Conestogo Public School Council Minutes: Thursday, September 10, 2015

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Upcoming events

- **Next Council Meeting**: Thu, Oct 8 – Annual General Meeting
- **FunFair**: Thursday, September 24, 2015
- **Magazine Fundraiser Kick-off**: September 22, 2015
- **WRAPSC meeting**: October 6, 2015

Approved Council Meeting Schedule

- Thu Sep 10 - Council Meeting
- Thu Sep 24 - FunFair
- Thu Oct 8 - Council Annual General Meeting
  (Thanksgiving Weekend Oct 10-12)
- Thu Nov 5 - Council Meeting (Note, date changed from usual schedule)
  (PD Day Nov 13)
- Thu Dec 10 - Council Meeting
- Thu Jan 14 - Council Meeting
  (Back to school Jan 4)
- Thu Feb 11 - Council Meeting
  (Family Day Weekend Feb 13-15)
- Thu Mar 10 - Council Meeting
  (March Break Mar 12-20)
- Thu Apr 14 - Council Meeting
  (Easter Weekend Mar 25-28)
  (PD Day Apr 22)

- Thu May 12 - Council Meeting
  (May Long Weekend May 21-23)
- Thu Jun 9 - Council Meeting
  (PD Day Jun 3)
- **Calendar & Council Page**: Add dates to school website calendar and council page - Deb

ACTION ITEM SUMMARY

Magazine Fundraiser Kickoff:

- **Date**: Tuesday, September 22, 2015
- **Video**: contact QSP to get link for video - Chris

Fun Fair:

- **ESNS**: Ask Jen to bring food samples to the Fun Fair so people can see what the food looks like. – Marsha
- **Button Making:** Donate interesting magazines or old maps or other items, we can use those for making the buttons. – Council
- **Big Kahuna replacement:** we need to know what that replacement activity is so we know where to place it. – Fun Fair Committee
- **Tumblebus:** confirm. – Fun Fair Committee
- **Volunteer Food Orders:** Communicate to the volunteers that they are entitled to dinner. Collect the numbers for food, provide to Chris. – Juli
- **Activity Location Map:** Create diagram of school and ground and identify location for all activities. – Fun Fair Committee
- **Inventory:** Pick up the bins from Natalie's house. – Fiona
- **Silent Auction & Raffle items**: review process for day the day of the event. – Fun Fair Committee
- **Donation Drop-offs**: We can start to bring in gifts into Mr. Beney's office Monday, September 21st. – Council
- **Eventastic platform:** Deb
  - Raffle tickets: Make it a bigger number!
  - Remove service fees from items.
  - Send out school day message.

ESNS Lunch Program:

- **Start Date**: October 5
- **Training**: week of October 5 – Please attend training - volunteers
- **Program Lead/ESNS Liaison:** Marsha
- **Mondays**:
  - Week 1: PitaPit - Oct 5
  - Week 2: Subway - Oct 19, Munchies – Oct 22
  - Week 3: Boston Pizza - Oct 25

  (Agnes, Susan)
- **Tuesdays**: Lunch Lady (Confirm with Lunch Lady – Brian)
- Every other **Wednesday**: ESNS Pizza
- **Thursdays**: Snacks
  (Chris, until another volunteer can be found)

Parent Directory:

- Next step: Review the form output. Import the form output into the final directory format. – Deb & Karen

Teacher Council Representative:

- Follow up with Mr. Beney about proposing the idea to the teachers. – Council Executive

Student Council:

- Talk to Mrs. McMillan about the program. - Agnes

Parent Liaison for each Grade

- Consider what this role would look like and how we would involve parents and teachers. - Council

"Brush Book Bed" Program:

- **Leader**: Colton Benham
- **Brush**: New toothbrushes.
  Books: New or gently used books.
  Bed: New pyjamas. Up to size 12.
- **Action Item**: ongoing - consider donating items, communicate to other parents - Council

Good-bye card for Mr. Grassi:

- Confirm Mr. Grassi's retirement with Mr. Beney. Organize a Good-bye card for him? - Deb

Park Bench Plaques:

- Printer: Artals Promotions Inc.
  www.artals.com
  11 Samuel St, Kitchener, ON N2H 1N9
  (519) 744-5946
- Confirm completion with Barb – Council Executive

