

École Viscount Alexander
Advisory Council for School Leadership (ACSL) Monthly Meeting
Monday, June 9, 2014 (following AGM)

Attendees:

Neil Arnason	Shannon Tipping	Carol Steele	Tatiana Gericke
Peter Ward	Mélanie Barnabé	Barb Cahoun	
Chris Lepa	Marcia Fonseca	Annette Bonneteau	

Regrets: Vanessa Nowostawski

Minutes of the June 9, 2014 ACSL Meeting

[as amended and approved at the meeting of September 8, 2014]

1. Introductions and preliminaries
 - a. Approval of agenda
 - i. Motion to approve - Annette B moved to approve the agenda, Marcia F seconded, all in favour – yes, approved.
 - b. Approval of ACSL minutes from May 12, 2014
 - i. Motion to approve – Peter W moved to accept amended minutes, Barb C seconded, all in favour – yes, approved.
2. Old Business
 - a. No old business to discuss
3. Good news sharing
 - a. Eric Bissonnette is moving to teach in Grade 8
 - b. Basketball hoops and tether ball are up, kids are loving it and lined up to play tether ball
 - c. It has been noticed that children are now playing on the school ground on the weekends along with more families now enjoying the school grounds as well
 - d. The provincial grant was very positive announcement for the school
4. Chair's Reports
 - a. Neil will attend the final school assembly and will have some PAC awards to hand out to students including:
 - i. The ACSL academic award (awarded to the student who demonstrated academic leadership among students).
 - b. The Manitoba Association of Parent Councils (MAPC) handbook will be put up on the website for people to review. It details how to create or restart a PAC, governance and meeting issues, financials and fundraising. It includes a model constitution.
 - c. Neil will work with Shannon to ensure the proper staffing levels are reached for the Lunch Program. Advertisements will be placed for lunch supervisors in August.

5. Principal's Report
 - a. The principal indicated that it was a very good school year with lots of exciting plans for the upcoming 2014/15 school year. A detailed Principal's report was handed out (see Appendix A attached at the end of these minutes) and reviewed by Shannon.
6. Treasurer's Report
 - a. There is one further milk payment to process along with expenses to be paid from the milk spirit week.
 - b. Balances: in the PAC sub-account \$3720; in the Milk subaccount \$3466.
7. School Ground Transformation
 - a. The School Ground Transformation committee is always looking for new members. We have some fresh co-chairs however please come and join our committee, volunteer and share your ideas.
8. Music Report
 - a. The June Band newsletter was presented to the meeting (see Appendix B)
9. Lunch Program
 - a. In looking at the overall budget including costs per month, training hours for first aid, fire and safety, supplies for the program, miscellaneous items such as office supplies, cutlery, KD, the budget is currently at \$33,914.02. This is higher than previous years due to increased lunch program staff levels. It is proposed that lunch fees will need to go up to cover the additional Lunch Program costs ensuring there is proper coverage to run the program effectively.
 - b. There is a desire to give 'step' incentives to lunch program staff to retain staff and to give raises to staff to be competitive with what other schools are paying. Our school is at the very low end for overall lunch fees currently costing 69 cents per day / \$80 per year.
 - c. We want to eliminate the current high turnover in lunch staff. It's chaotic with the high turnover and we need to look at staff retention through paying more competitive lunch staff wages:
 - i. Shannon researched the pay rates at each school and the steps at each school broken down by supervisors and coordinators. We aren't paying the lowest but we aren't paying that well either.
 - ii. It is agreed we need to pay a competitive fee to maintain staff retention, to maintain consistency and established routines.
 - iii. It is ideal to have parents working as lunch coordinators by providing incentives such as a discount on the lunch program fees for your child if you work as a lunch a coordinator.

