

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

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

**Date:** Wednesday, June 3, 2015, 7 – 9 p.m.

**Location:** Library

**Administration:** Gregg Williamson (Principal), Diane Aitken (Acting Vice-Principal)

**School Council Co-Chairs:** Jennifer Gautrey and Aimee Reid

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

<b>Item</b>	<b>Description</b>	<b>Presenter</b>	<b>Time</b>
1.	<b>Welcome and Introductions</b>	All	5 min
2.	<b>Review of Agenda and Approval of Minutes of Previous Meeting</b>	Jennifer Gautrey	5 min
3.	<b>Dalewood Renovations Update</b>	Craig Burley, Dalewood School Council Co-Chair	10 min
4.	<b>Home &amp; School Report</b> 4.1 Election of Executive Members 4.2 Treasurer's Report – Approval of 2015/16 Budget 4.3 Recent initiatives a. Flower Fridays b. Cupcake Sales - May Open House 4.4 Initiatives a. Pita/Pizza Lunches (second half of year) b. Healthy Snack Program c. Fortinos Receipts 4.5 Upcoming Events a. Grade 5 Farewell & Volunteer Recognition b. Playday c. Last day of school	Home and School Executive	60 min
5.	<b>Cootes Paradise Elementary School Report</b> 5.1 School Update 5.2 Dress Code 5.3 School Code of Conduct 5.4 Kindergarten Orientation 5.5 Teacher Updates/School Events (from Katherine Tiringier)	Gregg Williamson and Diane Aitken	20 min
6.	<b>School Council Report</b> 6.1 Outdoor Space Committee 6.2 Traffic Committee 6.3 Math League 6.4 Arts Council a. Cootes Paradise Draws – June 4 6.5 Parent Resource Committee - Handbook	School Council Executive	20 min
7.	<b>Open Discussion – Questions/Issues Arising</b>	All	5 min
8.	<b>New Business</b>	All	5 min
9.	<b>Meeting Adjournment</b>	School Council	

**Next Meeting: TBD in late September/early October**

Minutes of the Parent Meeting  
Held on April 8, 2015 at  
Cootes Paradise Elementary School

**In attendance:**

**Parents:** Lara Borys, Jane Brander, Lynda Brewer, Jennifer Gautrey, Sonya General, Kara Jessop, Kalpana Nair, Mary Louise Pigott, Aimee Reid, Andrea Rheinstadter, Kristen West

**Staff/Administration:** Gregg Williamson (Principal), Gisele Portelance (Acting Vice-Principal), Katherine Tiringier (Gr 1 FI Teacher), Justine Schultes (YMCA)

The meeting was called to order at 7:05.

**1. Welcome and Introductions**

Individuals in attendance introduced themselves.

**2. Review of Agenda & Approval of Minutes of Previous Meeting**

There were no changes made to the agenda. Motion to accept the agenda moved by Kristen West, seconded by Jane Brander. Motion carried.

As the December 3, 2014 Minutes were not posted prior to the previous meeting, they were brought forward for approval. There were no changes made to the Minutes from the meeting of December 3, 2014. Motion to approve the Minutes from the meeting of December 3, 2014 moved by Andrea Rheinstadter, seconded by Kristen West. Motion carried.

There were no changes made to the Minutes from the meeting of February 4, 2015. Motion to approve the Minutes from the meeting of February 4, 2015 moved by Andrea Rheinstadter, seconded by Kristen West. Motion carried.

**3. Open Discussion – Questions/Issues Arising**

No questions/issues arising.

**4. Greetings from Christine Bingham, Trustee Ward 1 & 2, HWDSB**

Christine Bingham introduced herself and brought greetings from the HWDSB. She is new to the Trustee role as are several of the Trustees currently serving on the HWDSB and, as such, they are on a very steep learning curve to understand their new roles, HWDSB administrative and operational policies and issues facing the system.

She indicated that the Board is looking for a new director and invited parents to complete the online survey about qualities they would like to see in a new director. HWDSB has hired an executive search company to assist in the process.

There is a possibility of an HSR strike and the HWDSB has made contingency plans, but the plans take approximately 5 days to put in place.

