



Westvale *Public School*

265 Westvale Drive, Waterloo, Ontario N2T 2B2
Phone (519) 746-6724 Fax (519) 746-1965

School Council Meeting minutes February 1, 2023, 6:30pm

Welcome to those attending –

Name	Present	Name	Present
Mary Sue Meredith	X	Liz Kristensen	X
Marisa Moser	X	Anita van Raalte	
Tonya Veltman		Amber Fitzgerald	X
Stephanie Evans	X	Lynda Morris	X
Rick Foucault		Tamara DeCraemer	X
Christine Glidden	X	Richard Haighway	X
Bobbie Joe Seitz	X	Doerte Schulze	X
Tammy Hauser		Meredith Perez	
Matthew Theis		Kathleen Merritt	
Emily Cho		Jennifer Benninger	
Zunaira Kafeel		Jagdeep Kaur	
Kathleen Siegrist		Aziz Dhamani	
Doerte Shulze	X	Kristy Gall	X
Sonali Nair	X	Shireen Fawad	X

Welcome Message – Stephanie Evans

Territorial Acknowledgement – Mary Sue Meredith

Principal's Report – Mary Sue

- Winter Walk to School Day
 - On February 1st it was Winter Walk to School day. There were 5 educators outside, and we saw lots of participation (360 students walked to school out of a total of 430 students!). In addition there were fewer drop offs in front office (e.g. from students arriving late).
 - The initiative came from student transportation services to cut down on traffic congestion and the idling of cars; car traffic in the morning has been somewhat dangerous at times.
 - We have received feedback that parents and students would like to have other seasons for walk to school days.

- Report Cards
 - Term 2 is just starting and report cards will be coming home on Feb 15.
 - Report cards are not a quick process; the principal reads all report cards and then returns them to teachers for corrections and revisions. It is a very busy time.
- IEPs
 - With term 2 starting, IEPs may be revised.
 - If your child has an IEP, you should receive a Term 2 IEP for your child by the end of February.
- Kindergarten Registration
 - Kindergarten registration is happening right now.
 - While it seems very early, it helps us because staffing process happens in April.
 - Starting in April we have to think about the next year (the number of classes, etc.), and the more we know in advance the better.
 - If you have neighbours with young children, please let them know that registration is open. To register, families can go to the WRDSB board website.
<https://www.wrdsb.ca/kindergarten/>
 - Families first register online, then will get an email from Westvale's secretary, and will set up a time to come in to fill out the paperwork and receive a couple of goodies for the student.
 - A squirrel called Chip is the logo for kindergarten across the board; you get a few things when you register (like bookmark) and items have Chip on them.
 - There will be an evening in June for parents with children starting in JK – date will be released when finalized.
- Find Freezie Event
 - We did an in-school event with a stuffed snowman called Freezie.
 - It was hidden around the school for the week, and students were very excited to find it.
 - Students had to photograph it to prove they had found it.
 - There was a winner in each category (class 3-4A, room 14, class K4, class K2, class 5B and class 4A). ACE class and ISP classes also both engaged really well with the event.
- Fleece Tie Blankets for the Humane Society
 - Our Library clerk, Eva Ryczko would like to do a fleece tie blanket project with the students.
 - The Humane Society came last year, and students learned about animals in need in their shelter.
 - She would like students from grades 4-6 to be involved. They would meet once a week in the library during nutrition break.
 - Eva would like to buy polar fleece and has instructions to create the blankets from the humane society website.
 - She would like to make 10 blankets, which requires 14 yards of fleece at \$8.99 per yard. This would be \$125 (\$142.22 with tax).

- Christine motioned to for \$150 to purchase the fleece. Richard seconded. The majority voted in favour, and the motion passed.
- Anonymous Bullying Reporting Tool
 - There is a new web-based bullying reporting tool that can be used by students.
 - The student can either include their information or list themselves as anonymous.
 - If a student reports bullying, the principal gets an email and deals with the bullying.
 - If the reported bullying is severe, the principal will try to identify the person who is the victim to offer support.
 - This tool is aimed at grade 7-12 and is a result of the student survey for student engagement as some students are not reporting bullying.
 - Bullying can also be reported at any time directly to the principal by either parents or by students.

