



Metcalfe Public School Council

Monthly Meeting Minutes

Meeting Date: October 6, 2009
Location: MPS library
Start time: 6:35 pm
End time: 8:10 pm
Next Meeting Date: November 3, 2009, 6:30 pm, MPS staff room

Present

Co-Chair - Jennifer Finniss
Secretary - Christine Lee
Treasurer - Howard Crerar
OCASC - Kevin MacPherson
Website - Andrew Furlong
Website - Charlotte Bradley
Casey Edwards
Volunteer coordinator - Heather Jeffery
Kelly Mayo
Jennifer Nutt – Principal
Guido Ronci - Vice-Principal
Barb Miller – Staff representative

Regrets

Co-Chair - Val Leonard
Hot Lunches - Cheryl Millard
Sharon Goral – Administrator representative

Summary of Discussions	Action
1.Call to order & welcome Jennifer F. called the meeting to order at 6:35.	
2.Approval of September minutes The minutes of the September meeting were approved after changing footer dates to match and Kevin's name spelled correctly.	
3.Principal's Report – Jennifer Nutt Good News – we raised over \$900 for Terry Fox – Thanks to Council for picking up the refreshments and a very special thank you to Casey Edwards & her husband for their generous donation of juice for all our students. About 1/3 of that was raised by one kindergarten girl. We are planning on having a special presentation for her of a gift from the Terry Fox site. No reorganization of staff was needed. WE have 310 students, up six students from September.	

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<p>Tutoring in the Classroom Program – we have been successful in securing a tutor through a board initiative/application process. It allows us to hire a tutor for up to 150 hours to help during class time. This tutor will be deployed to our grade 1 and 2 classes.</p> <p>Grade 1 (Ms. Mumdzijan) and all Intermediate teachers are receiving a series of three workshops in the area of literacy instruction.</p> <p>We have begun working with our instructional coach Ted McEwen, he will be providing us with support during our PD day on Friday to fine tune our school improvement plan. In the morning of our PD day, we will be examining data from our diagnostic testing as well as EQAO. We will also be working on teacher moderation ... having more than one teacher look at a piece of student work and come to agreement on marking using a rubric.</p> <p>QSP fundraising is in its last week – all teachers will be reminding their students not to go door to door.</p>	
<p>4. Vice-Principal's Report – Guido Ronci</p> <p>Our next character assembly will be on October 30. This month we will be focusing on Respect and Responsibility. We are recognizing modelled behaviour. Possibly in the future we will be recognizing improved behaviour as well.</p> <p>We have had 3 fire drills – one regular one and 2 where there were blocked entrances. All three went very well.</p> <p>In October there will be a lockdown drill – check the newsletter for more information.</p> <p>The IEPs (Individual Education Plans) will be completed and distributed on October 15th. Karen Belanger is working with the primary and junior teachers and Guido Ronci is working with the intermediate students. We are piloting a new web-based system for completing the IEPs. There are some glitches to be worked through, but the goal is to be completed by the 15th.</p> <p>The Shepherds of Good Hope sent us a certificate to thank us for participating in the soap and facecloth drive last year. We hope to be able to participate in this program again this year.</p>	
<p>5. Teachers' Report – Barb Miller</p> <p>Karen Belanger would like to request some volunteers to listen to primary and junior readers. Please contact her.</p> <p>The Kindergarten class would like some Little People & Little People animals. They have a farm/barn, but no characters. They would also like a house.</p> <p>Council decided to review this request in November. Some members have</p>	

