

Stittsville Public School Council Meeting 9 May 2023

Agenda



Agenda Item	Topic	Notes
1	Welcome and land acknowledgement (Chair)	Ottawa is built on un-ceded Anishinabe Algonquin territory. The peoples of the Anishinabe Algonquin Nation have lived on this territory for millennia. Their culture and presence have nurtured and continue to nurture this land. We honour the peoples and land of the Anishinabe Algonquin Nation.
	1.1 Approval of previous mins (Chair)	Circulated pre-meeting
2	Chair Report 2.1 News from the board	Chair Report - Link
3	Principal's Report	
4	Staff Report	
5	Treasurer Report	Budget report - Link
6	Investments and Events Plans (Chair)	Standing agenda item to review plans
	6.1 Initial plan	Plan for discussion - link <ul style="list-style-type: none">• Update from planning meeting• Discuss plan and get endorsement for items• Final plan to June meeting for endorsement
	6.2 Cake Walk - Jennifer	Update if required
	6.3 Fitness Bingo - Mel	Update if required
7	Fundraising Report	
8	Food Report	
9	Volunteers Report	

10	Communications Report	
11	Safe, inclusive and caring Schools Report	
12	OCASC Report	
13	Any Other Business	
14	Future agenda / confirm date of next meeting	Next, and final, meeting is 13 Jun.
15	Motion to close the meeting	Thank you for your time.

Stittsville Public School Council

Chair's Report - Meeting 9 May 2023

News from the Board.

OCDSB Strategic Planning Open House - May 15th, 6 p.m.- 8 p.m. at the **Ottawa Technical Secondary School (485 Donald St)** for an in-person public meeting about the development of the 2023-2027 Strategic Plan. This will be an opportunity for you to provide feedback, as we work toward finalizing the Strategic Plan by the end of the school year.

Bill Mason Outdoor Education Centre Open Trails - Saturday, May 13 Bill Mason Outdoor Education Centre is having its annual Open Trails day from 9:00 a.m. to 3:00 p.m. This is the only day of the year when this 77-acre classroom is open to the public! [Learn more.](#)

Committee of the Whole - last meeting was 25 April. Meeting [link](#) - Video [link](#). COW is the Trustees and District staff meeting to decide on the running of the OCDSB.

Parent Involvement Committee (PIC)

PIC met on 12 April - [link](#). | Next meeting tomorrow - agenda at [link](#)

Board and Committee Meeting Calendar: Board and Committee agendas, minutes, livestreams and recordings of meetings are available for public viewing using the [meeting calendar](#).

Events: Check the [OCDSB Events Calendar](#) regularly to view upcoming events open to families and students.

Speaker Series: The OCDSB Speaker Series offers free information sessions to the parent community. For upcoming Speaker Series events, visit ocdsb.ca/speakerseries.

OCDSB School council resources

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

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

Martyn Reid
Chair of SPS Council

Budget Report

Stittsville Public School Council
Proposed 2022-23 - Presented May 8, 2023

		Revenue (A)	Expense (B)	Net Results	Planned Dates
NET REVENUES					
FOOD PROGRAM	Cycle #1 (including Popcorn)	20,395.94	(\$13,460.85)	6,935.09	November-January Final
	Cycle #2 (including Popcorn)				Estimated at \$6K
	Food Program Expenses		(\$52.87)	(\$52.87)	
Total Confirmed Food Program		20,395.94	(\$13,513.72)	6,882.22	
FUNDRAISING					
	<i>Confirmed Fundraising</i>				
	Mabel's Labels	284.59		284.59	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 #2	556.49	(\$177.41)	379.08	March 3rd
	Food Nights			0.00	TBD
	Maveric's Donuts	98.54		98.54	
Other	Jo.Jos	280.00		280.00	
	OCDSB Start-up	500.00	0.00	500.00	confirmed
Total Confirmed Fundraising		8,749.67	(\$5,244.92)	3,504.75	
Anticipated Fundraising					
	Pink T-Shirts (February) – Donation?				Council Vote January 17th
	Cake Walk	3,935.00	(\$318.05)	3,616.95	May 12th
	Fitness Bingo (purchase of qvm equipment)	2,500.00	(\$500.00)	2,000.00	TBD
	Food Nights				
	McDonalds	100.00		100.00	
Total Anticipated Fundraising		6,535.00	(\$818.05)	5,716.95	
Total Anticipated net fundraising revenue		15,284.67	(\$6,062.97)	9,221.70	
Total Confirmed net revenue		29,145.61	(\$18,758.64)	10,386.97	
Total Anticipated net revenue		35,680.61	(\$19,576.69)	16,103.92	

