

## SPS Parent Council Meeting Minutes - September 16, 2014

### Present:

Jacqueline Davis	Kristy Krumins
Sabrina Kemp	Kristina Nikolic-Lakoff
Melissa Aitken	Donna Edwards
Shannon Helleman	Cathy Coote
Janet Starkes	Jen Kearns
Erin Bowditch	Natalie Henry
Erin Cavanagh	Christine Kuzniarz
Angela Viktora	Donna Boyle
Julie Smith	Ryan Dawe
Virginia O'Halloran	Lorrie Hayes
Maura Cuffari	Susan Loignon
Amanda Wittebol	Deanne Evans
Jessica Sultan	Debbie Goodleff
Nickie Anderson	Kristin Harcoff
Michael Malek	Melanie Reid
Michelle Legault	Jackie Connors
Christine Hill	Jumana Ali
Jennifer Leaver	Vanessa Cornish
Kathryn Spence	Jeremy Neal
Meagan Parfitt	Megan Baker
Natalie Tessier	

### INTRODUCTION

1. Welcome - Jacqueline called meeting to order at 7:01pm. Jacqueline summarized council, how it works, membership, etc.
  - Minutes - motion to approve minutes a circulated by Shannon Helleman (Jacqueline, Donna) - motion approved.
  - Agenda was circulated

### EXECUTIVE REPORT

2. Chair Report - Jacqueline Davis
  - Jacqueline introduced Melissa Aitken (existing co-chair) and Sabrina Kemp (offering to co-chair this year).
  - School Council Training Day
  - Free Online French Homework Help
  - MacSkimming Outdoor Ed Centre - open to general public on October 4, 2014
  - First Nations pamphlet came home to highlight our dedication to

equitable identity.

### 3a. Principal's Report - Michael Malek

- Welcome to all parents who are attending for the first time and welcome to everyone else as we start another school year.
- Staffing was finalized today. Currently we have 640 students, 182 Full Day JK-SK students, 458 Grades 1-6 students. 34.79 teachers, .60 library technician, 1.5 Educational Assistants, 2 office administration, .50 VP and 1.0 Principal. We have 7 Full Day kindergarten classes, 12 primary classes and 8 junior classes. We do not need to reorganize.
- Volunteers, if you are thinking of becoming a volunteer, we really need you. Student benefit from reading programs, math support and small group tutoring those parents can provide during the school day. Teachers also benefit your help with field trips, preparing activities and supporting learning in the classroom. Special thanks to the volunteers who have taken the time to weed our gardens and make our school welcoming to the community.
- Teacher Reps – Maura Cuffari and Virginia O'Halloran
- Support Staff Rep - Christine Kuzniarz
- Health and Safety Representative this year is Cathy Takahashi. We have scheduled monthly health and safety audits with the Chief Custodian, Peter Hammel to be completed at the end of each month.
- Terry Fox Run will be held Thursday, September 25th - 9:00-10:30 am
- Meet the Teacher Thursday, September 25th - 5:15-6:15pm
- School Photo day is October 7th, retake day is October 29th
- Professional Activity Day October 10th
- Fire Drills, staff have been preparing students for our fire drills which we need to practice 3 x in the fall and spring. We had our first successful fire drill last Friday and all went well. We will be having our first lock down practice the week of October 14th. Officer Genevieve Hupe and a team of officers will be available on that day to assist with the practice and provide feedback.
- Grade 3 & 6 EQAO individual student reports will be sent home the week of September 22nd

### 3b. Vice Principal's Report - Donna Boyle

- Thank-you for your fantastic support on September 32. The kids as well as staff appreciated you taking the time to help us get them to the correct class and on the right bus. We had many comments from staff and families on how smooth the morning ran.
- Friday, Sept 5th assembly: Our Safe and Caring Team put together an Assembly for the first week back. Michael and I welcomed the students and staff were introduced. Mr. Gonis spoke about the litterless lunches. The team discussed safety and security: yard boundaries, play structure, end of day, bicycles, code of behaviour, bathrooms at recess, and teachers and sashes. Teachers did skits on expected behaviour, for

example, Mrs. Takahashi came out wearing a hat, carrying a cell phone, chewing gum, etc. Upcoming events and activities were explained. We concluded with the explanation of the Gotcha Program. The students remembered their assembly etiquette and we all enjoyed the time together.

- WITS program We are looking for volunteers who would commit to read to one or more classrooms once a month one of the books in the WITS program. They would also commit to completing an hour long video training, which can easily be done in the comfort of your own home, and receive a certificate. We will have an assembly introducing the program at the end of October, and would hope they could also attend on that day. Interested volunteers are welcome to contact me.
- Photo Day - Tuesday, October 7 2014. 2 – 3 shifts during the day. 9 – 11:00, 11:30 – 1:30, and 1:55 – 3:00. 3 photographers and we need 1 – 2 volunteers per photographer per shift, one to tidy up children, one to get the classes.
- Gardening Help - as needed basis
- Lunch Monitors - We have been granted 10 hours per day, versus 8 last year. We are placing them in the JK and Regular SK classes first, any additional LTMs will cover the 3 EFI SK classes. If you are interested, please contact me and I will provide you with some paperwork and training.
- Grade 6 Leaving Ceremony - Who ?
- Tune in Tuesdays - We are proud to announce the return of Tune in Tuesdays with Sandy Faux. She is a volunteer who teachers can invite into their classrooms to augment their music program. Every Tuesday morning Sandy plays a selection of music, after which she announces the artist, preselected and written up by students.

