



Conestogo Public School Council Minutes: Thursday, April 10, 2014

Upcoming events	2
Action Item Summary	2
Welcome & General Business	4
Attendance	4
Agenda – Review & Approval	5
Minutes, March 5 – Review & Approval	5
Presentations	5
Principal's Report – Brian Beney	5
Keeping the fun in learning, taking risks and embracing change a step at a time	5
School Enrolment / Staffing Projections	5
Before and After School Program Registration	5
Construction Update	6
Safe, Caring and Inclusive School - Principal's Mandate	6
Teacher's Report – Kristina Culley.....	6
Standing Agenda Items	7
Treasurer's Report – Jane Martin.....	7
Committees & Events – Status Reports	8
Safe, Caring and Inclusive School Team Update – Tim Alles	8
WRAPSC Meetings Update – Flo	9
Spring Social Dinner Event, Wed Jun 4, 2014 – Marsha Ferguson.....	9
Garden Maintenance	9
Magazine Fundraiser – Chris Sabeau.....	10
ProGrant process (open until May 16th for 2014-15 year) – Marsha	10
Council Processes Update – Deb	10
Communications Committee – Deb.....	10
Parent and Teacher Surveys – Action Item Follow-Up – Chairs.....	11
FunFair, Thu, Sep 18, 2014 – Barb	11
Adjournment	12



UPCOMING EVENTS

- **Gardening Bee:** Date TBD
- **Spring Social Dinner:** Wednesday, June 4, 2014
- **Council Annual General Meeting:** Thursday, September 11, 2014
- **FunFair:** Thursday, September 18, 2014

ACTION ITEM SUMMARY

WRAPSC Meetings:

May 6 meeting: [Fiona](#)

Snacks – next meeting:

[Barb](#)

Safe, Caring and Inclusive Schools Committee

- Inform parents of new policies and post policies on CPS school website. [Tim](#)

Garden Maintenance

- City of Kitchener offers free mulch. Investigate – [Karen](#)
- Parent-wide email asking for support. – [Deb](#)
- Donate perennials. – [School Community](#)
- Save newspapers till end of year. - [School](#)

Spring Social Dinner – Wed June 4, 2014:

- Prepare a flyer with details and a menu. It will request replies indicating interest in ordering food so we can provide numbers to the food vendor. – [Marsha](#)
- Provide information to Brian to post on School Day. – [Marsha](#)

ProGran Process:

- Investigate Healthy Lifestyle presentation options – [Deb](#), [Principal](#)
- List of options other schools have done: email out to council with deadline for suggestions, send out suggestions for voting - [Deb](#)

Volunteer Booth at FunFair

- Volunteers to revamp the booth, work on design, details – [Karen](#), [Deb](#)

Council Processes

- Agenda: add note that minutes are available on the website - [Deb](#)

Annual Parent & Teacher Surveys

- Contact Jaime regarding last year's surveys—can they be reused? - [Flo](#)

FunFair – Thu Sept 18, 2014:

Events:

- **Face painting:** Klazz Klown is no longer available. Other options? Kelly's Clowns.
Status: looking for other companies. - [Council](#)
- **Photo booth:** \$699.00/1 booth entire evening.
Decision: [deferred to next meeting]
Action item: confirm price and hours - [Jane](#)



- **Martial Arts demonstrations:** Deb - Waterloo Kung-Fu Academy - 30-minute presentation. Preferably on grass.
Status: booked. Request no audience participation. - [Deb](#)
- **Cake walk:** New nut-free bakery on Lancaster—they do cake walks. Cupcake-making station.
Status: Investigate further - [Sandra](#)

Other ideas:

- Art exhibit. Some big mural. [action item](#) – contact Mr. Fox - [unassigned](#)
- Robin in the Hood: investigate participation - [Jane](#)

Event committees

To be made up of council members, active and new parent volunteers; require everyone on board:

