

SPS COUNCIL MEETING DECEMBER 13, 2022

Executive (present)					
Chair	Martyn Reid	Vice Chair	Jennifer Paul	Treasurer	Rebecca Land
Fundraising	Melanie Reid	OSASC	Sean Maraj	Food Program	Robyn Macdonald
Comms Coord	Kirsty Edwards	Staff Rep	Virginia O'Halloran	Secretary	Sarah Arbour
Acting Principal (non voting)	Catherine Deschambault	Fundraising	Kendra Marshall		
Members at Large (present)					
Kayleigh Read	Christina Bugatsch	Jesse Head	Eman Al Disi (Online)	Tamara Billey	Kristen Harcoff
Holly Statham (online)					
Attendees					
Kim Medaglia	Natalie Tessier	Andrea L (online)			
Unable to attend					
Victoria Main (Member at Large)	Anjana Govindarajan (Member at Large)	Tammy Bell Olstead (Member at large)	Alison Danson (Volunteering)	Casey Cunningham (OCASC)	Donna Edwards (Member at large)
Andrea Palmer (Member at Large)	Colleen Conlin (Member at large)				

Agenda Item	Topic	Speaker	Notes	Decisions
1	Welcome and land acknowledgement	Martyn (Chair)	Agenda provided Attendee list distributed November meeting Minutes approved (Jennifer Paul) Seconded (Rebecca Land)	N/A
2	Chair Report - link	Martyn (Chair)	Discuss the by-laws, their impact and changes proposed. GMS - 4th Tuesday - Sacred Heart - 1st Wednesday - South Carleton - 1st Tuesday Vote Required 1- Keep meeting 2nd Tuesday of every month 2- Do we agree to revised by-laws	1- Motion passed by majority 2- Motion passed by majority
	2.2 News from the Board (Informational)	Martyn (Chair)	School Council Professional Development Day - Feb. 8, 2023 6-8pm Last day of school is December 23 and first day back is Jan 9 New School Council Training videos - links in Chair Report attached School Council Insurance	N/A
3	Principal's Report	Catherine (Acting Principal)	Full report below Questions for Catherine: <ul style="list-style-type: none"> ● Kindergarten Info Night on Feb 2 	N/A

			<ul style="list-style-type: none"> ● Staff - Mrs. Kerwin and Mrs. Graham are retiring at the end of December. Julia Dodds is replacing Mrs. Kerwin. ● School Climate - Staff will look into the information first ● EQAO - 3rd Grade results not strong - grade 6 were favorable ● Stittsville Budget attached in Principals Report 	
4	Staff Report - link	Virginia (Staff Rep)	<ul style="list-style-type: none"> ● Holiday Treasures (Dec 20) <ul style="list-style-type: none"> - They will use School Cash online - Leftovers - they will spin a wheel for classes to come back to shop for free - leaving 1 box of items for students to shop if absent day of sale - There is support for families who need help financially ● See attached Teacher Notes 	
5	Treasurer Report	Rebecca (treasurer)	<ul style="list-style-type: none"> ● No major changes to the overall projections with all fundraising materializing Council would have over \$18K. ● Revenue for Mabel's labels has been received for the first quarter. Parents are encouraged to use the tag Stittsville Public School, if they purchase through Mabels as it supports Council. ● As approved previously, the expenses for the Food Program and Spirit Wear were finalized. ● Movie night #1 fundraiser was removed. ● Treasurer reminded Teachers to please submit Teacher allocations with a deadline January 27th this year. ● Council began discussions on investment plan items for allocation, based on Principal overview of school needs. Decisions pending after further discussion with VP and Principal as to the needs of the school. 	

	51. Proposed Budget 2022-23	Rebecca (treasurer)	See attached proposed budget	
6	Fundraising Report	Melanie	<ul style="list-style-type: none"> • Movie night is booked for March 3 - 2 showings -Movie choices are - Lightyear, Minions, Aladdin, Raya, Angels in the outfield, Babe -will go to vote in Google Forms -more info to come • Cake walk booked for May 12 - More info to come 	
7	Volunteers Report	Alison	N/A	
8	Communications Report	Kirsty	<ul style="list-style-type: none"> • Nothing to report 	
9	Food Report	Robyn	<ul style="list-style-type: none"> • Second Cycle to start in March • Orders go in February • Communications to start in January 	
10	Safe, inclusive, and caring Schools Report		Nothing to report – committee to meet soon	

11	OCASC Report	Casey/Sean	Next meeting is Jan 10		
12	Parent focused cultural, diversity and parenting support	Martyn (chair)	Nothing to report		
13	Future agenda items and confirm date of next meeting	Martyn (chair)	Next meeting Jan 17	Motion passed by all, no objections	
14	Motion to close the meeting	Martyn (chair)	Thank you for your time.	Motion passed by all, no objections	

**STITTSVILLE PUBLIC SCHOOL COUNCIL
CHAIR'S REPORT - MEETING 13 DEC 22**

Revised By-Laws.

Hopefully you have all had time to review.

