

SPS Parent Council Meeting Minutes - May 20, 2014

Present:

Melissa Aitken
Fiona Livingstone
Shannon Helleman
Donna Edwards
Julie Smith
Jessica Sultan
Megan Baker
Antonia Cetin
Kristin Harcoff
Amanda Wittebol
Michael Malek
Ryan Dawe
Jenny Guth

Late:

Kim Medaglia
Debbie Goodleff
Sabrina Kemp

Indicated Absences:

Monica Viktora
Sara Lepine
Angela Viktora
Kate Goffin

INTRODUCTION

1. Melissa welcomed everyone and opened the meeting at 7:03pm.

- Agenda - add discussion on school spirit - motion to approve agenda with addition (Melissa, Donna) - motion approved
- Minutes - motion to approve minutes from last meeting as emailed out previously (Melissa, Jessica) - motion approved.

EXECUTIVE REPORT

2. Chair Report - Melissa Aitken

- A reminder to all of our volunteers to mark your calendars and plan to attend the 2nd Annual OCDSB Volunteer Appreciation Reception which will take place on June 5th from 6:30 p.m - 8:30 p.m. at Algonquin College. At the reception, five awards will be presented to recipients for the Community Award, Distinguished School Council Award, Volunteer of the Year Award, the OCDSB Chairs Award and the Community Partnership Award.

- The next Committee of the Whole Meeting will be held on May 20th. Take a moment to read the agenda. The new Child Care Policy will be brought forward for approval; the transportation policy will be revised to provide busing to secondary students; and there will be a report about the student survey and what we learned about bullying.
- Tuesday June 10 from 7-9 pm at Sacred Heart, OSTA is holding a Public consultation meeting regarding proposed changes to school bell times as well as walk zones maps. These changes are in effect for 2015-2016 school year.

3. Principal's Report - Michael Malek

- Special thanks to Fiona Livingstone for leading the annual Cake Walk. It was a huge success and the staff and students much appreciate your efforts.
- As part of the staffing process, Meghan Smith and Natasha Tie have accepted positions at other schools for next year. We wish them all the best in their new teaching assignments. We have no retirements this year. New teachers to SPS will be announced in the June newsletter
- We have been allocated 1.5 Educational Assistants for next year. This is the same as allocation as this year.
- Reminder tomorrow is Track and Field for students in grade 3-6. Please dress for the weather and apply sun screen. Thank you to Mrs. Doherty, Madame Tessier, Madame Sheppard for organizing the track and field event
- Congratulations to Maura Cuffari , Grade 6 EFI Teacher at SPS who has been selected as a Finalist for the 2014 Capital Educators' Awards. Maura has been nominated by someone who feels strongly about the positive difference she make in the lives of our students. Award recipients will be announced at EduGala, dinner and awards ceremony on Thursday, May 22, 2014.
- Reminder letters were sent home with students to inform parents of the proposed time change to the start of the day at SPS to an 8:30 start for September 2015.
- EQAO Test Schedule
 - May 26: 11:30 - 1:10
 - May 27: 11:30 – 1:10
 - May 28: 11:30 - 1:10
 - May 29: 11:30 - 1:10
 - June 2: 11:30 – 1:10
 - June 3: 11:30 – 1:10
- Grade 6 students will follow the same test date schedule but will be tested during the 1st block 8:45-10:45.
- June 6th PA Day – Teacher report card writing day
- Leaving Ceremony will be held Friday, June 20st at 9:00 am. Thank you to Melissa Aitken and her committee for all their hard word in preparing for the ceremony.
- On behalf of Donna and myself, I would like to thank Melissa and Jacqueline and the school council for your support and commitment to our students. It truly is a wonderful place where the staff and community care about kids. Thank you for your input and

suggestions that have contributed to enriching student lives and for your participation on the Council this year.

4. Teacher's Report - Antonia Cetin

- Grade 3-6 and field tomorrow
- Grade 1-2 have lay date in June
- Education week music Monday to gym and sang happy song and video surprise had teachers faces on musicians
- Earth rangers on Tuesday
- Open house and volunteer breakfast on Thursday
- Mass presentation on anti bullying
- Preview of grade 4 musical on Earth Day happened today
- Looking forward to:
 - Mass presentation with Latin music in mid June
 - Anti bullying surgery safe and caring school committee planning activities day for students from JK to grade 5 awe activities without equipment. In fall review ideas for recess playtime.
 - Grade 5 running activities for so 1,2 and teachers running 345

5. Treasurer's Report - Fiona Livingstone

- Fiona circulated financial statement. Of note: Cake Walk added in, most teacher allocations have been paid out, Scientists in the School (full \$XXXX has been paid out). Should end up with \$XX,XXX profit from food. All funds raised from stress balls have been paid out to CHEO. We should end the year with \$XXXX-\$XXXX profit.
- The board has issued new rules for management of school council funds. Every school council has to vote on how they want to handle their finances - either run your own bank account and manage your own finances or you can ask the school board to take it on for you (they would write cheques, manage account). This decision can be made every year in May and if next years council changes their mind, they can opt out in the fall. Fiona motioned to maintain its funds in a designated account exclusively for school council purposes (Donna seconded) - motion approved.
- We plan to deregister ourselves from charitable status as we can be covered under the charitable wing of the board. Receipts can be issued still for donations though the board and it's much less paperwork for us.