EXPENSES

Core Allocations*

Classroom Allocations	@ \$100 per FTE		(\$3,344)	(\$3,344)	Initial allocation \$5K, total reimbursed \$3,343.77 - 34 FTEs
Grade 6 Leaving Activities			(\$1,000)	(\$1,000)	Council Vote to increase January 17th
Track and Field (Ribbons, Chalk)			(\$650)	(\$650)	
K-2 Field Day			(\$500)	(\$500)	
Volunteer Appreciation - Bus Buddies Pizza			(\$100)	(\$100)	
Total Core Allocations		0.00	(\$5,593.77)	(\$5,593.77)	
Other Allocations (to Consider)					

**Approved January 17th Allocations from
Investment Plan
(Separate Discussion+Teacher input)**

Incubators for Kinders x 2			(\$902)	(\$902)	Council Vote January 17th - PAID
Cultural Presentation - Masc Gumboot Dancing			(\$6,755)	(\$6,755)	Council Vote January 17th - PAID
Rocks and Rings Presentation			(\$1,049)	(\$1,049)	PAID May 5
Increase to Grade 6 Leaving			(\$1,000)	(\$1,000)	Council Vote January 17th
Total Other Allocations		0.00	(\$9,705.84)	(\$9,705.84)	

Administration Cost	Banking Fees	-	(\$250.00)	(\$250.00)	
	Printing Costs / OCAS		(\$135.00)	(\$135.00)	
	Quick Books Online (for July 2023)	-	(\$240.00)	(\$240.00)	Vote Required - Increase from \$158 to \$240
Total Council Operating Expenses		0.00	(\$625.00)	(\$625.00)	
Total Expenses		0.00	(\$15,924.61)	(\$15,924.61)	

Total Net (Confirmed)		29,145.61	(\$34,683.25)	(\$5,537.64)
Total Net (Anticipated)		35,680.61	(\$35,501.30)	179.31
Capital Reserve Planning		0.00	0.00	0.00
Remaining Balance			Confirmed*	Anticipated
	Surplus carried over from previous year		13,190.87	13,190.87
	2022-23 Loss		(\$5,537.64)	179.31
	Projected year-end position		7,653.23	13,370.18

*Confirmed amount assumes all Core allocations will be utilized. Amounts do not include 2nd Cycle of Food Program.

Stittsville Public School Council Event Plan 2023-24

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Serial	Event	Date	Lead	Notes/Links/Info
002	School Council AGM	26/09/23	Principal until new Chair voted in	<ul style="list-style-type: none"> • Establish the council • Need 14 days notice from start of school • Principal calls meeting at start of new school year • Priority is Halloween Dance Coord
004	School Council Meeting - Oct	10/10/23	Chair	<ul style="list-style-type: none"> • Oct meeting • Halloween dance • Approve classroom allocations \$4000, with March break deadline
006	School Council Meeting - Nov	14/11/23	Chair	<ul style="list-style-type: none"> • Establish Investment and Planning Committee
008	School Council Meeting - Dec	12/12/23	Chair	<ul style="list-style-type: none"> • Investment requests from staff for 24-25 submitted
010	School Council Meeting - Jan	16/01/24	Chair	<ul style="list-style-type: none"> • Delayed one week due to later return to school 5 Jan.
012	School Council Meeting - Feb	13/02/24	Chair	<ul style="list-style-type: none"> • Investment plan for approval
014	School Council Meeting - Mar	19/03/24	Chair	<ul style="list-style-type: none"> • Delayed one week due to March Break • Report classroom allocation spend
016	School Council Meeting - Apr	09/04/24	Chair	<ul style="list-style-type: none"> • Draft Investment and Event plan for discussion
018	School Council Meeting - May	14/05/24	Chair	<ul style="list-style-type: none"> • Submission of 2024-25 Plan for endorsement
020	School Council Meeting - Jun	11/06/24	Chair	<ul style="list-style-type: none"> • Last meeting of school year
022	Investment and Planning - Jan	10/01/24	Chair	<ul style="list-style-type: none"> • First meeting to establish investment plan for 24-25
024	Investment and Planning - Feb	07/02/24	Chair	<ul style="list-style-type: none"> • Investment plan to council for approval
026	Investment and Planning - Mar	06/03/24	Chair	<ul style="list-style-type: none"> • Event plan drafting

