



# Oscar Peterson P.S. School Council Meeting Minutes - Approved

Monday, June 13, 2022, 7:00pm, Hybrid

Kate LoPresti, Co-chair | Amma Wakefield, Treasurer | Kelly Mohsenzadeh, Secretary | Pauline Tam & Maria Kirtin, Events | Melanie Wright, PR

Staff: Naz Freeman, Principal | Jennifer Briggs, Vice Principal | Staff Rep: Julie Duncan & Linda Lebel

Item	Owner
<b>Welcome</b>	<b>Kate</b>
<b>Land Acknowledgment and learning piece</b>	<b>Naz/Jennifer</b>
Jenn read acknowledgement. Naz shared a link to stories. The Giving Tree: A retelling of a Traditional Metis Story. Our teachers will be sharing, w/in 20 days of learning. <a href="https://www.youtube.com/watch?v=r45Whex-0Bg">https://www.youtube.com/watch?v=r45Whex-0Bg</a>	
<b>Approval of last meeting's minutes</b>	<b>Kelly</b>
Tina, Pauline	
<b>Administrator's Update &amp; School News</b>	<b>Naz</b>
<ul style="list-style-type: none"><li>• X-Movement Update– tentative dates and updated packages - &gt; booked for 2020, had to cancel. Great organization. Kids usually have a great time. New package has online opportunity too. Hoping to do it in the evening outside during Curriculum night. Platform is like Netflix.</li><li>• End of Year Communication – Email to go to community, first day of school protocol. Friday before long weekend, hope to alleviate stress.</li><li>• Class Placements/Organization – worked with teachers to do placements for last year. Still up in air, JK/SK numbers are low. Asynchronous JK/SK presentation later this month, Naz will send. May be a re-org by end of summer, and in fall.</li><li>• Walk to School/Active Travel to School – Active school coordinator from board, got scooters for next year, prizes, form for all staff to fill out, Students who travelled by bus are included for walking to bus stop &amp; walk home.</li><li>• Bike Safety tune-ups last Friday. Will try to arrange next year.</li></ul>	
<b>Fundraising/Events Update:</b>	<b>School Council Exec</b>
<ul style="list-style-type: none"><li>• Year End Review Slideshow – Kate<ul style="list-style-type: none"><li>○ Summary of initiatives this year. 😊</li><li>○ Thanks to our Admin partners.</li><li>○ Thanks to Natasha again for managing the Pizza Program again.</li><li>○ Thanks to Tina &amp; Julie for community Member Role on Council</li></ul></li><li>• Naz – THANK YOU TO KATE! Above and beyond! We can't do anything w/out all of you.</li></ul>	



- PRO Grant Presentation Recap – Kelly
- Teacher Appreciation Tea on Friday, June 24<sup>th</sup> at recess. Need donations of baked goods as well as monetary for coffee.
- Little Caesars Pizza Kit Fundraiser Recap – Kelly \$360.00, fundraiser went very well.
- Pizza Lunch Recap – Natasha – another successful year. Over 11 weeks, new vendor Pizza Pizza. Wins this year - Able to deliver individually boxed lunches, increase in slices sold as program progressed. Pizza Pizza organized orders for us. Received a free pizza for each order, provided to staff. Loss – not as profitable in previous years, largely due to increased cost per slice. Not as many parent volunteers – hope we get more next year, as it’s very easy. Costs will go up slightly next year. Big thanks to families who supported the program this year. Huge effort and big thank you to Natasha! Looking for program coordinator and organizer still needed for next year. From Julie – it was a fantastically easy process this year.
- School Council Survey Results – Pauline & Kate
- Fall – Curriculum Night event – BBQ – Subcommittee creation – Kate – event with X-Movement. Elli, Cecilia & Kelly to help with BBQ First week of October.
- Fall – S.C. Executive Election subcommittee – 2 volunteers needed – Kate – included this evening is a summary of positions, forms will be part of the school package, not a huge commitment to help form the subcommittee. Amanda D will help.
- Fall Lice check



