

Westwood School Council Meeting

November 4th, 2015 – Westwood School Library

The regular council meeting was called to order by the co-chairs at 7:05 p.m. and a quorum was present.

Chairpersons: Shelly Frith & Brian Gould

Present: Michelle Rodney Bartalos, Karen Welch, Melanie Bainbridge, Shelly Frith, Jennifer Smith, Balkissoon, Mubeen Mughal, Michelle Letourneau, Mohamed Aly, Yanan Li, Gillian Crawford, Brian Gould

The agenda was approved.

The minutes of the last meeting are missing. See agenda item #6.

Agenda Item	Notes & Actions	Allocated Time	Person(s) Responsible
Welcome and Introductions	<ul style="list-style-type: none"> • Introduction of new members • Sign attendance sheet • Review and approval of agenda 	5 min	Shelly (co-Chair)
Westwood Community FaceBook Page	<ul style="list-style-type: none"> • Concerns about accuracy of information • Need for admin on page (or several) • Concerns about malicious and negative comments • FB group vs page – investigate best option <ul style="list-style-type: none"> ○ Group – anyone can post and comments ○ Page only admin can post – others can comments <p>Action: Create and distribute a survey to see how parents prefer to communicate and receive information from the council</p>		Brian (co-chair)
Good Food Box	<p>Presented by Jim Sweetman from Good Food Box</p> <ul style="list-style-type: none"> • For families or individuals to buy • Once a month delivery of fresh food • “want to make fresh local food more accessible to the community” • \$15 – 10 produce items (e.g. 3-4 apples = 1 item) • \$10 – 7 produce items • Not culturally sensitive – just what grows locally • Balance price and availability • 25 sites around Hamilton - • Volunteer run out of Salvation Army location • 350-400 of boxes per month • Keep \$1 per box for operating costs • Sourced from Ontario Food Terminal • Westwood could be a site – 4th Wednesday of each month • Pre-order required – buyers don’t know what’s in the order • Delivery at Westwood would be in the afternoon – noon to 1 PM • Need a site co-ordinator & volunteer (2 people ideal) <ul style="list-style-type: none"> ○ Collect orders ○ Collect payment – cash, cheque ○ Submit order online ○ Forward payment to Environment Hamilton (downtown) 	10 min	Gillian (McMaster University Nursing Student)

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	<ul style="list-style-type: none"> o Be available for delivery o Distribute food to those who order ● Environment Hamilton web site <p>Action: add item on survey to see if there is interest in the school community</p> <p>Action: a display will be set-up at Westwood the week of Nov 23rd (Kindergarten observation week and parent interviews with older grades)</p> <p>Action: Shelly F. and Jen accept responsibility of receiving and distributing the boxes of produce each month</p> <p>Action: Michelle L. accepted responsibility of taking the money to Environment Hamilton each month</p>		
School Council Training Workshop	<ul style="list-style-type: none"> ● School Council Chair/Co-Chair training is being offered the Hamilton-Wentworth District School Board (HWDSB) Parent Involvement Committee (PIC). ● Session are on Tues. Nov. 3rd and Wednesday Nov. 11th at the HWDSB Head Office in Hamilton. ● Intended for Council Chairs and Co-Chairs but all council and community members are welcome <p>Action: Co-Chair, Brian Gould, has registered to attend this training on Wednesday November 11th</p>	5 min	Brian (co-chair)
School Update	<ul style="list-style-type: none"> ● Students received a presentation from book author Neil Pasricha <ul style="list-style-type: none"> o Westwood received 1500 books donated for students ● Library day 4 – have browse and borrow events for students ● Library – Kindergarten students come once per week with a volunteer ● School Council Insurance – need to purchase ● Parent information sessions on revised Health Curriculum coming up <ul style="list-style-type: none"> o Nov 5th - Saltfleet Secondary 7-9PM o Nov. 10th Tuesday McNab 7-9PM ● Will be Selling Pizza, Popcorn, Frozen Yogurt to students <ul style="list-style-type: none"> o Starting next Tuesday Nov 10th o \$1.50 for pizza, \$2 for popcorn or frozen yogurt o Milk? ● Remembrance Day assembly on Nov. 11th - all welcome at 11 AM ● 3 McMaster Nursing students volunteering every week to help with nutrition program and in grade 4/5 classes (Ms. Hughes) with food information session <ul style="list-style-type: none"> o They are at Westwood until December o Looking to attend other upper year classes in coming weeks 	10 min	Mrs. Rodney Bartalos (Principle)
First Meeting minutes and email list	<ul style="list-style-type: none"> ● In the first council meeting of the 2015/2016 school year (held on September 30th, 2015) a parent was acclaimed into the position of School Council Secretary. ● This individual collected the meeting attendance sheet and recorded minutes for the meeting 	5 min	Brian (co-chair)

