

Stonehaven Elementary School
Character Matters in our School and Community

School Council Meeting Minutes
Thursday, January 29, 2015

Attendance:

Neil Gunathunge (Principal)	Shameela Shakeel (Chair)	Karen Hodgkin (Staff/Council Member)
Trish Bethell (Council Member)	Barb Whelpley (Council Member)	Lesley Mercer (Staff/Council Member)
Andrea Rolfe (Council Member)	Rahila Iqbal (Council Member)	Mary Beth Mercier (Council Member)
Shelley Reid (Council Member)	Teresa Jacobs (Parent)	Monte Lamka (Parent)

Regrets: Sara Flohil-Purves (Vice-Principal) and Cherylynn Hunt (Treasurer)

Absent Council Members: Yijie Tang (Secretary), Elham Loghmani, Dan Terziewski, Robbie Lai

Secretary Assignment: Yijie Tang was absent. Trish Bethell volunteered to take notes and produced minutes.

Approval of Previous Minutes:

Minutes of the November meeting were approved by School Council via email two weeks after the meeting.

Principal Report:

Important Dates

February 11 th	Black History Month/Glen Marais performance at Newmarket Theatre (Grades 7 & 8)
February 16 th	P.A. Day
February 18 th	Report cards distributed
February 19 th	Earth Rangers presentations (Grades 1 through 8)
March 4 th	Voices for Africa Presentation at Newmarket Theatre (Grades 7 & 8)
April 8 th	Dufflebag Theatre Company performances (Kindergarten through Grade 8)

The Parent, Family and Community Engagement Advisory Committee (PEAC), which is a parent group for the school board, is looking for a parent member for a one to two-year term. Application is on the board website.

Neil and Sara are currently in the process of looking at enrollment numbers and staffing needs for the 2015-2016 school year. School's current enrollment is at 575, but we anticipate a decline of about 20 students. Number of students will be impacted by delayed development at Copper Hills (Phase 4) and National Homes sites. We may have the same number of homerooms, but smaller class sizes.

Ms. Kamerman will be on leave. Ms. Hollefriend is replacing her for the rest of the year.

All are invited to provide input on annual Admin Profile, which outlines what the administration should bring to the table in terms of skills and attributes. A handout with a draft profile was distributed to all those present.

The three Grade 8 teachers and some students have been planning for grad, which is scheduled for June 22nd. We have bookings for the ceremony at Newmarket Theatre and the party at the Police Shed. The DJ and photo booth have been booked. A parent grad committee will be formed soon.

On April 8th, the Dufflebag Theatre Company will present two performances, one for students in Kindergarten through Grade 4 and another for students in Grades 5 through 8. School Council allocated \$1,200 the arts presentations, but the actual cost is about \$1,450. Students will not be charged because the balance will be covered by the school budget.

Voices for Africa t-shirt order forms are available outside Ms. Binnington's class. Tickets go on sale soon, with funds going to the Stephen Lewis Foundation.

Grade 7 & 8 trips will go ahead as planned.

Financial Report:

Cherylynn Hunt, Treasurer, was absent. Shameela Shakeel presented the Treasurer's Report (see attached). At this time, we have about \$600 in unallocated funds. Revenue through lunches, popcorn and smoothies is expected soon. Shelley Reid made a motion to approve the Treasurer's Report. This motion was seconded by Andrea Rolfe and approved by all 8 Council members present.

Updates & Planning:

Lunch/Popcorn/Smoothies

Shameela reported that numbers are lower across the board this term. Students have been enjoyed meals from the two new restaurants, Nick's Famous Shawarmas and Quesada.

Chapters Donation

Shameela reported that the Chapters fundraising event in November resulted in a donation of \$1,262.44, not \$6,300 as previously reported. There was a misunderstanding regarding the amount of money "attributed" to the school. When we received the gift card last week, the amount was \$1,262.44. Shameela emailed the Chapters Manager, who indicated that Chapters donated 20% of the \$6,300 in sales attributed to the school. Shameela explained that the Manager had been reporting to her throughout the night, but it was not clear that he was reporting the total sales, not our share (20%). Shameela apologized to School Council and School Staff for wasting time to figure out how to allocate the funds that we expected. All agreed that the full amount of the Chapters gift card will be given to Jan Safaric to spend on library resources.

