HIGHVIEW SCHOOL COUNCIL
MINUTES
Nov. 12, 2002

ATTENDANCE: Debbie Halinaty, Maggie Karjala, Naren Leava, Stefanie Lee, Janet Luscher, Theresa Martin, Carol McCreesh, Margaret Roberts, Greg Smith, Sue Walmer, Gus Warren, Bonnie Devine
Parent Members in Attendance: John Charelson, Nancy Devine, Steve Granger, Don Hussey, Julie Nolan, Ted Szwec

Regrets: Debbie Killens, Kirsten Wright

1. OPENING REMARKS
   Welcome to all attendees.
   Confirmation of Bonnie Devine as the Student Representative to the School Council.

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

3. BUSINESS ARISING FROM PREVIOUS MINUTES:
   a) Newsletter:
      Action Follow Up: Debbie Halinaty did provide a sample newsletter from her children’s school to Sue Walmer.

   b) School Council Guides for Members
      Action Follow Up: School Council has received …
      • 5 copies of the School Council Orientation booklet
      • 10 copies of the School Council Handbook
      • 12 copies of School Councils – A Guide for Members
      one copy of each has been filed, for sign out, in the binder of Ministry/Board documents, kept in the School Council cabinet in the mailroom. Some individual copies were distributed at the end of the meeting.
      Action: Janet Luscher to make additional copies to ensure a copy is available to each of the council members.

   c) Milk Program
      Maggie Karjala provided an update on the milk program.
      • Contact at Light of Christ: Theresa 905-713-1836
        - Fridge supplied by Kawartha Dairy (sliding door variety)
        - Fridge holds 1220 units
        - Two deliveries per week
      • Contact at Kawartha Dairy: Ken Downing 1-705-439-2800
        - Could start delivery with approximately 2 weeks notice
        - A fridge is available now
        - Cost $0.38 per carton
        - Selling price $0.50 per carton
      • Other comments
        - Not a huge fundraiser, meant as an alternative to pop & juice
- Need at least 2 parent volunteers per day for approximately 1 hour, plus support from teachers to hand out tickets to students (similar to the handling of the pizza lunch program)
- Would be handled through a pre-order form (similar to the pizza lunch); list would go into the crate containing the cartons of milk
- Other challenges … Grade 7/8 do rotary lunch; staggered lunch hour; handling of students who eat lunch in the lunchroom … need to work out logistical details
- Need to send out a note/survey to assess interest in the program and to solicit parent volunteers. Anticipate that there is enough interest in purchasing milk. Suggested that this note should be sent out separately from the December Newsletter and to restate, on the same note, the need for lunch monitors.

Action: Maggie Karjala to draw up a note about the milk program to be sent out with the family couriers.

4. CHAIR’S REPORT:
   Greg Smith provided comment on the following topics …
   a) Newsletter & Requests for Funds Allocation
      • 1st School Council Newsletter was sent out in conjunction with the November School Newsletter
      • Included in the Council Newsletter was a request for parent input regarding the allocation of School Council funds … very little received to date. Sue Walmer has received some verbal input from parents.

5. ADMINISTRATOR’S REPORT
   Highlights of report provided by Margaret Roberts and Teresa Martin. Copy on file with the meeting minutes.
   • The Ministry is conducting its annual collection of statistics from each school in Ontario regarding the number and type of students enrolled in publicly-funded schools. As well, information about programs and computer equipment is collected. Teacher names and teaching assignments are recorded as part of this. Takes several days of data entry & verification. Training session was held last week.
   • The Ministry is collecting input from stakeholders about school facilities. Principals are asked to have a School Council representative, student rep., teacher rep., and non-teaching rep, fill out a survey so that they can enter the data on a secure site. The information will be gathered to provide feedback to the school boards. [Survey given to Greg Smith]
   • Planning for next year is beginning – meetings underway with the area Special Education Administrator to review current students with special learning needs, and to project student needs for next September.
   • Kindergarten registration beings Monday, December 2nd. Notices posted and letter sent home.
   • Report cards will be sent home November 25th. Parent-Teacher meetings to be held on the evening of Nov. 28th and the day of Nov. 29th (a PA day)
• EQAO test results for individual students are expected early in December. School results will be released at the end of January by the school board, once they have been presented to the trustees.

• Highview recently received 46 computers, as part of the school board’s ‘roll-out’, a year earlier than originally projected! The board plan calls for 17 computers to be placed in the library to create a small lab, 1 in each Student Support Centre, 1 in the staff room, 5 in the library for research and teacher-librarian use and 2 in each classroom. The board’s Technology Assistant has begun unpacking and installing them. The newest computers will be placed in the library, and another 7 will be placed in a back room of the library for the use of students in portables.

• “Brakes On Bullying” will be presented to students on November 20th with follow-up discussions in classes. Presented to help support students with strategies for recognizing and dealing with bullying, and complements ongoing in-class lessons and discussions, as well as the board’s “Character Matters” initiative.

**Action:** Council chairs to find a parent to participate in the school facilities survey. Also to determine the School Council representative to participate in the survey.

