

## **September 2023 Hopewell Ave PS School Council Meeting Minutes**

**Attendees:** Martina Sherwood, Sandy Miller, Petra Heitkamp, Claire Kerry, Jessica A, Katie Bree, Anais Anquetil, Aleks B, Meg Fracke, Josie Hughes, Rebekka Wallace Roy, Frank Asante, Nicola Calder, Eric Danek, Sarah Matthews, Allen LeBlanc, Alison FitzGerald, Hailin Wang, TJ Stidwill, Carlo Zambri, Kimberly Martin, Maria Hinostroza, Jessica Neil, Venus Nikeresht, Jessica Neil.

Regrets : Alex Randall

### **1. Welcome, Approval of the Agenda, Approval of March minutes**

Council adopted the agenda

Nicola Calder moved the minutes from June 2023 and Katie Breen seconded.

### **2. Principal's Report – Martina Sherwood**

Welcome to the 2023-2024 School Year! A huge thank you to everyone for supporting a very good start-up. There are many moving parts to launching a new school year and we are ever grateful for our school community's partnership.

Our in person enrollment is currently 776 students. At this time we have 35 homeroom classes and 1 specialized behaviour intervention program class. Since we last met we had been allocated additional primary grade 1 class. We anticipate receiving our final organization in the coming days. Should any change be required in our organization we will communicate directly with families affected.

Prior to the start of school Vice-Principal Miller and I attended a Launch Day with our other Principal/Vice-Principal colleagues and members of the senior team. This was our first opportunity to hear from our new Director of Education, Dr. Pino Buffone. Director Buffone is a former OCDSB student, teacher, VP, Principal and Superintendent so brings strong ties to his role. We are moving into a new Strategic Plan cycle and anticipate a positive year ahead!

This year our school year started with a full PA day for our school team. The focus areas included Student Well-Being, Literacy, and School Safety and Violence Prevention. As part of this day we began looking at the Ministry's new Language Curriculum and how we will use evidence based assessment tools to inform instruction. We anticipate that on our October PA day we will continue with our collaborative learning in this area. Well-being continues to be the highest priority and on our PA day we worked with a variety of resources, including those

provided by School Mental Health Ontario. Our school team focused on “The First Ten Days – Setting the Conditions”. Together they collaborated on a plan to support students’ return to school with a goal to make it as positive as possible.

On the second day of school we held three assemblies for students in our gym. We met with the Primary, Junior and Intermediate classes. We talked about our community of character and how our school community works together to make Hopewell a special place. We hope that this assembly empowers students to use their voice and be involved.

Last week we held our Meet The Team/Curriculum Night. Our school was full! It was great to welcome so many families.

As we continue to find our groove of the new school year we are committed to continuing to maintain clear communication to families. This includes calendar updates to inform about school extracurriculars and special events and items in our weekly message. As we strive to continue to improve, feedback is always welcomed.

We are grateful to start another school year with such a supportive and wonderful school community. We are looking forward to an amazing year of learning together.

In addition to Martina’s report she also talked about the teachers approach to well being.

In the staff meeting today Martina asked the teachers “How are you supporting students well being in your classroom?” the responses included - “great my students”, “I listen, I am present,” “I ask them about what they are doing”, “We celebrate successes big or small”, “Saying have a great evening, I look forward to seeing you tomorrow so that they know we are here for them”, “class family” - all things happening to support wellbeing not just an exercise we are actually living it.

Discussion on announcements : Daily announcements are posted in the atrium on the bulletin board - so students can check back if they didn’t hear something in the 11am announcements.

### **3. VP Report – Sandra Miller**

#### **Busy start to the school year!**

##### **Technology**

Gr 4-8 Chromebooks have been in classes since the first week

Kinder - gr 3 iPads are all back from summer/September review, will be distributed in the coming weeks

##### **Transportation**

All three yellow school buses are running with last year’s drivers back again

We continue to adjust lists as students are added and changing pick up/drop off addresses

- Attendance is taken every afternoon so we can track safe departure from school

### **Milk Program**

Orders were accepted until last Sunday evening

Delivery will begin on Monday, September 25th

### **Indigenous Student Support Coordinator**

Our Indigenous Student Support Coordinator this year is Kris Meawasige and he will be working with our students and families to create/foster spaces for Indigenous students to learn and connect with their Indigenous culture, histories, and ways of knowing.

Examples of why a student/family may want to connect with Kris for cultural support are attached here.

