Conestogo Public School Council Minutes: Wednesday, March 5, 2014

Upcoming events 2
Action Item Summary 2
Welcome & General Business 4
Attendance 4
Agenda – Review & Approval 5
Minutes, Feb 6 – Review & Approval 5
Presentations 5
Principal's Report – Brian Beney 5
School-day Updates 5
Before and After School Program Registration 5
School Enrolment / Staffing Projections 6
March 7 PD Day 6
Upcoming Parent Workshop 6
Teacher's Report – update from Mr. Beney 6
Standing Agenda Items 6
Garden Maintenance 6
Treasurer's Report – Karen Hofbauer (on behalf of Jane) 6
Committees & Events – Status Reports 7
FunFair, Thu, Sep 18, 2014 – Chair (on behalf of Barb) 7
Safe, Caring and Inclusive School Team Update – Tim Alles 8
DrumFit, Mon Mar 3, 2014 – Chair (on behalf of Natalie) 8
PitaPit – Chair 8
Before-and-After School Programs – Chair 8
WRAPSC Meetings Update 9
Council Processes Update – Deb Jones 10
Communications Committee – Deb (on behalf of Juli) 10
Parent and Teacher Surveys – Action Item Follow-Up – Chairs 11
Spring Social Dinner Event, Wed Jun 4, 2014 – Marsha Ferguson 11
Adjournment 11

UPCOMING EVENTS

- **Staff Appreciation - treats**: Friday, March 28, 2014
- **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:
Next Meeting: April 1 Flo
May 6 meeting: Fiona

Snacks – next meeting:
Deb

Staff Appreciation - treats:

Friday, March 28, 2014

- We need volunteers to supervise kids outside and inside. Send out email blast requesting volunteers - Juli

Before-and-after-school Programs

- Send out another email blast requesting people register to communicate their interest in the program. - Principal

Garden Maintenance

- We need a new volunteer to maintain the school gardens.
- Council email - email the parent body asking for volunteers.

Spring Social Dinner – Wed June 4, 2014:

- Send home a letter to parents with date, options, ask for a rough estimate of how many attending and menu items interested in. - Marsha

FunFair – Thu Sept 18, 2014:

Event committees:

- 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/ticket (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 – VOLUNTEER NEEDED
- 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)
  Juli
- First council meeting/Annual General Meeting – the Thursday before the FunFair – Thursday, September 11, 2014

New Fun Fair Activity Suggestions:

- **Martial Arts demonstrations**: booked with Waterloo Kung-Fu Academy (Deb)
- **Photo Booth**: Investigate cost of booth for entire evening (Jane).
- **Cake walk**: Investigate options with Lancaster Street nut-free bakery (Sandra)
- **Robin in the Hood**: investigate participation (Jane)
- **Art exhibit**? Some big mural? contact Mr. Fox (unassigned)
- Chalk drawing on concrete.
- School band?

Council Processes:

- Production Calendar: Next, create a production calendar for the monthly meeting cycle, upload to Google Calendar. Deb
- Minutes to Parent Body: We currently send the agenda out to the parent body, can we send out the Minutes after the meeting? Send an email after the meeting with the link to the minutes on the website. – Secretary, Juli
- In the regular update, send out a "Did you know that…" section with did you know council meets every month, minutes are public record, etc. Did you know that School Council has a new email address—check to ensure that it is added to your safe list. - Principal

Communications Discussion:

- Next meeting's agenda—follow up on the parent and teacher surveys and create action items around them - Chairs
- Staff communication: Investigate best ways to communicate with staff. Does the staff get a copy of our minutes after our council meetings?
- Quarterly Council Presentation – Staff meetings: follow-up on providing a council report at quarterly staff meetings. – Deb

Homework and Learning Strategies:

- Organise a presentation to discuss learning strategies outside of a council meeting where we can welcome all parents. – Principal to review options and possible timing

Healthy Eating Program:
Needs assessment – Principal
No set dates.

Hockey Helmet Policy – skating trips:

- Discuss long-range plan to help parents prepare to provide CSA-approved helmets.

Next year, ensure we advertise that we have skates available for kids who do not have their own.

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

Agenda – Review & Approval

Adjustments to Agenda:

- Safety Committee Update postponed to next meeting.

