

Weston Memorial School Council Meeting
September 28th, 2023
Meeting Minutes

Co-Chairs: Julie Bisson (JB), Jamie Cameron
Treasurer : Adriana Avramova (AA)
Minute-taker: Siobhan Carroll (SC)

Location: WMJPS Library and over zoom
Time: 6:00-7:00pm

Present: Susanne Fata (SF), Christina Sciortino, Jill Malic, Kimberly Mihaychuk-Nonis, Julie Bisson (JB), Adriana Avramova (AA), Valerie Groves (VG), Siobhan Carroll (SC), William Sestito, Melissa Morgan, Amanda Cheel (AC), Tyler Veres, Patrick McLean, Nicole Coker, Marya Williams, Jenny Pac, Courtney Ricci (online), Misha Tamas (online), Sheila Ballintyne (online), Jamie Cameron (online), Helen's iphone (online)

Agenda Item	Decision/ Action Taken	Actions/ Responsibilities
<i>Welcome and Introductions</i>	JB welcomes all attendees. Explains how Student Advisory Council works, role, responsibilities.	
<i>Review and approval of last meeting minutes</i>	<ul style="list-style-type: none">JB unsure if minutes were taken at June 15 2023 meeting. VG took minutes. Cannot approve meeting minutes from June since they have not been reviewed.	June meeting minutes to be reviewed then approved at next council meeting
<i>Review and approval of financials (AA)</i> <i>(See Appendix for Financial Report)</i>	<ul style="list-style-type: none">AA outlines all revenue and expenses for the 2022-2023 school year. Closing balance June 2023 is 13762.54Bank account switching from Credit Union to another provider. Time delay to access account on account of switch.	

	<ul style="list-style-type: none"> • Account balance to be confirmed upon switch. 	
2022/2023 School Advisory Council Election (SF)	<ul style="list-style-type: none"> • SF outlines council structure <ul style="list-style-type: none"> ○ 9 voting members on council. If there are more than 9, there is a vote. ○ Once 9 members are established, roles are assigned. Executive Committee – Chair, treasurer, vice chair not required. ○ Voting members vote on budget, new events. Can form sub-committees for particular initiatives (fundraising, fun fair, pizza days, etc). <p>SF received 4 nomination forms, no election needed. Within council we have parent representatives, staff and non-teaching representatives. Staff will alternate between Ms Sciortino, Ms DiVincenzo and Ms Casamassima. Staff reps are voting members of council.</p> <p>Nominations are: Julie, Jamie, Siobhan and Adriana. 5 vacancies. Voting parent members needed not necessary to participate in executive committee.</p> <p>Valerie Groves self nominates.</p> <p>Amanda Cheel self nominates.</p> <p>Misha Tamas self nominates.</p> <p>Patrick McLean self nominates.</p> <p>Tyler Veres self nominates.</p> <p>Courtney Ricci offers to fill a vacancy. Not needed.</p>	

	<p>Executive Council (EC) is now selected. SF outlines roles and responsibilities of EC as per School Council Executive Roles & Responsibilities document (see Appendix).</p> <p>VG and JB volunteer as co-chairs.</p> <p>AA volunteers to continue as Treasurer.</p> <p>SC volunteers as Secretary.</p> <p>Executive council is formed.</p> <p>Thank you to outgoing council. Appreciation for all the hard work, very successful fundraising and strengthening the bond between the students, the school and the parent community. We will continue to build this bond this school year (SF)</p>	
<i>Establish Meeting Dates</i>	<ul style="list-style-type: none"> • Required to have a minimum of 4 meetings per year. We will have 4 or 5. • Next meeting will take place on Thursday, November 2nd. • Future meeting dates still to be scheduled. 	Schedule minimum of 3 future council meetings
<i>Co-Chair Report (JB)</i>	<ul style="list-style-type: none"> • School statement of needs (SSN) and student improvement plan (SIP) are documents the parents & council must prepare collectively. SSN outlines what parents want to see happening in the school. Documents will be shared with the school community for feedback, then submitted to SF then submitted to Trustee. Due date is around end of October or early November. JB says by-laws need to be reviewed. SF says they're finalized. JB – we can still review 	

