Conestogo Public School Council Minutes: Thursday, October 8, 2015

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Upcoming events

- **Next Council Meeting**: Thu Nov 5 (Note, date changed from usual schedule)
- **Staff Appreciation Lunch:** Thu Nov 12
- **WRAPSC meetings**:
  Nov 3rd
  Jan 12th
  Feb 2nd
  April 5th
  May 3rd

ACTION ITEM SUMMARY

Magazine Fundraiser:

- Ends Tuesday, Oct 13: REMEMBER TO ORDER YOUR MAGAZINES AND PHOTO MEMORIES THIS WEEKEND! – Council, Parents
- School-Day reminder: Send another one out tomorrow (Friday) – Deb & Chris, Brian

Parent Directory:

- Ends Tuesday, Oct 13: REMEMBER TO ENTER YOUR FAMILY'S INFORMATION THIS WEEKEND! (Council, please note, test data was deleted. Please enter your final data asap.) – Council, Parents

- Send out another parent reminder via School-Day – Deb, Brian
- Next step: Review the form output. Import the form output into the final directory format. – Deb & Karen

Lunch Supervision Monitors:

- Required: Flexible days, both nutrition breaks required.
- If interested, please contact Mr. Beney. Advertise the position to parent community. - Council

2014-15 Annual Report:

- Provide final document to Deb. – Jenny
- Post on school website. - Deb

Director's Town Hall:

- Provide Deb with information to include in the Minutes – Jenny
- Include information in the Minutes – Deb

ESNS Lunch Program:

- Post an outline of the program and input options onto the School-Day Calendar. – Principal, Marsha, Agnes
- Designate student reps from each class to come and pick up bags to distribute to each class. – Principal
- Volunteer to attend on Wednesday, 10:50am – Shawna, Agnes

Schedule:

- **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
- **Every other Wednesday**: ESNS Pizza
- **Thursdays**: Snacks
  (Chris, until another volunteer can be found)
- **Fridays**: none.

Fun Fair Closing Tasks:

- **Donation Thank-You Cards**: In progress – Juli
- **Closing Committee Meeting**: schedule a closing meeting. - Jenny
- **Fun Fair Storage**: Check under the stage for space. – Principal

Good-bye card for Mr. Grassi:

- Retirement celebration for Mr. Grassi will take place end of October. Organize a Good-bye card for him. Investigate plaque. - Deb

In-House Field Trip Alternatives:

- University of Waterloo Science Department: Contact them to ask them to come into the school to do an "in-school" field trip – Jenny
- John Howard Society: They do free puppet shows. Contact them. – Agnes

- KW Little Theatre: Contact them to explore options for in-house plays. – Karen
- Music Performance Grant: investigate this grant - Deb

Staff Appreciation Dates:

- Thursday, November 12, 2015 (Friday is a PD Day)
- Thursday, April 22, 2016 (Friday is a PD Day)
- Prepare for event – Jen Sellars
- Advertise this Volunteer Position - Council

Fitness Event:

- Include discussion of Fitness Event options in the budget for November – Chairs.

Christmas Fundraiser:

- Explore additional options like wreaths and urns. - Chris

PROGrant Event – Healthy Kids Make Good Learners

- Apples & Avocados www.applesandavocados.com: local nutritionist, may be interested in presenting. Anne Macdonald – KW – explore this option. - Deb

"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

Park Bench Plaques:

- Printer: Artals Promotions Inc.
  www.artals.com
  11 Samuel St, Kitchener, ON N2H 1N9
  (519) 744-5946
- In progress - 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	P								
Co-Chair	**Rebecca Hallman**	P	P								
Treasurer	**Karen Hofbauer**	P	P								
Secretary	**Deb Jones**	P	P								
Principal	Brian Beney	P	P								
Teacher											
Parent Members (14)	**Marsha Ferguson**	P	N								
	Stephanie Forte	P	N								
	Agnes Lehtonen	P	P								
	Chris Sabean	P	P								
	Katherine Sunday	P	N								
	Susan Wagler		N								
	Fiona von Kannen	P	P								
	Aimee Leveck	P	P								
	Shawna Gingrich		P								
	Carolyn Rouse	P	P								
Parent Volunteers	Juli Chinnick	P	P								
	Natalie Edery	N	N								
	Vanessa Harrow	N	N								
	Lori McCrae	P	N								
	Jen Sellars	N	N								
Snacks											

