HIGHVIEW SCHOOL COUNCIL
MINUTES
March 18, 2003

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

1. OPENING REMARKS … Welcome. Meeting got underway at 7:05pm.

2. APPROVAL OF PRIOR MINUTES:
   Action: Motion to approve the Feb. 11th meeting minutes. Council approved with no amendments.

3. BUSINESS ARISING FROM PREVIOUS MINUTES:
   a) Milk Program Update – Janet Luscher on behalf of Maggie Karjala
   Lunch program initiated on March 18th. Well received.
   The order forms were missing one week, week of April 1st & 2nd. There was about $300 profit from the orders that came in. Maggie requested that milk for this missed week be paid for out of the $300 profit rather than going back to the parents for additional orders.
   Action: Council approved the request.

4. FUNDING REQUESTS – Outstanding Actions
   Review of all outstanding funding requests.
   a) Computer Tables
   Action Follow Up: Sue Walmer, Margaret Roberts, Theresa Martin to meet with Mrs. Alanko & Mr. Biemiller to figure out how best to allocate the funds approved ($1800, including taxes) for purchase of computer tables for library and classrooms
   o Sue did meet with Mrs. Alanko and understood that a decision had been made to purchase new tables for the library and assess the requirements for the classrooms once the tables currently in the library had been redistributed back to the classrooms.
   o No order had been seen to date
   Action: Theresa Martin to follow up with Mrs. Alanko/Mr. Biemiller regarding the order for computer tables for the library. Also to clarify that the approved $1800 is to cover taxes and delivery as well as the cost of the tables.

   b) Additional Computers
   Action Follow Up: Margaret Roberts to contact Mark Marchand at the Board Office to get clarification on the cost sharing details.
   o Clarification received from the Board that the stated cost on the provided order form was the full price for the computer and that the school would be required to pay ½ that cost.
   o Also, the cost for each unit has been reduced since the order form was first prepared. One unit is now $1625 plus tax, so the final cost to the school would be ($1625 * 1.15) / 2 = $934.38
   Action: Proposal made by Sue Walmer that the decision be deferred until after all other funding requests had been dealt with.

   c) Playground Funding
   Suggestions by Greg Smith that council needs to
   o collect all relevant information regarding the playground and have it available at school in a central playground file
o review warranties, conditions, maintenance requirements to be sure that everything has been done that is required to ensure the warranty remains valid
o review YRDSB policy on playgrounds
o develop a strategy for funding maintenance, repair and replacement

Action Follow Up: Julie Nolan to speak with Steve Granger about the playground maintenance schedule.

o Julie did speak with Steve Granger and understood from him that there was a large file pulled together at the time of the playground installation that contained a custodial checklist specific to Highview. Steve doesn’t have the file. Possibility that this file resides at the Board office, either with Purchasing or Plant Services. Jim Tree was also involved at the time of the playground installation.

Action: Debbie Killens to take the lead in tracking down the referenced custodial checklist.
Action: Margaret Roberts to approach the appropriate contacts at the Board office (purchasing or plant services).
Action: Julie Nolan to follow up with Eric Teacher.
Action: Sue Walmer / Margaret Roberts to check all files at Highview

d) Screen Doors for Portables
Action Follow Up: Margaret Roberts to inquire as to viability of putting screen doors on the portables.

o Generally the response was not positive. There have been concerns expressed about vandalism, fire safety and longer term viability on the assumption that the portables are not supposed to be permanent structures at Highview.

o Every classroom should have a fan given that enough new ones were purchased out of last year’s council funds.

e) Phys Ed Equipment
Action Follow Up: Debbie Halinaty and Kirsten Wright to inquire as to how other schools manage their inventory of phys. ed. equipment.

o General consensus so far is that bagging balls for permit users, separate from the school supply is a positive step

Action: Debbie H. and Kirsten W. to make some further inquiries as to how other schools manage their inventory of phys. ed. equipment and to assist in devising a plan for Highview

Action Follow Up: Margaret Roberts to arrange to isolate equipment for permit users from school equipment.

o Mrs. Roberts spoke to the caretakers and requested a plan. No equipment has been ordered yet.

f) Remaining Funds
Ideas for using some of the remaining funds to provide new activities for kids at recess and lunchtime include …

o Painting on the pavement … eg. hopscotch
  - Options are to pay for someone to come and do the painting job or to get a group of parent volunteers to help out
- Investigation of cost is underway; contacting other schools, such as George St. and getting quotes
  o Tether balls for the playground
    - Also need to get some quotes
  o Replacement of the sand close to the playground and on the far side of the portables
    - Some concern has been raised about too much sand blowing from the sand area, close to the playground, onto the actual playground area. Suggestions have been offered of replacing the sand with wood chips or other alternatives.

