



Waterford Valley High School
Agenda for the School Council Meeting
on 2015 November 03 (Tuesday)
at 5:00 p.m. in the Learning Commons



- 1. Adoption of the Agenda**
- 2. Approval of the Minutes of the Previous Meeting (2015 10 06)**
- 3. Business Arising**
 - 3.1 Membership of the Council (terms of office, item 2 on 2015 10 06)
 - 3.2 Open House (item 5 on 2015 10 06)
 - 3.3 Fundraising policy (item 8 on 2015 10 06, draft attached)
 - 3.4 Fundraising request at Chapters (item 10 on 2015 10 06)
 - 3.5 Protocol agreement (item 12 on 2015 10 06)
 - 3.6 Panel on the status of public education (item 13 on 2015 10 06)
 - 3.7 Clean St. John's (item 14 on 2015 10 06)
 - 3.8 Prom and Safe Grad (item 15 on 2015 10 06)
- 4. Reports**
 - 4.1 Student representative
 - 4.2 Principal
- 5. New Business**
 - 5.1 Structure of the Agenda – standing items; reports
- 6. Adjournment**



**Minutes of the First Meeting of the
School Council of
Waterford Valley High School**



2015 October 06 at 17:10
in the Learning Commons

Present: Bridget Ricketts Principal, Convenor
Claudette Brokenshire
Rob Butt
Sarah Colborne-Penney
Paula Dingle
Siobhan Foley-Lambert
Glyn George
Paul Gauci
Michelle Hounsell
Jackie Hyde
Emily Lockyer
Ann Marie Pickup
Wendy Read
Leanne Rossiter
Janet Rumsey
Cheryl Tucker

1. Call to Order and Introductions

The Principal, Bridget Ricketts, convened the first ever meeting of the School Council of Waterford Valley High School and called the meeting to order at 17:10.

Each of the volunteers present introduced themselves. Most of those present either have children attending the school or are teachers at the school. Many have experience of more than one previous school council, but some are new.

2. Membership

After considerable discussion, consensus was reached on the initial composition of the school council. No ballot was required.

There should be as even a balance as possible between one- two- and three-year terms of office among the founding members of any new school council. Some adjustments are required. The initial membership follows on the next page.



2. Membership (continued)

Maximum total: 15

Parent representatives (maximum six):

Paula Dingle	(2015-16)
Siobhan Foley-Lambert	(2015-16)
Leanne Rossiter	(2015-17)
Claudette Brokenshire	(2015-18)
Paul Gauci	(2015-18)
Wendy Read	(2015-18)

Teacher representatives (maximum four):

Michelle Hounsell	(2015-17)
Jackie Hyde	(2015-18)
Cheryl Tucker	(2015-18)

Community representatives (maximum four):

Glyn George	(2015-16)
Sarah Colborne-Penney	(2015-17)
Rob Butt	(2015-18)
Janet Rumsey	(2015-18)

Student representative (maximum two):

one to be elected by the Student Council, (2015-16)

Executive Secretary (ex officio):

Bridget Ricketts, Principal

Emily Lockyer and Ann Marie Pickup chose to volunteer for school council activities but not to serve as voting members of the Council at this time.

3. Election of Officers for the 2015-16 Academic Year

Sarah Colborne-Penney was nominated (Foley-Lambert / Rossiter) and elected unopposed as **Chair**

Siobhan Foley Lambert was nominated (George / Rumsey) and elected unopposed as **Vice-Chair**

Dr. Glyn George was nominated (Colborne-Penney / Hyde) and elected unopposed as **Secretary**



4. Information for School Council Members

The Principal noted the district training available for school council members and promoted the handbook issued by the provincial Department of Education (see <http://www.ed.gov.nl.ca/edu/publications/k12/Handbook2ndedition.pdf>).

5. Open House

The School will host an open house from 19:00 on Thursday October 08. It is an opportunity for the general public to walk through the school. Help is needed as guides. Some members of Council agreed to seek donations to provide refreshments (coffee and timbits, muffins or biscuits). The custodians will look after building security. Volunteers are asked to assemble by 18:45.

The Principal will create a handout with a map of the school on one side and an extract from the general information on the School's web site on the other side.

It was **agreed** to *create a guest book for visitors to the school to sign.*

6. School Identity

Some cliques of former students of the separate predecessor schools persist, but there are encouraging early signs of integration into one new school community. While the senior administration is from Bishops College, all but one of the department heads and nearly half of the teaching staff are from Booth Memorial.

There was some discussion about creating a video archive of events at the School. One student (with two alternates) has been chosen to wear the mascot costume.

7. Construction

There are still some items left to install in the new building. The work crews now begin after the end of each school day, to minimize disruption. Insecure doors in some areas will be fixed soon.

