Conestogo Public School Council Minutes: Thursday, May 8, 2014

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UPCOMING EVENTS

- **Gardening Bee:** Thursday, May 22, 2014
- **Spring Social Dinner:** Wednesday, June 4, 2014
- **Next meeting:** Thursday, June 12
- **Council Annual General Meeting**: Thursday, September 11, 2014
- **FunFair**: Thursday, September 18, 2014
- **Parent Survey**: after Fun Fair 2014
- **Teacher Survey**: February 2015

ACTION ITEM SUMMARY

Snacks – next meeting:
Brian

Principal Profile

- Located profile submitted last year, complete submission - Chairs

Council Processes

- Add Barb by Gmail account not work email. To Google Drive. - Deb

Safe, Caring and Inclusive Schools Committee

- Inform parents of new policies and post policies on CPS school website. Tim

Gardening Bee – Thu May 22

- Parent-wide email asking for support, with details on what to bring. – Deb/Juli
- School Day email reminding parents to attend – week of event – Principal/Deb
- Post a notice on the staff board. – Principal/Chris Bauer

Spring Social Dinner – Wed June 4, 2014:

- Monday before event: send out an additional email, encouraging people to come. – Marsha/Barb
- White plastic sheets: can we use those, locate – Natalie

ProGrant – Math-Related School Event

- Application complete.
- University of Waterloo Centre for Education in Mathematics and computing http://cemc.uwaterloo.ca/ - possible resources here? Investigate – Natalie and Jane
- Ask teachers if they are interested in participating. - Principal

Student Voice initiative - grant

- http://www.edu.gov.on.ca/eng/students/speakup/index.html?utm_source=shortlinks&utm_medium=web&utm_campaign=bihi – Investigate for next year - Barb

S'Cool Life Fund - grant

- Grants for D.R.E.A.M.S. (Drama, Recreation, Extra-Curricular, Arts, Music, or Sports) http://www.scoollifefund.ca/ - Investigate for next year - Deb

Annual Parent Survey

- Scheduled to send out after the Fun Fair in September

- Get Principal the last survey details. – Deb

Semi-Annual Teacher Survey

- Scheduled to send next one February 2014
- Get Principal the last survey details. - Deb

Volunteer Booth at FunFair

- Volunteers to revamp the booth, work on design, details – Karen, Deb

FunFair updates

- **Face painting**: Quote from another face painting company. For two face painters x 2 hours with a 20% discount, the total would be: $452 which includes tax. Last year, we paid $350 with our deal.
  Status: proceed, raise face-painting to 4 tickets - Jane
- **Kiddies Fun Trak**:
  Decision: proceed (add something to get Mr. Beney wet – another $200) - Jane
- **Photo booth**: One booth would be $451.99.
  Decision: Consensus to forgo photobooth. No.
- **Martial Arts demonstrations**: Waterloo Kung-Fu Academy - 30-minute presentation. Preferably on grass. Requested no audience participation. Free.
  Status: booked. Need to provide them with the exact time. - Deb
- **Horse Rides:** Conestogo River Horseback Adventures
  Status: Booked for the same price as last year $577.70.
- **Video game truck**:
  Decision: do not book. No.
- **Robin Hood**: No update. Jane has not succeeded in getting hold of them.
- **Chalk drawing on tarmac**: possible to have spot for kids to draw on tarmac with chalk? People can volunteer to bring chalk.
- **Cake walk**:
  Decision: Consensus to forgo cake walk. No.
- **Cupcake Sales:** New nut-free bakery on Lancaster. Cupcake-making station. – Sandra
  Decision: Consensus to forgo cupcakes. No.

Donations:

- Donation request letters can be distributed. – Barb to provide.
- List of past donors: ensure that there is no overlap in requests. – Barb
- Functionality discussion: how can we streamline collection of data? Can we use a WordPress form to have people enter in their Donation data? Comment box at bottom of form for particular instructions. – Barb and Deb to investigate

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	×	×	×	×	×	×	✓	×	×	
	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:

- none

Agenda Approval (with revision noted) Motioned by:

1st: Karen

2nd: Chris

Minutes, April 10 – Review & Approval

Adjustments to Minutes:

- none

Minutes Approval (with revision noted) Motioned by:

1st: Marsha

2nd: Karen

PRESENTATIONS

Principal's Report – Brian Beney

Springtime at Conestogo - Some upcoming events

- Grades 1-6 concert May 12th.
- 'Brush, Book, Bed Campaign' money donations and book donations to help support boys in need in the Woolwich township.
- FDK parent information night May 13th at 6:30.
- Jump-rope for Heart (June 13th with assembly on May 21).
- Track meet on May 22.

Dress Code Reminders

- Each year Principals are to review the school dress code with School Council.
- The dress code is in the front of the student planners and posted on our website.

