

Kanata Highlands Public School

School Council Meeting

Minutes of Meeting – June 8th 2017

Location: KHPS Library
 Time: 7:05 –9:00 pm

MEETING CALLED BY	Shari Fisher & Spencer Callaghan Co-Chairs School Council
TYPE OF MEETING	KHPS School Council Meeting
SECRETARY	Katie Robb
ATTENDEES	Parents of students attending KHPS Shannon Jorgensen - Teaching Staff Pauline McKenna – Principal

Parent Members Present

Anna Cole	Anthony Rumsey	Caroline Moore
Catherine Birch	Devinder Kaur Trehan	Fiona Pingyin
Jason Sadrian	Jen Chandler	Jihane Hoummady
Katie Robb	Minzah Rizvi	My-Lien Bosch
Shari Fisher	Spencer Callaghan	

Regrets

Bushra Fazal	Dana Platias	Darine Salloukh
Jessika Mears-Mason	Kindell Tolmie	Meghan Schuler
Collette Twyford	Jocelyn Swift	Mary Falzon-Sultana
Natasha Smith	Orma Courtenay	Trina Simmonds

Item 1 – Shari Fisher called the meeting to order at 7:05 pm

DISCUSSION	<ul style="list-style-type: none"> Neither Co-Secretary being able to attend the meeting, Katie Robb agreed to act as Secretary
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Item 2 – Approval of June 8th, 2017 Agenda Shari Fisher

DISCUSSION	<ul style="list-style-type: none"> Some items in the agenda would be discussed out of the order presented as a couple of members were arriving late.. Shari moved to approve the agenda as amended; seconded by Spencer Callaghan
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Item 3 – Acceptance of May 11th, 2017 Minutes Shari Fisher

DISCUSSION	<ul style="list-style-type: none"> Shari moved to approve the minutes as presented; seconded by Jihane Hoummady
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Item 4 – Teachers’ report

Shannon Jorgensen

DISCUSSION	<p>June has many upcoming field trips and activities for the students including:</p> <ul style="list-style-type: none">• JK/SK – Field trip to the Experimental Farm• Grade 1 - Field trip to the Bill Mason Centre• Grade 2 – Field Trip to a First Nations’ Pow Wow at Majors Hill Park• Grade 3 – Field trip to MacSkimming Pioneer Village. Also completed the “Swim to Survive” program at Richcraft Pool.• Grade 4 – Field trip to the Bill Mason Centre to study habitats• Grade 5 – Field trip to Bill Mason Centre where they learned a Trade Simulation Game. <p>Richcraft has opened the Splash Pad to the school so many classes will be taking advantage of this before the end of school. The students will be working with a Digital Mural artist before the end of the year.</p>
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Item 5- Hot Lunch Update

Anna Cole and Fiona Pingyin

DISCUSSION	<p>Overall the lunch program has gone very well. Many thanks to the Pizza Lunch volunteers for their efforts. Feedback from the teachers was that the program ran very well.</p> <p>For next year we will consider whether or not to add a 3rd day meal option.</p> <p>Pizza was very successful. The Lunch Lady had very little participation but was easy to run so would continue for next year.</p>
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Item 6 - Fundraising Updates

Minzah Rizvi

DISCUSSION	<p>Family BBQ</p> <ul style="list-style-type: none">○ Great response from the school community. So far we have raised \$1349, however results from GrillMaster are still TBD.○ The Fundraising Committee was pleased with the support from the community in terms of donation of raffle prizes.○ The event had just enough volunteers <p>Fundraising 2017/2018</p> <ul style="list-style-type: none">• Dates were selected for tentative fundraiser dates. This was to ensure the school facilities would be available. Dates selected are as follows:<ul style="list-style-type: none">○ October 20 & 27○ December 1 & 8○ February 2 & 9○ April 13 & 20○ June 22• It was suggested that there be a committee organizing the BBQ for June 22nd and a committee for the other events. Ideas were to have 2 movie nights, trivia night, consider a Forest Walk with Families or Geocaching –using the outdoor space available to us as well.
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Item 7 – Treasurer’s Update

Jason Sadrian

DISCUSSION	<ul style="list-style-type: none">• Total balance in the bank is \$9636, with about \$1000 remaining to pay out for pizza lunches.• Jason will send out a final account balance in early July• A final report is due to the school board in September. <p>Executive Allocation</p> <ul style="list-style-type: none">• \$100 was allocated by the council’s executive to cover the banking fees that were above the previously approved \$300. <p>Financial Reviewer</p> <ul style="list-style-type: none">• Jen Chandler volunteered to review the accounting for the year.
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Item 8 – Principal’s Report and Q & A

