

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

Date: Wednesday, November 25, 2015, 7 – 9 p.m.

Location: Library

Administration: Denise Minardi (Principal)

Home & School: Kristen West (President)

School Council: Jennifer Gautrey and Kara Jessop

Item	Description	Presenter	Time
1.	Welcome and Introductions	All	10 min
2.	Review of Agenda and Approval of Minutes (for June and Sept meetings)	Denise Minardi	5 min
3.	Open Discussion – Questions/Issues Arising	All	10 min
4.	School Council Report 4.1 Dalewood Update 4.2 Draft Dress Code Policy 4.3 Math League 4.4 Outdoor Space Update 4.5 Arts Council Update 4.6 Traffic Committee Update 4.7 Checkers 4.8 Volunteer Opportunities: a. Math League b. Checkers	School Council Executive	25 min
5.	Cootes Paradise Elementary School Report 5.1 Job Action 5.2 Progress Reports / Interviews 5.3 Class Organization / Staffing Update 5.4 Upcoming Events: Choir, December 10th 5.5 School Improvement Plan 5.6 Positive School Climate Committee	Denise Minardi	25 min
6.	Home & School Report 6.1 Treasurer's Report 6.2 Recent and Current Fundraising initiatives a. Night Hike b. Magazine Fundraiser c. Hot Lunches d. Fortinos Receipts 6.3 Upcoming Fundraising Initiatives a. Winter Concert Bake Sale b. Dance-a-thon c. Community Movie Night 6.4 School Events a. Lunch Clubs b. Read-a-thon c. Staff Appreciation Luncheon 6.5 Volunteer Opportunities a. H&S Vice President b. Bakers and coordinator for Bake Sale c. Dance-a-thon 6.6 Other a. Communications b. Outreach request	Home and School Executive	25 min
7.	New Business	All	10 min
8.	Meeting Adjournment	School Council	

Next Meeting: January 27, 2016

**Minutes of the Parent Meeting
held on September 23rd, 2015 at
Cootes Paradise Elementary School
(pending approval)**

In attendance:

Parents: Lara Borys, Lynda Bruce, Laura Cleghorn, Isabelle Defaria, Jennifer Gautrey, Jennifer Godsmark, Heather Harvey, Carrie Hung, Heather Hurst, Kara Jessop, Lynn (Young-In) Lee, Erin Lepischak, Kathryn Mattison, Siobhan McEwan, Kalpana Nair, Ewa Oleksiak, Derek Pratt, Lynn Pratt, Clara Sacchini, Rachel Sheahan, Cameron Whitney

Staff/Administration: Denise Minardi (Principal)

The meeting was called to order at 7:10

1. Welcome, Introductions and Voting

1.1 Introductions

Individuals in attendance introduced themselves.

1.2 Review of School Council

Jennifer Gautrey discussed the role of the School Council. It is mandated by the Ontario Ministry of Education that each school should have a School Council. The Council's focus is to increase the achievement of children by providing increased accountability of the school to parents, i.e., a link. Parents can provide feedback on issues/concerns/recommendations to school council members, who will bring forward this info to the Principal and provide feedback. Further issues can be taken to the School Board. The School Council is structured such that the executive members coordinate and parent volunteers run various committees, such as the Outdoor Space Committee, the Arts Council, the Traffic Committee and the School Code of Conduct Committee.

1.3 School Council Voting

Jennifer Gautrey and Kara Jessop were put forward as Co-Chairs of the School Council for the 2015/2016 school year. Kalpana Nair moved that both be acclaimed as Co-Chairs, Heather Hurst seconded and the motion was carried.

Heather Harvey, Erin Lepischak and Kalpana Nair are Members-at-large.

If other parents wish to be Members-at-large, please contact Jennifer Gautrey at jgautreyhpl@me.com.

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

The motion to accept the agenda was moved by Kara Jessop and seconded by Erin Lepischak. Motion carried.

The approval of the Minutes from the June 3, 2015 meeting was inadvertently missed. These Minutes will be approved at the November Parent Meeting.

