



**Trillium Elementary School Council (TESC)  
Annual General Meeting (AGM) Minutes**

**September 22, 2022 @ 7pm - Trillium Elementary School Library**

**Approval of agenda**

**Overview of Council Duties and Committees:** [OCDSB School Council Resource Guide](#)

“WHAT DO SCHOOL COUNCILS DO? School Councils bring together the parent community and enhance the communication between the school and the school community. This is accomplished by providing feedback and advice to your school principal and the school district on significant education issues, and by planning activities that support the active participation of parents/guardians and your school community.”

**School Council Roles:**

<p>Chair/Co-Chair (voting member)</p> <p>-Kate Woods</p>	<p>Duties include but not limited to:</p> <ul style="list-style-type: none"> <li>● Arrange for meetings, prepares agendas, and chairs meetings</li> <li>● Ensure that meeting minutes are recorded and kept in a safe place for a minimum of four years</li> <li>● Participate as ex-officio member on council committees</li> <li>● Communicate with the school principal on behalf of council</li> <li>● Maintain the constitution and ensure a regular review by the council</li> <li>● Communicate with the school community on a regular basis and ensure that parents/guardians of all students are consulted on matters under consideration</li> <li>● Facilitate the resolution of conflicts</li> <li>● Consult with senior board staff and trustees as required</li> <li>● Prepare an annual report and ensure the treasurer prepares financial statements to be submitted to the principal for distribution to the school community and the OCDSB</li> <li>● Has signing authority</li> </ul>
<p>Co-Secretary (voting member)</p> <p>-Kelly Connolley and Jen Roberts</p>	<p>Duties include but not limited to:</p> <ul style="list-style-type: none"> <li>● Maintain a full and accurate account of all Council meetings</li> <li>● Prepare correspondence as required</li> <li>● Record attendance</li> <li>● Has signing authority</li> </ul>
<p>Co-Treasurer (voting member)</p> <p>-Michelle Hapuarachchi and MP Baird</p>	<p>Duties include but not limited to:</p> <ul style="list-style-type: none"> <li>● Manages Council finances ensuring the safe keeping of the Council finances</li> <li>● Provides monthly and annual financial reports to the Council</li> <li>● Responsible for the completion and submission of all required financial paperwork</li> </ul>

	<ul style="list-style-type: none"> <li>Responsible for all purchase orders, ensure goods are accounted and paid for and a record of all such transactions is maintained</li> <li>Perform such other related duties as may be assigned by the Chair/Co-chairs of Council</li> <li>Has signing authority</li> </ul>
Community Representative (voting member) -Kevin Fowlow and Jen St. Ong	Duties include but not limited to: <ul style="list-style-type: none"> <li>Contribute to school and school council discussions</li> <li>Represent the community's perspective and help build partnerships and links between the school and the community</li> <li>Participate on council committees</li> <li>Observe the council's code of ethics and constitution</li> <li>Encourage parents/guardians and community members to participate in events and programs</li> </ul>
Parent Representatives (voting members) -Ana-Livia Rodriguez -Andrew Ramsaran -Brenda MacLean -Sabine Doebel-Atchison -Leslie Scott	Duties include but not limited to: <ul style="list-style-type: none"> <li>Contribute to school and school council discussions</li> <li>Solicit views of other parents/guardians and community members to share with the council</li> <li>Participate on council committees</li> <li>Observe the council's code of ethics and constitution</li> <li>Encourage parents/guardians and community members to participate in events and programs</li> </ul>

- 1) Elections
- 2) Year End Chair Report - In progress, due end of October
- 3) Year End Financial Report - submitted, YE balance is just over \$8500
- 4) Adjournment

Next Meeting: Sept 22 2022, following AGM

**Trillium Elementary School Council**  
**Minutes for September 22, 2022 TESC Meeting**

-

<b>Attendance</b>		
<b>School Representation</b>	<b>Parent Council</b>	<b>Members at Large</b>
Paula McGuirk-Lemay (Principal) ✓ Trent Clarke (Vice-Principal & Teacher) ✓	Kate Woods (-Chair) ✓ Jen Roberts (Co-Secretary) ✓ Kelly Connolley (Co-Secretary) ✓ Michelle Hapuarachchi (Co-Treasurer) ✓	Ana-Livia Rodriguez ✓ Andrew Ramsaran ✓ Brenda MacLean ✓ Sabine Doebel-Atchison ✓

	MP Baird (Co-Treasurer) ✓ Jamie St. Onge (Community Rep)* x Kevin Fowlow (Community Rep)* ✓	Leslie Scott ✓
--	---	----------------

\* members with a shared vote

**Approval of Agenda and Minutes:**

**Principal's Report (Paula McGuirk-Lemay):**

- A) Staffing Update: New to our staff  
Amanda Danis R3/4  
Lauren Breitman M5/6 Homeroom, M4/5 Arts/Health, E5/6 Arts  
Cassandra Carvalho M4/5 English/Math, M5/6 Math  
Luc Prudhomme M7/8 Homeroom, E6/7 French/Science/Social Studies/Health/Art  
Elizabeth Francis Office Administrator  
Still need to hire for E1 Math  
Retiring: Neda Habibi, our librarian, on Oct 31st
- B) School Climate Survey results were presented.