8. Fundraising Policy

The School did not inherit a fundraising policy from any of the predecessor schools. There was **general agreement** that

the Chair and Vice Chair form a committee to propose a fundraising policy for the consideration of the Council and that other members who wish to serve on the committee should contact the Chair.



9. Fundraising Request – Film Club

One request was received, that cannot wait for the adoption of a fundraising policy. A concern about approving requests on an ad hoc basis is the possibility that fundraising by small groups might have an unintended negative impact on school-wide fundraising efforts. All activities that raise funds in the name of the School require the approval of the School Council.

It was moved (Rumsey / Hounsell) and **carried unanimously** that *the Film Club be authorized to conduct a bulb-sale fundraiser, on condition that only members of the Film Club conduct the fundraiser, that all sales be completed, ready to place the order, by November 13 and that the organizers give an account of the funds raised and the funds spent at the conclusion of the fundraiser.*

10. Fundraising - Event at Chapters

A request to authorize an event on Nov. 17 at Chapters that may raise funds in the name of School was **deferred** until after the Council adopts a fundraising policy.

11. School Development

Because this is a transition year, the normal full cycle of school development planning will not begin until next year.

12. Protocol Agreement

This item was **deferred** to the next meeting.

13. [Newfoundland and Labrador Federation of School Councils](#) (NLFSC)

The Principal will take care of the membership fee for the School to join the NLFSC.

Siobhan Foley-Lambert advised the meeting of a “Panel on the Status of Public Education in Newfoundland and Labrador”, consisting of panellists from the NLTA, NLFSC and the MUN Faculty of Education, that is holding public meetings across the province during this month. Ms. Foley-Lambert plans to attend the session on Oct. 27 as an individual and invites other Council members to send issues to her that they would like to see raised at that session.



14. Clean St. John's

Sarah Colborne-Penney, who volunteers with Clean St. John's, gave notice that she wishes to place this item on the agenda of the next meeting.

15. Prom and Safe Grad

Leanne Rossiter and Paula Dingle agreed to serve on a committee to bring parents, students, teachers and administrators together to plan the first prom and safe grad from scratch, in a new culture for this new School. The committee will bring its recommendations to a future meeting of the Council.

16. Meeting Schedule

The was **general agreement** that
the council meet on the first Tuesday of each month in the school year (except when circumstances such as school holidays force a postponement to the second Tuesday) from 17:00 to 18:30.

The next meeting will be on Tuesday November 03 at 17:00.

17. Adjournment

The meeting adjourned at 18:58.

A handwritten signature in black ink that reads "Glyn George".

Dr. Glyn George, Secretary

WATERFORD VALLEY HIGH FUNDRAISING POLICY

Draft #2

This policy is made in accordance with the direction set out by the English School District's School Fundraising Policy to guide School Councils in fundraising.

1. The mandate for fundraising by students at Waterford Valley is based on the direction provided by the English School District as well as the *Schools Act*. These policies cover all fundraising activities undertaken by students, teachers, parents and community volunteers in the name of Waterford Valley High.
2. The School Council shall approve and monitor all activities for the raising of funds for Waterford Valley High and shall report on this fundraising in the School's annual report.
3. Priorities for major school fundraising shall be established at the beginning of each school year by the School Council. The principal shall put forth a list of priorities to the School Council based on consultation with teachers and other interest groups within the School who are responsible for overseeing fundraising. The priorities for fundraising shall be in accordance with the School's development plan for the year.
4. The prior approval of the School Council is required for any major school fundraising activities that include students, parents/community at large such as vegetable hamper sales, dinner theatre, auctions, flea markets, and other similar activities. Major fundraising events are defined as school wide events that benefit the whole school community.
5. School groups, clubs, teams or other organizations within the School may be permitted to host fundraising events within the School to support their activities. Such events are subject to the approval of the School Council and the principal. Requests by these groups shall include all pertinent information including the nature of activities, the purpose, the date and time of the activities, the number of students involved, the anticipated revenues and expenses and the activities supervisor. Requests shall be submitted in writing to the principal in advance of the fundraising activities to the School Council and shall not commence without the written approval of School Council. Requests from such groups may be accepted or denied on whether or not the criteria are consistent with the English School District or the School's policies, philosophy and goals and whether or not it interferes with any other planned school fundraising activities.
6. School groups, clubs, teams and other similar organizations within the School will be permitted to host fundraising events within the School community to support their activities subject to the approval of the School Council and the principal and must meet all the other requirements as outlined above for fundraising events within the School.
7. In-school generated funds shall fall under the responsibility of the school principal. Such funds include revenue generated from food service operators including vending machine profits, facility rentals, and other similar activities. These activities are not subject to School Council's approval but must be approved by the principal.

