**Hespeler P.S. School Council Meeting**

**MINUTES**

**Monday, September 18, 2023**

7:00 pm

Present: Rebecca Jutzi, Karen Canapini, Sharon McKeown, Stacey Lawrence, Brooke Pate, Michelle Bush Broga, Jaclyn Green, Alicia Young, Darcie Black, Marissa Glen, Rose Kowalczyk, Emily Lord, Tanya Dewar, Greg Dewar, Kara Hall, Kristin Lovell, Jill Bolender, Melissa Legros-Cronkwright, Rebecca Mills, Carra Myers, Cassie Bolland, Chris Sciascetti, Crystal Bechtel, Tara Delaney, Kylie Oliver, Jesse Sabbagh, Kyly Miller, Sabina Voisin, Cheryl Tawse

Regrets: Susan Ford

1. **Welcome**

* Welcome by Sharon. We went around the table with informal introductions.
* Welcome by Rebecca, thank you for this amazing turnout!

1. **Approval of Minutes from May 15, 2023**

* Approved as read - Kara motioned to approve, Michelle seconded, approved unanimously.

1. **Elections**

* Chairperson: Sharon McKeown (Jill motioned, Jesse seconded, approved unanimously.)
* Secretary: Sabina Voisin (Jill motioned, Jesse seconded, approved unanimously.)

Carra Myers will be backup if Sabina can’t attend.

* Treasurer: Kyly Miller (Jill motioned, Kara seconded, approved unanimously.)
* Community Partner: Susan Ford
* Teacher Rep: Cheryl Tawse
* Parent Partners: Stacey Lawrence, Brooke Pate, Michelle Bush Broga, Jaclyn Green, Alicia Young, Darcie Black, Marissa Glen, Rose Kowalczyk, Emily Lord, Tanya Dewar, Greg Dewar, Kara Hall, Kristin Lovell, Jill Bolender, Melissa Legros-Cronkwright, Rebecca Mills, Carra Myers, Cassie Bolland, Chris Sciascetti, Crystal Bechtel, Tara Delaney, Kylie Oliver, Jesse Sabbagh

1. **Treasurer’s Report**
   * Opening balance of $51,871.31
   * Revenue in: $620 Feb. & Apr. pizza nights, $20,192.55 Fun Fair, $5000 Fun Fair donation
   * Expenses out: $11,440 term 3 pizza payment, $561.88 gr8 ceremony photo booth, $261.63 Council t-shirts, $2206.66 2 pop-up tents, $199.92 track & field pizza, $5691.97 field trip subsidy, $113.59 sensory equipment, $7301.46 Fun Fair, $216.16 track & field supplies, $1429.32 track & field supplies for Phys. Ed. department
   * Pending items to update: $155 Professor Jamz online revenue (Sharon), $500 PRO Grant (Rebecca J), Nutrition for Learning donation $500 (Rebecca J)
   * Available balance is $48,416.27
2. **Principal/Vice-Principal Update**

Principal’s Update – Rebecca Jutzi

* Welcome to all new parents here on council tonight! It’s nice to have so many people being able to help out again.
* If there are specific topics that you’d like to hear about in a council meeting this can be addressed, please let admin know.
* We have a school population of 685 students, including 4 classes of extended day in Kindy this year.
* We’re not reorganizing classes, we’re staffed in a good way this year with fairly small classes. Primary classes are 18-19 students, gr2-3 21-22, junior average of 25. Gr7 classes are smaller this year, gr8 are larger. Kindy average of 27.
* Great start to the year with awesome gr7/8 team building activities, Kindies got settled in, the rest of the classes had some small Cougars Care assemblies.
* Sept. 5 PD Day was health & safety training for staff.
* One LTO in gr8: Mr. Jack Cui is covering until Thanksgiving for Ashley Lock.
* The Kindy sandbox is done! Thank you council for supporting this initiative. We’re just waiting on the lid, we should have it this week. We need to get an accessible sandbox again (trough style), we had to pull out the existing ones. We don’t know yet when we can get sand from the school board, when we get that they can go back out.
* Tara: is there a way to modify the new sandbox to add a sensory table style section that a wheelchair could tuck in under? We can ask the vendor to see if that could be added. Rebecca will follow up.

