Conestogo Public School – Council Minutes: Thursday, October 20, 2016

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UPCOMING COUNCIL EVENTS

2016-17 Event Dates:

- **Holiday Arrangement Fundraiser Kick-off**: Nov 1, 2016
  Holiday Arrangement Fundraiser Ends: Nov 15, 2016
  Arrangement Delivery: Thu Dec 1, 2016 2:00pm
  Arrangement Parent pickup: Thu Dec 1, 2016 3:30pm-5:30pm
- **WRDSB Digital Citizenship Summit - Families in a Digital World**: Saturday, November 26, 2016, 9:00am - 2:00pm, Bluevale Collegiate Institute. Register: dcsummit.weebly.com
- **Magazine Fundraiser Prize Store**: Monday Nov 28, 1:00pm-2:00pm in the gym.
  Magazine Ice Cream Party: Friday Dec 2, 1:00pm-2:00pm in the gym.
- **JungleSport Student Fitness Week**: April 10-13, 2017
- **Council Meetings** (Third Thursday of each month):
  - 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

Holiday Arrangement Fundraiser

- **Holiday Arrangement Fundraiser Kick-off**: Nov 1, 2016
  Holiday Arrangement Fundraiser Ends: Nov 15, 2016
  Arrangement Delivery: Thu Dec 1, 2016 2:00pm
  Arrangement Parent pickup: Thu Dec 1, 2016 3:30pm-5:30pm
- **Arrangement Order Forms to Teachers**: We need to ensure that teachers are aware of this fundraiser and have the opportunity to participate. – Chris
- **Post products on School-Day**: Mr. Beney to post. Provide photos to Mr. Beney to post on School-Day with details – Brian, Deb
- **Post Help Wanted on Website**: Post on the website for help wanted items, including the magazine and holiday arrangements. - Deb
- **Arrangement Orders**: Order arrangements and send details out to friends and families! – Council, Parent Community
- **Fundraising Volunteer Opportunities**: Volunteers required for the Prize Store, Ice Cream Party, Holiday Arrangements pickup. Please check your calendars and let Chris Sabean know what events you can help out with. – Council, Parent Community

Coffee & Tea Fundraiser:

- Provide Chris and Erin with fundraising info for Level Ground Trading - Deb

Magazine Fundraiser:

- **QPS Contract**: Confirm contract dates. – Chris

Budget Planning 2016-17

- Musical Production Funding: Contact Lisa Carere and Laura McMillan regarding funding. – Council Executive

Fun Fair Follow-up:

- Any additional feedback from parents, please provide to Jenny Benham to go into the recorded lessons learned for next year. – Council, Parent Community

Social Media Literacy – 2016-17 PRO Grant Event

- Forward Binary Tattoo information and Grant details to Laura Bredahl – Deb
- Contact Binary Tattoo to review dates and formats for event. – Laura Bredahl

Parent Directory

- Directory created, to be distributed via School-Day. – Deb, Principal

ESNS Lunch Program

- Update school website to remove other snacks from Thursdays. - Deb

Library Book Fair

- Proceed with organizing the book fair. - Shawna

Bulletin Board

- Proceed with bulletin board ideas proposed – Jenny, Chris, Agnes

Art Shine Mobile Art School Program

- Contact Art Shine about bringing the program into our school. - Karen

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

- Committee Leader: Laura Bredahl. Request for volunteers to help organize the Media Literacy Parent Event Sub-Committee. - Council, Parent Community

Lunch Program Committee Volunteers Needed

- Request for volunteers for a Lunch Program Sub-Committee. – 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

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

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

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	P								
Co-Chair	**Rebecca Hallman**	P	P								
Treasurer	**Karen Hofbauer**	P	P								
Secretary	**Gena Braun**	P	P								
Principal	Brian Beney	P	P								
Teacher Rep	Carolee Fox	Kendra Platt	Lisa Carere, Laura McMillan	Angela Bauman	Sherry Morland	Thea Kennedy	?	?	Melanie Morgan	Shannon Brown	Carolee Fox
Community	Susan Wagler	P	P								
WRAPSC	**Fiona von Kannen**	P	P								
15 Parent Members (in bold):	**Agnes Lehtonen**	P	P								
	Chris Sabean	P	P								
	Deb Jones	P	P								
	Erin Schmidt	P	P								
	Karen Forsyth	P	P								
	Laura Bredahl	N	N								
	Marsha Ferguson	P	N								
	Mel Thompson	P	N								
	Shawna Gingrich	P	N								
	Stephanie Forte	P	N								
Volunteers:	Maritza Roger	P	N								
	Katherine Sunday	N	N								
	Aimee Leveck	N	N								
	Carolyn Rouse	N	N								

	Juli Chinnick	P	N								

Agenda – Review & Approval

Adjustments to Agenda:

- Adjustments to accommodate election.

