

**South Branch School Council
Minutes –
Tuesday, December 6, 2022 | 1830 – 1915
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.

A. McKay led the land acknowledgement.

2. Approval of the minutes from the previous meeting

The minutes from the November 8, 2022 South Branch School Council meeting were accepted as presented. The minutes are now finalized and have been posted to the [South Branch Elementary School website](#).

3. Support letter for the Canadian Union of Public Employees

The executive of the South Branch Student Council drafted a letter in support of past and future job action of the Canadian Union of Public Employees' (CUPE). The letter was finalized and sent to Steve Clark, Member of Provincial Parliament for Leeds-Grenville-Thousand Island and Rideau Lakes as well as other relevant stakeholders.

4. Parents Reaching Out grants

[Parents Reaching Out \(PRO\) grants](#) are designed to support parents in identifying barriers to parent engagement in their own community and to find local solutions to involve more parents in support of student achievement. There are two types of PRO grants: (1) PRO grants for school councils – grants that support projects that focus on engaging parents within their school community who may experience barriers in becoming involved in their children's learning; and (2) PRO grants for regional/provincial projects – grants that enhance parent engagement in support of student achievement, human right and quit, and well-being in the region of the province or at the provincial level.

The school council discussed applying for the first type of grant – grants for school councils. There are several different types of projects that could benefit the parents and students of South Branch Elementary School. The grant application is due January 30, 2023. The application would be parent-driven from the school council with support from Tanya Preston, principal, South Branch Elementary School.

ACTION: A list of potential PRO grant projects will be discussed at the January 2023 school council meeting and a lead applicant will be identified to have the application complete by January 30, 2023.

5. School council bylaws

A. McKay drafted a set of bylaws designed to assist with basic governance and decision-making processes that the current and future South Branch Student Council will adhere to. The draft bylaws were sent to the executive as well as members of the parent council that have attended meetings in the 2022-2023 academic year for review and comment. The bylaws must be reviewed by the Upper Canada District School Board (UCDSB) before they can be formally approved by the student council.

Formal approval may take some time and it is likely that the bylaws will be approved in 2023 and applicable to the incoming student council in September 2023. A subcommittee of the student council will continue to review and revise the bylaws in preparation for review by the UCDSB. Currently, volunteers for that subcommittee include A. McKay, Laurel Cardy, treasurer, Steve Ibbotson, secretary, and T. Preston. Other interested student council members can email A. McKay to indicate their interest.

ACTION: The bylaw subcommittee will meet directly after the January student council meeting to discuss the draft bylaws and suggest revisions in preparation to send to the UCDSB.

ACTION: Interested school council member or parents can email A. McKay to indicate their interest in being involved in the bylaw subcommittee.

6. Treasurer's report

Given the abridged nature of parent council meeting in preparation for the Glitter and Glee event, the Treasurer's report was delivered electronically and is included in these minutes but was not discussed formally at the meeting.

The following financial snapshot is as at December 6, 2022.

Current balance:	\$16 589.36	
Committed spending:	\$9 225.34	
Teacher appreciation		-\$ 1 582.59
Pizza costs (Nov-Jan)		-\$ 2 884.04
Chicken tenders cost (Dec-Jan)		-\$ 5 141.50
Free balance:	\$7 364.02	

Revenue since November 8, 2022

Hot lunch – Pizza (Dec-Jan)	\$3 627.00
Hot lunch – Chicken tender (Dec-Jan)	\$5 460.00
Hot lunch – cash orders (Nov)	\$ 274.50
Tiger Tuesday (Nov)	\$ 48.05

Expenses since November 8, 2022

Hot lunch – chicken	\$3 344.80
Hot lunch – pizza	\$2 145.89

Hot lunch expenses for November 2022 have been paid at the time the financial statement was prepared with the exception of the November 30 chicken tender order.

Teacher appreciation funds that were approved at the November 2022 meeting have not yet been charged to the student council account.

Expected hot lunch expenses for December 2022 and January 2023 are based on the funds collected via PayPal automatic deposit. This does not account for any cash transactions that may have been processed via the school office.

For information, the hot lunch funds raised:

Month	Food item	Units ordered	Number of days	Profit per order	Funds raised
October	Pizza	210	3	\$1.13	\$711.90
November	Pizza	233	5	\$1.13	\$1 316.45
November	Chicken tenders	148	4	\$0.85	\$503.20
December/January	Pizza	185	6	\$1.13	\$1 254.30
December/January	Chicken tenders	130	7	\$0.85	\$773.50
Total hot lunch funds raised October 2022 – January 2023					\$4 559.35

7. Adjournment

SUMMARY OF ACTION ITEMS

- ACTION:** A list of potential PRO grant projects will be discussed at the January 2023 school council meeting and a lead applicant will be identified to have the application complete by January 30, 2023.
- ACTION:** The bylaw subcommittee will meet directly after the January student council meeting to discuss the draft bylaws and suggest revisions in preparation to send to the UCDSB.
- ACTION:** Interested school council member or parents can email A. McKay to indicate their interest in being involved in the bylaw subcommittee.

ATTENDANCE

All attendees were in-person for the December 2022 school council meeting.

Alan McKay (chair)

Laurel Cardy (treasurer)

Steve Ibbotson (secretary)

Tanya Preston (staff – principal)

Tracey Haley (staff – vice-principal)

Julie Culkeen (hot lunch coordinator)

Katie O'Connor (fundraising coordinator)

Chris Hewitt

Brandy Elliott

Kayla Ibbotson

		<u>Balance Forward</u>	<u>Expense</u>	<u>Revenue</u>	<u>Balance</u>
Elementary - Other Items Not Classified					
SC4000 School Council - Fundraising					
School Council - Chocolate	SC4050	\$0.00	\$0.00	\$0.00	\$0.00
School Council - Food Other	SC4110	\$0.00	\$3,344.80	\$3,344.80	\$0.00
School Council - Fundraising	SC4125	\$12,670.50	\$5,490.69	\$9,409.55	\$16,589.36
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	\$2,145.89	\$2,145.89	\$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:		\$12,670.50	\$10,981.38	\$14,900.24	\$16,589.36
SC40000 School Council - Other Items					
School Council - Expenses	SC40035	\$0.00	\$0.00	\$0.00	\$0.00
Umbrella Total:		\$0.00	\$0.00	\$0.00	\$0.00
Umbrella Type Total:		\$12,670.50	\$10,981.38	\$14,900.24	\$16,589.36
Grand Total:		\$12,670.50	\$10,981.38	\$14,900.24	\$16,589.36