

Kanata Highlands Public School

School Council Meeting

Minutes of Meeting – April 20th 2017

Location: KHPS Library

Time: 7:05 –9:05 pm

MEETING CALLED BY	Shari Fisher Co-Chair School Council
TYPE OF MEETING	KHPS School Council Meeting
SECRETARY	Collette Twyford
ATTENDEES	Parents of students attending KHPS Caroline Moore – Community Representative Meaghan Samuel – Teacher Representative Anne Seniuk – Teacher Representative Pauline McKenna – Principal

Parent Members Present

Anna Cole	Anthony Rumsey	Catherine Birch	Collette Twyford
Fiona Pingyin	Jason Sadrian	Jen Chandler	Katie Robb
Kindell Tolmie	Minzah Rizvi	My-Lien Bosch	Shari Fisher
Trina Simmonds			

Non Members Present

Joshua Tolmie	Wendy Wasylenky
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Regrets

Bushra Fazal	Dana Platias	Darine Salloukh
Devinder Kaur Trehan	Jihane Hoummady	Meghan Schuler
Natasha Smith	Jocelyn Swift	Mary Falzon-Sultana
Spenser Callaghan	Trisha Yourth	Shannon Jorgensen
Jessika Mears-Mason		

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

DISCUSSION	<ul style="list-style-type: none"> Shari noted that Meaghan Samuel and Anne Seniuk were attending as our teacher representatives in place of Shannon and Natasha in order to present on technology in our school. She welcomed them and invited those present to introduce themselves.
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Item 2 – Approval of April 20th, 2017 Agenda

Shari Fisher

DISCUSSION	<ul style="list-style-type: none"> Shari noted that Jihane Hoummady sent her regrets and Pauline Mc Kenna would provide the School Logo Update for Item 9. Shari moved to approve the agenda as amended; seconded by Anna Cole
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Item 3 – Acceptance of March 9th, 2017 Minutes

Shari Fisher

DISCUSSION	<ul style="list-style-type: none">• Shari moved to approve the minutes as presented; seconded by Jen Chandler.
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Item 4 – Principal’s Report and Q & A

Pauline McKenna

DISCUSSION	<p>1. Ticks</p> <ul style="list-style-type: none">- we likely have ticks in Trillium Woods as well it has been noted that people have found them in their backyard, while they are gardening; it is difficult to determine where they are. Since sending the email out on Friday, I only received one message from a parent stating that if their child was not dressed properly they would not go on the walk to the woods. <p style="text-align: center;">School procedure - for walking in Trillium Woods</p> <p>A. notify parents about walk in Trillium Woods at least one day in advance to ensure students come dressed properly.</p> <p>B. Educate students about ticks, what to look for, what to do if they find one, etc.</p> <p>C. Helpful strategies when going to the wood are wear long pants, pants tucked into socks, closed shoes, long sleeve shirt, hat, bug repellent administered by child, lint rollers help remove bugs from clothing upon return.</p> <p>D. After walk, have children check their own bodies and clothes for ticks, possibly use a lint roller.</p> <p>E. Remind students to talk with their parents about walk in woods so parents can do another check of student body for ticks.</p> <p>F. Below are two documents with further information about black headed ticks</p> <ul style="list-style-type: none">• http://www.ct.gov/caes/lib/caes/documents/special_features/tickhandbook.pdf• http://ottawa.ca/en/residents/public-health/disease-and-medical-conditions#lyme-disease <p>Pauline asked if there where any suggestions from parents about process and procedure?</p> <ul style="list-style-type: none">- Parents at the meeting suggested to also tuck in shirts, remove outer clothing after a walk and to not wear clothing to bed as this gives tick opportunity to embed into the skin.- Look for the typical bullseye mark associated with tick bites. Avoid old clumps of dead leaves and trees where ticks like to inhabit. <p>2. Class placement for 2017-2018 school year.</p> <p>The goal of classroom organization is to build a community of learners in every classroom, based on the best interests of the students.</p> <p>To ensure that both single grade and combined classes (i.e., classes consisting of students from more than one grade) are balanced in as many different ways as possible, staff take into consideration various factors; putting the academic and social needs of each student as a priority. Every class is a “combined” class in that all of them have students with a range of abilities. Combined grades are a reality in Ontario and here at Kanata Highlands.</p> <p>Some of the criteria addressed in organizing classes include:</p> <ul style="list-style-type: none">- academic profiles- peer relationships- student strengths and needs- ratio of male to female students
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- number of students in each grade and social and emotional profiles.

