
School Council Meeting Minutes

Abraham Erb Public School

September 19, 2019 - School Library 7:00pm

Members Present: Alison P., Amy W., Becky L., Danielle G., Farzana D., Hanan A., Jean H., Jennifer K., Julie I., Lee R., Leena S. (Minutes), Lindsay K., Meghna P., Melinda H., Mitra P., Nasim P., Prashant K., Rina S., Seun S., Sheila S., Shishir B., Subhish K., Syed A., Tamara C., Tracy M., Vaidhehi K., Vera J.

Absent: Carolyn M.

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| Agenda item: | Welcome | Presenter: Jennifer K. |
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Discussion:

- JK gave an overview of the meeting agenda and introduced Principal Pam Kaur.

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| Agenda item: | Remarks from Principal | Presenter: Pam K. |
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Discussion:

- PK introduced herself and background
 - Immigrated in 1991 from India
 - Taught almost every grade in Toronto and India
 - Moved to Waterloo in 2009
 - Was at A.R. Kauffman for 4 years and Alpine for 6 years
 - Primary beliefs include compassion, being a good human, safety & learning above all else
- PK thanked parents and school for warm welcome.
- Details of the principal's report were highlighted and the school advisory council document was referenced for information councils and how they are run and roles (can be found on WRDSB website).
- 449 children started on the first day of school, as of today 478
- PK shared that board decided there will be no reorganization. One class is at 32 (grade 5/6 french immersion) and supports are being discussed for that class in other ways. Due to no reorganization there is a dedicated music room.
- School Improvement Plan is being developed. Staff meeting on Friday to continue developing this.
- EQAO results will be available soon and will be reviewed at the next meeting.
- The school is up to date with emergency response plan. 3 fire drills required for the fall; 2 completed.
- Meet the teacher was well attended. PK appreciative of attendance.
- PK shared details of how the PD day on Friday will be spent. Teachers and paraprofessional staff will focus on strategic plan and then participating in online health & safety training.
- Message from Mrs. Murphy thanking Lee for many years of support and thanks to Tamara for taking Lee's place to run Pizza Days.
- PK shared some info about funding requests from the teachers. Teacher requests will be compiled in advance of the next meeting to be in a position to approve and have a view of the full year spending requests.

- Request from PK to please drop off children at school on time at the appropriate entrances to emphasize punctuality and please DO NOT block the emergency route in the parking lot for safety reasons. PK will be greeting parents and students at the door to emphasize this.
- PK requested to change next meeting to October 23 (from October 16). Next Council meeting changed from October 16 to October 23.
- **ACTION ITEM:** JK to send out teacher wish list to council in advance of the next meeting for review before voting.
- **ACTION ITEM:** JK to update list of council meetings to reflect change for next meeting on October 23.
- **ACTION ITEM:** PK to post link to formal principal's report and school advisory council document.

Important Dates:

PD Day - September 20

Terry Fox Run - September 27

Hero Gem Kickoff Assembly - October 18

PD Day - October 25

Remembrance Day - November 11

PD Day - November 15

Agenda item: Elections

Presenter: Jennifer K.

Discussion:

- JK provided an overview of council and the role of members
 - Membership elections for parent and community reps; both have voting rights
 - Voting members vote on how money is spent and decisions on events that are hosted.
 - Expectations of voting members are to participate in the meeting and volunteer or be active in some way with the school.
 - All parents and their opinions and feedback are welcome at any meeting.
- 2 people that JK received forms were not present and were not council members last year.
- JK put motion forward to vote in all 27 parents in attendance or who completed an application and notified JK they would not be able to attend to be voting members.
- LM seconded the motion.
- All were in favour.
- JK introduced VK as community rep. The role is no different than the parent's. She gets a vote and represents the community.
- JK motioned to vote VK as community rep.
- SS seconded the motion
- All were in favour.
- JK asked that anyone no longer wishing to be a parent member should let the council know.
- JK held officer position elections; one volunteer for each the three positions so elections were not required. For the 2019-2020 school year, Jennifer K. remained Chair, Carolyn M. remained Treasurer and Leena S. remained Secretary. No plans as of yet to fundraise so no fundraising chair elected.
- JK proposed draft minutes be posted in advance of approval at the next meeting so important dates or information is not missed. No one had any objections.

Agenda item: Treasurer's Report

Presenter: Jennifer K.

Discussion:

- \$21,832 in the bank. This is from the successful opt-out program and the fun fair last year. Council ended up replenishing more funds than were spent.
- Last year \$500 was approved for math resources but the funds were not spent for various reasons (i.e. resources were not available for purchase). JK motioned that we allow that money to be spent this year based on our approval last year. Typically if it's not spent you don't carry it forward but this situation has extenuating circumstances.
- SB seconded the motion.
- All were in favour.
- Compiled teacher request decisions will be made at the next meeting.

Agenda item: Volunteers Needed

Presenter: Jennifer K.

Discussion:

- Staff Appreciation subcommittee
 - Proposing October 7th to hold staff "breakfast".
 - NP, FD and JK volunteered to coordinate this.
 - JK put forward a motion to budget \$200 for staff appreciation day.
 - MH seconded the motion. All were in favour.
- Pizza day is under way and pita pit days to begin in October. Looking for 8-10 volunteers so that each volunteer would only have to come in one day a month.
- If you provided your e-mail during this meeting you will be on the distribution list for all Council communications.
- JI brought up the book fair and scheduling dates.
- JK put forward motion to support the book fair subject to feedback from PK and the staff. AP seconded motion. All were in favour.
- **ACTION ITEM:** JK to send e-mail to staff appreciation subcommittee.
- **ACTION ITEM:** TC to send school-wide e-mail for food day volunteers.
- **ACTION ITEM:** PK to get feedback from staff on book fair and share with JK.

Meeting adjourned at approximately 8:15pm

APPENDIX #1: Log of Open Action Items

Noted: Closed items are only noted here if the item was in open status at the beginning of the meeting

| Action | Person Responsible | Deadline | Status | Meeting Raised |
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| Compile and send out teacher wish list to council in advance of the next meeting for review before voting. | JK | Oct. 16 | OPEN | Sept. 19 |
| Get feedback from staff on book fair and share with JK and JI. | PK | Sept. 23 | OPEN | Sept. 19 |
| Send school-wide e-mail for food day volunteers. | TC | Oct. 1 | OPEN | Sept. 19 |
| Send e-mail to staff appreciation subcommittee to coordinate staff breakfast for October 7. | JK | Sept. 30 | OPEN | Sept. 19 |
| JK to update list of council meetings to reflect change for next meeting to October 23. | JK | Sept. 30 | OPEN | Sept. 19 |
| Share principal's report file to council. | PK | Sept. 30 | OPEN | Sept. 19 |