

| Shannen Koostachin School Council | | | |
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| Date | November 18, 2019 | Meeting Time 6:32 – 8:23pm | Learning Commons (Library) |
| Welcome & Called to order by: | (Name) Chantal La Duke, Co-Chair, 6:32pm | | |
| Note taker | (Name) Chantal La Duke | | |
| Attendees | <u>EXECUTIVE</u> : Co-Chair: Chantal La Duke; Co-Chair: Cassandra Grant; Treasurer: Kaity Vowels; Secretary: Farwa Bashir; <u>Parents Attending</u> : Nicole Abraham; Lisa Masters; Darlene Warren; Kirsteen Cannell; Sandra Van Wanrooy; <u>Community Rep</u> : Breann Domjancic; <u>School Reps</u> : Principal: Julie Anderson; <u>GUESTS</u> : MaryJo Montalban, World’s Finest Chocolates <u>REGRETS</u> : William Abraham; Krysten Burke; Marilyn Dela Cruz; Cathy Natha; Farkhunda Razzak; Teacher: Jaclyn Mitchell; <u>Early Departures</u> : MaryJo Montalban (7:05pm), Breann Domjancic (7:30pm) | | |
| Guest Presentation – Mary Jo – World’s Finest | | | |
| 6:35pm – 7:05pm | Presenter – Mary Jo Montalban | | |
| Presentation Notes | <ul style="list-style-type: none">- huge amount of money to be made; high participation rates; one of the few fundraisers men will also sell; typically, large profit quickly; Janet Lee made between \$10K & 14K per year – fundraiser is done in 2-3 week window.- Full support provided including template for letter to families (permission forms must be received before boxes go home, 1 box out then funds for 1 box in = +1 box out,), kick off assembly- Multiple varieties available; Mary Jo supports the fundraiser with ‘treasure chest’ of goodies, they can assist with prize selection/supply as they secure them through a wholesaler & offer them at cost; has in past used a plush hidden around school to support keeping interest alive & students engaged;- Mrs. Anderson tentatively booked us in June to secure early bird special of 30 free cases (if we order 300 cases which is a typical order) and the profit from these cases is intended to support prizing / incentives; top prize selections suggested include choice of Nintendo switch of \$450 Great Wolf Lodge gift card; hover board with trailer cart; and many other great items kids will like; still leaves us with approx. \$1K extra profit from bonus free boxes for early bird booking- No worries about “leftover” unsold product – partial boxes can be amalgamated to be returned so max 1 partial box per brand may be left over (so losses minimized); if we run out more can be delivered – same day up to 4 days max- Decision needs to be made to move forward or cancel prior to mid-December <p><u>World’s Finest Products - \$3 selling price, profit \$42.50/case (\$1.41/bar)</u></p> <ul style="list-style-type: none">- 30/case; Chocolate covered almonds, mixed variety bars, nut free cases- Can be branded with school logo label; <p><u>Laura Secord Products - \$3 selling price, profit \$39.15/case (\$1.30/bar)</u></p> <ul style="list-style-type: none">- 30/case, mixed variety; peanut free or nut free cases avail- Cannot be personalized with school logo label <p><u>Laura Secord Premium Big Bars - \$5 selling price, profit \$60/case (\$2.40/bar)</u></p> <ul style="list-style-type: none">- 25/case, peanut free; only case with dark chocolate & white chocolate- Cannot be personalized with school label | | |
| Council Discussion / Conclusions / Motions | <p>Discussion ensued regarding brand recognition of Laura Secord and Dark Chocolate both being positives toward selling; Large bars at \$5 also discussed as not being an unreasonable price (<u>UPDATE Post Meeting: Research shows LS Small bars approx. \$2 in store(cheaper) Large Bars \$4.30+tx – so basically same price</u>)</p> <p>Discussed like the idea of promoting the school with customized labels; discussed that would like to include WF Choc Almonds & LS Big bars (as MaryJo advised we can do combination, she advised against doing combination of LS Small & WF Assorted boxes as it creates confusion)</p> <p>Council to consider information and vote in December by email</p> | | |

