

South Branch School Council
Minutes
Tuesday, April 11, 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 March 23, 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. Principals' report

Planning for the 2023/2024 academic year have begun. It is expected that the current staffing levels and classroom count will be maintained. The Pup2 classroom pilot that began in the latter-half of this academic year will continue next year.

The staff and council for South Branch Elementary School would like to congratulate Ms. Ross who will retire at the end of this academic year. Teachers that are hired after September 2022 each school year become unassigned at the end of year. Ms. Brown, Ms. Vandusen, Ms. Kellogg and Mme Harvey will be unassigned and will look for positions in the staffing process.

Field trips have returned this year, and the Grade four ["Farm Comes to Town"](#) trip will take place on Wednesday, April 12 at the South Nation Conservation area in Spencerville. The kindergarten classrooms are planning a trip to [Baxter Creek Conservation Area](#) in late-spring. The grade three classrooms will [visit Upper Canada Village](#) in May. The grade six classrooms [will visit Camp Iawah](#).

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. There will be a spring concert on Friday, May 5 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.

ACTION: T. Preston will invite families to the Open House and Spring Concert via email and highlight the events in the May 2023 newsletter.

The kindergarten open house will return in-person on Tuesday, May 30 from 1630-1730. The open house will welcome new kindergarteners to the school and staff and include a bus ride and meet-and-greet.

ACTION: T. Preston will invite new kindergarten families to the kindergarten open house on May 30.

4. Treasurer's report

a. Financial report as at April 11, 2023

This report covers the period March 21, 2023 to April 11, 2023

Current balance:	24 861. 61
Committed spending:	20 796.00
1 510.00 March and April 2023 pizza cost	
865.00 March and April 2023 subs cost	
5 481.00 Maple syrup cost	
10 800.00 Field trip subsidies (600.00 per class with 18 classes)	
300.00 School yard toys and activities equipment	
350.00 Staff appreciation event	
850.00 Whole-school pizza day	
640.00 Mini-putt event	
Free balance:	4 065.61

Revenue since March 21, 2023

Maple Syrup sales – PayPal	6 907.00
Maple Syrup sales – cash	250.00
Pizza sales – cash	160.00

Expenses since March 21, 2023

Hot lunches – subs	1 282.20
Hot lunches – mustard	44.61

b. Financial statements

The financial statements for the period March 21, 2023 to April 11, 2023 are appended to these minutes.

c. Funds allocation

The grade six graduation gifts were discussed and it was determined that 500 dollars was a reasonable amount to allocate. Rather than pre-determine the gift this year, the grade six students will be consulted and come up with a preferred idea to put the money towards. Students will be asked to come up with ideas and vote based on the budget.

ACTION: T. Preston will work with the grade six students to come up with a plan to allocate the 500 dollars in funds for grade six graduation and report back at the next council meeting for review and approval.

5. 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.

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. So far 20 families have registered for the event.

6. 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 and spring 2023. An additional meeting of the subcommittee will take place in May 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 May 2023 to create a penultimate draft ready for full review by the South Branch Student Council in May 2023.

7. Hot lunches update

The May 2023 hot lunch schedule will continue with Subway on Mondays and Gabriel's Pizza on Wednesdays. There are two Subway orders that will not run due to Victoria Day on May 22 and a PA day on May 29. The order will be uploaded to My Family Room on April 14 with a due date of April 26.

ACTION: T. Preston will upload the May 2023 hot lunch order to My Family Room and communicate the April 26 deadline to families.

Typically, the Snow Day Policy on hot lunches would apply if there are two inclement weather days in a row. The April 5 ice storm and resulting power outages that continued on to April 6 resulted in a cancelled pizza day. In this case however, the missed pizza day will be applied to the first Wednesday in May and families that paid for April 5 will not need to pay for May 3.

ACTION: T. Preston and J. Culkeen will let families know that the missed April 5 pizza day will be moved to May 3.

At the last meeting, there was an indication from Mr. Mozzarella that plans to reopen for school lunch orders may occur in May, but it is more likely that it will take place in June. J. Culkeen will discuss the possibility of having Mr. Mozzarella once again provide chicken tenders on Mondays for the June 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 June, and report back at the next meeting.

8. Fundraising update

a. Maple Syrup

The orders for the Maple Syrup fundraiser closed March 23, 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. Families will be able to pick up the orders on Friday, April 14. Katie will reach out to find volunteers to help sort and pack orders.

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: K. O'Connor will continue to promote the Plantables sale via social media until mid-June.

9. Book swap

The first book swap of 2023 took place on Wednesday, March 1 and went well. The next book swap will take place on May 15, 2023. The May 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 to find volunteers to help support the May 15, 2023 book swap.

10. 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.

11. Date for the May meeting

The next South Branch Student Council meeting will take place Tuesday, May 9, 2023 from 1830-1930.

12. Adjournment

SUMMARY OF ACTION ITEMS

- ACTION:** T. Preston will invite families to the Open House and Spring Concert via email and highlight the events in the May 2023 newsletter.
- ACTION:** T. Preston will invite new kindergarten families to the kindergarten open house on May 30.
- ACTION:** T. Preston will work with the grade six students to come up with a plan to allocate the 500 dollars in funds for grade six graduation and report back at the next council meeting for review and approval.
- ACTION:** The SBSC bylaw subcommittee will meet in May 2023 to create a penultimate draft ready for full review by the South Branch Student Council in May 2023.
- ACTION:** T. Preston will upload the May 2023 hot lunch order to My Family Room and communicate the April 26 deadline to families.
- ACTION:** T. Preston and J. Culkeen will let families know that the missed April 5 pizza day will be moved to May 3.
- ACTION:** J. Culkeen will ask Mr. Mozzarella if they have the capacity to provide chicken tenders on Mondays starting in June, and report back at the next meeting.
- ACTION:** K. O'Connor will continue to promote the Plantables sale via social media until mid-June.
- ACTION:** Steve Ibbotson will work to find volunteers to help support the May 15, 2023 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)
Brandy Running
Jasmine Comfort
Adam

		<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	\$18,871.42	\$1,326.81	\$7,317.00	\$24,861.61
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	-\$417.80	\$864.40	\$1,282.20	\$0.00
School Council - Yearbooks	SC4225	\$0.00	\$0.00	\$0.00	\$0.00
Umbrella Total:		\$18,453.62	\$2,191.21	\$8,599.20	\$24,861.61
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:		\$18,453.62	\$2,191.21	\$8,599.20	\$24,861.61
Grand Total:		\$18,453.62	\$2,191.21	\$8,599.20	\$24,861.61