



Waterford Valley High School  
**Agenda for the School Council Meeting**  
on 2016 January 12 (Tuesday)  
at 5:00 p.m. in the Learning Commons



- 1. Adoption of the Agenda**
- 2. Approval of the Minutes of the Previous Meeting**
  - 2.1 Previous meeting (2015 12 09, attached)
  - 2.2 E-mail poll (2016 01 05, attached)
- 3. Business Arising**
  - 3.1 Paperless meetings (item 4.1 on 2015 12 09)
  - 3.2 Membership of the Council (teacher rep terms, item 4.3 on 2015 12 09)
  - 3.3 Online application form for fundraising (item 4.4 on 2015 12 09, attached)
  - 3.4 Clean St. John's - garbage cans (item 4.7 on 2015 12 09)
  - 3.5 Prom and Safe Grad (application and budget, item 4.8 on 2015 12 09)
  - 3.6 Student safety (Topsail Road, item 6.3 on 2015 12 09)
- 4. Reports**
  - 4.1 Student representatives
  - 4.2 Principal
- 5. New Business**
  - 5.1 Student use of the fitness centre
  - 5.2 Teacher/staff appreciation week
- 6. Adjournment**



**Record of E-mail Poll of the  
School Council of  
Waterford Valley High School  
2016 January 05**



This e-mail poll was initiated by the Principal on 2016 01 05.

Moved (Ricketts / George) and **carried** by a majority of the membership to  
*authorize the fundraiser for the boys soccer team to pay for its trip to Stephenville  
on Dec. 10-13 (as indicated on the next page).*

**In favour by 11:30 on 2016 January 05:**

Claudette Brokenshire	Parent Representative
Paula Dingle	Parent Representative
Wendy Read	Parent Representative
Michelle Hounsell	Teacher Representative
Rob Butt	Community Representative
Glyn George	Community Representative, Secretary
Janet Rumsey	Community Representative
Bridget Ricketts	Principal, Executive Secretary

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On the next page is the request.

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Dr. Glyn George, Secretary

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**Fundraising request:**

School council,

I am writing to propose a fundraising opportunity for the boys soccer team to pay for our trip to Stephenville on Dec. 10-13 where we won the 4A Boys indoor soccer provincials. The trip cost us approx. \$1500 and we are hoping to raise enough money to pay for this trip.

Jan 5, 2015

WVH Boys Soccer

Teacher Sponsor - Gus Wensmann

Fundraiser goal - \$1500

Timeline - Jan 6 - Jan 18

We will be raffling off 4 replica sports jerseys. 4 NBA and 1 NHL. The NBA jerseys retail for approx. 109.00 and the NHL for 149.99. We will be selling tickets for 2\$ a piece or 3 for 5\$. We will be selling them in the community, during the WVH boys basketball tournament Jan 8-10 and at the St Johns Metro basketball tournament Jan 14, 16-18. We will require a lotto license. This should be approved by the end of the day. These documents will be forwarded out as soon as they arrive. We will be printing approx. 1500 tickets. I doubt we will sell this many but we are printing this on the ticket so as not to limit it in case. Draw date will be Oct 19th at WVH. Attached is a copy of sample tickets

I appreciate the school council's support. Please contact me with any questions or concerns.

Gus

Gus Wensmann

Teacher - Student Support Services

Waterford Valley High School

465 Topsail Road, St. John's, NL, Canada A1E 0E3

T 709-745-6264 | F 709-745-5672

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



2015 December 09 at 17:09  
in the Learning Commons

<b>Present:</b>	Sarah Colborne-Penney	Community Representative, Chair
	Siobhan Foley-Lambert	Parent Representative, Vice Chair
	Wendy Read	Parent Representative
	Eric Barrett	Student Representative
	Alex Barnes	Student Representative
	Jackie Hyde	Teacher Representative
	Cheryl Tucker	Teacher Representative
	Rob Butt	Community Representative
	Glyn George	Community Representative, Secretary
	Bridget Ricketts	Principal, Executive Secretary
<b>Absent:</b>	Claudette Brokenshire	Parent Representative
	Paula Dingle	Parent Representative
	Leanne Rossiter	Parent Representative
	Michelle Hounsell	Teacher Representative
	Janet Rumsey	Community Representative

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**1. Call to Order and Introductions**

The Chair called the meeting to order at 17:09. Those present introduced themselves to the new student representative Alex Barnes.