Dance-A-Thon

Shameela Shakeel reported that the Much Music kick-off assembly was held on January 22nd at 2 pm. Pledge forms will be distributed within a few days. The goal for this year's Dance-A-Thon will be to raise \$4,000 towards a water filling station for the first floor as well as Aussie X programs in the spring. Shameela will ask for donations from grocery stores, Cineplex, and Tim Horton's. She will also purchase prizes from Chapters and other stores. Students with pledges over \$20 will be eligible for the prize draws. The top three classrooms will have a party the week after with their choice of pizza, ice cream, donut or cupcake. The grade division with the highest amount in pledges will enjoy the longest time slot at the dance. Student Council members will play daily reminders on the morning announcements. Shameela will purchase all treats to sell at the dance. A volunteer schedule will be done soon.

Cake Walk & Vendor Market

Shameela reported that the Artisan Vendor Market planning is underway. Two Stonehaven parents, Kym Sloggett and Wendy Ferguson, have created a vendor package with information and the application form to be completed and returned by March 22nd to Shameela. Packages are available in the school office and by email from Shameela. All applications will be reviewed by Neil and Sara for the approval process. We already have about 12 interested vendors and we anticipate that we will have 22 to 25 vendors total. Vendors will submit \$45 and provide a \$5 item towards a raffle basket. An email blast was sent to all school families.

Neil indicated that we are limited by factors such as space, electrical capacity, and the number of tables. Wi-Fi will not be available in the gym; we will need to use cellular signals. The gym will be set-up with Vendor Market tables and Cake Walk tables. Monte asked about the Cake Walk and Shameela and Teresa explained that families and local businesses will donate cakes for display. Students will walk the gym to decide which cakes they would like to try to win. They will purchase raffle tickets to try to win the cakes.

Constitution Revisions

Shameela indicated that our School Council Constitution should be revised each year, but it has not been updated in 10 years. She has been working on minor revisions and distributed a draft document with the following changes: maximum of 12 members to maximum of 14 members; omit community rep requirement because they sometimes come with their own “agenda” and it is difficult to secure someone for this position at times; and a clause that if a parent agrees to take a position, he/she must re-confirm commitment during the first meeting.

Shameela reported that we have had 4 of 13 School Council members who have not attended three consecutive meetings without contacting Shameela. Neil will call absent members to ask if they want to continue. Attendance mainly becomes an issue when quorum cannot be reached. Attendance is also important so School Council members know what is going on and what our plans are when it comes to voting for certain items. When considering Constitution revisions, we may propose removal of School Council members when “missing three consecutive meetings even with prior notice to the chair, or two without prior notice” to make it more stringent.

Barb said that some people cannot attend all meetings, but they are sometimes very involved in the school. The problem is when parents do not attend meetings and are not involved in the school.

Andrea asked if you can be on School Council if you work for the School Board. Shameela explained that, as a School Board employee, you can be a Council member, but you cannot be the Chair and your employment status must be disclosed.

Karen indicated that we should review the commitments and the impact of absenteeism on the School Council at the first meeting when parents are volunteering initially. All agreed that this had been done for the past two years and that it should be done each year.

Shameela will complete the revisions of the Constitution and will email the draft copy to all School Council members for review prior to the next meeting. We will vote on changes at the next meeting.

Yearbook

Shameela reported that, according to Jill Hartzog of the yearbook committee, we have sold 84 yearbooks to date, but that is down from last year. We need to sell more books in order to break even, but we do meet the target every year. An email reminder went out today.

Grad Ad revenue, from 26 grad ads, is at \$520. This amount will go towards the Grade 8 Grad.

Barb indicated that School Council has historically allocated \$500 for Grade 8 Grad to help cover the costs. Ticket costs to students have ranged from \$12 to \$35.

Neil indicated that, two years ago, the Grad committee fundraised to get the tickets down to \$0. Last year, the Grad committee received \$500 from School Council plus \$580 from the Grad ads, and tickets cost \$30 each. Last year, the evening costs were approximately \$3,700 for the theatre rental, decorations, party venue, etc.

Barb felt that we need to tone down the grad costs because we do fundraising all year long and this is another one that impacts families.

Shameela opined that decorations from last year, which were over \$400, should be utilized this year.

Andrea felt that decorations are not key to success of the party; the DJ is important and the food is important.

Lice

Teresa asked about the lice problem in some classes this week. Neil reported that he booked the Lice Lady for the next day. He also reported that Public Health calls lice a nuisance, not a hazard. Students can attend school if they have nits, but not live lice. At this point, we do not have an outbreak (must reach 10% of the population to be considered an outbreak).

Adjournment:

Meeting adjourned at 8:10 p.m.

Next Meeting:

Tuesday, March 24th at 6:30 p.m. in the school library