

## EOS SCHOOL COUNCIL MEETING AGENDA

Thursday January 17, 2019 6:30 pm

East Oxford Central Public School Library

**APPROVAL OF AGENDA - *Approved***

### **PRESENTATION BY EOS TEACHERS**

- *Mrs. Chmura, Mrs. Kruger and Mrs. Bowald presented to the Parent Council asking on behalf of the EOS staff for \$7500-\$8000 to purchase a new chrome book cart and new chrome books. The detailed request, outlining the current number of devices in the school as well as rationale as to why they are needed is attached.*
- *Currently \$6.00/student is allocated to technology through Ministry funding*
- *Chromebooks purchased through the Board store would be supported by the School Board's IT department as they technically become property of the Thames Valley District School Board and remain with the school. If they were purchased elsewhere through a gift in kind they would not have a warranty*
- *If there were more Chromebooks there would be less class interruptions.*
- *One member wondered how long the Chromebooks would be relevant? Ms. Elcombe feels that we could get 5+ years out of the Chromebooks with the information she currently has from the IT department. The school is doing its best to stretch the life of the technology equipment that has been purchased in the past. Hard drives are going into some of the classrooms as stand alone units. Laptops are being connected to run the SMART boards. Monitors can be hooked to the Chromebooks to provide a larger screen.*
- *As SMART boards break they will not be replaced. It is less to purchase something new than to repair the old SMART boards.*
- *Andrea motioned that we re-allocate some of the money from the originally approved budget - \$1000 from Primary and add to that \$1500 from Tech and \$3 191. 95 from Vista for a total of \$5691.95 to purchase a Chromebook cart and as many Chromebooks as possible. Seconded by Tracy. Motion Carried.*
- *The Home and School Association is planning a fundraiser for the Spring and there is a possibility of money from that fundraiser being allocated to purchasing more tech equipment such as Chromebooks.*

### **APPROVAL OF PREVIOUS MINUTES: September 12, 2018**

- *Motion to approve the minutes – Bobbi*
- *Seconded by – Candice*
- *Motion carried*

**BUSINESS ARISING:**

**1. East Oxford Central Public School Council Constitution and By-laws**

- *Ms. Elcombe shared the updated School Council Constitution and By-laws. An updated copy is attached.*

**STANDING BUSINESS:**

**1. 2018/19 Updated Budget**

- *Council looked at budget to determine if money could be re-allocated to purchase the Chromebook cart and some of the requested Chromebooks. See notes in the "Presentation by EOS Teachers" to see what was approved.*
- *There was significant discussion that one area of the budget we do not want to amend was the Care account as it is currently helping a variety of families*
- *A couple of new requests have come in for support – Badminton League \$100.00 and Basketball \$120.00. These amounts fell within the pre-approved budget amount for Athletics. Approximately \$850 has been spent of the \$1800 allocated.*
- *Ms. Elcombe will communicate to staff the School Council budget for the school year.*

**REPORTS:**

**1. SGF Report**

- *See detailed report attached*
- *Andrea will begin preparing and will give this report at our meetings moving forward as she transitions to the role of treasurer and Tracy out of the role.*

**2. Principal's Report**

- *See detailed report attached*
- *The new chairs purchased for the gym have arrived – we now have 250 new chairs. We will look at getting more new tables next year.*
- *Award of Distinction nominations are open until February 2019*

**3. Teacher Remarks**

- *No remarks from Mrs. Bowald*

**CORRESPONDANCE** – *No correspondence*

**APPRECIATIONS** – *Ms. Elcombe gave appreciations in her Principal's Report – See report attached*

**NEXT MEETING:** *March 7, 2019*

**REQUEST OF FUNDS FOR ADDITIONAL TECHNOLOGY:**

From: The Staff of East Oxford Central Public School

January, 17<sup>th</sup>, 2019

To: East Oxford Home and School Association

The staff at East Oxford Central have identified that there is a need to increase the number of Chromebooks within the school. Expectations from the curriculum and school board programs, have exceeded our ability to efficiently program with the number of Chromebooks our school currently possesses.

**GOALS:**

- We would like to increase the amount of technology available in the school, to ensure students have equal opportunity to access the necessary tools to support their learning, and to maximize their potential.
- The short-term immediate goal is to purchase a Chromebook cart and eighteen Chromebooks, to sustain current programming needs within the school.
- The long-term goal is to acquire enough technology to ensure every student has access to technology without disruption or delay.