- After review, it is determined that the dress code will stay unchanged, but can be slightly modified at the discretion of the Principal.

Going Off the Property for Lunch

- It is noted that there has been an increase in the number of students leaving the school property at lunch to go to Rumble Tums (one day we had 15 students).
- Discussion ensued re. whether we limit the numbers, don't allow students off the property at all, or some other changes for safety concerns.
- It is determined that the Principal will monitor the numbers leaving the property and perhaps limit the numbers and or grades (i.e. only 7-8) or only those that are walkers.
- Communication will be sent home if the need arises.

School Organization for 2014-15

- FDKA/B, 1/2A, 1/2B, 2/3A, 2/3B, 3/4, 4, 5, 5/6, 6, 7, 8.
- Primary classes limited to 20 with the others fluctuating from 20 – 32.
- Overall we estimate an enrollment of 305 students.
- Reduction of 4 teaching staff members which is based solely on senority. Specific names of staff members will not be published until the end of the year.

Before and After School Update

- Final decisions being made by the end of the month.
- Watch for separate communication to our school community in early June .

Learning Advantage Resources for Parents

- Educational activities books for the summer.
- Summer booklets will be offered to parents for a cost of $20 each from grades JK – 6.
- Order forms and a letter will be sent home to parents in the next week or so.

STANDING AGENDA ITEMS

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

[see written reports]

Discussion: **Decisions:**

- Teachers: spending $100/teacher for learning resources.
- Healthy eating: no spending expected this year.
- HST Rebates: still coming.

NEW ITEMS

Financial Summary Parents - Principal

- Every Year a School Council summary needs to go out to parents indicating how much money has been raised and what has been spent.
- Remove names, but otherwise include as many details as possible.

- This is already done in the end-of-year report, it needs to be explicitly sent out to parents.
- Principal's allocable: Principal will provide specifics.
- Action item: include details in end-of-year report.

Principal Profile – Principal

- Needs to be completed yearly.

Action items:

- Update document from last year, submit – Chairs
- Find out deadline and add to yearly calendar. – Deb

COMMITTEES & EVENTS – STATUS REPORTS

Gardening Bee - Thu May 22nd – Karen/Brian

- Gardens first but balance of mulch will go to playground.
- Request lots of wheelbarrows, leaf bags, etc.
- Send out an announcement to parents – Deb/Juli
- Post a notice on the staff board. – Principal/Chris Bauer
- Is the school saving newspapers? – in progress!

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

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

- So far: 59 families have responded. 39 – Yes, 29 – No.
- BYOToys, Equipment.
- Monday before event: send out an additional email, encouraging people to come. – Marsha/Barb
- White plastic sheets: can we use those, locate – Natalie

ProGrant Event/Process Update – Natalie

- open until May 16th for 2014-15 year
- Jane is completing the application.
- In the process of contacting other schools who have done math-focused events in previous years and to see if we can find another school(s) to partner with us. – Jane
- Requesting the full $1000. Payment for the speaker and workshops for parents and kids.
- Ask teachers if they are interested in participating. - Principal

WRAPSC May 6th Meeting Update – Fiona

- Last meeting for the year.
- New information on the Block Parent program.
- Grant available next year: for a student program. Student Voice program. http://www.edu.gov.on.ca/eng/students/speakup/index.html?utm_source=shortlinks&utm_medium=web&utm_campaign=bihi
  – investigate this option - Barb
- Upcoming survey about interest in online safety talks/programs.

- Remind parents in May to complete the Board survey for Grades 5, 7, 9, 11, optional for grades 3-4.
- New template for the Safe Schools Committee: Sent out in March.
- Examples were provided of how schools have embraced the Safe Schools initiatives.
- Board budget Initiatives: to recoup some of the over-spending from last year. Won't know until September if they will be able to balance the budget.
- School Successes: examples of successful school events. E.g. Science night; TV-free week with activities each night; homework club run by parents; painting the school asphalt with a map of Canada; monthly movie nights.
- "S-cool Life Fund" funding for musical drama, recreation, extra-curricular; etc.
  More info: http://www.scoollifefund.ca/
  Since launching in 2005, the S'Cool Life Fund has provided grants for 746 D.R.E.A.M.S. (Drama, Recreation, Extra-Curricular, Arts, Music, or Sports) projects across the country worth over $2 MILLION helping to make school life more enjoyable for thousands of public elementary school kids (K-8).
  WE ARE NOW ACCEPTING APPLICATIONS FOR THE 2013-2014 SCHOOL YEAR, APPLY TODAY.
  We will be accepting applications for the 2013-2014 school year starting December 1st 2013 until August 31st 2014.
- Handout: University of Waterloo Centre for Education in Mathematics and computing
  http://cemc.uwaterloo.ca/
  The Centre for Education in Mathematics and Computing aims to increase enjoyment, confidence and ability in mathematics and computer science among students and teachers in Canada and internationally. Through contests, face-to-face workshops, online resources, and publications, the CEMC provides curricular and enrichment support to elementary and secondary schools. The activities of the CEMC emphasize the relevance and importance of mathematics and computer science in the 21st century.
- Next meeting is in October.

