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| **Meeting Date & Time:** | Monday, November 5, 2018 | |
| **Meeting Participants:** | | |
| Jane Brown (Chair) | | Mair Gault (Principal) |
| Stephanie Sambells | | Sara Dick (regrets) |
| Stacey Murphy | | Joan Maynihan |
| Monica Chamberlain | | Bryan VanDerZuet Stafford (regrets) |
| Kate Borthwick (Secretary) | | Lori Kush |
| Maureen Battaglia (Staff) | | Cynthia Hayes |
| Harshika Arora | | Jared Carroll (regrets) |
|  | | Keilani Carroll |
| Dianna Sabti (Guest for Item 3) | | Indu Aurora (Guest for Item 4) |
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| **No.** | **Agenda Item** | **Summary Notes** | **Actions** |
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| 1 | Welcome | Jane welcomed attendees to the meeting at 6:15 p.m. |  |
| 2 | Approval of Agenda & Minutes | The agenda was approved as circulated.  The minutes from the October 1st meeting were approved as written & circulated. |  |
| 3 | Walking School Bus | Dianna Sabti (Student Travel Coordinator, Student Transportation Services) attended the meeting to provide an overview about a Feasibility Study being done to assess the feasibility of implementing a “Walking School Bus.”   * A yellow parent survey has been distributed and parents are encouraged to complete it. * The target audience for the walking school bus is kids in JK to Grade 3.   ***See Attachment – Walking School Bus Pilot Project – Fact Sheet.*** |  |
| 4 | West Willow Village NG | Indu Aurora attended the meeting and gave a report about the activities.   * Evening recreation   + Mon – Family Gym Night at MWPS @ 6 – 7 p.m.   + Tue – Zumba at Westwood School @ 6 – 7 p.m. $5   + Tue – Sports Night at St. Peter’s School @ 6 – 7:30 p.m. (Ages 11 – 15)   + Fri – Family Gym Night at Westwood School @ 6 – 7:30 p.m. * PA Day Camp – Nov 30 – Creative Kids @ 8 – 4 p.m., cost is $30 * Christmas Hamper Sign-up in on Mon, Wed, Fri at 9:30 – 3:00 p.m. at the NG Portable. Amanda is available at Three Willows Church on Thursday mornings from 10 – 11:30 a.m. as well for Hamper Sign-up. * Toasty Toes Sock Collection is running from October 10 – November 10 |  |
| 5 | Staff Report | Maureen Battaglia gave a report about all of the upcoming activities and events.   * Intermediate Boys & Girls Soccer Tournaments took place in October. * Terry Fox Walk * Halloween Fair took place – October 31 – well run and organized by the Student Council * November Theme = Giving   + Operation Christmas Child – boxes available to be filled.   + Food Drive * Running Club is participating in the Santa Shuffle * Paws to Read – A dog comes to read with students. * Book Fair in November - Will be available on the evenings of Thur-Dec 6 & Thur-Dec 13 * Grade 8 Fundraiser – Poinsetta Pick-up on Dec 6 * Dec 6 @ 6 p.m. at Mitchell Woods – Grade 8 Parent Info Night for GCVI & College Heights * Holiday Concert – Thur, Dec 13 * Junior Math Contest – Grades 4,5,6 – Nov 5 & 6 – on-line contest * Intermediate Math Contest will be taking place in 2019 * Junior Craft Club is running. * Intramural Activities are running for Juniors – 2 days per week * Dungeons & Dragons Club * Intermediate Volleyball Tryouts are running this week and the Tournament is in December. * Cooking Club – Junior & Intermediate |  |
| 6 | Principal’s Report | Mair gave a report:   1. Sharing of Parent Survey Results  * 269 survey’s were returned. * Through the survey there were a number of parents who volunteered to translate – this would enable translation of 22 different languages. * Almost everyone said that that the staff is great and MWPS and they also noted that diversity is also what makes the school great. * Safety of students & variety of activities was also noted as reasons why the school is great. * Other comments included friendliness of staff and kindness of students.  1. The UGDSB has asked schools to review Dress Codes. Discussion/Information about School Dress Code Review – see link to website. [Board Dress Code Info](https://www.ugdsb.ca/students/dress-codes-for-students/) |  |
| 7 | Treasurer’s Report | Keilani gave the - Treasurer’s Report (as of October 29, 2018)  **1. Balance of $6,157\***  \*This balance includes the $1K reserve we keep year-over-year, which has now been replenished from fundraising efforts this fall.  It also includes the QSP Monies (cash and cheques) received, but does not yet account for online orders and those that need to be remitted.  **2. Working balance of $1,652\***  **\***Of this:  •$250 is allocated to the potential TD Author Week in May 2019  •$1,000 is kept for year-over-year purposes  \*\*this takes into account the Pancake breakfast expenses that will not be reimbursed by the PRO grant  **3.Account activity**   1. Back to School “Eat & Greet” Evening (Sept 27)   Total Revenue: $1,503  Total Expenses: $1,273  **Net revenue: $ 230**   1. Lunchbox Orders (School Council portion)   **Net revenue: $ 96**   1. QSP Fundraiser:   Revenue to date:$3,978Total Expenses: **tbd**   1. Fresh from the Farm Fundraiser:   Total Revenue: $1,532  Total Expenses: $ 922  **Net revenue: $ 610**   1. Pancake Breakfast: Mitchell Woods 101:   Total Expenses: $ 527 |  |
