



AGENDA
WOODROFFE AVENUE PUBLIC SCHOOL
COUNCIL MEETING

Tues, Sept 10th, 2019 – 6:30pm

https://woodroffeaveps.ocdsb.ca/school_council

We invite all Woodroffe parents and guardians to join us at our first School Council meeting of the year. Woodroffe has a wonderful group of staff, students and families who all work together to enrich the days of our students at school. If you are the parent or guardian of a student at Woodroffe, you are already a full voting member of our WAPS School Council.

Our first Council meeting (our Annual General Meeting) is **Tuesday, September 10th**, at which time an election to establish our executive and committee leaders for the year will occur. If a person nominates themselves/a volunteer for a role and there are no other volunteers or nominations, the election will be declared by acclamation and a voice vote; otherwise a regular election held at the meeting will decide each role.

If you would like to nominate yourself or someone else for a role, please fill out the attached **FORM** and attend the meeting. If you would like to participate on a committee, hear more about a project or suggest a new idea or initiative, we invite you to join us on the 10th! Everyone is welcome!

School Council - Roles and Responsibilities

Chair – leads the monthly meetings, prepares the agenda and reviews the minutes, meets regularly with the administration, supports Student Council, answers parent’s queries, coordinates communications out to parents and oversees and supports the activities of council
Approx time commitment: 10-15hrs/week

Vice Chair – works as a team with the Chair to provides support and oversight to all Council activities. Approx time commitment 5hrs/week but varies according to Council events

Treasurer – manages the Council budget (approx. \$20K), is responsible for issuing all cheques, bank transactions, charitable donations, and attends/supervises all fundraising events at Woodroffe (movie nights, etc). The treasurer will work in partnership with our professional Book Keeper (including monthly meeting to reconcile the account, update the budget, and report to the OCDSB and CRA). Approx time commitment: 10 hrs/month

Secretary – attends the monthly meetings and takes minutes to be posted on the Council website. Approx time commitment: 3-4 hrs per month

Fundraising Coordinator & Committee (see individual fundraisers below) – oversees all the fundraising initiatives at WAPS (Family Movie Nights, Christmas Craft Sale canteen, Logowear, Silent Auction, tentative Plant Sale, Spring Fling, plus any new ideas that are proposed). We need a strong committee for these projects and ideally a lead for each.

- Fundraising Coordinator: variable but an average of 10hrs/month



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- Christmas Craft Sale canteen lead: Sat, Nov 30th
- Logowear lead: Sept-Oct initiative
- Online Silent Auction lead: November initiative

Communications Representative: responsible for updating Council content on the WAPS website, Facebook and Twitter accounts, creating the blog posts (Wordpress) and replying to all parent and community queries sent to the Woodroffe Council email address.
Approx time commitment: 1-2 hrs per week

Volunteer Coordinator - coordinates the emails requesting volunteer needs and sets up and oversees the Volunteer Sign Up google page. Works with all the event organizers to ensure positions are filled and volunteers are kept informed of any changes, especially important for the Spring Fling event. Approx time commitment: 2-3 hrs per month, based on events scheduled.

OCASC Representative – The Ottawa Carleton Assembly of School Councils meets each month (3rd Thursday of each month at Fisher Park) and invites one representative from each school. These meetings provide a chance for all councils to share ideas, discuss issues and provide input to the School Board on a variety of topics. The OCASC Rep would be encouraged to share any relevant information with Woodroffe parents at our monthly Council meeting. Approx time commitment: 4 hrs per month (attending both WAPS and OCASC meeting).

Safe Travel Planning Representative – responsible for ensuring that travel to school is safe for our students (especially those that walk and bike), includes consulting with board and city representatives on crossing guards, walking school bus, appropriate sidewalks as well as planning the iWalk days (typically one in Oct and one in the winter). Approx time commitment: 2 hrs per month based on meetings and events scheduled.

Multicultural and Arts Committee – chooses and schedules workshops for each class according to artist and teacher schedules, coordinates parent support if needed, and ensures that topics are current and that students experience a variety of artists and cultures from year to year. Approx time commitment: 2-4 hrs per month but extremely variable based on workshop schedule.

Healthy Active Kids Committee – organizes workshops, sports equipment purchases, and outdoor fitness events to encourage children to stay active and chose a healthy lifestyle. This committee works with the school administration to support events such as Terry Fox run/walk, Running club, and the outdoor fun days. Approx time commitment: 5+ hrs per month (variable)



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Student Well Being Committee – works with the school staff to support the WITS program and typically organizes two free parent workshops based on our Parent Reaching Out grant submission. These workshops cover topics relevant to our Woodroffe parents (tech safety, anxiety, executive learning skills, supporting math learning at home, etc). Approx 2-3 hrs per month (variable based on workshop schedule).

Garden Committee – interested parents who are responsible for the care and maintenance of developing the front perennial gardens and also supporting care of the vegetable garden. Approx 2-3 hrs per month and increased to 1-2 hrs per week during May and June

Outreach Committee – encouraging discussion and partnership between Woodroffe and other neighbourhood schools especially in terms of assisting the schools in our community that require more support. Approx 2-10 hrs per month based on initiatives