Agenda Approval (with revision noted) Motioned by:

1st: Susan

2nd: Karen

Minutes, Feb 6 – Review & Approval

Adjustments to Minutes:

- FunFair Committees: Natalie Ederly volunteered to lead the Food/Tickets piece.

Minutes Approval (with revision noted) Motioned by:

1st: Karen

2nd: Susan

PRESENTATIONS

Principal's Report – Brian Beney

School-day Updates

- Currently we have 155 families registered (out of a possible 196).
- Majority of our feedback has been positive.
- Staff are quickly making the adjustments to the new system.
- Contact our office for school related questions. For School-day questions, contact School-day.
- Parent suggestion: make one pizza order $12, not $1 so you do not have issues with people wanting to put in a partial-order.

Before and After School Program Registration

- Registration opened on February 10 to these new program opportunities at Conestogo for September. School-based childcare programs offer access to high quality programs in a convenient location, with no waiting lists. Programs are offered from 7:00 am - 6:00 p.m. Monday to Friday, PD Days, and at a reduced number of sites during March Break and the non-statutory week at Christmas.

- Please visit www.wrdsb.ca/beforeafter for online registration and more information.
- Pre-registration to determine viability closes on April 30, 2014. Currently we only have 12 expressing interest, so there is plenty of room for increasing these numbers. Updates re. the program will be presented at the May 2014 Council meeting.

School Enrolment / Staffing Projections

- Currently we have 20 JK pre-registrations for September and 38 graduating grade 8s - down about one class.
- Some staffing changes may need to be considered as we look at FDK implementation.
- More details re. our school organization of classes will be available at the April 2014 meeting.

March 7 PD Day

- This is an unpaid day for all permanent contract teachers, therefore they are not working that day.
- All other staff groups are working / receiving PD.

Upcoming Parent Workshop

- "Rise to Success" Conference - April 12, 2104 at Bluevale Collegiate Institute.
- More details and information available on our website. Parents must pre-register online or by phone.

Teacher's Report – update from Mr. Beney

- Thank you to council from the staff for hosting DrumFit.
- Last class had only 15 minutes due to a scheduling issue but otherwise went as scheduled.
- We enjoyed watching Olympics and a great way to end that was with the Winter Olympics day. We have lots of pictures to show you of the kids having fun outside. Staff put in a lot of effort as well as the senior kids helping. The weather was perfect.
- We've been battling sickness in the school with staff. The teachers are feeling pretty rundown by this time and hanging on for March Break. They have been working very hard.

STANDING AGENDA ITEMS

Garden Maintenance

- We need a new volunteer to care for the gardens.
- Could council consider hiring a service for the summer? Likely too expensive.
- Consider that we will have a construction project on this year so it may be prudent to limit gardening this year in case the gardens are damaged.
- Action item: email the parent body asking for volunteers.

Treasurer's Report – Karen Hofbauer (on behalf of Jane)

[see written reports]

Discussion:

- Grade 8 trip grant paid: they are going to a leadership camp for three days, two nights.
- Drumfit is no longer a fundraiser so it needs to be removed from the budge and the expense has to be added.

Decisions:

-

- Current balance $9200. We are still on track for having approximately $5000 at the end of the year.
- HST return money will be coming in.

Committees & Events – Status Reports

FunFair, Thu, Sep 18, 2014 – Chair (on behalf of Barb)

- **Date**: Thursday, September 18th, 2014

Budget:

- We need to determine the budget for this year's Fun Fair. Barb's suggestion: "My suggestion is to stick with the $2,000 total budget with maybe $1,800 of that for events".
- Were we over or under budget last year? Last year was actual of $1870.
- **Decision**: leave the budget at $2000.

