

Kanata Highlands Public School

School Council Meeting

Minutes of Meeting – February 9th 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 Bushra Fazal
ATTENDEES	Parents of students attending KHPS Shannon Jorgensen - Teaching Staff Natasha Smith - Teaching Staff Pauline McKenna – Principal

Parent Members Present

Anna Cole	Bushra Fazal	Catherine Birch
Collette Twyford	Devinder Kaur Trehan	Fiona Pingyin
Jason Sadrian	Jen Chandler	Jessika Mears-Mason
Jihane Hoummady	Katie Robb	Kindell Tolmie
Meghan Schuler	Minzah Rizvi	My-Lien Bosch
Orma Courtenay	Shari Fisher	Spencer Callaghan
Trina Simmonds		

Non Members Present

Trevor Simmonds

Regrets

Anthony Rumsey	Caroline Moore	Dana Platias
Darine Salloukh	Jocelyn Swift	Mary Falzon-Sultana

Item 1 – Spencer Callaghan called the meeting to order at 7:05 pm

Item 2 – Approval of February 9th, 2017 Agenda

Spencer Callaghan

DISCUSSION	<ul style="list-style-type: none"> Shari noted that the School Playground Project, Item 9 on the agenda, will be moved to our next meeting in March and all other items will be bumped accordingly. Spencer moved to approve the agenda as amended; seconded by ??.
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Item 3 – Acceptance of January 12th, 2017 Minutes

Spencer Callaghan

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

Pauline McKenna

DISCUSSION	<ul style="list-style-type: none">• Greetings from the Principal <p>Report Cards:</p> <ul style="list-style-type: none">• Update on changes for dates for report cards to go home - now Feb. 22nd rather than Feb. 15th; this is due to district wide computer failure. <p>School learning Focus:</p> <ul style="list-style-type: none">• Focus on both academics and student well-being; combining both together. This is our learning focus that was created by staff with your input from the survey sent out early in the school year. <p>Question sent to parents: What are the most important skills and characteristics you would want your child(ren) to acquire upon leaving KHPS in grade 6?</p> <ul style="list-style-type: none">○ Responses focused on confidence, kindness, compassion, problem solving, asking questions, awareness of others <ul style="list-style-type: none">• Mindfulness can address many of these skills:<ul style="list-style-type: none">○ IF....we explicitly teach our students how their brains are connected to their bodies and how that affects their emotions... THEN... students will have the tools to help them be calm, focused and alert for learning.• Staff also created a focus question for themselves as well....if I practice one mindfulness strategy each day then what do I notice about myself. <p>Mindup Program:</p> <ul style="list-style-type: none">• Students are beginning with learning about their brain<ul style="list-style-type: none">○ Dr. Andra Smith is a neuroscientist who teaches at University of Ottawa and Carleton – she met with staff for a workshop○ will be returning late Feb. to meet with all classes and talk about the brain, using a real human brain○ Much research focused on how students need to self-regulate themselves so they are ready to learn○ this is our big focus this year and then we will build on this going forward. <p>Parent mindfulness workshop:</p> <ul style="list-style-type: none">• booked for Thursday Feb. 23rd. 7:00 - 8:30 p.m.;• email will be going home on Monday to all families, asking for registration so we can determine if we need one or two presenters.• There will be a link between this presentation and what we are teaching the students and an opportunity to sign up for 6/8 week mindfulness course• Babysitting will be provided during the Workshop (Mary Lines two daughters are available) <p>Math and Second Language Learning Night :</p> <ul style="list-style-type: none">• The KHPS Staff invites you to join us for a Math and Second Language Learning Night – this is an opportunity to learn with your child about activities and games to further support their learning at home in both Math and French
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	<ul style="list-style-type: none"> ○ <u>Where</u>: Kanata Highlands Public School, Classrooms & Makerspace ○ <u>When</u>: Wednesday March 1st, 2017. Between 6:00 and 7:00 pm ○ <u>Who</u>: The whole family! <ul style="list-style-type: none"> ● Other details: <ul style="list-style-type: none"> ○ Rotate around various classrooms and Makerspace learning math games and activities with your child as well as ideas to support their learning of a second language ○ Paperless handout will be shared on our KHPS website with links to activities ○ Collect stamps for each activity you attend with your child for a chance to enter a door prize ○ Prizes will be drawn at KHPS the morning of March 2nd during morning announcements. <p>Volunteer Student Funds collected in September Kinder</p> <ul style="list-style-type: none"> ● scientist in the school -\$629.00 ● snow shovels; - \$192.00; ● Tradansa Primary - \$758.50 ● Tradansa Junior - \$462.50 ● Traditional talking sticks workshop; MASC. Daniel Richer <p>Official School Opening –</p> <ul style="list-style-type: none"> ● This involves Director of Education, Chair of Board, Trustee, Ministry representative, city of Ottawa, etc attending to provide good wishes on our new school. ● Might we do this at the same time as a spring community event; celebrating our first year at KHPS? This way students, staff and families can all participate. ● We would need to determine a date now in order to coordinate with schedules. <ul style="list-style-type: none"> ○ Tuesday are out - board meetings; ○ If rains, could have official part in gym; otherwise outside; BBQ, activities, other? ○ Other option would be having during the school day for the official opening. ● General consensus around May 25th or May 26th with June 2nd also as an option, with a rain back up location in the school gym. Time of start for the Opening suggested for 5:30pm. <p>Action Item: <i>Pauline to confer with dignitaries expected to attend KHPS Official School Opening and decide on a date from those suggested.</i></p>
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Item 5 - Teachers report

