

Cootes Paradise Elementary Home & School and School Council Parent Meeting Agenda

*** Please note childcare is available at the school during the meeting. ***

Date: Wednesday, December 3, 2014, 7 – 9 p.m.

Location: Library

Administration: Denise Minardi (Principal), Gregg Williamson (Vice-Principal)

School Council Co-Chairs: Jennifer Gautrey and Aimee Reid

Home & School: Andrea Rheinstadter (President), Kristi Gringhuis (Vice-President)

Item	Description	Presenter	Time
1.	Welcome, Introductions and Voting 1.1 Home & School Executive 1.2 Principal and Vice-Principal 1.3 School Council Executive	All	20 min
2.	Review of Agenda and Approval of Minutes of Previous Meeting	Jennifer Gautrey	5 min
3.	Open Discussion – Questions/Issues Arising	All	10 min
4.	Cootes Paradise Elementary School Report 4.1 School Security 4.2 School website/Email notifications 4.3 Opening Ceremonies-January 4.4 Teacher Updates/School Events (from Katherine Tiringer)	Denise Minardi and Gregg Williamson	25 min
5.	Home & School Report 5.1 Treasurer's Report 5.2 Recent Fundraising initiatives a. Night Hike b. Magazine Fundraiser c. Pita/Pizza Lunches 5.3 Initiatives a. Lunch Clubs (in progress) b. Healthy Snack Program c. Fortinos Receipts 5.4 Upcoming Events a. Bake Sale at Choir Concert – December 11 th b. Read-a-thon – January 19 th to 30 th c. Dance-a-thon – 100 th day of school 5.5 Volunteer Opportunities a. First Treasurer b. Secretary c. Bakers, Bake Sale Co-ordinator d. Lunch Club leaders	Home and School Executive	25 min
6.	School Council Report 6.1 By-Laws – Notice of Motion to adopt By-Laws 6.2 Outdoor Space Committee 6.3 Traffic Committee 6.4 Math League 6.5 Arts Council 6.6 Volunteer Opportunities: a. Arts Council b. Math League	School Council Executive	25 min
7.	New Business	All	10 min
8.	Meeting Adjournment	School Council	

Next Meeting: Wednesday, February 3, 2015

Minutes of the Parent Meeting
Held on October 1, 2014 at
Cootes Paradise Elementary School

In attendance:

Parents: Andrea Ara, John Atkinson, Wendy Battram, Jagjit Singh Bhamral, Lara Borys, Jane Brander, Lynda Brewer, Craig Burley, Yaping Chang, Pikwan Cheng, Laura Cleghorn, Glenn Fletcher, Susanna Galbraith, Jennifer Gautrey, Sonya General, Allison Barrett George, Kristi Gringhuis, Christian Gysin, Heather Hurst, Kara Jessop, Kelly Jiang, Sarodha Raj Kumar, Sheng Lin, Carole McCann, Sharilyn McGowan, Shazid Mostamandi, Kalpana Nair, Ewa Oleksiak, Mary Louise Pigott, Andrea Rheinstadter, Ed Sculthorpe, Stanislav Visaticki, Kristen West, Cameron Whitney, Derek Wood

Staff/Administration: Denise Minardi (Principal), Gregg Williamson (Vice-Principal), Katherine Tiringner (Gr 1 FI Teacher)

Guests: Justine Schultes (YMCA)

The meeting was called to order at 7:10.

1. Welcome, Introductions and Voting

Individuals in attendance introduced themselves. Denise Minardi (Principal) and Gregg Williamson (Vice-Principal) introduced themselves.

Jennifer Gautrey (Past School Council Co-Chair for George R. Allan School) explained the roles of School Council and Home & School in the Cootes Paradise Elementary School context.

Jennifer Gautrey and Aimee Reid were acclaimed as Co-Chairs for the School Council for the 2014-15 School Year. There were no nominations from those present.

