



**Conestogo Public School Council Minutes: Thursday, December 12, 2013**

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**ACTION ITEM SUMMARY**

Budget adjustments – as outlined.

[Jane Martin](#)

Timeline: in preparation for next meeting.

Next WRAPSC Meeting

[Flo Bray](#)

Meeting: January 7<sup>th</sup>

DrumFit – request for second volunteer

[Parents](#)

Timeline: TBD



Healthy Eating Program – needs at CPS

[Deborah Jones & Brian Beney](#)

Timeline: in preparation for next meeting.

- Table for next meeting.
- Survey: January - send out a confidential survey asking about preferences for nutrition options in the school.
- Spring – prior to deadline: Complete application for nutrition for learning.
- PitaPit lunches: confidentially identify kids who need lunches and provide them with a pita, funded through pita proceeds.

Snacks – next meeting

[Marsha Ferguson](#)

Meeting: January 9<sup>th</sup>

**UPCOMING EVENTS:**

- Valentine’s Dance: Feb 14-2013 Proceeding?
- Dance-a-thon – DrumFit: Thursday, March 7, 2013

**WELCOME & GENERAL BUSINESS**

**Attendance**

(✓ present, ✗ absent/regrets. Parent Members must attend 7/10 – 70% of meetings to maintain voting privileges.)

Role	2013-14	Sep 19	Oct 10	Nov 14	Dec 12	Jan 9	Feb 6	Mar 5	Apr 10	May 8	Jun 12
Co-Chair	Barb Dowling	✓	✓	✓	✓						
Co-Chair	Heather Cote	✓	✗	✓	✗						
Secretary	Deb Jones	✓	✓	✓	✓						
Treasurer	Jane Martin	✗	✓	✓	✓						
Principal	Brian Beney	✓	✓	✓	✓						
Teacher		Mme. Larke	Leslie Donald	Carolee Fox	none						
Parent Members (11)	Chris Sabean	✓	✓	✓	✗						
	Jaime Bickerton	✓	✓	✗	✗						
	Karen Hofbauer	✓	✓	✓	✓						
	Marsha Ferguson	✓	✓	✓	✓						
	Natalie Edery	✓	✓	✗	✓						
	Susan Wagler	✓	✓	✓	✗						
	Tim Alles	✓	✓	✓	✓						



Parent Volunteers	Aimee Leveck	x	✓	x	x						
	Carolyn Rouse	✓	x	x	x						
	Fiona von Kannen	✓	✓	✓	✓						
	Florence Bray	✓	x	x	x						
	Jen Sellars	x	x	x	x						
	Juli Chinnick	✓	✓	x	✓						
	Lori McCrae	x	x	x	x						
	Melanie Thompson	x	x	x	x						
	Monica Beal	x	x	x	x						
	Sandra Clark	x	✓	x	x						
	Sue Hoffele	x	x	x	x						
Vanessa Harrow	✓	x	x	x							
	Rebecca Hallman		✓	x	x						
	Shannon McTaggart		✓	x	x						
<b>Snacks</b>		Juli	Susan	Karen	Natalie	Marsha	Jaime	Heath.	Deb	Barb	Brian

### Agenda – Review & Approval

#### Adjustments to Agenda:

- Retiring teacher plaque - Barb

#### Agenda Approval Motioned by:

1<sup>st</sup>: Natalie

2<sup>nd</sup>: Tim

### Minutes, Nov 14 – Review & Approval

#### Adjustments to Minutes:

- Original minutes missed identifying Susan as the liaison for registering the program. Marsha is willing to consider volunteering for running one of the programs.

