

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

Date: Wednesday, September 23, 2015, 7 – 9 p.m.

Location: Library

Administration: Denise Minardi (Principal), Gisele Portelance (Acting Vice-Principal)

Home & School: Kristen West (President)

Item	Description	Presenter	Time
1.	Welcome, Introductions and Voting 1.1 Principal and Vice-Principal 1.2 Review of School Council 1.3 School Council Voting	All	20 min
2.	Review of Agenda and Approval	Denise Minardi	5 min
3.	Open Discussion – Questions/Issues Arising	All	10 min
4.	Cootes Paradise Elementary School Report 4.1 School Population/Class Distributions 4.2 Changes to school day routines 4.3 Staffing/Classroom Reorganization 4.4 Volunteer Policy/Police Checks 4.5 Welcome BBQ 4.6 Healthy Snacks / Tastebuds Application 4.7 Teacher Updates/School Events (from Katherine Tiringer)	Denise Minardi and Gisele Portelance	25 min
5.	Home & School Report 5.1 Treasurer's Report 5.2 Fundraising initiatives a. Pita & Pizza Lunches b. Magazine Fundraiser 5.3 Initiatives a. Healthy Snack Program b. Fortinos Receipts / Apples 5.4 Upcoming Events a. Welcome BBQ b. Lunch Clubs – mid-October c. Pumpkin Night Hike – Friday, October 23 rd 5.5 Volunteer Opportunities a. H&S Vice-President b. Cupcake bakers c. Lunch Clubs – 6 weeks – one nutrition break per week d. Pumpkin Night Hike – pumpkin carving and trail set up/take down	Home and School Executive	25 min
6.	School Council Report 6.1 Outdoor Space Committee 6.2 Traffic Committee 6.3 Arts Council 6.4 Dalewood Update 6.5 School Code of Conduct Committee – Dress Code 6.6 Volunteer Opportunities: a. Arts Council b. School Code of Conduct Committee	School Council Executive	25 min
7.	New Business	All	10 min
8.	Meeting Adjournment	School Council	

Next Meeting: November 25, 2015

**Minutes of the Parent Meeting
held on June 3, 2015 at
Cootes Paradise Elementary School**

In attendance:

Parents: John Atkinson, Lara Borys, Lynda Bruce, Chris Chevalier, Macarena Diaz-Ruiz, Jennifer Gautrey, Sonya General, Kristi Gringhuis, Heather Hurst, Sharilyn McGowan, Kalpana Nair, Ewa Oleksiak, Jay Parlar, Mary Louise Pigott, Sarodha Raj Kumar, Aimee Reid, Andrea Rheinstadter, Stanislav Visaticki, Kristen West

Staff/Administration: Gregg Williamson (Acting Principal), Diane Aitken (Acting Vice Principal), Elaine Jagr (YMCA)

The meeting was called to order at 7:10

1. Welcome and Introductions

Individuals in attendance introduced themselves.

2. Review of Agenda and Approval of Minutes of Previous Meeting

No changes were made to the agenda. Motion to accept the agenda was moved by Sharilyn McGowan and seconded by Sarodha Raj Kumar.

There were no changes made to the minutes from the meeting of April 8, 2015. Motion to approve the minutes from this meeting was moved by Sonya General and seconded by Mary Louise Pigott.

Motions carried.

3. Dalewood Renovations Update

In Craig Burley's absence, Jennifer Gautrey provided an update on the status of the Dalewood Renovations, reporting that there were no changes from the April update. The project is currently on schedule and completion is projected within 1.5 to 2 years.

4. Home and School Report

4.1 Election of Executive Members

All voted in favour for the following individuals to form the 2015/16 Home and School (H&S) Executive. All positions were uncontested.

President	Kristen West
Vice President	(vacant)
1 st Treasurer	Wei Qian
2 nd Treasurer	Jennifer Gautrey
Secretary	Lynda Bruce
Membership Secretary	Andrea Rheinstadter

4.2 Treasurer's Report

Jennifer Gautrey provided an estimate of the H&S's financial position as at August 31, 2015 based on actual spending and account balances to May 27, 2015 and estimates of revenue and expenses to August 31, 2015 (end of the fiscal year). The proposed draft budget for the 2015/16 was also presented - the draft version was included in the agenda package. The final version is appended to these Minutes.

