

Mary Honeywell School Council – Minutes of Meeting – September 17, 2015

In attendance: 30 Total (Council Executives, Members at Large, School Representatives, Parents)

Agenda Item/Person(s) Responsible	Decision Action Taken
<p>1. a. Opening & Introduction</p> <ul style="list-style-type: none"> • Elizabeth Conabree <p>b. Elections</p> <ul style="list-style-type: none"> • Elizabeth Conabree 	<p>Elizabeth welcomed everyone to the meeting and announced that she would lead the meeting until elections were complete. The two co-chairs send their regrets for this evening. Elizabeth asked everyone to introduce themselves and let everyone know they could use name cards during the meeting as well.</p> <p>Elizabeth circulated the membership list explaining the different council roles including members at large, council chair, treasurer and secretary. Members at large have voting privileges unless they are absent for 2 meetings in a row. Council has an advisory role to the principal and to the board in areas of budget priorities, calendar and curriculum development. Council also has a primary role in promoting the school through events, meetings with parents and fundraising activities. Members of council are encouraged to participate on the finance committee which typically meets a few time a year and also actions decision items through email communication. Elizabeth also provided information on Quorum (50% of the vote + 1) and the importance of attending council meetings.</p> <p>Elizabeth provided information regarding the election process indicating that council executive positions were available for Chair or Co-chairs, Treasurer and Secretary. Elizabeth also provided background on some of the council events that were held in past years and upcoming fundraising events that council is planning to proceed with for the 2015-16 school year. Maureen and Wendy indicated they would be willing to continue in their roles as treasurer and secretary and Elizabeth and Janice Ballinger nominated themselves as Co-Chairs. Elizabeth asked if there were any additional nominations indicating that everyone in the room would have an opportunity to vote should additional nominations be forwarded. As no other nominations were put forward Elizabeth and Janice will Co-Chair meetings as the only nominees for the chair position and the current executive member positions are acclaimed, Wendy Firth as Treasure and Maureen Stoddart as Secretary. As Wendy is the sole treasurer she is also looking for help and requested volunteers. Rowan Hartmann volunteered to help with writing checks, completing deposits, attending events to collect money and assist with financial statements as required.</p>
<p>2. Treasurer’s Report</p> <ul style="list-style-type: none"> • Wendy Firth 	<p>Wendy summarized the income and expenses as of August 31, 2015 for the following: milk, pizza, popcorn, Pita Pit, Fun Day, Wish List items and freezie day.</p>
<p>3. Principal’s Report</p> <ul style="list-style-type: none"> • Kim Power 	<p>There was a great start to the school year. The Synvoice system seemed to work really well to inform parents and students of their classroom teachers and room number prior to the first day of school. On opening day things were settled and organized throughout the day. This week the kindergarteners have been attending and each day is getting easier.</p> <ul style="list-style-type: none"> • Enrolment is up to 598 students. Expectations were about 587. A number of classes were over the allowable count for student numbers. For this reason a reorganization of some classes has already taken place. At this time there are still 2 classes that exceed the allowable student numbers therefore further changes may be required once the board has provided information regarding staff allocation. • The first school newsletter was distributed electronically on Saturday, September 12. • Some forms have been sent out with help from office staff and volunteers. Teachers are not allowed to collect forms at this time due to current job action therefore there has been a slight delay in the distribution and collection of forms. Additional forms will be

	<p>distributed in the coming weeks.</p> <ul style="list-style-type: none"> The librarian, Carole Theriault, is looking for help a few days a week, part time. If anyone is interested please let the librarian know or contact the office.
<p>4. Vice Principal's Report</p> <ul style="list-style-type: none"> Sherry Fetterly 	<p>Sherry indicated that as the year has just started there are not a lot of activities underway yet.</p> <ul style="list-style-type: none"> A September pre-order for agenda's is underway. A minimum order of 25 is required and there are currently 26 on the list with a possibility that a few more will come through in the next few days. An order will be placed shortly. September 25: 1st character assembly and spirit day is school colors. Students are encouraged to wear green and white or perhaps a school t-shirt or hoodie if they have one. October 9: 1st PA day October 21: Picture Day – Carpe Diem is the provider for our school this year. School clothing order - Sherry updated council members indicating that it has been a couple years since the last order and there may be one planned this year.
<p>5. Other Business</p> <ul style="list-style-type: none"> Milk Vesey's Popcorn Newsletter Website Monster Mash Finance Meeting Terracycle Chocolate Fundraiser 	<p>Note that several programs are just getting started, there is a slight delay this year as many programs require new coordinators and additional volunteer staff. The council website was temporarily down but should be back up and running now.</p> <ul style="list-style-type: none"> Milk Program - Jenny Lewen will continue coordinating the milk program. Vesey's Bulb's fundraiser campaign - the previous coordinator has left. Elizabeth asked if anyone was interested in running the campaign and Carole Laporte has volunteered to take on the program. Popcorn night - There are currently 2 options, Elizabeth will continue to run the program on a reduced schedule or someone can take the on the coordinator role and continue the program. As no volunteers are available Elizabeth will continue running the program on a reduced schedule starting in October. Newsletter - the previous coordinator has left. Janice is looking for help with the newsletter and nominated Charlene. Charlene agreed to help out. Council website - Janice's husband Brian has agreed to take on responsibility for maintaining the council website and updating the site as required. Monster Mash - the previous coordinator has left. Elizabeth asked if anyone would be willing to take on the role of coordinator for Monster Mash which is typically held the week of Halloween as a school dance, activities and canteen. Rowan Hartmann has agreed to be coordinator and other members of council offered to volunteer at the event as well. Finance meeting - The first meeting will take place in November. There is a surplus from last year that needs to be distributed. An email will follow shortly from Wendy. Terracycle - Catrina McBride is willing to continue as the coordinator for this program. Catrina provided some background on Terracycle and the initiatives that have been held over past years. Council discussed options for the school year including a "collect old/used electronic devices" campaign with advertising to start in November. <ul style="list-style-type: none"> Terracycle is a company that takes things that are not easily recyclable; items can be collected and sent to Terracycle to collect points that can then be redeemed for points or money; points can be redeemed for school items. Vikki provided an update on the chocolate fundraiser indicating delivery dates have changed due to weather (delivery trucks are not refrigerated). Chocolate are expected the week of September 21. Vikki has requested more volunteers to help out with this next week and throughout the campaign. The first couple of weeks are the busiest and extra help would be great. \$1600 has been raised so far through donations. Movie nights - Carole Laporte is our movie night coordinator dates have been picked and will be communicated.

