HIGHVIEW SCHOOL COUNCIL
MINUTES
May 13, 2003

ATTENDANCE: Bonnie Devine, Don Hussey, Debbie Killens, Naren Leava, Stefanie Lee, Janet Luscher, Theresa Martin, Carol McCreeh, Margaret Roberts, Greg Smith, Sue Walmer, Gus Warren, Kirsten Wright
Regrets: Debbie Halinaty

1. OPENING REMARKS … Welcome.

2. APPROVAL OF PRIOR MINUTES:
Action: Motion to approve the April 8th meeting minutes. Council approved with no amendments.

3. BUSINESS ARISING FROM PREVIOUS MINUTES:
   a) Progress on collecting data about Playground maintenance/warranty
      Action: Margaret Roberts to follow up with Bill VanSickle regarding the playground documents that have been requested from Document Storage [goal to pull a file together by the end of the school year]
   b) Progress on inventory management plan for Phys. Ed. Equipment
      Action Follow Up: Margaret to draft and issue a letter to permit users about the new policy
      o Letter will be issued shortly. New equipment has been purchased, along with a couple of cages. Some has arrived and has been locked away.
      Action: Continue to monitor.
   c) Progress on pavement painting, tether ball equipment, sand replacement options
      Action Follow Up: Sue Walmer to acquire quotes for playground painting and tetherball equipment.
      o Linda McMahon has met with a professional playground/pavement designer and acquired a rough idea of the cost involved to have the work done professionally. Cost could be as much as $500 or more, depending on the number of designs selected.
      o Linda put together a first draft design.
      o Council was in favour of having the work done professionally over the summer months.
      o Questions were posed to Margaret and Theresa as to any plans to refurbish the playground, or reseal, over the next few years. No plans have been communicated by the board, nor expected since the current playground is only 8 years old.
      o Suggestion that a small sub-committee be formed, including school staff and/or lunch monitors, to work out the details of the design and present to council at the June 10th meeting. Also need to inquire as to the durability of the paint over time.
      Action: Sue to organize a small sub-committee to work out the playground painting details and bring a proposal to the June meeting
      Action Follow Up: 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
      o No update this month. Continue to monitor.

4. SCHOOL POLICIES REVIEW
   Copies of the current Highview School Profile and Code of Conduct were provided to council by Margaret Roberts and reviewed by the group. Further input was requested as a follow on action item.
Action: Janet to scan in the School Profile & Code of Conduct and email out to all council members

Action: All council members to review the School Profile & Code of Conduct and provide feedback to Margaret as appropriate ... by May 31st

Action: Janet to add review of any proposed changes to the School Profile or Code of Conduct to the June meeting agenda

5. 2003/2004 STUDENT POPULATION (anticipated impact on transfers & portables)
   • As of the last projections of student enrollment for September 2003, student population is anticipated to be 772 nominal, 715.5 FTE’s. This is lower than September 2002 by 15 students. It includes approved transfers (approved as a result of space availability in their requested grade levels).
   • There will be 30 homerooms, down 1 from last year.
   • Kindergarten enrollment is lower; Grades 4/5/6 seem to be where the crest is. Light of Christ is noticing the same pattern.
   • The implication of the slightly lower enrollment is the loss of 1 homeroom, with one of the portables being a candidate to go. However, it has been requested, and approved, that the portable stay for this year in order to enable the shift of the developmentally delayed students to one of the upstairs rooms.
   • A meeting was held recently to review transfer requests for September. Some were clear approvals, due to space availability or pre-approved status (CO-OP transfers). A few are on hold, affecting about 5 families. These families have been informed. Final decisions may not be possible until the final numbers are known in September.
   • Approved class sizes are …

6. CHAIR’S REPORT:
   Highlights of report provided by Susan Walmer & Greg Smith.
   • Ken Thurston, Superintendent of Education for the York Region District School Board, has provided a School Council Annual Report template. Councils are requested to complete and submit the report by June 27, 2003.
   • Input requested from council members, in particular on sections 8 – Objectives/Priorities for next year, 9 – Strategies for Transition and 10 – Additional Training or Support.

