|  |  |
| --- | --- |
| ***Brisbane School Council – Meeting Minutes*** | **September 19th, 2023,****7:00 PM****School Library** |
| **Meeting called by:** | **Jennifer Oussoren, Principal** | **Type of meeting:** | **Monthly** |
| **Welcome – Land Acknowledgement and Anti-Racism Statement**After welcoming everyone, Jenn began the meeting by reading a land acknoqledgement and anti-racism statement. Following, all attendees went around the circle and introduced themselves and their children’s grades. | Jennifer Oussoren / Lori Wright | 7:00 |
| **Approval of Previous minutes** - June 16th, 2023 No questions arose and minutes received unanimous approval | Lori Wright/ Diana Arajs | 7:08 |
| **Parent Council Overview, Elections & Review of Process**Jenn gave an overview of the role of Council at the school and benefits of being involved and reviewed the School Council Code of Ethics in detail.Lori gave an overview of the roles of voting vs. non voting parents and shared that parents can attend any meetings they would like to participate in if they just want to observe or participate as they are available. Voting members of Council should try to attend on a regular basis. We have 20 voting positions available on Council so typically have room for all parents who want to be voting members to participate, whether on Executive or not. Described new positions added this year and introduced outgoing members in positions on Council.Jenn reviewed the nomination and election process and described the responsibilities for positions available. She then led the group through the elections process. All positions were acclaimed with one person nominated for each position. The following parents were elected as the 2023/24 Brisbane School Council:Chair: Rachel PattersonCo-Chair: Elaine SkinnerSecretary: Jennifer BrightonTreasurer: Hillary SnoekRegent: Elaine SkinnerKindergarten Liaison: Diana ArajsFundraising Chair: Val BushVolunteer Coordinator: Laura PetrenkoDiscussed Leadership of the Friday Snack program – Melissa and Kim are going to work with Rachel to transition Snack program to their oversight. Laura will coordinate food program volunteers across all food offerings, rather than just pizza as last year (ie pizza, subs, popcorn, snack, etc.) By centralizing the volunteer management, it should be easier to fill in sick days or last minute requests by communicating with the full list of food program parent volunteers.All volunteers will need Vulnerable Sector Check and Police Check forms up to date with the office in order to participate, so Jenn will send out the letter needed and parents can complete registration online. Forms are good for two years so volunteers from last year should still have active approval on file but Dawn can confirm. | Jennifer Oussoren | 7:12 |
| **Past Chair’s Report**Lori thanked last year’s Council and deferred report to discussions around Open House BBQ on Thursday.  | Lori Wright | 7:37 |
| **Financial Report**Hillary gave a financial overview and went over what was allocated last year at Council’s June meeting.Pending allocations: Hillary working with Dawn to assign allocations based on direction from June meeting. Kim Hewitt McVicker will coordinate with the Guelph outdoor school to present at the October meeting so that Council can vote on whether to allocate funds for this educational course for teachers.$3200 still to be allocated in account from June.Additional funds were added to allocation budget due to the fact that the playground had annual inspection done but surprisingly does not need any repairs. We will need to repair swings in 3 years, which would be a larger project. Lori shared that the thinking when playground was redone was that the swings would be used until they were no longer viable and then that space would be used for something else, not replacing swings. Council had a brief discussion about the next potential round of fundraising for the playground and noted that a larger discussion and long term plan is needed. | Hillary Snoek | 7:43 |
| **Fundraising Report**Val shared plans about subs(currenrly available for purchase online) and Mabels Labels (ongoing). We will table fundraising plan for the year until October meeting when Council can discuss in more detail.Council held a vote on popcorn being added to SchoolCashOnline next week – unanimous approval so Val will work with Dawn to get popcorn online.For the October Council meeting, Hillary and Val will coordinate the events calendar for the year overlapped with the school-led activities, including all of the fundraiser ideas so that we can see an overview of all proposed activities for the 2023/24 year and make decisions on schedule and priorities. | Valerie Bush | 8:02 |
| **Teachers’ Report** No teacher present | Mrs. Ray | 8:08 |
| **Principal’s Report and School BBQ Discussion**Jenn shared her report with Council – The school year has kicked off with a busy first couple of weeksBrisbane has an early reading teacher again this year for groups of 3-4 students for the first cycle from Sept-Nov who will be working with groups of grade 2 English and French students, She is also building teacher capacity, not only working with students but teachers are also invited to observe sessions and watch her techniques.New ESL teacher Mr. Haddad is joining this year as well as new EAs joining the school this yearThe school had to make big changes to classes in the second week of school, Jenn walked everyone through the reasons for the large reorg of staff and students and which staff were changing positionsSchool Open House will take place on Thursday, Sept. 21 from 5-7pm. Council discussed distribution of tickets and event details, volunteers, etc. Meet the Teachers will take place from 5-6pm and BBQ will wrap up by 7pm.Parents were asked to sign up to volunteer at the event as we can still use a few volunteers. Gift baskets, food, ice cream truck, etc. has all been organized by outgoing Council membersPA Day yesterday was about literacy, teachers are learning new approachesFriday afternoon is Terry Fox Run – everyone is welcome to attend the assembly at noon in the gym and the run is at 2:20, parents are invited to participate behind the schoolSnack program and extra food in the servery has started already with great successPizza, milk, Booster Juice are up on School Lunchbox and Subs are availale on SchoolCashOnlineSchool Photos are on September 26th, there was a question about whether retakes would be offered and Jenn confirmed that there will be a date for retakes later on for students not present next Tuesday.Kilometer club has started at the school, students are running at recessBrief discussion about available clubs at the school and which grades of students can join which clubs, etc. Parents can volunteer to run clubs or teach skills like music, but they need a teacher sponsor. Parents can also offer to go into classrooms to teach or support with specialized skills but we have to remember that Brisbane is primarily a school where students are bussed so after school activities can be difficult. Jenn will distribute/post a list of available clubs so that parents can discuss options with their children and be aware of what is going on at the school. | Jennifer Oussoren | 8:10 |
| **Parent Involvement Committee**There is a PIC event on Oct. 25th, which the school will share with families in one of the next e-blasts. The office will let parents know that they can attend PIC meetings throughout the year and anyone from Council who attends can update Council throughout the year - we don’t need a consistent rep to attend meetings.  |  | 8:26 |
| **Yearbook Committee**Jenn shared the fantastic news that Jennifer Brighton is going to work with Melissa to take over yearbook this year! | Jennifer Oussoren | 8:28 |
| **Adjournment**Meeting was adjourned and the next meeting will be held on Tuesday, October 17th at 7:00 p.m. Council will continue to meet on Tuesdays throughout the year (first Tuesday of each month) as that is what works best for staff to attend to share teacher reports. | Lori Wright | 8:35 |