The HWDSB's bottled water policy has recently changed and schools are now permitted to have bottled water in the school and sell it at events.

The HWDSB will be seeking public input on the direction and focus for the new Board. There will be focus groups as well as an online survey. Individuals are invited to contact Christine directly at [cbingham@hwdsb.on.ca](mailto:cbingham@hwdsb.on.ca)

Concerns were expressed about the size of the FDK classrooms (currently over 30 students in all classes, except Mandarin) and parents asked whether there were any proposed changes at the Board level to reduce the maximum class size. There are no proposed changes at the Board level and this is a concern board-wide. For now, Cootes Paradise is closed to all out-of-catchment enrolments. Changes may occur once the ARCs and boundary reviews are complete.

Concerns were also expressed about the inequity in class sizes in the Mandarin program versus the English and French immersion classes. The Mandarin program is a program that is separately funded through the Ministry of Education.

## 5. Dalewood Renovations

In Craig Burley's absence, Aimee Reid provided an update on the proposed renovations to Dalewood. Based on information provided by Sue Dunlop at the Dalewood Parent Meeting, there is good news as the timelines have been compressed. The new schedule for renovations is 1.5 years in length and HWDSB is co-ordinating time frames with the City of Hamilton as the Dalewood Rec Centre is being renovated at the same time.

There will be separate change rooms for Dalewood students and rec centre users. There will also be a divider between the school and rec centre, which staff will be able to open and access, but the public will not. The renovations will start with the centre block (office, washrooms, elevator) and west wing. Once those areas are complete, the east wing will be completed. The expectation is that there will be 6-8 portables on site for the duration of the construction.

## 6. Cootes Paradise Elementary School Report

### School Report – Gregg Williamson

Current population is 593 (an increase of 1 student since the previous meeting).

Staffing changes: Mme. Francis and Mme. Trepanier have returned, Mrs. Carter is expected to return on Monday, April 13. Welcome to Mrs. Corbett (FDK), Mrs. Macky (Primary Prep), Ms. Bryczka (EA), and Mrs. Boehme (4/5).

Cootes Paradise is closed to Out-of-Catchment for the 2015-2016 School Year.

### ***Construction update***

- no significant changes
- Northwest corner of building – water issues in early Spring
- Request for sodding our back
- Landscaping continues next spring
- New locks on all doors throughout the school (to align with Board's Secure Schools policy)

### ***Secure Schools***

- Shelter in Place – May 12<sup>th</sup>
- Hold and Secure – April 13<sup>th</sup>
- Lockdown – April 17<sup>th</sup> and 24<sup>th</sup>
- Synervoice reminder as well as staff training and classroom discussions

### ***Bussing***

- In case of delay due to weather, mechanical failure, etc. we will post on our School website. Information will also be posted on the transportation website

### ***Education Week and Open House***

- Takes place the week of May 4<sup>th</sup> to the 8<sup>th</sup>
- Cootes Paradise's Open House takes place Wednesday, May 6<sup>th</sup> from 5 PM until 7 PM
- Dalewood Open House is on Thursday, May 7<sup>th</sup> at 6 PM (Westdale is on the 5<sup>th</sup>)
- Greenville Optimist Club will be providing the food concession
- Scholastic Book Fair will be running during the event

### ***Welcome to Kindergarten***

- Holding separate from Open House
- Date to be determined but will be around mid-June
- Activities to introduce parents to the activities that are included in the *Welcome to Kindergarten* bag

### ***Where are we as a staff?***

- Staff learning – developing our own inquiries; meeting with teachers; where do we need to go as learners; how do we best support our students?
- Communication to parents – Principal newsletter, paper copies, but moving to electronic

### **Teacher update/School Events – Katherine Tiringer**

FDK - Artists in the Classroom, Scientists in the School and Puppet Show

Gr 1 English - Scientists in the School

Gr 1 French – Farmers' Market Trip, McMaster Art Gallery and end of year trip

Gr 2 - AGH

Gr 3 - After School Scholars and Scientists in the School, Battlefield Park, World Class Gymnastics