Agenda Approval with changes Motioned by:

1st: Karen F

2nd: Chris S

Minutes, Sept – Review & Approval

Adjustments to Minutes:

- none

Minutes Approval with changes Motioned by:

1st: Agnes

2nd: Chris

PRESENTATIONS

Teacher's Report – Musical Update – Lisa Carere, Laura McMillan

- Lisa Carere – Music and Grade 5-6 Teacher
  Laura McMillan – Grade 8 Teacher

2016-17 Musical Production

- Last production in the school was *Fiddler On the Roof*, which is a junior format of the Broadway production.
- 2016-17 Musical Production: We chose to do a Junior Broadway production this year. **Willy Wonka**.
- This production provides lots of opportunity for solos and chorus with a variety of characters.
- We just received the package. Every student participating will receive a student book. It comes with the entire format detailed.
- **Costs**: Cost of package: just under $1000 CAD – includes the copyright license to use this Broadway show. Will also be costs associated with props and costumes. Set, costumes, lighting, microphones, will require costs.
- **Auditions**: Like a sports team, students must audition for parts. In early November we will begin speaking with kids about auditions. Auditions will take place in December. Kids will know their roles before going into Christmas holidays.
- **Practices**: In January, practices 2x per week.
- Grades 4-8.
- **Show Dates**: May 10 – 11. Night. Afternoon. Night.
- **Costumes**: Students in the chorus would wear T-shirts, which they would pay for.
- **Tickets**: We are discussing costs of tickets. We can cost maximum $10. We are considering $5/ticket.
- We expect to have other items donated.
- Students will be given a clear understanding of the commitment required and will sign a contract.
- Approximately 24 roles that will have a speaking part and signing part. Plus a chorus.
- Also opportunities to help as stage hands, with props, etc.

Funding Request:

- We are requesting that Council fund the $1000 costs associated with the packages.
  Action Item: review funding request and follow-up with staff – Council
- We will be looking for a choreographer.
- Parent suggestion - **Grants**: We do apply for grants, including music grants. Are there music grants to cover this production? For future productions, we should investigate grants. Action Item: Research grant options – Council Volunteer
- Parent suggestion – **school field trips**: Possibility of including other schools in the Region to come to the school to see the production as a field trip.

Principal's Report – Brian Beney

- Welcome and appreciation expressed to the members of the 2015-16 School Council

Purpose of the School Council

- "Advisory body to provide ideas and opinions to help the Principal make the school a better place for learning. In its role as a link between the school and the community, the School Council shall help to establish and maintain good communication among the school, parents and community and to encourage parents and the community members to participate in education." *Article IV - CPS Council Constitution*
- Parent Members (one year term), 9 - 15 positions.

General expectations of members:

- Duty to attend 70% of the regularly scheduled meetings of the School Council to maintain voting privileges
- Participate in discussions at meetings
- Attend School Council events
- Work cooperatively to develop common goals of the WRDSB and school level
- Serve as an advocate and voice for the members of the school community and maintain confidentiality
- Volunteer to assist with Council activities
- Additional nominations? Review ballots and conduct election. Principal counts ballots verified by another non-elected parent.
- Principal announces 2016-17 School Council members.
- School Council elects executive (Chair/Co-Chairs, Secretary, Treasurer)

School Improvement Planning

- Learning focus: mathematics instruction and learning
- Well-being focus: to be determined by SCIS Team

Progress Reports / Parent-Teacher Interviews

- November 14 reports go home
- November 18 PD Day (afternoon devoted to Parent-Teacher Interviews)

Learning Commons

- Multi-purpose meeting room, learning centre, library extension.