**Financial Report:**

**Amma**

Review of Budget

OPPS 2021-22 School Council Funds					
As of June 15, 2022					
<i>Opening Balance (September 9, 2021)</i>					<b>\$12,696.02</b>
<i>Allocated for 2021-2022 Year</i>	<i>Manager</i>	<i>Voted</i>	<i>Budgeted</i>	<i>Spent</i>	<i>Balance</i>
Plants at entry	R. Holohan	June 2020	\$80.00	\$36.14	\$43.86
Compassionate Care	R. Holohan	March 2021	\$150.00		\$150.00
Outdoor Classroom	S. Dart	Annual	\$2,000.00		\$2,000.00
Grade 8 Grad for 2021/22	N. Freeman	Annual	\$1,000.00		\$1,000.00
Pizza		Annual	\$50.00		\$50.00
Pizza Bins	N. Ince-Mercer		\$454.69	\$454.69	\$0.00
YRDSB SGF Option Tech Order	N. Freeman	Oct 25 2021	\$12,084.00	\$12,084.00	\$0.00
Scientist in Schools	N. Freeman	Jun 15 2022	\$3,450.00		\$3,450.00
Library Proposal - Two New iPads		Jun 15 2022	\$1,038.00		\$1,038.00
School Fitness Club		Jun 15 2022	\$1,112.00		\$1,112.00
Lice Checks		Jun 15 2022	\$800.00		\$800.00
Summer Institute		Jun 15 2022	\$2,250.00		\$2,250.00
<b>TOTAL</b>			<b>\$24,468.69</b>	<b>\$12,574.83</b>	<b>\$11,893.86</b>
Balance of Allocated					<b>\$11,893.86</b>
Allocated with 5% buffer					<b>\$12,488.55</b>
<b>Total Non-allocated funds</b>					<b>\$13,126.10</b>
<b>BALANCE</b>					<b>\$1,232.24</b>
<b>BALANCE (after 5% buffer)</b>					<b>\$637.55</b>

- \$13,126.10 minus allocated. \$9720 funds to allocate.

Q: How much did pizza make? Unknown at time.

Q: Grad money has been allocated.

Naz – Requested teachers to provide a list of requests.

Leadership meetings for representation for all grade levels. These include:

1. Scientist in Schools – great learning piece, hand’s on in school. K-8
2. Outdoor Classroom K-8
3. Library Proposal
4. Fitness Equipment – Brent Wakefield – volunteer to train/teach
5. \*New\* Some Ukrainian students have joined our school. Working with ESL consultant, someone is coming to help with Tech. Two families & another family expressed need. All hoping to have children in Summer Institute. \$750 per student. Bursary has been applied for. \$2250.

Question from chat [8:31 p.m.]

1. Saw the email re: donations of recess equipment, balls etc., would that be a possible funding goal?
  - a. Operational budget will be looking at this. “Cages” are ordered to secure equipment.



**Voting items:**

**QCHM** (questions, comments, happy moments)

Naz – Happy to see people in person! Thank you for coming.

Julie – Primary Play Day on June 24<sup>th</sup>. There will be 9 rotations. Grade 7's will help out. Help walk classes around. Not around recess.

GSA Meeting – raising pride flag, 8 students. Went well.

**Motion to adjourn the meeting**

Julie, Pauline

**Future Meeting Dates: September 2022**



## **School Council Elections**

### **Article 6.2.3**

The School Council shall strike an election committee (max of 2) in June to help plan the election process, the gathering of nominations, and the running of the election. The election shall be held at the first School Council meeting in September. The date shall be set for the election at the final meeting in June. No one standing for election, or the spouse of anyone standing for election, shall be a member of the election committee.

### **Article 6.2.4**

4. The principal together with the election committee shall:

- provide nomination forms in school welcome package
- ensure that the school community is notified of election procedure and election date(s), location and time, at least 1 week in advance of the election
- request a profile from all candidates and make these available to the electorate
- conduct the election by ballot
- count the ballots
- keep all results and related information confidential
- only release the names of successful candidates. A list of candidates and the vote results will be kept in the office for use in the event of vacancy on the Council
- The results shall be shared with Council before the end for the first School Council meeting and with the school community in the first home communication from the school.

