

Kanata Highlands Public School School Council Meeting

Minutes of Meeting – December 8th, 2016

Location: KHPS Library

Time: 7:00 – 9:00 pm

MEETING CALLED BY	Shari Fisher & Spencer Callaghan Co-Chairs School Council
TYPE OF MEETING	KHPS School Council Meeting
SECRETARY	Collette Twyford and Bushra Fazal
ATTENDEES	Parents of students attending KHPS Natasha Smith - Teaching Staff Shannon Jorgensen - Teaching Staff Pauline McKenna - Principal

Parent Members Present

Anna Cole	Jihane Hoummady	Shari Fisher
Collette Twyford	Jocelyn Swift	Spencer Callaghan
Fiona Pingyin	Megan Schuler	Trina Simmonds
Jason Sadrian	Minzah Rizvi	Trisha Yourth
Jen Chandler	My-Lien Bosch	

Regrets

Anu Nandan	Dana Platias	Joshua Tolmie
Bushra Fazal	Darine Salloukh	Katie Robb
Caroline Moore	Devinder Kaur Trehan	Kindell Tolmie
Cathering Birch	Jessika Mears-Mason	Orma Courtenay

Item 1 – Spencer called the meeting to order at 7:08 pm

Item 2 – Approval of December 8th, 2016 Agenda

Spencer Callaghan

DISCUSSION	<ul style="list-style-type: none"> Spencer moved to approve the agenda as presented; seconded by Shari
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Item 3 – Acceptance of November 10th, 2016 Minutes & Action Items

Spencer Callaghan

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

Pauline McKenna

DISCUSSION	<ul style="list-style-type: none">• Greetings from the Principal <p>Budget Update:</p> <ul style="list-style-type: none">• School budget: \$22,917 + this school year an additional \$12,000 as we are a new school.• Jack Donohue sent over \$2700.00 (roughly \$30.00 per student); along with a box of donated books for our library<ul style="list-style-type: none">- No plans yet with how we will spend these funds• Family Donations - \$1870; divided by division to support students• Athletic Program - \$115; collecting \$5.00 per student for tournaments to support perhaps purchase of jerseys. <p>Student Well Being Program Start up for January 2017:</p> <ul style="list-style-type: none">• Each school in the OCDSB must develop a student well-being program to meet one of the provincial objectives from the Ministry of Education• Two components to our program Restorative Practices and Mindfulness through MindUp program.• MindUp:<ul style="list-style-type: none">- importance of developing the whole child - cognitive and non-cognitive skills- At Stephen Leacock MindUp curriculum implemented to support self-regulation and address issue of child anxiety- All staff receiving training through 6 week program; self-development as a staff team- curriculum fosters social and emotional awareness, develops attention to oneself and others, tolerance of differences and promotes growth of self-regulation- Core Practices - deep belly breathing and attentive listening; repeated a few times daily- Good stress vs bad stress; support recognition of our own bodies and strategies to manage our own stress• Four components to MindUp program (15 lessons)<ol style="list-style-type: none">1. Getting Focused - how our brain works; mindful awareness, focused attention: Core Practices2. Sharpening our Senses; mindful listening, seeing, smelling, tasting, movement3. All About our Attitude - optimism, appreciative of happy experiences4. Taking Mindful Action of Gratitude - acts of kindness, expressing gratitude, action in the world.• Links to our Health Curriculum and Early Learning Curriculum<ul style="list-style-type: none">- Self-regulation is essential for a child’s capacity to learn- to set limits for themselves and manage their own emotions, attention, and behavior, allows them to develop the emotional well-being and the habits of mind, such as persistence and curiosity, that are essential for early learning and that set the stage for lifelong learning.<ul style="list-style-type: none">- Self-regulation involves attention skills, working memory, and cognitive flexibility - qualities that provide the underpinning for essential skills needed throughout life, such as planning and problem-solving skills (Pascal, 2009a, 4).- Self-regulation skills also allow children to have positive social interactions and help establish constructive patterns of behaviour that will be useful to them throughout their lives - takes from kindergarten curriculum <p>Pauline introduced Brittany Glenn from Ottawa Mindfulness Clinic to answer any questions about the mindfulness strategies in the MindUp program</p> <ul style="list-style-type: none">• Presented options to parents in supporting similar Mindfulness strategies in the home. (Home school Connections)
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	<ul style="list-style-type: none"> • She also pointed out there are workshops available for families at the Mindfulness clinic that may be helpful should they wish to know more. (Website - https://ottawamindfulnessclinic.com/) <p>Council members expressed interest in a parent workshop on mindfulness</p> <p>Elementary School Review</p> <ul style="list-style-type: none"> • Similar to what was done at the secondary level • Seeking feedback in order to develop consistency in approach system wide – can provide online
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Item 5 - Teachers report

