

School Council Meeting – Tuesday, September 11, 2018 Meeting Minutes

In Attendance: Tammy Woods, Sean Singh (Principal), Charmaine Spiteri, Brenda Kinsella, Dayna Osbourne, Tanya White (Teacher Representative), Natashe Reiche, Tracey Gear, Erin Kipps, Anna-Michelle Smith, Ashley Hopkins, Melissa White, Lisa Gilles (Teacher Representative), Jill McPherson, Tania Rooney, Mirza Ahmad

- **Principal and Chair welcomed everyone**

- **Presentation: Mental Health Strategies. Guest Speakers Tracey Gear & Jill McPheerson**

. Tracey Gear and Jill McPherson did a presentation for Parent Council to identify how teachers are embedding programs to promote mental health in the school that include meditation, positive messages and use of songs to promote mental health - they are encouraging students to express their feelings and emotions using the zones of regulation and to support students in self-discovery

- **Annual financial statement 2017-2018.**

- **Report on council activities 2017-2018**

- last year Parent Council ran the following initiatives:
 - Meal Days – including pizza, pita, booster juice
 - Beginning of the Year BBQ
 - Wreath Purchased for Remembrance Dance to be placed at the cenotaph on behalf of ILPS
 - Movie Nights
 - Deck the Halls
 - Dance-a-Thon
 - Poinsettias
 - Support with the Carnation Campaign
 - Arts Initiative at ILPS – all classes were given \$300 to promote the Arts in their classroom. Students participated in activities such as: zumba, visual arts, meditation, etc.

- **Presentation on the Roles of the School Council**

- A PowerPoint presentation was done to outline the goals of Parent Council: to bring the school community together and to enhance educational experiences for all students
- **The Executive Roles of the Council were outlined:**

School Council Chair

The role of chair is critical to the running of a successful school council. Here is everything you need to know and more about how to be an effective school council chair.

Qualities of a good School Council Chair:

- A desire to serve the students, the council, the school and the board
- Understanding of the purpose of a school council • A good communicator/mediator & listener
- A motivator - Inspiring others to action
- Optimistic, leading through positivity
- Honest, fair, candid and forthright
- Team builder and effective delegator
- Supportive
- Confident
- Decisive Responsibilities:
- Prepare meeting agendas in collaboration with the Principal
- Preside over council and executive committee meeting
- Serve as the primary contact to the Principal and others at the board, if needed
- Conduct meetings in a respectful manner for all members
- Serve as an ex-officio member on sub-committees
- Retain all official documents
- Take training opportunities offered by the board or others

Typical Tasks:

- Prepare for council and executive meetings
- Conduct meetings according to the agenda
- Work with the Treasurer to be current on all financial matters of the council
- Provide a report to members at each council meeting updating them on any activities or new information that comes your way. This report should be attached to the minutes of each meeting.
- Have regular check-in meetings with the Principal.
- Thank all volunteers and school council members for their efforts.

Remember – A good school council chair does not need to be perfect, just willing to do their best.

School Council Treasurer

A lot of people have asked if you need to be an accountant to be a school council treasurer. The simple answer is no. Here is everything you need to know and more about how to be an effective school council treasurer.

Qualities:

- Basic computer skills such as Excel, or similar would be helpful for preparing financial statements and budget
- Strong organizational skills
- Good at keeping files
- Understand the need for a good paper trail i.e. Invoices, cheque requests etc.
- Enjoy working with numbers
- Willing to be responsible for school finances

Responsibilities:

- Work with council to prepare the annual budget
- Process and record all financial transactions on behalf of the council
- Prepare a monthly financial report and present at each meeting
- Remind council members to adhere to the budget when considering new ideas
- Complete any financial documents required by the council, school, board or Ministry
- Reconcile all accounts

Typical Tasks:

- Count money received by the council (along with one other member)
- Prepare bank deposits
- Adhere to financial control policies of the school board
- Prepare monthly financial reports
- Prepare annual financial reports
- Participate in all executive and council discussions and voting It really helps when the person who held the job previously will give you some good guidance. There are lots of resources on the Parents Engaged in Education website.

School Council Secretary

The school council secretary's role can be more than just taking minutes and posting the meeting agenda. School council secretaries may be assigned additional responsibilities that make the job more interesting, more creative, and more challenging. Here is everything you need to know and more about how to be an effective school council secretary.

Qualities:

- Good listening skills
- Effective communication skills
- Strong organizational skills
- Basic computer skills (word processing)

Secretary Responsibilities:

- Distribute meeting agendas and draft minutes from previous meeting
 - Record minutes for all executive and council meetings
 - Maintain a complete file of all approved minutes, agendas and reports/materials distributed to members at meetings
 - Attend executive and council meetings and participate in discussions and voting
- Correspondence Secretary Responsibilities (may be a separate position or the elected secretary will be responsible for all tasks)
- Manage communications and related materials for the council including, but not limited to:
 - o Newsletters
 - o Emails
 - o Social media posting
 - o Bulletin board postings

Typical Tasks:

- Set up a filing system on your computer
- Email the School (Principal or Office Coordinator) to send out meeting reminders, agendas, flyers for upcoming events and to distribute Council newsletters

- Take concise and accurate meeting notes on all relevant decisions made by the council or executive committee
- Prepare and distribute minutes to the council for approval.
- Provide approved Minutes to Office Coordinator for posting on school website.

The school council secretary's role is one of the most important for keeping the business of the school council running well, and for communicating all of the group's important work to its members.

School Council Vice Chair

Assists and supports the Chair. The Vice Chair may sign cheque requests, share responsibilities for hosting school council meetings and agendas, assist with communications to school community, oversee community engagement activities and meal day program.

• Election of new Council Board.

Secretary – Ashley Hopkins nominated; second by all in attendance

Treasurer – Felicite Morgan nominated; second by all in attendance

Co-Treasurer – Natasha Reiche nominated, second by all in attendance

Chair – Tania Rooney nominated, second by all in attendance

Co-chair: Kim Soper nominated, second by all in attendance

Motion to Adjourn: Charmaine, Second: Erin.

Next Meeting: TBD – most likely to occur before the end of September