| 8 | Parents Reaching Out (PRO) Grant | Amanda gave a report about the PRO Grant 2018-2019   * Team: Amanda Dawson, Stephanie Sambells, Kate Borthwick, Jane Brown-Copeland * Event occurred on Saturday, October 13   o Approximately 115 people were in attendance (approximately 60 adults)    **Food:**  o Received a donation from Shady Grove Maple Farm of 2L of syrup.  o All positive comments from the surveys and verbally from families on the food  o Big thank you to the pancake flipping team who all met at 6:30am!  o Left overs were taken to the walk-in shelter on Gordon street.  **Program:**  o Showed movie that Ben Tucker and some students put together.  o Mair’s speech was well received. The parents love hearing from the principal and having a chance to meet her in a relaxed setting. She shared the 3rd instalment of our school  motto.  o Karen Johnson-Kerari from Guelph Community Health Center, shared information about the “Circle of Security” program that is offered for free.  o Had a technical glitch that was well covered by Mair and Karen.  o Feedback: was to continue mornings like this, more information centered on older  students, desire to learn more about screen time management  **Child Care:**  o Chose to put all the kids in the library which was a great change. The toddlers played on the alphabet carpet while the older kids watched a movie.  o Thanks to Emily for being our adult in charge and to the students who helped out!  **School displays:**  o Teachers and students updated and created their own displays. These were awesome!!!    **Community displays:**  o Officer Kyle,  o Guelph CHC  o College Heights  o Family counseling  o West Willow Village  **Money:**  o **Total spent: $527.47**  o Major differences from last year: we didn’t pay for translation and the speaker was less expensive this year.  o Provincial government has frozen all PRO Grant funds  o Superintendent has suggested using our $500 discretionary fund to pay for the event  o I am seeking approval from council to use this fund or other fundraising dollars in our account to cover the cost of the event.    **Next Steps:**  o Currently there is no program for schools to receiving funding to run events like we have in the past.  o Do we keep this a free event and ear-mark $400-$500 for next year?  o Do we start charging families to come?  PRO GRANT program was cancelled and grants will no longer be available.  It was agreed that School Council funds will be used to cover the costs of this event. | Amanda will work with Keilani to ensure disbursements are reimbursed.  Item for 2019/20 School Year. |
| 9 | Robocalls | It was raised that the robocalls from the office sometimes get cut-off due to answering machine timing.  Timing and number of robocalls needs to be reviewed to ensure that there are not too many calls and the content is relevant to all. | Mair to review how messages are recorded to ensure the key info is available. |
| 10 | Fundraising | **QSP (Stacey)**   * 2018: Total amount sold $6679. The breakdown is 58 magazines, 243 cookies and 2 gift items. Profit not known yet * 2017: sold 64 magazines + 206 orders of cookies for total of $5935 in sales * 2016: sold 125 magazines for total of $4262 in sales (profit $1297.87)   **Fresh From the Farm (Monica)**   * Profit this year will be approx.. $600 * Last year Profit was approx. $900 * First year (2016) Profit was approx. $700 * Orders down this year. Possible reasons: 3 things due on same day (QSP, FreshfromFarm, MW101 forms), participation simply varies each year, not advertised enough (no messages on announcements, and RoboCall issue?) * Assembly and Pick-up will be in Front Lobby, same as last year * Delivery to the School will be between Nov5 and Dec5.    We will be notified 10days before and Monica will then be asking for volunteers to sort the Vegetables (approx. 1-2hours during the school day) and work the Pick-up shifts between 3pm and 7pm.   **Feedback**   * Promotion via robocalls and info on the sign would be beneficial to promote this initiative. * Collection of funds for a fundraiser * Timing & # of fundraisers during a time frame. (e.g. QSP & Fresh From the Form were distributed at the same time.) * Monica made two different displays for Open House (in gym, and in front lobby), and had a display at MW101. NO order forms were distributed from these two displays.   **Gift Cards**   * Gift Card Fundraiser Report November 2018 * Order forms sent home November 1 * Two new choices this year, Air Canada ($500) and McDonalds ($25) * Order forms due back November 20 * Cards will be sent home with students Dec 5 and available for pick up from office Dec 6 for those parents who chose that option   **Lunchbox (Amanda)**  **What it is:**   * An online service where parents can order a lunch for their children from local vendors an opportunity for school councils to raise some money reduces volunteer hours since we don’t have to deal with forms, money, or delivery of the meals. It’s all handled on-line (there is an option for families who don’t have access to the internet) and the meals come organized by class with the child’s name right on the meal.   **Where we’re at:**   * 3 teams of students have been trained to deliver the food so will rotate through once every 3 weeks. * The students are handling it on their own now and it all seems to be going well * YouTube video has been viewed a few times so hopefully it is helping https://youtu.be/LdUJF2FT-Nw * First round of Pizza left overs were taken to the drop-in shelter on Gordon 2 weeks ago and was very gratefully received.   **What’s coming:**   * 2nd monthly menu went home this week as a reminder to order for November. * Still looking for someone to take this over. Willing to work with that person to show them the ropes. * Most of the work is at the beginning of the year in choosing the menu, getting the advertising out to parents and recruiting student volunteers. * Rest of the year is the odd decision about how to handle mistakes that may have happened and continued advertising about once a month. |  |
| 11 | Other Business | Movie Night – Thursday, January 31st | Mair to book the Gym. |
| 12 | Adjournment | The meeting adjourned at 8 p.m. |  |