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| **Meeting Date & Time:** | Monday, February 4, 2019 | |
| **Meeting Participants:** | | |
| Jane Brown | | Mair Gault (Principal) |
| Stephanie Sambells | | Sara Dales |
| Stacey Murphy | | Joan Moynihan (regrets) |
| Monica Chamberlain | | Bryan VanDerZuet Stafford (regrets) |
| Kate Borthwick (Secretary) | | Lori Kush |
| Amanda Dawson (Chair) | | Cynthia Hayes |
| Harshika Arora | | Jared Carroll |
| Cassie Broadhead (Staff) | | Keilani Carroll (regrets) |
| Indu Arora (WWV NG) | | Linda Busutill (WWV NG) |
| Sarah Garrett (Vice-Principal) | |  |

| **No.** | **Agenda Item** | **Summary Notes** | **Actions** |
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| 1 | Welcome | Amanda welcomed all to the meeting at |  |
| 2 | Approval of Agenda & Minutes | A revised Agenda was circulated at the meeting.  The corrected notes for the January 14, 2019 meeting were accepted as circulated and will be posted on the website. |  |
| 3 | West Willow Village NG | Indu & Linda gave a report on behalf of the West Willow Village Neighbourhood Group (WWV NG)  **Recreation programs**  Monday: Family gym at Mitchell woods 6-7pm  Tuesday: Family Badminton at Mitchell Woods 6-7:30pm  Tuesday: Zumba at Westwood school 6-7pm, cost is $5.00  Tuesday: Sports night at St Peter's 6-7:30pm, ages 11-15, grades 6, 7 and 8  Tuesday: Men’s Basketball at St. Peter’s 7:30-9pm  Thursday: Youth Drop In & Hang Out, Westwood School, 7-9pm, High school students  Friday: Family gym at Westwood school 6-7:30pm  **Winterfest 2019**   * Family fun with outdoor sledding, snow art, indoor hot chocolate, family games and crafts * Date: Saturday February 9th * Time: 11am to 2pm * Location: Westwood PS Gym and Outdoors   **Kickz Soccer Program – see attached flyer**  A healthy after school soccer program for youth from Shelldale Better Beginnings Better Futures and now including West Willow Village NG (these are the communities with higher numbers of new Canadians and many residents facing socioeconomic challenges)   * Collaboration between Guelph Police Service, Sheldale BBBF and Guelph Soccer. * Police ***volunteer***, youth see police in in social setting outside of police uniform. Develop trusting, strong, positive relationships. * 16 weeks, once a week in soccer dome. * Free for participants, financial support from Police Services Board, Winmar and Canadian Tire * Jump Start. * Session for Gr 1-3, commences March 20th, 2019   **March Break**   * The theme is Medieval Times, Dates: March 11-15, * Location: Mitchell Woods PS, * Timing: 8am-4pm with extended care available at additional cost, * cost is $150.00 for the week or $30.00 a day if only a couple days are required. Extended care cost is $5.00 a day per child. Please email Amanda to inquire or register [amanda@westwillowvillage.ca](mailto:amanda@westwillowvillage.ca)   **PA DAY CAMP**  We also have a **PA Day camp on April 5th** at Westwood, the theme is Super Heroes, cost is $30.00 and timing is 8am-4pm, with Extended care available to 5:30pm.  **Volunteers Needed**  Thank you for your help with recruiting Coding Coaches to deliver free Coding Workshops to Kids!  **Free Community Volunteer Tax Clinics**  Starting week of March 18th. Please call Linda 519 826 9930 for information & appointments.  There are some initiatives that the Neighbourhood Group is developing as follows:   * **Volunteer Coding Coaches** – training completed on Saturday, we will be working further with the youth and micro-bits; **the vision is to run a few school-specific after school sessions for grades 1-3 JR and grades 4-6/8 EX for the participants to have some time to play and explore with the software**; we will work with both school boards- UGDSB and Wellington Catholic * **Stings Music Program** – we are exploring one to two sessions per week of a strings program hosted out of Gateway Drive [as that is where the instruments are stored]; we are working with Trevor Dyck and we will build connections to GCVI and all of the schools in the area; More information to follow * **NEW to start after March Break** - Indian Classical Dance, BharatnatyamGirls & Boys Ages 6- 12+, March 19, 2019 to April 30, 2019 (Tuesdays, 7 classes) 6:00-7:30pm, St Peters Catholic School155 Westwood Road, Small Gym, Registration Night Tuesday, March 5th 6:30 – 7:30pm St Peters, $50 * **2nd annual Youth vs Guelph Police Basketball Game!