

Kanata Highlands Public School School Council Meeting

Minutes of Meeting – May 1st, 2018

Location: KHPS Library

Time: 7:05 – 8:45 pm

MEETING CALLED BY	Spencer Callaghan and Shari Fisher Co-Chairs School Council
TYPE OF MEETING	KHPS School Council Meeting
SECRETARY	Collette Twyford and Aiza Saqalain
ATTENDEES	Parents of students attending KHPS Shannon Jorgensen - Teaching Staff Representative Pauline McKenna – Principal

Parent Members Present

Anna Cole	Jason Sadrian	Shari Fisher
Anthony Rumsey	Jessika Mears-Mason	Spencer Callaghan
Christine Yakimovich	Katie Robb	Trina Simmonds
Collette Twyford	Meghan Schuler	
Fiona Pingyin	Shannon Jorgensen	

Regrets

Aiza Saqalain	Catherine Birch	Devinder Kaur Trehan
Dana Platias	Mary Falzon Sultana	Minzah Rizvi
My-Lien Bosch	Jen Chandler	Jihane Huommady
Shannon Clarke		

Non Members

Samira Abdala
Kelly Lewis

Item 1 - Meeting called to order at 7:05 pm

Spencer Callaghan

Item 2 – Approval of May 1st, 2018 Agenda

Spencer Callaghan

DISCUSSION	<ul style="list-style-type: none"> Jihane will be absent so there will be no Communications Update (Item 9) <p><i>Spencer moved to approve the agenda as amended; seconded by Meghan</i></p>
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Item 3 – Acceptance of April 3, 2018 Minutes & Action Items

Spencer Callaghan

DISCUSSION	<ul style="list-style-type: none"> There is a typographical error in the tick presentation which will be corrected <p><i>Spencer moved to approve the minutes as amended; seconded by Meghan</i></p>
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Item 4 – Principal’s Report

Pauline McKenna

DISCUSSION	<p>Welcome to spring! So great to have the warmer weather.</p> <p>Garden was built and planted! Very exciting and lots of great work by our grade 5 students. We are looking for a family or a couple that would be interested in watering and harvesting over the summer?</p> <p>Great kinder concert. Thanks to all the families for joining us. So proud of the students and so appreciative of all the long hours and work by our educator team.</p> <p>Playground- heard back from teacher at West Carleton. The benches are made out of pressure treated wood and if needed can make them with cedar. Not able to do any this year, might be able to do some in late fall. Approx. cost \$100 - \$300 depending on material. Facilities recommends going with the other material due to low maintenance cost and safety.</p> <p>School Climate Survey For Parents- we need your feedback!</p> <p>Kanata Highlands Public School as part of the Ottawa-Carleton District School Board (OCDSB) values parental engagement. When parents share their ideas and offer constructive feedback, the school system is improved and students succeed. We are seeking your input regarding school climate. By completing our School Climate Survey for parents/guardians, your feedback will assist us in developing strategies to prevent bullying and to promote safe and inclusive schools for all students.</p> <p>The “OurSCHOOL” survey developed by The Learning Bar will be used across the OCDSB. It is anonymous, voluntary, confidential, and will take approximately 20 minutes to complete. The parent survey will be open for participation from April 23 to May 11, 2018.</p> <p>All Ontario school boards are required by the Ministry to conduct school climate surveys of students, school staff and parents at least once every two years. More information about the survey is available on the OCDSB website www.ocdsb.ca.</p> <p>Please follow the instructions below to complete the school climate survey for parents/guardians: Use the unique school login: http://www.ourschool.net/nkns18</p> <p>If you have more than one child at the school, please feel free to complete the survey for each child. We appreciate your time and value your opinion.</p> <p>The survey data will be used to support school planning to create positive and accepting school environments for you and your child. If you have specific questions about the survey, please do not hesitate to contact our school office.</p> <ul style="list-style-type: none"> • Spencer noted that the link to the survey in the email was a broken; Pauline said she would look into this and resend a corrected version. • Shari proposed that a reminder be put on the Facebook group so that people could complete the survey. Pauline noted that a reminder could be made but that the link itself should not be shared on social media.
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Book Fair**Usborne Books will be at Kanata Highlands PS**

Tuesday May 8th (8:30am – 3pm)

Wednesday May 9th (8:30am – 6pm)

Usborne books are quality, award winning books for children of all ages. There is a wide selection of non-fiction, activity, art and crafts, early reading and chapter books with something for everyone! There will be many books to look at during the fair. Many will be available to take home that day, but others are samples and will need to be ordered. These will be delivered to the school two to three weeks after the event.

