

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

*** Please note childcare is available at no charge at the school during the meeting. ***

Date: Wednesday, June 1, 2016, 7 – 9 p.m.

Location: Library

Administration: Denise Minardi (Principal)

School Council: Jennifer Gautrey and Kara Jessop (Co-chairs)

Home & School: Kristen West (President)

Item	Description	Presenter	Time
1.	Welcome and Introductions	All	5 min
2.	Review of Agenda and Approval of Minutes of Previous Meeting	Kristen West	5 min
3.	Dalewood Renovations Update	Jennifer Gautrey, Dalewood School Council Chair	10 min
4.	Home & School Report 4.1 Election of H&S Executive Members 4.2 Treasurer’s Report and Budget 4.3 Recent Initiatives 4.4 Ongoing Initiatives a. Pita/Pizza Lunches b. Healthy Snack c. Fortinos Receipts 4.5 Upcoming Events a. Grade 5 Grad 4.6 Volunteer Opportunities	Home and School Executive	45 min
5.	Cootes Paradise Elementary School Report 5.1 School Update 5.2 Teacher Updates/School Events	Denise Minardi	20 min
6.	School Council Report 6.1 Math League 6.2 Arts Council 6.3 Parents Reaching Out Grant	School Council Executive	20 min
7.	Open Discussion – Questions/Issues Arising	All	5 min
8.	New Business	All	5 min
9.	Meeting Adjournment	School Council	

Minutes of the Parent Meeting
Held on March 30, 2016 at
Cootes Paradise Elementary School

In attendance:

Parents: Lynda Brewer, Lynda Bruce, Laura Cleghorn, Jennifer Gautrey, Kristi Gringhuis, Loren King, Ewa Oleksiak, Andrea Rheinstadter, Kristen West, Cameron Whitney,

Staff/Administration: Denise Minardi (Principal), Katherine Tiringer (FDK Teacher), Terri Trimble (Vice-Principal), Elaine Jagr (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 or the Minutes from the meeting of January 27, 2016. A motion to accept the agenda and minutes was moved by Ewa Oleksiak, seconded by Jennifer Gautrey. Motion carried.

3. Dalewood Renovations

Jennifer Gautrey, School Council Chair at Dalewood Middle School, provided an update on the renovations. Work on the west side of the school (facing Main Street West) and the Dalewood Recreation Centre is mostly complete and the gym is operational. Construction has now moved to the east side of the school (facing Haddon Street) and is progressing well. In the summer construction will move to the centre block, washrooms and offices.

The pool is scheduled to reopen on April 18th. The entrance to the rec centre has changed so that the public doesn't have access to the gym and, during the day, the doors from the rec centre side will be locked. There are new separate change rooms for students (so they are no longer required to change with the public as they were previously doing).

4. Cootes Paradise Elementary School Report (Principal Denise Minardi)

4.1 Thanks

Principal Minardi thanked the H&S for February 17th's Staff Appreciation Luncheon. She also thanked read-a-thon volunteers Meghan Forbes and Kristen West and dance-a-thon volunteers Rachel Roper and Anne Torrie, saying both of these activities were great fun for the students.

4.2 School Update

School population:

The current population has grown to 609 with 35 new students from Syria, Brazil, China, Somalia and Pakistan. Principal Minardi thanked the Cootes Paradise community for fundraising to benefit our new families and Karin Humphreys for organizing volunteers from McMaster Welcome Group, who provided translation services and are helping our new families settle into the community.

A parent asked if the school is close to reaching full capacity, wondering at what population portables would be needed and if moving the Mandarin program would be an option. Principal Minardi said the school's full capacity would be about 650 students and that there is no need for portables as there is still an empty classroom. She also said that moving the Mandarin program to another school would be a way to free up classroom space but there is no need for this now.

Staffing changes:

- Ms. Trimble is the new permanent Vice Principal
- Ms. Macky finishes her assignment in grade 5 on Friday – welcome back Ms. Boehme
- Welcome back to Miss. Tiringier in FDK and Mlle Rodrigue in 2/3/ FI

4.3 Dalewood ARC Post-transition Meeting

The meeting was held March 29th, but was sparsely attended. The Board will send out a survey to the community for feedback on the transition process.

