

Kanata Highlands Public School

School Council Meeting

Minutes of Meeting – November 7, 2017

Location: KHPS Library

Time: 7:05 – 8:40 pm

MEETING CALLED BY	Shari Fisher & Spencer Callaghan 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

Aiza Saqalain	Devinder Kaur Trehan	Meghan Schuler
Anna Cole	Fiona Pingyin	Minzah Rizvi
Anthony Rumsey	Jason Sadrian	My-Lien Bosch
Catherine Birch	Shari Fisher	Shannon Clarke
Christine Yakimovich	Katie Robb	Trina Simmonds
Collette Twyford	Lynn Dalati	Spencer Callaghan

Regrets

Bushra Fazal	Christine Yakimovich	Jen Chandler
Jessika Mears-Mason	Jihane Hoummady	Mary Falzon-Sultana
Orma Courtney-Taylor		

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

Spencer Callaghan

Item 2 – Approval of November 7, 2017 agenda

Spencer Callaghan

DISCUSSION	<ul style="list-style-type: none"> Shari noted that the communications update should be removed from the agenda as Jihane had sent regrets for the meeting Anna and Fiona noted that there was nothing to update for hot lunch so that item could also be removed from the agenda Spencer moved to approve the agenda as amended; seconded by Shari.
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Item 3 – Acceptance of October 3, 2017 Minutes & Action Items

Spencer Callaghan

DISCUSSION	<ul style="list-style-type: none"> Shari noted the cheque had not been received from Lunch Lady as indicated – minutes to be changed to reflect this Spencer moved to approve the minutes and action items as amended; seconded by Anthony.
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Item 4 – Principal’s Report

Pauline McKenna

DISCUSSION	<p>1. Progress Reports Will be coming home this Thursday. Our format is similar to last year with learning skills being the focus. Each student will have their strengths and next steps noted in point form format using parent friendly language. More generic comments are stated about what students are learning in the various subjects. The focus is on what students are learning vs an evaluation of their learning. It is too early in the school year to provide a fulsome assessment and evaluation of student learning in the various subjects. The February and June reports will focus on evaluation.</p> <p>You will also be receiving an email from your teacher either stating no interview is needed at this time or please sign up for an interview. There is not enough time allotted for all parents to meet with teachers. I know many teachers have already met with parents keeping them informed of their initial observations of learning. If you have any questions about the progress report or your child’ learning you are always more than welcome to reach out to your teacher and organize a time to discuss your questions either in person, on phone or through email. Parent -teacher and student interviews are scheduled for Thursday Nov. 23rd 4:30 - 7:30 p.m. and Friday Nov. 24th 8:00 - 11:00 a.m.</p> <p>2. School Budget Our school budget for the school year is \$30,214 -These funds support all consumables by students, and teaching items needed (i.e. Pencils, staplers, exercise books, art paper, supplies, etc.) - Cover occasional teaching cost for any teachers going on school event or sporting event Office supplies, photocopies, paper - Other - anything else we need to operate the school</p> <p>Occasional teachers/staff cost are being tracked through the board office rather than through school budget</p> <p>We have a small amount to use before December to finish our capital budget expenditures</p> <p>School Generated Funds - see attachment</p> <p>3. School Wear We anticipate that our school wear will be available either by Friday or Monday for families to purchase. It will be open approximately for two weeks for purchases to be made on-line. We will be adding a cost to each item with the proceeds coming to the school. Items will be distributed prior to the holidays in December.</p> <p>4. School Website - update This week the OCDSB will be launching website platforms on all 150 OCDSB school websites. If you haven’t visited your school website yet take a minute to check it out. The new sites are built on a dynamic platform which is much easier to use and has much better functionality. We have incorporated some of the features of our new district site into the school sites as well. The website migration is part of a larger digital transformation project underway at the OCDSB. We know parents need easier and more timely access to information and we are working to make that happen. In addition to the new school and district websites, this project includes the launch of parent, staff and student portals, the development of a new OCDSB app (coming soon), a move to online forms (coming over the next year), and improved capacity for communicating with parents on a regular basis and during emergencies. The website is a great place to check our school calendar for all school events.</p>
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	<p>5. Kindergarten Information Fair - November 15th and 22nd Will your child be starting kindergarten in September 2018? Are you trying to decide which school board will best suit your child and family? Come out for an evening of information at our Kindergarten Information Fair and learn about our board from our staff. You will have the opportunity to ask questions. You will also get information about the various resources available to you and your family in your community. West Location: November 22, 2017 –Nepean Sportsplex (halls A & B),1701 Woodroffe Ave Kanata Highlands will be hosting a Kinder information event on Thursday January 18th for all families to attend.</p> <p>January 18, 2018 – Kinder info night for KHPS</p> <p>6. Traffic Light Update - email from City of Ottawa - Strongly recommend continued communication with Marianne Wilkinson about our safety concerns. - I responded to ask for ‘school zone’ to be painted on road and to reduce speed limit prior to the school and post more school zone signs.</p> <p><i>Spencer called a vote to send a letter to Marianne Wilkinson on behalf of the Council - All in favor.</i></p> <p>Action item: Spencer to prepare a letter from School Council as well as a template letter to be shared with parents to email to Marianne Wilkinson</p> <p>7. Digital Citizenship Thanks to everyone who joined us for our parent digital event. We had a good turn out with an offer of 6 different sessions. We appreciated our junior students being available to support the learning for our parents. Our in-school lessons consisted of learning about what it means to have a digital footprint and to be a kind digital learner. As well, our grade 6 students hosted our primary students on a lesson about coding. So now the whole school knows about coding. Kinders will be having the lesson this week hosted by the 5/6 class.</p>
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Item 5- Teachers Report
Shannon Jorgensen