Parents are welcome and encouraged to visit the display on May 8th and 9th. You can also visit the online catalogue at www.usborneonline.ca/sandra and contact Sandra Romanauskas, our Usborne Consultant, by Friday May 11th to place your order. If doing so please do not 'checkout' online but instead send orders to Sandra 'as a wish list' or contact Sandra by phone /email to be included with the fair.

Kanata Highlands School will receive 25% of the total sales in free books!! This is a great opportunity to build your own home library and benefit your school.

Payment accepted by MC, Visa, cash, email transfer or cheque (made out to Sandra Romanauskas).

Please contact Sandra with any questions at (613) 692-4401 or readwithsandra@gmail.com.

Please contact Ms. MacLean if you're available to help with the fair for a few hours on either day.

Director Citation- congratulations to Cindy MacLean for winning the award! Huge accomplishment.

EQAO- grade 3 and grade 6 coming up the last two weeks in May.

Celebrating our Grade 6 students –

Will be held on Tuesday June 26th at 9:00 a.m. A celebration of their learning; students involved in creating and coordinating the event; keep it informal; not a traditional 'leaving ceremony'; parents welcome to attend; all other students in the building will be involved at the end of the event outside as we plant a tree together; requesting that school council coordinate cupcakes or sliced cake for students and parents along with juice box.

- Trina offered to make cupcakes
- A discussion about cost for providing the refreshments ensued – it was determined that \$200 would be a reasonable amount

Spencer called a vote on the allocation of up to \$200 for the cost of refreshments at the Grade 6 graduation – All in favour

Budget Update - see attachment.

Item 5- Teachers Report

Shannon Jorgensen

DISCUSSION	<ul style="list-style-type: none"> • YAKI is coming to do a concert for the Kindergarteners • Twitter Feed: The kindergarteners had a live feed on Twitter of chicks hatching in the classroom. Currently there are 6 hatched so far and this can be accessed on our Twitter feed should anyone wish to see it • Running Club: Grade 1 to 3 currently have a running club during recess and from 3:15-4:15 on Wednesday <ul style="list-style-type: none"> ○ Q: how does the club work for the EDP? ○ A: Parents can fill out a permission form from Madame Smith allowing kids to participate in the Wednesday evening practice and that this would be fine for releasing children to participate in the run program. • Kanata Highlands race day is on June 10th and Shannon suggested that perhaps parents might be interested joining this 1K fun run for their children. • Grade 2 will have an open house and parents are being invited to come look at their children's activities, drawings and projects • Grade 3 are to attend at the Pioneer village and learn all about the life of the early pioneers which they are currently studying. • Forrest Reading program: a successful elementary program set up by Cindy our lovely librarian. Students voted for Shark Lady as their favorite book in the selection of books available currently. Books are on view in the maker space for parents to look over should they so wish. • The junior boys basketball team placed 2nd in the recent tournament - they lost by one point and did KHPS proud; The junior girls will have their game this Friday • Grade 6 field-trip will be to the Museum of Science and Technology. <ul style="list-style-type: none"> ○ They are currently visiting the schools that they will be transferring to for grade 7. ○ Part of this visit will involve them picking up their instrument (at Jack Donahue) as learning about an instrument is part of the grade 7 and 8 curricula. • Students from Jack Donohue's instruments orchestra will be coming to perform a concert also at KHPS. • Hip Hop Dance Presentation. We are having our hip hop expert coming this Friday at 2:00 p.m. <ul style="list-style-type: none"> ○ KHPS will have an open house - parents and teachers will be invited to see the students demonstrate their hip hop skills. The teachers have also been practicing a secret hip hop dance of which the kids are unaware! • Singing Club continues and is going quite well. • There's also a Journalism club. • Leadership club is planning a health week. <ul style="list-style-type: none"> ○ they will explore the importance of a healthy lifestyle ○ the week will end with a sports day ○ donations of \$2 also encouraged ○ freezies and that will be available for sale on the day. ○ the funds raised will help to build Wells in Kenya • Splash Pad at the Richcraft Center – students may have an opportunity to go again this year as the weather warms up • World Changers Projects - Raised \$200 toward our garden and approximately the same for our sister school for their garden.
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Item 6 – Treasurer’s Update