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COUNCIL NOMINATIONS & VOTING

Process:

- Minimum 9 Members, Maximum 15 Members.
- Parents vote in Council Members.
- The new group of Council members vote in the new Executive.
- [voting in parent members took place by secret ballot]

15 Parent Members:

1. Rebecca Hallman
2. Jenny Benham
3. Karen Hofbauer
4. Gena Braun
5. Fiona von Kannen
6. Shawna Gingrich
7. Deborah Jones
8. Karen Forsyth
9. Marsha Ferguson
10. Laura Bredahl
11. Chris Sabean
12. Agnes Lehtonen
13. Erin Schmidt
14. Melanie Thompson
15. Stephanie Forte

2016-17 Executive Nominations:

- **Community member**: Susan Wagler: Nominate 1st Karen, 2nd Chris. Passed.
- **Co-Chairs**: Rebecca Hallman, Jenny Benham: Nominate 1st Agnes, 2nd Deb. Passed.
- **Treasurer**: Karen Hofbauer: Nominate 1st Fionna, 2nd Chris. Passed.
- **Secretary**: Gena Braun: Nominate 1st Jenny, 2nd Karen. Passed.

Decisions:

- **Teacher Rep**: Carolee Fox
- **Community Rep**: Susan Wagler
- **Co-Chair**: Jenny Benham
- **Co-Chair**: Rebecca Hallman
- **Treasurer**: Karen Hofbauer
- **Secretary**: Gena Braun

COMMITTEES & EVENTS – STATUS REPORTS

Fundraising update – Chris

Magazine Fundraiser – Follow-up

- **Prize Store**: Monday Nov 28, 1:00-2:00 in the gym.
- **Ice Cream Party**: Friday Dec 2, 1:00-2:00 in the gym.
- **Sales**: 634 magazine subscriptions plus other items. $21,000 in products.
  Last year: $27,000 in product.
- **This Year Profit**: $6,700.00

- **Online Sales**: Families can continue to order and we will still get credit for it.
- **QPS Contract**: Contracts are signed on a 2-year basis. Our contract is up after this year. We will need to decide if we want to sign another 2-year contract for magazines.
  Action Item: confirm contract dates. – Chris

Other fundraiser options:

- Cookie dough (will not make as much money with cookie dough).
- Gift card fundraisers: A lot of work and make very little profit.
- Parent suggestion: Coffee fundraiser.
  Deb: We do have info for Level Ground Trading fundraiser.
  Action Item: Provided Chris and Erin with fundraising info for Level Ground Trading - Deb

Holiday Arrangement Fundraiser

- **Holiday Arrangement Fundraiser Kick-off**: Nov 1, 2016
  Holiday Arrangement Fundraiser Orders End: Nov 15, 2016
  Delivery and Parent pickup: Thu Dec 1, 2016 2:00pm-5:30pm
- Also the Christmas Poinsettia, Urns and Wreath fundraiser will begin in November.
- **Arrangement Order Forms to Teachers**: We need to ensure that teachers are aware of this fundraiser and have the opportunity to participate. – Chris
- Order arrangements and send details out to friends and families! – Council, Parent Community
- **Post products on School-Day**: Mr. Beney to post. Provide photos to Mr. Beney to post on School-Day with details – Brian, Deb
- **Post Help Wanted on Website**: Post on the website for help wanted items, including the magazine and holiday arrangements. - Deb

Ranger's Tickets!

Every family that participates in the Holiday Fundraiser will get 1 ballet in the draw.
Winner Draw: December 1, 2016
Winner Tickets Pick-up: With orders on December 1, 2016

1. 1 Adult, 2 Kids
2. 1 Adult, 2 Kids
3. 1 Adult, 1 Kid
4. 2 Adults

- **Fundraising Volunteer Opportunities**: Volunteers required for the Prize Store, Ice Cream Party, Holiday Arrangements pickup. Please check your calendars and let Chris Sabean know what events you can help out with. – Council, Parent Community

Fun Fair Follow-up – Jenny

- **Expenses**: Still paying final expenses. Many were paid that night.
- **Profits**: Minimum of $5,000.
- **Auction Items:** We got everything distributed in a timely fashion.

Lessons Learned:

- **Prizes:** Spreading out the prizes to cover the whole gym worked really well. Perhaps next year people could bring blankets to eat and dedicate the gym to the auction and raffle.
- **Sitting to Eat:** Could we rent more chairs and sit them outside for eating. Could provide tarps for people sit on.

- **Student Volunteers:** Yes, we fed the students this year. Some kids did not get food.
- **Food sales:** Must buy food online in advance or only at the food table only.
- **Parent Volunteers:** We need better coverage for breaks. We need to look after out for our own well-being too.

Feedback from parents:

- Any additional feedback from parents, please provide to Jenny to go into the recorded lessons learned for next year. – Council, Parent Community

STANDING AGENDA ITEMS

WRAPSC Report – Fiona

- Sat Nov 26 – Digital Summit – registration not yet posted.
  Would be great to get at least 1 delegate to attend that day and bring back information.

