



Conestogo Public School – Council Minutes: Thursday, November 7, 2019

Upcoming Council Events	2
Action Item Summary	3
Welcome & General Business	4
Attendance	4
Agenda – Review & Approval	5
Minutes, October – Review & Approval	5
Presentations	6
Teacher’s Report – Kristyn Keyes	6
Principal’s Report – Mr. Sendrea	6
Standing Agenda Items	7
Treasurer’s Report – Karen	7
Safe, Caring, Inclusive, and Healthy Schools Committee – Jenny	7
Committees & Events – Status Reports	8
Fundraising Update – Fundraising Committee	8
Open Discussion Items	8
Library Bags – Jenny	8
Grade Eight Graduation – Jenny	9
Staff Appreciation – Ian	9
Author Visit – Agnes	9
Adjournment	9



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, November 7
- 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: 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
Montreal Trip	Determine if a group of parents would be interested in coordinating fundraising for the Montreal Trip and then follow up with Mr. Sendrea to discuss teacher support for fundraising events that might take place at school.	Jenny/Erin
Holiday Fundraiser	Delivery is on Dec 4 (Wednesday) at 2 PM, and volunteers are required to receive the delivery and help with organizing pick-up (please e-mail Erin to help out).	ALL
Library Bags	Discuss options with Mrs. Goodwin.	Jenny/Colleen
Staff Appreciation	Please contact Ian to let him know if you are able to bring a meal item for the teachers on Thursday, November 14.	ALL
Author Visit	Follow up with Mrs. Keyes and Mrs. Goodwin regarding a potential author visit.	Mr. Sendrea



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	P	P							
Co-Chair	Rebecca Hallman	N	P	N							
Treasurer	Karen Hofbauer	P	P	N							
Communications	Deb Jones	N	N	N							
Secretary	Gena Braun	P	P	P							
Principal	Michael Sendrea	P	P	P							
Teacher Reps	Carolee Fox	P	Lori Hillman	Kristyn Keyes	Angela B and Amber B	Sherry Morland	Jade MacPherson	Lisa Carere	Carolee Fox	Shannon Brown	Carolee Fox
Community	n/a	N	N	N							
WRAPSC	Jessica Gordon	N	N	P							
Parent Members & Volunteers	Stephanie Forte	P	N	P							
	Colleen Heinrichs	P	N	P							
	Gloria Ramage	N	P	P							
	Christine Sanchez	P	N	N							
	Amy Hertz	P	N	N							
	Sandra Clank	P	N	N							
	Ian Howlett	P	P	P							
	Kristen Kent	P	N	N							
	Katie Misener	P	N	N							
	Marsha Ferguson	P	N	P							
	Agnes Lehtonen	P	N	P							
	Katherine Sunday	N	N	N							
	Shawna Gingrich	N	P	P							
	Karen Forsyth	P	P	P							
	Erin Schmidt	P	P	P							
	Mel Thomspen	N	N	N							
	Laura Bredahl	N	N	N							
Jenn Metzloff	P	P	P								
Amy McDowell	N	N	N								
Julie Oitment	P	P	P								



Agenda – Review & Approval

Adjustments to Agenda:

- Added: Author visit suggestion

Agenda Approval with changes Motioned by:

1st: Agnes

2nd: Ian

Minutes, October – Review & Approval

Adjustments to Minutes:

- None

Minutes Approval with changes Motioned by:

1st: Colleen

2nd: Gloria



PRESENTATIONS

Teacher's Report – Kristyn Keyes

- Mrs. Keyes teaches Grade 7-8 math and science and provided updates on Remembrance Day plans and school teams.
- Spirit Day: Carolee and Kristyn met with two students to plan Spirit Days for the year and a School Day message has/will be sent. One day to highlight: For Twin Day teachers have always made an effort to include any children that feel left out, but going forward the staff want to enhance inclusion by encouraging teachers to help students partner up in advance, based on inclusion/exclusion concerns raised by a parent (quadruplets and triplets are also welcome, and those that prefer not to participate are free to do as they choose).

