



Conestogo Public School Council Agenda: Thursday, January 9, 2014

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ACTION ITEM SUMMARY

WRAPSC Meetings:

Next Meeting: February 4th [Barb](#)

May 6 meeting: [Volunteer needed!](#)

[Deb](#) send info to Juli to send out to parent body.

Snacks – next meeting:

[Volunteer needed!](#)

Meeting: February 4th

Mission Statement:

Incorporate into the bylaws

[Task not assigned.](#)

Deadline: not assigned.

Spring Social Picnic:

- Iron out dates and location (prefer early June).
- Get more details from vendor re menu, advance notice, need for numbers, etc – [Marsha](#)
- Check with Township to book park – [Marsha](#)

Healthy Eating Program:

Needs assessment – [Principal](#)

No set dates.

Council Efficiencies:

- Template for documenting procedures
Create Word document with initial template – [Secretary](#)
- Google Docs for storing Council working documents
Set up an account – [Secretary and Karen](#)

UPCOMING EVENTS:

- DrumFit: Wednesday, March 5, 2014

[Additional volunteers needed!](#)

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	Kendra					



						Platt						
Parent Members (10)	Chris Sabean	✓	✓	✓	✗	✓						
	Karen Hofbauer	✓	✓	✓	✓	✓						
	Marsha Ferguson	✓	✓	✓	✓	✓						
	Natalie Edery	✓	✓	✗	✓	✓						
	Susan Wagler	✓	✓	✓	✗	✗						
	Tim Alles	✓	✓	✓	✓	✓						
Parent Volunteers	Celeste Alles					✓						
	Aimee Leveck	✗	✓	✗	✗	✗						
	Carolyn Rouse	✓	✗	✗	✗	✗						
	Fiona von Kannen	✓	✓	✓	✓	✗						
	Florence Bray	✓	✗	✗	✗	✓						
	Jaime Bickerton	✓	✓	✗	✗	✗						
	Jen Sellars	✗	✗	✗	✗	✗						
	Juli Chinnick	✓	✓	✗	✓	✓						
	Lori McCrae	✗	✗	✗	✗	✗						
	Melanie Thompson	✗	✗	✗	✗	✗						
	Monica Beal	✗	✗	✗	✗	✗						
	Sandra Clark	✗	✓	✗	✗	✗						
	Sue Hoffele	✗	✗	✗	✗	✗						
	Vanessa Harrow	✓	✗	✗	✗	✗						
	Rebecca Hallman		✓	✗	✗	✓						
	Shannon McTaggart		✓	✗	✗	✗						
Snacks		Juli	Susan	Karen	Natalie	Marsha	?	Heath.	Deb	Barb	Brian	



Agenda – Review & Approval

Adjustments to Agenda:

- None.

Agenda Approval Motioned by:

1st: Tim

2nd: Karen

Minutes, Dec 12 – Review & Approval

Adjustments to Minutes:

- Karen was present in December (marked absent).

Minutes Approval with amendment Motioned by:

1st: Tim

2nd: Barb

PRESENTATIONS

Reading of the Mission Statement – Barb Dowling

- **Action Item:** Incorporate into the Bylaws.

Principal's Report – Brian Beney

Assessment for Learning

- [included video presentation] Key message: "A true sense of self esteem never comes from a false sense of achievement."
- This month's topic focuses upon assessment for learning. We are entering the time that teachers are completing final assessments and writing report cards for term one. I want to take a few minutes to highlight some of the types of assessments and evidence that teachers use when completing their report cards.
 1. **Diagnostic Assessment:** occurs at the beginning of a unit or topic to determine a students' background knowledge.
 2. **Formative Assessment:** occurs frequently and in an ongoing matter during instruction (e.g. observations, quizzes, smaller assignments and tasks). It helps guide what a teacher teaches, how they teach and what feedback is needed for each student.
 3. **Summative Assessment:** occurs at the end of a period of learning and is used to make judgements about the quality of student learning.
- View video clip by Dameon Cooper re. formative assessment:
<http://metamedia.ca/WRDSB/category/assessment-for-learning/>
- The report card marks and comments are based upon ongoing observations, conversations and student products over a period of time. Teachers use their professional judgement to determine a final mark/grade that reflects the most consistent level demonstrated—not simply a numerical average of marks. Teachers must provide comments that are clearly understood and provide specific next steps that should be taken by the students.
- Final report cards will be sent home to parents on February 10th.
- Parent question: I've always been perplexed by the comments on the report card, they seem "canned". Principal: teachers work from a bank of comments and then personalise those based on your child's report. There are basic phrases that they use as a basis. You can see some similar comments going through each grade. Teacher (Kendra): You see different words used per grade [examples].
- Letters refer to the learning skills being looked at. Different criteria. There is no set specific worded comment for these sections.



