

**South Branch School Council
Minutes
Tuesday, May 9, 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.

Steve Ibbotson led the land acknowledgement.

2. Approval of the minutes from the previous meeting

The minutes from the April 11, 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

Education Week took place May 1 through May 5, 2023. Although the Scholastic Book Fair has been rescheduled, other events took place including the open house on May 4 and the spring concert on May 5. Both events were well-attended and staff and students were happy to welcome families back to the school in-person.

[Education Quality and Accountability Office \(EQAO\)](#) testing will begin for the grade three and grade six students this month. Not all students will participate in the testing at the same time, and the test will be a mix of virtual and paper-based assessments.

Sexual education programming will begin in the next couple of weeks. Families were given 20 days to opt out of the programming, and encouraged to reach out to the school to discuss the format and content of the programming if there were any questions. Families can expect more questions at home about health and wellness in the coming weeks.

Field trips have returned, and a new feature to the field trip form in My Family Room is a medical consent form which would temporarily allow the supervisor/teacher of a student to make emergency medical decisions with medical professionals while caregivers in the case of a medical emergency while caregivers are being contacted/en route to the student.

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.

The 2022/2023 yearbook is currently being sourced and T. Preston is working with a supplier in Merrickville to produce the yearbook.

ACTION: T. Preston will update the South Branch School Council and families at the next meeting regarding the status and cost of the 2022/2023 yearbook.

4. Teacher's report

The spring concert took place on Friday, May 5 and every class participated. This includes creating the visual artwork that was displayed in the gym and throughout the school for the event.

Teachers are currently working with the Municipality of North Grenville to come up with creative ways to encourage students to connect with the community and get more active and involved. One initiative is to have grade five students build birdhouses and then track which species nest in the birdhouses and track those birds in grade six.

Every classroom will participate in a field trip, and staff and students would like to thank the South Branch School Council and Tanya Preston and Pamela Sommerville for providing the funding and organizing the bussing schedule.

5. Treasurer's report

a. Financial report as at May 9, 2023

This report covers the period April 11, 2023 to May 9, 2023

Current balance:	17 838.45
Committed spending:	10 243.77
1 348.38 May pizza cost	
787.60 May subs cost	
5 468.17 Field trip subsidies (actual costs – see notes)	
300.00 School yard toys and activities equipment	
350.00 Staff appreciation event	
850.00 Whole-school pizza day	
640.00 Mini-putt event	
500.00 Grade six departure gifts	
Free balance:	7 594.68

Revenue since April 11, 2023

Maple Syrup sales – cash	138.00
Hot lunch sales – cash	145.20
Hot lunch sales – PayPal	4 140.75

Expenses since April 11, 2023

Hot lunches – subs	1 258.20
Hot lunches – pizza	2 750.14
Maple syrup payment	5 481.00
TreeTop Trekking (Gr. 6 trip)	1 457.77
Kinder trip (Baxter)	500.00

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 field trip costs were approved in March 2023 by the South Branch School Council at an estimated cost of 600 dollars per classroom which totaled 10 800 dollars. Now that all of the field trips have been confirmed, the actual cost is 7 468.17. South Branch Elementary School is able to put 2000 dollars towards the cost of bussing with a transportation fund. Therefore, the total field trip support required from the South Branch School Council is 5 468.17, returning 5 331.83 to the free balance.

i. Grade six departure gifts

In March 2023, the South Branch School Council approved up to 500 dollars for the grade six departure gift. Now that a gift has been selected, the actual cost amounts to approximately 783 dollars.

MOTION: To increase the funding for the grade six departure gift by 300 dollars with funds raised by the South Branch School Council.
Moved: Steve Ibbotson
SECONDED: Alan McKay
ABSTENTION: Laurel Cardy
NONE OPPOSED
MOTION PASSED

ii. Staff appreciation

In March 2023, the South Branch School Council approved up to 350 dollars for the staff appreciation event (NoGo coffee truck; a shared expense with the North Grenville District High School). Given the increase in prices, the new expected cost is 510 dollars.

