

School Council
Tuesday, September 24, 2019
Learning Commons

Present: Lee Anne Andriessen, Pam Drews, Amanda Morgan, Erica Quayle, David Bishop, Dave Linnerth, Sharan Widsten, Maria Gianniotis, Stephanie Gagnon, Katie Hall, Caitlin Coverdale, Elaine Emery, Vinay Kanwar, Pancham Chand, Mustafa Aydin, Tara Lambert, Madison Cox, Lei Ren, David Cameron, Richard Wallace, Oriana Benevides, Faiza Majid, Muhammad Majid, Stojana Stanivuk, Jenn Schnarr, John Tsintaris

Regrets: T. Scott

I. Introduction – Lee Anne Andriessen

- T. Scott (Vice Principal) sends her regrets

II. Role of School Council

- School Council meetings only required to do 4 per year, Chicopee Hills chooses to do more
- Role: to have a voice with what is happening in the school
- Getting involved in committees of the School Council is a way for parents to have a voice and to get involved in the school

III. Committees of the School Council:

1. Transportation Committee

- They set the schedule for their own meetings
- Focus of the committee: moving people around the property safely and getting to school safely
- Having bus drivers on the committee would be a great asset
- First meeting is October 1, 2019 at 6:30. Meet in the front lobby
- They plan to meet 4 times during the year

Some of the Accomplishments of the committee:

- a) 2nd crossing guard at Lackner and Fairway Road;
- b) construction of sidewalk on Fairway Road;
- c) drawing of pedestrian lines on Tremaine;
- d) change location of bike racks;
- e) establishment of the trailblazer program;
- f) continued relationship with Student Transportation office;

Continuing work:

- a) safe crossing at Corfield and Lackner – continue to pressure City of Kitchener;
- b) Kiss and Ride flow and signage;

- c) control access to the parking lot;
- d) continue the Walking School bus program

- they need more voices from the Pebblecreek area
- Possible consideration: crossing guard at Pebblecreek and Fairway – the more walkers in the area, the more likelihood to have crossing guard

Walking School bus: presentation by Randi St. Laurent

- a parent volunteer you can create a walking route around the area where you live; you can sign up for the times and days that work for your schedule – even one morning or afternoon a week would be helpful;
- We need to increase the knowledge about the commitment required; the more people we have the more routes that can be created
- This program is great for kindergarten students – builds relationships
- always have adult present

Other Comments from the Transportation Committee:

- we are now down to 1 school bus from 4 school buses
- we have been “policing” kiss and ride at the end of the day – people have been parking and idling
- no cars are permitted in the parking lot before 3:30
- If parents are driving, the best time to come is 3:35
- supervision on the property until 3:45 – no staff member will leave a child on the property, not picked up; from kindergarten to grade 8
- we have been able to increase supervision on the property and monitoring
- staff are not allowed to manage traffic or talk to people in cars – they are here to manage the students
- principal, vice principal or when necessary police or by-law officers will be the ones to speak to people in vehicles

2. Good Will Committee

- Assist with families around the holidays or when families are in trauma
- Helps to reach out to support our families in need
- Everything is done anonymously
- Child and Youth Worker will come to the principal to advise of struggling family
- This committee doesn't necessarily meet
- Very parent driven committee

Past projects:

- i) fund student trip to Ottawa or other school trips;
- ii) Christmas/holiday support for a number of families;
- iii) snowsuits for children;
- iv) baskets for families with illnesses

3. Outdoor Learning Project

- Development of the back playground area
- Large long term project
- looking at Corporate donations
- development of our outdoor play in a natural way
- Lee Anne will be heavily involved in this committee – further information later on in the Minutes

4. Safe Caring Inclusive Committee

- Required for every school
- Ensure that we are embracing and creating good citizens
- Meets 4 times per year
- Try to have staff and students on the committee
- Meet right after school

Role:

- a) Review school data and share with committee
- b) Review programming in the school – HERO and Wits program
- c) Review discipline procedures
- d) Review assemblies held in the school