028	Investment and Planning - Apr	03/04/24	Chair	<ul style="list-style-type: none"> Investment and Event plan prepare for council
030	Investment and planning - May	08/05/24	Chair	<ul style="list-style-type: none"> If required dependant on vote for plan at last council meeting
032	Halloween Dance	27/10/23	Dance rep	<ul style="list-style-type: none"> Aimed at JK - G3 Fundraiser vs at cost - vote required Recommendation - Cover costs of event only. Purpose of event to welcome new pupils and parents to a social event. Meets council requirement to provide support to school community
036	First food program	Oct	Food rep	<ul style="list-style-type: none"> Jun 2023 meeting to finalise vendors and program split
038	Second food program	Jan	Food rep	
040	Meet the teacher	Sep	Chair/Vice	<ul style="list-style-type: none"> Council support to staff Recommend Jo Jo pizza approached to provide food option. (needs confirming Jun 23 meeting and someone to manage over summer) Council recruitment drive
042	Mabels Labels	All year	Treasuer - receiving money from company	<ul style="list-style-type: none"> Fundraising event Advertising to parents during Aug via FB, Sep via email newsletters
044	School clothing / Spirit Wear	Oct	Fundraising - Spirit Wear Rep	<ul style="list-style-type: none"> Jun 23 meeting to confirm vendor and program Early advertising as changing the norm Need a specific Spirit wear Rep to oversea but most of the work will be done by vendor.
046	Movie Night	17/11/23	Movie Rep	
048	Movie Night	16/02/24	Movie Rep	
050	Pink Shirt	28/02/24	Spirit Wear Rep	<ul style="list-style-type: none"> Pink shirt/Anti Bullying day 28 Feb 24 Staff to advise on integration in to their

				<ul style="list-style-type: none"> activities Do we want to have students design motif and use that or go for generic pink shirt through spirit wear (if vendor can)
052	Food nights	tbc	Fundraising - Food night coord	<ul style="list-style-type: none"> Maveric's and JoJos seem easiest to run Recommend - Nov JoJo and Feb Maveric
056	Cake Raffle / Cake Walk	10/05/24	Cake walk rep	<ul style="list-style-type: none"> Book 9 May set up and 10 May for event
058	G6 leaving	Jun	G6 leaving committee	<ul style="list-style-type: none"> Council support and funding G6 Leaving committee to be established and request funding from council. Initial allocation - \$1500
060	Race to Read	Jan/Feb	Chair	<ul style="list-style-type: none"> Classroom based competition Each book read (Grade appropriate) is recorded on chart Classroom (per Grade) with most books gets "prize" Extra recess, pizza, PJ day etc Council can fund low cost prizes.
062	Fitness bingo	Fall?	Fundraising	<ul style="list-style-type: none"> Fundraising for sports/games equipment Internal prizes similar to race to read De-conflict with Cake Walk but able to do outside stuff.
064	School council training	04/10/23	Chair	<ul style="list-style-type: none"> Learning and Development for council members - mostly aimed at new members Potential for old Reps to handover to new Reps

SPS Council 2023-24 Investment Plan Allocation

Funding Category	Types of Activities	Historical Cost	Initial Allocation		Scenario 1 - Allocate by Percentage		Scenario 2 - Allocate by Fundraiser	
			Proposed initial percentage	Fixed Revenue Allocation	Fundraising Allocation %	Example (if Fundraising raised \$5,000)	Available Funding by Category	Example (Direct Fundraiser)
Student Health and Well Being			10%	1,225	20%	1,000	2,225	3,475
(i.e. enhancing student well being through promoting health and active living (i.e. sports, outdoor education etc.)	Track and Field K-2 Fun Day Tent for Track Pinnies Gym Equipment	650 500 400						2,250
Assumptions:	Community and Cultural Presentations		15%	1,838	20%	1,000	2,838	2,588
1. Annually Council has the following fixed Revenue:	i.e. annual thematic presentations to enhance community spirit and cultural learning within the curriculum (i.e. diversity, equality, culture)	7,000						500 250
Food Program 11,500	Masc - Gumbboot							
OCDSB grant 500	Diversity Education							
Mabel's Labels 250	Art Presentations							
12,250	Educational Presentations		25%	3,063	40%	2,000	5,063	4,563
2. Half of this funding is used in year and the remainder is used in the subsequent year.	Science in the School							1,500
3. Allocating the funding out to key categories earlier allows for Teachers to properly plan activities for students	i.e. annual educational type presentations linked directly to curriculum to enhance subject learning (i.e. math, french, science etc.)							
Questions	Bill Mason - Bus Bringing Authors or presentors in Tutoring							
1. What percentage does council want to prioritize each category annually?								
2. Should the percentages change in-year?								
3. Should all fundraising be allocated on the percentage basis or should fundraising activities align to certain categories?								
	School Enhancements		30%	3,675	20%	1,000	4,675	4,175
	i.e. Items needed within the school to enhance learning activities (encourage that the items can be used for multiple years and for multiple classes or students)	3,500						500
	Class room Allocations Incubators - K Classrooms Library Books Outdoor Class Playground							
	Council Administration	790	800	800	Fixed	800	800	800
	(i.e. Overhead costs required by council to support running council, and appreciation to school community)							
	Banking Fees 250 Printing Costs / OCAS 150 Quick Books Online (for July 2023) 240 Volunteer Thank you - Bus Buddies 100 Teacher Retirement 50							
	Grade 6 Leaving	1,500	1500	1,500	Fixed	1,500	1,500	1,500
	Unallocated Amount			150		150	150	150
	Total Allocation			12,250		5,000	17,250	17,250

