

**Katimavik School Council Meeting**  
**Thursday, September 26, 2013 at 7:00pm in K.E.S. Library**

**Attendance:**

Teri MacDonald	Irene Jaroszuk
Claudette Nyenhuis	Renee Poeltcker
Lisa Parsons *	Jenn Hall
Kathleen Reid	JJ Kim
Richard Perkins	Kathleen Mcdonnell
Jillian Dukes *	Erin Yamazaki
Dorothy Forsyth *	Karen Bell-Cardinal
Jenny Moore	Andrea Assi
Chantal Kaye	Carol Mothersill *
Carla Backmeier	Kim Esdaile
Wendy Jewell *	Sheila Ball
Harry de Roo *	Megan Venner

\*non-voting members

**AGENDA:**

- |  |                                   |            |
|--|-----------------------------------|------------|
| 1>Welcome and Introduction of past Council Executive   |                                   | (5 min)    |
| 2.Approval of Agenda   |                                   | (2 mins)   |
| 3.Approval of Minutes of last meeting  |                                   | (2 mins)   |
| 4.Election of Council Members  |                                   | (10 mins)  |
| 5.Election of Executive:   |                                   |            |
| Chair, Co-Chair, Treasurer, Co-Treasurer, Secretary  |                                   | (10 mins)  |
| 6.Chair's report   | Claudette Nyenhuis/Teri MacDonald | (20 mins)  |
| - Year End Reporting   | - Rink Maintenance                |            |
| - Hot Lunch Program  | - Establish Quorum                |            |
| - Oct. 5 Council Training  |                                   |            |
| 7.Principal's Report   | Wendy Jewell                      | (20 mins)  |
| 8.Vice-Principal – Harry de Roo  | Lunch Monitors                    | (5 mins)   |
| 9.Teachers' Report -   |                                   | (10 mins)  |
| 10.OCASC report  |                                   | (15 mins)  |
| OCASC Volunteer  |                                   |            |
| 11.Treasurer Report – Irene Jaroszuk   |                                   | (20 mins)  |
| - Year Ending July 31, 2013  |                                   |            |
| - August 1 – forward   |                                   |            |
| - Spending Items: Insurance, laminating, administration fees, gardening,<br>Grade 3 tulip bulbs, OCASC membership, Blog fees, Grade 8 Leaving ceremony,<br>Community outreach, teachers' allowance, Community Festival |                                   |            |
| 12.Volunteer – Blog links, Sign-Up Genius, Scholastic Book Fair  |                                   | (1 min)    |
| 13.New Business – Fundraising  |                                   | (5 mins)   |
| 14.Adjournment – next meeting: Thursday, Oct. 24th, 2013   |                                   | (21:05 pm) |

1. Welcome at 7:08 pm
2. Agenda was approved with no additions or changes. Motion by Claudette, seconded by Richard.
3. May's minutes were approved with a motion by Teri that was seconded by Kathleen.
4. Election of Council members. (as listed in the attendance above)
5. Election of Executive: Irene was acclaimed as the Treasurer, with no one opposed. Andrea has offered to be the under study for Irene. Claudette was acclaimed as Co-Chair, with no one opposed. The council decided to re-visit the positions of co-chair and secretary after a brief explanation by Teri and Claudette.
6. Chair's Report – Claudette and Teri

The year-end documents have been submitted to Wendy and the appropriate OCDSB staff. A copy of the year-end report can be found on the Council blog. The Hot Lunch programs are a Council run initiative. The money collected goes to the Council and is used to fund activities and purchases for the students. Mon – pizza, Tues – Mazzola, Wed – once a month Hotdog day as a band trip fundraiser, Thurs – Lunch Lady, Fri – Pita Pit as a fundraiser for the music program. There will be a "School Council Training Day" on Sat Oct 5<sup>th</sup>. A copy of the agenda for the day of training was provided. There is no cost to attend, and you can sign up on line. The maintenance of the rink will be led by Solomon again this year. A snow removal contract is in place with Kodiak. It was decided that it worked well last year, and the contract was renewed again for this year. Solomon is looking for a co-manager to learn the routines with him this year, in the hopes of a smooth transition for next year. The request was made at the council meeting, and will be mentioned again at the next meeting. Quorum was established. There are 18 voting members, so it was proposed that quorum could be half plus one, which would make it ten voting members. Sheila pointed out that our Constitution allows us to set quorum at whatever level we feel is realistic. It was decided that **quorum** would be set at **seven**.

7. Principal's Report. Wendy reminded us all of the importance of attending the Council meetings on a regular basis, and encouraged all of the attendees to participate fully. She will continue to present her report based on the strategic plan for the school and will organize her report into four sections: Well-being, Engagement, Learning, and Leadership.