** Tuesday, March 5th St Peters Catholic School Gym, game starts at 7:30pm Come on out and cheer on your favorite team! * **Neighbourhood Forests Info Session**, Saturday, April 6th, 10am-12noon Gateway Drive PS Gym, 33 Gateway Dr. Update on the Ash tree removal efforts, city reforestation and community planting efforts. We will connect with school Eco-Clubs and are working with Trees for Guelph and other community groups. * **Indigo Girls Group** will hopefully start in September 2019, location to be confirmed [news article]. * **2019 Taxes, the schedule for free Tax Clinics will come out soon**, we are waiting to hear from Guelph Legal Aid and Not for Profit Housing who have asked the NG to come and deliver Clinics at their sites. * On behalf of the NG we would like to sincerely thank MWPS for the donated food that has deeply supported many of the families in the neighborhood. If you are considering a drive we are in need of canned fruit. |  |
| 4 | Games Night  Feb 28 @ 6-8 | Amanda provided information about the Games Night planned for February 28 at 6-8 p.m. Volunteers are needed.   * Set-up: 4:30PM * Tear-down: 8-8:30PM   **Food**:   * Have contacted Public Health and we are considered a “closed community” so we are * allowed to provide baked goods as long as we are aware of allergy needs * Ideas: provide nut free snacks that we volunteer to bring * Provide a few gluten free snacks as well (Rice Krispie squares are an easy option) * Drink boxes or do we just point to the water fountain in the hall?   **Activities Provided**:   * Games have been rented from the board by Katie Townsend. I will be picking them up on * the Wednesday before the event. Linda from the Neighbourhood Group may provide * some as well. * Craft table. * Remote control corner. Children can bring their own, and the Neighbourhood group will bring some as well. Make sure to advertise that the children can bring their own remote * control vehicles but NO drones. * Play area for young children. It would be nice to have a few more things for the toddlers * to play with next year, like blocks, little people… * Ping-Pong table nets provided by Neighbourhood Group. * Foosball table * Air Hockey * Concession (entirely free)   **Volunteers needed before hand**:   * 􀀀 Bakers to provide NUT FREE cookies and squares * 􀀀 Craft table coordinator – someone who is willing to go to the dollar store and grab craft * supplies * Need council to approve a budget. Thinking $100 should do it.   Council agreed to the expenditure as requested. Purchases will be reimbursed with receipts.  **Volunteers needed on the night of**:   * Concession – do a couple of shifts each with 2 people * Set-up – the more the merrier * Tear-down – the more the merrier * After the event was over most families stuck around and helped out with putting things away * Games sign-out – have people rotate through so they can be with their families * Craft table – had someone there at the beginning but families did fine on their own * Supervision of remote control area to make sure they are staying inside the designated area and not abusing the cars * Welcome & name tag help – needed for about 45 minutes at the beginning * Front Door Usher – helps to have someone at the door pointing families to hang up their coats on the hooks in the hallway and then directing them to the name tag table. And of course being a welcoming face. | Amanda will circulate a sign-up sheet to gather a list of volunteers. |
| 5 | Staff Report | Cassie gave a report on behalf of the Staff  Week of Feb 11 – Friendship Week - Theme Days will be running each day. Examples include:  Wed – Feb 13 – Walk to School  Thur – Feb 14 – Dance-a-Thon  Other items:   * Intermediate Girls Baskbetball – The team came 4th out of 9 teams. * Jr Volleyball will be competing on Thursday, Feb 7. * Speech competition is coming up. * Report cards go home on Feb 20th. * Food & Friends – Live Free Day – Fri before March Break – March 8 * Feb – African History * Running Club – April * Jump Rope for Heart – May * Intermediate Mitchell Woods Skills Competition * Choir is singing at the Storm Game * Read for Success Program – 6 week parent & child program |  |
