Conestogo Public School – Council Minutes: Thursday, January 14, 2016

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UPCOMING EVENTS

- **Next Council Meeting**: Thu Feb 4 (NOTE change from regular schedule!)
- **WRAPSC meetings**:
  Feb 2nd
  April 5th
  May 3rd
- **Mad Science Assembly:** Tuesday, January 12th, 10:20am - 11:00am
- **Fitness Event:** Wednesday, February 10, 2016
- **Annual PIC Event**: Saturday, April 16, 2016 at Bluevale.
  Parent Involvement Committee: http://www.wrdsb.ca/pic/
  Keynote: Monique Howat.
  Childcare available. Including children with special needs. Bagged lunch available.
- **Staff Appreciation Treats**: Thursday, April 21, 2016
- **Healthy Kids Make Good Learners**: Thursday, April 21, 2016

ACTION ITEM SUMMARY

Parent Feedback Request:

- Parent feedback requested regarding communication during labour situation. Email Kathi Smith directly at Kathi_Smith@wrdsb.on.ca.

Extreme Weather Policy Changes:

- Send out School-Day message informing parents of policy changes. - Principal

Parent Engagement Resources:

- http://www.ontariodirectors.ca/parent_engagement.html
- Council Executive have received copies of the Parent Engagement: Math resource kit. If you would like access to this kit, please contact Council.

Mad Science 8-Week Program:

- Consider alternatives if we exceed numbers. - Council
- Investigate options for allocating additional classrooms at lunch for Mad Science. - Principal
- Send out another reminder tomorrow indicating that we have increased the limit. - Principal

"Scientist in the School" Workshop:

- Proceed with investigating scheduling options. – Principal, Jenny

S'Cool Life Fund:

- Grants accepted Dec 1 - Jan 31. Apply for this grant again. – Deb
- As a test run, switch out desks with tables from Room 5. Use the current chairs with the tables. – Principal Directed
- Proceed with having the projector mounted on the ceiling this school year. – Principal Directed
- With the teachers, proceed with selecting appropriate stools, furniture/trolleys/drying racks from Board-approved companies. Have selections approved by the Principal. Price and include in the grant proposal. – Art Room Committee and Teachers

Fitness Event 2016:

- **Provider**: Limitless Performance
- **Date**: Wednesday, February 10, 2016.
- **Format**: Provide format used in following years (full day, each class participates separately as their gym period for the day).
- **Fee**: Propose $300 for the day.
- Follow up with Limitless Performance with payment proposal and number of students/class - Rebecca

Kelly Lovell Talk:

- **Fee**: Propose $500 payment to Kelly. - Lori
- **Timing**: Spring event. Daytime assembly, grades 6-8.
- **Leadership Team Initiative**: Discuss proposal with Mrs. McMillan. - Lori

PRO Grant Event – Healthy Kids Make Good Learners

- **Date:** Thursday, April 21, 2016
- **Event planning:** in progress – Sub-Committee

Staff Appreciation Treats:

- **Date:** Thursday, April 21, 2016
- **Committee Leads**: Jen Sellars, Shawna Gingrich

Safe Caring & Inclusive Schools

- We need to organize this team – meets 4-times/year, submits a report yearly.
- Add the SCIS item to the agenda for February. – Council Executive

Music Performance Fund (MPF) Grant:

- Further investigate grant. – Fiona

Ontario Arts Council – Artist in the School:

- Further investigate grant. - Fiona

Jungle Sport Fitness Event 2017:

- **Provider**: Jungle Sport http://www.junglesport.ca/
- February Council Meeting: We need to vote on this item at our next meeting in order to reserve a week for 2017. Add to agenda for next month. Send out follow-up information in advance. – Council Executive
- Contact the Principal at Lester B. Pearson to inquire about their experience. – Principal
- Contact Marsha to ask about her experience with the Jungle Sport at Lester B. Pearson. – Katherine
- Inquire with Jungle Sport on cost for 4 days versus 5. – Katherine
- Clarify with Jungle Sport that we can have two classes simultaneously in our gym. – Katherine

Communications Committee, Council Secretary Role Succession

- Consider people for these roles (Executive Secretary, Communications Committee, Community Rep). Communicate the openings. - Council