Gr 4 - Hamilton Children's Water Festival

Gr 5 - Student Council – grades 3, 4, and 5 had a presentation from the TiCats and Day of Pink activities

Gr 5 - Artist in the Classroom, Fountains of Yuke (McMaster & Shalom Village music)

- Graduation – rehearsal on June 23, actual on June 24 (to be held at Temple Anshe Sholom and Churchill Park Clubhouse, after school clap out on June 25)

Music - Junior choir attended choir fest, hand bells, Music Monday (May 4 @ 11:00), Talent Show May 14, Strings Concert

Active Recess – grades 1 to 3

Jump Rope for Heart – April 23

HWDSB Track Meet – June 1

Pan Am Activity Day – date to be determined

Open House – May 6<sup>th</sup>

Diversity Bus

Cootes Paradise Draws – June 4th

## **7. School Council Report**

### **Outdoor Space Committee:**

- Project is still waiting to go to tender, but the HWDSB and Evergreen Canada are working on it.
- The Outdoor Space Committee will be starting the fundraising campaign soon – so watch for pledge forms. The plan for fundraising is to approach the local businesses in Westdale and to have an information night at the Westdale Library.
- The Forestry Department from the City of Hamilton is getting trees for log benches. They will take them to Cathedral High School where students will complete the woodworking and woodmilling.
- The trees that the city cut around the perimeter of the school will be replaced in the city allowance of the property and additional trees will also be planted.

- The drainage issues by the FDK end of the school will also be fixed.

Traffic Committee: No activity to update.

#### Math League

The Math League is running in April. Lei Ding (Grade 5) and Jean-Michel Barry (Grade 4) are the teacher co-ordinators and Jennifer Gautrey is the volunteer co-ordinator. There will be four practices held on Wednesdays and Fridays, followed by the competition on April 22<sup>nd</sup>.

#### Arts Council

Jennifer Gautrey provided an update on the Arts Council's activities. The Artist in the Classroom program is underway with professional artists working with children to create curriculum based works of art. The Arts Council is collecting information and quotes for a display cabinet for the main hallway by the front entrance and to recreate the gallery near the main entrance. There will be an after school art program in May. All students will participate in a drawing event at the school called Cootes Paradise Draws in early June (June 4<sup>th</sup>). Anyone interested in volunteering for the Arts Council is invited to contact Laura Cleghorn at [laura.cleghorn@gmail.com](mailto:laura.cleghorn@gmail.com).

#### Parent Resource Committee - Handbook

Cootes Paradise received \$1,000 from a Parent Reaching Out Grant to use towards updating the Parent Handbook. The funds are for the printing costs and translation of the document. At present, Jennifer Gautrey, Aimee Reid and Jane Brander have volunteered to work on the Parent Handbook. Anyone interested in volunteering to help with the Parent Handbook is invited to contact Jennifer Gautrey at [jgautreyhpl@me.com](mailto:jgautreyhpl@me.com).

### 8. Home & School Report

#### ***Treasurer's Report***

Jennifer Gautrey presented the Treasurer's Report

As of March 30, 2015, YTD Net Revenue for initiatives is approximately \$20,000. The YTD total is overstated as there are expenses remaining for the pita/pizza lunch days as well as movie night.

In addition, H&S received funds owed from the HWDSB Foundation totalling just over \$2,200.

YTD expenditures on initiatives total \$11,200 (\$3,100 for technology and \$7,000 Outdoor Space plans, \$500 for Arts Council, \$200 for fruit after Terry Fox Run, \$200 for lunch clubs and \$200 miscellaneous small expenditures).

Current investment total is \$11,600.

Bank balance at March 30<sup>th</sup> is \$53,700 and we also have \$200 cash float.

Total H&S Assets at March 30, 2015 are \$65,400 (= \$53,700 bank balance + \$11,600 investments + \$200 float, amount is off by \$100 due to rounding).

#### ***Recent Initiatives***

Teacher Appreciation Lunch – H&S provided the decorations and co-ordinated the potluck lunch. There were lots of food options (including vegetarian, vegan and gluten-free). Staff were very appreciative.