3. Open Discussion – Questions/Issues Arising

3.1 Split Classes

A parent brought up the issue of split classes, expressing frustration that:

- the majority of classes are split classes this year
- children in split classes are isolated from their friends in their grade, especially those children in classes where the split is not even and they are one of only a handful of children in their grade in the class
- the reason for so many split classes seems to be to provide administrative flexibility

Principal Minardi agreed there are several split classes and that split classes provide flexibility as to where to put children and also for staffing.

Additional parents voiced further concerns and questions, including:

- is there any detriment to being in a split class?
- how is the decision made as to where to place each child?
- will the children be taught the full curriculum, especially the older ones?
- is an effort made to ensure the split is even?

Principal Minardi commented that split classes are not detrimental overall and have positive aspects including variety in class makeup, a chance to make new friends and the opportunity to develop leadership skills. With the goal of putting together balanced classrooms, school staff weigh a variety of factors, including student work habits, social skills, social dynamics, academic abilities and gender. She noted the students are taught the curriculum and teachers will sometimes choose to teach as a team. (For example, the teachers of two 3/4 classes might have one teacher take the grade 3s and the other take the grade 4s for some lessons). Schools attempt to make the splits even, but this isn't always possible. There must be at least four children of the same grade in a split class.

3.2 Team Teaching

A parent enquired how parents can find out if their teacher will be doing team teaching with another teacher. Principal Minardi suggested speaking to the teachers at pickup or drop-off.

3.3 Change to Core English

A parent asked why their child's French Immersion teacher was also teaching English this year. Principal Minardi responded that, with teachers' input, the school decided to move to a model where Core English is integrated into the French Immersion homeroom class. 250 minutes per week are allocated for instruction in English for students in grades 2 to 5. Principal Minardi said the change means teachers are able to cover subjects usually taught in French (e.g., science, social science) in some of the time for English instruction and that this 'fluidity' is a benefit and reinforces learning. Principal Minardi will send a note home about why the change was made and how English instruction will be different from last year.

3.4 Learning Plans

A parent asked if teachers will be sending home learning plans. Principal Minardi responded that teachers were not sending home information as part of their job action. She said that the curriculum would be followed and that parents can find information on the curriculum here:

<https://www.edu.gov.on.ca/eng/curriculum/elementary/grades.html>

3.5 Giftedness

A parent asked about giftedness at the school. Principal Minardi said that giftedness testing takes place in grade 4, if agreed to by the child's parents. In the past, children identified have had the option to join a gifted class at another school in Hamilton for grades 6, 7 and 8. This approach, however, has changed a great deal in the last few years: gifted children are now encouraged to stay at their local school, since studies show children do better when they stay in their communities. Gifted children in grades 5 – 8 are given the opportunity to take part in monthly activities with other gifted children at a central location. Students identified as gifted also have the option of attending a weekly after school drop-in program, again at a central Hamilton location.

4. Cootes Paradise Elementary School Report – Denise Minardi

4.1 School Update

Current population is 571. Cootes Paradise is closed to Out-of-Catchment for the 2015-2016 school year. Classrooms include:

- 6 Full Day Kindergarten (FDK)
- 9 English
- 10 French Immersion
- 2 Mandarin
- 2 English as a Second Language
- 2 Learning Resource Teacher (LRT)

The table below summarizes the current make-up of the classrooms. (There will be some changes with the reorganization).

