

September 17<sup>th</sup>, 2018 Meeting Minutes  
6:30 p.m. - 8:00 p.m.

ATTENDANCE

VOTING COUNCIL MEMBERS

x	Heather Sequeira	x	Joanna Thiessen	x	Jola Gurska + Marcel Pinheiro (1 shared vote between them)
x	Jen Topham	x	Rebecca Calma	x	Anneliese Schwartz
x	Erin Heimpel	x	Emily Jaarsma	x	Pui Ming Leung
	Ingrid Bachmann	x	Meghan	x	Corrie Ballantyne
	Carrie Stevenson	x	Gretchen	x	Brenda Prins
x	Sarah-Beth Bianchi				

NONVOTING COUNCIL MEMBERS/GUESTS

x	Susan Marchiori (Principal)	x	Brian Enns
x	Sara MacNeill (VP)	x	Meghan Gibbons
		x	Greta Sullivan
		x	Kayla Ginsler
		x	Chrissy Walker
		x	Jackie Witt
		x	Steph Forte

1. Welcome and Introductions
2. School Council's Role as an Advisory Council: Children do better when parents are involved in their children's school. Ways to be involved include: homework, meeting staff, school council, fundraising etc. Support and working together helps encourage positive academic success and all around growth in students. Council is an advisory body functioning within parameters set by Ministry of Education and the Waterloo Regional District School Board.

School council is not for issues specific to our own children or situations. There are other processes for these kinds of concerns via Teachers/administration or superintendent of schools if needed.

3. New School Council Members: Voting members should commit to attending meetings--last year we had 6-8 voting members, it would be best if we choose 1 number. 7 will be needed for quorum. Note: Table above is divided into voting and non-voting members for ease of determining quorum.

We don't have by-laws; however we do need to agree at outset of the year on # of voting members to assist us in passing motions.

We typically have 8 meetings per year. If parents can commit to attending most of these then please be a voting member. If a parent wishes to be more involved in

fundraising or attending council once in a while this is also worthwhile and we appreciate your involvement.

4. Executive Roles—definitions

CHAIR: Thank you Corrie for offering to be chair.

There is an official role description this is a shortened version: The Chair acts as a liaison between council and school admin. Responsibilities include setting meeting agenda's, chairing meetings, facilitating resolution of conflict, managing email, and FB account, volunteering time as it permits, WRAPSC attendance, or passing info on from this meeting, working with Treasurer. Monthly commitment has been about 10 hours a month.

TREASURER: Heather offered to continue as Treasurer. Thank you Heather.

School Secretary deposits and writes checks for council. Treasurer works with Joan in order to track cash balances, produce monthly financial reports, verify \$ counts and deposits (our volunteers assist with this also)

SECRETARY: Responsibilities include taking monthly minutes, sharing them for approval. Once approved Sara puts them on the website. This role may also track any individual motions that need to be followed up on, any additional EMAILS related to school council business.

Joanna Thiessen agreed to take on role of Secretary. Thank you Joanna

5. Role of Treasurer, Secretary and Chair

Chair: Corrie Ballantyne

Treasurer: Heather Sequeira

Secretary: Joanna Thiessen

6. Suggested Meeting dates: Oct. 15<sup>th</sup>, Nov. 19<sup>th</sup>; Jan 21<sup>st</sup>; Feb 25<sup>th</sup>; March 18<sup>th</sup>; April 15<sup>th</sup>; May 27<sup>th</sup>; June Social TBD.

7. Committee Overview:

Determine Committees for 2018-2019

- a. GREENING: Has focused on the school yard in terms of care for trees, watering, mulching, re-painting the tarmac etc. etc. Rebecca and Pui Ming will assist but we may need a lead.
- b. OUTDOOR LEARNING: NEW COMMITTEE currently Lead by Pui Ming and supported by Rebecca Calma. Currently they are visioning, focusing on talking with teachers, parents and students to determine their input and needs. 2 classes did a project to plan the yard for the future; it would be great to include more students. They will be meeting this week. Committee is looking for members to support them and looking for a professional who may be able to give advice on landscaping and naturalization. We could consider

involving university students to help with this process. Jola, Pui Ming, Kayla, Meghan, and Rebecca will make up this committee.

- c. FUNDRAISING: Joanna, Carrie, Jola, Becky are our lead fundraisers. Carrie tends to keep us organized on fundraising events. We have several parent volunteers who help ensure our fundraising efforts are successful. We appreciate our parent volunteers and often lean on them throughout the year. It's been helpful to tie fundraising activities to specific purposes and this tends to help people be more willing to give. Typically, teachers provide us with a WISH list and this comes for consideration to council i.e.) Field Trips, re-stocking outdoor toys, indoor games, technology etc. We no longer need to fund technology in the same way this year as the School Board has dedicated \$ to this in a different way this year. *Susan and Sara may be able to bring WISH list items for our next meeting.*
- d. WORDS OUT: has shifted to become more about presentations related to literacy and learning. We may want to consider a name change and determine if we continue to have a dedicated budget line for this or simply approve \$ from the general account.

