

RAPS School Council Minutes

June 10, 2015		
	7pm	Regency Acres P.S.
Attendees	Gwen Al-Kas, Leah Clark, Kristy Damtsis, Kathy Duncan, Sandy Kennedy, Becky Knowles, Joan Lash, Lisa Leoni, Pat Morton, Sheena Murphy, Gayle Palmer, Dina Paraskevopoulos, Laura Parkin, Lynn Pearson, Susan Roy, Elena Siriopoulos, Chris VanderPloeg	
Regrets	Kim Davies	
Welcome, Approval of Agenda, & Approval of May Minutes	<p>Welcome comments from Joan.</p> <p>Joan motions to approve the agenda; Sheena approves, and Kathy seconds.</p> <p>Joan motions to approve the minutes from May. Leah approves; Pat seconds.</p>	
Review Code of Ethics	<p>Joan reviewed the Code of Ethics by which School Council members must abide. It lists expectations and responsibilities for members. This document is used as a reference for discussion. In the case of a serious infraction, the Chair and the Principal will request a meeting with the individual to discuss concerns and remedies. The document references the School Board Policy and Procedures (262), and the Education Act from the Ministry of Education (612.00).</p> <p>ATTACHED: Code of Ethics: References, Examples</p> <p>School Council will review of Code of Ethics at the start of each school year.</p>	
Old Business <ul style="list-style-type: none"> Grad Grab Trunk Show 	<p>Grad Grab Trunk Show. Although not enough time to hold this year, Lisa & Joan suggested the development of some version of this next year. The goal is to collect gently used or new clothing and accessories that students can access at no cost to be used for graduation. Planning ought to begin in January of next year to determine how to set this up (whether a physical location at the school, or taking part in an already running “community-wide travelling trunk show”, etc.) We will want to get student council involved, so the kids will “own” this effort.</p>	
<ul style="list-style-type: none"> Custodians 	<p>Custodians. Pat will print a Regency Card for the caretaking staff (Walter, Trevor and Guy) to show our appreciation. Lisa invited Walter, the lead caretaker to take part in the graduation ceremony; he has touched many students’ lives; we want to show that caretakers are valued members of our community; redefine success, highlight knowledge of running a building such as this.</p>	

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<p>Old Business (cont'd)</p> <ul style="list-style-type: none">• Pizza Supplier	<p>Pizza Supplier. Leah wanted to know what alternatives RAPS may have for pizza lunch because of the high waste she has witnessed (is not suggesting that we change suppliers at this point; only compiling information). Lisa also mentioned that the current program doesn't offer a lot of incentives.</p> <p>Pizza Pizza will give RAPS a cost of (14" cut into 8 slices): \$6.95/cheese; \$7.25/pepperoni. They also offers many incentives, including: sponsoring one event per year, reading club, one free slice for birthdays, bonuses (club 11-11 card), and more. <i>Pizza Pizza does comply with the school board nutrition policy.</i></p> <p>This information will be shared with the volunteers who coordinate the Hot Lunch program (Karen Dool, and Caroline Wiley). Lisa had mentioned it already to Caroline, and that we would bridge a conversation about it. Pat offered to follow up with Karen and Caroline.</p> <p>Elena pointed out that we ought to discuss with our local Pizza Pizza provider to ensure that they are able and willing to take on a school order; not to rely only on Pizza Pizza corporate offer.</p> <p>Lisa suggested that we survey the students (Becky would organize the survey) to see if they like the pizza. Lisa suggested that we consider trailing (at some point in the year) a couple of other pizza vendors. Lisa mentioned that she would speak to Caroline and Karen.</p> <p>Sue mentioned that Tony from Molisana Bakery approached her and would like to provide pizza for us. Lisa also mentioned another provider from Richmond Hill.</p> <p>(Note: the kids are also unhappy about the cookie that is currently sourced as part of the hot lunch program.)</p>
<ul style="list-style-type: none">• Lunch Box Orders	<p>Lunch Box Orders: This supplier sources the food from various fast food restaurants and delivers it to the school. It doesn't really work with healthy foods, and it would be better for us to work directly w/the companies; also, we don't want to take away from Kids' Kitchen. Not something we want to pursue.</p>
<ul style="list-style-type: none">• Pita Lunch	<p>Pita Lunch. Lynn and Gwen are looking to change suppliers to Extreme Pita. They offer us a cost of \$3.50/small, \$5.00/large (we'd make a little more money). They already work with five other schools. Lynn motioned; all in favour.</p>
<ul style="list-style-type: none">• The Growing Place	<p>The Growing Place. Soil and mulch has been purchased and placed. Leah, Mrs. Sargeant, and her class, and Walter cleaned it up; Leah brought some rocks from home and some Hostas too; two trees are dead and need to be cut down. Unfortunately, couldn't purchase the supplies that are needed to do more. Will look to bring back the Gardening Club in the fall and get students involved.</p>