#### Minutes Approval as amended - Motioned by:

1<sup>st</sup>: Natalie

2<sup>nd</sup>: Tim

### PRESENTATIONS

#### Teacher's Report – Brian Beney (filling in)

Report presented by Brian Beney on behalf of the teachers:



- **Humane Society class visits and donations:** Our students were able to provide three car loads and over \$300 or cash donations for the local Humane Society. Students participated in education presentations related to animal awareness and proper care. Thanks to Chris Bauer for her hard work in organizing and for the generosity of our parent community.
- **Bricks for a school in Kenya - Cookie Dough Fundraiser:** Thanks to our school community the We Day team was able to receive over \$1000 in profit from their cookie dough fundraiser. This will provide 50 bricks towards the completion of a much needed school building in Kenya. A big thank you to Mrs. Donald and her team of grade 8 students.
- **Nursing Home visit:** A number of grade 8 students were able to visit a nursing home in St. Jacobs this morning delivering personal Christmas cards to the residents. This was a special time for both the residents and the students as they visited with one another.
- **Christmas Concerts:** Just a reminder that our annual Christmas concerts will be held this Tuesday and Wednesday at 12:00 p.m. in the gym. The program will be about an hour long.
- **Retirement Presentation:** We will be having a farewell retirement presentation Ms. Hagar on Monday, December 16th around 3:00. (following our concert dress rehearsal). A number of classes will be presenting cards, a class will be singing and a gift on behalf of the staff will be presented to her. All are welcome to stop in.

## Principal's Report – Brian Beney

### Educating the Next Generation

This month's focus is on ways to improve learning and communication using technology. Our children are surrounded by a world that is becoming more and more dependent upon using technology effectively and responsibly. In education, we need to be current and demonstrating how technology can be used to improve learning and success for all of our students. In many cases, our kids know more about using technology than we do and as educators we can easily become technologically illiterate in comparison to our students. I am even referring to some of our younger students who are able to show us as adults how to do certain things using technology. To this end, I have a few comments to make to guide our teaching and learning as we move forward:

1. The tech. tools don't replace good teaching - they help support successful learning. It is not about the tool being used, but rather the ways and means that the tools can be used to foster the learning environment.
2. The current technology tools include iMacs, data cameras and projectors and iPads.
3. We are teaching a generation today that, when they graduate from highschool, will be using some form of technology that doesn't yet exist.
4. It is not about the "tool" which changes or is upgraded more frequently, but rather cultivating an ability to be lifelong learners using whatever tools are available.
5. **Budget considerations:** Board funded technology for schools (5 year replacement cycle), school purchased devices (5 year replacement cycle ~ \$3000/year). This annual amount that I propose remains in our School council budget is an estimate of the ongoing costs to maintain the technology purchased with School Council funds. (Currently 10 iMacs, 10 iPads, 10 iPad minis and some projectors and data cameras).
6. **BYOD trend (Bring Your Own Device):** There is a growing trends in business and in schools to allow personal devices to be used for work or educational purposes. I expect that this trend will continue and that more and more devices will be brought in and used in our classrooms. With all of our portables and work areas in the school to access WIFI students have the abilities using their devices to get the answers to almost any question in a matter of seconds. As a public education system, we have a mandate to provide universal access to using devices for learning no matter whether students have their personal device or not. It is for this reason that we still need to provide school purchased devices so that all students can utilize this technology for learning.



## School Day - Online Communication and Payment System

School-Day is an online cashless and communication system for use by parents, teachers and office administrative staff.

What's in it for parents?

School-Day can be accessed from any web browser and gives parents real-time, secure access to up-to-date information, and the ability to:

- Complete on-line payments for trips or other activities
- Register your child for extra-curricular events
- Approve permission forms instantly on-line
- Sign up for parent/teacher interviews
- Update your mobile device with calendar events specific to your child
- Minimize the risks associated with sending money to school with your child ("backpack delivery") and reduce the environmental impact of photocopying permission forms and announcements

We are planning on introducing this new product to our parent community towards the end of January. Our teachers will receive their training in mid January. Following that I will be sending home information to all of our parents introducing this product. A sample of this communication will be shared at the next School Council meeting in January.

I believe this new system will be able to consolidate our communication tools under one platform (email communication/announcement from both School Council as well as from teachers and the school administration). Parents have indicated that they prefer the email notifications and this method will help meet that need.