- d. Motion was raised to increase the annual lunch fees from \$80 to \$130 per year as outlined in page 2 of Tatiana's Projected Lunch Program Costs Report for 2014-2015 *(attached as Appendix C)*.
 - i. Neil A moved to approve, Peter W seconded, all in favour – yes, approved.
 - ii. The new fees take the PTSD subsidy into account along with the \$5,000 surplus.
 - iii. It is important to note with the increased lunch fees that this is considered a child care expense that can be claimed on personal income taxes. Neil and Shannon will work together in how to communicate the increased lunch program fees.
 - e. A suggestion was made by students to get a canteen going in the school. Shannon has asked students to write a proposal as to how to get it going and how to maintain it.
10. Pizza Program
- a. No Report
11. Milk Program
- a. All good
 - b. There will be no milk the last week of school.
12. New Business
- a. Peter suggested as a reminder for teachers to bring forward proposals for funding requests that can be reviewed and approved. It is suggested we put a form up or develop a form so teachers can populate a request for funding. Neil will look in to this.
 - i. It was also suggested to review the funding proposals twice a year. Neil will take under advisement for next year.
13. Meeting Adjournment
- a. Marcia F moved to adjourn the ACSL meeting, Neil A seconded the adjournment, all in favour – yes, meeting adjourned.

Appended:

- A. Principal's PAC Report, June 2014
- B. June Band Report
- C. Projected lunch program budget for 2014-15



ÉCOLE VISCOUNT ALEXANDER

AMBASSADEURS DU FUTUR ...

810 Waterford Ave Wpg, MB R3T 1G7
Phone: 204-452-8945 • Fax: 204-474-5131
www.pembinatrails.ca/viscountalexander

Principal's Report June 9, 2014

Highlights of Last Month:

Track Meet: Our school and divisional track meets went very well. The weather cooperated and the students had a great time.

Band Concert: Mme Nowostawski and all of the jazz ensembles, Grades 7 and 8 bands, along with the percussion ensemble put on a fabulous night of music on May 21. We look forward to the Jazz Cabaret later this month.

Pizza Day: Pizza day this month will be on June 12.

Use of new outside equipment

Students have been using all of the new equipment outside. The tulips and blooms on the trees have beautified our school grounds area. Thank you to our SGTC committee for all their hard work. We look forward to working with the committee as they continue their work.

End of the Year Activites:

Class lists/Schedules: Class lists and schedules have been started for next year. Our resource team have been participating with the class lists with our transition schools (Crane, Bonnycastle and St. Avila) to accommodate student needs and creating balanced classes. These meetings take a lot of time to ensure balance. Teachers also ask students for friends that they would like to be with the following year. We try and ensure that there is at least one student in their class. The class placement will be indicated on the report card.

Report Cards: Teachers will be writing report cards on June 13; there will be no classes. Report cards will be sent home with your child at 3:20 pm on June 26. This is a regular scheduled day at school and some teachers have organized special activities for the end of the year. Should you wish your child to leave early, please communicate this in writing to both the child's teacher and the office. The end of the year report cards will be printed and sent home with your child on June 26.

Grade 8 Farewell: Students in Grade 8 have worked with a staff coordinator to plan and organize the grade 8 farewell event. The Grade 8 students chose to have a dinner and dance for their farewell evening. This will take place at the Holiday Inn on Pembina the evening of June 24. Tickets will be \$35 and each family has 3 tickets available.

Volunteer Tea: We have organized a volunteer tea for all parents and community members that have assisted with various projects during the year. The invitations will be distributed by email and hard copies delivered by students. The tea will include prizes and cards by the craft club, jazz ensemble performing and tea and treats for those that attend.

Yearbook: Information has been sent home about yearbooks. The cost is \$16.00 each. The final submission goes in on July 14 so the books will not be printed until July. They will be distributed in September. Students had asked for a yearbook at the beginning of this year so we hope that this will be continued next year if there is a good response.

Waterslides: Our school will be attending the Fun Mountain on June 25. Information about this excursion will be sent home in the near future. The school has paid for the buses for this excursion for Grades 5 and 6 students. Grade 7 and 8 students may want to stay longer and therefore can carpool with other parents to and from the waterslides.

Farewell/Award and Celebration Assembly: On June 26 we will be having a celebration assembly where we will be recognizing students for their individual accomplishments, as well as sharing videos prepared by students about our various programs in the school. We will also be acknowledging our staff that will be leaving next year.

PD Day – June 27: On June 27 there will be no classes for students. Teachers will be organizing and transitioning for next year. This year's teachers have completed transition sheets and will share the information about each child to next year's classroom teacher.