The following individuals are School Council Members-at-Large: Andrea Ara, John Atkinson, Lynda Brewer, Yaping Chang, Kara Jessop, Sarodha Raj Kumar, Sheng Lin, Sharilyn McGowan, Kalpana Nair, Stanislav Visaticki

The following individuals were acclaimed for the Home & School Executive for the 2014-15 School Year as there were no nominations from those present:

Andrea Rheinstadter	President
Kristi Gringhuis	Vice-President
Ewa Oleksiak	First Treasurer
Jennifer Gautrey	Second Treasurer
Vacant	Secretary

2. Review of Agenda & Approval

There were no changes made to the agenda.

3. Open Discussion – Questions/Issues Arising

- (a) The selection of the school photographer and request for parent input into the selection process
- (b) School climate following amalgamation of the two schools

(c) Use of the classrooms in the lower level (basement)

4. Cootes Paradise Elementary School Report

School Report – Denise Minardi

Current population is 570

Internal student moves in French Immersion

Staffing changes: Ms. Beaton in grade 3 has found a permanent position, a new teacher will be hired to replace her

Staff list was sent home for Meet the Staff night

Classrooms: 5 FDK, 10 FI, 3 Mandarin, 10 English, 2.0 ESL, 2.0 LRT

Cootes Paradise is closed to students Out-of-Catchment this year.

Construction update:

We are expecting to be in the gym by mid-October. Landscaping has begun and the larger trees have been planted. Mulch has added to play areas as have the islands. The parking lot will be completed by next week and once empty of landscaping material available for school use. Wireless internet access (wifi) will be installed in November 2014

Locking Exterior Doors (Safe Welcome Protocol):

HWDSB is initiating a Safe Welcome Program. The program supports a welcoming learning environment by ensuring that parents and other authorized visitors can access elementary schools while keeping students and staff safe. The access system allows staff to see and talk with any visitors requesting entry into the school. The system also allows school office staff to electronically release the lock on the door. Please note that we will continue to ask visitors to report to the office for sign-in. We have been asking staff to stop anyone in the hallway during the school day whom they do not recognize. Visitor / volunteer stickers are available in the main office.

Terry Fox – tremendous turnout raised \$700

Thank you to Home & School for purchasing the apples to eat after the walk

Upcoming trips include –Cross-country running on Oct 7

Swim meet October 28

Active Recess – we are in the process of setting up an active recess program / partnership with Dalewood

Morning activities – skipping, etc.

Requests for Home and School funds - Funds for Copernicus tubs (technology) and for classroom libraries - take home reading programs

Newsletter / calendar – on web site

Justine Schultes – YMCA

The YMCA program is expanding to accommodate 120 children in 6 different rooms. Justine is the on-site supervisor overseeing the program.

Teacher update/School Events – Katherine Tiringer

Choir forms were sent home and the choirs are being set up. The holiday concert will occur in an evening in early to mid-December. The holiday sing-along will occur during the day in mid-December. Parents are invited to send in any songs reflecting different nationalities and celebrations.

There will be a concert/Remembrance Day event during the morning on November 11th.

There will not be a musical in the 2014-15 school year as they occur every other year. The musical also requires a stage, which is currently not available in any case.

Congratulations to the top 15 boys and girls in each grade who will represent Cootes Paradise at the Cross Country meet on October 7.

Daily Physical Activity has been occurring outside every day – even in the rain.

Teachers are planning field trips for each grade. Children in grades 1-5 will attend the Boris Brott concert. Children in FDK will attend performances by Jack Grensky and Fred Penner as well as go to the Royal Botanical Gardens. Field trips are organized by grade teams and are intended to overlap the curriculum. Not all classes within the grade necessarily go on the same field trips as some trips are intended for small groups or do not align with the timing in the curriculum delivery.

