

RPPS School Council Meeting Minutes

September 21, 2021 – 7 PM, Virtual Meeting

Participants:

- Co-chair ~ Sarah Jane Estabrooks
- Co-chair ~ Kristen Healy
- Past-chair ~ Dave Mackie
- Secretary ~ Laura Charlton
- Book Fair Chair ~ Joni Hamlin
- OCASC Representative ~ Crystal Holly Amado
- Member at Large: Grade 6 Committee Chair ~ Todd Lamont
- Member at Large ~ Heather Watts
- Member at Large ~ Ewa Pyman
- Principal, RPPS ~ Heather Mace
- Vice Principal, RPPS ~ Sandra Miller
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- RPPS Parent Participants
 - Varvara Chernogorskaya
 - Sonya Lee
 - Marion Siekierski
 - Kate Raspopow
 - Angie Wagner
 - Hart Shouldice
 - Brad Adams-Barrie

Regrets:

- Treasurer ~ Michelle Sinclair
- Volunteer Coordinator ~ Shannon Shamsuzzoha
- Member at Large: 100th Anniversary Chair ~ Andrew Elliott
- Member at Large ~ Annabelle Giroux

Land Acknowledgment

- Read by Todd Lamont

1. Approval of / Additions or Changes to Agenda;

Agenda was approved.

Moved by Ewa Pyman; seconded by Dave Mackie; carried.

2. Approval of June 8, 2021 Minutes;

Minutes were approved.

Moved by Crystal Holly Amado; seconded by Ewa Pyman; carried.

3. Motion to fix number of elected positions to 12 on the 2021-22 Council;

Moved by Laura Chalron; seconded by Dave Mackie; carried.

4. Council Elections

- Dave thanked 2020-21 council for their work in a challenging year

Introductions

- Meeting participants introduced themselves

a) Review of Council Responsibilities,

- School Council is a volunteer body made up of parents / guardians enrolled at RPPS
- Council acts as an advisory body to make recommendations to the Principal and as appropriate the Board of Education.
- Through volunteer recruitment, fundraising, lobbying and program coordination, School Council works to inform and involve the School Community and enhance and enrich the learning environment for students.
- Attend monthly meetings, perform in the capacity of the executive position held

b) Review of Council Positions

- 12 positions on council
- **Chair**
 - **Coordinates the day-to-day operation of council**
 - The chair of Council performs the following: arranges for meetings, prepares meeting agendas, acts as chair at Council meetings, ensures the minutes of Council meetings are recorded and maintained, ensures communication between Council and the school community, facilitates the resolution of conflict and participates as an ex-officio member of all committees established by the Council. Acting on behalf of all parents of students at RPPS, the chair liaises with the principal, staff and Board representatives to work with them to enhance the quality of life for all students.
- **Vice Chair**
 - **Assists the chair in the day-to-day operation of council – may stand in for chair**
 - The vice-chair works closely with the chair to assist in the day-to-day operation of the Council. The vice-chair may stand in for the chair as to chair meetings or to undertake other duties of the Council on the chair's behalf.
- **Past Chair**
 - **Resource to current chair to maintain continuity assist in planning the budget and implementing programs – can stand in for key executive positions (c, vc, s)**
 - The past chair will remain an officer of Council until replaced by a new past chair. The past chair acts as a resource to the current chair, to maintain continuity and assist in planning the budget and implementing programs. The past chair can also stand in for the chair, vice-chair or secretary to assist in the smooth operation of Council meetings and programs. The past chair automatically has a seat on Council and does not stand for election.
- **Treasurer**
 - **Develops, implements budget, maintain accounts, reports to council every meeting**
 - **Accounting Team Lead on Book Fair Committee**
 - The treasurer is responsible for developing and implementing the budget, subject to approval by Council and overseen by the chair. The treasurer ensures all monies collected and expenditures paid are completed according to Board policy and procedure. The treasurer provides a report on the Council's account activities at each meeting. The treasurer must submit a budget for approval by Council each year and provide a financial report of all Council revenues and expenditures at the end of each school year.
- **Secretary**
 - **Take, distribute, maintain accurate minutes of all council meetings – record all motions and resolutions passed. Must attend all meetings or appoint designate.**
 - The secretary of the Council is responsible for the administrative activities of Council. The chief responsibility of the secretary is to take, distribute and maintain accurate minutes of all Council meetings, including the recording of any motions introduced or resolutions passed by Council. The secretary is required to attend all Council meetings or appoint another Council member as a designate to undertake secretarial responsibilities.
- **OCASC Representative**

