Conestogo Public School – Council Minutes: Thursday, September 15, 2016

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UPCOMING COUNCIL EVENTS

2016-17 Event Dates:

- **Next Council Meeting – Annual General Meeting**: Thu Oct 20
- **Magazine Fundraiser Kickoff**: Tuesday, Sep 20, 2016 at 2:15pm
  Magazine Fundraiser Ends: Tuesday, October 11, 2016
- **JungleSport Student Fitness Week**: April 10-13, 2017
- **Council Meetings** (Third Thursday of each month):
  - Thu Sep 15, 2016
  - Thu Oct 20, 2016 – Annual General Meeting
  - 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

Magazine Fundraiser

- **Magazine Fundraiser Kickoff**: Tuesday, Sep 20, 2016 at 2:15pm
  Magazine Fundraiser Ends: Tuesday, October 11, 2016
- Order your magazines and send details out to friends and families! – Council, Parent Community
- 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

Council Annual General Meeting – Thu Oct 20

- Send out public notice with nomination form. . – Council Executive

Budget Planning 2016-17

- Any comments, suggestions, additions, please contact Karen Hofbauer, Council Secretary. – Council, Parent Community

Strong Start Volunteers Needed

- Request for volunteers for Strong Start program, during school hours. Please contact Mrs. Platt. – Council, Parent Community

Home Reading Program Volunteers Needed

- Request for volunteers for Home Reading program, during school hours. Please contact Mrs. Fox. – Council, Parent Community

Mabel's Labels Program Volunteers Needed

- Request for a volunteer to run the Mabel's Labels fundraising program – Council, parent community

Lunch Program Committee Volunteers Needed

- Request for volunteers for a Lunch Program Sub-Committee. – Council, Parent Community

Social Media Literacy – 2016-17 PRO Grant Event Volunteers Needed

- Request for volunteers for a Media Literacy Parent Event Sub-Committee. - Council, Parent Community

Crossing Guard Position Opening for 2017-18 School Year Position Opening

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

Council Secretary Position Opening

- Consider people for the role of Executive Secretary – Council

Water Bottle Filling Station – Gym Door Fountain Replacement

- Proceed with water bottle filling station as per council motion. - Principal

Parent Directory

- Proceed with creating the directory form. – Council Executive

Student/Staff Water Bottles

- Contact Fenigo for an estimate for stainless steel water bottles. – Marsha

Library & Literacy Support Needs

- Investigate library's additional needs for the year. - Principal

Bulletin Board

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

Art Shine Mobile Art School Program

- Investigate bringing the program into our school. - Karen

Art Room Committee

- Consider other options for funding art room improvements – Committee

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 15	Oct 20	Nov 10	Dec 15	Jan 19	Feb 16	Mar 23	Apr 20	May 18	Jun 15
Co-Chair	**Jenny Benham**	P									
Co-Chair	**Rebecca Hallman**	P									
Treasurer	**Karen Hofbauer**	P									
Secretary	**Deb Jones**	P									
Principal	**Brian Beney**	P									
Teacher Reps	Carolee Fox	Kendra Platt	Lisa Carere, Laura McMillan	Angela Bauman	Sherry Morland	Thea Kennedy	?	?	Melanie Morgan	Shannon Brown	Carolee Fox
Community	Susan Wagler	P									
WRAPSC	Fiona von Kannen	P									
Parent Members & Volunteers	Marsha Ferguson	P									
	Stephanie Forte	P									
	Agnes Lehtonen	P									
	Chris Sabean	P									
	Katherine Sunday	N									
	Aimee Leveck	N									
	Shawna Gingrich	P									
	Carolyn Rouse	N									
	Juli Chinnick	P									
	Karen Forsyth	P									
	Gena Braun	P									
	Erin Schmidt	P									
	Mel Thompson	P									
	Maritza Roger	P									

Agenda – Review & Approval

Adjustments to Agenda:

- Teacher's Report – Mrs. Fox
- ESNS – change to Marsha.
- Art Shine – Karen

Agenda Approval with changes Motioned by:

1st: Chris

2nd: Agnes

Minutes, June – Review & Approval

Adjustments to Minutes:

- none

Minutes Approval with changes Motioned by:

1st: Rebecca

2nd: Agnes

PRESENTATIONS

Principal's Report – Brian Beney

School Start-up Overview

- 297 students (15 new JKs) - enrolment down by approx. 20 students.
- Before/After School Program continues to grow.
- 26 staff.

