Conestogo Public School Council Minutes: Thursday, Sept 11, 2014

Upcoming events ***2***
Action Item Summary ***2***
Welcome & General Business ***4***
Attendance 4
Agenda – Review & Approval 5
Minutes, June 12 – Review & Approval 5
Start of Year Administration ***5***
Elections 5
Review of Role/Responsibilities and Mission Statement 5
Nominations 5
Re-Confirm Parent Members 5
Set Council Meeting Schedule 2014-15 6
Presentations ***6***
Principal's Report – Brian Beney 6
Introduction 6
School Budget 6
Technology Update 7
Full Day Kindergarten – Before and After School Programs 7
Communication with our Parent Community 7
CASL - Canadian Anti-Spam Legislation 7
Emergency Drills 8
Digital Citizenship 8
Coming Next Month 8
Teacher's Report – Karen Larke, Junior/Intermediate French Teacher 8
Standing Agenda Items ***8***
Treasurer's Report, Budget Review, Vote on Approval – Jane Martin 8
Proposed Budget 9
Committees & Events – Status Reports ***9***
FunFair, Thu, Sep 18, 2014 – Barb 9
Donations 9
Optimist Club Food 10
Organization 10
Advertising 10
Tables 10
Schedule 10
Volunteers 10
Inventory versus Items required 10
Decorate 10
Map 10
Events 10
Volunteer Participation Booth at Fun Fair: Karen 11
Committees & Events 2014-15, Review and Prioritize, Status Reports 11
Fundraising Report, Magazine Campaign – Chris Sabean 11
School Directory – Juli 11
New Items ***12***
Crossing Guards – Juli 12
Safety Letter to Parents – Juli 12
Bus Protocols – Barb 12
Grade 5 Bins versus Desk Storage – Barb 12
Math Presentation – Natalie, Jane 12
Plant Baskets – Barb 12
Adjournment ***12***

UPCOMING EVENTS

- **FunFair**: Thursday, September 18, 2014
- **WRAPSC Meeting**: Tuesday, October 7, 2014
- **Math Event**: Proposed date: Thursday, October 16th
- **Parent Survey**: after Fun Fair 2014
- **Teacher Survey**: February 2015

ACTION ITEM SUMMARY

Council Meeting Snacks

- **Snack Volunteers**: we would appreciate volunteers to bring snacks to council meetings.

Council Elections

- **Chair**: We require a Chair to proceed. Elect a Chair next meeting. – Council
- **Community Rep**: According to regulations, we are to have a Community Representative on Council. Recruit a rep. - Council

Council Meeting Schedule

- **Parent Survey** – add question about best day of week for meeting. – Deb
- **Add to Calendar, Website** – add dates to Council webpage, school website calendar. - Deb

Proposed Budget

- Update budget document to bring close to balancing and provide reports for review prior to voting in budget next meeting. - Karen

FunFair

- **Schedule**: inform the YMCA after-school program that the gym will be in use on Thursday after school. – Brian
- **Volunteers - Former Grade 8s** –Send out the email to this list. – Juli
- **Volunteers - Current Grade 8s** – will also be recruited to volunteer - Contact current Grade 8 classes. – Barb
- **Volunteer List**: has been created, to be filled in.
- **Inventory versus Required Items** – take inventory and indicate what is required – Natalie
- **Decorations – Nursery pickup**: contact the nursery to see if they will pick them up – Susan
- **Decorations – Nursery drop off**: return items the next morning – Catherine
- **Map:** prepare a map – Brian to provide map
- **Event - Big Kahoona**: Investigate a hose – Brian
- **Event - Big Kahoona**: Encourage teachers to participate in Big Kahoona - Brian
- **Event - Horse Rides:** Wheelbarrow for the horse manure. 1 wheelbarrow required. To be provided.
- **Event - Police**: contact - Jane
- **Event - Martial Arts demonstrations**: 6:00pm – ensure appropriate spot for demonstration. Announce night of.
- **Volunteer Lists**: Group of people with iPads hooked up to the wifi to sign people up. Get a ticket for a draw. – Karen, Deb
- **Booth**: Volunteers to revamp the booth – Karen, Deb

School Directory

- Create directory – Juli
- Send directory through SchoolDay – Brian

Crossing Guard

- SchoolDay anncouncment – Brian to send.
- Ensure the letter is posted in obvious places for Fun Fair.

