

## DOVERCOURT PUBLIC SCHOOL SAC Meeting Minutes

**Wednesday, October 12th, 2022, at 6:30pm**

### Attendees

- Principal Caitland Ellis, Melanie, Hilary H, Ben P. (virtually), Stephanie N., Deborah A., Elaine H., Monica C.

### Approvals

- Past Meeting Minutes approved: April 2022, May 2022, June 2022, September 2022
- October Agenda: approved
- Executive Motions that were approved and 'read in' for October meeting:
  - \$500 for Welcome Back Open House event
  - \$280 for Halloween craft activities for JK/SK kids (request of Franca Pizzonia)

### SAC Elections

- Elaine H. reviewed with attendees the SAC roles to be filled (see attached); voting was held
- **SAC roles filled as follows:**
  - Co-Chairs: Elaine Hua, Jana
  - Treasurer: Ben Peto
  - Secretary/Recorder: Nuno Silva, Alternate: Hilary Hall
  - Communications: Deborah Aarts
  - Events: Hilary Hall, Stephanie Nause
  - Enrichment: Melanie
  - Greening/Eco team: Deborah Walsh, Vivian Fleet
  - Community Rep: Dovercourt Boys & Girls Club (DBGC)
- **SAC roles that remain open:** Treasurer Alternate, Community Outreach & Ward Rep + Alternate, 2 Events positions
- Elaine H. to reach out to DBGC to advise that we've selected them to be the Community Rep.

### Revised Council Bylaws

- As per PCEO directive, all school councils must update their bylaws using TDSB template and submit to PCEO by October 22<sup>nd</sup>.
- Prior to October meeting, Elaine H and Deborah N. reviewed optional clauses in the template and made recommendations as to what to include as part of Dovercourt SAC bylaws.
- Elaine H shared the recommendations with the attendees who then voted to either approve or disapprove the recommendations.



- Elaine H. will formally submit online to PCEO and at next meeting present the final Bylaws to SAC. Under the rules, they must also be posted and published on school website and hard copy must be made available at the school

## Motion request: up to \$500 spend approval for SAC Executive

- Because SAC is going to use TDSB bylaws template, prior provision that permitted SAC Executive (Chairs, Treasurer + Secretary) to approve up to \$500 spend no longer part of bylaws
- Elaine presented and asked attendees if they wanted to approve a motion to similar effect for 2022-2023 year
- Attendees decided because SAC members smaller in number, should be able to meet quorum by way of attendance or emergency email for motion matters and therefore exec up to \$500 approval not required
- All in agreement to not proceed with such motion

## Principal's report

- Caitland discussed and reviewed TDSB "Safe Schools" policy
- Brief Q&A from attendees regarding September 20<sup>th</sup> schoolyard incident: Caitland applauded quick action by all involved; child has been placed on 20 day suspension; children handled themselves well given the circumstances; letter went out to impacted grade kid's families (Intermediate)

## Treasurer's report

- Ben P. asked attendees who were interested in participating in the budget process to give him their name and he would set up a meeting in the coming weeks to review
- Budget is structured such that percentage allocations are allotted to various initiatives (fixed administrative matters, field trips, enrichment, etc.)
- Budget and finance update will be provided at November SAC meeting

## Welcome Back Open House

- **Motion approved:** up to \$1500 spend for Open House event (includes \$500 already approved by Executive)
- Caitland advised from past experience, expect approx. 600 attendees but discussion if we may see fewer people turn out given cold/flu season and covid continue to be a concern
- Hilary H and Elaine H shared that following food would be at event: variety of pizzas, samosas and Jamaican patties; attendees agreed that we would abide by an 'honour system' for food rather than handing out 'tickets' for X number of food items; concern about having enough volunteers so also wanted to keep the process streamlined
- Deborah W would speak to Rob and work with eco club re recycling and garbage bins—as well as getting posters made for that purposes



DOVERCOURT PUBLIC SCHOOL

**S.A.C.**

SCHOOL ADVISORY COUNCIL

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- Stephanie N. was able to pull some extraordinary donations and her company generously sponsored all of the pizza cost for the event.

## Spirit Wear

- Specifics not worked out yet but Hilary H. working with Lisa C. to get the campaign up and running—goal is to try to get the site up and promoted by the time of the Open House but it would be a tight deadline

## Cell Phone Use policy

- Caitland advised that the policy went out and was circulated. All admin and teaching staff were aware of the policy.
- Devices are not to be used in class (unless permitted) and up to individual teacher as to whether kids to leave in locker, bags, at desk, etc.
- Also not allowed to be used during lunch and at recess
- If violate, get warning first time and repeat violation will lead to phone being locked in office for the day