WRDSB Digital Citizenship Summit

- Families in a Digital World – come and enjoy a date of presentations & discussions about digital learning and opportunities for your family.
    - Saturday, November 26, 2016
    - 9:00 to 2:00
    - Bluevale Collegiate Institute
    - Keynote Speaker: Jennifer Moss – she also done 2 Ted Talks
    - Presentations by Technology Leaders and Innovators, Community Members, Teachers, Parents and Children
    - For more information or to register dcsummit.weebly.com (it does not look like the site is active yet – at the meeting they said October 15th was the launch date to schools)

October 22nd –Learning Disability Association of Wellington County – Second Annual Conference 9:00 to 4:00

- This FREE event is intended for parents and caregivers of children with Learning Disabilities. The focus is providing parents with tools and strategies to aid them in supporting their children. This event will host two key note speakers and a variety of field professionals throughout the day. You will have the opportunity to gain new skills and network with other families. LDAWC.CA

Upcoming Items

- Next PIC Parent Event: Save the date – April 8th, 2017, **PIC/WRAPCS Parent event**
- **PIC meeting** November 8th – open to the public to attend
- November 12th – **People for Education Conference** in Toronto
- **Safe Caring Inclusive Schools** – Jill Magazine has prepared some resources for the team and this should have gone out to the school administrator. A handbook will follow later this fall. The Board is not running a conference this year where they would normally share the results of the school wellbeing survey. The survey results are available for each school to get access to their own school survey results.
- **School Travel Planning** – Leslie Maxwell – School Travel Planner. Looks at safety around school areas. Encouraging children within walking distance to walk to school to increase physical activity and increase safety in school areas by not having as many cars dropping off children. Suggestion was a "walking school bus" where a group walk to school together.

- School Day – Discussion on the use of school-day, which will be coming to all schools this year as not everyone uses it yet.
- Next meeting is November 1st

Meeting dates for the 2016-17 school year are:

- October 4, 2016
- November 1, 2016
- January 10, 2017
- February 7, 2017
- April 4, 2017
- May 2, 2017

Treasurer's Report – Karen

[reviewed written reports]

Expenses:

- Fun Fair expenses reviewed.
- **Water Bottle Filling Station**: not yet delivered. Once delivered, we submit a work order to have the Board install it. We expect it will be installed before Christmas.
- **Water Bottle Filling Station Launch**: We discussed a launch with a sign indicating that Parent Council funded it.
  Principal: Certainly needs to be clearly communicated to the parent community that Council funded it.
  Parent comment: But a little plaque would be a continual reminder for years to come.
- Magazine Emojis, etc.
- Gloves for food distribution – receipt is coming.

Income:

- Over $7500 in income for Fun Fair.

OPEN DISCUSSION ITEMS

Proposed 2016-17 Budget – Karen

- **Water bottles**: Parent comment: I would prefer to see money spent on items that leave more of a legacy or on the musical production rather than water bottles. My family has too many water bottles and they would be wasted. Principal: instead of buying them for everyone, you make an investment to get some made and offer them for sale to school community – would get sales that way.
- **Anti-bullying shirts** – going to be presold. Could do the same for water bottles. Don't count on profit for it but don't lose money.
- Over the summer, we had $10,000 in the bank. (We aim for only $5000 carryover.)
- **Student Appreciation discussion**: water bottles, to give appreciation and character building.
  Giving each student a gift. Find something positive about each and every student—would be on the announcements, give them a water bottle. How to show appreciation for students. We also discussed that some kids would not get a water bottle until the end of the year. Logistics of running this program difficult.
  Principal: There could be time made available in announcements. The idea is great. The challenge is how do you determine what kids gets recognition on any given day. You need to recognize everyone. Some of this recognition is already happening in the classroom. At the school-wide level awards are given at the end of the year. I think it's

great that kids need to feel that character matters but it's how to do that.
Parent: Could we get a copy of all of the class photos and put them on a bulletin board? We want kids to know that they are seen.
Water bottles were about a token to show appreciation to kids.
Principal: Table this item. The Safe Caring Inclusive School Team should really be driving this endeavour.
Decision: $500 given to that team.

