



Metcalfe Public School Council

Monthly Meeting Minutes

Meeting Date: October 7, 2008
Location: MPS library
Start time: 6:30 pm
End time: 8:41 pm
Next Meeting Date: November 4, 2008, 6:30 pm

Present

Vice-Chairperson – Val
Secretary – vacant
Treasurer - vacant
Cheryl Millard
Kerry Fonseca
Christine Lee
Kelly Mayo
Tammy McCormick – Principal
Jennifer Nutt - Vice-Principal
Sharon Goral – Administrator representative
Cheri Stanley – Staff representative

Guests:

Ellen Everson
Heather Jeffery

Absent

Chairperson – Jennifer Finniss

Summary of Discussions	Action
1.Call to order Val sent Jennifer's regrets and called the meeting to order.	
2.Approval of September minutes The minutes of the September meeting were approved as written. Motedioned by Kelly, Seconded by Christine. Christine agreed to step into the Secretary role.	

Summary of Discussions	Action
<p>3.Principal & Vice-Principals' Report</p> <p>Good news! No reorganization was required this year, and only one student required a move which went smoothly.</p> <p>Our staffing update involves Brenda Steacy who has moved to half time and Shayna Leikin has been hired for the remaining half time position.</p> <p>New signage is ordered for front of school and parking lot to ensure safety of kids.</p> <ul style="list-style-type: none"> ○Tammy reiterated that the non-bus drop-off recommendations are across 8th Line Road so the students can use the crossing guard or on United Avenue at the entrance to the primary playground. ○Tammy reminded us that the pathway through the primary playground will not be maintained during the winter. ○Christine mentioned that there will be issues that will arise around drop-off and pick-ups as we get into the winter weather – particularly with the snowbanks at the back of the school, both for the children and their parents that walk from that direction and the after school buses that use that location. <p>Our staff is working diligently on special education documentation and long term planning paperwork.</p> <p>Our Lockdown Drill went well, Constable Pierce was impressed.</p> <p>Grade 7 and Grade 8 students will be participating in fall trips totaling to \$20.00 for Grade 7 and \$25.00 for Grade 8 for 3 trips each.</p> <p>Balanced Day is going well, having received positive comments from staff and students.</p> <p>The PA Day was a success! Our focus was on Assessment & Evaluation practices. We met as a community of schools with Greely and Osgoode for the morning session, great collaborative effort between staffs!</p> <p>Our Character Development Assembly Oct.30/08 at 1:10pm.</p> <p>QSP Fundraising campaign is well underway, final push this weekend.</p> <p>I would like to encourage the Council to support our efforts to have Jer's Vision, an organization which addresses youth discrimination and promotes diversity, come to the school. An assembly is booked for November 2008. All intermediate teachers will receive a</p>	<p>Tammy – contact city to see about plowing the bus area and/or the entrance to the school yard on Charters</p>

Summary of Discussions	Action
<p>workshop on Jer's Vision during the November Professional Activity Day.</p> <ul style="list-style-type: none"> ○<i>Kelly wondered if we could have this geared towards the primary & junior grades as well to support anti-bullying, but Jer's Vision mandate is grades 7 and up</i> ○<i>all in attendance support bringing Jer's Vision into the school for grades 7 & 8</i> 	
<p>4. Teachers Report</p> <p>The teachers thank the school council for the sod – the front looks great.</p> <p>Football – The boys are being coached by Mr. Alward & the girls by Mrs Brown.</p> <p>Crosscountry – The juniors are being coached by Mrs. Belanger & the Intermediates by Mrs. Burton. We had a 1st place in grade 5 girls, 13th place in grade 4 girls and 15th place in grade 5 boys.</p> <p>Request – Cheri would like to build a library of leveled books geared towards the primary level (initially grades 1 and 2) that follow the leveling system used within the school. This is in an effort to help students and parents learn which books are appropriate for the student's reading level. This library would be housed in the Primary corner. Extension to the junior level may be possible.</p> <p>She would like permission to work with Jennifer Nutt to apply for school council grant to go ahead with this. She would also like some money to get going on this immediately.</p> <ul style="list-style-type: none"> ○<i>Kelly wondered if book donations would work – book donations are always welcome by the library, but may not work for the leveling system.</i> ○<i>Tammy let us know that there are new screening tools being used that allow the teachers to identify reading issues earlier (sometimes as early as kindergarten) and this type of tool may be able to help those students.</i> ○<i>Val made a motion to give \$500 for the project. Seconded by Cheryl.</i> 	<p>Val/Jennifer F – write \$500 cheque for Cheri</p> <p>Cheri/Jennifer N - put together proposal for grant</p>
<p>5. School Council website</p> <p>Val let us know that Lisa Cook is willing to maintain website.</p>	<p>Val/Jennifer F – write cheque for</p>