Community Report: Our community report that summarizes our work this year and how we have accomplished our school goals that were shared in October. This report will be distributed to the community once completed.

Summer projects:

- Painting: We will be having the gym, art shelves, and back hall by music room, stairs and multipurpose area painted over the summer.
- Bulletin Boards: Our bulletin boards will be either painted or replaced for the fall. We will also be having several white boards changed in the classrooms.
- Technology: We have purchased more mini ipads with our school budget to have additional devices accessible for students.

Next Year Planning:

Staffing:

a. Staff that will be leaving this year:

- i. Mme Huot – Grade 8 teacher will be leaving on maternity leave.
- ii. Mme Bevan – Half time Grade 5 teacher will be leaving on maternity leave.
- iii. Mme Hill – Half time Grade 6 teacher.
- iv. Mme Blair – Educational Assistant will be moving to BC with her family.
- v. Mme Stangl – Creative Arts Educational Assistant has accepted a position with Odyssey and will be moving to a new position next year.
- vi. Mme Gericke – Lunch Coordinator will be continuing with her library studies.
- vii. Lunch Monitors – Several of our lunch monitors (Jalyana, Firdous, Mme Blair, Mme Stangl will not be returning next year.)

We want to thank all the staff for their contributions to our school and working with our students.

b. Staff who will be joining us next year:

- i. Mme Laflèche-Turnbull – Mme Laflèche-Turnbull has taught Grades 1-6 and has experience at Ecole Dieppe, Ecole St. Avila and is currently teaching at an international school overseas. She will be joining our staff teaching Grade 5 next year.
- ii. Mme Proulx – Mme Proulx will be part time Vice Principal and half time resource next year. Mme Proulx has teaching experience in both Manitoba and Ontario and has worked as Vice-Principal at Ecole St. Avila for the past three years.
- iii. M. Adam – Mr. Adam will be teaching part time in the area of Physical Education and Health. He is currently teaching at Westdale School working with students in Grade 7-9.

c. Change in assignments:

- i. Mme McMahon will be teaching part time Grade 8
- ii. Mr. Bissonnette and Mr. Monin who will also be teaching with our Grade 8 team.

d. Additional Information:

- i. We are currently awaiting confirmation about the school division of our EA assignments for next year.
- ii. We will be interviewing for lunch supervisors and a coordinator in the near future. Our hope is to have this organized for the start of the new school year.

Calendar for 2014-2015: Please find attached a calendar for next year. I would like to include ACSL/SGTC dates so that we can include these on our website calendar and our school calendar that will be shared with parents.

Fundraising next year: I would like to coordinate efforts for next year and communicate with parents and families the various fundraising events and the purpose of the fundraising.

Agendas: To assist with teaching students organizational skills, we are investigating the possibility of ordering agendas for all students next year. Some students use technological devices and we have information on-line; however, we are finding that students are not using these consistently. The cost would be \$4.00 per student.

Old Bikes/Bike Parts: If anyone has any old bikes, bike parts that they are not using and would like to donate to the school, could you please contact Mme Tipping. We are looking into having a hands-on workshop for next year and were thinking of having a bike repair workshop.

Thank the École Viscount Alexander Community

I would like to personally thank the ACSL committee, parents and community for their assistance, feedback and support this past year. I look forward to our continued work next year.

Office will reopen on August 25. School will start on September 3.

Upcoming Dates:

- June 12 Jazz Cabaret
- June 13 Divisional PD Day – Report Card Writing
- June 24 Grade 8 Farewell Dinner
- June 25 Fun Mountain
- June 26 Farewell/Awards Ceremony
- June 27 PD Day – Transition planning
- Aug 25 Office reopened

- Sept 2 PD Day – no classes
- Sept 3 Return to School
- Sept 19 & 22 Strong Beginnings – by appointment



810 Waterford Avenue Winnipeg,

Manitoba R3T 1G7

June Band Newsletter

June 5, 2014

Dear Parents and Guardians:

Final Band Concert

Congratulations to all students who performed in the final band concert in May. Your performance was exceptional and was amazing to see how much you have progressed since the beginning of the year. Thank you to all of the parents, friends, and family members who came out to support the students.

