

**Westminster Woods P.S. School Council**

**May 2, 2016**

**Meeting Date** - Monday, May 2, 2016

**Present:** Jennifer, Tiffany, Ange, Akiko, Tej, Cherise, Lucy, Lulu, Donna, and Heather

**Welcome** - Meeting called to order at 6:35 p.m. by Jennifer

We did quick introductions since we had three new parent attendees! Yay!

**Review and acceptance of past minutes** : Motion to accept the minutes of April's meeting by Tiffany, seconded by Ange.

**Principal's Report** - Heather Broddy

- April 14 Parent Involvement Committee (PIC) event went well. Heather, Donna, Cherise, Melanie, and Laura attended. Focus was on parent engagement vs. parent involvement
- Jump Rope for Heart assemblies happened on April 21. The actual event takes place May 20.
- We celebrated Lights Out Canada and Earth Day on April 22.
- Custodian Appreciation Day and Office Coordinator, ECE, and EA Appreciation Day was celebrated on April 28 - staff made a potluck luncheon for them all
- This week is "Celebrating Mental Health Week". There will be daily announcements.

**Upcoming events and Updates:**

- Grade 3 and 5 Shark Swim Program running in the next few days and weeks
- Intermediate Badminton Tournament on May 10
- Friendship Week - May 16th - Mrs Randall and Friendship Club focusing on what good friendship means
- Class Photos - May 17
- Bicycle Safety Presentation - May 20
- May 23 - Victoria Day, No School
- Grade 5 ECO STars Program - May 24, 25
- EQAO for Grade 6s - May 26-June 2
- EQAO for Grade 3s - June 2 - June 7
- June 2 - School Picnic, 5:00-8:00
- June 3 - PD Day, No School
- June 29th - Last Day of School

**Other:**

- School website is officially switched over to the new program
- Parent requests for class placement next year deadline is May 27, criteria for requests placed in the May newsletter
- PD Day, staff worked on Health and Safety Training for the morning and developed a grade level and whole school profile to examine our “urgent student learning needs”

**Old Business*****Wake Up the Woods Coffee Morning:***

We are going ahead this Wednesday, May 4th, with the coffee morning on the tarmac. Tiffany is supplying the cups and creamer and setting up the coffee machines the night before. Lucy will come in and plug it in Wednesday morning. Lucy and Ange will man the table 8:15 - 8:45

***Staff Appreciation Luncheon:***

**Tuesday, May 17th** is the date. First lunch for staff begins at 10:45. If parents are able to, food should be dropped off between 10:00 - 10:30, otherwise, alternate arrangements will need to be made for parents who need to drop off earlier, on their way to work or the previous day.

**Cake:** Jennifer is taking care of the cake with College Heights. We ordered a 30 person cake which can be cut into smaller pieces and feed 40 people.

The cake will say: “Thank You Westminster Woods Staff!” And decorated in our school’s colours.

The cost is \$25.00 We are unsure if we can use fundraising money to buy food, so council members agreed to donate \$5 each to cover the cost. Jennifer will pay for the cake, and we need to give her the \$5.

**Sign-Up Sheet:** Cherise will send an email to everyone on council to sign-up for food and create a sign-up sheet. Our goal is to bring in at least one other parent from the school to bring in a food item. We do have staff members with nut allergies, as well as vegetarian staff members, and gluten-free staff, so let’s try to include dishes that they can eat as well. We should have a note card indicating what is in each dish. Please sign-up if you haven’t already done so.

Ange and Cherise are making a sign on chart paper to announce the staff appreciation luncheon so the teachers do not bring in a lunch that day!

**Facebook:**

Heather is being taught this week and Twitter and Facebook are coming! Stay tuned!!!

**Open House:**

Open House is this Wednesday, May 4th, 5:30-7:00.

Ange and Laura are manning the table for the first 45 minutes. Jennifer and Melanie will take over for the last half. Suzanne said she could come help for the first half hour. (via email)

We need to decorate the table with a green tablecloth/green streamers. The tattoos are available to hand out and are in parent council's mailbox.

The water carafes will be out to offer a refreshing drink to everyone. Laura emailed and is picking up fruit and cups. Also supplies to decorate the table.

Cherise created a ½ page flyer to encourage parents to attend parent council meetings and see what we are all about. They are also in school council's mailbox.

**Family Picnic/Gift Basket Draw**

We had a meeting on April 18th at Laura's house to discuss the details. Lucy, Diane, Tiffany, Melanie, Jennifer, Ange, Cherise, and Laura were in attendance.

Each class will choose a theme for their picnic basket. Lucy will make a sign-up sheet for the staff room that includes ideas for themes. We want the flyers to go home the week of May 2nd and all items to be returned by May 20th to allow time to assemble the baskets. Basket assembly will take place May 23-31st.

