

South Branch School Council
Minutes –
Tuesday, October 11, 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.

2. Approval of the meeting minutes

The draft minutes from the September 20, 2022 meeting were presented. The following areas will require amendment:

- Attach the overview of the school council presentation
- Attach the financial statements

The amended minutes were approved as presented.

3. Teacher's report

The staff at South Branch Elementary welcome a more normal return to the school year, and overall things are going well. The report prepared by Tiffany Smith are appended to these minutes.

4. Principal's report

- Cross-country activities and choir will start back. Students will join Kemptville Public School on October 20 for a friendly track meet.
- There is discussion among the school staff about returning to in-person concerts and what that will look like. While there is excitement to bring back some performances, staff will use caution about how many people we bring together in the gym. No final decisions have been made.
- [Tisportswear.com has partnered](https://tisportswear.com) with South Branch Elementary to provide branded activewear. Orders are due by October 14.
- Individual education plans will go out on October 18.
- Progress reports will be sent home with students on November 10.
- Mrs. Nolan has moved to a full-time position, so a competition will be posted and a new teacher will join the school soon.
- On October 11 the North Grenville Fire Service joined an all-school assembly for Fire Prevention Week to talk about fire safety with students.

5. Treasurer's report

a. Financial report

The following financial snapshot is as at October 6, 2022. Transactions deposited after that date (such as hot lunch deposits) will be included in the November 2022 report.

Current balance: \$4722.91
Committed spending: \$2014.701
Free balance: \$2708.21

Revenue since September 19, 2022

Mabels' Labels – quarter three \$110.04¹
Reimbursed expense \$338.72

Expenses since September 19, 2022

Year-end graduates \$67.89 (to-date)

Year-end expenses approved and paid, thus far:

Expense	Approved Amount	Paid out thus far	Amount Remaining
Staff appreciation	\$2000	\$417.41	\$1582.59 ²
Grade six graduates	\$500	\$67.89	\$432.11 ³
Totals	\$2500	\$485.30	\$2014.70

Discussion items for footnotes:

1. Mabel's Labels is a passive fundraising effort. It is suggested that a social media blast and mention in the SBSC newsletter to introduce this fundraiser to new families and remind current families.
2. How will SBSC expend the remainder of the staff appreciation funds for the classroom expenses? What process do we need to put in place to ensure equitable distribution of funds?
 - i. The amount remaining for staff appreciation is \$1582.59 – the school will add \$317.41 to ensure that each of the 19 classrooms receive \$100 each.
3. Some grade six gift expenses have been recovered. Laurel Cardy will meet with Tanya Preston and the Upper Canada District School Board (UCDSB) financial assistant to discuss the remainder and determine where the funds should be reimbursed.

ACTION: 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.

ACTION: L. Cardy will meet with T. Preston to discuss the remaining grade six graduates funds and report back at the next council meeting.

6. Fundraising report

a. Tiger Tuesday

First one raised over \$100 for the nutrition fund. For November's Tiger Tuesday up to \$100 that is collected will go to the South Branch Boutique and help resupply socks, mittens, and hats. The nutrition fund received a donation and is in good shape for the next two months.

ACTION: Up to \$100 of Tiger Tuesday funds raised in November 2022 will be directed to the South Branch Boutique. The council will discuss the allocation of any additional funds raised in November at the next council meeting.

b. November vendor sale

The elementary school cannot be used for weekend community use, so this initiative will need to be deferred until 2023. The plant and bake sale may need to be hosted at the high school due to policy changes. Will discuss the plant and bake sale for May (either host at high school or outside).

c. Glitter and glee

The Glitter and Glee event will take place on December 7 and 8. The December school council meeting will move to Tuesday, December 6, and set-up for the event will take place directly after that meeting.

A call for donations and a call for volunteers to help run the event will go out on Facebook and in the November newsletter. There is a volunteer list, and A. McKay will reach out directly to those people.

ACTION: A. McKay and T. Preston will communicate the date change for the December 2022 council meeting in the November newsletters.

ACTION: A. McKay will review the volunteer list that was created at the open house in September 2022 and reach out to the individuals that indicated availability for this event.

d. Chocolate fundraiser

Chocolate bars as a fundraiser were suggested. There are no nut-free vendors in the area that provide this type of fundraising service.

e. Little Caesars pizza kits

Selling Little Caesar's pre-made pizza kits was suggested. The high school is already selling them for a fundraiser, and there is concern that there would not be a great demand for the kits at this time.

7. Spirit committee report

The spirit committee has been in contact with T. Preston to determine which spirit days have been considered for 2022 and 2023, and how best the new committee can support those days. More information will be available at the November meeting. Charlene will help.

8. Hot lunch program report

The October hot lunch program has started and will offer milk/juice each day and pizza on Wednesdays. There are some concerns that a few students did not receive their orders in the first week. There was a glitch in the system and the few that were impacted will be credited and the glitch has been fixed.

