

**South Branch School Council  
Minutes –  
Tuesday, November 8, 2022 | 1830 – 1930  
South Branch Elementary School and via webconference**

**1. Acknowledgement, welcome and attendance**

Alan McKay, chair, South Branch Student Council (SBSC), called the meeting to order and a round of introductions were held. A list of participants can be found at the end of these minutes.

Julianna Melnick-MacDonald led the land acknowledgement.

**2. Approval of the minutes from the previous meeting**

The minutes from the October 11, 2022 South Branch School Council meeting were accepted as presented. The minutes will be posted to the South Branch Elementary School website.

**ACTION:** Tanya Preston, principal, South Branch Elementary School, will upload the October 2022 council meeting minutes to the South Branch Elementary School website for public viewing.

**3. Labour situation**

The executive committee on the South Branch School Council will draft a letter that provides support to the Canadian Union of Public Employees' (CUPE) right to conduct job action as required to improve wages, working conditions, and support for students in schools across Ontario. The executive will review the letter and send out to the participants of this meeting for comment before sending along to the Hon. Steve Clark, Member of Provincial Parliament on behalf of the student council.

**ACTION:** A McKay will draft a letter of support for CUPE job action and send around to the council of executive for review and revision. The letter will then be sent to the participants of the November 2022 meeting for input before being finalized by November 11, 2022.

**ACTION:** A McKay will send the final letter in support of CUPE will be sent to the Hon. Steve Clarke, MPP.

#### 4. Teacher's report

- Primary – Meredith Island coming to do skits.
- Juniors – number fluency and facts, working on a variety of strategies to work on speed
- A new school-wide phonics program will be implemented.
- The grade six classes will travel to the Cenotaph in Kemptville to lay wreaths and represent South Branch Elementary School for Remembrance Day. The rest of the school will join together in a Remembrance Day ceremony in the gym.
- The grade 5/6 class had a presentation from the [Wild Bird Centre](#) and were involved in interactive and hands-on activities.

#### 5. Principals' report

- The school calendar has two new updates:
  - Wednesday, November 9 is pajama day and pizza day; pajama day was moved from Friday, November 4.
  - Photo retake day is Thursday, November 24, moved from Friday, December 2.
- Julie Culkeen, hot lunch coordinator, was worked with Mr. Mozzarella to move chicken tenders day from Monday, November 7 to Tuesday, November 8.
- The Ministry of Education has provided funding for before- and after-school tutoring with a focus on literacy and math.
- Funding has been secured to invite speakers to discuss Indigenous history and education to the school. It is expected the first experiences with an Indigenous educator will take place in late-November.
- The school holiday concert will take place on Tuesday, December 22.
  - There is not enough room in the gym to accommodate all families of all grades at one time.
  - There will be a morning performance and an afternoon performance, and the invitation to parents/families to attend will likely depend on surname of the child with the letters A through L being invited for the morning session, and M through Z in the afternoon.
  - It is possible that a limit on the number of family members that can attend per child will be in place.

**ACTION:** T. Preston will send out guidelines for the Merry Memories holiday concert in the December newsletter.

- Progress reports will go out on Thursday, November 10.
- [Jungle Sport, Inc.](#) will be return the last week of November. The group will set up in the gym and students will have an entire week to use the facilities.
- Several staff members have assisted with cleaning up the garden area and preparing for winter.

## 6. Treasurer's report

### a. Financial report

The following financial snapshot is as at November 8, 2022. Transactions deposited after that date (such as hot lunch deposits) will be included in the December 2022 report.

Current balance:	\$12 670.50	
Committed spending:	\$7 469.89	
Teacher appreciation		-\$ 1 582.59
November pizza costs		-\$ 2 542.50
November chicken tenders cost		-\$3 344.80
Free balance:	\$5 200.61	

#### Revenue since October 6, 2022

Hot lunch for October	\$2 050.50
Hot Lunch for November	\$7 723.45

#### Expenses since October 6, 2022

Hot lunch – pizza	\$1 491.60
Year-end graduates	\$ 368.46

### b. Update on the action items from the previous meeting

- The remaining staff appreciation fund of \$1582.59 will be topped up to \$1900 with the additional funds coming from South Branch Elementary School. Each classroom will receive \$100. A formal motion, below, approves this expense.

**MOTION:** To approve the disbursement of \$1 582.59 from the staff appreciation fund to assist with a one-time 100 dollar payment to each classroom, to a total of \$1 900, with the balance provided by South Branch Elementary School.