- Learning skills are more anecdotal over time: "over time we have noticed" ...but the academic piece is based on evidence through data.
- Parent: sometimes you have two children and the outcomes are different but the comments are identical.
Principal: When I review the report cards, I try to edit them looking through the eyes of a parent. Where I would focus, is specifically the next steps—what do they need to do to move forward. As a parent, how can I help my son or daughter?—that is what I am looking for in the next steps.
- Parent: Based on the video, are teachers taking this advice to heart? [Example of discussion re a poor test grade.]
Principal: there should be feedback associated with each grade. The student needs to be able to see specifically what they need to work on to improve. I ask when I enter a classroom, the student "what is the goal, what are you working on? What do you need to do to improve?".

School Day - Online Communication and Payment System Update

- As was mentioned at our previous meeting, School-Day is an online cashless and communication system for use by parents, teachers and office administrative staff.
- Our teachers will receive their training on January 15th. Following that I will be sending home information to all of our parents introducing this product. I have handed out a card to each one of you that will be sent home with the report cards on February 10th. Feel free to go online and register any time. We will begin utilizing this service later on in February. Our goal will be to have the majority of our parent community registered for this service by the Spring.
- [distributed personalised invitations to register]
- Chair: besides these cards, will you do an e-blast, website, etc?
Principal: Yes, multiple notifications. Continually remind parents of this.
- Chair: can we as council provide feedback and then advertise that?
Principal: Yes, we can do that.
- The system rolls over year to the next year.

Teacher's Report – Kendra Platt

- Special Ed teacher at the school. I focus on reading programs, etc.
- I work in a small group setting with direct instruction. It is wonderful to see their progress.
- Several programs: ELI (Early Literacy Intervention) Program for children coming out of Kindergarten with no reading ability (level 0-1). Empower program from Sick Kids Hospital—due to the older age of students in this program, you see even more growth. The results are incredible. ELI – youngest kids; Empower – grades 2-3 and into 4; older grades program.
- We have a resource teacher at Sick Kids who is very helpful.
- Some kids in a regular classroom not pick up all the pieces. In a small setting, we can help.
- Lots of assessment—with ELI, I do a running record every day. With that, I am calling parents often and I can offer them tips.
- Empower program is more intense, a scripted program, goes back to sounds and sound combinations. Later they move into short stories.
- We do have corrective reading as well. The programs have different levels (B1, B2, etc). Level A is phonetics. Corrective reading includes timed readings and untimed readings to measure speed.
- Parent question: Do you use technology to track their progress?
Mostly still just books. There are some programs. But at this level, it is still the small group and teacher contact that is the most important.



- I am also always available as a teacher resource too. I can help teachers assess students. It is collaborative, ongoing, fun and dynamic.
- Parent: Do most schools have a teacher dedicated to Special Ed?
Principal: Yes. But, we are very fortunate to have this extensive literacy support. These programs take a fair bit of time. Kendra does an amazing job. We are very fortunate in the area of literacy. These programs (like through Sick Kids) are world renowned with regard to exposure and research. To see their faces when the kids achieve is phenomenal.
- Kendra: When kids go into the regular classroom, they feel like they fit in. Another math program, Dreambox is interactive. It gives kids lots of feedback as they work through it. We guide the students but it measures their growth and times their responses. I can go into a classroom summary to see what grade level they are at, etc.
Principal: we'll dedicate another report to math programs in future.

