

Stittsville Public School Parent Council Meeting Minutes - September 15, 2015

Present:

Sabrina Kemp
Shannon Helleman
Lorrie Hayes
Kim Medaglia
Kristin Harcoff
Michael Malek
Donna Boyle
Travis Valcourt
Stephanie Bourre
Jackie Connors
Cathy Coote
Erin Cavanagh
Charlene Mills
Virginia O'Halloran
Maura Cuffari
Kristin Kilby
Julie Smith
Laura Neal
Jacqueline Davis
George Ingraham
Jenny Guth
Michelle Legault
Jessica Sultan
Coreen Tyers
Donna Edwards
Kathryn Spence
Megan Baker
Ola Dziunycz
Melissa Aitken
Debbie Goodleff
Ngh Nguyen
Lynn Scott (School Board Trustee)

INTRODUCTION

1. Welcome and Snacks - Shannon opened the meeting with an 'introduce yourself' activity at 7:03pm.

Sabrina thanked Kim and Lorrie for all the work they've done over the summer getting the food program and volunteer system organized..

Agenda circulated, one change to move approval of May minutes to October meeting. Motion to approve circulated agenda with change (Jacquie, Donna) - motion passed

ELECTIONS

2. Elections for Executive Positions

Sabrina reviewed positions and those who have volunteered to fill them. Everyone was offered the opportunity to volunteer for any of the positions and the following list was decided upon:

Chair - Sabrina Kemp and Shannon Helleman - co-chairs

Secretary - Jessica Sultan

Treasurer - Ryan Dawe (to be voted in next meeting)

Food Program Coordinator - Lorrie Hayes

Fundraiser Coordinators - Kristin Harcoff, Donna Edwards and Ola Dziunycz

Volunteer Coordinator - Kim Medaglia

OCASC Representative - Coreen Tyers

Website Administrator - Jackie Connors

Communications Coordinator (new position) - Jessica Sultan

3. Member-at-Large forms circulated and completed by those who wished to sign up.

*Lynn Scott

- While forms were being completed, Lynn Scott presented the board's strategic plan. The goal is that all of the students will achieve success. Education needs to be individualized for each student. Everyone is different and doesn't need to be labeled. Also, a renewed emphasis on parent engagement - reading with your kids, teaching numeracy (baking, etc.), just being involved!

- Lynn also spoke to the labor issues right now. She cautioned believing everything in the media. She indicated that the teachers are doing most of what they normally do, and everything they are not doing is being decided on by their union and they must comply. If we have concerns, or need to know if something will work or whether it is allowed, we should ask Mr. Malek. Lynn expects to have fully negotiated agreements sooner than later, but the way we get there is very important.

- The strategic plan as well as the exit surveys are available online.

Motion to approve members-at-large (Sabrina, Shannon) - motion approved

Motion to approve elected positions (Sabrina, Shannon) - motion approved

EXECUTIVE REPORTS

4. Chair Report - Sabrina Kemp and Shannon Helleman

- Shannon shared chair report information from the board:

- JK - 7 Mark Summaries: Parents of students in JK to grade 7 should have received information about the 2014-2015 Term 2 marks. The information was in the form of a letter. The mark information is not a report card; it contains student's marks by subject

and strand, and is based on the information submitted by their teacher. If you have not received your summary or you have questions about the mark summary, please contact the school which your child attended in June 2015.

- Labour Negotiations - At the elementary level, central negotiations with the Elementary Teachers Federation of Ontario (ETFO) are on-going. Locally, the school district has scheduled bargaining dates and we remain committed to negotiating a fair and fully funded local agreement as quickly as possible. ETFO has indicated that they are continuing the sanctions which were in place in June 2015 and have also extended those sanctions to include field trips and fundraising activities. We will continue to keep our school communities up-to-date via our website and social media channels.

- School Year Calendar: The 2015-2016 school year calendar is available on our website and a hard copy was distributed to students and staff this week. The highlights include School Holidays, PA Days, and District-wide Secondary Testing.

- School Council Training Day - We're very excited to announce that we will again be hosting the School Council Training Day in partnership with the Parent Involvement Committee (PIC) and the Ottawa-Carleton Assembly of School Councils (OCASC). Mark your calendar for Saturday, October 3rd from 8:30 am to 12:30 am. We're delighted to announce that Annie Kidder from People for Education (P4E) will be our keynote speaker. There will be workshops on a wide range of topics including school council finances, school yard greening, communicating with your school community, social media and more. A full agenda will be released next week. Everyone is welcome and the session is free. Please register in advance so we can plan accordingly.