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	<ul style="list-style-type: none"> ● Meeting minutes and attendance were never shared with the council and subsequently this individual has resigned from the role of Secretary ● At the November 4th, 2015 Council meeting the floor was opened for volunteers to fill the vacant position ● No volunteers were received <p>Action: minutes from the September 4th were never received and therefore not approved or shared with the Westwood community</p> <p>Action: moving forward, the council will create more detailed agenda that include speaking points for each item (the person presenting the agenda item must include the speaking points). Modification and additions will be made to the agenda during and after the meeting in order to accurately represent the discussions and presentations.</p>		
Fundraising	<ul style="list-style-type: none"> ● Mountain View coffee – 40% profit <ul style="list-style-type: none"> ○ Same as last year ○ Toronto based ○ Went well last year ○ Some students and staff were not happy with the packing and taste of Mountain View hot chocolate last year ○ Coffee was ground too fine for Kieurig machines ● Mochaberry coffee – 35-40% profit <ul style="list-style-type: none"> ○ Orangeville based ○ Offered free coffee samples ○ Customize order form ○ With posters and letters ○ Custom labels ○ Lower prices compared to Mountain View ○ Action: go with Mochaberry coffee ● Steeped Tea – 40% profit <ul style="list-style-type: none"> ○ 12 flavours ○ Local business ○ Training provided if wanted ○ Also does hot chocolate ○ Offered free samples ○ Action: go with Steeped Tea ● Spirit Wear fundraiser <ul style="list-style-type: none"> ○ Defer to next year ○ Action: add to January agenda ● Prizes <ul style="list-style-type: none"> ○ Incentives for top sellers of Coffee & Tea Fundraiser <p>Action: Top seller is Principal for a day</p> <p>Action: Top 5 sellers – receive free frozen yogurt/popcorn</p> <p>Action: Top class received an extra gym class with Principal Rodney Bartalos</p> <p>Action: Movie with popcorn for all who participate</p> <ul style="list-style-type: none"> ● Where will the money go? <ul style="list-style-type: none"> ○ Outdoor equipment 	15 min	Shelly (co-chair)

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	<ul style="list-style-type: none"> o Musical equipment/instruments o Other? <p>Action: the council agreed to raise money for outdoor play equipment and musical instruments</p>		
Westwood Pic Rep	<ul style="list-style-type: none"> • The Westwood representative on the Parent Involvement Committee, Shannon Gould, has solicited feedback from the Westwood School Council on how we would best like to receive communications regarding PIC initiatives and meeting outcomes <p>Action: Request a short written update to be provide and shared with at the Westwood School Council meetings.</p>	10 min	Brian (co-chair)
Ontario Health Curriculum	<ul style="list-style-type: none"> • Principal Rodney Bartalos made a presentation to the group highlighting key changes to the Ontario Health Curriculum • The floor was opened for Questions and Answers related to the new curriculum 	20 min	Mrs. Rodney Bartalos (Principal)

Next School Council Meeting:

- **Wednesday January 13th, 2016 at 7:00 PM in the Westwood School Staff Lounge**