English	FI	Mandarin
FDK 4 classes of 30 children	Gr 1 - 15	FDK - 17
FDK - 15	Gr 1 - 14	Gr 1/2 – 15 (3 / 12)
Gr 1 - 20	Gr 1/2 - 14 (5 / 9)	Gr 3/4/5 – 12 (6 / 1 / 5)
Gr 1/2 - 21 (12 / 9)	Gr 2 - 19	
Gr 2/3 - 20 (12 / 8)	Gr 2/3 - 16 (10 / 6)	
Gr 2/3 - 19 (10 / 9)	Gr 2/3 - 18 (11 / 7)	
Gr 3/4 - 21 (11 / 10)	Gr 3/4 - 23 (14 / 9)	
Gr 3/4 - 22 (11 / 11)	Gr 3/4 - 23 (15 / 8)	
Gr 4/5 - 23 (11 / 12)	Gr 4/5 28 (9 / 19)	
Gr 4/5 - 22 (10 / 12)	Gr 4/5 - 25 (10 / 15)	
Gr 5 - 24		

4.2 Reorganization

Once the school year starts, each school sends the Board a summary of student numbers. These student numbers are often different than numbers projected in the spring as new students register over the summer and in September. The Board reviews student numbers then, if required, makes adjustments to staffing allocations and changes typically take place in early October.

A new FDK class was added on September 14th (Ms. Schinkel). (This change was made earlier than usual because it was apparent in late August that class sizes would be very large). There

are now 4 FDK classes of 30 children, each with one kindergarten teacher and one Early Childhood Educator. There is one further FDK class of 15 children with one kindergarten teacher. There is also one Mandarin FDK class with 17 children.

The Board has just informed Principal Minardi that the school will lose one French Immersion teacher in the lower grades. There will therefore be movement of French Immersion students to other classes to accommodate this change. There will be an internal reorganization of the English classes as well as the student to teacher ratio is too high for the lowest grades.

New staff include: Mr. Gould (VP), Mrs. Puric (ESL), Mrs. Hamilton, Mlle Pattinson, Mr. Aquino, Ms. Runco-Falcao, Mrs. Macky, Mrs. Hathaway and Mrs. Blonkski.

A staff list has been posted on the school website. An updated staff list will be provided after the reorganization.

4.3 Volunteer Policy / Police Checks

The school welcomes all parents to volunteer and Volunteer Forms are available in the main office. Parents must have police checks to volunteer with the school. The school can provide parents with a further form that will enable them to receive a police check for half the cost. Once the police check has been reviewed, the Principal can help parents to identify volunteer opportunities (e.g., with Home and School fund-raising events, in the classroom, in the library, on trips).

4.4 Daily Physical Activity (DPA) Equipment

Principal Minardi thanked the Home and School for providing \$2,000 for new DPA equipment (skipping ropes, skip-its and several different types of balls).

4.5 Meet-the-Staff / Welcome BBQ - postponed

The Meet-the-Staff night planned for September 30th has been postponed until the teachers' job action ends.

4.6 Tastebuds Application

Vice Principal Gould is continuing with the school's application to Tastebuds (part of the Student Nutrition Collaborative) for funding to provide all students with the option of a mid-morning snack.

4.7 Upcoming Events

All of Me Day, November 20th – Kim MacKenzie (Phys. Ed. Teacher) is putting together a health and wellness day for students. The full-day event will include hip hop dance instruction, a presentation by the Canadian Diabetes Association about hidden sugar in food, and other activities. Parents interested in volunteering at this event should contact Ms. MacKenzie.

5. Home and School Report – Jennifer Gautrey

The Home and School Association (H&S) is an independent, parent-driven organization that plays a vital role in school life. H&S aims to enhance the school experience for students and to provide parents with a voice and opportunities to participate in our school community. The H&S

organizes many fun initiatives for the children as well as for the greater community. Our fundraising activities allow us to financially support popular events, such as the Nutritious Snack program, the annual Pumpkin Night Hike and ongoing Lunch Clubs. H&S also pays for gym and activity equipment and funds the Arts Council. Some of our events raise money to provide support to economically challenged families in our community as well as less affluent schools elsewhere in Hamilton.

H&S will need to update its bylaws this year to reflect the change in the name of the school. It is also proposed that the bylaws are changed to provide the option of having one treasurer as opposed to two. The treasurer role was simplified when H&S's investments were cashed in for use in the Outdoor Space Project. Assets are now smaller and less complicated.

