

Shannen Koostachin School Council				
Date	October 22, 2019	Meeting Time	6:40 – 8:43pm	Learning Commons (Library)
Called to order by:	(Name) Julie Anderson, Principal			
Note taker	(Name) Chantal La Duke			
Attendees	<u>EXECUTIVE</u> : Co-Chair: Chantal La Duke; Treasurer: Kaity Vowels; <u>Parents Attending</u> : Nicole Abraham; Lisa Masters; Cathy Natha Darlene Warren; <u>Community Rep</u> : Breann Domjancic; <u>School Reps</u> : Principal: Julie Anderson; Teacher: Jaclyn Mitchell; <u>GUESTS</u> : Megan Davies – Student Teacher, Alisha Wright - Parent <u>REGRETS</u> : Co-Chair: Cassandra Grant, Secretary: Farwa Bashir; William Abraham; Krysten Burke; Kirsteen Cannell; Marilyn Dela Cruz; Farkhunda Razzak; Sandra Van Wanrooy;			
Approval of Minutes, Old Business				
6:40 pm – 6:50pm	Presenter – Chantal La Duke			
Discussion	Meeting called to order at 6:40pm by Chantal. Update immediately presented on Constitution and Bylaws project as being bigger than anticipated and requiring additional time. 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. MOTION #2 tabled by Chantal for approval of agenda. MOTION #3 tabled by Chantal for approval of September 2019 Minutes as presented.			
Motion #1 – Conduct Business	1 - Kaity	2 - Cathy	Carried? Y	
Motion #2 - Approve Agenda	1 - Lisa	2 - Brenda	Carried? Y	
Motion #3 - Approve Minutes	1 - Cathy	2 - Nicole	Carried? Y	
Action Items Arising from Old Business / Minutes			Person Responsible	Due Date
No business arising, no action items arising			-	-

Co-Chairs' Report	
6:50pm – 7:00pm	Presenter – Chantal La Duke
PIC Event	Discussed PIC School Council Start Up evening and resources / information (School Council Handbook) shared to help create constitution and bylaws
Constitution & By-laws	In light of scope of project and resources received at PIC night, constitution and bylaws held over until next meeting.
Board Highlights	Briefly reviewed Board Highlights information; copy circulated
Mathnasium	Presented information supplied by Mathnasium; advised requested additional details regarding the number of children a math night could serve and was awaiting response.

Action Items Arising from Co-Chairs' Report	Person Responsible	Due Date
Action item 1 – Complete Constitution and Bylaws sent to Executive for review, then circulated to council as a whole	Chantal	Nov 1

Treasurer's Report		
7:00pm – 7:10pm	Presenter – Kaity Vowels, Julie Anderson, Lisa Masters	
Overview of treasurer's activities	Kaity presented a brief overview of activities to date including counting for open house BBQ and pizza days; Lisa advised total per order forms for pizza \$8603; Cost @ \$10.50 per pizza = \$5218.50; Profit estimated to \$3384.50 (may go up / down pending late orders / cheques clearing)	
Pizza	Discussion ensued regarding layout of the pizza order form (field for SCO receipt number), how long next contract would run (Feb – May), that post-dated cheques would be accepted dated for 20 th of month prior (Jan, Feb, Mar, Apr). SCO layout would include total slices options for 1-4 slices (ie: 1 slice per week for entire contract - \$21) in addition to various amounts of slices	
School Financial Reports	Presented by Mrs. Anderson as a part of the Principal's report	
Action Items Arising from Treasurer's Report	Person Responsible	Due Date
Action item 1 – Changing pizza order form	Chantal / Kaity / Lisa	Before Jan