Shannon Jorgensen & Natasha Smith

DISCUSSION	<p>Open: Restorative Practices</p> <ul style="list-style-type: none"> • A means of addressing arguments with peers and how to bring positive closure. • Ask common questions that are not accusatory – opportunity to tell their story; what were they thinking then /since; what can you do to make things right / to fix the problem? • Children involved are asked to think about how their behavior affects others through their actions and their words. • Children are encouraged to discuss and listen to all parties involved. A teddy bear is passed around and the person holding it may have time to speak while others listen. • Ties in well with mindfulness. • Trust is important with the students, particularly trust that they will be heard. • Allows them to focus on rebuilding their relationships together and find solutions to resolving issues going forward. Everyone has a voice and so take the onus off the 'blame'. • Students are encouraged to learn their triggers, take ownership of their responses and develop strategies going forward. <p>Kind:</p> <ul style="list-style-type: none"> • Leadership Club - Pajama Patrol - students collecting pajamas for children in need • Grade 5 - Shoe boxes for First Nations children in need <p>Curious:</p> <ul style="list-style-type: none"> • Survey sent out to families to choose mascot and colours. The results are: Mascot = Hawks (42%) Colour = Green <p>Action Item: Jihane to look into a logo and the shade of green (to be discussed in January)</p>
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Item 6 - Treasures Update

Jason Sadrian

DISCUSSION	<ul style="list-style-type: none"> • TD Bank account has been set up. • Spencer kindly donate \$5 to avoid any overdraft fees in our first month • Pro Grant deposited (\$1500) • Withdrawals to be completed by cheque only - Cheques will require two out of three signatures (Co-Chairs and Treasurer)
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	<ul style="list-style-type: none"> • New cheques to be ordered for this account – funds required for this and also ongoing bank fees <p>A vote was called on allocating up to \$300 for ongoing bank operating expenses – all in favour</p>
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Item 7 - Pizza Lunch Update

Anna Cole and Fiona Pingyin

DISCUSSION	<p>Pizza Lunch</p> <ul style="list-style-type: none"> • Pizza lunch is to begin on the second week of January 2017 and will be provided once a week on Wednesdays at second nutrition break (12:50 pm to 1:20 pm) • Pizza is from Pizza Pizza • Options include cheese and pepperoni - cost is \$2 a slice. <ul style="list-style-type: none"> - Napkins and Gloves required - Cheese income \$725 - Pepperoni \$750 • Volunteers are also needed to help serve the pizzas to the students. • Hopefully the Kindergarten students will participate in April 2017 • Online order forms will be sent out – parents can pay by cheque to KHPS School Council or by cash <p>Other Hot Lunch</p> <ul style="list-style-type: none"> • Lunch Lady / Mummy's Yummies options are minimal work – suggestion to have other hot lunches offered <p>Action Item: <i>Anna will look into Mummy's Yummies (to be discussed in January)</i></p>
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Item 8 - Fundraising Updates

