

**Katimavik School Council Meeting**  
**Thursday, November 22, 2012 at 7:00pm in K.E.S. Library**

**Attendance:**

Teri MacDonald	Chantal R. Haines
Claudette Nyenhuis	Andrew Scott *
Sheila Ball	Richard Perkins
Chantal Kaye	Jenny Moore
Carla Backmeier	Nathan MacDonald *
Wendy Jewell *	Alex MacDonald *
Harry de Roo *	Rehanor Rizwan
Kathy Dillon	Erin Yamazaki *
Marcia Goodfellow	
Rebecca Leclair	*non-voting members

**Agenda:**

1. Welcome (1 min)
2. Approval of Agenda (2 min)
3. Approval of Minutes of last meeting (2 min.)
4. Pita Pit presentation by Andrew Scott
5. Chair's Report Claudette Nyenhuis/Teri MacDonald (15 min.)
  - Rink update
  - Special request from a Grade 3 student – outdoor hockey nets
  - CES Book fair update
6. Principal's Report Wendy Jewell (20 min.)
7. Teachers' Report Kari Sparkes/Chantal Haines (10 min.)
8. OCASC Report Marcia Goodfellow (10 min.)
9. Treasurer's Report Claudette Nyenhuis (15 min.)
10. Teachers' Wish Lists – allocation of funds (25 min.)
11. Principal Profile (30 min.)
12. Adjournment – next meeting: January 24<sup>th</sup>, 2013 at 7:00pm

**1. Welcome:** The meeting was called to order at 7:05 p.m.

**2. Agenda change:** added Andrew Scott from the Pita Pit after the Approval of Minutes of last meeting. This agenda change was motioned to approve by Chantal Haines and approved by Rebecca Leclair.

**3. Meeting minutes change:** No changes to the minutes were made so Rebecca Leclair made the motion to approve the minutes of the last meeting and Kathy Dillon approved the motion.

#### **4. Pita Pit - Andrew Scott:**

Andrew Scott is the owner of the downtown Pita Pit location. Pita Pit has recently started to provide school lunches and he is soliciting schools in the Kanata district to inform them of the healthy lunch options that Pita Pit offers. He had samples of some of the different subs for council members to taste. The school would be able to choose 5 different subs to be offered and all the vegetables are fresh from local markets. The 5 subs would be displayed on the outside of the envelope and the parents would fill in their sub choice on pre-printed form with the child's name. Pita Pit organizes the delivery of the sub by classroom and one box per classroom will be distributed. Pita Pit charges \$5.00 per 6 inch and the school would receive \$1.00 per sub. At the moment, Pita Pit does not currently have a policy for what to do if the child is sick or away that day. Andrew mentioned that if it is known in advance he will do something to work out a solution if the situation arises. Jenny Moore has agreed to co-ordinate this school lunch and it was agreed to do it a couple of times a month starting in January 2013. Jenny Moore took Andrew Scott's business card and will contact him directly.

#### **5. Chair's Report - Teri MacDonald:**

##### ***Rink Update:***

Solomon has the rink up and running. Eight volunteers have come forward but they would like to have 4 more volunteers. It was confirmed that a snow removal company will remove the heavy snow and that the team of volunteers will be responsible for flooding the rink.

##### ***Special Request from a Grade 3 student (Nathan MacDonald) – Outdoor Hockey Nets:***

Here is Nathan's Proposal:

**To:** School Council

##### **Situation:**

At recess we like to play mini-sticks. We need two hockey nets. There are others who like to play Borden ball. They also need two hockey nets. There is enough space to play side by side.

##### **Problem:**

We only have two hockey nets. We need a total of four hockey nets.

##### **Solution:**

I was wondering if the school council could buy two hockey nets?

##### **Cost:**

Canadian Tire – 54 inch steel nets - \$36.99 each for a Total of \$73.98 + tax

##### **Note:**

This purchase would benefit roughly 40 students.

Thank you for considering my proposal.

Sincerely,

Nathan MacDonald

Richard Perkins commented that the recommended Canadian Tire hockey net may not be strong and sturdy enough to stand up to the daily usage.

Chantal Haines asked about storage and Nathan commented that during school hours that they would be against the pool wall and in the gym after school hours. However, it was noted that the current nets remain outside all of the time. Chantal also asked if girls could play and Nathan replied that anybody can play.

Nathan also clarified that it is 40 students on any given day which implies that the nets will be well utilized.

