

## Katimavik School Council – Minutes

Meeting date: Wednesday, Jan 28<sup>th</sup> 2015

Attendance: Teri MacDonald, Megan Venner, Marie Leclerc, Sara Cummings, Harry DeRoo, Claudette Nyenhuis, Renne Poettcker, Pamela Simpson, Carla Backmeier, Naomi Green, Andrea Bortnowski, Jennifer Guerra, Deidre Mander, Ken Dixon, Lisa Parsons, Marina Lau, Sheila Ball, Lori McCarron, Dina,

1. Meeting called to order at 7:05.
2. Approval of agenda: Sara/Claudette - Festival update added.
3. Minutes from Nov 26<sup>th</sup> meeting approved: Megan/Sara
- 4/5 Introduction of Principal Jeff Gervais and Question Answer period.

Principal Gervais started the evening by sharing some details about his family. His wife is a teacher, and is currently at home with two small kids. He lives in Stittsville, but grew up in the Katimavik area, so he is happy to be working in an area that he is familiar with.

He is interested in the environment in the school, and how people feel when they walk in the doors. He is also interested in how he can best communicate with parents, teachers, and students. He will be looking for feedback in these areas. He is interested in Technology, and reported that the school recently purchased Ipads for the classrooms. He would like to see an inventory of technology per classroom, so that kids can choose from a few different devices. He would also like to see how this fits with the “Bring your own device” initiative.

He is familiar with the School Learning plan and the needs of staff and students as it relates to it. He visited CES and is familiar with Principal Ron Henry. He likes the connection between the two schools. He plans to visit Earl of March high school.

There were 2 events that took place over the week that he wanted to discuss.

On Monday, the fire alarm was pulled and the school was evacuated. The students spent approximately 12 minutes outside. The event was treated like an emergency, so the kids were evacuated as quickly as possible. They were not permitted to get jackets, but managed to get along for the few minutes that they were outside. There were many that huddled together, and a few blankets were used. A discussion took place about the theory of what to do in the future if this happens again on such a cold day. Jeff advised that the Board can have buses deployed to the school if there is a serious incident and returning to the school is not possible. The alternate evacuation site for KES is Holy Trinity. CES, is also a possibility, and Jeff will confirm that our current school population would allow us to use CES as an alternate site. The idea was raised that students could possibly keep their jackets in the classroom with

them, but the size of the rooms, and the fact that the kids move from room to room would make that impossible. Jeff mentioned that the concept of “dressing for the weather” does not just apply to outer wear, but also what you might put on under your jacket. A sweater is always a good thing to have on, in these types of events. He encourages all of the kids to dress for the weather, and have a light sweater on that you can easily remove or put on. The school does have a “crash bag” that has blankets in addition to other emergency supplies. Jeff will consider the feedback he has received and report back to the council in the next few months. This event was reported to parents using the automated phone system, that also included an email to each registered email address.

On Wednesday, a paper notice went home explaining that Jeff called a “Secure School” at 11:40am. In this case, the students continued their regular learning day and stayed in their classrooms, with their teachers. They were not permitted to access the hallways. A “Secure School” is called when the students need to remain in their classrooms, so that the hallways are free. This would then permit the school to assist any student that was having a medical issue, in a safe and dignified manner. The event lasted 20 minutes. Question: When would you call a secure school? Jeff gave a few examples of when a secure school might be called: a medical emergency, a pipe that has burst and there is water on the floor. There are 3 different designators for emergencies in a school. 1. Shelter in place: Nobody goes in or out, but the inside of the building remains the same. 2. Secure School: Everyone stays in their classrooms and the hallways remain free. 3. Lock down: There is a threat, so everyone stays silent and still in their classrooms. Megan suggested a blog post that explains the differences.

Question: Have you met all of the children? Jeff is trying to get to all of the classrooms. He has not yet had an assembly, and he is still orienting himself and trying to get to know all of the names.

Question: Will our bell times remain the same. There will be no change to the bell times. OSTA respected the feedback of the parent community and it will remain the same.

Question: Have we considered “Marketing” KES? Jeff explained that he gets to work with what he is given in terms of numbers. He knows that we will be getting approximately 60 students from CES and we will be losing all of our current grade 8s. The final projection for numbers is not yet available. Once those numbers have been determined, the staffing and program decisions are made. The ideal number of students is approximately 400, the official capacity of the school is 369. Jeff cautioned that some staff will make changes regardless of what happens. He will be looking for feedback from the school council, parents and students regarding programming and determining what the priorities will be.

The March Meet Up at CES will be a joint meeting for parent so KES and CES to discuss our connection between schools. Jeff sees the potential of this partnership and celebrates the connection. There is a natural flow from CES to KES to Earl.

Question/Comment: A parent liked that Jeff focused on the concept of school environment and communication. There has been more parental involvement than ever, and feels that a variety of ways of communicating is the best way to reach all parents. Jeff advised that although email is normally the best way to communicate with him, he is running a small back log at the moment. If there is an urgent matter, please call him and leave a message. He has an open door policy, and in addition, welcomes

parents to make an appointment. There was a discussion regarding communication. There were some positive comments regarding the email/voice message system. Twitter and its benefits were discussed. Jeff would like to showcase all of the wonderful things that are going on at KES. He is not quite sure how to showcase everything in both a timely and informative way.

