HIGHVIEW SCHOOL COUNCIL
MINUTES
Jan. 14, 2003

ATTENDANCE: Bonnie Devine, Debbie Halinaty, Debbie Killens, Stefanie Lee, Janet Luscher, Theresa Martin, Carol McCreesh, Margaret Roberts, Greg Smith, Sue Walmer, Gus Warren, Kirsten Wright
Parent Members in Attendance: John Charleson, Don Hussey, Maggie Karjala
Regrets: Naren Leava

1. OPENING REMARKS
   • Agenda modification requested & agreed upon …
     - add Maggie Karjala to give an update on the Milk Program
     - shift Chair’s Report to follow the Treasurer’s Report due to Sue Walmer being delayed
   • Greg Smith nominated Don Hussey as a new council member. Seconded by Carol McCreesh.
   Action: Council unanimously approved.

2. APPROVAL OF PRIOR MINUTES:
   Motion to approve the Dec. 10th meeting.
   Action: Council approved with no amendments.

3. BUSINESS ARISING FROM PREVIOUS MINUTES:
   a) Administrative Profile Reviews
      Action Follow Up: All Council members need to review the Administrative Profile, prior to the January 14th Council meeting, and provide their input. Greg Smith will then draw from member input to create a composite version.
      • There was some confusion on what is to be done with the administrative profiles
      • Greg’s recommendation was to prioritize the options for each trait based on the needs of Highview
      • The intent is to get a community view of what is needed … examples of requirements identified by other schools include a principal at the start of their career vs the end; a principle with strong disciplinary skills
      • Special Edition of the Bridges School Council Newsletter focuses on the Role of School Councils in Principal Selection and Placement and states that the new submission deadline is March 31st, 2003 and will be annually from here out.
        http://www.yrdsb.edu.on.ca/pdfs/w/council/BridgesDec02.pdf
      • New deadline for submission to Greg by council members is Friday, Jan. 23rd with copies to be placed in the School Council mail slot, addressed to Greg
   b) Geography Consultant
      Action Follow Up: Margaret Roberts to find out who the Geography Consultant is for the Board.
      • No specific geography consultant at the Board, but a contact name was passed along to Sue
   c) Security Refresher
      Action Follow Up: Margaret Roberts agreed to conduct a refresher on school security policies and to address this topic in the next school newsletter.
      • An update on school security codes, and a reminder on volunteer buttons, was included in the January school newsletter.
d) Milk Program Update – Maggie Karjala
   - The Dairy Farmers of Ontario are not willing to provide a fridge unless we commit to having the milk program operational 5 days a week. Maggie’s assessment is that there are only enough volunteers available to support 2 days a week, at least initially.
   - Maggie will follow up with Kawartha Dairies, who originally had a fridge available, but if that doesn’t work out, the program may not be able to go ahead this year.
   - Will hold off opening boxes of give aways that were sent out until it is certain that the program will get off the ground.
   - The split lunch situation is also a potential challenge. It may require that volunteers need to be available longer than with a single lunch period. Maggie needs to speak with representatives from other schools that have dealt with split lunches.

Action: Maggie Karjala will follow up with Kawartha and investigate alternatives on how to handle split lunches.

4. ADMINISTRATOR’S REPORT

Highlights of report provided by Margaret Roberts. Copy on file with the meeting minutes.
   - The board is opening 10 new elementary schools in September (1 – Aurora, 2 – Richmond Hill, 1 – Newmarket, 4 – Markham, 2 – Vaughan) and 1 new secondary school in Vaughan. The new principals will be announced towards the end of January most likely.
   - Education Day (Jan. 31st) plans include workshops on the components of balanced literacy programs, assessment strategies and refining the School Plan for Continuous Improvement.
   - EQAO results will be released for each school at the end of the month. Our students fared well.
   - Summer schools are being organized once again for the upcoming summer. They offer programs for grades 7 – 12, and a few sites are geared to elementary student programs (they are in Performance Plus schools). The staff will recommend grade 7 or 8 programs for students whose marks do not reflect their potential in May.

5. STAFF REPORT

Highlights of report provided by Debbie Halinaty & Kirsten Wright highlighting significant events that took place since the last meeting. Copy on file with the meeting minutes.
   - 2 Holiday Sing-a-long assemblies held before the break; band played very well.
   - Everyone had a nice holiday break – spending time with family and friends
   - We have welcomed Heather Devane to our Kindergarten group – who is replacing Michelle Van Nie who is on leave
   - Grade 7 & 8’s had their first of two skiing days on Jan. 14th
   - Junior Electives start Monday January 20th with a second one on February 3rd
   - Tip It has started at lunchtime on Tuesday and Wednesdays in the gym at 11:45 a.m. Tip It is a game for Juniors that was developed by a former Highview teacher. It is a cross between soccer & basketball. Participation is on a voluntary basis.

6. STUDENT MEMBER REPORT:

Highlights of report provided by Bonnie Devine identifying input gathered from students.
   - Bonnie is finding that she could use some assistance from other students in gathering input for the student side of the council newsletter. For January she will answer the previously posed list of questions herself, then open it up to other students going forward.
Students are all very excited about the upcoming musical production. Bonnie thanked the staff & administration on behalf of the student body for supporting this event.

