

**South Branch School Council
Minutes
Thursday, February 16, 2023 | 1830 – 1930
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.

Julianna Melnick-MacDonald has stepped down as the co-chair as she has taken on a new role with the Upper Canada District School Board. She will continue to attend SBSC meetings as a regular member. The executive thanked her for her service and congratulated her on her new position. A replacement will not be sought.

2. Approval of the minutes from the previous meeting

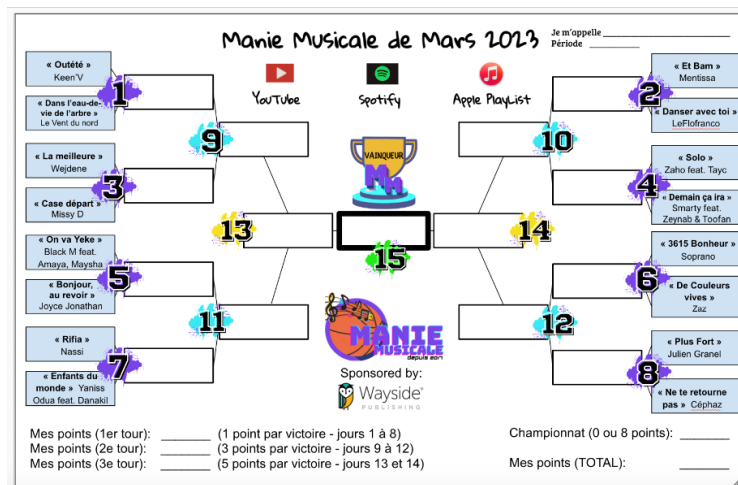
The minutes from the December 6, 2022 South Branch School Council meeting were accepted as presented. The minutes are now finalized and have been posted to the [South Branch Elementary School website](#).

3. Teacher's report

Black History Month is one the key learning themes for February. Several initiatives have taken place throughout the classrooms to discuss the impact of Black historical figures and how their accomplishments have impacted current society. Examples include:

- Discussing past and current Black musicians and composers and how their influences have impacted music today.
- A bulletin board in the hall that celebrates Canadian Black history.
- Music classes that include rhythm sticks performing songs by Aretha Franklin.
- Students are writing biographies.
- Students are learning about inclusiveness and how specific Canadian policies promote inclusiveness.
- Students are learning about different skin tones using different coloured crayons.

Core and immersion French students are [participating in Manie Musicale](#). The program has students across the globe vote on contemporary songs by Francophone artists in knock-out rounds as illustrated below.



The school held spirit week February 13 to February 17:

- Monday was 'Crush on your favourite sports team (wear a jersey)' day
- Tuesday was Valentine's Day (wear pink, red, and white)
- Wednesday was 'Love our differences (dress in rainbow colours)' day
- Thursday was to be the winter carnival, but has been postponed due to the mild weather
- Friday was the 'Love to be cozy (pajamas and popcorn)' day

ACTION: T. Preston will update parents when the new date of the winter carnival has been finalized (weather-dependent).

4. Principals' report

Flavoured popcorn will be available for purchase for two dollars on Friday, February 17 and Friday, March 10. Proceeds from the sale will be used to help expand resources for the science program. Originally, a school dance/walk-a-thon was planned, but because of flu season those have been postponed.

Education week is the first week in May. There will be a spring concert on Wednesday, May 3 and will operate the same as the Holiday concert in December. Families with last names from A-K will be invited to the morning performance, and families with last names J-Z for the afternoon performance. An open house will take place on Thursday, May 4. The open house is open to all families and will run until 1800.

ACTION: T. Preston will provide information on the spring concert and open house events connected to Education Week to parents via the newsletter, email, and Facebook.

Spring field trips are currently in the planning stages. The kindergarten classes have confirmed a trip to the Baxter Conservation Area in the first week of June. Other classes will likely schedule trips as well, and parents will be informed as they are scheduled.

The Upper Canada District School Board has granted additional resources to host an additional classroom within the school that will focus on intensive special education. The additional funding ends in June 2023. The new classroom will have select students focus on literacy, math, and self-regulation. As a result of the funding, some staffing changes will take place. Mrs. Schaafsma has moved to another school to assist with setting up a similar classroom. New teachers will join in the coming week and will be announced at the next SBSC meeting.

The orientation for new kindergarteners will again be virtual and will take place on February 28. Enrolment numbers indicate that a similar set-up as this year will again be required next year which is good news.

South Branch Elementary School has received additional funding for the 2022/2023 academic year which will be used to invite Indigenous speakers to the school. Students will be taught the value of a land acknowledgment and will have students reflect on the land they are on, the value of that land, and the connection to that land. A group of students will then be selected to help create a land acknowledgement unique to the school. This project is being led by Mrs. Kehler, and more presentations which include Indigenous experts will be coming March and April.