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 4	Mar 10	Apr 14	May 12	Jun 9
Co-Chair	**Jenny Benham**	P	P	P	P	P					
Co-Chair	**Rebecca Hallman**	P	P	N	P	P					
Treasurer	**Karen Hofbauer**	P	P	P	P	P					
Secretary	**Deb Jones**	P	P	P	P	P					
Principal	Brian Beney	P	P	P	P	P					
Teacher											
Parent Members (14)	**Marsha Ferguson**	P	N	P	N	N					
	Stephanie Forte	P	N	N	P	N					
	Agnes Lehtonen	P	P	N	P	P					
	Chris Sabean	P	P	P	P	P					
	Katherine Sunday	P	N	N	P	N					
	Susan Wagler		N	N	P	P					
	Fiona von Kannen	P	P	N	P	P					
	Aimee Leveck	P	P	N	N	P					
	Shawna Gingrich		P	P	P	P					
	Carolyn Rouse	P	P	P	P	P					
Parent Volunteers	Juli Chinnick	P	P	P	N	N					
	Natalie Edery	N	N	N	N	N					
	Vanessa Harrow	N	N	N	N	N					
	Lori McCrae	P	N	N	P	P					
	Jen Sellars	N	N	P	N	N					
	Karen Forsyth	N	N	N	P	P					

Agenda – Review & Approval

Adjustments to Agenda:

- None

Agenda Approval Motioned by:

1st: Chris

2nd: Shawna

Minutes, Dec 10 – Review & Approval

Adjustments to Minutes:

- None

Minutes Approval Motioned by:

1st: Fiona

2nd: Karen

PRESENTATIONS

Principal's Report – Brian Beney

Extreme Weather Guidelines

- The WRDSB / School have a revised policy that guides the decision making process related to bus cancellations and school closures.
- -35C with wind chill.
- Severe road conditions / visibility.
- Generally all schools will remain open and parents use their discretion whether to send their child/children to school.
- Revised guidelines are available on our website.
- Parent question: How do teachers feel about students attending on bus cancellation days?
  Principal: Very positive—they have made the effort to get here themselves. They want to continue teaching according to their scheduled curriculum.
- Parent comment: Could you send out a notice because in the past the curriculum was not taught on snow days so parents did not make an effort to get their kids to school.
  Principal: Yes, absolutely.
  Action Item: Send out School-Day message informing parents of policy changes. - Principal

Recess/Lunch Severe Weather Conditions

- -20C wind chill conditions are monitored to ensure the safety of students.
- Temperature (actual and windchill).
- Wind speed and direction to determine if there are suitable areas blocking the wind.
- Principal/staff monitor conditions and students outside.

Upcoming Activities and Important Dates

- **Crazy Hair Day** - January 28th
- **PD Day** - Assessment and Reporting - January 29th.

- **Kindergarten Registration Week** - February 8 – 12.
  (Parents can now register completely online.)
- **Report Cards** sent home - February 19th.
- **Term 2** - begins Feb 8.
- **Winter Carnival** - late Feb / early March.

Inspiring Your Child to Learn and Love Math

- 6 Kits provided to each school. [Kits presented to the Council Executive.]
- Resource for parents / workshop materials.
- Can be provided as 4 workshop sessions.
- Web link to Math Resource for Parents.
- [video watched]
- www.ontariodirectors.ca/parent_engagement.html
- Parent question - Homework: guideline mentioned regarding 5min of homework per grade level. Is homework supposed to be extra work or unfinished work from the day?
  Principal: It depends on the teacher and situation. Sometimes one, sometimes the other.

STANDING AGENDA ITEMS

Treasurer's Report – Karen

[reviewed written reports]

- 1 cheque went out for folding tables.
- Only deposit was October sales for ESNS.
- Christmas Fundraiser amount went into general fundraising account in error. It is being rectified.
- Balance: very close to last month.

WRAPSC Report – Fiona

- Directors Town Hall meetings went very well.
- School Council Handbook arrived [provided to Jenny].
- Shared Math Resources we just reviewed.
- Syrian Refugee fundraising letter will be going out.
- **Ontario Arts Council – Artist in the School**: have an artist come into the school. The artist gets paid $42/hour, school pays $10/hour of that.
  Action Item: Investigate further. - Fiona
- Nov WRAPSC meeting reviewed school bus safety. Provide a follow-up handbook with best practices. It is posted to the Board's site.
  Action Item: Send it out again as a reminder to Kindergarten parents. - Principal
- Feedback requested regarding communication during labour situation. Email Kathi Smith directly at Kathi_Smith@wrdsb.on.ca.
- **Annual PIC Event**: Parent Involvement Committee: http://www.wrdsb.ca/pic/
  Annual Parent Event: Saturday, April 16, 2016 at Bluevale.
  Keynote: Monique Howat.
  Childcare available. Including children with special needs.