#### 4. Teacher's Report - Maura Cuffari/Virginia O'Halloran

- Thanks to council and parents for everything we do.
- Sports (for grades 5-6) - Kelly Doherty will be organized: cross country (now), soccer, Borden ball, volleyball, basketball, and track and field (in June). A request was made to switch regions from region 1 to region 6 (which includes a lot more local schools).
- Helen Catselis and Virginia O'Halloran will be starting the Gotcha Program again. Get caught doing nice things and be entered for a draw for prizes. Gotchas are recorded on a 2 sided slip - one side to go into the draw, the second to go home to notify parents and be praised there too.
- Knitting club will start in a few weeks (Takahashi) - always accepting donations.
- Free the Children club also starting
- Spirit Days have been finalized - September 26 is School Colors Day. The list will go home soon.

5. Treasurer's Report - Fiona Livingstone not present to report.  
Melissa reviewed financials circulated by Fiona.

6. Fundraising Report - Sabrina Kemp

- We are looking for a new fundraising coordinator, or two people who could do it together.
- Sabrina circulated fundraising schedule which includes some of the same fundraisers as last year, with some new ones.
  - Canadian Tire money will still be collected
  - No more Campbell's soup label collecting
  - Pizza - moved to fall
  - Movie Nights (Kristin volunteered to run the movie nights)
  - Perogies and Cookie Dough before Christmas
  - First Aid Training - fundraiser likely to happen, some logistics still being worked out.
  - School Clothing - move it to fall so purchases can be made for Christmas
  - Tag Along Toys night - instead of Chapters Night
  - Vesey's Bulbs
  - QSP - decided against it to be more green. Trying Fitness Bingo instead.
  - Family Dance - free event for families (Janet and Deanne have volunteered to run this event again this year)
  - E-Recycling - raised over \$XXXX last year
  - Cake Walk - Fiona's last year, she already has someone ready to take over
  - FunFair
- This plan is not set in stone, can be amended by whoever tasks over this role. Sabrina to circulate job description for review. Still looking for people to take on the individual fundraisers that aren't yet assigned.

#### 7. Food Program Report - Lorrie Hayes

- Hoping to do the same as last year...we have gotten enough volunteers for everything except milk. We still need 5-6 volunteers more to run milk. Michelle Legault will take on milk coordinating.
- Food program will start after Thanksgiving.

#### 8. OCASC Report - Coreen Tyers not present to report

#### 9. Volunteer Status Update - Nickie Anderson

(2014 volunteers) [2013 volunteers]

- Food Program Coordinator: Lorrie Hayes
- Fundraising: TBD (6 no coordinator. 2 considering it) [10 + coordinator]
- Funfair: Julie Smith & Stephanie Pulleybank (8 plus 2 coordinators) [13 plus 2 coordinators]
- Library: Manjeet Sembi (7 plus coordinator) [16 plus coordinator]
- Gardening: TBD (5 no coordinator) [5 plus coordinator]
- Pizza: Kelly Carson (6 plus coordinator) [7 plus 3 spares]
- Occasional: Nickie Anderson (32 plus coordinator) [46 plus coordinator]
- Quiznos: Cheri Lumsden (1 plus coordinator) [3 no coordinator]

- Booster Juice: TBD (2 no coordinator) [5 plus coordinator]
- Popcorn : Shannon Helleman (5 plus coordinator) [4 plus coordinator]
- Milk: Michelle Legault (6 plus coordinator) [15 plus coordinator. 4 were 'spares']
- Hot Dog TBD (2 no coordinator) [didn't have one last year. Just used 'occasionals']

If you want to volunteer, you can contact

Nickie at [volunteers@spscouncil.com](mailto:volunteers@spscouncil.com). Readers are more important than booster juice?

- For notes sent home: Mlle. Tessier will poll the teachers and make a list of how many copies per class based on oldest vs. youngest. Have 2 numbers - total and oldest/only. Make sure to put notices in all teachers mailboxes and not just home room teachers.

## PREVIOUS BUSINESS

### 10. Buddy Bench - Jacqueline Davis

Idea proposed last year - teacher or grade 6 (or both) would "staff" a bench that is purchased by council to make a safe place for lonely, sad or disconnected children to go to have someone to talk to.

Jacqueline asked teachers to discuss this amongst the teachers to determine need for monitor. Board has to approve bench (safety) and when Michael looked into it last year, it was \$XXXX. Sabrina thought it might be fun to use Fitness Bingo money for this purchase. Is this something student council could take on? There should be training for the students who would staff this bench. Maura Cuffari to investigate with student council and we will readdress in October.

## NEW BUSINESS

### 11. Elections - Jacqueline Davis

We need to vote on key existing roles:

Co-Chairs - Jacqueline Davis, Sabrina Kemp

Secretary - Shannon Helleman

Treasurer - Fiona Livingstone (appointed), Ryan will be taking over

Web/Communication Management - Jackie Connors ([Jackie\\_connors@yahoo.com](mailto:Jackie_connors@yahoo.com))

Member-at-large - fill out forms if interested

Motion to vote in executive as listed (Jacqueline, Melissa) - motion approved.

12. Meet-the-Teacher Night - need volunteers to staff coffee, donuts, sign up table. Email [chair@spscouncil.com](mailto:chair@spscouncil.com)

13. Vote on Recurring Expenses - motion to approve recurring expenses as listed in the May 2014 minutes (Shannon, Kristin) - motion approved

Vote for larger expenses will happen at next meeting. We asked the teachers to give us their priorities and they have listed: 1. Teacher Allocations, 2. Technology/Cultural, 3. Scientists in the School

#### CONCLUSIONS

14. Adjournment - Jacqueline motioned to adjourn the meeting (Melissa, Shannon) - motion approved.

NEXT MEETING: October 21, 2014 at 7:00pm.