Poster - Kris Meawasige, OCDSB Indigenous Student Support Coordinator

### **School Website/Media**

Weekly Messages are posted every Friday

Calendar is updated for major school-wide events

- Intermediates have a One-Stop-Shop for their activities (QR code in their agendas)
- Extracurricular Activity information is included in the Weekly Message to parents

X & Insta - once all media permission forms are in and organized we will have a few more posts

### **Clubs and Sports**

Many activities are starting up - more info from Meg Fracke (Teacher Rep. update)

### **Energy fantastic on first day of school**

PA day teachers displayed energy and raring to go.

### **Question: Is there a cell phone policy for the classroom?**

As a general rule, cell phones are a privilege that parents have given their kids, Grade 7 and 8 students have lockers with locks, cell phones are meant to be locked in. In Grade 7 and 8 tech is 1 to 1 in the classroom so no need for a cell phone to be a device in the classroom. If any student needs to contact their family, they can use the phone in the office, if a parent needs to contact their child they too can call the office.

**Asking for clarification on the QR code, don't they need to use their phone for that?** QR code is for when they are at home, everything on that code can be accessed through the technology in the classroom.

**Question: Has there been any discussion on allowing Grade 8 off property. During nutrition breaks?** This is a legacy item, this was spoken about in detail last year. As a

background Pre covid, there was an off-property time during nutrition breaks where many generous stores in the area would welcome students in such as, Life of Pie, Starbucks, Firehall, and the Public Library. The school was often dealing with liberating chocolate bars from the Quickie, many kids were going to people's homes that they hadn't been invited to, which caused issues. Businesses don't have the capacity to welcome children anymore. We have many families that see the school as a safe haven and it wouldn't be a safe place to go out onto Bank street. There was a big capacity issue pre covid, but now they are able to use the yards both turf and tarmac, and there are many activities for the intermediate students to do during recess there isn't the pressure for kids to go off-property anymore

Also Grade 7&8 can eat together in the atrium, this is preparing them for the cafeteria setting of high school.

Parents expressed that off property was a positive experience for past students, that there are positives to come from it.

**Question: Regarding soap giving rashes/sore hands,** Martina and Sandy will look into it.

#### **4. Teacher rep – Meg Fracke**

We welcomed back Meg Fracke as Teacher Rep. It is her Fourth year at Hopewell and third year as teacher rep. She is teaching a grade 4-5 split and having a blast already. Here are some messages from a few of her colleagues:

##### **Message from Christine our librarian:**

I will, once again, be running the Book Fair the week of November 20. All classes will have an opportunity to visit the fair Mon-Thurs that week. The fair will be open to families during parent/teacher interviews Thursday, November 23 (evening) and Friday, November 24 (morning).

**Nicola Williams:** Choir for grades 3-6 starts rehearsals this Thursday at 11:10 in room 407. All are welcome, no sign up is needed.

##### **Melissa Lemyre:**

Intermediate x-country has started. Junior x-country will be starting shortly. Permission forms have been sent home.

Intermediate sports leadership club (group of kids in charge of intramurals, promoting healthy living in the school). They've already been around to classes to drop-off sheets for borden ball intramurals.

Junior bordenball intramurals are starting in October. Signup is starting this week.

Intermediate Girls Touch Football has started. Boys will be starting shortly.

**Marya Woyiwada:** sign-up for Hopewell's musical is happening for students grade 7-8.

**Roger Needham** and I are running try-outs for Junior grades soccer. Our tournament will be in October!

Terry Fox will be happening this Friday! We are always looking for parent volunteers to run with students or just be around the course to ensure everyone's safety and participation.

One Day Food Drive is happening September 26th to help those in our community. Ms. Johnston and the VIPs of BIP are creating a beautiful banner to promote this initiative.

#### **5. School Council Year 2022/2023**

- **Annual Report - Petra Heitkamp**

Link to Google Doc  SC Annual Report 2022-23

- **Financial Report 22/23 - Nicola Calder**

Financial year runs from Aug1st 2022 to July 31st 2023

##### **Revenue**

\$31.9 k received in revenue this was above budget by \$8.6k

Main revenue sources are Pizza, Ski and Skate Sale and Bike Sale.

Didn't meet criteria for Progrant but did receive PNIV funding.

##### **Expenditure**

Key savings mulch was less expensive due to a great deal secured.