| 6 | Principal’s Report | Principal's Report provided by Mair  **Parking Improvements:**  Parents and caregivers are reminded that the loop in front of the school is reserved for  school buses and taxis from 8:15 – 9:15AM and 2:45 – 3:45PM, Monday to Friday. We are really working to keep our students safe at arrival and departure times and we appreciate your cooperation. No entry to the loop will be allowed between the time listed above, except for buses and taxis. New signage is coming, and we have pylons that will be in place that will serve as a reminder as well.  If you, or the student you are picking up has special needs and the associated Accessible Parking Pass, we would encourage you to use one of the accessible parking spaces located in the parking lot (enter the lot from the east side of the school).  Thank you again for your cooperation in helping to keep out students safe.  **Grade 8 Transitions**  We have added many new improvements to our Grade 8 Transitions including:   1. Working with the Intermediate Guidance Counsellor - Anna Armstrong - to help students utilize My Blueprint to help determine pathways. 2. School visits to both GCVI and College Heights for students and parent nights at our school with both schools attending. 3. Early IPRC review meetings so that the decisions at those meetings can inform pathways. 4. Individual meetings and visits as needed. 5. Transition meetings to discuss and support children who might need additional support as they enter high school. |  |
| 7 | Treasurer’s Report | Jared relayed the Treasurer’s Report provided by Keilani.  1. Balance of $ 5,943   * Balance as of Jan 14 was $ 6,129. Our balance should have increased as there are no recorded debits since the 14th. There was supposedly, however, an NSF cheque of $190 plus associated charges. They are not showing up in the account activity but have affected the balance. Lisa (office) is looking into this and will confirm details with KC once she has complete information.   2. Working balance of $5,943 Of this:   * $250 allocated to potential TD Author Week in May 2019 * $1,000 is kept for year-over-year purposes   3. Account Activity   * QSP Fundraiser: Additional $65.95 credited to our account (initial overpayment) * Lunchbox Orders: New revenue - $131.60   4. Pending   * ProGrant reimbursement $527 * UGDSB: Canada Helps parent donations – Learning Foundation $13) (Amount Confirmed) * Discretionary Fund for SC: $500 (Amount Confirmed) * Cost of Scientists in the School $3,895 – School Council has agreed to pay ½ of this amount. Taxes are included.   TD Book Week Application: Report provided via email by Keilani   * Kei Fanjoy submitted the request for our school to host an author during the TD Book Week in May this year, and is awaiting a response. Once the response is receive Authors could be contacted. |  |
| 8 | Security Issues | Jared brought forward an issue for discussion related to student dismissal from school.  1. If there is not a security policy for the younger students, for dismissal time, then why not? There apparently is a loose policy followed by teachers, JK through grade 2, but I'm not sure how they came up with this age range.  **Principal’s Response:** There is no specific policy and working practice is to dismiss children based on parent direction in up to and including Grade 2. For students in grade 3 & up strategies are introduced to ensure safety if necessary.  2. Why is there a policy for supervision in the morning, where there is a Teacher outside to watch the children before school, but not after school? What is the difference? How does security and safety for the children change between morning and afternoon?  **Principal’s Response:** Before school there are staff on duty and there is a schedule. Duty is form 8:30 – 8:45 p.m. 2 JK + 3 other spaces. At 3:15, supervision is transferred to parents, unless emergency arrangements are needed. Parents can call the office in this situation. After school, there are 3 people on duty who sweep the school in 3 areas – front, back & hallway.  3. I also would like some clarification on when the children are sent outside for their breaks in cold weather. How is the decision made to keep them in and what scale is used to make this decision? There have been a handful of days now where we have reached -34 with wind-chill and it seems that at times the children are still sent out to play. There is a -35 policy, apparently, that the UGDSB follows but this is also at the discretion of each school. This constitutes a health and safety issue for the children as skin freezes in minutes at these temperatures as well as the cold air can make breathing more difficult as well.  **Principal’s Response:** Kids were not sent outside during the days when extreme cold warnings were issued. Teachers are asked to check that kids have adequate clothing and if there is a need they are sent to the office to borrow clothing for the day. Parents are contacted to request clothes for the weather. There is no specific policy related to closing schools related to extremely cold weather, it is made on a case-by-case basis. Going outside to play is up to the Principal’s discretion and is dependent on the layout of the yard, foliage and other factors. In addition guidelines from Environment Canada are consulted to assess the risk of frost bite. |  |
| 9 | Lunchbox | Lunchbox School Council Report submitted by Amanda   * Lunchbox has started a new program = Student of the Month   \*\*See PDF attached with details of the program.  What is needed:   * Staff input on who they’d like to nominate who they would like to be nominated. A letter needs to be written and sent to lunchbox (details in the attached PDF). * We can nominate a different student each month. * There is one winner every month from all schools in Guelph who have entered. The nominations we send in will stand for another month but we can nominate another student each month if we want. * Nominations are due noon on the last day of each month. |  |
| 10 | Dance-a-Thon | Stephanie provided a update about plans for the Dance-a-Thon on February 14th.   * Letter and Pledge Forms sent home with all students on Thursday January 31.   **NEW THIS YEAR:**   * Online donations can be made through families’ School Cash Online account. * In order to qualify for draw prizes students must collect a minimum of $5 in pledges and submit pledge form and donations by **Monday February 11**. Online donations will be accepted until February 18 but students will not be eligible for draw prizes if money is received after the February 11th deadline. * Mrs. Stronach has arranged for the light rental and will pick them up for us the night before the event. * Mr. Thomson is working on the amended schedule to reduce the amount of time for intermediate students and extend the kindergarten, primary and junior time slots. He is thinking approximately 50 minutes each group. * At the request of intermediate students Mrs. Battaglia and student counsel are working on some planned activities/games for students to play during their time slot (ie. Musical chairs, limbo, freeze dance). * Proceeds from the concession will all go to the music department. Senior students from student council and choir/band will run the concession on the day of the event and will decide what treats to sell. * Announcements will start the week of February 4-8 to get students excited and informed about the event. Also Mrs. Fanjoy has agreed to Tweet reminders and updates for us as well. * Prizes are being collected and the display case has been updated as of January 31 with the items that have been donated. * Donation request letters have been dropped off at numerous locations around Guelph. * Signed copies of the letter are available in the School Council/Moo Milk mailbox in the staffroom if anyone is interested in delivering one to request a donation.   **Help Needed:**   * I will need 1-2 volunteers to help count money on Monday February 11. * Also cupcake bakers for the four class parties awarded for highest class participation. * Also Agenda stickers will need to be printed and distributed for Friday February 8th reminding of the February 11th deadline. * Finally if you or someone you know would be interested in donating any prizes let me know. Any item big or small would be greatly appreciated and will help to motivate students to bring in at least a $5.00 donation to have their name entered to win some amazing prizes. * Stephanie will write a robocall to go out on February 8 as well reminding families of the February 11 deadline and will need Mair/Sarah/Lisa to set that up for us. |  |
| 11 | Other Business | Harshika spoke about a petition to advocate to maintain a $2 wage enhancement grant for licensed day care workers. She asked if anyone is interested, please sign the petition that she has available tonight. |  |
| 12 | Adjournment | The meeting adjourned at 8:05 p.m. |  |