School Council minutes – October 18, 2012

Present: (PDSB): Mr. Matt McCutcheon, Miss Biassutti, Mrs. Carew; (Council Members): Satinder Dhillon, Lisa Lewis Miller, Ryan Hunter, Dave Sheen, Paul Sylvester, Jaskaraw Raj, Sophia-Marie Carew, Bill Tang, Rodley Wright, Tracey Talbot, Valerie Carty, Sanjeeve Sharda, Carol Borscevski

Regrets: Ursula Gandhi

Absent: Michelle Ann Babb, Colin Dow, Sarah Deen

Agenda:

- Chair Updates
- Drafting bylaws
- Next meeting November 8th

The Chair updates:

- Parent Council table was had a table at the school open house, thanks to volunteers who helped run that table
- Parent Council worked with the school to prepare and distribute carrots for Caledon Crunch, a tremendous success thanks to volunteer efforts
- Updated Council that a Parent Council tab was now available for visibility and communication purposes under the school website
  - The information on that page would be submitted by Council and uploaded by school staff upon approval from the Principal
  - Additional functionality that would enable people to subscribe to that page and receive updates via email is pending, ETA not specified
- Stressed the importance of volunteer participation
  - Mr. McCutcheon mentioned there is a roster of parents who love to volunteer but are not interested in being on the Council and that it is a resource that we can also tap into
- School Council orientation event registration opportunity - training for parent Council, focussing on various aspects of what a school Council does (fundraising, supporting school success etc.,)
  - 3 spots are available: Dave Sheen and Yevgenia Casale have agreed to go. Third spot offered to the Council. Valerie Carty has agreed to take the third spot. The details pertaining to that training are attached with these minutes.
  - Training date will be held at West Credit Mississauga on November 29, 2012. They possibly will increase the number of spots allotted closer to the date.
Parent Council by-laws:

- Mr. McCutcheon presented video from PDSB website regarding by-laws for school Councils, provided information as to where more information can be found and opened a template example for school Council bylaw, asking if there were any questions about by-laws.
- Members collectively agreed that the templates provided were quite comprehensive and agreed to review each of the five templates so as to make applicable changes rather than creating a document from scratch.
- Discussed if more areas needed to be added if needed.
- Considerable attention was paid to the section regarding conflict of interest and how Council should address any real or perceived conflicts that could arise, who is entitled to raise the issue and the process to follow in working toward a resolution. As an example the Chair cited her current and pre-existing ownership of a for-profit publication and her and/or its potential involvement in fundraising activities on the part of the Council.
- Based on this discussion Council agreed on amendments to the conflict of interest by-law template.
- Per the decision by Council from previous meeting the document was amended to indicate that the Council’s structure includes one Chair, two Vice Chairs, a treasurer, and a secretary. Council agreed to have “Council executive” replace mention of specific seats on Council.
- Discussion was held with respect to when elections should be held. Chair recommended that the election process should take place at the end of each school year to enable the Council to commence each new year’s activities as early as possible the following September.
- Following group discussion consensus was reached that because the nature of the community is constantly growing and evolving in the interest of fairness to new residents, elections should be held in September. The Board was able to reach consensus on this matter.
- Members discussed process for resolution of a tie vote. Options considered included a random draw in the event of a tie, all members vote and in the event of a tie the Chair’s vote is discounted or the Chair abstains from Council voting and only casts a vote in the event of a tie. Based on the discuss Council agreed that based on standard accepted practice the Chair should abstain from voting and only cast a vote in the event of a tie.
- Discussion was held with respect to record of absenteeism as well as how to follow up on attendance.
- Council agreed that it was sufficient to notify any member of Council in case a member is not able to attend. No clear resolution was reached with respect to how many missed meetings signified abdication of seat on Council.
- Filling vacancies: section incomplete
- Chair requested confirmation from Members in attendance that they still wanted Council to be comprised of 17 members. Everybody agreed to leave Council constitution as is.
Next meeting:

- Date set for November 8, 6:30 p.m. to 8:00 p.m.
- Open meeting, anybody can attend.
- Based on list developed at previous meeting Council decided on primary and secondary concerns on which to focus on
  o Sanjeeve Sharda reminded Council that fundraising, though important was not considered the primary goal of the Parent Council
  o A brief discussion was held with respect to implementation of the school lunch program and its overlap with fundraising activities
    ▪ Chair requested volunteers for a fundraising subcommittee to deal with food alternatives
    ▪ Subcommittee was formed by Lisa Lewis-Miller, Tracy Talbot, Valerie Carty, Yevgenia Casale. They agreed to meet off-site on October 30th and report recommendations to Council at the next meeting
- Due to time constraints Council agreed to adjourn working on by-laws and resume discussion as an agenda item for the meeting on November 8th
- Dave Sheen recommended the topic of strategies pertaining to dealing with bullying as the focus for the next meeting
  o Mr. McCutcheon agreed to arrange for guest speakers from within the school to discuss what the initiatives and programmes are already in place both within the Peel District School Board and within SouthFields Village Public School. Subtopics to be covered included Parent Learning & Information; and School Initiatives.

November 8, 2012 Agenda:

1. Principal updates (15 min)
2. Subcommittee food fundraiser recommendations report (10 min)
3. Bylaws, including conclusion of conversation about absenteeism (15)
4. Bullying prevention/ Awareness presentation, what is happening? How can parents help? What future plans do we have? (40 min)
5. Additional fundraising opportunities (jazzy jars) (5 min)
   a. Brief discussion and formation of subcommittee
6. Setting agenda for future meetings (5 min)

- Meeting Adjourned at 8:00 PM

Attachment: “2012 Great Start orientation for school councils_flyer.doc from FW: ACTION: School council orientation event registration - NEW DATE”