We are respectfully requesting assistance from East Oxford Home and School Association to assist us to achieve our goal, and are requesting funds in the amount of **\$7500.00 - \$8000.00**

**Current Status of Technology:**

Currently East Oxford Central Public School has 285 students. The number of Chromebooks available to students is 62

| <b>Chromebook Location</b> | <b>Number of Chromebooks</b>   |
|----------------------------|--------------------------------|
| Cart Library               | 16 (two currently not working) |
| Gr. 2                      | 1                              |
| Gr. 3                      | 5                              |
| Gr. 3/4 A                  | 5                              |
| Gr. 3/4 B                  | 5                              |
| Gr. 5/6 A                  | 5                              |
| Gr. 5/6 B                  | 5                              |
| Gr. 6/7                    | 5                              |
| Gr. 7/8                    | 5                              |
| French 5                   | 5                              |
| Library                    | 5                              |

We also have a number of Ipads and a few stand alone computers throughout the school.

The current Chromebook cart and the 16 Chromebooks were acquired in approximately 2013/14, as part of a pilot program. The Chromebooks on the cart are aging and will need to be eventually repaired, and replaced.

The school board recommends that any new technology that is being purchased be portable technology.

**Why the increase in demand?**

- Teachers are incorporating technology with their curriculum teaching.
- Inquiry based learning in science and social studies requires that students ask critical thinking questions and research the answers. *→ Gr. 2 - 20 min / day.*
- Teachers are using programs such as Lexia and Knowledge Hook, in language and mathematics. These programs are very effective in identifying student needs within their given subject areas. Once the programs have identified the students' needs, the programs help to guide the teacher's instruction to target each

student's individual needs. The Grade 2 class is currently using Lexia, which requires each student to work on their individual program for 30 minutes daily.

- Intermediate students are increasing their use of technology in preparation for high school. College Avenue Secondary School, is currently involved in the second year of a pilot program in which each student in grade 9 is given their own Chromebook for the school year, to complete their work and assignments.
- Access to technology is a Universal Support. Universal supports allow students equal access to the curriculum and increases student success by using programs such as ReadandWrite for Google.
- Information on the internet is current and up to date, and students need to learn the necessary skills to safely and properly navigate the internet, and identify reliable resources.
- STEM activities, and robots such as Makey Makey and Sphero require technology for programming. These programs inspire creativity and innovation.

### **Additional Benefits**

- Having more technology will allow for more inquiry-based learning. When students learn through research, and discuss the information and problems, it allows for better long-term memory retention of the information.
- Problem based learning, and access to technology increases student engagement. Students who typically struggle with school work have access to technology they are not only more engaged, but they produce more work, increasing their self confidence and grow academically.
- When students feel more confident about their work and are engaged in the learning process it reduces disruptive behaviour, improving the learning environment.
- Having additional Chromebooks on a cart will reduce the need to borrow from other classes, reducing number of interruptions to classroom lessons. Teachers will not have to change their timetables based on Chromebook availability. Chromebooks can be left in the classroom for students who need them.
- An additional Chromebook cart will also make it easier to track where the Chromebooks are located. At times Chromebooks borrowed from classrooms are returned to the wrong tech tubs.
- More work completed online, will help to alleviate some of the school's photocopying costs. The cost savings can be put toward the purchase of new Chromebooks or other technological purchases and repairs.

### **Current Webstore Costs:**

|  |                  |
|--|------------------|
| Chromebook Cart (18 slots).....                                  | <b>\$786.35</b>  |
| 18 Chromebooks (11" touch screens) \$319.00 each + HST.....      | <b>\$6488.46</b> |
| 18 Chromebooks (14 " no touch screens ) \$313.84 each + HST..... | <b>\$6383.51</b> |

### **Conclusion:**

The staff at East Oxford Central recognize the need for additional Chromebooks for the implementation of programming. We are asking for financial support in the amount of \$7500 to \$8000 from the East Oxford Home and School Association, to ensure students have equal opportunity to access the necessary tools to support their learning, and to maximize their potential.

Thank you for your time, and consideration of this request. We appreciate your past and continued support of students and teachers at East Oxford.

Yours in Education,

The Staff of East Oxford Central Public School

Article VII under 'Meetings' add "Suggestions for September (Elections), October (initial meeting of new Council), January (annual review of by-laws), March, May (annual review of Codes of Conduct, Dress Code, Use of Technology Code, preparation for September election)."

Article VII under 'Meetings' add bracketed statement to read "50% of the Council elected or appointed membership will constitute a quorum if at least one staff representative (may include Principal, teacher or support staff) is present and parent members are in the majority."

Article VII last paragraph in respect to electronic meetings add 'urgent' to read "School Council will hold an "electronic meeting" whereby an **urgent** issue is brought to the table through an email or other electronic methods and would be discussed amongst all School Council representatives."

Appendix A on the Parent (School) Council Parent Candidate Nomination form change 'representative' to 'Executive member' to read "I wish to nominate \_\_\_\_ for an elected position as a parent/guardian Executive member on the School Council."