Other discussion points included …

**Computer Equipment:**
• questions raised as to the provision of hardware/software support for the new computers. Margaret indicated that the board Technology Assistant for the area is responsible for getting the systems up and running.
• No desks or tables were provided for the new computers.
• Value derived from the computers is somewhat dependent on the individual teacher capabilities.
• The board doesn’t support MAC’s any more. Special Ed classes still use quite a lot, plus in the lab.

**Kindergarten Registration:**
• Currently do not expect to have to send any kindergarten children to other schools for next Sept.

6. **STAFF REPORT**
Highlights of report provided by Debbie Halinaty highlighting significant events that took place during October and upcoming events for November. Copy on file with the meeting minutes.
• We had a wonderful Remembrance Day Assembly
• All photo retakes have been done
• Regional Cross Country Meet – Highview did very well
• VIP (Values, Influences, Peers) Program is up and running for Grade 6 students. York Regional Police offer this program. [Teaches about values and pressures of teen years.]
• Halloween was a busy but successful day with parades, haunted houses for the primary grades. The Junior and Intermediate had a dance.
• The grade 3 classes are going to the Royal Winter Fair on November 13th.
The grade 4 classes are going to the McMichael Gallery. One class is going this week and the other two are going the following week.

On November 20th there will be a Bullying Presentation for the students.

November 29th is a Professional Activity Day for Parent/Teacher interviews.

7. STUDENT MEMBER REPORT:
Bonnie Devine joined the School Council this evening for the first time, as the Student Member representative to the council. She thanked Mrs. Roberts and the teachers for choosing her as the student representative.

Highlights of report provided by Bonnie identifying concerns gathered from students in grades 5 – 8. Copy on file with the meeting minutes.

- Lack of extra curricular activities. Highview has a lot of sports teams for people who are sporty and like running but not much for those interested in drama or writing.
- There are some students who like to play basketball or volley ball but aren’t allowed to join the teams unless they are on the running team.
- Some students believe that Highview never acknowledges people whose strengths are in the arts.
- Some suggestions for extra curricular activities included art clubs, dancing groups, school newspaper, or games that could be played without sign up or attendance records taken. A couple of years ago there were sessions in tae kwon do that were enjoyed.
- Younger children would like to have play day back. There has not been one in 3 years and some kids don’t even know what it is. The intermediate students would be willing to organize and run this event for smaller children.
- Many students also think there is a need for more music stands and notebooks. Some of the existing ones fall apart.
- All intermediate students have a problem with locker size. They feel they are too small to hold all the binders and textbooks they are required to have.
- A surprisingly large number of students requested more respect from teachers. They feel that they are being disregarded, especially grade 7 and 8, because they are supposed to act their age.
- The same number feels that teachers’ behaviour expectations are too high. They feel that they aren’t allowed to make mistakes and are expected to know too much. They feel that the pressure put on students in grades 6, 7 and 8 is immense and the workload stops them from being kids.
- Most feel that the homework load is too high and that they are getting twice as much homework as is recommended for their grade level.

Other discussion points included …

Extra curricular offerings:
- Margaret Roberts commented that some sports require that the players have to run (be fit) to play; not that they all be great runners.
- Some activities, especially indoor, are tough to do at lunchtime given that the gym is being used.
- There are some activities coming this winter.
• Some activities may have to be fee based in order to be offered. The soccer sessions that were offered recently were popular and went very well.
• The board needs to approve anyone coming in to the school to facilitate extra curricular activities.

Action: Margaret Roberts and Theresa Martin will follow up with Bonnie this week to get further information and discuss ideas.

Action: School Council to give consideration to the requests for extra curricular activities within the scope of the “special events” sub-committee [still to be formed].

8. TREASURER’S REPORT:
   Detailed report provided by Naren Leava and placed on file with the meeting minutes.
   a) Funding Requests Review
      Separate session scheduled for Monday November 25th, 7:00 in the school staff room, to review all funding requests to date and determine which to approve. Expense requests will be approved or brought back to Council depending on whether or not there is quorum at this meeting.

      Kristen Wright and Debbie Halinaty have gathered teacher requests. Margaret Roberts has reviewed the requests and matched them against available school funding. Two requests were identified as being appropriate candidates for funding through school funding channels.

   b) Magazine Sales
      Best estimate until statement received from QSP
      Total Sales = $47,667.25
      School Council Profit = $14,368.58
      Payments to QSP = $28,899.96
      Net Payments to QSP = $ 4,398.71

   c) Pizza Lunch
      Estimate $7,500 in funds from Pizza Lunch programme
      Fall received $2298.78 [already reflected in existing available funds of $10,450.00]
      Winter estimate $2500.00
      Spring estimate $2500.00

   d) Total Available Funds
      Estimate $20,600 total funds available based on current available funds of $15,673.48 [carry forward from 2001/2002, Fall BBQ, Fall Magazine Campaign, Fall Pizza Lunch installment] and estimated Pizza Lunch contributions for Winter and Spring sales.

   e) Anticipated Expenses
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There are some known expenses that will need to be covered out of School Council funds. Naren suggested that these be pre-approved.

Playground Maintenance $2000.00
Awards to Students $1000.00 being requested
Year Book $ 500.00
Graduation Ceremony $ 750.00 being requested

Others under consideration …
Angel Fund … fund to subsidize students for trips, who can’t otherwise afford them
Music Programme … for inventory and repairs to instruments

Action: No pre-approval given by Council. All funding requests will be assessed at the November 25th special Council meeting. Angel Fund also to be discussed at the November 25th meeting in terms of what it is, how the funds are used, what criteria is used to determine who qualifies for such funds

f) Bank Account Review
Margaret Roberts confirmed that Account 5006300 & Account 5008524 are both school accounts.

Naren has arranged School Council account name change.

Account 5007400 is the playground account.
Action: Naren Leava to arrange for a change of signing authority to the playground account in order to reflect council member changes.

Naren suggested that some further investigation be made on how best to handle the funds in the School Council accounts in order to avoid administrative charges against those accounts.
Action: Margaret Roberts agreed to check with the Board in regards to a better investment vehicle for these accounts.

9. SCHOOL PLAN REVIEW
Margaret Roberts provided copies of the current draft School Plan. Plan reflects 3 primary goals within a 3-year priority window. We are currently in year 2 …
• Improvement in Reading and Writing
• Create a climate of high expectations for success
• Increased parental knowledge of literacy curriculum

Suggestions for amendments:
• To add a quantifiable target number, say 75% of students, to be able to read and write at levels 3 and 4 standard
• To add council, parents and students as also having the responsibility to help and support the suggested programs
• Suggestion to include Red Maple and Silver Birch reading programs [Canadian literature] as strategies to achieve the stated reading and writing goals
Other discussion points included …

- Communication ideas should include ways of linking, anticipating and better preparing parents for upcoming, or recent learnings.
- Next School Council Forum is next week … Nov. 19th, Oak Ridges Public School
- Suggest the creation of a parent resource library; there is a parent resource shelf in the library. Some parents do come into the library to make use of this resource.

**Action:** Sue, Greg, Janet to speak with Mrs. Alanko to see what material of this nature exists in the library already.

10. SUB-COMMITTEES:

Highlights of report provided by Steve Granger, Don Hussey and Greg Smith. Copy on file with the meeting minutes.

- The Committee to Review establishment of Committees met on 2 occasions over the past month to determine their mandate and to prepare recommendations for the School Council.
- The “Committee Mandate” was determined to be … to evaluate
  - Is the establishment of sub-committees necessary or is it simply a “make work project?”
  - Should the council be pro-active or reactive regarding important issues facing our school?
  - What legal obligations does council have and how best to meet these obligations?
- The recommendations put forward to the Council included …
  - The formalization of the Committee Review team as a steering committee to help start, solicit participants and support the formation of sub-committees.
  - It is stated in the Council Constitution that Council representation is required on any sub-committees with responsibility to report back to Council on the activities and requirements of the sub-committee.
    - After some discussion on the time commitments of Council members, it was suggested that the Council rep to a sub-committee would be identified as a liaison (or facilitator) between the Council and the committee. It is not necessary that the Council member chair the sub-committee, nor attend all of the sub-committee meetings.
  - The formalization of the approach to setting up sub-committees would allow Council to hand on the model to the next council, to develop a repeatable process and to easily transfer to the next council information about the committee activities.
  - The formalized model would include format, rules, common elements and a model for communication.
- The Committee Review team also prepared a list of potential sub-committees and a set of “Terms of Reference” for each. The initial list of sub-committees included …
  - Playground Committee … focused on the playground maintenance requirements
  - Special Events Committee … focused on special events for students and/or parents
  - Communication Committee … focused on the delivery of information to/from Students, Parents, School staff, Council and Council sub-committees
  - Fund Raising Committee … focused on which fund raising initiatives to activate
Accommodation Review Committee … focused on further analysis and recommendations regarding accommodation issues at Highview
Finance Committee … focused on the procedures related to revenue generation and expenditure of council funds
Education Improvement Committee … focused on “improving the educational environment for students, teachers and administrators”

• Motion made to establish the Committee Review team as a Steering Committee.

Action: Motion passed by Council.

• Motion made to select 5 of the proposed sub-committees as those to be established for this year and this council, with identified council representatives for each. The 5 included … Special Events – Sue Walmer, Communications – Janet Luscher, Fund Raising – Debbie Killens, Finance – Naren Leava, Accommodation – Greg Smith.

Action: Motion passed by Council.

• There are some activities that need to be completed but are not directly covered by the select list of 5 sub-committees … eg. Administrator’s profile. It was determined that the Steering Committee will need to determine where such activities fit.

Action: Steering Committee to identify the list of activities that must be done but are not covered by the select list of sub-committees and how these will get addressed.

11. NEW BUSINESS

a) Maggie Karjala notified the council of her decision to resign from the School Council given excessive other commitments for this year.

Action: Council regretfully accepted Maggie’s resignation.

Meeting was adjourned at 9:10 pm.

Next meeting Tuesday, Dec. 10, 2002 - 7:00 p.m.