Principal's Report – Mr. Sendrea

- Staff Development:
 - Oct 25: PD focus on mathematics and also discussed wellbeing and differentiated instruction (teaching to the needs of each individual child).
 - Nov 15: PD day with parent teacher interviews during the day as well. Appointments for interviews will be done through School Day for all teachers or as a drop in for a few select teachers.
- School Facilities:
 - Office area renovation plans continue to proceed (all interior renovations) to provide more functional spaces. The renovations are planned for early spring/next summer.
- School Events and Trips:
 - Remembrance Day assembly starts at 10:30 AM on Monday, Nov 11. Families have been invited to send information about families that are involved in conflict. Students will also be presenting a slideshow.
 - Halloween: The Board encouraged teachers to make sure this is still a day of learning and CPS tried to balance this with the "fun" of the event and took this into account when planning events like the parade and minimizing class parties.
 - Grade 8s visited EDSS to learn about/prepare them for the experience of high school and the experience was helpful (as reported by council parents).
 - Montreal Trip: Mr. Sendrea will solicit feedback via a survey to parents as this is an expensive trip, as well as educational and memorable for the students. One option would be a fundraising event, but the question is how that would be coordinated. Feedback from the teachers generally suggests that fundraising may not alleviate enough of the cost of the trip to make the effort worthwhile. Note: Students may also be fundraising for graduation so this should be considered when planning.
 - Thoughts for students for whom this trip may not be an option or choose to not go: Alternate day trip that is fun but less expensive was suggested by council. Mr. Sendrea indicated that it is dependant on how many students would stay back and the number of teachers available to supervise. The level of "fun" of the alternate activity has to carefully balance the trip.
 - **ACTION ITEM, Gena: For future meeting agenda: Discuss use of candy and juice boxes for future Council event.**
 - **ACTION ITEM, Jenny/Erin: Determine if a group of parents would be interested in coordinating fundraising for the Montreal Trip (then follow up with Mr. Sendrea to discuss teacher support for fundraising events that might take place at school).**
- Student Progress and Programs:
 - Progress Reports will be going home on Monday, November 11.
 - Dream Box and Lexia is not available (math and literacy software, respectively) for grades 1-4 plus special education for students in grades 5-8.



- Kids 2 Learn Project: Afterschool tutoring run by the enrichment teacher.
- Bus evacuation drill was a success and students were very attentive to the process and learning.
- Holiday Concert planning underway.
- Teacher feedback on planner use:
 - Survey indicated that up to 30% of the classes use them everyday, and additional 20% use them for students to write their daily schedule – primarily used by younger grades.
 - How important are paper-based planners: 70% said very important (likely younger grades).
 - Most of the staff support investigating less expensive options like smaller and simpler notebooks.
 - Most of the staff do not think that technology would be a suitable replacement.
 - In summary: An alternative planner that is less expensive and simpler would be suitable for most classes and needs.
 - **School will decide regarding planner use and purchase, and then can petition the Council for funding (or pass the cost on to parents, as is common at other schools).**

STANDING AGENDA ITEMS

Treasurer's Report – Karen/Jenny

- (Presented by Jenny as Karen was absent)
- Fun fair was a success. We have not been invoiced for the horses, so this is listed as 75% complete in the budget in case an invoice comes in later.
- Craft show - we made \$671 in cash at the door/candy and 307 shoppers tallied at the door. Including deposits made last spring we grossed \$1,962 and spent \$151= net \$1,811
- 2019 Planners are paid for.
- 2019 Dreambox has not been paid from this account yet and Karen will follow up with Mrs. Bauer.
- Last years PRO grant has been received.
- \$200 in QSP trickle in from last year received.
- School-day took their fees for Sept already.
- Basketball hoop discussion: Staff suggested that we need additional sports equipment/activities for outside and Council should perhaps consider how to support this as staff are trying to encourage outdoor activities for students (purchasing one hoop would be a less expensive option).
 - **MOTION**, Agnes: Council will support purchase of one hoop at this time, based on funds in the budget that are geared toward outdoor activities (\$1400).
 - 2nd: Stephanie
 - **Vote: Passed**
 - Note: We had discussed alternatives as well, like activities for students that might be interested in arts/quiet activities. (The picnic tables do fill this need to some extent). **We also need to be careful not to chip away at the playground account which would limit future planning.**

Safe, Caring, Inclusive, and Healthy Schools Committee – Jenny

- Steph Forte offered to represent Council on this committee.