Action: Janet to send a copy of the 2003/2004 Annual Report to all council members requesting input on sections 8, 9 and 10

   • Highview participated in the Regional Heritage Fair on May 8th. Two of the project submissions were held for special consideration.
   • Those who attended the fair were very impressed with the event and had an enjoyable day.
   • A colour certificate was presented. Council agreed that it should be framed for display in the lobby area.
   • A file on the Heritage Fair will be put with the Council files.

Action: Sue to get Heritage Fair certificate framed
Greg Smith presented a summary of the Admin Profile submissions. 3 submissions were received. Greg reviewed and listed the highest scoring items for each category. A copy will be placed on file with the meeting minutes.

Council approved the summary submission “as is”.

**Action**: Greg to submit a copy of the Profile summary to Superintendent Gord Campbell.

7. **ADMINISTRATOR’S REPORT**

Highlights of report provided by Margaret Roberts. Copy on file with the meeting minutes.

- We are beginning to prepare for the incoming Kindergarten students by creating an information package, and will hold an Orientation Night for Kindergarten parents on June 3rd. We will have two full day/alternate day classes, 2 morning and 2 afternoon classes.
- As part of a presentation by our staff at a regional Literacy workshop, we’ve gathered statistics on Reading levels at the beginning and end of grades K-2 for the past 3 years. We have shown an increase in the percentage of students reading at grade level by the end of the school year since we began collecting data. 90% of Kindergarten students, 98% of grade 1 students, and 99% of grade 2 students are now reading at grade level in June.
- The principal was recently interviewed by a researcher from OISE/UT concerning the methods in place here to support the Literacy Project. Questions were asked regarding vision, knowledge management, instructional focus, leadership capacity, accountability, evaluation and feedback, and coherence building. This will be part of a regional study conducted by the university for our school board.
- Students in grades 4 - 8 recently participated in the York Region Abuse Program. The grade 1 – 3 program was postponed due to illness.
- IPRCs for the last few students will be completed shortly, which means we can turn our attention to plans for the upcoming school year. We will once again organize our timetable and classes around the needs of students who have been identified with special education needs. By the end of June we should know how many Educational Assistants we will have for the next school year.
- EQAO assessments will end this week. The Grade 3’s finished today. The booklets will be packaged up and returned to a central sorting area. Marking will take place in July, and results should be released in November.
- Grade 8 parents are planning a post-graduation celebration, and met earlier tonight to review their investigations of sites and costs. *[decision to hold an after school dance on the premises on June 25th]*

8. **STAFF REPORT**

Highlights of report provided by Kirsten Wright highlighting significant events that took place since the last meeting. Copy on file with the meeting minutes.

- School Musical – Big Success. Cast party held on the last night of performances
- Awards Assembly held on April 25th
- E.Q.A.O. Grade 3 testing dates – May 5th, 6th, 7th, 12th and 13th; Grade 6 testing dates – May 6th, 7th, 8th, 14th and 15th
- Jump Rope for Heart – Thursday May 1st. Many thanks to Mrs. Alanko for organizing it. *[raised $24,000]*
- School Track and Field – May 26th, 27th and 28th
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- Regional Relay Meet – May 21st (Rain date scheduled on May 22nd)
- Volunteer Tea – May 29th – The invitations have been sent out and responses are coming in daily
- Special Needs Track Meet – May 27th in Stouffville
- Williams High School Orientation for Grade 8’s – May 27th 9:30 – 10:45 a.m.
- Kindergarten Information Night will be held on June 3rd
- Area Track and Field Meet – June 4th (Rain date scheduled on June 5th)
- Heritage Fair representatives sent to Regional Fair on Thursday May 8th

Action: Sue/Greg/Janet to prepare a package about council activities for the June 3rd info night; also for the May 27th School Council Forum

9. STUDENT MEMBER REPORT:
Highlights from report provided by Bonnie Devine.
- Intermediate students recently participated in Hoops for Heart
- Grade 8 students recently participated in a Junior Achievement Program focusing on the value of staying in school. There was a section on financial management and opportunities for mock interviews. Program was well received.
- The Grade 5 students recently made a trip to the ROM. Unfortunately some displays were no longer available (eg. a large portion of the China display) due to the moving of such displays to alternate facilities.