Principal's Report	
7:10 pm – 8:20 pm	Presenter – Principal Anderson
Financials	<p>Financial reports are broken down into school council projects and all school generated funds. All funds generated in the building appear in one or both reports including staff/council fundraising (BBQ, pizza), donations (agendas or general donations), or program initiatives (primary home reading program licenses). All expenditures from those funds appear in one or both reports (important bags for FDK, home reading program licenses); Mrs. Anderson will provide the reports to the treasurer monthly and they will be circulated openly for review and discussion at meetings. Per reports to date:</p> <ul style="list-style-type: none"> • Monies collected to date for agenda donations: \$804 • BBQ – Gross \$864 (some expenses outstanding) • Open House Book Fair - \$5381; earnings taken as books (\$2300 worth)
Fundraising	Permitted one major fundraiser per year not including food days or event fundraising (i.e. book fairs at Fall Open House and May Education Week).
Clubs & Teams	Clubs and team programs are up and running without the gym complete and include volleyball, flag football, swim team, band, choir, craft club (before school).
Events	<p>Upcoming event dates:</p> <ul style="list-style-type: none"> • Public Health Dental Screens – Oct 28/29 (kindergarten vision date tbd) • Picture day Oct 23; retakes Nov 20 • Progress reports Oct 29 • "Day in the Life" Gr. 8 Saltfleet visit – Nov 6 • Swim Meet – Nov 7 • Parent teacher interviews – <ul style="list-style-type: none"> ○ Nov 7 (evening), Nov 8 (morning), Nov 8 (afternoon) ○ Parents book online ○ Teacher choose 2 of 3 blocks based on their availability

Secure Schools Drills	<ul style="list-style-type: none"> Professional Development Day (Provincial Math Focus) – Nov 29 <p>During November 3 secure school drills will be taking place. 4 possible drills may be practiced in addition to fire drills, 3 drills are required in both fall and spring (1 announced, 2 unannounced). November 5th a lockdown drill will be conducted. In February beat officers will be invited to be in / at the school for the lockdown drill.</p> <p>Types of Drills:</p> <ol style="list-style-type: none"> 1. Lockdown – no in / out; shelter in place at time of drill; move out of sight lines; all rooms locked from inside (threat in building) 2. Hold & Secure – no in / out; progress as normal (threat in neighbourhood) 3. Shelter in Place – no in / out; progress as normal (environmental / weather threat) 4. Bomb Threat – similar to fire drill however instead of evacuating to playground, students are taken to evacuation site (Primary – Our Lady of Assumption, Secondary – Bishop Ryan).
Construction Update	<p>Letter going home tomorrow – Completion date forecasted to be November 22.</p> <p>Kindergarten fence – Oct 28 – Nov 8 (existing fence has been re-secured, discussion ensued about transition area gate and protocols).</p> <p>Sod: Oct 15 – Nov 1 – weather dependent (lately too much rain to be on field)</p> <p>Fencing – Keystone Cres will be fenced with entrance similar to playground entrance by parking lot</p> <p>Questions raised re: path from park to school where it abruptly stops & families must cross grass → advised to direct questions to Trustee and/or Councilor as is city property</p>
Nutrition Policy	<p>Provincial nutrition policies allow schools 10 calendar days exempt from the nutrition policy guidelines. Exempted days must be used any time food not meeting provincial nutrition guidelines is served at the school. Dates requested by Mrs. Anderson:</p> <ol style="list-style-type: none"> 1. October 3 – BBQ 2. October 31 – Halloween 3. December 20 – last day before winter break 4. February 14 – Valentine's Day 5. April 9 – Good Friday / Easter 6. May BBQ – During Education Week 7. Date TBD – Grand Opening 8. Date TBD – Grade 8 Graduation 9. Date TBD – Play Day 10. Date TBD – Last Day of School
Busing for Students Representing School	<p>Mrs. Anderson has asked council to consider paying for busing of students representing Shannen Koostachin at regional events during the instructional day. Clarification of events – could be team sports, could be band events, could be robotics competitions, could be choir etc. Not limited to sports. Does not apply to intramurals.</p> <p>Clarification of anticipated costs – while costs will vary depending on the number of regional events and number of events we participate in; the cost has not historically exceeded \$3000 in Mrs. Anderson's experience – she will revisit the expenditure from Janet Lee and confirm with council as an estimate.</p>
Fundraising - Chocolates	<p>Mrs. Anderson asked council to welcome Mary Jo (Sales Representative at World's Finest) at our next meeting to present information on chocolate fundraising programs. Mrs. Anderson advised she tentatively booked Shannen Koostachin for a chocolate fundraiser in January/February 2020 (just before Valentine's Day) in June 2019 to secure early bird booking promotions. Mrs. Anderson advised Janet Lee made over \$14K in the first year of chocolate fundraising; the last year she</p>

