

Kanata Highlands Public School School Council Meeting

Minutes of Meeting – October 3rd 2017

Location: KHPS Library

Time: 7:05 – 8:30 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
Ajit Singh Sandhu	Fiona Pingyin	Minzah Rizvi
Anna Cole	Jason Sadrian	My-Lien Bosch
Bushra Fazal	Jen Chandler	Shannon Clarke
Catherine Birch	Jessika Mears-Mason	Shari Fisher
Christine Yakimovich	Jihanne Hoummady	Spencer Callaghan
Collette Twyford	Katie Robb	Trina Simmonds
Danieh Massalkhi	Lynn Dalati	

Regrets

Anthony Rumsey	Dana Platias	Mary Falzon-Sultana
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Item 1 – Meeting called to order at 7:05 pm

Shari Fisher

Item 2 – Welcome and introductions

All

DISCUSSION	<ul style="list-style-type: none"> Shari welcomed everyone back to another year at KHPS Everyone introduced themselves for the benefit of the newcomers
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Item 3 – Approval of October 3rd agenda, 2017

Shari Fisher

DISCUSSION	<ul style="list-style-type: none"> Shari moved to approve the agenda as presented; seconded by Anna Cole
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Item 4 – Acceptance of June 8th 2017 Minutes & Action Items

Shari Fisher

DISCUSSION	<ul style="list-style-type: none">• Shari moved to approve the minutes and action items as presented; seconded by Spencer Callaghan.
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Item 5 – Election of Council Members for 2017-2018

Pauline McKenna

DISCUSSION	<p>Pauline called for all those interested in being members of the 2017-2018 KHPS School Council to indicate their interest by a show of hands - all parent members present wished to be included and will form the 2017-2018 KHPS School Council. A couple of other parents were unable to attend the meeting but had indicated their interest in being members and will be members as well.</p> <p>Pauline called for interest in the various executive positions. The following members were acclaimed:</p> <p>Co-Chairs : Shari Fisher & Spencer Callaghan</p> <p>Treasurer: Jason Sadrian</p> <p>Co-Secretaries : Collette Twyford & Aiza Saqalain</p> <p>Fundraising Co-Chairs: Minzah Rizvi & My-Lien Bosch * Minzah later withdrew from the position and My-Lien will be the sole Fundraising Chair</p> <p>Communications Coordinator : Jihanne Hoummady</p> <p>Lunch Program Coordinators: Anna Cole & Fiona Pingyin</p> <p>Depositor: Jen Chandler</p> <p>OCASC: A discussion was held as to whether we wanted to be part of OCASC this year – meetings are held monthly and the member fee is \$35 - Shari was going to identify the next meeting date and solicit someone to attend to determine if it was worthwhile prior to becoming a member</p> <p>Inter-School Council Representative: Shari and Spencer agreed to co-ordinate attendance during the year as need arises.</p> <p>Community member No one has been identified as a community member for the Council. If you know of someone (a grandparent, neighbor, etc.) who would be interested please let us know.</p>
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Item 6 – Principals Report

Pauline McKenna

DISCUSSION	<ol style="list-style-type: none">1. Welcome back, thank you for all being here to support our school community. Thanks for making this such a smooth start to the school year. Appreciate all the interest and commitment to school council...could not do it without you all! We have 335 students this year, increase of 58 students from last year; 3 more classes. We will be having some staff changes as this is the time of the year where many schools are adding or decreasing
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classes which causes changes in staff. We will do our best to support a strong transition for any changes

2. **Traffic lights** - have heard concerns expressed by parents over safety of lights and students crossing; have been in touch with Marianne Wilkinson's office and city of Ottawa. City will be doing a traffic survey before end of September and then they will be making decisions about lights. Have made suggestions, flashing lights on road both ways during arrival and dismissal to warn drivers of students crossing; painting "school zone" on road; reduce speed limit; have all lights red while students cross; encourage families to communicate with M Wilkinson office if they have concerns.
3. **EQAO results** for first year - a quick snapshot of our 40 grade 3 students; purpose of EQAO is to examine patterns over several years both school - board and province; results for our school reading 78; writing 68 and math 70; not surprising that writing is lower as often students are learning to write two or three different languages. Provincial direction is for all schools to have a math learning plan for the school year based on data; we are in the process of developing our focus and will share with community in coming months. EQAO is just one piece of data when reflecting on a school; all schools are so much more than just their EQAO scores.
4. Last May, our grade 4 and 5 completed a student survey reflecting their learning environment at KHPS. Next steps involve sharing the data with our students and having them actively participate in digesting the data and gaining an understanding of what the data is telling us. Then the students will be develop recommendations and suggestions to the school; as well students will be educating other students about the survey and ensure they have an understanding of language and the type of questions they will be asked.

This year, there will be a parent survey going home; 2 year cycle for survey. One year students, one year parents.

Further Discussion During this section:

Shannon Jorgensen pointed out that the results did not necessarily give a true reflection of how the students felt about safety in school. Pauline also expressed surprise at the score for bullying and safety.

