

VICTORY PUBLIC SCHOOL COUNCIL MEETING MINUTES

2023 - 2024 School Year April 3, 2024 | 6:30 - 8:00 pm

Meeting Location: VPS Library Learning Commons

	Agenda Topic	
1	Welcome & Introductions (Chair)	
2	Principal's Update (Nicole Hamilton) <ul style="list-style-type: none">- Spirit Wear was delivered- At Monday April 8th PA Day teachers will work on Math and Mental Health- Grades 2 to 6 will be participating in a Chess Tournament- School will be moving one classroom to the second portable, and a classroom inside the school will be converted to a Calming Area for kids. The current calming area is located under the stairs and is not adequate.- On April 15th we are co-hosting an UnLearn workshop with Ecole Guelph Lake	
3	Treasurer's Report for March 2024 (Linzy) <ul style="list-style-type: none">- \$56k balance in bank account.- Dessert Party is the last fundraiser of the year. All other fundraisers have hit their targets, and we're on track to being \$3k over target.- Subs and Pitas have come in under estimate, however with Pizza we're still over the target for food.- Lunch Equity Fund - only have \$67 left for the year. Several kids are getting subs, pita or booster juice. Kelly estimates we'll need an extra \$500 for the rest of the year in the equity fund.- Not all teachers have used the amount allocated by Council to support teacher's spending for classrooms (\$20 per student). Nicole explained that teachers usually save up receipts throughout the and submit their invoices to Kelly at the end of the school year to reduce administrative work of entering receipts and cutting cheques, so it's normal for this amount to be paid out in June.- There was conversation about using a different model to distribute funds next year - there are several planning time teachers and education assistants that support multiple classrooms. Next year we can explore distributing funds in a way so funds allocated from School Council towards student enrichment can also be accessed by these teachers that are not just working with one classroom (including special education, librarian, youth worker, etc.) School Council will provide guidelines on how these funds can be spent.	

UGDSB Strategic Priorities for 2022-2026:

- > Foundational Education and Student Achievement
- > Inspire Lifelong Love of Learning
- > Champion Health & Well Being
- > Ensure Equity of Access
- > Lead Through Sustainability

<p>4</p>	<p>Re-visiting Budget - Allocation Plan for Additional Funds (Linzy & Nicole Hamilton)</p> <p>With an estimated \$3,000 over the initial fundraising target, there was conversation about how funds could be allocated. After a long discussion, funds were allocated to the Food Equity Fund, staff and teacher appreciation and library improvements.</p> <p>With regards to the identified gap to support Food Equity fund:</p> <p><i>A motion to increase funding to the Lunch Equity Fund by an additional \$500 was voted on and approved.</i></p> <p>A discussion was held about teacher appreciation gifts. There are many long-term-occasional teachers that leave each year and may or may not come back in September. For the sake of fairness, after a long discussion, Council agreed as follows:</p> <p><i>A motion to-stop gifts for leaving teachers and to allocate \$300 for a teacher appreciation lunch at the school was approved.</i></p> <p>Rodrigo will work with Nicole to find a date in June and organize ‘thank-you’ snacks and refreshments to be brought to the staff room on behalf of School Council, for all teachers and staff at Victory PS.</p> <p>With regards to library improvements, Nicole has been working with the school board to identify ways to improve the learning commons. Nicole shares a plan to improve the learning commons by replacing the furniture that’s at its end-of-life, with modular couches and bookshelves. This would allow the flexibility to rearrange the space easily. The total cost of these learning common improvements will be between \$21k and \$24k. As they are modular components, School Council could fund the purchase of individual components (one couch, one bookshelf) spread out over multiple years.</p> <p><i>A motion to allocate all unallocated funds towards Learning Common Improvements was approved.</i></p>	
<p>5</p>	<p>Fundraising & Events Calendar</p> <ul style="list-style-type: none"> - Tru Earth (Rob) - \$27 was deposited to our account from Tru Earth at the end of February. We expect one more payout before the end of the school year. - Mabel’s Labels (Linzy) - They pay out each time we get at least \$50 in commissions. There was one payment of \$50 and we are expecting one more payment before the end of the school year. - Guelph Police Cybercrime Presentation (May 9) - We have booked Constable Hugh Currie from the Cybercrime / Internet Child Exploitation unit at Guelph Police Service. The Parent Involvement Committee funds (\$500) have not been used, and a suggestion was made to use those funds to provide refreshments at this event. 	

A motion to allocate the \$500 from the School Board, meant to support parent involvement, towards the Internet Child Exploitation event on May 9th was approved.

Council Bylaw Update (Alex & Rodrigo)

Orientation Guide for Victory Families in the 2024/2025 School Year

Alex presented a two page document with key information for parents, guardians and caregivers about School Council. This document is meant to be shared with current and new school parents, guardians and caregivers at the end of this school year (June 2024) and the start of the next school year (September 2024). See Attachment 1 below for the draft document. Provide feedback to victorypscouncil@gmail.com no later than Sunday May 5th.