The development of classes is a thoughtful process.

If you feel you have a very special need that should be considered, or if there is additional information you can provide to best place your child, please contact the Principal, in writing, by 12 May.

You may submit your request through the confidential school email address kanatahighlandsp@ocdsb.ca . All requests will be reviewed and considered, however, given various factors not all requests may be accommodated.

The OCDSB follows the philosophy of the Ministry of Education in recognizing the unique and special characteristics of every student. See the ministry's resource document, Combined Grades: Strategies to reach a Range of Learners from Kindergarten to Grade 6 (2007) for more information. Our programs are designed to address individual student needs. Combined grades offer many positive experiences for children, and are created when the number of students does not allow for the establishment of appropriately sized, single-grade classes, or when the learning needs, stages of development and/or learning styles of students are more effectively met.

Each student works towards the achievement of their grade specific curriculum expectations. When there are common concepts or skills students will work together. Assessment, evaluation and reporting are grade specific. Current research indicates that multi-grade classes foster social growth and independence, practice in cooperation, respect for others, and increased motivation to learn. Older children act as models and guides for the younger children which gives the older children an increased sense of self-esteem and responsibility.

Younger children adjust to school and routines more quickly by observing and imitating the older children. Both groups can learn from each other. If you have questions, please do not hesitate to contact the school principal.

3. General School Updates

- More school furniture has arrived both for makerspace as well as for learning commons upstairs. We are expecting the rest of our classroom furniture to be arriving early to mid May. So then all our classes will be filled with furniture.
- Home Reading Program for primary students - \$12,000 was spent on the purchase of books to be sent home with each child to support development of oral French language. Teachers are in the process of developing the system and we hope this will begin in May.
 - We will be asking parents to provide replacement cost if the book does not return, the cost per book would be \$5.00: do you feel this is reasonable?
 - Parents agreed this was reasonable

4. Funds from Jack Donohue

We received funds from Jack Donohue to support our students, many of whom had come from there; staff have decided that we wanted something that would mark all the students and staff in the first year of the school. An artist will be coming in to create a **digital mural** for the school.

All students/staff/parents will be participating to create it. Large 4'x8' sections focusing on Open, Curious and Kind.

Funds from JK are \$2700, will cost another \$1500 from school budget.

Will be a great way to mark our fantastic first year and our founding students and staff.

Item 5 – Teachers' report

Meaghan Samuel, Caroline Moore and Anne Seniuk

DISCUSSION	<p>Digital Learning</p> <p>1. What does technology in KHPS look like?</p> <ul style="list-style-type: none">• All students have email address @ocdsb.ca , giving them access to "G suite"• Students under grade 4 use slide shows and google docs for book reports and various other project presentation.• Grade four and above have Google Doc suite and also email access to share comments between class mates and teachers on working projects and assignments.• Every class has access to a "Tech Tub" which consists of a mix of Ipads and Chrome books. <p>2. Digital Lead Learners</p> <p>Digital Lead Learners (DLL) is a Professional Learning Network of volunteer elementary and secondary teachers interested in and dedicated to supporting the curricular use of technology.</p> <p>As part of DLL, a <u>Digital Citizenship</u> information week is planned for next school year in KHPS, it will explain the use of "SAMR" model for effective technology in school.</p>
	<p><u>Be Open</u></p> <p>Some example of staff actively involved in technology throughout the school include Meaghan Samuel, Caroline Kim ,Shannon Jorgensen, Leah Shea and Natasha Smith</p> <p>Some teachers have twitter accounts through which they share class room events and activities via secure accounts with parents of the children.</p> <p>KHPS also had a twitter account and shares on twitter what is happening in the classrooms and whole school events such as the Bunny Hop via #khps_ock. The twitter account for the school is: @KanataHighlandpublicschool</p> <p>Technology offers access to expert opinions, strategies and a sharing of information and knowledge for staff and parents alike from local to further afield.</p> <p><u>Be Curious</u></p> <p>SAMR is a model designed to help educators infuse technology into teaching and learning. The model supports and enables teachers to design develop and infuse digital learning experiences that utilize technology.</p> <p>Example of how this is used in KHPS</p> <ul style="list-style-type: none">○ S – Type up book reports, letters and poems○ A - spelling, word suggestions via thesaurus also bump up presentations with GIFs, sound and slide shows options○ M - Peer Assessment, Shared documents, students can work together sharing a project on G-suit and editing the final product together.○ R- Students can give opinions and make suggestions via their Google accounts during class and generally collaborate on projects and slides shared.

