Conestogo Public School – Council Minutes: Thursday, June 9, 2016

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UPCOMING COUNCIL EVENTS

- **CPS Picnic in the Park:** Mon Jun 20, 2016, 4:30pm – 6:30pm, with Schmuck Truck
- **Council End-of-Year Celebration**: Wed Jun 22, 7:00pm, at Rebecca Hallman's
- **Volunteer Appreciation Social**: Tuesday, June 28, 8:30 - 9:15 a.m. in the library.

2016-17 Event Dates:

- **Next Council Meeting**: Thu Sep 15
- **Fun Fair**: Thursday, Sep 22, 2016
- **Magazine Fundraiser Kickoff**: Tuesday, Sep 20, 2016 at 2:15pm
- **JungleSport Student Fitness Week**: April 10-13, 2017
- **Council Meetings** (Third Thursday of each month):
    - Thu Sep 15, 2016
    - Thu Oct 20, 2016
    - Thu Nov 10, 2016 (parent interviews on Nov 17)
    - Thu Dec 15, 2016

- Thu Jan 19, 2017
- Thu Feb 16, 2017
- Thu Mar 23, 2017
- Thu Apr 20, 2017
- Thu May 18, 2017
- Thu Jun 15, 2017

ACTION ITEM SUMMARY

Spring Social Picnic in the Park

- Scheduled Date: Monday, June 20, 2016
- School-Day Message: send out message to parents with reminder. - Brian
- School Sign: Post on school sign and invite the public – Brian
- Communicate directly with parents of kids returning from the school trip to invite them to come directly to the picnic for dinner. – Marsha, Brian

Year-End Council Report

- Create report and send out to Council for review. Submit final report, as required. Provide a copy to be posted to the school website. – Co-Chairs

Principal's Profile

- Due May 13th complete and submit Principal Profile to lori_willsteed@wrdsb.on – Co-Chairs

Council Meeting Dates

- Post dates on website, communicate to Mrs. Fox. - Deb

Budget Planning 2016-17

- Any comments, suggestions, additions, please contact Karen. - Council

Fun Fair

- **Date**: Thursday, Sep 22, 2016
- **Committee Members**: Agnes, Shawna, Steph, Carolyn, Chris
- **ButtonMaker**: Contact Katherine Sunday to request her assistance. - Jenny
- **Radio Station**: Contact the station to book the event. - Agnes
- **School-Day Message**: Create a School-Day notice asking parents to "Save the Date" and welcoming silent auction and raffle donations. – Jenny, Brian
- **Volunteer Helpers**: Contact the Grade 8 staff for help. - Jenny
- **Donation Request Letters**: send out a request for donations.
  Action Item: Send out donation request letters –Committee

End-of-Year Thank You's for Staff, Departing Teachers

- Yearbook Thank You: Donate and distribute card to thank Mrs. Goodwin for her yearbook work – Jenny
- Donate and distribute cards to Custodians, Secretary and Departing Staff – Deb

Departing staff:

- Mrs. BettyAnne Behrns - Grade 7 teacher
- Ms. Amber McKay - FDK teacher
- Ms. Leslie Higgins - FDK teacher
- Ms. Sarah Tosh - DECE (FDK)
- Mrs. Karen Miller - E.A.
- Mr. Jim Gerry - Night Custodian

Magazine Fundraiser

- Brainstorm and communicate ideas for Emoji theme and party for classes to Chris Sabean. – Council
- SOS – Save Our Subscriptions: Please remind your customers to wait to renew in September. – Council
- July 1st – new campaign begins. Check out the website for additional items . – Council

ESNS Program 2016-17

- **Snacks**: Remove the snacks on Thursdays.
- **Menchies**: Increase Menchies to every 2 weeks.
- **Wednesday Lunch**: Add a lunch item to provide options every Wednesday.
- **Sub-committee**: Create a sub-committee to discuss changes. - Council

Social Media Literacy – 2016-17 PRO Grant Event

- In September, form a sub-committee and source a speaker - Council

Crossing Guard Position Opening for 2017-18 School Year:

- **Crossing Guard Needed**: Communicate the opportunity to the school community. – Council

Council Secretary, Community Rep

- Consider people for these roles (Executive Secretary, Community Rep). – Council

Bulletin Board

- Update the bulletin board, initiate better use next year. - Jenny

Art Room Committee

- Help teachers organize the art room – Committee
- Consider other options for funding art room improvements – Committee

