

## Sir Wilfrid Laurier School Council

### Meeting #1

October 5, 2016

#### In attendance:

Houri Awedikian	Jared Persaud	Nazish Hussain	Pu (Angela) Wang
Charity Stappas	Sadaf Siddiqui	Ashraf Patel	Peter Wang
Gianluca Arcari	Mymi Huynh	Wendy Cheung	Eric Lee
Jenine LaFayette	Sufia Khan-Hussaini	Syed Hussaini	Joyce Alimonos
Juliann Ng	Elisa Lau	Diana Yau	Dorothy Tong
Patricia Buono	Ghada Sadaka (Principal)	Kathryn Gravill (Vice Principal)	Lena Sadaka (teacher rep)

#### Welcome and Introductions.

All members were encouraged to sign the attendance sheet  
24 persons in attendance. 21 parents and 3 staff members

#### 1. Approval of minutes

Discussion regarding approval of minutes in June for the final meeting of the 2015/2016 school year

#### 2. Nominations/Elections for Executive Members:

Introductions of all parents in attendance

Mrs. Sadaka shared the Role of the School Council and highlighted points from the School Council

This information can be found at:

<http://www.yrdsb.ca/schools/sirwilfridlaurier.ps/SchoolCouncil/Pages/Constitution.aspx>

Some Important points that were shared:

- Positions: Chair, Vice Chair or Co-Chair, Secretary, Treasurer and any other officer deemed necessary
- Candidates elected by ballot
- Committees: council will form such committees as necessary but not limited to: fundraising, constitution, playground, policy procedure, parental involvement
- Including in the constitution: Outdoor classroom - \$1000 allocated per year to maintain this space
- Agenda items provided to the chair 2 weeks prior to the meeting and then the agenda is co-created with the Chair and Principal
- Minutes are voted on and then posted.
- Approved minutes shall be posted at the school and posted on the school website no later than one week following the next general meeting if not before.

Information regarding the 4 main School Council executive roles was shared:

- Executive: attend all meetings, show a commitment
- Secretary: takes the minutes. The next day or the day after they are sent out for edits and revisions. Minutes are then sent to the principal. Minutes are approved the next meeting. All members have seen and commented on the minutes
- Treasurer: provides a report at each meeting of our numbers. Have an understanding of accounting to ensure we are current with our revenue and expenses. Including payments for hot lunches. The payments are being done using cash online this year rather than submitting cheques where a spreadsheet would be generated. Consults regularly with the school EOAA. Report is prepared every meeting and presents a balance sheet at each meeting to support making decisions accordingly
- Chairs/Co chair: prepare the agendas. Communication among members, preparing forms, updating information that needs to be posted on the school website. In consultation and contact with the Principal to keep you informed to then inform members. Strike committees as necessary.

Concern raised about the posting of the minutes after the next meeting. Question raised if the minutes could be voted on electronically to allow for greater transparency and quicker posting on the school website.

Constitution would allow for email voting.

**Election:**

Question raised if the two nominees would be interested in co-chairing. Both nominees were agreeable to being co-chairs.

**Executive:**

**Congratulations to our School Council Executive for 2016-2017:**

**Co-Chairs: Houri Awedikian and Mymi Huynh**

**Treasurer: Joyce Alimonos**

**Secretary: Sufia Khan-Hussaini**

**Voting members:**

Juliann Ng

Diana Yau

Nazish Hussain

Angela Wang

Charity Stappas

Sadaf Siddiqui

Wendy Cheung

Jenine LaFayette

3. **Principal Report** ([full report included at the end of the minutes](#))

### Highlights:

- Shared EQAO results:
  - Grade 3: 94% in Math
  - Grade 6: 99% in Writing
    - 98% in Reading
    - 90% in Math
- Discussion of how the EQAO was shared with staff and some of the questions staff discussed with regards to our results and how this informs the school focus

**Question:** Can parents have access to the students' responses?

School will support parents in requesting information from EQAO with regards to student responses.

- **School focus:** Assessment (including Curriculum Expectations in relation with Assessment) Parents will soon hear more assessment vocabulary from students.
- **Curriculum Night:** shared that feedback from parents was positive with regards to the change this year. One parent expressed some concerns with the evening. School is taking the feedback to be used with planning for next year
- **Terry Fox** (October 6<sup>th</sup>): shared that approximately 4 parent volunteers are needed. Three parents expressed interest during the meeting
- **Character Community Week** (October 24-31): we will be doing something to recognize this week
- **Extra-curricular activities:** Teachers have signed up for a large variety of activities – announcements are full of opportunities for different age groups
- **Volunteers:** we welcome volunteers in the building. The more parents we can involve in the school.
- **Health and Safety:** H&S visit on October 18<sup>th</sup>
- **Student Voice:** We heard from students in grade 2 and 8 about the need for changes to the basketball nets. We will be purchasing two new basketball boards
- **DJ booked:** October 31 dance grades 6-8
- **Regional Parent Symposium:**
  - Fall - date to be determined
  - Spring – March 29
  - **Graduation:** June 26, 2017 Grade 8 Graduation and Venue booked

**Question:** Why when there was a reorganization did we continue with the combined classes?

Discussion around the parameters with the numbers. Maximum of 20 students in primary class and no less than 5 students in a grade in a combined class

For the 2 2/3 classes we provide opportunities for the grades to work separately for content subjects including Social Studies and Science (one teacher will focus on grade 2s and one on grade 3s\_

**Question:** Will the new Health curriculum be taught this year?

Discussion around the content typically being taught in the spring. That parents would receive information on the curriculum and the training opportunities for staff.

