



Conestogo Public School – Council Minutes: Wednesday, May 16, 2019

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UPCOMING COUNCIL EVENTS

2018-19 Event Dates:

- Next Council Meeting: Thursday, June 13, 2019
- Family Skate: Saturday, March 23
- PRO Grant event: Family Math Night, Thursday, April 11
- Kidney Clothing Drive: Thursday, April 11, and Friday, April 12
- Teacher Appreciation (Desserts): May 29
- Upcoming Council Meetings (the third Thursday of each month with some dates adjusted for events and holidays):
 - June 13, 2019



ACTION ITEM SUMMARY

Initiative/Project	Action Item	Member Responsible
WRAPSC	Forward full WRAPSC May meeting minutes to Council.	Gena
Playground Enhancement	Combine playground enhancement options into one PDF and forward to all Council members and volunteers for feedback.	Colleen, Gena
Craft Show	Get a quote for advertising items for spending approval at the June meeting.	Shawna
	Put on the agenda for June.	Gena
Fun Fair	Book photo booth	Erin
Communications	Determine meeting dates for next year to provide at June meeting.	Gena, Cathy
	Develop an action plan based on the communication plan that Deb has provided.	Jenny, Deb, Jenn



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	P	P	P	P	P	P	P	P	
Co-Chair	Rebecca Hallman	P	N	N	P	P	P	P	P	N	
Treasurer	Karen Hofbauer	P	N	P	N	P	P	P	P	N	
Communications	Deb Jones	P	P	P	P	N	P	P	P	N	
Secretary	Gena Braun	P	P	P	P	P	P	P	P	P	
Principal	Cathy Baer	P	P	P	P	P	P	P	P	P	
Teacher Reps	Carolee Fox	P	Karen Larke	Angela Bauman	Dougall Newport	Rachel Quickfall	Sherry Morland	Carolee Fox	Jamie Robertson	Shannon Brown	Lori
Community	Stephanie Forte	P	P	N	P	P	N	N	P	P	
	Chris Sabean	N	N	P	N	N	N	N	N	N	
WRAPSC	Jessica Gordon	P	P	N	N	P	P	P	P	N	
	Colleen Heinrichs	P	P	N	P	P	P	P	N	P	
	Gloria Ramage	P	N	N	N	P	N	N	N	N	
Parent Members & Volunteers	Marsha Ferguson	N	N	N	N	N	N	N	N	N	
	Agnes Lehtonen	P	N	P	N	N	P	P	P	N	
	Katherine Sunday	N	N	N	N	N	N	N	N	N	
	Shawna Gingrich	P	P	P	P	P	N	N	N	P	
	Karen Forsyth	N	P	P	P	P	N	P	N	P	
	Erin Schmidt	P	P	P	P	P	N	P	P	P	
	Mel Thompson	P	N	N	N	N	N	N	N	N	
	Laura Bredahl	N	N	N	N	N	N	N	N	N	
	Jenn Metzloff	P	N	N	P	P	P	P	P	N	
	Amy McDowell	N	N	N	N	N	N	N	N	N	P
Julie	N	N	N	N	N	N	N	N	N	P	



Agenda – Review & Approval

Adjustments to Agenda:

- Remove Speaker from Teachers College
- Addition of Fun Fair

Agenda Approval with changes Motioned by:

1st: Jenn

2nd: Karen

Minutes, April – Review & Approval

Adjustments to Minutes:

- None

Minutes Approval with changes Motioned by:

1st: Colleen

2nd: Erin



PRESENTATIONS

Teacher's Report – Shannon Brown

- Shannon Brown provided an update for the various recent and upcoming activities at the school, including:
 - Mud Puppy race raised \$1000 for KidsAbility with 40 parents and kids participating.
 - Kodaly choir: 22 children performed and 2 performed solos under the direction of Mrs. Hillman.
 - Students got to attend Sledge Hockey game and opening ceremonies.
 - Jump Rope for Heart: In the last 15 years we have raised over \$98K!
 - Note: We can use the sound system for this event.
 - Track and Field events take place on May 17, from 9:30 AM until 3:30 PM.
 - Junior and Senior level (Gr 4-8) running event at Galt Collegiate to be run by Mrs. Fox ("The Cambridge Classic Mile" put on by Run for Life Inc.).
 - Year end trip to see Toy Story 4 on the last day of school.
- Grade 3 and Grade 6 EQAO testing starts next week with 6 sessions.
 - Testing takes place on Wednesday and Thursday in the morning block and the middle block, and the following Tuesday morning. Each testing booklet takes approximately one hour to complete.
- An invitation was extended by council to the teachers indicating that they are welcome to bring questions and concerns to Council as well.

