

South Branch School Council Minutes

Tuesday September 26, 2023

Start time: 6:30 pm

Attendance

Parents:

Sarah Adema (SA)
Jarek Anderson (JA)
Serena Bobbitt (SB) – Secretary
Julie Culkeen (JC)
Melissa Dimock (MD)
Jasmine Eades (JE)
Kayla Ibbotson (KI)
Steve Ibbotson (SI) - Chair
Liubie Kutowy (LK)
Sami Kutowy (SK)
Alan McKay (AM)
Katie OConnor (KO)

School Staff:

Carrie Bryan (CB)
Tracey Haley (TC)
Tanya Preston (TP) - Principal
Henriette Prosper (HP)

1. Welcome

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

2. Land Acknowledge & Out Going Chair Message

Alan McKay delivered the land acknowledge statement and provided some words of wisdom for the proceeding Chair.

3. School Counsel Overview

Tanya Preston via PowerPoint presentation provided an overview of the roles and responsibilities of the school council in preparation for the election of the executive members of the council.

4. Elections – new executive members and future meeting dates and times

Steve Ibbotson self nominated for the position of Chair, no other candidates came forward to oppose. He was voted in unanimously.

Laurel Cardy, who was not present for the meeting, had previously self nominated for the position of Vice-Chair, no other candidates came forward to oppose. She was voted in unanimously.

Ashley Beland, who was not present for the meeting, had previously self nominated for the role of Treasurer, no other candidates came forward to oppose. She was voted in unanimously.

Serena Bobbitt volunteered at the meeting to fill the role of secretary. No other candidates came forward to oppose. She was voted in unanimously.

In addition to the executive council members, the following positions were also discussed:

- Jarek Anderson will take on the role of Hot Lunch Coordinator;
- Katie O'Connor will carry on the role of Fundraising Coordinator;

Moving forward school council meetings will take place on the second Thursday of each month from 18:30 to 19:30. The next scheduled meeting is October 12, 2023.

5. Acceptance of the June 2023 meeting minutes

The meeting minutes from the June 2023 council meeting were approved as presented.

6. Teacher's Report

Ms. Bryan and Mrs. Prosper delivered the teacher's report. They were happy to advise of a busy but great start to the school year with the children settling in well. They discussed the new "wave" structure of the French Immersion program and the benefit they are seeing with both the students and staff. The wave structure has immersion students follow a Day A and Day B schedule. On Day A students would start in English and finish in French, and on Day B start in French and finish in English. This ensures that both languages receive equal instruction time. Also discussed the success of the recent Open House and reported a large turn out from families for the Terry Fox Run. Grades 3-6 are currently gearing up for track qualifiers.

7. Principal's Report

The school is vibrant with 390 students enrolled this year. This year introduced 4 new staff members, Ms. Nolan, Mrs. Prosper, Ms. Hunt and Ms. Barrette. Due to the extra enrollment in the kindergarten program funding has been provided to hire another ECE which is still in process.

Spirit week is upcoming for the week of Halloween, October 30 – November 3, 2023, with communication to follow in the October newsletter.

[South Branch Elementary-branded sportswear](#) is now available for order until October 9. Orders submitted after the deadline will not be accepted by the company.

The school has received a one-year grant for the Power Up Model (PUP2) intensive booster in literacy and math. Have received positive feedback thus far and hope that the program will continue into next year as well.

The nutrition for kids (N4K) program is back this year, providing breakfast and lunch options to children. The school is still awaiting funding allocation for 2023/2024, but for now there are enough funds and supplies to cover. It was mentioned potentially circulating a grab and go list of needed items to solicit parent donations to the program. Tanya will update in October.

ACTION: Tanya will update the council whether the N4K program needs additional funds and the possibility of holding a food donation drive for the program in October at the next council meeting.

Intention to introduce a monthly “news show” for the students to reflect and share on accomplishments during the previous month. Idea is that it will take place the first Friday of every month. Will see grade six student take on a leadership role in organization and hosting the event.