- Book events (and managing the day of and paying the suppliers)
[Jane](#)
- Prize donations (collecting, storing, tagging – auction or ticket, handing out)
[Barb & Deb](#)
- Food/tickets (arrange the food and be their contact; collect & organize food and raffle ticket orders)
[Natalie](#)
- Volunteers day of event (usually made up of: parents, teachers and former students who were grade 8's the year before)
[UNASSIGNED](#)
- Advertising & Decorating (all posters - general and event - and event-day decorating)
[Susan](#)
- Set-up – general (where events are – what is needed at each and prize tables arranged)
[Tim & Brian](#)
- Clean-up: post-event end of evening.
[Marsha](#)
- Thank you's (prize donors and any others) – create thank you cards and mail.
[Juli](#)



WELCOME & GENERAL BUSINESS

Attendance

(✓ present, ✗ absent/regrets. Parent Members must attend 7/10 – 70% of meetings to maintain voting privileges.)

Role	2013-14	Sep 19	Oct 10	Nov 14	Dec 12	Jan 9	Feb 6	Mar 5	Apr 10	May 8	Jun 12
Co-Chair	Barb Dowling	✓	✓	✓	✓	✓	✓	✗	✗		
Co-Chair	Heather Cote	✓	✗	✓	✗	✓	✗	✓	✗		
Secretary	Deb Jones	✓	✓	✓	✓	✓	✓	✓	✓		
Treasurer	Jane Martin	✗	✓	✓	✓	✓	✓	✗	✓		
Principal	Brian Beney	✓	✓	✓	✓	✓	✓	✓	✓		
Teacher		Mme. Larke	Leslie Donald	Carolee Fox	none	Kendra Platt	Shannon Brown	✗	Kristina Culley		
Parent Members (10)	Chris Sabean	✓	✓	✓	✗	✓	✗	✗	✓		
	Karen Hofbauer	✓	✓	✓	✓	✓	✓	✓	✓		
	Marsha Ferguson	✓	✓	✓	✓	✓	✓	✗	✓		
	Natalie Edery	✓	✓	✗	✓	✓	✓	✗	✓		
	Susan Wagler	✓	✓	✓	✗	✗	✓	✓	✓		
	Tim Alles	✓	✓	✓	✓	✓	✓	✗	✓		
Parent Volunteers	Celeste Alles	✗	✗	✗	✗	✓	✗	✗	✗		
	Aimee Leveck	✗	✓	✗	✗	✗	✗	✗	✗		
	Carolyn Rouse	✓	✗	✗	✗	✗	✗	✗	✗		
	Fiona von Kannen	✓	✓	✓	✓	✗	✓	✓	✗		
	Florence Bray	✓	✗	✗	✗	✓	✗	✗	✓		
	Jaime Bickerton	✓	✓	✗	✗	✗	✗	✗	✗		
	Jen Sellars	✗	✗	✗	✗	✗	✗	✗	✗		
	Juli Chinnick	✓	✓	✗	✓	✓	✗	✗	✗		
	Lori McCrae	✗	✗	✗	✗	✗	✗	✗	✗		
	Melanie Thompson	✗	✗	✗	✗	✗	✗	✗	✗		



	Meike	x	x	x	x	x	x	✓	x		
	Monica Beal	x	x	x	x	x	x	x	x		
	Sandra Clark	x	✓	x	x	x	✓	✓	x		
	Vanessa Harrow	✓	x	x	x	x	x	x	x		
	Rebecca Hallman	x	✓	x	x	✓	x	x	x		
	Shannon McTaggart	x	✓	x	x	x	x	x	x		
	Laura Martin	x	x	x	x	x	✓	x	x		
Snacks		Juli	Susan	Karen	Natalie	Marsha	Jane	Heath.	Deb	Barb	Brian

Agenda – Review & Approval

Adjustments to Agenda:

- Magazine drive

Agenda Approval (with revision noted) Motioned by:

1st: Jane

2nd: Tim

Minutes, March 5 – Review & Approval

Adjustments to Minutes:

- none

Minutes Approval (with revision noted) Motioned by:

1st: Susan

2nd: Natalie

PRESENTATIONS

Principal’s Report – Brian Beney

Keeping the fun in learning, taking risks and embracing change a step at a time

- We believe that the easiest way to change people's behaviour for the better is by making it fun to do. We call it The fun theory.
- [viewed the following video] <https://www.youtube.com/watch?v=2lXh2n0aPyw>

School Enrolment / Staffing Projections

- Class organization released on Friday, April 11 to Principal.
- 2 FDK classes (46 JK/SKs).
- Overall we estimate an enrolment of 310 students (currently 325).