Minzah Rizvi

DISCUSSION	<p>Fundraising suggestions</p> <ul style="list-style-type: none"> • Movie Nights (Pauline mentioned the gym should be ready for use in for this purpose in January 2017) • Zumba night • Bake Sales • Popcorn sales • Cake raffle • Pancake Breakfast • Landmark Cinema offers school \$1 back on \$9 adult tickets • Chapters instore events offering 15% back on sales (Mrs. Tiggy Winkles may offer something similar) • Mabel's Labels 20% of sales go back into the school funds. • End of year BBQ • Exploring sponsorship from the Community particularly the local business parks is on going <p>BBQ , Movie night with popcorn sales and Mabel's Labels were most appealing to members as immediate fund raisers at low cost and given the school timetables</p> <p>Action Item: <i>Minzah to explore BBQ and movie night options (to be discussed in January)</i></p>
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Item 9 - Communications Update

Jihane Hoummady

DISCUSSION	<p>Facebook Page</p> <ul style="list-style-type: none">• Group will be a Closed group• 3 administrators (Co-Chairs and Communications Co-ordinator)• Rules for participation will be posted on the page:<ol style="list-style-type: none">1. All discussion is to stay on topic. Comments not on topic will be deleted.2. No harassment, abuse, or bullying of any kind.3. No discussion of KHPS staff, administration or teachers.4. No discussion of KHPS children except in general terms (i.e. no names)5. No promotion or solicitation of businesses, for profit services, or any other advertising.6. Administrators reserve the right to ban anyone from the group at their discretion. Bans can be temporary or permanent.• Comments and new memberships to be approved by administrators <p>Twitter Account - in progress</p> <p>Website</p> <ul style="list-style-type: none">• Hosting and domain purchase options include<ul style="list-style-type: none">○ free access if with Wordpress.com/khps○ \$100 per annum for hosting a KHPS domain• General consensus was that having our own domain was a better option <p>Spencer called a vote to allocate up to \$125 for setting up a website – 15 in favour, 1 opposed. Motion passed by majority.</p>
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Item 10 - New Business

Shari Fisher and Spencer Callaghan

DISCUSSION	<p>OCDSB Workshops (Shari)</p> <ul style="list-style-type: none">• Workshops and presentations available throughout the year through OCDSB.• Parent and School Council Training Workshops were very informative and well attended - the presentations from the workshops are all available on the OCDSB website for those interested in reading them• Shari provided highlights of the workshops she attended including a discussion on exit outcomes by Jennifer Adams including social and emotional skills rather than just reading, writing and arithmetic skills. She also recommended that members review the "Role of the Council" presentations by Susan Baker and Michelle J.• Information on future workshops and OCDSB events that might be of interest to KHPS parents and staff will be forwarded <p>Translations (Shari)</p> <ul style="list-style-type: none">• OCDSB offers translation into multiple languages through its website (while not perfect, they do offer a way of communication with families whose first language is not English.• Are translations of School Council Agendas and minutes necessary or useful for KHPS families? Can we find out if there are families who would appreciate a translation of this items in the future.
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Maker Space (Spencer)

- Still looking into community fundraising
- Can companies such as our neighbor CIENA help? Spencer is currently in communications with them and hopes to network in the local business community.
- Hopefully information on our Maker Space and Library will be available and also a Wish List for these spaces will generate some interest and donations.
- Spencer asked what are the rules around acknowledging sponsors, examples mentioned by members where references on our social media/websites, certificates, wall plaques, stickers on donated books, names on jerseys, etc. Pauline to provide policy to the Co-Chairs.

**Spencer moved to adjourn the meeting; seconded by Collette
Meeting adjourned 08:55 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	None	CLOSED
3	Logo and the shade of green for school colour	Jihane Hoummady	January	OPEN
4	Details of Mummy's Yummies as a hot lunch option	Anna Cole	January	OPEN
5	BBQ and movie night options for fundraising in remainder of 2016-2017 school year	Minzah Rizvi	January	OPEN