



School Council Elections Meeting
September 27, 2022 – 7 PM, RPPS Library

Meeting Minutes

**Note: Council positions below reflect those for the 2021-22 RPPS School Council. The 2021-22 Council was dissolved once the Council Elections began.*

- Interim Chair ~ Sarah Jane Estabrook
- Treasurer ~ Michelle Sinclair
- Treasurer (apprentice) ~ Ewa Pyman
- Secretary ~ Kate Raspopow
- Grade 6 Committee Chair ~ Angie Wagner
- 100th Anniversary Co-chair ~ Todd Lamont, Crystal Holly
- OCASC representative ~ Hart Shouldice
- Principal, RPPS ~ Heather Mace
- Educator representatives ~ Jane Baron
- Electioneer ~ Laura Charlton
- RPPS Parent Participants
 - Arian Ahmadi
 - Stephen Goodman
 - Carmen Bohn
 - Joanne Lee
 - Allison Castro
- *Meeting participants networked and reviewed Council Roles (see Appendix A) while waiting for Council members and Principal, who had indicated they would be arriving late.*
- *Prior to official start of the elections, meeting attendees brought up future conversations for Council, once elected (e.g., date/time of meetings, format, babysitting during meetings)*

1) Land Acknowledgement

2) Review of Agenda

- *Motion to approve: Kate Raspopow. Seconded: Michelle Sinclair. Motion approved - agenda passed.*

3) Review of June 2022 Minutes

- *Motion to approve: Ewa Pyman. Seconded Crystal Holly. Motion approved - minutes approved.*

4) Motion to fix number of elected positions on the 2022-23 Council

- Council positions agreed upon by meeting attendees via show of hands.
- It was noted that, based on the number of self-nominations for Council, there will not be enough people to fill all Council positions.
- It was mentioned that Council executive positions, particularly Chair, should be filled before other roles.

5) Council Elections

a) Introductions

- Meeting attendees did a Roundtable of introductions.

b) Review of Council Responsibilities

- The Electioneer recognized that Council is a volunteer body of parents/guardians, and reviewed Council responsibilities (e.g., fundraising, advising on school issues and making recommendations, enhancing the school and learning experiences of students).
- Noted that Council members are expected to attend monthly meetings.

c) Review of Council Positions

- Council Positions were reviewed previously. Attendees were provided the opportunity to ask questions.

d) Review of Election Process

- The Electioneer reviewed the election process:
 - First Council members are elected based on self-nominations received or put forward at the meeting, followed by election of officers (i.e., confirmation in positions).

6) Election of Council

- Six nominations had been received.
- Following the description of positions, and confirmation of meeting times, 5 attendees continued to put forward their self-nomination. Attendees putting their names forward are:
 - Ewa Pyman
 - Kate Raspopow

- Hart Shouldice
- Carmen Bohn
- Joanna Lee
- Sarah Jane Estabrooks automatically assumes the position of Past Chair.
- Once Council members are elected, Executive positions will need to be filled before other Council positions are filled. Essential positions are: Chair, Treasurer, Secretary, and co/Vice-Chair. The 100th anniversary and/or Book Fair Chairs would be the next positions to be filled.
- Once Executive positions are filled, members can be added to Council through member approvals in subsequent meetings, and additional Council positions can be filled.
- Given the limited number of nominations, elected Council members were declared by acclamation.
- Attendees discussed whether hybrid meetings could be an option moving forward, as this could increase meeting participation. Heather is following up on this point, as it was noted that groups such as OCASC will be moving to hybrid models moving forward (the directives up until now - since COVID began - were that meetings were either in-person or virtual).