Agenda – Review & Approval

Adjustments to Agenda:

- Question about lunch supervision. - Lori

Agenda Approval Motioned by:

1st: Karen

2nd: Agnes

Minutes, Sep 10 – Review & Approval

Adjustments to Minutes:

- none

Minutes Approval Motioned by:

1st: Chris

2nd: Rebecca

Council Nominations & Election

Parent Members – Nominations:

14 members

1. Jenny Benham – Parent Member
2. Rebecca Hallman – Parent Member
3. Karen Hofbauer – Parent Member
4. Deb Jones – Parent Member
5. Agnes Lehtonen – Parent Member
6. Chris Sabean – Parent Member
7. Fiona von Kannen – Parent Member
8. Aimee Leveck – Parent Member
9. Shawna Gingrich – Parent Member
10. Marsha Ferguson – Parent Member (not present)
11. Stephanie Forte – Parent Member (not present)
12. Katherine Sunday – Parent Member (not present)
13. Susan Wagler – Parent Member (not present)
14. Carolyn Rouse – Parent Member (not present for nominations)

Executive – Nominations:

- Jenny Benham – Co-Chair
- Rebecca Hallman – Co-Chair
- Karen Hofbauer – Treasurer
- Deb Jones – Secretary

Motions:

- Motion to accept all Parent Members: 1st. Jenny, 2nd. Rebecca – all in favour.
  Decision: Members listed above elected as Council.

- Motion to accept Jenny and Rebecca as Co-Chairs: 1st. Chris – all in favour.
  Decision: Jenny Benham, Rebecca Hallman elected as Co-Chairs.
- Motion to accept Karen as Treasurer: 1st. Agnes – all in favour.
  Decision: Karen Hofbauer elected as Treasurer.
- Motion to accept Deb as Secretary: 1st. Rebecca – all in favour.
  Decision: Deborah Jones elected as Secretary.

PRESENTATIONS

Principal's Report – Brian Beney

2015 -16 Board Improvement Plan

- **http://www.wrdsb.ca/bipsa/**
- [viewed video]
- Collaboration
- Mathematics (especially problem solving)

Other Updates

Labour Updates

- Currently ETFO, representatives from the Ontario School Boards and the Ministry of Education have returned to negotiations this week. Current job action continues.
- The unions representing the Custodians and Secretaries have imposed work to rule job action commencing October 5th. Schools continue to be cleaned and maintained - minimal coverage is provided if a custodian is absent. Head Secretaries continue to not perform any 'teacher' duties - door access is now controlled only by the Principal. Extra administrative duties are being covered by the Principal as needed. More details were posted on our school website this week.
- Current actions have a minimal effect on the students and their learning (with the exception of no field trips at this time)

Part-time Position Available (paid)

- Lunch supervision monitor(s) required a.s.a.p.
- Days are flexible (Monday p.m., Thursday a.m./p.m.)
- Hours 11:20 - 12:00 and 1:30 - 2:10
- Contact Mr. Beney for more details.

Thankfulness

- Generosity of school community ($1000 raised through cash and online donations for Terry Fox Foundation).

Questions:

Lunch Supervision, In-School Programs

- Clarification regarding lunch supervision position versus volunteer help: These paid roles are different than the volunteers required for our lunch program.
  Principal: Correct.
  We need to ensure that parents understand the difference between the paid position and the volunteer positions we as council are requesting.
- Parent Question: Is the job action effecting lunch supervision?
  Principal: No, it has absolutely no effect.

- Parent Question: Does the job action restrict programs like those using our new musical instruments?
  Principal: No.

Field Trips

- Parent Question: Field Trip to St. Jacobs Playhouse: can parents help to make this event happen?
  Principal: No, this event cannot take place. It is not feasible. Students must be accompanied by school staff even if parent volunteers attend.
- Parent suggestion: Could council bring a play into the school?
  Principal: Sure, we could bring in an event.

Exploring In-House Field Trips

- We have budget because we have field trip budget.
- Do events have to be curriculum based?
  Principal: Yes, it has to tie in somehow to the curriculum but that is not that difficult. If there is money involved, we can volunteer.