Melissa is emailing the teachers to alert them to the sign-up sheet in the staff room so they can choose a theme. Tiffany is making a letter to go home to the parents asking for theme items to be sent into school. Teachers will fill in their chosen theme.

Ange and Cherise are coming in to assemble boxes for each classroom to collect all the items that are sent in for the picnic baskets.

We want to use cellophane bags to make it easier this year to assemble the baskets.

**Tickets:** We discussed different types of tickets to use for the basket draw, but ultimately decided it would be easiest to have parents/students write their name and classroom teacher on the back. We also decided to draw the names privately in the staff room to avoid the chaos that happened last year.

We will sell tickets from 5:00 - 7:00. Ticket prices will be \$1/ticket. \$5 for 6 tickets. \$10 for 15 tickets, and \$20 for 40 tickets. Actual time of draw to be determined.

We cannot locate the ballot boxes from last year, so new ones will need to be created or purchased.

Melanie contacted Sweet Temptations about their food truck, but they are scheduled to be somewhere else. She booked their food tent instead, and they will also give us 10% in profits. We need to be sure to advertise this in our picnic flyer so families will know to come with cash if they want to purchase cupcakes.

Tiffany is looking into various pizza places for pricing, so we can offer pizza to families to purchase via School Cash Online. Once we decide, we need Kirsten to set this up and send an email alerting parents to pre-purchase online.

**List of activities:**

Two face painters with line manager for 2 hours

Balloonist for 3 hours

Tug of War - School will supply

Parachute - School will supply

Bean bag toss - School will supply

Pylons for obstacle course - School will supply

Basketballs - School will supply

Sidewalk Chalk Paint - We need to make

Regular sidewalk chalk - Lucy

Colouring Sheets & Table

Bubble wands/Bubble Machines

Carnival Music piped over PA - need music

Nickel drop fish tank - Laura

Fishing Pond - Ange & Cherise

Make a backdrop for pics with funny props

Green Screen pictures - Contact Ms. Furnival, ask Steve to help run

Batman will make an appearance - Mike (maybe Darth Vader too?)

We want to use all green tablecloths on tables for visual appeal.

Our rain date is Thursday, June 9th.

\*Ran into Melissa, and she mentioned some teachers have asked to be involved in running activities. She is sending out an email to all teachers to see who wants to participate and will get back to us.\*

Tiffany, Ange, Cherise, and Lucy are going to meet on May 9 at 7:00 at Planet Bean to decide upon a list of items needed for the picnic, and then head over to the dollar store and bulk barn to purchase the items. (tablecloths, prizes, etc.) Cherise will email to see if other picnic committee members want to join.

### **New Business**

Events for the next school year will be planned in June. ***Please come prepared with ideas!*** We want to get a jump start on the next school year so we are not always playing catch up.

The **Book Fair** will take place Monday, May 9th from 3:30-7 in the library.

### **Committee Reports**

**Budget** - Ange presented the financial update and provided a spreadsheet.

Milk invoices were paid, and we received \$537.

\$1019.88 was transferred to help pay the remaining balance on the library's new AV equipment, as previously decided upon.

\$250.00 was deducted from the PRO Grant in a cheque written to Angi Roberts, for April's Internet Safety Presentation. We need to spend the remainder of the PRO Grant! We need to create a list of books we wish to purchase and ask Sara Furnival to buy them. We should have \$650 remaining. Let's try to find some books in different languages. Cherise will email Kirsten to find out what are the most spoken languages in the school, other than English.

\$224.87 was paid out for Trail Blazer tattoos that Dawn ordered last month.

There will be an expense coming out of the Playground Project to replace two broken stairs that are on the tree portion of the playground equipment.

Heather asked if we would use \$140 out of our Funds for Friends account to help send two students to the Guelph YMCA for summer camp. These students otherwise wouldn't have the opportunity to attend. Tiffany motioned to use \$140 from the Funds for Friends account, Ange seconded.

This brings the Funds for Friends account to \$1.57. We usually keep this account at \$500.00. Cherise motioned for the proceeds from the picnic to be divided equally between the Funds For Friends Account and the Playground Fundraising account. Tiffany seconded.

Tiffany motioned to accept the financial statement, and it was seconded by Cherise.

### **Playground & Greening**

Dawn is away, no update.

We still need someone to look into prices for the soccer posts, as well as the costs to install. We want to get 3 sets of 2 goal posts to run in the opposite direction of the current goal posts.

We did not set a date for yard clean-up and gardening. Moved to June meeting.

**Next Meeting - Monday, June 6, 2016 at 6:30 p.m.**

**Adjournment:** 8:20 p.m.