  **Action:** Sue Walmer to acquire quotes for playground painting and tether ball equipment.
  **Action:** Sue to follow up with Jim Tree regarding options for sand replacement in area adjacent to the playground and on the far side of the portables

5. SCHOOL SECURITY
   a) Building Access
   b) Policies relating to Volunteers
   c) Handling of Significant Incidents

In general it was felt that the current security practices at Highview were considered adequate, but there was agreement that they be reviewed in specific areas to assess the potential for improvement. There were actions taken to provide clarity to parents and students on a couple of specific points. A separate document will be filed with the meeting minutes capturing the security discussion in more detail.

  **Action:** Margaret Roberts / Theresa Martin to review security practices discussed at the meeting and assess potential for improvement.
  **Action:** Theresa Martin to clarify to students and parents, the policy and reasoning for asking students to enter the school through the back door.
  **Action:** Margaret Roberts to prepare a communication to parents as to the school's plans for notifying them in case of emergency ... how they will be contacted, where to look for updates (eg. school web site), how they will be notified as to where children are located should there be a need to move them to an alternate location

There was also discussion about the fact that lunch monitors are now required to provide police clearances. This became a requirement for all Board employees after a certain date and since lunch monitors are paid, they are considered employees of the Board.

  **Action:** It was proposed by Debbie Killens (seconded by Don Hussey) that the cost of police clearances for lunch monitors be covered out of council funds. Motion was approved by council.

6. CHAIR’S REPORT:
   Highlights of report provided by Susan Walmer & Greg Smith.
   • Greg requested suggestions from council as to what initiatives to focus on over the last 3 council meetings.
   • In addition to any further discussion required on the playground maintenance, some other ideas put forth include
     o Fundraising Review
       - review of all current fundraising including revenue generation vs. profit, ease of management and implementation etc.
       - review of levels of fundraising eg. too much, too little,
- review of timing of fundraising
- review of alternative fundraising initiatives
- should we do goal specific fundraising eg. for computers or playground or literacy

o Teacher Assessment/Parental Input
  - discuss upcoming teacher evaluation input from parents

• Sue presented a letter from the Board and a request for input to a Board Funding Survey. Decision made to defer reviewing the options to the end of the meeting. Time was available to come back and the decisions were …

Very Important: Literacy / Numeracy Improvement; Textbooks & Classroom Materials; Building Maintenance & Caretaking; Special Ed’n; School Safety & Security; Staff Training & Prof. Development; Targeted Support for Less Successful Schools; Integration of Technology into the curriculum

Somewhat Important: English as Second Language; Equity /Anti-Racism Initiatives; School / Community Interaction; Guidance & Library Services; School Facility Upgrades; School Sports & Club Activities

Less Important: French Immersion; Transportation

7. ADMINISTRATOR’S REPORT
Highlights of report provided by Margaret Roberts. Copy on file with the meeting minutes.

• Staffing process has begun. We have received our allocation of staff for the upcoming school year, and today staff were informed of it. For the moment we will have 3 surplus staff, but they are unlikely to actually have to leave the school as we anticipate several staff changes through processes such as resignation, retirement, transfer and extended leaves of absence.

• York Region Abuse Program (YRAP) will be hosted here in May, to educate our students gr. 1-8 about ways to be personally safe. Previews of the presentations which our students will attend will be available to parents on April 7, 8, 9, 10 at host schools around the region. A notice will be sent home to parents this week.

• We have applied for more trees to plant again this year as part of the board’s Acorn Project. Mr. Shaver coordinates this each year. We expect to have several native trees or shrubs arrive in the spring.

• We are sending two teachers to observe a model classroom at a school in Maple to learn more about Instructional Intelligence, an approach to instruction which aims to help students achieve deep understanding of concepts and skills.

• The Ministry of Education is implementing an Ontario Education Number for all students, which will be used to identify the student throughout their elementary and secondary years across all school boards. It will help the Ministry and school boards track student movement and progress, and will help in the collection of data.

8. STAFF REPORT
Highlights of report provided by Debbie Halinaty highlighting significant events that took place during since the last meeting. Copy on file with the meeting minutes.