Alex MacDonald, representative from the Student Council agreed to work with Harry de Roo, by preparing a letter to provide to the students informing them of a Canadian Tire money fund raiser in hopes of being able to purchase nets that are of a better quality, if School Council agrees to the support the original cost request. (Note: School Council did approve this item see Item 10.)

Teri MacDonald mentioned that she looked into using the Campbell Soup label points to purchase the nets but the only nets in the catalogue were plastic.

***Castlefrank Elementary School (CES) Book Fair Update:***

CES appreciated the community support from Katimavik Elementary School (2 classes walked over to the book fair) and about \$1900.00 was raised. To show their appreciation, the CES librarian has donated a book to our library. It was felt that this was a good first step of a “linking event between the two schools”. It is proposed that in the spring, Katimavik will do a Spring Book Fair.

**6. Principal’s Report - Mme. Jewell:**

***W.E.L.L. Being (Well-Being, Education, Leadership, and Learning):***

This past week was Bullying Prevention Week at the school and each day a different activity was held:

- Monday – Introduction and recap of bullying
- Tuesday – Technology – YouTube videos on anti-bullying
- Wednesday – Footprints stomping out bullying
- Thursday – Learning Buddies worked in different classrooms
- Friday – Students are encouraged to wear pink to school

The yearly lock-down at the school was recently conducted. The resource officer went through the process with Harry de Roo and while it went well there were a few items that will need fine tuning. The children were well behaved and remained quiet in the classroom. Students are taught that when lockdown is announced over the PA system they are to enter into the nearest opened classroom with the lights out and to remain quiet. In order to uncover other refinements a practice lockdown without pre-preparation would be required.

***Workplace Hazard Materials Health and Safety:***

The information session provides information: on the classification and symbol systems; on how to read supplier/workplace labels for workplace hazard materials and how to manage it. 1/3 of the staff has taken the session via the board and 2/3 has taken it independently.

Harry de Roo had an initial meeting with 3 teachers and Marcia Goodfellow to talk about the climate of the school and safety issues.

***Terms of Engagement:***

*Transition team:* Olga Gregoriev is to maintain a school-based transition team in South Kanata. A meeting was held but there were people missing from Human Resources and Planning so it wasn't possible to sketch out an in-depth transition plan for the schools. There will be another meeting with Human Resources and Planning in attendance and hopefully from that a framework and tools will be drafted in order to convene the community support transition team.

KES will look into some operational requirements like desks, resourcing, transportation, staffing, and starting time of the schools. The focus is on how to get the students through this transition. It is hoped that the first meeting will take place before the holidays.

***Leadership:***

With the generated funds, Mme. Jewell was able to order 9 ladybugs and projectors which mean that there will be a ladybug in every classroom! Most of the money has now been spent that was in the generated funds however, with the purchase of the ladybugs the school will get another rebate in which more items will be able to be purchased.

***Learning:***

Learning happens every day in all different ways and KES is building a community across the grades. The students are currently wrapping up their month long look into "points of views" and each grades had various activities during the month.

Some teachers took the Grade 7 students to an eco-school to learn about environmental stewardship. 4 Grade 7 students came back really excited about what they had learned. They presented a proposal to Mme. Jewell in which they agreed that they would take ownership of having green bins at the school. There are now green bins at the school as part of a pilot project with the Grades 7 and 8. There has also been a request from the primary grades but it has been decided to go slowly to see what can be learned from the pilot project and to allow time to figure out the logistics of how to get the students involved.

## **7. Teachers' Report – Mme Haines:**

### ***General School Activities:***

Scientists in the School were at KES in October for the Grade 2 and they will be back this week for the Grade 3.

Mr. Bedard has started volleyball. Borden ball for the junior boys and girls (grades 4, 5 &6) teams have also been organized.

### ***Christmas Elves:***

There will be a different orchestration of the KES Christmas Elves this year as money and canned good donations will be provided to the Kanata Food Cupboard. School Council has agreed to donate \$4000 to the Christmas Elves project and this money will go towards the purchase of fresh food. Chantal Haines will ask the Kanata Food Cupboard if it would be preferable for KES to supply the fresh food items or for KES to provide the cash for the Kanata Food Cupboard to co-ordinated the purchase of the fresh food items from their end.

In the event that KES will provide the fresh food items, Teri MacDonald will verify if some parents have already submitted their names for the Christmas Elves project on the volunteer list.