COMMITTEES & EVENTS – STATUS REPORTS

Fundraising Update – Fundraising Committee

- Craft Show – Shawna
 - See Budget section for funds raised (net \$1800).
 - Over 300 people visited and many people want to participate next year (as new vendors).
 - Majority of vendors provided very positive feedback.
 - A lunchtime food truck was also suggested.
 - Selling candy, more baked goods, and coffee recommended for next year.
 - Admission could also be increased (\$2 and \$4 mentioned for other local fairs).
 - Volunteering on the day of the event was very easy (thanks to great organizing in advance by Shawna).
 - Suggestion: Start planning or advertising in the spring that parents can have a table (at a reduced cost) – teachers could be involved if interested. We could also run an instructional craft night in advance to build/create things. (To be discussed further at “Lessons Learned” meeting).
- Holiday Fundraiser – Erin
 - We have sold approx. 70 plants to date, which is quite a bit less than last year (we sold close to 100 poinsettias plus urns and wreaths last year).
 - Ordering has been extended until the end of the week in an attempt to improve sales.
 - **We can review at the December meeting to determine if we want to continue to run this fundraiser. (ACTION ITEM, Gena).**
 - **Delivery is on Dec 4 (Wednesday) at 2 PM, and volunteers required to receive the delivery and help with organizing pick-up (please e-mail Erin to help out – ACTION ITEM, all).**
- Flipgive – Gena
 - Pass out flyer AFTER Holiday fundraiser closes.
 - PASS OUT NEXT WEEK (Shawna has class lists)??
 - ACTION ITEM, Gena: Work with Deb/Jenny/Jenn to craft personal e-mail to send to friends. (Colleen to send blurb that we can copy).
- Lessons Learned/Fundraising Celebration: Monday, November 25, 7 PM (Jenny’s house).

OPEN DISCUSSION ITEMS

Library Bags – Jenny

- Suggestion: The school should decide if they want to use library bags, and they Council will decide if they want to fund them. At the same time, as parents, our feedback can include providing some alternative options.
- **Action Item, Jenny and Colleen: Discuss with Mrs. Goodwin.**
- **ACTION ITEM, Gena: Agenda for December**



Grade Eight Graduation – Jenny

- Jenny has reached out to parents that were involved in previous years and have children graduating this year. They are aware that:
 - Council provides funds, but parents of the graduating students are responsible for organizing the event.
 - It is important that parents are supported and informed by Council regarding their responsibilities for this event (including considering inclusivity and safety, so all parents in the grade need to have a chance to have a voice).
 - The principle and staff are also involved.

Staff Appreciation – Ian

- Ian has volunteered to organize this event. **Please e-mail him (ian.howlett@gmail.com) if you would like to bring in food (lunch items, to be dropped off in the morning). ACITON ITEM, all.**
- Ian will be sending out a School Day message based on a template from Deb with updated staff allergies to consider.
- Date: November 14, 2019.

Author Visit – Agnes

- Kristyn Keyes is a published author (“Blind Perspective”) and is willing to do an “author visit” for the school community at no additional cost.
- **ACTION ITEM, Mr. Sendrea: Follow up on this idea with Mrs. Goodwin and Mrs. Keyes.**
- Note: Other teachers in our community are authors as well and may be willing to fill this roll.

ADJOURNMENT

Motioned by:

1st: Agnes

2nd: Jessica