| Approval of Minutes, Old Business | | | |
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| 7:05 – 7:10pm | Presenter – Chantal La Duke | | |
| Discussion | <p>Update immediately presented on Constitution and Bylaws project: Draft has been sent to council, more details in Co-Chair report; motions required for business, for agenda approval, for</p> <p>MOTION #1 tabled by Chantal at opening of meeting for the School Council to proceed using Robert's Rules of Order and quorum rules of 50% plus one to allow the School Council meeting to proceed and official business to be conducted in the absence of an adopted constitution and bylaws.</p> <p>MOTION #2 tabled by Chantal for approval of agenda.</p> <p>MOTION #3 tabled by Chantal for approval of October 2019 Minutes as presented.</p> | | |
| Motion #1 – Conduct Business | 1 - Nicole | 2 - Kirsteen | Carried? Y |
| Motion #2 - Approve Agenda | 1 - Breanne | 2 - Kirsteen | Carried? Y |
| Motion #3 - Approve Minutes | 1 - Cassandra | 2 - Breann | Carried? Y |
| Action Items Arising from Old Business / Minutes | | Person Responsible | Due Date |
| No business arising, no action items arising | | - | - |

| Co-Chairs' Report | |
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| 7:10 – 7:30pm | Presenter – Chantal La Duke |
| Constitution & By-Laws | <p>Immense project; compiled and created from best practices shared by PIC & HWDSB but DRAFT finally completed for School Council review</p> <p>Requesting council members take the next two weeks to review the bylaws package and provide feedback / suggested amendments / alterations etc electronically</p> <p>MOTION #4 tabled by Chantal to allow two weeks for electronic consultation / discussion / proposal of amendments to Constitution and By-laws and for a vote adopt the Constitution and By-laws via electronic vote using Google Forms with the form open to collect responses from December 4-6, 2019.</p> <p>Vaping Presentation – Thur Nov 21 at Liuna Station, Free, 7:00-8:30pm</p> |
| Board Highlights | <p><u>October 28, 2019: Selected Highlights – Board Document Circulated</u></p> <ul style="list-style-type: none"> • Safe Schools Review – Motion approved to strike a review committee • Human Resources: Of staff deemed redundant, all PSSP have been recalled (9); of secondary teachers 56 recalled, 43 LTO contacts or on leave (99) • Employee Incident reporting has led to HWDSB introducing increased interventions & strategies to reduce incidents including CYCW & Certified Behaviour Analysts <ul style="list-style-type: none"> ➢ Chantal asked Mrs. Anderson if our school received any of these funds / support? Mrs. Anderson advised no, funds were prioritized to highest needs / risk schools • Governance review of Strategic Direction on hold pending completion of collective agreements • Elementary Enrolment Update: 418 more than projected and positively impacts staffing and budget • Facilities – No new projects are being brought forward at this time <p><u>November 12, 2019: Selected Highlights – Board Document Circulated</u></p> <ul style="list-style-type: none"> • Safe School & Bullying Prevention and Review Panel selected → Media release circulated • Student learning and achievement report shows improvements in key areas of reading, math, graduation • Grade One French Immersion application process for 2019-2020 will have four stages; opens December 1st; not first come first served |

