

**South Branch School Council
Minutes
Thursday, March 23, 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.

2. Approval of the minutes from the previous meeting

The minutes from the February 16, 2023 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

The spring concert will return for the first time since 2019 on Friday, May 5. The format will be the same as the holiday concert that was held in December 2022. Families with children that have the last name that starts A through L will be asked to attend the morning session and with the last name that starts M through Z, the afternoon session. The concert has already been advertised in the March edition of the newsletter and will again be in the April and May edition of the newsletters and on South Branch Elementary's social media channels.

ACTION: Tanya Preston, principal, will continue to advertise the spring concert in the April and May edition of the newsletter and on the school's social media channels.

The school has been fortunate to have Indigenous experiences and learning opportunities throughout the school year. Students and staff have had opportunities to learn more about Indigenous cultures through art, performance art, and listening to knowledge-keepers. Indigenous drummers will come present in the coming weeks and the grade five and six classes will take part in a blanket-making workshop.

4. Principals' report

- i. Individual education plans (IEPs) were sent home March 23.
- ii. There are several extra-curricular activities and clubs that are run by student leaders and facilitated by volunteer staff. Children in grade five and six that have an idea for a new activity or club can bring their idea forward and if a staff member is available to support, the activity can proceed. Currently there are three:
 - A grade two dance class run by a group of grade six students.
 - A kickball club on Mondays run by a group of grade six students.

- A grade one art club run by grade five students.
- iii. The popcorn fundraiser has been successful and has run twice already. Several flavours are available and the cost is two dollars per bag. The next popcorn fundraiser will take place Thursday, April 6 and the last one for the school year will take place Friday, May 19.
- iv. The first week in May is *Education Week* and an open house will take place on Thursday, May 4 from 1630 to 1800. The format for the open house will be the same as last year with a Scholastic Book Fair set up in the Learning Commons. The story walk will take place outside and refreshments will be available to families outside. Funds for the refreshments are provided by the regular school operating budget.
- v. The nutrition program and South Branch Boutique are well-stocked at this time.

5. Treasurer's report

- a. Financial report as at March 23, 2023

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

Current balance:	18 558.42*(see notes)
Committed spending:	2 573.00
1 023.00 March and April 2023 pizza cost	
1 550.00 March and April 2023 subs cost	
Free balance:	15 985.42

Revenue since February 13, 2023

Tiger Tuesdays – February	57.00
Hot lunches – PayPal	5 710.00
Hot lunches – cash	463.55

Expenses since February 2023

Hot lunches – pizza (3)	1 463.34
Hot lunches – subs (3)	1 700.10

Notes

- i. *The hot lunch PayPal payment prior to March Break was 5 710 dollars and is not yet reconciled into the financial statement. The number reported in the financial update will not match the financial statement until the next meeting.
- ii. The Maple Syrup fundraiser revenue has not been reported as orders close March 23 and will be reported at the next meeting.
- iii. The cost per slice of pizza has increased with the switch from Mr. Mozzarella to Gabriel's Pizza (from 16.95 per pizza to 19.20 per pizza). The price per slice for families will remain unchanged and there is an option to reduce the overall cost of Gabriel's Pizza if a longer-term commitment is made.

b. Financial statements

The financial statements for the period February 14, 2023 to March 20, 2023 are appended to these minutes.

c. Funds allocation

i. Field trips

Field trips will resume this spring and it is expected that each classroom will participate in one field trip that will require bussing. Bussing is estimated at 575 to 600 dollars per trip. With 18 classrooms, it is expected that the total cost of bussing will be 10 800 dollars.

MOTION: To cover the entire cost of bussing at 10 800 dollars with funds raised by the South Branch School Council.

MOVED: Steve Ibbotson

SECONDED: Alan McKay

ABSTENTION: Laurel Cardy

NONE OPPOSED

MOTION PASSED

ii. Grade six graduation gifts

In past years a 'survival kit' has been prepared for the outgoing grade six students. A list of items in the kit in previous years includes a pen, pencil, locker mirror, and other miscellaneous items. It is estimated that providing a similar kit would cost approximately 750 dollars, but the contents of the kit ought to be discussed and costed based on the number of students for 2023 and presented at the next meeting.

