

Katimavik School Council Meeting
September 27, 2012 7:00pm in K.E.S. Library

Attendance:

Sheila Ball**	Carla Backmeier**	Sharon Fine**
Teri MacDonald**	Chantal Kaye	Erin Yamazaki
Wendy Jewell*	Patra Beaulieu**	
Harry de Roo*	Karen Bell-Cardinal**	
Chantal Haines**	Kathy Dillon**	*non-voting members
Irene Jaroszuk**	Jenny Moore**	**attending members
Marcia Goodfellow**	Carol Mothersill	voted in during this
Claudette Nyenhuis**	Rehana Rizwan**	meeting
Samuel Sonaltipathy**		

1. (7:05pm) **Welcome** by Co-Chairs Teri MacDonald and Sheila Ball, followed by a brief self-introduction of past council executives and all attendees.
2. **Agenda and Meeting Minutes** from May 24, 2012. Previous agenda and minutes were approved.
-Meetings happen every fourth Thursday evening of the month, with the exception of December and March due to breaks, and June due to the end of the school year.
3. **Election of Council Members**
-**Election of the Executive:** Chair, Co-Chair, Treasurer and Secretary.
Sheila Ball announced that she will be stepping down as co-chair after serving for seven years, so that “new blood” will get a chance to experience the role and bring different perspectives. Claudette Nyenhuis has volunteered to fill Sheila’s position as co-chair and was immediately elected to council. Teri MacDonald will continue as Chair and Irene Jaroszuk will assume her position as Treasurer. Jennifer Guerra has stepped down as Secretary, and Patra Beaulieu was voted in to fill her position (but she might need back-up for some meetings that she may not be able to attend prospectively in early 2013.)
-**Election of Council Members:** Fourteen members joined council during this first meeting of the school year.
4. **Chair’s Report:**
-**Entertainment Book Update.** So far approximately 400 books have been sold. On Monday, Oct. 1 at 1:30pm, it will be the last chance for students to submit their orders and donations, at which point prizes can be given out to students who sold books.
-**Transition Team.** It was brought up at Castlefrank Elementary School’s Council meeting that a transition team outside of school council should be formed to ease the transition of students coming and going from CES and Katimavik ES.
-Erin Yamazaki is interested in co-ordinating meetings between the two schools.
-This team would handle changes to come regarding logistics, staff, library; working closely to ensure that all is taken care of and everyone is comfortable.
-There are more students coming to KES than there are going to CES.

-Co-chair of the CES School Council, Carol Mothersill, shared that from the CES point-of-view the large cohort leaving CES has been discussed. Their council is also looking into forming a Spirit Committee to celebrate students who've attended Castlefrank, and to wish them well as they move on to KES. They are still working on the details, but it's currently being discussed.

-Sharon Fine brought up that we should have a Liason Position; someone who could synchronize some of the fundraisers and maybe consolidate them, or work out scheduling conflicts.

-Castlefrank council also has a co-chair system on which Carmen Brubacher, mother of four kids at CES and Bridlewood, has extensively served. She and the liason could work together with a representative from each of the two schools.

-Kathy Dillon brought up that when one of her children left SK, there was a pool party at someone's house where the students had graduation caps. It gave good closure. It's an idea for the Spirit Committee.

-Communication will be a key focus for council this year since we have many parents with kids attending both schools; we have to be careful about how we use our resources.

-Establishing Quorum: At the meeting, there were 14 members attending plus the teachers' representative.

- Motion was put forth that to meet quorum for voting, we will need 7 members (50%) including the teachers' representative present at meetings. Motion seconded; all members were in favour.

5. **OCASC (Ottawa Carleton Assembly of School Councils) Report**

-Marcia Goodfellow is our OCASC representative this year and has attended the first OCASC meeting and shared the following report: The meeting began with "Chalk It Up" which covered the happenings of events within the school board.

a) There was concern brought up from Broadview ES about transportation for routes with 5 or less children. These children ride in minivans instead of school buses, and the vans are below standard. Parents were concerned with the safety of the vehicles regarding things such as proper tires installed during the winter and objects that are stored loosely in cargo that could harm children. They want to put pressure on OSTA to ensure that children are transported more safely.

b) SEAC-Special Education Advisory Committee- If anyone is interested, they are looking for a new representative.

