



Trillium Elementary School Council (TESC)
Annual General Meeting (AGM) Agenda
Sept 22, 2022 @ 7pm - Trillium Elementary School Library

- 1) Welcome
- 2) Approval of agenda
- 3) 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>Duties include but not limited to:</p> <ul style="list-style-type: none"> ● Arrange for meetings, prepares agendas, and chairs meetings ● Ensure that meeting minutes are recorded and kept in a safe place for a minimum of four years ● Participate as ex-officio member on council committees ● Communicate with the school principal on behalf of council ● Maintain the constitution and ensure a regular review by the council ● Communicate with the school community on a regular basis and ensure that parents/guardians of all students are consulted on matters under consideration ● Facilitate the resolution of conflicts ● Consult with senior board staff and trustees as required ● 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 ● Has signing authority
<p>Secretary (voting member)</p>	<p>Duties include but not limited to:</p> <ul style="list-style-type: none"> ● Maintain a full and accurate account of all Council meetings ● Prepare correspondence as required ● Record attendance ● Has signing authority
<p>Treasurer (voting member)</p>	<p>Duties include but not limited to:</p> <ul style="list-style-type: none"> ● Manages Council finances ensuring the safe keeping of the Council finances ● Provides monthly and annual financial reports to the Council

	<ul style="list-style-type: none"> ● Responsible for the completion and submission of all required financial paperwork ● Responsible for all purchase orders, ensure goods are accounted and paid for and a record of all such transactions is maintained ● Perform such other related duties as may be assigned by the Chair/Co-chairs of Council ● Has signing authority
Community Representative (voting member)	Duties include but not limited to: <ul style="list-style-type: none"> ● Contribute to school and school council discussions ● Represent the community's perspective and help build partnerships and links between the school and the community ● Participate on council committees ● Observe the council's code of ethics and constitution ● Encourage parents/guardians and community members to participate in events and programs
Parent Representatives (voting members)	Duties include but not limited to: <ul style="list-style-type: none"> ● Contribute to school and school council discussions ● Solicit views of other parents/guardians and community members to share with the council ● Participate on council committees ● Observe the council's code of ethics and constitution ● Encourage parents/guardians and community members to participate in events and programs

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

Next Meeting: Sept 22 2022, following AGM

**Trillium Elementary School Council (TESC)
September Council Meeting**

Sept 22, 2022 immediately following AGM - Trillium Elementary School Library

- 1) Principal Report – Paula McGuirk-Lemay
 - 2) Vice-Principal Report – Trent Clarke
 - 3) Financial Report – Michelle Hapuarachchi
 - 4) Teacher Report
 - 5) Chair Report – Kate Woods
- 2022/32023 TESC Meeting Dates (3rd Wednesday of every month) and discussion about format.
 - 2022/2023 Mandate and School Priorities (including fundraising)
 - Teacher Start-Up (last year \$60 per) / Scientist in School (last year cost was \$230 and council covered \$125 each, 7 [5/10/2022]+ happened)
 - Makerspace/Learning Commons - Easter Purdy's fundraiser (\$1123.79) was earmarked for this. What is the goal of the makerspace/learning commons and how much do we need to raise?
 - Committees / Fundraising / Events
 - Meet the Teacher
 - Earnings: \$210 Menchies, \$217.80 Angry Dragonz
 - Cost: \$480.25 Junkyard Symphony (from PIP)
 - Book Fair Nov 7-11
 - Ideally 5 volunteers
 - poster, contests, teacher wish lists
 - Set up of fair
 - Staffing (2 on floor at a time, 2 hour shifts? One day after school or evening)
 - Tear down.
 - Typical sales 4000-5000, which means 60% back in product or 25% back in cash
 - \$241.16 in product rewards in school account
 - Fundraising Ideas:

McMillan's	- Cookie dough (muffins, desserts, soups) - Order in by Oct 31 - Delivery Nov 28/29
Purdy's	- 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	November and Spring
Basket Raffle	~May?
Valentines Dance?	Feb
Movie Nights?	

- TESC Communication:
 - Emails active: Chair@tesc.ca, comms@tesc.ca, treasurer@tesc.ca, info@tesc.ca, lunches@tesc.ca, ocasc.rep@tesc.ca, outreach@tesc.ca, volunteers@tesc.ca, webadmin@tesc.ca, hotlunch@tesc.ca, jp@tesc.ca
 - Facebook - QR Code
 - Council tab of school website
 - Email Distributions via Paula
 - Notices going home via backpacks - Monthly calendar? Other?

- 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.
 - Ideas?
 - Welcome back entertainment
 - Food at council outreach (meet the council, coffee with principal etc)
 - Child management at council meetings (food, childcare, movies, etc)
 - PRO should be used for speakers. There is a small amount left over from 2019. What do we do with it?

- OCASC
 - “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
 - First meeting Sept 29th 7pm (virtual)

- TESC Constitution Review/Update