Events:

- **Horse rides**: Jane has confirmed Conestogo River Horseback Adventures for the same rides and cost as last year.
- **Face painting**: Jane has a request out to Klazz Klown and is awaiting confirmation from them. Encourage the face painters to paint only half a face, move more kids through, faster.
- **Photo booth**: Would we like to pursue this option? Last year there was a photo option for getting photos taken with a backdrop. But, the fact that she was here was not well advertised. About 30 photos were taken. Suggestion that a situation with the wooden boards you stick you head through would be nice. We need a clear process for understanding.
- Could be very popular post-face painting.
- It is not realistic to have the booth present for only part of the evening—we need it for the entire evening.
- Action Item: Ask Jane to request the cost of getting it for full evening.
- **Martial Arts demonstrations**: Deb - Waterloo Kung-Fu Academy will do a 30-minute presentation. Preferably on grass but they are flexible wrt surface. Would we like audience participation? Are there any liability issues of concern? We need to follow up with them closer to the date to confirm time and details.
  Decision: proceed with booking them for the demonstration. Request no audience participation.
- **Video game truck**: Not popular, it has to go.
- **Cake walk**: New nut-free bakery on Lancaster—they do cake walks. Cupcake-making station.
  Sandra to investigate further.
- **Chalk drawing on tarmac**: possible to have spot for kids to draw on tarmac with chalk? People can volunteer to bring chalk.
- **Horses**: where to locate them? Where they were last year or move to soccer field? Will have enough space on tarmac to leave pony rides in the same place. (Need to note concerns with horses creating divots in the grass.)

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: action item – 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

Safe, Caring and Inclusive School Team Update – Tim Alles

- [deferred to next meeting]

DrumFit, Mon Mar 3, 2014 – Chair (on behalf of Natalie)

Date: Monday, March 3, 2014

- There was some isolated negative feedback, particularly concerning the older students. Is it appropriate to ask the grade 7 & 8s to participate or can an alternative event be chosen for them? It is not appropriate to expect the grade 7 & 8s to participate enthusiastically in this kind of event. In future, consider having them volunteer to help run it instead.
- Feedback overall was positive.

PitaPit – Chair

- Elmira PitaPit: There is a new PitaPit in Elmira. Could we be working with the new Pita Pit in Elmira since in Woolwich Township. If not this year, maybe next year if they are willing and we continue to have parent volunteers to work this.
- Comments: We have a relationship with the North Waterloo PitaPit, they have been very good to us.
  Decision: stay with the current vendor.
- Monday PitaPit Volunteer: We may need another Monday PitaPit parent volunteer as a parent needs to be on-site for this.

Before-and-After School Programs – Chair

- Could we send out an email reminder re registration?
  YES! Send out another email blast. We have until the end of April.
- Y program is more recreational but the JK-2 program is run as part of the curriculum and run by school staff.
- Action item: Send out another email blast, post another advertisement on the school website.

WRAPSC Meetings Update

Upcoming meetings:

- Tuesday, April 1: Flo
- May 6: Fiona volunteered to attend.

[See written report provided via email.]

April Meeting:

- The new Executive Officer, Communications and Engagement: Martha Deacon will be with us to talk about communication between the board and parents.
- We will also have an additional Board guest to answer questions on the board's policies regarding technology in school: how technology is used in the classroom,
- Bring Your Own Device polices, expectations for technology use for homework, research etc., and the use of social networking sites like Twitter and Facebook for school councils

Highlights from Feb meeting below:

COUNCIL FUNDING:

- 2013-14 Parent Engagement Grant (aka Parent Involvement Funding grant) - $500. The grant is the same as before in that you do not have to apply for the grant money. NEW this year, is that the $500 was automatically transferred to each school's "School Council GL account". Details:
    - The memo went to all school Administrators and School Council Chairs
    - The journal entry transfer was completed in November 2013
    - Schools are asked to keep their receipts in a separate file named "PIC receipts 2013-14" for 7 years
- I checked on this and Brian confirmed this we have this money and Jane was checking on how this should be shown.
- Brian responded: "This $500 was deposited into the School Council GL account in our main operating school account in November. This account is separate from the School Funds account where the main School Council funds are tracked. We will transfer this money over to the school funds account in order for it to be tracked and accounted for through the School Council budget sheet. There are actually 2 separate accounts that are designated for School Council."
- **Parents Reaching Out (PRO) Grant**: Deadline is May for the following school year. Grant is up to $1K. Regional/provincial up to $30,000. Goal is to enhance parent engagement in support of improved student achievement and well-being.