Additional comments:

- Clarification: \$3000/year commitment for replacements will be depended upon from Council.
- Clarification: School Day – council events and calls for volunteers can go in? Yes.
- Principal: The calendar feature is only recording events or announcements. It does not replace the planner. The calendar is intended for helping to organize trips, events, sales, etc. not an interactive planner.
- Parent: Can we consider cutting back on the planners since some classes are not using them? Could the calendar here replace the planner?  
Principal: It does not replace the interaction. We can consider discontinuing planners for some groups.
- Parent: What about parents who do not want to use this?  
Principal: we will know which parents have not opted in so we will need to send home paper forms for some parents and accept some cheques.
- Principal: School Day is linked to the Board system so the information is populated appropriately. This will not replace September information forms though—that is not its purpose.
- This is the 3<sup>rd</sup> year School Day is in use, about 25 schools currently using it.
- Treasurer: Can we use it for collecting money for a fundraiser like DrumFit?  
Principal: Yes, there will be a bit of a change in process but we will have access to all necessary reports.
- Treasurer: Any additional training for me?  
Principal: I don't foresee too much but, yes, we can discuss that.

## OPEN DISCUSSION ITEMS

### Treasurer's Report, Budget Review – Jane Martin

[see written reports]



**Discussion:**

- \$14,452 balance.
- Playground painting, Mats, Scoreboard for gym: should these have been allocated last year rather than this year?  
Chair: no, these should come out of this year's budget. We need to confirm where it sits in the budget.
- As of Dec 3<sup>rd</sup>, we have \$14452.79. we are anticipating an additional \$6500 of revenue. At the end of the year, we should have about \$4800 in the bank.
- This year's budget is spending excess money. Next year, we must be aware that we will have to be more frugal.
- Parent: Not sure about the healthy eating program. What money do we need for that this year?  
Response: Uncertain, still in the exploratory stage. May not need any funds.
- Treasurer: we can approve the budget but then run a variance later—we can change it later.
- Yearbooks: \$15-\$16/book. This is an estimate—we have not yet gotten numbers from the publisher.
- Summer Advantage: likely will not move forward, yet to be determined.
- Technology budget: can some of the \$8000 be moved to the Principal's allocable? Most of the requests are able to come out of the school budget.
- Should gym stuff come out of the principal's allocable? No. Create a new line item for sports equipment.
- Principal's allocable: add additional funds.
- Yearbooks: choose not to subsidize yearbooks but move that money.

**Decisions:**

- Create a new line for "sports equipment"—total for mats, scoreboard, line painting. \$5000
- Allocable: \$2500
- Yearbooks: 0 for this year, next year \$2500 for planners.
- Healthy Eating Program: leave as is. It can be amended later as needed.
- Summer Advantage: leave as is.

Motion to approve with amendments:

- Motioned: Karen, 2<sup>nd</sup>: Natalie.
- Voted: all in favour. 8

**"Girls on the Run" program – update**

[Susan was unable to attend but sent an update through the Chair]

- Kim Hodgson is going to be the coach for the primary group. She is going to sign us up and get Mr Beney the forms he needs to sign.
- Registration deadline: December 20<sup>th</sup>.
- Registration: Kim Hodgson will complete the registration process.
- Primary Group Coach – Grades 3-6: Kim Hodgson, Kim will work with Shannon to find a second coach. Marsha can possibly coach.
- Principal comment: Let's keep in mind the dynamics of possible before-and after-school programs for next year with the possible extended day program. If you want to initiate a program, there could be a competing program for that time slot. [Girl's on the Run is intended to be a 3-year program] There could be a potential conflict next year.
- Chair: clarification—we did not approve the program for three years, we only approved it for this year.
- Decision: keep it to primary group only, registration is being handled.



