



LAURA SECORD SCHOOL COUNCIL MINUTES
May 13, 2019 at 7:00 pm

Present: Pratima Burton, Jennifer Johnson, Sandy Cowan, Kelly Vlaar, Heidi Poltl, Leah Klassen (Prefects), Naomi DeLeon (Student Union)

Regrets: Helena Tritchew, Tracy Turavani, Richard Juritsch, Jean Kozela, Lori Blake, Natasha Lupish, Natalie Brown, Byron Gracey, Justin Moore

Item	Discussion, Events, Activities	Action/Upcoming Activities	Person(s) Responsible
1.0	Call to Order/Welcome		
2.0	Adoption of Agenda		
	<ul style="list-style-type: none"> • No Guidance Report – removed from agenda 		
3.0	Introduction of Guest – Caren Burt		
	<ul style="list-style-type: none"> • Kelly and Pratima met with Caren prior to the meeting to view the venue space for the parent workshop • Caren distributed participant guide and provided an outline of the upcoming workshop • Caren answered any questions the Council had about the workshop • Caren then left the meeting before the Council's regular business 		
4.0	Approval of April Minutes		
	<ul style="list-style-type: none"> • 1st – Sandy Cowan; Jennifer Johnson to request Mike Balsom place on LSSS Website • 2nd – Heidi Poltl 		
5.0	Correspondence	<ul style="list-style-type: none"> • Letter received from OSSTF encouraging people to lobby government re: education changes (visit website www.hereforstudents.ca for info) • Thank-you card received from Sandy Cowan for 	Jennifer

		thoughtful fruit bouquet recently sent from Council		
6.0	Reports			
6.1	Prefects	<p><u>Past</u></p> <ul style="list-style-type: none"> • GSA Symposium (April 30) • Report card dissemination (April 30) • Rankin Run kick-off assembly (May 7) • Head Prefect selected (Olivia Reyno) new Prefect meeting held (May 3) with 18 participants <p><u>Upcoming</u></p> <ul style="list-style-type: none"> • New Assistant Head Prefect to be selected (May 14) and other Prefect interviews to be held (date TBD) • Rankin Run (May 24) – help along route • Parent Council Event (May 22) – received details from Council; 8 Prefects required to help with set up, guiding parents to upper cafeteria and helping with reception – coffee, water, cookies and clean up 	Provide support to upcoming events	Leah
6.2	Student Union	<p><u>Past</u></p> <ul style="list-style-type: none"> • Lip Sync Battle initial rounds held (April 24/25) <p><u>Upcoming</u></p> <ul style="list-style-type: none"> • Lip Synch Battle final round (May 16) • Spirit Week including Grade Wars (week of May 26-30); may include Hawaiian/Beach-themed Dance, Dress Like Your Favourite Teacher, etc.; Grades will receive points and a winner will be determined with prizes (eg. Pizza lunch) 	Plan and implement activities	Naomi (Student Union)
6.3	Principal	<ul style="list-style-type: none"> • School Support Staff Appreciation (May 15) 	Let Jennifer/Jean	Helena/Jennifer/Jean

		<p>Rankin Rin (May 24) - \$6100 raised already (\$600 Drama Night, \$1,500 Garage Sale, \$4,000 Trivia Night); \$20,000 goal; students collecting pledges, volunteer hours available; incentives for classes with fun activities like duck tape your teacher, karaoke, hair cutting, custom on-stage tattoo)</p> <ul style="list-style-type: none"> • PD Day (May 17) – teacher development to include Student Voice results (DSBN, Secord Students, and climate survey results); will discuss how to implement tactics that support results and inform annual learning/department/school planning • Pride Week Flag Raising (June 3) – at all DSBN St. Catharines schools for 1 week; small part of equity and inclusion work • Exams (June 19-24) • Commencement (June 27) – School Council Scholarships 	<p>know how many Council scholarship cheques are needed; Jennifer to hand out on stage during Grad</p>	
6.4	Treasurer	<p>Jean sent her regrets that she could not attend and provided her report via email; Jennifer read the email regarding what Jean would take care of and what she needed for the Parent Workshop Night (listed in Item 6.6):</p> <p>“For our Spring Concert concession stand:</p> <ul style="list-style-type: none"> • Unfortunately I will not be able to attend the event (I have to work), but I can most definitely do as much as possible before hand (arrange for water, floats, napkins etc. and direct anyone that can do the pick up of cookies from Costco (any one with a membership?) and ice. Then I can still do the after stuff, returning the extra water, calculating our profit, reimbursing anyone that has expenses, doing the deposit etc. 		Jean

