

Minutes for SWL School Council Meeting
Wednesday November 20, 2013
7:00pm to 8:30pm Council Meeting

	✓/x	Council Members	✓/x	Staff Members
1	✓	Houri Awedikian – Chair	✓	Laurie Finn - Principal
2	x	Shalini Bhardwaj	✓	Craig Barton – Vice -principal
3	x	Michelle Dougal		
4	✓	Elaine Friesen – Secretary	✓	Sarah Rossel – Teaching Staff
5	x	Helen Huang		
6	✓	Elisa Lau	✓	Beth Rinne - Custodial Staff
7	x	Lisa Leong-Poi		
8	✓	Julia Li – Treasurer		Parents / Guests
9	✓	Lucy Liu		Roxanne Tang
10	✓	Doris Tang		Sadaf Siddiqui
11	✓	Jeevan Trehan		
12	✓	Nancy Tye		
13	✓	Victor Wang		

1. Welcome:

- Regrets from Lisa Leong-Poi

2. Approval of October 2, 2013 minutes

- No new business arising from June 6 minutes
 - Motion to approve October 2th minutes as presented (Elaine/Nancy):
Approved 11-0-0

3. Treasurer’s Year End Report/Update (Julia Li)

- Treasurer distributed financial reports detailing breakdown of revenue and expenditures, for council review
- Investment In Ed sub-committee met on Nov 4 and reviewed the Teachers’ Wish List, as well as allocations specified by parents. Money from lunch fundraisers and money carried over from last year were also to the Investment in Ed funds.
 - Motion to approve to expenditure of Investment in Ed and Fundraising funds as recommended by Investment in Ed committee of \$24250, that will support purchases of resources, in alignment with school initiatives as per the school improvement plan, and allocations specified by parents (Julia/Jeevan) Approved 11-0-0

4. Principal's Report (Laurie Finn)

- Laurie thanks school council support with the teachers' wish list and all funds raised for SWL.
- Sir Wilfrid Laurier Public School (SWL) and Pierre Elliot Trudeau (PET) High School councils will have the opportunity to meet in the future to share concerns and ideas
- There will be new classrooms added on the 2nd floor of our school. Plans have been drawn and awaiting dates for construction to be finalized. There are two options – starting in March and completed by September, or starting in July and completed by November.
- Parent Sessions – SWL offered primary math session in October and a parent session on Anxiety on Nov 25. Both were successes. There will be an upcoming session on January 14 on Cyberbullying.
- SIP: Programs and Pathways – assisting Grade 2 and Grade 9 students' transition to their new schools. Recently, Grade 8 students spent a day at PET They had the opportunity to attend some classes, and got a tour of the school. On Jan 13, staff from PET will be at SWL to discuss course selections with our grade 8 students. Grade 9 students return to SWL to participate in community service
- Parents are encouraged to send feedback on Code of Behaviour in the student agenda or any input on Programs and Pathways to Laurie.

5. Chairs' Update (Houri Awedikian)

- Houri shared information from School Council Fall Forum. Copies of the school handbook will be made available at the office. She also proposed displaying around school, a poster "Cook Up Some Fun" that has tips and resources for families.
- Here is a link to the Handbook for School Council Members from the Ministry of Ed for Ont. website
<http://www.edu.gov.on.ca/eng/general/elemsec/council/guide.html>
- Staff Appreciation – Houri suggested providing lunch or an edible bouquet to staff members. Staff thank school council and parents and say an appreciation lunch or gifts are not necessary. A suggestion for a donation (in lieu of gifts) to a charitable organization was proposed too. (for example for our school mascot the lynx which is a protected/extinct species)

6. Sub-Committee's Reports/Updates

- **PRO Grant** (Elaine Friesen)
 - On March 31, Kathy Kubota-Zarivnij will be providing hosting a PRO GRANT event that promotes mental math for the entire family.
 - Once the date is finalized, Laurie will get the permit for the event.

- **Healthy Eating** (Laurie Finn)
 - 1st of healthy snack was today for Sir Wilfrid Laurier's birthday. Tangerines were distributed and a speaker/documentarian on Sir Wilfrid Laurier came to the school.
 - Next snack will be in April 2014/around Earth Day
 - 3rd day will be on track and field/primary play day

- **Positive Climate for Learning/Safe Schools** (Laurie Finn)
 - At the end of October, the school had an "Orange Day" to celebrate diversity
 - There is a banner in the front foyer display case that has descriptions on why staff became educators.

- **Pizza** (Jeevan Trehan)
 - Shalini is going to shadow Jeevan this school year.
 - Pizza days proceeding as planned. Great volunteers and distribution are on track. The extra pizza slices are frozen for kids without lunch
 - **Action Item:** Jeevan to confirm if Pizza Pizza is supposed to pick up the pizza boxes. Question is from Beth (custodial staff)

- **Lunch Lady** (Elaine Friesen)
 - Lunch Lady has streamlined some processes (for Hot Dog Lunches and Fun Lunches) to ensure kids are aware if they were ordered a lunch that day. There are extras lunches for anyone missing lunches. Office will contact parent to remind them that they forgot to provide lunch for their child that day.

- **Sub Lunches** (Nancy Tye)
 - Elisa Lau and Shalini will also be shadowing Nancy this school year.
 - The sub lunches are running smoothly. Volunteers also patrol the classes to check that everyone ordered a lunch. Also, Mr. Sub provides 3 extra subs for missed lunches. There are enough volunteers as well.

- **Communication** (Houri)
 - We have about 258 email address that want communication from school council. Houri as chair will continue to maintain the distribution list, and send out short email blasts/bulletin to keep parent community informed about SWL school and council activities
 - Our school also has a Twitter account. Craig will deliver any messages for school council if necessary.

