



# Summerside Public School

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*Together, we are a caring, collaborative, and innovative community, inspiring all learners.*

September 30th, 2020

Dear Parents/Guardians,

On behalf of the school council, we would like to welcome both our new and returning families to the 2020-2021 school year at Summerside Public School.

Although this school year may look & feel slightly different, our School Council continues to play an important role in enhancing the communication between the school and its parent community. As parents and guardians you have the important role of providing advice and comments on our school's performance and the opportunity to become involved in your child's education experience.

Our School Council will also discuss, organize and provide input into the many activities and programs taking place at the school. In the past this has included fundraising, hot lunch programs, transportation and safety, book fairs, anti-bullying and healthy lifestyle programs.

We welcome everyone to participate in the sharing of their ideas, time, expertise, and any other contributions one might make to benefit our school community.

This year, Council meetings will be held virtually each month using Google Meets. We will work collaboratively with the staff to establish initiatives and activities that benefit the school community, and specifically our children. Meeting dates will be established once the School Council is formed. All parents are welcome to attend meetings. Whether you can make one meeting or many, any involvement is appreciated.

School Council elections will take place on Wednesday, October 14th, at 7:00 p.m through Google Meets. We will be electing 3 executive member positions which include chair or co-chairs, a treasurer, and a secretary. These roles are an integral part of maintaining a successful school council. It is important that executives are able to commit to the majority of meetings. Deadline to submit your candidacy is October 12th, 2020. Prospective candidates will receive a confirmation email acknowledging receipt of their application as well as an invitation to the Google Meet.

We will also be selecting up to 12 parents (other than our executive) to serve as our Members at Large (these members will have voting rights and are required to be present at the majority of meetings for quorum).

If you do not wish to submit a candidacy nomination to be on School Council but you would like to attend the meeting on October 14th, please send an email to [rebecca.ryan@ocdsb.ca](mailto:rebecca.ryan@ocdsb.ca) and she will provide you with an invitation to the Google Meet.

Thank you and we look forward to another successful year,  
Andrea Gordon & Saaimah Malik  
2019/2020 Co-Chairs

## **The following are the roles and responsibilities of the Council's Executive members:**

### **Chair or Co-Chairs**

- communicate with the school principal
- sets school council meeting dates
- prepare the agenda for school council meetings
- participate in information and training programs as required
- ensure regular communication with the school community and prepare correspondence as required
- consult with senior Board staff and trustees, as required
- facilitate input to the Ontario Ministry of Education and Training as appropriate work in conjunction with the Ottawa-Carleton Assembly of School Councils prepare the annual report of the school council for submission to the school principal and the OCDSB
- in consultation with the treasurer, ensure that a general review of the financial records of the council is done on an annual basis by a member of the school community who is not a member of the council
- conduct the business of the council between meetings including keeping the school community informed of current issues, dealing with priority issues in consultation with other council members as required
- propose to the council, for voting purposes, how money raised by the council will be committed to the school over the following academic year
- ensure the safe-keeping of council records

### **Secretary**

- takes minutes of the council meetings
- prepare and distribute minutes to the council members (and to the school community as appropriate) within prescribed timelines
- maintains a full and accurate account of all council meetings
- provides for inspection of the minute book and records of the council to any member of council or member of the school's community, on request

### **Treasurer**

- takes charge of any finances of the council, ensures the safekeeping of the council finances in accordance with the policies and procedures of the Board of Education, and provides an accounting thereof as may be required from time to time
- provide an annual financial report to the council and the membership at large ensures the safekeeping of the accounts, the books of accounts, and supporting invoices and receipts
- consults with the school administration on budget and financial matters in consultation with the chair/co-chairs, ensure that a general review of the financial records of the council is done on an annual basis by a member of the school community who is not a member of the council