		<ul style="list-style-type: none"> - Are we still interested in running this event? - Will we have enough people to man the tables (3 each side) as well as one of these people willing to organize the evening? - If yes, just let me know and I will do my part." <p><u>Current account balances:</u></p> <p>\$804.71 (General account) \$1498.79 (Nevadaman account) \$500.00 (Annual PIC Fund) \$2303.50 (Current funds available) -\$1250.00 Allocated Funds – Scholarships x 5 = \$1053.50 (Forecast balance of at end of school year)</p> <p>* PRO Grant refreshments * Student Union Start-up \$200?</p>		
6.5	Event Volunteer Committee (EVC)	<p><u>PAST EVENTS</u></p> <ul style="list-style-type: none"> • Rankin Trivia fundraiser (Jennifer, Richard, Sandy, Heidi, Tracey attended) <p><u>UPCOMING EVENTS</u></p> <ul style="list-style-type: none"> • Parent Engagement Event (May 22) • Spring Music Concert (June 6) - TBD 	Help with and attend parent council event promotion	Tracey/All (see below) Tracey to scope interest/avail of EVC to run concessions at Spring Concert
6.6	PRO Grant	<p><u>To do:</u></p> <ul style="list-style-type: none"> • RSVP tracking – confirm final count (as of May 13 we had 36 parents signed up according to Tracey Newman) 	Confirm final count	Tracey N to confirm with Kelly/Jean/Prefects; Kelly to confirm with facilitator

		<ul style="list-style-type: none"> • Print Participant Guides • Room set-up with tables for inter-action (x4 per table), Screen, projector at front • Tables for water, tea, coffee, cookies • Arrange payment for facilitator (\$800 cheque) • Email reminder to participants • Prep registration table • Provide pens on tables and at registration • Survey participants (onsite at end of event) • Final report due via PRO Grant website June 2019 	<p>Print Participant Guides</p> <p>Room set-up</p> <p>Cheque for facilitator</p> <p>Coffee, tea, water, cookies, condiments, cups, napkins</p> <p>Send email reminder to those who have RSVP'd prior to event</p> <p>Prep registration sign in, tablecloth, Council banner</p> <p>Pens</p> <p>Survey</p> <p>Complete final report (June)</p>	<p>Kelly to send Guide to Helena for school to print</p> <p>Helena to confirm room set-up through Prefects</p> <p>Jean to arrange cheque and bring to event</p> <p>Jean to purchase, provide expense for cheque, and arrange delivery to school during the day on May 22</p> <p>Kelly to provide draft email to Helena/Tracey</p> <p>Tracey N. to prep sign in sheet and man table at event; Jennifer to bring tablecloth, banner</p> <p>Kelly to bring pens</p> <p>Caren to provide survey; Kelly to ask school to print</p> <p>Kelly to complete online report post-event and tabulate survey results and provide to Council at next</p>
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7.0	Adoption of Reports	1 st – Kelly 2 nd – Sandy		
8.0	Other Business			
8.1	Year-end Report	<ul style="list-style-type: none"> Financial will include PRO Grant 		Jean
8.2	Selection of Election Committee for 2019-20 school year	<ul style="list-style-type: none"> TBD 		Jennifer to confirm next steps with input from Richard/Jean
8.3	Recruitment Strategies for Council	<ul style="list-style-type: none"> Need to recruit new, active members Info table at Grade 9 orientation day in August 	Share ideas with Executive Grade 9 Orientation Day table	All Tracey to arrange EVC
8.4	Dates to Remember	May 17 PD Day May 20 Victoria Day May 22 Parent Council Event May 24 Rankin Run May 29 Dance Showcase June 3 PRIDE Flag Week June 6 Spring Music Concert June 19-24 Exams June 27 Commencement		
9.0	Next Meeting	Monday, June 10th @ 6:30 pm Social Meeting reserved for those members who had attended at least 3 meetings/functions during the school year. Council Chair – Jennifer will send out invitations to those who qualify.		