



**Trillium Elementary School Council (TESC)
Annual General Meeting (AGM) Agenda
Sept 20, 2023 @ 7pm - Trillium Elementary School Activity Room
meet.google.com/cxu-ugbg-gah**

- 1) Welcome and Approval of agenda
- 2) Elections (roles as described in Appendix 1)
- 3) Year End Chair Report - Will distribute (Due end of October)
- 4) Year End Financial Report - submitted, YE balance is \$18980.23
- 5) Adjournment of AGM

Next Meeting: Sept 20 2023, following AGM

Appendix 1: 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 ● 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
<p>Community Representative (voting member)</p>	<p>Duties include but not limited to:</p> <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 data-bbox="646 220 1380 432" 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
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Trillium Elementary School Council (TESC)

September Council Meeting

Sept 20, 2023 immediately following AGM - Trillium Elementary School Activity

Room

meet.google.com/cxu-ugbg-gah

- 1) Principal/VP Report – Paula McGuirk-Lemay and Trent Clarke
 - Teacher Representative for 2023/2024?
 - Student Rep 2023/2024
- 2) Financial Report – Anything that was not covered in AGM (MP Baird)
- 3) Chair report (KW)
 - a) Meetings: 7-9pm library+adjacent classroom (for childcare, if applicable)

Sept 20, Oct 18, Nov 15, Dec 20, Jan 17, Feb 21, Mar 20, April 24, May 22, June 19
 - b) BookFairs

Nov 6-10 (QUESTION: Do we wish to shift and/or extend it one additional day to cover Remembrance Day ceremony)

April 15-19 (QUESTION: Will this cover spring concert week?)
 - c) Movie Nights (6-10pm)
Dec 1, April 5
 - d) Winter Raffle and Dance
Feb 23rd 5-9pm
 - e) Pizza/Hot Lunch
 - f) Purdy's (last day to order = Dec 8)
 - g) OCASC - meetings last thurs of month (Sept 28th)
 - h) Communications

TESC Communication:

- 1) Facebook - QR Code
- 2) Council tab of school website
- 3) Newsletter and calendar: Email Distributions, paper going home

- 2023/2024 Mandate and School Priorities (including fundraising)
 - **Vote:** Teacher Start-Up (last year \$60 per) / Scientist in School (last year cost was \$230 and council covered \$125 each).
 - **Vote:** Chair discretionary amount (\$50 last year, \$100 year before)
 - **Vote:** Makerspace/Learning Commons - remaining fundraising goal?
 - Tricycles for kinder yard - 4 to 6, \$300 each.
 - Instruments
- **Vote:** TESC Constitution Review/Update