



Conestogo Public School – Council Minutes: Thursday, September 12, 2019

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UPCOMING COUNCIL EVENTS

2019-20 Event Dates:

- Fun Fair: Thursday, September 19
- Handmade Show: Saturday, October 26
- Lions Bingo: Thursday, January 30
- Next Council Meeting: Thursday, October 17
- Council Meeting dates for 2019-2020 (the third Thursday of each month with some dates adjusted for events and holidays):
 - Thursday, Sept 12, 2019
 - Thursday, Oct 17, 2019
 - Thursday, Nov 7, 2019 (Thursday, Nov 14 Parent Teacher Interviews?)
 - Thursday, Dec 12, 2019
 - Thursday, Jan 16, 2020
 - Thursday, Feb 20, 2020
 - Thursday, Mar 26, 2020 (March Break: Mar 16-20, 2020)
 - Thursday, Apr 16, 2020 (Easter Fri Apr 10, Mon Apr 13)
 - Thursday, May 14, 2020 (Victoria Day, Mon May 18)
 - Thursday, Jun 11, 2020



ACTION ITEM SUMMARY

Initiative/Project	Action Item	Member Responsible
Fundraising	Advertise Flipgive to the school community	Gena
	Create Sign-up Genius for Craft Show	Erin, Shawna
Fun Fair	Update game instructions to indicate ONE stamp for playing, TWO stamps for winning	Jenny
	Pick up button machine	Colleen
	Silent auction: re-send volunteer request e-mail to Council	Erin, Gena
	Confirm that all grade 9 students have been contacted	Marsha
	Forward volunteer invitation to any high school student that may be interested	All
	Send reminder e-mail to Council to request/collect silent auction items and add details to google spreadsheet	All
	Determine if a School Day reminder can be sent on the day of the fair to remind parents to bring cash or cheques	Gena, Deb
	Confirm time for dance group	Juli
	Put an easel by the food to explain when food will be served	Steph
	Confirm that tables have been ordered	Michael
	Request that Optimist Club start food serving at 5 PM	Jenny
Budget	Determine if new basketball hoops can be funded by Council after Fun Fair revenue has been determined.	All
Agenda for next meeting	Safe Caring and Inclusive Schools Team Update	
	Include grade eight graduation	Gena



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 12	Oct 17	Nov 7	Dec 12	Jan 16	Feb 20	March 26	Apr 16	May 14	June 11
Co-Chair	Jenny Benham	P									
Co-Chair	Rebecca Hallman	N									
Treasurer	Karen Hofbauer	P									
Communications	Deb Jones	N									
Secretary	Gena Braun	P									
Principal	Michael Sendrea	P									
Teacher Reps	Carolee Fox	N	Lori Hillman	Kristyn Keyes	Angela B and Amber B	Sherry Morland	Jade MacPherson	Lisa Carere	Carolee Fox	Shannon Brown	Carolee Fox
Community											
WRAPSC	Jessica Gordon	N									
Parent Members & Volunteers	Stephanie Forte	P									
	Colleen Heinrichs	P									
	Gloria Ramage	N									
	Christine Sanchez	P									
	Amy Hertz	P									
	Sandra Clark	P									
	Ian Howlett	P									
	Kristen Kent	P									
	Katie Misener	P									
	Marsha Ferguson	P									
	Agnes Lehtonen	P									
	Katherine Sunday	N									
	Shawna Gingrich	N									
	Karen Forsyth	P									
	Erin Schmidt	P									
	Mel Thompson	N									
	Laura Bredahl	N									
Jenn Metzloff	P										
Amy McDowell	N										
Julie Oitment	P										



New Principle Introduction – Mr. Sendrea

- He is ecstatic to be the new principle at CPS
- This is his 29th year in education, and he taught for many years before moving into administration:
 - Taught French immersion and intermediate
 - Taught at LBP, Queensmount, Glencairn, Harold Wagner
 - Was a consultant for 8.5 years working with other teachers on grade 7-12 curriculum and assessment (EQAO, report cards, etc.).
- Moved to administration as a VP at three different schools and then requested to move into a Principle position and was assigned to Conestogo.
- He is humbled to be following in Cathy's footsteps and looks forward to moving forward with Parent Council.
- He answered a few questions from parent council regarding settling in to the CPS community.

