

**Katimavik School Council Meeting**  
**Thursday, January 24, 2013 at 7:00pm in K.E.S. Library**

**Attendance:**

Teri MacDonald	Kathy Dillon
Claudette Nyenhuis	Marcia Goodfellow
Sheila Ball	Rebecca Leclair
Chantal Kaye	Chantal R. Haines
Carla Backmeier	Jenny Moore
Irene Jaroszuk	Patra Beaulieu
Wendy Jewell *	Karen Bell-Cardinal
Harry de Roo *	

\*non-voting members

**Agenda**

1. Welcome (1 min)
2. Approval of Agenda (2 mins)
3. Approval of Minutes of last meeting (2 mins)
4. Chair's report: Claudette Nyenhuis /Teri MacDonald (15 mins)
  - Rink - update
  - Holiday Elves – update
  - Pizza Day / Pita Pit – update (Jenny)
5. Principal's Report – Transition update Wendy Jewell (30 mins)
6. Teachers' Report Kari Sparkes/Chantal Haines (10 mins)
7. OCASC report (20 mins)
8. Treasurer's report – Irene (20 mins)
  - request for funds \$200.00 for used books
  - request for funds \$1000.00 end of the year BBQ
9. Approve Principal Profile (5 mins)
10. New Business (5 mins)
11. Adjournment – next meeting: Thur. Feb 28<sup>th</sup> 2013 (20:50)

**1. Welcome - 7:05pm**

**2. Approval of Agenda**

-Entertainment book money and Book Fair date was added to item 10 under "New Business"

**3. Approval of Minutes from last meeting**

Amendments:

- "a practice lockdown without pre-preparation would be required" to be changed to "a practice lockdown with pre-preparation would be required."

-1/3 took the training in a session and 2/3 are completing it on their own and the programs

\*Motion was made to approve with changes. Motion was seconded.

**4. Chair's Report – Claudette Nyenhuis**

-The ice rink is up and running and has been since the end of December. The ice is great! Solomon and

his team have been working well together, and we have already received the first instalment from the city. Rod MacLean has dropped off the money and was really happy with the work that's been done.

-Holiday Elves: there was really good response. *Thank you to the parents, teachers, students and school council for making it happen.* There was a couple that came with minivan, and another couple came back with the first couple providing another minivan to haul the charity items.

-Update of Pita Pit and Pizza Day from Jenny Moore: Pizza is all done except for a few orders. Last term we sold 547 slices this term there are 491 slices, which brings us just shy of \$7,000 profit.

Pita Pit: approximately 130 pitas per week were ordered already so we will receive a \$500 cheque to go towards the music program. If everyone is satisfied with the pitas, then we can continue with having Pita Pit delivered every Friday instead of just every second Friday. If so, \$400 to \$500 per month or roughly \$4,000 - \$5,000 could go to the music program. Pita Pit will come on Friday and put the food in the kitchen. Volunteers would be needed from 12:30-12:50pm, and one kid per class can come in a pick them up. Kids come at 12:45pm.

Claudette is available to help Jenny for the first Friday.

Pita Pit will be delivered up until March Break, then if we would continue beyond there would be another \$2,000 coming in after break.

They will bring a few extras per week for children who forget their lunches.

Money goes to Andrew (Pita Pit) via a red box in the office. There was a box full of random envelopes for the pita orders. If teachers would keep payments together in an envelope for their classes, that would help Jenny with handling the cash.

Feb. 6 is when the new pizza orders start.

\$500 each week comes from (120-130 pitas per week). We receive \$1 profit per pita.

\*All members were in favour of profits going towards the music program.

Next year when schools merge, Jenny will send a survey to students to pick which types of pita they would like. There are many choices.

## **5. Principal's Report - Mme. Jewell**

-W.E.L.L. (*Well-Being, Education, Leadership, and Learning*) Being. Regarding the lockdown, we haven't done it because it occurred during the Newtown incident. It wasn't the right time. It needs to be completely separate from current events. We may or may not do a surprise lockdown but it would take place later in the year. We need to learn about what to refine.

-The Ministry is looking at security in schools, i.e. which doors to lock and which not to lock. We will be responding to the information as it comes out. We're not aware of a target yet.

-The outdoor rink gets great use. It's a wonderful thing that we have. *Thank You, Solomon and council for undertaking that!* It's a healthy, active, Canadian way of life.

(Kathy Dillon shared that on rinks.ca, anyone with an ice rink across the country can go on their blog and help gauge climate change. Rinks help measure climate change. Our rink could be used for that and could be educational for measurement.)