7) Election of Officers

- Elected Council members discussed which positions they would like to fill.
- Elected Council members notionally put their names forward for Treasurer (Ewa Pyman), Secretary (Carmen Bohn), 100th Chair (Kate Raspopow).
- No new Council members put their names forward for Chair or co/Chair positions.
- Attendees discussed the importance of positions being filled (particularly the Chair position) by a person/people who were motivated to do the position, instead of being forced into the position.
- Attendees discussed Council implications of not having a Chair, and next steps
 - Implications of not having a Chair were that Council would be dissolved (i.e., members were under the assumption that the 2021-22 Council is no longer in place as new members were elected, but the new Council was dissolved as no one assumed the role of Chair. There is no current operating Council).
 - Heather and Sarah Jane will follow-up with the Superintendent and any other relevant resources to confirm assumptions as well as implications, necessary actions, and rules regarding timing of elections/having a Council in place.
 - Options raised for next steps were:¹
 - Assign an interim Chair and put an email call out to the RPPS parent community to fill the position, and others available.
 - End the meeting and hold a second election starting fresh to elect a new Council and fill positions.

¹ Options are dependent of correct understanding of Council status, to be confirmed with Superintendant Duah.

- It was decided to put an email call out to the RPPS parent community to attract more self-nominations to Council so that the Chair and the other positions could be filled. No interim Chair will be put in place; it was emphasized that Council wants people who are enthusiastic about their positions in place, not filling out of necessity/guilt.
- Hart will draft the text to be sent out to RPPS families for Council recruitment, and will send out for comments.
- The second Elections Meeting will be held on October 11. Members will reach out to their networks to bring in new members.
- Meeting attendees inquired whether a hybrid option would be available for the October 11th meeting. That isn't possible at this time, but we could consider doing the meeting virtually to potentially increase meeting attendance.
- It was suggested to adjourn the meeting. Adding to this, it was acknowledged that the climate of the school has changed. Families are still feeling the impacts of COVID. Over the past few years, parents have had limited bandwidth to take on new responsibilities, which could be impacting Council participation. Also there are many new parents to RPPS who might not have had the opportunity to experience RPPS Council-led events, and have a strong sense of the Council and, as a result, put their names forward to join Council. It was also noted that the election had limited promotion, and Council messaging regarding the election had not been put out.
- Before agreeing to adjourn the meeting, there were first questions on the implications of a lack of Council for Book Fair (i.e., Budget approval and any financial approvals and/or sign-offs), the 100th Anniversary events (i.e., close-out of Ice Cream Social events and invoices), and more generally.
 - The 2021-22 Treasurer, as well as the Principal, maintain sign off authorities on accounts, so should be able to deal with urgent matters until the second Council elections on Oct 11, 2022 .
 - Book Fair budget will be brought to Council on October 11 for approval.
- Follow-ups will be done with Superintendent Duah regarding elections protocol and OCDSB policies.

8) Adjournment (~8:30pm)

Next Council meeting: October 11, 2022 - RPPS Library

APPENDIX A

RPPS School Council Roles

Chair

The Chair Coordinates the day-to-day operation of Council. They 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

The Vice-Chair assists the Chair in the day-to-day operation of council – may stand in for Chair. They work closely with the Chair to assist in the day-to-day operation of the Council. The Vice-Chair may stand in for the Chair to chair meetings or to undertake other duties of the Council on the Chair's behalf.

Past Chair

The Past Chair is a resource to current Chair to maintain continuity, assist in planning the budget, and implementing programs. They can stand in for key executive positions (Chair, Vice-Chair, 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

The Treasurer develops, implements budget, and maintains accounts. They are the 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. They ensure all monies collected and expenditures paid are completed according to OCDSB policy and procedure. The Treasurer provides a report on the Council's account activities at each meeting. They 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

The Secretary takes, distributes, and maintains accurate minutes of all Council meetings, including recording all motions and resolutions passed by Council. They must attend all meetings or appoint a designate to undertake secretarial responsibilities. The Secretary of the Council is responsible for the administrative activities of Council.

OCASC Representative

The Ottawa Carleton Assembly of School Councils (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 organize 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 the school leaving ceremony (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

The Principal attends all Council meetings or appoints a delegate when required, and may participate on Council committees. The Principal shall seek input from 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. This is a non-voting position.

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.