Strong Start Program 2016-17

- Early September, send out a Strong Start School-Day message. – Agnes, Brian

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	N	N	P	P	N
Co-Chair	**Rebecca Hallman**	P	P	N	P	P	P	P	P	P	P
Treasurer	**Karen Hofbauer**	P	P	P	P	P	P	P	N	P	P
Secretary	**Deb Jones**	P	P	P	P	P	P	P	P	P	P
Principal	**Brian Beney**	P	P	P	P	P	P	P	P	P	P
Parent Members (10)	Marsha Ferguson	P	N	P	N	N	N	P	P	P	P
	Stephanie Forte	P	N	N	P	N	P	N	N	P	P
	Agnes Lehtonen	P	P	N	P	P	P	P	N	P	P
	Chris Sabean	P	P	P	P	P	P	P	P	N	P
	Katherine Sunday	P	N	N	P	N	P	N	N	N	N
	Susan Wagler	N	N	N	P	P	P	N	P	P	N
	Fiona von Kannen	P	P	N	P	P	P	P	P	P	P
	Aimee Leveck	P	P	N	N	P	P	P	N	N	N
	Shawna Gingrich	N	P	P	P	P	N	P	P	P	P
	Carolyn Rouse	P	P	P	P	P	P	P	N	P	P
Parent Volunteers	Juli Chinnick	P	P	P	N	N	N	N	P	N	N
	Karen Forsyth	N	N	N	P	P	N	P	P	P	N
	Lori McCrae	P	N	N	P	P	N	N	N	N	N
	Jen Sellars	N	N	P	N	N	N	N	N	N	N

Agenda – Review & Approval

Adjustments to Agenda:

- Set Council Meeting dates for next year.
- Move the Picnic item to later in the evening as Marsha will arrive after 8pm.
- Secretarial position for next year – Chromebook supplied.

Agenda Approval with changes Motioned by:

1st: Karen

2nd: Chris

Minutes, May 12 – Review & Approval

Adjustments to Minutes:

- none.

Minutes Approval with changes Motioned by:

1st: Fiona

2nd: Agnes

PRESENTATIONS

Principal's Report – Brian Beney

Reflect and Celebrate

- The Conestogo school community continues to grow and flourish thanks in part to our generous, supportive parent community and dedicated staff. On behalf of our staff we thank all of our parents for another successful school year. We thank our many volunteers that faithfully come each week to assist both our teachers and students in their learning.
- This year, we were able to add an additional teacher supervisor (total of 4) during the outside break times, which has reduced the number of issues reported to the office. We have had fewer reported issues of bullying behaviour this year as well. In addition to this, we were able to hire 2 lunchroom supervisors for our Primary students. This has been a big help for our students and staff during the eating portion of our break times.
- I have seen our students grow in so many areas this year as they have overcome various challenges and experienced opportunities to learn from their teachers and peers. You have reason to be proud of their success and accomplishments.
- Once again we have so much to be thankful for at Conestogo P.S. I wish everyone a wonderful summer break as you spend time together as families. See you in September.

Upcoming Events

- Jump Rope for Heart Event - Friday, June 10
- Picnic in the Park – Monday, June 20
- Conestogo Talent Show! Come out and enjoy some great music, and a variety of entertaining acts on Tuesday, June 21st at 2:15 p.m. or Wednesday, June 22nd at 9:45 a.m.
- Year-end Farewell Assembly – Friday, June 24th at 2:15 p.m. - come and join us as we celebrate the end of a great year and say our goodbyes to Ms. Leslie Higgins, Miss Amber McKay, Miss Sarah Tosh and Mrs. Karen Miller
- Splash Day - Tuesday, June 28 (2:30 - 3:30) - water activities for the students organized by the senior grades.
- Last day of school trip to Galaxy Cinema (Grades 1 - 6)

COMMITTEES & EVENTS – STATUS REPORTS

Fun Fair, Thu Sep 22, 2016 – Rebecca for Jenny

- **Date**: Thursday, Sep 22, 2016
- **Committee Members**: Agnes, Shawna, Steph, Carolyn, Chris

Activities Discussion:

- **Buttonmaker**: Different location required. Katherine Sunday organized it last year. Facepainting line is always long—kids could make buttons while they wait for facepainting. Believe we have enough supplies for next year. Yes.
  Action Item: Contact Katherine Sunday to request her assistance. - Jenny
- **Radio Station**: Yes.
  Action Item: Contact the station to book the event. - Agnes
- **Horseback Riding**: Yes.
- **Nimble Bus**: positive feedback last year for younger kids. Yes.
- **Fun Trax**: past years, they have provided the bean bag toss, etc. What else do they offer? Games are good because the kids like to win the prizes. Could we do the games ourselves?
  Decision: Make the games ourselves and put money toward bubble soccer or other option for older kids.
- **For older kids?** Bubble soccer? Max's Golf offers Bubble Soccer.
  Decision: Investigate.