H&S Members voted to change the following budget items:

- 1. Move \$1,700 from the 2014/15 Play Day budget item to 2014/15 DPA Equipment budget, thereby increasing the DPA Equipment budget to \$2,158 (= \$458 + \$1,700) and decreasing the Play Day budget to \$300 (= \$2,000 - \$1,700), which reflects the approximate amount of funds already spent from the Play Day budget.**

Rationale:

Administration decided to forego the play day in its traditional form for this school year as students had a PanAm activity day in late May, which served as a play day of sorts. There were also issues with scheduling and the cost for groups to come into the school to provide a play day in June. The suggestion was made to direct funds to the DPA Equipment budget to allow Mrs. McKenzie and her team to acquire classroom DPA Equipment to enable students to play everyday.

Parents present inquired whether the purchase of DPA Equipment should be paid for by the school, but as such equipment is not linked to the physical education curriculum and the equipment is different from what would be purchased for the gym, H&S funds can be used to purchase DPA Equipment.

H&S Members present approved the motion.

- 2. H&S Members requested that the \$1,500 line item for Outreach be reinstated for 2015/16.**

Rationale:

The line item had been removed from the 2015/16 operating budget as the funds had not been disbursed in either 2013/14 or 2014/15. Parents indicated that both school years were busy years leading up to and following the transition/amalgamation of schools and a request was made to reinstate the line item for 2015/16.

H&S Members present approved the motion.

- 3. Authorise a contribution of \$11,500 to the Outdoor Space Project.**

Rationale:

H&S had accumulated funds for the past 6 to 7 years with the intention of disbursing the funds for an appropriate legacy project. The Outdoor Space Project is a legacy project and, as such, the H&S Executive recommended that funds be directed to that project.

For budgeting for future years, the intention would be that all funds required for the coming school year's budget would be held in the bank account and disbursed as needed throughout the coming year. For example, all funds required for budgeted initiatives for the 2015/16 school year would be in the account as of September 1, 2015, along with a small contingency (i.e. less than \$1,000). Any funds then raised in the 2015/16 school year would then be used to shape the budget for initiatives for the 2016/17 school year. The practice would continue for subsequent years.

Following this practice and based on conservative cash flow estimates to August 31, 2015, there would be approximately \$11,500 of parent-raised funds available to transfer to the Outdoor Space Project.

H&S Members present approved the motion.

The amended budgets for 2014/15 and 2015/16, and estimated cash flows to August 31, 2015 are attached. If there are any questions regarding the budget or Treasurer's Report, please contact Jennifer Gautrey at jgautreyhpl@me.com.

A question was raised about the school's budget and it was clarified that School Board policy prevents the H&S from providing financial support for activities and programs that are curriculum-related. For example, the H&S can't provide funding for curriculum-related books. Principal Williamson stated he could provide more information on the school's budget, as provided by the School Board, if this is of interest.

4.3 Recent Initiatives

Pita/Pizza lunches

Heather Hurst reported that proceeds were a bit lower than expected (\$7,675 vs \$10,000). Friday lunches will be offered again next year. The group discussed possible additional events for next year, such as having a special snack once a month in combination with special days, like crazy hair day, backwards day, beach day, etc.

Nutritious Snack

Ewa Oleksiak reported that over \$1,200 will be generated from Fortino's receipts. The last day for Fortino's receipts for this year is Tuesday, June 9th. This program will be continued next year.

Last day of school

A "clap out" will be held for the grade 5 students: the school population, except the grade 5s, exit the school then stay to clap as the grade 5 students exit the school for the last time.

5. Cootes Paradise Elementary School Report – Gregg Williamson

5.1 School Update

Current population is 599, up 6 from the last meeting

Reminder – Cootes Paradise is closed to Out-of-Catchment for the 2015-2016 school year.

5.2 Outdoor Dream Update

- Fundraising campaign has begun
- All students received packages late last week
- Main campaign will last until approx. mid-June
- Looking at June 16th as an opportunity for “throw water at the Principal day”
- Included this project as part of Eco-Schools initiative

5.3 Safe and Secure Schools

- Lockdown, Hold and Secure, and Shelter in Place drills have been very successful.
- Fire Drills – 3 Fall, 3 Spring; we have one to go.
 - Made adjustments to some of our exits to make things faster and safer
 - At the last drill, staff and students vacated the building in less than two minutes

5.4 Tastebuds Application

- Have submitted a grant application to Tastebuds (part of the Student Nutrition Collaborative)
- Hoping to initiate a mid-morning snack, three times a week
- The goal is provide the opportunity for a mid-morning snack to all students in the school

