

**South Branch School Council**  
**Minutes –**  
**Tuesday, September 20, 2022 | 1800-2000**  
**Via webconference**

**1. Acknowledgement, welcome and attendance**

The meeting was called to order by Tanya Preston, principal, South Branch Elementary School.

**2. Introduction: Lisa Swan**

Lisa Swan was introduced as the Upper Canada District School Board Trustee for Ward #6. Lisa summarized her role and encouraged people to reach out to her via email.

**3. School council overview**

The roles and responsibilities of the school council were presented in preparation for the election of the executive members of the council.

**4. Elections – new executive and meeting dates and times**

The members of the executive were acclaimed in their positions prior to the meeting:

- Chair – Alan McKay
- Vice-chair – Julianna Melnick-MacDonald
- Treasurer – Laurel Cardy
- Secretary – Steve Ibbotson

In addition to the executive, other key positions were discussed:

- Julie Culkeen will carry on a Hot Lunch Coordinator with assistance from Kayla Ibbotson
- Katie O'Connor will carry on as Fundraising Coordinator with assistance from Julianna Melnick-MacDonald
- In the absence of a Social Media Coordinator, Alan McKay will lead
- The new position of School Spirit Coordinator will lead by Julianna Melnick-MacDonald with assistance from Charlene

School council meetings will take place on the second Tuesday of each month. A minimum of four meetings per year are required, so there may be months when items are discussed via email and a formal meeting is not required. Meetings will take place from 1830 to 1930 and return in-person at the school with a hybrid/virtual option for those unable to attend in-person.

**5. Acceptance of April 2022 meeting minutes**

The meeting minutes from the April 2022 council meeting were approved as presented.

## 6. Teacher's report

Staff and students are happy to return to a more normal school year start. The grade one to grade six classrooms are preparing to visit the International Plowing Match at the end of the week. Kindergarten classes will prepare for a return to Baxter Conservation Area in the coming months.

## 7. Principals' report

The annual Terry Fox walk/run will take place Friday, September 23. Families and caregivers are welcome to attend and walk with children in the schoolyard.

September student wellness will focus on safety and belonging; four-finger affirmation to highlight calm and confident words as a point of school-wide focus.

A normal return of school activities, assemblies, trips, and welcoming back volunteers is expected for the 2022/23 academic year.

## 8. Treasurer's report

### a. Financial statement

Laurel Cardy, treasurer, presented the financial update for the period April 2022 to September 2022. The financial statements for that period can be found appended to the end of these minutes. The following snapshot was prepared for this meeting:

Current balance:	\$4342.04
Committed spending:	\$2383.24
Free balance:	\$1958.80

#### Revenue since April

Hot lunch	\$5917.50
Yearbook	\$2320.00
Maple syrup	\$28.00
Tiger Tuesdays	\$416.25
Christmas wreaths	\$100

#### Expenses since April

Hot lunch	\$10554.65
Yearbook	\$2362.60
Maple syrup	\$482.00
Field trips	\$2497.50
N4K support	\$319.61
Year-end, graduates	\$- (to date)
Year-end, staff	\$417.41
(No-Go Coffee Truck)	
Year-end, students	\$95.99
[freezies for last day of school]	

Year-end expenses approved and paid, thus far:

Expense	Approved Amount	Paid out thus far	Amount Remaining
Staff appreciation	\$2000	\$417.41	\$1582.59*
Grade six graduates	\$500	\$0	\$500
Students	\$200	\$95.99	\$104.01

The amount remaining in the staff appreciation fund will be split evenly among staff and allow staff to purchase items for the classroom.

## 9. Fundraising update

### a. Tiger Tuesday partnership

Continuing Tiger Tuesday partnership . Funds will be distributed to lunch program and clothing closet. Couple with clothing drive with gently used shoes and new mitts/hats. More info on that to come in October.

### b. Produce fundraiser

Apple bundles and veggie bundles would be available for purchase. Cost of 25 dollars per bundle and you get five pounds of apples and the vegetable option is a mixed tray of root vegetables. 20 percent of sales goes back to the school. Possible to open it up to the community in some way. Option to purchase and donate the bundles to House of Lazarus as well. A dual fundraiser may be more enticing to have people outside of the school purchase.

### c. Winter vendor event

The proposed winter vendor event will operate like a holiday market. It will take place on November 26, which is the same Saturday St. Mike's will host a similar event. St. Mike's is willing to help send other vendors to us to make sure we can fill our tables. Supportive to have two going on at once. Sell the tables to vendors for a fee 20 to 25 dollars per table. Set it up in the school in the gym and front foyer. 25 to 30 vendors with spacing between the tables. Vendors will need to apply with a description of the goods that are for sale. Proof of vendor insurance will be required. A call for volunteers to help set-up, run, and tear-down the event will go out in October.

### d. Shop and drop event

The shop and drop event takes place annually on the second last week of December (Wednesday and Thursday). Not all students celebrate Christmas and is normally advertised as a Christmas shopping event. A lot of students don't participate. There was a discussion to determine a path forward to make the event more inclusive for all those that wish to participate. Changing the name was discussed. Three names were proposed: (1) Glitter and Glee event; (2) Winter Gifts Galore; (3) Wrapped in Love.

