Conestogo Public School – Council Minutes: Thursday, June 14, 2018

Upcoming Council Events **2**

Action Item Summary **3**

Welcome & General Business **4**
- Attendance 4
- Introductions & Thank You's. 5
- Agenda – Review & Approval 5
- Minutes, May – Review & Approval 5

Presentations **6**
- Teacher's Report – Nancy Wagler 6
- Principal's Report – Cathy Baer 6

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

Committees & Events – Status Reports **9**
- Fundraising Update – Karen F 9
- Fun Fair – Rebecca, Jenny 9
- PRO Grant – Deb and Laura 9
- HKCC Community Engagement Grant – Jenny 9

Open Discussion Items **10**
- Holiday/Poinsettia Fundraiser – Deb 10
- Kindergarten Outdoor Learning Area/Playground – Cathy 10
- ESNS 10
- Kindergarten Information Night 10
- …for Next Year 10

Adjournment **10**

UPCOMING COUNCIL EVENTS

2017-18 Event Dates:

- Next Council Meeting: Thursday, September 13, 2018
- Council Meetings for 2018-2019 (third Thursday of each month) TO BE CONFIRMED at first council meeting in September, 2018:
    - September 13, 2018
    - October 18, 2018
    - November 15, 2018
    - December 20, 2018
    - January 17, 2019
    - February 21, 2019
    - March 21, 2019
    - April 18, 2019
    - May 16, 2019
    - June 20, 2019
- Magazine Kick-Off: Sept 18, 2018
- Fun Fair: Sept 20, 2018

ACTION ITEM SUMMARY

Initiative/Project	Action Item	Person(s) Responsible
Council Meetings, 2018-2019	Send list of meeting dates for 2018-2019 to Carolee so that she can request staff participation for teacher reports	Gena
Council Report	Include description of Chartered Accountant presentations for grade 7 and 8 classes.	Jenny
Budget	Author visit – review minutes of previous meetings for grants that can be used for author visits and send to Mrs. Goodwin	Gena
	Confirm that most recent budget has been made available to school community with Minutes documents	Gena, Deb
	Set up doodle to schedule August draft budget meeting	Gena
	Send out draft budget to council following meeting in August	Gena
Fundraising – Mabel's Labels	Send out a message to Parents via School Day to remind them to order Mabel's Labels for summer camps	Karen F, Deb
Fun Fair	Pay Karen F back for plastic prizes	Jenny, Karen H
	Inventory Fun Fair supplies under the stage (June 28)	Karen F, Rebecca
	Send out "Save the Date" via School Day	Deb
	Upload information to School Day for Fun Fair 2 weeks before school starts (Cathy to confirm this will be possible)	Cathy, Deb
	Brainstorm regarding Council info booth for Fun Fair (and large cheque as a sample for donating).	Erin, Shawna, Karen F
	Set up doodle to schedule July planning meeting	Gena
PRO Grant	Contact the company to book a date for early April 2019	Laura
Pointsettia Fundraiser	Contact Deb to follow up on planning details	Karen F, Erin
Playground Committee	Meet to determine next steps	Gena, Shawna, Marsha
Council for next year	Consider how you might like to contribute to council next year as a volunteer, member, or executive	All

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 14	Oct 19	Nov 9	Dec 14	Jan 18	Feb 15	March 22	Apr 19	May 17	June 14
Co-Chair	**Jenny Benham**	P	P	Cancelled due to weather.	P	P	P	P	P	P	P
Co-Chair	**Rebecca Hallman**	P	P		P	P	P	P	N	P	P
Treasurer	**Karen Hofbauer**	P	P		P	P	P	P	P	P	N
Communications	**Deb Jones**	P	P		P	N	N	P	P	N	N
Secretary	**Gena Braun**	P	P		P	P	P	P	N	N	P
Principal	**Cathy Baer**	P	P		A	P	P	P	P	P	P
Teacher Reps	Carolee Fox	P	Karen Larke		Carolee Fox	Sherry Morland	Angela Bauman	Elisa Muise and Dougall Newport	Rachel Quickfall	Shannon Brown	Nancy Wagler
Community	**Susan Wagler**	N	N		N	N	N	N	N	N	N
WRAPSC	**Fiona von Kannen**	P	P		P	P	P	P	P	P	P
Parent Members & Volunteers	Marsha Ferguson	N	N		N	N	P	P	N	N	N
	Stephanie Forte	N	P		P	N	N	N	P	P	P
	Agnes Lehtonen	P	N		N	P	P	N	N	P	N
	Chris Sabean	P	P		P	P	N	N	P	P	P
	Katherine Sunday	N	N		N	N	N	N	N	N	N
	Aimee Leveck	N	N		N	N	N	N	N	N	N
	Shawna Gingrich	P	P		P	P	P	P	P	P	P
	Carolyn Rouse	N	N		N	N	N	N	N	N	N
	Karen Forsyth	P	N		P	P	N	P	P	P	P
	Erin Schmidt	P	P		P	N	P	P	P	P	P
	Mel Thompson	N	N		N	N	N	N	N	N	N
	Maritza Roger	P	N		N	N	N	N	N	N	N
	Laura Bredahl	P	P		P	P	N	P	N	N	N

Introductions & Thank You's.