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<p>Yearly charge of \$48.46 is due soon. If we decide to keep the site, a cheque needs to be given to Lisa soon.</p> <p>One person should be in charge of communicating changes to the website to the webmaster</p> <ul style="list-style-type: none"> ○All in attendance in agreement to keep website and agree to pay the yearly amount. ○Christine noted that she knows of someone that is willing to take on the webmaster job if Lisa decides that she is no longer able to continue. ○As secretary, Christine will be responsible to communicating with Lisa. 	<p>Lisa</p> <p>Christine - contact Lisa and set up procedures</p>
<p>6.Volunteer Program Proposal</p> <p>Christine put forward a proposal to merge the volunteer program currently maintained by the school staff with the program maintained by the school council. A Volunteer Coordinator, a member of the MPS council, would maintain and manage the new program. This coordinator would act on behalf of both the school council and the school staff. To assist the coordinator, each homeroom would be represented by a parent who act as as a 'Class Parent'.</p> <p>The volunteer list would be used on an ongoing basis to pass on information about ongoing projects to anyone who would like to have the information throughout the year. In this way parents would be able to chose which activities they are able to participate in.</p> <p>The use of class parents will allow a more personal touch in communicating with volunteers.</p> <p>Heather Jeffery is interested in acting as Volunteer Coordinator.</p> <p>We will need to contact parents to ask for volunteers to act as class parents as well as get permission to pass contact information onto the volunteer coordinator and class parents.</p> <ul style="list-style-type: none"> ○All in attendance in agreement to go forward with this proposal. ○Tammy will get feedback from staff. ○Christine has requested that the draft letter to the parents be reviewed by staff to ensure wording emphasizes the joint aspect of this project. 	<p>Christine - send digital proposal to Tammy</p> <p>Tammy - circulate proposal to staff & review notice to parents</p>
<p>7.Parent's Room</p> <p>Parent's room was built using a school grant last year.</p> <p>There is a computer available as well as books. A list of books is</p>	

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<p>coming soon.</p>	
<p>8.Library Discussion postponed until Jennifer F. can be present.</p>	
<p>9.Jingle Bells Bazaar</p> <p>The JBB will be held Thursday, December 11th, 2008.</p> <p>Heather Jeffery is interested in acting as JBB Coordinator, but would like more information about it.</p> <p>The JBB is made up of the bazaar, raffle, bake sale, popcorn, luncheon, setup.</p> <p>Jennifer F. would like the initial notes to parents outlining the JBB and requesting items to be sent home on the first week of November with reminders periodically through November and December.</p> <p>Luncheon for volunteers and staff – Sharon and Cheryl discussed the possibility of simplifying the luncheon by requesting specific meals. It is always difficult to get volunteers for the luncheon and there is approximately 60 people to feed.</p> <p>There was a discussion about increasing prices from a max of \$2 to a max of \$4. It was decided to keep the price at \$2. If really good quality items are donated, they can be put into the raffle.</p> <p>Last year there were too many students in the hall 'volunteers'. Tammy will supply the students if we let her know how many we need. Val estimated 6. The students will be identified to ensure 'extras' do not tag along.</p> <p>Tammy will set up the class schedule and provide a list to volunteers to aid in controlling student flow.</p> <p>Discussion about restricting purchases – there is some overbuying, especially by the intermediate students. It was generally agreed that a strict restriction of two parents and siblings was not necessarily reasonable with the variety of family homes. No consensus was reached. Ideas include a list for each student; gift cards for each purchase; gift bags for each purchase.</p> <p>We need to increase the gift donations, especially for Dads. Ideas for this include JBB committee purchasing some; including an example list of items needed in info sheet to parents (e.g. tools, fishing stuff, golf stuff, sports magazines, ...); increased communication to parents requesting donations.</p> <p>Christine offered any of the leftovers from the MCNS garage sale for anyone from council who wants to come and collect them.</p>	<p>Val - get Lisa Cook to contact Heather with information</p>

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Christine will bring in some boxes.	
<p>10.Hot Lunches</p> <p>Tammy and Cheryl outlined the new trans fat & serving restrictions put into place by the school board.</p> <p>Food sold to students must be supplied by a list of approved suppliers, except for 10 days within the school year. Staff would like one of these days for treats.</p> <p>These 10 days may also include bake sales & freezee days. This was not clear.</p> <p>Cheryl has contacted some of the suppliers with no luck – either we are too small for the company to supply or they are not willing to travel out to Metcalfe.</p> <p>We will need to come up with options if we wish to continue hot lunches to the students as a fund raising program.</p> <p>Possible ideas include joining forces with Castor Valley to increase the size of the order and offering only cold lunches which could possibly be picked up by a volunteer.</p>	<p>Tammy</p> <ul style="list-style-type: none"> - discuss options with colleagues at other schools. - discuss options with superintendent
<p>11.New Business</p> <p>The council board on the front hallway needs to be updated.</p>	
<p>12.Request for thoughts on Fundraising</p> <p>Jennifer would like us to come up with ideas for possible fundraising projects throughout the year.</p> <p>To be revisited next meeting.</p>	
<p>13.Mail Bag</p> <p>Wide variety of fundraising information.</p>	
<p>14.School Uniforms</p> <p>Jennifer F is interested in visiting the idea of school uniforms.</p> <p>Tammy verified that the decision about uniforms is at the school council level to debate.</p> <p>There was no consensus.</p>	
<p>15.Adjournment of Meeting</p> <p>Meeting adjourned at 8:41pm.</p> <p>Next meeting to be held on November 4, 2008, 6:30pm, MPS library.</p>	