School Council Bylaw Update

According to school board guidelines we are required to review our bylaws each year. This gives us the opportunity to make changes as required. See Attachment 2 below for the draft document. Provide feedback to victorypscouncil@gmail.com no later than Sunday May 5th.

Check out the school board resources and guidelines for School Councils:
<https://www.ugdsb.ca/pic/sc/>

Dessert Party Planning (Becca)

Planning is well underway. Volunteer recruitment has begun - we need a lot more people to fill out the volunteer form. We only have about a dozen volunteer hours covered, and this event will require well in excess of 100 volunteer hours to be a success.

We need help with the following tasks, before and on May 16th:

- Baking desserts for dessert plates (e.g. cookies, squares, cupcakes)
- Baking a full cake to be won at the cake wheel
- Bringing a traditional food dish from my cultural cuisine for the World Foods table
- Morning set-up support (9-12pm)
- Afternoon set-up support (3-5pm)
- Volunteering during the event (5-8pm - 1hr shift)
- Event take-down (8-10pm)

To register as a volunteer, fill out this form: <https://forms.gle/a4FVBWjTjt2gHP1a9>

<p>9</p>	<p>Grounds Update (Rob)</p> <p>This year School Council has been working with the principal and we have made a lot of progress. Nicole has been actively working with the Ground Committee and with the school board to identify and prioritize areas for improvement. The Kindie Playground is no longer safe, so it has been blocked off and needs to be replaced. The retaining wall on the east side of the school also needs to be replaced. The mulch has been an ongoing safety and aesthetic issue.</p> <p>School Council currently has \$24k in reserves for grounds, and we expect to contribute an additional \$10k to this reserve by the end of this school year, for a total of \$35k that could be used for grounds improvements. After a long discussion, Council and Nicole agreed that these funds should go towards replacing the Kindie Playground.</p> <p>The Grounds Committee and Nicole are working on a plan to replace the existing playground with a new playground structure. In the coming weeks, Nicole will work with board-approved playground providers to identify options for the Kindie Playground.</p> <p><i>In advance for the May 16th Dessert Party, the Grounds Committee will organize a School Grounds Cleanup on Saturday May 11th at 9:30AM.</i></p>	
<p>10</p>	<p>March Newsletter (Jessica N.)</p> <p>The next newsletter will focus entirely on the May 16th Dessert Party. A separate email invitation will go out from Nicole to all school parents, guardians and caregivers, to promote the April 15th Unlearn Workshop, as well as the May 9th Internet Safety workshop.</p>	
<p>11</p>	<p>Adjournment - Next Victory PS Council Meeting is on Wednesday May 1st at 6:30 pm</p>	

Welcome to Victory Public School!

This School Council Orientation Guide will help you navigate the first year of school and onward.

School Cash Online (schoolcashionline.com)

To reduce the amount of cash and cheques coming into the school, the preferred method of payment for delivered lunches, field trips and fundraisers is through School Cash online. You can start an account for your student at ugdsb.schoolcashionline.com.

Food programs

Tuesdays - Domino's Pizza - Ordered through the School Cash website for 8 weeks at a time.

Wednesdays - Subway Subs - Ordered through the School Cash website, in the Lunchbox Online tab.

Thursdays - Booster Juice - Ordered on boostyourlunch.com. Select Victory PS and the child's class from the drop-down menu, add your students' name and choose from drop-down menus.

Fridays - Pita Pit - Ordered through School Cash website, Lunchbox online tab.

Weekly - Apple baskets are placed throughout the school weekly for students to enjoy.

Lunch Equity Program

School Council has established a lunch equity fund in hopes that hunger is not a distraction from learning. If finances are a barrier, please reach out to the students' teacher, Principal Nicole Hamilton or Administrator Kelly Wynne, and ordered lunches can be delivered to the class for the student, paid for by School Council. The Lunch Equity Program also supports the purchase of groceries to provide options for students that come to school hungry.

School Council

The Victory Public School Council is made up of parents/guardians, the Principal and a teacher representative. The School Council acts in an advisory capacity to the School Principal for the continued promotion of excellence. We also organize fundraisers throughout the school year, for additional classroom resources, events and programming, above and beyond what is paid for by the school board.

School Council is open to ALL parents and guardians of students who attend Victory PS.

Council meetings are held in the school library at 6:30-8:00 pm on the first Wednesday of each month of the school year. Elections for the Executive positions (2 Co-chairs, Treasurer, Secretary) happen at the first meeting in September.

Attachment 1: DRAFT Orientation Guide for Victory Families 2024 - Page 2 of 2

These are the current School Council sub-committees: Grounds, Dessert Party, Equity and Craft-Market. Joining a sub-committee does not require that you attend monthly School Council meetings.

We encourage you to consider contributing to the School Council, to help provide a richer education experience for your student. You can become a School Council member by attending regular monthly meetings and voting in elections and for the budget. You can also volunteer in a subcommittee, without attending Council meetings, or you can just volunteer at events like the annual Dessert Party or the Night Market Craft Sale.

