



**LAURA SECORD SCHOOL COUNCIL MINUTES**  
**November 18, 2019 - 7:00 pm**

**Present:** Christine Lafferty (Prefect Staff Lead), Jennifer Johnson, Sandy Cowan, Tracey Turavani, Kelly Vlaar, Heidi Poltl, Helen Mancini, Jenna Cowan (Student Union), Olivia Reyno (Prefects), Sarah Turavani (Prefects)

**Regrets:** Helena Tritchew (Principal), Teri Thomson (Vice Principal), Leslie Wilson (Guidance), Jean Kozela, Carly James (Student Union), Keith Leclair, Tara Christensen-Watson, Mayumi Munoz

Item	Discussion, Events, Activities	Action/Upcoming Activities	Person(s) Responsible	
1.0	<b>Call to order/welcome</b>			
2.0	<b>Adoption of agenda</b> - No Guidance report – remove from agenda Agenda adopted as revised.			
3.0	<b>Approval of October 2019 Minutes</b> 1 <sup>st</sup> – Tracey Turavani 2 <sup>nd</sup> – Sandy Cowan			
4.0	<b>Correspondence</b>	• None	N/A	Jennifer
5.0	<b>Reports</b>			
5.1	Prefects	<ul style="list-style-type: none"> <li>Grade 8 Day (Nov 6) - completed</li> <li>Report card distribution (Nov 19) – will assist guidance</li> <li>Grade 8 Open House (Nov 27) – Planning underway; open to feeder/non-feeder elementary schools</li> </ul>	Distribute report cards  Confirm details for upcoming Gr. 8 Open House	Olivia/Tracey and Prefects
5.2	Student Union	<ul style="list-style-type: none"> <li>Kindness Day (Nov 14) - completed</li> <li>All day planning meeting (Nov 19) – rescheduled due to previous poor weather</li> <li>Coffee House (Dec 5) – Parent Council chaperones needed</li> </ul>	Confirm Parent Council attendance at Coffee House	Tracey

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		(Jennifer/Sandy/Heidi confirmed)		
5.3	Principal	<p>Report provided by Christine Lafferty, in Principal's absence</p> <ul style="list-style-type: none"> <li>Grade 8 Open House (Nov 27)</li> <li>Honour Roll event (Dec 4) – invitations sent home with Grades 10, 11, 12; speaker, reception/appetizers in cafeteria, \$10/ticket for parents/guardians if attending reception, registration required</li> </ul>	<p>Confirm School Council table; lanyards; speaking remarks at Gr 8 Open House</p> <p>Confirm if parents needed at Honour Roll event</p>	Helena/Tracey
5.4	Treasurer	<p>Report provided via email and provided by Jennifer Johnson, in Treasurer's absence.</p> <p>Current account balances:</p> <p>\$943.91 (General account)            \$907.63 (Nevadaman account)            \$500.00 (Annual PIC Fund)            \$1851.54 (Current funds available)  <u>-\$1250.00</u> (Allocated Funds – Scholarships x 5 = \$1250)  <b>\$601.54</b> (Forecast balance of at end of school year, excluding future Nevadaman and concessions earnings)</p> <p>Jean stated that she would be willing to organize the concessions for the Christmas Concert on Dec 12<sup>th</sup> and asked to advise her what we need and try to find out the time of intermission.</p>	<p>Confirm concert schedule and needs for concessions.</p>	Jennifer/Jean
5.5	Event Volunteer Committee (EVC)	<ul style="list-style-type: none"> <li>Grade 8 Open House (Nov 27) (Jennifer, Sandy, Heidi, Lisa Schmauder, others needed?)</li> <li>Honour Roll event (Dec 4) – may need parents (Gr 9s) - TBD</li> <li>Holiday Music Concert (Dec 12) – Jenn received confirmation from Bonnie (Music Dept) that a Concession Stand at the Concert on Dec 12 would be welcome; need 4 people to assist</li> </ul>	<p>Confirm Gr 8 Open House parents at table/helping to serve refreshments</p> <p>Confirm if parents needed at Honour Roll event</p>	Tracey

