



**School Council Meeting**  
May 10, 2022 – 7 PM, Google Meet  
**Meeting Minutes**

- Chair ~ Varvara Chernogorskaya
- Previous Co-Chair ~ Sarah Jane Estabrook
- Treasurer ~ Michelle Sinclair
- Treasurer (apprentice) ~ Ewa Pyman
- Secretary ~ Kate Raspopow
- Book Fair Chair ~ Joni Hamlin
- Grade 6 Committee Chair ~ Angie Wagner
- 100th Anniversary Co-chairs ~ Crystal Holly, Todd Lamont
- Volunteer Coordinator – Marion Siekierski
- Principal, RPPS ~ Heather Mace
- Vice Principal, RPPS - Sandra Miller
- Educator representative ~ Jane Baron
- RPPS Parent Participants
  - Stephen Goodman
  - David Mackie
- Regrets
  - Hart Shouldice, OCASC representative

**1) Land Acknowledgement (Kate)**

**2) Review of Agenda**

- Sarah Jane requested to add website updating to the end of the agenda, if time permits.

**3) Review of April 2022 Minutes**

- Kate to incorporate any outstanding comments previously provided by Joni.
- *Varvara moved to approve the minutes; Ewa seconded. Carried.*

**4) Business Arising from Minutes / Review of Action Items**

a) School Directory

- The Principal understands it's done, and will connect with Crystal for direction on next steps.

b) PRO Grant Speaker: Math Guru publicity

- The Principals of the three schools participating have connected.

- There is one invitation form so each Principal can see the attendees. The form went out last Wednesday. The speaker reviewed and approved the text that went out with the invitation.

#### **5) Chair Report**

- Indicated the focus for Council for the balance of the year would be on planning, transition, and thinking about next year. Recognizes we will hear some of these updates later in the meeting.
- Shared that she will not be available as Past Chair for next year (as is typically the case for Chairs).

#### **6) Principal Report**

- Upon SJE request for information: Noted that she doesn't see a lot of numbers on the COVID-19 provincial and OCDSB dashboards, and that reporting is no longer mandatory. RPPS continues to monitor student absences (range from 7-15%). There have been no class closures due to COVID-19, but have closed classes due to staff shortages (rolling 2 classes). Staff shortages are better, but still a reality. There have been minor requests for RAT tests.
- Indicated that the school is almost back to more normal routines and expect to be back to normal in September. Some measures (e.g., masking) are still in place. Some routines are more slow to return (e.g., volunteers in the school - they can slowly return, but not in full force). Mentioned that there seem to be early indications that schools will start to consider community use requests (e.g., in person times to facilitate events that will take place at a later date vs. request for in person events now).
- Provided an update on Spring staffing. They're currently in vacancy list weeks; RPPS is not posting any vacancies, but could in the future should staff apply to, and receive, positions in other schools. Shared that Vice Principal Sandy Miller has been transferred to Hopewell as a full time Vice Principal. RPPS will receive Christopher Werly (from Hopewell), who will join the June School Council meeting. Also shared that Jennifer, the Office Administrator is retiring, but Laura is staying on.
- Mentioned that the library inventory is done and input into the system. The database will reboot and staff will be able to access the system; Cilina to work with classes to teach them how to use the system.
- Indicated the kitchen reno design has been finalized with the carpenter, and tearout is starting this week. During the reno, EDP food storage is relocated and a classroom sink is being used. The area supervisor is looking at further funding to update flooring.
- Shared that there will be an old police station renovation beginning in the summer, as the OCDSB designated it as another classroom space. It's being redesigned for 2 new classrooms, a new office space, and student and staff gender neutral bathrooms. As it won't be ready for September, the school is re-allocating some of the space in other available classrooms and portables.
- Mentioned play areas were in good condition (e.g., mulch turned over, etc.).
- Conveyed thanks from staff in helping support forest learning. Shared that RPPS is looking to host a school landlocked in their location so they could access grounds on our site for Forest school.
- Passed on the thanks from Principals at RE Wilson and Queen Mary for the grants. They will share back what money went to, once designated for use.
- Noted that the school hosted instructional learning on literacy as part of balanced learning. Staff are committed to looking at how they can embed this into the structured literacy strategies used in the Fall.
- Sarah Jane asked to confirm that there will be female, male, and gender neutral bathrooms, and this was confirmed (the staff washrooms will be female and gender neutral, and those in 124 will be gender neutral)

## **7) Educator Representative Report**

- Indicated that as it's getting towards the end of the year, teachers are trying to finish out essential pieces. Assessments, including EQAO and practice test are underway.
- Shared that Forest School is continuing, and the benefits observed among kids who have been displaying more anxiety.
- Highlighted some of the activities happening in classes (e.g., making beaver dams virtually).
- Noted that the play structure is open, and that kids seem to be having more unstructured play, and are meeting up with more friends.
- Indicated that Christina is leading the worm composting project.
- Sarah Jane asked about the continued two separate recesses, given there's no more cohorting outside. The Principal indicated they'll continue for the year and this will be re-assessed for September. The current structure has seen fewer behavioural issues, and a change at this point in the year would possibly cause more disruption for the kids.
- Sarah Jane asked if the Principal could make sure to not divide grades across different recesses so that friends and peers could be together. The Principal will take this into consideration for next year.