	<p>them and share them within the school community.</p> <ul style="list-style-type: none"> • Fundraisers: • Halloween Dance-a-thon • Pizza Days <ul style="list-style-type: none"> ○ Pizza pizza used to have an incentive program where we would get the fun fair pizza for free using accumulated points earned from pizza lunches during the school year. They no longer have this. We can look to use other pizza places. Parent suggests Pizza Nova. JB thinks Pizza Nova has an incentive program. Pizza days will probably start end of November. Usually last Friday of every month. Staff agree it's a positive program. Students look forward to pizza lunches. Pizza lunches require parent volunteers and spreadsheet work to organized orders by class. On the day of, 4-5 parents are needed to help organize the slices, plates, napkins and deliver them to the classes. Parent suggests pizza lunches twice per month. VG – there is a maximum number of days that lunches that can be offered. ○ Pizza Committee formed – Courtney Ricci, Melissa Morgan and Siobhan Carroll. Melissa offers to prepare spreadsheets. ○ Must decide on pricing. ○ First pizza lunch will be on Friday, November 24th. • SF – next meeting discuss fundraising plan, establish how much is needed 	<p>VG – look into if there's a max number of days we can offer pizza lunch</p> <p>Establish pizza lunch supplier we will use and pricing.</p>
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	<p>and how funds will be raised. SF will establish needs with the staff and will communicate that with co-chairs.</p> <ul style="list-style-type: none"> • JB outlines upcoming curriculum night. Thursday, October 5th. BBQ first at 5 pm, we offer hot dogs, chicken, halal and veggie options, drinks and popcorn. All free. SC – can we have a bake sale too? JB – let’s wait for parent-teacher interviews. Curriculum night is all free, not a fundraiser. Volunteers are needed at 5 pm. Council members should be there to help. Council can set up a table to share information. SC – can we give away the science centre passes leftover from the fun fair? JB – yes, we can give them to parents who leave a suggestion for council. SC – or we can give them away at the Halloween Dance – a thon. SF – or give them away as an incentive for fundraising, along with the shirts like we did last year. JB – there are some other prizes from the fun fair that weren’t given away. • Halloween fundraising should occur through cash online, rather than collecting change & cash from students. Parents will have to submit pledge forms, keep the collected money, then submit their total through cash online. 	
<i>Principal’s Report (SF)</i>	<ul style="list-style-type: none"> • Review of enrolment. As of Monday, these are the numbers (see Principal’s report in Appendix). No reorganization was needed. Didn’t lose or gain any staff. Class sizes are somewhat under 	

	<p>cap sizes. In junior grades, there are no caps, only “board averages” are reported. The board average is 24.5 students per class. Our 4/5 split classes have 27 and 26 students in them. We were projected to have 254 students; we currently sit with 235 students.</p> <ul style="list-style-type: none"> • 2 out of 3 fire drills have been completed. The 2nd occurred today. We can evacuate the whole building in 2.5 minutes. Very well done, calm, some students are holding their ears due to loud (recently upgraded) PA system. Hold and secure drill needed between now and January. Last drill we had to actually go into a lock down. Will try to do the drill later in the day. • Terry Fox Run raised \$1505.00. Giant tiger partnered with Terry Fox to match up to \$500 per school. • Food drive ends tomorrow. 	
<i>Roundtable Discussion</i>	<p>AC – asks for a list of events, calendar to be provided. SF – it’s on the school website, parents can go to “month view” and print it.</p> <p>Meeting ends at 7:06 PM</p>	

Appendix

Weston Memorial Junior Public School School Advisory Council Cash Flow Summary 30-Jun-23

