

South Branch School Council Meeting

Tuesday October 13th, 2015

Attendance: Sheri Getz (Chair), Lea Doxey(V.P.), Jill Pensa (Principal), Kyra Streight, Jennifer Graham, Kirsty Phillips, Tammy Gardiner, Chris Hewett, Sue Hum, Lesley Wollenschlager, Coleen Fitzpatrick, Suna Russell, Candace Sceviour-Hay, Leslie Claxton, Trish Felker

1. Welcome (Sheri)

- Call to order at 6:31 pm
- Circulation of contact list for 2015 – 2016 council members – attendees asked to sign with their name and email address if not already done so. Voting members' form handed out New and returning members joining us tonight: Chris Hewett, Sue Hum and Tammy Gardiner. Welcome!

2. Additions & acceptance of meeting agenda (Sheri)

- Snow Day policy for Lunch Program (Leslie)
- Acceptance of revised agenda: Trish Felker and Kirsty Phillips

3. Acceptance of September 15th, 2015 meeting minutes (Sheri)

- Attention brought to addition made to Administration Report: Linda De La Torre is a new .2 French Teacher, as per request of Jill P. to Sheri G.
- Kyra Streight and Suna Russell accepted revised version of September 15th 2015 minutes

4. Teachers Report (if attending)

- No teacher report was given

5. Administration Report(Jill Pensa):

- New Staff: (a) Linda De La Torre, .2 teacher has moved on & is no longer at SB. Currently looking for her replacement. (b) Melanie Fielding, Student Support Partner (SSP) – focus on behavioural issues, proactive choices re: problem solving & restorative justice (c) Kim Machan, “staff but not our staff” teaching position – focus on collaborative approach to literacy and math
- Work (union) related Issues/stoppages/Job Actions for staff, custodians & teachers: SB administration is available to fill in gaps as required; UC Board has approved funds for supervision needs on the play yards; No field trips are being scheduled; extra-curricular “clubs” are still a “go”, e.g., cross-country running, soccer.
- Other related to stoppage issues: Kirsty P asked about the digital file for school newsletter the *Tiger Times* in regards to dissemination of information to SB families on the SB Council Website/Facebook page. Jill to follow up.
- Pilot Project: Private or Group Music Lessons at SB – supported by Joanne O'Connor, instructors from the recently closed Ottawa Folklore Ctre (details in most recent *Tiger Times* sent home with students).

This program was successful at Winchester Public. Plan is to run the program for 4 weeks, nominal fee, on Wed/Thurs when music room is not in use by the school, mainly during school hours. A wide variety of types of instrument for learning is available.

- PALS (Lea Doxey): Now in its 3rd year, gr 4, 5, 6 eligible to participate in training for the program. Student behaviour & commitment helps to decide who will be selected. A total of 70 students, both girls and boys, to date are taking part in the PAL certification and re-certification sessions. Impressed with their work so far, lots of role play and follow-up sessions to happen in the next week in trial games on the yard, kinder rooms – students will commit to a day per week, in teams of 3 or 4.
- Front Garden: (Jill) finds the garden out in the front of the school sad looking – looking for a team of volunteers to weed and clean it up for the winter. Kirsty P offered to send a note/call to help out to families via the council FB page. Lea offered that perhaps the kids from the eco club might want to help.
- Other: question from council re: yard supervision – Lea assured members that supervision of play yards is assured – some yards may be closed at one time or other to assure supervision & safety of students in this regard -- EAs, teachers, SSP and admin or staff. Jill added that there are regular Board conference calls, problem solving sessions. If it comes to the point where safety cannot be assured, the school will close, as a last resort.
- Other: question raised by Lesley W re: job actions & its effect on activities such as Merry Memories, if held during the day, as in the past. Jill indicated that probably MMemories will be affected, i.e., not happen.

Council Additions: (Sheri) Officially welcoming new and returning members to the council table. New member, Chris Hewett introduced himself – his son is starting JK this year. Voting member forms were handed out to new members if they wish to vote on motions put forth by council. A re-introduction of the council executive; food coordinator & fundraising coordinator were done. BIG thanks given to Kirsty for her hard work maintaining & updating the SB Council website. **(Trish & Kirsty)** reported on the volunteer info database that has been compiled to date, indicating, along with their contact info, area(s) of interest. This database is set up for the council executive and program coordinators to be in touch with volunteers as needed.