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| Food Days | <ul style="list-style-type: none"> Human Rights & Equity Committee – selected new membership and requested to be included in review of anti-bullying practices to ensure an equity approach has been applied Memberships to Community Advisory Committees brought forward for approval Westmount to begin naming process for their auditorium Hamilton Foundation for Student Success approved \$20K in 109 grants in October 2019 primarily related to funding clothing, outerwear, footwear; Fall cycle of School Support Grants being evaluated Transportation Consortium update of ongoing bus driver shortage; HWDSB provided notice of review of bell times across both HWDSB and HWCDSB to attempt to find solutions to mitigate the bus driver shortage <p><u>Pita Pit</u></p> <ul style="list-style-type: none"> Reached out to Mr. Berketa for his contact; connected with Ashley Morgan from Pita Pit Available options include weekly, biweekly, once a month; biweekly gets the most traffic in their experience Options include turkey, ham, bacon, veggie; all 6" size; all meet nutrition guidelines; served on WW pita; GF option also available Toppings: Let, Tom, Cuc, GP, Pickles, CH, Caesar, Mayo, Must, Ranch, Hse Our Cost: \$5; schools sell from \$6-6.50 Comes to school in bins; one bin per class, labelled per student; Has provided sample order forms; Any day of the week available - suggested Wednesday to coincide with Taplestown delivery (as they are below the hill) <p>Discussion of Pita Pit ensued regarding pros/cons, window of collecting orders, making deposits, distribution, etc. Outcome was a motion to move forward.</p> <p>MOTION #5 tabled by Chantal to move forward with offering a trial of Pita Pit to determine demand; order form to go home Tue Nov 19 or Wed Nov 20, orders due by Wed Nov 27; biweekly lunch dates to be Thursdays – Dec 5, 19, Jan 9, 23.</p> <p><u>Milk Program Project</u></p> <ul style="list-style-type: none"> Need to reach out to dairies; solicit volunteers from parent population; determine if we will do pre-ordered or trying sales as first come, first served to see how it goes <p><u>UPDATE Post meeting:</u> Open call for volunteers posted to Facebook group; sufficient volunteers secured, and Cathy Natha has agreed to spearhead & manage milk program</p> <p><u>Sub Days:</u></p> <ul style="list-style-type: none"> Need a parent to assume coordinating this if we want to try it <p>Discussion ensued not sure we need a 3rd option; maybe subs weeks opposite pitas; with outcome to try Pita Pita and see how it goes and decide from there</p> <p>Safe School Walkabout & Safe Walking Meeting – Scheduled for Thursday, November 21 8:45–10:30; reason for surveys “How did you get to school today?”</p> | | |
| Motion #4 – Constitution & Bylaws electronic review & vote | 1 - Sandra | 2 - Kirsteen | Carried? Y |
| Motion #5 – Trial Pita Pit | 1 - Kaity | 2 - Sandra | Carried? Y |
| Action Items Arising from Co-Chairs' Report | | Person Responsible | Due Date |
| Action item 1 – Prepare order form, confirm date orders due to Pita Pit prior to order, confirm selected dates with Pita Pit | | Chantal | Nov 19 |
| Action item 2 – Chantal to start milk program organizing | | Chantal | ASAP |

| Treasurer's Report | |
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| 7:30 – 7:35pm | Presenter – Kaity Vowels, Julie Anderson, Lisa Masters |
| Overview of treasurer's activities | <p>Kaity presented a brief overview of activities to date; payments have started to be made for pizza, pizza and T-shirt deposits also now reporting.</p> <p>Discussion ensued regarding T-Shirts – no payment out as they have not yet been received; delivery date was delayed, now estimated Nov 28</p> |

| Principal's Report | |
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| 7:35pm – 8:20pm | Presenter – Principal Anderson |
| Chocolate Fundraiser | <p>Please put motion to group for chocolate fundraiser electronically before Christmas once by-laws passed because Mary Jo needs to know before break. For the FR to be a success it requires full support of entire parent council to promote to school community and most importantly to prep to go out and count proceeds.</p> <p>Discussion ensued regarding the enormity of the task of counting and that the week after boxes go home counters need to be scheduled nearly every day; then every other day; then once a week to ensure money goes out to bank regularly. Parents in attendance agreed to commit to assisting with counting.</p> <p>Discussion ensued regarding council purchasing money counters; good ones will do both bills and coins; Kaity to research and return to group with options for purchase. Decision made to only accept cash or cheque for FR – no SCO (gets too complicated because of SCO processing delays as payment can take weeks to appear from some e-cheques or prepaid credit cards. Kaity also pointed out that a money counter will speed preparing the deposit but NOT the per class / per student verification process (which is very time consuming and the biggest part of the job).</p> |
| Construction Update | <p>Prior completion date forecasted (Nov 22) not expected to be full occupancy date;</p> <p>Kindergarten fence – fencing in and almost completed</p> <p>Gym: per meeting last Thursday a few items remain holding up access (elevator); discussions have ensued about how to arrange gymnasium access while elevator is completed; hoping to hear Friday Nov 22 what occupancy will look like & letter will go home to community once determined</p> <p>Sod: Was Oct 15 – Nov 1 – but weather dependent then it snowed; no sod yet but we are hopeful for sod before end of year → no further updates from contractors at this time</p> <p>Access from Keystone Cres: With delays to sod / fencing a plan has been established to create access from Keystone in the event sod is not completed shortly to help improve access / minimize traffic issues from the front of the building</p> <p>Re: path from park to school where it abruptly stops → Darlene has begun drafting letter to City & Trustee about this issue</p> |
| Capital Build Start-Up Fund | <p>Board has special fund for new school start-ups as not everything is covered in construction funding / process. Mrs. Anderson has applied to the fund and received approval for additional basketball nets on the playground; item has gone to tender and been awarded → contractor wants to install ASAP and is trying to fit it in around weather & sod installation; also secured \$10L for library collection enhancements so books will be ordered with junior / intermediate focus (Gr 4-8) as the primary section of the library was largely the recipient of the Scholastic Book Fair proceeds.</p> |
| Edge Photography Bonus Services / Enhancements | <p>Contracting with Edge for school pictures offers many complimentary services (which increase with year over year contracting) at no extra cost to us or at reduced costs. Determined last June with teaching staff the focus each month would be on “Grandfather Teachings” (in similar fashion to former character traits program). The Grandfather Teachings have been chosen to honour the indigenous links our school has and to support reconciliation. Edge designed the certificates for monthly assemblies – sample circulated (heavy weight paper, medium gloss, embossed). Some have gone home already; each teaching will become a focus of monthly assemblies (3-4 per class).</p> |
| Grandfather Teachings | <p>Each class has a book on Grandfather Teachings, along with supporting material like posters. Street signs with names of each of the teachings have been made and installed throughout the school; teachings are listed in English, Ojibway, with concurrent symbols and colours. 2 banners have been made as well for entrance to gym to be installed when we receive occupancy.</p> |