Manitoba Provincial Junior Honour Band

Congratulations to Noah Bailis, Jenna Mitchell-Dueck, Nadia Gill, Jack Zonneveld, Nelson Hiebert, Emily Hunt, Micah Kroeker, Nolan Ward, and Adam Steel who performed in the Manitoba Provincial Junior Honour Band in May. Along with 70 other students from across Manitoba, they rehearsed with a guest conductor over a period of three days and performed with the Intermediate Provincial Honour Band as well as the Winnipeg Symphony Orchestra.

Band Scholarship and Awards

Congratulations to Callum Ross, Keely Ross, Aidan Labossiere, Alex Beckstead, Sophie Lucas, Alex Henderson, Larissa Scott, Noah Bailis, Zach Dueck, Jack Zonneveld, Max McCallum, Nolan Ward, Nadia Gill, Jenna Latimer, Meghan MacDougall, and Sebastian Selver who were selected to receive scholarships to attend the Manitoba Band Association Summer Band Camp. Congratulations also to Anais Towers-Lussier, Aidan Labossiere, Micah Kroeker, and Nadia Gill who were presented with the Canadian Band Association Distinguished Band Member Award.

Jazz Band 2014-2015

Jazz band auditions are currently taking place. Results of the auditions will be posted Friday, June 6 at the end of the day.

Principal: Shannon Tipping

Phone: 452-8945 Fax: 474-5131

viscountalexander@pembinatrails.ca

Jazz Cabaret-Thursday, June 12

All jazz students will perform in EVA's first Jazz Cabaret on Thursday, June 12 at 7 pm. The students are asked to pre-sell as many tickets as possible by Thursday, June 5 although tickets will be available at the door. All tickets are \$5.00. Children 5 and under are free. Cake, coffee, and juice will be served. The cabaret will feature all three ensembles, our jazz combo, and Massey's Intermediate Jazz Band.

Jazz Community Tour and Wind-Up-Thursday, June 19

Morning and Atelier Jazz will be taking part in a small community tour on Thursday, June 19. We will begin at Ecole Crane followed by Meadowood Manor. We will finish with a celebration lunch at Boston Pizza and bowling at Coronation Lanes. An itinerary has been sent out. I will confirm all of the details next week.

Instrument Rentals Through the School (i.e. Tuba, Euphonium, Bari Sax, Tenor Sax, Bassoon, Trombone, Alto Sax, and Bass Clarinet Players)

Accord Music will be coming on Friday, June 20 to pick up our instruments for summer repairs and cleaning. Students who rent instruments through the school need to bring their instruments that they keep at home no later than **June 18**. Mouthpieces also need to be returned at this time. Special arrangements may be made for those attending band camp during the summer.

For Everyone Else...

Whether you have purchased or rent your child's band instrument, it is always a good idea to bring his/her instrument to Long and McQuade for a cleaning. Over the school year, food from the students' mouths gets trapped in the instrument which can lead to mold growing inside of it (yuck!). As students will not be playing over the summer, this is an ideal time to do this and to ensure that their instruments are in good shape for the fall.

Thank You!

To the, Band Parent Committee, thank you for all of your help this year. You have made my job so much easier by taking care of all of the little details that make this program a success. To the teachers, thank you for your flexibility and support throughout the year. Thank you for chaperoning and supervising concerts, festivals, and camps. To the administration and secretaries: thank you for your ongoing support of the music program and your willingness to help out in any way you can. Finally, to the students, it has been absolute pleasure teaching all of the students. I look forward to teaching the kids every day because they are such caring, respectful, and passionate about making music. We truly have something special here at Viscount and I feel so lucky to be a part of it. I wish the grade 8 students all the best at Vincent Massey and hope that they visit in the future. I can hardly wait to start my second

year with the grade seven students next year and know it will be just as great as the first! I wish everyone a restful and fun-filled summer. All the best!