Movie Night – This was our first indoor movie night, held on one of the coldest nights of the year! The movie was "The Lego Movie". The event was well attended. H&S sold popcorn and candy kebabs. There was some confusion with the reservation list and whether individuals had to be registered on the list to attend. H&S will change the process if there is a future indoor movie night.

Lunch Clubs – The second round of lunch clubs is underway and includes activities such as floor ball, craft, science, lego and checkers.

Dance-a-thon – The Dance-a-thon was held in the library this year as the gym was not dark enough for the light shows, videos and glowsticks. The younger children (FDK to Grade 2) could purchase glowsticks, while the older children (Grades 3- 5) could purchase a photo from the photo booth (instant camera). There were dress up options in the photo booth as well.

### ***Initiatives***

Pita/pizza hot lunches are running smoothly.

Healthy Snack Program – Ewa Oleksiak provided an update. The Healthy Snack Program will continue Tuesdays and Thursdays each week until the end of May.

Fortinos Receipts – Parents are asked to save their receipts from the Main Street West Fortinos grocery store. 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. The last date for collecting receipts will be June 5<sup>th</sup>.

### ***Upcoming Events***

Mom-to-Mom Sale was cancelled as there were several other sales running that weekend and the co-ordinator was not available to run it on another weekend in April or May.

Flower Fridays will begin this Friday (April 5<sup>th</sup>). The flowers will be purchased from a greenhouse in Grimsby and will sell for \$10 a bunch. The proceeds support the Outdoor Space project.

Open House – Home & School will be selling cupcakes at the Open House to raise funds for the Healthy Snack Program. Please sign up if you would like to volunteer to make cupcakes.

### ***Volunteer Opportunities***

Secretary – the position is still vacant. Please contact Andrea Rheinstadter at [andrea.rheinstadter@googlemail.com](mailto:andrea.rheinstadter@googlemail.com) if you are interested in volunteering.

## **9. New Business**

None.

Meeting dates for 2014/15 School Year:

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

## **10. Adjournment**

The meeting was adjourned at 9:15.

**Cootes Paradise Home and School  
Fundraising/Program Support Plan  
Discussion of Budget for the Period September 1, 2015 to August 31, 2016**

