

Denne School Council – Monday, November 6th 2023

Attending – Adrian Ficele, Josh Diamond, Jennifer Jukema, Nitin Vaswani, Jill Cleary, Sarah Raso, Michelle McAllister, Jessica Smythe

Staff – Kim Maybury, Shelby Kerr, Jessie Salter

Agenda Item	Facilitator	Time
Introductions	Kim	5 min
Review and Approval of Minutes	Jill	5 min
Role of School Council / Norms of Engagement	Kim	15 min
Elections of Executive	Kim	10 min
Principal/Teacher/Treasurer Reports	Kim/Shelby/Jessie/Jill	15 min
Outreach	Council Committee	20 min

Minutes:

Introductions

Review and Approval of Minutes:

- No minutes from our June meeting as we had no secretary

Role of School Council:

- The Council provides advice on the following areas:
 - o **Advisory** - School improvement planning, school-based services and community partnerships, budget priorities, principal profile, local school calendar, use of school facilities, etc.
 - o **Outreach** - Developing a sense of community, communication strategies, workshops/seminars, planning/fundraising for extra-curriculars, etc.
- Councils are comprised of parents, the principal, one teacher, one admin/support staff (if available) , one community rep (if available) and a student (where appropriate).
- Elementary – up to 9 parent voting members
- Members are elected annually within the first 45 days of the new school year
- Roles and Responsibilities of council members
 - o Maintain a school-wide perspective on issues
 - o Regularly attend school council meetings
 - o Participate in information and training programs (if available)
 - o Act as a link between the school council and the community
 - o Encourage the engagement of all parents
 - o Participate on sub-committees and assist with tasks of the school council
- Executive Roles:
 - o Chair/Co-Chair: Calls & chairs meetings; sets agendas works collaboratively with members to assign duties
 - o •Vice-Chair: Supports and assists the Chair
 - o •Treasurer: Manages finances, reports monthly on accounts
 - o •Secretary: Prepares agendas and minutes
 - o •Members: Participate and encourage participation
- Meeting Requirements:
 - o Meet at **least 4x** per year
 - o **Quorum** – a majority of council present; parent majority of members present (51%)

- Meetings are public and written notice provided
- Meetings follow rules established by council
- Minutes of meeting recorded

Norms of Engagement:

- Kim reviewed Denne's School Norms and how they apply to council:
 - Attending to the person speaking
 - Limiting side conversations/technology
 - RIBS – Raise Issues Brings Solutions
 - School Wide Perspective – “My son...”
 - Open Mind – “That’s the way we’ve always...”
 - Avoid 2 Meetings – Library and Parking Lot
 - Adhere to the Agenda
 - Understanding the Role - scope and how to differentiate parent/teacher, parent/administrator, parent/Superintendent conversations

Call for Members:

- Chair/Co-Chair: Jill Cleary and Adrian Ficele
- Treasurer: Josh Diamond
- Secretary: Jessica Smythe
- Voting Members: Jennifer Jukema, Nitin Vaswami, Sarah Raso, Michelle McAlister, Jessie Salter (teacher)

Action Item: we need to update our school council constitution (to be added to agenda for potentially next meeting)

Topics – Focus of fundraising – mental and physical well being

Teacher's Report:

- Cross Country is well underway
- Volleyball – Int. Boys and Girls
- Unity Community – 1st Meeting
- Recess Drop In – Two Weeks
- Snack Shack – Wednesday

Principal's Report:

- PLC Meetings – During the Instructional Day
- 60 minutes/Grade Team
- New Language Curriculum – Strands A, B, C and D
- New resources – scope and sequence of language development (Jr./Int.) staff
- New reporting considerations – Progress Reports due to the office on October 30, 2023.
- Possible curriculum night to introduce new PLC?

Fundraising:

- Big Box of Cards – how to communicate the fundraiser?
- How to explain that families much collect \$ from those that have purchased (Family and friends) but only the school family pays through SCOL.
- You can only make one final purchase – if you add more orders the item will no longer be available on SCOL. You are ordering on behalf of your extended family.
- An example box being available at in-person events
- Have pick up available during parent/teacher conferences
- What is the turnaround when boxes can be delivered?

- Sarah and Michelle to organize the flyer handouts.

Community Outreach:

- Welcome to Denne Breakfast
- New to Denne families breakfast on Wed Oct 11 at 8am in the school library.
- A great opportunity to recruit new members to school council.
- **To Do:**
 - o Flyer – Jill C
 - o Food organize and purchase - Jennifer J and Sarah R. Food could be purchased on the 10th and stored in the kitchenette. Plates, napkins, etc.
 - o Set up/clean up – staff
 - o Represent – Jill, Sarah, Josh, Nitin, Jennifer

Future School Council Dates:

- Monday, Nov 6
- Monday, Dec 4th
- Monday, Jan 8th
- Monday, Feb 5th
- Monday, March 4th
- Monday, April 8th
- Monday, May 6th
- Monday, June 3rd

Approved Upcoming Expenditures:

- Money for Denne breakfast