5. Home & School Report

Jennifer Gautrey presented the Treasurer's Report from 2013/14 from the former George R. Allan Home & School Association and the 2014/15 Budget for the Cootes Paradise Home & School Association. Members present voted to amend the 2014/15 Budget to add a \$4,000 expenditure for Home Reading. Members were asked to consider additional funds to provide financial assistance for students to attend the Boris Brott concert. There are funds available in the budget for Inreach and there may also be funds available from the HWDSB to support individual families in need. The budget was not amended for this request.

The 2014/15 Budget as amended carried unanimously by Members in attendance. The 2013/14 Treasurer's Report and 2014/15 Budget as amended are appended to the Minutes.

Pita/pizza hot lunches will begin on Friday, October 3 starting with pita and alternating with pizza each Friday.

The magazine fundraiser has been delayed until the gym is completed as the fundraiser is typically kicked off with an exciting and energetic assembly.

The Healthy Snack Program, which will provide apples to each class each day, is expected to start in November once the auxiliary kitchen is complete. Volunteers are needed to help support this initiative. Please contact Ewa Oleksiak at ewaole73@gmail.com if you are interested in volunteering

Parents are asked to save their receipts from Fortinos grocery stores (Main Street West and Dundurn Street locations). The receipts can be sent with your child to school and they will be collected. Home & School will receive 1% of the total of the receipts to support the Healthy Snack Program. At present, the Main Street West Fortinos location provides this benefit to the school, but inquiries will also be made at the Dundurn Street location.

Lunch Clubs will begin mid-October (e.g. lego, board games, science, cooking, crafts, soccer, floor hockey, book club) and run for six weeks. They are very popular with the children and parent volunteers are needed to help make this a success. Please contact Andrea Rheinstadter at andrea.rheinstadter@gmail.com if you are interested in volunteering.

The Pumpkin Night Hike will occur on Friday, October 24. It is a hike through the RBG grounds with jack o'lanterns carved by the children lining the path. McMaster Smiles over Sickness volunteers will be at the Lawn Bowling club to provide treats and games at the end of the hike. Please contact Kristen West at kristenboulard@yahoo.com if you are able to help carve pumpkins with the children during the day or help at the hike that night.

6. School Council Report

Outdoor Space Committee: Much work has been completed on the Outdoor Space already. A number of elements were included in the construction/renovation budget (e.g. drainage, paving, pathway construction). In addition, the school received \$150,000 from the Ward 1 Participatory budget process. The Outdoor Space Committee is working with Evergreen Canada on the design of the Outdoor Space. The design will go to tender in the coming months and construction is expected to occur next spring/summer. The funds from the Participatory budget (i.e. \$150,000) will not cover all costs related to greening (trees, shrubs etc), but committee members are applying for grants for playground greening.. Some fundraising efforts may still be needed. The Outdoor Space Committee was commended for the amount of work they have done. The grounds are looking great and it will be exciting to see the work completed!

Traffic Committee: The Traffic Committee was formed in spring 2014 in advance of the amalgamation of the two schools in anticipation of higher traffic volume. Working with partners from the City of Hamilton, the Traffic Committee was able to have zebra stripes painted at the crosswalks on the south, east and north sides of the school. The Traffic Committee recently did an "informational ticketing" blitz to advise parents of the parking regulations around the school in advance of by-law enforcement from the City of Hamilton (e.g. no parking in no stopping zones, parking facing the wrong direction on two-way streets, parking too close to cross walks). Our children's safety is our greatest priority - the parking areas are clearly signed and parents are asked to observe the parking rules and keep children safe while arriving at and leaving school. There will be an upcoming Family Travel Study, which will provide data about how families travel to school.

Arts Council: The Arts Council provides arts programming in the school (e.g. Artists in the Classroom, outdoor drawing event for all grades, gallery for student art, performances in the school). Anyone interested in volunteering for the Arts Council is invited to contact Laura Cleghorn at laura.cleghorn@gmail.com.