#### **Well-Being**

Harry advised that the "Safe and Caring Committee" had their first meeting with the teachers. The parent representative, Teri, will meet with the committee at their next meeting. There will be an anti-bullying week in November. The committee is looking into ways that students can report incidents in an anonymous manner. There is increased yard supervision, and there are the funds to have two paid lunch monitors. One position has been filled, and Harry is actively looking to hire a second monitor. The position is 1.5 hours per day, 5 days a week, during nutrition break and recess. The pay is approximately \$11.70 / hour.

The Student Climate Survey helped to understand better the concerns of the students. It showed that students want to build better relationships with their teachers. Wendy discussed triangle of communication between parents, teachers and students. The safety issues on the playground were discussed. Harry mentioned that some of the "hotspots" on the playground have been identified as off limits. The areas around the portables are off limits due to limited visibility. There was an assembly that was attended by the intermediate students to discuss expectations. Harry went to each of the other classrooms and explained the boundaries, the monitors with the sashes, and who to look for if there is a problem.

"Use of Electronics in the school": Wendy advised that our school has mobile carts with laptops and the use of electronics is encouraged in conjunction with student learning. The district is encouraging

the development of “digital citizenship”. There is an appropriate use agreement contract which not only refers to school equipment, but also personal devices that students bring to school. Many students use their own devices to complete video assignments, as calculators, or for Google translate. Our school will focus on teaching students how to use their electronic devices responsibly. Our school has decided to implement a policy that will restrict the use of electronics. Students will have to put their devices away during meal periods and recess. Teachers and staff members are advising students that they cannot use their devices while eating their lunch, or playing in the yard. There has only been one incident where a student was required to surrender their device to Wendy for the day. It was noted that one staff member does not agree with the policy. Wendy acknowledges that the policy exists with the understanding that one staff member does not agree. The issue has not yet been addressed with the Junior students. The concern is that there is no safe place to store their electronic devices. They have shared desks, and no lockers.

There was a discussion about school security. This was introduced by Wendy due to the incident earlier in the day of an intruder in another school. The Facilities department has visited our school and looked at the setup and location of doors etc. A process is in place to determine better ways to secure the school, and maintain the balance of a providing a school that is still inviting to the students and parents. There was a fire drill earlier in the week. The students had a chance to practice their evacuation procedures several times. Wendy praised the kid’s preparedness and reported that everything went smoothly. It took approximately 11 and ½ minutes to exit and re-enter the school safely. A few stories were shared about how organized the kids were, and Wendy was thanked for sending out the email in a timely fashion.

### **Engagement**

The funds generated by the hot lunch programs are very much appreciated by the students and the staff, Wendy thanked the parents involved. She also mentioned that there are many parents that appreciate the variety of options that are presented. School Generated Funds: the goal is to reach \$0.00 dollars by the end of each school year. These funds are collected and are intended to be used in the entirety before the end of the school year. Wendy reports the following amounts are available in these various areas: Athletics \$1300.00 / Library \$137.00 / School Council \$3500.00 / Student Council \$900.00 / ski trip fund \$0.00. There is a fundraising plan with the staff in place. Here are some of the events planned. Sep – Terry Fox run. The students responded to the challenge of raising money for cancer research, and enjoyed the “non-material” incentive programs that were in place. Oct – Student Council dance. Nov – band fundraiser, “adopt an elephant project”. Jan – yearbook, cost approx. \$20.00. Feb – Band, Lone Star night, Bake week for youth mental health, 7 and 8s dance, CLIK charity dinner. There was a brief explanation of CLIK. The CLIK group (Changing Lives in Kenya) is student lead and falls under the “Free the Children” umbrella. It offers leadership building experiences and there are several charities involved. There are 3 students that run CLIK and membership is open to grade 6-8. There are over 100 students involved. The teacher representative is Mrs. Blasseg. In April, they are planning a “We are silent day”. Apr – Jump rope for Heart. Volunteers: the board policy was revised last year. Parents are welcome to volunteer to lead certain extra-curricular activities. There is an application process that involves an interview, a reference check, and a short training session.

