  - f. South Branch Merchandise Sales from Tin Roof-discussion to be presented at later date
  - g. To Be Continued – Donation of consignment sales (40% of sale price)-waived to discuss next meeting
  - h. Reach out to other local businesses for other opportunity? –on hold until further discussion of fundraising endeavors

9. Discussion Topics – Open for any issues parents would like to discuss (to be addressed now and future meetings)
- a. Insurance Liability \$152.40 to be deducted from council funds for liability insurance. Knowing parent council is not actively able to participate in person for school, it was voted and passed to continue to purchase insurance as safeguard for fundraising events
  - b. Online payment for fundraising activities – options? -TBD
  - c. FlipGive update and how to promote (Melody)\$88 thus far and wishing to continue promotions
  - d. Consent Form for Media update from Board? (Samantha)
  - e. Winter clothing and other student needs – update? Melody to write letter of support to Giant Tiger for support in clothing
  - f. Outdoor learning and activities (Katie, Denise)
    - a. Activities -
    - b. Garden-Motioned and approved to move forward with support of costs to school from Denise to provide a learning garden to all students
  - g. Goals, plans, initiatives for the 2020-2021 school year
    - a. Farm to School Canada Grants program-TBD at next meeting
    - b. What items do we want to fundraise for? Advised to provide 4 main categories to support fundraising efforts. Motioned and approved for: 1) Playground Fund-kinder play area. 2) Grade 6 Leaving Ceremony 3) South Branch Clothing Boutique and 4) South Branch Garden  
i.e. – Phase two of the Playground Revitalization, garden, leaving ceremony, etc....
10. Next meeting December 8<sup>th</sup> at 6:00 p.m.
11. Adjournment of Meeting at 8:40 and seconded by Melody, Katie and Denise

### **Dates to Remember**

**Meeting dates for the 2020-2021 school year. SBSC meetings are held on the 2<sup>nd</sup> Tuesday of the month during the school year. We meet at 6:00 p.m. online via TEAMS. Please add the dates to your calendar!**

September 29 <sup>th</sup>	February 9 <sup>th</sup>
October 13 <sup>th</sup>	March 9 <sup>th</sup>
November 10 <sup>th</sup>	April 13 <sup>th</sup>
December 8 <sup>th</sup>	May 11 <sup>th</sup>
January 12 <sup>th</sup>	June 8 <sup>th</sup>

Please contact School Council Chair for more information at [southbranchcouncil@gmail.com](mailto:southbranchcouncil@gmail.com)