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<p>Old Business (cont'd)</p> <ul style="list-style-type: none"> • KinderYard • Pasta Day • Sports Day 	<p>Kinder Yard. The painter will be paid in September (with Board funds); also, the removable basketball nets will be set up soon (they will be taken down on Fridays, and also for summer). There is a request to purchase three planters to place in the Kindergarten area. Gayle will approach a community member to build wooden planters.</p> <p>Pasta Day. Gwen reported that Pasta Day was a great success; everyone particularly loved the sauce from Molisana Bakery.</p> <p>Sports Day. Thursday, June 18, Milt Ottey (former Olympian) will come to RAPs to run Sports Day, as part of the Healthy Living initiative. Funded by the Board from an Outdoor Activity grant (\$1500). (See www.otfitness.ca/ for more.)</p>
<p>Principal's Report</p> <ul style="list-style-type: none"> • Police Presentation • Physical and Health Education Award • 2015/2016 • New Kitchen • Curriculum Night & BBQ 	<p>Police Presentation. Lisa invited our community school police officer (Shona Wood) to present to grade 5-8 students on June 3; held two sessions (one for juniors and one for intermediates) discussed social media, bullying, on line safety and safety. Would like to set up a session for parents (privacy settings, web cam, and other new technological advances that may pose a risk to students, such as tracking pictures).</p> <p>Physical and Health Education Award. Mrs. Moffitt applied for and received an award for Physical Health Education for our school; see banner in front entrance.</p> <p>2015/2016. For next year, we have lost Mr. Keshavjee, Mrs. Bakas, and Mrs. Mesquita-Bissada due to declining numbers. Currently, we have 357 students; next year, expect 329 "regular-program" students; plus six new community class students, who have autism, in partnership with McKenzie Health, for one year only. (From a school-wide perspective: provides resources to students; raises autism awareness for our entire student body; provides professional development for staff; students enjoy working with the class, etc.)</p> <p>New Kitchen. The new kitchen for Healthy Schools is ready and looking good (the milk room)! Looking to add a burner. Has a shelf that we can use as selling area for tournament days.</p> <p>Curriculum Night & BBQ: Set for October 1. M&M meats will be contacted.</p>