- **Represents RPPS at OCASC – must attend OCASC meetings in addition to RPPS council meetings**
- Council sends one or two representatives to the Ottawa-Carleton Assembly of School Councils. The OCASC Representative is responsible for representing the views of RPPS' Council to the larger body of school councils, and pursuant to their meetings, reporting back to, or seeking input from, Council regarding the activities of OCASC. The individual who fills this position is required to attend approximately ten OCASC meetings a year or appoint other Council members as designates.
- **Volunteer Coordinator**
 - The volunteer coordinator is responsible for recruiting parent volunteers and coordinating their activities at RPPS. The principal or chair may call upon the volunteer coordinator to provide parent volunteers for a variety of RPPS events and activities, as required.
- **Book Fair Standing Committee Chair**
 - The Book Fair standing committee chair is responsible for the Book Fair standing committee, its meetings and directing the operational management of the Book Fair fundraiser in accordance with Appendix B of the RPPS Council Constitution: Book Fair Standing Committee and the Book Fair Standing Committee Terms of Reference.
- **Grade Six Standing Committee Chair**
 - The Grade Six standing committee chair is responsible for the Grade Six standing committee, its meetings and directing the operational management of events related to school leaving in accordance with Appendix B of the RPPS Council Constitution: Grade Six Standing Committee and the Grade Six Standing Committee Terms of Reference.
- **100th Anniversary Committee Chair**
 - The 100th Anniversary Committee Chair is responsible for the 100th Anniversary Committee, its meetings and directing the operational management of events related to the 100th Anniversary of RPPS.
- **Members at Large**
 - Parents wanting to become Council officers but not wanting to hold an office may do so by becoming elected as members at Large. Members at large attend regular Council meetings and discuss and vote on issues along with the officers.
- **Principal**
 - This is a non- voting position.
 - The principal attends all Council meetings or appoints a delegate when required and may participate on Council committees. The principal shall seek input of the Council on school improvement planning, school budgets, community partnerships, development of school policies and guidelines regarding student achievement, school code of conduct, dress code and Board policies. The principal forwards relevant information from the Board and the Ministry to the Council. The principal shall support and promote the Council's activities and encourage parents and community members to participate in events and programs. For additional information, see the Principal Profile developed by Council and on file with the Board.
- **Teaching Staff Representative**
 - The teaching staff representative is an essential link between Council and teaching staff. This member of the Council must not be a parent.
- **Non-Teaching Staff Representative**

- The non-teaching staff representative is an essential link between Council and non-teaching staff. This member of the Council must not be a parent.
- **Community Representative(s)**
 - Community representatives represent the interests of RPPS to the community and likewise, the interests of the community to RPPS. Community Representative(s) of Council must not be a parent.

c) Review of Election Process

- Every parent / guardian is entitled to stand for election to council.
 - A person is qualified to be a parent member of the RPPS School Council if they are parent to a student at RPPS, including those whose children are currently attending the virtual school (OCV). If the parent is employed by the OCDSB, but not at the school, he or she must highlight their employment within the nomination form. An OCDSB employee cannot be the chair or co-chair of a school council.
 - For parents whose children are attending an OCV school, they shall be eligible to seek election to a position on the RPPS School Council, where an insufficient number of In-Person parents have put their names forward for election.
- Election process combined of 2 rounds
 - Election of the council body – the parents who will make up the new council elected by all parents at the meeting.
 - Election of the council executive – election to specific positions by the newly elected council body.

5. Election of Council

Motion put forward that the following people be elected to the council body:

- Varvara Chernogorskaya
- Michelle Sinclair
- Ewa Pyman
- Kate Raspopow
- Hart Shouldice
- Crystal Holly
- Todd Lamont
- Joni Hamlin
- Angie Wagner
- Marion Siekierski
- Sonya Lee

Moved by Laura Charlton; seconded by Joni Hamlin; carried.

6. Election of Officers

Motion put forward that the following slate of officers be elected by acclamation:

- Chair: Varvara Chernogorskaya
- Treasurer: Michelle Sinclair
- Treasurer (apprentice): Ewa Pyman
- Secretary: Kate Raspopow

- OCASC: Hart Shouldice
- 100th Committee Co-Chair: Crystal Holly
- 100th Committee Co-Chair: Todd Lamont
- Book Fair Chair: Joni Hamlin
- Grade 6 Committee Chair: Angie Wagner
- Volunteer Coordinator: Marion Siekierski
- Member at Large: Sonya Lee

Moved by Dave Mackie; seconded Kristen Healey; carried

7. Adjournment;

8:05

Next Meeting: Tuesday, October 12, 2021 – 7 PM, Virtual Meeting