Curriculum enrichment

Wellness events

Staff year end lunch

Grade 8 reception

Bank charges

Admin supplies - gloves for pizza

Say yes fund - didn't actually have any request for it

Grade 5 cross country trip did not happen.

Philanthropy decided to give 10% to the Education Fund plus pizza slice donations.

Final balance \$19k - reserved \$15k for a future turf yard. Which will be an expensive asset to replace.

Hopewell Ave Public School - 2022/2023				
Financial report for the period ending July 31, 2023				
Opening balance	\$ 11,170.22	End of year - July 31 2022 + \$650 PRO Grant received in September (for last year)		
Revenue	Allocation Plan	Profit	Variance Plan	Notes
Pizza	\$ 20,000.00	\$ 26,446.99	\$ 6,446.99	
Mabels labels	\$ 75.00	\$ 180.31	\$ 105.31	
Ski/Skate Sale	\$ 1,000.00	\$ 2,677.00	\$ 1,677.00	
Bike Sale	\$ 1,500.00	\$ 2,096.02	\$ 596.02	
Pro Grant	\$ 650.00	\$ -	\$ (650.00)	We did not comply with requirements for funding this year.
PINV funding	\$ -	\$ 500.00	\$ 500.00	Each year schools/school councils receive \$500.00 to be spent at their discretion on activities that support and enhance parent involvement and communication in their school community. The Ministry provides these funds specifically for parent involvement activities in your school. Some examples of activities include: guest
<b>REVENUE SUBTOTAL</b>	<b>\$ 23,225.00</b>	<b>\$ 31,900.32</b>	<b>\$ 8,675.32</b>	
Expenditures	Allocation Plan	Actual Paid	Variance Plan	Notes
Mulch	\$ 2,500.00	\$ 473.19	\$ 2,026.81	
Yard fund	\$ 1,000.00	\$ 323.75	\$ 676.25	
Future turf yard funding	\$ 1,000.00	\$ -	\$ 1,000.00	SC agreed in June to place \$15,000 in savings for future turf yard
<b>YARD SUBTOTAL</b>	<b>\$ 4,500.00</b>	<b>\$ 796.94</b>	<b>\$ 3,703.06</b>	
Kindergarten	\$ 1,500.00	\$ 1,500.00	\$ -	Kindergarten, Primary, Junior and Intermediate allocation based on class allocations provided by principal in September
Primary	\$ 2,700.00	\$ 2,700.00	\$ -	
Junior	\$ 3,400.00	\$ 3,400.00	\$ -	
Intermediate	\$ 2,400.00	\$ 2,400.00	\$ -	
Phys Ed Equipment	\$ 2,000.00	\$ 2,000.00	\$ -	
Library	\$ 2,000.00	\$ 2,000.00	\$ -	
Say yes fund curriculum	\$ 2,000.00	\$ 2,000.00	\$ -	
<b>CURRICULUM ENRICHMENT SUBTOTAL</b>	<b>\$ 16,000.00</b>	<b>\$ 16,000.00</b>	<b>\$ -</b>	
Wellness - Parent Involvement	\$ 3,000.00	\$ 694.34	\$ 2,305.66	
Grade 5 - Cross Country Ski Trip	\$ 4,000.00	\$ -	\$ 4,000.00	
Staff Appreciation Gifts	\$ 200.00	\$ -	\$ 200.00	
Staff Year-End Lunch	\$ 500.00	\$ 445.13	\$ 54.87	
Grade 8 Graduation Reception	\$ 1,200.00	\$ 1,267.86	\$ (67.86)	Increased from \$700 to \$1200 at June SC meeting
Bank Charges	\$ 150.00	\$ 40.77	\$ 109.23	
Admin/Supplies	\$ 300.00	\$ 142.27	\$ 157.73	includes potential photocopying, event supplies (e.g. gloves for pizza)
Say yes fund	\$ 2,000.00	\$ -	\$ 2,000.00	
Philanthropy	\$ 2,500.00	\$ 4,200.00	\$ (1,700.00)	10% revenue + pizza donations
<b>OTHER SUBTOTAL</b>	<b>\$ 13,850.00</b>	<b>\$ 6,790.37</b>	<b>\$ 7,059.63</b>	
<b>EXPENDITURE SUBTOTAL</b>	<b>\$34,350.00</b>	<b>\$23,587.31</b>	<b>\$10,762.69</b>	
<b>Balance</b>	<b>\$ 45.22</b>	<b>\$ 19,483.23</b>	<b>\$16,000 in savings for future turf yard</b>	
		\$ 40.00	petty cash	
		\$ 19,443.23	expected bank balance, assuming all cheques cashed	
		\$ 473.19	cheques not cashed (expenses)	
		\$ -	cheques not cashed (revenue)	
		\$ 19,916.42	expected bank balance	

New School year - The budget committee will meet to set a budget.

