



Principal- Rebecca Jutzi



Chair -
Treasurer -
Secretary -

**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.