- **Grants**
 - There are 2 committees
 - Pro Grant (Elisa Lau, Sadaf and Elaine) - to run the event and to apply for the next PRO Grant 2014-2015
 - Grants (Elisa Lau, Victor Wong, Shalini Bhardwaj) - To apply for grants during the year

7. Other Business:

Contests (Math, Writing etc.) are done at school. Different contests are vetted by the board. Information is forwarded to teaching staff and communicated to students to do at school. Parents can submit ideas and suggestions to Laurie/Craig.

8. Confirmation of next meetings & Adjournment

February 5th April 2rd June 4th

9. Review of Board Policies and Procedures (FYI Only)

POLICY	RESPONSE DUE BY
Working Document Policy #122.0 , Conferences and Workshops - Employee Attendance and Reimbursement	September 27, 2013
Working Document Policy #270.0 , Tributes	September 27, 2013
Working Document Policy #465.0 , Tendering Capital Construction and Maintenance Projects	September 27, 2013
Working Document Policy #572.0 , Leadership Development	September 27, 2013
Working Document Policy #301.0 , Arts Education	November 1, 2013
Working Document Policy #210.0 , Communicable Diseases	November 1, 2013
Working Document Policy #180.0 , External Research	November 1, 2013

These minutes can be found on our school website at
<http://www.sirwilfridlaurier.ps.yrdsb.edu.on.ca/council/minutes.htm> and in the School Council binder in the
 administration office

Working Document Policy #570.0 , Pregnancy/Parental/Adoption/ Infant/Child Care Leaves	November 1, 2013
Working Document Policy #108.0 , Student Accommodation - Attendance Areas and Student Transfers	January 6, 2014
Working Document Policy #158.0 , Information Access and Privacy Protection	January 6, 2014
Working Document Policy #163.0 , School Admission	January 6, 2014
Working Document Policy #310.0 , Curriculum Review, Development and Implementation	January 6, 2014
Working Document Policy #350.0 , Outdoor Education	January 6, 2014
Working Document Policy #353.0 , Prior Learning Assessment and Recognition for Day School Students	January 6, 2014
Working Document Policy #380.0 , Character Development	January 6, 2014
Working Document Policy #601.0 , Supports for First Nation, Métis and Inuit Students	January 6, 2014
Working Document Policy #665.0 , Safe Arrivals and Departures	January 6, 2014
Working Document Policy #152.0 , Inclement Weather Days	March 3, 2014
Working Document Policy #228.0 , Jurisdictional Learning	March 3, 2014
Working Document Policy #642.0 , Field Trips	March 3, 2014
Working Document Policy #660.0 , Political Clubs in Secondary Schools	March 3, 2014
Working Document Policy #668.0 , Caring and Safe Schools	March 3, 2014
Working Document Policy #675.0 , Student Exchange Programs	March 3, 2014
Working Document Policy #222.0 , Conflict of Interest	March 28, 2014

Working Documents are policies that have been approved by the Board of Trustees for circulation for six schools months in order to elicit input from members of the educational community. *Working Documents replace the previous version and are the official working policy of the Board.*

POLICY CHANGES

The following policies, which have been in working document format since December 2012, received final approval at the October 1, 2013 Board Meeting.

[Policy #250.0, Violence Prevention and Intervention](#)

[Policy #285.0, Board Policies, Procedures and Supporting Documents](#)

[Policy #407.0, Accessibility](#)

[Policy #545.0, Intellectual Property, Copyright and Professional Services](#)

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Working Document Policies for comment

As outlined in [Policy and Procedure #285.0, Board Policies, Procedures and Supporting Documents](#), school councils shall:

- review communications sent to school councils and scheduling appropriate preliminary draft or working document policies for discussion on meeting agendas;
- request clarification about Board policies and procedures through the school principal;
- receive feedback on preliminary drafts or working documents from parents or other members of the community; and
- ensure that policy input submitted for consideration by the Board's Policy and By-Law Committee;
- aligns with the role of school councils as outlined in [Policy and Procedure #262.0, School Councils](#),
- supports Board priorities, including, but not limited to, the [Trustees' Multi-Year Plan](#), [Director's Annual Plan](#) and the school improvement plan, and
- represents the needs of students and the community.

At the September 10, 2013 Policy and By-Law Committee Meeting, the following working document policy was recommended to be circulated to school councils for comment.

Policy #222.0, Conflict of Interest

All staff and trustees are responsible for being aware of and avoiding situations that may result in an actual or apparent conflict of interest. This includes responsibilities around offering related services outside of work hours, such as tutoring. The procedure also outlines how to report a conflict of interest. The policy and procedure have been updated to include revised definitions and clarification around staff and trustee responsibilities.

PROVIDING FEEDBACK

The Board welcomes comments and suggestions from members of the school community. Input is an important component of the review process. If your school council feels a policy needs to be revised, it is most helpful if you;

- **identify the specific wording that is of concern,**
- **outline clearly the reasons for your concerns, and**
- **suggest specific alternate wording that reflects your position .**

Questions about the content and implementation of any Board policy and/or procedure should be raised with your principal.

Specific recommendations should be forwarded by email to policy.committee@yrdsb.edu.on.ca, via fax at 905-727-3984 or by mail to the [Education Centre Aurora](#).

Questions about the policy and procedure review process can be directed to Lisa Reinhardt, Assistant Manager, Board and Trustee Services, at policy.committee@yrdsb.edu.on.ca or at the Education Centre Aurora at extension 2217.

All working document policies that are currently out for comment are posted on the [Policies for Comment](#) page of the Board's public website . Due dates for input/feedback are identified.