

Unionville Public School Advisory Council Minutes

Tuesday, May 19, 2009

Attendance:

Council Members present: Gary Crosby, Debbie Donsky (Principal), JP Gagnon, Tess Georgakopoulos, Noelle Hunt, Lorrie-Anne Lauder, Pamela Nitert, Connie Prentice, Hilary Seppanen, Carol Takagi (Vice Principal), Karyn Toon, Ruchi Vij, Earlene Worrall

Council Members absent: Noor Al-Shaikh, Catherine Hankins, Karen Harvey, Karen Mitas, Jodi Wilson

Teacher Reps present: Elizabeth Dyer, Becky Cheung

Guests present: Heather Baker

A. Welcome

B. Touchstone – Becky Cheung

- Becky Cheung provided Council with an update regarding progress against the Touchstone initiative.
- All classes have contributed words and phrases that resonate with them, as input to developing a Touchstone for UPS.
- Council completed an exercise to progress Touchstone development, working with drafts previously submitted and crafting new suggested statements, with strong results. Written input was left with Becky Cheung for incorporation into the Touchstone initiative.
- Council discussed “I” vs “we” within the Touchstone. There was agreement that use of the word “I” suggests more personal responsibility as in making a pledge, whereas “we” is more inclusive. Since both words have merit and certain statements lend themselves more to one vs the other, there may be an opportunity to include both “I” and “we” within the final Touchstone.

C. Meeting Minutes – Earlene Worrall – April 2009

- Motion for approval of the April minutes made by Gary Crosby and seconded by Pamela Nitert. Minutes approved.

D. Financials – Gary Crosby – April 2009

- Given the surplus of funds raised during this academic year (\$9,775.12 remaining as “available funds”), there was a question regarding rules potentially limiting the amount of money that can be carried forward, especially if a change were made in not-for-profit status. Gary noted that the money accumulating is never large, anyway, and that funding for a major project can be accomplished by establishing a fund with an associated timeframe. This would prevent any issue regarding carrying funds forward from year to year. For example, UPS would need to hold major fundraiser(s), potentially over multiple years, in order to rebuild the playground at some future date.
- Motion for approval of the March financial statement made by Noelle Hunt and seconded by Karyn Toon. Financials approved.

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E. Not-for-Profit Status – Gary Crosby

- Council reprised the discussion from last meeting regarding the potential to change status, with the objective of making a decision.
- Further to the issue noted above, members wish to confirm whether “zero based budgeting” would be a concern with a change in UPSAC’s not-for-profit status. We are not currently in a position to conclusively answer whether there is a risk that we would lose any surplus if not spent in a given year.
- Some corporate and other donations require not-for-profit status and that the charity be registered, but this presents no issue since we can partner with CARE if working through the Board.
- Members clarified with Gary that, other than the administrative challenge regarding issuing donation receipts, the current status of UPSAC meets our needs very well. It was also acknowledged that not-for-profit status could be difficult to reinstate if it were relinquished.
- Given limited upside associated with making a change in status, and the potential for downside, Council members voted and agreed to retain the current not-for-profit status of UPSAC.
- The suggestion was made to add a Vice Treasurer role within UPSAC, in order to provide assistance with issuing receipts without any confidentiality concern.

F. Hot Lunch Recommendation – Hilary Seppanen

- Ruchi Vij excused herself for this portion of the meeting given a conflict of interest.
- The Food Committee has reviewed survey results (details below in Principal’s Report) and considered alternatives for the UPS hot lunch program. Hilary presented the resultant recommendation to Council.
- Hilary noted that L&D is not nut free, so UPS cannot use this particular service beyond the “fun” lunches.
- During discussion, the recommendation was refined.
- The proposal before Council is
 - To offer pizza lunches on alternate Wednesdays through My Little Pizzeria (not available for Fridays). Karen Mitas has volunteered to run this program.
 - To offer hot lunches Mondays and Fridays through Lunch Lady. This service was selected given environmentally friendly packaging, less wasteful portions and a “boomerang” component designed to encourage students to take leftovers home, commitment to have staff remain at UPS for the entire lunch, and an angel lunch account of \$100 for those students who cannot afford lunches. There is a profit component of \$0.35 per lunch.
 - To conduct a trial of the recommended hot lunch program from September to December, at which time the program will be evaluated.
- Council will vote on this proposal next meeting.