Vanessa Nowostawski

ÉVA Band Events Calendar

2013-2014

Thursday, June 12

Jazz Cabaret

Wednesday, June 18

All home instruments need to be returned
to ÉVA

Thursday, June 19

Morning and Atelier Jazz Community Tour

Projected Lunch Program Costs for 2014-2015

Month	Number of School Days	Cost Per Month*	
September	18	\$ 2,849.22	*Based on a daily rate of \$158.29 where 7 lunch supervisors earning \$15.50 p/hr work a 1.25 hr shift for a total of \$19.38 per supervisor per shift, and one lunch coordinator earning \$18.10 p/hr works a 1.25 hr shift for a total of \$22.63 per shift. Current shift is from 11:15 am to 12:30 pm.
October	21	\$ 3,324.09	
November	18	\$ 2,849.22	
December	15	\$ 2,374.35	
January	20	\$ 3,165.80	
February	18	\$ 2,849.22	
March	19	\$ 3,007.51	
April	18	\$ 2,849.22	
May	20	\$ 3,165.80	
June	21	\$ 3,324.09	
Total basic cost	188	\$ 29,758.52	
Additional Coordinator Hrs:**	160	\$ 2,896.00	**Based on a maximum 4 additional hours worked from home on lunch program business per week at the coordinator rate of \$18.10 p/hr over 40 weeks of school.
Additional Staff Hours:***	49	\$ 759.50	***Based on max. 7 additional staff training hours (new hire training, first aid, emergency preparedness, etc.) per supervisor per school year at \$15.50 per hour.
Miscellaneous supplies:		\$ 500.00	Lunch program supplies, such as cleaning supplies, plastic cutlery, small supply of oatmeal or Kraft dinner packages for students who forget lunch, etc...
Grand Total:		\$ 33,914.02	
Minimum per student lunch fees 2014-2015:		\$ 128.46	Based on an estimated 264 students participating. This rate would maintain status quo.
Additional Costs for Proposed Step Increases for Staff and Pay Increase for Coordinator			
Pay Increase to \$19.50 p/hr for Lunch Coordinator:		\$ 574.00	Based on additional \$1.40 p/hr at maximum 10.25 hrs per week, 40 weeks per year.
Step Increase for Returning Supervisors:		\$ 1,028.00	Based on possible 4 returning supervisors at additional \$1.00 for first

Projected Lunch Program Costs for 2014-2015

Month	Number of School Days	Cost Per Month*	
September	18	\$ 2,849.22	*Based on a daily rate of \$158.29 where 7 lunch supervisors earning \$15.50 p/hr work a 1.25 hr shift for a total of \$19.38 per supervisor per shift, and one lunch coordinator earning \$18.10 p/hr works a 1.25 hr shift for a total of \$22.63 per shift. Current shift is from 11:15 am to 12:30 pm.
October	21	\$ 3,324.09	
November	18	\$ 2,849.22	
December	15	\$ 2,374.35	
January	20	\$ 3,165.80	
February	18	\$ 2,849.22	
March	19	\$ 3,007.51	
April	18	\$ 2,849.22	
May	20	\$ 3,165.80	
June	21	\$ 3,324.09	
Total basic cost	188	\$ 29,758.52	
Additional Coordinator Hrs:**	160	\$ 2,896.00	**Based on a maximum 4 additional hours worked from home on lunch program business per week at the coordinator rate of \$18.10 p/hr over 40 weeks of school.
Additional Staff Hours:***	49	\$ 759.50	***Based on max. 7 additional staff training hours (new hire training, first aid, emergency preparedness, etc.) per supervisor per school year at \$15.50 per hour.
Miscellaneous supplies:		\$ 500.00	Lunch program supplies, such as cleaning supplies, plastic cutlery, small supply of oatmeal or Kraft dinner packages for students who forget lunch, etc...
Grand Total:		\$ 33,914.02	
Minimum per student lunch fees 2014-2015:		\$ 128.46	Based on an estimated 264 students participating. This rate would maintain status quo.
Additional Costs for Proposed Step Increases for Staff and Pay Increase for Coordinator			
Pay Increase to \$19.50 p/hr for Lunch Coordinator:		\$ 574.00	Based on additional \$1.40 p/hr at maximum 10.25 hrs per week, 40 weeks per year.
Step Increase for Returning Supervisors:		\$ 1,028.00	Based on possible 4 returning supervisors at additional \$1.00 for first