Council Elections

- As per the [CPS Parent Council Bylaws](#), elections must be held within the first 35 days of the school year. All positions on council (executive, members, and volunteers) are open for election each year.
- Additional information regarding elections is posted on the [Parent Council website](#). We occasionally start the meetings with sections from these documents as a reminder.
- The bylaws regarding elections were reviewed and the School Day notices that were sent were highlighted.
- Additional comments:
 - One parent noted that she started as parent volunteer, then became a voting member, then moved into co-chair position and then chair following that. At the beginning she found the roles challenging, but developed confidence through the process, so she encourages other parents to consider getting involved!
 - We need representation from all areas of our school catchment and parents from a variety of grades, to ensure everyone's voice is heard. This allows the council to be most effective in the community and this is reflected in feedback from other schools/councils.
- To qualify as a "Parent Member" (with voting rights), parents needs to attend or participate in a minimum of 70% of the meetings.
- Council membership as listed below passed by everyone present
 - First: Erin
 - Second: Agnes



Conestogo Public School Council

Position	Name
Chair/Co-Chair	Jenny Benham – ACCLAIMED (no one else running)
Chair/Co-Chair	Rebecca Hallman – ACCLAIMED
Treasurer	Karen Hofbauer – ACCLAIMED
Secretary	Gena Braun - ACCLAIMED
Parent Member/Volunteer:	Christine Sanchez
	Amy Hertz
	Sandra Clark
	Kristen Kent
	Katie Misener
	Agnes Lehtonen
	Colleen Heinrichs
	Deb Jones
	Erin Schmidt
	Gloria Ramage
	Ian Howlett
	Jessica Gordon
	Julianna Ontment
	Jenn Metzloff
	Karen Forsyth
	Laura Bredahl
Marsha Ferguson	
Shawna Gingrich	
Stephanie Forte	
Katherine Sunday	



Agenda – Review & Approval

Adjustments to Agenda:

- None

Agenda Approval with changes Motioned by:

1st: Agnes

2nd: Karen F

Minutes, June – Review & Approval

Adjustments to Minutes:

- None

Minutes Approval with changes Motioned by:

1st: Agnes

2nd: Colleen

Council Meeting Dates for 2019-2020

- Council Meeting dates for 2019-2020 (the third Thursday of each month with some dates adjusted for events and holidays):
 - Thursday, Sept 12, 2019
 - Thursday, Oct 17, 2019
 - Thursday, Nov 7, 2019 (Thursday, Nov 14 Parent Teacher Interviews?)
 - Thursday, Dec 12, 2019
 - Thursday, Jan 16, 2020
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 - Thursday, May 14, 2020 (Victoria Day, Mon May 18)
 - Thursday, Jun 11, 2020



PRESENTATIONS

Teacher's Report – Mrs. Chinnick (for Carolee Fox)

