

Mary Honeywell School Council – Minutes of Meeting – January 12, 2017

In attendance: 40 Total (Council Executives, Members at Large, School Representatives, Parents)

Agenda Item/Person(s) Responsible	Decision Action Taken
<p>1. Opening & Introduction</p> <ul style="list-style-type: none"> • Wendy Firth • Approve minutes from Nov 2016 	<p>Meeting Commenced: 6:33pm</p> <p>Meeting opened with general welcome and Rowan saying we have a lot to talk about so some items may be deferred to the next meeting.</p> <p>Rowan explained that she would chair the meeting and Wendy would be keeping track of time and calling on speakers that put up their hands in order to keep the meeting on track and make productive use of time. She asked that everyone be respectful of the time line.</p> <p>Rowan also said we need to make better use of the Council Website moving forward.</p> <p>Approve minutes from Nov 2016 – Wendy Firth Motion to approve from Aimee Scharf and seconded by Mark Diamond Change to 8c done and new version will be sent out to Council with Jan 2017 minutes</p>
<p>2. Code of conduct</p> <ul style="list-style-type: none"> • Rowan Hartmann 	<p>CODE OF CONDUCT READOUT:</p> <p>In hindsight the email should have been worded differently, as the way it was sent out sounded aggressive when it was meant to be a more logical idea of “if one is willing to abide by it, why wouldn't one sign it?” as this is not a legal document we'd all be signing; rather a sheet to give a show of good faith that we're all willing to work together in a mutually respectful and polite manner. Everyone deserves to feel safe and comfortable having their voice heard at our meetings, whether in agreement or in disagreement, and this was what we were striving for.</p> <p>I would like to now read an excerpt, taken from the Ministry of Education's School Councils Guide for Members, which touches base on some of what we have been experiencing as a Council recently:</p> <p>“Other signs of dysfunction may be verbal abuse or harassment of other council members or the chair, constantly interrupting speakers, interjecting derogatory comments, or displaying behaviour that is unbecoming of adults entrusted to represent their community. Such behaviour is bound to jeopardize attendance at meetings and to discourage potential members from seeking positions on the council. As a result, the council risks losing its credibility and the confidence of the school community. In such cases, it is especially important that the chair be willing to take firm and consistent action to restore order so that the council can continue working towards achieving its goals.”</p> <p>I felt that reintroducing the signed form of the code of conduct was “firm and consistent action to restore order” and meant no offence to anyone with my initial email.</p> <p>We have a duty as Chairs to facilitate in creating a safe and comfortable environment where people feel at ease expressing their opinions and, as we have been approached by members of Council who are uncomfortable with the lack of adherence to the code of conduct in recent goings on, we felt that getting Council to sign the code of conduct [stating that they not only understood but also would adhere to these rules] would give us a good base for gaining back</p>

	<p>that trust.</p> <p>Rowan said that if the meeting is getting heated she may pause the meeting and ask for a pause so that we can all regroup and realize the impact our words are having on other Council members. It was explained that the email was sent due to stuff happening at the meetings and by email.</p> <p>The Facebook was closed due to it being owned by a former parent who no longer wanted to run it. She had been talking about closing it for a while. A parent is welcome to open a new one not run by Council.</p>
<p>3. Treasurer's Report</p> <ul style="list-style-type: none"> • Steve Mariasine 	<p>Pizza- \$9,359 still left after November's payment. Teachers Indigo Cards purchased for \$6,400 Parent Resource Library Cards purchased for \$500 Karyn bought 2 tents for \$300 which was approved last year. Entertainment books earned \$6,728 in compared to Chocolates which earned \$12,840 last year. Movie night is not in a negative position as it shows on the F/S as \$113 was prepaid for February's movie night. Concession is already higher this year in compared to all of last year. Best of Season Gift tent had income of \$643 and expense of \$405 for a net income of \$238. Question was asked about whether the Gift Basket money is going directly to the teachers. No it was discussed but not voted on so it didn't happen.</p> <p>Steve asked if anyone would volunteer to be a co-treasurer. Julia MacEwan offered. She will need to pick up money from school safe and deliver to Steve. She will also be the money skimmer at events. At the end of events 2 people will count it and put it in a sealed envelope to be delivered to Steve for deposit.</p>
<p>4. Principal's Report</p> <ul style="list-style-type: none"> • Kim Power 	<p>Mme Vanessa reported on physical activity. Last year the school applied for a pilot project. Kim and 3 staff members looked at the physical activities for the students and parents. The students were given 4 Zumba lessons each with their classes. The school also had a family Zumba night which went really well. The school hopes to do that again.</p> <p>The school also had a presentation by the Ottawa Champions Eating Well program. They attend 1 or 2 track meetings a year.</p> <p>Grade 3 students lead the fitness club in the winter in the gym and in the spring they went outside. They had 30 – 35 students participating.</p> <p>Run and walk club. Last year 1 day per grade with a teacher.</p> <p>This year with the OFIA we will earn points by doing activities at the school. Bronze, Silver and Gold will be awarded.</p> <p>The school hopes to run a recess program with a game of the month. The older kids will help the younger kids. The games will come from the kids as they want to listen to the kids voices. The students would like to run a Winter Carnival, have Zumba in the gym, Martial arts, Run/Walk Club, Dance Club. Any other suggestions are welcome. They need volunteers to help with these activities.</p>

