



Conestogo Public School – Council Minutes: Thursday, Sept 13, 2018

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UPCOMING COUNCIL EVENTS

2018-19 Event Dates:

- Next Council Meeting: Thursday, October 18
- Fun Fair & Meet the Teacher: Thursday, September 20, 2018
- Magazine Fundraiser Kickoff: Tuesday, September 18, 2018
- PRO Grant event: Family Math Night – date TBD
- ArtShine: TBD
- Mad Science: TBD
- Holiday Fundraiser: TBD
- Council Meetings (the third Thursday of each month, but some dates adjusted for events and holidays):
 - September 13, 2018
 - October 18, 2018
 - November 8, 2018
 - December 13, 2018
 - January 17, 2019
 - February 21, 2019
 - March 21, 2019
 - April 18, 2019
 - May 16, 2019
 - June 13, 2019



ACTION ITEM SUMMARY



Initiative/Project	Action Item	Member Responsible
Fun Fair	Agnes: Create a poster with pictures/text about funded items to hang (prices to not need to be included). Karen: Send Agnes the budget from last year to provide list of funded items.	Agnes, Karen
	Put up a table just inside the gym on the north side of the door to recruit volunteers at Fun Fair for Strong Start.	Rebecca
	Prize bags: Make bags ahead of time (send out e-mail with invitation).	Rebecca
	Food: Provide an update of online food purchases to Rebecca.	Cathy
	Send out another School Day reminder for ticket purchases.	Deb/Cathy
	VOLUNTEER TO HELP WITH SET-UP, GAMES, RAFFLE, SILENT AUCTION, CLEAN-UP, ETC. CONTACT JENNY TO VOLUNTEER.	ALL
School Safety (crossing Sawmill Road)	Determine if additional traffic calming measures should be requested from the Township via a petition signed by school community members, or if the crossing guard should be posted at lights instead.	Cathy
School Day and Parent-Teacher Communication	Determine if it would be possible for new parents to access School Day before school starts.	Cathy
Outdoor Play Area	Contact Cathy to participate in the junior student play area committee and/or the kindergarten outdoor learning area committee.	ALL
	Provide an update regarding outdoor play committees' progress at each Parent Council meeting	Cathy
Winter Social/Fundraising Event	Consider volunteering to plan winter social event.	ALL
Magazine Fundraiser	Review communication schedule from last year and update and send out for this year.	Deb/Cathy
	Make up fluorescent flyer to put into backpacks to draw attention to direct donation option (no magazine purchase required).	Karen F/Shawna
PRO Grant	TIME SENSITIVE: Check dates for gymnastic event in the gym and follow up with Deb.	Cathy
	Confirm with Laura the age groups of students that can be included	Deb
	Provide brochure to teachers.	
ESNS	Send changes to Cathy to update School Council webpage.	Shawna
S'Cool Life Fund	Determine if there is a portable sound system that we could request and include price.	Cathy
	Suggestions for DREAMS grant application → Send to Deb and she will compile a list.	ALL
School Directory	Set up Google doc	Deb
Mad Science	Confirm dates for Mad Science	Cathy
Add to agenda for next meeting	Finalize S'Cool Life application	Gena
	Discuss Council Bulletin Board	
	Holiday Fundraiser	
	Speaker from Teacher's College	



WELCOME & GENERAL BUSINESS

Attendance

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

Role	2015-16	Sep 13	Oct 18	Nov 8	Dec 13	Jan 17	Feb 21	March 21	Apr 18	May 16	June 13
Co-Chair	Jenny Benham	P									
Co-Chair	Rebecca Hallman	P									
Treasurer	Karen Hofbauer	P									
Communications	Deb Jones	P									
Secretary	Gena Braun	P									
Principal	Cathy Baer	P									
Teacher Reps	Carolee Fox	P	Karen	Ange	Sherry Morland	Rachel	Dougall	Carolee	Carolee	Shannon	Lori
Community	Stephanie Forte	P									
	Chris Sabean	N									
WRAPSC											
	Colleen Heinrichs	P									
	Jessica Gordon	P									
	Gloria Ramage	P									
Parent Members & Volunteers	Marsha Ferguson	N									
	Agnes Lehtonen	P									
	Katherine Sunday	N									
	Shawna Gingrich	P									
	Karen Forsyth	N									
	Erin Schmidt	P									
	Mel Thompson	P									
	Laura Bredahl	N									