In November and December both cheese pizza and chicken strips will be offered. Chicken will be offered Mondays and pizza on Wednesdays. The profit for each unit sold is illustrated in the table below. Also included in the cost breakdown is Subway, which will be discussed at the next meeting as a possible offering starting January 2023.

		Cost	HST	Units	End \$ / unit	Profit	Profit/order
Mr Mozzarella	Chicken Strips	\$5.00	\$0.65	1	\$6.50	\$0.35	\$0.85
	Cheese Pizza	\$15.00	\$1.95	8	\$3.25	\$9.05	\$1.13
Subway	6" Ham / Turkey	\$4.25	\$0.55	1	\$6.00	\$1.20	\$1.20
	Veggie	\$4.00	\$0.52	1	\$5.50	\$0.98	\$0.98

Orders are placed through My Family Room. [There is a page on the South Branch Elementary School website](#) that does not contain accurate information, so there was some confusion about ordering through My Family Room.

ACTION: T. Preston will update the My Family Room order system to include milk/juice, pizza, and chicken strips as ordering options for November and December 2022.

The Snow Day Policy for hot lunches remains unchanged for 2022 and 2023, and will be sent out as part of the November newsletter.

ACTION: T. Preston will include the Snow Day Policy for hot lunches in the November 2022 school newsletter.

9. School council bylaws discussion

There has been discussion about creating a set of by-laws for the school council executive. A. McKay will work to draft a set and present to the executive to discuss and edit before bringing to a school council meeting.

ACTION: A. McKay will draft a set of bylaws for the school council executive and T. Preston to review. Once the bylaws are ready for review, they will be brought to a school council meeting.

10. School council insurance

The 2022 to 2023 school council insurance will be renewed. The funds come from school council. T. Preston will check to see if it can come from the Ministry of Education funds (per pupil allocation fund), but at this time it is expected that the cost will be covered by the school and the school council will reimburse the school

ACTION: A. McKay will inform the school board that the SBSC will purchase insurance for the 2022/23 school year.

ACTION: T. Preston will confirm that the SBSC is obligated to pay for the insurance and that the funds do not come from the school or Ministry of Education.

11. School council fundraising and activity dates for 2022 and 2023

Below are the expected dates for upcoming activities:

- November (date TBD) – book swap; see next item
- December 7 and 8, 2022 – Glitter and Glee
- January 17, 2023 – SBSC potluck dinner
- March (date TBD) – maple syrup fundraiser
- May (date TBD) – annual plant and bake sale
- June 13, 2023 – SBSC dessert and coffee reception
- June (date TBD) – staff appreciation lunch

12. Book swap update

The next book swap will take place in November. A. McKay will work with the volunteer list to coordinate a date that works well for the school and volunteers. The date will be finalized shortly and put in the November newsletter.

ACTION: A. McKay will work with the volunteer list to coordinate a day for the November 2022 book swap that works with the volunteers and the school's academic calendar. T. Preston will advertise the date in the November newsletter.

13. Playground revitalization committee

Two play structures have been replaced, but there is still some work to be done. Benches, picnic tables, swings, gardens, etc. should be considered to help reduce crowding at the structures given the shorter breaks. Looking for interest in getting the playground revitalization committee restarted, and specifically looking for kinder parents.

In the past, this subcommittee worked with the UCDSB which assisted with permits, ground preparation, equipment installation, etc. The school board must put all installations out for tender, and the process can take quite a bit of time. The school board has already supported two new builds, so the work of the subcommittee would be long-term planning given other schools will be ahead of South Branch Elementary in terms of funding and logistical support from the board.

ACTION: This item will be brought forward to a future council meeting. A lead for this potential subcommittee will be named and updates at subsequent meetings will follow.

Over the summer the garden was vandalized and not maintained. A. McKay will send out a call for volunteers to assist with fixing it up before winter.

ACTION: A. McKay will send out a call for volunteers to help repair the garden and structures before winter.

14. Adjournment

SUMMARY OF ACTION ITEMS

ACTION: 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.

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ACTION: T. Preston will include the Snow Day Policy for hot lunches in the November 2022 school newsletter.