#### 4. Chair's Update

- We have found with the cash online program the Investment in Education donations there has been a significant decline in donations. Previously approximately \$8000 was raised and this year there has been approximately \$300.

Discussion of how the paper copy was a reminder to parents to donate – a visual cue to parents As well, having a suggested amount will also encourage parents to donate and school could

Question: What has the operating cost been for School Council?

Approximately \$24000 has been raised

Question: is there already a predefined list of events that we hope to effectively execute? Do we have stats on what we expect to raise?

Discussion:

- We only have Investment in Education at the beginning of the year and the hot lunches. Fun Fair covers the cost with school council providing the funds.
- Concern raised about hot lunches having a cutoff date: Joyce shared that parents can continue to order by providing cheques. Shared that at previous school the hot lunches were structured in seasons and parents could continually order online throughout the year.
- Discussion around having a memo that clarifies this for families and encourages further contributions
- Fundraising question: Will there be a disclosure of what funds are needed and how they will be spent?
- Sharing of how money is being spent to stimulate more donations. Full disclosure of the financial statement is important for families to understand how monies are spent and would stimulate donations.

Question: can we include whole wheat crust as well as white crust?

Discussion of how cash online limited the number of options available

**Action Item:** A memo will be sent home regarding Investment in Education with options to include sending in cheques or using cash online with instructions on how to find the links easily.

Discussion Item:

A proposed meeting in November to discuss fundraising

Another proposal: fundraising Sub-committee

#### 5. Sub-Committee's Reports/Updates

- **Sub Lunches:** last year was once a month now it is once a week. Orders numbers have dropped to 160 orders on a weekly basis compared to 220 orders on a monthly basis the previous year.
- **Pizza:** It is once a week. Orders: 259 cheese, 177 pepperoni for the current week (October 5<sup>th</sup>)

Pizzas come pre-boxed and are the equivalent to two slices – more hygienic

Suggestion: we use grade 7's and 8's to deliver the pizza and break down the boxes

- **Pro Grant:** Parent Reaching Out Program. Minister of Education has a grant that is optional for school councils to apply for. We received \$1000 for the 2016-2017 year with a focus on Mathematics

**Discussion:** minutes to be sent electronically with an electronic vote

Minutes to be sent out by Tuesday October 11<sup>th</sup>

**Next Meeting Date: November 9<sup>th</sup> - Fundraising Meeting**

**6. Other Business:**

- **Parent Resource Library:** we need to consider sending out a new form that includes an updated list of the books available

**Sir Wilfrid Laurier P.S.**

**School Council Principal Report – October 2016**

**School Plan for Continuous Improvement:**

Student Reading & Writing      School-Home Communication      Respectful School

*Curriculum Implementation*

- EQAO results was shared with the community via newsletter – Congrats (Individual Student Reports went home last week)
- Continuing to connect the BIPSA and School improvement plan to support our understanding of consistent grade-appropriate assessment, teaching and planning
  - \*Challenge of Practice will continue to be our focus for Oral Communication to strengthen student's critical thinking
  - \* Staff meeting and P.A.Days are set to focus on Assessment for the rest of the year

*Parental, Family and Community Engagement*

- BBQ/Curriculum night – Thursday, September 29, 2016
- Terry Fox- October 6, 2016
- Character Community Week – October 24-31, 2015

*School Climate*

- School/Class Re-organization – Sept. 26- affected Gr.2 only
- Back to business: Sports (cross country), clubs (student council, athletic council, Math and Science), and programs are back! Full force
- Co-op students, students' teacher, and volunteers are encouraged to come forward!
- Portables- health and safety-
- 2 basketball boards with rims- now we have 2 low ones for Primary-4 for Junior and Int.
- Lunch time procedure, and duty schedule, entry routines, lunch assistants
- DJ booked for three events
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**Miscellaneous Items:**

- Safety week September 26<sup>th</sup>: Fire Drills, 2 planned, one surprise visit, Lockdown Drill – Sept 27, in combination with Fire drill
- PA/Compliance Day - Sept. 23
- Terry Fox Run- October 6 @ 1:30 parents are encouraged to watch, need 5 volunteers
- Health and safety Visit-October 18
- Hep B Gr.7, HPV Gr.8-October 20
- Caribou contest- October 19, 2016
- Regional Parent Symposium – Spring 2017 (March 29)
- June 26, 2017 Grade 8 graduation and venue booked