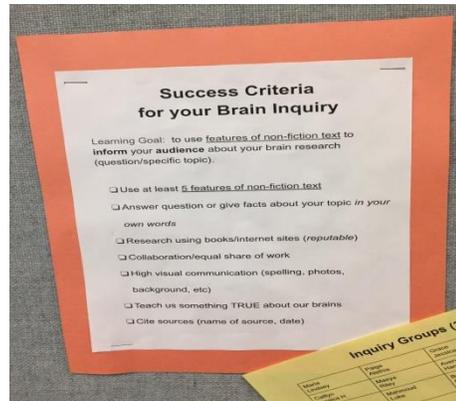
Shannon Jorgensen & Natasha Smith

DISCUSSION	<p><u>With Report cards due out soon teachers wish to address the process of “Assessment and Evaluation”</u></p> <p>Discussion of how assessment and evaluation is used in the classroom as a tool for Parents, Students and teachers going forward.</p> <p>Each class activity has a “<u>Success Criteria</u>”, agreed upon by the class in order to determine expectations and outcomes for an activity. Students are encouraged to refer to the success criteria, which will be on display in the work space while completing an activity</p> <ul style="list-style-type: none"> ● “Success Criteria” may include items such as learning goals, knowledge demonstrated, presentation, communication with others and application of
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what you have learned, questions which arise before during or after an activity.

- Level 4/3/2 used to determine (evaluate) the success of the outcome.
- Students are encourage to give feedback about a topic or activity sometimes via Self Evaluation on chrome books so the classroom teacher can have a good indication of how an activity was perceived by the class, what worked or did not work and if the students enjoyed the activity. This helps the students with accountability for their learning also.

Chrome books were given to parents at the meeting to demonstrate for them how Google Doc self-evaluation works and to show parents some photos of Success Criteria on display in Classes.



For example in Reading students might discuss, during Feedback, if the book was easy, just right or hard. While following the Success Criteria students might pinpoint what worked for them, what was a challenge and what practices worked best for a successful outcome. By doing this student (and teacher) can get a better sense of how to choose a reader and chapter book suited to their ability and yet still challenging them further. Also a good understanding is formed of where their comfort level is with the particular activity.

Self-evaluation and Feedback provides a 'snap shot' of how students are doing in a particular topic for both the student and teachers.

The following steps are applied in the class room during the year:

- Observation Teachers carry out daily observations of students to see if the general body of students in the class are 'on the same page' regarding the current topic.
- Journaling - Students are encouraged to keep a written journal of their journey in learning. Keeping lists of vocabulary they discover, pictures and drawings related to the topic
- Self-Evaluation Students can share feedback on class room activities via Google Docs app
- Growth Mindset- Je grimpe encore/ J'ai atteint - Students are encouraged to think about work in positive language, I am still working on it (still climbing the mountain) or I am finished (I have reached the summit of the mountain)
- Process vs Product
 - Process is the importance of practicing the skills to implement in order to achieve that outcome (product). Students discover the importance of 'processes' in preparing them to be *successful learners*.
 - Product is the final outcome and might involve the overall look of the finished project, spelling, presentation and use of the Success Criteria, again level 4/3/2 applied as evaluation of the final product.

