



Cedar Hollow School Council

Meeting Minutes

Wednesday, November 1, 2017

Attendance: Sylvie Blais, Gidget Davidson, Amanda Feeser, Julie Graves, Jonathan Ferrara, Brandon Williamson, Jody Shepard, Tammy Croft, Jennifer Jackson, Samantha Sheridan, Cindy Cross, Krista Wild, Lindsay Harris

Regrets: None

Call to Order – 6:00 pm

1) Welcome and Introductions

2) Nominations for Elected School Council Positions

2.1 The following Executive Positions were acclaimed:

Co-Chairs: Lindsay Harris and Amanda Feeser

Treasurer: Jonathan Ferrara

The Secretary position is being contemplated by Jody Shephard with the understanding that other school council members will share the responsibilities.

2.2 The Elected Officer Position was explained and the difference between being a voting member and a non-voting member was clarified.

Additional nomination forms were distributed and the following elected officer positions were acclaimed: Brandon Williamson, Jody Shephard, Tammy Croft, Jennifer Jackson, Samantha Sheridan, Cindy Cross, Krista Wild.

2.3 Three student representatives will attend school council meetings and will be the student voice for Cedar Hollow. Interested students completed a writing activity where they expressed their interest and explained why they would be the best candidate. Student representatives will share a 10 minute presentation at each School Council meeting, beginning in December.

2.4 Staff Representatives

Julie Graves, Kindergarten Teacher, will be our teaching employee representative
Brenda Goldsmith, Evening Custodian, will be our non-teaching employee representative

3) Home and School Associations were discussed and Sylvie suggested that we start with the mandatory School Council and create as many sub-committees as needed to meet our goals.

4) School Generated Funds (SGF) Policy and Procedure was briefly discussed. The Thames Valley District School Board of Trustees approved a new School Generated Funds (SGF) Policy and Procedure. Under this new policy is the inclusion of School Council funds into the School Generated Funds (SGFs) of the Board's schools. This change means that School Council funds will now be administered through the school's bank account, instead of a separate bank account, as has been the past practice.

More information can be found at http://www.tvdsb.ca/files/1216/typic_memo_02sept2017.pdf

It was clarified that all money raised by the Cedar Hollow School Community stays with the Cedar Hollow School Community.

5) Fundraising

5.1 The board has a policy and procedure that must be followed when raising funds.

<http://www.tvdsb.ca/files/filesystem/Fundraising%20Pol%20and%20Proc.pdf>

5.2 Ensuring transparency with our community about where the funding is going to be allocated will allow our parent community the opportunity to decide how/when they want to participate.

Cash donations were discussed and it was clarified that anyone can donate money and a receipt can be requested for amounts above \$20.

5.3 Playground Equipment

Accepting donations for playground equipment from big companies and applying for grants was discussed.

Student voice will be important in choosing playground equipment .

It was explained that playground equipment funding for new builds is not provided. It is a choice and equity issue.

Tarmac painting, including games such as four square, hopscotch and number games will be done once the second coat of tarmac is installed.

The school has requested that the ground behind the basketball nets be levelled and that the fence be moved back.

6) There was a brief discussion around the speed of the construction, unions, shortage of trades, red tape.

7) School Council Start-Up Responsibilities

- Co-create a Code of Ethics – Next Meeting
- Co-create our Guiding Principles – Next Meeting
- Co-create a Mission Statement - Next Meeting
- Co-create a set of bylaws which will at minimum include election procedures, filling vacancies, conflict of interest resolution and procedures. They may include items listed on page 7.1 of the School Councils Handbook. – A Committee will be established.

8) A Meeting Schedule was established.

Alternate Wednesdays, and Thursdays (6:00-7:00) on Dec. 6, 2017, Feb 1, 2018, April 4, 2018, June 7, 2018

9) Committees

9.1 A Committee to create bylaws was established: Amanda Feeser and Lindsay Harris will be ready to share a preliminary draft for the December 6th meeting.

9.2 In order to establish priorities and set goals, Council Members will gather input from community and bring back community feedback for the December 6th meeting.

9.3 A Dress Code will be established by the School Council in collaboration with Administration. This will be deferred until the April meeting. Sylvie and Gidget will bring sample Dress Codes to the December 6th meeting. A Dress Code Committee was established: Krista Wild and Jennifer Jackson.

9.4 A Fundraising Committee was established: Amanda Feeser, Julie Graves, Jonathan Ferrara, Jody Shepard, Tammy Croft, Jennifer Jackson, Samantha Sheridan, Cindy Cross, Krista Wild, Lindsay Harris. It was clarified that we are a Charitable Organization.

9.5 The Active Safe Schools School Travel Planning Program (STP) was introduced. Jody Shepard, Kyle DeGryp, Cindy Cook and Jennifer Jackson have offered to work on this initiative. Sylvie and Gidget will make contact with Active Schools and provide Jody's name to our school contact.

9.6 A Hot Lunch Committee was introduced as a possibility and at this time, it was suggested that we do not move forward.

10) Next Meeting - December 6, 2017 at 6:00 p.m.

11) Adjournment