Action Items:

- University of Waterloo Science Department: Contact them to ask them to come into the school to do an "in-school" field trip – Jenny
- John Howard Society: They do free puppet shows. Contact them. – Agnes
- KW Little Theatre: Contact them to explore options for in-house plays. – Karen
- Music Performance Grant: investigate this grant - Deb

Additional Questions

- Question – video: The video focused on technology development. Is there anything additional the school needs with regard to technology? Do we have enough of the required technology?
  Principal: That will be part of the budget request. Yes, we do need more devices.
- Question – open learning: How are we doing with the "open learning" concept?
  Principal: It depends on the classroom and teacher's comfort with that system. The teachers are in different stages of comfort.
  Will there be a point in time when they will be told they need to move to that open learning concept?
  Principal: Yes, but it will be at the teacher's discretion depending on the needs of each class.

COMMITTEES & EVENTS – STATUS REPORTS

Fun Fair Committee Follow-up – Jenny

Date: Thursday, September 24, 2015

Fun Fair Thank You Cards:

- In progress with Juli. This card will be printed as a photo and sent out to everyone who donated.

Postcard versus Envelope:

- Lower costs with a postcard, more environmentally friendly, less work associated with stuffing envelopes.
- Concerns with using a postcard rather than in an envelope? Would be concerned it would get lost with the junk mail.
- Thank you card provided for Juli.

Fun Fair Committee Thank You's:

- Lori

- Chris
- Rebecca
- Agnes
- Susan
- Karen
- Deb

Fun Fair Earnings:

- 2015: $4662.57
- 2014: $3500
- 2013: $4400
- 2012: $4400
- 2011: $3400
- 2010: $4000

- Still need to close out everything, thank you's, lessons learned, etc.
- Overall Comments: Generally very good feedback and impressions on the event.

Action Items:

- Closing Committee Meeting: schedule a closing meeting. - Jenny
- Fun Fair Storage: We need a more accessible place to store the Fun Fair bins.
  Action Item: Check under the stage for space. – Principal

Presentation of Annual Report

- [overview of the Annual Report, which was submitted to the Board in June.]
- **Action Item**: Will be posted on the school website. – Jenny & Deb

Magazine Fundraiser Update – Chris

- Started: Tuesday, September 22, 2015.
- Ends: Tuesday, October 13, 2015.
- $12,800 of subscriptions. Meaning we have made about $3900 so far. But, this is a final big weekend—we expect that by end of next week, this will triple.
- Last year at this time we had earned $6900. These numbers are down significantly from last year but typically we have a big push at the end.
- **Action Item** - School-Day reminder: Send another one out tomorrow (Friday) – Deb & Chris, Brian
- Question: Photobooks, photocards, etc: these were not advertised as prominently this year, can we add a line to the school-day ad.
  Response: These are still available online.

STANDING AGENDA ITEMS

Budget Review & Approval – Karen

Expenses:

- **Sports Equipment**: No spend last year. We carried it over. Can we invest in some new sports equipment this year? Yes.
  $200
- **Mathletics**: 150 licenses – we need more licenses this year.
  Question: Can parents be better informed about the Mathletics logins?
  Principal: We pay for it so the kids can use it here at school and sometimes at home. Communication can go home regarding the option to use it at home.
  $2025 is needed.
  Mathletics should be paid in the spring for the following year.
- **Technology Upgrades**: 10 Chrome books $3000, 5 iPads $2000.
  $5000
- **Literacy Support**: Library bags, support for library.
  $1000
- **Mad Science**: Previously it read "School event".
  $500
- **Principal's Allocable**: We can trim from this item, if necessary.
  $2000
- **Grade 8 Graduation**: $500
- **Field Trips**: We would like to make the field trip subsidies even across all students. So, we planned to subsidize the St. Jacobs Playhouse. Since we are not currently doing field trips, we can reconsider. This covers about half the cost of the Playhouse. We can still save this line item and do something in the spring. We would like to have the school go as a school in its entirety somewhere so the subsidy is equalized across the board.
  $3600 (307 students in total)
  Action Item: Contact St. Jacobs Playhouse to explore options for the spring. – Jenny
- **Magazine Campaign – Garfield Theme**: Expenses associated with the campaign. Not yet tallied.
  $700
- **Fun Fair**: actual spend $2197.41
  $2200
- **Special Presentations**: We received a $780 grant for the "Healthy Kids Make Good Learners" event. Need to cover other expenses.
  $780
- **Gardens and Planters**: outside the school, maintenance.
  $200
- **Planners**: We included the Grade 7 & 8's. Some of the older kids will not use them. But, it was decided that all kids required them. This item has already been spent.
  $2400
- **Fitness Event**: The past couple of years, we have not used this event as a fundraiser. We are proposing to use it as a fundraiser this year in order recoup some of the expense. It is still costing us more than we are earning.
  $1000
  Action Item: Include Fitness Event options in the budget for November – Chairs.
- **Incidentals**: Printing, photocopying, etc.
  $250