Be Kind

- “Social Media is like water because it is everywhere in our life. We can ignore it and watch kids drown or we can teach kids to swim, which way are you going to go?” Georges Curous
- Appropriate use of technology in the correct time and place is emphasized in the class.
- Important strategies and guidelines are followed and reinforced while using technologies. Being mindful of how you use technologies to express yourself.
- There are also opportunity for students to bring their own devices (BYOD) periodically in the classrooms.

As parents, how would you like your child’s use of technology to be open, curious, kind?

There is a portal where parents can comment and share answers to this questions. Parents had the opportunity to access this portal to demonstrate how it works.

The link is: tinyurl.com/mtqnwoj

Questions brought up included, how to balance screen time; Physical World vs Virtual World?

- Meaghan pointed out that every family is unique and so firm rules on technology time varies from home to home. But it is important that children have a balance between these two worlds. However the family decides to do that is unique to the needs and lifestyles of that family.
- Pauline mentioned that during recess at KHPS there is a no tech policy.

Some suggestions from parents at the meeting included:

- Looking at the business model behind things such as social media.
- Coding: staff mentioned there is a Coding Club currently run in the school during recess.
- Safety on the Internet.
- Information night for parents about technology, social media and aps used by the school and or popular among the students. E.g. How to work Google Drive!

Item 6 – Treasurer’s Update

Jason Sadrian

1. Bank balance

- Total balance in the bank is \$12,381
- Funds raised are as follows
 - Movie Night Profit \$1,620
 - Pizza #1 profit \$2,549
 - Pizza #2 profit \$3,532
- PRO Grant \$1,500

DISCUSSION

2. Allocation of movie night monies to the makerspace

- Given that the objective of the movie night was to raise funds for the library/makerspace, Shari proposed that the Council allocated the full amount of the monies raised so that the librarian could start acquiring items. The alternative would be to bring each item for approval to the Council and write cheques as necessary.
- Council members expressed support for allocating the full amount.

A vote was called to allocate \$1,620 to the school makerspace – all in favour

Item 7- Hot Lunch Update

Anna Cole and Fiona Pingyin

DISCUSSION	<p>Pizza Lunch</p> <ul style="list-style-type: none">• Second term pizza will start April 12th <p>Lunch Lady</p> <ul style="list-style-type: none">• clarification was made regarding times for ordering: Parents many call to order if order is very close to date required. Final Orders are normally taken Thursday of the week before.
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Item 8 - Fundraising Update

Minzah Rizvi

DISCUSSION	<p>Family BBQ</p> <p>1. Discussion around the activities for the event. Emphasis on student orientated activities with adult supervision. Suggestions put forward by Minzah and Katie where as follows:</p> <ul style="list-style-type: none">• Activities Games tables for the kids• Glitter Tattoo of school logo (cost: \$94.74)• Raffle table and donations for prizes from parents requested and discussed.• Food on the day supplied by Grill Master and is no cost to the school – may make a small portion but not a money maker.• Bouncy Castle plus a three lane obstacles course from Tribeck Inflatables with an attendant at a cost of \$650.• Volunteers (adult) required on the day to help supervise activities.• Volunteer students may run some game areas (e.g. “Minuit to win it”)• Activities are expected to run from 5pm to 6:30pm.• 6:30pm is the official opening time. <p>- Concerns were raised about liability and risk in respect of a bouncy castle. Consensus was that we would not proceed with this activity and Minzah was going to look at alternatives for entertainment (e.g. magician)</p> <p>- General discussion took place regarding amount of money required for the activities, including float for raffle</p> <p><i>A vote was called to allocate up to \$600 for the BBQ – all in favour</i></p> <p>2. Consensus that profits from the Family BBQ should go towards school playground for older students.</p> <p>3. Discussion around perhaps another event Movie Night this year. However, consensus was not to do this due to already full schedules of current volunteers. However, new volunteers were welcome to take on the project with Katie and Mizah willing to advise on the procedure for it.</p>
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Items 9 - Logo