## **8) Council - Committee Updates**

### **a) Treasurer**

- Indicated checks are ready to be written for book shelving, and are waiting to hear about spending for the maker space, field maintenance, etc.
- Sarah Jane indicated that she's contacted Heather Watts regarding the field maintenance and payment, and is waiting to hear back.
- Shared that some money in the account will go to Book Fair (i.e., from their fundraising)
- In response to a question from Stephen, Council discussed facilities/school/Council budgets, and how they're allocated (i.e., for what items, and how Council budget is approved).
- Stephen raised the condition of the kindergarten yard as an issue requiring attention. He requested that school grounds could be looked at (e.g., there's a good part of the kindergarten yard that hasn't been usable; potholes in the parking lot). The Principal will look into this.
- Sarah Jane and Dave explained that Council contributes to field maintenance of the soccer field, as RPPS grounds are partly owned by the city and partly owned by the school (so there's some areas the school wouldn't contribute to), and OCDSB doesn't contribute to maintaining sports field in elementary schools, and that's why Council contributes to the maintenance. The school yard and field are school property; ahead of the Field House and rink area is City property. Dave shared the link to the 2021-22 Council Budget in the meeting chat (via the Council website), and highlighted other info available on the Council website.
- Regarding the \$300 garden budget line item, Sarah Jane reminded that Council had discussed last meeting that this could go to the Composting Worm project.
- Joni asked whether grants to other schools were still called Book Fair Grants, and noted as being sourced from Book Fair in the financials. Michelle indicated they were called 'School Grants' this year.
  - Sarah Jane shared that last year they hadn't been called Book Fair Grants, as Book Fair didn't happen (which is traditionally the source of funds for the grants).

- Joni noted the importance of maintaining the legacy of the name in the grant when we move forward. Stephen suggested a note in the financials could be added.
- Sarah Jane and Michelle indicated that this was an oversight from last year that got carried over to this year. Michelle will revise the name to Book Fair Grants, and make a note in Council Budget/financial documents to ensure this is continued next year.
- Council was in agreement.

b) OCASC

- Representative was absent; no update provided.

c) Book Fair Committee

- Shared that the Principal let a group of volunteers in the school. The Committee can open the donation bins, and they're now looking for people who can empty them. They're looking to identify a date for when this can start. The next Committee meeting date is being set.

i) Motion by Book Fair Committee to approve the Updated Terms of Reference

- Sarah Jane asked about the removal of section 7 from the previous Terms of Reference (ToR) regarding the Chair of Council sitting on Chair of the Committee. This is part of the Council constitution, and it indicates that if the Chair can't attend Book Fair Committee meetings, they can send someone to represent them.
- Joni will put back that the Council Chair participates in meetings (updated ToR attached)
- Joni emphasized that the head of Book Fair is Council, and that this was to be stated clearly in the ToR. Also, she asserted that there isn't a concern of parents losing control over the Committee (given parent/community member co-Chairs and participation); if there are any disputes at Committee, Council Chair can bring the issue to Council to resolve. The participation of community members is to pass on their experience with Book Fair to RPPS parents, given the departure of those with previous Book Fair experience. At the discretion of Council, the ToR can be changed at any point without the approval of the Book Fair Committee.
- *Crystal moved for Council approval of the ToR, pending changes requested by Sarah Jane. Varvara seconded. Motion carried.*

d) 100th Anniversary Committee

- Shared that they've been organizing the September 16 event (Merry Dairy ice cream truck, games and activities for fun and to meet others). Noted that Sept 16 is not the day of the open house.
- Shared the outstanding question of timing of the event to ensure greatest accessibility to families with minimal disruption.
- Indicated that the RPPS tulips hadn't yet bloomed, but a photographer is lined up.
- Raised the question of which sales platform the tulips should be sold. Looking for info from others on the platform options (school cash online, the OCDSB platform when donations or payment are being sought vs the Council website shop where items are posted for sale).
- It was clarified that school cash online can be used for funds being sought from the school or externally (e.g., from Councils); it's managed through the school. Also,

the purpose of having the Council shop (which has a cost) is for things like this, and Council can manage it directly.

- Crystal mentioned she would confirm the overhead cost and profit margins across both platforms (school cash online takes ~1.5%). She suggested that, should there be a difference between platforms, the info could be shared with Council via email to vote on the preferred platform. Following discussions that included considerations on ease of managing the platform over summer months (orders need to be finalized August 26) and transferring data to Council, it was agreed that there was no need to delay, and the School Council website shop would be used.
- Shared the proposed pricing of the tulips, and also that every RPPS student would receive a tulip. Tulips will also be available to purchase individually (vs boxes of 10) to allow families a greater opportunity to buy additional tulips.
- Anticipate launch in less than a month; we should have them for the Sept 16 event, where families could pick them up (alternate pick up options will also be available), and extra boxes will be available on site to buy.
- The Principal raised the potential issue of fundraising over the summer, as there is generally not supposed to be Council activity over the summer. Potential follow-up with 100th committee chairs might be needed; this will need to be included in the fundraising plan. She will confirm what the final date for council activities is (possibly last day of school), and may need to make a motion to the Board to raise money over the summer, given the August 26 date for finalizing orders. Sarah Jane requested to be copied on messages. The Principal will share the info back with Sarah Jane, Crystal and Todd.
- Council members raised some alternate, offline options for promoting sales over the summer months (e.g., Beechwood Farmer's market).
- Michelle noted that the Council Fiscal year ends July 31st, so this will need to be taken into consideration for the Council budget