Teacher's Report – Marisa Moser

- The school is hustling and bustling as usual! We are off to a great start for 2023. Staff have been busy writing report cards which will go home in February. On Friday February 10, myself and some French teachers are organizing a school Carnival based on the Quebec Winter Carnival which will feature outdoor and indoor activities. The green team has an update:
- Westvale Green Team – (on behalf of Andrea Brunsting and Helen Quinton)
 - In January the Westvale Green Team began meeting. We have about 15 students committed to helping Westvale develop initiatives to be a greener community.
 - The team decided that the most important initiative to begin with is to educate students about the many small things that they should be mindful of in the classroom to create less waste and save energy.
 - Students have divided into groups to prepare presentations for primary and junior classes that share their ideas for a better eco-friendly Westvale classroom which they will be sharing in the coming weeks.
 - They will be putting information together about how lunch room plastics should be disposed of at home to make sure they are recycled when they are sent home (boomerang lunches).
 - There was a question from a parent about yogurt pots being recycled at the school (as they are very messy in lunch bags when they are sent home) and Mary Sue explained that there is an issue with how much plastic can be recycled from the schools. They set a maximum amount of recycling the school can leave out, and unfortunately that means the school cannot have students leaving their recyclables from lunches behind. She suggested that reusable containers may be a better solution.
- Ukulele Board
 - Susan Morley has requested some money for a board to mount Ukuleles as well as a handy person to mount the board. Susan is happy to go purchase materials.
 - Mary Sue indicated that she should have sufficient budget to either purchase the board or a container that can be more portable using school funds and will follow up with Susan.

- Craft and Friendship Club
 - Marisa Moser and Karen Parkinson would like to run a primary craft and friendship club.
 - Students would meet once a week in the library for friendship and craft activities, the program would last for 15 weeks.
 - Marisa is asking \$100 for craft supplies.
 - Kristy Gall motioned to provide \$100 for the club, and Richard seconded. Majority voted in favour, and the motion passed.

- Buses for Field Trips
 - Marissa asked for clarification of bus funding per class- is it for a local bus or can it be for out of town (i.e.: Toronto)? How do we access the free bus?
 - Marisa Moser is taking the grade 3/4FI and 4FI on a field trip and would like to access the free bus. Cost is being figured out by secretary.
 - Steph says this is usually a portion of the bus is covered vs the whole cost being covered
 - Field trips are up and running now (or available for people to book)
 - 18 classes would need buses; local buses approx. \$275 per class. Approx 5k for this if all classes had local buses fully funded.
 - It was suggested that teachers come with a proposal to council for their individual trip and we discuss and approve funding as requested vs approving an amount for all classes when not every class is planning a field trip.

- Winter Carnival
 - Teachers are organizing a Winter Carnival based on the Quebec Winter Carnival
 - Teachers would like to provide students with hot chocolate and are looking for funds to provide this along with parent volunteers to make the hot chocolate and distribute it during the event. Mme Thwaites has volunteered to buy the cups.
 - The event will run on February 10th, during periods 7-10 (meaning the event starts at 12:40 pm). Grade 6 students will run the stations.
 - For preparing the hot drinks, there was some concerns about dietary restrictions (gluten, dairy, gelatin) along with parental consent for consuming the beverage.
 - Would like to provide two options; Carnation Instant Hot Chocolate and Powdered Apple Cider mix
 - Mary Sue indicates that consent forms will be sent home, and parents can give permission (for apple cider or hot chocolate) by Weds Feb 8th . It was suggested that the Brand information and ingredients for both items be included for parental content.
 - For serving and warming the hot chocolate, crock pots were suggested or renting urns. Urn rentals are approximately \$25 per urn from Perfect Party Event Rentals.
 - Parent volunteers would be needed approximately 1.5 hours before the start of the event to begin prepping the beverages
 - Carnation instant hot chocolate in the 1.9 kg size provide 76 servings. We would need 5 of them at \$16 each. This would be approx. \$80.
 - Doerte found apple cider from Walmart for approximately 40 cents per serving.
 - Probably need \$200 -\$250 for the event.
 - Doerte motioned to provide \$250 for the hot chocolate and apple cider. Shireen seconded. Majority voted in favour, and the motion passed.