Item 6 - Treasures Update

Jason Sadrian

DISCUSSION	<ul style="list-style-type: none">• Total balance in the bank is 6,281.56• Plans are to collect receipts and dispense checks at parent council meetings as required.• Pizza is so far the only activity for cheques and deposits
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Item 7- Hot Lunch Update

Anna Cole and Fiona Pingyin

DISCUSSION	<p>Pizza Lunch</p> <ul style="list-style-type: none">• Pizza lunch started on Wednesday, January 18th 2017 at second lunch. Thank you to all who came to help make it a smooth start.• Orders for next term March 1st – March 31st• Issuing of new term Pizza to begin April 12• Lunch Lady up and running for two weeks.<ul style="list-style-type: none">○ Orders / cancellations all done by parents so no extra work for Council○ Served in the first nutritional break Tuesday. <p>Communications Strategy: <i>Email to be sent to school community with information about Pizza orders for next term.</i></p>
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Item 8 - Fundraising Updates

Minzah Rizvi

DISCUSSION	<p>Movie Night: Friday Feb 10th 2017 6:30pm to 8:00pm in gym</p> <ul style="list-style-type: none">• 93 responses to the Movie night invitation, implying approximately 300 persons attending. However, there may be those who show up for Movie night who have not registered.• Discussion focused on:<ul style="list-style-type: none">○ parking arrangements - bus lanes available as parking options○ cost of pizza \$428.27, plates are included in cost which save .10c per order - reminder to ask delivery person for pizza plates and use them first.○ Extra pizza boxes \$10 after the movie○ Nonperishable good to be held over for end of year BBQ○ There are 170 popcorn bags ready to be filled. Volunteers required after the meeting if possible and on the night to pack the popcorn. <p>The previously allocated \$200 was going to be used as a float. Further funds would need to be allocated for pizza, popcorn, drinks and other supplies</p> <p><i>A vote was called on allocating up to \$700 for pizza, popcorn, drinks, etc. - all in favour</i></p> <ul style="list-style-type: none">• Book fair already running in the school during the week and set up in the Makespace area for parents to visit before the movie start time.
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- Further details discussed:
 - Pizza served 5:30pm (volunteers needed on the night)
 - Popcorn by donation
 - Table with Parent Council information
 - Set up at 5pm (Volunteers needed)
 - Spencer to set up TV and Katie to set up slide with KHPS parent council social media information
 - Brian will have litter bins available inside the gym for trash.

Points to note on the night -

1. Pylons will be in place in parking lot to keep fire entrances clear of traffic on the night
2. Parents should have indoor shoes and yoga mats for the gym
3. Parents must remain and supervise their children on movie night
4. Coats and belongings are to be kept in the main hallways outside the gym

Communications Strategy: Email to be sent to school community with information about the Movie Night and Book Fair; information to also be added to the Facebook page and website.

Next Event will be the End of Year BBQ to be discussed at the next parent council meeting in March.

Labels Labels

- This is set up for access and orders already begun.
- There must have a minimum sale of \$50 for returns, so no information on returns not yet available
- Orders are open to anyone in our community of Kanata not just KHPS parents and returns are achieved by orders submitted using our school name.
- 300 Flyers ordered for advertising Mable's Labels to our school community.

Snow Toys

- Spencer mentioned that snow toys had been purchase by the parent council and delivered to the school.
- Pauline confirmed the toys were received with great enthusiasm by the children and have been used daily.

Item 9 - Communications Update

Jihane Hoummady

DISCUSSION

- No new information regarding school Website since the last meeting.
- Twitter account is not open for use yet but some members mentioned KHPS Twitter was active in general and used by parents so Council will hold off on setting up Twitter for the moment.
- Facebook page for KHPS Parent Council now has 74 members and growing. New members unknown to the Facebook administration are filtered via Pauline for confirmation.
- suggested change of e-mail for School council to @khpscouncil.com – to be discussed further amongst Chairs and Communications Co-ordinator

Item 11 – New Business

Spencer Callaghan

DISCUSSION	No new business
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**Spencer reminded Council of the next meeting on March 9th
Spencer moved to adjourn the meeting; seconded by Shari
Meeting adjourned 8:30 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	OPEN
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	OPEN
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	OPEN
10	Communications – email to be sent with information about second term pizza	Anna Cole & Fiona Pingyin	March	OPEN

