



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)
- School Council Roles - provided below
- Julie acclaimed as Chair
- Lauren acclaimed as Secretary
- Bethany acclaimed as Treasurer
- Voting members

3. Principal update (6:30)

- Students and Staff have had a very good transition to the start of the school year
- Sheppard school will not need to reorganize this year - no reduction of classes or additions of classes.
 - 5 EAs on staff
 - DECEs on staff for Kindie classes
 - Mrs. VK is back for the year
- Approx 400 students in the school year
 - Construction in the library to add a wall for CYW for new space

- A new fence will go into the front for the new playground - date is Sept 29th for installation
 - If a new class were to be added a portable would be needed.
- **Ryan Hume is the new Superintendent for Sheppard**
 - Will be here Sept 26th for Terry Fox
 - Will visit every 6 weeks
- **Mad Science and Art Shine were available in the school as after school programs last year**
 - For discussion with Council
- **Pizza day on Fridays**
 - Volunteers needed
 - First nutrition break
- **Strong Start**
 - Opportunity for volunteers
- **Climbing structure out back**
 - It is being blocked off
 - Safety deficiencies noted by the school board
 - There is a ticket in with the board to get this fixed
- **French Immersion changes**
 - No longer automatic inclusion for siblings
 - Sheppard French immersion has not needed to decline applicants within boundaries, and has had spaces to include out of boundary students.
- **New front yard playground for Kindies**
 - Room for another structure
 - Board will pay for the fence and the structures
 - Will wait to see how the space is being used before determining what to add to the space

4. Small groups brainstorm (6:50)

- **Design your school council experience**
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5. Large group brainstorm (7:05)

- **Open discussion on brainstorming activities**
 - Speaker series - Smart Phone Speaker, CEMC math and science opportunities for the school community
 - Fun Fair - Expanding and creating a dedicated committee for it
 - Community Events - museum night, Math & Science nights, movie night
 - Opportunities for the kids to get their voices heard on initiatives
 - Teacher resources - Opportunities to supplement classroom

- Community Safety - Weber st crossing safety

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.