

Stittsville Public School Council Meeting 10 Oct 2023

Agenda



Agenda Item	Topic	Notes
1	Welcome and land acknowledgement (Chair)	Ottawa is built on un-ceded Anishinaabe ¹ Algonquin territory. The peoples of the Anishinaabe 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. Recommended reading – 21 Things you may not know about the Indian Act - Indigo
	1.1 Approval of previous mins (Chair)	
2	Chair Report 2.1 Discussion and vote on Bylaws	Bylaw for review
	2.2 Chair report	Chair report
3	Principal's Report	
4	Staff Report	
5	Treasurer Report	Last council submitted financial statement Budget report - to be linked
6	Investments and Events Plans (Chair)	Standing agenda item to review plans
	6.1 - Approval of the proposed Investment and Event plan	Investment and Event Plan – (Proposed investment plan)
	6.2 Call for volunteers for the Investment and	

¹ Anishinaabe (other variants include Anishinabe, Anicinape, Nishnaabe, Neshnabé and Anishinabek) refers to a group of culturally and linguistically related [First Nations](#) that live in both Canada and the United States, concentrated around the [Great Lakes](#). The Anishinaabeg (plural form of Anishinaabe) live from the Ottawa River Valley west across Northern Ontario and to the plains of [Saskatchewan](#) south to the northeast corner of North Dakota, northern Minnesota and Michigan, as well as the northern shores of Lakes [Ontario](#) and [Erie](#). The [Ojibwe](#), Chippewa, [Odawa](#), Potawatomi, [Algonquin](#), Saulteaux, Nipissing and Mississauga First Nations are Anishinaabeg. Some Oji-Cree First Nations and [Métis](#) also include themselves within this cultural-linguistic grouping. – Source [Canadian Encyclopedia](#)

	Events sub-committee	
	6.3 Halloween Dance update (Dance Coord)	
7	Fundraising Report	
	7.1 School spirit wear report	Update on proposed spirit wear change
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 meeting is 14 Nov 2023. Request for agenda items by 31 Oct. Agenda published 7 Nov Reports for meeting to Chair by 10 Nov for inclusion in final agenda
15	Motion to close the meeting	Thank you for your time.

Stittsville Public School Council Constitution & Bylaws

Last amended school year 2022-2023

References:

- A. [Ontario Education Act – Regulation 612/00](#) – School councils
- B. [Ottawa Carleton District School Board Policy P.014.SCO](#) – School councils
- C. [Ottawa Carleton District School Board Procedure PR.555.SCO](#) - Volunteers
- D. [Ottawa Carleton District School Board Policy P.052.SCO](#) - Fundraising
- E. [Ottawa Carleton District School Board Procedure PR.509.SCO](#) – Council elections

ARTICLE I – NAME

1.1 The organization shall be called the Stittsville Public School Council, hereinafter referred to as the Council.

ARTICLE II – PURPOSE

2.1 The objectives of the Council shall meet the expectations of References A and B and shall act as an advisory body with responsibilities as defined in Reference B. In summary the purpose of the council is:

- a. to develop a strong relationship between home, school and the wider community served by the school;
- b. to enhance educational opportunities for all students, and to help each student to develop to his or her full potential;
- c. to seek the views and opinions of the school's community on the operation of the school and the programs and services provided;
- d. to provide advice to the principal and, as appropriate, to the Ottawa-Carleton District School Board and/or its senior staff, on the development and implementation of policies, programs and services affecting the school;
- e. to be an effective voice for promoting the interests of the school and students, and to actively support the school in meeting the educational, social and recreational needs of the students; and
- f. to reflect the diversity of the community or communities served by the school. In defining the school community, considerations may include geography and/or school boundaries; language; and cultural, ethnocultural, economic, business, demographic and socioeconomic considerations.

2.2 The roles and responsibilities of the school council as detailed in Reference B are provided at [Annex A - roles and responsibilities](#)

ARTICLE III – AFFILIATIONS

3.1 The Council may seek affiliation with other organizations that have similar purposes.

3.2 Affiliations with other organizations, including the Ottawa-Carleton Assembly of School Councils (OCASC), or any subsequent changes in such affiliation, shall require a majority of votes cast by the elected or appointed members present and voting at a meeting for which proper notice has been given to the membership.

ARTICLE IV – COMPOSITION AND OPERATION

4.1 Council shall be composed of the following:

- a. Parents/guardians of students enrolled or registered at Stittsville Public School (SPS) and elected by parents/guardians. These positions are known as members at large and have voting rights;
- b. Officers of the council, voted from the members at large, and known as the Executive (see Article V for job descriptions and responsibilities);
- c. The school principal, as a non-voting member. The vice-principal may represent the principal at council were necessary; and
- d. One SPS Staff member elected by members of the school staff. This representative has voting rights.