Appendix A on both the Parent (School) Council Parent Candidate Nomination form and Parent (School) Council Self-Nomination form change 'Board' to 'Thames Valley District School Board' to read "The person I have nominated is an employee of the Thames Valley District School Board."

Appendix A on both the Parent (School) Council Parent Candidate Nomination form and Parent (School) Council Self-Nomination form add "The person I have nominated is an employee of another School Board.    yes    no" with check boxes.

Appendix A on both the Parent (School) Council Parent Candidate Nomination form and Parent (School) Council Self-Nomination form add "Position(s) Chair Co-Chair Treasurer Secretary" with check boxes.

Appendix A on the Parent (School Council) Parent Self-Nomination form replace 'representative' with Executive member to read "I wish to declare my candidacy for an elected position as a parent/guardian Executive member on the School Council."

Appendix A on the Nomination Form Receipt replace 'representative' with Executive member to read "The nomination form for parent/guardian Executive member on the School Council for \_\_\_ at \_\_\_ has been received by \_\_\_."

Appendix B on the Parent (School) Council Election ballot, change representative in the 'For:' section to read "For: Parent/guardian Executive members"

Appendix B on the Parent (School) Council Election ballot, change the voting instruction line to replace blank line to to "Vote for no more than **one candidate for each position** on this ballot."

Appendix B on the Parent (School) Council Election ballot, change 'Board' to "Thames Valley District School Board".

Appendix C Audit Checklist change title to "End of Year Checklist"

Appendix C change Deposit Book to "Transactions Report"

Appendix C change '12 months of bank statements' to "10 months of School Generated Funds statements"

Appendix C change 'Receipts' to "School Generated Funds Financial Activity Request copies"

Appendix C change 'Monthly Treasurer Reports' to "Treasurer reports for each School Council meeting"

Appendix C change 'Gifts to School chart from EOS Secretary' to "Gifts to School approval copies"

Appendix C add "All Sub-Committee Year End Reports"

Appendix C remove 'Monthly Vista Reports', 'Monthly Vista Bank Statements', 'FunLunch reports' and 'FunLunch receipts'

## Proposed Revisions to School Council By-laws Jan.2019

Committee: Angela Miller, Wendy Colcuc, Trish Elcombe

### Changes Throughout Document:

All 'parent council' references have been changed to 'School Council'.

All 'council', 'executive' and 'principal' references have been capitalized (Council, Executive, Principal).

### Specific Changes:

Article III 'Representation and Membership' – have removed "to a maximum of 10 parent/guardian members" to now read "Parents and guardians shall form the majority of the membership."

Article III 'Election and Appointment Procedures' – replaced council with 'Executive' to read "The Committee must ensure that a new **Executive** is in place by October 15<sup>th</sup> of the school year."

Article III 'Election of Parent Representatives' – remove subtitle

Article VI 'Responsibilities of Members of School Councils' under 'The Chair of the School Council shall:' added "provide a copy of responsibilities and/or by-laws to all School Council members and Executive."

Article VI 'Responsibilities of Members of School Councils' under 'The Principal shall:' added "post copies of the School Council minutes and/or other pertinent information on the school website in a timely manner;" and "request Community Use of Schools for meetings and events as required;"

Article VI 'Responsibilities of Members of School Councils' under 'The Secretary shall:' change 'binder' to 'record', remove 'hard' to read "create and maintain a **record** with all copies of meeting minutes, addendums, correspondence, financial reports, copies of by-laws, etc.;"

Article VI 'Responsibilities of Members of School Councils' under 'The Secretary shall:' added "provide finalized copy of minutes to Principal to be posted on school website."

Article VI 'Responsibilities of Members of School Councils' under 'The Treasurer shall:' replace 'monies are banked' to 'Gifts to School donations are submitted to the school office' to read "ensure Gifts to School donations are submitted to the school office in a timely manner;"

Article VI 'Responsibilities of Members of School Councils' under 'The Treasurer shall:' replace 'monies raised' to 'transactions' to read "keep accurate accounts of all incoming and outgoing transitions handled by the Council;"

Article VI 'Responsibilities of Members of School Councils' under 'The Treasurer shall:' replace all bullet points related to financial audits to read "complete Board's annual statement in a timely manner;"

Article VI 'Responsibilities of Members of School Councils' under 'The Treasurer shall:' omit final sentence regarding outgoing treasurer/audit to read "the outgoing treasurer is responsible for providing copies of all financial records to the new Treasurer or school Principal."

Article VI 'Responsibilities of Members of School Councils' under 'The Vice-Chairperson shall:' Vice-Chairperson has been changed to "Co-Chairperson".

Article VI 'Responsibilities of Members of School Councils' under the section on sub-committees, add "written reports of sub-committee meetings and decisions must be shared with the Chair of the School Council prior to scheduled School Council meetings."