Already had revenue from Mabel's labels fundraiser of \$111.

Talked about getting a separate account for the savings for the \$15k, and maybe some investment for it. To be discussed with the new treasurer.

Last meeting for Nicola as Treasurer - thank you to all her hard work on the School council.

<b>Bank Reconciliation Statement</b>	
	<b>Actual</b>
Chequing (Sept 17 2023)	\$ 19,440.23
<b>Savings</b>	
Uncashed cheques (revenue)	\$ 111.25
Petty cash	\$ 40.00
<b>Total</b>	<b>\$ 19,591.48</b>
<b>Less</b>	
Outstanding cheques (expenses)	\$ -
<b>Total</b>	<b>\$ -</b>
<b>Balance</b>	<b>\$ <u>19,591.48</u></b>
<b>Check against Financial Report</b>	
Balance from Financial Report	\$19,591.48

Hopewell Ave Public School - 2022/2023				
Financial report for the period ending September 17, 2023				
Opening Balance	\$19,483.23	End of year - July 31, 2023		
SAVINGS	\$15,000.00			
AVAILABLE Opening Balance	\$4,483.23			
Revenue	Allocation Plan	Profit	Variance Plan	Notes
Pizza	\$ -	\$ -	\$ -	
Mabels labels	\$ -	\$ 111.25	\$ 111.25	
Ski/Skate Sale	\$ -	\$ -	\$ -	
Bike Sale	\$ -	\$ -	\$ -	
Pro Grant	\$ -	\$ -	\$ -	
PINV funding	\$ -	\$ -	\$ -	Each year schools/school councils receive \$500.00 to be spent at their discretion on activities that support and enhance parent involvement and communication in their school community. The Ministry provides these funds specifically for parent involvement activities in your school. Some examples of activities include: guest speakers, translations, virtual social events, and developing resources, including newsletters or books.
REVENUE SUBTOTAL	\$ -	\$ 111.25	\$ 111.25	
Expenditures	Allocation Plan	Actual Paid	Variance Plan	Notes
Mulch	\$ -	\$ -	\$ -	
Yard fund	\$ -	\$ -	\$ -	
Future turf yard funding	\$ -	\$ -	\$ -	
YARD SUBTOTAL	\$ -	\$ -	\$ -	
Kindergarten	\$ -	\$ -	\$ -	Kindergarten, Primary, Junior and Intermediate allocation based on class allocations provided by principal in September
Primary	\$ -	\$ -	\$ -	
Junior	\$ -	\$ -	\$ -	
Intermediate	\$ -	\$ -	\$ -	
Phys Ed Equipment	\$ -	\$ -	\$ -	
Library	\$ -	\$ -	\$ -	
Say yes fund curriculum	\$ -	\$ -	\$ -	
JLUM ENRICHMENT SUBTOTAL	\$ -	\$ -	\$ -	
Wellness - Parent Involvement	\$ -	\$ -	\$ -	
Grade 5 - Cross Country Ski Trip	\$ -	\$ -	\$ -	
Staff Appreciation Gifts	\$ -	\$ -	\$ -	
Staff Year-End Lunch	\$ -	\$ -	\$ -	
Grade 8 Graduation Reception	\$ -	\$ -	\$ -	
Bank Charges	\$ -	\$ 3.00	\$ (3.00)	
Admin/Supplies	\$ -	\$ -	\$ -	includes potential photocopying, event supplies (e.g. gloves for pizza)
Say yes fund	\$ -	\$ -	\$ -	
Philanthropy	\$ -	\$ -	\$ -	10% revenue
OTHER SUBTOTAL	\$ -	\$ 3.00	\$ (3.00)	
EXPENDITURE SUBTOTAL	\$0.00	\$3.00	-\$3.00	
Balance	\$19,483.23	\$19,591.48		
		\$40.00 petty cash		
		\$15,000.00 savings for future turf yard		
		\$4,591.48 AVAILABLE BALANCE		
		\$19,551.48 expected bank balance, assuming all cheques cashed		
		\$ - cheques not cashed (expenses)		
		\$ 111.25 cheques not cashed (revenue)		
		\$19,440.23 expected bank balance		

- Questions and endorsements

No questions

## 6. Ongoing plans/ Upcoming events Fall '23

- Pizza day/ Lunch program - Sarah Matthews

As of tonight (19th Sept) 245 families have ordered pizza, 76 subway orders so we are well on our way to hit targets.