ACTION: Katie O'Connor will assemble a list of preferred items for the grade six 'survival kit'/graduation gift, and cost the contents based on the number of graduates and present the cost at the next meeting.

iii. Staff appreciation (approximately \$350 last year)

The South Branch Student Council ensures that a staff appreciation event takes place annually. Last year a coffee truck came and staff each received a certificate to purchase coffee from the truck. The cost was shared with the high school and the event was well-received by staff.

MOTION: To cover up to 350 dollars with funds raised by the South Branch School Council for a staff appreciation event (coffee truck).

MOVED: Katie O'Connor

SECONDED: Steve Ibbotson

ABSTENTION: Laurel Cardy

NONE OPPOSED

MOTION PASSED

iv. Whole school pizza day

A pizza day for the entire school (students and staff) has been discussed in the past, and the final decision had been deferred pending the fundraising results report at this meeting. A pizza day for the entire school would cost approximately 850 dollars and be supplied by Gabriel's Pizza. Options for vegan and gluten free students and staff will be provided. The pizza day is tentatively scheduled for Monday, June 26.

MOTION: To cover the entire cost of a whole school pizza day up to 850 dollars with funds raised by the South Branch School Council.

Moved: Steve Ibbotson

SECONDED: Katie O'Connor

ABSTENTION: Laurel Cardy

NONE OPPOSED

MOTION PASSED

v. Playground supplies

New playground supplies for spring 2023 (e.g., skipping ropes, balls, sidewalk chalk, etc.) would be beneficial as the weather turns. Up to 300 dollars will be allocated to purchase new supplies with a discussion at the next meeting to top that up if required after the first supply purchase.

MOTION: To cover up to 300 dollars worth of new playground supplies with funds raised by the South Branch School Council.

Moved: Alan McKay

SECONDED: Katie O'Connor

ABSTENTION: Laurel Cardy

NONE OPPOSED

MOTION PASSED

vi. Mini-putt

A travelling mini-putt rental company is available to provide a mini-putt course to the school at a cost of 632.80. The mini-putt could be set up outside if it is a nice day or in the gym in the case of inclement weather. It will take the average student five to ten minutes to get through the entire course, and it's likely each student could play two or three times. The event would be free for students.

MOTION: To cover the entire cost of a mini-putt day up to 633 dollars with funds raised by the South Branch School Council.

Moved: Katie O'Connor

SECONDED: Steve Ibbotson

ABSTENTION: Laurel Cardy

NONE OPPOSED

MOTION PASSED

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 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. The exact content for the workshop will be tailored to the registrants. Information on the registrants will be gathered using an online registration form created and administered by L. Cardy.

The workshop will take place in the Learning Commons on Tuesday, April 18 from 1830-2000. The event will be advertised on the South Branch Student Council social media page as well as the newsletter and South Branch Elementary social media channels. Registration is expected to be open the week of March 27.

ACTION: The *Apprendre avec moi* workshop hosted will be advertised by T. Preston and L. Cardy in the coming weeks with the workshop taking place Tuesday, April 18 from 1830-2000 in the Learning Commons.

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 continued throughout winter 2023. An additional meeting of the subcommittee will take place in April 2023 to create a penultimate draft that includes sections on roles and responsibilities, social media management, etc. available for review by the entire South Branch Student Council by May 2023.

ACTION: The SBSC bylaw subcommittee will meet in April 2023 to create a penultimate draft ready for full review by the South Branch Student Council in May 2023.

8. Hot lunches update

Since the last meeting, the hot lunch supplier for pizza has switched from Mr. Mozzarella to Gabriel's Pizza due to a fire at the Mr. Mozzarella building in late-February. As a result the planned switch from subs to chicken tenders for the current hot lunch cycle was cancelled. Mr. Mozzarella has indicated that the plan is to re-open in some capacity for school lunch orders in the short-term with plans for a full re-opening sometime in May 2023. Thanks to Julie Culkeen and T. Preston, pizza orders were interrupted for only one week, and students that missed the March 1 order received it March 22.

Given the positive relationship South Branch Elementary has with Mr. Mozzarella and the uncertainty with their future plans, J. Culkeen will discuss the possibility of having Mr. Mozzarella once again provide chicken tenders on Mondays for the next hot lunch cycle but remain with Gabriel's Pizza for the pizza on Wednesday's to ensure that Mr. Mozzarella is not overburdened and a positive relationship is maintained with Gabriel's Pizza.

