

## **Jacob Beam Public School Meeting Minutes October 2, 2013**

*The meeting was called to order by Principal Christine Waler at 6:30 p.m. in the library.*

*In attendance: Christine Waler (Principal), Paulette Hayward (Secretary), Bev Boden, Kathy Horton, Gina Allan, Irene Petsinis, Krista Capes, Michelle Weiss, Laurie Arsensault, Cassie McNiven, Liz Martinez, Kellie Svoljsak, Melissa Foden (Brock Student Teacher), Leah Urquhart (Brock Student Teacher), Jacqueline Wilhelm (Brock Student Teacher).*

*Regrets: Kelly Chipman*

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### **Welcome and Elections**

Principal Christine Waler welcomed new and returning parents to the meeting. Introductions were made by those present at the meeting. Chris Waler explained the purpose of School Council and that Jacob Beam has a dedicated group of parents who provide input for ideas that benefit all of the students and staff at the school. She also indicated what the role of being a member of parent council was not, in that, it was not to complain about staff, talk about your individual child's issues etc. She requested that any issues involving individual concerns or complaints be brought to her attention first and that her door is always open.

Elections for two positions in Council were conducted by Chris Waler. The positions for Chairperson and Secretary were open. Chris opened the floor to nominations for the Chairperson position and Bev Boden, as current Chair, outlined the duties of this position. Bev Boden was nominated for the position of Chair by Gina Allan. Seconded by Cassie McNiven. Bev Boden was acclaimed as Chairperson.

The position of Secretary was opened to the floor. Kathy Horton volunteered to continue as Recording Secretary at the meeting but requested another person to type the minutes. Gina Allan volunteered to do the typing. Liz Martinez seconded. There were no other members present that volunteered for these positions. Kathy Horton and Gina Allan were acclaimed as co-secretaries for this term, with Liz Martinez volunteering to be the back up to type up minutes, if required.

Chris thanked the parents who volunteered to take on these tasks for the 2013-2014 school year. Chris requested that any parent interested in being a voting member on Council fill out the required form. She indicated that any parent with a child at the school was welcome to attend Parent Council meetings, even if they were not "voting" members. At this time, Chris turned the meeting over to Chair Boden to continue with the remainder of the set agenda.

### **Approval of Minutes**

There were no minutes for approval.

## **Chair's Report—Bev Boden**

### **Establish Voting Members**

Chair Boden advised that voting members would need to be picked and according to our by-laws, there could be a maximum of 15 voting members and a minimum of 7 on our Council. Chris Waler indicated that she had previously been contacted by Kelly Chipman, who was unable to be in attendance. She indicated her interest to be a voting member. Members in attendance were encouraged to complete the self nomination form provided. These forms were collected at the conclusion of the meeting.

### **Establish Sub-Committees (Green, Communications, Fundraising)**

**Green Committee** duties include organizing school grounds clean up days and assisting with Electronic Waste Recycling, in conjunction with the fundraising committee. All members are asked to participate in the clean up, however the committee will be responsible for the organization of same. Members who indicated they would be interested were Gina Allan, Liz Martinez and Krista Capes.

Gina Allan reported that some weeding of the gardens in the front by the gym and by the front doors was done prior to graduation last year. Plants purchased by Nicole Whitehead with funds from Council were planted in June. "Curb Appeal" attended the school and placed several loads of mulch on the gardens in June and the gardens looked lovely for grad. Michelle Weiss advised that she had been cleaning up the garden by the gym recently. Irene Petsinis informed the group that someone had removed a small tree that had been planted in the front bed. It is unknown who took the tree or when it was taken.

**Communications Committee** is responsible for getting information to the local newspapers about events and interest stories involving our school/students. Members of this committee would also be responsible for changing the sign in front of the school and submitting School Council information for the monthly school newsletter. Irene Petsinis advised that she would continue to change the sign but requested that someone take over submitting information for "Council Corner", which is a section of the monthly newsletter that is sent home by the school. Kelly Svoljsak advised that she could assist with the newsletter article and also help Irene with the changing of the sign.

Irene Petsinis advised that the sign hinges are still holding on but it is unknown for how much longer before they or the sign itself will have to be replaced. Replacement of the sign would not be covered by DSBN. Mrs. Waler advised that she did put a request in for items from the schools that were closing, however, Vineland Public got first rights to the items.