Other:

- The 2014 PIC Event will take place April 12, 2014 at Bluevale Collegiate Institute.
- - Keynote speaker (9:00am): Michael Reist.
- The Roles and Responsibilities of School Board Trustees
- Ted Martin. Trustee – Chairperson, WRDSB Board of Trustees
- Presentation notes in the minutes
- WRDSB Mental Health Strategy
- Barbara Ward. Special Education Services, Mental Health Lead, WRDSB.
- See notes in the minutes

Here are a few more helpful resources that we thought we'd pass along:

1. Live in Wilmot Township? Check if your family qualifies for the **Recreational Program Subsidy** from Wilmot Township: http://www.wilmot.ca/departments-facilities-recreation-details.php?Financial-Assistance-for-Recreation-and-Culture-7

2. **Students - need a job this summer?** There are lots of Ontario government programs to help you find your summer dream job. Learn more: http://www.ontario.ca/jobs-and-employment/summer-jobs-students?iter=5303903e33e2b&utm_source=shortlinks&utm_medium=web&utm_campaign=bnsp

3. People for Education: report on "**Choosing Courses for High School**". Especially important for parents of grade 8 students. http://www.peopleforeducation.ca/wp-content/uploads/2014/02/choosing-courses-for-high-school-2014.pdf

Council Processes Update – Deb Jones

Google Account: Gmail Council.CPS@gmail.com (thank you, Karen!). Karen, Juli and I have uploaded the email lists and started to send from this address.

Production Calendar: Next, create a production calendar for the monthly meeting cycle, upload to Google Calendar. Deb

Communications Committee – Deb (on behalf of Juli)

- Elect new Chair.
- Request more volunteers.
- 2 parts: the "how" and the "why". Doing well on the "how" but not so much progress "why".

Fun Fair Council Booth:

- How can we use it more effectively?
- Small tasks, volunteer lists – can we get organized enough to have a list of volunteer acts needed throughout the year? People don't want the politics of being on council but they want to help. Can we create a list of all the opportunities to volunteer, give time at the school. Could be completely unattached from council.
  Principal: I've been considering this and a way to recognise all of our volunteers. I can send out a list and thank you's and a list of possible ways that parents can choose to get involved. It is great to see parents coming in and participating. It sends a huge message to the kids, staff and community—this is a partnership. Parent involvement is very much a part of the culture at our school and we need to celebrate it. We need to celebrate the parent involvement and to encourage it.
  Parent: give a task list and note commitment.
  Principal: With School Day, we can create it as an event and ask for volunteers.
  Parent: What I learned this year is that there are a lot of events being done by parents. Some parents don't want to take the lead on some things but want to help out.
- Booth at Fun Fair needs to be re-titled: Not a school council booth but a "how you can contribute/participate" booth.

Committee versus Volunteers

- Perhaps we should forgo the idea of a separate "Committee" for communications. We will simply draw a list of tasks and priorities and delegate as we go.
- Processes: Calendars – we need to add events to the School Website and the School Day calendars with events. Need to schedule monthly production calendar.
- Minutes to Parent Body: We currently send the agenda out to the parent body, can we send out the Minutes after the meeting?
  It would be nice to send out a summary of the Minutes out to the parent body after the meeting.
  Action item: Send an email after the meeting with the link to the minutes on the website. – Secretary, Juli
  Principal: Action item In the regular update, I can send out a "Did you know that…" section with did you know council meets every month, minutes are public record, etc. Did you know that School Council has a new email address—check to ensure that it is added to your safe list.

- Gmail – new email account, ensure we inform parents and ask them to add it to their safe list.

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

Principal: New surveys will go out in the month of May again. We can dig a little deeper into last year's surveys to ensure that we can compare them to this year's survey results and see if we have improved or not.

The surveys were not reviewed again by the chairs. We will do this to check for outstanding items.

Some notes on this as it really has not been dropped:

- I believe we had thanked the teachers for their response through the teacher who was at that next meeting and I believe Brian may passed this on to them.
- Brian was going to check with the teachers if I (or some council member) can visit a staff meeting to check on communications directly and give an update of what we are doing.
- School Days will cover many of the communication pieces on both the teacher and parent surveys.
- Continuing Fun Fair as it is will support the teachers positive feedback on this event.
- Brian taking over the allotment of money to the teachers will help get rid of school council as 'banking machine'.

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

Date: June 4, 2014

- Park and truck are booked.
- No update at this time.

ADJOURNMENT

Motioned by: 1st: Karen