Pauline McKenna

DISCUSSION	<ul style="list-style-type: none">options for the school logo on mock up clothing were presented  <ul style="list-style-type: none">The consensus of those who viewed the logo earlier in the week on virtual sample found the solid green boarder circle was not visually clear on t-shirt mock upsa line boarder with the writing on the outside was considered the best option going forward as it had better clarity and appearancePauline showed those present some samples of the logo on various colors of t-shirts and potential mock upsHope is to have t-shirts available for purchase prior to the end of year Family BBQ
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Item 10 – School Playground Project

DISCUSSION	<ul style="list-style-type: none">Given the time and the absence of the key individuals involved in the project planning, Shari proposed that the discussion on the School Playground Project be bumped to the May meeting
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Item 11 – New Business

Shari Fisher

DISCUSSION	<p>11.1 Spring Outdoor toys Anna and Fiona had indicated a desire for spring outdoor toys as well as rainy day indoor toys Including:</p> <ul style="list-style-type: none">o Sidewalk chalko Frisbeeso Chairso Ballso Bubbleso Board games <p>Other suggestions discussed included an indoor Giant Jenga \$150, however consensus was against this, due to potential injury and cost.</p> <p>Request for parents to donate board games was also made some example of games were Chess, Battleship, Jenga, origami books.</p> <p><i>A vote was called to allocate up to \$500 for spring outdoor toys and indoor recess activities – all in favour</i></p>
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11.2 PRO Grant

2016-2017 - Council received \$1500 at the start of the year

- So far \$300 dollars has been spent on the Mindfulness presentation to parents held at KHPS on Feb 23rd this year.
 - A follow up 6-week course offered by Brittany Glynn was held in the evenings at KHPS as many parents expressed interest in participating in the course advertised during the Mindfulness work shop evening; however, this cost was borne by the parents themselves
- Council must spend the remaining funds before the end of June & report on spending
- Suggestions included additional workshops (anxiety, mental health, fentanyl crisis, etc.)
- As an alternative, could set up a resource library for parents with books and other resources
 - Logistical issues of where to keep it, sign out system, etc. but details can be worked out
- Consensus was that a resource library would be a good initiative and more long-lasting; should be set up on an honour system so as not to have the librarian or school responsible for it
- Question was raised as to whether some of the money could be used toward the end of year BBQ as it was a parent-engagement initiative and a form of communication between the school and parent body.
- Consensus that it may be appropriate to use some of the funds for the BBQ.

A vote was called to allocate the remaining \$1200 PRO Grant monies for the BBQ and the remainder to the Parent Resource Library – all in favour

(Note: this allocation supercedes \$500 of the monies allocated earlier in the evening to the BBQ; the remaining \$100 for the float should come from the general Council funds)

2017-2018 – Council can apply again

- The date to apply again for the PRO Grant for the next school year is May 25th.
- This year's focus appears to be on math and arts resources for parents to support students in their curriculum needs.
- Consensus was that we should apply again - during the discussion parents suggested workshops such as a Family Paint Night held in the school

11.3 Principal Profile

- The Principal Profile is completed every year by the School Council and submitted to the Board in the fall
- It represents what qualities / skills parents want in their principal should Pauline leave us!
- Shari is working on a draft and will circulate for comment as she did the constitution – parents can submit feedback or if they have thoughts in advance, please email

**Shari moved to adjourn the meeting; seconded by Collette Twyford.
Meeting adjourned 9:05 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	May	OPEN
13	Fundraising options and timelines for applications for grants for playground project	Meghan Schuler & Devinder Kaur Trehan	May	OPEN