The younger students raised a question as to why they can’t use heavier toboggans on the hill at the back of the school. Why are they only allowed to use crazy carpets.

- Theresa Martin clarified that there are 2 primary reasons … storage and safety. She offered to announce once again this regulation and to explain the reasons. She also indicated that she and Margaret Roberts would address this also when going from classroom to classroom.
- It was also suggested that Bonnie include this question/answer on the Student side of the Council newsletter.

**Action:** Mrs. Martin will announce again the regulation about toboggans on the hill and explain the reasoning for just allowing crazy carpets, or similar soft foam carpets.

**Action:** Include this Q/A on the Student side of the January Council Newsletter.

7. TREASURER’S REPORT:

Copy of a detailed report from Naren Leava was provided to council members by Debbie Killens. A copy will be placed on file with the meeting minutes.

a) Copy of the report from Naren was provided for reading purposes only. Any questions can be sent to Naren via email or raised at the next council meeting in February.

b) Playground Account is still active with Eric Teacher as the cosigner.

**Open Action:** Naren to investigate alternative banking arrangements so as to reduce, or avoid, the $5/month admin charges that are currently being applied to the playground & other council accounts.

**Open Action:** Naren to follow up with Kevin McBain Board office regarding the handling of the playground account.

c) Music Department

Margaret Roberts will pay the cost of the instrument purchase out of school funds and follow up with a request for payment back from council funds.

After May, school funds cannot be accessed, so council will need to pay some expenses directly.

**Action:** Naren needs to clarify the paperwork to be used for request to council for payment of expenses initially paid out of school funds.

8. CHAIR’S REPORT:

Highlights of report provided by Susan Walmer. Copy on file with the meeting minutes.

a) School Councils Report Year in Review 2001-2002 to the Board Standing Committee agenda ; Jan 14,2003


**Commentary:**

Council should review this report, given the focus on School Councils and such items as the timing of elections, term in office, email accounts.

Greg Smith has requested a copy of the actual presentation (received and now posted on the Board web site at …


b) Thank you from Junior Literacy Team for Funding

**Action:** Note to be posted in the school council bulletin board
c) Board policies and by-law review
Policy #265.0, Non Code Related Harassment- Personal Harassment
Policy #662.0, Provision of Health Support Services in School Settings
Comments from school council by Jan. 20/03??
Could Policy #662 be forwarded to parents of children with Special Needs for comments?
Commentary:
How does the council wish to handle the provision of input to these policy and by-law reviews? It would be beneficial to have a coordinator to gather input from staff, parents, and council members. Not resolved during this meeting as to who might take on the coordination role.
Action: For the Health Support Services Policy, Sue Walmer to prepare a cover note to affected parents for Margaret Roberts and Theresa Martin to distribute.

d) School Council Agenda Format
To make more effective use of meeting time, Sue submitted the following motion:
That the school council agenda be revised as follows:
a. Reports from chair, administration, staff, student member and treasurer should be submitted in writing the day before the meeting for inclusion to members with their agenda (one page maximum)
b. Verbal reports (5 minute time frame) will be limited to topics relevant to school council matters. ie. school council funded projects or field trips, topics that require school council deliberations or input, Board or school related policies etc.

Article handed out regarding Effective Meeting Agendas [filed with meeting minutes]

Commentary:
Goal is to optimize council time during meetings to ensure that items requiring significant discussion do get covered adequately.
Everyone agreed that they are interested in hearing the individual reports but recognized that there are times when the agenda is tight.
Suggestion made that the agenda order be shifted such that any critical items requiring significant discussion be moved to the front of the agenda and that the individual reports be moved to the latter end of the meeting so that the decision on whether to provide full verbal reports or significant items only, can be made based on time available.
Council agreed to the suggestion.
Action: Janet Luscher to revise the order of events on the agenda starting with the February meeting.

e) People on Education Newsletter
Request for contribution $20, $35, $50. Website www.peopleforeducation.com
No decision made on whether to provide a contribution or not. Not enough time to discuss.

9. FUNDS ALLOCATION REQUISITIONS
Follow up to funding requests discussion from Dec. 10th meeting …
- Literacy
  Action Follow Up: Susan Walmer will follow up again with Mrs. Alanko as to the level of participation. [in the Red Maple/Silver Birch program]
Sue did meet with Mrs. Alanko. Mrs. Alanko indicated that the program is fully utilized. Approx. 180 Canadian books always in demand. Approx 10 children/class Gr 4-8
Based on this information, Sue recommended that the council support the funding request of $1858.18. Carol McCreech seconded the motion.

Action: Council approved the funding recommendation.