<p>5. Vice Principal's Report</p> <ul style="list-style-type: none"> • Sherry Fetterly 	<p>Talent show practice has started. Ski club started on January 12th. The bus is full this year. Lego club starts next week. Knitting club started on Tuesday January 10th</p> <p>Students are asked to wear a blue shirt and blue jeans on Friday, January 13th as Peter spends his last day at the school. He has officially retired.</p> <p>It was asked what board games are needed. Sherry said games that 4 kids can play.</p> <p>Mrs Green thanked council for the Indigo gift cards. It was a complete surprise to the teachers and they all loved it.</p>
<p>6. OCASC</p> <ul style="list-style-type: none"> • Elizabeth Conabree 	<p>Elizabeth was not at meeting – deferred to Feb 2017</p>
<p>7. Constitution</p> <ul style="list-style-type: none"> • Elizabeth Conabree 	<p>Elizabeth was not at meeting – deferred to Feb 2017</p>
<p>8. Other Business</p> <ul style="list-style-type: none"> • Best of Season Gift Shop • Best of Season • BOS and MMB 2017 Committees • Finance Committee Endorsements • K Cup Fundraiser • Movie Night • School Yard Supervision • Movie Screen • Yard Sale Coordinator • Newsletter • Feb 24th Dance 	<p>a) Best of Season Gift Shop – Rowan and Wendy</p> <p>BEST OF SEASON READOUT:</p> <p>Firstly, I will explain the Craft Tent – which is an idea that I helped come up with years ago when we could no longer run our original Elf Shop. The reason why we stopped running the Elf Shop [which everyone loved, especially the kids] is that we couldn't stock it without charging shoppers too much for the items they could acquire locally for less. So I started running the Craft Tent and was in charge of it for all of the years it ran. The problem with the Craft Tent is that the crafts are quite expensive [because we wanted the crafts to be nice enough to warrant charging money for them] and 600 craft kits are a more than reasonable amount of work to prepare. In addition to this, many parents didn't like it because kids would invariably get their holiday clothing messy and/or because we were charging for crafts when we usually don't at our events. As this is my last year I felt that the Craft Tent would be incredibly difficult to pass on it worried me.</p> <p>So when a Council parent approached Wendy and I about the Holiday Shop, which is a Canadian-run program that has been in service for over twenty years and many schools in our area enjoy setting up annually, I thought it was a great solution to all of the problems I was worried about. As I was the Craft Tent Coordinator I didn't realize I was breaking protocol by making this decision, I thought everyone would be happy about it. I felt that the criteria was the same, if not better – no crafts to prep, no pre-buying because unsold items can be returned, very easy for another Coordinator to take over next year, items would be priced from fifty cents up allowing everyone who wanted to come by to purchase a little something which would offset the disappointment many were feeling from not having our usual basket raffle where the kids usually run around excitedly and pop their raffles in to win.</p> <p>The Holiday Shop was just supposed to be something to bring a little more fun into Best of Season and we were honestly only considering the kids in all of this, rather than anyone else. As it is something we've done before [albeit years ago] I really didn't think it was a big change.</p> <p>The way the program works is that they send you an order based on the size of the school and the other schools in the area who run this annually and whatever is unsold can be returned. This year, because it was last-minute, they said we would be able to return 30% of unsold items. When I realized that it could potentially be a fair bit more than the usual budget for the Craft Tent I called them and asked them if they could honour a complete return of</p>

unsold stock and they did. If they had said no, I would've sent it back unopened and paid for the freight myself. I figured I had solved the problem as the Coordinator and that was great because I didn't want to disappoint anyone who was looking forward to it. I will not mention any names, but we did talk to several people on Council about this idea as well as consult a parent from another school and everyone was amicable to it. Please don't misunderstand – we weren't seeking approval, I mean only to say that we were getting opinions from people and we were very open about it.