The event will be renamed to Glitter and Glee. Kids can shop for others outside the home. Parents would send money for the kids and ask the community to donate stuff that kids can "buy". Set up the event the night before with tables set up for mom, dad, brother, sister, etc. Items for sale are grouped by category. Kids pick out what they want to "buy" for the people in their house. The cash area is staffed by a volunteer. If they only have 2 dollars, they just get what they want. Give what you can idea.

Adding other components and events to the new Glitter and Glee event will be discussed at the next meeting.

e. Holiday wreaths

My Local Market was difficult to work with last year and the quality of the products was substandard. This partnership will be discontinued. Discussion about partnering with a different supplier or different holiday fundraiser will be discussed at the next meeting

## **10. Discussion topics**

a. Hot lunch program

For October, the cheese pizza hot lunch will continue on Wednesdays. The cost per slice will be 3.50. There has been an increase in pricing from the supplier, and the costs will be passed along to ensure fundraising goals can be met.

The milk order will continue at the same cost. A choice between chocolate milk, white milk, orange juice, and apple juice will be offered each day.

The chicken tender prices have increased substantially, so those will not be ordered for October.

Subway has been approached in Kemptville and pricing has been discussed. If approved, Subway may be offered starting in November. A final decision will be made at the next meeting.

b. Environmental activities

This item will be discussed via email and reported on at a future meeting.

c. Book swap – call for volunteers

This item will be discussed at the next meeting.

## **11. Adjournment**

The next meeting will take place Tuesday, October 11 from 1830 to 1930. Participants can join in-person in the Learning Commons at the school or via Microsoft Teams. Child care for in-person participants may not be available; T. Preston will provide guidance for parents before the next meeting.



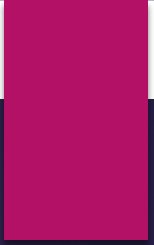
# **School Council Roles and Responsibilities**

# Purpose of School Councils and Parent Involvement Committees

The purpose of school council is, through the active participation of parents, **to improve student achievement and to enhance the accountability of the education system to parents.**

Reg. 612 of the Education Act





School council is an  
**advisory** body and is  
focused on matters that  
are of relevance to the  
whole school.



How does a council achieve its purpose?

By **making recommendations** in accordance with reg. 612 **to the school principal.**



# Recommendations to Principal



# The role of School Council

- School councils serve in an **advisory capacity** to the school Principal, and the Board to promote continued excellence in education, placing the overall interest of students first.
- School councils engage parents in their child's learning and provide a powerful network of support.
- Through the active participation of parents, school councils work to improve student achievement.
- School councils participate in fundraising initiatives to help raise funds for overall school needs.

# UCDSB Code of Conduct – Policy 124

With the **Character Always** initiative as foundation, it is the policy of the Upper Canada District School Board, to promote and support respect, civility, responsible citizenship and to provide the framework for policies related to student discipline, bullying prevention, student and staff safety, respectful working and learning environments, and workplace harassment.

# UCDSB Code of Conduct – Policy 124

## **Purposes of the Code**

- ▶ To ensure that all members of the school community, especially people in positions of authority are treated with respect and dignity.
- ▶ To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
- ▶ To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- ▶ To encourage the use of non-violent means to resolve conflict.
- ▶ To promote the safety of people in the schools.
- ▶ To discourage the use of alcohol, restricted drugs, non-medicinal cannabis, and illegal drugs.

# Code of Ethics for School Council Members

Sample from School Councils: A guide for members: Ministry of Education, 2002

## **A MEMBER SHALL...**

- ▶ Consider the best interests of all students.
- ▶ Be guided by the school's and the school board's mission statements.
- ▶ Act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education.
- ▶ Become familiar with the school's policies and operating practices and act in accordance with them.
- ▶ Maintain the highest standards of integrity.
- ▶ Recognize and respect the personal integrity of each member of the school community.
- ▶ Treat all other members with respect and allow for diverse opinions to be shared without interruption.



# Code of Ethics for School Council Members

Sample from School Councils: A guide for members: Ministry of Education, 2002

## **A MEMBER SHALL...**

- ▶ Encourage a positive environment in which individual contributions are encouraged and valued.
- ▶ Acknowledge democratic principles and accept the consensus of the council.
- ▶ Respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- ▶ Not disclose confidential information.
- ▶ Limit discussions at school council meetings to matters of concern to the school community as a whole.
- ▶ Use established communication channels when questions or concerns arise.
- ▶ Promote high standards of ethical practice within the school community.
- ▶ Declare any conflict of interest.
- ▶ Not accept any payment or benefit financially through school council involvement.

