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| **Meeting Date & Time:** | Monday, May 14, 2018 | |
| **Meeting Participants:** | | |
| Jane Brown (Chair) | | Mair Gault (Principal) |
| Stephanie Sambells | | Sara Dick (regrets) |
| Carolanne Reid (regrets) | | Joan Maynihan (regrets) |
| Monica Chamberlain | | Bryan VanDerZuet Stafford (regrets) |
| Kate Borthwick (Secretary) | | Lori Kush (regrets) |
| Katie Townsend (Staff) | | Cynthia Hayes (regrets) |
| Harshika Arora | | Jared Carroll |
| Stacey Murphy (regrets) | | Keilani Carroll (regrets) |
| Nicole Hamilton (Vice-Principal) (regrets) | | Beth Snelgrove – QSP (Guest) |
| Indu Arora – West Willow Village NG (Guest) | |  |

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| **No.** | **Agenda Item** | **Summary Notes** | **Actions** |
| 1 | Welcome | Jane welcomed participants to the meeting at 6:15 and all introduced themselves. |  |
| 2 | Approval of Agenda & Minutes | Minutes from the April meeting were approved as written & circulated. |  |
| 3 | QSP Presentation from Beth Snelgrove | Beth Snelgrove gave a presentation about the QSP Fundraising options that are available. |  |
| 4 | West Willow Village NG | Monica gave a report on behalf of the WWV NG  (See the newsletter attached below.) |  |
| 5 | Staff Report | Katie Townsend gave a report on behalf of the staff:   * Jane spoke after the Suessical on the Thursday night and gave thanks to the teachers and all who made the production happen. * Volunteer Tea – Mon, June 11th (Invitations will be sent home.) * French Department is having a café – Thur, May 24 – 4:30 – 6:30 p.m. – drop-in for families to attend to enjoy some food & beverages. This is a fundraiser and there will be a cost for food.   **The following Spending Requests were discussed:**  **JK/SK:**  Math tool (7 per class = 28) $188.72 + tax ($213.25 with tax)  Magnaforms $215.97 + tax ($244.06 with tax)  Tile blocks construction $143.97 + tax ($162.69 with tax)  **Primary:**  Grade 1s & 2s - iPads $399 + tax ($484.77 with tax, including case $30)  Grade 3s – Chromebooks $254 + tax & $34 fee ($331.09 with tax)  **Junior/Intermediate:**  Sound System for the Gym – Quote $3,067.45  **Proposed Spending Plan:**   * Sound System ($3,067.45 with tax) * 1 iPad ($484.77 with tax) * 1 Chromebook ($331.09 with tax) * Math Tools for JK/SK ($213.25 with tax) (Rekenrecs, 7 per class = 28 sets) | Jane to send out the spending plan proposal to the school council members via email for approval. Deadline to reply – Fri, May 18th by noon. |
| 6 | Principal’s Report | Mair gave a report:  **Mitchell Woods Public School**   1. Parent Involvement Committee Share Back – really interesting tip sheets available on their website, available in many languages.   <https://peopleforeducation.ca/topics/parent-involvement/#tipsheets>  Idea: want to build a database of parents/guardians who might be available for translating important meetings in our building.   1. Transition Planning: (Part of the School Improvement Planning)   Some examples:   1. December High School Parent/Student Night – grade 7 and 8 2. IPRC and other student meetings in February prior to course selection. 3. Parent Nights/Student Tours/ Guidance visits 4. Parent meeting for students with special needs/ added supports 5. Kindergarten Transition meetings/ Orientation 6. June 8th PA morning – transition meetings 7. August visits where appropriate 8. Seussical 9. EQAO – coming up – May 22 to June 1 – Grade Threes first week , Grade Six second week. 10. Elections in school June 7th – Polling Station 11. Graduation June 26th. | Mair will include a question on the September survey about whether they could act as translators during meetings. |
| 7 | Treasurer’s Report | Jared gave the (as of May 1, 2018) report on behalf of Keilani.  **1. Balance of $7,223\***  \*The balance includes UGDSB School Council grant of $500 not yet deposited into SC account  \*The balance includes ”Buddy Bench” grant amount of $300 not yet deposited into SC account  **2. Working balance of $5,423**  Of this, $2,370 is allocated:  • $1K to purchase pair of foyer chair(s) for parents/school visitors as agreed in April SC meeting  • Grade 8 graduation food costs $500  • $870 for school jerseys  **3. Account activity since last meeting:**  Lunchbox Orders - Revenue - profit: $66.60  /kc |  |
| 8 | Parents Reaching Out (PRO) Grant | Kate gave the following report on behalf of Amanda Dawson:  Team: Jane Brown, Stephanie Sambells, Kate Borthwick and Amanda Dawson  Where we’re at:   * Grant was successfully completed and submitted May 2 (Australia Time) now we just have to wait to see if we get it. Usually find out late August * Searching for a speaker who can share expertise on Parenting Practices. Have a couple of leads with local groups. * Video, “a day in the life of a student” is being made under the supervision of Mr. Tucker and Jane. Will be done before school is out. * Tables and chairs have been booked.   What’s next:   * Continue seeking a speaker * Getting advertising ready |  |
