**Waverley Drive School Council – Meeting Minutes**

Wednesday, October 11, 2023 – 7:00pm

Library Learning Commons @ Waverley Public School and virtually linked

**Attendees:** Jonathan Walker (Principal), Janet Patrick (Vice-Principal), Wendy Salt (Teacher Representative), Marnie Taylor (co-chair), Britney Shawley (co-chair), Kyle Hellewel (treasurer), Rupinder Kaur (secretary), Jayme Sones, Caitlin Baker, Michele Collins, Jennifer Brink, Marwa Ali, Elisha Pobega, Sarah Mackintosh, Erin Peters, Lee Kinnon, Jen Brown

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| **TOPIC** | **DISCUSSION** | **ACTION** |
| **Land Acknowledgement & Anti-Racism Statement**  **Welcome & Introductions** |  |  |
| **Approval of September Meeting Minutes**  **Business carried over from 2022/2023**  **School Year**  **Approval of October Agenda** | Moved by: Britney  Seconded by: Kyle  ***Committee Membership***   * Fundraising Committee – Marnie & Caitlin (co-leads), Britney, Kyle, Jayme, Laura, Sarah, Erin, Jen * Grant/Bursary – Jayme (lead), Michelle, Jen * Grounds/Landscaping – Marnie (lead), Jayme, Holly, Lee) * Engagement – Sarah & Elisha (co-leads), Britney, Lee, Holly * Newsletter/Communication – Rupinder (Lead), Britney, Marnie * UGDSB-Parent Involvement Committee – Rupinder (Lead)   ***Teachers’ “Wish-list”***  Teachers provided input on where School Council funds should be directed, including the following suggestions:   * Subsidize some grade 8 student year-end trips * Recess/gym equipment (indoor + outdoor) – soccer balls, frisbees, skipping ropes, nets, pails, shovels, a space to plant, work tables, et * Chromebook cart for primary classes, decodable books * Junior Sports and DPA equipment, Junior classroom computers * School trips or funding buses * Scientist in the Classroom, special guests (artists, community elders, et) * Drying rack for Primary and Intermediate divisions * Outdoor learning resources * Literacy resources and math manipulative * iPads for classes to be able to use technology to enhance the student learning through language and math apps * Professional Dance Education * Trikes, high quality shovels, sled     Scientists in the School is approximately $250/class session, possible to apply for grants to cover costs, seek small donations ($1/$2) from families  Suggestion to allocate money to junior (JK-3), primary (4-6), intermediate (7-8)  Approximate $1500 currently not allocated in budget; outside of money set aside for playground repairs  Important to give teachers’ a voice and power to decide what they want  Important to note that new equipment is being purchased through School Council’s fundraising efforts  **Parent Feedback Survey**  Results of survey indicated the following feedback:   * ***Fundraiser Events:*** Family Fun Night (70%), Fresh from the Farm (59%), Deileman’s treats/snacks (34%), Mabel’s Labels (33%), direct donations (31%), Make it Sow (21%) [84 responses] * ***Lunchbox Program***: good response but families want more meal options (including vegetarian), frequency and awareness of the program * ***New Fundraising Events:*** Movie Night in Gym (63%), Dance-a-Thon (61%), Bake Sale (61%), community garage sale (59%) – other suggestions included: collaboration with Cob’s Bread, pancake day, McMillans, poinsettia/wreath sale, clothing swap, more fun fairs, Kernels popcorn, seek school fundraising ideas from SignUpGenius.com [81 responses] * ***Pathway Issue:*** no opinion (53%), $5K gravel path (27%), $30K paved path (21%), families contribute (15%) [84 responses] * ***Suggested Safety Improvements:*** school parking lot traffic, need for speed bumps on Windsor Dr + Balmoral + Inverness, clearly marking front entrance, parking space is needed, crossing guards * ***Interest in attending meetings:*** Yes, but conflicts (32%), not interested (26%), can help out occasionally (20%), yes (26%), nervous but would like to attend (7%) [83 responses] * ***Creating sub-committees:*** not interested (68%), grants (11%), yard (7%), fundraising (7%), engagement + newsletter (unspecified) [69 responses] * ***Extended/Additional family interested in joining Council:*** no (89%), yes (10%) [79 responses]   Other comments from survey:   * Kindergarten play pen or swipe/locks for the doors * Council meet more frequently to get more done, have more activities implemented * Adding a donation to ticket fundraising so families can donate extra for children in need * Are you providing school lunch? * Thank you for volunteering your time to help our students * Consider DanceEd program * Thanks for all that you do! * More engagement with families such as this survey * Keep up the fantastic work - we appreciate you! * More info about committees before committing   Council Discussion:   * Many respondents indicated they don’t know about Lunchbox Program * Teachers can have access to Lunchbox * Booster Juice not available in our area * Lots of interest in new fundraisers (popcorn, pancakes, Cob’s, et) * Crossing guards (through the City of Guelph; request they do a traffic study of the area)   Moved by: Rupinder  Seconded by: Kyle | Wendy to seek teacher input on how to operate ‘recess revival bin;’ confirm what kind of equipment is requested  Jonathan to seek more information on Upper Grand Learning Foundation  Jen, Wendy, Erin to develop a list of items to purchase (per class? per division? per item?); Jonathan to price out list of suggested purchases  Rupinder to add note about equipment in next newsletter  Rupinder to add note about Lunchbox program in next newsletter;  Kyle to draft flyer with more info for families RE: Lunchbox;  Jonathan to include in upcoming email blast to families’;  Britney to post on social media  Elisha to draft a summary of what the Dance Ed program is and application process |