5. WRAPSC

- Supposed to have a representative from each school on this regional committee
- Three members from WRAPSC go to the school board meetings and report back to the meetings
- Good for discussion amongst the schools to see what other schools are doing – ex. Fundraising

6. Fundraising Committee

- Need to establish a formal committee
- Didn't have a formal committee last year
- Will establish fundraising for the year and run the fundraisers

7. PIC

- Parent involvement committee
- Another regional committee

IV. Voting Membership

- To be established at this meeting
- This will be the voting membership for the entire year

- Must have 51% of the voting membership to make any decision especially for financial decisions
- Most school councils have 10-15 voting members
- If you want to be a voting member you MUST commit to being present at the meetings
- You can still have a voice without being a voting member
- Any parent or community member is permitted to attend and have a say
- You must be present to vote – no proxies – this is a Ministry rule
- In order to change a by-law you must give 2 weeks notice – possible change tonight: if you as a voting member miss two meetings without sending regrets to a member of the executive or principal or vice principal, then you will be removed as a voting member, but will be welcomed to continue to attend and participate in school council
- Only one vote per family
- List of voting members created at the meeting

17 people who have indicated that want to be voting members:

Richard Wallace, Elaine Emery, Lindsay Taylor, John Tsintaris, Dave Linnerth, Dave Cameron, Stephanie Gagnon, Caitlin Coverdale, Mustafa Aydia, Katie Hall, Madison Cox, Tara Lambert, Lei Ren, Oriana Benevides, Randi St. Laurent, Pancham Chand, Erica Quayle

Therefore need 8.67 voting members present for quorum

V. **Role of the Principal in the School Council**

- Works closely with the executive
- Makes sure that we do everything legally
- Will assist with the process for projects and will bring in people if need the assistance
- Makes sure that we are following the rules of the Board as well
- Perspective of the principal: Oversees the big picture of the school
- Will listen to input
- School council is an advisory group
- Principal's role is also to help the members of the council become a community

VI. **Role of Staff Participation in the School Council:**

- Generally will have 1-2 staff representatives
- Voluntary
- Provide a voice of the staff as well

VII. **Executive**

- No one who identified on the School Day nomination forms as wanting to be on the Chair or Vice Chair

A. Role of Chair:

- Lead on the executive
- Chair meets with principal 2-3 per year – usually a week ahead of the School Council meeting and plan the next weeks meeting agenda
- Receives a lot of information from the principal
- Chair sends out the agenda to the membership
- Will chair the meeting

B. Co-Chair/Vice Chair:

- Shadows the Chair
- Assist when the Chair cannot be present
- Can assist with preparation of the agenda
- Succession plan – the hope is that the Vice Chair will move up to Chair position following year (but not absolute requirement)

C. Secretary

- Note taker at all meetings
- Prepares the Minutes for review by the membership
- Preference that the secretary has own technology (aka computer) to prepare the minutes
- Prefer that the minutes are put into pdf
- Minutes should be prepared before the next meeting so they can be reviewed

D. Treasurer

- Good knowledge of financials is helpful
- Must work with the school secretary
- Should meet with the principal possibly once a month
- There are some complicated financials with School Board
- Management of the money
- Money goes into a school funds account and the school council has a voice in the spending of that money
- Treasurer monitors the WEFI account (will not see who makes donation)

A note about donations to the School

- Donation money (WEFI) – donations online or cheque – controlled by Canada Helps – third party; you can allocate to either General Account or Outdoor Learning account
- If you want to donate to home reading you would donate to General account
- Canada Helps deposits into school account every two weeks; then the school board employee will allocate it appropriately. Within 4 weeks that donation will show on our reports
- If you donate through Canada Helps, they take a 3.6% cut – this is the same for Heart & Stroke, Etc.