Safety Letter to Parents

- Can go out electronically via SchoolDay – Juli and Brian

ProGrant – Math-Related School Event

- Proposed date: Thursday, October 16th
- Speaker: Marian Small - http://www.onetwoinfinity.ca/
- Need to confirm the date for the presentation in October. Suggesting Thursday, October 16th. Awaiting response from speaker in order to confirm. – Natalie
- Ask teachers if they are interested in participating. - Principal

School Entrance Planters

- Find volunteers to water them - Brian

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 - 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 - Deb

Annual Parent Survey

- Scheduled to send out after the Fun Fair in September

Semi-Annual Teacher Survey

- Scheduled to send next one February 2014

WELCOME & GENERAL BUSINESS

Attendance

(P 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**
Role	**2014-15**	**Sep 11**	**Oct 9**	**Nov 13**	**Dec 11**	**Jan 8**	**Feb 12**	**Mar 12**	**Apr 9**	**May 14**	**Jun 11**
Co-Chair		P									
Secretary	Deb Jones	P									
Treasurer	Karen Hofbauer	P									
Principal	Brian Beney	P									
Teacher		Karen Larke									
Parent Members (9)	**Jenny Benham**	P									
	Barb Dowling	P									
	Marsha Ferguson	P									
	Jane Martin	P									
	Chris Sabean	P									
	Katherine Sunday	P									
	Susan Wagler	P									
Parent Volunteers	Rebecca Hallman	P									
	Natalie Edery	P									
	Tim Alles	P									
	Juli Chinnick	P									
	Fiona von Kannen										
Snacks		Jane									

Agenda – Review & Approval

Adjustments to Agenda:

- none

Agenda Approval (with revision noted) Motioned by:

1st: Chris

2nd: Natalie

Minutes, June 12 – Review & Approval

Adjustments to Minutes:

- none

Minutes Approval (with revision noted) Motioned by:

1st: Marsha

2nd: Susan

START OF YEAR ADMINISTRATION

Elections

Review of Role/Responsibilities and Mission Statement

Completed. Members must attend 70% of meetings.

Nominations

Chair (or co-chairs): open

Treasurer: Karen Hofbauer

Secretary: Deb Jones

Re-Confirm Parent Members

9 Council Members:

1. Deb Jones
2. Karen Hofbauer
3. Jenny Benham
4. Barb Dowling
5. Marsha Ferguson
6. Jane Martin
7. Chris Sabean
8. Katherine Sunday
9. Susan Wagler

Vote: Confirming Secretary, Treasurer and Members - All in favour – unanimous.

Action Items:

- **Chair**: We require a Chair to proceed. Elect a Chair next meeting. – Council

- **Community Rep**: According to regulations, we are to have a Community Representative on Council. Recruit a rep. - Council

Set Council Meeting Schedule 2014-15

Day of the Week – Thursday: Discussion – another day may be better for some people.

Action Items:

- **Parent Survey** – add question about best day of week for meeting. – Deb
- **Add to Calendar, Website** – add dates to Council webpage, school website calendar. - Deb

Decision: Second Thursday of the month. We can readdress the day of the week at end of this year in preparation for next year.

	1	2	3	4	5	6	7	8	9	10
2013-14	Sep 19	Oct 10	Nov 14	Dec 12	Jan 9	Feb 6	Mar 5	Apr 10	May 8	Jun 12
2014-15	**Sep 11**	**Oct 9**	**Nov 13**	**Dec 11**	**Jan 8**	**Feb 12**	**Mar 12**	**Apr 9**	**May 14**	**Jun 11**

PRESENTATIONS

Principal's Report – Brian Beney

Introduction

- We are off to a great start this year with 317 eager and enthusiastic students. We are fortunate to have such a supportive and engaged school community partnering together with our staff to improve our student's achievements and school experiences.
- I have a number of items of interest that I will highlight briefly for you as we begin our school year.

School Budget

There are four main sources of finances that are used to operate our schools:

1. **System funds** (e.g. salaries, capital projects, utilities, maintenance etc.)
2. **School operating funds** which are based upon student enrolment (e.g. office, classroom supplies and equipment, subject area resources, etc.).
3. **School raised funds** (fundraising by school and school council) used for special purchases to enhance the local school experience such major school-based projects (major technology upgrades, playground and property enhancements, supplement for major trips, special school-based projects, etc.).
4. **Ongoing parent payments** for field trips, planners, gym uniforms, etc.

