MEETING MINUTES

Queen Elizabeth Public School (QEPS)   
Parent Council Meeting Minutes

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| **MEETING DATE:** | September 21, 2016 |
| **MEETING TIME:** | 07:00 pm - 09:00 pm |
| **VENUE:** | Queen Elizabeth School |
| **ATTENDEES:** | Coosje Weber, Principal,  Holly Smith Vice Principal,  Joanne DeSouza, Mill-Courtland Community Centre  Ashleigh Wright,  Luis Palacios Desiree Mau Nicole Woodbridge,  Ali Williams |
| **REGRETS:** |  |

***Today’s AGENDA***

1. **Call to Order – Welcome and Introductions**

* All parties were introduced and made welcome.

1. **Minutes from Last Meeting**

* Minutes for June 2016 meeting were reviewed and accepted.

1. **Staff and Principal’s Report**

* Staff Reorganizations
  + Kindergarten teacher Ms. Jessica Suckert will be returning in February 2017 to replace Ms. Cheryl Robataille
  + S. Rachel Good replaces Mrs.Kristen House
  + Ms. Beachler is taking on a new role as a Learning Support Teacher, and will be leaving QE in the new year
  + Grade 3, 4, 5 and 6 classes will be reorganized in the new year to allow for lower class sizes – letters were distributed to parents yesterday.
* School Evacuations
  + Friday 9/16/2016. smoke/burning odour was noticed in the school. Initial inspections did not indicate a cause. School was evacuated as odour grew worse. Subsequent inspections by electrician indicated a faulty overhead light ballast was the cause.
  + Tuesday 9/20/2016. Smoke and odour was observed in Room 19 around 1:00 pm. School was evacuated and fire department was called, roof inspection did not indicate a cause. HVAC system was turned off Room 19, and will remain off until PD day. Another inspection will be performed on Friday, 9/22/2016 to investigate the cause.
  + Ms. Coosje Weber and Ms. Holly Smith notified council that the Immanuel Pentecostal Church (100 Hoffmann Street) is the alternative evacuation area for QEPS during inclement weather.
  + A request was made that notifications of alternate evacuation area be distributed to inform parents.
  + Parents can contact Ms. Lori Smith, the Head Secretary for information. Twitter and School Day are alternative sources of notification for parents, pending staff training technical incorporation.
* Professional Development Day, 9/22/2016
  + Topics to include health & safety, epi pen use, concussion treatment, review of Education Quality and Accountability Office (EQAO) data, use of new applications (Google Classroom, Google Read/Write)
  + Will also conduct investigation regarding source of smoke on 9/20/2016.
* EQAO Results
  + Results received on 9/21/2016 and will be discussed at next parent council meeting.
* Upcoming initiatives
  + Vision screening
  + Breakfast Club (57 students registered)
  + Nutrition bins
  + Terry Fox Run/Walk and Assembly
  + Photo day next Thursday, 9/29/2016

1. **Parent Council Assignments**

* Ms. Nicole Woodbridge accepted the role of Chair.
* Mr. Ali Williams accepted the role of Secretary with Ms. Desiree as Alternate
* Treasurer role not filled

1. **Treasurer’s Report**

* Total funds Carry Over = $7,980.08
* Council allotted $2,800 for field trip subsidy ($10 per student)
* Remaining funds = $5,180.08

1. **Creative Playground Upgrades**

* Ms. Nicole Woodbridge assigned to contact Evergreen Foundation to provide brochures/examples of alternative playground ideas
* Ms. Coosje Weber assigned to contact Kitchener-Waterloo Community Foundation for funding and grant options.
* Mr. Luis Palacios assigned to investigate corporate grants.
* Mr. Coosje Weber and Ms. Holly Smith to contact staff and parents regarding assisting with internal fundraising options (Move-A-Thon) and incorporating kids into playground selection process.
* Next Step – Invite Evergreen Foundation to next Parent Council Meeting to discuss options.

1. **Meet the Teacher Night Feedback**

* Council noted the lack of food offering (BBQ, Pizza) that was a feature of previous Meet the Teacher Nights.
* Staff notified council that there is a need to find other catering options and parent volunteer will be required to assist with future planning.

1. **School Day Online Notification System**
   * To date, approximately 18% of parents have signed up. Staff discussing sign up incentives for kids (freezies) to promote additional use by parents.
2. **Community Centre Update**

* Mill-Courtland Community Centre (MCCC) Fall 2016 Newsletter is out. Sign up for fall programs are underway.
* City of Kitchener’s Fall 2016 Leisure Recreation and Activities Guide is out. Sign up for fall programs are underway.
* City of Kitchener’s Leisure Access Fee Assistance brochure is available.
* Highland Stirling Community Group (HSCG) Lego Club begins September 19 - $15 per child (Age 6 to 11) for 8 weeks.
* Fall Into Fitness evening programs at the MCCC begin on September 19.
* Health Baking program begins at the MCCC on October 6 - $25 per child (Age 8 to 13) for 8 weeks.
* Winter Bazaar and Craft Sale at the MCCC on Saturday, November 5. Free Admission.

1. **Other Items**
   * Council approved $2,800 field trip subsidy.
   * Pizza Fundraiser: Ms. Coosje Weber and Ms. Holly Smith to contact parent volunteers (Desiree, Andrew, Sarah and Teresa)
   * Milk program will not be offered this year due to lack of staff volunteers.
2. **Fun Fair Planning**
   * No specifics yet. Date tentatively set for May 17, 2017.
3. **Next Meeting Dates**
   * Every 3rd Wednesday of the Month
   * October 19, 2016
   * November 11, 2016
   * January 18, 2017
   * February 15, 2017
   * April 19, 2017
   * May 10, 2017 (Fun Fair Preparation)
   * May 17, 2017
   * June 21, 2017
4. **Meeting Adjourned**
   * **Next Meeting October 19, 2016.**