Kindergarten Home Reading next steps:

- Pam Drews is heading it up the coordination of the kindergarten Home reading program
- Largest age group and reading capabilities (age 3 to 6) - around 100 students
- Home reading program is meant for children who we know can read therefore not all kindergarten students will participate in home reading immediately
- Teacher conduct assessments to determine who is ready
- Student must achieve Level 1 to be reading
- Need to make sure that the children have the knowledge base/skills to use the program properly
- Need to leave the learning logistics to the professionals
- When the teacher believes that the child is ready then they will start to come home beginning with the black and white books
- We will probably need to buy more books to compensate for loss or destruction, not just in the kindergarten program but in all levels of the program
- We have enough money/books to get the kindergarten program going but will need more
- There is always some loss of the books that needs to be replaced

French Immersion Home Reading:

- Amanda Morgan is heading it up
- They will get some English books, but need some French books too
- Will need some growth in the number of books as well

Cost about \$7,000 per grade level but kindergarten will need another \$7,000 to boost the amount

French Immersion may only need about \$5,000 because of smaller cohort

B. WEFI Funds

= \$5,959.82 (total)

- This money is in our general account
- it is not designated for anything

C. School Council Funds: \$9,483.81

- Best estimate as of today
- Lindsay Taylor (past Treasurer) believes that the balance is closer to \$6,300
- Last meeting it was agreed that \$2,000 would be carried forward to start off the year
- School funds and Schedule A are very far behind in reporting
- We are logging all of our finances for better monitoring because the reporting is so slow

Lee Anne will provide at the next meeting a figure of School Funds which will contribute to the big project

IX. **OUTDOOR LEARNING PRESENTATION**

Presenter: Dave Linnerth

- They have been consulting with students
- Board facilities employees have been involved with this committee as well
- This is a large scale project that is anticipated to be over a period of 10 years
- Use the back portion of the property
- Some of the back area has to be left open for more portables
- Outdoor amphitheatre is already built; students and classes are already using it
- Want to create a fun, interactive, natural outdoor space that can be used in all 4 seasons
- Learning environment that can be integrated into classroom curriculum
- It will expose children to natural earthscapes that help connect them to our natural environments (plants, insects, nature, etc.)
- There will be more opportunities for large motor play
- They have looked at other schools that have similar play areas
- We can pick the best features that have already been constructed
- It will include: pathways, some balancing, etc.
- We would like to create like obstacle courses – natural play areas
- Will also include the importance of creating shade either through structures or plants and trees
- maintenance: will partner with the Board but will need to help with upkeep
- This area will be open all year round
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A. Financial Aspect of the Program:

- Understand that the School Council has a Short term goal to implement the Home Reading Program
- Cost to implement JK-Grade 3 = \$35,000

- Outdoor learning costs still to be determined but will be in the \$100,000's
Look to move

Plan going forward:

1. Create a larger committee of parents, students, and staff
2. Create a business plan (budget, timelines, fundraising)
3. Gather input from stakeholders (parents, students, staff, community)
4. Create a physical landscape place for entire project
5. Hire contractor and develop phases
6. FUNDRAISE!

- We want to own the plans, so the landscape architect will meet with committee, students, etc. therefore, we will be paying for the cost of the plans rather than have a developer provide it free of charge
- We will commission them to do the plan
- Since we will own the plans we can use whatever contractor we want to do each phase – and we won't be tied to one contractor
- Anything over \$10,000 must go to tender (School Board rule)

- We are hoping to get large donations from community groups and corporations
- Developing golf tournament in May
- One thing holding us back from getting corporate sponsors: cannot have a permanent recognition board (School Board policy)
- We can have a temporary signage on Fairway Road thanking the corporation
- Will be providing a business plan at the next meeting for collecting corporate donations

- people who want to get involved can help with fundraising
- there will be other committees for this project for people available to assist and want to be involved in the project
- another avenue for fundraising will be Grants – will need someone who is able to write grant applications
- there is a student committee involved – they will be gaining input from students and staff

REMINDER: regarding metal play structures

- the board has rules regarding closing down these structures
- these structures are only open for approximately 4 months out of the year – once the ground is frozen the structure can not be used

X. Labour Unrest Information

- contracts for all Labour groups is now over
- they are still negotiating
- have heard that talks for support staff are not going well
- Lee Anne will share information when have it
- hoping for quick resolution
- no information at this point
- no information about timelines

NEXT Meeting: October 15 6:30 in Learning Commons