- Ottawa-Carleton Assembly of School Councils (OCASC): OCASC is an umbrella organisation for school councils and parents in the Ottawa-Carleton District School Board (OCDSB) to share information and facilitate communication within the OCDSB communities to enhance the education of all its students. OCASC meets monthly on the third Thursday of the month at Fisher Park Summit School. The first meeting of this school year is September 24th.

- School Council Training Day: Join us for a half-day of informative workshops for parents/guardians.

Saturday, 3 October 2015 8:00 a.m. - 12:45 p.m. at Sir Guy Carleton Secondary School.
Keynote Speaker: Annie Kidder, People for Education Register Today!

- Speaker Series 2015/2016

- Understanding Mental Health (Panel Presentation with CHEO)

Wednesday, September 30th at 7:00 p.m. at Sir Robert Borden High School auditorium

- Mental health is an issue that affects all of us. Help break the stigma - learn about it, talk about it. Join us for a free information session for parents on the subjects of suicide, depression, anxiety, and bullying. A panel of experts will focus on warning signs, practical tips and "how to" talk to your teen.

- Concussion Management - Recognizing the Signs and Symptoms

Thursday, October 29th at 7:00 p.m. at Nepean High School auditorium

- Learn about the diagnosis, treatment and management of concussions in young people with Dr. Michael Vassilyadi, Dr. Kristian Goulet, Nurse Coordinator Gail Macartney and OCDSB staff. Our panel will help to inform parents about how to first prevent concussions and to recognize, treat and monitor the progress of recovery. The OCDSB's new procedure for concussions management is now being implemented in schools.

- Physical Literacy with Dr. Rebecca Lloyd

Thursday, November 26th at 7:00 p.m. at Longfields-Davidson Heights Secondary School auditorium

- Physical Literacy is more than just fitness and activity; it encourages a complete understanding of the way our bodies move, function and contribute to social, physical and emotional well-being. Dr. Lloyd will provide a historical perspective on physical literacy and what it means for the reformation of physical education. Hear practical examples of how we may become more physically literate in our own lives as students, teachers, and parents.

- Sabrina discussed profile of a principal that we need to submit to the board. If anyone wants to see our submission or give input, they can speak to Sabrina.

- Council Bylaws - they are old and need some updating. Sabrina shared the updates that the executive has discussed by way of the projector with indicated changes in indicated in colour. The entire bylaws are on the council website if anyone wants to read them in their entirety.

Changes to be made:

- remove the limit of 21 people
 - add 4 elected positions: communications, food, volunteer, web admin
 - change to security of treasurer role requiring it to be a designated person or someone with significant experience
 - add to treasurer role: must circulate a proposed budget
 - a few grammar edits
 - add the food program role with summary of responsibilities
 - add the communications role with summary of responsibilities
 - add web administrator role with summary of responsibilities
 - add volunteer coordinator role with summary of responsibilities
 - one final tweak on wording for who gives receipts
 - Final vote on changes will happen in October.
- Debrief from Stittsville Elementary School Parent Council Chairs Meeting - Shannon gave a brief summary of the meeting that was held with chairs from other Stittsville elementary school. Sabrina shared a few of the other ideas that were shared that evening as well.
- Results from Council Survey of Parents - Sabrina shared results of survey and they will be posted to the website. This survey asked about parents' involvement or lack thereof, what priorities council should focus on, what the money should be spent on, etc.