Council Elections for 2018-2019

- Executive nominated:
 - Co-Chair: Jenny Benham
 - Co-Chair: Rebecca Hallman
 - Treasurer: Karen Hofbauer
 - Secretary: Gena
- Communication Coordinator: Deb Jones
- Community Rep:
 - Steph Forte
 - Chris Sabeau
- WRAPC Rep:
 - Attend monthly meetings and can maintain CPS council membership through attendance at these meetings (do not need to also attend CPC meetings)
- Members:
 - Deb
 - Marsha
 - Colleen
 - Erin
 - Karen F
 - Agnes
 - Gloria
 - Jessica
 - (Need to attend at least 70% of meetings to maintain membership)
- Volunteers:
 - Shawna



Agenda – Review & Approval

Adjustments to Agenda:

- Add School Life Fund
-

Agenda Approval with changes Motioned by:

1st: Deb

2nd: Rebecca

Minutes, June – Review & Approval

Adjustments to Minutes:

- Change meeting dates for 2018
- Fun Fair: Parent Council Booth for fundraising awareness
 - **ACTION ITEM: AGNES** Create a poster with pictures/text about funded items to hang (prices to not need to be included).
 - **ACTION ITEM: KAREN** Send Agnes the budget from last year to provide list of funded items.

Minutes Approval with changes Motioned by:

1st: Gena

2nd: Deb



PRESENTATIONS

Teacher's Report – Carolee Fox

- Expressed appreciation for staff, administrators, and council.
- Mrs. Fox provided schedule for teachers that will be participating in the Teachers Report for each monthly meeting (see Attendance section).
- List of Spirit Days (made with assistance of Eden Myer).
- Doing Strong Start with Julie Chinnick
 - **ACTION ITEM: REBECCA** put up a table just inside the gym on the north side of the door to recruit volunteers at Fun Fair

Principal's Report – Cathy Baer

- Territorial Acknowledgement
 - "We would like to take a moment to acknowledge the very rich history of this land, and to acknowledge the Haudenosaunee, the Neutrals and the Anishinaabe Peoples who were here before us, and to acknowledge the enduring presence of Indigenous people here today."
- School Start up – Classroom Assignments posted on School Day
 - Friday visit before the first week was particularly good for new families and that may be the focus next year. Note that two of the portables will be moved to other schools that have a greater need for space.
- Staffing Updates provided
- Thank you for:
 - the projector and screen for Room 8
 - the new Jerseys
 - the laminator
 - the planners
 - the Gaga Ball Pit
- Updates since June 2018:
 - New Basketball nets at the front of the school
 - Curbs in our parking lot
- New/Continuing Initiatives for 2018-2019:
 - The Umbrella Project: build on over two years and all of the grades participate to bring school together. Focuses on student well-being. Coordinated by Mrs. Quickfall.
 - Crayola ColorCycle Recycling
 - Safety of students, adults, and crossing guard when crossing Sawmill Road
 - Cathy sent a letter to Township of Woolwich to request something to draw attention to the crossing and improve safety (in addition to flashing stop sign already used by crossing guard).
 - **ACTION ITEM, CATHY:** Determine if additional traffic calming measures should be requested from the Township via a petition signed by school community members, or if the crossing guard should be posted at lights instead.
 - Improve Teacher-Parent Communication
 - All junior teachers will be using Class DoJo
 - Council member request: Is it possible to register on School Day earlier? It would be helpful for new parents to be able to register before school starts. **ACTION ITEM, CATHY**



