



Empire School
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Success Ownership Attitude Respect

Empire School Council Minutes November 11, 2015. 7:00 PM

Members Present: Shannon Berkhuisen, Rachel Thompson, Jackie Seiber, Karen Madsen, Kelly Wilkinson, Wenbin Peng, Steph Hector, Beth Angle, Erica Hind, Lindsay Blashill, Lama Samad, Caitlin McGregor, Colleen Ridley, Dan Enns, Sarah King
 Members Absent: Patrick Madsen, Marwa Gad, Sue Sherifali, Moumita Roychowdhury

Item	Action Item
1. Welcome and Introductions	
2. Approval of October meeting minutes - approved by Caitlin, seconded by Steph	
3. Fundraising a. Canadian Tire BBQ - Caitlin <ul style="list-style-type: none"> ● Total of \$2276.00 raised by the BBQ (less expenses, many which were donated). If the donations/expenses were not donated, would have been about \$1200. ● We have determined that the cost/benefit of another BBQ on Black Friday weekend. High risk and also great deal of workload and expense mostly covered the cost ● Fundraising Committee has decided to (impetus of parent suggestion) directly ask parents for a contribution to reach the goal <ul style="list-style-type: none"> ○ We realized that with \$15,000 left and 573 would mean \$25 per child to get there ○ Mud Kitchen not required up front, so minimum \$9,000 to complete base project ○ We want to open this request up to community members, neighbours, parents 	<ul style="list-style-type: none"> ● ALL to submit photos of kids to develop a

<ul style="list-style-type: none"> ○ One month campaign planned including print materials, on-site requests, twitter. Kelly indicated that the previous “buy a ball” program when gym was built raised \$10,000 with a direct ask ○ We will develop a website to communicate the project and provide link to WEFI to provide tax receipts (over \$15; 3% admin fee for web donation). Nancy at WRDSB will create tax receipts for cash donations if we send these to them (over \$15, names required). Cash/cheque will not be charged 3% admin fee. ○ Kelly indicated that Wednesday is the busiest night for after school care. ○ We will provide on the website to create a giftcard so that parents could give this as a Christmas gift <p>b. Book Fair/Science Night - Rachel/Erica</p> <ul style="list-style-type: none"> ● April 7 is the Book Fair and Science Night. Rachel will provide an update in January <p>c. Dining Out Nights - Steph</p> <ul style="list-style-type: none"> ● From first dining out night at Boston Pizza, we made \$275 dollars (10% of sales were donated back to the school, no minimum spending required) <p>d. Spirit Wear – Beth</p> <ul style="list-style-type: none"> ● Beth met with the company in Ayr to discuss new spirit wear. We can approach as a fundraiser or not. They have the designs from the past. If we want to have it for Christmas we would need to begin soon. ● All agreed that we should not do this now (save til January) so as to not interfere with the direct fundraising ask. ● Kelly indicated that teachers can now hand out flyers 	<p>website</p> <ul style="list-style-type: none"> ● Lindsay put gift certificate on website ● Steph/Caitlin to put out 2 requests for Parent Council to 1) canvas in the neighbourhoods and 2) at school (Signup Genius) ● Beth to update flyer to tell those getting delivery to have the fundraising flyer at home ● Erica will share with Beth the company that Centennial uses ● Caitlin to share her contact with Beth
<p>4. Finance report - Wenbin</p> <ul style="list-style-type: none"> ● Wenbin reviewed the budget and indicated she will send the file electronically on Nov 12/15 ● Highlights: Expected revenue from fun fair is \$7,000. Goal of \$15,000 from Nov/Dec direct ask to parents. Wenbin will update the spreadsheet given that the Canadian Tire event will be a one-off (i.e. no Black Friday event, as previously planned) 	

<ul style="list-style-type: none"> • Toyota Evergreen Fund will come to visit the school about trees (up to \$3,000 may be provided). Karen indicated that the service providers will be willing to take this amount of the quote. • Lindsay indicated that the City of Waterloo Neighbourhood Matching Fund has not announced the award winner • Wenbin has updated the Standard Operating Procedures (SOPs) for next treasurer • Rachel made motion to approve the Financial Report; Shannon seconded 	
<p>5. Playground Committee Update - Karen</p> <ul style="list-style-type: none"> • We will have 3 quotes (one forthcoming). All were given same wishlists items and developed designs. Quotes are good for 30 days. School Board requires 3 bids but does not require the lowest bidder to be awarded. Empire PS can choose provider. Price guarantees. Karen indicated that WRDSB has worked with Earthscape already and have a good relationship. Council viewed videos of each of the two designs. <ul style="list-style-type: none"> a. Landscape Plus: \$60,737.50 (includes everything). Did not visit site to develop quote. b. Earthscape: \$59,713.86 (some items, including Mud Kitchen will be additional cost). This provider will remove trees from their bid should be get a grant. Kelly indicated that Rob (WRDSB groundskeeper) could develop a mud kitchen. 20% down required. c. Ape Playground - did not submit their quote to Shannon in time for the meeting • All members were asked to vote on their preference; all voted for Earthscape 	<ul style="list-style-type: none"> • Kelly to confirm that we can apply for board approval without the full amount (possibility of 10K loan from WRDSB) • Shannon will forward the Ape Playground quote when it arrives • Karen will ask for a vote (Earthscape and Ape) by email when this quote comes in
<p>6. Council Calendar of Events - deferred</p>	
<p>7. Principal/Vice Principal Reports</p> <ul style="list-style-type: none"> • Remembrance Day assembly was today and went very well. • Picture retake day on Nov 19th. • 2 year mark since completion of renovation. Architect and Board Liaison visited to identify post-construction deficiencies/required repairs. Repairs must be completed to complete contract. 	

<ul style="list-style-type: none"> ● Friday November 13th is PD day. Professional Development in the a.m; afternoon is for parent teacher interview ● November 21st our school will be singing O Canada at the WLU hockey game ● Humane Society will be visiting to provide presentations (animal/safety) ● November 27th is wacky hair day (Spirit Day) ● Moving away from computer labs and having technology in the class. School is buying more tech (Chromebooks) to have integrated in the classrooms ● Kelly will look into the WRDSB/Can Skate program for grade 1s ● We have booked “Rocks and Rings” program to learn curling for February; have also booked a speaker (Canadian National Geographic explorer and photographer to talk to classes) 	
<p>8. Parent questions and concerns</p> <ul style="list-style-type: none"> ● Nov 13th PD day afternoon parent-teacher interviews. Will not be based on progress reports given work to rule situation. These will primarily be teachers reaching out to parents for which they have concerns. 	
<p>9. Adjournment - Next meeting: Wednesday, December 9th @ 7pm</p> <ul style="list-style-type: none"> ● Motion from ERica; seconded by Karen 	