

SPS COUNCIL MEETING MAY 9, 2023

Executive (present)					
Chair	Martyn Reid	Vice Chair	Jennifer Paul	Treasurer	Rebecca Land
Fundraising	Melanie Reid	Volunteering	Alison Danson (Online)	Food Program	Robyn Macdonald
Fundraising	Kendra Marshall	Staff Rep	Virginia O'Halloran	Secretary	Sarah Arbour
Principal (non voting)	Trent Taniguchi	Vice-Principal (non voting)	Kelly Rogers	Comms	Kirsty Edwards
Members at Large (present)					
Kayleigh Read	Tamara Billey	Jesse Head	Kristen Harcoff	Donna Edwards	
Attendees					
Kim Medaglia	Christina Bugatsch	Colleen			
Unable to attend					
Eman Al Disi (Member at large)	Anjana Govindarajan (Member at Large)	Tammy Bell Olstead (Member at large)	Colleen (Member at large)		

Agenda Item	Topic	Speaker	Notes	Decisions
1	Welcome and land acknowledgement	Martyn (Chair)	Agenda provided April meeting Minutes approved (Rebecca) Seconded (Jennifer)	N/A

2	Chair Report - link	Martyn (Chair)	<ul style="list-style-type: none"> Drop Martyn an email if you are not returning next year or would like to join in a different capacity 	
	2.2 News from the Board (Informational)	Martyn (Chair)	<ul style="list-style-type: none"> OCDSB Strategic Planning open house - May 19 from 6-8pm Bill Mason Outdoor Education centre Open trails - Saturday May 13 Bill Mason Centre is having its annual open trails day from 9am-3pm. Committee of the Whole - last meeting was April 25 PIC met April 12, next meeting is tomorrow 	N/A
3	Principal's Report	Trent (Principal)	<ul style="list-style-type: none"> Cake walk is the exciting news around the school Media coverage of Police in the school - OCDSBhas to have a bigger conversation/decisions at the Board/trustee level. Superintendent can make case by case decision. EQAO - Grade 3 MAy 24, 25, 30 EQAO - Grade 6 June 6,7,8 	N/A
4	Staff Report	Virginia (Staff Rep)	<ul style="list-style-type: none"> See attached Staff report 	
5	Treasurer Report	Rebecca (treasurer)	<ul style="list-style-type: none"> Changes since April <ul style="list-style-type: none"> Confirmed food night revenue \$98.54, Jojo's Pizza \$280 Included an estimate for Cake walk revenue at \$7670 tickets at .50 each - almost \$4,000 in revenue but amount to be confirmed. Quickbooks fee increased for 2023 from \$158 annually to \$240 - Vote required to assume these increased costs. See attached Proposed 2022/2023 Budget for May 	Vote taken and passed unanimously

	51. Proposed Budget 2022-23	Rebecca (treasurer)	<ul style="list-style-type: none"> • See attached proposed budget • Confirmed revenue \$29,000 • Confirmed expenses \$35,680 	
6	Investments and Events Plans	Martyn	<ul style="list-style-type: none"> • See attached Draft Council Event Plan 	
7	Fundraising Report	Melanie	<ul style="list-style-type: none"> • Last food night is May 30 for McDonalds night. Melanie will reach out to sarah to let her know what is needed in terms of flyer. 	
8	Volunteers Report	Alison	<ul style="list-style-type: none"> • Nothing to report 	
9	Communications Report	Kirsty	<ul style="list-style-type: none"> • Nothing to report 	
10	Food Report	Robyn	<ul style="list-style-type: none"> • Thinking about next year and doing three cycles but open to options. She will put out a google form to ask for parents input. Also looking into other snack options. 	
11	Safe, inclusive, and caring Schools Report		<ul style="list-style-type: none"> • Nothing to report 	
12	OCASC Report	Casey/Sean	<ul style="list-style-type: none"> • Meeting will be May 18, 2023 	
13	Parent focused cultural, diversity and parenting support	Martyn (chair)	Nothing to report	

14	Misc			
15	Future agenda items and confirm date of next meeting	Martyn (chair)	Next meeting June 13	Motion passed by all, no objection
16	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 9 MAR 23