- Junior Play Area – request for parents and teachers to sit on a committee:
 - Would like to have committee including teachers and parents to determine current needs for junior students given recent upgrades including Gagaball pit, etc. **ACTION ITEM, ALL:** Contact Cathy to participate.
 - Separate committee for outdoor learning area for Kindies. **ACTION ITEM, ALL:** Contact Cathy to participate.
- Kindergarten Outdoor Learning Area – request for parents and teachers to sit on a committee
- Modified Boomerang Lunch – continuing to recycle and compost at school, students will be encouraged to take uneaten food home, ESNS will not be supplying cutlery
- Budget Requests for 2018-2019:
 - Indoor/Outdoor Sound System – approx. \$2000
 - Author visits – Vicky Grant for Grades 6 – 8 (\$300) plus \$700 for an author visit for younger students
 - Magazine Subscriptions - \$500
 - Library Book Bags - \$276.04
 - Planners - \$1701.10
 - Dreambox – approx. \$1200
 - Kodaly Choir – approx. \$1000
 - Funtastic Fridays – approx. \$200
 - Kindergarten Outdoor Learning Area
 - Junior Play Area
- Grade 7/8 Camp and Grade 8 Graduation
- Upcoming Field Trips and Special Events:
 - September 18 – QSP Assembly at 10:00 am
 - September 19 – Safety Patrol Training
 - September 20 – Meet the Teacher Night/Fun Fair, 5:00 – 8:00 pm
 - September 21 – PD Day, Extended Day is closed
 - September 24 – Picture Day
 - September 24 – ESNS Lunch Program begins
 - September 26 – Grades 4/5 and 5/6 to Waterloo Regional Museum
 - September 27 – PALS Training at Lackner Woods PS
 - September 28 – Orange Shirt Day
 - October 3 – MADD Canada Assembly for Grades 7 and 8
 - October 18 – School Council
 - October 26 – PD Day (Extended Day satellite locations open)

STANDING AGENDA ITEMS

Treasurer's Report and Budget Approval – Karen

- Discussed budget estimates from last year and compared to final budget balances (revenue vs expenses).
 - Grants: Kiwanis, Healthy Kids, PRO Grant, Maple Syrup
 - School Day: Pay 4% on Fun Fair and Holiday Fundraiser revenue.
- Budget balance from last year allows for continued investment into the Playground Fund.
 - **EMPHASIS: We need a big picture plan for the playground.**
 - **ACTION ITEM, CATHY:** Run committee separate from school council and bring a report to each



meeting for junior and senior playground committee → NOTE: NEW STANDING AGENDA ITEM.

- Senior students don't find the current playground suitable.
- Previous discussions included:
 - Remember to aim for a playground that can also be used in the winter if possible.
- Proposed budget for 2018-2019 (see approved budget document for details):
 - Discussed budget requests from the staff.
 - Revenue (not all items listed, just those discussed in more detail):
 - Fun Fair: Decrease slightly to 5,000 (maintain focus on community event, not just fundraising)
 - ESNS: Same as last year
 - Christmas fundraiser: Increase slightly
 - Grants: Requests the same
 - Pancake Breakfast/Winter Carnival: new this year as an option to replace Magazines in the future.
 - Alternatives: Art show for the students.
 - Small additions: Cake raffle or student decorating competition.
 - Movie night (done last year for student fundraiser).
 - Skating + Pancake breakfast at outdoor rink and community center in Mayhill.
 - **ACTION ITEM, ALL:** Consider volunteering to plan winter social event
 - Expenditures (not all items listed, just those discussed in more detail):
 - Kodaly Choir: Opening up choir to the whole school (but the Kodaly event is specific to grade 4 -6).
- **Budget:**
 - **Motion to pass:** Rebecca
 - **2nd:** Erin



