

Shannen Koostachin School Council		
Date	September 30, 2019	Meeting Time 6:30 – 8pm
		Learning Commons (Library)
Called to order by:	(Name) Julie Anderson, Principal	
Note taker	(Name) Chantal La Duke	
Attendees	<p><u>EXECUTIVE</u>: Co-Chairs: Cassandra Grant, Chantal La Duke; Treasurer: Kaity Vowels; Secretary: Farwa Bashir; <u>Parents Attending</u>: Nicole Abraham; William Abraham; Krysten Burke; Antony Cannell; Kirsteen Cannell; Marilyn Dela Cruz; Lisa Masters; Farkhunda Razzak; Sandra Van Wanrooy; Darlene Warren; <u>COMMUNITY REPRESENTATIVE (Voting member)</u>: Breann Domjancic; <u>SCHOOL REPRESENTATIVES</u>: Principal: Julie Anderson; Teacher: Jaclyn Mitchell</p> <p>Regrets: Cathy Natha</p>	

Principal's Report	
Time allotted	Presenter Julie Anderson, Principal
Welcome, Election Results	Welcome and introduction of newly elected executive for 2019-2020 year by Ms. Anderson, parents in attendance introduced themselves.
Presentation of HWDSB School Council PowerPoints	Review of purpose, structure, roles, responsibilities of school council. Discussion of possible bylaw structures, number of required meetings, suggested number of voting members. Review that all meetings are open to the public and parents are welcome to attend without having to be voting members. Review of the commitment requested of voting members with respect to attendance at meetings. Review of fundraising, potential fundraising projects, some high-level fundraising guidelines (eg. Max 1 major FR per year, some FR more about supporting school than making money – eg milk), high-level review of ministry food quality guidelines and 'guideline free / exempt' food days.
Nomination for voting members	Parents in attendance were welcomed to self-nominate as voting members as estimated working membership suggested by Ms. Anderson (15) was approximate number in attendance. Cathy Natha's request to be a voting member brought forward in her absence and was accepted.
Contact Sheet	All parents provided name, email address, and phone number and consented to distribution of same to council. Parents discussed platforms for communication as entire council. As not all parents are on Facebook, WhatsApp was chosen.
Meeting Dates	Parents in attendance discussed preferred meeting dates with respect to the day of the week and timing within the month. Mondays were selected as the preferred day, and meetings were set for the 3 rd Monday of every month (except December and June). Start time of 6:30pm was agreed upon. February will be 4 th Monday because of Family Day. Meeting Dates : Oct 21, Nov 18, Jan 20, Feb 24, Mar 23, Apr 20, May 25
Open House / Welcome BBQ / Meet the teacher / Book Fair	Discussion was held briefly regarding the upcoming open house / welcome BBQ / meet the teacher / book fair night Oct 3. Event being catered by Kelsey's. Volunteers signed up to assist with the evening. Treasurer and one of co-chairs to count BBQ monies for deposit after event.
Pizza Days	Request on when pizza days would begin? Discussion ensued that is a council item to initiate. Council opted to move forward with pizza for 3 mos and Lisa Masters to coordinate with Ms. Anderson.

Reports	As council is new there are no reports from Treasurer, Teachers, or Committees.	
Adjournment	General meeting adjourned at approximately 7:45pm	
Action Items Arising from Principal's Report	Person Responsible	Due Date
Action item 1 – Council contact information sheet	Chantal	ASAP
Action item 2 – Council setup on WhatsApp	Chantal/Cassandra	ASAP
Action item 3 – Bylaws – sample to be sent to co-chairs	Julie	ASAP
Action item 4 – Bylaws – Co-Chairs to review and return proposed bylaws to council for discussion and adoption	Cassandra / Chantal	By Oct 22
Action item 5 – Pizza Days – Lisa to coordinate with Ms. Anderson and admin staff to send out forms; to coordinate re: connecting with Janet Lee on how system was organized	Lisa Masters	ASAP with pizza to start by end of Oct

Announcements or Other Matters

7:45-8:15pm	Executive Meeting
Other Notes	<p>Co-chairs and treasurers remained to discuss executive items with Ms. Anderson (secretary unable to stay later):</p> <ul style="list-style-type: none"> • <u>HWDSB School Council Email</u> – will we use? Co-Chair Chantal agreed to be responsible for this account; Ms. Anderson will have address published to school council tab • <u>BBQ</u>: procedure regarding float, removing cash from cash boxes to put in safe during event, and reconciling at end of night; Kaity to monitor / move money to safe; Chantal agreed to stay as 2nd person for end of night count • <u>Bylaws</u>: Ms. Anderson to follow up with Janet Lee SC Chair Nicole Wilson for their bylaws template for Co-chairs to work on and prep to bring back to council • <u>Minutes</u>: Chantal agreed to coordinate with Farwa re: notes taken and draft minutes for September; draft minutes to be sent to Ms. Anderson for review for additions, deletions, suggestions; once coordinated / approved, circulated to council • <u>Agenda</u>: Co-Chairs to draft Oct agenda and send to Ms. Anderson for additions, deletions, suggestions; once coordinated / approved, circulate to council with draft minutes • <u>Reports</u>: Every meeting to have treasurer's report and chair's report; executive to prep and where applicable coordinate with Ms. Anderson for necessary information

Action Items Arising (not covered above)	Person Responsible	Due Date
Action item 1 – Email – Ms Anderson to send instructions, Chantal to setup	Ms. Anderson, Chantal	ASAP
Action item 2 – Minutes – Chantal to coordinate with Farwa re draft minutes for meeting	Chantal	By Oct 18
Action item 3 – Agenda – Cassandra and Chantal to coordinate, prep draft, provide to Ms. Anderson for review / distribution	Chantal, Cassandra, Ms. Anderson	By Oct 18

Draft minutes reviewed on: October 22, 2019

Draft minutes (with any amendments noted and initialed) adopted on: October 22, 2019