- Request for volunteers for Strong Start and a table at the Fun Fair to advertise this program.
 - Asking for Councils help to spread the word regarding this program.
 - This program was developed locally within the school board to help JK, grade 1 and 2 students who have difficulty with reading and the alphabet.
 - Volunteer coaches are requested to work with students using organized activities (for example: games to identify letter names, sounds, etc.). There are four main components to the program to support learning.
 - The program runs for 10 weeks, ½ hour per week with one student.
 - By the end of the program students typically experience significant improvement, from not being able to identify letters to knowing all letters and sounds. Improvement in reading levels has also been observed.
 - Fall concentrates on grade 1-2, and spring focuses on SK students to help them get ready for grade one.
 - Two 2-hour training sessions are required for volunteers that are new to the program. No teaching expertise is required.
 - Volunteers are needed for a minimum of half an hour once per week, but it does not need to be the same time/day every week. Volunteers could be working with several different students depending on the schedule.
 - See the [STRONG START website](#) for the dates for the training sessions. Sessions start on September 17 and several are offered at different locations. See the website for details.
 - A table will be at the Fun Fair to advertise this program.
 - A message will be put out on School Day as well.
 - Questions:
 - Does the volunteer need to be a parent/adult? It could be a university student – anyone that takes the training and has a police check can participate.
 - How many volunteers are needed? A need for up to seven volunteers has currently been identified.
 - Suggestion: Grandparents or university students may be interested.
- Tree planting initiative in grade one combined with learning with reading buddies on the importance of trees. One of the trees in the playground ("Fred") has died and is marked to be cutdown: The grade one students would like to replace it.
- Teacher presentations for this year will be as follows:
 - Oct. 17 - Lori
 - Nov. 7 - Kristyn
 - Dec. 12 - Ange and Amber
 - Jan. 16 - Sherry
 - Feb. 20 - Jade
 - Mar. 26 - Lisa
 - April 16 - Carolee
 - May 14 - Shannon
 - June 11 - Carolee

Principal's Report – Mr. Sendrea



- The beginning of the year has gone very smoothly with the addition of two LTOs and two permanent additions in Special Ed and French.
 - The new Special Ed teacher position is shared between two individuals (Amber Bauman focusing on intermediate, and Maryhelen Smith).
 - LTOs: Jade McPherson for grade 6 homeroom and Madame Radler for core French in grades 1-6.
- Some additional staff changes on the horizon:
 - Three additional teachers will be going on mat leave in the next few months.
 - Mrs. Broberg will be retiring as well
- School improvement plan:
 - Math (Math-Up and Dreambox) and Wellness (Umbrella Project) plans will continue.
 - Dreambox is a math game to build specific math schools. **This is something that the Parent Council provides funding for.**
 - Note that "Prodigy" which is also a math game is not considered as effective for teaching math skills.
 - EQAO data will be presented at the meeting in October.
 - The board is following a "path to 100" plan to achieve 100% graduation rates (high school). Board-wide, this has been 85%. At-risk students need to be identified in earlier grades and supported directly.
 - Question: Students typically don't receive failing grades, so does graduation accurately indicate they are prepared to succeed? Answer: Students in high school can fail, so graduation is a real achievement.
 - SCIS data collected from surveys indicates non-academic factors that affect graduation rates
- Emergency drills will be conducted over the next few weeks (weather permitting): Fire drills, lockdown drills, and a tornado drill. Teachers are very careful when preparing students for these drills so it does not create unnecessary anxiety.
- Sept 20 is a PD day with no extended day care (so ECEs can also participate)
- PLAYGROUND:
 - Board is behind in their plans to install the playground, but measurements have been done and should be completed over the next few weeks (hopefully the PD day)
 - Picnic tables: Hopefully will be installed this fall and Mr. Sendrea continues to work on this.
 - Plan review:
 - Putting in additional dome (homedome) for younger children (under 5).
 - For intermediates and outdoor classroom, picnic tables will be installed on the far west side of the playground area.
- Carolee Fox is working on Spirit Day ideas.
- Some of the trees (one called "Fred") will be removed. The grade one class is looking at putting in a new tree.
- Trips planned, including trip to Montreal for grade 7/8 students (prices to be determined).
- **ACTION ITEM, Gena:** Add grade 8 graduation to the next meeting agenda.