**End of Year Checklist**

| <b>TASK</b>   | <b>DONE</b> |
|---|-------------|
| · <b>Treasurer Excel Spreadsheet</b>                    | _____       |
| · <b>Transactions Report</b>                            | _____       |
| · <b>10 months of School Generated Funds statements</b> | _____       |
| · <b>School Generated Funds Activity Request copies</b> | _____       |
| · <b>Treasurer Reports each School Council meeting</b>  | _____       |
| · <b>Year End Treasurer Report</b>                      | _____       |
| · <b>Gifts to School approval copies</b>                | _____       |
| <b>All Sub-Committee Year End Reports</b>               | _____       |



**NOMINATION FORM RECEIPT**

The nomination form for parent/guardian Executive member on the School Council for

\_\_\_\_\_ at

\_\_\_\_\_

*(parent nominee's name)*

*(school name)*

has been received by:

\_\_\_\_\_

\_\_\_\_\_

Name of Principal or chair of the nominations committee    Date

## SCHOOL COUNCIL PARENT SELF-NOMINATION FORM

I wish to declare my candidacy for an elected position as a parent/guardian Executive member on the School Council.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

Email: \_\_\_\_\_

I am the parent/guardian of \_\_\_\_\_, who is currently registered  
at this school. *(name of student)*

I am an employee of the Thames Valley District School Board.

yes  no

I am an employee of another school Board.

yes  no

\_\_\_\_\_  
Candidate's signature

\_\_\_\_\_  
Date

Position(s)

- Chair
- Co-Chair
- Treasurer
- Secretary

*Please include a brief biography of on the back of this form.*

You will be notified when your nomination has been received.

### SCHOOL COUNCIL PARENT CANDIDATE NOMINATION FORM

I wish to nominate \_\_\_\_\_ for an elected position as a parent/guardian Executive member on the School Council.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

Email: \_\_\_\_\_

I am the parent/guardian of \_\_\_\_\_, who is currently registered at this school. *(name of student)*

\_\_\_\_\_ is the parent/guardian of \_\_\_\_\_.  
*(name of person nominated)* *(name of student)*

The person I have nominated is an employee of the Thames Valley District School Board.  
 yes  no

The person I have nominated is an employee of another School Board.  
 yes  no

\_\_\_\_\_  
Nominator's signature

\_\_\_\_\_  
Date

Position(s)

- Chair
- Co-Chair
- Treasurer
- Secretary

*Please include a brief biography of the candidate you have nominated on the back of or on a separate sheet attached to this form.*

You will be notified when your nomination has been received.

**ARTICLE IX**

**Possible Committees and their responsibilities**

- FUNDRAISING
  - Budgets
  - Fundraising
  
- SOCIAL
  - Community Events
  - Craft Sales
  - Line Dancing
  - Cards and Flowers
  
- COMMUNICATION
  - Corresponding Secretary
  - Newsletter articles
  - Communication with community and teachers
  - Meeting agenda and minutes
  - Telephone chain
  
- SAFETY
  - Code of Conduct
  - Property maintenance and repair
  - Student health
  - Noon hour and general supervision
  - Emergency procedures
  - Emergency phone chain
  
- PROGRAM
  - Curriculum Response
  - Standardized Test Results
  - Educational Equipment
  - Computer procurement
  
- BUILDINGS AND GROUNDSD
  - Capital expenditures
  - Playground equipment
  - Flowers, gardens, trees and shrubbery
  - Security
  - School use by community

The following signatures designate that the amendments have been approved by School Council members on this date: \_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Print name and signature)*

*(Print name and signature)*

## ARTICLE VII

### **Meetings**

The Council will meet a minimum of five times a year. Meetings may be called by the Principal or Chairperson as long as all Council members are notified of the meeting at least 24 hours in advance. Suggestions for September (Elections), October (initial meeting of new Council), January (annual review of by-laws), March, May (annual review of Codes of Conduct, Dress Code, Use of Technology Code, preparation for September election).

The first Council meeting of the academic year will be called no later than October.

50% of the Council elected or appointed membership will constitute a quorum if at least one staff representative (may include Principal, teacher or support staff) is present and parent members are in the majority. Council decisions shall be made by majority vote.

All Council members are open to the School Community. Everyone will be encouraged to attend.

Persons interested in presenting at a Council meeting may request to be put on the agenda. The Chairperson is the person to be contacted for permission to present at a Council meeting.

In the event that an important and timely decision needs to be made *and* when the School Council is unable to set up a meeting on short notice, an alternative method shall be implemented. School Council will hold an "electronic meeting" whereby an urgent issue is brought to the table through an email or other electronic methods and would be discussed amongst all School Council representatives. A motion would then be emailed to the group with Voting Buttons for Yes/No or Abstain. Upon a motion being approved, the documentation of the motion, discussion and outcome of vote would be entered as part of the minutes for the next meeting.