**2. Adoption of the Agenda**

It was moved (George / Foley-Lambert) and **carried** to  
*adopt the agenda as circulated.*

**3. Minutes of the Previous Meeting and E-Mail Poll**

It was moved (George / Hyde) and **carried** to  
*adopt the minutes of the meeting of 2015 November 03 as presented.*

It was moved (George / Tucker) and **carried** to  
*adopt the minutes of the e-mail poll of 2015 November 12 as presented.*

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#### **4. Business Arising from the Minutes**

##### **4.1 Paperless Meetings** (Minute 3 from 2015 11 03)

The was **general agreement** to

*seek a room with a projector or a smartboard (or to obtain iPads for each member) for future meetings.*

##### **4.2 Student Representative** (Minute 4.1 from 2015 11 03)

The Student Council has chosen its vice president, Alex Barnes, to serve as the second student representative on the School Council.

##### **4.3 Teacher Representatives** (Minute 4.1 from 2015 11 03)

There are three teacher representatives, one with a two-year term but two with a three-year term. They have yet to decide among themselves which of them should serve the one-, two- and three-year terms. They will report their choice to the next meeting.

##### **4.4 Fundraising Policy** (Minute 4.3 from 2015 11 03)

It was moved (Foley-Lambert / Read) and **carried** to

*adopt the fundraising policy.*

Mr. Butt volunteered to look into the options for creating an online form (such as a fillable PDF form or a google form) for requests for the Council to authorize fundraisers.

##### **4.5 Fundraising - Event at Chapters** (Minute 4.5 from 2015 11 03)

There was great attendance and participation in this event. The amount raised is not known yet.

##### **4.6 Protocol Agreement** (Minute 4.6 from 2015 11 03)

It was moved (George / Hyde) and **carried** to

*approve the protocol agreement with the School Board.*

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#### 4. Business Arising from the Minutes (continued)

##### 4.7 Clean St. John's (Minute 4.8 from 2015 11 03)

There was a prompt reply from the City to the request to place three garbage cans in strategic locations near the intersection of Topsail Road and Hamlyn Road. One location, in a traffic island, might not be feasible. Rob Butt offered to follow up with City staff to determine when the garbage cans will be put in place.

It was noted that considerable amounts of garbage can build up on the boundary fences.

##### 4.8 Prom and Safe Grad (Minute 4.9 from 2015 11 03)

The time and format of the prom and safe grad in future years has not been decided yet.

With the new fundraising policy in place, groups, including safe grad, are reminded that fundraising in the name of the school requires approval by the School Council. There is a need to avoid conflicts with the approved fundraising efforts of other groups that depend on the same source of funds.

It was moved (George / Hyde) and **carried** that

*the Council invite the Safe Grad Committee to submit an overall fundraising request to the Council, including a rationale and an itemized budget.*

##### 4.9 Meeting Structure (Minute 6.1 from 2015 11 03)

Members are requested to give advance notice of agenda items to the Secretary, so that all members can be informed in advance of these items in the agenda package.

There was **general agreement** that  
*the present agenda template be retained.*

There was **general agreement** that  
*meetings should take place on the first Tuesday of each month (except January and near Easter), from 17:00. Meetings should aim to complete their business in 60 to 90 minutes, but may extend to 120 minutes.*

The next meeting will be on Tuesday January 12. Dr. George noted that he is unable to attend on the second Tuesday. Another member will have to serve as recording secretary on January 12.

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#### **4. Business Arising from the Minutes (continued)**

##### **4.10 Calendar Fundraiser (Minute 6.4 from 2015 11 03)**

This fundraiser is ongoing. Profits will be spent on multimedia equipment for the Learning Commons.

#### **5. Reports**

##### **5.1 Report from the Student Representative**

Eric Barrett gave an update on the various activities that the Student Council has planned for the Christmas spirit week.