Irene advised that the Gingerbread Shop will not be happening this year. She received information from the company that provided the sale items that they would not be continuing this business and was provided a package by the Gingerbread Shop that suggested possible alternate fundraising ideas. Irene passed this information on to the fundraising committee for their perusal and possible follow up. Kellie Svoljsak suggested crafts or items such as those sold at the 10,000 Villages craft show. Irene advised that the cost of those items would be substantially more expensive than the items that were offered for sale at the Gingerbread Shop and the children enjoy buying items that reflect their feelings ie. "World's Greatest Dad", "#1 Mom" items etc...

**Action item: Discuss Gingerbread Shop options at next meeting.**

**Fundraising Committee** organizes fundraising projects for the school. Cassie McNiven and Laurie Arsenault are interested in working together on this committee.

Laurie Arsenault advised that the proposed date for the next E-Waste fundraiser is October 26 from 10:00 a.m. to 2:00 p.m. It was also suggested, for people who are unable to attend on the 26<sup>th</sup>, that a large box be placed in the school for people to drop off their recyclable items before October 26.

**Action item: Liz Martinez will type up a half page note to go home to parents, advertising the E-Waste fundraiser ASAP.**

**Action item: Irene Petsinis will contact the local papers to have them publish information on the time and date of the fundraiser.**

**Action item: Laurie Arsenault or Paulette Hayward will arrange for a large box to be obtained and placed in the school for E-Waste donations prior to the October 26<sup>th</sup> date.**

Gina Allan inquired as to the fundraising efforts to pay for the Orff Instruments that the School Council Committee authorized Mr. Woelk to purchase last May. Costs for the purchase of these instruments were to be covered by Council. Laurie Arsenault has investigated and recommends a cookie dough, jams, jellies etc. fundraiser through the chocolate bar company that the school has used in the past. Kellie Svoljsak inquired as to whether the selling of cookie dough or chocolate bars is against the healthy school policy. She was advised that the school is permitted to sell these items. The orders are delivered to the school already organized with the child's/seller's name on the box for distribution. Discussion ensued as to order and delivery dates of the products. It was decided that we should look at having the order forms go home with children on November 1<sup>st</sup> with a proposed delivery date of November 29<sup>th</sup>.

**Action item: Laurie will contact the company to firm up the dates and make the appropriate arrangements for the cookie dough fundraiser.**

**Action item: Fundraising Committee to meet prior to the next meeting to decide on 2013-2014 fundraising ideas for presentation to School Council members on October 24**

### **DSBN Parent Involvement Committee (PIC) Conference**

The PIC Conference is once again being hosted at Eden High School in St. Catharines on Wednesday, November 6, 2013 from 4:30 to 9:00 p.m. The DSBN Parent Involvement Committee hosts this evening and this year's theme is "Plugged in Parents".

This conference is free and participants have the opportunity to attend 3 different and informative sessions on a variety of pertinent topics, during the evening. Supper is provided also free of charge. Registration can be done online at [www.dsbno.org](http://www.dsbno.org)

Unfortunately, the PIC conference is the same date as the Parent/Teacher interviews, however, if a parent should wish to attend, the school will endeavour to make alternate interview arrangements.

### **Proposed Meeting Dates**

A list of the following proposed dates for School Council meetings are:

October 24, November 21, January 23, February 20, April 24, May 22, and June (TBA for the social).

All meetings take place on Thursdays and start at 6:30 p.m. to approximately 7:30 p.m. Babysitting is provided free of charge.

### **Student Report**

There were no students present at this meeting to provide a report.

### **Principal's Report—Chris Waler (see attached)**

Principal Christine Waler presented her report.

## **Principal's Report for School Council October 2, 2013 – organizational meeting**

- Welcome to our new staff members: Mrs. Behnke (gr. 3 teacher), Mrs. Latam (EA), Ms. Canal (ECE), Ms. Taylor (ECE), Ms. Warkentin (Bridge teacher), Ms. Tucker (Bridge EA). Mrs. Leystra (Mr. Gilliam) was surplus to our school which resulted in our reorganization of classes. Ms. Hersics (EA) will be working in the Early Learning Program until October 10<sup>th</sup>. Mr. Hillhouse has been in for Mme Rondeau on a half time basis (see below). Mrs. King will continue to cover for Mrs. Woodland until her return
- Our enrolment is currently 239 students.
- The bus area has been completed and is functioning well. The fine for parking in a designated bus area is \$350 at a minimum.
- The roundabout lines have been painted and are functioning well. Additional parent parking spots have been painted.
- Our Early Learning Program rooms were constructed over the summer.
- All homeroom classes have been moved into the main hallway to increase safety and team spirit. Rotary classes (French, Music) are in the former primary area. The Bridge program, with 5 intermediate students, and the day care program are located in the former primary area as well.
- This year, we are trying a new model for assemblies. Student of the Month certificates will be given out in classrooms. Assemblies will focus on character education, team building, and anti-bullying initiatives. Every student and staff member will be on a "house" team this year.
- We are having a Harvest Play Day this year. It is similar to our end of the year play day, but will focus on harvest themes, e.g. bobbing for apples. We wanted a team building activity for all students early in the year.