## ARTICLE VIII

### **Amending the By-Laws**

These by-laws may be amended at any regular meeting of the Council by a two-thirds vote of those present provided that the specific amendments have been introduced at a prior meeting and discussed, included in the minutes of that meeting, and are listed on the agenda for the current meeting.

## ARTICLE VI (continued)

- keep School Council members aware of the Thames Valley District School Board and Ministry of Education's policies, directives, and the relevant Acts and Regulations of the Province of Ontario by making the aforementioned documents available upon request.

### The Secretary shall:

- distribute agendas to all School Council members at least one week prior to the next meeting;
- take meeting minutes and distribute a copy of previous meeting minutes two weeks prior to the next meeting to School Council members;
- consult with the Principal and the Chairperson to review meeting minutes prior to distribution;
- create and maintain a record with all copies of meeting minutes, addendums, correspondence, financial reports, copy of by-laws, etc.;
- be available if extra clerical work needs to be taken care of e.g. newsletters;
- provide finalized copy of minutes to Principal to be posted on school website.

### The Treasurer shall:

- ensure Gifts to School donations are submitted to the school office in a timely manner;
- make available all financial transactions at regularly scheduled meetings;
- keep accurate accounts of all incoming and outgoing transactions handled by the Council;
- complete Board's annual statement in a timely manner;
- the outgoing treasurer is responsible for providing copies of all financial records to the new Treasurer or School Principal

### The Co- Chairperson shall:

- assume the duties of the Chairperson in the absence of the Chairperson.

### Members of the School Council shall:

- maintain a school-wide perspective on issues;
- participate in Council meetings;
- participate in information and training sessions;
- act as a link between school Council and the community;
- inform the Chair if unable to attend a meeting. Members who have missed three consecutive meetings without notifying the Chairperson in advance may be replaced.

### If any sub-committee is formed, members of the sub-committee shall:

- appoint at least one person to chair or two people to co-chair the committee;
- any other member(s) will submit receipts for expenses to the chair/co-chair who must approve the expense. Then, the chair/co-chair will submit the receipt to the treasurer for reimbursement. This will ensure that the chair/co-chair is aware of what expenses are incurred by their committee;
- written reports of sub-committee meetings and decisions must be shared with the Chair of the School Council prior to scheduled School Council meetings;
- this process is to be followed by all sub-committees formed as part of School Council.

## ARTICLE V (continued)

Elections for the Chairperson, Vice Chairperson, Secretary and Treasurer will be held annually. Each member of the School Council will be allowed one vote. Absentee ballots or proxy votes will be permitted. The election for the Executive should be held within 30 days of the first School Council meeting.

If one of these Executive members leaves the school community the Chairperson and Council will appoint another member to fulfill the term. If the Chairperson leaves the school community, the Vice Chairperson will fulfill the duties of the Chairperson for the remainder of the term. If this is not possible, the Council will appoint another member to the position for the rest of the school year.

## ARTICLE VI

### **Responsibilities of Members of School Councils**

The Chair of the School Council shall:

- provide leadership to the School Council;
- call School Council meetings;
- chair the meetings and be responsible for the time management of the agenda;
- meet with the Principal to prepare agendas and establish a regular meeting schedule;
- consult with the Principal and the Council Secretary to review meeting minutes prior to distribution;
- ensure that there is regular communication with the school community;
- express School Council consensus and speak for School Council;
- monitor the implementation of School Council decisions;
- consult with senior administration and trustees as required;
- ensure that the School Council reviews the activities of the preceding year and set priorities and recommendations for the next Council term;
- be available to the school community; listen to their concerns and opinions; guide them to someone who can help them if the School Council is unable to;
- make available to all parents/guardians, through a newsletter, the names of School Council members;
- participate in information and training sessions
- provide a copy of responsibilities and/or by-laws to all School Council members and Executive.

The Principal shall:

- attend all School Council meetings;
- meet with the Chairperson to prepare agendas and establish a regular meeting schedule;
- consult with the Chairperson and Council Secretary to review meeting minutes prior to distribution;
- provide administrative assistance and support to the School Council (clerical/secretarial) when needed;
- keep the area Superintendent informed of School Council activities by providing meeting minutes and agendas etc. as requested;
- assist with the training of School Council members with respect to their roles and responsibilities;
- publicize all School Council activities through school and community newsletters
- post copies of School Council minutes and/or other pertinent information on the school website in a timely manner;
- request Community Use of Schools for Council meetings and events as required;

## ARTICLE III (continued)

- Election day proceedings shall be supervised by the school Principal.
- All eligible voters shall be entitled to cast one vote for each of the candidate positions available. Casting more than the maximum number of votes permitted spoils the ballot.
- If there is a tie for the final position on the School Council, the winner shall be determined by lot.
- If the number of candidates is less than or equal to the number of positions, the candidates shall be acclaimed.
- If all elected positions have not been filed at the end of the election process, the newly constituted School Council shall appoint persons to serve for the balance of the term. These appointments to the School Council are by majority vote of the members at the meeting then serving on the School Council. Appointments shall be made at a public meeting with appropriate notice of the meeting.

