Conestogo Public School – Council Minutes: Thursday, Jan 19, 2017

Upcoming Council Events **2**

Action Item Summary **3**

Welcome & General Business **4**
- Attendance 4
- Agenda – Review & Approval 5
- Minutes, November – Review & Approval 5

Presentations **5**
- Teacher's Report – Karen Larke 5
- Principal's Report – Brian Beney 5
- Committees & Events – Status Reports 7
- Fundraising update – Chris 7
- S'Cool Life Find Grant - Deb 7
- Pro Grant Update - Laura 7

Standing Agenda Items **8**
- WRAPSC Report – Fiona 8
- Treasurer's Report – Karen 8

Open Discussion Items **8**
- Water bottle filling station - Jenny 8
- Alternate fundraising opportunities – Karen F and Shawna 9
- Art Shine program update – Karen 9
- Update Council Constitution, Bylaws, and Vision/Mission – Jenny 9
- Environmental Stewardship – Erin and Gena 9
- Elmira Maple Syrup Grant - Fiona 9
- Kiwanis Grants 9
- Grade 8 Graduation - Jenny 9

Adjournment **9**

UPCOMING COUNCIL EVENTS

2016-17 Event Dates:

- **Mad Science:** Feb 8 – April 5.
- **Art Shine:** Feb 9 – April 6.
- **JungleSport Student Fitness Week**: April 10-13, 2017
- **Council Meetings** (Third Thursday of each month):
    - Thu Mar 23, 2017
    - Thu Apr 20, 2017
    - Thu May 18, 2017
    - Thu Jun 15, 201

ACTION ITEM SUMMARY

Initiative/Project	Action Item	Member Responsible
Principle Report – Communication	Have an open discussion at the next meeting regarding methods of communication between the school, teachers, and parents.	Brian
Fundraising Update	Inventory button making supplies left over from the Emoji Party (for Fun Fair next year)	?
	Investigate Cookie Dough fundraising options and other alternate fundraising ideas	Shawna and Karen F
S'Cool Life Fund	Follow up on sound system repairs (in progress)	Brian
	Request a quote for two xylophones and send to Deb.	Brian
	Submit grant application by March 31.	Deb
PRO Grant	Follow up with Cat for invoice	Laura
Budget	Determine if library bags can be re-used	Agnes and Shawna
Water Bottle Filling Station	Determine appropriate inscription for plaque indicating it was installed by council through fundraising (Deb to "wordsmith").	Deb
Council Constitution and Bylaws	Review bylaws and ethics for procedures that are clearly outdated (this will be a work in progress for a few months).	Council
Environmental Stewardship	Get committee together for September (contact Mrs. Bauer).	Gena and Erin
Environmental Stewardship	Submit application for Grand River Conservation Foundation grant for landscaping.	Karen H
Elmira Maple Syrup Grant	Watch website for announcements	Fiona
Kiwanis Grants	Attend meeting in September	Chris or ?
Grade 8 Graduation	Determine decorating and menu with parent group	Jenny
Fun Fair	Order tables (30?)	Jenny?

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	P	**Meeting canceled due to weather**	N	P				
Co-Chair	**Rebecca Hallman**	P	P	P		P	P				
Treasurer	**Karen Hofbauer**	P	P	P		P	P				
Secretary	**Gena Braun**	P	P	P		P	P				
Principal	**Brian Beney**	P	P	P		P	P				
Teacher Reps	Carolee Fox	Kendra Platt	Lisa Carere, Laura McMillan	Angela Bauman – P		Thea Kennedy	Karen Larke	?	Melanie Morgan	Shannon Brown	Carolee Fox
Community	Susan Wagler	P	P	P		N	N				
WRAPSC	**Fiona von Kannen**	P	P	P		P	P				
Parent Members & Volunteers	**Marsha Ferguson**	P	N	P		P	P				
	Stephanie Forte	P	N	P		P	N				
	Agnes Lehtonen	P	P	N		N	P				
	Chris Sabean	P	P	N		P	P				
	Katherine Sunday	N	N	N		N	N				
	Aimee Leveck	N	N	N		N	N				
	Shawna Gingrich	P	N	P		N	P				
	Carolyn Rouse	N	N	P		N	N				
	Juli Chinnick	P	N	N		N	N				
	Karen Forsyth	P	P	P		P	N				
	Deb Jones	P	P	P		P	P				
	Erin Schmidt	P	P	P		P	P				
	Mel Thompson	P	N	N		P	N				
	Maritza Roger	P	N	N		N	N				
	Laura Bredahl	N	N	N		P	P				

Agenda – Review & Approval

Adjustments to Agenda:

- Add discussion of grade 8 graduation.

Agenda Approval with changes Motioned by:
1st: Chris
2nd: Agnes

Minutes, November – Review & Approval

Adjustments to Minutes:

- None.