Vice-Principal’s Update – Karen Canapini

Dates to note

* + Sept. 28: Terry Fox Run
  + Oct. 6: PD Day
  + Oct. 26: Individual photo day
  + Intramurals are starting for juniors this week, primaries start after Thanksgiving. It requires teachers to give up their lunch to help and we’re grateful for the help!
  + Football team has started, field hockey is starting tomorrow, and we have soccer team newly this year.
  + Terry Fox Run is Thursday next week, you can donate online or participate in Loonie/Toonie toss (like curling towards a target, kids get small candy prizes).

1. **New Business/Fundraising**

School Council Goals/Initiatives

* We reviewed and discussed the current document (below):

**School Council Initiatives/Goals**

1. Host at least one parent workshop throughout the school year (fall/spring).
2. Host two social activities throughout the school year that are free of charge that attract both parents and students. (Eg. Family Game night; dessert night; mad science, winter social, etc.)
3. Maintain a more visible Council presence at school activities.
4. Maintain an up-to-date school website and Facebook Group to improve school communication.
5. Supply items to classrooms on a per grade/division basis with monies earned from fundraising initiatives.
6. Supply items to school as a whole with monies earned from fundraising initiatives. (Eg. Music/Phys-ed, outdoor, etc.)
7. Host a yearly garden cleanup in the spring to maintain the integrity of the outside image of our school.

* Michelle does a great job maintaining the Council Facebook page. Rebecca M: can we add the Facebook handle for council to all flyers going forward? Yes - good way to direct people to the page.
* We’ve had a person come forward from Landscape Ontario to offer that he could probably get some people (junior landscapers, etc.) to come out and help guide the kids and provide help with garden cleanup. We should really do this in fall & spring instead of just once a year.

Subcommittee requirements (chair required)

* Parent workshops: Chris Sciascetti (Crystal motioned, Kyly seconded, approved unanimously)
* School Socials (winter social, family game night): Melissa Legros-Cronkwright (with Rebecca Mills & Brooke Pate supporting) (Jesse motioned, Jill seconded, approved unanimously)
* Fun Fair (June): Jill Bolender (Stacey motioned, Kristin seconded, approved unanimously)
* THIS IS AN ALL HANDS ON DECK EVENT ON THE DAY OF!
* Danceathon: Sharon McKeown (Jill motioned, Kara seconded, approved unanimously) - some discussion coming in terms of reviewing how we do this
* Garden Clean Up: Emily Lord (Jesse motioned, Crystal seconded, approved unanimously) - Cassie Bolland can pick away in the gardens outside of school hours as well
* Vendor Sale (November): Crystal Bechtel (Jill motioned, Rebecca seconded, approved unanimously)
* THIS IS AN ALL HANDS ON DECK EVENT ON THE DAY OF!

1. **Other business**

Pizza Days

* Council run, will continue to be Mondays at 2nd break.
* We’re keeping the same structure with pizza portions in individual boxes, council volunteers come in from 12:20-1:30pm. Students help deliver pizza to classes.
* Ordering information will get posted to School-Day this week.
* Ideally we need 6 consistent volunteers so that people don’t have to come in every week - Sharon will send out an email for volunteers and set up a schedule.
* Marissa will look into additional options and report back (subs, smoothies, etc.)
* Pizza that goes unclaimed on the day of due to student absence gets donated to Nutrition For Learning and/or distributed to students in need of a meal on the day of.

Vendor Sale: December 3, 2023

* Vendors have already been reaching out asking about it!
* Rebecca J will order 100 tables.
* Flyer needed, Sabina will coordinate with Rebecca M to start transition of flyers to her.
* All hands on deck please!! We need as much help as possible on the day of.
* Sale is 10am-3pm, we come around 8:30am to set up, and then stay after to clean up. Tables are set up a day or two prior.

Parent Workshops

* Chris will bring ideas to the next meeting.

Fun Fair: June 7, 2024

* Overall feedback is that everyone had a great time, a successful event!
* We need to address the very long BBQ lines, Jill has some ideas for this. Have more of the food ready in warmers earlier. Get more BBQ’s to be able to cook more.
* Ride lines were long even with having more rides this year. We don’t control the rides as such, we hire Kiddie Fun Trax to manage that. We still came out ahead financially even with paying for more rides.
* Cotton candy & popcorn were a hit, especially cotton candy.
* We really need more volunteers - all hands on deck event!! Add a volunteer call to Facebook, and we can do volunteer hours for high school students.
* Subcommittee needs to be formed very soon.
* Financial recap from Kyly:
* **Revenue:** $25,401.55
* Pre-orders (BBQ/wristbands): $11,569.00
* Popcorn, cotton candy, water: $839.10
* BBQ/wristbands on-site: $2127.45
* Silent auction: $5417.00
* Donations: $5400.00
* Kids prize draw: $49.00
* **Expenses:** $12,283.51
* Kiddie Fun Trax: $8000.00
* Spiderman: $95.00
* Flower Pot the Clown: $350.00
* Council members expenses: $3438.51 (food, equipment rentals, tickets, etc.)
* Face painting: $400.00
* **Profit: $13,118.04**