- Special thanks to Fiona and Chris as this is their last council meeting:
  - Special thanks expressed by Jenny for over a decade of participation!
  - Chris has run fundraising, and Fiona has been our rep on WRAPC and they have done an excellent job!

Agenda – Review & Approval

Adjustments to agenda:

- Safe, Caring, Inclusive, and Healthy Schools Team removed
- Nancy Wagner not able to provide teacher report
- ESNS discussion added

Agenda approval with changes motioned by:
1st: Fiona
2nd: Chris

Minutes, May – Review & Approval

Adjustments to minutes:

- none

Minutes approval with changes motioned by:
1st: Chris
2nd: Fiona

PRESENTATIONS

Teacher's Report – Nancy Wagler

- Nancy was not able to attend this evening – removed from the agenda.
- Mrs. Fox attended and expressed appreciation from the staff for the work done by Council.
    - **ACTION ITEM, Gena: Send meeting dates to Carolee to inform staff**
    - **ACTION ITEM, Council: Send Carolee list of Fun Fair volunteer positions before September 12 (first staff meeting) if possible.**

Principal's Report – Cathy Baer

- Special thanks expressed by Cathy to Council as a group of dedicated parents that have made a difference at the school.
- Volunteer appreciation breakfast:
    - Next year may run this event to coincide with a council meeting to improve attendance.
    - Students were able to participate in breakfast that took place before school
- Gaga Ball Pit:
    - Increasing participation with bigger kids and overall very popular
    - May need to consider something for the bottom as grass is wearing away (i.e. AstroTurf)
    - Chris, Marsha, John, Karen, Dave H, Shawna → Cathy would like to provide a gift card and Jenny will take a photo of the pictures the kids made and make it into a thank you card.
- Staffing updates:
    - To be provided at year end assembly.
- Appreciation expressed for equipment (projector and jerseys)
- Safe, Caring, and Inclusive surveys to be completed by students:
    - We are adding a new survey this year, the Middle Years Development Instrument (MDI) Assessment. Students in Grades 4 – 8 will complete this during the week of June 18, 2018. A letter was sent home via School Day on Monday June 11 with more information.
    - SCIS Survey for Parents will come out on School Day next week
- Budget requests for 2018-2019:
    - Outdoor Sound System – approx. $2000
    - Author visits – Vicky Grant for Grades 6 – 8 ($300) plus $700 for an author visit for younger students
    - Magazine Subscriptions - $500
    - Library Book Bags - $276.04
    - Planners - $1701.10
    - Dreambox – approx. $1200
    - Junior Climber
- Chartered Accountants – did presentations to grade 7 and 8 classes (THANKS to Fiona for bringing this information from WRAPC and making the school aware of this program).
    - Yearend party activity for learning about budgeting, etc.
    - **ACTION ITEM, Jenny: include this on the council report.**
- Note that class lists will not be posted on the school doors this year.
    - "WRDSB is committed to keeping your children safe. To comply with privacy legislation we are changing the way we communicate elementary students' home classrooms for September 2018. Class

lists will no longer be posted on the outside windows or doors of our school. More details about how to find your child's class information will be shared on the school website and via School-Day in August."

- Transportation details for the 2018-2019 school year will be available on Monday August 20, 2018. Parents can login and view their child's transportation details by going to www.stswr.ca and following these easy steps:

  • Click on "Student Login"
  • Enter your child's Ontario Education Number (OEN)
  *The OEN can be found on your child's report card
  *Numbers only, no space, no dash
  • Enter your child's birth date
  *dd/mm/yyyy
  • Enter your child's street number
  *house number only
  • Select the school your child is attending from the drop down menu

  Please note that any address changes must be done at your child's school. If you are moving in the summer or changing caregiver arrangements for the fall, you should communicate the change of address to your child's school before the end of the 2017-2018 school year. Visit our website at www.stswr.ca to find bus delays and cancellations, subscribe to receive e-mail or text notifications for late buses and closures and follow us on Twitter @STSWR.

- Timetable for 2018 – 2019

  9:20 – 11:20 Periods 1 – 4
  11:20 – 12:00 Nutrition Break

  12:00 – 2:00 Period 5 – 8
  2:00 – 2:40 Nutrition Break

  2:40 – 3:40 Periods 9 – 10

- WEFI update: deposits into School Council WEFI actually go to School account – phone call follow up required to adjust.
  - 3% deduction taken off by Canada Helps through WEFI
  - If you write a cheque for school council account, that goes directly with no administrative fee.
  - For Fun Fair – to donate instead, please write a cheque to CPS with school council WEFI in the memo.
  - Discussed upcoming events and noted that ESNS lunch program starts on Sept 24.
    - June 14 – Junior Track and Field Day at University Stadium