**MOVED:** Julianna Melnick-MacDonald

**SECONDED:** Steve Ibbotson

**ALL INFAVOUR**

**MOTION CARRIED**

- Laurel Cardy, treasurer, will meet with T. Preston to discuss the remaining grade six graduates funds and report back at the next council meeting.

**UPDATE:** The remaining grade six graduates funds have been allocated and disbursed.

## 7. Fundraising report

Tiger Tuesday for November did not perform that well, and only generated \$48.03. Halloween landing the night before was likely the cause. J. Culkeen will let families know that ordering gift cards on Tiger Tuesday can also count towards fundraising efforts.

**ACTION:** J. Culkeen will let families know that ordering gift cards as well as regular menu items from Mr. Mozzarella on Tiger Tuesday – the first Tuesday of each month – can count towards fundraising efforts.

The Glitter and Glee event will take place Wednesday, December 7 and Thursday, December 8. Katie O'Connor, fundraising coordinator, will put out call for gently used donation items and volunteers for the event. A list of prohibited items and/or items not suitable for donation will be advertised.

**ACTION:** K. O'Connor will put out a call for gently used items and a list of prohibited items for the Glitter and Glee event. A call for volunteers will also be placed, and K. O'Connor will track volunteer interest and assign people as required.

A McKay put out a general call for volunteers in October 2022, but there was little uptake. It is likely that caregivers would be more likely to volunteer if there was a schedule of events with specific dates and times required. In the past a paper volunteer form went home with every student so caregivers could self-identify as potential volunteers.

**ACTION:** K. O'Connor, J. Melnick-MacDonald, and J. Culkeen, will work together on a schedule of events that people can sign up for. The schedule will be available electronically and posted on the South Branch Elementary Facebook page and the South Branch School Council Facebook page.

**ACTION:** J. Melnick-MacDonald will prepare a paper volunteer form and send to T. Preston for printing and distribution.

## 8. Spirit committee report

J. Melnick-MacDonald will chair the spirit committee. The next potential event will be the [Kemptville Santa Claus Parade](#) on November 19. It is likely too late to organize a float, but students and caregivers can march the parade route with the South Branch Elementary School banner and the school mascot.

**ACTION:** J. Melnick-MacDonald will work with the Upper Canada District School Board to ensure that the school council insurance is up-to-date so that the council can participate with students in the Kemptville Santa Claus Parade.

**ACTION:** J. Melnick-MacDonald will put out a call for participants in the Kemptville Santa Claus Parade.

## 9. Hot lunches report

J. Culkeen updated the meeting participants on the hot lunch program, to-date. The pizza and chicken tenders program will run through to March 10, 2023, and a discussion on future menu items will take place at the February council meeting. Introducing subs in the place of chicken tenders may take place for the March 20 to April 28 hot lunch cycle.

**ACTION:** Introducing subs in place of chicken tenders for the March 20 to April 28 hot lunch cycle will be discussed at the February 2022 council meeting.

The Tiger Tuesday proceeds for May 2023 and June 2023 may go towards a full pizza day for the entire school on June 26, 2023. Assuming there is enough funds to cover the day, all pizza and drinks for staff and students would be covered by the school council revenues that came from the 2022-2023 academic year. A total of 400 slices of pizza and 400 drinks will need to be purchased, and J. Culkeen will bring the expected total costs of that day to the next council meeting for discussion.

**ACTION:** J. Culkeen will provide an estimated cost of providing a pizza day for the students and staff to the next council meeting for discussion.

[The link on the South Branch Elementary School website](#) that outlines the hot lunch program is out-of-date. T. Preston will fix the link.

**ACTION:** T. Preston will fix the link on the South Branch Elementary School website that outlines the hot lunch program.

## 10. School council bylaws

The executive council will draft a set of bylaws that will govern this and future councils and help formalize the steps to decision-making. The draft bylaws will be presented at the December 2022 council meeting for review and approval.

**ACTION:** The executive of council will review a set of draft bylaws and prepare the bylaws for review and approval at the December 2022 council meeting.

## 11. Book swap

The book swap event was to take place in November 2022, but will now likely take place in December 2022 shortly after the Glitter and Glee event.

**ACTION:** J. Melnick-MacDonald will send out a call for volunteers for the book swap event, and finalize a date. A call for book donations and a finalized event date will go out on the South Branch Elementary School Facebook page and South Branch Student Council Facebook page.