Danceathon

* Sharon will report back.

Chromebooks

* How are Chromebooks assigned? Karen: a ratio of students:chromebooks is set by the board. Note that the Chromebooks are still property of the school, not the student personally.
* We can no longer buy Chromebooks from council funds.
* All Chromebooks with a barrel charger were recalled by the board which included most of what we had. Unfortunately we did not get 1 for 1 back for what we returned (they have a 4-year lifespan).
* Grade 6, 7 & 8 classes have a 1:1 ratio, grades 1-5 have a 2:1 ratio. We’re fortunate that gr1-2 did not need as many because they also have some iPads, so all of our gr5’s have 1:1 ratio as well.
* We have a few extras in case of breakage. The broken one goes back to the board for repair. There are different policies for if it stops working vs. if it’s broken by a student.
* We’re trying to move back from COVID policies and do some less online again. It’s good for students to learn hands on & on paper as well. The idea is to allow students to choose what is best for them for their learning. It’s about making options more open for different ways to learn.
* How do we accommodate for accessibility needs? We provide devices as needed for students, that’s kept aside from the other ratio.

Council funds

* We are prepared to make choices to start allocating funds.
* Rebecca J: there is a need for projectors ($1100 each) & document cameras ($600 each) in the school. Teachers rely on these in every classroom and many of them are the same age and giving out at the same time. The laminator also needs replacing at a cost of $2830 for a somewhat smaller one.
* Admin’s wish is for 5 projectors & 5 document cameras.
* Chris motioned to allocate up to $5000 for a new laminator, Carra seconded, approved unanimously. (Admin will look for one wide enough to accommodate chart paper)
* Michelle motioned to allocate $10,000 for projectors & document cameras, Jaclyn seconded, approved unanimously.
* Sharon is investigating shade structures and how that would work on our property since not all the property we use is ours (some city property).
* Bench update from Tara: benches for near the red & yellow city climber were ordered in April, they are still backordered.
* Fencing came down today from the construction and grass replacement. Now that we have new tarmac we should repaint the games lines, etc. We should wait until the spring now to get that done.
* Kyly will look up how much we paid last time.
* Jesse motioned to allocate $1000 for line painting in the spring, Crystal seconded, approved unanimously.
* Jesse motioned to allocate $6000 for fun fair prepayments, Crystal seconded, approved unanimously.
* Jesse motioned to allocate $1000 for socials, Crystal seconded, approved unanimously.
* Jesse motioned to allocate $1000 for parent workshops, Crystal seconded, approved unanimously.
* Jesse motioned to allocate $500 for gardening, Crystal seconded, approved unanimously.
* Rebecca J will ask teachers for wish lists and bring this to the October meeting.

Chocolate school fundraiser

* Admin has asked for council to help run this fundraiser & we have agreed to do this.
* Kickoff assembly is Sept. 26 so people have it for the Thanksgiving long weekend.
* There will be a 2-week period where we need to have a rotation of volunteers each morning to accept boxes to repack & replace.
* 1 box is sent home per family, you owe the money for how much you sell. Sign for the box on pickup.
* Emily will look into alternative fundraisers for the spring (ie: things you’d buy anyway and then the profit goes to the school).
* We also don’t want to overdo it with fundraisers, we need to be mindful of how much we ask of our community. It’s also a lot of time & effort to run events/fundraisers.

**MEETING ADJOURNED 9:14pm**

Jesse motioned to adjourn, Crystal seconded, adjourned.

**Next meeting: Monday, October 16, 2023**

**(3rd Monday of the month)**

**Meeting Dates:** Nov. 20, Dec. 18, Jan. 15, Feb. 12 (early to avoid Family Day), Mar. 18,

Apr. 15, May 13 (early to avoid Victoria Day), June (date TBD)