If a dodgeball competition takes place, then it must be made more inclusive.

Ski trips (similar to those traditional at the predecessor schools) and an after-school robotics club are seeking teacher sponsors.

Students expressed concern about the poor quality of snow-clearing on the sidewalk at the roundabout after the recent storm.

##### **5.2 Principal's Report**

The Principal noted the good level of support that the School District is giving to Waterford Valley High School. The District has authorised an additional half-time administrator position, but without the additional stipend.

An anonymous donor has contributed \$1,500 towards the Christmas hampers for needy families.

New web pages and brochures on various topics are being designed. We are waiting to hear back from the designer of the school logo on the development of an academic crest.

The professional development day on Nov. 18 focussed on team building.

The administration would prefer students to concentrate on examinations in January without the distraction of special events. However, a basketball tournament was organized for that time without the prior approval of the Principal and it is now too late to cancel the tournament.

The Principal reported that the two students involved in a fight in the parking lot have been charged with criminal offences and the Waterford Valley High student has been placed on extended suspension for more than two weeks.

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**6. New Business**

**6.1 E-mail Poll Policy**

It was moved (George / Read) and **carried** to

*approve the policy on e-mail polls.*

**6.2 School Identity**

Members who discover official publications that refer to the predecessor schools rather than to Waterford Valley High School are asked to pass the information on to the Principal, so that the information can be updated.

**6.3 Student Safety**

City Council rejected the pedway option to improve the safety of pedestrians crossing Topsail Road at the school exit. Instead an adjustment of the cycle of the traffic lights at the Topsail Road / Hamlyn Road intersection is being considered.

**7. Adjournment**

The Chair declared the meeting adjourned at 18:48.

The next meeting is at 17:00 (5 pm) on 2016 January 12 (Tuesday).

Dr. Glyn George, Secretary

Attachments:

Fundraising Policy (Minute 4.4)

Protocol Agreement (Minute 4.6)

E-mail Polls Policy (Minute 6.1)

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## **WATERFORD VALLEY HIGH FUNDRAISING POLICY**

### **Draft #3**

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. In the event that Council denies the request, the Council shall provide its reasons and provide an opportunity to resubmit a revised request. The general spirit of Council is to be supportive of fundraising initiatives taken to benefit the School and its learning environment.
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: \_\_\_\_\_

Fundraiser Goals/s: \_\_\_\_\_

Fundraiser Timeline: \_\_\_\_\_

Beneficiary of Funds Raised: \_\_\_\_\_

Describe any additional details which are pertinent, (e.g.- does the fundraising involve selling tickets, require a lotto licence etc.). Please attach copies of all documents.

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**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.	
<b>Total Revenue</b>	

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

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 10<sup>th</sup>

# **PROTOCOL AGREEMENT**

*Between*

**Newfoundland and Labrador  
English School District**

*And*

***Waterford Valley High***

*Friday, 27 November 2015*

This agreement, required under section 26 (6) of the Schools Act (1997), defines the roles, responsibilities, and the operating guidelines of the two partners, **NL English School District** and the **Waterford Valley High School Council** granted either in Legislation or by the **School Board**.

The parties to this agreement acknowledge that the relationship is built on an open dialogue, a common understanding of each partner's role in the educational enterprise, and a mutual respect for each other's responsibilities and capabilities.

This agreement between the above stated partners becomes effective November 6, 2012. The agreement will be reviewed in accordance with Section VII of this agreement.

## 1. PARTNER ROLES

### 1.1 The functions of the **School Council** are:

- (a) To represent the educational interests of the school;
- (b) To advise on the quality of teaching and learning in the school;
- (c) To facilitate parent and community involvement; and
- (d) To advise the School Board on matters of concern to the school and to the community.

### 1.2 In undertaking these functions, the **School Council** shall:

- (a) Approve for recommendation to the Board, a plan for improving teaching and learning in the school as developed through the School Development Process;
- (b) Support and promote the plan approved by the Board for improving teaching and learning in the school;
- (c) Ensure that the report on the school prepared under paragraph 24 (3) (k) of the Schools Act, 1997 is available to the public;
- (d) Consider information respecting performance standards in the school;
- (e) Assist in the system of monitoring and evaluating standards in the school;
- (f) Monitor the implementation of recommendations in reports on the performance of the school;
- (g) Conduct meetings with parents and members of the community on matters within its responsibility;
- (h) Communicate concerns respecting Board policies and practices to the Board; and
- (i) Approve and monitor activities for the raising of funds for the school.