Principal's Report – Cathy Baer

- Appreciation expressed for planters by the front door.
- Umbrella project:
 - Continues into next year (two-year program).
 - There is a new e-book available for parents on the website.
- Every student will be present on the first day of school (no more staggered entry within the Board), but the staff have discussed how to support new parents and new JK students as follows:
 - Tuesday, June 4: Time has been scheduled from 9:20 AM to 11:20 AM for these students and their parents to meet the teachers and visit the classroom. This information was sent to homes in the mail.
 - Some concerns were expressed by Council and the staff agree this will be a challenging transition.
 - Last year some of the teachers called new JK students to introduce themselves and parents indicated that this was helpful and appreciated.
 - May 27: CPS is hosting a welcome night for new JK students and parents as well.
- Extended Day program: Continuing next year through the school (no Y programming, as was the case this year).
- For next year: Based on enrollment, the number of teachers and classes will remain the same.
- Volunteer Appreciation: A discussion around the most effective way to express appreciation for volunteers within the school included the following suggestions:
 - Last year a breakfast was offered, but attendance was very low.
 - An event before a Council meeting might work, or even just a card is appreciated (especially for busy parents).
- Attendance message: Feedback requested from Council on a letter/paragraph that can be included in the planner. Support was expressed for the paragraph that was presented.



- School erosion on the north side of the school: Work orders have been placed for paving, sod, and seed. The work will be assigned to contractors.
- Cathy Baer informed that Council that she plans to retire at the end of the year but indicated how much she has enjoyed Conestogo. Council expressed deep appreciation for her work and investment in the school community.
- Upcoming Field Trips and Special Events: Please check the Calendar on our website: <https://con.wrdsb.ca/calendar-events/>.

STANDING AGENDA ITEMS

Treasurer's Report – Karen

- Karen was absent for this meeting and an update will be provided in June. No major transactions have occurred since the April meeting.

WRAPC Report – Jessica

- Provided a report based on the WRAPC minutes, as follows:
- Idea: Vinyl pathway on the floor and walls created by the teachers to give children a place work off energy, for example when they can't go outside due to poor weather this provides more structured indoor play.
- Discussion around increasing parent engagement and diversity in parent councils (i.e. removing barriers for participation that may be due to language, culture, or socioeconomic differences). The Inclusion and Diversity officer for the Board is willing to support schools that would like to discuss this issue.
- WRAPC has drafted a letter to send to the Minister of Education regarding concerns around education changes. A draft is available that each council can edit and send. The letter focuses on:
 - Class sizes and activities that are lost with fewer teachers.
 - **ACTION ITEM, Gena: Forward full WRAPC minutes to Council.**
 - Town Hall: Sunday, May 26, 2 PM to 4 PM at Jacob Hespeler SS with local MPPs to discuss education.
- EDSS: Teens with Anxiety presentation was held last week, and information will be posted on the Council website.

Safe, Caring, Inclusive, and Healthy Schools Committee - Cathy

- No updates for May

COMMITTEES & EVENTS – STATUS REPORTS

Playground Update – Cathy

- Three areas will be focused on for enhancement:
 - 1: Picnic tables near the intermediate doors (games, "hang out" space for older students).
 - 2: Kindergarten area for Ages 3-4 to climb.