WELCOME & GENERAL BUSINESS

Attendance

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

Role	2015-16	Sep 10	Oct 8	Nov 5	Dec 10	Jan 14	Feb 11	Mar 10	Apr 14	May 12	Jun 9
Co-Chair	**Jenny Benham**	P									
Co-Chair	**Rebecca Hallman**	P									
Treasurer	**Karen Hofbauer**	P									
Secretary	**Deb Jones**	P									
Principal	Brian Beney	P									
Teacher											
Parent Members (11)	**Marsha Ferguson**	P									
	Stephanie Forte	P									
	Agnes Lehtonen	P									
	Chris Sabean	P									
	Katherine Sunday	P									
	Susan Wagler										
	Fiona von Kannen	P									
Parent Volunteers	Juli Chinnick	P									
	Natalie Edery										
	Vanessa Harrow										
	Aimee Leveck	P									
	Lori McCrae	P									
	Carolyn Rouse	P									
	Jen Sellars										
Snacks											

Agenda – Review & Approval

Adjustments to Agenda:

- Parent Directory.
- No Treasurer's Report, replace with Budget discussion.

Agenda Approval Motioned by:

1st: Agnes

2nd: Susan

Minutes, June 15 – Review & Approval

Adjustments to Minutes:

- none

Minutes Approval with Changes Motioned by:

1st: Lori

2nd: Agnes

2015-16 Meeting Schedule – Review & Approval

Thu Sep 10 - Council Meeting

Thu Sep 24 - FunFair

Thu Oct 8 - Council Annual General Meeting
(Thanksgiving Weekend Oct 10-12)

Thu Nov 5 - Council Meeting (Note, date changed from usual schedule)
(PD Day Nov 13)

Thu Dec 10 - Council Meeting

Thu Jan 14 - Council Meeting
(Back to school Jan 4)

Thu Feb 11 - Council Meeting
(Family Day Weekend Feb 13-15)

Thu Mar 10 - Council Meeting
(March Break Mar 12-20)

Thu Apr 14 - Council Meeting
(Easter Weekend Mar 25-28)
(PD Day Apr 22)

Thu May 12 - Council Meeting
(May Long Weekend May 21-23)

Thu Jun 9 - Council Meeting
(PD Day Jun 3)

Motion to approve schedule above: 1st: Chris 2nd: Karen
Decision: Approved.

Action Item: Add these dates to the school calendar and Council page - Deb

PRESENTATIONS

Principal's Report – Brian Beney

School Start-up Overview

We are off to a great start this year with 307 eager and enthusiastic students, 28 staff supporting 13 classes. We have 19 new JKs, which started this week. Our Before and After School programs have grown with our afternoon Extended Day program averaging over 15 students (extra adult support now provided). Overall our enrolment is down by 20 students - portable 5 has been relocated to another school site.

Class Breakdown

FDKA-23, FDKB-25, Gr. 1-20, Gr. 1/2-20, Gr. 2/3-20, Gr. 3-20, Gr. 3/4-23, Gr. 4/5A-24, Gr. 4/5B-25, Gr. 5/6-25, Gr. 6-23, Gr. 7-29, Gr. 8-30. Class organization is established by the WRDSB based upon overall class sizes and enrolment. Class placements are made in consultation with previous teachers, Specialized teacher(s) with the Principal (taking into consideration specific requests made by parents) making the final decisions.

School Budget

School operating funds this year based upon our enrolment of 307 is $29,000 ($1000 less than last year). Administrators must operate their schools within the budget with any surplus being carried over to the following school year. An expected surplus of $1000 will be carried over to this school year.

Technology Updates

As a result of our purchases last year, the school now has 80 iPads in the school (up from 75 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. We have added another projector installation in Room 6. Room 1 is the final room needing this installation. We have 35 Chromebooks that will be used by our Intermediate classes. Additional purchases of Chromebooks and some iPads are proposed for this year. Our goal is to have 7 iPads available per Primary/Junior class(1:3 ratio) and at least 10 Chromebooks for Junior/Intermediates for this year.
Proposal: Purchase 10 Chromebooks ($3000), 5 iPads ($2000) for the 2015-16 school year.

Current ETFO Update / Work to Rule

- No administrative duties being performed.
- No field trips, extra-curricular activities.
- No meet the teacher night.
- No participation in fundraising activities (including distribution of information or collection of money).