5. Treasurer's report

a. Financial report as at February 16, 2023

This report covers the period December 5, 2022 to February 13, 2023

Current balance:	15 491.31
Committed spending:	4 052.20
1 785.40 February and March 2023 pizza cost	
2 266.80 February and March 2023 subs cost	
Free balance:	11 439.11

Revenue since December 10, 2022

Glitter and Glee	3 367.60
Tiger Tuesdays – December	46.00
Tiger Tuesdays – January	37.20
Hot lunches – PayPal	5 655.50
Hot lunches – cash	918.15

Expenses since December 10, 2022

Staff classroom supplies reimbursement	1 582.59
School council liability fee	167.40
Glitter and Glee supplies	53.68
Hot lunches – chicken (7)	5 141.50
Hot lunches – pizza (8)	3 673.63
Hot lunches – subs (1)	566.70

Notes

The staff classroom supplies reimbursement and school council liability fee were both expenses previously approved.

PayPal remains the most popular form of payment, although there appears to be an increase of in-person payments through the school office. Parents and guardians are encouraged to continue using My Family Room to submit all hot lunch orders and payments.

The financial report was approved as presented.

b. Financial statements

The financial statements for December 2022/January 2023, and January 2023/February 2023 are appended to these minutes.

c. Fund allocation

The funds raised to-date will be used to fund bussing for field trips, grade six graduation gifts, an end-of-year staff appreciation function, and an all-student pizza party. It is expected that expense estimates for these items will be available in March and April and will be discussed and voted on at that time.

6. Parents Reaching Out grant update

The SBSC application to the [Parents Reaching Out \(PRO\) grant](#) was approved at one thousand dollars in early February. The SBSC chose *Apprendre Avec Moi* as the project to move forward.

Apprendre Avec Moi will support students and families learning French as a Second Language (FSL) in either core French or French immersion. The SBSC will host a workshop for families in spring 2023 with a final date to be determined.

The workshop will provide information on how French is taught in the school, provide parents with information about learning support at home, and share tips for helping children with French homework. Most importantly, it will address the importance of a positive parental attitude towards French learning. A resource package will be created with options for tutoring, French experiential opportunities, French learning media and websites, and much more.

The workshop will be facilitated by a member of [Canadian Parents for French – Ottawa Chapter](#), and support by South Branch staff and SBSC members. PRO grant funds will cover:

- The facilitator fee, which also provides the school with membership to Canadian Parents for French and access to tools and activities for one year.
- On-site childcare costs to increase access to the event.
- Resource costs, photocopying, tools, and manipulatives.
- Refreshments for participants.
- Options for future engagement as families wish.

A group of volunteers will be required to plan, coordinate, and deliver the workshop. Laurel Cardy will lead, and interested volunteers can submit their names directly to her by email southbranchcouncil@gmail.com.

ACTION: Volunteers interested in assisting L. Cardy with the *Apprendre Avec Moi* workshop will email southbranchcouncil@gmail.com.

7. South Branch School Council bylaws project update

The SBSC bylaw subcommittee met in January 2023 to review suggested revisions to the draft bylaws and edit content as required. Revisions will continue throughout winter 2023, with a final draft ready for council review in spring 2023.

ACTION: The SBSC bylaw subcommittee will continue to meet throughout winter 2023 and present a final draft set of bylaws for council review in spring 2023.

8. Hot lunches update

Subway has been offered on Mondays and pizza has been offered on Wednesdays for February and the first half of March. There was some concern that chicken tenders had been taken off the rotation, and they will return for the second half of March and April order. Subway may be considered again in May, as it was a popular choice and did very well.

Hot lunches will continue to be offered two times per week (Mondays and Wednesdays) for the March/April order. Although in the past hot lunches were offered three times per week, there are currently not enough volunteers to add an extra day. There is also the issue of equality and perceived fairness for students that do not receive a hot lunch at all.

In the past, when the order forms were paper-based, there was an option to 'add an extra slice' or 'add an extra sub' to your order once or twice per order to ensure each student was able to have hot lunch at least once per month. With the new electronic system, that option is not possible. However, there may be opportunities to re-introduce a similar system that could help pool funds together such as 'top up my order'. For example, if your order comes to 46 dollars, you could top it up to 50 dollars and the extra four dollars would go to a fund used solely for ordering extra meals.

If the equality and perceived fairness and volunteer issues can be overcome, it may be possible to move back to three hot lunches per week in May and June.

ACTION: T. Preston, working within the current system, will explore options for collecting additional funds during the hot lunch order period, and report back at the next meeting.

9. Fundraising update

The Plant and Bake Sale is tentatively scheduled for Saturday, May 13 at the North Grenville District High School. Katie O'Connor will work with the community event coordinator and finalize the date. In addition to the traditional plant and bake sale, vendors will also be invited to the event.