## **STANDING AGENDA ITEMS**

### **Committees & Events – Status Reports**

#### **Magazine campaign Ice cream party, wrap-up – Chris Sabean**

##### **Ice cream party**

Thursday, December 12<sup>th</sup> – 110 kids served

[Chris was unable to attend—update provided to the Chair]

- We served 110 kids banana splits today. The 11 Monday / Wednesday kindie's (who sold enough magazines) will have their own party tomorrow. Thank you to Fiona, Sandra, Juli and Carolyn for coming out and helping scoop and serve ice cream.
- Parent: party took place without a hitch, kids enjoyed it. I don't think there was anything thrown out.

#### **Safe Schools Committee Update – Tim Alles**

- We now have a Safe Schools Team, as legislated by the Board for all schools.
- Meeting again in January, dig into the school climate survey completed next year—very interesting results, a lot of information to bite into. We will focus on 3 key areas and report back to you.
- Committee created last school year: now that we have the team, this committee is redundant. We were filling a void last year. I recommend folding that committee.
- Parent clarification: committee formed this year is not a council initiative; it is a ministry mandated committee.  
Tim: correct. I don't think the council committee is needed in addition.
- Parent: how do other schools handle it?  
Tim: I don't think they have until this year. Last year, I met one parent who had started a grassroots committee but she had had a hard time finding another school with a committee. Now it is mandated to have a team.
- Motion to dismantle the safe schools committee: Tim, 2<sup>nd</sup> Marsha. All in favour.

#### **Communications Committee Update – Juli Chinnick & Deborah Jones**

[See written report emailed prior to meeting.]

Discussion:

- Parent: Is everything necessary? Should it all fall on council?
- Email blast, communication from council, sometimes from the school if urgency arose. List was used to send out emails to get communication out faster. We never "over-communicated".
- Clarification: calendar – school day program will take care of this—council just needs to ensure that we put in council events.
- Emails: Principal: School Day can also likely take care of this piece. The more we can have a single source, the better. From a cohesive communication strategy, we can use School Day for all messaging to our community.
- Parent: can it be branded or marked (the colt for the school, the parent and child for council)?
- Principal: the more we can use School Day to direct parents, the better.
- Parent: when does school day go live?  
Principal: officially, the beginning of the new year.
- Parent: hopefully, we can use Drumfit for the first run using School Day.  
Principal: we have this school year to get in the flow.



- Distribution list: do we need to ask parents again for permission to port over their email addresses?  
Principal: Trillium houses all of the entries in a database—we would need to update Trillium with the email addresses to ensure we can access them in School Day.
- Parent: as a courtesy to parents, let them know that their email will be entered into Trillium to allow us to use School Day to communicate with them.
- Parent: sell it as a more consolidated system.
- Principal: for next council meeting, I will have the promotional material to show you so we can review it. We will send out the promotional cards and the letter asking permission to transfer the platform so everything is kept together. Will likely start using it to register end of January, early February.
- Juli: there are still parents out there who are asking to be added to the list.

#### **Decisions:**

- New staff welcome: chocolates, not just cards.
- Pre-meeting: do not proceed, too difficult with timing.
- Start of year and end of year social: suggest we do a start of year AND end of year social.
- Emails to prepare for meetings: continue to send out smaller emails.

#### **Appreciation plaque – Barb**

- Can we have a special plaque for teachers who retire from this school?
- Provide a second plaque to be presented to the retiring teacher.
- About 4 teachers have retired in the last decade.
- Cost: \$65 – \$105 for main plaque.
- Keeper plaque: \$15 - \$25
- Parent: isn't there a school budget for recognising retiring staff?  
Principal: I have done this as part of tradition at past schools. There is a gift fund that teachers put into.
- Council gift: should there be one?
- Principal: what is the appreciation bench?  
Chair: the year Mr. Martin left, we initiated the bench as a way to appreciate staff who leave the school. We had the money to do it and needed another bench so use it to commemorate any teacher who has been here more than a year.
- Principal: the school certainly honours retiring staff. As long as I am here, we will commemorate staff leaving.
- Chair: we could go back and add names of all teachers who have retired from this school.
- Parent: is it necessary to have this up on the wall?
- Parent: perhaps if this particular teacher does not want to be added to the bench, we can provide a keeper plaque for her.
- **Vote:** An exceptional keeper plaque for this teacher but continue with the bench going forward as the norm.