H&S is looking for volunteers, would like to particularly encourage volunteers from families with younger children. The majority of the current volunteers have children in grades 4 and 5 and those families will be graduating from the school in the near future.

5.1 Treasurer's Report

As at August 31, 2015, the bank account balance totalled approximately \$22,400. In addition, there is a cash float of \$200. Investments were cashed in during June 2015 to support the Outdoor Space Project. All dance-a-thon funds directed to the HWDSB Foundation (for tax receipts) have been returned to Home & School. A detailed reconciliation of the financial position is attached and will also be posted on the school website in the School Council folder.

5.2 Fundraising Initiatives

Pita and Pizza Lunches

Heather Hurst reported that orders are currently being collected and organized in preparation for the first Friday lunch on October 2nd. Those who overpaid will be sent a refund. The group discussed difficulties encountered while trying to use the online payment method: the Board's School Cash Online service. These difficulties were seen as teething issues that will be worked out. Helpers are needed for some of the lunches to receive and pay for the order, set up the lunches for pick-up by the students and to respond to students' questions. Please contact Heather Hurst (hnb@cogeco.ca) if you are interested in helping.

Magazine Fundraiser

The magazine fundraiser is one of the H&S's most effective fundraisers, bringing in over \$3,000 last year.

Fortino's Receipts

Ewa Oleksiak will be coordinating the collection of Fortino's receipts again this year. Fortino's provides the school with a 1% cash refund on all money spent at the Fortino's on Main Street West. Receipts (dated between September 1st and June 10th) should be put in the envelope in the Home & School's mailbox in the school's front foyer.

5.3 Initiatives

Healthy snack

Last year the H&S provided funding that enabled the daily provision of apples to any student who wanted a snack. Ewa Oleksiak reported that apple crops are bad this year and as a result she has not been able to contract a supplier this year. She will try some other places. Denise Minardi noted that the Healthy Snack and Tastebuds initiatives are complementary.

5.4 Upcoming Events

Lunch Clubs

Jennifer Godsmark will be coordinating Lunch Club this year and is looking for volunteers to lead a club once a week for six weeks this fall. Typical activities include lego, board games, sports and crafts. Volunteers can choose to hold their club in either the first or second nutrition break. Interested volunteers should contact Jennifer at jennifer.godsmark@gmail.com.

Pumpkin Night Hike – Friday, October 23rd

For this magical event, students design jack-o-lanterns that are used to light a path through the woods. McMaster University students help run the event, which includes games at the end of the hike. This year the carving will take place after school at the Lawn Bowling Green in Churchill Park. Parents interested in helping carve pumpkins and trail setup/takedown should contact Kristen West (kristenboulard@yahoo.com).

5.5 H&S Executive – position vacant

The H&S Vice President position is vacant. Please contact Kristen West (kristenboulard@yahoo.com) if you are interested.

6. School Council Report – Jennifer Gautrey

6.1 Outdoor Space Committee – Lara Borys

Lara Borys reported that the school fundraising raised \$20,647. Combined with other funding sources (\$150,000 from the Ward 1 participatory budget, H&S donation of \$11,500, a Toyota Evergreen grant \$3,500 and community fundraising of \$6,000) gave a total budget of ~\$191,000. As the three quotes for the playground work were higher than the funds available, some design features had to be removed, scaled back or less expensive building materials substituted (e.g., log benches are less expensive than boulders for seating). This scaling back was guided by the original goal of greening the ground. The work will start the week of September 28th, beginning next to the parking lot and proceeding counter clockwise around the school, and should be complete by the end of November. Denise Minardi thanked Lara Borys, John Atkinson and the rest of the committee for all their hard work.

6.2 Traffic Committee – Jennifer Gautrey

The Traffic Committee was formed last fall to address concerns that the merger of GR Allan and Prince Phillip populations would increase traffic around the school. Traffic did not increase significantly however, mainly because French immersion students from Ainsley Wood who had previously been driven to school can now take the bus. Seven school buses transport just under 200 children to and from school every day. Last year the Traffic Committee arranged for Public Health's Active and Safe Routes to School group to audit traffic around the school and the

School Council has just received their report. Those interested in joining the Traffic Committee to review the report and plan next steps, please speak to Jennifer Gautrey (jgautreyhpl@me.com).