4.2 The minimum council size is nine and the Members at Large shall form a majority of the school council members.

4.3 The Executive shall consist of the following:

- a. Chair
- b. Vice Chair
- c. Secretary
- d. Treasurer
- e. Fundraising Coordinator
- f. Food Program Coordinator
- g. Volunteer Coordinator
- h. Communications Coordinator
- i. Safe, Inclusive and Caring School Committee Representative
- j. OCASC Representative

4.4 In accordance with Reference A the Chair of the council must be a parent or guardian of a child at Stittsville Public School and elected by members of the council. A parent who is employed by Ottawa Carleton District School Board is not permitted to stand as Chair.

4.5 Executive members shall be members at large and voted into their office by the council. [Article IX](#) defines qualifications required of the Treasurer.

4.6 Annual or supplementary elections to the council shall follow the direction in Reference E and [Article VII](#). The intent is all elections and/or supplementary voting is conducted in a manner consistent with accepted principles of democratic elections.

4.7 Where a council member is no longer eligible to sit due to a change in circumstances, change in eligibility or no longer wishing to be on council they should inform the Chair and the Principal. Notice shall be given to the relevant community for candidates to stand, if the vacancy occurs within the Executive, at the next school council meeting for election in accordance with [Article VIII](#). Where the member stands down after the last meeting of the academic year to the first meeting after elections the position shall remain vacant, with subsequent responsibilities shared by the other executive members. In the case of the Chair standing down the Vice shall assume responsibilities. In the case of the Treasurer standing down the executive shall seek a suitably qualified person. If this is not possible the Chair shall consult with the Principal and seek advice from the District.

4.8 Members at Large, including those Executive members who are Members at Large, term of office is defined in [Article VI](#).

4.9 Regulations directed in Reference A, B and E for Trustees and employees of the Ottawa-Carleton District School Board shall be followed.

4.10 A majority of voting members must be present (in person or via online meeting) to form quorum. Of those present the majority must be Members at Large. [Article VIII](#)

4.11 Members at Large who fail to vote, either yes, no or abstain, on motions presented to council three times consecutively will be asked to step down. Members at Large who do not attend three consecutive meetings will be subject to a motion of removal in accordance with [Article VI](#). Where the Member at Large is an Executive member [Article VI](#) shall be followed for consecutive non-attendance.

4.12 Where a Member at Large requests time away from council their membership of the council will be suspended until such time they indicate to the Chair they are ready to return. This will allow Members at Large flexibility in supporting council without placing strain on council business due to voting majority and meeting quorum. If an Executive member wishes to take time away from council they should discuss with the Chair so an appropriate plan can be put in place to ensure responsibilities are met and the council can continue to function.

ARTICLE V – DUTIES OF OFFICERS AND MEMBERS

5.1 **Members at Large (voting members):**

- a. participate in Council meetings;
- b. participate in information and training programs;
- c. assist in the initiation and implementation of proposed fund-raising activities;
- d. act as a link between the Council, the staff and the school community;

- e. encourage the participation of parents/guardians from all groups and of other people within the school community; and
- f. take into consideration the whole school community when discussing matters, making decisions by consensus, as well as voting.

5.2 Chair (voting member):

In accordance with Reference B the School Council chair shall:

- a. call school council meetings;
- b. prepare the agenda for Council meetings;
- c. chair school council meetings; and
- d. work collaboratively with school council members to assign and delegate the roles and responsibilities as presented in [Annex A - roles and responsibilities](#)

Additionally, the Chair shall

- e. have financial authorities as detailed in [Article IX](#);
- e. have signing authority on behalf of the council when presenting communications on council business; and
- e. as necessary participate as ex-officio member of all committees established.

5.3 Vice-chair (voting member):

- a. chair school council meetings in the absence of the Chair/Co-chairs;
- b. assist the Chair/Co-chairs in their roles and responsibilities as may be delegated from time to time;
- c. act as a liaison between Council and its committees;
- d. have financial authorities as detailed in [Article IX](#); and
- e. as necessary participate as ex-officio member of all committees established.

5.4 Secretary (voting member):

- a. maintain a full and accurate account of all Council meetings;
- b. ensure that adequate notice is given for meetings including the agenda;
- c. prepare correspondence as required;
- d. ensure the safe keeping of Council records;
- e. provide for inspection the minutes and records of the Council to any member of Council or members of the school community, on request;
- f. record attendance;
- g. maintain an up to date distribution list for council members;
- h. have financial authorities as detailed in [Article IX](#); and

- i. as necessary participate as ex-officio member of all committees established.