### **Leadership**

Wendy reports that it has been truly exciting to come to school. It has been a great few weeks, and she sees kids playing with kids, and lots of interaction in general. The SIPSA (school improvement plan and student achievement) will continue with a focus on, **perspective**, and integrating the social studies curriculum. There will be more discussion regarding the SIPSA with the staff during the Oct 11<sup>th</sup> pd day, there will be more details to follow. Wendy has the EQAO results from both KES and

CES. It helps the staff to focus on areas that require attention, and it is used as a comparison from year to year to measure improvement. The staff used their summer break to add to their qualifications, and expand their own personal learning. Harry attended a 4 day conference in Toronto about developing restorative practices, and helping kids take ownership of their actions. He is currently attending a workshop on violence/threat protocols. Wendy attended a course in Cape Cod that focused on the executive functions of the brain in adolescents. The course dealt with frontal lobes and brain responses.

### **Learning**

The staff wants to plan a “Math Night” for parents, so that we can see what a math class looks like in today’s world. Details to follow. EQAO results show that girls out preform the boys. Math results are declining in both KES and CES. Last year, the grade 6 boys caught up to the grade 6 girls. This year, the results show that the boys are catching up in 3 different areas. Teachers are in the process of planning field trips, details will follow. On Oct 10<sup>th</sup>, at Sir Robert Borden High School, there will be a presentation and question/answer period by different CHEO doctors, regarding anxiety and depression in Youth and will include topics like suicide and self-injury.

8. Vice Principals report- Harry added his report topics into the previous item.

9. Teacher’s Repot – Kim Esdaile. 4/5 English teacher.

A sample of the rain sticks that were made during orientation week by the intermediate group was circulated. Mrs. Massie would like to thank the Council for providing the funds to make the sticks. There will be a pep rally on Friday. The intermediate classes have chants, banners and dance moves that pay tribute to different character traits. The teachers have witnessed lots of kids bonding and making connections. The grade 3s (Mme. Leclair, Mme. Ramsden, Mrs. Herron) will be planting tulips on Oct 9<sup>th</sup>. They would like to thank the School Council for providing the funds for the tulip bulbs. The “Yearbook Committee” would like a picture of the school council for the yearbook. They have been invited to come to any council meeting that is convenient for them. A request was made by Mrs. Massie for \$240.00 donation to the Terry Fox foundation. This would help them meet their target goal of raising \$2000.00. To be voted on after the Treasurer’s report. Oct 9<sup>th</sup> is picture day.

10. OCASC report.

The Ottawa-Carleton Assembly of School Councils (OCASC)

is an organization for school councils and parents to share information and facilitate communication within the communities of the OCDSB in order to enhance the education of all its students.

OCASC has recently categorized its services to school councils in three divisions: (a) sharing information; (b) facilitating communication; and (c) representing its membership.

At OCASC meetings, the ever-popular “Chalk-It-Up” sessions provide an opportunity for school councils to share experiences, problems and solutions, best practices, and contact information for further communication. Meetings also provide an opportunity for school councils to stay informed about current board activities and to provide input to board committees through OCASC’s representatives on the many OCDSB committees.

OCASC committee representatives participate fully in OCDSB committee meetings, presenting the views and voice of school councils. OCASC also represents schools councils, as a collective, to board staff and trustees on many issues on an ongoing basis.

**Notes from the Sep 19<sup>th</sup> meeting:**

- Honey fundraiser – African Bronze Honey Contact information: [info@africanbronzehoney.com](mailto:info@africanbronzehoney.com)
- Acceptmygift.ca questions/suggestions to: [hcfourney@gmail.com](mailto:hcfourney@gmail.com) Pleasant Park
- Cedarview School started an “iPod in the classroom” discussion. Huntley School advised that all grades are allowed to use iPods in their classrooms. Paula Marble, a policy analyst with the OCDSB, referred to the policy “Appropriate Use of Technology”. (revised 15Feb2012)
- Presentation by Jennifer MacKenzie and Jennifer Adams. They discussed how councils can participate in their schools’ SIPSA.
- Volunteer Policy: the board will continue with the volunteer policy that was put in place during the labour disruptions last school year. Parents and community members can continue to volunteer in schools as long as the board procedures are followed.
- **Chairs Report:** Susan advised that she is now employed part time with the OCDSB Full Day learning. There is nothing in the constitution that says she cannot be a board employee, but she wants to be open with the OCASC membership. She is looking for somebody to fill the Vice Chair role, who would step up should there be a conflict of interest involving the Board. We were advised to take the information back to our school councils and a vote will be held at the next OCASC meeting. (Thurs Oct. 17<sup>th</sup>)  
 A discussion took place. There seemed to be a consensus that a vice-chair would help solve most concerns. If there is no other chair, how could OCASC continue? The chair represents the voice of all of the school councils, not her own personal opinion. There was no vote taken at this time.
- **Oct 5<sup>th</sup> “School Council Orientation Day”** 8:30 am – 3:10 pm An agenda was provided. OCASC meets the 3<sup>rd</sup> Thursday of each month. Two parents offered to be the OCASC representatives: Megan Vinner and Teri MacDonald.