STANDING AGENDA ITEMS

Treasurer's Report – Karen

- **Reminder for everyone: When bringing a cheque to the school related to council funds or requesting a cheque to cover costs, please use the following forms:**
 - [Cheque request form](#)
 - [Deposit form](#)
- The Executive put together a draft budget and it was presented as follows:



- Year end from 2018-2019 summary:
 - Playground planning explained as well as carry-over for Fun Fair.
 - Expenses and revenue summarized.
 - The playground cost has been covered and the remaining budget is intended for the picnic tables. Council is also planning ahead to replace playground items as they deteriorate.
 - Note: Installing equipment through the school board is generally very expensive and this is important to note to understand fundraising. In addition, the council budget covers many things that parents might think are covered by the board (planners, Dreambox, the water-bottle filling station, etc.).
- Budget discussed as follows – **will be passed at the October meeting following Fun Fair. For a detailed draft budget, please contact Council at Council.CPS@gmail.com.**
 - Anticipated costs for 2019-2020:
 - Gym equipment
 - Sports team uniforms
 - Dreambox
 - Technology (sound system and projects, Chromebooks and iPads): We are not planning to spend as much on this budget line this year to account for playground costs.
 - Library magazines and book bags (suggestion to re-use has been discussed in the past, but it is difficult to project how many will be re-usable each year)
 - Author visit
 - Home reading books
 - Clubs
 - Safe, Caring, Inclusive Schools Team
 - Grade 8 Grad
 - Magazine Campaign Expenses
 - Fun Fair Expenses
 - Special Presentations (PRO Grant night – this grant may not be available this year)
 - Gardens and Planters
 - Planners
 - Other – incidentals
 - Skating (Ice rental, pizza cost)
 - Arts (Kodaly Choir) – cost should be much lower this year (pays for sheet music which could get used in additional years).
 - Holiday flowers (wholesale expense for fundraiser)
 - School-Day Fees (2.9%) for fundraisers like holiday flowers and Fun Fair. This is a standard charge and would be similar with other service providers.
 - Playground
 - Anticipated revenue for 2019-2020:
 - Magazines (may or my not be running this year)
 - Fun Fair – we anticipate this may be lower this year due to smaller school population. Weather can also be a factor so we are cautious with this revenue projection.
 - Mabel's labels – advertised on School Day, on the website, and Kindergarten welcome packages.
 - ESNS
 - Christmas flowers/urns/wreaths
 - PRO Grant (this program has been reduced by the current provincial government)
 - Maple Syrup Festival Grant
 - Kiwanis Grant



- Skating (Winter Social, not meant to be a fundraiser necessarily)
- HST Rebate
- Clothing Drive (Green Team)
- Craft Sale (Vendors Fees – there will also be a small entry fee)
- Flip Give (**NEW – TO BE ADVERTIZED by Gena – ACTION ITEM**)
- Lions Bingo – January 30
- Balance: Anticipate putting additional funds in the playground savings account assuming fundraising projections are as expected.
 - Some teacher requests to consider as follows:
 - Library: \$300 for bags and \$500 for magazines (this is already in the proposed budget)
 - Gym/recreation: Basketball hoop installation were the new tarmac has been installed on the outdoor wall:
 - One hoop - \$1400
 - Two hoops - \$2500
 - To install these items this year, this needs to be decided on soon.
 - Decision: Wait until we have the Fun Fair results to determine if this cost could be covered.
 - **ACTION ITEM, Michael: Confirm intended installation location.**
- Please contact Council at Council.CPS@gmail.com with any questions or concerns regarding the proposed budget.

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

- The SCIS Team will be developed in October/November.
- Parent reps will be invited to participate.
- **ACTION ITEM, Gena: include on agenda for October.**

COMMITTEES & EVENTS – STATUS REPORTS

Fundraising Update – Fundraising Committee

- Review event schedule (Gena):
 - Fun Fair: Thursday, September 19
 - Handmade Show: Saturday, October 26
 - Lions Bingo: Thursday, January 30
 - Family Skate? February?
 - Clothing Drive: Early spring (March or April)
- Craft Show (Gena for Shawna)
 - For the Handmade show Shawna will need volunteers to sign up. She will work on a sign-up sheet and get it out for the end of Sept. Volunteers are requested for the following:
 - Friday during the day for set up 3-4 volunteers * time to be determined
 - Sat morning to help vendors find their booth and be around for questions they may have. (730-9am) 2 volunteers
 - Sat to work the front entrance table (9am-2pm) 2 volunteers
 - Sat to work the snack table (9am-2pm) 1 volunteer
 - Sat floater (9am-2pm) 2 volunteers
 - Sat tear down 2-3 volunteers (2pm-3pm)
 - **Action item, Erin and Shawna: setting up a Sign-Up Genius for these slots**
- Fun Fair – Jenny/Rebecca