5. Principal's Report - Michael Malek

- Welcome to all parents who are attending for the first time and welcome to everyone else as we start another school year.
- Special thanks to our custodians for once again doing a fantastic job the summer. Our building was up and ready for the teachers to get set up before school started.
- Thank you to our Office Administrators Gisele Waters and Susie Massey for ensuring the safety of our students by making sure all students were on the correct buses and following up with medical needs and making parents feel welcome.
- Thank you to our Teachers, Educational Assistants and Early Childhood Educators for all their dedication to preparing for our students. The classrooms look great.
- Over the summer Business and Learning Technology installed projectors in all second floor classrooms and many first floor classrooms as part of our technology initiative supported by the generous donations from School Council. Each classroom has access to an Ipad and mobile technology. We are that your children will continue to have opportunities to work with technology imbedded into activities in their day.
- We welcome the following new staff members: Mrs. Erin Archambault - Grade 6 English to French Immersion, Mrs. Lorie Labelle - Grade 5 English to French Immersion, Mme Sarah Castonguay - Core French, Mrs. Lisa Goodyear - Grade 5/6, Mrs. Cheryl Litt - English coverage, Mme Ashley Horlin - Grade 2 Early French Immersion, Mrs. Amanda Clendinning - Senior Kindergarten, Stephanie Matheson - Long Term Occasional Teacher, Caroline Nicholson - Learning Resource Teacher, Bruce Knowles - Educational Assistant and Liana Gallant - Educational Assistant.
- Currently we have 667 students, 171 Full Day JK-SK students, 496 Grades 1-6 students. 35.80 teachers, .60 library technician, 4.0 Educational Assistants, 2 Office Administration, .50 VP and 1.0 Principal. We have 7 Full Day kindergarten classes, 12 primary classes and 9 junior classes. We do have 7 primary classes over 20. Human Resources is currently reviewing class sizes and will let us know in the next few weeks if we have to reorganize classes to meet the Primary Cap of 20.
- Mark summary letters for term 2 of the 2014-2015 school year were prepared over the summer. The letters were delivered to Canada Post for mailing on August 31st. The letters were sent to the home address of the student as listed in the school database. If you have any questions about the mark summary, please contact the school in which your child attended in June.
- Volunteers, if you are thinking of becoming a volunteer, we really need you. Student benefit from reading programs, math support and small group tutoring those parents can provide during the school day. Teachers also benefit your help with field trips, preparing activities and supporting learning in the classroom.
- Teacher Reps – Maura Cuffari and Virginia O'Halloran, Support Staff Representative - TBD
- Health and Safety Representative this year is Cathy Takahashi. We have scheduled monthly health and safety audits with the Chief Custodian, Peter Hammel to be completed at the end of each month.
- Meet the Teacher has been cancelled as a result of Elementary Teacher Contract negotiations.

- School Photo day is October 6h and re-take day is November 3rd.
- Professional Activity Day October 9th
- Fire Drills, staff have been preparing students for our fire drills which we need to practice 3 x in the fall and spring. Our first Fire Drill will be tomorrow. We will be having our first lock down practice the week of October 14th. Our School Resource Officer Genevieve Hupe and a team of officers will be available on that day to assist with the practice and provide feedback.

6. Vice-Principal's Report - Donna Boyle

Nothing major to report. A huge thank you to all the volunteers on the first day of school. It made a huge difference having volunteers at the gates to keep the parents out of the yard! Thanks to Michael for being a great partner.

7. Teacher's Report - Virginia O'Halloran and Maura Cuffari

- THANK YOU THANK YOU THANK YOU FOR THE PROJECTORS. We are very appreciative and cannot wait to start using them. They are mounted and we are beyond excited for them to be "wired" and able to work.

Last year update!!! :)

- Charlie Brown was such a HUGE success that we have now have money in a fund for future SPS presentations. It does not have to be grade 6, but a musical or show, etc.
- Pie in the Face was a wild success. We raised over \$900 for Free the Children. In hindsight, tickets will be more expensive this year so that we can make even more money!
- Mini We Day was a great initiative and wonderful concert. Nothing like that has happened here before and it was totally student driven.
- Knitting Club and Free the Children starting in the coming weeks.

This year:

- International Dot Day – teachers dressed up and some classes did some activities (teacher driven). Art, story, etc
- Mrs Faux the volunteer extraordinaire has already been into the school to make a schedule for the classes she will be visiting and she has lots of great ideas. It is probably her last year. VOSCARS is October 8th, 2015 at City Hall. 20\$ a ticket
- Sabrina asked if teachers could find out about the possibility of the LEGO club starting again, they will look into it.

Needs Assessment - the teachers were asked to provide a list of what they would like to see council money spent on. This is the ordered list they provided:

1. Teacher allocation
2. Scientists in the Schools and Cultural Presentations
3. Technology - SPECIFICALLY: Purchase more iPads for rental for small groups, speakers, new laptops to replace some of the old ones, ipad subscriptions for applications for student use (home and school ex: DreamBox), dongles

4. Subscription to athletics
5. \$ for field trips (to cover busing).
6. Supplies like Ziploc bags, art supplies (watercolour paper, more paint)
7. Toys for recess for kindergarten, primary and junior students