Parent and Teacher Surveys on Survey Monkey – Deb

- Last year's surveys are on Jaime's work account.
- Jaime recommends we open our own account.
- We can copy and paste from the old account to the new one.
- SurveyMonkey – school now has an account!

Parent survey versus Teacher:

- Our survey versus the Board Survey: need to review the two to compare.
- Board survey goes out in May. Too much going on in June.
- Send out survey after the fun fair: get feedback on fun fair, and are you willing to volunteer this year?

Decisions:

1. Consensus that we will send out parent survey after the Fun Fair.
2. Teacher survey: next February.

- Action item: Get Principal the survey details. - Deb

FunFair, Thu, Sep 18, 2014 – Barb

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

Events:

- **Face painting**: Quote from another face painting company. For two face painters x 2 hours with a 20% discount, the total would be: $452 which includes tax. Last year, we paid $350 with our deal.
  Vanessa's input: Face painting is very popular...people stand in line 20-30 minutes for that event so instead of considering getting rid of it might I suggest charging more...I think $3 per face would break even (we had reported how many faces they were able to do last year?). If things break even it was my understanding it should be a go.
  Status: proceed - Council
- **Horse Rides:** Conestogo River Horseback Adventures
  Status: Booked - same price as last year $577.70.
- **Kiddies Fun Trak**: can do the games and will give us a deal. I've attached the information that she sent me if the Council wants to see the types of games. Last year we had the basketball, tiger tooth knockout, hockey slapshot and ring toss. She charged $250 + hst. I didn't get to see the games as I was helping at the barbecue, so I'd like some feedback on what people thought were good.
  Vanessa's input: kiddie fun trac events...it was also very popular, cheap and a big draw...everyone liked the free prizes (and I think we made a little money on them too?).
  Decision: proceed (add something to get Mr. Beney wet – another $200)
- **Photo booth**: They have provided the best quote that they can which is attached. One booth would be $451.99.
  Decision: Consensus to forgo photobooth. No.
- **Martial Arts demonstrations**: Waterloo Kung-Fu Academy - 30-minute presentation. Preferably on grass. Requested no audience participation. Free.
  Status: booked. Need to provide them with the exact time. - Deb
- **Video game truck**: ***Decision***: do not book. No.
- **Robin Hood**: No update. Jane has not succeeded in getting hold of them.
- **Chalk drawing on tarmac**: possible to have spot for kids to draw on tarmac with chalk? People can volunteer to bring chalk.
- **Cake walk**: New nut-free bakery on Lancaster—they do cake walks. Cupcake-making station. - Sandra
  Decision: Consensus to forgo cake walk. No.

Cupcake Sales

- Mini Cupcakes: can have nut free (not gluten free) and gluten free (not nut free). The good gluten flour is produced in facilities that also have nuts, so no guarantee that it has not come in contact with nuts.
- All cupcakes vanilla: vanilla is lactose free, nut and gluten and dairy free.
- Have families pre-order and pay, and have about 10% extra available at the Fair
- Vanilla Mini Cupcake majority nut free and then some gluten free.
- Icing and Sprinkles: White or Green, in keeping with school colours.
- Can put icing into little plastic or paper cups and some sprinkles for each cupcake and the kids can decorate at the school.
- Costs:
  Nut free cupcake including icing and sprinkles $1.00 per.
  Gluten Free cupcake including icing and sprinkles $1.25 per.
  There is no HST charged.
- ***Decision***: Consensus to forgo cupcake sales. No. – Deb to email

Volunteer Participation Booth at Fun Fair: Karen

- Celeste Alles has volunteered to help with a booth banner.
- 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

Other ideas:

- Chalk drawing on concrete.
- Art exhibit. Some big mural. action item – contact Mr. Fox - unassigned
- School band

Donations

- Three segments: Raffle Tickets, Auction Items, Door Prizes.
- About 100 donors in total but divided between only 5 council members' contributions.
- Requests typically go out in July.
- Need other parents to step up to provide prizes.
- $2700-$3000 about comes in from the prizes.
- Each donation typically $40 or more.
- Donation request letters can be distributed. – Barb to provide.
- List of past donors: ensure that there is no overlap in requests. – Barb
- Functionality discussion: how can we streamline collection of data? Can we use a WordPress form to have people enter in their Donation data? Comment box at bottom of form for particular instructions. – Barb and Deb to investigate

Budget

- This year's proposed expenses are in line with past years.
- Raise face-painting to 4 tickets.
- Add Barb by Gmail account not work email. To Google Drive. - Deb

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: Marsha