

# JPS School Council

## Meeting Minutes

November 20, 2017

### Present

Non-Voting: Doug Ouellette, Sarah Butcher, Jasmine Dawson, Brynn Vokes, Amy Heeg, Tanya Hogeveen

Voting: Karen Craddock, Katie Labrie, Krystal Dutcher, Angie Campbell, Sarah Hardy, Miranda Montague, Josh Daley, Barb Fearman, Heidi Dawson

Regrets: Lynn Alliston, Kate Solomon, Rachelle Hest

Absent: Angie Smuck, Sam Huitema, Cindy Whitwell

Next meeting: Monday, January 15<sup>th</sup> @ 6pm, staff room

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### 1. Opening and Welcome

Sarah Hardy confirmed to take and type minutes for this meeting. Quorum established. Lynn Alliston confirmed by Sarah B. to continue as a voting member. We welcome back those who came to last month's meeting, along with newcomers Amy Heeg and Tanya Hogeveen.

### 2. Agenda – Additions/Approval

No additions were made, Miranda motioned to accept Agenda, Krystal seconded, all were in favour, carried.

### 3. Previous Minutes/Outstanding Business

October minutes were previously distributed via email, and hardcopies were provided at the meeting.

Katie Labrie motioned we accept the minutes, Miranda seconded, all were in favour, carried.

Secretary position remains vacant. Sarah B. asked if any one interested in the open position. We will continue with volunteers until role is filled. If anyone interested to take minutes for next meeting, please contact Sarah B.

**CPIP project update** – Outdoor classroom remains incomplete. Doug spoke with contractor on the phone last Tuesday to confirm completion date. Supposed to be done by the weekend but remains unfinished. School Board's Facilities Services Dept. is now responsible for follow through with contractor. No money has exchanged hands with contractor for the work which has been completed.

Front of school project in final stage. Totes of recycled rubber mulch are now on site. School will get Eco School points for use of recycled material and new plants. Wednesday at 9am, grade 8 class will be installing mulch. **ACTION:** anyone on Council available to help, come at 9am with a pail and work gloves.

### Family Event Planning Committee - Angie C.

Committee has met and discussed GEPIC grant. The application was submitted prior to deadline of Nov. 20<sup>th</sup>. Thank you to Kate S. for completing the paperwork on behalf of Council. A copy was distributed with the October minutes by Sarah B. The event will be JPS Family Engagement Night – this is a summary of the email discussion that occurred about a Casino style night and having the event take place in our own school. The event will be in the evening at JPS, open house style, involve a variety of activities (including a light, healthy, finger-food style meal), interactive games, and local support information (Health Unit, REACH). The Committee will work with Mrs. Carroll to complete the required permit once a date is firmed up. Tentative date is Feb 22 or Mar 1 in the evening 4:30-7:30. There will be yard games, food station, possibly craft station. We welcome teachers and the club/group they work with in the school to have an interactive booth at this event highlighting the activities that they have been busy with or to spark interest for student/family involvement. Committee is seeking our Student Representatives' insight and would

respectfully like their participation. December 20<sup>th</sup> the results of the GEPIC grant are announced. Committee asked for grant maximum of \$500. If no grant approval, Committee will discuss plan to go forward. Next Committee meeting will be December 6<sup>th</sup>, 6:30 at Tim Horton's in Jarvis. If any Council members have ideas or would like to participate please let Angie C. know via text or email. Karen also mentioned giving the Committee a copy of the school parent volunteer list- available from the office.

**Stephanie, a.k.a. the "Lunch Lady"**, joined the meeting for a presentation on the Lunch Lady program. Her drive to JPS from Welland is approx. 45minutes. Menus for fall items were distributed along with hot food items to sample. Stephanie described the full-service option where she or co-worker would deliver separate hot and cold bins to school approximately 30 minutes prior to nutrition break. Upon arrival, Lunch Lady would repackage hot and cold contents together for distribution to classes. Bin would have teacher's name on outside, inside would be the lunches that were ordered with student's name on the lunch bag. Bins would return to the office for collection to return to Lunch Lady. Meals follow Canada Food Guide portions (larger and smaller portions available), and meet nutritional food at school regulations. Gluten, lactose, dairy- free, vegetarian, and vegan options are available. All food is made in a peanut free facility. Hardcopy menus are available, but most efficient would be online menu. Stephanie deals directly with parents for any food quality concerns or mix-ups. Meal credits for cancellations, etc. don't expire. Orders can be received up to two days in advance of delivery, and cancelled by 9am that morning. There is no contract or order minimum. It was suggested that if JPS signs up for program to try for at least a run of a menu (eg. Oct –Jan). Other special seasonal menus/events are available. Options could be daily/weekly/monthly for any nutrition break time decided. Questions arose regarding delivery time, and how Lunch Lady would manage schools requiring delivery at same time. Stephanie has other workers to assist if needed and arrangements would be sorted out if situation presented. Concerns were voiced about the waste generated by the lunches and impacts on staff/teachers. Coated cardboard, hot lunch bags, and cutlery are not recyclable- option to not have cutlery distributed unless requested by parents. Lunch Lady has reusable "Sporks" available for purchase by parents. Foil bottom containers recyclable but would require rinse out. Younger students would need assistance opening hot food containers. Fundraising component is available. School would get approx. 7% per meal (about 35 cents). Stephanie is flexible with giving payout cheques and reports. Question asked about health inspection- Lunch Lady falls under Niagara Public Health district, so inspections occur twice a year by public health, and Head office inspects as well. Approximately every 3-4 months, her facility is inspected by someone. All staff, except newest hire, have safe food handlers course.

