

# Kanata Highlands Public School

## School Council Meeting

Minutes of Meeting – March 9th 2017

Location: KHPS Library

Time: 7:05 –9:00 pm

<b>MEETING CALLED BY</b>	Shari Fisher & Spencer Callaghan Co-Chairs School Council
<b>TYPE OF MEETING</b>	KHPS School Council Meeting
<b>SECRETARY</b>	Bushra Fazal
<b>ATTENDEES</b>	Parents of students attending KHPS Shannon Jorgensen - Teaching Staff Natasha Smith - Teaching Staff Caroline Moore – Community Representative Pauline McKenna – Principal

### Parent Members Present

Anna Cole	Anthony Rumsey	Bushra Fazal
Catherine Birch	Devinder Kaur Trehan	Fiona Pingyin
Jason Sadrian	Jen Chandler	Jihane Hoummady
Mary Falzon-Sultana	Meghan Schuler	My-Lien Bosch
Orma Courtenay	Shari Fisher	Spencer Callaghan

### Regrets

Collette Twyford	Dana Platias	Darine Salloukh
Jessika Mears-Mason	Katie Robb	Kindell Tolmie
Minzah Rizvi	Trina Simmonds	

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

#### Item 2 – Approval of March 9th, 2017 Agenda

Shari Fisher

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Shari noted that Jihane Hoummady would be providing the Fundraising Update for Item 8; Spencer Callaghan indicated that he had an item for New Business.</li> <li>Shari moved to approve the agenda as amended; seconded by Spencer Callaghan.</li> </ul>
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#### Item 3 – Acceptance of February 9th, 2017 Minutes

Shari Fisher

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Shari moved to approve the minutes as presented; seconded by Spencer Callaghan.</li> </ul>
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## Item 4 – Principal’s Report and Q & A

Pauline McKenna

DISCUSSION	<p><b>1. Report Card Feedback</b></p> <ul style="list-style-type: none"><li>• KHPS teachers changed the way they provided information to parents on some aspects of the February report card and they would like feedback from school community</li><li>• Communication between school and home is crucial for student success, parents are welcomed to reach out to teachers about what is happening in the school and with their child’s learning.</li><li>• Feedback from Council members regarding the new approach was generally positive</li></ul> <p><b>2. Update on school site</b></p> <ul style="list-style-type: none"><li>• Lights will be installed all along the front of the school, not sure of timeline; runt chairs in each class, bean bag chairs available; whiteboards installed; door security now operational;</li><li>• change with custodian - Brian is at Earl of March till May/June on a term placement. Joe is acting chief custodian until Brian returns.</li></ul> <p><b>3. Official Open House</b></p> <ul style="list-style-type: none"><li>• Thursday May 25, 2017 will be official school opening. Tentative official start time will be 6:00 - 6:15 p.m. The official aspects will likely be for 40 minutes. Principal prefers to have the event outside, with gym as backup in case of rain. School staff will look after organizing the official aspects with help from KHPS children.</li></ul> <p><b>4. Thanks and appreciation - movie night; mindfulness; math/French Event</b></p> <ul style="list-style-type: none"><li>• A huge thank you to fundraising group for organizing a successful movie night. The book fair was a great addition and I am so appreciative of all the efforts from Cindy MacLean. The total sales were \$3592.77, which gives \$2338.89 worth of credit. School has already received \$1320.40 worth of books, more to come.</li><li>• Cindy MacLean is a fantastic addition to School staff team, she is only here two days per week; she does so much for the school in those two days and gives so many volunteer hours to the school.</li><li>• Mindfulness information night was well attended with over 30 in attendance; out of 38 registered. A 6 week course is being offered at the school beginning Wednesday March 22 6:30 - 8:30 p.m. along with one Saturday session on Saturday April 22nd for the morning. All parents welcome.</li><li>• French language/Math night - fantastic turnout for this event. The students were so excited to bring their parents into the school and play some games with them. Wonderful engagement and an opportunity to build relationships between teacher - student - parent.</li></ul> <p><b>5. Applying for Empty Seats</b></p> <ul style="list-style-type: none"><li>• OSTA will be responsible for managing all applications, approvals and assignments for empty seats (courtesy seating) as of 1 April 2017. The application form and procedures will be available on OSTA’s website: <a href="http://www.ottawaschoolbus.ca/policies-procedures/empty-seat-seat-availability-provision/">http://www.ottawaschoolbus.ca/policies-procedures/empty-seat-seat-availability-provision/</a>.</li><li>• Students applying for an empty seat after 1 April and for the 2017-18 school year, should send their forms directly to OSTA via email at emptyseat@ottawaschoolbus.ca, or fax their form to 613-224-8840. If parents cannot</li></ul>
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	<p>access email or fax, the school will be happy to send completed form to OSTA on parent's behalf. All other parameters remain the same:</p> <ol style="list-style-type: none"> <li>1. Annual application process.</li> <li>2. Any student not eligible for motorized transportation may apply for an empty seat.</li> <li>3. No new stops, or route changes, will be created.</li> <li>4. In the case where the number of applications exceeds the number of available seats, priority will be given:             <ol style="list-style-type: none"> <li>1) to youngest students at farthest distances,</li> <li>2) to those with challenging daycare issues,</li> <li>3) to siblings of students on the bus and,</li> <li>4) to students on cross-boundary transfers.</li> </ol> </li> <li>5. Only available on yellow bus.</li> <li>6. Students on empty seats may be displaced by other eligible students throughout the year.</li> <li>7. Each student will only be assigned to ONE empty seat.</li> <li>8. OSTA will process any applications for the current 2016-17 school year as soon as they are received (providing there is room on the bus).</li> <li>9. OSTA will begin assignment for the 2017-18 school year as of October 1 2017.  <b>Schools have been advised not to place students on buses until OSTA has officially assigned them, for the safety of your child.</b></li> <li>10. Final seat assignments may be viewed on the Bus Planner Parent Web Portal. More information is available for parents at <a href="http://www.ottawaschoolbus.ca">www.ottawaschoolbus.ca</a>  Please feel free to contact via email if you have any questions  <a href="mailto:Vicky.kyriaco@ottawaschoolbus.ca">Vicky.kyriaco@ottawaschoolbus.ca</a></li> </ol> <p><b>6. March Break Wishes</b></p> <ul style="list-style-type: none"> <li>• On behalf of all the staff at KHPS, we would like to wish all the families a fantastic, safe March break and we look forward to welcoming you back on March 20th.</li> </ul>
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**Item 5 – Teachers’ report**