6.3 Arts Council – Laura Cleghorn

The Arts Council provides students with the opportunity to work with artists and to connect with the arts community. This year the Arts Council will be supporting Artists in the Classroom for grades 2 and 5. The Arts Council is also installing a gallery in the first floor hallway where selected pieces of the children's art will be displayed. Last year the Arts Council also coordinated 'Cootes Paradise Draws', an outdoor drawing event where artists provided guidance to students in grades 1 to 5. Parents interested in volunteering with the Arts Council should contact Laura Cleghorn at laura.cleghorn@gmail.com.

6.4 School Code of Contact Committee – Jennifer Gautrey

As Cootes Paradise is considered to be a new school, a Code of Conduct must be developed. One of the first objectives to be tackled this fall will be to shape the dress code. Work on the broader Code of Conduct will start in January or February.

6.5 Dalewood Update – Jennifer Gautrey

Dalewood School, including the Dalewood Recreation Centre, is being completely renovated including hazardous materials abatement, gutting to the studs and technology updates. Renovations are expected to take two years. Cootes Paradise's swim team will practice at the Ryerson Recreation Centre pool.

7. New Business

A parent asked if anyone else found the message on the mural in the library ("Once upon a time a knight in shining armour rescued the damsel in distress from the evil monster") to be inappropriately promoting gender stereotypes. Parents commented that, while they had been in the library several times, many had not noticed the wording in the mural before. Principal Minardi suggested the Arts Council might consider commissioning a new mural for the space.

8. Meeting Adjournment

The next Parent Meeting will be November 25, 2015. Ward 1 & 2 Trustee Christine Bingham is expected to attend the meeting.

The meeting adjourned at 8:50.

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

Updated: September 23, 2015 | 2014/15 Budget Approved at October 1, 2014 Parent Meeting, 2015/16 Budget Approved at June 3, 2015 Parent Meeting