4.4 Cootes Paradise Student Activities

Upcoming Events:

- Day of Pink anti-bullying awareness day – April 13th
- Math League starting April 13th – Thank you to Ms. Ding, Mme Howell, Jennifer Gautrey for supervising
- Earth Day activities – April 22nd
- Jump rope for heart – April 29th – focus on healthy eating, physical activity and community
- Music Monday – May 2nd – this year's song is We Are One by Connor Ross
- Open House - May 4th – art auction, official playground opening
- EQAO for grade 3 students – May 25th - June 8th
- FDK orientation meeting - June 7th
- Grade 5 farewell - June 28th
- Student council activities are ongoing
- Forest of Reading in French
- Healthy snack on Wednesday going well – thanks to Ewa Oleksiak, Yulia Schevchenko, Rita Kopyto and Sonya General
- Pita & Pizza – thanks to Heather, Titi, Jennifer, Kristen, Kristy, Lisa and Chris

4.5 School Cash Online

School cash online has been used successfully for field trips, pita & pizza and dance-a-thon donations.

4.6 Traffic and Parking

Memos went out to the community regarding enforcement of traffic signage at the school. Community members had expressed concern directly to the city about speeding and illegal stopping / parking and called for city by-law officers to enforce.

4.7 Volunteering with the School

The school welcomes all parents into the school to volunteer. Volunteer forms are available in the main office. Parents can obtain the police check at a discount with a form from the school. Parents are asked to please come in with identification to obtain their volunteer forms.

4.8 Teacher Update (Katherine Tiringer)

- Kindergarten students are going on a field trip to see Sharon and Bram
- Classes will be having scientists-in-the-classroom in May
- Robinson – leading learning about technologies and coding, and sharing resources and information with other teachers
- Kindergarten registration is open. The plan is to open in September with 5 kindergarten classes plus one Mandarin kindergarten class.

5. School Council Report (Jennifer Gautrey)

5.1 Outdoor Space Committee

The final payments are being made for the outdoor space costs. There should be a small amount of funds remaining, which will be used to create the leaf plaques for donor recognition. There will be an official opening ceremony for the playgrounds on May 4th where the donor leaves will be revealed. Hamilton Scenic Specialty (Dundas) is making the donor leaves. Representatives of the HWDSB, the media and local politicians have been invited to the opening.

5.2 Dress Code

At the January parent meeting, a notice of motion was presented to adopt the draft Dress Code at this meeting. Minor changes to the Dress Code were made to specifically state what footwear is required and appropriate for DPA and physical education. A motion to adopt the Dress Code was moved by Kristen West and seconded by Ewa Oleksiak. Motion carried. Denise suggested that the new dress code could be made available online.

5.3 Math League

The Math League is a competition for grades 4 and 5 students and will be held on April 29th during the second nutrition break. Practices will be held during nutrition breaks for 3 weeks before the contest. Ms. Lei Ding (Grade 5 Mandarin Teacher) is the Teacher Coordinator and Jennifer Gautrey is the Parent Coordinator. A newsletter was sent home recently, summarizing the contest and asking for parent volunteers.

5.4 Checkers

Students from Grades 3 to 5 participated in the HWDSB checkers tournament at the Ancaster Fairgrounds on March 9th. The Grade 5 "A" Team placed second in their division! Over 600 students from schools across the HWDSB participated in the checkers tournament.

5.5 Arts Council

The gallery by the main entrance will feature the work of the grade 3s in April. The art is updated monthly so that each grade can showcase their work.

The Art Council plans to promote their activities and to recruit volunteers at the upcoming Open House.

The Artist in the Classroom program is now underway for the grade 2 students. Professional artists work with the children to create curriculum-based works of art.

Students in grades 1 to 5 will participate in a drawing event at the school called Cootes Paradise Draws on June 9th. The rain date is June 13th. Cootes Paradise Draws takes place outside, artists lead workshops and musicians also take part.

Anyone interested in volunteering for the Arts Council is invited to contact Laura Cleghorn at laura.cleghorn@gmail.com.