Before and After School Program Registration

- Pre-registration to determine viability closes on April 30, 2014.



- Another registration reminder will be sent out via School Council email blast next week.
- Updates re. the program will be presented at the May 2014 Council meeting.
- **Action item:** send out another reminder through council email.

Construction Update

Scope of work:

- Considering numbers projected, there will not be an expansion project.
- Rm 6 will get a bathroom for future use, air conditioning, and new flooring.

Proposed timelines:

- Start July, completed before Sept.

Safe, Caring and Inclusive School - Principal's Mandate

- Principal will be encouraging all members of our community (parents, students and staff) to once again complete the anonymous survey in May.
- Principal's role is to set the overall tone in the building—with staff, students and our parents.
- Being visible, approachable, consistent and equitable when dealing with incidents are priorities for me.
- The Safe School Team will be looking at these results closely to help us determine the areas of improvement and action items for areas needing improvement.
- We hope that results will be available in June for us to use for our planning for next year.
- <https://www.youtube.com/watch?v=9S2RfSxwIws>

Teacher's Report – Kristina Culley

I would like to start by thanking all of you for taking the time to come out this evening. Many of you have very busy schedules, have already worked a long day or have other family commitments. Your dedication to the education on the students at Conestogo and all your efforts to enhance their learning are sincerely appreciated. Ultimately, the goal for parents and teachers is to provide the best school experience possible for the children at Conestogo.

As this is my first time in attendance at a parent council meeting, I would like to take a moment to introduce myself. My name is Kristina Culley. I have been teaching French and intermediate Mathematics here for the past 4 years. Prior to this, I worked as a grade 7-8 Math and French at Queensmount Public School in Kitchener for one year. Prior to this, I worked as a teacher in Fukushima, Japan. I am currently the mathematics contact for our school and am involved in running a variety of enrichment math opportunities for junior and intermediate students. This includes coordinating the Caribou Cup Contest which is hosted by Brock University. This is an online challenge for students from grades 5-8 which is written six times throughout the year. I have also made arrangements for interested grade 7-8 students to take part in the Gauss Mathematics Contest which is hosted by the University of Waterloo. This contest is held at the beginning of May.

This year we had a very positive response to the Caribou Cup. 6 grade 5-6 students, and 16 grade 7-8 students. The junior students, after 5 tests, have all scored in the top 38% of participants in the school board, the top 37% in the province, top 38% in the country and the top 38% in the world. The 6 grade 5 students should be particularly proud of their accomplishments as they are competing against grade 6s as well as students their own age. On average, there are usually over 5500 students who write this test in Ontario and over 10,000 who write world wide.

For the senior students, after 5 tests, all students have scored in the top 27% in our board, top 27% in the province, top 24% in the country and the top 22% in the world. I am particularly impressed with the 14 grade 7 students who are competing against grade 8 students and still fairing so very well. On average, there are around 10,000 students who write the test in Canada.



There are many interesting and unique learning opportunities happening throughout all of the divisions. My experience, however, is primarily in Math and French in the older grades and therefore, I am able to speak in more detail about the activities of the intermediate grades in these particular subjects.

Currently, in grade 7, we are studying percentages and how they apply to everyday life. Specifically, we have been focusing on money management, finance and taxation. Now that students understand the basics, we have been able to expand this knowledge and explore several real-life situations such as calculating discounts, sales tax and tip percentages. I have been particularly impressed with how the students have been able to combine previously learned concepts, such as balancing an equation to isolate a variable, with our current studies. Not only can students calculate simple interest using the formula $I = prt$, but they can also manipulate it to solve for the principal, interest rate and term of investment. Students are also learning how different bank accounts operate, such as a TFSA, how federal tax is calculated, what RRSPs are and how they work. By the end of the unit, students will be able to think critically about a financial situation and develop ideas on how to better manage money when presented with a scenario that represents real-life.