11. Treasurer’s Report – Irene Jaroszuk

**2013-2014 Forecast for September 26th, 2013 meeting**

<b>Bank Balance as at July 31, 2013</b>	<b>\$2,263.27</b>	
<b>Forecast Funds Raised/Earned Throughout the Year</b>	<b>\$17,041.55</b>	
Pizza	\$11,342.54	Assumes 15% less than last year-based on 3
Mazzola	\$574.18	Assumes 15% less than last year
Pita Pit	\$1,149.20	Assumes 15% less than last year
Lunch Lady	\$1,608.29	Assumes 15% less than last year
Rink maintenance 2012-13	\$1,632.03	Same as last year
Parental involvement funding	\$500.00	Same as last year
BBQ (previous year event)	\$235.32	Same as last year
Misc. (Bag Sales & Home Hardware)	\$0.00	
<b>2013-2014 Forecast Spending</b>	<b>\$11,896.96</b>	
Wish List 2012-2013		
Community Outreach - Elves project	\$3,402.76	30% of pizza proceeds

Teacher's Allowance	\$3,000.00	\$100 per teacher
Year End BBQ/Community Festival	\$1,500.00	
Laminating (new laminator purchased)	\$500.00	
Grade 8 Leaving Ceremony	\$1,400.00	
Music Program - Pita Pit proceeds	\$1,149.20	
Teacher appreciation lunch + Retirement gifts	TBD	
Admin (incl. bank service charges)	\$300.00	
Gardening	\$200.00	
Insurance	\$185.00	
Grade 3 Science (bulbs)	\$125.00	
Website	\$100.00	
OCASC membership	\$35.00	
<b>Target Bank Balance at July 31, 2014</b>	<b>\$2,000.00</b>	

<b>Forecast amount available for allocation to Wish List items</b>	<b>\$5,407.86</b>
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There was a motion by Richard Perkins to approve the \$240.00 request by Mrs. Massie for the Terry Fox Foundation. This was seconded by Jenn Hall. The \$2500 for rink maintenance is awarded to the council from the City of Ottawa via the Katimavik Hazeldean community Assoc. There was a motion to approve the spending amounts as listed above, with a change to the Teacher's appreciation lunch for \$500, by Claudette, this was seconded by Megan.

- Volunteer. There is a Council blog that lists all of the volunteer options available, with a special page dedicated to sign up genius links. Claudette asked if anybody was interested and had some knowledge of blogs, to please let her know. Scholastic Book Fair – there will be a book fair for CES in November to coincide with parent teacher interviews. KES will have a book fair in the spring. The same parent volunteer, Megan Vinner, will organize both book fairs. Carol Mothersill, the chair from CES, mentioned that last years' format worked well, and we would like to see the same for this year. There was a discussion about kids from both schools visiting the book fairs, and that the resources at both book fairs would appeal to all age groups.
- Fundraising. Richard Perkins has offered to plan a dance for the school community. The date of Nov the 1<sup>st</sup> was proposed, noting that CES is having an event on the 25<sup>th</sup> of Oct. Richard offered to team up with the Student council and help set up their sound system etc. on the same day as the community dance so that resources could be shared. Kathleen mentioned that Nov 1<sup>st</sup> might not be the ideal date because it is right after Halloween and kids might feel less excited about a Halloween dance. It was decided that Wendy would talk to the Student Council with Richard and determine the best course of action. The planning of the dance will move forward, with the date to be announced. The Play Space agenda item will be moved to the Oct meeting. The Milk Program was discussed. M. Peltier would like to hand off the responsibility of organizing the milk program. The GLP class will take care of delivering the milk, but the Council is asking for a parent volunteer to get the program started. It is a one week commitment, milk is ordered for the whole year. Jenny offered to take on the Milk Program with Claudette's assistance.

#### Return to item 5 – Election of Executive

There was one more attempt made to solicit a co-chair, and secretary. There were some benefits pointed out by Teri and Claudette in an attempt to encourage the council members to volunteer for the roles. In the end, Megan offered to be either the secretary or the vice-chair, and Jenn Hall said that she would consider the position of vice chair, and get back to the council with her decision. Claudette confirmed that even if the role of co-chair is vacant, she would continue because she does not want to see the Council dissolved due to the lack of a co-chair. The position of secretary was awarded to Megan Vinner, and the role of co-chair will be left as “pending” until Jenn Hall can confirm her intent.

14. Adjournment : 9:15pm.