Revenue:

- **Magazine Sales**: Expect $9000.
- **Meet the Teacher**: actual revenue is in. Budget $6800.
- **Fitness Event**: The past couple of years, we have not used this event as a fundraiser. We are proposing to use it as a fundraiser this year in order recoup some of the expense. It is still costing us more than we are earning.
- **Family Social Night**: Not really a fundraiser but in the past, the food truck has contributed a donation to the school. $50
- **Mabel's Labels**: didn't do that well with it last year. $40
- ESNS Lunch Program: we have not used this program before so we do not know what to expect.
  $1500
- **Flowers, urns, and wreaths**: We would like more options than just poinsettias, but still include poinsettias. The poinsettia company does not do wreaths nor urns so we need to find another company.
  $800
  Action Item: Explore additional options. - Chris
- **QSP Video Contest**: We won that contest.
  $500
- **Nest egg drawdown**: In the past, we have carried over a significant sum. We do require about $5000-$6000 in September. However, we can draw down from the excess.
  $2000
- **HST Rebates**: $1000.
- **Motion to approve the budget as updated**: 1st Rebecca, 2nd Chris. All in favour.
  Decision: Passed.

Treasurer's Report – Karen

[reviewed written reports]

- Progressing as expected.

WRAPSC Report – Fiona

[written report provided]

Council Meeting Childcare:

- Prior to the meeting had discussion with other attendee from a Cambridge School. For their School Council meetings they offer free childcare for parents attending the meetings. They do this through the use of High-School students completing their volunteer hours – in a room adjacent to the library and they do crafts/use computers etc. This is usually a high-school student who attended the school previously or a high-school student who's parent is attending the council meeting.

Director's Town Hall:

- Asking school councils to choose from 3 dates to attend. Directed at the Principal and Chair, by invitation only. If the Chair cannot attend they can send someone else in their place.
- 3 dates and locations: to choose from:
  Nov. 12th Eastwood,
  Nov. 19th Bluevale,
  Nov. 26th Galt.
- 6:30pm to 9:00pm

- Panellists from past councils and principals sharing their experience on school council and successes and lessons learned.
- As a takeaway following the meeting each school will be provided with a copy of a digital school council handbook to replace the current paper binder. Confirmed that we have received this invite.
- Action Item: Include information in the Minutes – Deb & Jenny

Safe Talk Program Grant:

- WRAPSC was successful in getting a grant for the Safe-talk program. They have funding to train 8 parents who will then take that training out to the community. Training to help identify persons with thoughts of suicide and connect them to suicide first aid resources.

School Website Communication Tool

- Board would like school councils to use their individual school websites for main communication to your schools.

WRDSB Communications Sign-up

- As a parent, if you would like to receive notifications from the board when they post new information you need to do the following once on the home page of the Waterloo Region District School Board – at the bottom of the page:
  1. Click on "Add our email address"
  2. Get News from the WRDSB
  3. Would you like periodic, general news from the WRDSB? Add your email address to our public database!
  4. Other Ways to Get News
  5. See all subscription options.
  6. You will then see the following information to proceed.
  7. Public
  8. Thank you for your interest in the Waterloo Region District School Board (WRDSB).
  9. Please choose the type of information you are interested in. You can choose as many or as few options as you like.
- Your email address will not be sold or transferred outside of the WRDSB, and will only be used in accordance with your stated interests on this form.

Eastwood Collegiate "Human Library" Event

- October 21st – flyer to be posted at our school.