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G. Principal's Report – Debbie Donsky

- Report follows, with discussion points inserted:

Principal's Report—School Council, UPSAC

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1. Hot Lunches for Next Year (*Committee*)

Considerations from the committee included:

- Menu selection
- Nutrition
- Nut Free
- Environmentally friendly

i. Review of data

Question	%	Comments
I will use a hot lunch program at UPS.	86%	Yes
Do you know of a hot lunch program you would like us to consider for the students at UPS?	N/A	Suggested were: Kid's Kitchen, Mother's Deli, L & D Foods, and Lunch Lady
If you are interested, please indicate how often you would use the program:	53.8% 25.6%	Twice a week Twice a month
Please indicate which days of the week you would be interested in:	91.5% 51.1 % 44.7%	Friday Wednesday Monday
What aspects would be important to you in a Hot Lunch Program?	88.9% 75.9% 72.2% 51.9% 46.3% 44.4% 11.1%	Menu selection (nutrition) & variety Quality & service Price On-line ordering capability Fun Lunches (i.e. Pizza, Hamburgers) Flexibility of ordering & cancelling Vegetarian choices
We are considering running a pizza lunch program organized by parent volunteers which will generate revenue for the school. The cost and waste will be less with this option. Will you be interested in this type of lunch for your child(ren)?	87.5%	
If you are interested in a Pizza Lunch, how often would you like to see this program?	46% 30% 24%	Weekly Bi-weekly Monthly

ii. Presentation of various choices for companies

Thanks to Karen Mitas for organizing the materials and Hilary for presenting.

iii. Decisions going forward

Final decisions to be presented in June

2. Kindergarten Orientation (*Carol and Hilary*)

Kindergarten orientation this year followed the model established by the Welcome to Kindergarten program through *The Learning Partnership* which was sponsored by the school. We

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had about 27 families participate. Parents and JK children were familiarized with the routines of kindergarten and then rotated through 5 stations (Reading, Cut'n Paste, Play dough, Letters and Numbers, Q&A) before finishing the evening with a walk-a-bout the kindergarten classrooms. Every JK parent received a Welcome to Kindergarten bag of goodies to assist them in preparing their child for school.

3. Organization *(Deb)*

Class	Teacher	Class	Teacher
JK/SK am	Wilkinson	Grade 6	Rocha
JK/SK pm	Wilkinson	Grade 6	Norquay
JK/SK MW	TBD	Grade 7	Cheung
JK/SK T/TH	LTO for Tam	Grade 7/8	Leung
JK/SK ASD am	Wong	Grade 8	Scagnetti
JK/SK ASD pm	Wong	J/I ASD	LTO for Ragonese
Grade 1	Goldman	J/I MID	Bos
Grade 1	Chin	Primary SSC	Dyer
Grade 2	LTO for Berdugo	Junior SSC	Osman
Grade 2/3	Milne	Intermediate SSC	Sadoff
Grade 2/3	Creelman	Physical Education and Prep Coverage	Leon
Grade 3/4	Noble	Reading Recovery and Literacy	McGowen-Young
Grade 4/5	Hawco	Library and ESL	Edwards
Grade 5	Farber	Intermediate Music	Stokes

- Debbie cautioned that the organization could still change, in terms of both staffing and structure, based on enrolment.

4. School Plan for Continuous Improvement (SPCI) *(Deb)*

Three areas of SPCI aligned to the BPCI:

Focus Area	Indicators of Success <i>What success looks like – observable skills and behaviours.</i>
Curriculum Implementation	Students achieve the reading, writing and mathematics standards of the provincial curriculum or are working towards goals as set out in a growth plan or Individual Education Plan (IEP). (From BPCI 1.1)
	Students and school staff show evidence of instructional literacy by fulfilling the roles and responsibilities as defined by the Board's curriculum expectations and support documents (From BPCI 2.1)
	Intervention processes, Growth Plans and Individual Education Plans (IEPs) are developed and implemented to meet the strengths, needs and interests of individual students. (From BPCI 3.1)
Parent, Family and Community Engagement	Students, families and community partners experience a welcoming and inclusive environment in school. (BPCI Indicator 4.2)
	School council's goals and priorities support student achievement and success as articulated in the SPCI. (BPCI Indicator 5.3)