5.5 Treasurer (voting member):

- a. take charge of the finances of the Council, ensure the safe keeping of the Council finances and provide an annual accounting thereof and as may be required from time to time as required by law;
- b. provide an annual proposed budget and an annual financial report to the Council;
- c. be responsible for the completion and submission of all necessary paperwork for taxation purposes;
- d. be responsible for all purchase orders, ensure goods are accounted and paid for and a record of all such transactions is maintained;
- e. perform such other related duties as may be assigned by the Chair/Co-chairs of Council from time to time;
- f. have financial authorities as detailed in [Article IX](#); and
- g. as necessary participate as ex-officio member of all committees established.

5.6. Fundraising Coordinator(s) (voting member):

- a. present a fundraising plan to council for approval;
- b. oversee all fundraising initiatives;
- c. ensure fundraising events follow the criteria set out in Reference D;
- d. keep track of all fundraising results, making recommendations for change as necessary; and
- e. provide fundraising result details at the Council meetings or when requested.

5.7 Food Program Coordinator (voting member):

- a. oversee the food program;
- b. propose options and vendors to Council for endorsement;
- c. ensure financial viability of program;
- d. work with volunteer coordinator to make sure there are enough volunteers;
- e. use the online software to manage orders;
- f. work with the treasurer on outstanding payments;
- g. respond to parent questions on the food program; and
- h. report to Council at monthly meetings.

5.8 Volunteer Coordinator (voting member):

- a. ensure volunteering meets the requirements, in coordination with the principal, of Reference E;
- b. manage the online volunteer system;
- c. ensure each fundraising lead has the necessary volunteers for the fundraising plan;

- d. recruit non parent/guardian volunteers, such as but not limited to high school students or through the Ottawa Network for Education (ONFE); and
- e. communicate with volunteers as needed.

5.9 Communications Coordinator (voting member):

- a. write and distribute a monthly newsletter regarding Council activities;
- b. keep the Council display board in the school lobby up to date with meeting agendas and minutes, fundraising event information, etc;
- c. support the Fundraising, Food Program and Volunteer Coordinators to promote relevant campaigns as needed; and
- d. ensure, in cooperation with the Chair/Co-Chairs, the council page on the school website is kept up to date.

5.10 Safe and Caring School Committee Representative (voting member):

- a. attend and participate in meetings and other activities of the school's Safe and Caring School Committee;
- b. provide input and feedback on the school's annual Safe and Caring School Plan;
- c. support and assist with initiatives and activities implemented under the annual Safe and Caring School Plan; and
- d. report to and consult with the Council at monthly meetings.

5.11 OCASC Representative (voting member):

- a. attend and participate in the meetings and other activities of the Ottawa Carleton Assembly of School Councils;
- b. report to and consults with the Council, and casts the vote of the Council at Assembly meetings; and
- c. inform school community of OCASC information, events and initiatives.

5.12 Staff Representative or delegate (voting member):

- a. represent the school staff at school council;
- b. present the staff school council investment proposal to support the fundraising plan and wider council activities;
- c. liaise with the fundraising, volunteer and food program coordinators reference staff involvement; and
- d. provide a report to council on classroom activities since the last meeting and highlights of classroom activity in the near future.

5.13 The principal and/or vice-principal (or delegate) (non-voting member):

- a. shall facilitate the establishment of the school council and assist in its operation
- b. on behalf of the school council, provide written notice of the dates, times and locations of annual elections and meetings of the council and of committees of the council to the parents/guardians of all students enrolled in the school;
- c. support and promote the council's activities;

d. on behalf of the council, provide access to a copy of the annual school council report in the fall of each school year to the parents/guardians of all students enrolled in the school and the Director of Education;

In accordance with the Education Act and Ontario regulations, seek input from the council by:

- e. A providing for the prompt distribution to each member of the school council, and for the posting in a location accessible to parents/guardians, of Ministry materials identified by the Ministry for such distribution;
- e. attending all meetings of the school council or, when unable to do so, designating a staff member to attend on his/her behalf;
- e. acting as a resource to the council, and assisting the council in obtaining information relevant to the functions of the council, such as information relating to relevant legislation, regulations and policies, and the budgets for the school and for school-generated funds, required by the council to enable it to provide informed advice;
- e. considering each recommendation made by the council to the principal and advising the council of the action taken in response to the recommendation;
- e. soliciting the views of the school council with respect to:
 - i.the establishment or amendment of school policies and guidelines relating to pupil achievement or to the accountability of the education system to parents/guardians, such as the Board and school code of conduct and dress code;
 - ii.the development of implementation plans for new education initiatives relating to student achievement or to the accountability of the education system to parents/guardians, for example the Board and school code of conduct and dress code;
 - iii.school action plans for improvement based on EQAO reports, and the communication of these plans to the public; and
 - iv.all Board policies on which consultation is required, and any other matter for which the Board has directed that school councils be consulted.
 - e. act as a resource on laws, regulations, board policies, and collective agreements;
 - e. communicate with the chair of the council, as required;
 - e. ensure that copies of the minutes of the council's meetings are kept at the school and are available to the public on request;
 - e. assist the council in communicating with the school community; and
 - e. encourage the participation of parents/guardians from all groups and of other people within the school community in the life of the school and the activities of the school council.