5.6 Parents Reaching Out Grant

The application for the Parents Reaching Out Grant (PRO Grant) for the 2016-17 school year is due in mid May. If successful, the PRO Grant provides for up to \$1,000 to fund a particular program or activity in the school. Suggestions have included physical well-being (yoga) and literacy or numeracy nights. A survey will be sent to parents, requesting input on their programming preferences. Kara Jessop will apply for the PRO Grant based on the results of the parent survey.

6. Home & School Report (Kristen West)

6.1 H&S By-Laws

A notice of motion was presented at the January 27th meeting to adopt the draft H&S By-Laws at this meeting. New by-laws are needed to reflect the change in name of the school and some small organizational changes in H&S (one Treasurer instead of two). A motion to adopt the draft By-Laws was moved by Jennifer Gautrey and seconded by Ewa Oleksiak. Motion carried.

6.2 Treasurer's Report

Jennifer Gautrey provided the Treasurer's Report.

As of March 29th, YTD Revenue for initiatives is approximately \$23,200. This amount includes:

- \$14,900 from Pita and Pizza lunches, which is overstated by approximately \$5,800 as it does not reflect all offsetting expenses yet,
- \$1,600 from the Night Hike,
- \$300 from the Bake Sale at the Winter Concert,
- \$3,600 from the magazine sales,
- \$600 from partnership fundraisers (Fortinos receipts), and
- \$2,200 from dance-a-thon (including funds directed to the HWDSB Foundation).

The dance-a-thon total is understated as it reflects the forms parents submitted to the school, but there are additional donations that were made to School Cash Online that are yet to be included in the total.

As of March 29th, YTD expenditures on initiatives totals approximately \$5,500, of which approximately \$1,700 was for Arts Council (art hanging system plus Artists in the Classroom), \$1,200 for "All of Me Day", \$1,500 for Dufflebag Theatre performances, \$800 for In-reach, \$100 for lunch clubs, \$100 for School Council (Math League) and another \$100 was miscellaneous expenses (memorial donation and cheque order charges).

The bank balance at March 29th is \$39,000, \$1,150 receivable from HWDSB Foundation from the dance-a-thon and we also have \$200 cash float. Total available H&S Assets at March 29, 2016 are approximately \$40,350 (= \$39,000 bank balance + \$200 float - \$1,150 receivable).

6.3 Request for Fundraising Feedback

Kristen West made a request for feedback about how fundraising activities were run this year and how funding has been spent, asking for thoughts on if activities should be added or dropped for next year. She said that if nobody steps up to lead a specific activity, then it doesn't happen. For example, this year we are not doing a mom-to-mom sale, camp night or Flower Fridays.

6.4 Proposed Change to Procedure for Requesting Financial Support from the H&S

The H&S's practice has been to set a budget in the spring for the following school year. The H&S would also receive sporadic requests throughout the school year for financial support of various initiatives at the school, and would provide support if funds were available. Since funds designated for some regular budget items (e.g. new DPA equipment) are not used by the school every year and sporadic requests are difficult to plan for, a change has been proposed. The plan is to change the budget process so that there are two opportunities for "budget asks" – one in the fall and one in the spring. This would allow the H&S budget to be more responsive to opportunities and changing needs. The aim is that the process for selecting activities or items to fund will more transparent as well. "Budget asks" could come from teachers, parents, the school, students or the community. The H&S would appreciate input on how to prioritize and select activities or items to fund.

If you have comments or questions about the budget process, please email Jennifer Gautrey at jgautreyhpl@icloud.com or Kristen West at Kristenboulard@yahoo.com.

6.5 Recent Initiatives

Read-a-thon

The read-a-thon went well, with an amazing 129,778 minutes read! The teachers reported that they appreciated the simpler format this year (counting minutes rather than curriculum based goals). Thank you to Meghan Forbes and Kristen West for running this initiative.

Dance-a-thon

Rachel Roper ran the dance-a-thon for kindergarten students in the gym. Anne Torrie ran the dance-a-thon for students in grades 1 through 5. The children enjoyed the dance-a-thon and the energy of the volunteers. The dance-a-thon raised approximately \$2,200 to support arts programming in the school.