School Operating funds this year based upon our enrolment of 317 is $30,000 ($2000 less than last year):

- Office Admin (telecommunications, school council, supplies and printing) - $2,000.
- Classroom funds (textbooks and resources, classroom printing, subject specific funds, principal's allocable) - $27,000.
- Maintenance repairs - $500.
- Special Education $400.

- Administrators must operate their schools within the budget with any surplus being carried over to the following school year. A small surplus of $1000 will be carried over to this school year.

Technology Update

- As a result of our purchases last year, the school now has 75 ipads in the school (up from 35 last year).
- Each class now has 5 iPads along with an iMac computer in each room.
- There is WiFi access throughout the entire building and portables.
- In addition to the iPads, we currently have 22 Chromebooks that will be used by our Junior/Intermediate classes. Additional purchases of Chromebooks and some iPads are proposed for this year.
- Ongoing training on the effective use of these devices in the classroom will also occur this year.

Full Day Kindergarten – Before and After School Programs

- We have 2 sections of our **new FDK program** totalling 51 students and 8 staff (4 teachers, 3 ECEs and one EA.)
- Our **Extended Day program** currently services 19 students (a.m. and p.m.).
- Our **Youth Development program** run by the YMCA currently has between 8 - 10 grades 3 - 6 students.
- The program is continuing to see interest and growth since we started at the beginning of the year.
- Continued tweaks of spring orientation for next year.

Communication with our Parent Community

- In addition to the classroom newsletters which are sent home (particularly in the primary division) the school website and SchoolDay will be one of the main areas where parents can access school-wide information.
- A Twitter feed will be used on a regular basis as well.
- Appointments, phone calls directly to the teacher's voice mail, emails and notes are obviously still a valuable means of communication.
- I will be continuing to look at other areas in which the school can effectively communicate with our parents while looking to reduce the amount of paper and money that travels to and from school. Over 90% of our parents are signed up on the SchoolDay online service and receive announcements, field trip information and make online payments.

CASL - Canadian Anti-Spam Legislation

- On July 1, 2014 new legislation was passed prohibiting unsolicited emails of a commercial nature. Among many areas, this affects how schools are permitted to communicate with their parent community.
- WRDSB parents were given an opportunity in June to grant email communication from the school. Another opportunity will be presented this Fall.
- Since the SchoolDay service is CASL compliant, the school will be using this means for most of our announcements, field trip information and any other fundraising announcements.
- Separate email lists developed by teachers, or the School Council will not be considered CASL compliant and therefore should not be used. All email lists will be generated from the WRDSB database and/or SchoolDay.

Questions/clarifications:

- If Council needs something sent, Brian will send it for us.
- All fundraiser emails will now come through SchoolDay only.
- Parent Directory: We can continue to send out the directory but without email addresses.

- Council List to Members and Volunteers: We can continue to send to the Council List through Gmail.

Emergency Drills

- **Fire drills** – (three in the Fall and three in the Spring.
- **Lockdown drills** (one in the Fall and one in the Spring).
- **Tornado drill** (one in the Spring).
- **Locking of Elementary School Doors** – Safe Welcome Program: In December 2012 the government announced that they would work towards ensuring that all doors of elementary schools in Ontario would be locked. Installation of our system was delayed in the summer and the estimated completion is the end of September. A separate
- Question: kids in portables who need the bathroom will be provided a programed key card to use to gain entry. Cards are programmed to only work within school hours.

Digital Citizenship

- Teachers both model and teach to our students the safe and responsible use of technology on an ongoing basis. We continue to look for ways in how to effectively use personal devices for educational purposes in the classroom as many of our students come to school with such devices. We are reviewing our school's acceptable use policy for personal devices this year. More details will be shared at a later meeting.

Coming Next Month

- I will focus my report next month on our Board and School Improvement Plan for Student Achievement as I discuss our school achievement data (including EQAO results), our Student Survey results from the Spring and our learning focus on mathematics for the 2014-2015 school year.
- We are off to a great start at Conestogo and I am looking forward to partnering together with you in helping teach and train your children.