Updated: May 27, 2015 2014/15 Budget Approved at October 1, 2014 Parent Meeting

**ESTIMATES**

Activity	2014/15		2015/16		Comments
	Budget	Actual Proceeds	Proposed Budget	Proceeds used to support	
<b>Income</b>					
<b>Fundraising Activity</b>					
Bake Sale (Winter Concert)	-	458	-	-	DPA equipment - special motion December 3, 2014
Building Tickets	-	-	-	-	
Dance-a-thon	4,500	3,240	3,200	3,200	Activity was not run in 2014/15
Flower Fridays	2,000	550	1,000	1,000	Playday, DPA Equipment
Magazine Orders	2,500	3,207	2,500	2,500	Outdoor Space, Inreach
NHCHC Outreach	-	-	-	-	Volunteer App, Teacher App, Read-a-thon, H&S Operations, Lunch Clubs, School Council
Pizza/Lunches	10,000	7,675	7,500	7,500	Funds collected used to purchase Christmas gifts
Parent Night Out	-	-	-	-	
Partnership Fundraisers	200	1,200	1,200	1,200	Activity was not run in 2014/15
Summer Camp Fair (2016)(Mon-to-Mon Sale (2015))	200	-	500	500	Mother's Labels, Fortinos
<b>Subtotal</b>	<b>19,400</b>	<b>16,330</b>	<b>15,900</b>		Mon-to-Mon sale was not run in 2015
<b>Community Activity</b>					
Halloween Hike	1,000	1,865	1,000	1,000	Inreach
Movie Nights	1,000	900	1,000	1,000	Unallocated - TBD based on budget/real(s) of need
Open House BBQ	-	266	500	500	Nutritious Snack
<b>Subtotal</b>	<b>2,000</b>	<b>3,031</b>	<b>2,500</b>		Donators to RBG/Smiles Over Sickness (\$200 each) May be held inside in gymnasium Cupcake sales at Open House
<b>Donations/Transfers</b>	<b>1,500</b>	<b>2,123</b>	-	-	Estimated amount from Prince Philip H&S - to be used for playground painting
<b>Total Estimated Proceeds</b>	<b>22,900</b>	<b>24,984</b>	<b>18,400</b>		Toyota Evergreen Grant received for Outdoor Space Committee
<b>Expenses</b>					
<b>Annual Expenses/Program/Activity Support</b>					
Ants Council	6,500	6,500	4,000	4,000	Adjusted re 2014/15 budget included additional amount for display cabinet for first floor
School Council	800	500	800	800	Main League, Checkers, School Council administrator/programming, Grade Parties
Inreach	1,500	1,500	1,500	1,500	
Outreach	1,500	-	-	-	Removed as not paid in past two years
Teacher Appreciation	200	76	200	200	
Volunteer Appreciation	300	300	300	300	
Home Reading	4,000	-	-	-	Removed re HMDSB Fundraising Guidelines
Lunch Clubs	700	425	500	500	
Gr 5 Trip/Farewell Assembly	1,500	1,500	1,700	1,700	Increased to reflect inflation in bus costs
Playday	2,000	2,000	2,000	2,000	
Technology	3,300	3,071	-	-	Removed for 2015/16 re HMDSB Technology Initiatives
Office Supplies/H&S Operations	200	50	200	200	Includes bank charges, photocopying, Volunteer Newsletter
Performances/Programming	200	-	1,700	1,700	
DPA Equipment	458	458	1,300	1,300	Special Motion from Dec 3, 2014 meeting to use take sale proceeds for DPA equipment *Note if not paid, amount will be added to 2015/16 budget
Read-a-thon	100	120	200	200	
Healthy Snack Program	1,200	1,206	1,700	1,700	\$1200 from Fortinos receipts, plus funds from cupcake sales, to be reviewed
<b>Subtotal</b>	<b>24,258</b>	<b>17,706</b>	<b>16,100</b>		
<b>One-Time Expenses in 2015/16 School Year</b>					
Playground Painting/Equipment	1,500	-	2,100	2,100	From Prince Phillip H&S funds that were transferred - estimated \$1500 to be received in 2014-15, actual was \$2100+
<b>Subtotal</b>	<b>1,500</b>	<b>-</b>	<b>2,100</b>		
<b>Outdoor Space Project</b>					
Outdoor Space Committee	3,500	-	500	500	For gardening, playground greening and incidental expenses from Outdoor Space Committee relating to project
Outdoor Space Project - Funds held in trust	11,600	11,600	\$11,600	\$11,600	*To be paid from investments, approved by Member votes (Proxy and Members present) at special meeting of March 21, 2014
	3,000	3,000	Note: \$3,000 received from AMWCCA to support project, held in Trust		
	10,000	400	Note: \$10,000 received from HMDSB to support project, held in Trust		
	3,500	-	Note: \$3,500 received from Toyota Evergreen to support project, held in Trust		
<b>Subtotal</b>	<b>31,600</b>	<b>15,000</b>	<b>500</b>		Funds expected to be paid out in 2014/15, received additional funds from HMDSB also to be held in trust
<b>Net Revenue/(Expenditures):</b>	<b>(34,458)</b>	<b>(7,722)</b>	<b>(300)</b>		
	Estimated Assets	65,829	19,420	Assets May 27, 2015	
	Plus: Revenue to be received	900	18,400	2014/15 - Partnerships (\$800), Flower Fridays (\$100)	
	Less: Expenses yet to be paid	(21,209)	(18,700)	2014-15 - Estimated Expenses of \$22,706 less actual of \$13,027 less expenses against revenue for 1 Piza days @ \$720 each, plus 2 pizza days @ \$420 each	
	Less: Special payments/transfers to be made	(13,100)	-	2014/15 - Outdoor Space Transfers to HMDSB Foundation (Evergreen Grant and balance of Evergreen design budget)	
	Estimated Net Assets	32,420	19,120		
		(13,000)		Suggestion: H&S Donation to Outdoor Space Project - * Needs to be voted on * Amount also to be determined once Outdoor Space Fundraising is complete	
		19,420		Hold funds equal to all budgeted expenditures for 2015/16	