**N.A.MacEachern School Council Meeting Minutes – November 1, 2016**

**Attendees:**

Tonya White

Justin Small

Laurel Imeson

Candace Barnes

Casey Gilbert

Francois Sfigakis

Mandy Vandervelde

Mark Darling

Allison Weinstein

Laura Wasilewski

Cheri Hearty

Robyn Maier

Kevin Sexton

Wendy Brubacher

**Introductory remarks:**

Candace introduced 2 new council attendees to current members

Reminder – Meeting tomorrow night to discuss events planning – 7pm school library

Candace announced that Ms.Raymond is ill and acting principal was here in her place

**Reminder of Future Dates- Next meeting December 13th**

* January 10
* February 14
* March 21
* April 11
* May 9
* June 13

Reminder to everyone that the **December Meeting will be a social year end celebration** – bring a treat to share

**Approval of Last Months Minutes**

* Approved
* Reminder – past minutes posted on website

**Principals Report – Deferred**

* Candace has requested the EQAO presentation for December or January council meeting

**Finance Update - Francois**

* $11,000 currently in account
* Candace provided overview to new attendees of fundraising/events completed at NAM and how funds are divided as equally as possible
* Goal – to be transparent with funds distribution

**WRAPSC Update** – Deferred to December (Michelle absent)

* Laurel noted upcoming event on November 12th – WRDSB hosting event on curriculum using media in the classroom. Free registration and childcare
* **ACTION: Kevin to send out information to Parent Email list**

**Teacher Representative Update – Mr.Darling**

* Supply principal Leslie Tinning for next 4 weeks
* Seasonal Concert – December 21st and 22nd @ 12:15
* Approximately 1 1/2 hours
* Friday November 25th – Spirit Day – wear a moustache
* Remembrance Day Assembly – November 11th
* Caribou Math recently started – thanks for volunteer support

**Events/Fundraising Update – Casey/Wendy**

Launch of Chocolate Bar Campaign – Kick-off assembly Thursday afternoon

* 15 families opted out
* Partial cases can be returned and offered to those who want to sell more
* Money dealt with after
* Chocolate boxes handed out after assembly
* Volunteers will be in the school every morning for 2 weeks to manage sales
* Communication – announcements at school
* Wendy to post information on school website
* **ACTION – request made by council to notify parents via paper communication to ensure parents understand the campaign and the importance of being clear to parents that their child will be coming home with chocolate box unless you opt out**
* **Wendy and Keven to complete a note to send home to parents on Wednesday, November 2nd**
* **Assembly will address event programs that fundraiser will support**

**Academic Coordinator update**

* Grade 1st starting their kits tomorrow (November 2nd)
* Still need volunteers
* Working on instruction sheets

**Goal Setting Exercise – Candace**

* Reminder of why it is important to go through this exercise every year – can improve the performance of council, focuses efforts and resources effectively, decisions link to goals, encourages teamwork and maximizes the use of volunteers time and efforts.
* Set budget early for allocation to keep spending in line with events
* Communication – discussion on exploring alternate forms of communication with parents – social media
* look at how parents sign up for email distribution
* Kevin to forward possible ideas to Marty - discuss further at next meeting
* Importance of collecting documents to be kept in google docs – garden manuals, pizza forms, science fair guide, etc...
* monthly reminders to send to google docs for future years (archives)

**Additional Items**

* Laurel – WCI planning parent math night – happening tomorrow night
* Safe Talk – 3 more sessions – 1 ½ hour workshops for adults around suicide awareness – varying locations
* SpiritWear – Michelle will take orders until end of November
* Tonya – Plan for Garden: proposed to up garden budget to $500; hoping to prepare earlier on this year; has put together maintenance plan to be added to January agenda

November ACTION ITEMS

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| --- | --- |
| ACTION  **ACTION: Kevin to send out information to Parent Email list (WRDSB media event)**  **ACTION – request made by council to notify parents via paper communication to ensure parents understand the campaign and the importance of being clear to parents that their child will be coming home with chocolate box unless you opt out**  **Wendy and Kevin to complete a note to send home to parents on Wednesday, November 2nd**  **Assembly will address event programs that fundraiser will support**  **ACTION- Bring treats to December meeting!** | NOTES (to be reviewed in December 2016) |