- 3: Junior – intermediate: “American Ninja” course or climbing structure in the area where the tether ball is currently located.
- Motion by Karen F: Create a subcommittee to meet and decide on the project to complete for June:
 - Second: Jessica
- Cathy will send to PDF to the subcommittee to review (Erin, Julie, Colleen)
- Meeting set for: Thursday, May 23, 7 PM. Location TBD.
 - Notification to be sent to Council members/volunteers.
 - **ACTION ITEM, Colleen, Gena: PDF containing playground options to be forwarded to all members by Gena.**

Grade Eight Graduation – Jenny/Cathy

- Taking place on Thursday, June 20, 2019.
- Overview: Graduation taking place at St George Hall which is an accessible venue with high capacity.
- Set up with ceremony in one room (5PM, cost covered by Council) and formal dinner in adjoining room (7 PM – 11 PM, tickets purchased by parents/family).
 - Parents have requested cash bar and this is not suitable for a school sponsored event, so the dinner event is being organized separately by a committee of parents.
- Many schools have a ceremony followed by dance (no formal dinner).
- Update provided so that grade eight parents can be supported/prepared when planning the event each year.
- Note that planning the hall well in advance is strongly recommended. (The Conestoga Country Club would be an option next year based on the size of the graduating class).

Teacher Appreciation – Shawna

- Wednesday, May 29, 2019: Treats plus fruit and veggie trays to be dropped off that morning if possible between 9:20 and 11:20 AM. A School Day message will be sent with details.

Craft Show – Shawna

- Currently 36 spots have been filled (we can fit approx. 40 easily, but more could be added if needed).
- Advertising will begin in September: flyers, lawn signs, etc. suggested.
 - Do we want to invest in advertising media?
 - Cost for 8-10 lawn signs = \$40 total.
 - **ACTION ITEM, Shawna: get a quote and then we can approve at the meeting in June.**
 - **ACTION ITEM, Gena: Put on the agenda for June.**

Fundraising Update – Fundraising Committee

- Magazines:
 - As of June 28, QSP will be closing and restructuring but the details of this are not clear. More information will be available at the end of June.
- Fun Fair – Jenny:
 - An additional meeting is usually held in June for the Fun Fair.
 - **ACTION ITEM, Erin: Book photo booth.**
 - Suggestions regarding planning and Fun Fair are welcome.
 - Communications for requesting volunteers:
 - What is the method? “Sign Up Genius” was suggested – Colleen will help to set this up for next year for Fun Fair.



- Link can be set up NOW and provided to grade eight students before the end of the school year to encourage volunteering.
- Fundscrip/Flipgive - Gena:
 - Flipgive: We have 5 supporters and have raised a total of \$60 so far (three months).
 - Fundscrip: We have two supporters and have raised a total of \$9 so far.
 - **ACTION ITEM, Gena: Resend invitation and provide paper order forms.**
- Kidney Foundation Clothing Drive Tree Purchase.
 - Students have voted on the "Autumn Blaze Maple" and the cost will be approx. \$600 including installation. Council confirmed use of Club Funds to support this initiative (already approved at the meeting in April).

Annual Event Calendar Development for 2019-2020 – Deb

- Deb was not able to attend the meeting, but Jenny relayed the following information:
- Deb provided a detailed document that outlines the messaging plan for the events run each year. This includes templates for the messages for each event.
 - Question: Are the parents frustrated by the number of messages? Some indicated that there are too many messages and some indicated they find the frequency very manageable.
 - Note that many messages are often required to successfully communicate for an event.
- The School Year calendar can be used as a reference for planning meetings and events.
- **ACTION ITEM, Gena and Cathy: Determine meeting dates for next year to provide at June meeting.**
- Can there be a consistent approach for different categories of messages: i.e. how to differentiate between messages of different importance (i.e. head lice or health issues vs pizza sales)?
 - Some teachers use e-mail, some "Class Dojo", sometimes School Day.
 - Some alignment in approach would be appreciated.
- Regarding communications for next year:
 - It will take some time for succession of communication planning.
 - **ACTION ITEM, Jenny, Deb, Jenn: Determine how to act on the communication plan that Deb has provided (suggestion to break down communication by event so different people are responsible for communication around each event).**

OPEN DISCUSSION ITEMS

Encouraging Parent Attendance/Volunteers – Jenny

- This item was discussed in April and was not discussed further at this meeting.

ADJOURNMENT

Motioned by:

1st: Colleen

2nd: Erin