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<p>Principal’s Report (cont’d)</p> <ul style="list-style-type: none"> • Report Cards 	<p>Report Cards. Union negotiations have escalated. Teachers are asked to withdraw services, and other day-to-day issues. Have 31 school boards negotiating with the province. It is an unprecedented situation where parties are negotiating central items (province-wide) as well as local items (collective agreements between school board and union). Central item agreements may affect local items and negotiations. Also, two-tiered negotiations, affecting ETFO (permanent teachers), and ETFO-OT (non-contracted, such as supply teachers).</p> <p>Bottom line: Lisa mentioned that the school board will be guiding Principals through the process and parents will receive updated communication.</p>
<p>Fundraising Report</p>	<p>Spring Fundraiser. Pat is stepping down from running this next year. Asked for someone to take this on. Lisa stated that we will set up a new Fundraising Chair for next year.</p>
<p>Financials</p>	<p>Budget. Elena handed out the May School Council Fund Summary. We had a total of \$52 106.97 for allocation this year. Actual Spent to Date was \$45 855.54, leaving a balance of \$3715.45. Of this, \$850 will be deducted for the Grade 8 Awards; it was noted that the \$1000 for needy students was not used, as these funds must have been given from the general school funding (for the Graduation trip). Also, Riley’s framed jersey and the RAPS historic picture reframing came out of the general school funds. The June report will reflect all final expenses for the school year.</p>
<p>Fundraising Plan (FP)</p> <ul style="list-style-type: none"> • Fundraiser Plan Process • Water Station Update • Water Bottles 	<p>Fundraising Plan. Lisa created a FP for next year, based on the School Improvement Plan (SIP). Future fundraising will be specific to these goals. The FP will be reviewed again in the fall; school council will no longer vote on expenditures.</p> <p>Water Station. One has been installed downstairs. Another will be installed upstairs next year, in the fall. It has been well received—852 bottles filled in four days! We will apply for the Speak Up Grant (\$1000), which is due in the fall. Lynn will follow up on this as a possible student council initiative.</p> <p>Water Bottles. Lynn sourced stainless steel water bottles from a local supplier. 16oz bottles run \$3.54; we are looking to order approximately 450 bottles and have them ready for the school BBQ on Oct. 1 (suggests to sell for \$7.00). Kathy suggested we look into the tiered pricing and motioned to go ahead with this; Sue seconded the motion.</p>

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<p>New Business</p> <ul style="list-style-type: none"> • Certificates of Appreciation • Susan Arnold • Hallowe'en Costume Exchange 	<p>Certificates of Appreciation to parents of graduating students. Because it cannot be readily determined who volunteered throughout the years, it was decided that we will not hand out these certificates at Grad. (Also, other issues with names.) They lose their value if everyone receives one. Instead, Lisa will write a message of thanks for all Grad parents which will be included in the final newsletter. Joan suggested that the certificates be distributed at the volunteer breakfast, which was supported.</p> <p>Susan Arnold. Joan passed around a journal where parents of the school community can write a short message to Susan Arnold, a long-standing volunteer at RAPS; this is her last year at Regency. Journal will be in the office until June 22. Pat will print a card with the Regency image for Susan.</p> <p>Hallowe'en Costume Exchange. Joan suggested that the school hold a costume exchange. Lisa though this would be a great idea to get student council involved with this.</p>
<p>Other Business</p> <ul style="list-style-type: none"> • 2015/2016 School Council Changes • 2015/2016 School Council Brochure • 2015/2016 Meeting Dates • Year-end Remarks 	<p>2015/2016 School Council Changes. Some changes to Council next year include: adding a Fundraising Chair (elected position) to the constitution, informing parents about voting and non-voting members (this year, we agreed to have more than the standard 15 voting members; will not do this next year); we may add a volunteer coordinator, and a communications role.</p> <p>2015/2016 School Council Brochure. Kristy will update this.</p> <p>2015/2016 Meeting Dates. Wed. Sep 23, Oct. 21, Nov. 25, Jan. 13, Feb. 17, Mar. 23, Apr. 20, May 18, June 15</p> <p>Year-end remarks. Joan wrapped up the meeting by thanking the members for their hard work and efforts this year. Joan said that council achieved a tremendous amount this year and that members should be proud of this accomplishment! It is hoped that the items and initiatives will enhance the students experience at Regency for years to come.</p> <p><i>Joan listed some of the accomplishments of School Council 2014/2015:</i></p> <p>2 Healthy Schools Grants; 2 Pro-Grants (one was for anti-bullying, Alyson Schaffer); doubled the Healthy Schools budget to \$3600; Welcome Tea; Parent-Teacher Pot Luck; Festive Shop; QSP; Spring Fundraiser; Ski Nights; Parfait Day; Pasta Day; Booster Juice Day; Freezie sales; Aussie Dance; Trivets for Mother's Day; Artist in Residence; HSM cast party & supplies; Lion's Club donation; Bag 2 School;); YRDSB guest speaker: (Nicky); graduation awards; water stations; new team uniforms; front entrance upgrade; net books; mini iPads; library books; levelled books; science resources; new gym mats; folding tables; light table (K); fishing kits (K); Kinder Yard; Growing Place; cupcake sale, outdoor play committee.</p> <p><i>In addition:</i> council member Gayle was nominated for a community award; we said goodbye to our former Principal; transitioned to our new Principal; and transitioned to a new fundraising process.</p>