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School and Workplace Climate	All staff and students work and learn in a respectful environment that promotes human rights and equity, free from harassment and discrimination (BPCI Indicator 7.2, 7.3)
	Staff are engaged in staff leadership and divisional meetings, informed by our work in the LEARN Network and aligned to the goals established collaboratively in the SPCI. (BPCI Indicator 8.1, 8.3)
	All professional learning opportunities/strategies are part of the school plan for continuous improvement (Adapted from BPCI Indicator 9.1, 9.2)

- Re SPCI, Debbie will share the final document with Council at the June meeting.

5. Touchstone (*Becky*)

The council will participate in a similar activity that the staff went through to determine important words and phrases to be included in our school touchstone.

A review of committee members will also be presented including students, staff and parents.

- Debbie also presented some additional investment priorities for the school, now that fundraising numbers have been finalized and available funds firmed up.
- It was noted that the Board may not continue the 2:1 technology cost-share program into next year, so any technology investments would ideally be made now.
- Debbie recommended investing in 10 new computers, including 5 presentation carts and 5 iBooks at cost of \$6825.74. Debbie also presented a lower-cost alternative of 5 presentation carts only, at cost of \$3899.42.
- Council voted to approve the larger investment. Cost will be covered utilizing the \$2229 previously approved and not yet spent for Media Literacy and Technology, plus \$4597 of the \$9775 in available funds (from Gary's April financial statement).
- Debbie will place the order immediately to benefit from the Board cost-share program.

H. Community Outreach – Tess Georgakopoulos

- Legacy Run was a very successful event. Great day.

I. Grade 8 Grad – Earlene Worrall

- Council reprised the earlier discussion regarding grade 8 grad. Earlene expressed disappointment (echoed by some other parents of grade 8 students) at the negativity encountered regarding UPS graduation traditions and funding. When asked to cite specific examples, she noted that some parents had stated they did not wish to bid on Silent Auction items designated to fund grad. Those same items could have been used as prizes in a raffle instead, but it seemed to make sense to realize synergies with the Silent Auction. Based on the experience this year, perhaps this handling is best avoided in future.

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- Earlene noted that many UPSAC investments are grade- or division-specific, whether levelled readers and primary playground equipment at one end of the spectrum or band instruments and graduation at the other. It's important to bear in mind that all investments benefit the overall school community.
- She suggested that Council reconsider optimal handling of grad funding for next year. Rather than designate cookie dough sales and specific auction items to grad, it may be preferable to allocate funding as we do for any other Council expenditure.
- Council agreed that transparency is critical, and that making grad a line item could make sense. The Fundraising Committee will give this additional thought next year and determine optimal handling.
- Council discussed the fact that all other UPSAC expenditures are education related. The exception of playground repairs was noted, with this investment required in order to protect the value of previous investments. Council members noted that it is also important to mark milestones, grad being one.
- In response to earlier concerns around grade 7 families hosting grad reception, Earlene reported back from Grad Committee the decision to continue the tradition this year. There is a desire to maintain the positive messaging associated with the tradition, ie. a sense of community and the idea of "paying it forward". Further, grade 7 parents seem happy to contribute time and a small amount of money toward the cost of the reception, so it's not an issue.

J. Environmental Committee – Connie Prentice

- There will be a sign-up sheet for Mulch Day. All classes will participate per Debbie.

K. Fundraising – Pamela Nitert

- Pamela confirmed with Council that the communication in Pawprints regarding the Silent Auction was sufficient. In September she will reprise with more detail and a recap of investments made, as a lead-in to fundraising for next year.

L. House Colours – Karen Mitas

- No discussion.

M. Other Matters

- Staff Appreciation Lunch: Karen Harvey reminded Council members of the tradition for UPSAC to host a lunch in June as a gesture of appreciation for UPS staff. She will send an e-mail coordinating the event. Tuesday, June 9 was agreed as the date.

N. Meeting Adjourned 9:37 p.m.

Next meeting June 9th.