Parent Resource Committee: The School Council was successful in receiving a \$1,000 Parent Reaching Out Grant from the Ministry of Education to support the creation of a new Parent Handbook. The funds can be used in part for translation services. Anyone interested in volunteering to work on the Parent Handbook is invited to contact Jennifer Gautrey at jgautreyhpl@me.com.

7. New Business

Meeting dates for 2014/15 School Year:

Wednesday, December 3

Wednesday, February 4

Wednesday, April 8

Wednesday, June 3 (Home & School Annual General Meeting)

8. Adjournment

The meeting was adjourned at 9:15.

**Cootes Paradise Home and School
Fundraising/Program Support Plan
Budget For the Period September 1, 2014 to August 31, 2015**

Updated: October 1, 2014

Budget Approved at October 1, 2014 Parent Meeting

Income	2013/14 Estimated Proceeds	2013/14 Actual Proceeds	2014/15 Budget	Proceeds used to support	Comments
Fundraising Activity					
Bake Sale	-	218	-		No amounts budgeted Activity may not run in 2014/15
Buildng Tickets	4,000	4,872	4,500	Playday, DPA	Note: Proceeds include \$890 returned from HWDSSB Foundation in 2013/14
Dance-a-thon	-	2,116	2,000	Outdoor Space, School Council	
Flower Fridays	2,500	2,657	-	Inreach, Lunch clubs	
Magazine Orders	-	-	-		Funds collected used to purchase Christmas gifts
Pizza/Pizza Lunches	10,000	9,705	10,000	Arts Council, Grade 5 Trip, H&S expenses, Volunteer App.	Activity may not run in 2014/15
Parents' Night Out	500	-	-	School Council, Teacher Appreciation	Mabel's Labels, Dinnertious, Fortinos
Partnership Fundraisers	500	237	200	School Council, Teacher Appreciation	Camp Fair/tran in Spring 2014, generates more revenue than Mom-to-Mom sale
Summer Camp Fair (2014) Mom-to-Mom Sale (2015)	-	1,400	200		
Subtotal	17,500	21,205	19,400		
Community Activity					
Halloween Hike	1,000	1,826	1,000	Outreach	Donations to RBG/United Way (\$200 each)
Movie Nights	1,000	1,205	1,000	Outreach	May be held inside in gymnasium
Welcome BBQ	-	(25)	-		
Subtotal	2,000	3,006	2,000		
Donations/Transfers			1,500	Estimated amount from Prince Philip H&S - to be used for playground painting	
Total Estimated Proceeds	19,500	24,211	22,900		

Expenses	2013/14 Budget	2013/14 Actual	2014/15 Budget	Comments
Annual Expenses/Program/Activity Support				
Arts Council	3,500	2,926	6,500	Increased to reflect larger student population, display cabinet for first floor
School Council	800	493	800	Math League, Checkers, School Council administration/programming, Grade Parties
Inreach	1,000	963	1,500	Increased to reflect larger student population
Outreach	1,500	-	1,500	Inner City School
Teacher Appreciation	150	42	200	
Volunteer Appreciation	300	361	300	
Home Reading	4,000	2,545	4,000	
Lunch Clubs	1,000	326	700	
Gr 5 trip/Farewell Assembly	2,500	2,328	1,500	Was increased from \$1250 to \$2500 in 2013/14 re: expenses not paid in 2012/13
Playday	1,200	1,200	2,000	Increased to reflect larger student population
Technology	3,300	-	3,300	
Office Supplies/H&S Operations	200	82	200	Includes bank charges, photocopying, Volunteer Newsletter
Gardening	500	401	-	Combine into Outdoor Space
Outdoor Space	-	-	3,500	For gardening, playground greening and incidental expenses from Outdoor Space Committee relating to project
Playground Painting	-	-	1,500	From Prince Phillip H&S funds to be transferred
Read-a-thon	-	11	100	
Healthy Snack Program	-	-	1,200	Trial period November/December 2014
Subtotal	19,950	11,678	28,800	
Outdoor Space Project - Funds held in trust	11,800	3,000	11,800	\$11,800 - To be paid from investments approved by Member votes (Proxy and Members present) at special meeting of March 21, 2014
Net Revenue/(Expenditures):	(450)	12,533	(5,900)	Note: \$3,000 received from AWWCA to support project, held in Trust Funds expected to be paid out in 2014/15, will receive additional funds from HWDSSB (\$10,000) also to be held in trust