ACTION: K. O'Connor will finalize the date of the plant and bake sale and advertise to families and the community. A call for volunteers will be made at the next council meeting.

The maple syrup fundraiser is scheduled to begin Friday, March 10 and end Wednesday, March 22 with delivery some time in mid-April. Pricing will remain the same as last year:

Item	Purchase cost	Sell cost	Profit
500 mL tetra	7.00	10.00	3.00
500 mL tetra case (8)	55.00	75.00	20.00
Maple butter	6.00	8.00	2.00

ACTION: K. O'Connor will send T. Preston the promotional materials and cost sheet to be distributed to families prior to March Break.

ACTION: Once the delivery date for the maple syrup is known, K. O'Connor will put a call out for volunteers to assist with offloading and sorting.

Tiger Tuesday's have not been as successful as in previous years. It appears as though families may be forgetting to announce that they are supporting the South Branch Tigers when ordering.

ACTION: A flyer that outlines the ordering procedure both on the phone and online, and listing the next four Tiger Tuesdays will be developed and printed for students to take home.

10. Book swap

The first book swap of 2023 will take place on Wednesday, March 1. Social media advertisements will be created to be posted on the SBSC Facebook page and the South Branch Elementary Facebook page as the March newsletter does not go out until March 1.

ACTION: Steve Ibbotson will create a social media advertisement for the upcoming book swap.

11. Date for the March meeting

The March council meeting will take place on Thursday, March 23 since the normal date and time fall during March break. The date change will be communicated in the newsletter and on social media. The April council meeting will take place as scheduled on Tuesday, April 11.

ACTION: The date change for the March council meeting will be included in the March newsletter and social media.

12. Adjournment

SUMMARY OF ACTION ITEMS

- ACTION:** T. Preston will provide information on the spring concert and open house events connected to Education Week to parents via the newsletter, email, and Facebook.
- ACTION:** Volunteers interested in assisting L. Cardy with the *Apprendre Avec Moi* workshop will email southbranchcouncil@gmail.com.
- ACTION:** The SBSC bylaw subcommittee will continue to meet throughout winter 2023 and present a final draft set of bylaws for council review in spring 2023.
- ACTION:** T. Preston, working within the current system, will explore options for collecting additional funds during the hot lunch order period, and report back at the next meeting.
- ACTION:** K. O'Connor will finalize the date of the plant and bake sale and advertise to families and the community. A call for volunteers will be made at the next council meeting.
- ACTION:** K. O'Connor will send T. Preston the promotional materials and cost sheet to be distributed to families prior to March Break.
- ACTION:** Once the delivery date for the maple syrup is known, K. O'Connor will put a call out for volunteers to assist with offloading and sorting.
- ACTION:** A flyer that outlines the ordering procedure both on the phone and online, and listing the next four Tiger Tuesdays will be developed and printed for students to take home.
- ACTION:** Steve Ibbotson will create a social media advertisement for the upcoming book swap.
- ACTION:** The date change for the March council meeting will be included in the March newsletter and social media.

ATTENDANCE

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)
Charlene Barham
Brandy Running
Dave-Ley Degand
Julianna Melnick-MacDonald
Carrie Bryan (staff – teacher representative)
Shane Brisson
Nehemie Degan
Jean Degan

		<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	\$2,203.50	\$2,203.50	\$0.00
School Council - Fundraising	SC4125	\$16,589.36	\$5,861.50	\$3,352.60	\$14,080.46
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	\$1,854.33	\$1,854.33	\$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:		\$16,589.36	\$9,919.33	\$7,410.43	\$14,080.46
SC40000 School Council - Other Items					
School Council - Expenses	SC40035	\$0.00	\$53.68	\$53.68	\$0.00
Umbrella Total:		\$0.00	\$53.68	\$53.68	\$0.00
Umbrella Type Total:		\$16,589.36	\$9,973.01	\$7,464.11	\$14,080.46
Grand Total:		\$16,589.36	\$9,973.01	\$7,464.11	\$14,080.46

		<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	\$2,938.00	\$2,938.00	\$0.00
School Council - Fundraising	SC4125	\$14,080.46	\$5,324.00	\$6,734.85	\$15,491.31
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	\$1,819.30	\$1,819.30	\$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	\$566.70	\$566.70	\$0.00
School Council - Yearbooks	SC4225	\$0.00	\$0.00	\$0.00	\$0.00
Umbrella Total:		\$14,080.46	\$10,648.00	\$12,058.85	\$15,491.31
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:		\$14,080.46	\$10,648.00	\$12,058.85	\$15,491.31
Grand Total:		\$14,080.46	\$10,648.00	\$12,058.85	\$15,491.31