Teacher representatives to the Council will be elected by the staff during a regularly scheduled staff meeting.

Community representatives will be appointed by the Council.

The school Principal shall be a designated member.

The non-teaching staff member shall be elected by members of the non-teaching staff when possible. Where no non-teaching staff person is available or agrees to participate, the School Council will operate without representation from the non-teaching staff.

The names of Chairperson, Vice Chairperson, Secretary, Treasurer, Teacher Representative, Community Representative, Non-teaching Staff Member and Principal will be published in the first school newsletter following elections.

## ARTICLE IV

### **Tenure**

All appointed members and elected members (parents and guardians) of the Council will serve a one-year term, with elections held annually.

There is no limit on the number of times a person can run for re-election.

The Council may establish committees made up of parents, School staff members, and community representatives to study specific issues and report their findings to the Council. These committees will not be permanent unless otherwise stipulated by the Council. Their mandate and activities will be established by the Council and they will operate on an ad hoc basis. Each committee shall elect a chairperson who will be responsible for reporting to the Council.

## ARTICLE V

### **Executive Members**

The Executive members of the East Oxford Central PS School Council will consist of a Chairperson, Vice Chairperson (who must be parents or guardians), Secretary, Treasurer and Principal.

## ARTICLE II (continued)

- communicate openly and regularly with parents and other members of the community to seek their views and opinions with regard to matters being addressed or matters that they, the parents or members, feel should be addressed by the Council; and to regularly report on the activities of the Council to the school community through newsletters
- promote the best interests of the school community
- put the best interests of East Oxford Central students first

## ARTICLE III

### **Representation and Membership**

The East Oxford Central PS School Council will be composed of the following members:

- Parents and guardians of students enrolled at East Oxford Central PS
- Community representatives, who have no children in the system (one from each of the respective communities)
- The school Principal
- A teacher from each school
- A non-teaching or support staff member

Parents and guardians shall form the majority of the membership. If positions remain vacant, the Council shall function and continue to seek the required members. It is expected that the membership of the Council will reflect the diversity of the school community.

A board employee who works at the school his or her child attends is not eligible to serve as a parent member on the Council, but may be the teacher or non-teacher representative on the Council. Board employees who work at different schools may be elected as parent members as long as they notify other parents that they are employed by the school board prior to their election.

### **Election and Appointment Procedures**

The current School Council shall establish a School Council Elections Committee. The Committee must ensure that a new Executive is in place by October 15<sup>th</sup> of the school year. The committee should have representation from parents, teaching staff and support staff.

Appeals related to the School Council election process or results should be resolved by the School Council Elections Committee. If the situation is not resolved, the school Principal and the Chair of the outgoing Council shall make a ruling.

- Parents/guardians of a students enrolled at the school are eligible both to vote for and to run as a parent representative. Self-nomination will suffice.
- Candidates should be prepared to summarize, to the school community, their reasons for running.
- Parent Candidate Nomination forms (Appendix A) shall be filed by all candidates for elected positions on the School Council.
- The Principal shall conduct a lottery to determine the ballot position for each candidate.
- Elections for School Council shall be conducted by secret ballot (Appendix B). Voters must be present at the school on election day, during the preset hours (day and evening).

**EAST OXFORD CENTRAL PUBLIC SCHOOL**  
**SCHOOL COUNCIL CONSTITUTION AND BY-LAWS**  
rev. Jan.2019

**ARTICLE I**

**Name of Organization**

The name of this organization will be the East Oxford Central PS School Council.

**ARTICLE II**

**Purpose**

The purpose of the East Oxford Central PS School Council is to provide an opportunity for the community, parents and educators to work together to provide the best possible learning atmosphere for our young people. Their role is to support student activities through fundraising and by volunteering to assist with programming and supervision. The Council also provides a forum for the community to express its views on the value of learning and the school's vital role in the development of our young people.

