

Meeting Details

Name of Meeting: Rolling Meadows School Council Meeting

Date: September 25, 2023

Time: 6:30pm - 7:32pm

Format: [Recurring Google Meet](#)

Agenda: 2023 Wrap Up, Introductions, and Elections (does not include a linked document)

Attendance**Rolling Meadows Staff**

- Interim Principal - Ketih Murray
- Vice Principal - Jessica Houle

2023 Council Members

- Chair - Christine Priest* / Co-Chair - Lisa Doyle
- Treasurer - Joanne Badley**
- Secretary - Alexandra Newton / Co-Secretary - Karen Jorritsma *
- PIC - Erick Nettel

**Council members not in attendance.*

***Council members who are no longer part of Rolling Meadows.*

Voting Members

- Martha Budgell
- Erin Perry
- Jennifer Dear
- Alex Zheng

Timestamp	Topic	Details	Decision/Action Items
	Introductions from New Interim Principal (Keith Murray) and Vice Principal (Jessica Houle)	- Keith Murray is the interim Principal filling in for John Pullen who is on leave due to health issues. - How long Keith will be with Rolling Meadows is unknown TBD. - Jessica Houle is new Vice Principal. - Both are excited to be a part of the Rolling Meadows community.	N/A
	Construction at Rolling Meadows	The majority of construction in Rolling Meadows has been successfully completed, resulting in the revitalization of both its internal and external spaces.	N/A
	Classroom Re-organization	This week, RM underwent a significant re-organization, marking the first time in quite a while that RM has experienced such a change. Essentially, the School Board has a cap of 20 students per class. While the Board does permit a slight leeway of 10% above this limit, RM found itself with four classes exceeding this threshold. Consequently, the Board provided us with the updated organizational structure. In essence, the restructuring affected students from grades 3 to 7, displacing a total of 40 students. We communicated this change through phone calls and email, understanding that this is a sensitive topic and process to go through.	N/A
	Treasurer Update	Balance forward = \$10,845.71 Expenses = \$20,957.24 Revenue = \$17, 539.63	Next Council Meeting - Handling of 2023 balance 2023/2024 Budget

		Balance = \$7,428.10	• Where and how to focus our fundraising efforts • Compliance with Halton District School Board policies.
	Voting on Council Positions	Council and attendees nominated and voted on positions for the 2023/2024 council.	2023/2024 Council • Chair = Alexandra Newton • Co-Chair = Greg Ferrin • Treasurer = Place a hold on the position until we know whether Joanne would like to continue serving as Treasurer • Secretary = TBD • Co-Secretary = TBD • PIC = Erick Nettel
	Halton District School Board - School Council Resources	• School Generated Funds Recording and Reporting Requirements Manual • Responsibilities of School Councils • Financial Policies and Procedures for HDSB School Councils • New Members, Membership and Elections • Meetings, Constitution, By-laws • Communication, Team Building and Decision-Making • School Council Handbook: Guide for	Alexandra will review these documents to ensure that the RM School Council is in compliance with rules and expectations set out by the Halton District School Board. Other members are encouraged to review these resources. Jessica Houle will confirm whether the Halton District School Board is offering training for School Council Treasurers.

		School Council Members, Ministry of Education and Training	
	New/Prospective Member Outreach	Alexandra suggested that we enhance the detail and clarity of our communications in the RM memo to precisely define our roles, expectations, and incentivize parents and caregivers to actively participate. Greg Ferrin proposed setting up a School Council booth at the upcoming Open House scheduled for Wednesday, October 18, 2023. The purpose of this booth is to effectively communicate our identity, our mission, and what we do, while also encouraging fellow parents and caregivers to become actively involved	Alexandra to email the council to organize and align our efforts.
	Next Council Meeting	Monday November 6, 2023 at 6:30pm	Where we will discuss and decide on the optimal meeting schedule for Council meetings. This could involve a monthly cadence, a bi-annual approach with two meetings in the fall and two in the spring, in addition to ad-hoc meetings specifically for event planning purposes. Alexandra will also take the lead in reviewing the minutes from our 2023 meetings and share any valuable insights, lessons learned, or suggestions for improvement.