ARTICLE VI – TERMS OF OFFICE

6.1. In accordance with Reference A the term of office for Members at Large and the Executive shall be from the date of election until the next [Annual General meeting](#) unless they resign or are removed from office by a majority vote of the council in attendance at a meeting.

6.2 When a member at large or executive member meets the criteria of Article IV Para 4.11 written notice of a motion to remove a member of council from office must be sent to the member in question. Where a Member at Large requests a leave of absence their voting rights are suspended for the period of their term of office until they indicate to the Chair their intent to return.

6.3 The council will be responsible for the proper conduct of its members, including a requirement for attendance at meetings. Absence of any executive member for three consecutive regular meetings, without due cause, shall constitute a vacancy. The council may fill any such vacancies by appointment.

6.4 The Staff Representatives position is the responsibility of the school staff community to nominate and maintain.

ARTICLE VII – ELECTIONS

7.1 Elections of the school council are to follow the spirit of References A and E.

7.2 A person is qualified to be a parent member of the school council, either Member at Large or an Executive, provided they are a parent of at least one child enrolled or registered at Stittsville Public School and are not an employee of the school. Where a parent is an employee of the Ottawa-Carlton District School Board they must inform the parent body on standing for election. Trustees on the Board are not permitted to sit on school councils.

7.3 A Board employee is not permitted to serve as chair of the council.

7.4 The Annual General Meeting (AGM) of the council shall be held within 30 calendar days of the start of the school year, with the Principal giving at least 14 calendar days' notice to the parent community of the AGM/elections. This meeting starts with the election of the council and then will be the first meeting of the year.

7.5 Procedures for AGM council elections and first meeting are at [Annex B - procedures for elections](#):

7.6 Vacancies. Council shall have at minimum nine voting members, of which five must be members at large.

a. Where a vacancy reduces the members at large to less than five an election to fill the position shall be held at the next available meeting;

b. School staff are responsible for nominating their representative. If they are unable to do so the position shall remain vacant until filled. If this reduces the council to fewer than nine voting members, the chair shall seek guidance from the principal;

c. If there are five or more members at large remaining there is no requirement to fill the vacancy unless the council agrees to do so;

d. Vacancies in the executive may be filled by appointment from a volunteer member at large. The chair position must be subject to an election from remaining members at large; and

e. Where fewer than nine voting members exist the council, in consultation with the principal, shall present an interim structure to continue council to the Superintendent of Instruction. Reference B provides further guidance.

7.7. Notice of Elections shall be announced at least 14 calendar days in advance of the Annual General Meeting or subsequent meetings where a vacancy is required to be filled. If the vacancy is in the two week period every effort shall be taken to announce the election to the parent community as soon as possible.

ARTICLE VIII – MEETINGS & VOTING PROCEDURES

8.1 The Annual General Meeting (AGM) of the council shall be held within 30 calendar days of the start of the school year. This meeting will hold the election of the council and start the commencement of terms of office.

8.2 Regular meetings of the Council (a minimum of four per year by regulations – SPS council aims to meet each month school is open) shall be held in person at the school. Where circumstances require it an online meeting may take place.

a. Notice of Council meetings will be posted on the school's notice board/website and be circulated to parents/guardians by the principal.

b. Agendas for the meeting will be passed to council members no later than one week before the meeting. The agenda shall be posted to the council page on the school's website.

c. Meetings will be held every second Tuesday of the month from September to June of the academic year. Council can amend these dates where there is conflict with the school calendar.

- If the second Tuesday falls during or immediately after a holiday where the school is closed the meeting shall be moved before or after that date as agreed upon at council. Example would be Easter Monday the day before planned council would be moved to the following week.

8.3 Special meetings of the council may be called by the chair if agreed by a majority of voting members. The meeting shall be notified to the school community along with reasons for the calling. Special meetings will be governed the same as regular meetings and are open to the public. Consideration shall be given to the commitment required of the Teachers Rep and the principal.

8.4 To form a quorum as required for a meeting of the council:

a. A majority of the members of council shall be present at the meeting; and

b. A majority of the members present shall be members at large.

8.5 Where quorum is not possible the chair shall seek an alternative date as close to the meeting where members can attend.

8.6 All council and committee meetings shall be open to the public, and no such persons shall be excluded except for disruptive behavior or if OCDSB indicates the person is not permitted on school property.