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<p>Other Business (cont'd)</p>	<p>We had a lot of change this year and Joan thanked members for helping to make the transitions as seamless as possible and keeping the business of council moving forward in a positive direction.</p> <p>Lisa thanked Joan for her leadership as Chair and congratulated her on the accomplishments that council made this year. Lisa thanked the members for their dedication and hard work. We're in a good place to begin another amazing year at RAPS for 2015/2016!</p>
<p>Adjournment (9:05 pm)</p>	<p>Kathy motioned to adjourn. Dina seconded the motion. Meeting adjourned.</p>

NEXT STEPS	
Speak Up Grant	To offset cost of water stations. Will review in the fall (Lynn will follow-up).
Pizza Lunch	Pat to follow up with Karen Dool and Caroline Wiley.
Caretaker Cards	Pat to print a Regency Card of thanks.
Susan Arnold Card	Pat to print a Regency Card of thanks.
Water Bottles	Lynn to purchase in August.
Kinder Yard	Gayle to source wooden planters.
Hallowe'en Exchange	Student council (Joan will communicate to Student council)
Graduation Trunk Show	Student council (Lisa will communicate to Student council).

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CODE OF ETHICS

The following code of ethics, derived from Ministry guidelines, privacy and legal consultations made by the Board, may be used by school councils in an attempt to outline expectations for members and as a guideline for behavior.

Code of Ethics	Reference/Examples
A member shall consider the best interests of all students.	-council will represent and work on behalf of all students (regardless of age/grade). -members should not act in a bias manner or be driven by, or make decisions based, on the interests/assumed benefits of their own children. <i>Example:</i> a member should not suggest that council decisions are difficult to explain to their own children.
A member shall be guided by the school and the Board's mission statements.	See YRDSB Mission, Vision, Values
A member shall act within the limits of the roles and responsibilities of a school council, as identified in the Education Act, its regulations, and the applicable bylaws and procedures.	A Guide to the board's School Council Policy and Procedure, 262.0 Ministry of Education O. Reg. 612/00: SCHOOL COUNCILS AND PARENT INVOLVEMENT COMMITTEES
A member shall become familiar with the school's policies and operating practices and act in accordance with them.	Same as above reference Refer to YRDSB School Council Handbook, 2013
A member shall maintain the highest standards of integrity.	-representing council members and decisions honestly and accurately. <i>Example:</i> members should not mistake facts of how much council contributed to the front entrance project vs the school. -members shall not share information to the school community members that would reflect council in a negative manner. <i>Example:</i> a member should not state that one or two members make all of the decisions for council.
A member shall recognize and respect the personal integrity of each member of the school community.	Same as above.
A member shall conduct themselves in accordance with the Board's Equity and Inclusive Education policy.	
A member shall treat all other members with respect and allow for diverse options to be shared without interruption.	-as per pre-communicated meeting norms, allow members to speak without interruption. <i>Example:</i> members should not insult, or cut others off while they are speaking. -members shall not conduct themselves in an unprofessional manner. -members shall embrace the open environment of a meeting to bring forth suggestions, relay concerns, without judgement.
A member shall encourage a positive environment in which individual contributions are encouraged and valued.	-representing school council (members and decisions) to the broader parent and student community in a positive manner (i.e., supporting and celebrating efforts, events, initiatives)