DISCUSSION	<p>Information on clubs throughout the school year</p> <p>Different clubs are being offered at school from September onwards. Information is available online at the school website. Clubs being offered are as below.</p> <ul style="list-style-type: none"> • Sports: September-June September/October: Soccer October-November-December: Bordenball January/February: Triple Ball and Volleyball March/April : Basketball May/June : Track and field • Digital Learners Club: Club to be run by Mme. Samuel and Ms. Maclean every Monday afternoon recess. Grade 4-6 students can participate and can learn more about all things digital citizenship, coding, robotics, circuits, and much more.
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	<ul style="list-style-type: none"> • Newscasting Club: Run by Mme. Samuel and Ms. MacLean every Wednesday afternoon recess and is for Grade 4-6 students. Newscasting club is creating news reports about everything going on at KHPS. They have a twitter account @khps_hawkeye which they are beginning to tweet from to learn about spreading positively through social media. • Singing Club: Run by Mme Sue and Mmr Gillian. Grade 3-4 students can join the club every Tuesday and Friday at morning recess. This club is for students who love to sing, rewrite lyrics and play with rhythm. Students performed the Hawks' song at chapters on November 7th at 7pm and will be performing "Le pouvoir des fleurs" on November 10th at the Remembrance Day assembly. • Eco Club: Run by Mme. Kristine and Mme. Gillian. Planned to begin in January, once a week and grade 3-6 students will be able to participate. This year our students will be planning garden boxes. It will be decided what materials we need and what seeds/plants can be grown in late spring-early summer time. • Primary Run Club: Run by Mme. Kristine and Mme. Smith. This club is for Grades 1 and 2. Club is starting in May and June on Tuesdays after school and Thursdays recess (tentative days, TBD). Students will run along Terry Fox (after school). Students are encouraged to run in the Kanata Race Day which was June 11th in 2017 (2018 date TBD). • Yoga Club: Run by Mme. Smith and possibly other teachers. Recess times and days TBD (probably in February and March). Grades are also to be decided. Students will have the opportunity to practice yoga to stretch, strengthen, energize and calm. <p>Many other leadership roles are offered including tech crew, lunch monitors, KHPS greeters, student MCs. Students can check schedules on calendars at school website and whiteboards at school.</p>
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Item 6 - Treasurer's Update

Jason Sadrian

DISCUSSION	<p>TD bank account and school account are running smoothly.</p> <p>TD Account balance: \$9,086 School account balance (Pizza): \$10,456 - Projected balance (pizza profit) after all pizza payments paid for the term was: \$6,926</p> <p>So total spending power would be: $9,086 + 6,926 = \\$16,012$</p> <p>Cheque for \$170 was received from Grill Masters for the BBQ. Cheque for \$51.22 was received from Mabel's labels.</p>
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Item 7- Fund Raising

DISCUSSION	<p>Chapters Event – Minzah Rizvi</p> <ul style="list-style-type: none">• November 6th was a successful night at chapters. Around 250-275 people showed up and bought gift cards and items from chapters worth about \$5000• KHPS council received gift cards in the amount of \$1003.23!• It was suggested the profit generated from Chapters go to the librarian to use money to buy books for school library. <p>Spencer called a vote on the allocation of the \$1003.23 in Chapters Gift cards to the library - All in favour</p> <ul style="list-style-type: none">• Minzah also raised the possibility of having a McDonald's night with a percentage of sales going to Council.<ul style="list-style-type: none">○ There was discussion of whether McDonald's was an appropriate location – another suggestion was for Lone Star or one of the restaurants in Centrum <p>Action item: Minzah to get more information</p> <p>Movie Night - Katie Robb</p> <ul style="list-style-type: none">• Date <u>December 8th</u> - Volunteers are needed for this event• Suggested movie is Wall-E• Suggestion to send out an email containing a volunteer signup sheet for events such as this and others as they arise.• Katie requested allocations: \$200 for float; 300\$ for popcorn, drinks, etc.; plus an unknown amount for pizza <p>Spencer called a vote on the allocation of up to \$1000 for float, popcorn, drinks, pizza, etc. for movie night – All in favour</p> <ul style="list-style-type: none">• Receipts can be brought to the December meeting <p>Future Events - My-Lien Bosch</p> <ul style="list-style-type: none">• Possible ideas for other events: yoga night, game night, dance night, family bingo night and trivia• Consensus was for a bingo night in February – Trina to coordinate• Schedule:<ul style="list-style-type: none">Feb 9th --> Bingo nightApril 13th → Movie night with book sale.June -----> BBQ
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Item 8- Learning Together Initiatives