My classes tend to be a combination of traditional, collaborative and interactive activities. Students have opportunities to work individually, with partners, smaller groups and as a class. There is a balance of 'fun' and 'work' that has successfully kept a majority of the students engaged and motivated to learn. For example, prior to March Break, students were asked to apply their knowledge of multiplying fractions by multiplying a recipe by $1\frac{1}{2}$ in order to make a batch and a half of brownies. It was a practical application and provided many with an exposure to baking.

We have also recently completed the restaurant simulation in which students took on roles as guests or waiters in a 'pancake restaurant.' Students had to order and pancake with a variety of toppings and then were asked to do a series of calculations related to their order. Yesterday, we did an investment simulation in which students were given a fixed amount of money to invest in a variety of options such as gold, the auto industry, the technology sector and foreign business. Students listened to how global and local events impacted their investments and were asked to calculate how they earned and lost money over a ten year period. All activities are followed up with discussion, reflection and a series of calculations. Students see the practical applications of these activities which re-enforces their willingness and motivation to engage in class and challenge themselves to expand upon their learning.

With regards to French; the grade 7 class complete a unit on ordering food in French. As a result, we will be taking a field trip to Elora where they will be dining at Mickey's Restaurant. The staff is bilingual and arrangements have been made for all communications and interactions with the students to be in French. Similar to many of the activities and applications covered in math, this will provide an authentic experience for the students to see how their French skills can be utilized in a setting beyond the classroom.

Again, thank you for taking the time to be here this evening. If you have any questions regarding Math or French, please do not hesitate to address them with me at any time. I consider myself very fortunate to have the opportunity to work with the students here at Conestogo. Thank you.

STANDING AGENDA ITEMS

Treasurer's Report – Jane Martin

[see written reports]

Discussion:

- HST rebate has necessitated changes to our process.
- Request to update software for Board yearbooks.
- As of march 31st, just over \$11,000 in the bank.
- Principal's Allocable: Principal's response – we will need tap into that for some of the teacher-required supplies. Do not foresee needing to spend all of the budget.
- School event: there will be a spring arts night Monday, May 12th.
- Should we consider purchasing mikes? Principal's response – The mikes we rent are very expensive.

Decisions:

▪



We can rent them many times for the price of a purchase.

- Parent suggestion: ensure we proactively communicate where the money that is raised is going.

Committees & Events – Status Reports

Safe, Caring and Inclusive School Team Update – Tim Alles

Safe Schools Team Meeting

- Our safe schools team met for the second time this school year on February 27th. The team reviewed the **Voice Kits** that council purchased earlier this year. Brian sent the grade 7 and 8 kits home with the 2 student members on the team and they provided some positive feedback on the kits and the general consensus was that the kits were a great tool to help start conversations between parents and their children around bullying issues. Brian's plan is to review the kits with the teachers and then communicate to parents after March Break that the kits are available. The distribution plan is for parents to initiate contact with their child's teacher for the kits rather than teachers identifying students that may need the kits (avoid centering someone out).
- The Board is planning on conducting **school climate surveys** again this year throughout the month of May with the same groups as last year (Grade 5 & 7 Students, all Staff, all Parents). The surveys will be used to compare results to last year's surveys.
- At the next safe schools team meeting we'll be analyzing last year's surveys in more depth to try and identify areas of improvement and priorities for the school