Teacher's Report – Karen Larke, Junior/Intermediate French Teacher

- Grades 4-8 French this year. For the past 9 years, I have done primary French. Thrilled to be working with the older kids and having my own classroom. Nice to see kids I have not taught in 3-4 years.
- Big numbers in the intermediate division—large numbers of students.
- New primary French teacher, Erin Forsyth.
- French Curriculum: Brand-new curriculum for Grades 4-8. Added a new strand – the "Listening" strand. For instance, recognising different French dialogues and emphasis on listening to your peers – good focus on the spoken word.
- Comments on new Curriculum: the new curriculum prepares kids for highschool by speaking to them entirely in French. Focus on thinking-speaking in French. During class, only speaking en français. Requires an adjustment.
- Portable 3: visit me in my portable at Parent-Teacher night!

STANDING AGENDA ITEMS

Treasurer's Report, Budget Review, Vote on Approval – Jane Martin

[see written reports]

- **Council Account Report**: Jane is suggesting we use the report directly from the Board, which is an excel file generated directly from the software. We can simply highlight any changes for the month. It also provides a year

at a glance section. It provides a running balance at the bottom. Separate Worksheet for Deposits Pending and Cheques Pending.

- **Account**: We have a strictly Council account again. At the end of last year, Brian was able to pull this cleaner information out.
- **Items for Clarification**: all items have been accounted for.

Proposed Budget

- $8436.00 currently in the bank.
- Review of proposed budget.
- Grade 7-8 year-end trip subsidy was left in the budget this year.

Minor revisions from Brian:

- **End of year gifts to staff**: new legislation dictates that we can no longer use fundraised money for staff gifts. So that item can be removed.
- **School Planners**: $2200 has come in for school planners, which Council agreed to fund.

  Note, this year, Grade 7-8 kids did not receive planners. We noted that these kids were not making use of their planners and we decided not to provide them.
- **PitaPit – going Paperless**: Lunch Lady is already online. Pizza is online. The Healthy Hunger program takes 6%. At the PitaPit, the staff need a paper per kid anyway. It is possible to use SchoolDay for PitaPit payments. We need to figure out logistics. In the past, we have done 3-months worth of orders at a time.
  Decision: for the budget, leave the budget item as it is—if we choose to go paperless, we will find a solution that does not take additional money. If we use SchoolDay, we would pay the fee associated with it out of the profits.
- **SchoolDay functionality**: SchoolDay can handle one price but if there are options that require different options, it is too complicated.
- **Budget Vote**: update the reports, bring the budget closer to balancing and provide the reports for review before the next meeting. We will approve the budget next meeting.
  Action Item: Update documents in preparation for voting next meeting - Karen
- **Planner budget line**: all in favour, approved.
- **Grade 7-8 year-end trip subsidies**: decision will be made next meeting.
- **Decision**: remove the "Grade 7-8" words from the line in order to simplify the budget. Changed to "Year-end trip transportation subsidy".
- **Fundraising**: If we need additional fundraising, Chris will source, as needed.

COMMITTEES & EVENTS – STATUS REPORTS

FunFair, Thu, Sep 18, 2014 – Barb

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

Donations

- Donations are going well. Silent Auction sheets for Thursday. Everything is recorded in the Excel file. Sandra will help on Wednesday.
- **Raffle buckets**: Juli will help Barb.

- **Class Baskets**: Can we still ask each class to do a Class Donation. We will provide the basket and wrap. Decision: timing is too tight to ask classes.
  Action item: next year add to agenda to request from classes first week.
- **Council Basket**: Can we create a themed basket from Council?

Optimist Club Food

- Optimists have been contacted and are scheduled.

Organization

- Next year, we need a FunFair Chair.

Advertising

- Posters: Completed by Susan.

Tables

- **Action Item**: Table Inventory – Juli to complete.

Schedule

- 3:50pm buses all leave. We can congregate and begin setup at 4:00pm.
- **Action item**: inform the YMCA after-school program that the gym will be in use on Thursday after school. – Brian

Volunteers

- **Former Grade 8s** – on Gmail account we have all email addresses associated with a Grade 8 graduate. Can we send an email out to these students asking them if they would like to volunteer? Yes, we can do that.
  Action item: Send out the email to this list. – Juli
- **Current Grade 8s** – will also be recruited to volunteer.
  Action item: Contact current Grade 8 classes. – Barb
- **Volunteer List**: has been created, to be filled in.

Inventory versus Items required

- Need to complete an inventory of items in storage.
  Action item: Take an inventory of what is required - Natalie

Decorate

- Susan can decorate but she cannot return everything to the nursery the next day. – St. Jacobs Country Garden. The next day is a PD Day but the school will be open. We will borrow straw bales, mums, etc.
  Action Item: contact the nursery to see if they will pick them up – Susan
  Action Item: return items the next morning – Catherine

Map

- Need a numbered map for logistics.
  Action Item: prepare a map – Brian to provide map

Events

- **Big Kahoona**: Requires a hose. Do the water on the tarmac. Mr. Grassi can do the hose from the Janitor's room with warm water.