- First voting decision - Second Tuesday of the month or a rotation Tue/Wed/Thu.
- Second vote - do we agree to the revised by-laws?

News from the Board.

School council professional development day - 8 Feb 6 to 8pm

The notice we received needs to be clarified either Tue 7 or Wed 8th. Either way there is a PD session for school councils, more details to follow

Last day of school is 23 Dec, first day back is 9 Jan.

New! School Council Training Videos

We are pleased to launch a collection of short videos providing training on key School Council operations and best practices.

Watch the videos at the links below and share them with your council:

- [School Council Finance](#)
- [Insurance and Risk Management](#)
- [Social Media for School Councils](#)
- [School Council Websites](#)
- [Education Foundation of Ottawa](#)

These videos and other resources can be accessed through our [Resource Library](#).

PRO Grant. The PIC will be pushing out PRO grant money soon, unlike other years it will be in proportion to student numbers. PIC is finalising the amounts available and how it will be spent. We may be able to tap in to either funding or events centrally managed.

The school council newsletter (sign up here -

OCDSB School council resources

- https://www.ocdsb.ca/our_schools/school_council

And

- https://www.ocdsb.ca/our_schools/school_council/supporting_school_councils

You can sign up to OCDSB notices here [OCDSB Newsletters](#)

There are a number of options covering updates from all parts of the District.

School council insurance

The OCDSB provides school council liability insurance. This coverage provides protection for the school council executive members and all volunteers acting on behalf of the school council that may face lawsuits arising out of their activities for the school council. The coverage is for various types of liabilities arising out of injuries to third parties or damage to leased or borrowed premises.

This year's school council insurance coverage has been paid for by the District and will be provided through the Ontario School Boards' Insurance Exchange (OSBIE) and Arthur J. Gallagher Canada Limited Brokers.

Insurance Coverage Highlights:

- Annual policy, effective November 1st of each year;
- \$2 million liability coverage;
- Coverage includes: negligent acts causing bodily injury and property damage, personal injury and advertising liability, tenants legal liability, non-owned automobile liability, errors and omissions, directors and officers wrongful acts.

Non sanctioned events require additional insurance and the OCDSB has purchased this for School Councils for events that are usually held at the school and attended by both parents and students, such as movie nights, book fairs, and bake sales. School council members would need to ensure that District policies and procedures are followed by consulting with the principal and the principal approval of the event.

The school council liability policy provides coverage for the school council executive members and all volunteers acting on behalf of the school council that may face lawsuits arising out of their activities for the school council. The coverage is for various types of liabilities arising out of negligent acts. This is liability insurance, it is not an accident policy.

Movie night would be considered an expected activity done by the School Council.

Funfair - we will need to have a discussion over funfair. The advice I have gotten is we would need additional insurance, along with vendors holding their own liability insurance that covers us.

PRINCIPAL'S REPORT

<u>Budget Line</u>	<u>2022/23</u>		<u>2021/22 Budget/Spent</u> Please note: these were the larger expenditures. Not all expenditures are reflected here
Instructional Budget	\$51,019.00		\$77,669.00/\$72,288
Supplies			\$23,557
Print and Copy			\$13,131
Staff replacement not covered centrally-Office/EA/Teachers			\$3,409(office), \$12,981(EA), \$9,576(teacher)=\$25,966
Furniture,computer,software			\$6,872
Other			\$704
			\$5,381Carry Forward
Other Grants	Allocation		2021/22 Budget/Spent
Outdoor Education	\$2,638		\$1,974/\$1,465
Student Supplies	\$9,555		\$8,516/\$8498
Art Supplies	\$2,590		\$2,457/\$2,413

Stittsville Public School Council
Proposed 2022-23 - Presented December 13, 2022

		Revenue (A)	Expense (B)	Net Results	Planned Dates
NET REVENUES					
Food Program	Cycle #1 (including Popcorn)	20,617.00	(\$14,029.62)	6,587.38	November-January Final
	Food Program Expenses		(\$52.87)	(\$52.87)	
Fundraising:					
	Mabel's Labels	205.15		205.15	Ongoing
	Halloween Dance - October	1,487.55	(\$400.00)	1,087.55	October 28th
	Spirit Wear (October)	5,542.50	(\$4,667.51)	874.99	
	Movie Night #1			0.00	
	Pink T-Shirts (February) - Donation?	600.00	(\$400.00)	200.00	Feb 22nd - Sales in Jan?
	Movie Night #2	500.00	(\$200.00)	300.00	March 3rd
	Cake Walk	2,000.00	(\$200.00)	1,800.00	May 12th
	Fitness Bingo (purchase of gym equipment)	2,500.00	(\$500.00)	2,000.00	TBD
	Food Nights			0.00	TBD
	Jojo's Pizza	100.00		100.00	
	McDonalds	100.00		100.00	
Total net fundraising revenue		13,035.20	(\$6,367.51)	6,667.69	
Other:					
	OCDSB Start-up	500.00	-	500.00	
Total net revenue		34,152.20	(\$20,450.00)	13,702.20	
EXPENSES					
Core Allocations*					
	Classroom Allocations	@ \$100 per FTE	(\$5,000.00)	(\$5,000.00)	
	Grade 6 Leaving Activities		(\$1,000.00)	(\$1,000.00)	
	Track and Field (Ribbons, Chalk)		(\$650.00)	(\$650.00)	
	K-2 Field Day		(\$500.00)	(\$500.00)	
	Volunteer Appreciation - Bus Buddies Pizza		(\$100.00)	(\$100.00)	
Total Core Allocations		0.00	(\$7,250.00)	(\$7,250.00)	
Other Allocations (to Consider)					
	Gift - Charitable Donation - Pink Shirt?			0.00	
Total Other Allocations		0.00	0.00	0.00	
	Banking Fees	-	(\$250.00)	(\$250.00)	
	Printing Costs / OCAS		(\$135.00)	(\$135.00)	
	Quick Books Online (for July 2023)	-	(\$158.20)	(\$158.20)	
Total Council Operating Expenses		0.00	(\$543.20)	(\$543.20)	
Total		34,152.20	(\$28,243.20)	5,909.00	
Capital Reserve Planning		0.00	0.00	0.00	
Profit/(Loss):		34,152.20	(\$28,243.20)	5,909.00	
Remaining Balance					
	Surplus carried over from previous year			13,190.87	
	2022-23 Loss			5,909.00	
	Projected year-end position			19,099.87	