e) Grade 6 Committee

- Shared that the Grade 6 leaving ceremony is June 28 in the RPPS school gym. Two adults can attend for each student. Grade 6 teachers and Council Committee lead can now start to finalize the decorations and photo booth. To date, the Principal, Ms Nix, and others have been doing the work to organize to date.
- Indicated that the Grade 6 Cook Book is on track for the end of the year, thanks to Ms Nix, Ms Currie, Joni and Andrew.
- Mentioned that the mural has been penciled in (immersion students). Next, students will take the stenciled in and fill in with paint (non-immersion). It is anticipated that all kids will sign the back of the canvas. Angie will share a photo at the next Council meeting.
- Confirmed that the mural is on Canvas, and will be in the junior stairwell or along the back hallway to the gym where others are located.
- Discussed whether a party could be organized outside the school after the ceremony to celebrate. Angie said she had been uncertain about the regulations, but could work towards organizing one. The Principal clarified that there's a difference between a post-school event and school event. Parents can organize an event, and teachers would step away; outside of school sanctioned events where school and Council funds don't apply. When asked if possible, the Principal indicated she could send an email out to Grade 6 families to share info on a parent-organized event.

- Joni inquired as to the cost per child for the ceremony and Grade 6 party, and whether additional payment would be requested from parents. For example, trophies (which had previously been subsidized by Book Fair). The Principal indicated no further funds would be required from parents.
- Michelle provided an overview of items that have used the Grade 6 Council budget, and indicated that \$550 was still available.<sup>1</sup>
- Todd raised having a photographer at the ceremony, as in previous years, for families could be something to consider.
- Joni asked if the Avid Reader Award (two \$50 gift cards; plaque already available; no cost to school) was still being awarded, and as Book Fair Chair, champions the continuation of the award. Stephen would support this. The Principal will discuss with the Grade 6 team, Book Fair Chair, and Council to have an answer for the next Council meeting.

f) Volunteers

- No update provided.

## 9) Fundraising

- Shared that there will be 3 raffle baskets of approximately \$500; \$200; and \$100 value.
- Examples of items include donations from the Rideau Sports Centre, Fraser Cafe, Dhruvees, Beechwood Market; Carmen Bohn (Ply Studio); Books on Beechwood. Items will be divided across the three baskets.
- Noted that we're waiting for the license to come through.

## 10) Other Business

a) Pizza Lunches

- Joni recalled the letter from a Grade 6 student previously shared in the fall requesting pizza lunch be brought back (see attached for original letter). She shared a tweet of another school having a pizza lunch, and asked if Council can do a pizza lunch at RPPS again, noting the importance of students feeling their voices are being heard.
- The Principal said decisions for food events this past fall were decided by OCDSB, and it wasn't possible at that time. However, there has been recent change to regulations. She has passed this onto the Grade 6 team to say it's something they can consider in their activities.
- When asked about a pizza day for the school as a whole, the Principal was not originally in favour, and Council discussed logistics of dealing with the order and pizza boxes. The Principal said the Council could do Pizza Day.
- Ewa highlighted that running a pizza day would be a good opportunity to pass on knowledge of how to run pizza day.
  - Dominos is used as it has a special dough that meets OCDSB dietary requirements. Costs: pay \$10/pizza; charge \$2.50/slice. Parent volunteer takes care of payment. Pizzas (with teacher names on) are placed on tables in the hallway; kids come and take pizzas to the classes.
- Ewa will contact the previous Pizza Day organizer and Dominos and sort it all out. Multiple meeting attendees volunteered to support what's needed in planning and/or the day of (Crystal, Stephen, Michelle).

---

<sup>1</sup> Note: this amount has since been checked and the Treasurer confirmed that \$2,000 is still available.

- When asked about volunteer requirements; the Principal indicated the starting point is masking. She will speak to staff about a date (will work around EQAO); this could be added to the discussions on Spirit Days from now to end of the school year.
- Todd suggested that being involved in the announcement of Pizza day would be a great leadership opportunity for the Grade 6 student who wrote the letter in the fall.

b) 2022-23 Council Membership and Elections

- The Chair indicated she's looking for parents to be on the elections committee (two people to run the elections for next year, who won't be running for Council), and will line people up for the next meeting
- Responsibilities include a call out for applications; receiving the applications; running the election the night of.

c) Council website

- Sarah Jane raised that the Council website is out of date, and requested that if members have pictures of the school, to send them to her or Matthew. There is also the need for text to accompany each section.

d) Other

- Stephen requested to make a last comment.
  - Indicated that he's a very frustrated parent, and his frustrations lie with the school leadership and, for full transparency, wanted Council to be aware.
  - Shared that he has lodged a formal complaint with the Superintendent and Trustee and suggested it should be in the minutes that, if other parents are frustrated, they should reach out to the Superintendent (Prince Duah) and Trustee (Chris Ellis), as well, and requested their contact details be included in the minutes (emails provided in the meeting Chat - [prince.duah@ocdsb.ca](mailto:prince.duah@ocdsb.ca); [chris.ellis@ocdsb.ca](mailto:chris.ellis@ocdsb.ca)).
  - The Principal said Council is not a forum for this conversation and Council was not the appropriate forum for addressing these complaints; the Superintendent should be contacted directly.
  - The Principal started to close the call, however it was raised that this was Council's meeting, and they have the decision on when to close.
  - It was discussed that the Chair would decide when to close the call.
  - Council discussed the monthly meetings as a forum to discuss parent concerns: general vs personal/specific. Some members put forward that Council is a place to hear of parent community concerns, and for parents to bring forward concerns so Council could raise to the attention of the administration. The Principal indicated that this would not be the appropriate forum for grievances, such as that raised, but appreciates receiving feedback through direct channels.
  - Stephen reiterated that he shared in the meeting as he wanted to make Council aware that he had filed a complaint. He indicated that he would be happy to see how he could increase his involvement in Council next year.
  - Stephen inquired about the process for review of the minutes, and whether he, having attended the meeting, would have the chance to review. The Chair indicated that minutes go to Council to review and approve, then are shared for all parents to see. The Principal reiterated that parents have access to see the approved minutes.