Teachers are in the process of evaluating reading and mathematics levels for all students.

4-finger affirmations have returned to the classrooms. These affirmations help with emotional regulation and allow students to identify when they need the time and space to work through emotions.

8. Treasurer’s Report

Laurel Cardy, treasurer for the 2022-2023 school council was not present to delivery her report however did provide an updated financial statement, a copy of which can be found attached to these minutes. A quick overview of current funding is as follows:

Current balance: \$10,754.01;

Committed Spending: \$3,094.43;

Free Balance: \$7,659.58.

A funding request was submitted for approval from the Gardening Club for supplies including but not limited to compost bin, rain barrel, mulch, sand, manure etc. Several parents offered to provide donations of certain items in order to minimize the cost. It was agreed to pay \$301.72 for a mulch order from Greely Sand and Gravel for the time being and the council will re-access the remaining balance in the Spring.

MOTION: To allocate up to 302 dollars towards the gardening club to purchase supplies from Greely Sand and Gravel.

MOVED: Katie O’Connor

SECONDED: Melissa Dimock

NONE OPPOSED

MOTION PASSED

A quick discussion was had about funding insurance for the parents on student council. We discussed bringing forward the topic at the next meeting.

ACTION: Tanya will discuss the cost of council insurance with the school board and determine who is responsible for covering the cost and the date the payment is due. The council will discuss the coverage and costs at October council meeting.

9. Fundraising Efforts

a. Tiger Tuesday partnership

Unfortunately due to the fire at Mr. Mozzarella and their current staffing, they are at this time unable to commit to Tiger Tuesday. Will re-evaluate upon full opening.

b. Hot Lunch Program

Hot lunches are scheduled to begin in October, the first Wednesday after Thanksgiving.

We are currently in partnership with Gabriel's Pizza for cheese pizza hot lunch on Wednesdays. The cost remains the same as the previous year.

We have established a partnership with Subway as well for hot lunches. The agreed upon day was Monday however the council suggested moving the day to Thursdays to accommodate a potential chicken tender hot lunch day on Mondays once Mr. Mozzarella is fully open.

JA to contact Subway to confirm the day change from Mondays and to Thursdays and will advise.

It was suggested adding a donation option to hot lunch order forms to give parents the option to donate to the hot lunch program. Tanya will look into this and determine how it can be added to MFR.

ACTION: Tanya will determine if an additional radio button that allows for cash donations to be made via the hot lunch form on MFR can be implemented to help offset the costs for those that cannot purchase hot lunch.

ACTION: If donations can be made, Tanya will determine who may be responsible for sending out donation receipts for income tax purposes should someone choose to donate over ten dollars at one time.

c. Glitter and Glee

It was determined that Glitter and Glee will run again this year with the date selected as December 7th. Set up will take place on the 6th and clean up on the 8th of December.

d. Maple Syrup

The intention is to run the maple syrup orders again this year, likely to take place in March/April, date to be determined.

e. Basket Raffle

It was discussed having a basket raffle this year at the Christmas concert. Basket made up of donated and purchased items. Parents can buy tickets to win a basket while attending the concert with the draw taking place later in the afternoon.

ACTION: Katie O'Connor is to look into lottery licence expense and criteria for the basket raffle during the Christmas concert.

f. Plant & Bake sale

TP suggested hosting the annual plant and bake concurrently with the Spring Open House. There were some concerns about having the sale open to the public during a student attended event. No date officially set, will reevaluate the topic at a future meeting.

10. Other Discussion Topics

Book Swap was briefly discussed. A "wish list" of books titles will be sent out looking for donations for the next swap. A list of volunteers will further need to be assembled. It was mentioned reaching out to libraries for donations.

Access to the school's social media accounts and Gmail account will be passed on from the outgoing Chair to the new executive members.

11. Adjournment

The meeting was adjourned at 20:00. The next meeting will take place in person on October 12, 2023 at 18:30.