- Mme Rondeau, our French teacher, will begin a full time medical leave immediately. The position will be posted as a long term occasional position, as per board policy. Mrs. Woodland is still on a medical leave.
- The monkey bars were painted over the summer. The playground equipment requires extensive repairs (Mrs. Hayward has a report.)
- A number of intermediate students recently travelled to Toronto with Mme Rondeau for the Me to We conference, a conference focused on community service.
- We are piloting a team teaching classroom (in a double room) with Mrs. Woodland (gr. 1) and Ms. Penley (gr. 2).
- The School Improvement focus will continue to be on raising achievement in literacy and mathematics.
- Keeping our library current with new books will continue to be focus this year. We are also improving our music instrument collection (Orff instruments)
- Progress reports go home on October 29<sup>th</sup>. Parent-teacher interviews will be held the evening of November 6<sup>th</sup>. The book fair will be held the same week.
- The Gingerbread Shop is defunct. Mrs. Petsinis is looking for other ideas.

#### **Treasurer's Report—Paulette Hayward**

There was no report provided.

#### **New/Ongoing Business**

- Gina Allan raised the question as to whether the grade 7 and 8 classes will be attending Brock University for the team building activities in the fall (as opposed to the end of the school year) as was suggested by the Student Rep at the May meeting. Chris Waler advised that this activity was possible through a grant applied for by Mme. Rondeau and that the cost is substantial. Mrs. Waler informed that even though Mme. Rondeau was now on a full time medical leave, she was still going to pursue the grant. The committee expressed gratitude for Mme. Rondeau's continued commitment to the students of Jacob Beam.

**Action item: Follow up as to whether grant application was successful.**

- Krista Capes asked if the "Me to We" programme would still continue. She advised that the programme is very important and offered the services of her husband, Brad Capes and herself, to commit to running the programme if necessary. Chris Waler advised that the programme will definitely continue.

**Action item: Follow up by Mrs. Waler as to who will be running the Me to We programme.**

- There was a discussion as to who was in possession of the School Council brochures. Paulette Hayward advised that she has them and they are in the school safe. The brochures were not handed out at the Meet the Teacher night in September and it was suggested that Council set a

table up the night of Parent/Teacher interviews and hand out the information. It was also suggested by Paulette that they could be included with the school start up package of information for next September.

**Action item: Secure volunteers to man information table at Parent/Teacher interview night.**

**Action item: (Pending) Information on School Council to be included with school start up package in September.**

- Irene Petsinis asked if we were still going forward with making posters to hang up in the school. She suggested that the laminated poster or plaque be hung somewhere in the front foyer where parents would see it. Krista Capes advised that the poster information was already made up and that she could easily convert the brochure into poster size. A discussion about having a bulletin board in the school with events and information from School Council was also brought forward. Mrs. Waler advised that if School Council wanted a bulletin board to let her know and she would order one. A proposed location would be the front foyer where the current picture of the school is situated.

**Action item: Decision on bulletin board and location. Mrs. Waler to order it if consensus of Council is to go forward with this idea.**

- Kellie Svoljsak inquired as to the need for a teacher to police the parking lot in the mornings before school when she felt there was more of a need for teachers/EA's in the playground for supervision. Ms. Svoljsak advised that there is only one teacher on playground duty. Mrs. Waler addressed this inquiry by advising that there would be one additional teacher or EA assigned to the playground and that the parking lot situation was new and potentially very dangerous with drivers still trying to figure out how the drop off/parking works. She commented that children being let off at the same time as cars entering, exiting and reversing needed to be monitored. She asked that parents be patient until the routines are established and become the norm.

### **Next Meeting Topics**

- Playground repair invoice to be discussed
- Budget issues
- Purchase of books for the Library
- Gingerbread Shop options

### **Announcements**

Bev will send minutes out to council as soon as they are ready.

Please have agenda items sent via email to Bev Boden prior to the next meeting. If the item is not listed on the agenda, it will be tabled to the following meeting.

### **Next Meeting**

Thursday, October 24, 2013 at 6:30 p.m.

Meeting adjourned at 7:40 p.m.