## SUMMARY OF ACTION ITEMS

- ACTION:** A McKay will draft a letter of support for CUPE job action and send around to the council of executive for review and revision. The letter will then be sent to the participants of the November 2022 meeting for input before being finalized by November 11, 2022.
- ACTION:** A McKay will send the final letter in support of CUPE will be sent to the Hon. Steve Clarke, MPP.
- ACTION:** T. Preston will send out guidelines for the Merry Memories holiday concert in the December newsletter.
- ACTION:** J. Culkeen will let families know that ordering gift cards as well as regular menu items from Mr. Mozzarella on Tiger Tuesday – the first Tuesday of each month – can count towards fundraising effort.
- ACTION:** K. O'Connor will put out a call for gently used items and a list of prohibited items for the Glitter and Glee event. A call for volunteers will also be placed, and K. O'Connor will track volunteer interest and assign people as required.
- ACTION:** K. O'Connor, J. Melnick-MacDonald, and J. Culkeen, will work together on a schedule of events that people can sign up for. The schedule will be available electronically and posted on the South Branch Elementary Facebook page and the South Branch School Council Facebook page.
- ACTION:** J. Melnick-MacDonald will prepare a paper volunteer form and send to T. Preston for printing and distribution.
- ACTION:** J. Melnick-MacDonald will work with the Upper Canada District School Board to ensure that the school council insurance is up-to-date so that the council can participate with students in the Kemptville Santa Claus Parade.
- ACTION:** J. Melnick-MacDonald will put out a call for participants in the Kemptville Santa Claus Parade.
- ACTION:** Introducing subs in place of chicken tenders for the March 20 to April 28 hot lunch cycle will be discussed at the February 2022 council meeting.
- ACTION:** J. Culkeen will provide an estimated cost of providing a pizza day for the students and staff to the next council meeting for discussion.
- ACTION:** T. Preston will fix the link on the South Branch Elementary School website that outlines the hot lunch program.
- ACTION:** The executive of council will review a set of draft bylaws and prepare the bylaws for review and approval at the December 2022 council meeting.

**ACTION:** J. Melnick-MacDonald will send out a call for volunteers for the book swap event, and finalize a date. A call for book donations and a finalized event date will go out on the South Branch Elementary School Facebook page and South Branch Student Council Facebook page.

#### **ATTENDANCE**

##### **In-person**

Alan MacKay (chair)  
Julianna Melnick-MacDonald (co-chair)  
Steve Ibbotson (secretary)  
Julie Culkeen (hot lunch coordinator)  
Tanya Preston (principal)  
Tracey Haley (vice-principal)  
Chantal Matheson (teacher)

##### **Virtual**

Laurel Cardy (treasurer)  
Katie O'Connor (fundraising coordinator)  
Charlene Barham  
Jasmine Comfort  
Sami Kutowy  
Brandy Elliott  
Elizabeth Gomes

		<u>Balance Forward</u>	<u>Expense</u>	<u>Revenue</u>	<u>Balance</u>
<b>Elementary - Other Items Not Classified</b>					
<b>SC4000 School Council - Fundraising</b>					
School Council - Chocolate	SC4050	\$0.00	\$0.00	\$0.00	\$0.00
School Council - Food Other	SC4110	\$0.00	\$0.00	\$0.00	\$0.00
School Council - Fundraising	SC4125	\$4,722.91	\$1,927.95	\$9,875.54	\$12,670.50
School Council - Hot Dogs	SC4100	\$0.00	\$0.00	\$0.00	\$0.00
School Council - Milk	SC4160	\$0.00	\$0.00	\$0.00	\$0.00
School Council - Pizza	SC4175	\$0.00	\$1,491.60	\$1,491.60	\$0.00
School Council - Raffle	SC4185	\$0.00	\$0.00	\$0.00	\$0.00
School Council - School Clothing	SC4195	\$0.00	\$0.00	\$0.00	\$0.00
School Council - Silent Auction	SC4196	\$0.00	\$0.00	\$0.00	\$0.00
School Council - Subs	SC4120	\$0.00	\$0.00	\$0.00	\$0.00
School Council - Yearbooks	SC4225	\$0.00	\$0.00	\$0.00	\$0.00
Umbrella Total:		\$4,722.91	\$3,419.55	\$11,367.14	\$12,670.50
<b>SC40000 School Council - Other Items</b>					
School Council - Expenses	SC40035	\$0.00	\$0.00	\$0.00	\$0.00
Umbrella Total:		\$0.00	\$0.00	\$0.00	\$0.00
<b>Umbrella Type Total:</b>		<b>\$4,722.91</b>	<b>\$3,419.55</b>	<b>\$11,367.14</b>	<b>\$12,670.50</b>
<b>Grand Total:</b>		<b>\$4,722.91</b>	<b>\$3,419.55</b>	<b>\$11,367.14</b>	<b>\$12,670.50</b>