Alcohol Use Among Youth Presentation

- Public Health Nurse gave a presentation on alcohol use among youth. Use increases as the grade increases. She provided some resources/websites that contain information that would be helpful for parents to have on this topic:
  - SAMHSA (substance abuse and mental health services administration) www.samhsa.gov
  - http://www.albertahealthservices.ca/
  - Hamilton Public Health – youtube video "Strategies for parents to use to prevent teenagers from drinking alcohol"
  - Free App by the - CAMH – Saying When – an App to help you think about why, when and how much you drink – Available on the App Store – this is geared towards adults as a tool to track drinks and urges, set weekly goals, view your progress, view tips and strategies
  - www.drugandalcoholhelpline.ca

Revised Health and Physical Education Curriculum

- Focus was not to go through the curriculum and discuss specifics but to provide tools for parents to be able to access the information if they have any questions.
- The document can be found on the Ministry of Education's website entitled "Health and Physical Education: The Ontario Curriculum Grades 1-8" and is 244 pages so they pointed out a few key pages to review:
    - Page 6 – Vision and Goals
    - Page 13 – emphasizes the involvement and role of the parents
    - Page 19/20/21 – Curriculum expectations
    - At the end of the document is a summary chart summarizing the information for each grade.
- They will be providing to WRAPSC a list of how to access the various resources which will be forwarded on once received in the WRAPSC minutes
- They also mentioned a site called EduGain www.edugains.ca, which is geared towards teachers but has a good resource that parents can also read "overview of changes to the health and phys. Ed." and gives a summary of changes between old and new and summarized in a nice table format – it also explains the reason for the change.
- They also had a speaker to talk about making accommodations on a faith or religious basis. They work through these on an individual basis. There is also information on the Ministry's website.

OPEN DISCUSSION ITEMS

Teacher Rep – Update – Chairs

- [Deferred]

ESNS Lunch Program – Update – Marsha

Discussion - Comments:

- **Confusion about days and ordering**: Parents need clearer information in order to understand the program and order.
  Action Item: Post an outline of the program and input options onto the School-Day Calendar. – Principal, Marsha, Agnes
- **Snack today**: Chris volunteered today. It is not possible for one person to sort all of the snacks and deliver them to all the classes. We need a student representative from every class to come to pick up the bags to take to each class.
  Action Item: Designate student reps from each class to come and pick up bags to distribute to each class. - Principal
- **ESNS Contact Information**: The card is in the Parent Council Box – inside of the door.
- **Wednesday Pizza**: No volunteers for Wednesday yet. We need a volunteer.
  Action Item: Volunteer to attend on Wednesday, 10:50am – Shawna, Agnes

Program Schedule:

- **Mondays – ESNS – 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.

COMMITTEES & EVENTS – ADDITIONAL STATUS REPORTS

Staff Appreciation Days – Deb

Upcoming Staff Appreciation Dates Proposed:

- Thursday, November 12, 2015 (Friday is a PD Day)
- Thursday, April 22, 2016 (Friday is a PD Day)
- Wednesday, October 5, 2016 (World Teacher Day)
- Spring 2016
- **Motion** to approve November 12, April 22 1st Jenny, 2nd Karen
  Decision: November 12, April 22nd Approved.

Succession: We need a volunteer to succeed Jen Sellars in running these appreciation events.
Action Item: Advertise this volunteer position to the parent community - Council

Parent Directory – Deb

Deadline: Friday, Oct 9

- Form completion is in progress.
- As of Thursday morning, 96 families have input their details.
  Action Items: Email to council asking them to do it again. Reminder to parents via School-Day - Deb

Next steps:

- Send out reminder end-of-week. Await adequate parent entries. Remove form. Format excel file. – Deb & Karen

PROGrant – Healthy Kids Make Good Learners – Update – Deb

- We received a grant for $780.
- We included chair rentals in the $1000 budget and they removed that line item.
- A sub-committee is being formed. (Currently Deb Jones, Stephanie Forte, Celeste Alles.)
- We are working to find a speaker that fits the budget.
- Apples & Avocados www.applesandavocados.com: local nutritionist, may be interested in presenting. Anne Macdonald – KW – explore this option. - Deb

ADJOURNMENT

Motioned by: 1st: Karen 2nd: Chris