STANDING AGENDA ITEMS

Treasurer's Report – Jane Martin

[see written reports]

Budget:

- No deposits, 3 cheques come out. Very little activity due to the holidays.
 - Dec 17th is the most recent information provided.
- I did incorporate all changes we discussed at last meeting.
- Anti-bullying kits are coming soon.
- Healthy Eating program: money currently in limbo, will not likely be used this year. Will consider moving it later in the year.
- Facebook special presentation: provides an example of a presentation completed. We are doing the anti-bullying kits this year. So, this line item can be removed.
- Chair suggestion: we need some way to identify a budget item as closed or flagged for change. Another line that puts it at zero to indicate that it is a closed item. Indicate what is still open versus closed.
- Question: what is the principal's allocable expected to be used on?
Principal: simply for teachers to request to cover any upcoming expenses. If not covered by the school budget, then teachers can request funds from this budget.
- Principal – grants: 1. there is an automatic \$500 grant that is in our bank account.
2. ProGrant is also available.
- Technically, we could transfer the \$500 from the grant into the budget.

Action Items:

- Correct date on actual budget. Jane to send Deb budget with corrected date.
- Flag the items that are "in limbo". Create a new column to indicate what items are completed or "closed" so we can see what is complete and what is still to be completed.
- Flag: Healthy Eating and Facebook Presentation as this money is not likely to be used.

Committees & Events – Status Reports

WRAPSC Meetings

Call for volunteers for upcoming meetings:

- February 4: Barb
- April 1: Flo
- May 6: **volunteer required.**



- Action item: request volunteer for May 6th meeting. Deb send info to Juli to send out to parent body.

DrumFit – Natalie Edery

Date suggested: Wednesday, March 5, 2014

- Last year, we got a bargain. This year, it is going to be \$950, which is much more expensive.
- Option 1: can spend the \$950 and do the same thing.
- Option 2: we can aggressively hunt for someone else to instruct it. Look for proposals for an alternative.
- Last year, earned \$2,431.00.
- We haven't had prizes for classes or reward parties or anything else. We could likely increase revenue if we did that.
- Parent question: In past years, we did these to raise money for a certain goal, first sports pad, basketball nets, technology.... This year, is there a cause?
Response: This year, it is an event without a cause.
- Originally, the purpose was fundraising. Now, the reason we like to do it is to promote healthy lifestyle. It is fun and active.
- Principal: does it have to be fundraising? Or can it simply be a healthy lifestyle event?
- We could change the "healthy eating program" line to "healthy lifestyle program" line and take it from that budget.
- We could apply the \$500 grant toward it. Then take the rest from the healthy lifestyle program.
- But is Drumfit the best mechanism to demonstrate healthy lifestyle? If we are going to brand it as an example of how to be healthy, is Drumfit the best mechanism?
- It is a cheap way to be active and gets kids to do something different. Kids are following what the leader is doing. It is a fun gym event. It's the uniqueness of this event that is interesting.
- Parent: Last year, was the first year we did the Drumfit?
Yes, we tried it out the year before and used it as a fundraiser last year.
- Every couple of years, I think we should change it but it is late in the game to change it now.
- Price: they did have a special in December but they are not willing to budge on the price.
- Motion: proceed with Drumfit as an expense this year. 1st: Barb, 2nd: Jane. Voted: All in favour.

Spring Social Dinner Event – Marsha Ferguson

Option as an alternative to McDonald's night: Schmuck Truck – gourmet food truck.

- Suggestion: Spring picnic at the school.
- 10% kickback on the sales to the school.
- If we had a large turnout, we could have 2 trucks.
- Parent: When we used it at my office, the committee narrowed the menu to two items and people stood in line and ordered. It moved very smoothly because they narrowed down the menu.
- Now that we have the park across the street, we could also have it here.
- Parent: This is a good idea because anyone can participate—you can bring your own food if you don't want to order off the truck.
- Parent: How many people used to come to the McDonald's events?
It is hard to know. It was packed in the past. People also used the drive through. But, it was also open to the public.
- Last year we did it at McDonald's, we were not able to hand out flyers or anything.
- Parent: Wondering if we need an idea of numbers to help the vendor to know how to prepare.