Bagged lunch available.
Each school will receive a poster and encourage participation.

- Guest Speakers speaking about school grades: emphasized that they look at the whole body of learning for the student, not just test scores. Use their professional judgement based on body of evidence. As parents, we should not focus on the marks as much as what they learned. Ask "what did you learn" rather than focusing on the mark.

COMMITTEES & EVENTS – STATUS REPORTS

Mad Science – Jan 12th Follow-up – Rebecca

Free Kick-off Assembly:

- Tuesday, January 12th, 10:20am - 11:00am
- Positive feedback from the presentation earlier this week.

8-Week Nutrition Break Program:

- This is a pilot project.
- Online registration is open. Paper copy going home as well. Registration closes Monday.
- Mad Science provides 1 scholarship based upon financial need. Paperwork must be submitted with the other registrations.
- Reasoning for proceeding during the day: open to kids being bussed. Kids complained about not having enough to do at breaks in the winter.
- Registration is limited. We could allocate 2 rooms, maximum of 44 students. We are currently at 32 registrants.
- Mad Science dictates: Minimum 10, Maximum 22 students per group.
- They will bring as many Mad Scientists as needed.
- We have very few vacant rooms available because they are in use for eating.
- Portable kids come into the school to eat—portables could possibly be used. Need to investigate.
- Begins on Jan 29.
- Grades 7-8s and the Kindergartens were not included. Grade 6s – some complained that it was too juvenile for them.

Action Items:

- Consider alternatives if we exceed numbers. - Council
- Investigate options for allocating additional classrooms at lunch for Mad Science. - Principal
- Send out another reminder tomorrow indicating that we have increased the limit. - Principal

Scientist in the School Workshop – Update – Jenny

- http://www.scientistsinschool.ca/
- "Scientist in the School" is a program similar to Mad Science.
- We have won 3 complimentary workshops. (Jenny won one and the Principal two.)
- For Grades 6,7,8.
- Action Item: Proceed with investigating scheduling options. – Principal, Jenny

Fitness Event: Limitless Performance – Update – Rebecca

Limitless Performance:

- http://www.limitless-performance.ca/
- **Schedule:** Limitless will come for the full day. He will work through all of the gym classes. Same set-up as the Kung-Fu day last year.
- **Number of Staff:** Will be based on class sizes – 20-32 students/class.

Cost:

- They are willing to come free of charge.
- Discussion regarding appropriate payment.
- **Budget**: We have $1000 budgeted for a fitness-health event.
- **Last year's**: $715 inclusive.
- **Motion to proceed with payment proposal for $300 for full day**: 1st: Deb, 2nd: Agnes.
  Decision: Proceed with payment proposal for $300.

Action Items:

- Follow up with Limitless Performance with payment proposal and number of students/class. - Rebecca
- **Proposed Date**: Wednesday, February 10, 2016.
- **Proposed Format**: Same as last year.
- **Fee**: $300 for full day.

Kelly Lovell – Motivational Speaker – Lori

Background:

- www.Kellylovell.com
- 24-years-old, award-winning, passionate entrepreneur, Youth Mobilizer and Expert.

Update:

- **Cost**: Minimum of $500 speaker fee.

Discussion:

- How can we fund this event?
- The topic is excellent for young people. Is it a relevant message to this age group?
- It is a great message for kids, which can be reinforced at home. Getting kids thinking earlier about passion and purpose.
- Leadership group: Does this tie into the leadership group? Yes, definitely.
- **Proposal**: Approach the leadership group leader, Mrs. McMillan, and have them fundraise for it.

  Could we open it up to the community with Grade 7&8s? Thought that it would be too difficult to market. Parents would have to come with the kids. Great message for the kids exclusively, given in the gym during the day. Decision to stay within school hours.
- Kelly would consider this event a pilot project. We would film it. Bring it to WRAPSC as an opportunity for all schools.

