

**BIRCHVIEW DUNES ELEMENTARY SCHOOL
SCHOOL COUNCIL MEETING
DECEMBER 4, 2017 @ 6:00 PM
MINUTES**

Present: Jodi Baldwin
Jennifer Ballard
Brett Bartle (Vice Chair)
Tanya Bradley
Helena Broad
Donna Caissie (Staff Representative)
Louise Coker
Kelly Cox
Victoria DiBiase (Chair)
Lynne Dunlop (Voting Member)
April Gennings (Voting Member)
Michael Giffen (Principal)
Amy Huestis (Voting Member)
Tiina Keetch
Teresa Lawrence (Voting Member)
Cheryl McNally (Voting Member)
Melissa Mortimer (Vice Principal)
Hrvoje Pavlovic (Voting Member)
Joanne Pavlovic (Voting Member)
Darlene Schwan (Voting Member)
Jennifer Smallwood
Christy Strodthoff (Treasurer)
Dave Strudwick (Voting Member)

Regrets: Carrie Pyatt (Secretary)
Barbara Anne Smith

Approval of Minutes from previous meeting

- Motion to approve by Lynne seconded by Darlene

Treasurer Report (Christy)

- AV system now paid in full - \$6,100 remaining in technology fund
- Ladies Night generated \$2,981 - the grade 8 café generated \$761

Teacher Report

- No teaching member present

Principal/Vice Principal Report

- School action plan was discussed at today's staff meeting
 - Teachers will access an online Google form
 - Used to access resources/strategies to improve student achievement
 - Primary focus is math and literacy

Updates to Old Business

- Little Caesar's (Jodi)
Total of \$1,700 raised for the school

- Ladies Night (Victoria/Brett)
 - Held again on November 16 due to the fire evacuation on November 9
 - 28 vendors chose not to return for this night, refund options were provided
 - 140 admission tickets were sold on the first night within the first 90 minutes until evacuation was ordered
 - Victoria was informed that according to Board regulations, we should not be doing door prizes however a silent auction is permitted. A lottery license would be needed at a cost of \$75. Mr. Giffen and Ms. Mortimer will investigate further.
 - Feedback forms were submitted by some vendors; they would like advance notice if we are booking a spring show. This possibility was tabled until door prize/silent auction issue is sorted out.

- Boston Pizza school lunch (Victoria)
 - Order forms were sent home today - due back on Thursday (Dec. 8)
 - Hot lunch day is Friday, December 15
 - 2 entrée options were offered to start - these are 'kids meal' size; gluten-free option is available
 - Cost is \$5 - Boston Pizza to confirm that \$1 from each lunch will be donated back to the school
 - Volunteers are needed on December 15 from 12:15 to 1:30 to help distribute hot lunches
 - Ms. Mortimer reported that Intermediate students are also available to help

- 12 Days of Christmas (Victoria)
 - Our challenge was accepted by Worsley and St. Noel
 - As of today - day 2 - we have collected 600 items
 - A full list of wanted items has been dropped off at local grocery stores to advise them of this initiative
 - Victoria has dropped off empty boxes at the other 2 schools and will pick up goods from Worsley and St. Noel on December 18 and deliver to the food bank - CTV will provide coverage

- Movie Night (Cheryl/Lyenne)
 - Scheduled for Friday, December 8 - 'Elf' is movie featured
 - Mr. Giffen reported a scheduling conflict with the local youth group, and requested movie night be moved to the library
 - Council discussed this option, and determined the library would not provide sufficient space for the expected number of movie-goers.
 - Mr. Giffen to present the following 3 options to the youth group:
 1. Move youth group meeting to the library so we can use the gym for the movie
 2. Postpone movie night to the following week (possibly December 14 or 15)
 3. Cancel movie night and look into booking a day in January 2018 - possibly the 25th
 - Mr. Giffen will report back on which option works for the youth group and how to proceed further. Also, Mr. Giffen will look into scheduling procedures, as this is the 2nd scheduling conflict this school year, and how we can improve communication.
 - Bagged popcorn will be sold if this event proceeds

New Business

- Fundraising opportunity
 - Tabled until the next meeting

- Buffet tables
 - Victoria requested the school purchase 6-foot buffet tables for future school events, rather than having to borrow these from the Recplex, as we have for the past 5 years. Cheryl and Lyenne will look into pricing and report at next meeting.

- Volunteer Coordinator
 - Victoria would like to appoint a volunteer coordinator specifically for council events, so that we are making full use of volunteers in the school database.
 - Discussion ensued regarding how to best utilize those who want to volunteer but do not necessarily wish to be a council member. Suggestions include:
 - having the teachers/staff post monthly volunteer opportunities on the website, so parents can take the initiative and determine which events they would be interested in
 - providing a master volunteer list to teachers so they can access volunteers as they are needed, with a copy for council to access
 - creating a newly designed form for parents to fill out to determine their areas of interest
 - Tanya would be willing to take on this role
 - Mr. Giffen suggested we host a volunteer meeting in January, to invite those who wish to volunteer in some capacity as an introduction to the process. This will be discussed at the next meeting.

- Primary Division Play - The Jungle Book
 - Victoria reported that the Primary division will be presenting 'The Jungle Book' in the spring of 2018.
 - Teachers advised that 8 additional headsets were rented for the last play at a cost of \$800. As we have a \$6,100 balance in the technology fund, we would like to purchase these for future use. Mr. Giffen will look into purchasing these from the company who provided the new sound system. Helena will also obtain a quote.

- School Mascot
 - Brett suggested we create a school mascot to improve school spirit
 - The mascot would appear at character assemblies, sporting events, etc. to generate excitement
 - A dragon or stallion were suggested, along with a contest to name the mascot.
 - Committee was formed to organize further - Brett, Darlene, Jodi, and Jennifer Ballard

Adjournment at 7:25 pm - motioned by Darlene and seconded by Teresa
Next meeting: January 15, 2018