

# SUNNINGDALE SCHOOL COUNCIL MEETING MINUTES

MONDAY, JUNE 16, 2025  
6:30 PM - 8:00 PM  
Sunningdale Library

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| <b>Attendees</b> | <b>Council:</b> Jennifer Tessman, Camila Kamarad, Cara Ducasse, Champa Asrani, Kathrina Chung, Michelle Migula, Neil Uttamsingh, Rosie Kler, Shawn Haswell, Vasavi Sharma<br><b>Administration:</b> Selina Galvao, Rachel Everett |
| <b>Regrets</b>   | Azi Rahsepar, Herman Yu, Insha Haider Rizvi, Michelle Mirski, Nicole Liu, Shazia Sami, Shilpa Arora, Swarnima Chouhan, Rishi Soondarsingh, Tobi Okuwoga, Wanda Chen                                                               |
| <b>Absent</b>    | Alena Khabibullina, Chaitra Giddegowda, Hanadi (Hanna) Dar, Leila Bagheri, Mohanasundar Subramanian, Nancy Omar, Nima Adrangi, Rattana (Theodore) Sim                                                                             |

| Agenda Item                  | Notes and Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Next steps |
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| Welcome and Opening Business | <ol style="list-style-type: none"> <li>1) Meeting called to order.</li> <li>2) Approval of <a href="#">May meeting minutes</a> by Shawn and Camila.</li> <li>3) Approval of <a href="#">June meeting agenda</a> by Shawn and Camila.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |
| School Administration Report | <ol style="list-style-type: none"> <li>1) Please see <a href="#">Admin Report</a> (Selina and Rachel) <ol style="list-style-type: none"> <li>a) Spring Love of Literacy Day - June 16th in memory of librarian Mrs. Thompson</li> <li>b) Eco Team has achieved Platinum!</li> <li>c) Senior Soccer teams <ul style="list-style-type: none"> <li>■ Boys: 1st place at Tournament</li> <li>■ Girls: Quarter finals</li> </ul> </li> <li>d) Skipping Club</li> <li>e) Summer Reading Program</li> <li>f) Camp Wanakita - June 17-19</li> <li>g) Grade 8 Graduation - June 24</li> <li>h) Last Day of School - June 27 (early dismissal at 2:15pm)</li> </ol> </li> <li>2) 2025/2026 School Timetable – Schedule will change to five 60-minute periods.<br/><u>Period Times:</u> <ol style="list-style-type: none"> <li>1) 9:25-10:25</li> <li>2) 10:25-11:25</li> </ol>           BREAK 11:25-12:05           <ol style="list-style-type: none"> <li>3) 12:05-1:05</li> <li>4) 1:05-2:05</li> </ol>           BREAK 2:05-2:45           <ol style="list-style-type: none"> <li>5) 2:45-3:45</li> </ol> </li> <li>3) Sunningdale will no longer have a Vice Principal. Rachel will be VP at Pilgrim Wood P.S. in September.</li> </ol> |            |

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| Financials        | <p>Azi was not at the meeting but had let Jennifer know she did not have any new updates since the May meeting, aside from Foire financial updates.</p> <p><u><a href="#">Foire Financials:</a></u><br/> Total Expenditures = \$10,042.22<br/> Total Revenue = \$13,668.00<br/> Fundraising Total = \$3,625.78</p> <p>The Foire fundraising goal was \$2800 for classroom technology and grade 2 spirit wear t-shirts. Surplus from the Foire fundraising will go towards technology.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| Foire Fantastique | <p>The Foire was a huge success! It ran very smoothly with generally the same challenges we always have (i.e. long lines, parents not sure which line to be in). The team had a few takeaways for next year:</p> <ol style="list-style-type: none"> <li>1) The new QR code SCO event-day payment added a new layer of confusion to this year's event. It will need to be well communicated to parents next year and we'll need to have clear signage at the event of where to pick up these tickets.</li> <li>2) This is the second year that there was an incident that required police intervention. Fortunately the Halton Police were at the event as a community partner, but if they cannot be there, Selina suggested we should consider hiring security.</li> <li>3) The community partners added valuable content and richness to the evening's experience. Be sure to contact the same community partners and vendors next year, and start the process early.</li> <li>4) Contact the same donors next year (and more!) and start creating the online silent auction with Herman early – it's a big job.</li> <li>5) Feedback from volunteers, the ice cream truck and Municipal Enforcement was that it was difficult to hear over the music. Perhaps move speaker locations or reduce volume?</li> <li>6) The Board only requires tally sheets for cash sales, so we did not use tally sheets for any of the ticket redemption. However, would the School Council find it useful knowing exactly how the tickets are used?</li> <li>7) The Snack Shack ran out of pop and had to buy more (all of which was sold). Although we bought the same amount of beverages as last year, with the addition of bottled water, the actual number of pop purchased was less than last year.</li> <li>8) The samosas were frozen at pick-up. Apparently the person at Brar who took the order and the fulfillment team had a breakdown in communication. Vasavi was able to get them to correct this and, as an apology, Brar gave us more than the requested order.</li> <li>9) Kathrina noted that grade 12 students volunteers who are 18 require a police check.</li> <li>10) Selina asked that student volunteers be limited to WOSS and HT and preferably Sunningdale alumni. Perhaps do some direct student outreach before contacting school guidance counsellors?</li> <li>11) There were a lot of volunteers that arrived right at the start of the Foire even though they were asked to arrive early. Next year, we'll need more</li> </ol> |  |