Pauline McKenna

DISCUSSION	<ol style="list-style-type: none">1. Celebrate our Success<ul style="list-style-type: none">- Thanks for all your support of our community BBQ and official opening; special thanks to our fundraising committee for their thorough organization of the event; two prizes still in staff room for pick up- Successful family events - movie night, book fair, math/French Language- School council up and running; lunch programs; playground toys; and plans for play yard; resource library and mindfulness info event and course offered- Such a collaborative group to work with and engagement appreciated - I am so lucky!2. How we would like to recognize volunteers?<ul style="list-style-type: none">- After much discussion and re-visiting all the ways we could recognize volunteers we felt it was important that all families receive a message, not only those that are able to come into the school for an event for volunteers. Our students and staff are preparing a way to share a message of acknowledgement and appreciation with you all along with a special way to mark our volunteers from the 2016-2017 school year; stay tuned for a message coming to you later in June.3. Financial report - school council donations and school generated funds report; shared paper copy with members4. Report cards<ul style="list-style-type: none">- June 27th going home. We are continuing with our same format from February based on your suggestions and feedback. Focusing on strengths and next steps in point from format.5. School Cash Net<ul style="list-style-type: none">- delayed - will be hopefully be up and running for the fall.- In order for School Council to access the service, all funds would go through the school bank account, we can create a separate line item based on the activity - pizza or event ie. movie. The program can provide reports based on who has paid from which class, etc. The school can provide the school council with a cheque for the full amount of money. For pizza, it might be better to have the school administer the funds as the school would receive most (85%) the HST back. So we could still provide a report and you could decide how the funds are spent.6. Thank you again for an amazing first year at KHPS, I look forward to many more! Have a wonderful summer, enjoy your families and we look forward to welcoming you back on Tuesday September 5th.
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Items 9 - Communications Update & Logo and Mascot

Jihane Hoummady

DISCUSSION	<ul style="list-style-type: none">• A flyer will be created to provide to parents detailing the different methods of communicating school news from the council.
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Item 10 – Resource Library Update

Shari Fisher

DISCUSSION	<ul style="list-style-type: none">• Books have been purchased or ordered – totaling \$694.98• A location in the Maker Space has been selected and a sign up binder is ready to go.• It is suggested that books be signed out for no more than 4 weeks, but the whole system is run using the honour system.• The Pro Grant application was submitted for another \$1000.
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Item 11 – Teacher Appreciation Event

Shari Fisher

DISCUSSION	<ul style="list-style-type: none">• This event is booked for June 19th• As this event is coming up quickly, and to minimize having way too much food, the council agreed that we would provide the food for this year's event.• Minzah will coordinate the list.• Pauline mentioned that the staff eat at different times throughout the day so things that the staff can serve themselves would be best.
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Item 12 – Principle Profile

Shari Fisher

DISCUSSION	<ul style="list-style-type: none">• The Principle Profile was sent out for review in May. A few comments were made and the profile was adjusted.• Additional comments from the meeting include:<ul style="list-style-type: none">○ Add reference to the Maker Space○ Use of Social Media○ Keeping a focus on Mindfulness• Shari moved to adopt the profile with the additions. All were in favour.
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Item 13 – New Business

Shari Fisher

DISCUSSION	<p>13.1 2017/2018 Elections & Meetings</p> <ul style="list-style-type: none">• The elections will be held in the fall at the Council's first meeting – October 3rd.• It was suggested to move the Council meetings to the 1st Tuesday of the month to align with the Teacher's Monthly Staff meetings. <p>13.2 Review of the 2016/17 Priorities</p> <ul style="list-style-type: none">• The format was great - there were no additions or changes requested.
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**Shari moved to adjourn the meeting; seconded by Spencer.
Meeting adjourned 9:00 pm**

ACTION ITEMS 2016-2017

ITEM NO.	DESCRIPTION	PERSON RESPONSIBLE	DEADLINE	STATUS
1	Setting next meeting and timing of subsequent meetings	Shari Fisher & Spencer Callaghan	November	CLOSED
2	An email will be sent to parents to vote for School Colour and Mascot	Pauline McKenna	None	CLOSED
3	Logo and the shade of green for school colour	Jihane Hoummady	March	CLOSED
4	Details of Mummy's Yummies as a hot lunch option	Anna Cole	January	CLOSED
5	BBQ and movie night options for fundraising in remainder of 2016-2017 school year	Minzah Rizvi	January	CLOSED
6	Options for playground equipment	Meghan Schuler & Devinder Kaur Trehan	March	CLOSED
7	Purchase snow toys	Jihane Hoummady & Fiona Pingyin	February	CLOSED
8	Communications – emails re: website/FB; Mabel's Labels; Movie Night; Mindfulness Workshop; Lunch Lady	Pauline McKenna, Shari Fisher, Spencer Callaghan	February	CLOSED
9	Confirmation of date of Official School Opening to coincide with BBQ	Pauline McKenna	March	CLOSED
10	Communications – email to be sent with information about second term pizza	Anna Cole & Fiona Pingyin	March	CLOSED
11	Communications – call for Pizza volunteers on Facebook and Twitter	Jihane Hoummady & Pauline McKenna	April	CLOSED
12	Plan for student engagement in playground project	Pauline McKenna, Shannon Jorgensen	April	CLOSED
13	Fundraising options and timelines for applications for grants for playground project	Meghan Schuler & Devinder Kaur Trehan	April	CLOSED
14	Communications – call for Family BBQ volunteers on Facebook/ Twitter/ Syner voice from school	Jihane Hoummady & Pauline McKenna	May	CLOSED

15	PRO Grant Application	Shari Fisher	June	CLOSED
16	Purchase items for Parent Resource Library	Shari Fisher	June	CLOSED
17	Principal Profile	Shari Fisher	June	CLOSED