6. Treasurer's Report and Financial Requests (Trish Felker):

- (referring to attached report sheet provided Current/YTD/LY 2015-2016): In review, to date, primary revenues & expenses are coming from this year's hot lunch program sales
- Re: Expense Items/Funded Items, pg1 – Deb Gaw is looking into last year's Funded Item of a Tech Commitment of \$425.31
- Approved Funding Requests Outstanding (pg2 on reverse) from last year: Still \$141.66 left to spend. Teachers need to spend it or this \$ will go back in the general council funding pot.
- Tiger Yearbook for the Hackett's: Suna will follow up
- Plaque for Mrs. Polley's tree: Trish will contact Teri-Lyn McEvoy to f/up on cost of mounting plaque – possibly \$100 or more.

- Gift for Karen: \$200 allotted for this in June. Motion to move forward with this amount \$200 put forward by Trish, seconded by Kirsty. Motion passed.

Current Money available to council: \$9372.02

Requests:

Review of regularly funded programs – In past years, we have provided technology , new and or upgrades (\$5000.00) & bussing (\$400/class) for end of year activities, clubs, field trips. Trish raised motion to agree to and fund both amounts. Vote to follow after discussion of all requests pending:

- Financial request for gym stage curtains (Mrs. O'Connor): Suna R & Trish: Trish spoke with Deb G re: quote options – (1) with existing track: \$2893.00 (2) re rope track/fix drape \$3295.00. Mrs. O'Connor finds the curtains are useful, meaningful to students, reduction of sound. Jill P pointed out that regardless, the school will require in writing, a report or info about the issue/requirement of fire retardant curtains before proceeding. There will be no funding help from the Board.
- Financial request for pop-up shelter (Kirsty P): Kirsty researched and priced a canopy with walls, easy set up for SB events, extra curricular activities/sports, and inclement weather: \$295-\$330 tax & delivery.
- Financial request for tables (Trish): Sourced 4 6ft tables with handles on sale for \$180 total – for use at book swap, book fair, and winter & spring fundraisers etc.
- Financial request for gym equipment: Trish reported that no request from Tara Berry has yet been received. To follow-up.
- Thank you card/gift for Brent Claxton for work on lunch program database (Trish): A huge undertaking for both Leslie and Brent in time and effort. Motion
- Gift for Karen Bryan (Jenn G)
- Other requests: Music Depart (Mrs O'Connor): Request for a variety of new percussion instruments, including tambourines, cutting boards, jump bands – priced and sources at \$410.63. For purchase immediately if approved.

SUBTOTAL ~ \$4000.00 in requests of the \$9300 available

- Sheri added that an f/up regarding the stage curtains and quotes are needed before going ahead with that request. As mentioned above. Jill P will follow up. Entire length 3295 +HST = \$3723.35 total. Motion to set aside dedicated funds for this purchase forwarded by Kirsty, seconded by Leslie C.
- Suna R raised motion to vote to set dedicated \$\$ amount aside for pop up canopy. Kyra S seconded & motion approved.
- Candace S-H motioned for funding request of the 4 tables, Jenn G seconded. Motion approved.
- Motion forwarded by Jenn G to allot \$200 toward gift card for Brent Claxton for Lunch Program Database. Seconded by Kyra S. Motion approved.
- Mrs O'Connor's request for Music Dept percussion instrument funding of \$410.63 forwarded by Leslie C and seconded by Kirsty P. Motion approved.
- Motion from Kyra S to council to approve (1) \$5000.00 for Technology needs – seconded by Leslie C and motion approved (2)\$800 for bussing etc needs which includes \$400 dollars allotted last year and not used put forward by Kirsty P and seconded by Lesley W., motion approved for a total of \$6800.00.
- OTHER TOPIC in relation to technology funding: Suna R brought up Movie Nights & ETFO job action – all profits going toward technology but spear headed by teachers, in part, Mrs Matheson. Discussion re: liability, safety of kids even with parent volunteer lead would be very problematic. Discussion of night vs. daytime viewing brought up by Jill P – Council indicated low turnout during evening option in past. Follow up on this topic, details, volunteers, and logistics still to follow. Lea D proposed possible

movie/pizza night – fundraiser or service to the community at large as well as SB families – or go without this event due to job action/ lack of support teachers. Decision to keep all this in mind going forward in future council meetings, continue the discussion of this or \$ into future family event at the school, such as pancake breakfast.

