

**CAWTHRA PARK SECONDARY SCHOOL (CPSS)
SCHOOL COUNCIL MINUTES**

DATE: Monday, September 24, 2018
TIME: 7:00 – 8:00 PM
LOCATION: Cafeteria

ATTENDEES: See attached attendance list

1. Welcome – Yvonne

Discussion:

- Welcome to the approximately 50 parents that attended school council meeting.
- Each parent introduced themselves while identifying which grade their student is in.

2. Election of School Council Members and Executive – Leslie

Discussion:

- Co-Chairs and Secretary positions must be elected during this meeting.
- 11 Parent Representatives have been acclaimed into voting positions as they were the only ones who completed the Parent Representative Form.
- These people include: Leslie Buckle, Anju Dhawan, Nancy Simpson, Kim Doherty, Lesley Wilton, Sandra Halford, Noel Hooper, Peggy O'Neill, Heidi Amponsem, Natasha LaKhan, Alison Waugh-Sunico.
- Other Reps on School Council include: Yvonne Everard-Parr (Past Parent & Community Rep.), Terry Whitmell (Principal), Sarka Kubelikova (Teacher), and a student rep (TBD)
- A mixture of voting and non-voting parents is critical to provide diversity and a voice for dissenting opinions.
- School Council Chair cannot be a paid employee of PDSB. Lesley W disclosed that she is an occasional teacher for the Peel elementary panel.
- Leslie B is stepping down as Co-Chair this year. In the interest of promoting succession planning, Leslie is not going to stand for re-election this year. Yvonne declared her interest in remaining as Co-Chair. Also looking to elect into the Secretary position.
- Duties of Co-Chair include: plan meeting agendas with input from School Council members and Principal, lead School Council meetings and events, prepare reports, provide leadership and strategic direction as it relates to the School Council, consider budget implications when planning School Council functions, etc.
- One parent expressed interest in assuming the Co-Chair position; however, she is not one of the acclaimed Parent Reps. so she was encouraged to run for Parent Representative and then the Co-Chair position next school year.
- As no other Parent Representative present at the meeting declared interest in taking on the vacant Co-Chair position, Kim D. who was not present, but had expressed interest in running for Co-Chair was **acclaimed** into the vacant Co-Chair position. Yvonne will also remain as Co-Chair **by acclamation**.

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- Anju will remain as Secretary **by acclamation**.

Action:

- One parent provided feedback that the Parent Representative Form is unclear in its purpose and intent – suggestion to have this parent and a co-chair work on revising this Form for increased clarity.

3.0 Principal's Report – Terry

Discussion:

- Staffing changes: Vice Principal Jeff Bertrand has left CPSS. John Chalmers has replaced Jeff as Vice Principal. Stafford Lowe remains as Vice Principal.
- 30 additional students enrolled at Cawthra beyond projected numbers. Current enrollment is about 1300 students.
- One new teacher will be hired on October 25.
- Independent Learning Centre (ILC) facilitates students completing a course that isn't offered during the school year. Mr. Kresnik will be moving to the ILC.
- Note that no summer school will be held at CPSS in summer 2019, thus air conditioning will be repaired during this time.
- Professional Learning Day is on October 5. Focus for teachers will be PDSB goals and expectations, E3 (empowering modern learners, equity with We Rise and indigenous initiatives, engage in math largely for elementary students as well as exploring how teachers can broaden student assessments in class.
- Inaugural Welcome BBQ was funded by CPSS School Council. Overwhelming support to continue with it for the 2019-2020 school year as well.
- October 16 is Parent Teacher Interview Night. From 6:30-7:30 PM, there is an informal meet and greet event in the gym and from 7:30-9:00, parents can schedule one on one meetings with the teachers.
- Also on October 16, CPSS School Council is hosting Lynda Stockwell who will speak about common mental health issues in the teen years. Event begins at 7:30 PM.

4.0 Other Business Update – Yvonne

Discussion

- [Parents Reaching Out \(PRO\) Grant](#) for 2018-2019 school year has been written and submitted. CPSS has received grants for the past 12 years. Awaiting response from the Ministry of Education.
- CPSS Open House to be held on October 29. Information sessions will be held at 6:00 PM, 7:00 PM and 8:00 PM. Anne and Yvonne will be representing CPSS School Council at an information table and will be available for questions by parents attending the sessions. Neighbouring schools will also be invited to

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- Cawthra to view a performance. Cawthra students will also participate in a roadshow as they begin visiting schools to showcase Cawthra's arts programming.
- [Fair December](#) is a Craft and Gift Show that is held at CPSS as the school's major annual fundraiser. Over 70 artisans, businesses and vendors will be on hand with unique and handmade crafts and gifts. A silent auction is also a part of this event. Admission is \$5.00 for adults and free for seniors and children under 16 years of age. Last year, over 1500 attended Fair December.
 - Anne Roe, past parent and previous Community Rep. is the Fair December Fundraising Coordinator. Held during the first weekend of December, this year it will be held on December 1 and 2, 2018.
 - Fair December is held in collaboration Queen Elizabeth Senior Public School. QE School Council will be serving food and beverages on both days. A portion of the funds raised are shared with Queen Elizabeth and donated to the Compass Food Bank. Last year, approximately \$4400.00 was donated to the Compass Food Bank. Vendors also donate 15% of their earnings to CPSS.
 - Last year, CPSS School Council worked with the CPSS administration and teachers to determine where the fundraising money would be best spent. Some areas that the money helped to fund include: oak benches for the school foyer, breakfast program, microscopes, photography background screen, microphones, etc.
 - Volunteers required for Fair December. Anne will be sending a call out in the next few weeks.
 - Anne is also looking for donations to the silent auction. Please let Anne know about any donations you have (e.g. baskets, movie tickets, restaurant gift cards, etc.). Vendors are also donating items for the silent auction.

5.0 New Business – Yvonne

Discussion

- No new business or questions from members identified.

Action:

- Following the meeting, Terry is taking parents on a school tour.

6.0 Adjournment – Yvonne

- Meeting adjourned at 8:00 PM.

Next Meeting

- October 22, 2018, 7:00 PM, CPSS Library