| 9 | Lunchbox Update | Stephanie gave a report about the Lunchbox initiative:  (Report by Amanda Dawson and Stephanie Sambells)   1. The suggestions for increasing accessibility for ESL families was sent to Melissa at lunchbox.    * She responded that a video with instructions on how to use the site is currently being made and will be up and running for the fall.    * We have permission to reproduce any forms on our website so that the website can translate the materials. We cannot put a PDF directly onto the site as it will not be translated.    * Someone from the company will be attending our back-to-school night and our PRO Grant event to help families sign up for the service.    * Is willing to have a look at the pizza numbers and see if we can get it back to where it was last year but needs to see what our numbers were so we know what we are aiming for. 2. In preparation for next year will be having a phone conversation with Amanda when she returns at the end of May. 3. We can receive a $100 donation to our fundraising if we recommend the service to another school and they sign-up for the service. If you have any connections please tell Stephanie or Amanda (via email). 4. I (Amanda) am looking for someone to take over the responsibility of lunchbox on a permanent basis starting next fall. I am very willing to help get the individual started and help with what the responsibilities are before fully letting go. Responsibilities include:  * Setting dates and menus with Melissa (Lunchbox contact) and coordinating those dates with the office to make sure it doesn’t clash with other school activities. * Training student volunteers on how to help distribute the food. * Training parent volunteers to help with Pizza distribution. * Communicating with the office about delivery dates. * Getting advertising home to families and reminders of when meals are available. |  |
| 9 | Staff Appreciation | Stephanie asked the group about plans for a Staff Appreciation Event:   * Mon, June 25th – Breakfast & Coffee will be provided. | Stephanie will send a message to Council members to ask for contributions. |
| 10 | Chair, Treasurer & Secretary Positions (2018/19) | Jane asked if members were interested in any of the executive roles. | Please contact Jane if interested. |
| 11 | Other Business | The following items were also discussed:  **Movie Night:**   * Next Movie Night planned for Fall 2018/19 School Term   **Date of September Welcome Social/Open House:**   * Thur, September 27th – item for calendar (5:00 – 6:30 Booths/Food) (6:00 – 7:00 Classes Open)   **Dates for 2018/19 meetings:**   * 1st Mondays of the Month, no meeting in March * 1st meeting – September 10th   **Food for June 4 meeting:**   * Kirtida’s Kitchen + contributions from Council members.   Fundraising events for next year:   * Jane & Maureen Battaglia will connect next term * Fresh from the Farm * QSP (Stacey will bring 2018/19 will bring options to the September 10th meeting) * Avgen * Dance-A-Thon   **Re: QSP, the following comments were provided for consideration for future plans.**  What worked well:   * Assembly took two people only a few hours * Pick up in the foyer for the cookie dough only took a few hours of time and not many people are required. Next year I think one person would be enough for handing out dough. * Magazines are easy to manage because once the orders and money are organized there is no other work required. * Cookie dough required no assembly, just needed to be separated out by teacher * Cookie dough was delivered to the front foyer which was convenient     Improvements:   * Having two pamphlets put into the plastic bag provided was convenient however comments were that it was wasteful. Not sure if anyone has other ideas for handing out the products. * Next year we could consider having one set of pamphlets and various order forms depending on the number of students in a household. This way we would create less waste if only one went home per household and would make it more efficient for assembly. * A number of people forgot about picking up cookie dough (even with the date on the sign outside). Suggestion would be to call each family the night before as a reminder if phone numbers could be provided. * The incentive prizes need to be organized by name and teacher. I would suggest not having incentive prizes if this option is available and pamphlets can generated without this on them. | Jane with circulate next year’s meeting dates.  Jane to attend the JK orientation day to promote participation on School Council.  Jane will contact Hitesh to order food and will get plates, napkins & cutlery.  Council members to bring a contribution for the meal (salad, desserts, drinks)  QSP – item for September meeting (Stacey). |
|  | Adjourn | Meeting adjourned at 8 p.m. |  |
|  | **POST MEETING NOTE** | Approval via email for expenditures: As of May 18, 2018, the following use of funds was approved via email by membership:   * Kindergarten - 28 Rekenreks Math Tools to allow 7 per class for a total cost of $213.25 * Primary - 1 iPad for a total cost of $484.77 * Junior/Intermediate (and really for the entire school) a new sound system for a total of $3067.45   Total expenditure will be$3765.47 |  |



