

Spring Valley School Council Meeting Minutes

Thursday November 27th, 2025

Date: 2025-11-27 19:09:30

Location: Spring Valley school library

Participants: Barb McVittie (principal), Jen Lumsden (teacher), Tina Verbinne (chair), Adam Kappheim (Treasurer), Andria Henry, Natasha MacDonald, Aleeta Andrew, Lisa Veloce, Alla Rovner, Jessica Pilon-Bignell.

Online Participants: Leslie Montreuil, Jelena Urosevic, Puja Schanghavi, Ankur Jain

Meeting Overview

Communications and Website

- **Newsletter:** A new four-page, graphics-rich newsletter template has been created by Andria, with plans for three releases per year (fall, winter, spring). A one-page holiday update will be distributed to highlight recent successes (hampers, bake sale) and remind parents of the pizza reorder deadline. The newsletter will be sent via email and posted on Facebook.
- **Extracurricular Activities List:** Mr. K compiled a list of sports, and clubs running until June. Due to its length, the group decided to send the list via a Canva link to be formatted and included in the newsletter, likely as a separate link to avoid making the main document too long. The list currently focuses on sports, as other clubs are organized more ad-hoc. Clubs available to join are announced to kids during school. Clubs will vary from year to year depending on staff. Communications to the children and/or parents will be made for those kids involved.
- **Meeting Minutes Distribution:** Following a parent's Facebook post, the group addressed that meeting minutes are not currently on the school website. The relevant website section is now live again. The plan is to upload the current year's agendas and minutes first, followed by a backlog from the previous year as time permits.

- School Website Revamp: The school board is overhauling all school websites. The project was delayed due to a vendor change, but training for the new system is scheduled for December, with a new website anticipated to launch next fall.

Fundraising and Finances

- Fundraising Planning: The group reviewed committed fundraisers for the year, which are detailed in the upcoming newsletter. A document showing anticipated revenue is filed with the ministry and can be amended. The group agreed to add a "calming room" (not a "sensory room" as that requires OT vetting) to the fundraising goals under the "classroom support and enhancements" category.
- Movie Night Fundraiser: The group approved the purchase of a one-year movie license from Audio Cinefilms Inc. for \$711.90. This will allow the school to host movie nights as fundraisers, likely in the gym. Parents will be required to attend with their children. A potential date is Thursday, January 22nd, with two showings to cater to different age groups. Pricing was discussed (e.g., \$2 ticket or \$5 combo) but not finalized.
- Food Sales:
 - Most food sales programs (like pizza) have closed for the current period, while Subway sales are ongoing.
 - The next round of sales (pizza, TCBY, popcorn) will open in the first week of December and close on January 7th to give families ample time to order.
 - A flyer will be created to promote the pizza fundraiser, highlighting its importance.
- Bake Sale Logistics: Volunteers and donations are still needed for an upcoming bake sale. Hot chocolate will not be sold due to safety concerns. The sale will be organized with designated class times to ensure item availability for all groups.
- Treasurer's Report: Popcorn sales for November are trending slightly lower than last year, though not all expenses are in.

School Programs and Community Support

- Parent Survey (One-Question Poll): An initial idea for an open-ended survey on spending priorities was revised. To get more structured feedback, the group will proceed with a guided survey using broad categories (e.g., "athletics," "trip subsidies") and an "other" field for unique suggestions. This was deemed more effective than an open-ended question or a long, specific list.
- Holiday Hampers: The program is receiving phenomenal support, with wish lists filling up quickly. It was noted that families often prefer unwrapped gifts so they can wrap them for their children. Reminders will be sent out to ensure all parents are aware of the program. Gift cards are a welcome alternative if donation lists are full.
- Nutrition Program and Food Handling:
 - A grant for a new fridge was approved, and the fridge has been delivered. A plan for the nutrition program, which will provide snacks for all children, will be developed in the new year.
 - An application for the "Taste Buds Grant" will be made in the new year to supplement the program.
 - To support food preparation, several volunteers (Natasha, Alla, Aleeta, Leslie) expressed interest in obtaining a food handling license. The online course costs about \$25 per person, and Barb McVittie will register the group.
- Community Feedback: A board-level "Engage" survey is seeking community feedback on specialist and focus programs. Participants were encouraged by Lisa Veloce (PIC) member to complete it, as feedback has led to real changes, such as simplified school trip forms. An email was sent from the board to all parents.

Student Activities and Achievements

- Robotics Team: The team finished in the top five and will advance to the Provincials in Oshawa in February. They also won the "Core Values Award" for

collaboration and sportsmanship. The program will be expanded to include students from grade two and up after the holidays.

- Sports: The senior girls' and junior boys' and girls' teams have advanced to the semifinals.
- Science Challenge: Eight students are attending a science skills challenge to build a wind turbine.
- Board Game Club: A new club has started for students in grade four and up, with plans to expand to younger grades using older students as leaders. A request for game donations may be made in the new year.
- Other Activities: Four classes are attending a "Frozen" production. Staff are finalizing plans for inclusive spirit days in December.

Equipment and School Projects

- Owl Camera: An Owl 3 camera has been ordered for \$1699.23 to improve hybrid meetings. The cost will be covered by parent engagement grant funds or, if not possible, fundraising money.
- Project Updates: 20 bags of sand have been purchased for the kindergarten area, and the tree platforms project is in progress.

Action Items

- Compile and send the list of extracurricular activities for inclusion in the newsletter.
- Upload the current year's meeting minutes and agendas to the school website.
- Scan and upload previous years' meeting minutes as time allows.
- Revise the parent survey to include broader categories.
- Create and distribute a one-page holiday update for parents.
- Develop a plan for the school-wide nutrition program in the new year.
- Apply for the Taste Buds grant in the new year.
- Barb McVittie to register Natasha, Aleeta, Alla and Leslie for the online food handling course.
- Andria Henry to make adjustments to the newsletter and provide the open file.

- Adam Kappheim to provide percentage details for the pizza fundraiser flyer.
- Send out reminder communications for the holiday hampers.
- Open the next round of food sales around the first of December, with a closing date of January 7th.
- Barb McVittie will submit the payment for the movie night license.
- Finalize plans for first movie night
- Discuss finances for help with robotics Oshawa trip
- Explore Calming room needs
- The next meeting is tentatively scheduled for January 15th.