



EMPIRE

Public School
83 Empire St.
Waterloo, Ontario N2L 2M1
519-742-8375

Empire School Council Agenda April 13, 2016

Present: Beth, Erica, Lindsay, Colleen, Wenbin, Karen Moore, Kelly, Karen Marsden, Patrick, Karen, Shannon, Steph, Caitlin, Jess Gilber

1. Introductions
2. **March meeting minutes:** Erica approved March minutes, Beth seconded
3. **Finance Report:** Wenbin reviewed her recent Finance report. Highlights:
 - Book Fair generated over \$1400, more than paid for science night
 - Operating balance \$32,489.26 with the total funds available at \$72,034.02

4. Playground update

- Rob Sealy at WRDSB (grounds manager) has approved changes to the playground design
- Earthscapes needs the Purchase Order from WRDSB before they can break ground (holding April 18 as a start date)
- Grand total of the project is \$58,365.19 (before HST), \$7,587.47 (HST) – Grand Total (\$65,952.66). Only the pre-tax total will come from our budget, the school board will pay (and will be reimbursed for) the HST
- Discussed the Buddy Bench project. This is not available from Earthscapes. Caitlin indicated that she has heard about a program that allows for facilitation / training for staff on how to use the bench. Jess indicated that the PALS program can do this, have one student assigned to the Buddy bench.

Action: Karen will ask Janelle at Earthscapes who they need to approve the PO so Kelly can speak with them

5. Kindergarten Info night (May 18th)

- Empire Parent Council table – Karen will volunteer if no one else can make it
- Rachel recommends Livable Labels paperwork to be available to parents
- Action: Beth to have spirit wear samples and order forms for this event.**

6. Staff Appreciation Day (April 22)

- Lindsay/Beth overviewed their video project for staff appreciation, will ensure all staff are recognized
- Parent Council will order Holy Guacamole for staff, noting that at least 2 staff need vegetarian options
- Kelly confirmed that A/V equipment will already be set up in the library that day for the video play
- Motion by Steph to put \$100 to beverage purchase and décor, approved.
- parent to be asked to deliver desserts on disposable plates to Science Fair (April 21)
- Action: Beth to prepare an invite to lunch, also adding info about book fair surplus to be spent on Home Reading Books

7. Fundraising:

a) Book Fair

- kudos to Rachel for outstanding planning of the book fair, over \$1400 raised
- Lessons learned:
 - hold the event on a special event night such as science night where more families are present (vs parent teacher interviews)
 - “Books I want” slips were very effective in generating sales
- Motion by STeph to have book fair fund surplus (\$535, after paying for science night \$900) plus additional funds to total \$1000, to be spent on home reading materials, all approved.
- this gift will be announced at Staff Appreciation Day

b) Fun Fair

- cancellation notice will be coming soon
- Year end celebration/Playground grand opening planned in place of fun fair for June 14th. Food Trucks (5-10% back to fundraising), Tumblebus (\$392.50) and Spin Doctor DJ planned. Motion to allow purchase of these services, all approved.

c) Boston Pizza

- \$150 made at March Boston Pizza (a slow night)
- parent provided feedback that this is not a great fundraiser at 10% back but Beth reminded that this is also a community engagement event, all agreed to promote this goal
- Jess indicated that the teachers would be more likely to come if this was 2-3 times per year vs monthly
- will finish the year at monthly but then move to this frequency for next school year

d) Spirit Wear

- Beth showed samples of spirit wear from the provider in Ayr (Schooltee.com), orders will be due April 27th. Sample sizes will be in the office, we will get \$1 back from each item sold.

8. Principal/VP updates

VP – staff and student surveys on school community are open until May 13th

-grade 6 visits to Centennial and MacGregor are coming up soon (including info nights)

-WRDSB communications department wants each school's twitter account to be approved and sanctioned by the school board (don't want Parent Council feed to be seen as "official"). Karen will moderate this account and put twitter feed up on our website as well. This will also protect for school administrator turnover.

- All agreed on value of keeping parent council feed for resharing etc.

Principal

-lock down drill planned for April 15th, tornado drill April 20th, 3 fire drills required before year end

-jump rope for heart will be May 19th (with assemble to promote it on April 20th)

-free assembly coming up for Blues musician

-April 29th is backwards day

-will make June 14th Empire spirit Wear Day

-One Book One School event will be pushed back to the fall

9. Parent comments

-think about screen free week for next year (events happening each night at school, bikes, geocaching, etc)

-Kane's Arcade –school could participate in cardboard building challenge in Oct (global event)

10. Future Principal Profile – parents completed this survey

11. Adjournment, Steph motioned, Beth seconded.