Updated Board Policies/Procedures for Bullying Prevention and Intervention

- A lot of changes are taking place recently within the School Board in the area of "bullying prevention and intervention".
- All schools are expected to have a Safe, Caring and Inclusive School (SCIS) team which is responsible for promoting positive school climate within the school.
- All schools in Ontario are required to have a "Bullying Prevention and Intervention Plan". A template of the plan has been created by the Board and given to our school. Once the plans are completed, all schools are required to make the plan available to the public on their website or through an appropriate alternate means if the school does not have a website.
- All WRDSB policies and administrative procedures can be found on the WRDSB website (<http://www.wrdsb.ca/>) by entering the search term "policies". If a child is involved in a bullying incident, in addition to carefully reviewing the policy and procedure described below, parents may wish to go to the WRDSB website and review other related policies and procedures (for example Policy 6000 "Safe Schools", and Policy 6008 "Student Discipline" may be useful).
- Policy 6009 "Student Bullying Prevention and Intervention" and Administrative Procedure 1200 (now re-named as) "**Student Bullying Prevention and Intervention**" policy was significantly overhauled in February 2014, and the new versions now contain detailed information regarding:
 - What constitutes bullying as well as the difference between "rough play", "conflict" and "bullying";
 - The expectations on school (and other) staff to promote a positive school climate and to work towards prevention of bullying;
 - The responsibilities of school (and other) staff to respond and to report when bullying occurs;
 - the role of the principal when bullying is reported;
 - Supports that will be provided to students who bully, students who are bullied, and students who witness bullying.
- Principal: This new policy is in place but the rollout has not officially taken place yet. It has not yet been discussed amongst staff. As we rollout, staff meeting time will be used to highlight. It is very positive. Everyone is now on the same page as to what is expected. Common framework.



- **Next Steps/Follow up action:** Inform parents of new policies and post policies on CPS school website.

WRAPSC Meetings Update – Flo

May 6: Fiona volunteered to attend.

Notes from April's meeting – Florence attended:

New (School Board) committee - Engagement initiative:

- Discussion around (what engagement means to us, for e.g.) understanding when feedback will be considered and when it will not.
- (Board is still working on this new committee so watch for more information to come out about it)

Technology update:

- Discussion about multiple websites, completely redoing the website (to be centrally run from the board instead of each school, and eliminating multiple servers), providing mobile access.
- Technology changes so quickly—can the Board advise on technology spending?
- Point made: teachers are going to be facilitators, showing students how to learn and use technology, not what to learn.
- Examples of neat ways other schools are using technology.
- Some controversy about the use of technology and the value.
- Technology and equality—not everyone has this technology (at home, in schools).

Rise to Success Event:

- This Saturday, April 12th.

Spring Social Dinner Event, Wed Jun 4, 2014 – Marsha Ferguson

Date: June 4, 2014, 4:30pm – 7:00pm, Conestoga Park

- Park and truck are booked.

Action items:

- Prepare a flyer with details and a menu. It will request replies indicating interest in ordering food so we can provide numbers to the food vendor. – [Marsha](#)
- Provide information to Brian to post on School Day. – [Marsha](#)

Garden Maintenance

- Chris Bauer and company maintain some of the gardens but not all.
- Tulips will come up in spring.
- Could we do something as a school-wide activity?
- Could we acquire some free mulch?
- Suggest: One afternoon or evening to clean up, plant donated perennials, lay newspaper and mulch.

Action items:

- City of Kitchener offers free mulch. Investigate – [Karen](#)
- Parent-wide email asking for support. – [Deb](#)
- Donate perennials. – [School Community](#)
- Save newspapers till end of year. - [School](#)



Magazine Fundraiser – Chris Sabean

Next year's theme: **Bears**

We are one of the top schools for selling online!

There are some changes with QSP:

- They are revamping their website to make it easier to use.
- There is now a \$1 fee for each order so ordering all of the magazines in one order is advantageous.
- The prize levels are changing.
- For 3 magazines, they will also include an option to buy a chicken for Save the Children, then you get a "Chicken-Bear" (it is very cute).
- Is now entitled "Magazines and Memories": now includes photobooks. Purchase a gift card to do a photobook. (Launching in April). Prices include shipping.
- We still make 37% on what we sell.