### 1.3 As a partner to this agreement, the **School Board** shall:

- (a) Ensure that school principals provide for the establishment of School Councils;
- (b) Create a positive climate, which facilitates School Board and School Council activities and decisions;
- (c) Develop policies to facilitate the establishment of School Councils;
- (d) Provide the School Council with access to information relevant to their functioning;
- (e) Respond to the recommendations of the School Council;
- (f) Provide training, administrative support, and other support as necessary;
- (g) Provide procedures that enable the School Council to access School Board Services.

## **2. COMMON GOALS AND OBJECTIVES OF THE SCHOOL COUNCIL AND THE SCHOOL BOARD**

2.1 The goals and objectives of the **Waterford Valley High School Council** and the **NL English School District** are:

- (a) To promote policies to enhance student achievement;
- (b) To support the maintenance and enhancement of school programs;
- (c) To enhance school - community relationships;
- (d) To promote collaborative relationships among parents, students, teachers, community members, and school board;
- (e) To foster shared-governance over school policy making at school site;
- (f) To oversee a site-based school development process;
- (g) To promote learner-centered schools; and
- (h) To establish effective communication methods and procedures.

## **3. AREAS OF SPECIAL RESPONSIBILITY**

3.1 In addition to those roles and responsibilities identified in Sections I and II, the **Waterford Valley High School Council**, upon request from the **NL English School District**, has agreed to the following terms:

- (a) Hold a minimum of six (6) meetings per year;
- (b) Submit a copy of minutes and agendas of all council meetings to the school council liaison person at district office; and
- (c) Submit an annual report to district office.
- (d) Submit a copy of minutes and agendas of all council meetings to the School Board Trustee(s) for the school zone.

- 3.2 In addition to those roles and responsibilities identified in Section I and II, the **NL English School District**, upon request from the **Waterford Valley High School Council**, has agreed to the following terms:
- (a) Provide to the School Council chairperson and the school an advanced copy of the agenda and a copy of the minutes of all regular school board meetings, through the School Board Website:  
[www.ESDNL.ca](http://www.ESDNL.ca)
- 3.3 Either party may request a change to Section III at any time.

#### 4. **COMMUNICATION PROCEDURES**

The **School Board** and the **School Council** recognize that accurate, timely information will promote a cooperative relationship between the two parties.

- 4.1 The School Board and the School Council recognize that the primary source of information for the School Council is the Principal. Therefore the decisions and concerns of the School Council shall be communicated to the appropriate staff at the School Board through the Principal of the school.
- 4.2 Notwithstanding 4.1, the Chairperson or designate of the School Council may be formally directed by motion of the council to communicate directly with the School Board. The Principal will be immediately notified of the decision.
- 4.3 Formal communication between the School Council and the School Board will be in writing between the School Council Chairperson and the CEO/Director of Education and/or Board Chairperson.
- 4.4 The Principal and the School Community shall have prior knowledge of the agenda of business to be conducted at every School Council meeting and, in so far as possible, s/he will research the topics prior to the meeting.
- 4.5 The Principal will provide accurate and up-to-date reports on behalf of the School Board Director to the School Council.
- 4.6 The Principal will research topics and interests with the CEO/Director of the School Board (or designate) in order to accurately report School Board administrative actions to the School Council.
- 4.7 The School Board will respond to written correspondence from the School Council within a timely fashion.



## **5. CONFLICT RESOLUTION PROCEDURE**

- 5.1 Conflicts that arise between school councils and schools will be addressed within a timely fashion using standard conflict resolution procedures.
- 5.2 When conflicts arise related to policy development or interpretation, the order of reference for resolution will begin with the Schools Act (1997) and continue to school board policy and then to school policy.
- 5.3 When conflicts cannot be resolved using normal procedures a committee of council and school personnel will be formed to resolve the matter with the assistance of school district personnel.