Summary of Discussions	Action
<p>volunteered to clear out their toy rooms.</p> <p>Globes have been requested for the primary grades. Council has requested more information – type of globe, cost, ... - and will review this request in November.</p> <p>Large magnifying glasses have been requested. Council has requested more information and will review this request in November.</p> <p>The intermediate team has requested rugby balls. Council has approved \$100 towards purchase of balls.</p> <p>The French team has requested resources – some shelves that will cost \$184 + tax. Council approved \$210 towards purchase.</p> <p>Mr. Fitch would like some hot glue gun sticks. Council approved \$35 towards purchase.</p> <p>Staff would like to purchase a new indoor volleyball system. This will cost approximately \$5000. Council will review this request in November. This may be one of our targets for 2009/2010.</p>	
<p>6. Hot Lunches – Jennifer Finniss Cheryl is away today, but let Jennifer know that orders are up and things are going well. The first hot lunch will be Thursday – Pizza Day.</p>	
<p>7. Volunteers – Heather Jeffery We think there was some confusion regarding the forms as they were sent out at the end of last year and of those that have been sent in, some were filled in with last year's class information. Heather is not sure what class some of the families are in.</p> <p>Also, not all families have received the volunteer form (new families) and some families will not have filled in the form as availability may not have been known at the end of last year. We need to resend the volunteer form – updating it with known requirements – e.g. Karen Belanger's request for readers, JBB, ...</p> <p>Heather would like help in identifying classes for individuals on the forms she does have.</p>	
<p>8. Website – Charlotte Bradley Recommended costs (all in \$US):</p> <ul style="list-style-type: none"> ● <i>Wordpress</i> – simplify maintenance. Free, but it is recommended that we 	

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<p>purchase a theme. free theme - \$80 (one time cost)</p> <ul style="list-style-type: none"> ● <i>Autoresponder service</i> – auto-emailing system that includes security \$194/year ● <i>Hosting</i> \$60/year ● <i>Domain name</i> – \$12/year <p>Council approved spending of the above for the website.</p> <p>We need to define the purpose of the site. The is was agreed that the main purpose should be communication to and from parents.</p> <p>We are unsure of the board policies as they pertain to council websites. Jennifer N. will look into that.</p> <p>Items of interest to be placed on the website:</p> <ul style="list-style-type: none"> ● Minutes of meetings ● Ongoing projects – information & requests for help ● Email updates – include the ability to remove from mailing list ● “What’s Hot” section (main page) ● Calendar – listing upcoming events ● Sports teams – upcoming events & scores ● Volunteer requirements – people/time & things needed & information ● Mission statement (council reason for being) 	
<p>9. Fundraising – Jennifer Finniss</p> <p>Ideas for fundraising participation this year:</p> <ul style="list-style-type: none"> ● Chocolate ● School kits (Tools for Schools, School Ready Tools) ● Community Event – whatever we do here should be something that can be repeatable as a yearly event. e.g. Casino night, Spaghetti Dinner w/ St. Catharines, curling tournament, winter carnival (used to run one many years ago), theatre dry runs, ● Movie night <p>Before we decide on what we want to participate in for fundraising, we need to have some idea on how much we plan on spending over the year. Howard will go through last years numbers and put together a forecast for this year.</p>	
<p>10. Financial – Howard Crerar</p> <p>Organization of the finances has started. Howard asked where bank statements go – they come to the school and will be forwarded to Howard.</p>	

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<p>Need to change the signing authority at the bank.</p>	
<p>11. OCASC – Kevin MacPherson Kevin attended the OCASC meeting, which was a small one. Discussions included:</p> <ul style="list-style-type: none"> - Busing issues - The difficulty of obtaining the PRO grants. A couple of programs that did receive the grants were a drum program that recorded the students' performances and were sent home to the parents; Maggie Mamen is being brought in to talk to parents - Alternative program review – does not concern us - Constitution review. - H1N1 concerns & questions. 	
<p>12. New Business</p> <p>Jennifer F. would like the expenses for Tammy's goodbye barbeque at the end of last year paid for. Council approved expenses up to \$90.</p> <p>Jennifer N. mentioned that the Principal Profile needs to be updated. She will get that to us to update.</p> <p>Howard would like to know where we can get school t-shirts. He is wondering if we can make some \$ from the sales. Dave Fitch organizes the clothing sales. The profit from it isn't high.</p> <p>Howard suggested the collection of Canadian Tire money as a fundraiser – Jennifer N. commented that this has been done in the past to spend on items for Toy Mountain.</p> <p>Jennifer N. let us know that we have a Public Health Nurse available for the school. She is keen on coming in to discuss various topics. Jennifer F. asked if she is available for the community as a whole or just the school. The Metcalfe are does not have a youth public health nurse available.</p>	
<p>13. Adjournment of Meeting Meeting adjourned at 8:10pm. Next meeting to be held on November 3, 2009, 6:30pm, MPS staff room.</p>	