



**Principal- Rebecca Jutzi**



**Chair -  
Treasurer -  
Secretary -**

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## **2025-2026 Sheppard Public School Parent Council Meeting Minutes- Monday, September 22, 6:00pm**

**Meeting will be held in person in the library**

- 1. Welcome and snacks (6:00)**
  - **Welcome & introductions (Julie)**
- 2. Elections (6:15)**
  - **Summary of role of council and general participation (Rebecca)**
- 3. Principal update (6:30)**
- 4. Small groups brainstorm (6:50)**
- 5. Large group brainstorm (7:05)**
- 6. Upcoming items (7:15)**
  - **Rangers parking**

**Future meeting dates:** November 24, 2025  
January 19, 2026  
March 30, 2026  
May 25, 2026

## **School Council Roles**

**CHAIRPERSON (CO-CHAIRS):** In addition to performing the duties of a Council member, the chair:

- Calls Council meetings;
- Prepares the agenda for Council meetings with the principal;
- Chairs Council meetings;
- Ensures that minutes of Council meetings are recorded and maintained;
- Communicates with the school principal;
- Ensures that there is regular communication with the school community;
- Consults with senior staff members of the school board and trustees as required;
- Organizes future elections with the principal;
- Facilitates the resolution of conflict;
- Participates as an ex-officio member of all committees established by the School Council;
- Monitors Treasurer's reports for School Council funds;
- Completes the Annual Report as required;
- Attends Waterloo Region Assembly of Public School (WRAPSC) meetings as able or designates an alternate

**SECRETARY:** In addition to performing the duties of a Council member, the Secretary:

- Ensures that minutes of Council meetings are recorded and maintained;
- Keeps a record of all proceedings of the Council during the current school year;
- Gives notice of all meetings and keeps a file of all records and documents;

- Attends to all correspondence and communications, including ensuring accurate representation on the school website

**TREASURER:** In addition to performing the duties of a Council member, the Treasurer;

- Prepares a budget for the school year, including projected fundraising revenue and a disbursement plan;
- Reviews and authorizes the deposits and expenditures for School Council activities;
- Coordinates the deposits and expenditures with the Secretary or Principal of the School and the School Council members;
- Obtains from the Principal or School Secretary any additional updated financial information or the Council each month;
- Reconciles the Council spreadsheet from the School with the documentation from the Council members;
- Presents a statement of the accounts at every meeting;

## **GENERAL EXPECTATIONS OF COUNCIL MEMBERS**

It is the duty of a parent/guardian member to attend 70% of the regularly scheduled meetings of the School Council to maintain voting privileges, from the time elected or joined.

Additional responsibilities of each parent/guardian member are to:

- Participate in discussions at meetings;
- Attend School Council events;
- Work cooperatively to develop common goals at the Board and school level;
- Serve as an advocate and voice for the members of the school community and maintain confidentiality;
- Volunteer to assist with Council activities.