## **6. FINANCIAL RESPONSIBILITY**

- 6.1 It is agreed and understood that all school fundraising activities and / or levies must be approved by the School Council. School Council approval must be recorded in minutes of the School Council meeting and maintained on file. All fundraising must be incorporated into the school budget.
- 6.2 All funds raised by the School Council will be administered by the school within the account structure approved by the District Administration and will be governed by the Board's fiscal policy.
- 6.3 In an effort to ensure that all school financial activities are operated in an open and transparent manner, the school principal will ensure that financial statements are prepared and reviewed with the School Council as follows:
  - In December for the period [July] September to November
  - In March for the period December to February
  - In June for the period March to May
- 6.4 Each Financial Report should include the budgeted amounts for each account and an explanation of all significant variances of actual amounts from budgeted amounts.
- 6.5 A final Financial Report, complete with variance explanations as above, will be prepared and presented to the School Council in September covering the previous fiscal year ending June 30th. A copy of this report will be forwarded to the District Office.
- 6.6 All Financial Reports will be signed by both the Principal and the School Council chairperson following adoption by the School Council at a regular meeting. The adoption of the Financial Report will be recorded in and appended to the School Council minutes.

- 6.7 The School Council will work with the School Administration to ensure adherence to the Board's *Fiscal Accountability and Reporting Policy for Schools*.
- 6.8 All funds raised by a school, whether through School Council initiatives or otherwise shall be subject to audit, in accordance with Board policy.
- 6.9 School Councils are not permitted to have signing authority on school accounts except as provided for in the Board's Fiscal Accounting and Reporting Policy for Schools.

**SECTION VII      PROCEDURE FOR REVIEW OF PROTOCOL AGREEMENT**

- 7.1 Either party may request changes to this Protocol Agreement.
- 7.2 Changes must be submitted in writing to the CEO/Director of Education and/or the School Board Chairperson, and the School Council Chairperson.
- 7.3 A committee representing both parties will review the requested change.
- 7.4 Changes resulting from a review will be implemented within a timely fashion.
- 7.5 Waterford Valley High School Council shall review and ratify this protocol agreement annually.

Signed on behalf of the School Council:

\_\_\_\_\_  
 Sarah Colbourne Penney  
 Chair, Waterford Valley High School Council

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Chair, NL English School District

\_\_\_\_\_  
 Date

Appendix A:  
School Council Membership  
2015-16

<b>Name</b>	<b>Position</b>	<b>Email</b>
Colborne-Penney Sarah Foley-Lambert Siobhan George Glyn	Chair, Community Vice Chair, Parent Secretary, Community	sarahcolbornepenney@gmail.com sfoley@nl.rogers.com glyn@mun.ca
Dingle Paula Rossiter Leanne Brokenshire Claudette Read Wendy	Parent Parent Parent Parent	PaulaDingle@nlesd.ca LeanneRossiter@nlesd.ca cbrokenshire@hotmail.ca wendy.f.read@exxonmobil.com
Hounsell Michelle Hyde Jackie Tucker Cheryl	Teacher Teacher Teacher	MichelleHounsell@nlesd.ca JackieHyde@nlesd.ca CherylTucker@nlesd.ca
Butt Rob Rumsey Janet	Community Community	rbutt@stjohns.ca jrumsey4@hotmail.ca
Barrett Eric Eddy Kathryn	Student Student	woweric@live.com keddyx@gmail.com
Ricketts Bridget	Principal	BridgetRicketts@nlesd.ca



**Policy on E-mail Polls  
for the School Council of  
Waterford Valley High School**  
Draft #2



Normally decisions of the School Council shall take place after due debate in a face-to-face meeting of the School Council.

There may be occasions when a decision must be made between regular meetings of the Council on a question that cannot wait for the next regular meeting. Examples include

- time-sensitive fundraising requests;
- media requests to the Council for its opinions

**Process – Authority to Call an E-mail Poll**

In these situations an e-mail poll of all members of the School Council may be initiated by

- a resolution of the Council at an ordinary meeting; or
- the Chair (or acting Chair) of the Council

The question (motion) to be decided shall be stated clearly, together with a deadline for responses.