Draft By-Laws for Parent Meeting December 3, 2014

Cootes Paradise Elementary School

School Council By-Laws

1. Name

Cootes Paradise Elementary School Council (hereinafter called “the School Council”)

2. Goals

The School Council has been mandated by the Ministry of Education and is supported by the parents/guardians of the students of Cootes Paradise Elementary School to support the education of all students and promote participation, co-operation, understanding and effective communication between the Cootes Paradise Elementary School community – parents/guardians, teachers, administrators and staff.

The School Council will also provide a forum for parents/guardians to recommend action on educational issues to the appropriate bodies and to enhance the accountability of the educational system to parents.

The School Council will promote positive interaction between the school and the community.

3. Membership

The School Council is open to all parents/guardians of the students of Cootes Paradise Elementary School. The Principal and Vice-Principal will also be members of the School Council. The staff and Teachers may select one person each to represent them at the School Council.

4. Roles and Responsibilities of the School Council

The School Council is established under Regulation 612 of the *Education Act of Ontario*. The activities of the School Council are also governed by the Policies of the Hamilton Wentworth District School Board (“HWDSB”).

5. Officers of the School Council

The Officers of the School Council shall be the Chair or the Co-Chairs, a Secretary and a Treasurer (if needed).

These positions shall be elected at the first meeting of the School Council each year, usually in September. The Officers shall be elected for a term of one year or until the first meeting of the subsequent school year. The election shall be by parents/guardians and a simple majority is required to be elected. Any vacancy may be filled by the School Council by a simple majority of the parents. The parents/guardians may decide to elect Co-Chairs instead of a Chair. The Co-Chairs will collectively carry out the duties of the Chair.

The duties of the Chair are to set an agenda for each meeting; ensure the decisions of the School Council are carried out; conduct School Council meetings in an orderly and fair manner; facilitate the communication with parents/guardians and between parents/guardians and the school staff, particularly the Principal.

The duties of the Secretary are to ensure an accurate reflection of the decisions of the School Council are recorded and circulated to parents/guardians before the next meeting. The Secretary shall also ensure that the approved minutes are kept on the School Council bulletin board accessible to parents/guardians in the main hallway.

The Treasurer shall keep an accurate account of the income and expenses of the School Council, should there be any financial transactions. There shall be a written report from the Treasurer at each meeting if the School Council receives or spends any funds. The Treasurer shall also ensure that all required financial reports are submitted to the HWDSB.

The School Council may elect any other position that is decided upon by the parents/guardians at a general School Council meeting.

6. Meetings

The School Council shall hold no fewer than four meetings per year. The first meeting in the year shall be held in the month of September. The first meeting of the year shall be called by the Chair and the Principal. The Principal shall be responsible for chairing the meeting until the first order of business to elect a Chair or Co-Chairs has been completed.

All meetings shall be open to all parents/ guardians of students at Cootes Paradise Elementary School and all parents/guardians shall have the right to speak and vote at a School Council meeting.

7. Committees

Committees may be established by the School Council by a simple majority of the School Council. The School Council shall establish their mandate and whether they will function for a fixed period or indefinitely. The School Council shall also determine the membership of such committees.

8. Amending the By-Laws

These By-Laws shall be amended by a meeting of the School Council where notice to change the By-Laws has been given in advance of the meeting to all parents/guardians. Such notice shall mean posting of the changes on the parent bulletin board in the school, using the school website and email notification system, or a written notice home to parents/guardians stating the intended changes to the By-Laws.