Conestogo Public School – Council Minutes: Thursday, June 11, 2020

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UPCOMING COUNCIL EVENTS

2019-20 Event Dates:

- Fun Fair: Thursday, September 19
- Handmade Show: Saturday, October 26
- Lions Bingo: Thursday, January 30
- Family Skate: Saturday, March 28, 4:30 PM to 5:30 PM
- Next Council Meeting: Thursday, March 26, 2020
- Council Meeting dates for 2019-2020 (the third Thursday of each month with some dates adjusted for events and holidays):
    - Thursday, Sept 12, 2019
    - Thursday, Oct 17, 2019
    - Thursday, Nov 7, 2019
    - Thursday, Dec 12, 2019
    - Thursday, Jan 16, 2020
    - Thursday, Feb 20, 2020
    - Thursday, Mar 26, 2020 (March Break: Mar 16-20, 2020)
    - Thursday, Apr 16, 2020 (Easter Fri Apr 10, Mon Apr 13)
    - Thursday, May 14, 2020 (Victoria Day, Mon May 18)
    - Thursday, Jun 11, 2020

ACTION ITEM SUMMARY

Initiative/Project	Action Item	Person Responsible
Communication over the summer	Mr. Sendrea will send out a message to remind parents to check School Day over the summer.	Mr. Sendrea
Fun Fair	Contact the Optimist Club to let them know that the date will be shifted to June 3 or June 10.	Steph F
Council Membership/Executive for 2020-2021	Contact and thank parents that have participated in the past. Consider participating in Council as part of the Executive next year, and encourage new parents to attend.	Jenny 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 12	Oct 17	Nov 7	Dec 12	Jan 16	Feb 20	April 7	Apr 16	May 14	June 11
Co-Chair	**Jenny Benham**	P	P	P	Meeting cancelled	P	P	P	P	P	P
Co-Chair	**Rebecca Hallman**	N	P	N		P	N	P	P	P	P
Treasurer	**Karen Hofbauer**	P	P	N		P	P	P	P	P	P
Communications	Deb Jones	N	N	N		N	N	N	N	N	N
Secretary	**Gena Braun**	P	P	P		P	N	P	P	P	P
Principal	Michael Sendrea	P	P	P		P	P	P	P	P	P
Teacher Reps	Carolee Fox	P	Lori Hillman	Kristyn Keyes		None (due to ETFO job action)	None (due to ETFO job action)	Carolee Fox	N/A	Carolee Fox	Lori Hillman
Community	n/a	N	N	N		N	N	N	N	N	N
WRAPSC	**Jessica Gordon**	N	P	P		P	N	P	P	P	P
Parent Members & Volunteers	**Stephanie Forte**	P	N	P		N	P	P	P	P	P
	Colleen Heinrichs	P	N	P		P	N	P	P	N	P
	Gloria Ramage	N	P	P		N	P	N	N	N	N
	Christine Sanchez	P	N	N		N	P	N	N	P	N
	Amy Hertz	P	N	N		N	N	N	N	N	N
	Sandra Clank	P	N	N		N	N	P	P	N	N
	Ian Howlett	P	P	P		N	P	N	N	N	N
	Kristen Kent	P	N	N		N	N	N	N	N	N
	Katie Misener	P	N	N		N	N	N	N	P	P
	Marsha Ferguson	P	N	P		N	N	N	N	P	P
	Agnes Lehtonen	P	N	P		P	N	N	N	P	P
	Katherine Sunday	N	N	N		N	N	N	N	N	N
	Shawna Gingrich	N	P	P		N	P	N	N	N	N
	Karen Forsyth	P	P	P		N	P	P	P	P	P
	Erin Schmidt	P	P	P		P	N	P	N	P	N
	Mel Thompson	N	N	N		N	N	N	N	N	N
	Laura Bredahl	N	N	N		N	N	N	N	N	N
	Jenn Metzloff	P	P	P		N	P	P	N	N	N
	Amy McDowell	N	N	N		N	N	N	N	N	N
	Julianna Oitment	P	P	P		P	N	P	P	P	P

Agenda – Review & Approval

Adjustments to Agenda:

- None

Agenda approval with changes motioned by:
1st: Julie
2nd: Colleen

Minutes, May – Review & Approval

Adjustments to Minutes:

- None

Minutes approval with changes motioned by:
1st: Julie
2nd: Jessica

PRESENTATIONS

Teacher's Report – N/A

- No teachers report this month due to COVID-19 measures.