- 20 homerooms this year

**Vice-Principal & Teacher Report (Trent Clarke)**

- thank you for "Meet the Staff". The food truck, Menchies and Junkyard Symphony were a hit
- Recesses; all student out at recess at the same time and then come in to eat
- Recesses: 10:30-10:55 and 1:15-1:45
- Nutrition Breaks: 10:55-11:15 and 1:45-2:00
- Clubs have started: cross country running, junior boys and junior girls soccer
- Green Recycling: paper towels will be put in the green bins (as a start)
- Terry Fox Run Friday from 12:00-1:00 p.m.
- Picture Day Thursday September 29th
- Oct 7: PD Day and Thanksgiving on October 10th
- Ukrainian Settlers letters: school will be the lead on donations to this charity

**Co-Financial Report: (Michelle Hapuarachchi)**

**Chair Report: ( Kate Woods)**

- 2022/32023 TESC Meeting Dates (3rd Wednesday of every month).
- **2022/2023 Mandate and School Priorities (including fundraising)**

Item	Details	Fundraising
Teacher Start Up	\$60 per teacher Motion to approve start up– Michelle (1), Kevin(2)	
Scientists in the School (SIS)	Approved to keep it at \$125 for a science program Motion to approve SIS- Kevin(1), Kelly(2)	

Maker Space		Easter Purdy's fundraiser (\$1123.79) was earmarked for this.
Teacher Wish List		
School Leaving Ceremony		
Meet the Teacher	Earnings: \$210 Menchies, \$217.80 Angry Dragonz Cost: \$480.25 Junkyard Symphony (from PIP)	

▪ **Committees / Fundraising / Events**

Item/person responsible	Details	Open/Closed
McMillan's	- decided not to move forward with this at this time.	
Purdy's (Lesley & Kate)	Holiday Chocolates Order in by Nov 28th Delivery Dec 7th (plus a few days to sort and distribute) Will also have an Easter campaign (~Mid March)	
Scholastic Book Fair Nov 7-11, 2022 (Jen, Ana-Livia, Lesley, MP, Kevin, Sabine and Kelly)	November and Spring	
Basket Raffle & Valentine's dance	Feb 2023- to be discussed at future meeting	Open
Movie Nights (MP, Brenda and Kate)	Paula to enquire about possible friday night available	
Booster Juice (Kevin)	Kevin to enquire	
Hot lunches (Michelle and MP)	Need 2 volunteers Managed through hot lunches website Ana-Livia to reach out to previous volunteer for additional information Will promote payment online rather than cash	

- TESC Communication: (Kevin, Ana-Livia, Brenda and Lesley)
  - Emails active: [Chair@tesc.ca](mailto:Chair@tesc.ca), [comms@tesc.ca](mailto:comms@tesc.ca), [treasurer@tesc.ca](mailto:treasurer@tesc.ca), [info@tesc.ca](mailto:info@tesc.ca), [lunches@tesc.ca](mailto:lunches@tesc.ca), [ocasc.rep@tesc.ca](mailto:ocasc.rep@tesc.ca), [outreach@tesc.ca](mailto:outreach@tesc.ca), [volunteers@tesc.ca](mailto:volunteers@tesc.ca), [webadmin@tesc.ca](mailto:webadmin@tesc.ca), [hotlunch@tesc.ca](mailto:hotlunch@tesc.ca), [jp@tesc.ca](mailto:jp@tesc.ca) (Lesley and Kate to assess)
  - Facebook - QR Code
  - Council tab of school website
  - Email Distributions via Paula
  - Notices going home via backpacks - Monthly calendar from school
- Pro-Grant / PIP /
  - PIP is "to be spent at [the school/council's] discretion on activities that support and enhance parent involvement and communication in their school community". We seem to get \$500 a year. We used some for the meet the teacher event, but we have excess from the past two years.
    - Child management at council meetings (food, childcare, movies, etc)
  - PRO should be used for speakers. There is a small amount left over from 2019. Will hold onto it for the meantime.

- OCASC (Ana-Livia)
  - “An umbrella organization for school councils and parents in the OCDSB to share information and facilitate communication within the OCDSB communities to enhance the education of all its students.”
  - \$35 membership
    - Motion to approve OCASC membership- Kevin(1), Loretta(2)
  - First meeting Sept 29th 7pm (virtual)

**List of Actions from the Minutes:**

- Paula to provide number of teaching staff
- Trent and Paula to look into milk program
- Trent to ask teachers for teachers wish list items
- Kevin to investigate Booster Juice fundraising
- Paula to enquire as to if a Friday is available for a movie night
- Kevin to share QR code with Paula for communication
- Paula to look into babysitters at council meetings- funding through PIP grant.
- Paula to enquire about school counsel tab on the school website.
- Trent to look into a school monthly calendar to which counsel can add their dates to
- MP to share previous calendar's with Trent and Paula
- Ana-Livia to reach out to previous volunteer for additional information regarding hot lunch program

**Motion to Adjourn:** Michelle(1), Kevin (2)

**NEXT TESC MEETING: October 19, 2022 at 7pm in the school library and virtually**