Questions?

Fun Fair Schedule Discussion:

- Unless the contract negotiations are finalized before the event, the Teachers will not be able to attend the Fun fair & Meet the Teacher night.
  Principal: Most schools are postponing.
- Classrooms will be locked. Gym can be open.
- Kids want it. We can continue with it.
- Will parents still come out if they are not going to meet the teacher?

Option: Discussion around rescheduling to Meet the Teachers at the end of the School Day:

- Teachers have to be here until 3:40pm.
- Last hour of the day would be open classroom meet the teacher: 2:40pm – 3:40pm
- Kids will still be in the classroom, which will be very distracting to the teachers and make it very difficult to focus on parents.

- After school program will still have to run until 6pm. Would we have access to the gym for setup? They would have to make a change to the program and vacate the gym. They could work around that. But there are over 15 kids.

Option: Leave the current schedule unchanged:

- Proceed with the full expectation that the contract will be resolved before the event.
- If the teachers cannot attend, we take pictures of each teacher to post on their classroom doors.
- **Decision**: Proceed with the regular schedule. Make adjustments as needed closer to the date.

Need to rename the event to remove "Meet the Teacher"?

- Concern about creating false expectations.
- Majority of population expects the event to be a Fun Fair and Meet the Teacher, based on past experience.
- Communications to parents have already gone out using the Meet the Teacher terminology.
- **Decision**: Add a note on the site details that, due to the contractual issues, the event may not include the Meet the Teacher component.
- FunFair: basket creations: how to proceed without the teacher's involvement. What the kids bring in goes directly into the box.
  Principal: Do not use instructional time for these activities—come in during nutrition break.

Other questions:

- iPads: every class has 5, we need 7 per class. Board will provide more. School funds will be used for more. Council will be asked for funds to cover more.
- Split grade: Parent, in a 5-6 split, how do they move on?
  Principal: Agrade 5 student should be doing grade 5 work, grade 6 student doing grade 6 work. No longer a 2-year curriculum rotation. In a split, the teacher is teaching 2 different curricula at the same time. It creates more challenge in the classroom but it can work well. Whatever grade they are in, that is the grade they are learning and they will progress in the same way. There is some blending of curriculum with language. Sometimes you can blend with math if you are doing the same strand at the same time, but not always.
- Split grades - parent comment: There is misconception about abilities and why kids were placed in certain splits.
  Principal: There is a mix. Students are not placed according to ability.

OPEN DISCUSSION ITEMS

Student Council, Grade 7-8 Volunteers, Teacher Rep – Rebecca

Student Council:

- Agnes: would like to implement a Student Council and would offer her time. Give an opportunity for the older kids to show leadership. Would offer activities at breaks. Student council brings pride and confidence. Would love the opportunity to implement that.
  Principal: We do have a program like that. We don't call it Student Council but "Leadership". Not all the grade 7-8 kids were involved last year but most of them were. There are Student Council guidelines available. I could appoint a grade 8 student to come to this meeting.
- Parent: Can we talk to Mrs. McMillan about this program? Can we encourage a Student Council?
  Principal: Yes, the goal is always to encourage leadership, independence and public speaking skills.
- **Action Item**: Talk to Mrs. McMillan about the program. - Agnes

Teacher Rep:

- We would like to invite a teacher representative to our meetings. Last year, Mrs. Fox offered.
  Principal: According to the guidelines, at teacher representative to council should be elected by the teachers. A

teacher could technically still come to our Council Meeting during work to rule restrictions because it is considered "outside of school" time.

- **Action Item**: Follow up with Mr. Beney about proposing the idea to the teachers. – Council Executive

Parent Idea - Parent Liaison for each Grade - Discussion:

- Meet the Teacher night: can we have parent reps in each classroom?
  Principal: No.
  Chair: We actually have a parent in council to represent every grade in the school.
- A designated parent could act as a representative for each grade to help with distributing materials, etc.
- Parent: if we are trying to fill a gap during the work to rule. That is a hole that we have to fill. But, fearful that it is not a good long-term plan.
- Parent would say "I am the rep for this class. I will send out all this info to you."
- Questions from parents to council: we get a few questions a month to the council email but very few.
- Wonder if people would misunderstand what the role is.
  Principal: A "rep" may sound too authoritative. But, using the term "parent helper" for that grade may be more appropriate.
- Chair: When parents are coming to the school at this point, they do not understand what parent council does. Parents do not understand the school's role versus the parent council's role. So, the terminology could be confusing or offensive to parents or teachers. It could be confused as a mediator, not a helper.
- Could have reps for each grade but solely in council. We let the teachers know who is the council rep for their grade and the teacher knows their rep is here to help but the reps are not advertised out to parents.
- A defined role with a title may bring in more volunteers.
- Find additional parents to fill that clearly defined role. Liaison between teacher and parents for each grade. As a helper.
- **Action Item**: Consider what this role would look like and how we would involve parents and teachers. - Council

ESNS Update – Marsha

Background:

- http://www.esns.ca/: "Elementary School Nutrition Services provides full management and support of your School's nutrition program. This includes access to on-line ordering for parents, electronic payment and collection of funds, ordering and delivery of products, class distribution lists, and parent documents. We are available to help parents and volunteers by email or by telephone 5 days a week."

Update:

- Fun Fair: Jen from ESNS is coming to the Fun Fair with info for parents.
- Start Date: Marsha has been in touch with Mrs. Bauer and Mr. Beney about a start date of Monday, Oct. 5th and getting a teacher list with room numbers to Jen from ESNS.
- Leader: We need someone to lead the program initiative. This person does not need to be at the school everyday but would act as the liaison between the school and ESNS.

New Program:

- We are doing a partial program, not a full program so Jen will come in for the first week—the Oct 5th week to train volunteers.
- Jenny, our Chair, has approached people who have kids in JK and SK. If we could put together a job description, we can give it to these people so they will know what they are accountable for.
- Will be running with the Kindies so the orders have to be here in time for them.

Program Schedule:

- **Mondays – ESNS – PitaPit, Boston, Subway**: Remove the PitaPit program. Rotate through PitaPit, Boston, Subway.
  - Week 1: PitaPit - Oct 5
  - Week 2: Subway - Oct 19, Munchies – Oct 22
  - Week 3: Boston Pizza - Oct 25
  (one supplier/week)
- **Tuesdays – Lunch Lady**: Confirmed that we will continue with Lunch Lady on Tuesdays.
- **Wednesdays – every second week – ESNS – Pizza**: Pizza every second week will run through the ESNS program, no longer through the school.
- **Thursdays – ESNS – Snacks**: Oct 22: munchies day.
- **Fridays**: none.

Volunteers Needed – First Break:

- **Mondays**: Susan. Agnes.
- **Every other Wednesday**: Every other Wednesday to run the pizza with grade 8 helpers – always first break.
- **Thursdays**: Chris
- Jenny has backups for the program.
- We can do a trial run.

Volunteer Training:

- Week of October 5th –volunteers, please attend for training.

Program Lead:

- We need someone to oversee the program.
- Marsha: Since I can't be here, it is difficult for me to oversee the program.
- Volunteers can take responsibility for days given.
- Marsha oversees the program.

Action Items:

- Fun Fair: Ask Jen to bring food samples to the Fun Fair so people can see what the food looks like. – Marsha

COMMITTEES & EVENTS – STATUS REPORTS

Magazine Fundraiser & Video Win – Chris

- Tuesday, September 22, 2015: Fundraiser kickoff.
- [handed out sample packages]
- Some changes: For instance, all Rogers products are only digital. Rogers is taking their whole line digital—they will no long be available in paper form anywhere.
- Some magazines are only listed on the website.
- **Theme**: Garfield.
  We all know who Garfield is but the kids don't.
  Garfield key chains. 20 different options.
- Parent Comment: Garfield items are quite expensive. There are not many of them.
- **Prizes**: Looking for Garfield themed prizes and ideas.