- OCASC - a group of school council representatives that meet monthly to discuss school events and issues. Elizabeth asked if there was anyone interested in attending as council representative. The meeting is usually the 3rd Thursday of every month and typically held at Fisher Park high school. Elizabeth may continue attending as representative if no one else is available to volunteer.
- Boston Pizza - Vikki Orphanos is the coordinator for this program. Vikki provided background and information about the cash back fundraiser (sign the back of the receipt and we get a percentage of the sales back to the school) and family dinner nights (we get back 10% of sales for that night as well). Council discussed options for family dinner night and decided November 25th should be reserved. Vikki will follow up with BP's.
- Hot lunches.net allows us to take payment electronically. Elizabeth updated members regarding the program and the possibility of using it for the year. It will take a coordinator to run the program. We are required by the board to have two signatories on all deposits. Unfortunately email transfers are not permitted by the bank for our business account. Council members discussed additional options but as a school council we are limited by board rules and that many available programs are cost prohibitive.
- Teacher appreciation night - a potluck dinner has been planned for the staff in the past. It was typically held the night of parent teacher interview evenings. Lindsay explained the potluck and background for holding the event. Council discussed an option for breakfast but council members agreed to continue with the dinner. The potluck is scheduled for the 19th of November.
- Greening Club - Rowan provided background on the Greening club and "greening day". Rowan suggested we hold a day with all of the classes participating similar to what Cedarview does at their school. This would be in lieu of a weekend where a very small number of families participate in cleaning up the school yard. This is coordinated in conjunction with Cleaning the Capital program. Kim indicated that she can present the idea to staff. A suggestion was put forward to include the school resource officer.
- Mabels Labels - Sherry provided background on the program. The end date this year is October 30th. It's an easy fundraiser for the school and helps reduce the number of items that end up in the lost and found.
- Fundscrip - Elizabeth explained the program and indicated that over 3-4 years the revenue has been just over \$4k. We no longer have a coordinator and if anyone is interested in volunteering please let Elizabeth know.
- Pizza is continuing this year through toppers. More news to follow as board approval must come through first prior to the start of the program.
- Teachers report - As teachers representative, Cathy Brydon indicated there is nothing to report at this time.

6. Open Forum

- Walking business - Rowan introduced a program for walking kids to school that some older kids have started. She has flyers available. It is a great option for physical activity.
- A reminder to pre-register for babysitting prior to council meetings to ensure we have enough volunteers on hand to provide the service.
- The PitaPit program will be continuing and forms will be coming through soon.
- Day care provider list - Sheila Clark Spence used to run and maintain a list, Elizabeth will get in touch with her to see if she will continue updating the list as a few parents have asked about daycare options.
- The Crayola Marker program is partnered with Staples and Terracycle. It is not a fundraising event but rather a waste diversion option. Catrina is willing to coordinate a central collection for markers/pens etc. Elizabeth suggested a recycling center at the front of the school as a permanent display to include, Campbells, milk bags, Terracycle, markers. etc. Options were discussed by council members and suggestions were put forward to consider multi bin recycling. Elizabeth will follow up and coordinate something with the principal, Lindsay and Catrina.

	<ul style="list-style-type: none">• Elvan thanked Kim for including the parking information in the newsletter. Parking issues are a safety concern at our school therefore it is important to ensure information is available for all parents.• Lindsay asked if the Milk Bag program should continue as there may be a larger issue of too many bags causing problems for the countries they are being sent to. Cathy Brydon will look into this and get back to council with information.• Council discussed the option of changing the October meeting date as it falls right before the Thanksgiving long weekend. At this time the meeting will remain on October 8th as scheduled.
7. Adjournment	7:45 p.m. Motion to adjourn by Rowan and seconded by Lindsay. Next meeting October 8, 2015.