8.7. All members of the Council have equal privileges and voting rights (except for the Principal, Vice-principal or delegate who are non-voting members), including the Chair, who may vote with the other members. Only the elected or appointed Council members have voting privileges at regular meetings. All parents or guardians of children enrolled or registered at the school have voting rights at the AGM to elect the members at large. Voting on motions or agenda items is only permitted to those in attendance at the meeting (either in person or through voting mechanism for online meetings). Parents can submit their application for member at large and executive positions prior to the AGM if they are not able to attend in person. The principal will put forward their application to be voted on as a member at large and executive member if they wish.

8.8 Council members who have a conflict of interest shall declare the interest to the council and abstain from participating and voting on the issue. Where doubt of conflict the case shall be made to the council and a majority vote cast to allow or deny participation and voting on the matter. Where a member of the council abstains, and it reduces the numbers of parents in majority the vote may proceed.

8.9 All motions to council must be seconded by another member at the meeting. Voting will take place to determine if the motion will be approved or not. All motions will be acknowledged by a vote of yes, no or abstention. If more yes votes than no votes occur then the motion will pass, in the event there is a tie the vote will not pass. Any voting member will have the right to request a second vote.

8.10 For motions involving monetary disbursements greater than \$1000 outside of the approved budget voted at council. The Treasure is responsible for managing the vote;

a. a first vote shall be cast at a council meeting or where time does not allow email or other online collaboration tool;

b. a second vote shall be cast at a council meeting or where time does not allow email or other online collaboration tool after a 24 hour waiting period.

c. both votes require majority approval of voting members to pass.

8.11 For motions involving monetary disbursements greater than \$500 outside of the approved budget voted at council or for increases of allocations in the budget up to \$1000;

a. a vote shall be cast at a council meeting or where time does not allow email or other online collaboration tool; and

b. a majority of voting members approval to pass.

ARTICLE IX – FINANCES

9.1 The Council operates as a charitable organization and as such will issue tax receipts to persons, individuals or companies, for donations of money, goods or services with no benefit or any kind to the donor.

9.2 The council, as a charitable organization, shall be carried on without purpose of gain for its members, and any profits or other gains to the organization shall be used in promoting its objectives.

9.3 All members of any organizing/coordinating body who are fundraising for the school through the Council will be exempt from winning any prizes during such events.

9.4 Four executive members shall be designated officers of the council for the purpose of financial signature. The designated officers are the chair, vice chair, secretary, and treasurer. Where a holder of the position is not permitted to hold financial responsibilities, an additional executive members shall become a designated officer. This shall be recorded, by letter, to the principal.

9.5 Any designated officer may spend up to \$100 of the councils' funds for any singular purpose that supports council business and is within the intent of the charity. Any amount greater than \$100 but less than \$500 shall require approval of the remaining designated offices. Expenditure is to be reported to the treasurer for payment. A report of this expenditure shall be provided at the next council meeting.

9.6 Cheques to disburse Council funds shall be signed by any two of the designated officers neither of which can be a recipient of the monies.

9.7 The Treasurer must be a parent / guardian and accountant with a professional designation, either a Chartered Professional Accountant, Chartered Accountant, Certified General Accountant or Certified Management Accountant. If this is not possible, the Treasurer must have a minimum of 5 years demonstrable bookkeeping experience. Where no qualified person is available the principal is to be consulted.

ARTICLE X – COMMITTEES

10.1 Council may establish committees to make recommendations to the council, subject to the following:

- a. Each committee shall include at least one member at large;
- b. Such committee may include persons who are not members of council;
- c. Each committee meeting is held in public, and written notice of location, dates and times of such meetings is provided to the parent/guardians of all children enrolled or registered at the school; and

d. Reports on committees activities and notification of recommendations are presented to the council and attached to the minutes of the meeting.

10.2 Standing committees are:

a. Investments and Events committee

ARTICLE XI – AMENDMENTS

11.1 This Constitution and Bylaws may be amended by approval of a motion by two-thirds majority of members of Council present and voting at a regular or special meeting, provided that at least two weeks' notice is given for such a motion and details of the proposed amendments are circulated to all members with that notice.

11.2 The chair is permitted to make editorial changes to the hyperlinks to ensure they continue to point to the correct source document or place within the document without need to refer to council. The chair shall provide notification of said changes at the next meeting.

ANNEX A - ROLES AND RESPONSIBILITIES OF COUNCIL

A1.1 References A, B and E give detailed direction and guidelines of roles and responsibilities of school councils.

A1.2 Reference B Attachment 1. School councils are advisory bodies. Subject to maintaining a school-wide focus as stipulated in A1.3 below, and within the policy parameters established by the District each school council may advise the school principal and, where appropriate, the school board, on any matter, including those listed below that the council has identified as priorities:

- a. the local school-year calendar;
- b. school code of student conduct;
- c. curriculum and program goals and priorities;
- d. the responses of the school or Board to achievement in provincial and Board assessment programs;
- e. preparation of the school profile;
- f. principal profile: provision of input as to the qualities, skills, attitudes and training/education for the board and administration to consider in the selection of school principals;
- g. school budget priorities, including local capital-improvement plans;
- h. school-community communication strategies;
- i. methods of reporting to parents/guardians and the community;
- j. extra-curricular activities in the school;
- k. school-based services and community partnerships related to social, health, recreational and nutrition programs;

- l. community use of school facilities;
- m. local coordination of services for children and youth; and
- n. development, implementation and review of Board policies at the local level.