Alex MacDonald agreed that the Student Council will prepare a letter to encourage students to bring in canned food items and toys to their classrooms. Letters will be distributed to the each class for the students to bring home informing parents of the Christmas Elves initiative. The canned food and toys will be collected and also provided to the Kanata Food Cupboard.

Both Mme Jewell and the School Council agreed that they will put information on the Christmas Elves in their respective blogs.

## **8. OCASC Report - Marcia Goodfellow:**

### ***Emily Carr Middle School (Blackburn Hamlet):***

The school will have a free workshop entitled "Connect, Communicate and Collaborate with Your Youth" on November 27<sup>th</sup>, 2012 from 7 pm to 9:30 pm. Dr. Phil Ritchie, a Child Psychologist with CHEO, will be giving a presentation to educate parents on how understand, work with, and communicate with their kids as they move through adolescents.

Emily Carr Middle School's Ottawa Police School Resource Officer, Constable Allison Moffatt will be discussing social media, covering what parents needs to know and understand about their children using Internet, Facebook, Twitter and MSN on PCs and smart phones.

### ***Discussion from alternative schools:***

Marcia didn't provide information but indicated that if anyone would like more information on what was discussed, she would be happy to provide it to them.

***Orientation Material:***

Some schools were asking if other schools in the district had orientation material in other languages other than English and French. Mme. Jewell recommended that the schools' who were inquiring contact the OCDSB as the school district is able to translate documents into 47 different languages. She mentioned that the OCDSB should be able to point them to the multicultural liaison officer (MLO). It was also suggested that the Western Resource Community Centre maybe able to provide assistance.

***Hot Lunches on-line:***

Marcia asked if there was any interest in establishing on-line payment via "pay pal" for the lunches at the school. Jenny Moore mentioned that the current pizza set-up is working well. Teri MacDonald will look into this with Marcia.

***On-going Labour Relations with the Ontario Public School Teachers:***

Neil Yorke-Slader, who is a Superintendent of Instruction, was on-hand to talk about the on-going labour relation issues with the Ontario Public Teachers. He mentioned that a tentative agreement has been reached with the secondary school teachers.

Custodians, office administrators and support staff will be in a strike position by the end of November/early December. In the secondary school the custodians are working regular hours but are switching their phones off during lunch.

The trustee has approved the motion to allow the Board to close schools for a day or two if there are any safety concerns with respect to the unionized activities.

All unions have stated that they (teachers) would step forward in an emergency situation. It was also noted how much the principal and vice principal are doing during this labour dispute to ensure a continued smooth running of the school.

Elementary school teachers are still under the old contract but have been asked to do a withdrawal of general duties (i.e. lunches and sports). December 3, 2012 may be the day that the union will provide more direction to the elementary school teachers with regard to the withdrawal of services. Mme Jewell mentioned that, currently no one has any idea what that would look like. The best way to support the school and the teachers is to through effective open communication.

***Laminator:***

There were several schools that would be interested in our old laminator. Marcia will have them contact the school.

## 9. Treasurer's Report-Claudette Nyenhuis:

### *Treasurer Report for November 22<sup>nd</sup> meeting*

<b><u>Bank Balance as of October 31, 2012</u></b>	<b>\$21,714.41</b>	
<b><u>Forecast Revenue to year end:</u></b>	<b>\$22,213.07</b>	
Pizza	\$18,092.75	
Mazzola	\$400.00	
Lunch Lady	\$1,000.00	
Scholastic Book Fair	TBD	
Rink maintenance 2012-13	\$2,500.00	
Parental involvement funding		
BBQ	\$220.32	
Misc. (Bag Sales, Home Hardware)		
<b><u>Forecast Cost of Revenue:</u></b>	<b>\$19,072.00</b>	
Pizza	\$18,072.00	(Note: This includes pizza cost for Nov.-Jan.)
Scholastic Book Fair		
Rink maintenance	\$1,000.00	
Entertainment Books		
BBQ		
<b><u>Forecast Other Expenses - Already Approved:</u></b>	<b>\$12,590.00</b>	
Christmas Elves project	\$3,960.00	
Wish List 2012-2013	\$1,000.00	(Forest of Reading)
Teachers allowance	\$2,840.00	
Laminating	\$2,500.00	
Gardening	\$200.00	
Website	\$120.00	
Teachers appreciation lunch + Retirement gifts	\$500.00	
Grade 8 Leaving Ceremony	\$1,270.00	
Admin (includes bank service charges)	\$200.00	
<b><u>Current Bank Balance + Forecast Revenue - Forecast Cost of Revenue - Forecast Other Expenses:</u></b>	<b>\$12,265.48</b>	
<b><u>Target Bank Balance at end of year:</u></b>	<b>\$4,000.00</b>	
<b><u>Money Available for Wish List Items:</u></b>	<b>\$8,265.48</b>	

The School Council approved the budget on the forecasted revenue and in turn that there is approximately \$8,000.00 that can be spent on teachers' wish list items.