However, I see how Council members could be upset that their opinions weren't asked. As the Coordinator [not as the CoChair] I thought that I didn't need to ask for approval – I was solving a problem for a rather large aspect of a fast-approaching event that I had taken responsibility for and that people were relying on being there. For all of this I am sorry.

Wendy said that in the past the coordinators were able to make these decisions. However, she now realizes that not all council members know what is going on and that these decisions will need to be voted on by council. Each event needs to be given an approved budget and the Coordinators needs to be given the parameters that they can work within. Some events are large and may have separate coordinators for different parts of the events. Each coordinator needs to be given the parameters that they have to work within.

b) Best of Season – Heather Chandler

Thank you to everyone that helped. The baskets were a success even though we had to go a different route this year. Rowan thanked Heather for organizing BOS. Heather said she will put in an application for doing a raffle next year. Dave said we can't as we are not a Charity and he thinks the School will have to fill out the application. Heather will investigate further.

c) Best of Season and Monster Mash Bash 2017 Committees

Wendy asked if we can form BOS and MMB committees for next year's events as some of the coordinators will be leaving the school. The question was asked if we should decide this now or once the new council is formed in September. This topic was tabled until the new Constitution is put into effect.

Rowan said that anyone can attend the constitution committee meeting. It was requested that people email Elizabeth Conabree they want to attend the meeting or send ideas for the meeting as it is in the Fish Bowl which is very small.

d) Finance Committee Endorsements

Wendy was told that we need to have the council vote and approve the Financial Committees endorsements.

The finance committee endorsed the following at the November 30th meeting:

Water Fountain - \$5,000

3 new events - \$1,500 Expenses, \$1,000 Income for a loss of \$500 per event. For a potential loss of \$4,500.

Carpets – 4 carpets for new primary classes at \$600 each

Fans – 24 classrooms at 2 fans each. 48 fans @ \$60 each. \$2880

Birthday pencils and tooth holders - \$300

Motion to approve 3 events with potential loss of \$4,500 put forward by Rowan. Motion passed.

Motion to approve Carpets \$2,400 put forward by Rowan. Motion passed.

Motion to approve \$300 for birthday pencils and tooth holders put forward. Motion passed.

Fans and Carpets will be put forward at Feb meeting for approval.

e) K Cup Fundraiser – Jan 23 – Feb 5 – Elvan

Elvan not at the meeting so Wendy reported in her place. The Fundraiser will run from Jan 23 – Feb 5. An email will be sent on or around Jan 23rd.

f) Movie night – Carole Laporte

Movie night is Feb 3. It is an older kids movie. Pete’s Dragon won a Facebook pole. Aimee will run the movie night as Carole will be away that night.

g) School Yard Supervision – Tina Woolford-Shaw

Tina is sick, moved to Feb 2017 meeting.

h) Movie Screen – Carole Laporte and Barb Brunzell

They have been seeking quotes from vendors. Waiting for 2 more vendors to give quotes. This is an approved expense from last year. Up to \$2,500 can be used to buy a screen. It is a reserve on the Financial Statements.

i) *Yard Sale Coordinator – Vikki Orphanos*

Vikki let people know that she is stepping down from coordinating the yard sale this year.

Jennifer Hazlewood, Wendy Shearer and Chandonette Johnson offered to take over running the Yard Sale.

Aimee asked these 3 to send her an email so she can send them a list of volunteers for the yard sale.

j) *Newsletter – Wendy Firth*

Wendy thanked Katie for the quick turn around on the Newsletter. If anyone has any input please let Katie, Shauna, Wendy and Rowan know. It was circulated at the BOS and we are waiting for an electronic version to be available.

k) *Feb 24th Dance – Barb Brunzell*

Barb asked for volunteers for the dance on Feb 24.

Motion made by Rowan to approve Barb making all decisions about the Feb 24th Dance. Motion passed.

8. Adjournment

8:10 p.m. Motion to adjourn by Lyne Greenough and seconded by Amie Scharfe

Next meeting February 9th