Treasurer's Report – Rick Foucault

Date	Description	Revenue	Expenditure	Commitment	Account Balance	Available Funds	Note
Nov 2, 2022	Balance carried from last report				8,553.45		
	Minimum balance			-3,000.00			
Oct. 23/19	Musical Instruments (Mrs. Morley)			-525.08			Original commitment was \$2,000 - (\$523.64 Dec/20 & \$951.28 in Sep/21)
Sept. 14/22	Gaga balls			-60.00			
Jan. 18/23	Dominoes pizza night (Dec. 7/22)	210.00					
Jan. 2023	Popcorn for Movie Night (Dec. 8/22)		-91.91				\$101.67, less GST rebate of \$9.76 - Cheque #400000037270 - Bobbie Joe Seitz
Feb 1, 2023	Current balance	\$210.00	-\$91.91	-\$3,585.08	\$8,671.54	\$5,086.46	*Actual account balance not confirmed in financial records system.

- Total available balance (minus the 3k holdback) is \$5086.46
- We had a revenue of \$210 from the previous Domino's pizza night, and an expenditure in the amount of \$91.91 for popcorn for the movie night.
- Mary Sue says that the school doesn't need the commitment for the gagaballs anymore; some appeared from Amazon (either a donation or a previous order, but it's not on the books from the school).
- It has been suggested that Susan Morley needs to spend her allotment in the next month, or we will also take that off the books and she can reapply for funding if and when she's in need of instruments. Mary Sue will communicate this to Susan.

WRAPSC Update – Richard

- You can find the meeting minutes from the WRAPSC meeting here: <https://www.wrdsb.ca/our-schools/get-involved/wrapsc/minutes/>
- In the January meeting we heard from healing of the 7 generations (program assist in education and assistance of first nation communities).
- The WRDSB student trustees also spoke. These positions are elected positions and are intended to give students a voice in the board.
 - Last year they conducted a Thinking out Loud survey for student perspectives. Concerns were raised that most of this type of input is for grades 7 and higher (student trustees and voting, grade 7 or higher). Questions were raised about student voices for the younger grades, and suggestions were that there could be parent reps or student reps for those younger grades.
- Also discussed how to connect for round tables and discussions and how to make meetings more interesting. Surveys to WRAPSC reps each week which help determine the topics for the next month's session.
- The suggestion from WRAPSC to encourage attendance and involvement in council meetings is to make your meeting 50% boring (required discussions and communications, fundraising, etc.) and 50% interesting (speakers, nutritionists, online safety – police has a speaker on this, fitness counsellors, psychologists, etc.). It was noted that schools could use the line item from the school budget to pay for a speaker for council meetings.

- The suggestion was also to use email to get the word out about meetings and to review rules for council meetings at the beginning of the year.
- WRAPSC and PIC talking about amalgamating, but WRAPSC does not want this.

Science Fair Update – Kathleen

- PRO grant requirements have changed, we were going to use the grant to purchase boards for the science fair, but this no longer seems like the best fit.
- It also means if we do try to use the PRO grant, that the application from the past can't be re-used.
- Tutoring Night
 - In addition to previously discussed arrangements for the event, to focus on equity and inclusion, we are adding a tutoring night. This is in case families can't complete the projects or print materials at home.
 - We will have volunteer helpers to assist in the completion of the project. So far Steph, Tonya, and Richard have volunteered.
 - Tutoring will take place in the Westvale Library on April 13th from 3:30 – 5 pm
 - We are looking for additional volunteers, please email Steph if you are able to help.
- Important Dates
 - Science Fair will be in the evening on April 19th from 5-6 pm in the gym.
 - Registration will be required by Feb 27th (keep an eye out for the announcement).
 - The boards will be distributed on March 6th.
 - Tutoring night will be April 13th from 3:30-5 pm in the library.

Parent Inclusion Event – Lynda

- KW Counselling is unavailable to begin working on and scheduling a speaking even until after February.
- An alternative speaker was suggested by KW Counselling: Lauren from The Ripple Effect Education
 - Her fee is \$325 + HST
 - She offers a 1.5 hour session for parents, which would take place in the Westvale School Library.
 - She has an inclusive communities workshop (pre-fab workshops that can be customized), and topics include unconscious bias, identity power, privilege, inclusivity and equity.
 - Her availability is 6:30-8 pm on any of the following dates: March 2, 27, 28, 29, 30
- If we consider KW counselling as a speaker, Mary Sue would like to see the parent portion before deciding whether or not it would be beneficial to have them do a presentation to the students.
- It's suggested that council could use the PRO grant money for this event, as it's exactly what the PRO grant is now intended to be used for.