Shannon Jorgensen & Natasha Smith

DISCUSSION	<p><b>Mindfulness – Kinder to Gr5</b></p> <ul style="list-style-type: none"> <li>• First step in learning about mindfulness in class is to learn about the brain and how it functions.</li> <li>• Dr. Andra, a neuroscientist, brought in a real human brain for the kids to see!</li> <li>• Students are learning to connect their emotions to their brain and an awareness of how they feel and what is going on in their bodies when they feel that way</li> <li>• Students are very excited about the subject and are conducting their own inquiries into issues related to the brain (concussions, etc.), engaging in mindful journaling, even rapping about the brain!</li> <li>• Teachers are using breathing exercises with the students to help them clear their minds and prepare for learning. Natasha walked parents through an example of a breathing exercise she might do with her students at a transition point using breathing and focus to calm them and get them ready to focus. It has been very helpful in reducing the amount of time it takes the students to settle after recess etc.</li> <li>• Parents appreciated the activities children are doing in school for being mindful.</li> </ul>
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## Item 6 – Treasurer’s Update

Jason Sadrian

DISCUSSION	<ul style="list-style-type: none"><li>• Total balance in the bank is \$5881.</li><li>• Including funds raised from Movie Night i.e. \$2218.</li><li>• Discussion about what to do with the \$200 float from the movie night – options were to keep it out to use as a float next time or redeposit</li><li>• Consensus was to redeposit in order to limit liability should something happen to the money in the intervening period</li></ul>
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## Item 7- Hot Lunch Update

Anna Cole and Fiona Pingyin

DISCUSSION	<p><b>Pizza Lunch</b></p> <ul style="list-style-type: none"><li>• Second term pizza will start April 12 – form now open for parents to register until March 31<sup>st</sup></li><li>• Need some more volunteers – Mary offered to help</li></ul> <p><b>Action item:</b> <i>To send out a call for volunteers on Facebook and Twitter</i></p> <p><b>Lunch Lady</b></p> <ul style="list-style-type: none"><li>• Running well – more students are taking advantage every week</li></ul>
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## Item 8 - Fundraising Updates