## 10. Teachers' wish list items – allocation of funds:

### ***Pita Pit:***

The School Council agreed that it was worth to try Pita Pit as another vendor for hot lunches provided at the school as \$1.00 for every sub sold would be returned to the school. As mentioned above Jenny Moore offered to co-ordinate this activity, which would start in January 2012 and be offered a couple of times a month.

The School Council also agreed that the money raised from Pita Pit would go towards the school music program and that the School Council would approve how the money that was raised would be spent.

### ***Teachers' Wish List Items – What was approved by the School Council:***

As clearly outlined by Teri MacDonald in the School Blog, the November 2012 school council meeting was the money spending meeting and teachers were encouraged to provide their wish lists so that the money could be spent.

### ***Wish List Items Approved:***

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
Digital Cameras and memory card	4	\$125.00	\$500.00
Hockey Nets	2	\$50.00	\$100.00
White Board for Intermediate class	1	\$250.00	\$250.00
Mr. Bedard's Phys Ed List (see below for itemized list)			\$3,200.00
Net Books	5	\$800.00	\$4,000.00
		<b><u>Total Amount Approved:</u></b>	\$8,050.00

Teri MacDonald put forth the motion to approve the spending of the listed items above and Rebecca Leclair approved the motion.

Mme Jewell agreed to pay for the net books through the generated funds and the School Council will reimburse the school the amount. This will provide an additional rebate that can be used to purchase other school materials at a later date in time.

The purchases of new Bescherell dictionaries were also requested. Mme. Jewell will ask Hélène and it was also suggested that the dictionaries might be able to be purchased from the scholastic credits.



**A Breakdown of the Items for Mr. Bedard:**

<u>Provider</u>	<u>Item #</u>	<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
S.G.A. Signs		Beat It Bball trophy base	1	\$75.00	\$75.00
S.G.A. Signs		Tour of Champions trophy base	1	\$75.00	\$75.00
S.G.A. Signs		Beat It Bball medals	12	\$7.00	\$84.00
S.G.A. Signs		Tour of Champions medals	12	\$7.00	\$84.00
S.G.A. Signs		Mixed Vball tournament medals	12	\$7.00	\$84.00
S.G.A. Signs		End of year Sports assembly			\$400.00
Costco		Tent shelter (Caravan)	1	\$175.00	\$175.00
		Run for Fun community Run			\$300.00
Spectrum	PE00540E	Invincibat (baseball bat)	2	\$23.25	\$46.50
Spectrum	PE04936E	Baseball gloves (right throw)	12	\$25.95	\$311.40
Spectrum	PE04937E	Baseball gloves (left thrower)	4	\$25.95	\$103.80
Spectrum	PE06284E	Tennis balls (60)	1	\$74.05	\$74.05
Spectrum	PE05686E	Field marking paint (12)	4	\$61.75	\$247.00
Home Depot		Material to built a permanent volleyball court	1	\$500.00	\$500.00
		Track and Field tracks painting			\$275.00
<b>Total before taxes:</b>					\$2,834.75
<b>Taxes:</b>					\$368.52
<b>Total:</b>					\$3,203.27

**11. Principal Profile:**

The school council reviewed the preliminary draft by Sheila Ball. During the meeting, Sheila mentioned that she would also like to include a part mentioning volunteering. Claudette Nyenhuis added a part at the end that KES' through these transition years' would like to keep Mme. Jewell as our principal. The School Council agreed to add this item on to the January 2013 agenda in order to have another review of the profile with the updates included. Claudette Nyenhuis agreed to make the changes to the profile.

One parent did mention that several students at CES have commented to her that they are concerned with coming to KES if the principal is the same as they feel the current kids at KES will have an advantage over them as the current principal already knows them. Another parent did point out that, there are many more students coming from CES to KES than KES going to CES and that those students are concerned that they will be at the disadvantage.

**12. Meeting adjourned at 9:35pm.**