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<p>A member shall acknowledge democratic principles and accept the consensus of the council.</p>	<p>-respect the votes that are made by members and accept the decision(s). - members should not share their personal views on the voting of council with the school community. <i>Example:</i> a member should not send text messages to the parent community about their dissatisfaction with a vote result.</p>
<p>A member shall respect the confidential nature of some school business and respect limitations this may place on operation of the school council.</p>	<p>-matters discussed at school council often may expose intimate information about the school (i.e., student achievement, SES data, Parent/Student Climate survey) and must maintain privacy in these matters. School board data is confidential and should not be disclosed. <i>Confidentiality:</i> <i>Example:</i> In November, Yvonne Kelly, a Community Resource Facilitator, will attend a Council meeting to discuss the various aspects of the socio-economic status in our community and the parent climate survey results. Sensitive data disclosed (e.g. poverty data) must not be disclosed outside School Council. <i>Example:</i> Sharing information about teacher retention is not confidential. All necessary communications are made prior to sharing with School Council.</p>
<p>A member shall not disclose confidential information.</p>	<p>Same as above.</p>
<p>A member shall act in accordance with relevant laws, including Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and relevant Board policies and procedures.</p>	<p>-this includes email communication and the forwarding of information, bcc'ing, cc'ing all. <i>Example:</i> members should not cut and paste private email messages into a communication and 'cc all'.</p>
<p>A member shall advise the principal immediately if the member believes that there may have been a privacy breach.</p>	
<p>A member shall abide by applicable laws and policies with respect to access, use or disclosure of Board data and information.</p>	
<p>A member shall limit discussions at school council meeting to matters of concern to the school community as a whole.</p>	<p>-council meetings are meant to move the school forward in a positive direction that will benefit students and families -it is not a venue to share and inventory concerns or complaints from the broader community. That is not to say that concerns are never heard but they should be presented as constructive criticism and ideas/feedback for improvement.</p>
<p>A member shall use established communication channels when questions or concerns arise.</p>	<p>-concerns, agenda topics, questions... contact the Chair.</p>
<p>A member shall promote high standards of ethical practice within the school community.</p>	
<p>A member shall declare any conflict of interest.</p>	<p>-if members are an employee of the board -if members are acting in a bias manner or getting a personal benefit from their membership</p>
<p>A member shall not accept any payment or benefit financially through school council involvement.</p>	<p>-self-explanatory</p>

Reference: Page 28, YRDSB School Council Handbook, 2013

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YRDSB Mission, Vision, Values

Mission

To advance student achievement and well-being through public education, which motivates learners, fosters inclusion, inspires innovation and builds community.

Vision

To be a leader in public education by empowering all students to become engaged and caring citizens of the world.

Values

Our School Board operates based on a set of values which guides our actions:

Inclusivity

We demonstrate equity and inclusivity in all that we do. We demand an environment in which all students, staff, parents and our community feel valued and have a sense of belonging. We expect empathy, mutual respect and understanding to be demonstrated in our words and actions.

Relationships

We value positive, meaningful relationships with students, staff, parents and our community. We value diversity of opinion, sincere dialogue and community engagement.

Innovation

We continuously strive to provide the best educational programs for all students. We empower staff and students to take initiative and to be innovative leaders.

Engagement

We encourage active participation in all learning and activities by creating an environment that engages students, staff, parents and our community.

Responsibility

We are individually and collectively responsible for creating the best possible school community to support the achievement and well-being of all individuals. We are responsible for the delivery of effective and sustainable educational programs and stewardship of Board resources.

Optimism

We approach all situations with optimism. We cultivate confidence and resiliency in all students and staff.