Date	Item	Line #	2022-2023 Projected	2022-2023 Actual	Gross Income	Expenses	Net Income	Balance
5-Sep-22	Starting Balance		1,833.33	1,833.33			-	1,833.33
							-	1,833.33
	ADMIN EXPENSES						-	1,833.33
	PACE Dues & Fees	1	(10.00)	(34.50)		34.50	- 34.50	1,798.83
	Cheques	2					-	1,798.83
							-	1,798.83
	INCOME						-	1,798.83
	Movie Night 1, Raffle, Bake Sale	3	800.00	291.36	739.35	447.99	291.36	2,090.19
	Movie Night 2, Raffle, Bake Sale	4	-				-	2,090.19
	Halloween Dance	5	4,000.00	7,593.25	8,345.95	752.70	7,593.25	9,683.44
	Pizza Days	6	2,000.00	2,555.07	5,730.75	3,175.68	2,555.07	12,238.51
	Fun Fair	7	8,000.00	12,151.29	19,238.15	7,086.86	12,151.29	24,389.80
	Bake Sale	8		-			-	24,389.80
	Logo Wear	9	500.00	-			-	24,389.80
	Plantables	10	-	-			-	24,389.80
	Direct Donations	11	-	-			-	24,389.80
	Purdy's	12	500.00	-			-	24,389.80
	Budding Artists	13	800.00	620.00	620.00		620.00	25,009.80
	Family Pizza Night	14	-	-			-	25,009.80
				-			-	25,009.80
	USAGE OF FUNDS						-	25,009.80
	Skate Night	15	(600.00)	(305.93)		305.93	- 305.93	24,703.87
	Technology	16	(4,000.00)	(3,865.16)		3,865.16	- 3,865.16	20,838.71
	School-wide experiences	17	(2,100.00)	(1,887.77)		\$1,887.77	- 1,887.77	18,950.94
	Grade Five Grad Picnic	18	(1,000.00)	(1,371.55)		1,371.55	- 1,371.55	17,579.39
	Grade Five Grad Ceremony	19	(300.00)	(219.00)		219.00	- 219.00	17,360.39
	Grade Five Grad Photos	20	-	-			-	17,360.39
	Field Trip Busses	21	-	-			-	17,360.39
	Presentations in Class (\$235 per class)*	22	(2,585.00)	(2,780.00)		2,780.00	- 2,780.00	14,580.39
	JK Welcome Bags	23	-	(572.10)		572.10	- 572.10	14,008.29
	DrumFit	24					-	14,008.29
	Arts Programs	25	-				-	14,008.29
	Welcome Back BBQ	26	(350.00)	(245.75)		245.75	- 245.75	13,762.54
	Indoor Lunch Resources	27	-				-	13,762.54
	Outdoor Resources	28	-				-	13,762.54
	Music Concerts	29	-				-	13,762.54
	Appreciation Luncheon	30	-				-	13,762.54
	Parent Engagement Event	31	-				-	13,762.54
	Educational Program Licensing	32	-				-	13,762.54
	Native Plants	33					-	13,762.54
	School Pizza Lunch	34					-	13,762.54
	B Total Income				34,674.20			
	C Total Expenses					22,744.99		
	B - C = Net Funds Raised						11,929.21	
	Usage of Funds							
	A + D - E = Net Balance		7,488.33	13,762.54				13,762.54
	PACE Equity Shares		220.00	0.00				-
	PACE Dividends		0.00	0.00				-
	F + G + H = Ending Balance		7,708.33	13,762.54				13,762.54

Details:

*Presentations in Class

11 classes - Scientists in School

A

B
C
D
E
F
G
H
I



**SCHOOL COUNCIL
MEETING AGENDA
SEPTEMBER 28th, 2023
6:00PM – 7:00PM
SCHOOL LIBRARY**

Child Minding, Rm 6

2022-23 Outgoing Council Members.
Co Chairs: Julie Bisson
Jamie Camron
Treasurer: Adrianna Avramova
Representatives: Siobhan Carroll
Maria Russell
Misha Tamas
Kyra Tran
Jimmy Tran
Marya Williams