5.5 Kindergarten Welcome

- June 18th; Invitations will be going out early next week
- We will be providing parents with the opportunity to come to class to see how the FDK classroom operates
- Kindy-pen will be open for students to explore
- Provide parents with social history forms and dismissal forms
- Home and School/School Council has been invited to set up a table
- Also looking at it as an opportunity to recruit new volunteers

5.6 School Code of Conduct

- Bill 13 required amendments to Provincial Code of Conduct (specifically to address issues of bullying)
- Trickle-down effect meant that School Boards had to adjust theirs, and thus school must do the same
- With Cootes Paradise being a new school, we need to spend the time to develop a new Code of Conduct (this must be done every 3 years)
- Provincial Code states that the principal must:
 - Take into consideration the views of the School Council
 - Include the standards set forth in the Provincial Code of Conduct
 - Set out standards of behaviour for all members of the school community
 - Develop a communication plan as to how these standards will be communicated to all parties
- Several things that will need to be considered; expectations for (safety, electronics, behaviour, citizenship, bullying, respect for self, others, property and community).
- The Code of Conduct needs to be reflective of and meet the needs of the Cootes Paradise School Community

- A sign-up sheet was circulated for parents to indicate their interest in being part of a new committee to help put together the School Code of Conduct.
- September 2015 note: Parents interested in joining the committee should contact Jennifer Gautrey (jgautreyhpl@me.com) or Principal Denise Minardi (dminardi@hwdsb.on.ca)

5.7 Volunteer Appreciation Tea

The Volunteer Appreciation Tea will take place on June 9th. Diane Aitken reported 138 volunteers were invited. Students from various classes will present songs and poems to thank the volunteers.

6. School Council Report

6.1 Outdoor Space Committee

John Atkinson reported tendering was delayed due as it took some time to get a contract in place between Evergreen Canada (the not-for-profit playground designer and project manager engaged by H&S) and the School Board (the property owners). The project is expected to go to tender within the next week or two and work should start by late summer or early fall. The hope is that work next fall will take place in zones and phases to limit the impact on the children, with completing the kindergarten area the priority. It is not expected that the students will need to go to Churchill Park for recess as happened in Fall 2014.

The Outdoor Space Committee has presented the plans for the playground to the students. Fundraising continues with the need to raise a further \$35,000 to \$40,000. The Committee is also approaching local businesses for donations.

6.2 Traffic Committee

No activity to report.

6.3 Math League

42 grade 4s and 5s took part in this year's math competition. All did well, some exceptionally so. 13 parent volunteers helped make this program a success.

6.4 Arts Council

Cootes Draws will take place on June 4th. Local celebrities (e.g., Mayor Fred Eisenberger, City Councillor Aidan Johnson, the Community Police Officer, local lawyer Jim Simpson, Crime reporter Susan Clairmont, HWDSB Board Chair Todd White, Dance-a-thon DJ Sharlene Loudon and Office Administrators Meshel Baines and Marcia Fulford), musicians and artists will take part.

6.5 Parent Resource Committee - Handbook

Final editing is required. The handbook will be available for the Kindergarten Welcome event on June 18th.

7. Open Discussion – Questions/Issues Arising

Classroom building

Principal Williamson and Vice Principal Diane Aitken will build the classes for next year, posting them for staff comment. Principal Williamson has also been putting together profiles on the grade 5 students to send to Dalewood to help with class building for grade 6.

Report Cards

Due to the teachers' job action, report cards will include marks, but won't necessarily include any comments. The Principal and Vice Principal will sign the reports.

EQAO Testing

Greg Williamson will check if EQAOs have been officially cancelled versus suspended.

8. New Business

None.

9. Meeting Adjournment

The meeting adjourned at 9:10

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

Updated: June 3, 2015 2014/15 Budget Approved at October 1, 2014 Parent Meeting, 2015/16 Budget Approved (as amended) at June 3, 2015 Parent Meeting