**Main Advisory Responsibilities of the School Council**

- local school year calendar
- school code of conduct
- curriculum, program goals and priorities
- the response of the school or school board in achievement in provincial and board assessment programs
- preparation of the school profile
- criteria for the selection of principals
- school budget priorities, including local capital-improvement plans
- overseeing the allocation of monies that have been raised by the fundraising committee of this Council
- school-community communication strategies
- methods of reporting School Council activities to parents and the community
- extracurricular activities in the school
- school-based services and community partnerships related to social, health, recreational and nutrition programs
- local co-ordination of services for children and youth
- development, implementation and review of board policies at the local level
- community use of facilities

**Additional advisory responsibilities of the School Council**

- establish and review annually long and short term goals, priorities, and procedures regarding the School Council's mandate and activities
- organize information and training sessions to enable members of the Council to develop their skills as Council members
- hold a minimum of five meetings per year (all meetings are open to all members of the school community)

### Treasurer Report – SGF Account

Sept 1<sup>st</sup> 2018 to Dec 31<sup>st</sup> 2018 (January 2019 Meeting)

We had an opening balance of \$17,692.38 on September 1<sup>st</sup> 2018 and a closing balance of \$20,423.33 on December 31<sup>st</sup> 2018 after a deposit of \$3,191.95 from School Council TD vista account closure. Withdrawals totalled \$461.00 for sports events.

We have \$5,429 .88 of outstanding items, including \$5,132.75 for 175 blue chairs for the gym. The chairs are not seen on any of the summaries yet, so subtracting them from our outstanding balance gives us the same balance as the SGF account summary.

**EAST OXFORD SCHOOL COUNCIL SGF ACCOUNT**  
**Treasurer Report - Sept 1st 2018 to Dec 31st 2018**

| DATE      | DESCRIPTION                                  | DEPOSIT    | WTHDWL      |
|-----------|--|------------|-------------|
| Sept 1/18 | Opening Balance                              |            | \$17,692.38 |
|           | No Activity                                  |            |             |
|           |  |            |             |
| Oct 1/18  | No Activity                                  |            |             |
|           |  |            |             |
| Nov 2/18  | Soccer Tournament                            |            | \$61.00     |
| Nov 2/18  | IDCI Boys/Girls Volleyball Tournament        |            | \$200.00    |
| Nov 2/18  | Emily Stowe Boys/Girls Volleyball Tournament |            | \$200.00    |
|           |  |            |             |
| Dec 11/18 | School Council TD Vista a/c closed & moved   | \$3,191.95 |             |
|           |  |            |             |
|           | Totals                                       | \$3,191.95 | \$461.00    |
|           |  |            | \$20,423.33 |

**EAST OXFORD SCHOOL COUNCIL SGF ACCOUNT**  
**Outstanding Items Sept 1st 2018 to Dec 31st 2018**

|  | DESCRIPTION                           | DEPOSIT | WTHDWL     |
|--|---------------------------------------|---------|------------|
|  | Bird Feeding Supplies                 |         | \$84.70    |
|  | Northdale P.S Ref Fees for Volleyball |         | \$86.96    |
|  | Compost Bins for each Classroom       |         | \$135.47   |
|  | Blue chairs for Gym x175              |         | \$5,132.75 |
|  |                                       |         |            |
|  | Totals                                | \$0.00  | \$5,439.88 |

Also \$705.00 from School Council's old lottery account has been deposited into SGF account, waiting for it to be moved into the school's account. Then the SGF account will be reimbursed \$340.00 which was taken out of SGF by mistake.

  
Treasurer - Tracy Roulston

### Appreciations

Thank you to all of the School Council members who have helped to support the school's Nutrition program, FunLunch days and the Festive Feast in December. We really appreciate the all of the support you provide to the entire school community.

### School Organization

Our enrolment had increased in December to 288 students, but we had four transfer out and one in to the school since the beginning of January for a total now of 285 students.

Due to large numbers in our Junior and Intermediate classes, which exceed the Board's average, we have been allocated a 0.2 Full Time Equivalency teacher (600 minutes per 10 day cycle) to provide additional support to some of the J/I classes. The posting went out today. We are hoping to find someone during the first round of postings so they can begin early in February. Otherwise, it will go to a Long Term Occasional teacher posting and that process could take until after March Break to have someone in place.

Kindergarten Registration officially begins on Monday, January 21 and runs until Friday, February 8. Please inform any friends or neighbours in our school area with children of JK or SK age to contact the school or drop in during regular office hours (8:30-4:00) to pick up a registration package after they have pre-registered online. Information is on the school website under 'Our School' then 'Kindergarten' as well as the TVDSB website under the 'Parents' tab.

We are still looking to hire a new Noon Hour Supervisor for the year. There have been no inquiries thus far. If you know of any member of our school community who may be interested, even if a few days a week, please have them contact Ms. Elcombe directly for details.

We've had our School Messenger system fixed, and have used it a few times since mid-December for emergency notifications and urgent messages to the community. We continue to advertise to use the East Oxford school website, Facebook and Twitter pages for updates as well.