Discussion ensued about JPS using Lunch Lady Program. Food for thought from Doug – be mindful of food quality considering distance to school, garbage management may require extra work for staff. Concerns about 2<sup>nd</sup> break as option for Lunch Lady, time to travel to school, what if delayed by weather, younger kids may not eat everything if served at second break, morning/1<sup>st</sup> break would be more manageable and allow time for eating food at 2<sup>nd</sup> break too as less schools may choose this time option. Student Representatives were asked if they would buy this and which foods- they liked it, especially smoothies, pancakes, and chicken fingers. All in agreement to start trial of Lunch Lady for first nutrition break once a month in January. **ACTION: Doug** will include Lunch Lady information in winter Newsletter. Katie L. agreed to continue on as liaison between Lunch Lady and School.

## **5. Treasurer's Report – Miranda**

Current balance of account: \$6,648.11. We have yet to receive cheque from FundScrip, expecting \$379.65. Amount transferred to students for trip was \$891, which has already been accounted for in balance.

### **Fall Fundraising Recap and Feedback - Katie L.**

Chocolate - total sales \$13,000, profit of \$7559.12 before prizes and trip transfer, 150 boxes fully sold, 15 sent back and credit received, 1 possibly outstanding box.

FundScrip - total sales \$8655, profit \$379.65.

Fundraiser feedback: one family's customers were happy for gluten free product, one family returned box (too difficult to sell), one family stated too much caramel (bars and bites), and comments that packaging looked a bit 'cheap'.

Discussion regarding continuation of FundScrip throughout school year: can have cheque sent twice a year without fees, may see better profit if run closer to Christmas, first year so may gain popularity next year and throughout school year, very minimal effort required to run. All were in favour to continue with FundScrip, and opening it up to year round online ordering.

**ACTION: Katie L** to send Doug invite code. **Doug** will send information out to families via Remind and Newsletter.

## **6. New Business**

Fundraiser profit spending- Sarah B. states we have approx. \$7,000 to allocate/spend.

Motion from Heidi to spend \$500 on Christmas lunch, seconded by Katie L, all in agreement, carried.

Doug gave an update on gym mats. Quote to redo all mats with permanent safety mats behind basket ball hoops, logos, new velcro rails and removable mats approximately \$5,500. This project **does NOT** qualify for CPIP grant. Updating multimedia options in gym **would** fall under CPIP grant – application due Jan. 12<sup>th</sup>.

Proposal to have permanent system to eliminate wear and tear during set up/take down and lost parts.

Backlit projector, motorized screen, and case with components: cost \$9,000-15,000. Doug has arranged a vendor site visit for Nov 29<sup>th</sup>.

We agreed to table further spending decisions until January considering GEPIC and CPIP grant projects.

School Council usually contributes funds for year end class trips and field trips. Board received money for rural school funding- \$2,500 available for JPS to be used in this manner, freeing Council's money to go elsewhere.

Angie C. asked whether the school sells Spirit Wear. Previously used vendor not available but Doug would possibly be able to look into for the spring. **ACTION: Doug**

## **7. Principal's Remarks**

Upcoming Events: various theme/dress up activities throughout month of December, 3 Volleyball teams/games - Boys Nov. 30, Girls Dec. 8, Coed Dec. 15, Dec. 7 Mall Day, Dec. 13 Christmas Concert - traditional primary concert with school open house/crafts, Dec. 15 Christmas Turkey Lunch (volunteers needed).

Milk orders were down 50% from regular orders from last month. Some questions about why the changes, but no formal comments have come through the Chair email. We will re-evaluate at the Jan. meeting.

School Improvement Plan (SIP) : Math Focus and Back to Reading. Doug shared EQAO examples with Council to review Gr 3 and Gr 6 testing questions. EQAO is a helpful tool, more to results than being right or wrong, many ways to interpret results and work on school improvement areas. Students need to be independent good readers to function. Gr 3 question involved lots of reading, 2<sup>nd</sup> step of question was an area of challenge. Gr 6 question posed variable on both sides of the equation. It's possible that students don't do the math, just guess at answers. Our school does better at the open response than multiple choice. Staff will look at techniques/strategies for taking multiple choice tests, asking the right open-ended questions, and build numeracy skills. Back to Reading – will also help with math. Many school initiatives such as Strong Start, LLI, KLIC, and home reading programs.

Krystal asked about RAZ kids- loves the program, both children engaged with it, wondered about possibility of JK/SK involvement. Available for Gr. 1-3, classrooms have accounts, about 30 students for each account. Doug will investigate if there are any unused student accounts to be shared. **ACTION: Doug**.

As part of SIP, need to find ways to capture 'non-participants'. Always same kids involved, so looking at ways to engage non-participants with low risk activities/clubs such as Green Team, etc.

## **8. Meeting Adjourned at 7:45. Next meeting Jan. 15<sup>th</sup>, 2018 at 6pm in staff room Child-minding available – please contact Katie L. to arrange.**