Principal's Report – Mr. Sendrea

- COVID:
  - The school is closed until the end of the school Distance learning continues up to and including June 26 year (note that June 26 is no longer a PD day).
  - Nothing is yet known regarding next year but regular processes being followed so that we are ready to return to school in the fall if that is possible.
- Staffing update:
  - We will have a ½ extra JK/SK class (without an ECE) and therefore we have been able to hire another 1.19 teachers by recalling one of our enrollment transfers, but note that our enrollment is very close to the line for staff numbers, so we are hoping for a few additional registrations for next year.
    - Parents should register their children even though the situation in the fall is a bit unpredictable.
  - Class assignments: Parent input not requested at this point because there will likely be very few split classes next year, but parents are always welcome to provide input to Mr. Sendrea.
- Report cards:
  - There will be more "I" marks than usual simply because the teachers do not have enough information to provide feedback on these topics (because the reporting period is only from February to the middle of March). The teachers can provide feedback on the distance learning that has been completed, but they will not provide grades for this period. No "R" marks will be given due to the short assessment period.
  - Report cards will be mailed to parents/guardians the week of June 22: The school needs to confirm ADDRESSES: **Please follow up with the school (Mrs. Bauer) if you have moved or your address may not be accurate.**
  - Q: What is the last day to submit for items to be included on the report card? A: Everything can be submitted and adjusted up until the end of the school year.
- Renovations:
  - Have been postponed to start June 22 and no one will be able to access the school after this date (teachers and staff included).
- Graduation:
  - The school will be giving out awards at the fall in the ceremony that is being planned.
  - Graduation certificates and pictures come from LifeTouch and may have to be delivered in the fall.
  - The staff are working on a slideshow and will send out on the last/second-last day.
  - Lawn signs for graduates: SO appreciated by the community and parents are sending in pictures.
- Planners:
  - Ordered and paid for by the school (one per student, same for everyone in the school)
- Enrichment:
  - IEP and enrichment for next year: This process is continuing and being updated through Special Ed, but plans for next year are to be determined.

- End of year wrap-up:
  - Teachers are preparing student belongings for pick-up next week. There will only be ONE opportunity for this and parents can sign up via the Google doc sent out to parents. Every effort has been made to make this as safe as possible.
  - Mrs. Goodwin and the teachers are working on a yearbook.
  - Kindergarten graduation and welcome for new students: The teachers are working on something for both of these important milestones.
- Communication over the summer:
  - Mr. Sendrea and the Board will communicate directly through School Day. Note that work is being done to add new students to School Day so everyone will receive this information. Note that parents can sign in to School Day as well to get messages.
  - **ACTION ITEM: Mr. Sendrea will send out a message to remind parents to check School Day over the summer.**

STANDING AGENDA ITEMS

Treasurer's Report – Karen

- An updated budget is in process and will be put in the CPS Google drive.
- Draft budget for next year discussed:
  - The budget is being developed to reflect anticipated monthly balances due to the unpredictable situation in the fall (Fun Fair in the spring, for example).
  - Many expenses are projected to be roughly the same (including possibly covering the cost of planners if needed) and the budget is anticipated to be sustainable and remain in the black even with a later fundraising season.
- The budget is typically presented in September and approved in October of the school year (following Fun Fair revenue), with some planning being done over the summer.

Safe, Caring, Inclusive, and Healthy Schools Committee – Steph

- The committee is not meeting due to COVID.

COMMITTEES & EVENTS – STATUS REPORTS

Craft Show and Fun Fair – Subcommittee

- **Fun Fair:** Typically, much of the Fun Fair planning is already done by the end of June, and that is not reasonable in the current situation. Subcommittee concluded that the Fun Fair could be run June 10, 2021 (as an option). The school year calendar has not been finalized yet so PD days have not been confirmed, but there may be one at the beginning of June (June 4), and EQAO should be complete by that date.
  - **ACTION ITEM, Steph: Contact the Optimist Club to let them know that the date will be shifted to June 3 or June 10.**

- **Craft Show:** Currently planned for October 24 and we will **decide by Sept 30** if this event can proceed or if we need to find a different way to run the show. We can provide refunds if any vendors decide ahead of time that they do not feel comfortable participating, and full refunds will be provided if the show is cancelled.
    - Mr. Sendrea has ordered the tables for this event through the Board.

Graduation – Jenny

- The Grade 8 grad committee has done a great job helping the students celebrate this milestone!
- One additional option is putting the students' names in the Observer with a supportive ad (**following permission from the parents**). The cost for half a page is >$500, so we are negotiating for a ¼ page. There is room in the budget for this.

OPEN DISCUSSION ITEMS

CPS Garden Renewal Proposal – Update - Gena

- Gena noted the tremendous work done by these parents. They continue to put effort into the garden by checking and watering it regularly.
- Staff have been included in the process as well and communications improved to empower all stakeholders.
- Vouchers that can be used for daffodils have been obtained and can be used next year with Mrs. Fox.

Council Executive 2020/2021

- We need to celebrate any parents that have helped with parent council that have a grade eight grad (and no other kids at CPS):
    - **ACTION ITEM: Let Jenny know of any parents that might fall into this category so they can be acknowledged and their contribution celebrated.**
- The position of Secretary will be open next year. Anyone from the school community is encouraged to considering participating by taking on this role. Gena will provide as much support and guidance as is required until the new volunteer feels comfortable working independently.
    - Responsibilities:
        - Manage the Google account (member lists and contact information; documents and shared files; Google calendar).
        - Create and send out a call for agenda items two weeks before each meeting.
        - Create and send out an agenda one week before each meeting.
        - Take meeting minutes at the monthly meetings and other meetings as required.
        - Send out meeting minutes to members and volunteers in a timely manner following each meeting.
        - Respond to general e-mails in the Google account.

Closing Comments

- **Thank you for a great year and all your commitment!**
- Thank you to Mr. Sendrea for guiding the school through a very challenging and unusual year.

- Mr. Sendrea note that this is a great, fun, productive, and collegial group to be part of. It is a good partnership.

ADJOURNMENT

Motioned by:
1st: Agnes
2nd: Marsha