Communications

- **School-Day Message**: Create a School-Day notice asking parents to "Save the Date" and welcoming silent auction and raffle donations. – Jenny, Brian
- **Volunteer Helpers**: Grade 8s for help, Yes.
  Action Item: Contact the Grade 8 staff for help. - Jenny

Donations:

- **Volunteers**: required for collecting donations.
- **Record donator details**: Google form with public results.
- **Silent Auction and Raffle Items**: can be anything – the little items get raffled. The larger items get bid upon in the silent auction.
- **Donation Request Letters**: send out a request for donations.
  Action Item: Send out donation request letters – Jenny with Committee

Magazine Fundraiser – Update – Kickoff, Sep 20, 2016 at 2:15pm – Chris, Karen

- **Kickoff**: Tuesday, Sept 20, 2016 at 2:15pm
- **Theme**: Emojis
- Chris met with Beth the magazine rep. The campaign is set for Sept.
- SOS (Save Our Subscriptions) letter has gone out on School-Day. Please remind your customers to wait to renew in September.
- July 1st – start of the new campaign for prizes in September.
- On QSP website has many other things to buy in addition to websites – families can shop online but we will not send out additional magazines. These other items also earn points, just like magazines.

- Holiday items will be shipped to your home, not the school.
- Prize store – same as last year.
- Theme: Emojis. Little balls on keychains with faces, etc.
- **Action Item**: Please communicate ideas for Emoji theme and party for classes. - Council
- Budget for the campaign: pending. (Budget from this year was not all used.)

OPEN DISCUSSION ITEMS

Yearbook Thank You for Mrs. Goodwin – Jenny

- Jenny will supply.

End-of-Year Thank You's for Staff, leaving teachers – Deb

Departing staff:

- Mrs. BettyAnne Behrns - Grade 7 teacher
- Ms. Amber McKay - FDK teacher
- Ms. Leslie Higgins - FDK teacher
- Ms. Sarah Tosh - DECE (FDK)
- Mrs. Karen Miller - E.A.
- Mr. Jim Gerry - Night Custodian

- Action Items: Donate and distribute cards to Custodians, Secretary and Departing Staff - Deb

ESNS program - what to keep, change, drop – Chris Sabean

- **Mondays**: work well.
- **Wednesdays**: Can we fill that Wednesday gap? Pizza is the best seller. Shawna is able to hand out pizza next week.
- **Snack days**: not big sellers.
- **Menchies** (frozen yogurt) is very popular. Menchies are once per month. It is a favourite so it will be ordered however often it is available. In past years, the Grade 8s have sold frozen yogurt as a fundraiser. So, should we leave the frozen yogurt as a fundraiser for them?
- **Student volunteers**: as the year has progressed, fewer students have shown up to help to distribute.
- **Pizza weekly**: Pizza was discontinued weekly due to health and nutrition guidelines. Double orders were the issue.
- **Principal comment – Grade 8s trip fundraising**: The Elmira Poultry fundraiser was easy to administrate and was successful. A number of students earned over $100 each to contribute to their trip. The yogurt volunteering is more difficult to administrate.
- **Ease of use**: We believe parents now understand the system. Numbers increased after October.
- **Profit**: We have made $1600 so far. Projecting $1800.
- **Decision**: Keep the ESNS program.
- Can we start the year with this established program and then make changes based on feedback?
- Lunch Lady: remains unchanged.