Action Item: Investigate a hose – Brian
Action Item: Encourage teachers to participate in Big Kahoona - Brian

- **Horse Rides:** Conestogo River Horseback Adventures
  Action Item: Wheelbarrow for the horse manure. 1 wheelbarrow required. To be provided.
- **Police**: Anyone have a contact for the police?
  ***Status*:** to be determined - Jane
- **Martial Arts demonstrations**: Waterloo Kung-Fu Academy - 30-minute presentation. Preferably on grass. Requested no audience participation. Free.
  ***Status*:** booked. 6:00pm
  Action Item: Ensure appropriate spot for demonstration. Announce night of.

Volunteer Participation Booth at Fun Fair: Karen

- **Booth Banner**: Celeste designed, it has gone to print, will be shipped to Celeste next week.
- **Volunteer Lists**: Group of people with iPads hooked up to the wifi to sign people up. Get a ticket for a draw. – Karen, Deb
- **Booth**: Volunteers to revamp the booth – Karen, Deb

Committees & Events 2014-15, Review and Prioritize, Status Reports

[deferred to next meeting]

Fundraising Report, Magazine Campaign – Chris Sabean

- **Fundraising campaign starts**: Sept 23
- **Fee per order**: Online orders and paper orders have a $1 fee. Now also have a $1 so grouping orders is important.
- **Theme**: Bears – many little bears to choose from. Bear key chains.
- **Coupons**: they no longer price-match or take coupons.
- Can choose prizes for orders or a chicken will be donated to Free the Children and child gets one chicken bear.
- **Action Item**: Chris needs help with ideas for organizing Bear Parties for the classes. Please contact Chris if you are willing to help with the class parties.
- **Action Item**: Need a fundraising apprentice for next year. Chris needs to start transitioning the role.
- Question: has there been a decline in the magazine sales yet? No, not yet but we could see a decline this year.
- Big prizes: To be announced. Chris is still deciding on the large prizes. Likely iTunes card and something else.
- **Action Item** Website post: Chris to follow up with Deb. - Chris & Deb

School Directory – Juli

- Directory will no longer contain email addresses.
- Last year, sent out electronically.
- Council can list council email addresses, if we choose.
- **Discussion**: can we add a disclaimer saying that we will not use the email addresses for anything else to allow people to provide email addresses.
- **Action Item**: Create directory – Juli, Send directory through SchoolDay - Brian

NEW ITEMS

Crossing Guards – Juli

- Lost Esther. Juli is not the full-time crossing guard.
- Need to find a new back-up crossing guard. We need a spare list.
- We have a letter to be distributed.
- There is a process for recruiting and paying.
- **Action Item**: SchoolDay anncouncment – Brian to send.
- **Action Item**: ensure the letter is posted in obvious places for Fun Fair.

Safety Letter to Parents – Juli

- Can we have a letter go out informing parents of safest places to drop of your kids. Informing parents where to park or not to park to drop kids. Can this letter and map go out?
- **Decision**: Yes, support of council to send out this letter and map
- **Action Item**: Can go out electronically via SchoolDay – Juli and Brian

Bus Protocols – Barb

- There have been some issues and concerns with buses – it takes a few weeks to sort everything out. Barb is investigating as a parent to attempt to improve the routes.
- Issues are being monitored and will be worked on.
- Ensure teachers know that kids are late due to late buses.

Grade 5 Bins versus Desk Storage – Barb

- Grade 5s – Room 12 – desks are being shared by classes. Instead of stowing items in desks, they are storing their bins over their coat hooks. Attempt to have kids keep their things together in their bin.
- Principal: if it becomes a problem, we will address it

Math Presentation – Natalie, Jane

- Proposed date: Thursday, October 16th
- Speaker: Marian Small - http://www.onetwoinfinity.ca/
- **Action Item**: Need to confirm the date for the presentation in October. Suggesting Thursday, October 16th. Awaiting response from speaker in order to confirm. - Natalie

Plant Baskets – Barb

- Barb purchased baskets for front. But, they need to be watered.
- **Action item**: find volunteers to water them - Brian

ADJOURNMENT

Motioned by: 1st: Natalie