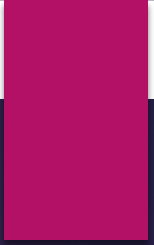


# Composition of School Councils

- ▶ Parents (number determined by by-laws)
- ▶ Principal
- ▶ Teacher employed at the school
- ▶ Employee of the school, other than teacher, principal or vice-principal
- ▶ Student (secondary):
  - ▶ Elected if the school has no student council, or
  - ▶ Appointed by student council
- ▶ Community member appointed by other members of the council
- ▶ Parent members must comprise a majority of the council



# Roles of various council members



In addition to all other responsibilities outlined in next slides, all council members Observe the council's code of ethics and established bylaws.

# School Council Chair

- ▶ Must be a parent or parents who are not employed by the school board.
- ▶ The chair/co-chairs are voting members who, in addition to performing the same duties as other council members, might, in consultation with the school principal:
  - ▶ arrange for meetings;
  - ▶ prepare agendas;
  - ▶ chair council meetings;
  - ▶ ensure that minutes of council meetings are recorded and maintained;
  - ▶ facilitate the resolution of conflict;
  - ▶ participate as ex-officio members of all committees established by the school council;
  - ▶ communicate with the school principal on behalf of the council.



# Principal's responsibilities to school council

The principal of a school shall consider each recommendation made to the principal by the school council and shall advise the council of the action taken in response to the recommendation.

Reg. 298(11)(18) Education Act

# School Principal

- ▶ Distributes promptly to each council member material identified by the ministry for distribution to school council members and posts the material in a school location accessible to parents;
- ▶ Acts as a resource to the council on laws, regulations, and board policies;
- ▶ Attends all school council meetings, unless this responsibility has been delegated to the vice-principal;
- ▶ Considers each recommendation made by the school council to the principal and returns to the council with the action taken in response to the recommendation;
- ▶ Solicits views on matters pertaining to the establishment or amendment of **school policies** and guidelines relating to student achievement, accountability of the education system to parents, and the communication of those plans to the public;
- ▶ May participate on any committees established by the school council;
- ▶ May solicit the views of the school council on any matter;



# School Staff

- ▶ Contribute to the discussions of the school council;
- ▶ Solicit views from their staff groups to share with the school council;
- ▶ May participate on any committees established by the school council;

# Community Member

- ▶ Contributes to the discussions of the school council;
- ▶ Represents the community's perspective;
- ▶ May participate on any committees established by the school council;
- ▶ Helps build partnerships and links between the school and the community;

# Election of Council Members

- ▶ All parents may vote for members of school council.
- ▶ Potential members are nominated or self-nominate.
- ▶ If there are fewer nominations than available seats, members are acclaimed and become the new council.
- ▶ If there are more nominations than seats available a vote must happen (secret ballot for those attending in-person or forms survey for those attending through TEAMS).
- ▶ Voting occurs during the first council meeting of the school year.

# Election of a chair or a vice-chair

- ▶ Members who have been elected or acclaimed to school council become the voting members of council (these are the only members permitted to vote at council meetings)
- ▶ The elected/voting members of school council will vote on which of the seated members becomes chair.
- ▶ Nominations for chair occur from the floor and if there are two or more nominated candidates, the Principal and one other member of council (who is not running for chair) conducts a secret ballot vote.
- ▶ The same process occurs for vice-chair.
- ▶ Chair and vice-chair are NOT elected by the whole parent community....only the elected members of council.



Questions?

Next Step:

Elect Council (10-15 members?)

Council Elects Chair

		<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	\$2,837.40	\$2,837.40	\$0.00
School Council - Fundraising	SC4125	\$8,791.25	\$5,469.62	\$1,020.41	\$4,342.04
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	\$1,518.15	\$1,518.15	\$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	\$2,065.00	\$2,362.60	\$297.60	\$0.00
Umbrella Total:		\$10,856.25	\$12,187.77	\$5,673.56	\$4,342.04
<b>SC40000 School Council - Other Items</b>					
School Council - Expenses	SC40035	\$0.00	\$842.80	\$842.80	\$0.00
Umbrella Total:		\$0.00	\$842.80	\$842.80	\$0.00
<b>Umbrella Type Total:</b>		<b>\$10,856.25</b>	<b>\$13,030.57</b>	<b>\$6,516.36</b>	<b>\$4,342.04</b>
<b>Grand Total:</b>		<b>\$10,856.25</b>	<b>\$13,030.57</b>	<b>\$6,516.36</b>	<b>\$4,342.04</b>



## **SBSC Financial Report - Sept 2022 meeting**

Current Balance: \$4342.04  
Committed Spending: \$2383.24  
Free Balance: \$1958.80

### Revenue since April

Hot Lunch \$5917.50  
Yearbook \$2320.00  
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### Expenses since April

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Field Trips \$2497.50  
N4K Support \$319.61  
Year End Graduates \$0 (to date)  
Year End Staff \$417.41 [No Go Coffee Truck]  
Year End Students \$95.99 [freezies for Last Day of School]

Year End Expenses Approved and paid thus far

Expense	Approved Amount	Paid out thus far	Amount Remaining
Staff Appreciation	\$2000	\$417.41	\$1582.59*
Gr 6 Graduates	\$500	\$0	\$500
Students	\$200	\$95.99	\$104.01