- The Chair indicated that any issues to be added to a meeting agenda can be put forward in advance.
- Stephen requested to be involved in the review of the minutes<sup>2</sup>.

**11) Adjournment - ~9:20**

**Next Council meeting: June 14, 2022**

---

<sup>2</sup> Note: it has since been confirmed that all meeting attendees will receive draft meeting minutes for review.



**RPPS SCHOOL COUNCIL**  
**BOOK FAIR STANDING COMMITTEE**  
**TERMS OF REFERENCE**

The Book Fair Standing Committee Terms of Reference will be approved by RPPS School Council and reviewed as required.

**Approved by RPPS Council:** April 14, 2015

**Changes Proposed by BFSC:** April 27, 2022

**Amendments Approved by RPPS Council:** May 10, 2022

**1. MISSION STATEMENT**

The RPPS School Council Book Fair Standing Committee was formed to manage the annual Rockcliffe Park Book Fair fundraiser, the main fundraiser for Rockcliffe Park Public School.

The proceeds from the Rockcliffe Park Book Fair support the school's literacy and other programs. In addition, every year the Council provides grants to other Ottawa area schools, in the name of the Book Fair fundraiser, to support their literacy programs.

The RPPS School Council Book Fair Standing Committee's mission is to:

- foster a love of reading in our children;
- support literacy;
- assist other schools to promote reading;
- support the re-use and enjoyment of books in Ottawa;
- provide funds for enriching programs at RPPS;
- build community spirit in the community

**2. NAME AND DEFINITIONS**

- a. The Standing Committee shall be called the Book Fair Standing Committee, hereinafter referred to as the BFSC.
- b. A current Book Fair fundraiser volunteer is defined as a volunteer listed in the current Book Fair database held by the Volunteer Coordination Team.

- c. A voting member is defined as anyone currently sitting on a Book Fair Standing Committee Executive Team
- d. A non-voting member is defined as any current Book Fair volunteer who does not have a vote in decisions made by the BFSC (i.e. does not sit on an Executive Team)
- e. A Standing Committee is defined as a committee duly constituted by the School Council which has a continued existence and is not related to the accomplishment of a specific, once-only task as are ad hoc or special committees.
- f. A general meeting is defined as a formal meeting at which all Executive voting Teams (or their proxies) are expected to be present.
- g. A subcommittee meeting is defined as an informal meeting of a subordinate committee comprised of any members (voting or non-voting) who belong to the Book Fair Standing Committee.
- h. Any reference to parents or guardians herein shall mean parents or guardians of students enrolled at Rockcliffe Park Public School.
- i. Any reference to the "School" herein shall mean Rockcliffe Park Public School.
- j. Any reference to the "Board" herein shall mean the Ottawa-Carleton District School Board.
- k. Any reference to "Principal" herein shall mean the Principal of Rockcliffe Park Public School.
- l. Any reference to "RPPS" herein shall mean Rockcliffe Park Public School.
- m. Any reference to "Book Fair" herein shall mean the Rockcliffe Park Book Fair fundraiser.
- n. Any reference to the "Book Fair website" shall mean [www.rockcliffeparkbookfair.com](http://www.rockcliffeparkbookfair.com).
- o. The "Book Fair Plan" is the document outlining the operational management of the Book Fair fundraiser.
- p. A "proxy" is defined as a substitute representative of the BFSC who was delegated by a Team on the BFSC Executive to act on their behalf (including voting power) at a BFSC general meeting. Any BFSC Team member can be chosen to be a substitute representative. This is referred to as "the proxy rule".

### **3. ROLE AND AUTHORITY OF THE BOOK FAIR STANDING COMMITTEE**

- a. The role of the Book Fair Standing Committee is to manage School Council's main fundraiser, Book Fair.
- b. The BFSC Executive will have power to act without seeking approval directly from School Council on operational matters as relate to the Book Fair fundraiser, BFSC activities throughout the year, and on day-to-day operations not directly affecting RPPS staff and/or students.

- c. The BFSC Executive will have power to act without seeking approval directly from School Council on purchases relating to the Book Fair fundraiser and BFSC activities throughout the year (within the BFSC's approved budget).
- d. A BFSC School Council Representative will provide reports on BFSC meetings, activities and the Book Fair fundraiser at each School Council meeting.
- e. As per the OCDSB document "Responsibilities of School Councils" POLICY P.014.SCO, Attachment 1, Section 1.5 – "School council fund-raising activities shall be governed by Ottawa-Carleton District School Board policies and procedures, for example Policy P.052.SCO: Fund-raising in Schools and accompanying District Procedures PR.540.SCO: Fund-raising in Schools and PR.616.FIN: Accounting for School-Generated Funds, and Policy
- f. P.012.CON: Community Use of Schools"
- g. Matters not specifically assigned to the BFSC in their Terms of Reference document will be within the jurisdiction of School Council.