Lunch clubs

Lunch clubs are now over for the year. Thank you to the parents who ran the lunch clubs – the children love the activities.

6.6 Ongoing Initiatives

Pita/pizza lunches

Pita/pizza lunches for the second half of the year just started. Thanks to Chris Chevalier, who is now also helping. The H&S in-reach budget is funding 1-slice lunches for the children who recently joined the school.

Fortinos Receipts (Ewa Oleksiak)

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 receives 1% of the total of the receipts and last year and year-to-date this year approximately \$1,000 has been received from Fortinos. June 1st will be the last day for receipts this year.

Healthy Snack Program (Ewa Oleksiak)

The school has received \$6,000 support from the Tastebuds program (<http://www.tastebudshamilton.ca>) to run a healthy snack program until the end of the school year. This amount is in addition to the \$1,700 Home & School budgeted for the nutritious snack program in 2015-16.

For each future school year, an application will need to be made by the school to the Tastebuds program and funds may be approved based on continued need and uptake of the program. Any contributions made by the school or Home & School do not affect the funding from the Tastebuds program; that is, funding from the Tastebuds program is not contingent on funds being pledged by the school or H&S, nor are the funds from the Tastebuds program offset by any amounts provided by the school or H&S.

The school is using the current year's funds from the Tastebuds program to provide a snack for all students on Wednesdays. Four volunteers (Ewa Oleksiak, Yulia Schevchenko, Rita Kopyto and Sonya General) administer the program, purchase the snacks, put the food out and tidy up at the end of the day. The Tastebuds program supports the purchase of specific foods only. For snacks, a grain product and fruit or vegetable must be provided, so the school is currently providing oranges and cereal bars. Children are given the opportunity to select snacks during nutrition breaks. The program has been going only a few weeks and is currently very popular.

Ewa noted that the children seem to prefer the sweeter cereal bars and asked for thoughts on the snacks offered. Some parents expressed a preference that the less sweet option is provided so that their children are less tempted to eat sweet cereal bars instead of their own lunches. Ewa commented that we will need to determine if parents want us to continue this program next year. A parent added that feedback from the teachers would also be useful.

Anyone interested in helping out with the healthy snack program should contact Ewa ewaole@gmail.com.

6.7 Upcoming Events

Movie Night

We're considering holding Movie Night in May at the Churchill clubhouse. The pros of this location include: the washrooms in the clubhouse, concession stands could be inside the building and the floodlights could be turned on at the end to help parents locate their children. The con associated with holding Movie Night in May is that we wouldn't be able to start until 8:30 pm or later, as the sun sets late in spring. Tim Potocic might be able to provide the screen in May, but is not likely to be able to in the fall.

Plan B Organic Farms Partnership

3% of the proceeds from sales of vegetables, herbs and fruits go to the school.

6.8 Volunteer Opportunities

- Home and School positions (President, Vice-President, Treasurer, Secretary, Membership Secretary and Communications Coordinator) for the 2016-17 school year. Elections will be held at the June 1st Parent Meeting.
- Movie Night
- Math League
- Healthy Snack Program
- Arts Council
- Cupcake bakers for the Open House

Please contact Kristen West at kristenboulard@yahoo.com if you are interested in any of these volunteer opportunities.

7. Open Discussion – Questions/Issues Arising

One parent enquired if the newcomer families had any further needs we could help with. Denise responded that the school has sent home note in Arabic, asking about remaining needs. Working with the McMaster Welcome Group, the school will get the word out if anything is identified.

8. New Business

None.

9. Adjournment

The next Parent Meeting will be Wednesday, June 1, 2016.

The meeting was adjourned at 8:30.