- If we look at net numbers for the Fun Fair food—we would get numbers.
- Is this too much like the Fun Fair? It is at the school but without activities.
- Key question is turnover—how quickly can the vendor turn over the orders?
- Chair: realistically, taking in drinks, for the whole family, this is expensive. Does this jive with this community?
Response: The Valentine's dance was \$25 a head. People can also bring a picnic instead of spending.
- Food trucks are very trendy. What is the harm in trying it out?
- Date? May – weather is iffy. June – can we find a date that does not encroach on the soccer/baseball? Those events use the field, not the playground. Construction will have commenced at the school (ugh).
- Use the Conestogo Park instead of the school?
- Other caterers to consider too.
- Does this menu cater to the group?
Response: They could do a simpler menu. We could dictate.
- How far in advance does he need a date?
We must investigate.
- Date decision: prefer early June.
- Motion to proceed: 1st: Barb motions to proceed, 2nd: Karen.

Action items:

- Iron out dates and location (prefer early June).
- Get more details from vendor re menu, advance notice, need for numbers, etc – [Marsha](#)
- Check with Township to book park – [Marsha](#)

OPEN DISCUSSION ITEMS

Healthy Food Program Exploration – Brian Beney

- Principal: I'm moving forward with investigation. There is an education piece—that should be school/community driven. Education should be school and teachers. It is built into the curriculum to a certain extent but going beyond that to focus on healthy choices.
- There is also the Nutrition For Learning program that offers nutritious snack programs for everyone. I am pursuing that. I am doing a needs assessment for that and investigating what needs to be done.
- As administrator, I need to ensure I don't initiate too many new things in the first year. So I am moving forward but monitoring where everyone is at with that.
- I see the value of it. I think it is important.
- I'm going to be meeting with Nutrition For Learning.
- I've asked staff to keep their ears open for kids who need help with nutrition. We have discussed some families in the community who need some help.
- There is a lot of different pieces to this.
- This kind of initiative can be directed from within the school.

Action items – under investigation, no set dates:

- Survey: 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.

Communications Committee Update – Juli Chinnick

- Deb is stepping back from Communications Committee.
- Jaime is taking a leave of absence from the Council.
- How the committee will proceed?
 - SchoolDay will take care of a number of things for us.
Principal: it will take care of things as long as we have a healthy buy-in—everyone has to register for it.
 - Parent suggestion: incentive to get parents to register. If they register, their name goes into a draw for a year book.
 - Email blasts—include endorsements from us saying how great it is and also promote the draw. Market it.
 - School day: average use in other schools is currently about 45-50%. One school got 95% target, they used incentives.
 - Suggestion: could we have a school incentive to encourage full use?
 - Are you looking for other people to join the Communications Committee?
Juli: No, not really. I will continue to send out emails.
 - Secretary: Concern that we did not include initiatives to document Council Procedures.
Chair: Is documenting processes communications or is it council efficiencies? Originally, the communications focus was about better engaging with the parent and staff community. We started with lessons learned at the beginning of the year and perhaps we have lost sight of that. For instance, could we start planning Fun Fair sooner and documenting it better?
 - Barb: There is a Fun Fair list and Jaime did provide comments and documentation as well. Can we get started on the planning for it sooner? We need an overseer. Fun Fair is the biggest piece of work.
 - Chair: If Fun Fair is the biggest face of the Council, are we making the most of it?
 - Focus for February? Status update.
 - March: Focus the meeting on Fun Fair? If we allow 40 minutes for the Fun Fair, we can get started. Discuss the framework for the event.
 - Documenting communication: We have started documenting Fun Fair. Other activities that council has been doing continuously that needs to be documented?
Fun Fair
magazine fundraiser
Grant Process
recruiting a crossing guard
Can everyone work to document the committees and events that they have worked on? It is a council-wide initiative.
 - Template for documenting these?
Action item: Deb to create Word document with initial template.
 - Google Docs – Use Google Docs [not the Board intranet] to securely store documents in a generic council account.
Action item: Set up an account: Deb and Karen.