Income	ESTIMATES			Proceeds used to support	Comments
	2014/15 Budget	2014/15 Actual Proceeds	2015/16 Proposed Budget		
Fundraising Activity					
Bake Sale (Winter Concert)	-	458	-	DPA equipment - special motion December 3, 2014	
Bulldog Tickets	-	-	-		Activity was not run in 2014/15
Dance-a-thon	4,500	3,240	3,200	Playday, DPA Equipment	
Flower Fridays	2,000	550	1,000	Outdoor Space, Inreach	
Magazine Orders	2,500	3,207	2,500	Volunteer App, Teacher App, Read-a-thon, H&S Operations, Lunch Clubs, School Council	
NHCHC Outreach	-	-	-		Funds collected used to purchase Christmas gifts
Pita/Pizza Lunches	10,000	7,675	7,500	Arts Council, Grade 5 Trip, Performances/Programming	
Parents' Night Out	-	-	-		Activity was not run in 2014/15
Partnership Fundraisers	200	1,200	1,200	Nutritious Snack	Mabel's Labels, Fortinos
Summer Camp Fair (2016)/Mom-to-Mom Sale (2015)	200	-	500	Unallocated - TBD based on budget/area(s) of need	Mom-to-Mom sale was not run in 2015
Subtotal	19,400	16,330	15,900		
Community Activity					
Halloween Hike	1,000	1,865	1,000	Inreach	Donations to RBG/Smiles Over Sickness (\$200 each)
Movie Nights	1,000	900	1,000	Unallocated - TBD based on budget/area(s) of need	May be held inside In gymnasium
Open House BBQ	-	266	500	Nutritious Snack	Cupcake sales at Open House
Subtotal	2,000	3,031	2,500		
Donations/Transfers	1,500	2,123	-	Estimated amount from Prince Philip H&S - to be used for playground painting	
		3,500	-	Toyota Evergreen Grant received for Outdoor Space Committee	
Total Estimated Proceeds	22,900	24,984	18,400		
Expenses					
Annual Expenses/Program/Activity Support	2014/15 Budget	2014/15 Actual	2015/16 Budget	Comments	
Arts Council	6,500	6,500	4,000	Adjusted re 2014/15 budget included additional amount for display cabinet for first floor	
School Council	800	500	800	Math League, Checkers, School Council administration/programming, Grade Parties	
Inreach	1,500	1,500	1,500		
Outreach	1,500	-	1,500		
Teacher Appreciation	200	76	200		
Volunteer Appreciation	300	300	300		
Home Reading	4,000	-	-	Removed re HWDSB Fundraising Guidelines	
Lunch Clubs	700	425	500		
Gr 5 trip/Farewell Assembly	1,500	1,500	1,700	Increased to reflect inflation in bus costs	
Playday	300	300	2,000	Remaining balance of \$1,700 transferred to DPA Equipment per vote from H&S Members at Jun 3, 2015 mtg, no Playday as recently had a PanAm activity day	
Technology	3,300	3,071	-	Removed for 2015/16 re HWDSB Technology Initiatives	
Office Supplies/H&S Operations	200	50	200	Includes bank charges, photocopying, Volunteer Newsletter	
Performances/Programming	-	-	1,700		
DPA Equipment	2,158	2,158	1,300	Special Motion from Dec 3, 2014 meeting to use bake sale proceeds for DPA equipment *Note if not paid, amount will be added to 2015/16 budget, \$1700 added from Playday budg	
Read-a-thon	100	120	200		
Healthy Snack Program	1,200	1,206	1,700	\$1200 from Fortinos receipts, plus funds from cupcake sales, to be reviewed	
Subtotal	24,258	17,706	17,600		
One-Time Expenses in 2015/16 School Year					
Playground Painting/Equipment	1,500	-	2,100	From Prince Philip H&S funds that were transferred - estimated \$1500 to be received in 2014-15, actual was \$2100+	
Subtotal	1,500	-	2,100		
Outdoor Space Project					
Outdoor Space Committee	3,500	-	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 - 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 AWWCA to support project, held in Trust	
	10,000	400	-	Note: \$10,000 received from HWDSB be held in trust	
	3,500	-	-	Note: \$3,500 received from Toyota Evergreen to support project, held in Trust	
Subtotal	31,600	15,000	500	Funds expected to be paid out in 2014/15, received additional funds from HWDSB also to be held in trust	
Net Revenue/(Expenditures):	(34,458)	(7,722)	(1,800)		
Estimated Assets		65,829	20,920	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)	(20,200)	2014-15 - Estimated Expenses of \$32,706 less actual of \$13,057 less expenses against revenue for 1 Pita days @ \$720 each, plus 2 pizza days @ \$420 each	
Less: Special payments/transfers to be made		(13,100)	-	2014/15 - Outdoor Space transfers to HWDSB Foundation (Evergreen Grant and balance of Evergreen design budget)	
Estimated Net Assets at August 31st		32,420	19,120		
Less: Contribution for Outdoor Space Project		(11,500)	-	Suggestion: H&S Donation to Outdoor Space Project * Amount approved by H&S Members at June 3, 2015 mtg	
Estimated Remaining Assets at August 31st		20,920	19,120	Goal: Hold funds equal to all budgeted expenditures for 2015/16 plus small contingency	