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

May 2023
School Council Teacher Notes - Virginia O'Halloran

School Activities

- Curling sessions from April were FABULOUS!! Every member of the class was able to participate and were so enthusiastic and engaged! THANK YOU to the parent council for funding this workshop.
- Choir is having a lunchtime concert for parents of Choir participants on Thursday May 25th during first lunch (10:40). Three songs will be performed from this year.
- Basketball tournament: Big SHOUT OUT to our Junior Girls Basketball Team. They showed real integrity and sportsmanship at the tournament yesterday. Thanks for representing SPS so well!! Boys tournament will be this Thursday
- The Track & Field day (grade 3-6) will take place Tuesday, May 16th. We have over 30 volunteers and approximately 6 alumni students coming to help run this day. A schedule for the day will be shared with families this Wednesday/Thursday. The last day for students to try out if they missed the day will be Friday, May 19th as I will need to start putting together the team. Once the team is finalized, there will be some paperwork to complete for those parents. We are hoping to practice at Sacred Heart for all Track events as we have done in the past to give the students the opportunity to be on a track.

Spirit Days (May and June)

- Wednesday, May 24th- "W.W.W." Wacky Wardrobe Wednesday (wear mismatched clothes/wacky clothes)
- Thursday, May 25th- "Flower Power Day" (April showers bring May flowers)
- Friday, May 26th- "Furry Friend Day" (Bring your favourite stuffed animal to school)
- Wednesday, June 14th- "Dress like a Rainbow" (we can give each grade a colour)
- Thursday, June 15th- "Staff Member Lookalike day"
- Thursday, June 29th- "Canada/SPS Colours Day"

Class activities & Field Trips

- Grade 4's in Mrs. Archambault's class made dioramas (pics attached). We are also having a Scientists in the School for Machines/Gears on May 9
- This month Mme Reed's grade 3 EFI class had a great time learning some introductory coding skills in the Virtual Ventures OzoBees workshop. The students

learned coding by way of exploring growth and changes in plants through pollination. It was a lot of fun, and all of the students were able to successfully program the route of the OzoBot around the tracks they created.

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)	20,366.94	(\$13,400.83)	6,935.09	November-January Final
	Cycle #2 (Including Popcorn)				Estimated at \$5K
	Food Program Expenses		(\$52.87)	(\$52.87)	
Total Confirmed Food Program		20,366.94	(\$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	(\$4,887.51)	654.99	
	Movie Night #2	556.49	(\$177.41)	379.08	March 3rd
	Food Nights			0.00	TBD
	Maverick's Donuts	98.54		98.54	
Other	Juice	280.00		280.00	
	OCOSB Start-up	500.00	0.00	500.00	confirmed
Total Confirmed Fundraising		8,749.67	(\$5,244.92)	3,504.75	
<i>Anticipated Fundraising</i>					
	Cake Walk (purchase of gym equipment)	3,325.00	(\$318.05)	3,006.95	Council Vote January 17th
	Food Nights	2,500.00	(\$500.00)	2,000.00	May 18th
	McDonalds	100.00		100.00	TBD
Total Anticipated Fundraising		6,535.00	(\$818.05)	5,716.95	
Total Anticipated net fundraising revenue		15,284.67	(\$8,062.97)	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 \$5,343.77 - 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)					
<i>Approved January 17th Allocations from Investment Plan (Separate Discussion-Teacher Input)</i>					
	Incubators for Kinders x 2		(\$902)	(\$902)	Council Vote January 17th - PMO
	Cultural Presentation - Masc Gumboot Dancing		(\$6,755)	(\$6,755)	Council Vote January 17th - PMO
	Rocks and Rings Presentation		(\$7,849)	(\$7,849)	PMO May 5
	Increase to Grade 6 Leaving		(\$1,000)	(\$1,000)	Council Vote January 17th
Total Other Allocations		0.00	(\$9,705.64)	(\$9,705.64)	
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 \$150 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	(\$35,501.36)	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	\$3,370.18	

*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

DRAFT

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	Treasurer - 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 oversee but most of the work will be done by vendor.