MOTION: To cover the entire cost of the staff appreciation event at 600 dollars with funds raised by the South Branch School Council.
Moved: Steve Ibbotson
SECONDED: Alan McKay

ABSTENTION: Laurel Cardy
NONE OPPOSED
MOTION PASSED

iii. [Quality Daily Physical Education](#) (QDPE) resources

Updated QDPE resources have been requested to help enhance the inventory of available activities for students to remain active during both indoor and outdoor recesses.

MOTION: To cover up to 2 000 dollars' worth of QDPE resources with funds raised by the South Branch School Council.
MOVED: Steve Ibbotson
SECONDED: Alan McKay
ABSTENTION: Laurel Cardy
NONE OPPOSED
MOTION PASSED

iv. Kemptville PRIDE parade

[The North Grenville PRIDE Parade](#) will take place Saturday, June 3 at 1300. Julianna Melnick-MacDonald is organizing South Branch Elementary School's participation, and a 25 dollar registration fee is required to allow participation in the parade. The South Branch School Council will reimburse whoever pays the fee so long as a receipt is provided.

MOTION: To cover up to 25 dollars for the North Grenville PRIDE parade registration fee with funds raised by the South Branch School Council.
MOVED: Steve Ibbotson
SECONDED: Alan McKay
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* and the workshop took place on Tuesday, April 18 from 1830-2000. The event was advertised well, and several families and staff members attended.

The grant provided 1 000 dollars in funding, and all leftover funds will be used to purchase new French reading material for the library.

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 and spring 2023. A penultimate draft that includes sections on roles and responsibilities, social media management, etc. is available for review here. The draft will be finalized over the next month and presented for approval in June 2023 with the expectation that the bylaws go into effect for the incoming South Branch School Council in September 2023.

ACTION: The South Branch School Council Bylaw Subcommittee will review/revise the bylaws one final time before presenting a final version for approval in June 2023. The review is due back to A. McKay by June 1, 2023.

8. Hot lunches update

The June 2023 hot lunch schedule will continue with Subway on Mondays and Gabriel's Pizza on Wednesdays. It is not clear when Mr. Mozzarella will reopen, but the South Branch School Council looks forward to continuing the partnership with that restaurant again in September 2023. The order will be uploaded to My Family Room on May 18 with a due date of May 26.

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

9. Fundraising update

a. 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.

10. Book swap

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. Volunteers will ask students to identify which books they'd like to see by writing them down on a flip chart, and a request for specific genres will go out in September/October 2023 to help refill the book swap containers with books students would enjoy.

11. Date for the May meeting

The next South Branch Student Council meeting will take place Thursday, June 15, 2023 from 1830-1930.

12. Adjournment

SUMMARY OF ACTION ITEMS

- ACTION:** T. Preston will invite new kindergarten families to the kindergarten open house on May 30.
- ACTION:** T. Preston will update the South Branch School Council and families at the next meeting regarding the status and cost of the 2022/2023 yearbook.
- ACTION:** The South Branch School Council Bylaw Subcommittee will review/revise the bylaws one final time before presenting a final version for approval in June 2023. The review is due back to A. McKay by June 1, 2023.
- ACTION:** T. Preston will upload the June 2023 hot lunch order to My Family Room and communicate the May 26 deadline to families.
- ACTION:** K. O'Connor will continue to promote the Plantables sale via social media until mid-June.

ATTENDANCE

Alan McKay (chair)
Laurel Cardy (treasurer)
Steve Ibbotson (secretary)
Tanya Preston (staff – principal)
Tracey Haley (staff – vice-principal)

		<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	\$24,861.61	\$11,447.11	\$4,423.95	\$17,838.45
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	\$2,750.14	\$2,750.14	\$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	\$1,258.20	\$1,258.20	\$0.00
School Council - Yearbooks	SC4225	\$0.00	\$0.00	\$0.00	\$0.00
Umbrella Total:		\$24,861.61	\$15,455.45	\$8,432.29	\$17,838.45
SC40000 School Council - Other Items					
School Council - Expenses	SC40035	\$0.00	\$5,481.00	\$5,481.00	\$0.00
Umbrella Total:		\$0.00	\$5,481.00	\$5,481.00	\$0.00
Umbrella Type Total:		\$24,861.61	\$20,936.45	\$13,913.29	\$17,838.45
Grand Total:		\$24,861.61	\$20,936.45	\$13,913.29	\$17,838.45