- **Willy Wonka Musical**: $1000 allocated.
- Some schools fundraise for 5 years for one project. They often do special fundraising for a new playground.
- Will any other teachers come to request funds?
  Principal: No, they will not.
- Nest egg draw-down added.
- **JungleSport** is an "in-house" field trip.
- **St. Jacobs Playhouse**: Principal: We are not proposing a field trip to see a play this year.
- **Technology Upgrade**: Chromebooks – now that the primary grades are beginning to use them, there is a greater demand for all classrooms. We will be looking at a one-to-one student to device ration. Budget would cover 15 more Chromebooks.
- **Document Projectors**: All rooms have projectors except the two Kindergartens and there is discussion regarding whether we need them.
- **Motion to approve the budget**: 1st Agnes, 2nd Fiona. All in favour. Decision: Budget passed.

Parent Directory – Deb

- Form submissions closed on Sunday.
- Form worked well. Process is manageable.
- Directory is complete; the document just needs to be locked.
- Can go out on School-Day.
  Action Item: Lock and upload form, advertise via School-Day – Deb, Execs, Mr. Beney

ESNS Program Update – Marsha

- Only Menchies on every second Thursday.
  Action Item: Update school website to remove other snacks from Thursdays. - Deb
- **Gloves**: Marsha bought gloves. (There may still be gloves under the stage.)
- **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 Social Media Literacy – Deb

- We received the grant for $1000.
- Subject: Social Media Literacy
- Binary Tattoo: http://www.binarytattoo.com/for-parents-and-teachers/
- Laura Bredahl has expressed interest in leading this committee. (She says: As a parent of a JK and a professional librarian, this is a topic that greatly interests me.)
- **Timing**: February, beginning of term 2. Aim for end of February, after Family Day.
- **Action item** – contact Laura and talk to Binary Tattoo asap, also get event checklist to Laura as well - Deb

- **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.
- So many opportunities for the bulletin board but need help to know what to go with next. Looking for feedback on what we should use that space for.
  Action Item: Need ideas for how to best use this Board. – Council, Parent Community
- Needs to be changed regularly. Perhaps seasonally.
- Ongoing fundraiser information.
- Photos of events: Fun Fair, magazine ice cream party, JungleSport photos.
- 3 Categories: Fundraising. Upcoming Events. In the News.
- Agnes: Volunteers to do the upcoming month. Class photos around the Colts logo.
- Class photos – Contact the photographer to see if we can get copies of class photos – Principal
- Lettermaker: Chris has access to a letter maker.
- **Volunteers**: Jenny, Chris, Agnes
  Action Item: Proceed with bulletin board ideas proposed – Jenny, Chris, Agnes

Library Book Fair – Rebecca for Shawna

- Shawna spoke with Mrs. Goodwin about bringing a Scholastic Book Fair to the school so parents can browse and purchase during school interviews.
- **Nov 17**: install.
  November 17-18: will be here over parent interviews.
  Nov 21: final day.
- **Book Fair Theme**: Pirates. Games oriented around Pirates. Will talk to teachers about doing a door-decorating contest so parents can see them when they come for interviews.
- Teachers could have a wish list of books they would like for their classroom.
- We need to commit to bringing it to the school. Mrs. Goodwin and Shawna would complete the rest.
- We as Council would not profit from the event.
- The library clerk cannot use their paid time to run the book fair event. In the past, Scholastic offered to provide free books but we could not choose them. Now, Scholastic writes the school a cheque.
- So, the librarian requires parent volunteers to help run the event.
- Scholastic sends the equipment required.
- Decision: Proceed with organizing the book fair. - Shawna

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.
- Run winter and spring sessions.
- 8 week program

- Jk-Grade 6. Similar to Mad Science program. They do online registration.
- We can decide what day we want the program.
- This information is all on the website and pamphlet.
- 1 art instructor for every 20 students. Instructors are fully qualified, certified teachers, police checks, etc.
- Teach different themes, media. Warm-up sessions with cursive writing.
- They provide 2 scholarships and 2 bursaries per school.
- Location: The art room would hold 30 students. 1 session on one school day would max at 30 students.
- Cost per child: similar to Mad Science. And fundraising options are available so a portion of the sale would come back to the school.
- Are we planning to run Mad Science this year?
  Principal: Any program run during the day, there is a concern with ensuring that students can financially attend if they want to. There will need to be some mechanism to ensure that students are not left out. If a student shows interest, we need to ensure they are financially able.
- Mad Science last year used the portables. We used the library but it was not ideal.
- Could we do a full day art day with all grades, the same way we did a Fitness Day? When it is included in the instructional day of school, we need to be aware that everyone needs to be included. May not be logically feasible.
- Contact Art Shine about bringing the program into our school. - Karen

ADJOURNMENT

Motioned by: 1st: Agnes 2nd: Deb