8. Fundraising Report - Donna Edwards and Kristin Harcoff

- School Clothing (display at Movie night) - ongoing - goal \$700
- Mabel's Labels - ongoing - goal \$100
- Movie Nights - September 25, April 15 - goal \$300/night
- Halloween Dance - not a fundraiser, but fun!
- Perogies and Cookie Dough - November - goal \$700
- Family Photo Mini Sessions - November - looking for a photographer to donate their time - goal \$400
- First Aid Course - Thursday, November 12 - goal \$400
- Parents' Night Out - Friday, December 4 - we babysit, parents go shop and support SPS by shopping at sponsors stores or restaurants - goal \$300
- Yoga and Yogurt - need a volunteer - January - goal \$200
- Valentine's Dance - not a fundraiser, but fun!
- Little Caesars (pizza AND cookie dough) - February - goal \$700
- Vesey's Bulbs - March - goal \$700
- Fitness Bingo - April - goal \$800
- Cake Walk - Friday, May 6 - goal \$2000
- Car Wash - May 28 or May 29 if rain day (instead of electronics fundraiser) - \$400
- Fun Fair and Book Sale - June 17 - goal \$2000

Total fundraising goal: \$10,000

9. Treasurer's Report - Ryan Dawe not present to report. Sabrina gave report on his behalf.

- 2014/15 was a successful year for the SPS council. We were able to raise almost \$14K through our fundraising efforts and generated an additional \$10K from food sales. We used the money raised to provide the teachers with a \$100 allocation per full time teacher and we purchased ipads and projectors for all the classrooms that needed them.
- Last year we set aside \$27K for the ipads, projectors and installation costs. To date we have spent almost \$21K. The balance will be used to pay for the installation costs that occurred this summer.
- Last year we started the year with just under \$34K in the bank and finished with just under \$35K. Our revenue exceeded our expenses by just over \$1K last year. As mentioned above, \$6K of this is earmarked to cover the cost of the projector installations.
- This year's budget was circulated
- We are projecting to raise an additional \$10K this year from fundraising and \$10K from food sales. Including misc. revenue items and misc. expenses, we are expecting to generate approximately \$19K in cash this year.

- Adding the \$19K to the opening \$35K and allowing for the \$6K we should have about \$48K available to allocate. Being conservative and keeping in mind that a good portion of the fund raising money comes in at the end of the year, we should be comfortable allocating \$35K to various projects this year. Once we have a better handle on how food sales have gone and how the fundraising is going, we should revisit after Xmas and consider increasing how much we are prepared to allocate.
- Teacher Allocations - motion to give each full-time teacher equivalent amount of \$200 to spend on items to enhance curriculum in their classes (Kristin, Shannon) - motion passed.
- Mathletics - a two-day event for grades 3-6 with hands-on activities centred around math. Motion to allocate \$2000 (Shannon, Jacquie) - motion approved.
- Remaining allocations - to be voted on in October

10. Volunteer Report - Kim Medaglia

- We have switched to an online system (Volunteer Spot) which allows you to see all of the available opportunities and volunteer for available spots in live time.
- Flyer being sent home on Thursday

11. Food Program Report - Lorrie Hayes

- Added KungFu Bistro
- Hotdogs every month
- Moved from Quiznos to Subway
- Moved from Extreme Pita to Booster Juice wraps
- no longer a Milk program due to a shortage of volunteers and low revenue (new idea for reusable cup)
- email food@spscouncil.com
- grandparents can volunteer but need a police check (Donna can provide a letter if required)
- REALLY need a pizza coordinator (doesn't need to be available during school hours)
- all foods will be at second nutrition break except KungFu Bistro (Monday morning)
- paperwork will go home on Thursday, programs will start October 7

12. OCASC Report - Coreen Tyers

Nothing to report yet, first meeting is next week.

13. Safe and Caring Schools - Jenny Guth

- Jenny gave results of the survey that was circulated late in the school year last year concerning the Buddy Bench. Results to be posted to the council website.
- Maura asked if she could forward results to teachers.
- Results seem to indicate there is support for the bench. If Safe and Caring Schools wants to proceed, we will vote on spending the money then. Discussion will take place at the Safe and Caring Schools Committee meetings, which sadly won't happen until the job action situation ends.

14. Christmas Baskets - Jessica Sultan

- After the amazing outpouring of support last year, Jessica is interested in running the Christmas basket programs again...but she can't do it alone.
- Need a class representative for each class that wants to participate, and Jessica will run overall activity but needs to know how many families we will support.
- More details coming!

CONCLUSIONS

15. Adjournment - Motion to adjourn meeting at (Shannon, Jacquie) - motion approved.