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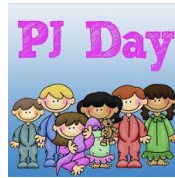
November School Council Teacher Notes

Meeting Date: December 13, 2022

School Activities

- Jen S., Erin A, Sara A, and Jackie O, will be running Student Council for grades 5 and 6! 2 student council reps from each grade 5 and 6 class were selected and those students meet once a week. They will help out with school wide projects such as Holiday Treasure, making posters for different dates of significance, the SPS food drive and anything else the school may need!
- Around Remembrance Day, through SchoolCashOnline, our school raised \$406.00 for the Royal Canadian Legion in support of veterans.
- The Knitting and Crochet Club is meeting once a week in the Gym. We have a steady group of 50+ students coming each week to learn, and help others learn, how to knit or crochet. We are extremely grateful to our parent volunteers that come and help each week! Thank you so much. We could not do it without your help! Mr. Currah, Mme Kupo, Mme McMullen and Mme Reed

Monday, December 19th	<p style="text-align: center;">Superhero Day</p>  <p style="text-align: center;">It can be an animated character or a real life person such as a doctor, nurse, scientist, parent, etc.</p>
Tuesday, December 20th	<p style="text-align: center;">Holiday Sweater, socks and accessory Day</p>  <p style="text-align: center;">Today will also be the Holiday Treasures Fundraiser.</p>
Wednesday, December 21st	<p style="text-align: center;">PJ Day</p>



**Thursday, December
22nd**

Winter Theme Day
(Wear your favourite or coziest scarf, tuque, winter accessories, etc.)



- Funky Fridays are back by popular demand! 🕶️ Every Friday morning (or during a Friday schedule), 2-3 songs will be played both inside the school as well as outside while staff/students start their day. Everyone is encouraged to dance, sing and have fun. 🎃
- Borden Ball results - Congratulations to the Boys and Girls Borden Ball teams who played well in their tournaments (3 days).
- SPS food drive for the Stittsville Food bank this week. (approx 850 as of today)
- 3 on 3 basketball has begun for grade 4, 5, and 6 organized by Mr. Cole. Takes place at first recess.
- Mrs. Cullen -Can you please pass along my gratitude for the building club donations? Please let them know I am also looking for simple robot and coding kits, Lego bases and keys. You can also let them know I plan to open the club to Grades 1-3 in the New Year.
- Student teachers
- Elizabeth Graham and Rita Kerwin are retiring. Kelley Nezan is joining Autism Ontario in January. SPS has been fortunate to have these educators at our school -they will be missed.

Poem from Mrs. Kerwin

I wish to say good-bye!
My years, they did fly.
I thank you for my time.
Of bearing with my rhymes.

From kinder to Grade One,
From Music to Grade Three.
From classroom to a cart.
SPS, has been, 9 years for Me!

Your children, I have loved.
Your families I have cherished.

My colleagues I do know.
Will care for my students, as they grow!

I say so long for now.
A many tear I have shed.
Your community is a joy.
And forever memories in my head!

Fondly with music, memories and happiness in my heart,
Mrs. Kerwin and Zelda!

Class activities & Field Trips

- EF6B and EF6A participated in a lego robotics workshop in early December.
- Many of our classes are participating in Hour of Code activities this month. Hour of Code is a worldwide effort to celebrate and increase participation in computer science. There are a lot of fun and engaging coding activities online for kids of all Ages.
- Craig Cardiff (musician) visited 7 participating classes, twice, to work on developing and creating a totally amazing unique and uplifting one of a kind super song per class!
- All grade 3 classes will be going to the Bill Mason Centre in January.

Holiday Treasures -Tuesday, December 20th

Money collected will be donated to the Stittsville Food Bank