ProGrant process (open until May 16th for 2014-15 year) – Marsha

- Marsha has taken care of the ProGrant process for 2 years and would be happy to pass the responsibility on to someone else.
- Tasks: Apply for the grant. Organize the event.
- We need to establish what we are going to do first.
- Many options. Could we do an event that centers around Healthy Lifestyle?
- The event should align with our goals and focus.

Deadline to respond with suggestions: Thursday, April 17th to respond Mon April 21

- provide 1 week to send in votes.

Deb – send out the short list to everyone immediately. – Thursday, April 25th Mon Apr 28

Action items:

- Investigate Healthy Lifestyle presentation options – [Deb](#), [Principal](#)
- List of options other schools have done: email out to council with deadline for suggestions, send out suggestions for voting - [Deb](#)

Council Processes Update – Deb

Production Calendar: Next, create a production calendar for the monthly meeting cycle, upload to Google Calendar.
[Deb](#)

Communications Committee – Deb

- Request more volunteers.

Volunteer Participation Booth at Fun Fair: Karen

- Needs to be re-titled and revamped: Not a school council booth but a "how you can contribute/participate" booth.
- Business cards with council info?
- Group of people with iPads hooked up to the wifi to sign people up. Get a ticket for a draw.
- Volunteers to revamp the booth – [Karen](#), [Deb](#)

Processes:



- Calendars – we need to add events to the School Website and the School Day calendars with events. Need to schedule monthly production calendar. – Deb send list of events
- Agenda: add note that minutes are available on the website - [Deb](#)

Parent and Teacher Surveys – Action Item Follow-Up – Chairs

Parent: this information is really good. Can we complete these surveys annually? At the start of the year, these survey results can help to guide us. Can we complete surveys again this year?

Target: send out surveys each April.

- Action item: contact Jaime regarding last year's surveys—can they be reused? - [Flo](#)

FunFair, Thu, Sep 18, 2014 – Barb

- **Date:** Thursday, September 18th, 2014
- **Budget:** \$2000.

Events:

- **Horse rides:** Conestogo River Horseback Adventures
Status: Booked - Jane confirmed for the same rides and cost as last year.
- **Face painting:** Klazz Klown is no longer available. Other options? Kelly's Clowns.
Status: looking for other companies. - [Council](#)
- **Photo booth:** \$699.00/1 booth entire evening.
Decision: [deferred to next meeting]
Action item: confirm price and hours - [Jane](#)
- **Martial Arts demonstrations:** Deb - Waterloo Kung-Fu Academy - 30-minute presentation. Preferably on grass.
Status: booked. Request no audience participation. - [Deb](#)
- **Video game truck:** Decision: do not book.
- **Cake walk:** New nut-free bakery on Lancaster—they do cake walks. Cupcake-making station.
Status: Investigate further - [Sandra](#)
- **Chalk drawing on tarmac:** possible to have spot for kids to draw on tarmac with chalk? People can volunteer to bring chalk.

Other ideas:

- Chalk drawing on concrete.
- Art exhibit. Some big mural. [action item](#) – contact Mr. Fox - [unassigned](#)
- Cake walk (ensure that they are nut free)
- School band
- Robin in the Hood: investigate participation - [Jane](#)

Event committees

To be made up of council members, active and new parent volunteers; require everyone on board:

- Book events (and managing the day of and paying the suppliers)
[Jane](#)
- Prize donations (collecting, storing, tagging – auction or ticket, handing out)
[Barb & Deb](#)
- Food/tickets (arrange the food and be their contact; collect & organize food and raffle ticket orders)
[Natalie](#)



- Volunteers day of event (usually made up of: parents, teachers and former students who were grade 8's the year before)
[UNASSIGNED](#)
- Advertising & Decorating (all posters - general and event - and event-day decorating)
[Susan](#)
- Set-up – general (where events are – what is needed at each and prize tables arranged)
[Tim & Brian](#)
- Clean-up: post-event end of evening.
[Marsha](#)
- Thank you's (prize donors and any others) – create thank you cards and mail.
[Juli](#)

ADJOURNMENT

Motioned by: 1st: Natalie, Karen