Jihane Hoummady

DISCUSSION	<p><b>Movie Night</b></p> <ul style="list-style-type: none"><li>• Extremely successful – after expenses, we raised \$1516.22</li><li>• Movie night updates on FB page to be posted along with the details of funds raised.</li><li>• Discussion about whether the price should include the movie?<ul style="list-style-type: none"><li>○ From an inclusiveness perspective, we didn't want to turn people away who didn't want the pizza, etc. and just wanted to come watch the movie</li><li>○ \$5 not seen as prohibitive by most members even if you didn't want the pizza, etc.</li><li>○ Even more difficult to forecast pizza needs if people can just come and watch the movie</li><li>○ Suggestion that teachers tell students they can just come and watch the movie rather than announcing it on the fliers.</li><li>○ No consensus reached on this issue</li></ul></li><li>• Other feedback<ul style="list-style-type: none"><li>○ Teachers heard from many students that their parents were going to decide on the day of event.</li><li>○ Sale of extra pizza perhaps should happen inside the gym so people don't have to come back for another ticket</li><li>○ Tickets should be given for both pizza and drink</li><li>○ More water next time</li></ul></li></ul> <p>Next Event will be the End of Year BBQ to be discussed at the next parent council meeting in April. Possibility of doing another Movie Night at the end of June to also be discussed.</p>
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## Items 9 & 10 - Communications Update & Logo and Mascot

Jihane Hoummady

DISCUSSION	<ul style="list-style-type: none"><li>• Jihane presented options for colours and logo</li><li>• Consensus was green and yellow with the text in the circle rather than a separate banner</li><li>• Jihane to bring t-shirt and hat samples to next meeting</li></ul>
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## Item 11 – School Playground Project

Meghan Schuler & Devinder Kaur Trehan

DISCUSSION	<ul style="list-style-type: none"><li>• Meghan and Devinder presented options for the types of playground structures we could have including engineered structures or pieces as well as more natural pieces and painted elements as well as pricing associated with the various options.</li><li>• As a case study they looked at a school in Windsor which had done a natural playground based on the input of students, noting that it was relatively easy to implement and very cost effective</li><li>• Spencer also talked about his involvement in the Mooney’s Bay playground project</li><li>• Meghan and Devinder also presented funding options, including grants that are available</li><li>• General consensus is a more natural playground – there was particular interest in some of the painted elements, logs or stumps, rocks, a platform, musical elements and a garden – and that student engagement in the planning was important</li><li>• There was discussion about timing of getting a plan together and the deadlines for certain of the grants – it was felt that the May timeline was too quick to get something concrete because we don’t want the teachers and students rushed.</li><li>• There is no need to have a single final idea as we could implement pieces over time (e.g. some painting and a garden in the spring, logs or stumps in the summer or fall, etc.) and it wasn’t a bad thing to wait until fall to implement some ideas.</li></ul> <p><b>Action Items:</b></p> <ol style="list-style-type: none"><li><i>1. Teachers and Pauline to return in April with a plan for student engagement;</i></li><li><i>2. Meghan and Devinder to return in April with fundraising options and timelines for applications for grants</i></li></ol>
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## Item 12 – New Business

Shari Fisher

DISCUSSION	<ul style="list-style-type: none"><li>• Spencer was in contact with the Kanata North BIA and we had an opportunity to put something in their upcoming newsletter – suggested that we seek financial or in-kind support for our makerspace and for jerseys.<ul style="list-style-type: none"><li>○ Discussion about soliciting support for our playground as well</li></ul></li><li>• Shari noted that the Council had received a box of Valentine’s chocolates from the Lunch Lady! However, as there weren’t enough for all members of Council to have one, she suggested that our “Lunch Ladies” (Anna &amp; Fiona) receive them for all their hard work</li><li>• Shari noted that the next meeting was scheduled for April 13; however, as this was the Thursday before the Easter long weekend, she wondered whether we wanted to move that meeting with options being April 6 and April 20<ul style="list-style-type: none"><li>○ consensus was that the 20<sup>th</sup> would be better because it would allow more time for preparation of the playground projects</li></ul></li></ul>
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- delaying discussion of the BBQ was not ideal but fundraising could consult via email if they needed to discuss things sooner

***A vote was called on changing the date of our next meeting to April 20, 2017 – all in favour***

**Shari moved to adjourn the meeting; seconded by Spencer Callaghan.  
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	Jihanne Hoummady & Pauline McKenna	April	OPEN
12	Plan for student engagement in playground project	Pauline McKenna, Shannon Jorgensen	April	OPEN
13	Fundraising options and timelines for applications for grants for playground project	Meghan Schuler & Devinder Kaur Trehan	April	OPEN