**Process – Conduct of an E-mail Poll**

When an e-mail poll has been authorised, either the Executive Secretary (Principal) or the Secretary shall initiate the e-mail poll, shall inform all members of the Council by e-mail of the poll and shall state the question and provide any necessary information in that e-mail.

Responses may be by reply to the e-mail or by some other electronic means such as a “Doodle poll”, at the discretion of the person conducting the poll.

An e-mail poll requires the votes of an absolute majority of the members of the Council (excluding vacancies) for a decision. [For example, if there are 14 or 15 voting members on the Council, then eight votes are required for a decision.] Upon the threshold being achieved, the person conducting the poll shall inform all members of the decision.

If the threshold (either for or against the motion) is not achieved before the deadline, then the motion fails and the decision is referred back to the next meeting of the Council.

2015 November 12

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# WATERFORD VALLEY HIGH FUNDRAISING

## Application Request

Name of Group: Waterford Valley High School

Date: \_\_\_\_\_

Group/Club/Team Name: \_\_\_\_\_

Name of Teacher Sponsor for Group: \_\_\_\_\_

Fundraiser Goals/s: \_\_\_\_\_

Fundraiser Timeline: \_\_\_\_\_

Beneficiary of Funds Raised: \_\_\_\_\_

Describe any additional details which are pertinent, (e.g.- does the fundraising involve selling tickets, require a lotto licence etc.). Please attach copies of all documents.

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**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: \_\_\_\_\_

# Teacher Staff Appreciation Week

E-mail from the Newfoundland and Labrador Federation of School Councils, 2016 Jan. 4

Happy New Year from the Executive of the NLFSC! We hope you enjoyed a relaxing holiday with family and friends. Below is some information regarding Teacher Staff Appreciation Week, which will take place from **Feb. 14 - 20, 2016**

During the week please take time to acknowledge your school staff for all they do and give to our students. The activities during TSAW do not have to be costly - even a simple handwritten note or Thank You card goes a long way in reiterating to our teachers and school staff that they are valued. Our teachers and school staff play an integral role in the success of our students, TSAW provides us with an opportunity to highlight and thank them for their hard work and dedication.

**Teacher Staff Appreciation Week (TSAW) Newfoundland and Labrador will be held from February 14 - 20, 2016.**

National Teacher/Staff Appreciation Week was founded in 1988 by the Canadian Home and School Federation. The week provides parents, grandparents, care givers and others, concerned with children and their education, an opportunity to join in nation-wide celebrations of support for Canada's schools and their teachers and other staff members.

Our educators and school staff lend their passion and skills to educating our children. The Newfoundland and Labrador Federation of School Councils encourages parents, and the community at large, to acknowledge teachers and staff for their contributions to the education system.

Here are a few ideas and suggestions to assist with the celebration of this special week:

## Teacher Staff Appreciation Week

**Monday** - Hang a “**We Love Our Teachers/Staff**” banner on the front of the school. Place a red apple with a note from the Home and School Association / School Council in each mailbox or on each desk.

(Don't forget the bus drivers and custodians).

**Make a daily draw for a donated prize.**

**Tuesday** - Hang a collage made of photos of teachers/staff and students at work and play and decorate the halls with balloons and paper apples on which the students have written stories, poems or drawn pictures. Serve coffee and treats in the staff room. - **Daily draw.**

**Wednesday** - Place flowers in staff room. Serve a buffet lunch. Be sure to arrange for supervision so all teachers and staff can attend. - **Daily draw.**

**Thursday** - Have cheese platters and a fruit basket in the staff room. Give each staff member a bag filled with pens, notepaper, etc.- **Daily draw.**

**Friday** - Hold a Teacher/Staff Appreciation Tea and invite parents and the community. - *Daily draw or draws depending on the number of prizes that have been donated by local businesses.* - *Raffle grand prize winner draw.*

Every school has dedicated Teachers and other school staff members such as Secretaries, Teacher Assistants, Nurses, Bus Drivers and Custodians.

TSAW lets them know that they are appreciated; that we want to work with them and that we are on the same team.

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