#### **4. ORDER OF BUSINESS**

The BFSC utilizes several documents to guide their Order of Business throughout the year. These include but are not limited to:

- a. **Terms of Reference**  
This document defines the purpose, structure and responsibilities of the BFSC. The BFSC Terms of Reference is subject to approval by RPPS School Council.
- b. **BFSC Main Critical Path**  
This is a document outlining the BFSC's order of business throughout the calendar year. This is a working document updated, reviewed and approved by the BFSC as needed.
- c. **Book Fair Plan**  
This is a document outlining the operational management of the Book Fair fundraiser. It includes a list of duties and Critical Path for each team. This is a working document updated, reviewed and approved by the BFSC as needed.

#### **5. OTHER BFSC ACTIVITIES**

From time to time, throughout the school year, the BFSC may organize activities designed to engage students, staff and/or the greater RPPS community or to aid in the collection of inventory. These activities may include but are not limited to:

- Name the Theme contest
- Children's book drive
- Other book drives

## **6. BFSC SCHOOL COUNCIL REPRESENTATIVE**

The BFSC School Council Representative is a member of a BFSC Executive Team who was chosen to represent the vision and purpose of the Book Fair Standing Committee at School Council meetings. Different BFSC Executive Team members may perform this role, as required, on a rotational basis, provided they are parents in the school and have been approved by the School Council Chair. To the extent possible, it will be performed by the BFSC RPPS Parent Co-Chair.

## **7. COMPOSITION OF STANDING COMMITTEE EXECUTIVE TEAMS AND RESPONSIBILITIES**

The composition of the Book Fair Standing Committee, as specified within the Terms of Reference, shall be approved by School Council. It operates through a set of Teams. Different Team members may represent their Team at BFSC meetings. Each Team gets one vote.

### **RPPS School Council Chair**

This position is filled by the current RPPS School Council Chair. In the absence of any BFSC Co-Chair Team members, the RPPS School Council Chair will lead the BFSC and determine how to proceed.

The RPPS School Council Chair has one vote.

At the first meeting of the BFSC after School Council positions have been filled for the new school year, the RPPS School Council Chair can choose to give the BFSC Co-Chair Team the power to Chair all BFSC meetings during that school year.

The RPPS School Council Chair is expected to be present at BFSC general meetings (proxy rules apply).

### **Co-Chair Team**

The BFSC operates with two Co-Chair positions that head the Committee:

- RPPS Parent Co-Chair – this person must be a current parent in the school
- Community Co-Chair – this person does not need to be a parent in the school but must have a minimum of 1 year's experience with the Book Fair fundraiser

BFSC Co-Chair Team members are appointed by the School Council.

The Co-Chair Team is responsible for:

- chairing BFSC meetings (after power to Chair has been given to the Co-Chair Team by the School Council Chair – as per above), ensuring full participation, that all relevant matters are discussed, effective decisions made and carried out;
- ensuring the BFSC functions properly;
- ensuring that BFSC meetings follow the same rules as School Council meetings (except where noted in School Council By-laws, Terms of Reference or School Council policy documents);
- ensuring documentation of the Book Fair Plan and Main Critical Path (in consultation with the BFSC);
- directing the operational management of the Book Fair fundraiser (i.e. ensuring systems are in place for the implementation of the Book Fair Plan);
- preparing the monthly report to School Council informing them of BFSC meetings, activities and the Book Fair fundraiser;
- developing (in consultation with the BFSC) and implementing the budget.

The BFSC Co-Chair Team may appoint additional members to the BFSC throughout the year to fill any vacant roles on the Executive and the committee at large.

At least one member of the BFSC Co-Chair Team must be present at BFSC general meetings (proxy rules apply).

The BFSC Co-Chair Team has one vote.

The BFSC RPPS Parent Co-Chair is expected to act as the BFSC School Council Representative and be present at School Council general meetings. They can also appoint another BFSC member to represent the Committee at School Council meetings, with the School Council Chair's prior approval. Any BFSC member acting as BFSC School Council Representative must be a current parent in the school.

Upon resignation, any outgoing Co-Chair will automatically transition to the Past Chair Team (regardless of whether or not they remain a parent in the school). In the absence of any BFSC Co-Chair Team members, refer to the RPPS School Chair role (above).

### **Past Chair Team**

Any outgoing BFSC Co-Chair Team member will automatically transition to the Past Chair Team, regardless of whether or not they remain a parent in the school. The Past Chair Team works closely with the Co-Chair Team and BFSC to provide background and guidance.

Should an outgoing Co-Chair Team member be unable to remain on the BFSC, a previous Past Chair may be appointed to the Team.

The Past Chair Team ideally would be a mix of parents and community members.

The Past Chair Team has one vote.

A member of the BFSC Past Chair Team is expected to be present at BFSC general meetings (proxy rules apply).

### **Accounting Team**

The Accounting Team is responsible for presenting the budget, making payments and managing the Book Fair account, subject to approval by the BFSC. The Accounting Team must prepare the budget for approval by School Council each year and provide a Financial Statement as part of the Book Fair Final Report. The Accounting Team oversees all monetary transactions during the Book Fair fundraiser and ensures the money is handled and deposited safely.