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

Proposed 2016-17 Budget for Discussion

Updated: May 23, 2016 2015/16 Budget Approved at June 3, 2015 Parent Meeting

Income	2015/16	2015/16				2016/17	
Activity	Approved Budget	Actual Proceeds	Estimates to Year End	Estimated Balance	Variance	Draft Budget	Comments
Fundraising Activity							
Magazine Orders	2,500	3,634		3,634	1,134	3,000	
Bake Sales	-	255		255	255	400	Winter concert and Open House BBQ
Dance-a-thon	3,200	2,640		2,640	(560)	2,500	Includes Funds directed to HWDSB and School Cash Online amounts
Pita/Pizza Lunches	7,500	11,922	(2,603)	9,319	1,819	9,000	
Partnership Fundraisers	1,200	632	368	1,000	(200)	1,000	Mabel's Labels, Fortinos
Subtotal	14,400	19,083	(2,235)	16,848	2,448	15,900	
Community Activity							
Halloween Hike	1,000	1,568	-	1,568	568	1,000	Donations to RBG/Smiles Over Sickness
Movie Nights	1,000	-	-	-	(1,000)	-	
Open House BBQ	500	269	-	269	(231)	-	Cupcake sales at Open House, combined into bake sales for 2016/17
Subtotal	2,500	1,837	-	1,837	(663)	1,000	
<i>Donations/Transfers</i>	-	-	-	-	-	-	
Total Estimated Proceeds	16,900	20,920	(2,235)	18,685	1,785	16,900	

Expenses	2015/16	2015/16				2016/17	
Annual Expenses/Program/Activity Support	Budget	Actual	Estimates to Year End	Estimated Balance	Variance	Draft Budget	Comments
Office Supplies/H&S Operations	200	117	25	142		200	Includes bank charges, photocopying, Volunteer Newsletter, H&S Memberships, Miscellaneous
School Council	800	306	-	306		300	Math League, Checkers, School Council administration/programming, Grade Parties
Read-a-thon	200	92	-	92		100	
Teacher Appreciation	200	185	-	185		200	
Volunteer Appreciation	300	-	400	400		500	
Inreach	1,500	824	500	1,324		1,500	
Arts Council	4,000	2,350	1,650	4,000		4,000	includes specialised arts equipment
Gr 5 trip/Farewell Assembly	1,700	-	1,700	1,700		1,700	\$1500 bus costs, \$200 Gr 5 party costs
Performances/Events	1,700	1,526	-	1,526		2,000	e.g. Duffiebag Theatre, drama trips, Aboriginal presentation, musical performances
Healthy Snack Program	1,700	42	1,658	1,700		1,000	
Subtotal	12,300	5,442	5,933	11,375		11,500	

Allocated Funds (to be held until project complete)	2015/16	2015/16				2016/17	
Playground Painting/Equipment	2,100	-	-	-		2,100	From Prince Philip H&S funds that were transferred - standing item until complete
Subtotal	2,100	-	-	-		2,100	

Request Items - If Funds Available	2015/16	2015/16				2016/17	
Outreach	1,500	-	-	-		Request	
Lunch Clubs	500	64	79	143		Request	
Technology	-	-	-	-		Request	
Health and Physical Education Programming	2,000	1,163	-	1,163		1,500	All of Me Day, Play Day, Sports Presentation (e.g. Rocks & Rings)
Outdoor Education	-	-	-	-		300	
Scientists in the School	-	-	-	-		1,000	for FDK Classes
DPA, Recess & Playground Equipment	1,300	-	-	-		1,000	
Outdoor Space	500	353	-	353		Request	
	5,800	1,580	79	1,659		3,800	

Estimated 2016/17 Expenses 17,400

Net Revenue/(Expenditures): **2,500** **15,478** **(8,168)** **7,310** **(4,300)**

Total Net Assets at September 1st	Estimate	Actual					
	22,604	22,604		36,502		28,334	Bank balance at 1-Sep-2015 is \$22,403.98 + \$200 float = \$22,604 (rounded to nearest dollar)
Plus: Revenue	16,900	20,920	(2,235)	16,900		16,900	
Less: Expenses	(14,400)	(7,022)	(5,933)	(17,400)		(17,400)	
Estimated Total Net Assets at August 31st	25,104	36,502		28,334		27,834	Actual as at May 23, 2016

36,503 Actual as at May 23, 2016 (\$34,688.18)+\$200 Float+\$1615 receivable from HWDSB and School Cash Online
ACTUAL