Spencer suggested that perhaps, in a positive light, the score is due to a lot of education on bullying and perhaps students may see small things coming under the bullying label because they are more aware of these things.

Shannon also suggested language may also have been an issue when answering questions for younger children.

During the discussion it was suggested that perhaps a similar survey, a "mini poll" be given to student again this year in order to help improve and pinpoint areas of need amongst the student body

5. **Family donations** for student activities - these funds will be spent by divisions on student activities; we will inform school council once decisions and plans have been made.

Kinder \$1382.20 72%;
Primary \$1456.80 57%;
Junior \$1125.20 58%;

Total 2017-2018 \$3964.20 61% of families (335);
Total 2016-2017 \$2668.50 47% (277 students)

	<p>6. Would ask council to review dates selected last spring for school events and make definite decisions on dates as community groups have strong interest in using school; we can always ask in advance if we need an additional date.</p> <p style="text-align: center;">Our staff have already begun planning a Digital Citizenship week - October 23 - 27th; part of this includes a parent night on Thursday October 26th 6:30 - 8:00 p.m. to support parents learning about how technology is used in schools. Keep this night open...you won't want to miss it!</p>
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Item 7- Teachers Report
Shannon Jorgensen

DISCUSSION	<p>What Parents Want Questions were put to those present on suggestions of what information parents want from their children's teachers and what they want shared by Shannon at the meetings</p> <p>Padlets were shared around the room for parents to put suggestions for the year ahead. Some suggestions from those present included</p> <ul style="list-style-type: none"> • Help navigating the children online Google Documents they are using in class. • Coding Clubs or lessons for student and parents. • Weekly update from KHPS staff on what is happening subject wise in classes so parents are aware and can help re enforce through discussions at home. <p>Shoe Box Project in aid of 1st Nations; There is a shoe box drive at the schools in aid of First Nations. Students are asked to put items related to school into the shoe box such as pencils, note paper, eraser coloring pencils, and gadgets. Also items related to hygiene are welcome as long as they can fit in the shoe box e.g. Toothpaste, Tooth brushes, soap, and combs.</p> <p>Digital Citizenship Week; The idea to teach on line safety awareness at an age appropriate level to students. How to be kind respectful on line with others. There is also opportunity for students to rotate between learning stations so they can choose what interests them most about Digital Citizenship.</p> <p>Parents Night (Thursday) during Digital Citizenship week. Giving parents the opportunity to explore and learn about Google tools and resources. Coding, what level to pitch it at, what age to begin coding and how to introduce coding at home and school. Also online safety for kids, aps for learning by grade level, Robotics, 3D printing and the use of IPAD for photography and stop motion film creations.</p>
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Item 8 – Council Priorities for 2017- 2018

Shari Fisher

DISCUSSION	<p>Shari proposed that the Council adopt the same priorities for 2017-2018 as it had used for 2016-2017 namely:</p> <p>Priority 1 – Engagement – Provide a forum for parental involvement and engagement in KHPS</p> <ul style="list-style-type: none">• Hold monthly meetings open to all parents• Offer childcare at monthly Council meetings• Encourage parental involvement in both Council and other school activities and programs• Keep Council communications up to date through various media• Host whole family events (e.g. School BBQ) · Provide workshops for parents on various topics (e.g. tech, health and nutrition) <p>Priority 2 – Fundraising – Raise funds to support and enrich the educational experience for all students</p> <ul style="list-style-type: none">• Through fundraising activities which encourage student and parent involvement for both general and specific purposes related to the school and student needs <p>Priority 3 – Student well-being – Support the school in enhancing the safety and well-being of the students</p> <ul style="list-style-type: none">• Provide financial and volunteer support for school initiatives• Provide workshops for students on various topics (e.g. tech, health and nutrition) <p>In respect of fundraising it was proposed that a form or system be set up for parents to easily access signing up to volunteer for events.</p> <p>There was also discussion about what to do with the funds – in addition to the playground projects, it was suggested that we work to build our library</p> <p>It was also suggested that funds should be set aside to “give back” to parents in some way as a thank you for their help and support during the year.</p> <p>Shari called a vote on the adoption of these priorities: All in favour</p>
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Item 9 Treasurer’s Update

Jason Sadrian

DISCUSSION	<ul style="list-style-type: none">• School Cash Online now up and running smoothly.<ul style="list-style-type: none">○ It is controlled by school office administrators which means fewer checks and deposits required on TD account.○ Movie nights and other council events can be added to the School Cash Online○• 2017-2018 Income \$18,900 2017-2018 Cost's \$11,400 Current Council Balance \$7,481 <p>Shari called a vote on the following allocations:</p> <ul style="list-style-type: none">• up to \$300 for operating expenses (bank fees, etc)• \$9.89 for plastic utensils for kids lunches <p>All in favour</p>
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Item 10 – Hot Lunches Updates