Accounting Team members will include, but are not limited to the following:

- BFSC Bookkeeper
- RPPS School Council Treasurer
- Cash Team

BFSC Accounting Team members are appointed by the School Council Treasurer. A representative from the Accounting Team is expected to be present at BFSC general meetings (proxy rules apply).

The Accounting Team has one vote.

All members of the Accounting Team must be current parents at RPPS (exception being cashiers during the in-person book sale) and all transactions must be overseen by the RPPS School Council Treasurer. For further information on the role of the Accounting Team please refer to the Financial Procedures section.

### **Administration Team**

BFSC Administration Team members are appointed by the BFSC Co-Chair Team.

The Team's main responsibilities will include taking, distributing and maintaining accurate minutes of all BFSC general meetings, as well as the recording of any motions introduced, or resolutions passed by the BFSC. Their role is to report on any administrative functions for the Book Fair fundraiser performed by their Team including (but not limited to) monitoring Book Fair e-mail account, confirming any delivery and pick up dates for Book Fair infrastructure (bookcases, tables, dumpster, etc.), filling out Community Use of School forms, etc.

The Administration Team ideally would be a mix of parents and community members.

The Administration Team has one vote on the BFSC.

A BFSC Administration Team representative is expected to be present at BFSC general meetings (proxy rules apply).

### **Volunteer Coordination Team**

The BFSC Volunteer Coordination Team members are appointed by the BFSC Co-Chair Team. Their role is to report on activities for the Book Fair fundraiser related to volunteer recruitment, management and communication throughout the year and during the Book Fair fundraiser.

The Volunteer Coordination Team is also responsible for volunteer recognition including the thank you party, Ravenous Reader Awards and any legacy initiatives including the Book Fair archives.

The Volunteer Coordination Team ideally would be a mix of parents and community members.

The Volunteer Coordination Team has one vote on the BFSC.

A Volunteer Coordination Team representative is expected to be present at all BFSC general meetings (proxy rules apply).

### **Sponsorship Team**

The BFSC Sponsorship Team members are appointed by the BFSC Co-Chair Team. Their role is to report on the Sponsorship Team's activities for the Book Fair fundraiser.

The Sponsorship Team is responsible for obtaining funds outside the sale of books through corporate and personal sponsorship prior to the start of the Book Fair fundraiser.

The Sponsorship Team ideally would be a mix of parents and community members.

The Sponsorship Team has one vote on the BFSC.

A Sponsorship Team representative is expected to be present at all BFSC general meetings (proxy rules apply).

### **Communications Team**

The BFSC Communications Team members are appointed by the BFSC Co-Chair Team. Their role is to report on the Communication Team's activities for the Book Fair fundraiser and throughout the school year.

The Communications Team is responsible for promotion, publicity, media, website, social media and signage.

The Communications Team ideally would be a mix of parents and community members.

The Communications Team has one vote on the BFSC.

A Communications Team representative is expected to be present at all BFSC general meetings (proxy rules apply).

### **Children's Team**

The BFSC Children's Team members are appointed by the BFSC Co-Chair Team. Their role is to report on the Children's Team's activities throughout the school year. The Children's Team Representative will also report on the coordination of the Children's Book Section of the Book Fair fundraiser.

The Children's Team is responsible for activities that engage RPPS students throughout the school year and managing the Children's book section during the Book Fair fundraiser.

The Children's Team ideally would be a mix of parents and community members.

The Children's Team has one vote on the BFSC.

A Children's Team representative is expected to be present at all BFSC general meetings (proxy rules apply).

### **Café Team**

The BFSC Café Team members are appointed by the BFSC Co-Chair Team. Their role is to report on the Café Team's activities for the Book Fair fundraiser and Café Du Monde operations.

The Café Team ideally would be a mix of parents and community members.

The Café Team has one vote on the BFSC.



A Café Team representative is expected to be present at all BFSC general meetings (proxy rules apply).

### **Book Donation Team**

The BFSC Book Donation Team members are appointed by the BFSC Co-Chair Team. Their role is to report on the Book Donation Team's activities throughout the school year.

The Book Donation Team is responsible for: locking, unlocking and emptying the book donations bins; large and small book pickups and drop offs; organizing and tidying the book storage rooms; coordination of sort nights; inventory statistics; and coordinating donations of leftover books after the fundraiser.

The Book Donation Team ideally would be a mix of parents and community members.

The Book Donation Team has one vote on the BFSC.

A Book Donation Team representative must be present at all BFSC general meetings (proxy rules apply).

## **8. OTHER STANDING COMMITTEE MEMBERS – NON-VOTING**

All current Book Fair volunteers are considered non-voting BFSC members.

### **RPPS School Principal**

Refer to the following OCDSB regulations:

“Fund-raising in School” PROCEDURE PR.540.SCO, Section 4.1 - “The principal is responsible for ensuring that all fund-raising conforms to Board policies and procedures and that appropriate measures are taken for the safety and security of the students participating in such events.”

“Composition and Operation of School Councils” POLICY P.014.SCO, Attachment 2, Section 1.1 (e) “the school principal as a non-voting member”.

The BFSC Co-Chair Team will appoint Standing Committee members to fill roles on the BFSC to help with the operation of the Book Fair fundraiser. These additional Standing Committee members will be non-voting members of the BFSC. Many of the non-voting BFSC positions may be filled by RPPS family members and community members.