A1.3 Reference B Attachment 1. Council members shall maintain a school-wide focus on all issues. Council meetings are not the forum for discussion about individual parents/guardians, students, staff, trustees or other council members. Under the *Municipal Freedom of Information and Protection of Privacy Act* (1989), councils cannot access information on individual students and staff. Individual members of the school community shall deal directly with the staff members and/or principal to resolve specific concerns.

A1.4 Reference B Attachment 1. School council fundraising activities shall be governed by Ottawa-Carleton District School Board policies and procedures.

A1.5 Reference B Attachment 2. The council shall have the following roles and responsibilities fulfilled in accordance with the reference:

- a. ensure that the minutes of the council meetings are recorded and maintained. The minutes should include, or have attached, any advice provided in writing to the principal, Board and/or senior staff by the council, and the written response or responses in reply;
- b. Ensure that accurate minutes and records be retained on their website or otherwise for six years. Financial Records must be retained at the school for seven years in accordance with District guidelines. These records are available for examination without charge to any person, and that an annual school council year-end report including, where applicable, a financial report, are prepared and presented to council;
- c. Ensure that the minutes and records of the council during the council's tenure are passed on to the successor council;
- d. Ensure that current principal profile and council executive profile is filed with the District by 31 October of each school year;
- e. Communicates with the principal;
- f. Ensure there is regular communications with the school community;
- g. Ensure the constitution and by-laws of the council are maintained up to date and are reviewed annually by the council;
- h. Consult with senior board staff and trustees as required; and
- i. Prepare the annual report of the school council, including a report on fund-raising activities, to the principal and District by 31 October of each school year.

ANNEX B – PROCEDURE FOR ELECTIONS

B1.1 Elections, either at the AGM or subsequent meetings, shall follow the direction given in Reference E. The council shall ensure that parent/guardian elections to

member at large or executive are conducted in a manner consistent with accepted principals of democratic elections.

B1.2 Notice of elections should be given to various electoral groups at two weeks in advance of the election.

B1.3 The following process for the election of the council at the AGM shall be as follows:

- a. The date of the meeting shall be decided between the chair and principal;
- b. Two week's notice to the school community shall be given by the principal;
- c. During the two week period parents/guardians who wish to stand as a member at large shall complete the SPS Council Parent/Guardian Nomination Form – Appendix 1. This form will be hosted online. Paper copies can be provided on request to eligible persons;
- d. Paper copies of the form will be available on the night of the election;
- e. At the election event the principal shall call for proposed Members at Large to make themselves known, confirm they are eligible (child at school) and give a brief introduction on why they wish to join council;
- f. If only five parents stand there is no election, and they are automatically Members at Large;
- g. Elections will be conducted by secret ballot, and only the name of successful candidates and total number of votes cast will be announced;
- h. The SPS Council Election Ballot paper – Appendix 2 - will be provided online and in paper at the AGM. The online form will be hosted by the principal and made available using the Districts preferred collaboration tools;
- i. Eligible parents will be instructed to vote for the members at large – Appendix 3.
- j. The principal and Teachers Rep will count the ballots, where a mark in the adjacent box to the name indicates yes to election of the member at large role; and
- k. Members at Large require a majority of parents present and eligible, to vote to yes to their election.

B1.4 When all ballots are collated, and results known the principal shall declare those voted in. At this point the term of office for the new council commences.

B1.5 As the meeting progresses it is not uncommon for parent/guardians who were attending to seek election. The agenda should have an item to allow for a second election of those present and eligible. The above process shall be followed.

B1.6 Once members at large have been voted in, the principal will call for executive positions to be voted on in the order listed in the order of [Article IV](#).

- a. Where only one person stands for a position, they do not require a vote;
- b. Where two or more people wish to stand for the same position a secret ballot will take place amongst Members at Large;
- c. Each candidate shall either give a verbal reason to be elected no longer than 3 minutes in length or present a written reason of no more than 300 words;
- d. Voting is conducted using the SPS Council executive election ballot – Appendix 4;

e. The principal and teachers' rep shall count the votes and the person with a majority of votes is elected to the office. Where there is a tie, candidates draw lots to determine the vote.

f. The process continues until all positions are filled or remain vacant.

Appendix 1 - The form will require name, name of child(ren) at the school, contact email or postal address if no email and indication if a OCDSB employee.