-There will be an informative evening on IEPs (Individual Education Plans) held by Lamar Mason on Monday, October 29 at Woodroffe High School Library from 7:00-9:30pm.

<http://www.ottawaspecialeducation.org/>

-A workshop was scheduled to take place on October 13 but was cancelled and postponed to be held in November. The exact date has not yet been set. Dr. Bruce Ferguson from CHEO/SickKids will be talking about how to make councils work well in schools and how chairs work well with principals.

-October 3 from 5:30-8:30pm: there will be an evening with Sir John Jones titled, "Engaged Parents, Happy Students: Strategies for Weaving Student Success and Well-Being" at Longfields-Davidson Heights Secondary School.

-Calendar committee for 2013/2014: Input is wanted from parents and school councils' perspectives on the changing of March Break to possibly the third week of March in 2014. Here is a snippet from the OCASC website: "Please take a moment to answer this two-question survey on the timing of the March Break in 2014. Parents and school council reps are encouraged to give their feedback, which will be presented to the OCDSB Calendar Committee on October 17th. All responses must be received by October 16, 2012."

<http://www.surveymonkey.com/s/7NBWMCP>

-Walter Piovesan-Associate Director of Education at OCDSB spoke about teachers' contract and touched on the board's strategic plan.

*Marcia commended teachers at KES for their commitment and professionalism. Some parents whose children attend other schools shared that only a fraction of the teachers were present for meet-the-teacher nights. At Katimavik, most every teacher shows up to meet parents; including the non-homeroom teachers which is so fortunate.

-The results from last year's Student Survey came in. Results would likely be made available in October.

-Labor relations- extracurricular activities and school councils' use of volunteers

-Jennifer McKenzie from the Board of Trustees spoke about changing frequency of meetings and suggested limiting micromanaging and focusing on governance.

6. **Principal's Report** by Wendy Jewell

-Mme. Jewell gave special thanks to Sheila Ball for her investment of time and thought while in her position as School Council's Co-Chair. Both Sheila and Teri have done a wonderful job as a team.

-She also thanked Irene Jarozsuk for her fine work as Treasurer and for meticulously balancing Council's treasury.

-She also thanked Jennifer Guerra for producing such excellent minutes as Secretary last year.

Strategic Plan: W.E.L.L. (Well-Being, Education, Leadership, Learning)

-We are heading in to uncharted territory, so we have to think in terms of the individual and the overall impact. It is an individual choice. We will get there and there will be an end. We are all the same people and have the same purpose. There is no need to be concerned that the outcome would be any different from the standards we are used to.

-Supervision: linking back to Walter Piovesan's talk on labour relations above: Nothing is currently being affected. What is part of the contract? The safety and security of the students will depend on teachers. There are policies and procedures for extracurricular activities, such as for school sports teams. Currently, parents can volunteer in the presence of a staff member who would ensure the safety and security of students. Council will vote on this much later. The committee of principals are going to collaborate on establishing procedures. Katimavik is not there yet. We don't have to worry about council voting on this, as it is much more crucial for secondary schools.

7. **Vice Principal's Report** by Harry de Roo

-Spoke about Bully Prevention. The Western Ottawa Community Resource Centre (WOCRC) will be hosting informative sessions on Internet safety and cyber bullying. This would especially be beneficial for junior students (grades 4-8). The sessions will tentatively be held in late October/early November. There will be a session for parents and one for students.

-In the Spring, there will be informative meeting targeting anxiety, depression and suicide. This would be available to parents and students.

-School Safety Committee-Working on forming a committee. Nathalie Ramsden recently completed her health/safety inspection training and is Katimavik's representative.

-Today, there was a fire drill and it went extremely well. Mr. De Roo was impressed with how orderly and quiet the students were and how smoothly it all went.

-Photo Day will be on October 11.

Principal's Report Continued:

Transition team brought up from ARC discussion last year:

-Erin Yamazaki has contacted the Superintendent at CES. Another parent with kids attending both schools is also interested as well as a teacher.

-Focus: all kids are going to have to adjust to change. The target is for students in grade 7 who are coming to Katimavik for one year for grade 8.