| **Principal’s & Teacher’s Report** | Terry Fox Walk (Oct 6) – students walked around the school field  Fire drill practice completed, next drill is in the spring  Teacher Appreciation Day (Oct 5)  National Truth & Reconciliation Day (Sept 29), marked by a moment of silence to recognize survivors  School Picture Day (Oct 12)  $500 Pro Grant – details sent to Marnie for review  School Council insurance – if Principal and/or Vice-Principal attend school events, insurance is covered; if they are absent, insurance is required, at an approximate cost of $600 |  |
| **Treasurer’s Report** | Current Balance: $9154.63, with a $1554 increase due to Fresh From the Farm (via School Cash Online); however, once payment is made back to Fresh From the Farm, $748 is our profit.  $7000: playground reserve (includes Family Fun Night)  $2002: Upper Grand Learning Fund |  |
| **Committee Reports** | **Fundraising Committee**  ***Lunchbox (Kyle)***  The plan is to continue with the current 4-vendor rotation on Tuesdays (Subway, Pita Pit, Montana’s, and Swiss Chalet); with the potential of an additional Thursday rotation of 2 restaurants. Kyle is awaiting a response from our rep at KevGroup to confirm if the 2 proposed restaurants are able to do double-delivery for Waverley's 2 lunch times.  Note: school’s pizza day to commence on October 18, continuing every Wednesday  ***Fresh from the Farm (Jayme)***  This year’s orders have been submitted; awaiting the CashOnline summary from the School administration.  ***Professor Jamz (Marnie)***  This is a fundraising program designed to make it easy and fun for elementary schools to execute  The following is included:   * Customized pledge envelopes for every student * Customized Professor Jamz webpage for the school where friends and family can make online donations and students can request music for the event * 20 minute live “blast off” assembly hosted by Professor Jamz to get the students excited to fundraise and show them what their event day will look like * Movie sized posters to hang around the school * Morning announcements to keep the event fresh in students’ minds   Structure:   * 4 hours of active DJ/dance time scheduled throughout the school day with their full sound system, lights and black lights included. * We can split this up by grades.   Fee:   * 20% of the fundraised total, with a minimum of $950 and a maximum of $2000 +HST. $100 deposit at time of booking applied to final invoice at end of the event.   Council Discussion:   * Date: Friday, February 9, 2024 * Exclude the Cosmic Store and just provide glow sticks to all students? * Raffle tickets to buy products (glow sticks, neon paint)? * Split school into 2 groups (juniors, primary) * Host a Valentine’s Day for intermediates * Utilize grade 7/8s as volunteers? * Council supports the decision to host the event   ***Family Fun Night (no lead identified)***  No updates  **Engagement Committee**  ***Halloween Costume Exchange (Sarah/Holly)***   * Event was this evening * 50+ costumes donated, 20 costumes taken * Plan is to donate excess costumes to North End Harvest; possibly donate untaken costumes to Once Upon a Child * Feedback: better advertising, use social media, add to school calendar, put up posters in school   ***Movie Nights (no lead identified)***   * Possible dates in November and/or March * Board approved list of movies was provided to Marnie – she suggests Rumble (2021) and DC League of Super Pets (2022) * This is NOT a fundraiser – we cannot sell tickets; this is an engagement event only * Host 2 showing times/dates; use gym or library? John F. Ross auditorium? * Requirements – posters, planning for snacks, equipment   **Bursary/Grants Committee (Jayme/Michelle)**  Best Buy.ca STEM School Tech Grants  Grades: K-12  Range: Maximum of $15,000  Deadline: Oct 9, 2023  Grant to buy tech for literacy programs, libraries, STEM courses, special needs classrooms, and so much more. We are requesting updated laptops (Chromebooks) and iPads to supplement our school’s existing technology. This was submitted on October 9, 2023 and we should find out the winners by Dec 31.  S'Cool Life Fund  Grades: JK-8  Range: Max $3,000  Deadline: October 31, 2023.  Fund projects that leave a tangible legacy behind, can be used year-to-year and that reach the greatest number of students. This year’s grant is for music-related projects. Michelle is working on this and winners will also be announced in December. We are requesting digital keyboards, headphones, and headphone stations as suggested Mr. J.  **Newsletter/Communications Committee (Britney/Rupinder)**  Timing for Newsletters: Sept/Oct; Nov/Dec; Jan/Feb; Mar/Apr; May/June  Social Media: Facebook – Britney has taken on the task of getting things onto Facebook and considering other platforms (ex: Instagram). All postings should be sent to her to blast out, including newsletters and meeting agendas  Posters/Advertising for Events: We will prepare all posters/ads for events going forward with information provided by the relevant Committees  **Grounds/Landscape Committee (Marnie/Jayme)**  No updates  **Parent Involvement Committee (Rupinder)**  Upcoming Parent/School Council Engagement event: “Inspiring Engagement with Parents & School Councils” on Wednesday, October 25 @6pm – 9pm / Centre Wellington District High School, 905 Scotland St, Fergus  Session A:  1. Good Governance & Bylaws in School Councils  2. School Council Roles – Chairs, Secretary, Treasurer, General Member  3. Building A School Council Toolkit (agendas, minutes, best practises)  4. High School Parent Council – what do they look like?  Session B:  1. School community Building Events  2. Communications  3. Fundraising  4. TBC…  Notes:   * Although the event is free, registration required; dinner to be provided * All sessions are still being finalized so expect changes to above-mentioned topics * Link with more information and registration: <https://www.ugdsb.ca/pic/2023/09/18/inspiring-engagement-with-parents-school-councils/>   Recommendation:  For our Council (Executive + General Members) to attend all sessions, and then share information with each other and Council at-large | Marnie to pay deposit ($100) and will provide follow-up information at coming Council meetings  Jonathan to add Council events to school calendar  Wendy share events/info with teachers and ask they add to their class calendars/Google Classroom reminders, once details are confirmed  Jonathan to share all class/grade fundraisers with teachers to share with other parents  Jayme to follow-up on TD Friends of the Environment grant  Britney to update Facebook page from it’s ‘private’ setting; create more social media channels  Rupinder to send all Members the link to review and register for the event |
| **New Business** | **Ministry of Education $500/year for School Council Initiatives (Marnie)**   * Ministry provides school boards with $500/year for school councils to use at their discretion for parent involvement initiatives * It is deposited in the school’s budget each fall and can be used to provide on-site child care so parents can attend meetings, hire speakers on topics for parent learning, assist to off-set costs of student agendas, organize family events at the school, et * Councils determine how this money will be used but Council must produce a report in June, outlining how the funds were spent. The report will be posted on the PIC website, for school personnel only. The reporting form and all receipts must be kept at the school, in the School Council Financial Binder for a 7-year period, for auditing purposes * Contact for additional information: Amanda Creed, UGDSB   **2023/2024 Fundraising Plan (Marnie/Britney)**  Pillars for Fundraising (breakdown for how Council will use funds):   * 40% school needs (tech, gym equipment, music, arts, library needs) * 40% in-school experiences (Scientists in the School, movie nights,... * 15% family engagement * 5% contingency   Fundraising Goal: $7,500  Fundraising Initiatives:  1. Lunchbox / Terra Cotta Cookies  2. Fresh from the Farm (school needs – recess & gym equipment; indoor and outdoor play)  3. Professor Jamz (in-school experiences)  4. Family Fun Night  **Terra Cotta Cookie Snack Break (Marnie)**  Special cookie snack day; company also provides seasonal cookies for holiday celebrations.  What you get: Individually wrapped cookies (50g); low in in saturated fat and made with unsweetened applesauce. Flavours include: Chocolate Chip, Funfetti, Fudge Chip, Oatmeal, Gluten Free Chocolate Chip, Vegan Chocolate Chip  Other Details:   * Cost: 72 cookies/case @ $53.36 +HST (sold by the case) = $60.30/case * Delivery Fee: of $6 for 3 cases or more or $15 if less than 3 cases * Total Cost (if more than 3 cases): $66.30 * Cost per cookie : $0.92 * Charge: $2 * Profit: $1.08/cookie * Timing: 1-week notice on all delivery orders. Guelph has a delivery day of Wednesdays every week so cookies could be provided Thursdays or Fridays.   NOTE: it would be easier for distributing cookies if we pick 2 flavours per order; utilize students to help sort and distribute cookies  **Mural (Pro Grant Funding)** | NOTE: discussion and decision RE: spending to be made at next Council meeting  Marnie to seek samples for Council to review; check if CashOnline could be used to place student orders; confirm if cookies can be received on a Wednesday and stored for Friday distribution and consumption    Marnie to provide more details at next meeting |
| **Adjournment** | **8:40pm** |  |

**Next Meeting:** Wednesday, November 8, 2023 in-person in the Waverley Library Learning Commons & virtual (login details to follow).

**Interested in joining School Council or would like to join our email list? Have questions or comments?**

Please let us know at [sc.waverleydr@ugdsb.on.ca](mailto:sc.waverleydr@ugdsb.on.ca).

**Want to stay informed about what we do, important dates, and how you can get involved?** You can join our [Facebook Group](https://www.facebook.com/groups/WaverleyDrive/?ref=share_group_link)