Other BFSC roles that need to be filled include, but are not limited to, the following:

- Floor Manager Team members
- Rare Books Coordinator
- Craft Team members
- Team members from all book sections/categories of the sale
- Book Fair general volunteers

Job descriptions for volunteer positions with the Book Fair fundraiser are found in the Book Fair Plan.

## **9. ORGANIZATION**

### ***Elections***

The following positions on the BFSC Executive are voted in each year through School Council elections:

#### **BFSC Council Co-Chair Team Members**

Nominations for positions of the BFSC RPPS Co-Chair Team are brought to Council by the BFSC Executive. BFSC Co-Chair Team members consist of an RPPS Parent Co-Chair and a Community Co-Chair and should have at least one year's experience on the BFSC, having served in an executive capacity or been participatory in meetings and other BFSC events throughout the year.

Should no suitable nominees present themselves, the RPPS School Council Chair may choose a nominee.

It is expected that the BFSC RPPS Parent Co-Chair will act as the BFSC School Council Representative.

The BFSC RPPS Parent Co-Chair may appoint another BFSC member to sit as the BFSC Representative at School Council meetings, but they must:

- 1) be a current parent in the school
- 2) be approved by the current School Council Chair

#### **School Council Chair**

As per School Council guidelines.

### ***Automatic Transition***

#### **Past Chair Team**

Upon resignation, any outgoing Co-Chair automatically transitions onto the Past Chair Team. Any current Past Chairs may remain on the Team if they wish.

Should an outgoing Co-Chair be unable to remain on the BFSC, a previous Past Chair may join the Past Chair Team.

### ***Appointed***

The following positions on the BFSC must be appointed by the RPPS School Council Chair:

- Co-Chair Team members

The following positions on the BFSC must be appointed by the RPPS School Council Treasurer:

- Accounting Team members

The following positions on the BFSC must be appointed by the BFSC Co-Chair Team:

- Administration Team members
- Volunteer Coordination Team members
- Sponsorship Team members
- Communications Team members
- Children's Team members
- Café Team members
- Book Donation Team members

People holding positions of RPPS Parent Co-Chair, the BFSC School Council Chair and all roles on the Accounting Team (exception being cashiers during the in-person book sale) must be current parents at the school. All other BFSC Teams can be filled by both parents and community members.

All current Book Fair volunteers are considered non-voting (i.e., non-Executive) BFSC members. Once appointed, the Executive Teams represent the BFSC non-voting members.

Volunteers interested in applying for BFSC Executive Teams or non-Executive positions must contact the Co-Chair Team or attend BFSC meetings.

The BFSC shall make public the names of all members of the BFSC Executive Teams via the Book Fair website.

### ***Disputes***

The School Council Chair and BFSC RPPS Parent Co-Chair shall resolve any disputes related to the Standing Committee. In the absence of any BFSC Co-Chair Team members, the School Council Chair will perform this responsibility (or appoint another School Council member to do so). Should the School Council Chair and the BFSC RPPS Parent Co-Chair not reach agreement on disputes, the dispute will be resolved by a vote of the School Council.

### ***Dismissal***

Grounds for dismissal from the BFSC may include, but are not limited to:

1. summary conviction and indictable offences as per the Criminal Code of Canada;
2. missing three BFSC general meetings during the school year without following the proxy rule;
3. other cause for which the BFSC finds, by majority vote, to be just cause.

**BFSC Co-Chair Team members:** The BFSC Co-Chair Team members are appointed by the School Council Chair and are subject to School Council's dismissal protocols. The BFSC Executive can, however, make a recommendation based on a majority vote.

**BFSC Accounting Team members:** The BFSC Accounting Team members are appointed by the School Council Treasurer and are subject to School Council's dismissal protocols. The BFSC Executive can, however, make a recommendation based on a majority vote.

**BFSC Executive Team Member:** A BFSC Executive Team member, who has been appointed by the Co-Chair Team, can be dismissed by BFSC Executive majority vote.

**BFSC Non-Executive Members:** A BFSC Non-Executive member can be dismissed by BFSC Co-Chair Team after consultation with BFSC Executive.

### ***Changes to the Terms of Reference***

The terms of reference should be reviewed at the beginning of each school year, after the new School Council has been chosen. The BFSC Executive can recommend changes.

All changes must be approved by School Council.

School Council has the authority to change the BFSC Terms of Reference document without quorum approval by the BFSC.

## **10. MEETINGS**

In accordance with OCDSB Board policy all BFSC general meetings will be open and accessible to the public, be held at the school or virtually and are to be publicized via Book Fair website as well as e-mails to all school families (sent by the School Principal) and Book Fair general volunteers. BFSC meetings will follow the same procedures as School Council meetings

A minimum of four BFSC general meetings must be held per school year. The BFSC will ensure the taking of accurate minutes of all Standing Committee general meetings, including the recording of any motions introduced or resolutions passed by the Standing Committee. Minutes of each meeting must be recorded and distributed to BFSC Executive, all in attendance at the Standing Committee general meeting and any, and, once approved, be available to any other interested parties via the Book Fair website. Past minutes will remain on the Book Fair website for two years.

Smaller subcommittee meetings that involve the running and logistics of specific areas of the Book Fair fundraiser may take place out of school bounds, minutes do not need to be recorded or circulated for these (they are not bound by Council meeting procedures). For example, menu setting for the café, etc.