Appendix 2 – Election ballot will list date of vote, indication of max people to vote for if we wish to restrict numbers and the names of those standing. Box for mark.

Appendix 3 – Words for principal to read out explaining how to vote and if restriction on numbers.

Appendix 4 – election ballot for executive members, name and tick box.

These are still in development.

Stittsville Public School Council

Chair's Report - Meeting 10 Oct 2023

News from the Board.

Parent Conference - Scheduled for 4 Nov this year- [link](#) for info and registration (which fills up quickly).

Keynote - Randell Adjei, empowerment speaker.

Workshops -

- Supporting your child's mental health and wellbeing
- Recognising and responding to stress
- The parent/Caregiver connection
- Empowering parents and caregivers as advocates
- Building resilience in children
- Supporting Kindergarten success (Arabic and English sessions)
- Supporting English language learners
- Special Education and inclusion
- Engaging in your child's learning
- Problematic use of gaming and technology
- Multicultural Liaison Officers (MLOs)

See the link for timings, details and to register.

School Council newsletter. Some changes this year and the council newsletter will not be sent to the normal distribution lists (you can subscribe to board newsletters, more on that later). Instead they will only be going to the OCDSB council email address. My intention is to convert them to PDF and place them in a folder available to all. In addition my chair report will cover relevant points.

This newsletter was mostly concerned with elections and establishing new councils. In addition the Parents Involvement Committee is looking for new members, applications are due 13 Oct online - [Appllication](#). If you are interested feel free to have a chat with me (ex Chair) and I can help you through the process.

The board has recruited Samah Suliman as the new Family and Community Engagement Coordinator (FACE). This position came about through a number of reviews where there was a lack of a single point of contact in the Board for engagement and it was left to one of the Superintendents and using other staff on an ad hoc basis. I will be reaching out to her next week and see what she can help us with and the areas that we can use her for.

Annual report due 31 Oct. I have to report to the board our activities last year, along with financial records. It is an online form and we give council numbers, the activities we did and explain any money rolled over. We will present our investment and events plan to demonstrate how we raise and spend money.

Ad Hoc Policy Review Committee - 12 Oct

There is a number of policy reviews up for consideration

- [Strategic Risk Management](#) - they are looking to better define and implement a strategic risk management framework. I will be writing to the lead to request that school councils are involved in this as there remains confusion each year on what risk the council can and can not accept and what liabilities are covered.
- [Taking away the Student transfers appeal process](#). The staff are requesting to remove the student transfer appeal process policy which requires board staff and three trustees. Instead the appeals to Superintendent would be the final process and is covered under P.077.PLG Designated Schools/Students Transfer. If anyone wants more information please reach out.
- [Revision to school naming policy](#). Not yet published, once it is I will read it and pass comment to council if it is likely to affect us.

Committee of the Whole - last meeting was 3 Oct. Meeting [link](#), no minutes yet.

COW is the Trustees and District staff meeting to decide on the running of the OCDSB. Lots of good information comes up and it is where you can learn how the board is delivering or wishes to deliver your child's education.

Last meeting.

- [Report](#) on proposed Capital Priority investments. Priority 1 is an addition to Earl of March High School. This is of concern to us as Stittsville HS is part of the submission. There is insufficient fixed classrooms and infrastructure for EoM HS to support the growing population of South Kanata. Proposed build sites close to CTC and second north of Kanata Highlands. Neither sites are in OCDSB

possession and build times are too long. Stittsville HS has neither the capacity nor the opening grade structure to take overflow. With 31 portables the board feels this site needs upgrading now to meet local needs. Needed to prevent potential of over capacity at our dedicated HS.

- Proposed for an Indigenous Student Trustee to be presented for election Aug 2024.

Next meeting

- No detailed agenda posted
- Trustee Bell has a Notice of Motion for an Indigenous Trustee
- Board work plan and areas of focus up for discussion
- OPSTA (bussing) update
- I will monitor and let people know if anything relevant for us out of our council meeting cycle

Parent Involvement Committee (PIC)

PIC met on 13 Sep - [link](#).

- PIC Budget discussion on Parent Conference
- Reaffirmed councils get \$500 from Ministry of Education (MoE)
- PIC work plan progresses and reports to next meeting
- Transport issues discussed, next meeting and the COW should have further operational updates

Next meeting 11 Oct - Meeting [link](#)

- Report on Consultation process for the OCDSB Bullying Prevention and Intervention Plan. [Link](#). My intention is to speak with Chair Mills and ask for greater consultation between PIC and councils on this to ensure parents voice is heard loud and clear.
- It is proposed that OCASC loose its seats and the two seats be placed for open election to all parents. If you buy me a coffee I will tell you all about this.

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](https://www.ocdsb.ca/speakerseries).