Anna Cole and Fiona Pingyin

DISCUSSION	<p>Pizza</p> <ul style="list-style-type: none">• Income for 2016-2017 was approximately \$12,000 with a profit of approximately \$7200• Anna mentioned the need for napkins and gloves at a cost of \$125 <p>Lunch Lady</p> <ul style="list-style-type: none">• Lunch Ladies is on Monday and Tuesday. The check came back in June 2017 total of \$60 <p>Milk</p> <ul style="list-style-type: none">• Kinder milk program will not be running due to the difficulties children have opening the milk carton and not enough adult help available.• Milk program up and running in the rest of the school.• Total income for this program in 2016-2017 was \$1464 with approximately \$1000 profit for the school.• Money from the milk program is going towards maker space needs such as new books for the Library. <p>As an aside, a question was raised regarding library visits for students</p> <ul style="list-style-type: none">• There are currently no library visits or lending due to lack of books. Staff do have their own library collections in their classrooms. It was noted that French language books in particular are expensive.• Library is not accepting gently used books. However Shannon did say that teachers are accepting gently used books should any one offer some. <p>Shari called for a vote on the allocation of \$125 for napkins and gloves: All in favour</p>
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Item 11- Fund Raising

Minzah Rizvi

DISCUSSION	<p>Chapters Event</p> <ul style="list-style-type: none">• The store will have an event to benefit KHPS with a percentage of sales to go toward KHPS Council: 15% if we choose cash or 20% if we choose a Chapters gift card• It was decided that November 6th was the best date in light of the Digital Citizenship week in October• Parents suggest that perhaps a school choir might sing to draw peoples attention to the event at the time.• The time preferred by council for this fundraising was 6pm to 8pm at the Chapters store location to help accommodate working parents schedules.• Minzah also spoke about applying for the “Adopt a school Program” when every year, Indigo, Chapters and Coles stores across Canada “adopt” a local elementary school and fundraise on their behalf for a three-week period in the Fall. As part of this program, the Foundation also hosts an online fundraising platform which further supports the adopted school in raising funds for their library. Applying for this will take place in or around April 2018. Minzah is optimistic KHPS will be accepted. <p>Movie Night; Co-ordinator’s Katie and Jihanne</p> <ul style="list-style-type: none">• Suggested Date <u>December 8th</u> Volunteers are needed for this and other events.• Suggested that there will be a book fair also arranged for the night in the makerspace area. Pauline to co-ordinate with school Librarian to arrange this.
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	<ul style="list-style-type: none"> • Suggestion to send out an email containing a volunteer sign up sheet for events such as this and others as they arise. • A second Movie night in April was also discussed. Plus the need for around eight volunteers. <p>BBQ Night</p> <ul style="list-style-type: none"> • Discussion around whether or not to have a BBQ again especially as the vender did not submit a check from sales for funds owed to the Council. To follow up with them. • Suggestion of having food truck come independently, out sourced with perhaps a dessert truck such as Mary Dairy on the night • Silent auction and Cupcake stand where the best fund raiser for that night. • Total made from BBQ night \$1350 plus two checks for \$250.
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Item 12 Communications

Jihanne Hoummady

DISCUSSION	<ul style="list-style-type: none"> • Facebook running smoothly • Discussion around setting up of Gmail accounts for hot lunches. Currently Anna and Fiona are using their personal account and were fine with continuing to do so. Jihanne suggested that perhaps in the future to set this up for smooth transition going forward. • Pauline mentioned she is setting up a Facebook Page for Kanata Hawks Sports teams.
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Item 13 New Business

Shari Fisher

DISCUSSION	<p>PRO Grant</p> <ul style="list-style-type: none"> • 2017-2018 application for Learning Together Program was approved - \$1000 • Council also receives another \$500 from the board. • Suggestions for this year included some of the following, <ul style="list-style-type: none"> ○ Paint Night, ○ Math Night, ○ Learning Styles and approaches • Parents were invited to send suggestions to Shari for discussion at next meeting <p>Resource Library</p> <ul style="list-style-type: none"> • The Resource Library for parents is now stocked and open for use. • Jihanne suggested perhaps bilingual books for the resources library if possible. Pauline mentioned that she can supply a list of the relevant languages spoken in the school body currently. • Some money from current PRO Grant could be used to add resources <p>Lice Squad</p> <ul style="list-style-type: none"> • Professional hair lice removal agency will give discount to KHPS customers if we promote them in KHPS. • It was decided to leave it for now – information can be provided if it becomes an issue or parents want it <p>Parent Conference & School Council Training Day</p> <ul style="list-style-type: none"> • Conference on Nov 18th open to any parent or school council member to attend.
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	Speaker Series
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- Next session on Networking & Online Safety taking place October 5th 7-9 pm at Sir Robert Borden High School

Shari reminded Council of the next meeting on Nov 7th 2017
Shari moved to adjourn the meeting; seconded by Spencer
Meeting adjourned 8:40 pm

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	November	OPEN
3	Communicate with parents regarding Indigo Books Events Nov 6 th	Minzah Rizvi / Pauline McKenna / Jihanne Hoummady	November	OPEN
5	Set up email volunteering forms for future events	My-Lien Bosch	November	OPEN