Class Sizes

- **FDK -** 15/22, **Primary** - 20/class, **Junior** - 30/class, **Grade 7** - 16/17, **Grade 8** - 29

School Budget

- School Operating Budget (based upon enrolment): $28,000
- School Funds Balance (mainly based upon fundraising): $13,000

Technology Updates

- Continue to use mobile devices in classrooms.
- More security and filters on WIFI network throughout the school.
- Former computer lab is now a multi-purpose room for research, small group work, meeting room and library expansion.
- 1:1 Chromebook ratio for grades 7-8 students.
- 1:2 Chromebook/iPad ratio for grades 1 - 6 students.
- **Proposal: Purchase 15 Chromebooks ($5000 for the 2016-17)**

Communication

- *SchoolDay* (over 95% of parents are registered).
- *SchoolConnects/Synervoice* (new to Conestogo) - will be used as a phone call out system (also text messages).

School Safety and Student Well-being

- Staff training in Concussion Awareness, Anaphylactic Awareness (including safe use of epi-pens).

- Emergency Response Team (ERT) (First Aid/CPR certified).
- 6 fire drills, bomb threat drill, lockdown drill, tornado drill.
- Safe, Caring and Inclusive School Team - whole school community approach to monitor school climate, overall student well-being and make recommendations to maintain a healthy, safe and inclusive school community (Principal, teacher, para-professional, community member, parent and 2 students).

Our Focus/Priorities

- Our students are first - each and every one.
- Our staff, families and caregivers are partners in every students' learning journey.
- Our culture of innovation builds students' confidence and success as they face the future.

https://www.youtube.com/watch?v=pZAtY-tRSXw

Questions?

- **7 & 8 Class Reps**: leadership team, kids have to apply this year. That will be happening in the next couple of weeks.
- **Anti-bullying Campaign**: Safe, Caring Inclusive Schools Committee – will be meeting for the first time at the end of September.
- **PALS update**: kids applied. Rolling out at end of month. Fun, engaging program for kids outside.

Teacher's Report – Mrs. Fox, Mrs. Platt

- Focus on Differentiation – special needs in the classroom. Setting everything up at the beginning of the year. Teachers advocate for kids in their class that may need extra support.

Teacher Report Schedule for the Year:

- October 20: Lisa Carere, Laura McMillan – talking about the musical.
- Nov 10: Angela Bauman
- Dec 15: Sherry Morland
- Jan 19: Thea Kennedy
- Feb 16: ?
- Mar 23: ?
- Apr 20: Melanie Morgan
- May 18: Shannon Brown
- Jun 15: Carolee Fox

Kendra Platt, Special Ed Resource Teacher

- My job is broad but I start the year screening students for additional reading support programs. Finding homogeneous groupings, starting those programs.
- IEPs make teachers aware of needed accommodations. Rewriting IEPs, due in October.
- Meetings with extra Board support resources.
- Everything goes through the Special Ed resource system.
- Extra support staff needed, those referrals are all put into the system.
- Get the programs in place as quickly as possible.

- School Based Teams every Day 5 now. Teachers discuss student needs and how to meet those needs and agree on extra support as necessary.
- Also Thank You to Agnes (who helps run the Strong Start program) because when students do not need the reading programs but still need support, we use Strong Start.
- **Strong Start Volunteers**: Request for volunteers for Strong Start program, during school hours. Please contact Mrs. Platt. – Council, Parent Community
- **Home Reading Program**: We like to have volunteers come in for home reading programs. If you know of people outside of the group that would like to come in to support the reading program at school, please send them to Mrs. Fox.
  Request for volunteers for Home Reading program, during school hours. Please contact Mrs. Fox. – Council, Parent Community
- **Fun Fair Baskets**: We need additional items for the classroom baskets.
  Action Item: School-Day message about Fun Fair Basket donations and opportunities to donate to raffle and silent auction. – Council, Mr Beney

COMMITTEES & EVENTS – STATUS REPORTS

Confirm Meeting Dates

- Meeting dates reconfirmed.
- **Council Meetings** (Third Thursday of each month):
  - Thu Sep 15, 2016
  - Thu Oct 20, 2016 – Annual General Meeting
  - 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

Magazine Campaign/ Fundraising update – Chris

- **Magazine Fundraiser Kickoff**: Tuesday, Sep 20, 2016 at 2:15pm
  Magazine Fundraiser Ends: Tuesday, Oct 11, 2016
- Campaign starts on Tuesday.
- **Theme**: Emojis.
- **Prizes**: First magazine, Emoji keychain. 5th. 10th. Every 5 after that.
- Runs for 3 weeks, ends just after Thanksgiving.
- [packages distributed]
- Can order online as well.
- Includes photo book, calendars, etc.
- New this year: Many other items available online this year.