Jason Sadrain

DISCUSSION	<u>Account Balances</u>	
	Major Transactions (Past 60 days)	
	April 16 th Move it Night	1,211
	April 2 nd Cheque #55 M.S –Library Games	930
	March 27 th Mc Donalds Proceeds	475
	March 8 th Deposits	48
	TD Account Balance	<u>\$9,871</u>
	2) School Cash Online Balance :	
	Pizza Day Account :	\$19,473
	Movie Night Account :	\$1,355
	Total Account Balances	\$30,699
	<u>Commitments/Allocations:</u>	
	Remaining Pizza Days (8)	\$3,155
	Playground Allocations (Move it night /Movie Night	\$2,566
	Total Funds available	\$24,978
Email: KHPSFINANCE@GMAIL.COM		
Discussion		
<ul style="list-style-type: none"> • No Banking Fees due to high balances • Allocation to playground: <ul style="list-style-type: none"> ○ Given we have raised funds which we have said were for the playground we should allocate that money so we have specifically earmarked it for that ○ Although information regarding funds and allocations I available in the minutes and financial statements are public, it is important to keep families informed of what has been collected since we keep asking for money for the playground ○ An allocation of \$20,000 to the playground was proposed – this would purely be an accounting allocation at this point and the funds would remain in the Council's account until final decisions were made • Suggestion to create a “thermometer” style display showing the target amount for the playground and the amount raised so far. <ul style="list-style-type: none"> ○ This would give a visual for parents and act as an advertisement for the fundraising efforts. ○ Inform the community of how much needs to be raised (likely close to \$100,000) and how far along fundraising has progressed towards the target amount. • School Cash Account: <ul style="list-style-type: none"> ○ Pauline mentioned it was a good idea to clear out the school cash account at the end of the year. ○ Jason will work with Leanne to clear out the accounts after the last pizza day. 		

Item 7 – Hot Lunches

Anna Cole and Fiona Pingyin

	<p>Lunch lady</p> <ul style="list-style-type: none"> • The Lunch Lady said they were finding it difficult getting to the school on time for first lunch and asked about switching delivery to 2nd lunch • There are currently 35 lunches on order and 10% of the proceeds go to the school. • The general consensus was that this year would not be a suitable time to begin this practice. <ul style="list-style-type: none"> ▪ As it is late in the school year and students are familiar with the routine. ▪ Children are used to having their lunch during 1st recess and they would also keep some of that lunch for 2nd recess so this change may leave some children without food during 1st break ▪ parents having to reorganize how they give food to their children so that they are not left without food during 1st recess • 2nd recess switch can be considered for the start of the next school year.
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Item 8 - Fundraising Update

DISCUSSION	<p>8.1 Move It Night Shari Fisher</p> <ul style="list-style-type: none"> • Fundraising “Move it” night was a great success – a large turnout and lots of positive feedback – raised over \$1100! • The kids had fun especially with the dance party at the end • It was mentioned that we did not manage to get very many pictures on the night and wondered if others had some pictures taken on the night that they might like to share with KHPS Council • Shannon also pointed out that a number of parents have given her some positive feedback about the evening and they were very happy with how the event turned out. <p>8.2 Year End BBQ Kelly Lewis and Meghan Schuler</p> <p>Date: BBQ is on June 22nd from 5:30pm to 7:30pm</p> <p>Food Trucks :</p> <ul style="list-style-type: none"> • Two Food Trucks are currently confirmed. • Question as to whether two food trucks would be enough? • Pauline mentioned that at a recent school event she had attended there were two food truck but many people waiting in line for a long time and she was concerned about this. • Suggestion that perhaps KHPS BBQ event should have 3 food trucks. • Pauline to ask the principal of Half Moon Bay PS about how many trucks they had and their satisfaction of service. <ul style="list-style-type: none"> ○ Response: 3 – ice cream was a big hit and 10% of sales went to their school fundraising • Megan said that there was some difficulty in securing food trucks for the evening am due to cost and availability it might be a challenge to get trucks.
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- Jo-Jo's pizza is a consideration - it depends on how long the pizza can stay hot
- Menus will be made available ahead of time if possible; links to the food trucks could also be put on our website ahead of the event
- Green Mill is happy to make a donation to the school council
- A search company "Roaming Hunger" is available to locate available Food Trucks, at a cost of \$200-\$300, on the night of the End of year BBQ.
Website: <https://roaminghunger.com>
- There was a call for volunteers to help with the Grill Master food truck.
 - 3 people to run the cashier and 4 people for food service.
 - Spenser commented that the last time Grill Master was used their actions were a little "shady" with regards to total sales and refunds. Also there was quite a delay in Grill master coming forward with a check for the sales percentage raised on the night that was to go towards Kanata Highlands fundraising.
 - Some parents felt this seemed a little like unpaid labor given the number of volunteers Grill master requested and the nature of the jobs requested
- Committee Members are asked to help in the set up on the day.