8. All schools within the school attendance area (Beaconsfield, Hazelwood, St. Mary's, St. Matthews, and Cowan Heights) shall endeavour to coordinate fundraising activities so that patrons in the immediate school community will not be confronted with several schools/groups having fundraising activities occurring at the same time. This shall be coordinated by the principal.
9. Funds shall be solicited in a respectful manner and without pressure. Donors who make donations over \$100.00, or where deemed appropriate by School Council, shall be acknowledged in writing and the donor thanked.
10. Any information supplied to Waterford Valley High School by donors will be used solely to fulfill their donation and shall not be shared for any reason unless permission is granted by the donor to share such information. All requests to remain anonymous shall be honoured. Waterford Valley High does not share or sell donor lists.
11. All participation in fundraising activities is voluntary. The safety of the students must be considered a priority in all fundraising activities. Fundraising activities that involve the selling of food items must comply with the English School District's nutritional policy. All fundraising activities must comply with the provincial/federal laws and regulations. Any requests for fundraising involving the sale of tickets, if approved, will be approved in principle subject to the group obtaining the appropriate lotto licence. This licence shall be reviewed by the principal before final approval is given. It is the responsibility of the organization that submits the application to Council to make sure that the necessary licences are in place.
12. Fundraising activities will not be undertaken to support elective school trips that are not directly related to the curriculum outcomes such as tours offered through commercial companies. Fundraising activities shall be undertaken so as not to interfere with the regular school hours. School facilities will be provided for approved fundraising events at no cost subject to the policies and procedures set out by English School District for the community use of school policies.
13. The principal shall be ultimately responsible for funds collected in fundraising activities in accordance with the English School District policy on financial accounting and reporting. Funds shall be accounted for in the manner consistent with the District's procedure as issued by the Director of Education. Financial records for each fundraising activity/project must be clearly posted in a bank account bearing the school's name. All funds collected through fundraising in the name of the school must be channeled through the school's bank account. All funds collected through School Council approved projects shall be reported to the School Council on a regular basis. This report shall outline the fundraising activities, revenues and expenditures and the parties to which the funds were dispersed as well as a report on how the funds from the fundraiser were used.
14. Each year a summary of the fundraising activities shall be prepared by the group. This report shall identify the opening bank balance, funds collected by activity, funds distributed to groups and the name of the groups and the closing bank balance. A copy of this report must be sent to the Assistant Director of Finance at the English School District office. This annual information shall also be included in the Annual School Development Report.

NOTE: You can use the attached form below or submit a similar one.

Approved by
Waterford Valley High School Council
_____, 2015

WATERFORD VALLEY HIGH FUNDRAISING

Application Request

Name of Group: Waterford Valley High School

Date: _____

Group/Club/Team Name: _____

Name of Teacher Sponsor for Group: _____

Describe in detail the fundraising project that you would like to do (include all necessary timelines, who will benefit from the fundraising, if the fundraising involves selling tickets enclose copy of the lotto licence application). Please attach any pertinent documents.

**All money collected must be submitted to the office as soon as possible
or within a maximum of 3 schools days**

School Council

Approved _____

Not Approved _____

Signature of School Council Chair

Signature of Principal or Designate

Date

Date

Secretary Use: Total of money submitted: _____ Receipt#: _____

Name of Person submitting: _____

Date: _____

YEARLY FINANCIAL RECORD AND REPORT

ORGANIZATION/GROUP: _____

Description and list of all monies collected	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Total Revenue	

Description and list of all expenses	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Total Expenses	

Opening Balance: _____
Add Total Revenue: _____
Subtract Total Expenses: _____
Closing Balance in June: _____

Signature of group financial officer

Signature of teacher sponsor

Date

Date

Please submit this form to the office on or before June 10th

**WATERFORD VALLEY HIGH FUNDRAISING
COLLECTED FUNDS REPORT FOR APPROVED SCHOOL/SCHOOL COUNCIL FUNDRAISERS**

Name/Description of Group: Waterford Valley High School

Date and Name/Identifier of Fundraiser: _____

Group/Club/Team Name: _____

Name of Teacher Sponsor for Group: _____

Describe in detail the fundraising project that was done AND/ OR *Attach copy of the Fundraising Application Request, which should have all this information already captured.*

(A) Amount collected in cash: _____ (B) Amount collected in cheques/other: _____

Total Amount of funds raised (A + B): _____

Collected and/or submitted by: _____ Date: _____

Submitted to/Verified by: _____ Date: _____

Were receipts provided for any of the funds raised? _____ Yes _____ No
(If "Yes" - please provide names of recipients and associated receipt #'s on separate attached sheet)

Do you consider this fundraiser idea to have been a success? _____ Yes _____ No

Why do you think it was/was not a success?

Would you repeat this fundraising idea? _____ Yes _____ No

What changes or "tweaks" you would make to it, if it were to be tried again?

Have you any additional comments?

Received for School Council files by: _____ Date: _____