

Cedarview School council meeting Sept 20, 2023

In Attendance: Margaret Ferrall, Amy Montiel (virtual), Cheryl Strautman, Sarah Wise, Tracy Radbourne, Krista MacIsaac, Jennifer Demone, Laura McLellan, Heather Moulton, Donna Owen, Brendan Ziolo, Laura Bloom, Stefanie Rowan, Krystal Dodd-Wass, Wensler Estime, Sara Homme, Nick Wakeham, Dan Bloom, Nadine Gagnon, Shelley Neill, Jennifer Stadler, Cristin Graham

Regrets: Sarah Wise, Jennifer Demone

Agenda Item	Discussion/Decision	Action Taken/Person responsible
Welcome and introduction	<ul style="list-style-type: none"> • The meeting was called to order at 6:24pm • Welcome to new members and returning members • Explanation of purpose of Cedarview School Council - supporting school with enriching student experience. 	Shelley Neill
Approval of Agenda/Minutes	<ul style="list-style-type: none"> • Not applicable for this meeting 	
Principal's Report	<ul style="list-style-type: none"> • Projection of 700 students, sitting at 670 currently. • Good balance between Gr 7 and Gr 8 • Had 3 assemblies with some guest speakers already - first one trying to improve school culture. • Have split the recesses - Gr 7 eating first, Gr 8 outside, and then vice versa - it was too much volume of students outside on the yard, difficult to maintain safety. • Teachers are happy and feeling that it is positive. • Clubs are up and running, open gym is available at first recess - kids enjoy the little bit more structure for that activity - running 2 different sports at a time - currently dodgeball and basketball, • How will clubs operate - finding ways of accommodating by bringing lunch to the clubs so it doesn't fall with the split recess. • OC Transpo - first week had some hiccups. Shelley reporting that the staff and supervisors from OC Transpo have been fantastic, have had them speak about conduct on the bus, use of PrestoPass, • Feeling that the process is getting better - Shelley has brought up to OC Transpo the fact that the stops on the way home have not been smooth, • Concern from parent that their child's closest stop is 15 min walk away and is there a way to adjust that - Shelley reported to try to send these concerns to the OC Transpo directly - contact name/email is provided in the weekly email • Question about providing supervision in the morning at school - Shelley reports that their collective agreement states supervision starts at 9:05a.m., school doors open closer to morning bell, • Shelley reports that she has had good success with feedback to OC Transpo • Question from parent that given Cedarview is now on OC Transpo times, will the school consider adjusting bell times - Shelley reports that this will be reviewed this year, 	Shelley Neill

	<ul style="list-style-type: none"> • Question from parent that the target enrollment is lower than anticipated - does this change staffing - Shelley reports that this will be determined later this week and will be communicated as soon as possible. • Question from parent wondering about class caps - only in Primary - 20/23 but in Middle School there is no cap, • Wondering about school cap during the school year - Shelley explained that in this board they will take student registration to the school throughout the year, • Question from online - parent reports that their child is part of F7E who still does not have a regular teacher - Shelley reports that they have not been successful with hiring for that position. There will potentially be movement in the next few weeks due to reviewing enrollment across the board. • Facebook - Shelley trying to encourage that when people are upset and venting on Facebook to contact the school directly - the school administration is not on Facebook so cannot respond in that format, • Tracy Radbourne introduced self and manages the Facebook page - last year they changed the policy to make sure that posts are approved prior to posting. Tracy created an introduction note/post that is pinned to inform the Cedarview Parent page as to the reason for the page and acceptable conduct. • Introduction of Jennifer Stadler as Vice Principal, has been in education business for 20+ years, really enjoying feel at the school this year 	
Teacher's Report	<ul style="list-style-type: none"> • Cristin Graham - Student Success Teacher - has never been on a parent council before either as a teacher or as a parent. Teaching with OCDSB for approx.. 20 years, loves Intermediate level. • Finds it wonderful to see the kids happy and promote the clubs, • Happy to participate in this role and also thankful to the parents for participating on the council. 	Kristin Graham
Chair Report	<ul style="list-style-type: none"> • Chair role last year was to plan and implement the chocolate fundraiser, reviewed how the fundraiser went. • Council did the one main fundraiser which wasn't as successful as previous years. • Other fundraiser was the Grade 8 grad fundraiser and planning the grad party for Grade 8. • Plan to try better documentation to pass on to next year 	Dan Bloom
Treasurer's Report	<ul style="list-style-type: none"> • Different process from previous school due to board run account as opposed to stand alone. • Balance moving forward from last year - \$3705.92 • Motion to carry the funds back over - as last year's council were uncertain how things would end up with the grad, • Agreed that those funds would be used for wishlist for school, or bigger projects going forward • Profit from chocolate fundraiser was \$4851.30 • Grad events cost \$5391.90 • Concession and canteens were successful as fundraising, • Bottle drive for Grade 8 Grad - \$643.30 	Margaret Farrell