- Discussion was made about whether or not to invite Holy Rosary parents to attend, but it was decided that if this is our PRO grant money, we should keep it to just Westvale PS families.
- If we do not get the PRO grant, Marissa noted that there is a City of Waterloo grant that could be used if we DO include Holy Rosary families.
- After some discussion, it was decided to proceed with the PRO grant application for money for this event. Lynda and Mary Sue will work on the application together.
- We have selected the evening of **Thursday March 30th, 6-8:30 pm**
- It was suggested we might want to send out an invitation and ask for RSVPS to get an idea of the number of people who will attend.

Domino's Pizza Fundraiser – Stephanie

- You can order from three different locations for this event.
- \$3 from the sale of each pizza will benefit Westvale PS.
- The vendor said issues with adding one code per pizza when ordering multiple pizzas has been resolved.
- Event is Thursday Feb 2nd.

Other Business

- Spirit Wear
 - Pegasus does spirit wear; they are a local company
 - We would do T-shirts and hoodies only, and they would build the online store for us to use. Parents order and pay online, the orders ship to the school and each item is labelled with the student's name or parent's name.
 - With this type of ordering, there would be no school day fees.
 - This year, we will run a Limited Edition Westvale PS design. It will be white text on navy (like a dark denim colour). Next year, the new logo will be available and spirit wear will be offered in the fall of 2023 with the new logo.
 - The quality seemed quite good in the samples. Items would be from the Gilden or ATC brand. ATC seemed nicer, but the exact type would be what's available at the time of ordering.
 - The cost of the T-shirts is \$14 (including tax), and hoodies are \$40, including HST. This is the COST, to make this a fundraiser we would have to add \$2 to t-shirt and \$2 to the hoodie making them available for \$16 and \$42.
 - There is also an option to add a custom name (e.g. on the sleeve), which would be an optional upcharge of \$8.
 - The online store would be open for 2 weeks. All orders would need to be submitted within that time frame, then we would have a 2-3 week turnaround from store closing date until the items were ready for distribution.
 - Bobbi-Joe wants to run it 2 weeks before March break, and after March Break suggests we could do a spirit day (blue shirt or Westvale shirt day).
 - Mary Sue would send a school day blast to let parents know it's coming.

- There was a suggestion to make sure we are transparent in the communication regarding how much profit we are making per shirt, as well as the fact that the logo is a LIMITED EDITION and the new logo will be available in Fall 2023.
- Bobbi Joe motioned to run the fundraiser, Lynda seconded; all voted in favour, motion passed.
- Bobbi Joe to work on a draft for the school day communication.

- Gym refresh (fundraising goal)
 - Steph has suggested one fundraising goal could be a Gym Refresh.
 - Equipment hasn't been refreshed since 1991. The gym is in need of new mats (\$600 per mat), pinneys, and other equipment.
 - A question was raised about whether or not this should be paid for by the board.

- Suggestion from Richard
 - Send out a parent survey to ask for suggestions of what we should fundraise for.

- Recess Equipment
 - Steph suggests we look into refreshing the recess equipment in the spring.
 - Historically we have provided a bag of recess equipment to each classroom (with balls, frisbees, etc.) and this is refreshed twice a year.
 - There were several bags that went missing at the end of last year, but some have been found.
 - There is a suggestion that if we continue with this program, they are gathered up at the end of the year and stored, and then re-distributed in the fall.
 - There was a suggestion to have a single communal area for all outdoor recess equipment (either in the existing shed or in a new shed).
 - There's a concern that the existing shed (and any equipment provided for the kindergarten classes) is used by the daycare that runs out of the school, which means the equipment gets worn out more quickly.
 - Richard motioned for \$300 to refresh the equipment, Liz seconded. The majority voted in favour, and the motion passed.

- Communications Concerns
 - There was some concern raised over the difference in level of communication from different teachers (e.g. some teachers communicate monthly calendars, send newsletters, etc. and other teachers are not even telling parents when library days are). Mary Sue will follow up with staff.
 - Mary Sue also reminds parents that they can reach out to her as needed if they have any concerns.

- Spring Events
 - For the next meeting, please come prepared to discuss ideas for events we can run in the spring.
 - There was an equity concern raised about using Food Trucks. Not everyone may be able to participate due to costs or due to dietary concerns, and it may cause students to feel upset and left out.
 - Some preliminary ideas are another movie night in the gym and an end of the year event (like a fun fair, with stations)
 - If you are interested in helping with these events or if you have a suggestion for another event, reach out to Tonya or Stephanie.

Next Meeting Date – March 1, 2023 from 6:30-8:00 pm