COMMITTEES & EVENTS – STATUS REPORTS

Fun Fair – Jenny and Rebecca

Thursday, September 20, 2018, 5:00 – 7:00 PM

- Before event:
 - Trip to French's to get supplies (Rebecca/Gena)
 - Put tickets into envelopes for families to pick up at event (Gena)
- Morning of:
 - Punch-cup game set up
 - Wrapping gift baskets and silent auction items
 - Start setting up gym and Learning Commons at 2:00 PM
- During event:
 - Food: Steph and Agnes
 - Auction: Shawna and Erin
 - Tickets: Deb
 - Games (make sure there is someone at each game/if they need anything/breaks): Jessica
 - Prize Table: Rebecca
 - Kids get stamps at each game on a card and present
 - Make bags ahead of time → MONDAY EVENING at Rebecca's. **ACTION ITEM, REBECCA:** send out e-mail with invitation.
 - Buttons: Karen F
 - Jenny is collecting volunteer names for the games.
- Clean up crew:
 - Several members/volunteers indicated desire to participate.
- Food:
 - **ACTION ITEM, CATHY:** Provide report of food purchased on Friday and on Monday.
 - **ACTION ITEM, DEB:** Set up another School Day reminder.

Magazine/Fundraising Update –Shawna, Karen F, Erin

- Magazines:
 - Tri Cities Savings Passcard: Seems like aggressive sales technique and Council agreed not to pursue this option.
 - **ACTION ITEM, DEB:** Will look at communication schedule from last year and update and send out for this year.
 - For every \$15 donated, students will receive a prize and parents get tax receipt. Need to make out a cheque to Conestogo Public School and note in memo line.
 - **ACTION ITEM, KAREN/SHAWNA:** Make up fluorescent flyer to put into backpacks to draw attention to this option with STEP BY STEP instructions (cheque made out to Conestogo



- Public School with Magazine Fundraiser in the memo line). Include picture of sample cheque.
- **ACTION ITEM, CATHY:** Send out School Day message when received from Deb.
- Fundraiser kickoff: Tuesday, September 18

Pro Grant – Laura/Deb

- Apply for up to \$1000 from the Ministry of Education and we have run several events using this funding in the past
- Family Math Night: Jump to Math program
 - Proposed date: Between March break and Easter
 - **ACTION ITEM, CATHY:** Check dates for gymnastic event in the gym and follow up with Deb. Note that this is time sensitive as we need to book before available dates are booked by other groups.
 - **ACTION ITEM, DEB:** Provide brochure to teachers.
 - **ACTION ITEM, DEB:** Confirm with Laura the age groups of students that can be included.

ESNS – Shawna

- Mel indicated that she will help with Menchies delivery.
- **ACTION ITEM, SHAWNA/CATHY:** Send changes to Cathy to update School Council webpage.

S’Cool Life Fund

- Grant Applications available until October 31.
- Grants fund “**DREAMS**”: Need to try request to a specific initiative. Some options might include:
 - Outdoor learning area for Kindergarteners
 - Sound system: **ACTION ITEM, CATHY:** Determine if there is a portable sound system that we could request and include price.
- **ACTION ITEM, GENA:** Put on next Council Agenda to finalize decision on grant application.
- **ACTION ITEM, ALL:** Suggestions for DREAMS → Send to Deb and she will compile a list.

OPEN DISCUSSION ITEMS

School Directory

- **ACTION ITEM, DEB:** Set up Google Doc

Posting of Class Lists

- Construction made it difficult to access the school.
- Board is not required to post information; it is done as a courtesy.
- Other comment: Primary/kindergarten parents would appreciate more information regarding the beginning of



school and staggered start, etc.

Bulletin Board

- **ACTION ITEM, GENA:** Put on next Council Agenda.

Art Shine/Mad Science

- ArtShine has been booked. Update provided by Karen F.
- **ACTION ITEM, CATHY:** to confirm Mad Science.

ACTION ITEM, GENA: Put on next Council Agenda: Holiday Fundraiser, Speaker from Teacher's College.

ADJOURNMENT

Motioned by:

1st: Steph

2nd: Karen F