- We earn 37% of all sales.
- Icecream party for families who sell 13. Ordered online count as double! Held November/December.
- Top class earns an emoji party.
- Top 3 sellers: Tablet, Sky Zone Gift card, Chapters gift card.
- All kids will earn megabucks and will have a shopping spree in the gym.
- Any questions, please ask Chris Sabean.
- Order your magazines and send details out to friends and families! – Council, Parent Community

Fun Fair, Thu Sep 22, 2016 – Jenny

- **Date**: Thursday, Sep 22, 2016
- **Committee Members**: Juli, Chris, Rebecca, Agnes, Katherine, Jenny, Karen, Marsha, Shawna, Carolyn, Steph
- Susan: Thank you for the posters, which are being re-used.
- Susan: 10 grade 9 students to volunteer. Student time slots broken into 45-minute slots. Some students stayed the entire time at one station. Students were designated to rotate and relieve kids who needed to get food.
- Volunteer List from previous years.
  Action Item: Follow up with Jenny regarding Volunteer schedule - Juli
- Setting up at 11:00am the day of. Setting up silent auction and raffle. In the past, volunteers have arrived at 9:30am. Require an earlier start.
- 9:30am: Jenny, Agnes, Chris. Volunteer schedule to be confirmed.
- Buttonmaking machine: Katherine provided.
- Ticketing: Printing of pages—still large.
- Gym Setup: When can we enter the gym to set up?
  Principal: We assume great weather that day so the gym classes will be outside. If gym classes will be inside, we can set up on the stage and then move tables down. The stage will work as Plan B if it is raining.
- Layout: Karen is creating the sitemap layout.
- Rebecca and Karen are creating and making our own reusable games.
- Fire Department: Confirmed.
- Police: hope they will be able to attend.
- Radio Station: Confirmed.
- Kung-Fu Demonstration: confirmed.
- Pony Rides and Wagon Rides: Confirmed.
- Games: Rebecca has created a photo booth where kids can dress up and put on accessories.
  Photographer confirmed: new parent.
- Nimblebus: confirmed.
- Aprons: Jenny will bring.
- Donation Excel file: On Google forms. Last year's prizes are included in the list. It includes 2 columns—one for 2015 and one for this year.
- Silent Auction & Raffle prizes: Still happy to receive donations.
- Door Prizes: Jen Sellar's family.
- Condiments for food: Fiona is providing. In large containers—will require pumps or another solution for dispensing.

- St Jacobs Gardens: Susan has approached them for decorations in past years.
  Action Item: Susan to arrange decorations and pick up gift card.
- Volunteers at the event: Please arrive 4:00-4:30pm to receive instructions.

STANDING AGENDA ITEMS

Treasurer's Report – Karen

[reviewed written reports]

- Report showing activity at the end of last year.
- Junglesport deposit came out.
- Grad expenses.
- Theatre trip to Rockway.
- Additional $594 income in from lunch program.
- Additional magazine money.
- End of year balance of $9268.25 (Our intent is to keep $5000 in the account over the summer to fund the Fun Fair.)

Budget:

- Last year, started at $7000.
- On budget last year.
- Items in question: Mathletics, Literacy Support, Library Supplies, Grad, Field Trip.
- **Mathletics**: Mathletics was not renewed. Dreambox is replacing it. The School Board pays for some licenses. Some will be paid by council. We have been given the final price yet. More for Primary—up to grade 4. Likely $1000.
- **Literacy Support, Library Supplies**: came out of school operating fund this year.
- **Grad**: $500 deposit came out of school funds. Needs to be transferred to Council.
- **Field Trips**: We did not have as many field trips last year due to labour issues so the funds were not used.
- Parent question: Do you try to spend the money you raise in the same year or does it roll over? Do you know your budget and then pass it?
  Response: We attempt to spend the money the same year. We create a budget and then approve the budget.
  Parent Comment: At the Fun Fair [at our old school], we have a ballot to vote for how to spend the funds for the year. We voted whether to spend the money inside or outside.
- Parent Question – Yearbook: is there a yearbook here?
  Action Item: Follow up with new parent volunteer Maritza Roger about helping with the year book. – Juli
  Parent Feedback: We moved to a yearbook CD for the kids [at our old school].

School Board Transactions:

- Transaction this month: Planners – first instalment out. $1600 still to come out.

Proposed 2016-17 Budget - Karen

- Jenny, Rebecca and Karen planned the budget last month but it can now be adjusted to account for the extra funds.

- Extra Funds: Do we want to up individual existing budget items? Or do we want to allocate extra funds to a new project? We can continue to save funds for a larger project like playground enhancements but we need to communicate that to the Board.
- Playground development: We investigated additions last year. We have extensive grounds but much of it cannot be developed.
- Review proposed budget. Vote on it at October meeting.