	was there they made just over \$10K. Discussion ensued and it was decided to welcome Mary Jo at our next meeting to hear the presentation.		
Conclusions / Motions	<p>MOTION #4 tabled by Mrs. Anderson for approval of Nutrition Free Days as presented.</p> <p>MOTION #5 tabled by Mrs. Anderson for approval of School Council expenditure to provide free bussing to students attending regional events to represent the school during the instructional day.</p>		
Motion #4 – Nutrition Free Days	1 - Lisa	2 - Cathy	Carried? Y
Motion #4 – Bussing Student Representatives	1 - Lisa	2 - Nicole	Carried? Y
Action Items Arising from Principal's Report		Person Responsible	Due Date
Action item 1 – Confirmation of previous busing expenditures		Mrs. Anderson	Nov 18

New Business Items			
8:20 – 8:40pm	Presenter		
Food Days	<p>Chantal asked Mrs. Anderson about food days, what was allowed and what was available. Discussion in the group of the following ensued.</p> <ul style="list-style-type: none"> • Council may have as many or as few food days as they would like • Milk – requires facilities (fridges); distributed daily at second break; can sell white or chocolate but must be small cartons to comply with nutrition guidelines; parents formerly from Janet Lee described their milk program (structured contract, daily distribution, requires 1 organizer, 5 daily volunteers for 1 hour, plus 1 or 2 floater / back up volunteers for sick days / holidays); parents formerly Tapleystown described their milk program (milk offered for sale on a cash basis daily near the office; ordering based on anticipated need – if it ran out, it ran out) • Subs / Pita Pit – both meet nutrition guidelines; parents formerly from Janet Lee described amazing experience with Andy's Subs that provided 6" sub & cookie for students; parents formerly from Tapleystown described exceptional service from Pita Pit connection of Mr. Berketa's 		
Council Operational Funding from HWDSB	<p>Discussion of the purpose of the \$500 from HWDSB to facilitate parent involvement in school council. Can be used for child minding but must be a licensed provider and preference is shown to in house provider. Ultimately can be very costly and the \$500 will not cover all meetings. Funds cannot be used to support one off parent involvement (i.e. counting deposits, distributing milk etc.) but must benefit the broader community. Discussion ensued of child-minding practices at Janet Lee during school council meetings – senior students supervised small children at the other end of the library during school council meetings in the same room. Parents on council advised they have senior students who could do child minding.</p>		
Action Items Arising from New Business Items		Person Responsible	Due Date
Action item 1 – Review milk suppliers and programs; make recommendation		Chantal	To start in New Year
Action item 2 – Contact Mr. Berketa for contact person and review Pita Pit lunch program.		Chantal	November 18

Action item 3 – Sub days	Not Assigned	
Action item 4 – Cooperative Family Child Minding – Supply & Demand within School Council Families	Chantal	November 18

Announcements or Other Matters	
8:40 – 8:42 pm	Chantal
Next Meetings	<ul style="list-style-type: none"> ○ November 18, 2019 6:30pm ○ January 20, 2020 6:30pm

Meeting Adjourned			
Time 8:43pm	MOTION #5 to adjourn the meeting tabled by Chantal		
Motion to Adjourn	1 - Lisa	2 - Nicole	Carried? Y

Draft minutes reviewed on: November 18, 2019

Draft minutes (with any amendments noted and initialed) adopted on: November 18, 2019

Principal: _____

Date: _____

Co-Chair: _____

Date: _____