

ANNUAL GENERAL MEETING
Minutes
NORTHLEA HOME & SCHOOL COUNCIL MEETING
Tuesday June 7, 2011 6:45 PM Library

Present – Erica Lewis, Julie Brown, Wilmar Kortleever, Becky Jenkins (Admin), Paul Kay (Staff), Sue Gray, Sarah Dawson, Lisa Howarth, Gina Fortsas, Frank Chang, Susan Thurow, Jacqueline Frazer, Susan Brookes, Claudine Lukawesky, Lynda DeBono, Stephanie DeHaan, Rachel Chernos Lin, Kara Pearson-Kane, Sandra Whittaker

Meeting was called to order at 6:50 pm.

1. INTRODUCTION: JULIE BROWN

Julie welcomed the group to tonight's meeting, the annual AGM. She noted that it will be the same format as other meetings.

2. **MOTION** Susan Brookes, Sue Gray
APPROVAL OF THE AGENDA CARRIED

3. **MOTION** Gina Fortsas, Sue Brookes
APPROVAL OF THE MINUTES – April 27/11 CARRIED

4. ADMINISTRATOR'S UPDATE: BECKY JENKINS & PAUL KAY

- Staffing - Have hired final contract teachers for the new year but Becky noted that LTO teachers can change up until the first day of school.
- Health & Safety Inspection – Paul showed the binder to the group and told us that Northlea got a very good report, primarily due to the diligence of our caretaking staff. In total, 16 items were in need of repair but this is very good in comparison to other schools where this number can be 30-40 items.
- Fire Drills – Have completed final fire drills; the last one went very smoothly.
- Music – Northlea was awarded the annual trophy for best participation at Kiwanis. We had groups in 9 different categories in Kiwanis.
- TDSB Spring Festival Concert – The Grade 5/6 choir participated and we also had some Northlea students who performed in the All-City Band/Strings.
- Mme. Marshall's Grade 5s had a visit from J.P. Arencibia, a Blue Jays player, their reward for selling the most tickets to the Blue Jays Game where the choir was performing. The player talked to the students about the importance of fitness, sports and being active. There were also media present.
- Defibrillator training – a full day of training and a lunch hour familiarizing day have taken place.
>Claude Lukawaesky mentioned that she wanted to participate but wasn't able to for insurance reasons. She will be looking into renting a church so that interested parents can also get trained.
>Julie Brown asked if Lunch Time staff could be included in this training.
- Eat Smart – Northlea is a pilot school for this initiative. Once again, we receive the Gold Seal for promoting healthy food and non-smoking.
> Sue Brookes noted that the servery still offers unhealthy food choices. She acknowledged that there are limitations with the food coming from Leaside HS but as much as possible we should ensure that the food served is aligned with Eat Smart goals.
> Julie commented that she believes there's been a dietician looking at the food but still trying to define what healthy foods are.
- The group asked if it's possible to put some 'no smoking' signs up around the school as people have been observed smoking close to Northlea.

- Eco Awareness – Northlea received a gold award last year. This year, we were successful in reaching the platinum level. The platinum award involves curriculum tie-ins and special presentations.
- EQAO – The grade 6s finished EQAO last week and the Grade 3s are writing the tests this week. This year, Paul reported that Northlea split the testing so that some was in the morning and some in the afternoon. We also reduced the number of students who were exempted so that students who needed assistive technologies could access them.
> Claude asked how Grade 6 FI students are supported when they have to write the test in English; Paul says that they are allowed to use a thesaurus and the concepts are the same as what they've studied in class.
- Parent Safety Program (PSP) – Started work on it this year but will be officially put into play in September 2011.
- Becky reported that Jeff Little, VP, had a new daughter named Jacqueline Paige.
- Camp Ooch – Students raised \$1,500 to help kids with cancer go to camp. We received a thank you letter.
- 'Me to We' group – Holding a movie night to help raise money to build a well in Africa. Admission is free but popcorn and water will be sold to raise money.
- Technology Update – Mrs. Gatt's and Ms. Miller's classes had a virtual author visit with Don Sawyer through Skype. Paul reported that our final order of net books is ready for pick up. They have placed the final order for SmartBoards. A decision on where they will be allocated will be made before year end.
- Volunteer Appreciation Tea – Takes place tomorrow afternoon. All parent volunteers are invited.
- Becky and Paul on behalf of the Administration presented Julie Brown with an orchid in appreciation of her role as Home & School Chair over the past two years.

5. **CORRESPONDANCE FILE – JULIE BROWN**

Julie passed a folder around that contained three very nice notes addressed to the H&S Council. One was from Flemington Park; one was from Malini Budhiraja and Jennifer Capes; and one was from Alison Pearce, TDSB.

6. **CHAIR'S REPORT – JULIE BROWN**

- Julie told the group about the letter received from Alison Pearce in response to the H&S Council letter which expressed our concern over the addition of a third SK FI class. Our concern is the space situation going forward, especially in light of all-day Kindergarten in 2014.
- The TDSB's rationale is that they are trying to respond to increased demand for FI. Alison did say that, as of Fall 2012, no students except for those from the Northlea catchment area will be able to attend Northlea. Bessborough students will no longer be able to come here.

> Kara Pearson-Kane asked about all-day Kindergarten and how it will work; Julie mentioned that it's no longer a cap of 20 students for all-day Kindergarten and noted that it should be on the agenda for next year. It will be important for us to be proactive rather than reactive.

> Lynda DeBono noted that these types of decisions are not necessarily made by the Administration.

> Julie and Wilmar reported that there will need to be a space audit which is done annually.

- Julie reported that she presented a gift to Jeff Little, on behalf of Northlea parents, for his new baby Jacqueline Paige Little and her big sister Sydney.
- Julie received a request from Jennifer Capes asking if we could take a few minutes in the meeting to provide teachers with feedback re: extra-curricular communication between teachers and parents.
> Jeannie Sitt noted that verbal messages don't always get passed on. Suggested that groups have one parent in charge of disseminating info to the others.
> Sue Thurow asked if the 'permission to contact' forms could have an added extra-curricular box as an easy way of accessing contact info.
> Sue Brookes noted that the 'Choir Model' works really well – Mr. Larose disseminates all the info to the parents involved.

> How do parents demonstrate their appreciation for the extra work and effort that coaches and leaders take on? "Random Acts of Kindness" is one way to demonstrate our appreciation. Gina Fortsas suggested that a simple 'thank-you' card is easy. Sue Gray suggested that the parent in charge of communicating could give the note on behalf of the group.

> Sandra Whittaker asked if there are guidelines about what communication parents would like to receive. Becky responded that there are not since teachers looking after extra-curricular activities are volunteers. Julie noted that we can provide a list of what we'd like to see with the caveat the parents would take on the grunt work.

7. WILMAR KORTLEEVER – VICE CHAIR'S REPORT

- PSP program – We have over 12 volunteers for this program but can't start in June due to the availabilities of police officers. Will be ready for a good start in September
- Attended the TDSB Futures Conference – Innovation in Global Education. It was a large and very good conference with a number of workshops.

8. ANNUAL REVIEW – JULIE BROWN

- Seven meetings were held this year including tonight - average length was 2 to 2.5 hours. There was an average attendance of 28 people per meeting. Four out of the seven meetings were topic focused.
- As part of their role, Wilmar and Julie attend Ward Forums and Coffee Conversations to hear what's happening and to represent the parent community to the broader group.
- CATS - This year, the H&S formed a new committee called CATS. Julie wanted to acknowledge the CATS and thank them for all their hard work.
- Their role is to focus on topics coming from the TDSB and the Ministry of Education.
- The CATS determined a need to provide a spirit of excellence at Northlea resulting in the 'Random Acts of Kindness' initiative. During Staff Appreciation Week, special mailbox messages were sent to all staff. Julie noted that the H&S is good at raising money but we need to become better at advocating for our teachers and our students.

9. NEW BUSINESS – JULIE BROWN

Nomination/Election of New Slate of Executives:

There will be two sets of election tonight – one is for the Council Executive and one is for the Home & School Executive. Julie circulated the Slate of Executives for the H&S Council

10. **MOTION** Julie Brown, Sue Thurow
That the rule of ballot be suspended and that the Slate of Executives be acclaimed.
All in favour. CARRIED

11. QUESTIONS & ANSWERS – JULIE BROWN

> Julie had heard that 'French Cassie' (assessment tools for Grades 4-8) was coming from the publisher and asked if this was the true. Paul Kay confirmed that this was the case.

> Julie asked about the new TDSB electronic handheld device rule (Smartphone use in classes). She noted that parent groups are concerned about access to Facebook, YouTube and how the school will control this. Paul noted that this new in-class rule only applies when these devices are being used as part of the curriculum. It does not mean that students can just use phones in the classroom on a regular basis.

12. **MOTION** Gina Fortsas, Sue Brookes
TO ADJOURN THE MEETING CARREID

The meeting was adjourned at 8:25 pm.

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NORTHLEA HOME & SCHOOL ASSOCIATION MEETING

Meeting was called to order at 8:27 pm.

1. WELCOME – JULIE BROWN

- 2. MOTION** Lynda DeBono, Sue Gray
APPROVAL OF THE AMENDED AGENDA CARRIED

- 3. MOTION** Sarah Dawson, Sue Brookes
APPROVAL OF THE MINUTES – April 27/11 CARRIED

4. SANDRA WHITTAKER – Student Leadership Council (SLC)

- For the second year in a row, FFN has used the SLC to run errands, help in rooms, fill balloons etc. As a thank you for their participation, the H&S has been giving them a donation. Last year, they received \$500 for bike racks.
- This year, the teacher advisors and SLC would like to receive funds for an 'Inside Recess Box' – it would contain age-appropriate material. Items will be monitored by the SLC and will be purchased next year.
- The H&S would like to know what they plan to buy and the cost. We've budgeted \$500.

- MOTION** Sandra Whittaker, Sue Brookes
To hold the money from 2010/2011 to 2011/2012 for the SLC to purchase items for Recess Boxes. All in favour. CARRIED

5. TREASURER'S REPORT – SUE BROOKES

- Sue reviewed the Statement of Revenue & Expenses for September 1, 2011 to April 30, 2012 with the group.
- She noted that revenue from the Acorn Cards and the Year Book sales was not included.
- Gross Revenue for this year was almost \$94,000 which is outstanding. Our closing reserves are \$69,628. Money allocated towards the various Funding Proposals has not come out of this amount yet. Sue will close our books in August 2011.

- 6. MOTION** Sarah Dawson, Sandra Whittaker
TO ACCEPT THE LATEST STATEMENT OF REVENUE & EXPENSES CARRIED

7. PRESIDENT'S REPORT – JULIE BROWN

- Julie told the group that she enjoyed going to each Grade 8 class to discuss the Citizenship Awards that are awarded at Grade 8 graduation. This award recognizes one person in each Grade 8 class for community service within school; wide variety of activities; leadership, respect, responsibility and positive relationships. All classes took their responsibilities very seriously.

HIGHLIGHTS FROM EACH CHAIR:

- **Communications - Kathy Murphy** – streamlining information; giving consideration to what's communicated and how; leveraging the website for info gathering;
 - Still have work to do re: website
 - Wilmar & Julie plan to test having one distribution list for the entire school body
- **School Support Team – Stephanie DeHaan & Rachel Chernos Lin** – organization of the class parents through Kim Smith and Sue Gray; Safe Arrival – Trish Williams is the Coordinator and has a very large team; Northlea Safety Committee; Grade 8 Graduation

- **Community Events – Claude Lukawesky** – Welcome Back BBQ – Marie Fullerton will look after it again this year (September 15, 2011); Chess Club – Jeannie and Sue – broke records this year; Stephanie DeHaan will be taking it over for 2011/2012; Staff Appreciation Lunches - wonderful event; Yearbook – Lisa Whitwell & Colleen Black; Extra-Curricular Coordinator – Sarah Dawson – feedback from this year indicated that there was a high level of parent satisfaction with the programs; Sarah had the extra challenge of bringing on a new provider in fall 2010.
- **Fundraising – Sandra Whittaker** – Family Fun Night – run by Lynda DeBono and Kristi Duncanson broke all records this year; QSP Magazine Fundraising – very high rate of online subscriptions this year; Acorn Cards - 33 classes participated – highest amount raised by one class was \$500 (Mme Woolner); In total, over \$2,000 was raised this year.
- **Treasurer – Sue Brookes** – the H&S is very grateful for her expertise; always comes prepared to every meeting; She has been a big part of our new funding proposal model; Also helped a lot as we spearheaded revisions to our community disbursement process.

OUTGOING EXECUTIVE:

Julie acknowledged the contributions of the outgoing Executive and presented flowers to those in attendance. The outgoing executives are:

Lisa Whitwell - Yearbook
 Kathy Murphy – Communications Chair
 Valerie Hall Little - Webmaster
 Stephanie DeHaan – School Support Co-Chair
 Sandra Whittaker – Fundraising Chair
 Wilmar Koortlever – Vice Chair

SLATE OF H&S EXECUTIVE FOR 2011/2012:

President – Wilmar Koortlever
 Vice President – Sarah Dawson
 Recording Secretary – Erica Lewis
 Treasurer - Susan Brookes
 Past President – Julie Brown
 Communications Chair- Sarah Dawson
 Community Events Chair – Claudine Lukawesky
 School Support Chair – Rachel Chernos Lin (+partner?)
 Fundraising Chair – Lynda DeBono

8. MOTION Julie Brown, Sue Brookes
 That the rule of ballot be suspended and that the proposed Slate of Executives can be acclaimed. All in favour. CARRIED

9. MOTION Julie Brown, Sue Brookes
 To empower the new Executive to fill any vacancies and add positions as required. All in favour. CARRIED

10. WILMAR KORTLEEVER – VICE-CHAIR’S REPORT:

- Wilmar gave a tribute to Julie and thanked her for her leadership as H&S President over the past two years. Willmar presented Julie with a bouquet of flowers and Sandra Whittaker gave her a gift.

11. Next Meeting – date to be determined by the new H&S President.

12. MOTION Sue Brookes, Lynda De Bono
 TO ADJOURN THE MEETING CARREID

Meeting was adjourned at 9:15 pm.