10. TREASURER’S REPORT:
Highlights from detailed report provided by Naren Leava. A copy will be placed on file with the meeting minutes.
- Playground Accounts
  Action Follow Up: Naren to advise on the setup of a GIC as an investment approach for the annual playground funds allocation ($2000 / year).
  Action Follow UP: Naren to discuss with Kevin McBain the possibility of moving some or all of the playground funds, provided to the school account by past councils, into a GIC
  o Kevin’s recommendations were that playground funds could be put into an investment vehicle as long as the funds were accessible if needed. He had no problem with the use of GIC’s as long as they didn’t impact access to the funds.
  o His preference was that the funds not be held by the council, given the tendency for council members to change from year to year. Suggestion was that the funds be held as a reserve with council until the end of the school year and then moved into the credit union account with joint signing authority … 1 school + 1 current council member
  o Alternatives to GIC’s that were discussed included term deposits, Canada (or Provincial) Savings bonds.
  Action: Margaret to investigate whether school can purchase Canada (or Provincial) Savings bonds and how they would be registered in light of the desire to have joint signing authority for release of the funds (1 school + 1 council)

  Action Follow Up: Stefanie to advise on whether the annual commitment to put funding aside for the playground fund can/should be included in the council constitution
  o Stefanie advised that the Constitution was not the best place to capture this commitment.
Suggestion was that this information be captured in the Annual Report each year with the qualifier that this decision could/should be reviewed each year and any changes in policy need to be documented and passed along, through the Annual Report, to the next council.

**Action:** Council to include a clause relating to the playground funding in the council annual report with a comment that these recommendations be reviewed each year

- **Funding Requests**
  Action Follow Up: All to solicit funding ideas for next year’s council for initial assessment in June
  - No request identified to date

- **Other Items**
  Naren requested that it be noted that the second allocation of funds to the music program could be used for either instrument purchase or repairs, rather than just repairs.

  A reminder was also given of the goal to have all spending of council funds completed by the end of May and to reconcile the invoices to the funds allocations.

  A subsequent reminder that invoices should be paid by the school and then the school reimbursed by council. Tables were paid for directly.

  **Action:** Margaret to provide further clarification to staff on why it is preferable to have the school purchase any items covered by council funds and then be reimbursed by the school council

11. **SUB-COMMITTEE REPORTS:**
   **Communications & Special Events**
   - **Heritage Fair**
     Action Follow Up: Sue/Janet/Margaret/Theresa to determine the Heritage Fair regional submissions … to be announced at the April 25th assembly
     - Selections were made and announced at the awards assembly. All participants were given certificates and Canada pins. Teachers of classes that participated were given Heritage classroom kits.
     - Those students, whose projects were selected for submission, participated in the Regional Heritage Fair on May 8th. Two of the project submissions were held for special consideration.
     - Overall the Fair was considered a great step towards enhanced participation in the future.

   - **School Council Web Site**
     Action Follow Up: Janet to get the "volunteer opportunities" info added to the council website
     - Done.

   - **Lunchtime ideas**
     **Action:** Sue to bring along some samples from Great Canadian Bagel to the next council meeting.
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- Play Day
  Action Follow Up: Special Events subcommittee to make a go/no go decision regarding the idea of a Play Day; need to include a discussion with Jane Blackie
  o Decision made that we will not have a full scale play day this year due to limited time remaining. Such an event will be considered for next year. A play day event might also be considered as part of the initiation of the pavement games.
  o As an alternative, investigations are underway for providing some fun activities, for students only, either in the morning or afternoon of the final day of school. This would be in combination with the lunchtime BBQ.

  Action: Margaret to check with staff about the idea of having some fun activities for the students on the last day of school, either before or after the BBQ;

  Action: Sue/Janet to contact the BBQ organizers and to put a brief plan together prior to the June council meeting.

- Kids World
  o Debbie Killens reported that a school in the Don Mills and Finch area of Toronto won the Kids World Squeeze & Go contest, winning $5000 for the school. Other contests will be held in the months to come.
  o Kids World is also providing the hot dog and hamburger buns for the end of year BBQ – Wacky Buns.

12. NEW BUSINESS:
  - Mention of the upcoming School Council Spring Forum on May 27th.
  - Suggestions for the June Meeting … planning for the Sept. BBQ; review of council activities/accomplishments for 2002/2003 year

Meeting was adjourned at 9:00 pm.
Next meeting Tuesday, June 10, 2003 – 7:00 p.m. Staff lunchroom.