Key Victory PS School Council Events

September

Monday, September 2 - Annual Labour Day School Grounds Cleanup

Wednesday, September 5 - First school council meeting - Election of council executive positions, establishing interest in attending meetings/joining the email list

October

2nd school council meeting - Setting the budget for the year

November

Craft Market & Night Market - During the day students can purchase crafts made by parents/students of the school for \$0.25 - \$5.00 as gifts. The "Night Market" is held after school hours. It's open to the public and features local vendors of homemade art, jewelry, decorations, and food.

December/January

Dessert Party planning begins.

February

Cookie Dough Fundraiser.

March

Spirit Wear Sale, featuring the school logo on clothing for students and their families.

May

66th Annual Dessert Party - The Victory School Dessert party is our largest fundraiser of the year. It takes place on a weekday in mid-May, from 5 pm to 8 pm and features a BBQ, games, silent auction, dessert plates made of food donated by the school community, and a raffle. Tickets are sold online in advance, community members are welcome to attend. The event is organized by a committee and relies on hundreds of volunteers.

By-laws of Victory School Council

Aim

The Victory Public School Council is dedicated to creating an exceptional learning environment for all students. We focus on promoting educational excellence, fundraising for enriching resources and programs, and fostering open communication between school, families, and the community. Through active parental involvement and advocacy, we strive to continuously improve Victory Public School.

Membership

The Victory Public School Council shall consist of:

1. An Executive consisting of:
 - a. 2 Co-chairs
 - b. 1 Secretary
 - c. 1 Treasurer
2. A maximum of 15 general members
3. The School Principal
4. A Teacher

And may also include:

5. A non-teaching staff member
6. A community member

The total number of guardian and parent members must always exceed the balance of the membership. The Chair position requires a minimum two year commitment. Co-Chairs shall attempt to stagger their commencement date to ensure continuity. Ideally there will be one guardian/parent from each of the language streams as Co-Chairs.

Invitations go out to all Victory School families in advance of the inaugural Council meeting in September. At that meeting, an election takes place to elect the Executive members (co-chairs, secretary and treasurer). The general membership is made up by parents/guardians who regularly attend Council meetings.

Quorum

There must be a quorum at each meeting. Quorum exists when a minimum of 50% of the parent members which includes the Executive are in attendance. If the Co-Chairs are not available and there is quorum, another School Council member may act as Chair.

Duties of School Council Members

School Council members should be people of good will who are concerned about the needs of the whole school.

The duties of School Council members are as follows:

1. Attend all School Council meetings, if possible.
2. Raise issues of concern to the School Council for resolution.
3. Participate in School Council discussions.
4. Commit to serving on at least one School Council sub-committee.
5. Vote on allocation of School Council funds. *Council members must have attended at least 2 Council meetings to be eligible to vote on budget allocations.*

Duties of Co-Chairs

The duties of the Co-Chairs are as follows:

1. Attend all School Council meetings, if possible.
2. Ensure that School Council operates in accordance with legislative requirements.
3. Clear out the School Council mailbox on a regular basis, and respond to mail and email promptly.
4. Prepare and distribute agendas to the School Council email list, at least a week before each monthly Council meeting. Agendas must also be shared with the Principal and added to the School website in advance of each School Council meeting.
5. Ensure that School Council input is provided to the Principal where required.
6. Meet with the Principal to discuss issues/concerns raised by parents.
7. Solicit participation and input of School Parents/Guardians whenever possible.
8. Chair alternate meetings.
9. Ensure the meeting is conducted in an orderly fashion.
10. Ensure that all who wish to speak at a meeting are provided with the opportunity to do so.
11. Where there are differing views with respect to actions which need to be taken, work to achieve consensus.
12. Participate in the preparation of the annual budget.

Duties of the Treasurer

The duties of the Treasurer are as follows:

1. Attend all School Council meetings, if possible,
2. Provide an update on Council finances at each monthly School Council meeting.
3. Record and deposit all monies received.
4. Record all expenditures.
5. Pay invoices within 30 days.
6. Take the lead in preparing the annual budget, with input from the Principal and Executive Council members, for approval by School Council at the second School Council meeting of the school year.

Duties of the Secretary

The duties of the Secretary are as follows:

1. Attend all School Council meetings, if possible.
2. Prepare a list of all School Council members' names, numbers and email addresses at the beginning of the year for distribution to School Council members.
3. Accurately and succinctly summarize the discussion and action items in each monthly School Council meeting. Action minutes are preferred because they focus participants' attention on priority and time-sensitive items. The Secretary can clarify points of discussion in the meeting for purposes of accurate minute taking, and can offer to time potentially lengthy discussions for the Council.
4. Distribute School Council minutes, preferably within one week of the meeting, via email to all members of the School Council, including the Principal and request that the minute be added to the School website.
5. Keep a record of all School Council Agendas and Minutes in the School Council Google Drive.