-OCDSB has a temperature protocol for extreme weather and we follow that. It's not a hard-and-fast cut-off but rather a combination of windchill factor and weather. We pay close attention to it and check temperature before recess and determine at that time whether it'll be half-recess or not. It does help kids to go outside, but we won't do anything risky. We will make sure that get kids outside when we can.

-Terms of engagement; transition to next year. We are really thinking about that in everything we do. There is a site-based Transition Team made up of a group of parents, teachers and students of schools in our immediate area. The transition team met last week on Wednesday and discussed how we got to this point and the Planning Department is getting ready. There will be a letter going out regarding what grade and program structures will be. It was placed in the teachers' mailboxes today. The team will be communicating directly with certain parents who have a one-time option. Parents who live in GC1 moving to Castlefrank ES and Katimavik ES, kids will have the option to go to John Young. They are already on full-day kindergarten while CES. There will be an option.

The finance and purchasing department laid out initial thinking around budgetary issues. We are learning as we go. When new school opens, there is extra funding to help with extra programming such as learning materials. It is a small portion given on a per-pupil basis. The amount is unknown.

Human Resources laid out the hiring process to follow the typical procedures used every year. However, it's hard to follow the typical process in this non-typical situation. Vacancy list opens on May 1.

At the Wednesday meeting questions and ideas were discussed. What is our mandate going to be about and how to get kids ready for the move? Everyone brainstormed a list and items will be discussed further on Monday afternoon. Everyone will take responsibility on different pieces.

Connection with staff and connection with kids themselves: once they decide, they will announce. We're not there yet but we will be soon or at next meeting.

(Q: Is the Transition Team taking into consideration the kids that are in grade 1 now? A: Yes.)

Our grade 1 will go to CES for grades 2-3, dual track. We are going to become a grades 4-8, dual-track school eventually. Next year, grade 3 will stay here.

Registration: office administrators are working on transfers and registrations. There will be a double-faced form. Kids moving will have to register again.

-OCDSB revised its volunteer procedures and they are posted on the website. There is a process put in place for parents in the community, members of school or regular people from the community to run

school activities without supervision of staff. It includes an interview with a coordinator, reference check and attendance at a training session. It's about a 1.5-hour-long session outlining responsibilities we have as educators to ensure the health and safety of students. Two parents in our community approached Mme. Jewell to help with extra-curricular activities and they are currently going through the process. They will receive training towards end of the month.

Extra-curricular haven't continued at our school yet. These parents are helping with that.

-Internal Leadership-leadership team is getting together to look at school improvement. Focus: Point-of-view. Looking at what to change for the 2<sup>nd</sup> semester: One team decided we need to revisit instead of moving forward beginning next week.

Ontario leadership framework is developed by the Ministry; develop school improvement and list of indicators for effective leadership based on practices in other jurisdictions and private sectors.

-Teacher performance appraisals; 5 domains and indicators for effective teaching. We are held to them in terms of leadership. Working with Olga Gregoriev on soliciting input on performance and provide feedback via a 360-form that will provide data to be assessed. Perhaps it would be handed out to parents and students in the community.

Learning school improvement plan is underway and will use data to refine. Grade 8s are getting lots of visits from high schools; option sheets for their grade 9 setting. Our kids are going in various directions (schools).

Report Cards go home on February 6.

(Q: Safe Swim program. How come our Grade 3s are not part of it? A: Because it's still in discussion and the program is full. Swim to Survive is a free program initiated by the Ministry that teaches kids about safety around water. It holds three separate events at the end of each month and circulates through different schools.)

Mme. Jewell will double check the information.

(Q: International Languages program: Would we consider doing it with older students next year? It's free. We do have to provide the space in school. It would be held twice a week after school for 20 weeks.

A: It will be considered.

-Kids from Castlefrank might have done it before and might want to do it again. Sheila's son had a good experience with the program in the past.)

## **6. Teachers' Report – Chantal Haines**

-Santa came early and left presents for the teachers! New projectors and Ladybugs were given to teachers, and they have already been using them for teaching patterning in Algebra and logic blocks projected on white board. Grade 8 has also used them. Kids teaching kids: Grade 8 kids came to each

class room and taught about bully prevention and gave workshops to the kids. Hands-on activities; Bully Jeopardy. Ladybugs projected a song. It was a beautiful, powerful presentation.

100 Day - 100<sup>th</sup> day of being at school on Feb. 8<sup>th</sup>. Grades 1-3 will be celebrating and having activities rotating between classes around the #100.

-Feb. 4 – Astronaut Marc Garneau is going to speak to grade 6 about his time in space.

-Many classes have been using the Katimavik rinks. It's great that the portables are gone so that kids can go from one rink and the other.