6. Fundraising Report - Sabrina Kemp

Recommendations for changes from this year

- Campbell's Soup Labels - spent 8-10 hours inputting to earn us a couple packs of markers. Let's skip this one!
- QSP cancellation - 16-18 hours of work for \$XXXX. This is not a green fundraiser, it doesn't bring in money from outside the community.
- Instead, let's do Fitness Bingo (brought in over \$XXXX last year).

- Tupperware - this was turned down in the past due to difficulty in choosing which consultants were supported, etc. Fundraising team is asking us to reconsider based on the fact that it is something we all need, and it is a green cause.
 - Issues: Other companies interested, and there is an attachment to specific person. If we can choose to work directly with the company and bypass an individual, that is great. Next year, we should maybe formulate a policy on what companies we will support, whether or not they are pertinent to children and their education, whether they are environmentally friendly, etc. These criteria, and others will have to be considered.
- Move pizza from winter to fall
- Move Spirit wear to fall (to order for Christmas). Idea: make the first Friday of the month a Spirit wear day - wear Spirit wear or school colours.
- Cookie dough, Muffins and Perogies stay the same.
- Instead of Chapters night, try a Tag Along Toys night.
- Still do electronics recycling
- Idea: a parent in the community is certified to teach CPR/First Aid. He would run course and parents or community members would have to buy tickets to attend.
- Mabel's Labels (ongoing)
- Cake Walk (goal: \$XXXX)
- FunFair (goal: \$XXXX)

This list is about the same number of fundraisers as last year. Are we good with that? Do we want to do less? More? Everyone finds the fall busy and financially tight, but generally people are okay after that.

A list of fundraisers (and their timing) would be a great thing to include in the fall welcome package.

7. Food Program Report - Rosanne Wall not present to report
Melissa will write letter to recruit volunteers for next year. We are critically short on volunteers.

8. OCASC Report - Coreen Tyers not present to report

PREVIOUS BUSINESS

9. FunFair - Julie Smith

June 6, 2014.

- Still need volunteers and organization of volunteers will take place online through Google forms (thanks Kim!). Flyer will go home soon with QR code to access forms or URL if not QR equipped. Volunteers can access one main database and it's much easier to manage.
- Deposit for midway not required because of our longstanding relationship with them. Cancellation free up to 14 days ahead. \$XXX deposit is cancellation due to lightning, etc.
- No other deposits required either, all payments need to be made day of.

- Book sale requires a lot of volunteers, but is the biggest money maker. We will reevaluate after this year.
- Flyer will be sent home with preorder forms for barbecue.
- Julie will contact Fiona about what she needs for a float (for change).
- Do we want to sell spirit wear at FunFair? Julie will send out a suggested list of what to order and how much it would cost us. Maybe we have a selection of options available and only T-shirts for purchase. Maybe we can take orders that day? Jessica motioned to have an order placed for 10 of each child's t-shirt size to sell at FunFair (Donna seconded) - motion approved.

10. Chalk Lines - email vote was done to approve spending \$XXX on chalk line for track and field day. Melissa motions that chalk lines be added into the vote for recurring expenses that takes place in the fall (Shannon seconded) - motion approved.

NEW BUSINESS

11. Financial Policy - discussed under Treasurer's Report

12a. Bylaw Amendment - do we want to amend our bylaws so that the treasurer position is an appointed position instead of an elected position. The person to be appointed should be qualified to carry out the role. Fiona motioned to amend article 4 of bylaws to remove treasurer from list of elected positions and make it an appointed position (Megan seconded) - motion passed.

12b. Recurring Expenses:

\$XXX Gardening

\$XX Meet the Teacher Night (coffee and goodies)

\$XXX Parent Resource Library

\$XXX-\$XXX Grade 6 Farewell (\$XX-\$XX/student to cover picnic and cake/coffee at exit ceremony)

\$XX OCASC fees

\$XXX for hotlunches.net

\$XXX website fees

\$XXX for extra insurance (to cover things like FunFair)

\$XXXX Scientists in the School

\$XXXX Cultural

\$XXX/full time position Teacher Allocations

\$?? Needs Assessment

\$XXX for chalk lines

Discussion had as to how best to allocate funds. Councils decision or teachers? Michael to chat at next staff meeting (in June) about how staff would prefer monies allocated with \$XX,XXX as a ballpark figure.

13. Buddy Bench - Jenny Guth

An idea was posted on the Facebook page and Jenny is interested implementing it. A buddy bench is a structure that is on school property in the yard that is designated for kids who are feeling lonely, bullied, picked on, sad, etc. The idea is that all kids would be educated on approaching kids at this structure to see if they are okay, if they need help, etc. Hopefully this instills a new level of empathy between kids, and connects with the anti-bullying education they are constantly receiving, as well as connecting upset children with friends.

Obviously, there is a cost to this and there are guidelines as to what can be included in a school yard. There is also a grant that we can apply for though the city where they would match money (1/3) on a project like this.

Mr. Malek went through all the necessary lines to find a bench that would cost \$XXXX + HST.

There must be major input from the staff. Education on the system passed from teachers to students is crucial. Debbie mentioned that in her daughter's old school, each class had a "bench monitor" that is assigned to be responsible for watching the bench for lonely students and engaging them as needed. Certainly there would still require involvement from the adult yard monitors as well. We may need several benches given the size of the school. Antonia will address with staff and Safe and Caring Schools committee to gauge interest and uptake. This will be readdressed in September.

15. School Spirit - Kristen had to leave meeting early and was not present to discuss.

CONCLUSIONS

14. Adjournment - motion to adjourn meeting at 8:49pm (Shannon, Melissa) - motion approved.

NEXT MEETING September 16, 2014 @ 7pm.