

Roch Carrier Elementary School

Council Minutes

2021-2022

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| Date: | Wednesday October 6, 2021, 7PM (Virtual Meeting) |
| Present: | Ashley Barnard Becky Smart Donna Owen Francis Sevor Lisa Helen Nowell (Teacher Representative) Katherine Robertson-Parrott Kelly Littlemore (Vice-Principal) Lisa Clayton (Principal) Renuka Darling Sarah McDonald Sobia Ansari |

Approval of Agenda

Motion By: Donna Owen

Seconded By: Katherine Robertson-Parrott

Approved

Agenda Items:

1. Nominations & Elections (Lisa Clayton)

Co-Chairs: Katherine Robertson-Parrott/Lisa

Treasurer: Ashley Barnard

Secretary: Donna Owen

OCASC Representative: None

Members at Large: Becky Smart, Renuka Darling, Sobia Ansari

There were no other nominations. All votes were in favour of the nominees.

2. Principal's Report (Lisa Clayton)

- 390 students
- 24.84 teachers (includes Principal and VP), 3 EAs, 6 ECEs + 2 Early Learning Assistants (Afternoon EDP)
- New office staff this year - Esther Sinclair (Office Administrator) and Kerri-Leah Stewart (Office Assistant)

- Students are adapting well to COVID routines (includes students returning from Virtual Learning)
- 1 large grade 6 EFI class. They have the largest classroom in the school and use tables with dividers. All other classes (except Kinders) have desks in rows.
- Classes have zones at recess and are physical distancing.
- Were informed today that group work/partner work will be permitted.
- Drop off/pickup routines and entry/exit routines for nutrition breaks are going well.
- 2 lunch monitors are providing support over lunch including hand sanitizing.
- Terry Fox event last week raised \$560 and the students made it past Fredericton.
- There were activities for the National Day for Truth and Reconciliation (September 30) last week.
- Students participated in Student Vote.
- 2 student teachers from Queens University are in the school (grade 1 and K)
- Meet the Teacher virtual was October 5. Went well.
- Progress reports and Kinder observation reports will be sent home on November 4. Timing of Parent Teacher interviews is TBD.
- Halloween is coming up. Will work with staff to determine the date for Costume Day.
- Don't know if school photos will happen this year. Grade 12 graduation photos went ahead.
- Vaccination Policy – All staff must have 2 vaccinations. At this time volunteers are not permitted in the school. Everyone coming into the school must be vaccinated.
- No hot lunches at this time.

3. Teacher's Report (Helen Nowell)

- Nothing to add to Lisa's report. Teachers are happy to be back in person. Hoping it stays that way.

4. Treasurer Report & Budget Update (Ashley Barnard)

- Bank balance as September 29, 2021: \$8866.62
- Last year's fundraising
 - Jojo's DIY Pizza night, Jojo's Pizza night, Gabriel's, Milanos – approximately \$500
 - Rain Barrel's - \$733
 - Ongoing fundraisers - Home Hardware, Mabel's labels
- Moved to in school banking last year from an external bank account
- Partnership with St. Mary's school – donated \$1000 last year (double the regular amount last year because there a missed year)
- Asphalt Paving (last year) - \$2427
- Legacy Fund \$2500 (carried over from last year) – needs to be discussed as part of this year's budget discussion.
- Educator supplies - \$4000 allocated for this year - \$100 per teacher, \$50 for ECEs

- Online Reading program – Licenses (English/French) were purchased for home reading program last year
- Question about funding reading program this year
 - Would cost more this year since there are about 100 more students this year.
 - Many staff members used it extensively last year
 - Teachers are allowed to send levelled readers home. Not sure if there is enough to put them in quarantine.
 - Lisa C to find out the level of interest from teachers and we can discuss at the next meeting.
- Full budget discussion at next meeting.

5. Role of School Council (Donna)

- Presentation attached at the end of the minutes.
- Information gathered from the following sources:
 - <https://ocdsb.ca/common/pages/DisplayFile.aspx?itemId=33327189>
 - <https://www.parentsengagedineducation.ca/media/docs/resources/school-councils-in-ontario.pdf>

6. New Business

- Spirit wear Ashely
 - Looking for volunteers to help. Contact Ashely
- Other Fundraising Options
 - Add to next month's agenda
 - Any ideas let Katherine know. Katherine is looking for help.
 - Looking to support local businesses
- Request to start meeting with a land acknowledgment
 - Add to the Agenda. Lisa C will lead it.
 - Staff meetings and many classes start with a land acknowledgment
- Scholastic Virtual book fair or Teachers running Scholastic?
 - Nothing received yet. Not sure if it is permitted.
 - Lisa C/Katherine to talk to the librarian about a Scholastic Virtual book fair to see if she is interested.
- No sports or extra-circulars activities. Waiting for further direction.
- Request for a presentation on the how the school budget works.