AGENDA

TIME DESCRIPTION & REMARKS

PRESENTER

6:00	Welcome Guests	Co Chair
6:05	Council Roles and General Information	
6:10	Review of June 2022 Meeting	
6:15	2022/23 Financial Report	Treasurer
6:20	2023/23 Annual Report – Year End	Co Chair
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6:30	2022/2023 School Advisory Council Election	Principal Susanne Fata
	– Introduction of the 2023/24 Elected Council	
	– Executive Council Member Assignment	
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6:40	Council Item	Chair – TBA
	-Upcoming Meeting Dates	
	-Upcoming Events	
	-Curriculum Night BBQ	
	-Dance-a-thon	
	-Fall Fundraisers?	
	-Council Budget	
6:45	Principal Report	Principal Susanne Fata
6:55	Round Table Discussion	Open Discussion

*Thank you for your participation.
Connecting home and school makes us a great community of learners.
~Unknown*

Principal's Report – S. Fata, Sept 28, 2023

Enrolment/Class Organization Update – 235 students

*As of September 25, 2023

Class	Projected	Actual
Rm 2, SK	15	15
Rm 6, JK/SK	17+11=28	17+11=28
Rm 7, JK/SK	17+11=28	16+12=28
Rm 4, Gr 1	19	17
Rm 8, Gr 1	18	17
Rm 5, Gr 2	20	18
Rm 9, Gr 2	20	18
Rm 14, Gr 2/3	5+15=20	5+14=19
Rm 15, Gr 3/4	16+7=23	14+8=22
Rm 12, Gr 4/5	13+8=31	11+16=27
Rm 17, Gr 4/5	13+19=32	11+15=26
	254	235

2 of 3 mandatory Fire Drills complete

Terry Fox Update \$1505.00, Giant Tiger \$500.00

Fall Food Drive – ends September 29th

TDSB Orange Shirt Day – September 29th (National Day of Truth and Reconciliation)

Cross Country at Centennial Park – October 5th

Curriculum Night & BBQ – October 5th

PA Day – October 6th

Grade 3 Universal Screening, CCAT7: October 10-27

Fall Student Photos – October 17th



School Council

Executive Roles & Responsibilities

Created: January 2021 | Updated: September 2021

Chair/Co-Chair

The chair (or co-chair if this role is shared) acts as the primary representative of the School Council and leads the School Council meetings. The chair/co-chair will:

- ☐ arrange for meetings;
- ☐ prepare agendas;
- ☐ chair council meetings;
- ☐ ensure that minutes of council meetings are recorded and maintained;
- ☐ encourage consensus among School Council members & facilitate the resolution of conflict;
- ☐ establish subcommittees when deemed advisable;
- ☐ communicate with the school principal on behalf of the council.

Treasurer

The treasurer keeps proper records of all monies that are collected and spent by the school council. The treasurer will:

- ☐ record all financial transactions,
- ☐ present quarterly and year-end financial statements to the council
- ☐ follow standard reporting and accounting procedures

Skills you can gain: record keeping & accounting, presentation, organizational, and accountability skills.

Secretary

The secretary records and distributes meeting minutes. The secretary will:

- ☐ record the meetings and type up the minutes
- ☐ make note of actions promised and planned
- ☐ distribute the minutes to the chair, co-chair, and principal
- ☐ post the minutes, once approved in a public place for the parents and staff to read

Skills you can gain: listening, speed writing, organizational, and accountability skills.

Sub-Committee Chair

Each year, the School Council forms sub-committees to address specific issues such as fund-raising, parent communications, etc. Each sub-committee has a chair and members from the school council. Sub-Committee chairs will:

- ☐ coordinate the activities of their sub-committee
- ☐ report on their sub-committees at School Council meetings

Skills you can gain: presentation, leadership, confidence, organizational, and mentoring skills.

Voting Members

The parent representatives are voting members who:

- ☐ participate on any committees established by the school council;
- ☐ contribute to the discussions of the school council;
- ☐ solicit the views of other parents and members of the community to share with the school council;

To learn more about School Councils and the roles of elected members, please look online at the Ontario Ministry of Education's [School Council handbook](#).