Income	ESTIMATES		FINAL		2015/16	Proceeds used to support	Comments
	2014/15 Budget	2014/15 Actual Proceeds	2014/15 Actual Proceeds	2014/15 Approved Budget			
Fundraising Activity							
Bake Sale (Winter Concert)	-	458	458	-	-	DPA equipment - special motion December 3, 2014	
Bulldog Tickets	-	-	-	-	-		Activity was not run in 2014/15
Dance-a-thon	4,500	3,240	3,240	3,200	3,200	Playday, DPA Equipment	
Flower Fridays	2,000	550	504	1,000	1,000	Outdoor Space, Inreach	
Magazine Orders	2,500	3,207	3,207	2,500	2,500	Volunteer App, Teacher App, Read-a-thon, H&S Operations, Lunch Clubs, School Council	
NHCHC Outreach							
Pita/Pizza Lunches	10,000	7,675	7,666	7,500	7,500	Arts Council, Grade 5 Trip, Performances/Programming	
Parents' Night Out	-	-	-	-	-		Activity was not run in 2014/15
Partnership Fundraisers	200	1,200	394	1,200	1,200	Nutritious Snack	Mabel's Labels, Fortinos
Summer Camp Fair (2016)/Mom-to-Mom Sale (2015)	200	-	-	500	500	Unallocated - TBD based on budget/area(s) of need	Mom-to-Mom sale was not run in 2015
Subtotal	19,400	16,330	15,469	15,900			
Community Activity							
Halloween Hike	1,000	1,865	1,865	1,000	1,000	Inreach	Donations to RBG/Smiles Over Sickness (\$200 each)
Movie Nights	1,000	900	900	1,000	1,000	Unallocated - TBD based on budget/area(s) of need	May be held inside in gymnasium
Open House BBQ	-	266	266	500	500	Nutritious Snack	Cupcake sales at Open House
Subtotal	2,000	3,031	3,031	2,500			
Donations/Transfers	1,500	2,123	2,123	-	-	Estimated amount from Prince Philip H&S - to be used for playground painting	
		3,500	3,500	-	-	Toyota Evergreen Grant received for Outdoor Space Committee	
Total Estimated Proceeds	22,900	24,984	24,123	18,400			
Expenses							
Annual Expenses/Program/Activity Support	2014/15 Budget	Actual	Actual	2015/16 Budget	Comments		
Arts Council	6,500	6,500	5,569	4,000	Adjusted re 2014/15 budget included additional amount for display cabinet for first floor		
School Council	800	500	509	800	Math League, Checkers, School Council administration/programming, Grade Parties		
Inreach	1,500	1,500	881	1,500			
Outreach	1,500	-	-	1,500	For Inner City School		
Teacher Appreciation	200	76	76	200			
Volunteer Appreciation	300	300	411	300			
Home Reading	4,000	-	-	-	Removed re HWDSB Fundraising Guidelines		
Lunch Clubs	700	425	425	500			
Gr 5 trip/Farewell Assembly	1,500	1,500	1,788	1,700	Increased to reflect inflation in bus costs, Gr 5 party costs		
Playday	300	300	208	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	3,071	-	Removed for 2015/16 re HWDSB Technology Initiatives		
Office Supplies/H&S Operations	200	50	135	200	Includes bank charges, photocopying, Volunteer Newsletter		
Performances/Programming	-	-	-	1,700			
DPA Equipment	2,158	2,158	1,967	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	120	200			
Healthy Snack Program	1,200	1,206	1,206	1,700	\$1200 from Fortinos receipts, plus funds from cupcake sales, to be reviewed		
Subtotal	24,258	17,706	16,366	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	In Trust	Amounts Paid	Amounts Paid	In Trust			
H&S Investments	11,600	11,600	11,600	-	Approved by Member votes (Proxy and Members present) at special meeting of March 21, 2014, \$11,600 paid to Evergreen Canada		
AWWCA	3,000	3,000	3,000	-	\$3,000 paid to Evergreen Canada		
HWDSB	10,000	400	10,000	-	\$400 paid to Evergreen Canada, \$9,600 transferred to HWDSB in trust for project		
Toyota Evergreen	3,500	-	3,500	-	\$3,500 transferred to HWDSB in trust for project		
H&S Account	-	-	11,500	-	Approved at Parent Meeting June 3, 2015, \$11,500 transferred to HWDSB in trust for project		
Subtotal	31,600	15,000	39,600	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)	(31,843)	(1,800)			
		Estimate	Actual	Estimate			
Estimated Assets		65,829	65,829	22,604	Estimated Assets May 27, 2015 (Note: includes \$200 float)		
Plus: Revenue to be received		900	51	18,400	2014/15 - Estimated Revenue from Partnerships (\$800), Flower Fridays (\$100)		
Less: Expenses yet to be paid		(21,209)	(18,676)	(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)	(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	34,104	20,804			
Less: Contribution for Outdoor Space Project		(11,500)	(11,500)	-	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	22,604	-	Goal: Hold funds equal to all budgeted expenditures for 2015/16 plus small contingency		
			22,604		Note: Bank balance at 31-Aug-2015 is \$22,403.98 + \$200 float = \$22,604 (rounded to nearest dollar)		
			ACTUAL				

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

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

		ESTIMATES				
		2014/15	2014/15	2015/16		
Income	Budget	Actual	Proposed	Proceeds used to support	Comments	
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						
Pita/Pizza Lunches	10,000	7,675	7,500	Arts Council, Grade 5 Trip, Performances/Programming	Funds collected used to purchase Christmas gifts	
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						
		2014/15	2015/16			
Annual Expenses/Program/Activity Support	Budget	Actual	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		Goal: Hold funds equal to all budgeted expenditures for 2015/16 plus small contingency		