- June 14 – School Council
- June 15 – Grades 2/3 and3/4 to Doon Heritage Crossroads
- June 15 – Grades 4/5 and 5 to Kiwanis Park
- June 18 – 22 – SCIS Survey for Grades 4 – 8
- June 20 – Conestogo's Got Talent, 12:15 – 1:15 pm
- June 21 – Grade 6s to Science Centre
- June 21 – Grade 7 STEM Fair, 12:00 – 1:30 pm
- June 22 – Year-End Assembly at 10:20 am
- June 25 – Room 7 Graduation at 12:30 pm
- June 25 - Grade 8 Grad
- June 26 – Room 8 Graduation at 3:00 pm
- June 28 – Trip to the Movies in am – "The Incredibles 2"
- June 28 – Pop Up Playground in pm
- June 26 – June 28 - Intermediate Trip to Montreal
- September 4 – First Day of School! Staggered entry for JK/SK
- September 18 – QSP Assembly at 10:00 am
- September 19 – Safety Patrol Training
- September 20 – Meet the Teacher Night/Fun Fair, 5:00 – 8:00 pm
- September 21 – PD Day
- September 24 – Picture Day
- September 24 – ESNS Lunch Program begins

STANDING AGENDA ITEMS

Treasurer's Report – Karen

- Postponed due to Karen's absence this month.
- No significant changes.
- **ACTION ITEM, Gena: Confirm that budget posted with April minutes.**
- Note that budget can't be approved until council member nomination and voted on at the first meeting.
- **ACTION ITEM, Gena: Review previous minutes for grants for author visits to provide to Ms. Goodwin**
- **ACTION ITEM, Gena: Make up doodle for August budget drafting meeting**
- **ACTION ITEM, Gena: Send out draft budget following summer meeting**

WRAPC Report – Fiona

- Agnes and Jenny have volunteered to attend WRAPC meetings next year.

COMMITTEES & EVENTS – STATUS REPORTS

Fundraising Update – Karen F

- Kick off September 18th 2018
- From last meeting:
  - Action Item: Karen F to email Beth Snelgrove regarding prizes
  - Action Item: Karen F and Shawna: Decision to be made by the Fundraising Sub-Committee.
- **ACTION ITEM, Deb: Send out a message for Mabel's Labels for the summer?**

Fun Fair – Rebecca, Jenny

- Karen F – got fun fair plastic trinkets prizes ($168.60) and store under stage
  - **ACTION ITEM, Jenny: Jenny to make sure cheque paid (through Karen H)**
  - **ACTION ITEM, Karen F and Rebecca: Inventory fun fair items that are under the stage on June 28 in the morning.**
- **ACTION ITEM, Deb: Upload information for Fun Fair 2 weeks before school starts on School Day – Cathy to confirm that this will be possible.**
- **ACTION ITEM, Deb: Send out "save the date" for Fun Fair before the end of this year.**
- Silent auction items to be done in July/August – See "…for next year"
- Face painting, horseback adventures, nimble bus, photo booth, already organized and deposits placed if needed.
- **ACTION ITEM, Erin, Shawna, Karen: Provide sample big cheque at fun fair for "make a donation" (instead of bidding – and can get a tax receipt).**
  - Also consider a booth at fun fair to advertise what council fundraising has purchased and the types of items/goals for the future.
- **ACTION ITEM, Gena: Send out DOODLE pool for fun fair meeting dates (July)**

PRO Grant – Deb and Laura

- PRO Grant: See notes from Deb's e-mail (add later).
- Early April probably best - perhaps a Thursday night?
- **ACTION ITEM, Laura: Set a date with company for early April, 2019.**

HKCC Community Engagement Grant – Jenny

- Excited to have been awarded this grant and it will be applied to Gaga ball pit costs.

OPEN DISCUSSION ITEMS

Holiday/Poinsettia Fundraiser – Deb

- Deb to set up on School Day or consider other online purchasing options.
- Erin to run day-of pick up and Karen F will help. **ACTION ITEM, Karen/Erin: will follow up with Deb for details.**

Kindergarten Outdoor Learning Area/Playground – Cathy

- Presented plan provided by Earthscapes ($12,000 – a copy of this document is available upon request).
- Council members emphasized that a multi-year plan to determine overall layout should be determined before installing any new structures.
- We should also apply for specific grants (Lyle S Hallman, Optimist Club, etc.), but need a bigger picture plan first.
- Suggestion: Create a poster at fun fair to display ideas/items and projected costs.
    - i.e. little kids climbing structure is one of the items missing.
    - **ACTION ITEM, Gena, Shawna, Marsha: Meet and brainstorm some ideas including costs.**

ESNS

- Shawna can coordinate ESNS for 2017-2018.

Kindergarten Information Night

- Put picture of green handout that Jenny shared (see council e-mail).

…for Next Year

- **ACTION ITEM, all: Consider how you might like to contribute to council next year (in terms of official positions).**

ADJOURNMENT

Motioned by:
1st: Fiona
2nd: Chris