Entertainment

- **Recess Guitar Club** from W. Erksine Johnson Public School will perform as warm up act.
- **Derek McKinley** a children's entertainer would be the main act of the night
 - He requires a \$250 deposit and a further \$250 to be paid on the night giving a total of \$500 for his performance.
- **A Photo Booth** will be in place with props and various items for parents and children to have fun with.
 - suggested \$5 per family to go towards funds for the schoolyard.
- **Face painting** also planned on the night and Jihanne has some connections with a company that would do the face painting.
 - However they need volunteers to help with preparing the children for face painting
 - The process is that a child will receive a number and they will be called to have face painting done by that number
 - Volunteers would prepare the child's face and gather the children when their turn arises
- **The Hawks song** will be performed on the night by KHPS students.
- **Police car and fire truck** are available on the night with the caveat that they may be called away during the festivities if an emergency were to arise.
- Possible attendance of Councilor Marianne Wilkinson.

Other items available on the night

- Bubbles, chalk, skipping ropes and sports balls
- Freezies will be sold on the night as part of our fundraising
- Volunteer high school students will maintain the table and supervise.
- Pauline did point out that the school does have a lot of chalk resources and bubbles so perhaps freezies might be the only allocation needed

Further Discussion

- Location of performance stage
 - suggestion was for kindergarten play yard but play structure is not suitable for 6+;
 - other suggestion for behind makerspace – Pauline to discuss options

with Kelly and Meghan

- Custodial staff will be available on the evening of the event to help with setting up and securing of wires/cords for electronics, speakers and various items used on the night
 - Anthony to take care of Mike and Amp set ups.
- Attendees are encouraged to stay outside/bring picnic blankets and baskets.
- Access to the school would be for use of the bathroom facilities only
- If there is rain on the day the event would be relocated to the gym.
- Location of trucks
 - Original suggestion was soccer field but concern that this will damage the field
 - Trucks should stay in parking area and pavement
- Encourage people to walk or cycle and to keep parking to a minimum, as parking will be at a premium especially if the trucks are to be moved off the fields.
- Political participation
 - Spencer remarks that with the municipal elections coming up it might be prudent to pro-actively invite all candidates since Marianne Wilkinson had mentioned she you would like to attend the barbecue and perhaps bring along Jenna Sudds (her choice for replacement)
 - consensus was that the barbecue should be kept a nonpolitical event open to all in our community but that no specific invitation should be extended.
 - Candidates will not be invited or permitted to speak or address the crowd

The schedule:

- Recess guitar club to perform at 5:13 p.m. To 6:00 p.m.
- Welcome speech from Pauline and perhaps a parent council chair persons.
- The main entertainment begins at 6pm with Derek McKinley.
- Finishing at 7pm with a farewell speech by our chair persons /Principal.
- Some students from Kanata Highland Public School will also sing The Hawks Song.

Spencer called a vote for an allocation of up to \$700 for entertainment (\$500) and other expenses – all in favour

8.3 Ideas for next year

Shari Fisher

- Shari requested to at parents start thinking about what worked and what didn't work this year; the types of activities they'd like to try next year and how we want to run them
 - Parent mentioned it was nice to have variety in who volunteered and helps out during the year.
 - Suggestion that parents are asked at the beginning of the year if they would be willing to volunteer during the coming school year so that a pool of volunteers can be drawn up and called upon as the year progresses.
- Spencer suggested a **parent survey** on what the school community liked.
 - Survey to be sent out in September rather than now due to OCDSB

	<p>survey already issued to parents.</p> <ul style="list-style-type: none"> • Suggestion to discuss this topic further at the next meeting and perhaps send out a survey after that. • Trina Mentioned she was at a Bingo Event held at The Legion <ul style="list-style-type: none"> ○ The legion offers their venue free ○ There is a canteen which volunteers can use to sell treats snacks and event items. ○ They also held a raffle ○ Tickets were \$25 and they sold 105 tickets ○ Raised approximately \$2500 ○ Its 18+night only. ○ They event organizer is happy to communicate with Trina about a similar Bingo Event for KHPS should we so wish.
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Item 9 – Playground Project