Minutes Approval with changes Motioned by:
1st: Marsha
2nd: Karen

PRESENTATIONS

Teacher's Report – Karen Larke

- Erin Forsyth and Karen Larke are the French teachers (primary and intermediate) and French instruction begins in Grade 1.
- Teaching approach is based on "AIM" (Accelerative Integrated Methodology) and mimics "mini immersion" because the expectation is that they will speak French for the entire class (a monthly draw helps the grade 7 and 8s to be more motivated).
- New curriculum suggests they should learn without formal grammar instruction leading to gap between what they learn in grade 7, 8, and what is expected in grade 9.
    - Erin and Karen choose to keep formal grammar training as part of curriculum because they believe it is important for learning and helps to bridge the gap between grade 8 and high school – they also make up a folder to keep their grammar lessons in that they can take with them.
    - Goal for grade 8s: that grade 9 French will be "easy" because they are better prepared, and then they will achieve success and feel positive about the overall benefits of a second language.
- Is there any evidence to show Conestogo grads do better in high school? No specific information available, but Karen does think it is more logical to keep formal grammar instruction (this in only the third year of this program).
- Erin does more performance and interactive work with younger grades as they are more receptive to this approach.
- Council has supported the purchase of a great collection of materials for the French program ("AIM program") and this has been greatly appreciated.

Principal's Report – Brian Beney

Welcome to Term Two

- Term Two officially began Feb. 6th
- Report cards go home Feb. 17th

Keeping Current, Staying Informed and Communicating with Teachers

- *SchoolDay* continues to serve the needs of 98% of our school families
- Website (both the WRDSB and School)

- Synervoice - call out system
- Questions, concerns, issues in the classroom? Face to face, phone, email only to set up phone or face to face conversation or share basic factual information. We try to respond within 24 hours.
- **ACTION ITEM: HAVE AN OPEN DISCUSSION REGARDING COMMUNICATION METHODS at the next meeting.**
    - **This can also apply to communicating events, etc. for Council initiatives**

Pink Shirt Day - Feb. 22

- Contest finalists and winning design
- Pre-purchased shirts arrive next Tuesday (one extra of each size was ordered)
- Grades 5 - 8 Student Survey re. Harassment, sense of inclusion and respect
- Announcements, class discussions and group photos

Health Matters

- **Fifth Disease**
    - Contact the school
    - Child can attend school
    - No letter sent home
- **Lice Procedures**
    - Contact the school
    - Letter sent home, parents check hair and return letter the following day
    - Principal checks hair of child upon return
    - Parents should check daily for 7 - 10 days
    - Principal periodically checks for the next week or so

Information Updates / Upcoming Events

- *Mad Science Club* - ~50 students, 3 groups - seems to be positive experience thus far
- *Art Shine Club* - 21 students
- Winter Carnival - Feb 16 (was today)
    - Grades 1 - 5
    - Grade 6 class assisted
- *Swim to Survive* Program for Grade 3 Students Coming later in March
- Director's Town Hall - Feb 21 at the WRDSB Ed. Centre
- Public townhall on March 21 regarding road work on Sawmill and Northfield. Bus route changes to take effect in April.

Thank you. We belong to such a supportive, engaged and committed community.

Committees & Events – Status Reports
Fundraising update – Chris

Magazine Fundraiser

- Emoji parties done (thanks Agnes L and Sandra C!)
  - Button making was a success and the remaining supplies has been put with Fun Fair stuff
- QSP contract to be signed (same Rep) and we get $1100 as a bonus based on last year's sales
  - Chris will run it next year and mentor Karen and Shawna
- **ACTION ITEM: DO AN INVENTORY OF BUTTON SUPPLIES**
- Down about 30% from last year (school population down and magazine options have decreased) but we make significant funds in 3 weeks (hard to find a similar fundraiser as we get 37% back)
- Cookie dough best to do as a separate fundraiser and is slightly more challenging because the orders can't be delivered by courier (it needs to stay frozen), but may be a good back up if we need to make up some additional funds
- **ACTION ITEM: LOOK INTO COOKIE DOUGH (Shawna or Karen)**

S'Cool Life Find Grant - Deb

- Review: same grant that purchased the ukuleles (used for club and Christmas concerts) – funds D.R.E.A.M.S. for items that leave a bit of a "legacy"
  - We need an itemized list with prices, and can be submitted online
- OPTION: Sound system:
  - In Progress: Mr. Beney will have a sound engineer look into it. It is roughly 10 years old but may still be quite useful and just require repairs and professional fix-up (try to get the system assessed before March 31 to determine if we still want to put this in the grant).
- OPTION: Xylophones
  - $700 each (based on request from teacher following our e-mail request for funding suggestions).
  - **ACTION ITEM: GET QUOTE FOR XYLOPHONES – Mr. Beney has this and can send to Deb.**
- OPTION: "Performance package"
  - We also discussed other aspects of items for productions (lighting, etc.), but some of these may be more appropriate to rent (TBD).
- Grant cannot likely be used for one-time productions (like Willy Wonka).