## **11. IN CAMERA**

The BFSC Co-Chair Team can choose to hold an “in camera” session on an issue that requires privacy. This portion of the meeting would be restricted to those asked to participate by the Co-Chair Team but would normally include all BFSC Executive Team members.

In camera discussion items will not be listed in the minutes but noted as “In Camera Discussion”. The Co-Chair Team will decide if a portion of the discussion should be recorded in the official minutes.

No by-law or resolution may be passed during an in-camera discussion. Any documents/information pertaining to this discussion should be circulated in camera and collected at the end of the discussion.

All in camera meeting participants are required to keep in confidence matters discussed in camera until the item is discussed at a regular BFSC meeting.

## **12. AGENDA, MINUTES AND REPORTS**

The Co-Chair Team, in collaboration with the Administration Team, shall be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, shall be sent to BFSC Executive Teams and notices posted on the Book Fair website at least three days in advance of the meeting.

Minutes for all meetings shall be drafted by the Administration Team, reviewed by the Co-Chair Team, and approved by the Executive at the next meeting. Once approved, they are posted to the Book Fair website.

The Co-Chair Team, in collaboration with the Executive, is responsible for the timely distribution of any BFSC reports.

## **13. QUORUM**

Only voting Teams of the BFSC Executive are included when assessing quorum. The following is the BFSC Organizational Chart, every Team has only one vote regardless of the number of members

- RPPS School Council Chair
- Co-Chair Team
- Past Chair Team
- Accounting Team
- Administration Team
- Volunteer Coordination Team
- Sponsorship Team
- Communications Team
- Children's Team
- Café Team
- Book Donation Team

50% +1 Executive Votes forms a quorum for voting on a resolution by the BFSC Executive.

No resolutions may be passed at any general meeting unless the requisite quorum is present at the commencement of the business.

## **14. VOTING AND PROXIES**

In accordance with OCDSB document "Composition and Operation of School Councils" Section 1.25, the preferable decision-making model for the BFSC is consensus. However, it is recognized that voting may be required from time to time. Each Team on the BFSC Executive is entitled to one vote when a vote is taken by the committee (as noted above)

Before voting on any resolution, the BFSC shall, whenever possible, allow all parents and community members attending a BFSC general meeting to briefly express their opinions.

Resolutions of the BFSC shall then be passed by a simple majority of the votes cast by Executive Teams.

Should a BFSC Executive Team be unable to have a representative attend a General Meeting they must inform the Chair at least 24 hours in advance (via e-mail) and name a proxy.

## **15. FINANCIAL PROCEDURES**

The BFSC Accounting Team is responsible for presenting the budget, making payments, managing the Book Fair account and overseeing the handling of all monies during the Book Fair fundraiser. The Accounting Team must draft a budget for approval by School Council each year and provide a Financial Statement as part of the Book Fair Final Report to Council.

The School Council Treasurer will act as Treasurer for all School Council Standing Committees and/or other Committees, as needed. They will also sit on the BFSC Accounting Team and act as BFSC Bookkeeper should that position be vacant. They are responsible for reporting the financial results of the Book Fair fundraiser to the School Council and ensuring the BFSC manages its accounts in accordance with Board Policy, except where noted in the By-laws, Policy documents or Terms of Reference and agreed upon by the School Board, School Council and the BFSC.

The BFSC will hold their own banking account with debit/credit card capabilities and access for cash deposits (this is not possible within the confines of a school-based account; therefore, a separate account is held by the BFSC). The BFSC account will include start-up costs and operating expenses for the Book Fair fundraiser and other BFSC activities, as per the approved budget, as well as any deposits of monies raised during the Book Fair fundraiser. This bank account requires two signatures on cheques and two authorized signatories present for withdrawals. The finances of this account will be reported by the BFSC Accounting Team at BFSC general meetings.

Each year, as soon as possible after completion of the Book Fair fundraiser, the majority of monies raised (minus the start-up costs and operating expenses for the Book Fair fundraiser and other BFSC activities, as per the approved budget) will be transferred to School Council's account. Finances of the BFSC account will be reported by the School Council Treasurer at Council meetings.

All Book Fair revenues and expenses will be included in the Council financial reports.

A BFSC Financial Statement shall be included in the Council's Annual Report.

## **16. BUDGET**

The BFSC must submit a draft budget for approval by School Council at their June meeting.

Should an in-person book sale not be planned for a school year, the BFSC is not required to submit a budget to Council.

Suggestions for allocation of funds generated by the Book Fair fundraiser should be prepared in time for Council's budget meeting in October.

Occasional BFSC budget changes may occur throughout the school year; any changes will be approved at BFSC general meetings and reported on in the BFSC report to School Council at the next scheduled Council meeting.



**Attachment 2 - Pizza Day Letter from Grade 6 Student**

# Reasons why we should bring back pizza day

Firstly, my friends and I had 31 people from our zone sign a petition to bring back pizza day and we are only 2 classes and there are 18 classes in the school.

Secondly, Parents or kids get tired of making lunches every day but with pizza day they get a day off from making lunches. Some kids are late because they have to make their lunch but on Friday they won't be late for that reason.

Thirdly, the kids have to work together to get the pizza and the milk. We have to cooperate to figure out who is gonna grab the milk and who is gonna grab the pizza.

Lastly, it is part of parent council fundraising to pay for fun stuff that the entire school can enjoy.

Those are the reasons why I think we should bring back pizza day I hope you will consider.

Ali M