Shari Fisher

DISCUSSION	<p>10.1 Buddy Bench</p> <ul style="list-style-type: none"> • Fall is the best time to ask West Carlton to begin the project should we go ahead. • Cedar or pressure treated are the options available • Pauline was not entirely comfortable with the suggestion as it must meet board safety requirement and ease of upkeep. • It was the consensus to address the subject in September and contact the WC school regarding our interest. • Kelly mentioned her school has cedar benches and she's happy to update on how these benches are holding up to wear <p>10.2 Allocation of Funds</p> <ul style="list-style-type: none"> • Returning to our previous discussion on the playground, Shari pointed out that many parents many not be aware of the cost for the Playground and a display such as the thermometer idea would be helpful in keeping parents informed. • It is suggested that the target be set at \$100,000 and that \$20,000 be allocated now <p><i>Spencer called a vote on the allocation of \$20,000 to the playground project – All in favour</i></p> <ul style="list-style-type: none"> • Pauline wish to remind council members that Dan Fournier will have to “okay” the proposed Playground and sign off on a city inspection before we can begin putting the playground or items associated with it in place. • Social Media should advertise the Playground project perhaps put the \$20,000 on the survey for parents and ask for any ideas parents might have for fundraising events in the new school year. • KHPS FaceBook Page should mention our Move it night event, it success and popularity and the amount raised so parents are made more aware of funds and efforts to build the playground in progress.
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Item 10- PRO Grant 2018 -2019

Shari Fisher

DISCUSSION	<ul style="list-style-type: none"> • Do the KHPS council members wish to re apply for PRO Grant • The application is due June 1. • General consensus of the council was to submit another request for this Grant. • This Grant has funded : <ul style="list-style-type: none"> ○ Learning Styles workshop ○ Maths games for home borrowing ○ Mindfulness workshop ○ Parent Resource Library • The council members generally felt the PROGrant has been of great benefit to helping KHPS School/ home connections and we should continue with more of what we have already achieved in this vein. • <i>Shari to submit proposal consistent with past proposals</i>
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Item 11 - New Business

DISCUSSION	<p>11.1 Principal profile – Shari Fisher</p> <p>The Principal Profile is our wishlist as parents for the qualities and skills of a new principal should Pauline ever leave us. The profile was created last year; Shari asked if anyone wished to change anything on it</p> <p>Consensus was that no changes were necessary</p> <p><i>Shari called a vote on the adoption of the principal profile as presented – all in favour</i></p> <p>11.2 Teacher appreciation event</p> <p>Shari asked what parents wanted to do for a teacher appreciation event this year – we did a potluck with counsel members bringing various dishes last year.</p> <p>Consensus was that a similar event should be held but that we should involve the larger school community this year</p> <p>Event should be held on a Monday or Wednesday in order to include Cindy (Librarian)</p> <p>A google form can be organized to ask for volunteers to contribute food for the occasion.</p> <p>June 18th is suggested as a suitable date.</p> <p>Anyone interested in organizing, please contact Shari</p> <p>.</p>
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Item 12 – Adjournment and next meeting.

Spencer Callaghan

- Next Meeting: June 5th 2018

Spencer moved to adjourn the meeting at 8:45 pm – seconded by Shari

ACTION ITEMS – 2017-2018

ITEM NO.	DESCRIPTION	PERSON RESPONSIBLE	DEADLINE	STATUS
1	Purchase of Gloves and Napkins for Hot Lunches program	Anna Cole and Fiona Pingyin	December	CLOSED
2	Set up email volunteering forms for future events	My-Lien Bosch	December	CLOSED
3	Prepare a letter from School Council to Marianne Wilkinson regarding safety concerns at crossing on Terry Fox	Spencer Callaghan	February	CLOSED
4	Prepare a template letter to be shared with parents to email to Marianne Wilkinson regarding safety concerns at crossing on Terry Fox	Spencer Callaghan	February	CLOSED
5	Get more information on a fundraising event at McDonald's or another restaurant in the area	Minzah Rizvi	February	CLOSED
6	Get more information about tailoring learning styles to lower grades and on paint night costs and logistics	Shari Fisher	December	CLOSED
7	Get more information on whether additional insurance is necessary and if so, how much	Spencer Callaghan	December	CLOSED
8	Information on Boston Pizza Fund Raising Event	Spencer Callaghan	February	CLOSED
9	Compilation of Games list and costs for Games Library	Meghan Schuler	February	CLOSED
10	Purchase games for Games Library	Meghan Schuler Shannon Jorgensen	March	CLOSED
11	Date for Boston Pizza	Spencer Callaghan	April	CLOSED
12	Submit PRO Grant Proposal	Shari Fisher	May	OPEN