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|                | <p>people to help at the volunteer sign-in table. Also, consider making the start of the shift officially earlier (i.e. 4:30-6:30 and 6:00-8:00) to build in time for signing in, getting a volunteer shirt, and training.</p> <p>12) Michelle noted that bringing folding chairs out from the gym back doors felt like a safety hazard for both volunteers and students.</p> <p>13) We threw away most of the bristol board posters: will need new signage next year.</p> <p>14) We managed with only one tent. Having all the food (Snack Shack, pizza, samosas, popcorn) against the wall seemed to work well.</p> <p>15) Selina has already requested a date to book the school for next year's Foire (June 11). But based on feedback that the rain date should be the following week, she will request June 4 for the Foire.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| PIC/PRO Update | <p><u>Planetarium Event - May 22</u></p> <p>1) We were very happy with the vendor, <a href="#">Royal City Science</a>. Their cost was fully covered by the PRO Grant.</p> <p>2) The evening parent sessions were much better attended than past PRO grant events (Chris Wollum and Pound Fitness) likely because parents could attend with their grade 2-3 child.</p> <p>3) If we do it next year, make sure to select different presentations.</p> <p>4) Selina has booked Paul Davis for next January. School Council can consider using the PRO Grant to offset his fees. This year's Paul Davis event in March at Montclair P.S. was poorly attended. Will have to make sure this event is well promoted within the Sunningdale community. Perhaps encourage grade 2 families who are new to the school to attend.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Communications | <p>1) The Board will no longer permit School Councils to have a separate website outside of <a href="#">hdsb.ca</a>, so in the fall we will not renew the GoDaddy domain name for <a href="#">sunningdalecouncil.ca</a>.</p> <p>2) Sunningdale's school website will be where School Council can post information: <a href="https://sun.hdsb.ca/parents/school-council">https://sun.hdsb.ca/parents/school-council</a></p> <p>3) Only an HDSB staff member can update the webpage so there is a limitation to what can be posted and the frequency of the updates.</p> <p>4) Will have to investigate how to communicate information online to parents next school year.</p> <p>5) Shawn suggested setting up a Google Doc link on the school webpage. The Google Doc can be updated by the School Council and include links to other Google Docs and essentially serve as a website.</p> <p>6) School Council will still be able to have parent emails posted via School Messenger and have announcements in the Sunningdale bi-weekly e-newsletter.</p> <p>7) Will start reaching out to parents and create classroom Whatsapp groups in September.</p> <p>8) Neil to look into using the School Council X (formerly Twitter) account and other social media avenues (i.e. Facebook).</p> |  |
| Volunteers     | <p>1) In the process of vetting the volunteers for the dance and Foire, we discovered some School Council members were missing documentation in the office.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |

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|                          | <ul style="list-style-type: none"> <li>2) Need to make sure this doesn't happen next year.</li> <li>3) Should School Council nominees have a Police Check with vulnerable sector screening in place or have signed the Annual Offence Declaration Form <u>before</u> they can be considered as a Council nominee? The office would have to manage that as the nominations come in.</li> <li>4) Or do we want to allow the nominees a grace period to get their documentation into the office (i.e. by the first or second School Council meeting)?</li> <li>5) Should campaign for parent volunteers at the start of the school year.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| School Council 2025-2026 | <ul style="list-style-type: none"> <li>1) Jennifer and Champa's kids are graduating this year so they will not be returning to the School Council.</li> <li>2) Kathrina and Cara have offered to return as Co-Chairs.</li> <li>3) Azi and Neil would like to return to the School Council and continue as Treasurer and Communications Lead, respectively.</li> <li>4) Shilpa expressed interest to return as Secretary.</li> <li>5) Camila is returning to the School Council and is interested in filling the Fundraising Coordinator or Volunteer Coordinator position.</li> <li>6) Insha expressed interest in returning but is not sure about continuing as the Fundraising Coordinator.</li> <li>7) Shawn, Herman, Vasavi, Rosie and Michelle Migula have expressed their interest in returning to the School Council next school year.</li> <li>8) Next year will be Azi and Shilpa's last year at Sunningdale, so there should be another Council member that would serve as back-up to the Treasurer and Secretary in preparation for the following year.</li> <li>9) There were 10 voting positions on the School Council this year (based on one parent per 50 students). We don't have the school population yet for September to determine the number of voting positions for next year.</li> <li>10) These expressions of interest are dependent on the outcome of the nominations and the results of any possible election.</li> <li>11) Make sure to complete the nomination form in September before the deadline, and have your <a href="#">Annual Offence Declaration Form</a> signed and submitted to the office.</li> </ul> |  |
| Other Business           | <p><b>Next School Council Meeting</b> – Monday, October 6 from 6:30-8pm in the Sunningdale library (TBC)</p> <p>Have a great summer!</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |