



# Castlebar Junior School

## School Advisory Council (SAC) Meeting

### November 2020 Meeting Minutes

**Meeting Date and Time:** Wednesday, November 11, 2020 | 6:30 p.m.

**Meeting Location:** Castlebar Junior School — via Zoom

<https://tdsb-ca.zoom.us/j/99255952075>

**Next meeting:** Wednesday, December 09, 2020

Attendees	Name	Role
School reps	Colleen Bellehumeur Esther Kim	Principal Teacher (Science)
SAC executive	Micah M. Rodrigues George Baiden Neeti Passi Aleem Visram Zahra Khan	Co-chair Co-chair Co-chair Treasurer Secretary
Parent reps	Kim Barker Stacey Bowman Christina Chang Nadia Douglas Tania Goeke Gordon Greaves Lisa Greaves M. Gregg Chris Jozsa Emine Kosar Alexis Kucey Kim Law Kern Lewin Crystal MacKay Nadia Mall Dorothy Milne	Zainab Nasser Tina Lee Sarah Olinski Betsy Orłowski Jennifer Pikk Claudio Renini Hinal Sheth Cynthia Shoub Adam Shubat Calum Tsang Julie Thomspen George Yoo Gin Lindsay Young Florentina

Action Items	Lead Member	Deadline
Action Item #1: Student Rep position	Micah M. Rodrigues	December 09, 2020
Action Item #2: Budget for next year	Aleem Visram	December 09, 2020
Action Item #3: Banking information	Aleem Visram	December 09, 2020



# Castlebar Junior School

## School Advisory Council (SAC) Meeting

Action Item #4: Volunteers for fundraiser	Nadia Douglas	December 09, 2020
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<p><b>1. Introduction and welcome</b> (Micah M. Rodrigues, George Baiden, and Neeti Passi)</p> <ul style="list-style-type: none"><li>• Since there are three co-chairs, the co-chairs will rotate who chairs/speaks at each monthly SAC meetings</li><li>• There will also be a timekeeper who will provide warnings when the allotted one hour end time for the meeting is approaching</li></ul>
<p><b>2. Housekeeping</b> (Micah M. Rodrigues, George Baiden, and Neeti Passi)</p> <ul style="list-style-type: none"><li>• The minutes from the October 2020 SAC meeting were approved</li><li>• The agenda for the November 2020 SAC meeting was approved</li></ul>
<p><b>3. Co-Chairs' Update</b> (Micah M. Rodrigues, George Baiden, and Neeti Passi)</p> <p><b>Student Rep Position</b></p> <ul style="list-style-type: none"><li>• The idea of a Student Rep position was presented to the Council. Starting with the Grade 4's (since they are seniors in the school and this role will give them responsibility), the nominated student will have the opportunity to sit on the council and ask questions, share ideas and feedback, ask for "want" items for the school, or share something positive about the school. The Grade 4 teacher can nominate several students for the position, with each nominated student rotating month to month.</li><li>• It was mentioned (Ms. Kim, Nadia D.) that expectations need to be defined for the position so the students can prepare and be effective in their role. The Student Rep can also have the option of preparing a video instead of attending the meeting (Ms. Bellehumeur).</li><li>• <b>Micah to put together more information about the student rep position for the Council to make a decision (Action Item #1)</b></li></ul>
<p><b>4. Principal's Report</b> (Ms. Bellehumeur)</p> <p><b>Halloween Event</b></p>



# Castlebar Junior School

## School Advisory Council (SAC) Meeting

- Halloween was a successful event this year even though it was celebrated in a different way than in the past. There was no parade but the students and staff dressed up and had class parties.

### Scholastic Virtual Book Fair

- Scholastic book fair starts this month. Mr. McGinn organized the book fair for the school and, due to the Covid-19 pandemic, this year it will be virtual. A portion of the sales (20%) from the book fair will go to the school and library. The link to the virtual book fair will be provided in the weekly school update report this week. Ordered books will be sent directly to homes. Nadia D. asked if there will be a teacher request list for books and Ms. Kim said she would ask Mr. McGinn to prepare a book wish list for the teachers.

### School Library Books

- Appreciation was given to Kim L. and Christine C. for volunteering to help tape the books in the library using specialized tape to reinforce the book spines. Still in need of volunteers to help tape books.

### Kindergarten Literacy Information Sessions

- Had two information sessions for the parents of Senior Kindergarten students on November 11, 2020. One more to take place tomorrow evening (November 12th). Presented what the various levels of reading look like at the emerging and beginning stages of reading. Thanks to the Kindergarten teachers for helping host the event.

### Remembrance Day Assembly

- Remembrance Day assembly took place today, which was also streamed through Zoom so parents could watch. Thanks to Ms. Kim and Mr. McGinn for organizing the event, and to the students who read poems.

### Progress Reports

- Progress reports will be sent home next Tuesday, November 17, 2020. The progress report gives a snapshot of where the students are on their learning journey. It does not give traditional grades (e.g. A, B, C, D, etc.) but it has "progressing very well", "progressing well", and "progressing with difficulty" categories. Also, the format of the report is smaller than a full term report. Parents are free to email any questions to their child's teacher.

### Parent/Teacher Interviews

- Teachers have sent out a schedule to parents to sign up for a parent/teacher interview. Interviews are taking place on the afternoon of Wednesday,



# Castlebar Junior School

## School Advisory Council (SAC) Meeting

November 18th, Thursday, November 19th, and the morning of Friday, November 20th. Parents of Ms. Matta's class (formerly Mr. Ellenberger's) will be sent a link tomorrow (November 12th) and it may be decided for this class to have interviews all day Friday (November 20th).

### Spirit Wear

- Working with a company to get spirit wear up and running. The aim is to start selling them in a week and a half. There are three items for sale:
  - **T-shirt** (youth with student name printed \$15; adult without name \$10; adult with name \$15)
  - **Hoodie** (\$25 or \$30; name printed costs extra \$5)
  - **Baseball cap** (\$10; printed name not an option as cost prohibitive)
- Money raised will go to technology
- The vendor will not be able to come onsite to show all the different sizes available. May plan a morning to have a few sample spirit wear items out on a table so parents can take a look. Will find out from the vendor if that is an option. Lindsay Y. suggested asking the vendor for size measurements of S (small), M (medium), L (large) if parents are unable to see samples. Ms. Bellehumeur will ask the vendor.

### Holiday Event/Winter Holidays

- Staff will meet to discuss options for the Holiday Concert and will let Council know. Options include:
  - Making a video and sending to parents
  - Having the concert outdoors
- The winter holiday will start on December 19th and students will return to school on Monday, January 4th.

### Virtual and In-Person Learning

- There will be one more opportunity for families to move from virtual learning to in-person learning and vice versa. If interested, families must let the school know by the deadline of January 29, 2021 and the start date will be February 16, 2021.

### 5. Teacher's Report - Math Manipulatives (Ms. Kim)

- Ms. Kim thanked everyone for the thoughtful signs and treats for Teacher Appreciation Day



# Castlebar Junior School

## School Advisory Council (SAC) Meeting

- Asked when teachers would receive money for much needed math manipulatives.

### 6. Treasurer's Report (Micah M Rodrigues, Aleem Visram)

- Total expenses incurred to date is \$1,938.95, and includes:
  - The teacher' stipend (\$300/teacher). The total allocated amount is \$3,500 and the amount used to date is \$1,626.95.
  - Pizza lunch refund (\$312)
- Other expenses coming up total \$3,678.05, and include:
  - Music equipment (\$300)
  - Outdoor class equipment (\$1,000)
  - The rest of the teacher stipend amount (\$1,973.05)
  - Possible banking expenses (\$405, but may be less)
- As of October 30th, there is \$10,288.48 in the bank. Minus the upcoming expenditures (\$3,678.05), this will leave the Council with \$6,610.43.
- **Aleem to prepare a base-level preliminary budget for next year (Action Item #2).** The Council needs to project what we may need for next year, assuming Covid-19 restrictions are in place similar to this year with limitations in the amount of money and type of fundraisers we can do (e.g. no pizza lunches, etc.). This will help us determine what we have left to spend this year and what we need to retain for next year.
- **Aleem is looking at other credit unions to reduce banking expenses and will discuss options with Ms. Bellehumeur. He will provide more information at the next Council meeting (Action Item #3).** George B. (Co-chair) mentioned to keep in mind that we may be restricted to the credit union used for banking.
- Money for the music equipment was spent; however, it went over by \$21.25. The Council did not have an issue with this over-expenditure.

### 7. Fundraising (Betsy Orlowski, Nadia Douglas)

- Micah R. (Co-chair) reminded the Council to vote for the recent fundraising initiative. We have not reached quorum at this point so it is important everyone votes so the Fundraising Team can proceed with the fundraiser.
- Sarah O. asked if the Council should vote for an event ahead of the meeting or wait to receive more information during the meeting. Micah R. said it depends



# Castlebar Junior School

## School Advisory Council (SAC) Meeting

on the event; in this case, all information was provided in the voting form. Some Council members were not aware they had to vote and thought this option was for members who could not attend the meeting. Micah R. reminded everyone that the by-laws have been updated and all voting will occur by e-mail or electronically.

### Cookie Fundraiser

- Will be planning a cookie dough fundraiser with Terra Cotta Cookie Co. The cookie doughs cost \$13 for 40 drops of cookies and the school receives \$5 for each order. Although there is no set minimum order value, the company encourages a \$500 minimum order for free delivery.
- The fundraiser will start on Monday, November 16th and will end on November 30th. Two weeks will be required to organize the product, and then it will be delivered to the school on December 14th.
- SchoolCashOnline will be used for orders. Catalogues describing the products will be sent home with students. There will also be a communication sent by Paola with a link to SchoolCashOnline and instructions on placing an order. Main difference with SchoolCashOnline versus previous website ordering (e.g. Simply Fundraise) is that each student will have one order for their full group (e.g., friends, families) as opposed to sending out a link to the website and having friends and family order themselves. Simply Fundraise was not doing fundraisers this year so other options had to be explored.
- Families can pick up their orders on December 14th during school time pickup or the orders will be delivered for those families that cannot pick up. The pickup queue will be socially distanced. Depending on the volume of orders, more volunteers may be needed. **The fundraising team to determine by the next SAC meeting if volunteers for order pickups are required (Action Item #4).**
- Lisa G. had an idea of a prize incentive for the class with the highest average in sales. The class will receive a movie in the gym with snacks. The expected cost will be \$25. This cost will be covered without using Council funds. There may also be a prize for the highest earner (3-lb giant cookie).

Meeting adjourned at 7:10 p.m.

### Upcoming meeting dates:

- Wednesday, December 09, 2020



# Castlebar Junior School

## School Advisory Council (SAC) Meeting

- . Wednesday, January 13, 2021
- . Wednesday, February 10, 2021
- . Wednesday, March 10, 2021
- . Wednesday, April 14, 2021
- . Wednesday, May 12, 2021
- . Wednesday, June 09, 2021