• Primary, Junior, Intermediate Literacy teams continue to meet and are now checking out resources. Thanks again [for council funding]
• Storyteller for Grades 1-3 was great!
Grades 7/8 ski trip was fun
Milk program started today and was fine
All are looking forward to the musical on April 9/10
Grade 5 students are going to the Toronto Symphony on April 8th
“Together We’re Better” mini conference on Friday at Highview

9. STUDENT MEMBER REPORT:
Highlights of report provided by Bonnie Devine identifying input gathered from students.
- Bonnie offered some thank you’s … to Mrs. Martin for organizing origami and basketball. Many students are enjoying these lunchtime activities
- Also a thank you for the new music stands … not sure who to thank but the music room was recently equipped with 6 brand new stands. This has made band sessions so much easier … much easier to play when your music stand doesn’t suddenly slide down or worse, fall over.
- Senior band members are preparing for the spring music festival coming up in early April.
- Musical preparations are in the “aww, that’s what this thing is about” stage. Everyone is beginning rehearsals where we do more than one scene and are about to enter the grueling hours of putting it together.
- Grade 8 students and parents are interested in the results of the graduation survey. Grade 8’s, especially girls, would like to begin planning for the event.
  - Mrs. Roberts just finished tallying and commented that an off property locations was more popular

10. TREASURER’S REPORT: … no treasurer’s report for this month.

11. SUB-COMMITTEE REPORTS:
Communications & Special Events
- Heritage Fair
  1. Canadian Heritage Material - Holly has contacted the government agencies to obtain additional government Heritage material for distribution to students and teachers. Sue is contacting The Bay for information on the donation of placemats of Canadian Prime Ministers and Canadian maps.
    - other ideas discussed at the meeting included … Canadian author bookmarks, flags, pens, pins
  2. Decoration of the Main Lobby - Sue will be drafting up suggestions for the teaching staff from this material so that the younger grades i.e. kindergarten to grade 2 can participate in the decoration of the main lobby with flags or Canadian artwork.
  3. Collection of Heritage Projects - To be collected and stored in the school council bookcase, info home to parents in the next newsletter and also in Margaret's school newsletter beginning of April
    - other ideas discussed at the meeting included … Grade 3’s usually do a Heritage Quilt … there is one in the library from years ago; Mrs. Alanko usually coordinates this activity
  4. School wide participation - also want to declare April 9-10 as Canadian Heritage Days at Highview and encourage the children to wear red and white on one day and then perhaps on the other day wear Heritage clothing etc. perhaps from their family background (perhaps school colour points can be received).
  5. Selection and Review of Heritage Projects - Sue still needs to meet with Margaret and Theresa to discuss possible selection and review of projects from each class to be then submitted to the Regional level. Our suggestion from the parent networking meeting was for the teacher to provide input on the top level 4 projects that would then be evaluated on the Heritage Fair criteria.
Plan to announce the students and their projects at the Friday assembly with recognition via a printed certificate (?) and display these projects in the front lobby display case for a week until submission to the Regional Fair. Additional acknowledgement via school announcements, school newsletter etc.
- Also, if there are more than the 5 slots available, that a draw be conducted to select the ones that would be put forward to the regional level.

**Action:** Theresa Martin to get word out to teachers/students to please submit entries for the Heritage Fair on night of musical … ie. to start collecting submissions and to notify council of submissions that can be collected

**Action:** Lobby display case to be made available for the Heritage Fair preparations the first week of April.

**Action:** Margaret / Theresa to notify the teachers, students and parents of the intent to have red/white day and heritage clothing day

- School Council Newsletter

  **Action Follow Up:** Margaret to look into the use of coloured paper for future Council newsletters
  - Need to assess what colour would work the best. Need to experiment with a few.

  **Action Follow Up:** Janet/Sue to discuss with Mrs. Alanko the idea of a "literacy corner" on the council newsletter and what she would recommend for each grade/age level
  - Janet did speak with Mrs. Alanko and she provided some specific recommendations along with some book lists to draw from, including the list of Red Maple/Silver Birch nominees

- School Council Web Site

  **Action Follow Up:** Janet Luscher to assess options for future web site maintenance and report back to council at next meeting.
  - Janet’s suggestion was that she retain responsibility for maintaining the council web site for the immediate future. Council agreed.

  **Action Follow Up:** Janet to add this [web site enhancements] as an agenda item for the March meeting.
  - There were two recent enhancements made to the web site
    - added an “Upcoming Events” page that lists … New Milk Program, School Council Meeting, Daytime Parent Networking Meetings, Heritage Fair, School Musical
    - also a “flashing highlights” button on the home page
  - Some other ideas raised at the meeting …
    - Links to additional sites … eg. Link to Learning, Kids World On-Line, Scholastic, Heritage School House
    - List of Volunteer Opportunities/Requests
  - Any other suggestions for web site enhancements should be sent to hvsc@luscher.com.

12. NEW BUSINESS … nothing new this month

Meeting was adjourned at 8:50 pm.
**Next meeting Tuesday, April 8, 2002 – 7:00 p.m. Staff lunchroom.**