Income

- Magazine Campaign: This year is our loyalty bonus year. About $1500 extra. Bonus is based on sales.
- Mabel's Labels: Need a volunteer to help run this fundraising item.
  Action Item: Request for a volunteer to run the Mabel's Labels fundraising program – Council, parent community
- **Proposal - Anti-Bullying Shirts**: A parent noted that we used to have Spiritwear for gym. Could we create a Pink Anti-Bullying shirt and sell them to kids? Every year, we have a special day at the school—all the kids are asked to wear pink. We want the event to be more prominent. If we offer a shirt that the kids can purchase, we can make some money as a fundraiser.
  Mel: Relative with a T-shirt printing business. Will do them for approximately $6/shirt. She would put the school logo in one side and the appropriate logo on the other side.
  Principal: We could have a contest for designing the T-shirt.
  Pink Shirt Day: February
  (There is also a bullying awareness day in November but the Pink Shirt Day is in February.)
  Could do the contest every year for the T-shirts.
- **Proposal – Colt Dash**: Could host a fitness event for the school community. Run or walk event for the kids. We could do this event yearly, promoting fitness, using it as a fundraiser for the school. It would be a family-community event running on a Saturday or Sunday morning. Not every child wants to participate in team sports like hockey or baseball—we want to promote the idea that kids can simply put on a pair of running shoes and go out and enjoy the outdoors. Not necessarily a fundraiser—it is not currently counting into the balance. Would require a side committee. Can be addressed after the Fun Fair.
- **Nest Egg Drawdown**: We can draw down funds or we can continue to save for something larger.

Expenses

- PALs Program
- Dreambox
- Technology upgrades
- Literacy Support: Does the library have other needs?
  Action Item: Investigate library's financial needs – Mr. Beney
- Parent Question: Can people donate books?
  Yes, families can donate books but they must be at the appropriate level.
- Mad Science: Assembly and Nutrition Break sessions.
- **Water Fountain Replacement**: Water fountain outside the gym is broken, needs to be replaced. We recommend a water bottle station. School Board will play for installation if we pay for the new fountain $1500.
  Parent question: how many kids do you see trying to fill up their water bottles?
  Response: Many kids and the evening groups use them as well.
  Motion to purchase the Water Bootle Filling Station: 1st: Marsha, 2nd: Chris. All in favour. Decision: Approved!
- **Student Appreciation Water Bottle Giveaway**: We want to acknowledge and appreciate the kids in the school. First idea is to draw names of a student of the week or day, say something good about that student, but it means that some kids would not get their water bottles until the very end of the year and may feel badly. Next idea, we could give all kids a water bottle. We want to appreciate the students and ensure everyone is included.

About $1500 for stainless steel water bottles. Ensure we include staff. 350 water bottles.
Action Item: Contact Fenigo for an estimate for stainless steel water bottles. – Marsha

- **Grad:** Same amount.
- **Field Trip Subsidy:** used for the internal field trip with the JungleSport.
- **Colt Dash:** proposed. Will require some funds.
- **Fun Fair:** We have made our own games this year, which can be reused.
- **Planters:** donated last year.
- **Planners:** We pay for all of the student planners yearly.

OPEN DISCUSSION ITEMS

School Directory

- Use the same process as last year?
- Communicate additional reminders to parents to complete the form.
- Question: Do we need it and do parents use it?
  Response: yes. Parents use it to organize birthday parties, playdates, etc.
- Discussion: It is a lot of personal information going out. That may be why some people chose not to do it last year.
- Decision: Proceed with creating the directory. – Deb

ESNS Program Update – Marsha

- **Intro letter:** was sent out on paper but everything else is done online.
- **Thursday Snack Day**: Originally planned to remove the Thursday snack day. But, the organization noted that the snack people bring the forms on Thursdays. So, we are keeping the snacks.
  Discussion: All sheets come on Mondays. This issue requires clarification with ESNS.
- Every other Wednesday: Subway or Pizza.
- Always items on Monday, Wednesday. Lunch Lady is Tuesdays.
- Volunteers needed to come in to help distribute.
  Mondays: Shawna
  Wednesdays: Karen
  (Marsha is the contact person but she cannot be here daily.)
- **Sub-committee**: Need a sub-committee to administer this program.
  Action Item: Request for volunteers for a Lunch Program Sub-Committee. – Council, Parent Community

PRO Grant for Media Literacy – Rebecca

- We received the grant for $1000.
- Subject: Media Literacy
- Action Item - Committee: Request for volunteers for a Media Literacy Parent Event Sub-Committee. - Council, Parent Community

Bulletin Board – Jenny

- Council Bulletin Board in the school hallway across from the gym.
- Jenny will update the bulletin board with yearbook photos and quotes.

- Advertise for volunteers on the Board.

Art Shine Program - Karen

- Mobile Art School: http://www.artshine.ca/
- (Used to be called Art Innovators.)
- Very similar to Mad Science.
- Local group available through Ontario.
- Investigate bringing the program into our school. - Karen

ADJOURNMENT

Motioned by: 1st: Susan 2nd: Fiona