	<ul style="list-style-type: none"> • Question from Krista MacIsaac - the balance listed \$3705.92 - ? if this includes the donation account - Margaret to follow up with Sarah Barber (in office) to confirm, • Krista feels that there may be approx. \$1900 sitting in another account - Margaret to follow up • Between Krista and Margaret - will have more accurate Treasurer's Report for next meeting. 	
Allocation of Funds	<ul style="list-style-type: none"> • None this meeting. 	
Other Business	<ul style="list-style-type: none"> • Explanation of being a council member voting or nonvoting status, how it affects quorum, voting members who miss 2 meetings without explanation may be asked to change their voting status, it becomes difficult for the council to make decisions when quorum is not met on a regular basis • Explanation of Parent Council Executive Roles - Chair, Co-Chair, Treasurer, Secretary, Communications - if you are an OCDSB employee you cannot be a Chair, Co-Chair, Treasurer • Chair - call and preside over the meetings, break ties, communicate with school/school community, oversee all the work of the Secretary/Treasurer, ensuring that agenda is set, have some leadership to encourage participation, • As per the form distributed - Margaret Farrell was nominated for Chair, Cheryl Strautman has volunteered for Secretary, • No one else volunteered for Chair - so Margaret Farrell acclaimed to Chair position - no opposition. • Laura McLellan to consider potentially Co-Chair but undecided and will review and inform council or at next meeting. • Amy Montiel volunteered and acclaimed to Treasurer - no opposition. • Cheryl Strautman acclaimed to Secretary - no opposition. • Tracy Radbourne acclaimed to Communications - no opposition • Set dates of this year's meetings, 11 Oct 2023, 8 Nov 2023, 13 Dec 2023, 17 Jan 2024, 21 Feb 2024, 10 Apr 2024, 8 May 2024, 12 Jun 2024 • Discussion to try to keep meetings to hard end at 8pm. • Wishlist items have been purchased to Jennifer's knowledge. • Fundraiser - trying not to leave it too late, trying to ensure less conflicts for concessions - booking sooner, next meeting - concessions and canteens. • Review of the Lamontagne Chocolate Fundraiser - cases of 30 bars, bars sell for \$3 - students take a case and sell the case, • Cases cost \$40 - case should sell for \$90 so ideally a profit of \$50 per case. • Process is to order cases, distribute to students, ensure payments are received, return unsold cases, distribute prizes. • Feedback from Margaret that it was a lot of work and would need more people working on it. Krista's feedback was that the profit wasn't as high as anticipated. 	

	<ul style="list-style-type: none"> • Margaret suggesting that council will send out a survey to determine preference for one large fundraiser - or multiple smaller options. • Start to consider for Grad Committee if people are interested to be on the committees, • To consider filtering fundraising to the class reps as well, • Considering stand alone emails for Parent Council • ? need for OCASC representative from Cedarview - no one volunteered - could consider setting it as an agenda item and if someone has attended then they can report. • Plan is for Chair to work with Cheryl and Krista to create a questionnaire for interested council members to plan fundraising, grad committee interest, and OCASC interest. • See notes below - report from Grad Committee Chair Krista Maclsaac - included at end of Minutes - Appendix A 	
Next meeting	<ul style="list-style-type: none"> • Next meeting - Wednesday, 11 Oct 2023 - 630pm in person with virtual option. 	
Adjournment	<ul style="list-style-type: none"> • Motion to adjourn meeting made by Tracy Radbourne and seconded by Krystal Dodd-Wass at 7:55pm. 	

Appendix A - 2022/2023 Grad Committee Report

The grad committee was chaired by Krista MacIsaac, who was also a representative on the school council. Other committee members were Vikki Orphanos, Carole LaPorte, Jennifer Faubert, Shannon Booth, Sarah Steeves, Christa Skillen, Korrina Lindgren and Kristi Bonden. To find volunteers for the committee requests were out in the weekly communication from the principal and posts to the Facebook group. The committee met on an ad hoc basis on Google meet to discuss plans. The committee was responsible for organising the party for the grads which was held on Friday, June 23 and for putting up decorations for the ceremony on Monday June 26. The committee also held several fundraisers to offset the cost of the party.

Description of Fundraisers:

Chips and Popcorn Canteen

We set-up a canteen to sell bags of popcorn (butter, white cheddar, and dill) purchased from Papa Jack and bags of chips (Ruffles All-Dressed, Lays Original and Munchies mix) purchased from Costco Business Centre. The cost of each item to purchase was about \$0.85 for popcorn and \$0.75 for chips and bags were sold for \$2. The sale was done on May 5, 12 and 26. Students had the option of pre-ordering items on School Cash Online (SCO) or buying during lunch the day of the canteen. For all pre-orders, we organised them in boxes by class and had one student per class come to pick-up the box of pre-orders at the start of the first lunch break. After those were picked up, students were allowed to come down in pods to purchase items. They were sold from the doors at the top of the stage and extra items were kept in the storage room behind the stage. We sold a total of 892 items. The cost to purchase the items was \$775.18 and the revenue was \$1771.50 for a profit of \$996.32. Leftover items were given out at the grad party.

The main issues with this fundraiser was letting people know that it was happening, it was announced in weekly emails, a notice of items available to purchase was sent by SCO and there were some posters in the school. Another issue was that on May 12 there was a conflict with a bake sale for the French club taking place at the same time.

Donations to the grad party:

When we opened the school cash online order form for the chips and popcorn we also added an option to make a donation specifically to the grad party. The option to make a donation through SCO was available from early May to at least mid-June. A total of \$1135.30 was received in donations to the grad.

Freezie Sales

Freezies were sold on June 1 and 15 during the first or second recess. A third date was not possible due to air quality issues in June. The jumbo freezies were purchased from Costco and frozen at the homes of some volunteers since the school freezers were currently full of their own freezies. Cost was \$2 each. This was slightly problematic as the freezies were sold by the school for \$1 at an event in between the two sales from the grad committee. Better coordination of prices would be better if this is done again. Once again it was difficult to make sure that parents knew it was happening and to send in \$2 and for kids to know that they were available that day. Making an announcement at the start of lunch is important. Approximately 6 boxes of freezies were sold for a cost of \$111.76, revenue of \$780.95 and a profit of \$669.19. Leftover freezies were donated to the school.

Bottle Drive

One volunteer started a bottle drive at her work to raise money for the grad. This was then extended to the school with two parents offering to use their house as drop-off locations for about 2 weeks. Collected items were rinsed and cans were crushed to make them easier to return. The profit from this fundraiser was \$643.30, which was deposited into the accounts.

Total raised by the grad committee: \$3,444.11

During the meeting on May 10 the parent council allocated \$5,000 towards the grad plus the proceeds from the fundraisers held after that point, namely the bottle drive and freezie sales.

Events of the Grad Party on June 23

The party for the graduates was held on Friday June 23 from 12:30 to 3:30. The event took place on the school yard. The company Ry J's climbing adventures was hired to provide inflatables, which included a large boot camp obstacle course, wrecking ball, 3-lane bungee run and inflatable axe toss. All grade 8 students were also given a package of tickets to redeem for 1 slice of pizza, 1 bag of chips or popcorn, 1 ice cream and 1 bottle of water. Pizza was ordered from pizza pizza, who are the regular providers for pizza days at the school. In retrospect we should have had more cheese pizza compared to pepperoni. Popcorn and chips included the leftovers from the canteen, plus a few additional boxes. The ice cream truck, Mr. Sundae was used for the ice cream. Ice cream cones were offered to volunteers due to the heat that day. which made this line item higher than expected. It is also possible that the vendor was not requiring tickets as requested. Clearer expectations and the help of a volunteer would make this run better in the future. Water bottles were purchased from Costco and stored in coolers with ice before giving to students.

Summary of expenses:

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Volunteers to help run the event were found from the parent community through emails sent to grade 8 parents and weekly messages to the school. We could have used more help and extra effort should go into recruiting more volunteers next year.

Decorations for the graduation ceremony on June 26

Sign Gypsies was hired to put up a congratulations display at the front of the school. The cost of the sign was \$174.45. Decorations including banners and a balloon arch were put up inside the church auditorium. Two additional photo backdrops were also set-up outside as there were concerns about large groups blocking fire exits after the ceremony. Additional cost of decorations \$30.51.

Total cost of grad events: \$5,391.90