WORKSHOPS/SPEAKERS COMMITTEE: will replace Words Out: Sarah-Beth will lead this group.

- e. OUTREACH: this has typically involved parent council bringing in speakers or leading activities that bring families to the school. Chrissy, Joanna and Jen Topham will run Outreach

- 8. Financial Summary: Outstanding is the e-Fundraiser; check may have recently come in from this. Last year we made around 200.00 a decline from the previous year. Cash will have come in from Meet the Staff Pizza event.

Financial Summary/Update will be a focus for the October meeting

- 9. Vice Principal/Principal Report (Sara MacNeill, Susan Marchiori)

Start-up of School was smooth.

We had a blip in KINDERGARTEN; our teacher received a contract just prior to school starting which meant a supply was there for the 1<sup>st</sup> week. Hiring is complete and staffing compliment is set. For next year, parents need reminders about staggered entries for the SK group.

This Friday is a PD Day, staff will be half day in meetings with administration around school success and planning; the other half day is online training around health and safety etc. Extended Day programs are closed for the first one due to the training that needs to be completed.

This year will see a continued focus on MATHEMATICS as a result of a comprehensive math approach from the school board. There are dedicated Primary and Junior teachers who act as leads bringing learning back from workshops to the rest of the teachers. The School improvement team meets weekly with VP and Principal. Math UP is new program written by Marion Small. 6 staff are using this program and school will be buying more licenses.

3 main vehicles for COMMUNICATION: Website, Twitter (managed by Sara), School-Day (largely for field trips and updates on events).

NUTRITION for LEARNING: starts next week. Goal is to provide nutritious food and ensure all students can access this regardless of socio-economic status or need. Some stats to keep in mind: 31percent of grade 1 don't eat breakfast and 1 in 10 arrives without enough food for the day. This Program will ensure nutritious food will be available both breaks. School will encourage children to eat food from home but we don't turn kids away. If a student arrives to the program they are given the option to access food. Goal is to avoid stigma and support healthy eating. Erin Bechtell is organizing this, food is ordered, delivered; most is pre-packaged or not packaged. Staff are also encouraged to participate to model for the students. Some examples of food items offered include: cheese, hard-boiled eggs, crackers, granola bars made specifically for this program, yoghurt, vegetables, and fruit. Susan has inquired about food allergies---pre-packaged food includes ingredients. We need to do 1 fundraiser per year to support Nutrition for Learning and the Pita Pit fundraiser is what we chose to dedicate \$ to this. For student access to the program: we'll start with a food station, kindergarten classes will have their own bin, and if food stations aren't successful we'll transition to bins in classrooms. Food is ordered to meet needs of the school to not have excess.

Sara: Clubs are starting. Mr. McGuire will put out permission forms for running club; leadership club is starting for lunchroom helpers, announcers etc. They are going to rotate some of these volunteer roles. WITS Leaders from Grades 5 and 6 will also get started with the Peer Program. Staff are keen to start various clubs and activities. Magnetic Board outside the office is tracking daily activities for children to check. Tiger costume is back in action with the Tiger cheer. Our staff volunteers their time, lunches, before and after school to give back to our kids with these various clubs and activities. We are grateful for our amazing teachers and administration that support these activities.

WRAPSC meeting is October 2<sup>nd</sup>, waterloo region school council meeting at the School Board. Angelica Allen is in charge of this group. Corrie Ballantyne will attend.

PARKING LOT: We are trying to get a parking lot attendant to limit access to the lot. This requires some funding. We had some very close calls last year where a child was almost hit by a car. We need to control flow of cars by parents trying to drop off. A map was sent out to support parents to park on streets around the school to increase safety and support exercise.

We do have a TRANSPORTATION GROUP who met a few times last year. This group is not part of school council. Susan will let us know when this group will meet so we can attend.

10. Chair Report—we've been without a Chair since March. Other council members summarized the previous year for our new members. We'll have an update on the Buddy Bench for next meeting.
11. Other Issues: more 4 square courts may prove useful on the tarmac. However, where to put them without compromising other activities is a struggle. Administration is looking at this.
12. Adjournment.

NOTE: Agenda Items for fall:

- Review/finalize Council job descriptions
- Review/edit Principal Profile
- Learn from Sarah/Susan \$ gaps teachers identified that council could consider filling.
- Consider developing a budget for each fundraising activity and decide how \$ will be spent to avoid \$ carrying over.
- Greening to consider a table/sign up for the committee to explore plans to expand how we use our outdoor space.
- Volunteers needed for Meet the Teacher, possibly via FB group if event occurs prior to 1<sup>st</sup> council meeting.
- Words out: Re-visit its purpose, possible name change, or dissolve and pay for speakers via the general account.