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| School Council Rollover Funds (former schools) | Rollover amounts still to be transferred & exact amount TBD (pro-rata based on student populations). When the percentage of rollover arrives Mrs. Anderson would like council to allocate the funds to support: <ul style="list-style-type: none">Jerseys – 30 for sports teams, school logo & numbered (approx. \$60 each)T-Shirts – 30 for clubs & teams where jerseys aren't appropriate (ie: band)Imprinting our visual identity in gym on matts, under stage etc.; quotes forthcoming to share with council; library dual side window clings also under consideration | | |
| Busing for Students Rep'ing School | Update re: approx. cost; est. of \$1500 for year based on cost at Janet Lee last year | | |
| Fundraising Plan Report | Due to HWDSB by end of October; Mrs. Anderson circulated the plan provided to the board. It is a rough draft based on estimates for typical school our size as we are new and it is also a living document we are able to amend as needed throughout the year. Chocolate fundraiser will be added if we vote to do it; "Making a Difference Team" also to be added. | | |
| Events | <u>Upcoming Event Dates November:</u> <ul style="list-style-type: none">Wed Nov 20 – picture retake day & pink shirt dayThur Nov 21 – Active Safe Travel Plan day (see additional details below)Fri Nov 29 – PD Day; province wide math focus; HWDSB has received special permission to change to bullying awareness, prevention training for ALL staff (teachers, admin, support staff, caretaking staff – Everyone means everyone in this case) <u>December Dates</u> <ul style="list-style-type: none">Dec 2-12 – Making a Difference Team running toy drive for Mac KidsDec 6 – Grade 7/8 immunizations (HPV, HepB, MenC – Gr 7 & Gr 8 students who missed it last year)Dec 10 – Grade 7/8 trip to Saltfleet for band Christmas concertDate TBD – December holiday celebration / concert (will be gym dependent, planning has started) | | |
| Active Safe Travel Plan | Starts when school board and city look at where to build schools – aim to have them as walkable as possible for health and environmental reasons. Thursday the initial working group meeting will happen with Public Health Rep, City reps, HPS Reps, Chantal to invite Councilor Clark; Mrs. Anderson reached out to Trustee Galindo, but he can't attend; Mrs. Anderson and Chantal may meet with Trustee & Councilor at later date to review issues. Many issues going on needing solutions from parents using bus lanes when they shouldn't to crossing street blindly to parking complaints from community etc. | | |
| Announcements or Other Matters | | | |
| 8:20 – 8:22 pm | Chantal | | |
| Next Meetings | <ul style="list-style-type: none">January 20, 2020 6:30pmFebruary 24, 2020 6:30pm | | |
| Meeting Adjourned | | | |
| Time 8:23pm | MOTION #5 to adjourn the meeting tabled by Chantal | | |
| Motion to Adjourn | 1 - Darlene | 2 - Sandra | Carried? Y |

Draft minutes reviewed on: December 6-9, 2019 (by electronic vote)

Draft minutes (with any amendments noted and initialed) adopted on: December 9, 2019 (by electronic vote)

Principal: _____

Date: _____

Co-Chair: _____

Date: _____