- Propose $500 payment.
- **Action Item**: Discuss proposal with Mrs. McMillan. - Lori
- **Timing**: Spring event. Daytime assembly, grades 6-8.

Safe Caring and Inclusive Schools – Jenny

- Delayed due to extenuating circumstances.
- Committee creation is currently on hold until we receive clearer direction.
- Will remain on the agenda until we receive further directive.
- **Action Item**: Back on Agenda for February. – Council Executive

OPEN DISCUSSION ITEMS

S'Cool Life Fund for improvements to the Art Room – Deb

About the Grant:

- 2015-16 Grants accepted Dec 1 - Jan 31.
- http://www.scoollifefund.ca/
- This grant funds D.R.E.A.M.S. (Drama, Recreation, Extra-Curricular, Arts, Music, or Sports). S'Cool does not look to fund core academic subjects, but instead those areas that fall outside of the core curriculum but are no less important for a child's development.

WHAT WE FUND

- Ideally, projects that leave a tangible legacy behind, can be used year-to-year and that reach the greatest number of students.
- Projects should be aligned with DREAMS- Drama, Recreation, Extra-Curricular, Arts, Music or Sports.

Update:

- Committee formed. Two groups met in the art room with Mrs. Sawyer to review room, brainstorm options.
- Mrs. Sawyer and Mrs. VanDerSluis reviewed the room and sought feedback from Mr. Fox (former art teacher).
- Kiln is in good working order. No changes required.
- This is the last of 2 classrooms without ceiling-mounted projection units.

Problems to Solve – Proposed Solutions:

- **Student Workspace**: Current oversized desks do not offer enough space for students to complete art projects.
  - Teachers would prefer large tables with stools.
  - It would be prudent to test the room setup with tables before investing in new ones.
  Action Item: As a test run, switch out desks with tables from Room 5. Use the current chairs with the tables. – Principal Directed
  Action Item: With the teachers, proceed with selecting appropriate stools from Board-approved companies. Have selections approved by the Principal. Price and include in the grant proposal. – Art Room Committee and Teachers
- **Teacher Presentation Surface**: Currently the document projector sitting on the front table takes away from space that could be used as a presentation surface.
  - Mount the projector on the ceiling. Cost aprox. $1100.
  - We interpret this grant to be intended for extra embellishments, which are not typically covered by the Board. Since projector mounting would typically be covered by the school budget, we propose proceeding with this

change immediately, using school budget or Principal's Allocable.
Action Item: Proceed with having the projector mounted on the ceiling this school year. – Principal Directed

- **Supply Stations for Art Project Setup**: Currently, students must gather supplies from various locations in the room in order to collect the supplies needed for a project. This process causes confusion and wastes time. There is no surface large enough to allow the teacher to gather all materials needed for a project for students to take to their desks.
  - Additional storage cupboards with large top surface area, under the white board would allow a surface to gather all materials for a project, so that students can line up and gather the materials they need to take back to their desks.
  - A steel trolley on wheels could also allow the teacher to gather needed supplies for a project.
  Action Item: With the teachers, proceed with selecting appropriate furniture/trolleys/drying racks from Board-approved companies. Have selections approved by the Principal. Price and include in the grant proposal. – Art Room Committee and Teachers
- **Storage Space for Supplies and Musical Instruments**: Although the room currently has storage space, it does not well-suit the items to be stored.
  - Locked cupboards for ukuleles. Drying racks for artwork. Additional shelving.
  Action Item: With the teachers, proceed with selecting appropriate furniture from Board-approved companies. Have selections approved by the Principal. Price and include in the grant proposal. – Art Room Committee and Teachers

Music Performance Fund (MPF) Grant – Fiona

Update:

- Confirmed that their home base is New York City but they direct you back to the Canadian Federation of Musicians.
- Purpose: Bring professional musicians into the school for a performance, solely for the enjoyment of the students.
- Stipulations: We pay the musicians. We are responsible for 75% of the wages. The grant pays for 25%.
  Musicians must be paid for a minimum of 3 hours.
  Plus a 3% administration fee.
- Investigate further - Fiona

Background:

- http://www.musicpf.org/mptf_musicintheschools.html
- The Music Performance Fund (MPF), a non-profit, tax-exempt public service organization. Headquartered in New York City, MPF is the world's largest sponsor of live, admission-free musical programs. Last year, MPF presented over 10,000 performances to the people of Canada and the United States. Millions of people in major Canadian and U.S. cities and villages enjoyed instrumental music of high quality without having to buy a ticket or belong to an organization in order to gain admittance.
- The Fund was established in 1948 by the recording companies of North America and the American Federation ofMusicians as part of their collective bargaining agreement. A small royalty on the sale of some recorded music is contributed to the Fund by signatory recording companies, and these funds are supplemented by co-sponsoring organizations. There is never an admission charge for MPF performances, and its performances cannot be used to raise money, sell merchandise, or promote political or religions events,

MPF's mission is:

- To present admission-free, live, musical performances of high quality to the People of Canada and the United States;
- To contribute to the public's knowledge and appreciation of music;
- To make music a part of every child's life experience.

Action Items:

- Investigate further. – Fiona

Jungle Sport – Next Year's Fitness Event – Katherine

- Jungle Sport: http://www.junglesport.ca/
- **Booking for 2017**: Still available weeks for February, but we should book before March to guarantee a spot
- **Junglesport quote** – for 5 days: $4500+ travel surcharge of $250. no tax. = $4750
- **Cost/student:** 300 paying students = aprox $16/student.

Scenario

- Rent it for the entire week (5 days).
- Set up in the gym. Uses the entire gym.
- 2 classes at a time can use it (depending on gym size).
- All kids ages JK – 12.
- Each class would get 4-5 days programming for the fee.
- Programs differentiated Primary and Junior/Intermediate.

Questions

- Lester B Pearson rented Jungle Sport. How did they fund it? What was their experience? Would they recommend it? (Ask Marsha and the Principal.)
- 4 days versus 5 days. If we rented the gym for a 4-day week (perhaps leading up to a PD Day), what would be the cost?
- Does the size of the gym dictate whether we can have one or two classes use it at once? (We have a small gym.)

Action Items:

- February Council Meeting: We need to vote on this item at our next meeting in order to reserve a week for 2017. Add to agenda for next month. Send out follow-up information in advance. – Council Executive
- Contact the Principal at Lester B. Pearson to inquire about their experience. – Principal
- Contact Marsha to ask about her experience with the Jungle Sport at Lester B. Pearson. – Katherine
- Inquire with Jungle Sport on cost for 4 days versus 5. – Katherine
- Clarify with Jungle Sport that we can have two classes simultaneously in our gym. – Katherine

NEW DISCUSSION ITEMS

Communications Committee, Council Secretary Role Succession – Executive

- With the advent of new online technologies, the Secretary role has evolved into a communications role.
- Deb proposes continuing as a Communications Committee Lead but transitioning out of the Executive Secretary role.
- Need a new Executive Secretary.
- Physical Minute taking.
- On agenda again next month.

New Secretary - Member of Executive:

- Find someone to replace Deb as a member of the Executive.

Tasks include:

- Attend all meetings.
- Complete monthly Minutes (recording meeting, writing, distributing via Gmail).
- Complete monthly Agenda with the Executive (helping create, distributing via Gmail).
- Monitor the council Gmail account and respond or distribute when required.
- Upload documents to Google Drive.
- (Deb can continue to upload meeting documents to the school website.)

Communications Committee:

- Several years ago, Council initiated a Communications Committee, but it was discontinued for several reasons. De proposes re-forming it. Deb would volunteer to lead the committee and to distribute the tasks noted below among committee members.

Tasks include:

- Writing and editing emails and School-Day messages for fundraising campaigns and anything else required.

Creating…

- Posts for the school website.
- Surveys.
- Registration forms.
- Posters, banners, etc.
- Parent Directory
- Other initiatives that enhance our ability to communicate effectively with parents and staff, streamline communication processes reduce dependence on paper.

Proposed Plan

- Succession planning: Find a replacement for the Executive Secretary role. Transition them into the role over the next 4 months.
- Community Rep: Note that we also still require a community rep.
- **Action Item**: Consider people for these roles (Executive Secretary, Communications Committee, Community Rep). Communicate the openings. - Council

NEXT MEETING CHANGED TO THU FEB 4

ADJOURNMENT

Motioned by: 1st: Chris 2nd: Lori