Pro Grant Update - Laura

- Social Media Literacy event review: Lots of positive feedback for student presentation and evening for parents. Handout by Laura very useful to help parents summarize key points (see Binary Tattoo website for reviews of apps that are and are not "safe" for kids).
- Business card feedback?
  - Too small and easily overlooked, BUT very professional looking
  - Alternative feedback – **medium size might work better**
  - Vistaprint is a good option for the future
  - We did something similar for Fun Fair but printed ourselves
  - Advertising budget limited to a certain percentage of the grant money
- 41 people attended and several had not registered (RSVP useful for planning food and chairs and for running survey after as required by grant).
  - Roughly 40-50% of people responded to the survey and feedback was very positive.

- One question: grade 8s left out (5 and 6s included as well as grade 7s), largely due to an on the spot decision and Mr. Beney was not available that day to participate in this decision.
- **ACTION ITEM: LAURA TO FOLLOW UP WITH CAT FOR INVOICE.**
- **Big THANKS to DEB and LAURA for the work involved in this event!**
- **Note: To rent chairs for free from the board, we need to book them up to 6 months in advance (we have 60 under the stage).**
- **ACTION ITEM: ORDER TABLES FOR FUN FAIR NOW – approx. 30 tables required.**

STANDING AGENDA ITEMS

WRAPSC Report – Fiona

- Meeting dates for the 2016-17 school year are:
  - April 4, 2017
  - May 2, 2017
- Summary of minutes: Budget, PRO GRANT presentation but did not indicate a lot beyond what we already know
- Digital Summit: There was discussion of coding balls ("spheros"): We have them at Conestogo and they are in use – robotics club is using them to learn about programming (this is currently for grade 5-6, approx.).
- **AGENDA FOR NEXT MEETING: SEE CODING BALL DEMO.**

Treasurer's Report – Karen

- Balance: $7363
- Expenses: Social Media, Chair rentals, Library bags = literacy support
  - Consider reusing these each year – OFFER OPT-OUT on School Day OR collect them at the end of the year?
  - **ACTION ITEM/AGENDA FOR NEXT MEETING: ASK Ms. Goodwin regarding re-using bags (Agnes and Shawna).**
- Incoming: Poinsettias
- Budget planning:
  - We need to follow the planned budget to be able to plan for larger items (like playground enhancements), otherwise these funds will be swallowed up by unplanned "pop-ups"
  - We will start discussing budget for next year at the next meeting and make sure teachers know and have a chance to propose items for the budget sooner (need a draft budget in place for fun fair and to plan fundraising), but also keep in mind that teachers are not the same every year so planning ahead can be challenging.
    - **FOR NEXT YEAR – put in line item for author visit (request by Mr. Beney)**
  - For the musical, teachers should plan ticketing to cover costs (Mr. Beney indicated that teachers have planned for cost recovery of all other musical costs).
- Request from library clerk: Sigmund Brower, $750 requested to cover his visit.
  - Motion Rebecca: Use $750 from Mad Science and go over budget on Mad Science (drawdown nest egg) for SIGMUND BROWER
    - 2nd: Erin

OPEN DISCUSSION ITEMS

Water bottle filling station - Jenny

- Very positive feedback from students (municipal water from filter).
- Motion by Jenny: Get a plaque to show it was donated by CPS parent council or Conestogo Public School Community, 2016 (Deb to determine wording).
    - 2nd: Deb
    - **ACTION ITEM: DEB to "wordsmith: some options and we will vote at the next meeting.**

Alternate fundraising opportunities – Karen F and Shawna

- **DISCUSS NEXT MONTH**

Art Shine program update – Karen

- **DISCUSS NEXT MONTH**
- Note: There were scholarships and bursaries available (several people were under the impression there were only bursaries).

Update Council Constitution, Bylaws, and Vision/Mission – Jenny

- We have updated Mission and Vision and posted.
- Constitution and Bylaws are in progress.

Environmental Stewardship – Erin and Gena

- **ACTION ITEM: Mrs. Bauer is interested – Gena and Erin will set up a meeting**
- Put out notice in the spring and plan to make up committee/student team this year.
- **ACTION ITEM: Apply for Grand River Conservation Foundation grant by Feb 28th – KAREN H.**

Elmira Maple Syrup Grant - Fiona

- Grant application available the day of the festival, then we have a month to apply.
- Fiona to watch website.

Kiwanis Grants

- Chris or another rep go to meeting in September (funding for BOOKS), work with Mrs. Goodwin.

Grade 8 Graduation - Jenny

- Parents want to be involved and run the same process as before.
- Who needs to be involved and what can parents do to support?
    - Laura and Mr. Beney have booked the location (Ariss Golf Course) and will look after programming.
    - Mr. Beney has some parent feedback from last year that can be used to tweak event.
    - Parents and students can decide menu and decorations (Jenny already has info from Susan).
- **ACTION ITEM: Jenny will bring parents together and then reach out to Mr. Beney with feedback.**

ADJOURNMENT

Motioned by: Deb

1st: Deb
2nd: Marsha