- ACTION:** A. McKay will draft a set of bylaws for the school council executive and T. Preston to review. Once the bylaws are ready for review, they will be brought to a school council meeting.
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- ACTION:** T. Preston will confirm that the SBSC is obligated to pay for the insurance and that the funds do not come from the school or Ministry of Education.
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ATTENDANCE

In-person

Alan McKay (chair)
Steve Ibbotson (secretary)
Katie O'Connor (fundraising coordinator)
Tanya Preston (staff)
Tracey Haley (staff)
Sami Kutowy
Chris Hewett

By webconference

Julianna Melnick-MacDonald (vice-chair)
Julie Culken (hot lunch coordinator)
Tiffany Smith (staff)
Charlene Barham
Brandy Elliott
Jasmine Comfort
Adam M
Alysha M

Parent Council Report for Month of October 2022

Presenting Staff Member: Tiffany Smith

School Report	
Kindergarten (Ross/Rothwell)	<p>Kindergarten (Howison)</p> <p>We are exploring all things related to fall, including a sensory bin full of fall treasures that we found in the forest on our first of hopefully many trips there. Our students really enjoy the science centre where they have been dissecting found wasps hives, dried cow corn and sunflowers.</p>
<p>Kindergarten (Dawson/Harrington)</p> <p>We are participating in the Engineers in Residence program. A local engineer will visit our class on October 26th to talk about engineering and then students will participate in a STEAM (Science, Technology, Art and Math) challenge – building a structure with candy corn and toothpicks. This program will continue all year long so students can learn more about engineering and participate in various STEAM challenges.</p>	Kindergarten (King/Trayner)
<p>Gr 1/2 Smith/McCool (FI)</p> <ul style="list-style-type: none"> French – oral communication skill development / early reading & writing for Grade 1's French - Extension of reading & writing skills 	<p>Gr.1 McCool/Smith (FI)</p> <ul style="list-style-type: none"> French – oral communication skill development / early reading & writing for Grade 1's French - Extension of reading & writing skills

<ul style="list-style-type: none"> • Social Studies – Roles and Responsibilities (Grade 1) • Family & Traditions (Grade 2) <ul style="list-style-type: none"> • Health-Healthy Eating • Gym: Movement, group strategy skills <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Social Studies – Roles and Responsibilities (Grade 1) <ul style="list-style-type: none"> • Health-Healthy Eating • Gym: Movement, group strategy skills <ul style="list-style-type: none"> •
<p>FI Gr.2 Morrow/Niska</p> <p>French Reading: working on decoding individual sounds and blends Health: Healthy eating Gym: Movement, group strategy skills</p>	<p>FI Gr.3 Niska/Morrow</p> <p>French Reading: working on decoding individual sounds and blends Health: Healthy eating Gym: Movement, group strategy skills</p>
<p>Gr.1Price CORE</p> <p>.</p>	<p>Gr. 1/2 (Core) Bryan</p> <p>We enjoyed a walk over to the Maple Forest last week, noticing seasonal changes and to find living/non-living things. Sharing our family traditions (grade 2) and roles and responsibilities (grade 1) at home and school. Will be making a Fire Prevention Poster after our presentation this morning.</p>
<p>Gr 2/3 CORE</p>	<p>Gr 3/4 CORE</p>
<p>Gr. 4</p>	<p>Gr. 5 / 6</p> <p>We're working on recount writing. We're also working on central tendencies and graphing data. It's been a great start to grade 5/6 and we're well into many units.</p>

Grade 6	
	<p>CORE FRENCH</p> <p>-Kinders engage in 10-15 minute routine carpet time and are exploring play-based centers with a focus on colours, numbers and fall vocabulary.</p> <p>-Grade 1 is focusing on common French questions and expanding our French vocabulary (numbers 1-40, school and fall vocabulary). We play educational games on JEUX-di (Thursday) and French Bingo on Fridays.</p>
<p>Music</p> <p>-Kinders are exploring movement to music and new instruments</p> <p>-Grade 1 is learning all about steady beat and ways to keep it using body percussion and instruments</p> <p>-Grade 2 is reviewing beat vs. Rhythm</p> <p>-Grade 3 is reviewing note values using pipe cleaners and drawings</p> <p>-Grade 4 is using rhythms to go with the book "All Are Welcome Here"</p> <p>-Gr. 5 and 6 are working on a xylophone & rhythm piece with the book "Magical Yet"</p>	<p>Special Education</p>
Principal Report	<ul style="list-style-type: none"> Extracurriculars are underway Cross Country & Choir has

	<p>begun. Cross Country team to travel to KPS Oct. 20 for UC Cup qualifier</p> <ul style="list-style-type: none">• Staff discussion to happen Thursday about how to return to safe concert format/crowds etc.• School Clothing deadline Oct. 14• IEP home Oct. 18• Progress Reports Nov.10• Fire Prevention with Fire Prevention Officer Armitage-drill and presentation about safe meeting spot & checking alarms• Staff updates: Congratulations to Ms. Nolan on a full time contract. 0.3 prep primary EN prep and science currently posted
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		<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	\$0.00	\$0.00	\$0.00
School Council - Fundraising	SC4125	\$4,342.04	\$67.89	\$448.76	\$4,722.91
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	\$0.00	\$0.00	\$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:		\$4,342.04	\$67.89	\$448.76	\$4,722.91
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:		\$4,342.04	\$67.89	\$448.76	\$4,722.91
Grand Total:		\$4,342.04	\$67.89	\$448.76	\$4,722.91