### **Appendix – Executive Role Descriptions:**

#### **Chairperson (or Co-Chairs)**

The Chairperson(s) or designate shall:

- a) Set the dates for Council meetings in agreement with the Principal
- b) Chair Council meetings
- c) Prepare an agenda for meetings in consultation with other Council members and the Principal
- d) Ensure that the minutes of the meetings are recorded and maintained
- e) Co-ordinate the activities of the Council and committees of the Council
- f) Communicate with the Principal
- g) Sign any contracts, minutes of meetings, School Council Constitution and other documents which the council has authorized.
- h) Liaise with the Trustee and Board as required
- i) Represent School Council at school events as requested by the Principal, e.g. Curriculum Night, Graduation Ceremony
- j) In agreement with the Principal set the date for the annual General meeting
- k) Co-ordinate the preparation of the annual report with the Council Members and principal
- l) Send the Annual Report to the York Region District School Board



- m) Instruct voting members to consider whether or not funding requests support fundraising goals and student achievement.

### **Vice Chairperson (or Co-Chair)**

The Vice-Chairperson or Designate shall:

- a) Record and post the minutes in the Secretary's absence
- b) Catalogue all correspondence (incoming and outgoing) and distribute
- c) Provide support for the Chairperson as required
- d) Act as Chairperson in the absence of the Chairperson

### **Past Chairperson:**

The Past Chairperson shall:

- a) Act as a resource to the Council on past activities of the Council
- b) Advise the Chairperson on proper procedure for the Council and meetings
- c) Encourage the Chairperson and Council Members in their role to act in the best interest of the students, the School and the Council

### **Secretary:**

The Secretary or Designate shall:

- a) Record attendance and the minutes of the meetings of Council
- b) Share the minutes with the Principal within 14 days of the meeting
- c) Distribute the minutes of the previous meeting to all Council members
- d) Ensure that all records are kept in a safe place
- e) Keep a directory of all Council members
- f) Monitor and manage all email communication to School Council email address

### **Treasurer:**

The Treasurer shall:

- a) Maintain the finances of the Council
- b) Prepare a Treasurer's report and distribute copies to attendees at Council meetings in accordance with the requirements of the Board and in a format as agreed with Council
- c) Aid in keeping full and accurate accounts, receipts, disbursements and books belonging to the Council
- d) Communicate the allocation of funds the Council as authorized by the Council to requestors
- e) Submits records for the annual audit
- f) Submits a report for inclusion in the annual report in a format agreed by Council

### **Sub-Committee Chairs:**

One member of each sub-committee shall assume the responsibility of Sub-Committee Chair. The Sub-Committee Chair or designate shall preside at all Sub-Committee meetings and shall report regularly to the



Council summarizing the activities of the Sub-committee in writing or by attending a School Council meeting.  
The Sub-Committee Chair shall:

- a) Provide orientation to new members of the sub-committee
- b) Carry out the specific tasks outline in the mandate (or purpose) for each sub-committee
- c) Deal with any matters laid before him/her by Council
- d) Set the time, date and agenda for sub-committee meetings
- e) Provide a summary of the activities of the Sub-committee to the Council meetings in writing.

**Event Planning Coordinator:**

The Event Planning Coordinator shall:

- a) Organize and oversee all fundraising Council events unless otherwise delegated
- b) Collaborate with School Administration re timing of events
- c) Keep Council informed of issues and developments, and take all ideas for both fundraising and expenditures forth to Council for final decision

**School Lunch Fundraising Coordinator:**

The School Lunch Fundraising Coordinator shall:

- a) organize fundraising lunch programs such as pizza and sub delivery with the dual goals of providing parents with easy lunch opportunities and raising funds to support the school's education needs
- b) Participate as part of the Executive if desired
- c) Liase with Council to provide updates on funds raised by school lunch programs and address any issues that may arrise.

**Public Relations Coordinator:**

The Public Relations Coordinator or designate shall:

- a) Ensure that there is communication with the community
- b) Inform the community at large of events related to the school as request by the Council and approved by the Principal
- c) Foster two way communication between the School Council and student's families in as many ways as possible to share information
- d) Maintain, monitor and mediate any School Council Social Media platforms in a positive manner