Changes to the program:

- **Snacks**: Remove the snacks on Thursdays. Incease Menchies to every 2 weeks. Add a lunch item to Wednesdays.
- **Sub-committee**: Need a sub-committee to administer this program.
  Action Item: Create a sub-committee to discuss changes. - Council

7:50pm – 8:00pm: Treasurer's Report – Karen

[reviewed written reports]

- $9700 currently. Projecting $5000 at end of year.
- Incoming: PRO Grant to come in.
- Mathletics: In the past, Mathletics has required payment in advance. But, we are changing direction and going with Dreambox. The School Board is promoting Dreambox and the support that comes with it. Dreambox does not require payment until the Fall.
- Field Trip subsidy to still come out.
- Literacy support: That budget has not been used. Mrs. Goodwin typically uses this budget for library materials.

Budget Planning for 2016-17 – Karen

Review of the current Budget:

- Any comments, suggestions, additions, please contact Karen.

Art Room Improvements, no S'Cool Life Fund Grant, alternatives? – All

- Shannon Sawyer, Melanie VanderSluis
- Principal: There will not be school budget for art room improvements, any improvements will have to come from fundraising.
- Could do fundraising for the art room: cake raffle, art sale? Other options.
- White ceiling tiles would be an improvement – the art could be distributed through the school.

CPS Picnic in the Park Monday June 20th Update – Marsha

Picnic in the Park:

- Proposed Date: Mon Jun 20.
- Survey results: 25 responses. 46 orders in total on the survey.
- Still awaiting finalization of the Schmuck Truck.
- Advertise the date, time, location on the school sign to invite the public?
- Science Centre school trip will be returning at about 5:20pm. We can advertise to the families that they should come.
  Action Item: communicate directly with parents of kids returning from the school trip to invite them to come directly to the picnic for dinner. – Marsha, Brian
- Other trucks require a minimum fee. The Schmuck Truck did not require a minimum fee. We would not expect a 10% kick-back.
- Optimists Club – would they be willing to BBQ for us? Not likely: They covered the May fireworks event. They cover the Fun Fair for us.
- Pop-up Playground: Woolwich Community Centre would come to do games. They came the night of the fireworks instead so they will not attend the picnic this year.

Action Items:

- Advertise the event. – Marsha
- Attempt to book Schmuck Truck - Marsha

PRO Grant: Healthy Kids report submitted. Social Media Literacy proposal submitted. – Deb

- PRO Grant account updated to council email. Now has all past PRO Grant submissions in one unified account.
- Social Media Literacy proposal submitted by Deb.
- Healthy Kids – report back completed by Deb.
- Final report with invoices must be submitted to finance – Brian

Bulletin Board – Jenny

- Jenny will update the board with yearbook photos and quotes.
- Do we need the bulletin board? Yes, make better use of the bulletin board. Direct people to the board.
- Advertise for volunteers on the Board.

Principal Profile Report & School Year recap – Jenny

- **Year-End Council Report** must be completed and submitted:
  Action Items: Create report and send out to Council for review. Submit final report, as required. Provide a copy to be posted to the school website. – Co-Chairs
- **Principal's Report**: Was due in May, still needs to be submitted. – Co-Chairs

Council Celebration Plan – Council

- Planning a separate school council celebration, hosted at Rebecca's house. Food, beverages, socializing.
- Date options: Wed June 22, Mon June 27, Wed July 6

2016-17 Council Meeting Dates

- Principal: Staff meetings are scheduled on the second Wednesday of every month. Could we adjust the meeting dates to better align with these meetings?
- **Day of the Week:** Decision – leave as Thursdays.
- **Day of the Month:** Decision: change to the Third Thursday of every month.
- Thu Sep 15, 2016
- Thu Oct 20, 2016
- Thu Nov 10, 2016 (parent interviews on Nov 17)
- Thu Dec 15, 2016
- Thu Jan 19, 2017
- Thu Feb 16, 2017
- Thu Mar 23, 2017
- Thu Apr 20, 2017
- Thu May 18, 2017
- Thu Jun 15, 2017

- Action Items: Post dates on website, communicate to Mrs. Fox. - Deb

Secretary Role - Rebecca

- Bring a Chromebook and record the discussion.
- People can submit reports in advance.
- The discussion would be recorded.
- Chairs will create and distribute the Agenda monthly.

Strong Start Program - Agnes

- Heads up to parents in the community about joining the Strong Start team.
- Please contact Agnes.
- Could we distribute a Strong Start description?
- We can send out a notification at the beginning of the school year when families are enthusiastic about the start of the year.
- Action Item: Early September, send out a Strong Start School-Day message. – Agnes, Brian

ADJOURNMENT

Motioned by: 1st: Fiona 2nd: Agnes