Mme. Haines' kids got to skate twice this week; once with their teacher and another time with their learning buddies. Thanks again to the volunteers!

E-mail updates from teachers: Grade 5 teacher Laura Quirk read the book "One Hen" to her class. It's about a boy who received a small loan and started his own chicken farm and went on to do good things as a result. Grade 5 was inspired and continued to raise money for charity. They are raising money for an orphanage with children afflicted with HIV.

Teachers have been working on their report cards and they are going home on Feb. 6.

(Q: Are we doing the cake walk day this year? A: We're probably not doing it because it's a lottery and requires a license. Whenever there is a value of prize, we need the city of Ottawa to do it. There is an application in advance and cost of licence. There are about 4-5 forms. Exchanging money for a ticket would require a licence.)

PD day in February and Family Day coming up: Feb. 15 and Feb. 18.

February 1 - Grade 8 students are having their pictures taken.

June 26 in the morning is the Grade 8 departure ceremony. Parents will be attending. Facility is reserved at Earl of March HS, but we're not sure if there's a committee. Last year there was a potluck lunch that worked well and a dance in the afternoon. Mme. Hart is heading it up.

Mr. Maloley is working on the year book but students are taking over.

## **7. OCASC (Ottawa Carleton Assembly of School Councils) Report – Marcia Goodfellow**

-Woodroffe talking about OCDSB Extended-Day program and will be sending home to parents to those who are interested.

Extended-Day program is going to go beyond kindergarten in schools. It started with full-day learning; 5-day block as opposed to 3-block. The 5-day block includes early childhood educators present before and after school for a 7am-6pm day. As kindergartners get older, that program is going to follow them. Eventually once full-day kindergarten has rolled out. Facility is getting used before and after school.

It might extend beyond grade 2.

-Feb 6. is Winter Walk to School Day. Students are encouraged to partake. It originated from Elmdale School. It helps with the congestion. Parents are encouraged to drop kids further off so they can walk. Kids bussed could walk around the field. They could do a walk across Canada, combining their distances. We could serve hot chocolate to the kids. It would be easy to do. Jim Watson is heading that up. This initiative was started by Rink Communities Canada and supported by the transportation budget.

-Royal Ottawa Hospital: DIFD (Do It For Daron) Project Coordinator spoke about Feb1-10 Power to the Purple which raises awareness and funds towards a mental health initiative.

DIFD youth mental health kit is geared towards grade 6-12. \$20 for the kit and child will get USB stick preloaded with mental health youth information, as well as space on disc to enter their own info; there is a pull-out pen and two bracelets, a lanyard, magnet, purple hearts in kits and sell them as fundraisers.

DIFD skating parties. Feb. 10 – there will be free skating at different rinks; wear purple for free admission. Asking schools to make it into fundraiser, i.e. skate in a rink, host own skating party like Jump Rope for Heart to raise pledges. The first ten will get to meet an Ottawa Senator.

Ottawa 67s do it for Daron Hockey Day. Special discount tickets available at DIFD.com

To host your own skating party, online registration is available to schools.

Also there is a youth mental health webcast, for grade 7-12 and teachers can log on with class and teachers can answer questions for class.

-Is It Just Me? Program for grades 8-12. Students can tour the Royal Ottawa Hospital. It's trying to normalize mental illness and take away some of the stigma attached to it. They do a tour to show that it's not such a scary place. The tour includes a walkthrough of the process and provides information on other ways to deal with mental illness. A neuroscientist, psychologist, addictions counselor, social worker, and young adults with illness will be there to talk about how to break barriers. Bus fee is included so there is no cost. Marcia has the contact info.

-Adrienne Clarkson School did an assembly tied to bullying. After the assembly, five students were diagnosed with cases of anxiety after the awareness was raised.

-Superintendent Frank Wylie talked about the Alternative Elementary Program. Something is available to our board. An online Survey is on OCDSB website about the alternative program to see who is interested or aware of it. They are looking at the opportunities and possibilities. Is there any demand? Report to go back in September.

-Mike Carson CFO-talked about process for building the budget; how money from province is divided up. In mid-April, there is an opportunity for staff to make recommendations. School Council funds: still working on policy but nothing has been decided.

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Kevin McPherson mentioned that school councils cannot fundraise for basic school requirements. There is a list to know what school councils should not be purchasing. It was mentioned that KSC should obtain that list.

The Parent Involvement Committee would like input into what presentation speakers the committee should have for next year.

On March 23, 2013 at the Brookstreet Hotel in Kanata, EQAO (Education Quality and Accountability Office) will have a parent forum to talk about the province-wide assessment program. The morning session will provide information from EQAO staff and the afternoon will feature a guest speaker talking about math.