- **ACTION ITEM, Jenny: GAME INSTRUCTIONS need to include ONE STAMP per play, TWO STAMPS when you win.**
- Prizes: Candy will be purchased by Gena and Erin and distributed at the prize table.
- Button Machine – Can be picked up on Saturday at the Center in the Square. **ACTION ITEM, Colleen: pick up this machine.**
- Optimist club, Horses, etc. all set.
- Radio station: Decided against having this based on parent feedback.
- Sign-up Genius:
 - **ACTION ITEM, Erin: Re-send sign-up for silent auction**
 - **ACTION ITEM, Marsha: Follow up to confirm that all grade 9 students have been contacted.**
 - **ACTION ITEM, all: Forward this sign-up to any high school students that may be interested.**
- Silent Auction:
 - **Watch for another e-mail with a reminder to sign-up and LINK TO donation spreadsheet (ACTION ITEM, Gena).**
 - ACTION ITEM, Jenny: Follow up with Rebecca
 - This generates a significant portion of the revenue from the event.
 - **ACTION ITEM, all: Request donations from local businesses or create your own!**
 - Items can be dropped off at the school and will be stored in the Principle's office.
 - Class baskets will also be auctioned.
 - Agnes can purchase additional baskets to split baskets or create baskets from multiple items as needed.
 - **ACTION ITEM, Gena: Ask Deb if we can send a School Day Reminder on the day of the Fun Fair to bring CASH or a CHEQUE for the silent action.**
- Raffle:
 - Items that are approx. \$25 or less are put in the raffle for the tickets purchased.
 - Can we post the results of the raffle rather than calling them out? (i.e. stop bidding at 8 PM and then do all of the raffle draws at once and post).
- Games:
 - Ring toss
 - Bean bags
 - Guess Who
 - Jenga
 - Kerplunk
 - Mini Golf
 - Scooter Board Races
- Activities:
 - Nimble Bus
 - Face painting
 - Photobooth
 - Button Maker
- Dance Group: On the gym stage – 6:00 (**ACTION ITEM, Juli**)
 - We need to confirm that the sound system is working.
- **ACTION ITEM, Steph: Put up easel by the food area to explain when food will start.**
- **ACTION ITEM, Michael: Confirm that tables have already been ordered.**
- **ACTION ITEM, Jenny: Request that Optimist food serving starts at 5:00 (copy Steph)**
- QSP/Magazine Update – Karen F/Shawna



- QSP has closed and this has been a major fundraiser in the past. A much smaller company is an option, and/or we could consider a variety of other product options. Discussion considered several issues, including:
 - Do we want to be selling additional items?
 - Do we want to proceed with the smaller magazine option that is online? Parent suggestion: Don't put pressure on the kids with incentives.
 - Question: Fundraising fatigue issue? Stick with a couple large events vs many small events?
 - Suggestion: Really push Flipgive as the alternative (along with Mabel's labels).
 - Motion: **Do not do magazine-style fundraiser this year and focus on Flipgive, WEFI (donate to CPS Council), and other community events.**
 - 2nd: Ian
 - PASSED
- Holiday Fundraiser – Erin (ADDED TO AGENDA)
- Note: Kristen would like to join fundraising committee
- FOR OCTOBER: Advertise what we are fundraising for and how you can contribute (WEFI, etc.).

OPEN DISCUSSION ITEMS

None

ADJOURNMENT

Motioned by:

1st: Agnes

2nd: Karen H