



South Branch School Council Meeting Agenda Minutes

Tuesday March 8, 2022 - 6:00 p.m.

Tanya Preston, Samantha Kutowy, Julie Culkeen, Laurel Cardy, Tracey Haley, Jasmine C, Katie O'Connor, Denise Mahoney, Joanne O'Connor

1. Welcome & attendance (Samantha and Melody) 6:03. Add to #9 under discussion The Garden by Denise
2. Additions & acceptance of meeting agenda (Samantha) Katie and Jasmine
3. Acceptance of February 2022 meeting minutes (Samantha) Julie and Jasmine
4. Teacher's Report presented by Mrs. O'Connor

5. Principal's Report (Tanya Preston and Tracey Haley)

*UCDSB becoming stricter on catchment boundaries for schools in hopes to reduce transport timings for bussing. Out of catchment will be required to fill out forms to apply to out of catchment schools.

*Remote schooling commitment for next school year.

6. Treasurer's Report (Laurel)
 - a. Financial statement
 - b. Draft expense report for use of funds – discussion

Current Balance: \$5796.67

Expenses

Grahame's Bakery Kindness Day for Staff \$30

Hot Lunch Chicken Tenders Payments totaling \$2491.70

7, 14, 28 Feb & 7 March

Revenue

Hot Lunch payments PayPal \$2794.00

Hot Lunch payments cash \$ 46.00

7. Hot Lunch (Julie)
 - a. Update of the Hot Lunch Program: new volunteers don't yet have VSC. Need to fulfill prior to volunteer service.
 - b. Adding pizza and pricing requires more adult volunteer staff. Unable to share role with Gr 6's
 - c. Updated policy regarding missed meals and drinks. Need policy documented to post on FB. Refund policy to be tracked down and posted for families to know. Check MFR content
8. Fundraising (Katie)
 - a. Tiger Tuesday – averaging \$100/month for support
 - b. Maple Syrup – Launching Friday March 11. Payment on MFR
 - c. Wreaths – update – Continue to reach out to My Local Markets for updated donation/sales
 - d. FlipGive set up
 - e. FlipGive, Mabel's Labels, To Be Continued Promotion: Flyers around town, calendars, online, website, etc.
 - f. Plant & Bake Sale- will continue to monitor Covid guidelines.
9. Discussion Topics – Open for any issues parents would like to discuss (to be addressed now and future meetings)
 - a. SB Boutique – purchases Tanya will make for spring mitts for kids and socks. Etc.
 - b. Environmental Activities – Can we set up a team?
 - c. Yearbook – option of pre purchase. Order goal June 1st with allowed timeframe of sending home to families June 20th.
 - d. Book Swap – update
 - e. Potential “funshops” for kids in lieu of field trips
 - f. Year End – Grad & Staff Luncheon
 - g. Thank you note from last year
 - h. Discussion post end of year money: Motion to spend up to \$4000 + expenses for workshop supplies for end of year activities and local field trips. Motioned by Melody and Denise. Full votes accepted and passed.
10. Adjournment of Meeting by Katie at 7:55pm. Second by Julie

Financial details for discussion:

The council is putting forward the following financial requests, in support of end-school-year activities, for the discussion and voting:

1. Up to \$2000 to spend on staff departures and end year activities to include departing staff gifts, end year staff luncheon, and staff gift baskets. The challenge for the luncheon is to accommodate local public health measures [individually packed meals] and to replace the social side with the content of the small gift baskets. For reference, expenses from June 2021 were \$1756 and are broken down below:

- a. Luncheon cost \$690
 - b. Staff baskets \$850
 - c. Staff departures \$225
- 2. Up to \$500 to spend on Grade 6 Graduation gifts
 - a. Expense for June 2021 was \$400
- 3. Up to \$1500 to spend on registration fees for Community funshops to be delivered at the school for each class in lieu of the annual end year field trip expenses that are typically covered by the council for each class. Approx. cost is \$83.33 per class. Pre-pandemic, the Council sponsored up to \$400 per class for an end year field trip determined for each class by the Staff. Options for this year include:
 - a. St Lawrence River Institute Workshops – at school in the yard (\$600); and
 - b. Kemptville Greenhouse Workshop – walk over to campus (\$900 + any supplies)

Based on current funds available, and projected fundraising income from Tiger Tuesday, Hot Lunch, and Maple Syrup, Council can support these expenses for the school and still have sufficient funds to carry over to the next school year.

Dates to Remember for the 2021-2022 School Year

Meeting dates for the 2021-2022 school year. SBSC meetings are held on the 2nd Tuesday of the month during the school year. We will meet at 6:00 p.m. online via TEAMS until further notice. Please add the dates to your calendar!

September 14 th	February 8 th
October 12 th 6:30 Safe and Accepting Team at 6:00	March 8 th
November 9 th	April 12 th 6:30 Safe and Accepting Team at 6:00
December 14 th	May 10 th
January 11 th	June 14 th

Please contact School Council Chair for more information at southbranchcouncil@gmail.com

***Tentative* Annual Activities for the 2021-2022 School Year**

September 14th School Council Election

October Fundraiser Began Tiger Tuesday – the 1st Tuesday of the month

March Maple Syrup Fundraiser (Date TBD)

May 7th or 14th Annual Plant & Bake Sale

June 14th SBSC Dessert & Coffee Reception

June – Staff Appreciation Lunch (Date TBD)

		<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	\$2,491.70	\$2,491.70	\$0.00
School Council - Fundraising	SC4125	\$5,654.82	\$2,698.15	\$2,840.00	\$5,796.67
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:		\$5,654.82	\$5,189.85	\$5,331.70	\$5,796.67
SC40000 School Council - Other Items					
School Council - Expenses	SC40035	\$0.00	\$30.00	\$30.00	\$0.00
Umbrella Total:		\$0.00	\$30.00	\$30.00	\$0.00
Umbrella Type Total:		\$5,654.82	\$5,219.85	\$5,361.70	\$5,796.67
Grand Total:		\$5,654.82	\$5,219.85	\$5,361.70	\$5,796.67