#### **Healthy Food Program Exploration – Deborah Jones & Brian Beney**

[See written report emailed prior to meeting.]

- Principal: from a multi-school point of view there are many schools that support nutrition programs for kids. Although our school may not have that much need, there is use for it. I have seen programs that provide for everyone without differentiation and the kids who truly have need can take advantage of it without being singled out.



- Considering our current facility, we could start a small program, like a healthy snack program.
- It guarantees that everyone has access to nutritious food in the day. Especially in the morning.
- Run at my previous school for about \$0.95 cents per kid per day.
- I think there is a need, not to the extent that we need a full breakfast program, because most kids do come prepared but there are always some who forget or come having skipped breakfast.
- We could start on a small scale—it is not something that families apply for but available to everyone.
- Parent: if you put something out to parents, there are parents who can afford it and can donate or contribute to help others.
- Chair: how do you roll out the program so kids are not singled out? In bullying in the past has sometimes been against kids who do not have as much. If a kid takes advantage of it, how do you manage that?  
Principal: you present it as an opportunity for everyone. It is available for everyone.
- Parent: there will be a before and after school program—will this be in addition?  
Parent: in this program, there is a snack provided so that is covered.
- Parent: if we run a program like this, who is responsible for maintaining it? I know in past we have had issues with requests for having a parent run the PitaPit program—it is an extra responsibility that the staff has to worry about.  
Principal: the last couple of years, the way I experienced it, I managed it and manned it, I completed the reports, used senior volunteers—they were great, they loved doing it and did it faithfully. Teachers were welcome to help but I took it off their plate. I was responsible for purchasing. There was no stigma attached to who didn't show up versus who did—everybody was able to use it.
- Parent: does the grant cover the whole program?  
Principal: it will cover most of it but there is some that needs to be covered. You have to demonstrate that there is a need in the application. We can expect at least \$1500 from the grant, if there is a demonstrated need.
- Chair: is there an opportunity this year of kids you know of who need a good meal? Is there a way to help?  
Principal: Yes, I could find those.  
Chair: could we buy kids pitas who need them?  
Principal: Yes, that is doable. I need to get to know the community better.
- Juli: email from the Lunch Lady. She would be willing to come to council to discuss options. Is there a minimum order for her to continue? At future meeting, have someone from Lunch Lady come to discuss the program?  
Chair: I don't know if there is a minimum order or not for the Lunch Lady to continue.  
Parent: it is not really a council run event, it is not our responsibility.  
Juli: it is not a council event but it falls on council because we originally brought it in.  
Chair: worth getting some feedback from parents?
- Survey: send out a confidential survey regarding nutrition options at the school.
- Chair: healthy kids are better learners survey—not just food but gym, etc. “healthy kids make better learners”  
Parent: this one focused on food, another focused on exercise...if we get into physical activity it goes into other topics. Have a banner that we are focusing on health.
- Education: education in the school—some of it is handled in health class.  
Parent: have a parent talk come in to learn, bring a chef into the classrooms?  
Chair: restaurant in the area who would do a parent night or a classroom?
- Guidelines: are there guidelines we can follow to instil healthier choices? What are the guidelines?
- Chair: that will be very difficult.
- Parent: why do we have to keep giving and giving stuff? Could we create guidelines that simply forbid parents from bringing in treats?
- Breakfast: how does that work?

**Action items:**



- Table for next meeting.
- Survey: January - send out a confidential survey asking about preferences for nutrition options in the school.
- Spring – prior to deadline: Complete application for nutrition for learning.
- PitaPit lunches: confidentially identify kids who need lunches and provide them with a pita, funded through pita proceeds.

## **ADJOURNMENT**

**Motioned by:** 1<sup>st</sup>: Natalie