

Hawthorne PS School Council

Minutes of Meeting held on
Tuesday, 12 April 2016 at 7:00 p.m.

1. **Attendees** –Mary Conroy (Principal), Paul McAnany (Vice Principal), Brigitte McGuey-Tuinder (Council Chair), Michele Simpson (secretary), Susan Redding.
2. **Review and approve minutes from last parent council meeting March 2016** – approved by consensus.
3. **Treasurer’s Report** – Nothing has changed, account remains the same. An appointment made to change signing officers, needs to follow up with Nik to sign a letter removing him from signing authority.
4. **Principal’s message** – see attached report and **Secondary School Program Review**.
5. **Review of Topics that needed follow up from last meeting**
 - a. **Survey** – Want to finalize today for distribution at the end of the week. Changes included – Section 1 – Communications – 8 items total – only 3 questions to remain. Section 2 – Information sessions – will keep all and change a few wordings. Section 3 – School Council Activities – will remove activities that do not pertain to our school area and include a request for parents’ email address. Action – Brigitte will send out by email by tomorrow evening for approval by Council by end of the week.
 - b. **Community cupboard** – Motion to purchase crocs priced at \$6.78 each including tax, total \$67.80. Approved by consensus. Totes approved last meeting for \$76.75 – purchase will be made once signing officers are changed at the bank and brought into the school.
6. **Principal Profile** –To finalize rough draft tonight and resubmit by Friday, April 15th to Mary for the Board office.
 - a. **Leadership** – Remove 2nd sentence and reword the last paragraph to end with “interacting with the entire school community”.
 - b. **Commitment** – Remove 2nd sentence.
 - c. **Education** – Remove 1st sentence. Reword 2nd sentence to begin – “Our principal would have knowledge of ...” and remove the rest of the sentence from “such as inclusive ...”. New sentence - In addition, experience with community services that support learning would be an asset. Replace “program delivery” with “instructional practices”. Remove sentence beginning “Hawthorne’s principal should ensure teachers ...” and move to subsection of Communication with staff.
 - d. **Interpersonal Skills** – remove subsection.
 - e. **Communication with Students** – reword 1st sentence to read: “The Principal should enjoy engaging with students and be accessible and visible to the student body.” Reword 2nd sentence to read: “the students should feel their principal is approachable.”
 - f. **Communication with Families** – remove 3rd sentence beginning “Parents at Hawthorne ...”. Change all instances of “parents” to “families”.
 - g. **School Council** – create new paragraph beginning “The School Council gives insight to the community and how it responds or interacts with the school. The Principal seeks dialogue with the school council to support the school’s needs.” Move sentence from Administration beginning “As far as possible, the Principal should consult the school council on issues such as safety, school programs and activities.”
 - h. **Communication with staff** – reword 1st sentence to read – “our principal will recruit effective staff and share with them the Hawthorne vision. The Principal facilitates academic excellence by maintaining high expectations and providing professional development opportunities.”
 - i. **Communication with the Community** – to keep this paragraph as is.
 - j. **Administration** – reword 2nd sentence to end at “..the community.” Remove the sentence beginning “As far as possible...”. Next sentence should be “there should be a willingness...”. Remove 2 last sentences and replace with “The principal should be ready to have discussions with the school family on any provincial/board level changes.”
7. **School Purchases with fundraiser money** – Total amount from Pleasant Park Book Fair was \$1187. Approved from last meeting:
 - a. 2 Chrome books \$620 including tax – already purchased.

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- b. Projector bulbs - \$194 + tax – remove motion to approve so that we can compare prices on Amazon vs school Vendor. Will submit new motion to approve funds at next meeting.
 - c. Scientist in School – approval last meeting was to spend \$180 which we were hoping to include in the PRO Grant for education week or an open house.
 - d. Remainder (~ \$417) was to go to Scholastic Book Club with help of Librarian.
8. **Elmdale School Council Proposal** – Needs to be submitted by April 15th. RAISE is a level of prioritization of schools based on the surrounding community's economic/educational status. A number of schools are on a RAISE index. Hawthorne is a RAISE school. Projects that they can help with are nutrition break activities (including outdoor equipment and indoor classroom games. Dollar range - \$500-\$1500.
9. **End of Meeting** – Meeting adjourned for 8:35 p.m. Next meeting date: **Tuesday, May 10th, 2016 at 7:00 p.m.**