

Forest Hill School Council Minutes
September 15, 2015

Attendance – Fiona, Laurie, Rebecca, Melanie, Laura, Kelly, Stephanie, Nardia, Fosia, Andrea, Mr. Berndt, Mr. Hughes

Welcome and introductions

The council meets on the second Tuesday of each month (except July and August) and child care is usually provided.

Overview of council and positions available – Rebecca

- Chair, Co-Chair, Secretary, Treasurer, WRAPSC rep, Communication rep

- Mr. Hughes is willing to help the communications rep wrt updating the website

- o Chair/Co-Chair – Help organize and run school council meetings, aid in the process of applying for school council grants, participate and run school council events. Supervise sub-committee meetings and events. Estimated Time Commitment/month is 2 hrs

Chair; 1 hr Co-Chair

- o Secretary – Taking minutes (writing/typing notes during meeting discussions), then organizing the minutes and typing out final draft for distribution to members and the school council binder (a hard copy located in the office). Estimated Time

Commitment/month is 1 hr

- o Treasurer – In charge of general oversight of the School Council funds/monies- including depositing funds, paying invoices, and tri-monthly reconciliation statements to the school board. Estimated Time Commitment/month is 2 hrs

- o WRAPC rep – Waterloo Region Association of Parent School Council holds meetings once a month at the Waterloo Region Education Center (usually first Tuesday of the month). They discuss issues and concerns relating to education from a regional perspective. Our representative attends the monthly Regional meetings and reports the current issues back to the school council. Estimated Time Commitment/month is 1 hr

- o Communication Rep – This role handles Facebook updates, writing the Council Corner Exclusive (Council newsletter), and updating the Council bulletin board.

Estimated Time Commitment/month is 1 hr

Parent Council Procedures – Laura

- Discussion about quorum; subcommittees that we would like for the coming year

- o Quorum is 50% + 1 to vote on anything to move forward (you need to be present at the

meetings to vote).

A Quorum of the membership is the required minimum number of members who must be present in person to make decisions/vote on items (Davis-Stirling.com & based on Robert's rules). Chair/Co-Chair must monitor quorum numbers each meeting as well as membership attendance. If quorum is not achieved in a meeting, then the chair/co-chair must make this known and ensure that no decisions/voting can occur during the meeting.

The following subcommittees have spots to be filled to organize and run (volunteers to date are listed):

- o Teacher Luncheon (Fiona, Laura, Andre, Kelly)
- o Halloween party (Nardia)
- o Valentines party (Nardia, Kelly)
- o Movie Nights (Nardia, Fiona)
- o Forest Hill Tree Generation
- o Fun Fair (Nardia)
- o Earth Day Activities (Andrea)

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Council Events 2015-2016 – Rebecca

- The Lice Squad coming Sept. 24th, 6:30pm. Snacks and childcare are available, and door prizes will be given away.
- Treasures Books fundraiser until Sept. 29. Next time, in the communication to parents on fundraisers such as this one, indicate what the money will be used for. Post on website.
- Next school newsletter in November.

Financial report - Laurie

- Available amount in main account \$3196.05
- Balance in TreeGeneration account \$4396.43
- Lunch Lady probably not happening this year

School update – Mr. Berndt and Mr. Hughes

- 540 students
- 8-9 new staff
- Kids love the new junior playground!!
- Meet the Teacher event is postponed.

- Snack Pack program starting up again, now each school day. Churches, Rotary club helping. Food products will vary; from 3 food groups: yogurt, crackers, fruit or veggies.
- There are 38 subscribers to the school website – how can we increase this for better communication?

Greening committee – Laurie

- We should get a quote for installing a sidewalk coming from Stonybrook, past soccer field to Kindergarten wing.

Election and Subcommittee sign-up

- Let Rebecca or Laura know which council position(s) you would like to take on before October 13th. Election at next meeting (October 13).

Action items for next meeting:

- Council to discuss fundraising goals and review fundraisers identified for this school from an alignment perspective and also as to whether they are still required
- Mr. Berndt/Mr. Hughes to bring any teacher requests for fundraising
- Snack schedule rotation to be created
- Council to discuss how we can increase subscribers to the school website
- Let Rebecca or Laura know which council position(s) you would like to take on before October 13th. Election at next meeting (October 13).