School cash online is open until Oct 1st for ordering pizza and then there will be a cut off. No late orders to be processed this time, as it is a lot more work to deal with individual cheques.



First pizza day - 13th October

First subway Tuesday - 10th October

Mazzola hot lunch program to start Tuesday, Wednesday, Thursday - all done through the Mazzola website. You can place an order at 7am and cancel an order by 9am. First day wednesday 11th

Lots of volunteers who are willing to help. Sarah will email and send up a sign up sheet. Lenka will be running the pizza day, as now Sarah works full time in the office.

Subways were raised 50 cents each.  
Each meal sold we get 15 cents per meal

Mr Wood's class are delivering the Subway and Milk, a great group of student volunteers. Thank you to all school council members for voting via email so that we could get the lunches up and running, we had quorum on the vote

**Question: There was no option for donation on Pizza.**

It was clarified it was there as the last option for the 2nd slice. Donations are there for purchase as we do have students/families in need in our school community. However it was clarified that Panago and Subway did donate enough food for those who need it. The fundraising donation went to the Education fund and not to slices of pizza for the school but the fund we choose does use their resources for nutritious lunches for school communities who don't have large school council resources.

Mazzola there is also an option for donation.

- **Yard Committee: Fall clean-up - Josie Hughes**

Katie is handing over the yard committee to Josie and Carlo

Fall yard clean up - cleaning up of leaves and weeding.  
Closer to the date call up for volunteers.

Heather Martin and Katie Breen worked on a legacy document that is to be passed onto Josie. Carlo Zambri is available to help.

Budget committee need to be planning for trees - some trees need some care, need to bring in an Arborist, and need to know if there is a school district for health and safety of the trees. Approximate \$3000 for the work - but would need an actual estimate. Martina will reach out to district

- **Ski/Skate sale - Rebekka Roy**

October 21st - Drop off items at school garage 2 to 5pm

October 22nd - Sale starts at 9am

Volunteers get 15 minutes prior or after drop off to put aside anything they wish to purchase

Great way to declutter all your ski and winter equipment 30% goes to the school council and sellers receive 70% or all proceeds can be donated to the school council.

- **Wellness coffee**

in the school council room - on the second Friday of every month.

13th October first meeting

## **7. School Council Year 2023/2024: Overall vision, plan and committees**

Welcomed in new school council attendees - thanked for joining.

- **Council members, committees and roles**

Overview of school council and how it works.

Reviewed vacant positions.

- **Election: Co-chairs, Treasurer, Secretary**

Agreed Claire Kerry would vacate Secretary and step into Co Chair position alongside Petra who will not be chairing school council next year.

Allen LeBlanc stepped forward for Treasurer position

The Secretary position remains vacant.

Co Chair - Claire Kerry

Treasurer - Allen LeBlanc

Secretary - vacant

- **Council members at large (with voting rights)**

### **Members at large**

1. Venus Nikseresht
2. Carlo Zambrii
3. Rebekka Wallace Roy
4. Jessica Neil
5. Josie Hughes

6. Maria Hinostroza
7. Aleks Brading
8. Allen LeBlanc
9. Claire Kerry
10. Petra Heitkamp
11. Nicola Calder
12. Meg Fracke
13. Jessica Allen

- **Committee leads and reps: sign-up sheet status**
- **Volunteers: Pizza/ lunch, Events**

### **New roles**

OCASC - Vacant

### **Grade Representative**

Kinder (JK/SK) - Jessica Neil

Primary (1-3) - Venus Nikeresht

Junior (4-6) - Maria Hinostroza

Intermediate (7-8) - Vacant

OSCA Traffic & Safety Liaison - Vacant

Budget Committee - Nicola, Allen, Petra, Claire, Maria, Rebekka

Yard Committee - Josie and Carlo

Communications and website - Sarah M

Lunches - Sarah M

Grade 8 Grad Babara Lee and Grade 7 Parent Volunteers,

### **8. Answer any pre-submitted questions**

None submitted

### **9. Varia**

None

**10. Closing and set next meeting 10 October 2023**

- In Person in the School Library.