-Castlefrank students will be invited to go on an excursion with Katimavik students to bring them together. It would probably involve this year's grade 6 and 7 students.

-In December there will be an event focusing on self-esteem for girls. There will also be other sessions in March/April and another in May/June.

-Teachers are forming ideas already. This is a great opportunity for kids to get to know each other.

-A council member brought up that at the end of last school year, six parents were asked by teachers to help move things from both schools last year. However, there were already prior plans put in place by Mme. Jewell for Katimavik to provide a truck to move teachers' supplies. This is where a transition team would have been helpful; for communication.

-Former Trustee, Cathy Curry, once advised that it's important to have a checklist. If you want resources, you have to list them and ask for them.

-Communication will be the focus of this year. By the next meeting there will be something more concrete to offer. There was a bit of a disconnect from last year due to the decision of school changes being made so late in April. That's why we are just now getting around to addressing needs.

-Transportation: Empty seat application spaces are available and the announcement will go out soon.

-Difficulty for buses is the change in distance. Without Kindergartners on board, bus stops have changed and the number of buses.

-Student Survey- School board is conducting a survey on school climate.

-October 15 – Youth Mental Health seminar on the topics of anxiety, depression and suicide. CHEO Connects website: <http://www.cheo.on.ca/en/cheoconnects>

-Tree of Knowledge: hung up in the hallway where students teach something new by sharing different topics/knowledge.

-Sir John Jones wrote a book called "The Magic Weaving Business" and it is about how to engage students in learning.

-October 23-24: Leadership Conference that is open to all. There are 500 spots and 300 are booked so far.

-Two major sources of income for KES: School Operation Budget- works on a per student basis; and School Generated Funds

-Working to reduce debt. \$46,000-\$47,000 in funds was allocated this year.

-School budget deficit is decreasing: we are now down by \$24,000 compared to \$44,000 three years ago.

-Focus of spending will be on professional learning.

-Regarding school-generated funds, we have \$10,000 surplus existing from previous years, which we shouldn't have.

- This year KES is charging less for milk.

- Money will be used towards ski trips and to defray cost for students.

- Council will need \$2,900; some to pay for the garden.

- HST rebate from suppliers will be reinvested in technology such as Ladybugs and Netbooks.

- Every portable should have a projector and a Netbook

-There was a CBC clip on critical thinking and how parents can help their kids. A consultant spoke about how to change questions around. Instead of asking, "What did you do at school today?" you get more feedback when you rephrase and ask, "What's the most useless thing you learned at school today?"
Next meeting, Mme. Jewell intends to show the clip.

EQOA results:

- Grade 3 and 6 scored above 75%, most of them scored in 80%.

- There was a slight decline in grade 3 Math but nothing to be alarmed about.

- Gender gap – girls usually tend to exceed boys in scores but this year there was a change: the gap has gotten smaller. We have to find out why and foster that. There was a 3% decrease of the gap in each area.

- Grade 6 reading: there is a graph of Levels 1-4. Level 3 graph showed a decrease over time and Level 4 showed an increase (performance).

- ESL (English as a Second Language) scores were not significantly different, nor were students in Special Education.

- There was a 2% variation among our Early French Immersion and everyone across the district.

- KES is above standards in all areas.

New Grade 8 Class was created:

- For compliancy with class size, 2 classes have more than 20 students. Recently, an extra Grade 8 class was granted. This fifth grade 8 class was created out of four classes that originally had 34-38 students per class. Now there are 25-26 students per class.

Academic strengths, organization, time management, social development were all taken into consideration. Grade 8 students had a discussion on change in the library and families were contacted prior to the move. A letter was sent home explaining what was happening.

-Staff inquired why did the school made the changes, because they were content with the way things were. The reason behind the acquiring the new class is that KES must meet policy.

-Monday (October 1) the new class will begin. Mr. Amjoun will come back to teach Science and Math. The school is in the process of interviewing/hiring a new English teacher.

-Jenny Moore, who is this year's Domino's pizza organizer, needs the new class list. The list of parent volunteers for pizza is full.

8. Teacher's Report (Chantal Haines)

-The staff is glad to be back.