Shari Fisher

DISCUSSION	<p>PRO Grant</p> <ul style="list-style-type: none">• 2017-2018 application for Learning Together proposal was approved - \$1000• Council also receives another \$500 from the board.• Suggestions for this year included some of the following, <p>Math night</p> <ul style="list-style-type: none">• Shannon Reichstein offers “Sneaky Math”• Focus: understanding 5 math strands; providing tools to use at home; how to help your child think about math differently
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- Seems more parent oriented but her email suggests she's flexible in designing workshops so perhaps she could tailor it more
- Cost: \$500-750 (some flexibility)

Learning styles

- Shannon Reichstein offers "learning styles" workshop
- Interactive for parents and students – mainly for Grades 4-8
- Focus: do you find it hard to guide your child with their homework? Are you curious how your child learns best; get ideas on how to help your child be organized, do homework, learn based on their personal style
- Cost: \$500-750 (some flexibility)

Paint night:

- Parents and students from all grades could participate
- Cost and availability unknown at this time but Shari has a contact through Meghan

Coding event:

- Maker Mobile through UOttawa
- Focus: teach parents to Code
- Family night (30 families) – done in 2 parts: K-3 & 4-8 (1 hour each)
- Cost: \$300
- Perhaps too similar to what teachers provided during tech week

Understanding & helping your child cope with anxiety

- Workshop offered by Child, Adolescent & Family Center of Ottawa
- Combines parent info session with hand-on tools workshop for students
- Good for ages 4-11
- Focus: Understand worries; learn how worry is different from anxiety; how anxiety manifests itself; when to be concerned; anxiety-management tools
- Cost: not available

Emotional Regulation: Raising an emotionally intelligent child

- Workshop offered by Child, Adolescent & Family Center of Ottawa
- Combines parent info session with hand-on tools workshop for students
- Good for ages 4-11
- Focus: understand importance of identifying and labelling their emotions
- Cost: not available
- Perhaps to similar to mindfulness which school already teaches to students and Council offered a workshop on last year

Consensus was for learning styles and paint night

Action item: Shari to get more information about tailoring learning styles to lower grades and on paint night costs and logistics

Item 9- New Business

Shari Fisher & Spencer Callaghan

DISCUSSION	<p>1. Ottawa-Carleton Assembly of School Council:</p> <ul style="list-style-type: none"> • Meeting on Nov 16th from 7:00 p.m. to 9:00 p.m. at Fisher Park Public School • If anyone is interested / able to attend, let Shari know
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2. Parent Conference & School Council Training Day:

- Conference on Nov 18th open to any parent or school council member to attend.

3. Speaker Series: Children's stress and anxiety by Susan Hopkins

- Taking place on Nov 30th from 7:00 p.m. to 9:00 p.m. at Sir Robert Bordon High school.
- A session to introduce self-regulation to help understand and respond to children's and parents' stress and tension.

4. Insurance for non-sanctioned school events

- Concerns were raised in regard to insurance coverage for events such as the movie night in light of an email received from the Board regarding insurance. It appears most events at school are covered by school insurance if principal is present. Sanctioned events involve staff members in planning and are attended and supervised by staff members, whereas non-sanctioned events don't involve staff members in planning. For non-sanctioned events Council may need to get additional insurance. Unclear what types of events require additional insurance and, if it is, how much it would be.

Spencer called a vote on the allocation of up to \$500 for insurance in the event that additional insurance is required – All in favour

Action item: Spencer to inquire and get info on whether additional insurance is necessary and if so, how much. To be communicated with executive who will decide whether to purchase additional insurance

**Spencer reminded Council of the next meeting on Dec 5th 2017
Spencer moved to adjourn the meeting; seconded by Shari.
Meeting adjourned 8:40 p.m.**

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	OPEN
2	Set up email volunteering forms for future events	My-Lien Bosch	December	OPEN
3	Prepare a letter from School Council to Marianne Wilkinson regarding safety concerns at crossing on Terry Fox	Spencer Callaghan	December	OPEN
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	December	OPEN
5	Get more information on a fundraising event at McDonald's or another restaurant in the area	Minzah Rizvi	December	OPEN
6	Get more information about tailoring learning styles to lower grades and on paint night costs and logistics	Shari Fisher	December	OPEN
7	Get more information on whether additional insurance is necessary and if so, how much	Spencer Callaghan	December	OPEN