- Garfield movies? Could do a movie day.
- **Prizes**: We are not doing a pick a prize this year. Instead, they get little bucks. For every unit they sell, they get a buck. We will tally them all up and give them a shopping day. They will come to the stage on the shopping day and purchase their items. They will learn some math and shopping skills. Little prizes. All done in one shot.
- There are special options.
- **Free the Children**: Again this year, the kids can donate their bucks to purchase a chicken for a family through Free the Children.
- **Borrow a Chair**: For every child who has sold the most online sales gets to use the Principal's chair for the day. Can they borrow your chair for the day? Principal will give up his chair for the day.
  Principal: Confirmed.
- **Paper Orders**: We will need to create a protocol for collecting paper orders from each classroom without teacher involvement. Someone will need to go from classroom to classroom to pick up the orders. We will brainstorm options. We collect daily because we also hand out key chains daily. (And money should not sit in the classrooms for extended periods.)
- **QSP Video Contest**: WE WON!!! $500! Cheque will be awarded on kickoff day: https://onedrive.live.com/redir.aspx?cid=9ece4d6544cc23c5&resid=9ECE4D6544CC23C5!220&parId=9ECE4D6544CC23C5!108&authkey=!AHS554bh8HhztOM&ithint=video%2cMOV
- **Action Item**: Contact QSP to clarify ownership and details. Ask if they will post to YouTube or Vimeo - Chris

Fun Fair Committee Update – Jenny

Date: Thursday, September 24, 2015

Volunteer List: Juli is managing the volunteer list.

- Discussion/clarification around tables, preorders, money.
- Council Table: 5pm – 7pm. Placement of the council booth in the hallway did not work well in past. Better to place it beside the line up of parents waiting to purchase tickets.

Review of Activities:

- Face Painting: Time frame? Same as last year.
- Button Maker: Idea from Catherine, great idea! Can we print off some logos to add into the button?
  Catherine: Is borrowing the button maker from the Kitchener-Waterloo Art Gallery.
  Action Item: If people have interesting magazines or old maps or other items, we can use those for making the buttons. - Council
- Basketball/Hockey Combo: From Fun Track. - Confirmed.
- Bean Bag/Ring Toss: Confirmed.
- Big Kahuna has been removed. But will be replaced with a new activity.
  Action Item: we need to know what that replacement activity is so we know where to place it. – Fun Fair Committee
- Pony Ride: Confirmed.
- Wagon Rides: Confirmed.
- Tumble Bus: Not yet confirmed.
  Action Item: confirm. – Fun Fair Committee
- Photographer: Confirmed.
- Any other activities that will require volunteers?

Tasks:

- Tim Alles – not available.

Volunteers:

- Create a master list of everyone involved so we have all volunteers noted and can provide acknowledgement.
- Food: In the past, volunteers have received free food. Confirmed.
  Action Item: Communicate to the volunteers that they are entitled to dinner. Collect the numbers for food, provide to Chris. - Juli

Activity Instructions:

- Would like to have an instruction sheet at each activity so when a new volunteer takes over, they can read over the instructions.
  Action Item: Create instruction sheets for each activity centre to inform volunteers. – Fun Fair Committee

Activity Map:

- We will have a diagram of the school and grounds and can plot out where all activities will be located.
  Action Item: Create diagram of school and ground and identify location for all activities. – Fun Fair Committee

Inventory:

- **Action Item**: Pick up the bins from Natalie's house. – Fiona
- Foodland donation: 250 juice boxes, 200 water bottles, will provide poster, and provide door prize.
  Do not approach them for a door prize for the Fun Fair. We will continue to use them for the spring event.

Prizes:

- Week of the event, do you need help to organize items the day of the event?
- Prizes are already coming in.
- **Action Item**: review process for day the day of the event. – Fun Fair Committee

Gift Donations – where to drop off gifts:

- What is the protocol for dropping off gifts?
- Gifts should be in by Monday, September 21st.
- Some gifts have come into Mr. Beney's office.
- **Action Item**: We can start to bring in gifts into Mr. Beney's office Monday, September 21st.
  Principal: Confirmed.

Eventastic:

[We reviewed the Eventastic online platform.]

- Raffle tickets: Make it a bigger number!
- Send out school day message.

Parent Directory – Deb

Date: after Fun Fair

- Deb has created a Google Form.
- Council members have tested the form.
- Final directory format: will be a locked PDF. (You can print it but cannot copy the information from it.)
- Karen will take care of excel file.
- **Action Item** - Next step: review the form output. Import the form output into the final directory format. – Deb & Karen

Budget

[deferred to next meeting.]

ADJOURNMENT

Motioned by: 1st: Susan 2nd: Karen