### School Improvement

**Students and staff will improve their understanding of number relationships through additive reasoning skills and will apply them effectively when problem-solving.**

We are continuing to work on school goal as stated above. Staff are teaching with and modelling the use of number lines as a visual representation of how students are using different 'hands on' or 'concrete' math 'tools' and 'manipulatives' to solve addition and subtraction problems. At the Kindergarten level, they are using the number line to show where whole numbers 'live', and how to start at different numbers to 'count forward' or 'count backwards' by specific numbers. Primary students are working with whole numbers to demonstrate how they are solving one-, two- and/or three-digit addition and subtraction questions. In the Junior/Intermediate grades, they are using fractions, percentages and decimals on the number lines to solve similar addition and subtraction problems. Many students are also demonstrating their multiplicative thinking on number lines which is the next 'step' in the continuum. This year, there has been no funding provided by the Ontario Ministry of Education to fund professional development, so the staff are using time at Staff Meetings, on PD Days, and on their own time to enhance their own learning and understanding of new strategies to support the math concepts being taught at their grade levels.

### School Council Budget/Requests

Thank you also for all of the funds you have provided thus far to pay for tournaments and referee costs for our extra-curricular sports programs. The new 'process' for requesting money and cheques seems to be working fairly well. I look forward to sharing the approved 'budget' with staff so we can 'get spending' to bring down the School Council Funds account as close to zero as possible before the end of this school year. Again, we all appreciate this financial support!

### Criminal Background Checks

We continue to receive a few requests each month from parents who wish to have a Police Check to be able to volunteer for school events. Those whose Police Checks will expire during the 2019-2020 school year will receive notice in the Spring that they will require a new screening.

### Parent Engagement Events

TVPIC is sponsoring a parent engagement with expert Debbie Pushor on Monday, February 11 at the London Convention Centre. Up to 5 parents are invited to attend with the Principal. Reception and a light meal will be available between 5:30 p.m. and 6:30 p.m. The formal program with Dr. Pushor will begin at 6:30 p.m. and will conclude by 8:30 p.m. Registration is due Friday, January 18, so please let the Principal know if interested ASAP to register as part of the East Oxford group.

The IN conference will be held Saturday, February 9 at Medway High School in London from 9:00 am to 1:30 pm. The focus of the event is for parents, educators and community partners to be provided with tools and strategies to support acceptance and inclusion of all students in TVDSB. See Principal for the link to the online registration form if interested.

Parents, Guardians & Community Members who are interested may apply online to become a TVPIC member or subcommittee by February 1st - <http://www.tvdsb.ca/TVPICmembership>

### Extra-Curricular Happenings

Our Halloween Bash was a huge success. The gym was packed, but everything seemed to run quite smoothly. The Grade 7/8 class, Mme Dengate and Ms Furtado should be congratulated on the organization and implementation of the event under the sponsorship of the Oxford Centre Fire Department.

Both our Boys' and Girls' volleyball teams had good seasons. Our Boys' team finished in 2<sup>nd</sup> place at the Regional Tournament and won the 'wildcard' match to be able to attend the Thames Valley finals.

Unfortunately, they did not advance to the playoffs, but we are very proud of their attitude and accomplishments. Currently, our Girls' and Boys' basketball teams are underway, with their first official games being played this week and next. Co-ed Floor Hockey tryouts will begin next week.

The Chess Club has also begun with over 30 students coming out, many as 'first-timers' just learning how to play the game. The Bird Feeders club has met several times with 'Dan' (former bus driver for EOCPS) and are learning about the different varieties of birds visiting the feeders out on the playground. This month, they will learn how to take them down and fill them with appropriate amounts of feed, how often to check them, and how to chart the feed as well as the birds observed.

We've had several new students volunteer as lunch room monitors and are currently training some new office monitors and video announcement tech crew members.

Our Student Council has been very active, running various school-based events, including dress up days, advent calendars, Candygram and Hot Chocolate sales and the DASO donation collection under the leadership of Mme Dengate. They are planning a winter carnival at the beginning of February and have LOTS of ideas for other events in the coming months!

We appreciate the staff who are supervising these extra-curricular activities, and the students who have volunteered as Student Leaders and are participating in the various clubs and on sports teams.

### Safe Schools

Plans are underway to meet in mid-February to begin to revise and update the school's Code of Conduct and Use of Technology codes to make them more 'user friendly' for students, staff and the community. Thanks to Shelley Buchanan who is supporting this project as the representative from School Council.

### Grade 8s

Grade 8s are currently in the process of choosing their Grade 9 courses. Family information sessions have been held at CASS, WCI and Huron Park in recent weeks. Planning for graduation should be underway soon.

Respectfully submitted by Trish Elcombe, Principal