ACTION: J. Culkeen will ask Mr. Mozzarella if they have the capacity to provide chicken tenders on Mondays starting in May, and report back at the next meeting.

9. Fundraising update

a. Maple Syrup

The orders for the Maple Syrup fundraiser close March 23, and preliminary figures suggest that the fundraiser will outperform last year nearly doubling the number of orders. This is due in large part to Katie O'Connor's social media efforts and community outreach and the South Branch Student Council thanked her for her excellent work. A final summary of the event will be provided at the next meeting.

ACTION: K. O'Connor will provide a final summary of the Maple Syrup fundraiser at the next meeting.

b. Plant and Bake Sale update

The 2023 Plant and Bake Sale will be postponed until 2024. The number of volunteer hours required to prepare for, manage, run, and clean up after the event are beyond the capacity of the South Branch School Council this year. However, a very exciting alternative was suggested – [Plantables – an Ontario-based company provides potted vegetable seedlings](#) to gardeners and can deliver directly to your home on a date of your choosing. 10 percent of all funds raised via this fundraiser would be collected and if the 3000 dollar threshold is hit, 36 potted seedlings are donated to the school which would assist with rejuvenating the garden.

K. O'Connor will run the fundraiser and promote it via social media and gardening groups in and around Kemptville.

ACTION: The Plantables fundraiser will start the week of March 27 and K. O'Connor will promote it via social media.

10. Book swap

The first book swap of 2023 took place on Wednesday, March 1 and went well. The next book swap will take place in May 2023 (with a date yet to be determined). The next book swap will not be advertised to families; there are many cases of books to be distributed and no additional donations are required at this time.

ACTION: Steve Ibbotson will work with T. Preston and other volunteers to determine the date of the May book swap.

11. Pride Parade participation

[The North Grenville PRIDE Parade](#) will take place Saturday, June 3 at 1300. Julianna Melnick-MacDonald will work with parade organizers and put a call to families to participate in the event on behalf of South Branch Elementary.

ACTION: J. Melnick-MacDonald will work the parade organizers and put a call out to families to participate in the event on behalf of South Branch Elementary.

12. Date for the April meeting

The next South Branch Student Council meeting will take place Tuesday, April 11, 2023 from 1830-1930.

13. Adjournment

SUMMARY OF ACTION ITEMS

ACTION: Tanya Preston, principal, will continue to advertise the spring concert in the April and May edition of the newsletter and on the school's social media channels.

ACTION: Katie O'Connor will assemble a list of preferred items for the grade six 'survival kit'/graduation gift, and cost the contents based on the number of graduates and present the cost at the next meeting.

ACTION: The *Apprendre avec moi* workshop hosted will be advertised by T. Preston and L. Cardy in the coming weeks with the workshop taking place Tuesday, April 18 from 1830-2000 in the Learning Commons.

ACTION: The SBSC bylaw subcommittee will meet in April 2023 to create a penultimate draft ready for full review by the South Branch Student Council in May 2023.

ACTION: J. Culkeen will ask Mr. Mozzarella if they have the capacity to provide chicken tenders on Mondays starting in May, and report back at the next meeting.

ACTION: K. O'Connor will provide a final summary of the Maple Syrup fundraiser at the next meeting.

ACTION: The Plantables fundraiser will start the week of March 27 and K. O'Connor will promote it via social media.

ACTION: Steve Ibbotson will work with T. Preston and other volunteers to determine the date of the May book swap.

ACTION: J. Melnick-MacDonald will work the parade organizers and put a call out to families to participate in the event on behalf of South Branch Elementary.

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)
Joanne O'Connor (staff – teacher representative)
Brandy Running

		<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	\$15,491.31	\$3,163.44	\$520.55	\$12,848.42
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	\$1,463.34	\$1,463.34	\$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	-\$566.70	\$1,133.40	\$1,700.10	\$0.00
School Council - Yearbooks	SC4225	\$0.00	\$0.00	\$0.00	\$0.00
Umbrella Total:		\$14,924.61	\$5,760.18	\$3,683.99	\$12,848.42
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:		\$14,924.61	\$5,760.18	\$3,683.99	\$12,848.42
Grand Total:		\$14,924.61	\$5,760.18	\$3,683.99	\$12,848.42