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			Holiday Concert Concessions: <ul style="list-style-type: none"> <li>- Jean to arrange water, cookies, napkins, trays, cash floats, etc.</li> <li>- Jennifer to arrange signage</li> <li>- Tracey to coordinate shift schedule</li> </ul>	Jean  Jennifer  Tracey
5.6	Chair's Report	<ul style="list-style-type: none"> <li>• PIC Conference (Nov 6) - attended by Jennifer Johnson and Helen Mancini; thought it was informative and well-run; reference materials and book available to borrow from Jennifer if council members would like to review (contact Jennifer); Jennifer met with many resource booths including Niagara Nutrition Partners. They explained about the grants available for getting a salad bar installed in the school's cafeteria. Jessica Stephenson from NNP has already been in touch with Jane Davies to talk about the salad bar grant. School Council is in support of the school applying for this grant in hopes that it could come to fruition for Sep 2020.</li> <li>• Grade 8 Open House (Nov 27) – Jennifer and Sandy will be speaking at the assembly on behalf of the Council</li> <li>• School Council inventory of items we have on hand was shared (e.g. signs, banner, etc.) for events</li> <li>• <u>Council By-Law Review</u>            As per by-law article 15, it is time for a review of our by-laws, last updated May 2017. A copy of our by-laws is accessible on our tab of the school website. Recommendations for amendments will be presented to the council at the January 2020 meeting and will require a 2/3 majority to be passed. This review noted 5 points of the by-laws to update for clarification.           <ol style="list-style-type: none"> <li>1. Articles 5 and 6 – Elections: for clarity we should identify the number</li> </ol> </li> </ul>	Speak on stage to promote Council  Update by-laws, following vote at Jan mtg	Jennifer/Sandy  Sandy

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	<p>of parent member positions on council. This is to reflect that we have acclaimed all who wished to join the council as voting members and have not seen a need to hold elections. If we state a specific number of members in our by-laws, we can have rules in place to trigger a formal election yet can operate within our by-laws and continue our preferred practice of accepting interested parents.</p> <ol style="list-style-type: none"> <li>2. Article 7.3 – role of the executive- draft budget: in practice we have had a regular finance report from the treasurer but have not set a yearly budget plan outlining actual and expected incomes/expenses.</li> <li>3. Article 7.4 – Chairs duties: for clarity an actual list of duties should be included. The list from the Regulations is available.</li> <li>4. Article 8 point 2 – bursaries: it is stated council will designate the number of bursaries each year. For clarification. It has been our practice to designate 5 bursaries. This could be identified as the target with our discretion to change dependant on funds.</li> <li>5. Article 10 point 3 – a copy of meeting dates will be sent to the local trustee: this has not been our practice. Council should discuss keeping and implementing or discarding.</li> </ol> <p>Proposed Amendments (as discussed at November 18<sup>th</sup> meeting):</p> <ol style="list-style-type: none"> <li>1. 5.1: the school council is composed of up to 30 parent members....</li> <li>2. 6.3: add – when numbers seeking positions on council exceeds 30.</li> <li>3. 6.5: point 5: add if needed.</li> <li>4. 7.3: change December to November</li> <li>5. 7.4: add point 3 - duties include but are not limited to: arrange meetings, prepare agenda, chair meetings, ensure minutes recorded and maintained, facilitate conflict resolution and communicate with principal on behalf of council.</li> <li>6. 8 point 2: change to school council will designate 5 bursaries of \$250 each as resources permit. Number of bursaries may be adjusted yearly at discretion of council given available funds.</li> <li>7. 10 point 3: Change to – A copy of the list of dates and times of meetings will be publicly posted on the school website.</li> </ol>		

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		<ul style="list-style-type: none"> <li>Safe Talk Trg – scope Jan 20 or 27 dates; all welcome; need 10-20 participants; 2.5 hours long; facilitated by trainer from Niagara Health; will have sign-up at next mtg</li> </ul>	Confirm date for Safetalk Trg and prep for sign up at next Council mtg	Jennifer
<b>6.0</b>	<b>Adoption of Reports</b>			
	1 <sup>st</sup> – Kelly			
	2 <sup>nd</sup> – Tracey			
<b>7.0</b>	<b>Other Business</b>			
7.1	Important Dates	<ul style="list-style-type: none"> <li>Grade 8 Open House (Nov 27)</li> <li>Honour Roll Awards (Dec 4)</li> <li>Holiday Music Concert (Dec 12)</li> <li>Winter Break (Dec 23 – Jan 3)</li> <li>Safe Talk Training for Council Members (Jan – TBD)</li> </ul>		
7.2	Items for Next Meeting	<ul style="list-style-type: none"> <li>Reminder to Council members to attend a min. of 3 meetings in order to remain an active member and attend the year-end social</li> </ul>		
<b>8.0</b>	<b>Next Meeting</b>	<b>Monday, January 13 @ 7:00 pm (Library Learning Commons)</b>		