OCDSB Council resources:

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

OCDSB Notices sign up: [Link](#) for email notices for major OCDSB notices.

Martyn Reid
Chair of SPS Council
sc-stittsvilleps@ocdsb.ca

End of Year Statement (Council 22-23)

Stittsville Public School Council Statement of Operationas and Changes in Net Assets For the year ended June 30, 2023

Revenue:

Donations (No Tax Receipt Issued)	185
Food Program	15,838
Fundraising Revenue	15,237
OCDSB start-up funds	500
Total Revenue	31,759

EXPENSES

Fundraising Expenses	5,080
Food Program Expenses	53
Allocations	
Classroom Allocations	3,144
Grade 6 graduation	1,936
Cultural Presentations	6,755
Educational Presentations	1,049
School Enhancements (Incubators, Outdoor Event Tent)	1,183
Outdoor Track and Field days (ribbons, chalk, supplies)	1,109
Educational Field Trips	713
Student Volunteer Appreciation (pizza lunch)	97
Council Operating Expenses	
Bank charges	228
Quick Books On-Line	240
OCASC Dues and Subscriptions	35
Total Expenses	21,621
Surplus of revenue over expenses*	10,139

Net assets, beginning of the year	13,191
2022-23 Gain	10,139
Net assets, end of the year*	<u>23,329</u>

*The 2022-23 SPS Council has approved a 2023-24 Investment Allocation Plan, where \$21,500 would be allocated to key investment categories in the next fiscal year.

Stittsville Public School Council Event Plan 2023-24

Endorsed - June 2023

Last Revision - 25 Sep (ready for presentation to new council)

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 update • Food program update • Approve event plan and budget • Approve the Bylaws
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 to be 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"> Cost only event (approved AGM) 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"> Oct meeting to set offerings
038	Second food program	Jan	Food rep	
040	Meet the teacher	14 Sep	Chair/Vice	<ul style="list-style-type: none"> Council support to staff 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"> • Agreed to go to online ordering • 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	01/03/2023	Movie Rep	<ul style="list-style-type: none"> • Change in date due to PA Day in Feb
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 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 Walk	10/05/24	Cake walk rep	<ul style="list-style-type: none"> • Booked 9 May set up and 10 May for event • Principal to confirm tables (100) for 9 May
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. • Allocation in budget for approval
060	Race to Read	Nov - Jan	Chair	<ul style="list-style-type: none"> • Classroom based competition • Each book read (Grade appropriate) is recorded on chart • Start Nov. By Jan classroom (per Grade) with most books gets "prize" • Extra recess, pizza, PJ day etc • Council can fund low cost prizes. • Discussion with Staff Rep

062	Fitness bingo	April	Fundraising	<ul style="list-style-type: none"> • Fundraising for sports/games equipment • Internal prizes similar to race to read
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

Investment plan from previous council

Stittsville Public School Council
2023-24 Investment Plan - Approved June 20, 2023

Funding Available at the end of 2022-23 **\$22,600**
**Amount estimated based on June budget projection*

-Council considered the various investment items outlined by Teachers, brought forward by parents and school administration. The following amounts were allocated by category, with specifics outlined in additional details

Funding Category	Total Allocation	Additional Details
Student Health and Well Being	\$2,600	
(e.g. enhancing student well being through promoting health, community and active living (e.g. sports, outdoor education, school spirit etc.)		- Purchase of 2023-24 Agendas for Students to support school spirit and community
Community and Cultural Presentations		
e.g. annual thematic presentations to enhance community spirit and cultural learning within the curriculum (i.e. diversity, equality, culture)		
Educational Presentations	\$5,000	
E.g. annual educational type presentations linked directly to curriculum to enhance subject learning (i.e. math, french, science etc.)		Kinders - \$1,200 Grade 1-3 - \$2,100 Grade 4-6 - \$1,600 *split based on estimated number of classrooms for 2023-24.
School Enhancements	\$4,000	
e.g.. 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)		The top investment item from teachers is to create Outdoor Equipment bags for classrooms. 2022-23 Council would like to create at least 32 bags, noting that the 2023-24 Council could increase the allocation with additional fundraising.
Council Core Allocations (including Administration)	\$4,400	
(e.g. Recurrent annual events for students (e.g. Track and Field costs, Student Appreciation, Grade 6 Leaving) and Overhead costs required by council to support running council, and appreciation to school community)		Grade 6 Leaving - \$1,500 Track and Field - up to \$1,500 K-2 Field Day - up to \$500 Volunteer Thank you up to \$100 Council Administration (e.g. Quickbooks, bank fees etc.) up to \$800
Classroom Allocation	\$5,500	
		up to \$100 per FTE, which includes teachers and EAs for reimbursements of items that enhance curriculum.
Total Approved Allocations	\$21,500	
Remaining unallocated	\$1,100	