- Fundraising Paperwork (Trish): A note to council et al that the paperwork from fundraising events, volunteer leads must keep ticket stubs (raffle) expenses incurred for Deb Gaw. Also, note that the Parent Council deposit slip has been revised.

7. Fundraising Report (Candace Sceviour-Hay)

- Spirit Wear: (Candace) Lots of orders received. Needs help to finish last f/up orders with Classrooms & money count – Jenn G to help with that. Questions re: why only some clothing up for order this time – another coming end of Nov in time for Christmas gift ; possibility of front zip adult hoodies – Candace to f/up
- Upcoming fundraisers: Mom's Pantry: (Candace) Working on the handout forms-hoping for end of Oct, with program running during the first two weeks of November. Raised concern re: form, might delay handout until next council meeting. Discussion and agreement to try it out with school, see how it goes/good communication so far/email council if any issues arise
- Ongoing fundraiser: Mabel's Labels: (Lesley W) The link is up and running on website and Council Facebook page. Lea D indicated she will put on South Branch Facebook page also.
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8. Discussion Topics

- PRO Grant for Social Networking Safety for Parents (Kyna Boyce) Summary provided to Sheri G to present in Kyna's absence: Kyna has had difficulty contacting head organizer. Preliminary details thus far: Program is in partnership with a group of NG family schools (both public & catholic), to take place at the NG Municipal Centre, most likely to be held in late winter/early spring 2016. The event will be A 2hr evening session for parents and greater community hosted by Paul Davis, an expert on social media and technology to educate and give parents positive tools, to work with their children to use and respect technology in a safe way.

More info to come as Kyna learns more details. Funding available for this grant is ~ \$1000.00. Idea put forward for any leftover funds to be allocated to another workshop, perhaps another Scientist in the Schools event.

- Fall Gathering for Parents & School Councils (NGDHS, Saturday Oct. 17th) (Sheri Getz): A free event at NGDHS Sat Oct 17 9am-2pm, lunch included, onsite childcare provided. For more, refer to Notice on council FB page. Pre-registration is required.
- Insurance for School Council (Sheri): Sheri indicated she was caught by surprise by an email on this topic forwarded from Jill P re: email from Judy Kaiser with the UCDSB. To date our council had not discussed this issue. Via email, Trish F provided the executive with more information: ~ \$150/yr to insure the school council itself – not the school. Any activity seen as “outside the mandate” of the school initiated activities or programs – i.e., fundraisers, council or volunteer lead programs – would not be covered by the school's insurance. Thus insurance for the school council would be important for liability purposes. Jill added that it was in place at her last school in Winchester. Motion forwarded by Leslie Claxton to spend ~ \$150 for insurance for school council. Lesley W. seconded the motion. Two abstentions noted. Motion passed.
- Snowsuit collection (Trish): Initiative for SB families in need. Trish and Leslie C discussed how this could be presented to our school families with respect and without perceived bias – the idea of a snowsuit drive for our student community (have on hand in case of need) and for the greater

community, i.e., collect at the school, distribute those not applicable for our student base to the Salvation Army. Kirsty P and Trish will work on getting a letter and volunteers together. Stay tuned.

- Volunteers needed: Newsletter (Sheri Getz): Jenn G agreed to write up the council newsletter, and will follow up with Jill P regarding dissemination/distribution. Front garden clean-up crew (Jill Pensa): see prior discussion in Admin Report, bullet point 4.

9. New Business

- Snow Day policy for Lunch Program (Leslie Claxton): A review of this year's Hot Lunch Snow Policy – If on a Monday, Chicken Tenders moved to Tuesday. If on a Wednesday, no pizza reschedule/no refund/no vouchers. No refunds for drink orders on any weekday. If snow day on a Thursday, subs will be delivered on Friday. Re: Wed, there were many issues with voucher provision last year/logistics/families use of the voucher. Motion forwarded by Leslie C, seconded by Kirsty P. Motion Passed.
- Add topic of Funding for School Nutrition Program: Jenn G put forward a request to discuss council supporting this program with council funds at next meeting.

10. Next Meeting – November 10th @ 6:30pm (Sheri)

- Thanks to all for attending. We will see everyone at next meeting.

11. Close of Meeting (Sheri)

- Motion to adjourn: Candace Sceviour-Hay and Leslie Claxton

Minutes submitted by Jennifer Graham (council secretary)