- Computer Tables – Debbie Killens:
  - No donations have come in to date. Greg did have one offer of a computer table and suggested that the individual contact the office for arrangements.
  - Indication is that there are enough tables/desks in the library to support the computers installed there, however these tables apparently need to be returned to classrooms.
  - Debbie & Sue Walmer did visit a furniture outlet called Addmore Sales, in Markham. They have both new and used tables … new are $130.00 per table with manufacturer’s warranty; used are $30.00 per table with no warranty. Original estimate based on another quote was $245.00 per table.
  - Used tables come pre-assembled, new require assembly. Used may not all be identical and each would need to be inspected and selected.
  - Teachers requested 24 + tables for the 48 new computers estimated at $5800 plus additional $4150 for library.
  - Significant savings can be realized by dealing with Addmore (used by the TDSB-Toronto and PDSB-Peel), especially if the used tables are adequate. Funds saved could be applied against other funding requests.
  - Issues taken into consideration - Stability of tables, Warranty, Approved Supplier.
  - Council would likely have to pay for directly versus going through the school account since Addmore is not an approved supplier for YRDSB.

Action: Kirsten Wright to follow up with Mathew Biemiller as to the actual # of tables required and whether the used tables would meet the requirements.

Action: Margaret Roberts to confirm whether there are any issues from the Board’s perspective.

Action: Council agreed to move forward on purchasing the used tables once the required number were known and providing there were no issues in terms of stability or Board requirements.

- Yearbook
  - Don Hussey reported to council on behalf of the Yearbook committee that the $500 approved for their use was not required at this time and that it could be applied to other requests to council.

Action: Council agreed to rescind the funding to the yearbook committee and to accept the offer to apply the funds elsewhere.

- Other Outstanding Requests
  - Greg Smith suggested that another, separate, meeting be held to review the remaining, or any new, funding requests. Sue Walmer suggested that council start the February meeting ½ hour earlier, so at 6:30 on February 11th.

Action: Council to review the outstanding action items for the deferred funding requests so as to come prepared for the February 11th meeting [reference November 25th meeting minutes]
Supply Teachers to support sporting events
  - At the December 10th meeting, council approved funding recommendation of $900, to cover costs incurred to date, accompanied by recommended communication to parents that team members may be asked to help cover the costs of supply teachers in the future.
  - Some concern has been raised about the suggestion of approaching parents. This needs to be discussed further, along with other deferred funding requests, at the next Finance subcommittee meeting.

10. SUB-COMMITTEE REPORTS:
   Communications & Special Events
   - Heritage Fair
     Action Follow Up: Council agreed that Sue should go ahead and submit a Registration Request on behalf of Highview, but that the level of participation should be left open pending further discussion in the January time frame.
     - Registration Request was submitted and a provided to council a project plan/summary outlining the objectives and resource requirements.
     - Fair idea was presented, by Margaret Roberts, at the staff meeting on Jan. 13th.
     - No teacher representative has been named. No teachers have expressed an interest acting in this capacity.
     - Sue has spoken to various individuals at the Board and at the Heritage School House and they have agreed that we can proceed without a named teacher rep provided there is support from the Principal, Vice Principal.
     - Margaret Roberts and Theresa Martin commented that there would still be a requirement for a teacher to be present if there were to be any teams meeting involving parent volunteers.
     - Decisions on participation level and approach still pending.

   - Children’s Elections World Wide
     Action Follow Up: Margaret Roberts to follow up on plans for an upcoming Citizenship Forum at Highview
     - Margaret indicated that there is no likely to be a forum this year.

   - School Council Newsletter
     Action Follow Up: Communications Sub-Committee to complete & publish the December Council Newsletter by Dec. 16th
     - December Newsletter went home on Dec. 18th …
     - January Newsletter targeted for completion for Monday, January 20th

   - School Council Web Site
     Action Follow Up: Janet Luscher to meet with Steve Porretta regarding the Parent Handbook to assess what would be involved in setting it up on the Council web site.
     - Electronic copy of the Parent Handbook has been established & provided to Steve Porretta for review.
     - Significant progress has been made on the enhanced School Council web site. Account has been set up. Initial version exists (not yet published) containing links to meeting
Highview School Council
Minutes
Jan. 14, 2003

Agenda, minutes and to the December Newsletter. Parent Handbook to be added and then site reviewed prior to posting on the Board web site.

Finance & Fund-Raising
• Nothing to report at this time.

Accommodation Review
• Council, via the sub-committee, needs to assess various options and present such options to the Board for consideration.
• Don Hussey suggested that Greg provide something for inclusion in the Council Newsletter requesting that someone with the appropriate background come forward to help identify and assess the available options.

Action: Greg Smith to submit a segment to the next newsletter (February) regarding the goals of the Accommodation sub-committee and making a request for participation, in particular of individuals with applicable construction background.

11. NEW BUSINESS
a) Kids World Magazine
   • Debbie Killens inquired as to whether this magazine is currently being received at Highview. It is focused at Grades 4/5/6 and is free to school, but only by contract. Debbie highly recommends it.

Action: Debbie to follow up with Carol Alanko.

b) Future Agenda Items
   • Nothing specific requested for February meeting agenda although it would be nice to hear something from the teacher or parent community.

Action: Communications sub-committee to add something to the January newsletter about coming out to meetings.

Meeting was adjourned at 8:50 pm.
Next meeting Tuesday, Feb. 11, 2002 – 6:30 p.m. Staff lunchroom. NOTE EARLY START to assess remaining funding requests.