## 8. Treasurer's Report- Irene Jaroszuk:

### *Treasurer Report for January 24, 2013 meeting*

**(Note: Additional details can be provided either in person at the school council meetings or via an e-mail on the blog to the executive committee)**

<b><u>Major items expensed since last reporting period:</u></b>	<b>\$6,906.60</b>
Holiday Elves Project - donation to Kanata Food Cupboard	\$4,000.00
Laminator and supplies	\$2,119.09
Teachers' allowance	\$594.18
Wish List - Hockey Nets	\$97.73
Website charges	\$95.60
<b>Bank Balance as of December 31, 2012</b>	<b>\$10,468.80</b>
<b><u>Forecast Revenue to year end (Values still to be confirmed:</u></b>	<b>\$21,069.25</b>
Pizza	\$17,100.00
Mazzola	\$469.25
	TBD
Lunch Lady	\$1,000.00
Scholastic Book Fair	TBD
Rink maintenance 2012-13	\$2,500.00
BBQ	
Misc. (Bag Sales, Home Hardware)	
<b><u>Forecast Cost of Revenue:</u></b>	<b>\$13,235.97</b>
Pizza	\$12,368.00
Scholastic Book Fair	TBD

Rink maintenance	\$867.97
Entertainment Books	
BBQ	

<b><u>Forecast Other Expenses - Already Approved:</u></b>	<b>\$13,533.27</b>
Christmas Elves project	Expensed
Wish List 2012-2013	\$8,953.27
Teachers allowance	\$2,200.00
Laminating	\$300.00
Gardening	\$200.00
Website	Expensed
Teachers appreciation lunch + Retirement gifts	\$500.00
Grade 8 Leaving Ceremony	\$1,270.00
Admin (includes bank service charges)	\$130.00

**Current Bank Balance + Forecast Revenue - Forecast Cost of Revenue - Forecast Other Expenses:** **\$4,748.81**

**Target Bank Balance at end of year:** **\$4,000.00**

**Money Available for Wish List Items:** **\$748.81**

Teri MacDonald put a motion forward to adjust the target bank balance from the current \$4,000.00 to \$2,000.00. This motioned was seconded by Rebecca Leclair.

Teri MacDonald put a motion to approve \$1,000.00 for the end of the year BBQ. It was seconded by..... She also put a motion to approve \$200.00 spending on used books that will be purchased by Sue Peters. This was approved by Rebecca Leclair.

***Auditor:***

Mme. Jewell inquired if the school council would like to hire an auditor to provide insight on how the KSC process of tracking funds is doing to better ensure that KSC is transparent in its fiscal accountability. It was felt that it would be a good idea. Mme. Jewel will speak to Kevin McPherson to see if it would be possible to have KSC audited as a pilot project. It would also provide information to the OCDSB as it reviews its policies, procedures and guidelines on school council fiscal accountability in terms of raising money and how much money school councils can raise.

**9. Teachers' wish list items:**



***Carts:***

The primary grades would like carts for the new projectors and lady bugs to make them more portable. Chantal Haines will look into this further and provide details at the next school council meeting on the number of carts requested and the cost.

***Campbell Soup Labels:***

The council is open to suggestions on what to do about the Campbell Soup label credits. Jennifer Guerra has the catalog book and has been collecting and sending in the labels. Marcia Goodfellow and Chantal Haines will work together to come up with a Top 5 list for the school from the catalog book. Teri MacDonald will send out an e-mail providing coordinates to Jennifer, Marcia and Chantal.

**10. New Business:*****Spring Book Fair:***

Irene Jaroszuk has agreed to be the coordinator for the Spring Book Fair at Katimavik Elementary School. The Book Fair will take place at the school from April 8<sup>th</sup> to the 12<sup>th</sup>.

***Entertainment Book:***

The funds raised from the sale of the Entertainment Book last fall are still sitting in the school account. The School Council has decided to allocate to Mme. Jewell and her staff representative(s) the responsibility to spend this money on an experience that every student in the school can benefit from. Mme. Jewell agreed.

***Chris Hadfield:***

Kathy Dillon mentioned that on tomorrow (Friday, January 25, 2013) on 91.5 fm on the "Today on Q" programme with Jian Ghomeshi, Chris Hadfield will be interviewed from outer space. The show can be seen either at 10:00 a.m. or 10:00 p.m.

**11. Principal Profile:**

The school council reviewed the updated version of the principal profile and agreed upon with minor grammatical changes to be done.

**12. Meeting adjourned at 9:02 p.m.**