-Staff is looking forward to the Terry Fox Run next week (October 4) and there is P.D. Day on Friday.

-Thank you to the Parent Council! - Kids are planting tulip bulbs next week (October 3)

-Sports have begun: Intermediate touch football and junior soccer are happening now. There will be a grade 4-8 choir.

-Rotation of play structure per grade at recess is working well.

-Primary students are still playing on the little structure. Teachers use the structure for D.P.A.

9. Treasurer's Report (Irene Jaroszuk)

*Council balance sheets were provided for council members to follow and discuss.

-This year we have to decide what is the right balance to end with and spend money within the year

-\$5,000 should be good but we might have to purchase Netbooks. For 2012/2013 we will target having \$4,000.

-Last year a lot of money was raised, but we had a large number of students. We made \$67,000 compared to \$53,000.

-This year we have \$33,000 from pizza compared to \$38,000 last year. Net = \$14,000. \$5,958 profit for half the year. Projection of approximately \$13,000 pure profit from pizza.

-Expenses from last year incurred: \$38,000. Items from wish list spent:

- School yard painted

- Gym equipment

- Music program: alto clarinet purchased and music stands

- Carry-over items that were never spent: Green Apple project- \$1,000

- Forest of Reading –Mme. Bowes (librarian) to proceed with Forest of Reading.

-Approving Standing Line Items with Council Votes. Line items are pre-approved each year.

- Tulip bulbs: \$130 (Mme. Leclerc has already purchased tulips for \$126.46.)

- OCASC: \$35 membership

- Insurance: \$200

- Laminating: \$500

- Gardening: \$200 annually

- Administration fees/bank fees: \$200

- Website: \$120

- A motion was made to approve the above items, and the motion was seconded and passed with all in favour. \$1,500 was set aside for items.

-Grade 8 departure: \$1,000 (approved in November) There are 127 kids graduation so if we spend \$10/student then we will need \$1,270.

-Holiday Elves Project this year? Must ask staff first.

-Teachers' allowance (\$100/teacher with 34 teachers this year.) Communication was good last year.

- A motion was made to approve \$100 for teachers. Motion seconded and passed; all in favour. For consistency there will be a form on internal website for submitting expenses. Receipts are still needed. Sandra Agro is a good source to contact about creating forms.
- A motion was made to approve \$500 allocated to the Teachers' Appreciation Luncheon. Motion seconded and passed with all in favour.
- A motion was made to approve allocation of \$10 per graduating/departing student for festivities. Motion seconded and passed with all in favour.

Laminating machine: 2 heat rollers are not functioning. Quote from company to repair: \$700 to replace 1 roller and we have 2. \$200 charge for service. That would cost \$1,600. There is a consistent need for laminating.

- A motion was made for \$2,500 to go towards laminating machine, whether it goes to fixing it or to purchasing a new one. Motion was passed and seconded with all in favour.

-The Front Garden:

-There are new picnic tables out in front - \$300 plus supplies to install (\$16.43). Sue Peters was given the go-ahead to install. Council can take the funds out of the Green Apple Project towards the butterfly garden.

-There is lots of digging that must be done to add decorative stones. Instead, the stones will be placed in front of picnic tables instead of putting them near the bench. Council trusts that Sue will do a great job.

-\$1,000 was approved to be set aside for limestone. We matched another \$1,000. First, we will use funds donated from Metro. If we need more, we will approve later.

10. Volunteers:

-Volunteer request sheet went out today. Sharon Fine is still managing volunteers this year.

-Book Fair: Rebecca Leclair is willing to help this year but not organize it. KES competed against CES last year as sales were held during the same week. This is where the liason would help; to coordinate book fair times.

-If we want to have a book fair this fall we need a leader to volunteer to coordinate it, though we would try to split up tasks through a committee so that one

person isn't taking on the load. ***If anyone has a contact in mind or wants to organize the fair, please contact Teri or Claudette.

-Should we combine the schools to hold one book fair? It would be challenging, dividing up money based on sales and split up profits of French and English books, which are separately accounted for.

-If no one is interested in spearheading the book fair then we might have the fair in the spring.

No Other Business brought to the table.

9:05pm Meeting adjourned.