Question: Sports. How can parents stay up to date with what is going on in the sports world at KES. The school blog has a link to "Athletics" at the top of the page, which directs you to M. Bedard's sports page. Here is the link: <https://sites.google.com/a/ocdsb.ca/kes-athletics/> This link provides a calendar with all of the extra-curricular sports events. It would be nice to see a calendar that has all of the extra-curricular events on it, so that parents can encourage their kids to take part. Kids of this age group are also able to take on the responsibility of keeping track of what they might be interested in, and signing up on their own. Teachers receive the daily announcements each day, and can read them to their classrooms. It was suggested that there be a newsletter at the beginning of the year that explains all of the extra-curricular options available, or perhaps a letter each term.

Question: Can parents sign up for the daily announcements? There was a discussion about a Twitter feed, because some schools send out their announcements on Twitter. This would in turn help with the "marketing" of KES, and help demonstrate how vibrant the school is. There is a list of activities on the board by the gym if students are interested.

## 6. Chair's report

OSTA walk zones: The KES bell time will remain the same. There is a new walk zone map for CES. Thank you to the parents for all of their feedback, and to Christine Boothby for her support. Here is the link to OSTA. <http://www.ottawaschoolbus.ca/policies/transformation/walkzone-maps>

Book Fair: The KES spring book fair will be held from May 4-8 during education week. The fall book fair at CES was a huge success. Thank you to the KES kids for participating. CES kids will also participate in our spring book fair. Volunteers will be required, more details to come.

Zone update: Every few months, Christine Boothby (School Trustee) gets together with all of the school council chairs in the area. She mentioned the "Every school one voice" survey. The next meeting will be Dec 3<sup>rd</sup>. There is a change in the policy regarding schools supporting High School graduations. The policy is changing, and now allows school organized grad celebrations.

Coffee Club: CES has had success with their "Meet up" events. Would KES like to see something similar? Proposed: a Friday, during lunch time, in the spring. Date to be determined, details to follow.

## 7. Tacher Report: Mme. Leclerc

There is a funding request from Mme. Ramsden. She would like \$70.00 to purchase 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, place ribbons for the 4, 5 and 6s. Mme. Leclerc would like to be reimbursed for the supplies she purchased to offer hot chocolate and marshmallows to the kids that did not go on the ski trip. To be addressed under Treasurer's report. Question: Do all teachers get the \$50.00 teachers allowance? Yes, including Jeff and Harry. Submit any receipts to the council mailbox. The ski trip has been a huge success so far. The kids

that have left for Pakenham have had lots of fun, and the kids that remained are having fun snow-shoeing, skating, and sledding.

#### 8. Parent's night – Resilience

There is no update to provide at this time. Harry advised that the grade 8s will be working on presentations for each class starting Feb 8<sup>th</sup>. The "Tell them from me" surveys will go out in Feb. There might be a parent survey to come.

#### 9. OCASC – Renee Poettcker

Claudette confirms that a cheque was written on Oct 16<sup>th</sup>, and she will confirm that it went through our account. Renee mentioned that there were two interesting fundraising ideas....E Waste and Bag2School. The Board is looking at creating a Board wide calendar. The OCASC group voted on switching the pd day that is at the end of the school year, to the Friday before Thanksgiving. The majority voted for Oct 9<sup>th</sup>. Renee voted for Jun 30<sup>th</sup> so that teachers would have a chance to end their school year on a Thursday, and be able to clear out on the Friday. The OCASC site mentions a few speakers' series that are coming up. <http://ocasc.ca/>

#### 10. Treasurer – Claudette (see attached report)

Holiday Elves - \$1200.00 went to help families within KES / \$900.00 went to the Kanata Food Cupboard.

We will maintain our current \$2000.00 balance for the end of June.

Request for money for ribbons: a follow up required with Mr. Bedard to see if the 7 and 8s will also need the ribbons. Motion: up to \$200.00 to be spent on the ribbons. Jen/Carla all were in favour. Mme. Leclerc to follow up with M. Bedard and Mme. Ramsden.

There was a discussion regarding Grade 8 plaques that would remain in the hallway, so that names might be added each year. Jeff to follow up with the grade 8 teachers, and we will revisit this request once there are more details and costs provided.

Motion for up to \$50.00 for Mme. Leclerc to purchase hot chocolate and marshmallows for the students remaining behind on the school ski trip. (approx.. 50 students) Megan/Jen all were in favour.

Thank you to Mme. Leclerc for making this such a vibrant event.

#### 11. Campbell's labels

We need a teacher to request that we save for a specific item. Without a specific item, it is hard to keep the momentum going. Mme. Leclerc will ask the Jr. teachers at their meeting next week. Item differed to next month.

#### 12. Teacher's Appreciation Lunch

Date: to be determined.

Thank you to Chantal Kaye for all of her efforts in the past. Sara is willing to organize the event for this year.

There was a brief discussion regarding a long term funding project. What are parents interested in?  
Next meeting: establishing a long term funding committee.

13. Adjournment: 8:55pm.