**List of Ongoing Committees and Events**

The following chart has been updated to reflect decisions with regard to committees and events for 2013-14:

Highlights/Discussion		Decisions	Action Items
Communications Chair	Ongoing	School/Student/Family	Juli Chinnick
▪ Scope and vision for communications. Hard copy newsletter needs to flag the items that are sent electronically with a method for requesting and providing hard copies.		▪ Newly created committee.	▪ Jaime has taken a leave from Council. No longer contributing to communications.
WRAPSC	Ongoing	School/Student/Family	Rotating Volunteers
Waterloo Region Assembly of Public School Councils: Purpose - to assist all School Councils of the Waterloo Region District School Board, herein after referred to as WRDSB, to further their support of student achievement. This is accomplished by providing a single voice for School Councils on matters of significant importance impacting all schools. In addition, the Assembly establishes a forum for the exchange of ideas, concerns and best practices for School Councils, and provides the Director of Education, staff and trustees with an effective means to share information and consult with School Councils on current issues and future plans.		▪ School Councils may be represented by their Chair or Co-Chair, or appoint any parent/guardian member of their School Council. ▪ All WRAPSC meetings take place at 7 p.m. at Forest Heights Collegiate Library. ▪ Schedule: the first Tuesday of October, November, January, February, April and May	Tentative meeting dates: ▪ October 1: Barb ▪ November 5: Fiona ▪ January 7: Cancelled ▪ February 4: Barb? ▪ April 1: Flo ▪ May 6: need volunteer
Constitution & Bylaws		Ongoing	School/Student/Family
▪ Owned by the Chair			No changes required.
Safety Committee	Ongoing	School/Student/Family	Natalie Edery
▪ Addresses physical safety issues like crossing guards, bussing, etc. ▪ Could encompass much more. ▪ Could amalgamate with the safe schools committee.		▪ Keep on the agenda list.	
Mabel's Labels	Ongoing	Fundraising	Chris Sabean
▪ Ongoing. ▪ Little effort required. ▪ Communications plan to ensure we are not bombarding people.		▪ Continue.	
PitaPit	Ongoing	School/Student/Family	Susan Wagler, Juli Chinnick



		PitaPit emails: Suggest parents to write the PitaPit days into their child's planner.	
School Family Directory	Oct. 25	School/Student/Family	Juli Chinnick
▪ Complete.		▪ Send electronically only. Parents may request a hard copy.	
Magazines	October	Fundraising	Chris Sabean, volunteer for next year
▪ The program is booked and process initiated in the spring. ▪ Receive packages at the beginning of the school year.		▪ Recruit a helper for next year.	
ProGrant – Voice Kits		Community	Marsha Ferguson
[discussion deferred to upcoming meeting]			
Staff Appreciation	Nov 22, Mar 28	School/Student/Family	Jen Sellars
▪ Fri Nov 22 – lunch – Complete. ▪ Fri Mar 28 - treats			
Valentine's Dance	Feb 14-2013 ?	Community	
▪			Decision not to proceed with dance this year.
Gardens	Spring	Community	Juli Chinnick
[discussion deferred to upcoming meeting]		▪	
Fun Fair	Date TBD	School/Student/Family	
▪ February meeting – begin planning. ▪ March meeting – dedicated to Fun Fair planning. ▪ This is a council event, requiring full participation.			
Community Social Event	? June	School/Student/Family	Marsha Ferguson
▪ Last year: games night. ▪ Family picnic with food vendor truck. ▪ This event replaces McDonald's Night.			
TBA Social/Fundraiser	Spring	Social/Fundraiser	TBD
[discussion deferred to upcoming meeting]		▪	



DrumFit	Wed, March 5, 2014	Healthy Lifestyle Event	Natalie Edery
▪ Continue with DrumFit. ▪ Proceed as a Healthy Lifestyle Event, not a fundraiser. ▪ Need a second volunteer. Someone who is available during the day.	▪ Second volunteer required.	▪ Communicate call for volunteers available day of DrumFit.	
Greenhouse	TBD	Fundraiser/Community	TBD
▪ [discussion deferred to upcoming meeting]	▪		

ADJOURNMENT

Motioned by: 1st: Heather