Adjournment: 8:30pm

Date of Next Council Meeting: Wednesday October 20 (tentative)

#1 What is the purpose of a council?

“The purpose of school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents. O. Reg. 612/00, s. 2 (1).

A school council’s primary means of achieving its purpose is by making recommendations in accordance with this Regulation to the principal of the school and the board that established the council. O. Reg. 612/00, s. 2 (2).

**A school council may make recommendations to the principal of the school or to the board that established the council on any matter. O. Reg. 612/00, s. 20.*



#2 - What is the role of the council?

The Council generally provides advice on the following areas:

- Improving pupil achievement:
 - School learning (improvement) planning, school-based services, school budget priorities, principal profile, school policy, local school calendar, use of school facilities, etc.
- Enhancing accountability to parents:
 - Liaising among the school, board and the community, Promoting a sense of community, communication strategies, workshops/seminars, planning.



#3 - How are councils governed?

- Ministry Regulation [612/00 and 613/00](#) (*under the Education Act*)
- [OCDSB Policy P.014.SCO](#) (School Councils)
- [OCDSB Procedure PR.509.SCO](#) (School Council Elections, Constitution and By-laws)
- Your local school council Constitution

Tip: Read [OCDSB School Council Resource Guide, 2011](#)



#7 - What is the role of the principal on a council?

Principal's Role

- Facilitate and assist council operations
- Coordinate council election process
- Support and promote council activities
- Distribute annual report
- Seek input, share information, attend meetings, act as resource, consider recommendations, liase with chair, communicate, encourage participation of school community



Recommendations: Top 3 Best Practices

- Give your School Council Constitution an *annual checkup*! A strong Constitution will provide structure, lay out clear expectations and minimize conflict!
- Ensure your *School Learning Plan (SLP)* is a regular item on your School Council agenda; focus your Council workplan on activities that support the SLP and help communicate progress to the community all year long!
- Join OCASC; designate reps to attend meetings and bring back advice/resources to share during the standing OCASC report on your School Council agenda!



SCHOOL ISSUES A COUNCIL MAY ADVISE THE PRINCIPAL

- School Learning Improvement Plan
- School Budget
- Code of Conduct, including school uniforms
- Facility concerns
- Technology used by students
- Opportunities for parent volunteers in the school
- School events
- EQAO
- School safety
- Use of funds raised by the council or the school to better the learning experience of students

SUCCESSFUL SCHOOL COUNCILS ARE BASED ON THESE PRINCIPLES

- Inviting and welcoming school environment
- Inclusive and diverse parent representation
- Mutual respect by members allowing for every voice to be heard and valued
- Meetings that are at a time and place convenient for the majority of parents
- Consistent and regular communication with the school community
- Agendas that offer topics on a variety of subjects of interest to the school community
- Have an good mix of time to conduct business and allow members to network and socialize
- Empower members and provide good succession planning for officer positions

ROLE OF KEY MEMBERS OF THE SCHOOL COUNCIL

CHAIR – Lead the council, prepare agendas, spokesperson for the council.

PRINCIPAL – Work in conjunction with the council and Chair to provide resources, guidance and support actions of the council. Approve any action or communication from the council to the community.

TEACHER REP - to bring feedback and suggestions from the staff to the council and keep teachers informed of issues being considered or worked on by the council.

COMMUNITY REP – a person voted on by the council to provide input or support, usually from the community i.e. daycare centre, local business owner, etc.

COMPOSITION OF THE SCHOOL COUNCIL

The composition of a school council in Ontario is established by Legislation 612 and any relevant school board policy. It is made up of the following members:

- Principal
- Parents / Guardians of the school
- One teacher
- One non-teaching staff
- Student (secondary school, optional for elementary)
- One or more Community Representatives
- One person appointed by an association that is a member of the Ontario Federation of Home and School Associations, the Ontario Association of Parents in Catholic Education or Parent Partenaires en Education, if the association is established in respect of the school.

The full text of Regulation 612 is available at the link below.

www.e-laws.gov.on.ca/html/regs/english/elaws_regs_000612_e.htm

BE THE VOICE OF THE CHILDREN IN YOUR SCHOOL – GET INVOLVED TODAY !

School councils play a vital role in the education system in Ontario. They provide a forum through which parents and other members of school communities can contribute to improving student achievement and school performance.

With the development of the Parent Engagement Policy, the Ontario government took significant steps to ensure that parents, through their school councils, would have greater influence in their children's education. Regulations were created that confirm the advisory role of school councils and clearly state that their purpose is to improve student achievement and enhance the accountability of the education system to parents.

Today the role of the council is to consult and provide input to the school Principal, the school board and the Ministry of Education on matters such as; student achievement, facilities, school/ board budgets, technology, etc.