

Kanata Highlands Public School School Council Meeting

Minutes of Meeting – January 12, 2017

Location: KHPS Library

Time: 7:15 – 9:10 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 Pauline McKenna – Principal Caroline Moore – Community Member

Parent Members Present

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

Regrets

Anu Nandan	Dana Platias	Darine Salloukh
David Bird	Jessika Mears-Mason	Joanne Perry
Jocelyn Swift	Joshua Tolmie	Natasha Smith (Teaching Staff)
Trisha Yourth	Jessika Mears-Mason	

Gym tour 7:05 pm – Before starting the meeting, Pauline took the parents on a tour of the recently finished gym and showed them the new facilities

Item 1 – Shari called the meeting to order at 7:15 pm

Item 2 – Approval of January 12th, 2017 Agenda

Shari

DISCUSSION	<ul style="list-style-type: none"> • Due to timing issues, the Communications update will be move to Item 4 and all other items will be bumped down • Shari moved to approve the agenda as amended; seconded by Spencer
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Item 3 – Acceptance of December 8th, 2016 Minutes & Action Items

Shari

DISCUSSION	<ul style="list-style-type: none">• Shari moved to approve the minutes as presented; seconded by Jen.
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Item 4 - Communications Update

Jihane Hoummady

DISCUSSION	<p>Facebook Page</p> <ul style="list-style-type: none">• The Facebook page is up and running!• First post was a Happy New Year message from Collette; other discussions to follow• Parents of students of KHPS will be invited via email• If admins need to verify whether someone is a parent at the school, they can contact the office <p>Website</p> <ul style="list-style-type: none">• Jihane gave a presentation on the outline and rough content of the website• Further website content will be discussed at subsequent meetings <p>Email Address</p> <ul style="list-style-type: none">• New email address to be established for communications <p>Communications Strategy: <i>Email to be sent to school community with information about the website and Facebook page</i></p>
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Item 5 – Principal’s Report and Q & A

Pauline McKenna

DISCUSSION	<ul style="list-style-type: none">• Greetings from the Principal <p>Facility Update:</p> <ul style="list-style-type: none">• Students & staff have access to the full gym - servery - stage - stage prep area - recycling room - meeting room - washrooms - water fountain• gym equipment has arrived and is being unpacked• media in the gym still being finished, waiting on screen• Repainting of school interior to take place – looking for an interior decorator to assist with colour selection – contact Pauline if you can help <p>Playground committee needed:</p> <ul style="list-style-type: none">• Pauline asked for some parents who would be interested in beginning the investigation about the design of school play yard or play structure<ul style="list-style-type: none">○ Meghan and Devinder volunteered to do take on the research <p>Action Item: <i>Meghan and Devinder to research and develop ideas about possible playground equipment and report back at February meeting</i></p>
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	<p>Report card feedback:</p> <ul style="list-style-type: none"> • Current format of the report card was discussed and parents mentioned the following: <ul style="list-style-type: none"> ○ Child's learning capabilities, strength, improvements to be summarized on 1st page. ○ User friendly language to be adopted while preparing the report cards. ○ Information in point form. ○ Next step in child's learning to be mentioned in the report card • Will test out the ideas and seek feedback to see how it works for parents <p>Mindfulness Workshop:</p> <ul style="list-style-type: none"> • Introductory workshop to be offered to the parents at Kanata Highlands. This workshop will include the following topics: what is mindfulness; research about the benefits of practicing mindfulness; the stress model, resiliency, and the physiology of practicing mindfulness; experiential exercises; and time for questions and answers. Participants will also receive handouts and a list of resources (e.g., books, websites, etc.). Additionally, participants will have the opportunity to sign-up for an eight-week (or possibly six-week) mindfulness course offered exclusively to the parents of Kanata Highlands during April-May or May-June, 2017 depending on interest from the workshop attendees. • It will be an hour and 30 minutes long workshop. • Pauline provided some available dates – consensus was that February 23rd from 7 – 8:30 pm worked well • Cost is \$300 <p><i>A vote was called on allocating \$300 for the mindfulness workshop on February 23rd 2017 from 7:00pm to 8:30pm – all in favour</i></p> <ul style="list-style-type: none"> • Google registration form to judge numbers • Facebook event and email to be arranged to publicize the workshop. <p><i>Communications Strategy:</i> <i>Email to be sent to school community with information about the workshop; information to also be added to the Facebook page and website</i></p> <p>Thank you</p> <ul style="list-style-type: none"> • Pauline thanked parents for their help, especially Fiona and Anna for getting lunch program going; Jennifer for helping each day with the milk program; parents contributing to coding club; parent's patience for the gym!
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Item 6 - Teachers report

Shannon Jorgensen & Natasha Smith

DISCUSSION	<ul style="list-style-type: none"> • Boys and Girls' Borden ball teams played well. • Teams are preparing for volleyball. <p>Be Open~</p> <ul style="list-style-type: none"> • A coding club has been formed and is held every Friday at recess. • Grade 4/5 students teach coding to kindergarten students. <p>Curious~</p> <ul style="list-style-type: none"> • Scientist in school - was arranged for JK and SK students. <p>Kind~</p> <ul style="list-style-type: none"> • Students of KHPS prepared cards for seniors, those were delivered to a retirement home.
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Item 7 - Treasures Update

Jason Sadrian

DISCUSSION	<ul style="list-style-type: none">• Total balance in the bank is 6,592.00• Cheque book not yet received.
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Item 8 - Hot Lunch Update

Anna Cole and Fiona Pingyin

DISCUSSION	<p>Pizza Lunch</p> <ul style="list-style-type: none">• Pizza lunch starting next week Wednesday, January 18th 2017 at second lunch. <p>Mummy's Yummies</p> <ul style="list-style-type: none">• Lunch Lady appears to be a better fit than Mummy's Yummies• Orders / cancellations all done by parents so no extra work for Council• Will be served in the first nutritional break starting Tuesday, January 31st 2017.• Council can get 25 to 35 cents on each order – the amount is added to the cost and then donated back to the school <p><i>A vote was called on adding 35 cents to the cost – all in favour</i></p> <ul style="list-style-type: none">• Email from school to be sent to parents for orders.• Facebook page will be updated. <p><i>Communications Strategy:</i> Email to be sent to school community with information about Lunch Lady; information to also be added to the Facebook page and website</p>
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Item 9 - Fundraising Updates

Minzah Rizvi

DISCUSSION	<p>Mabel's Labels</p> <ul style="list-style-type: none">• We have signed up with Mabel's Labels (a company providing labels for clothing, etc.) for their fundraising program – Council will earn a small % from sales; no work involved <p><i>Communications Strategy:</i> Email to be sent to school community with information about Mabel's Labels; information to also be added to the Facebook page and website</p> <p>Movie Night: Friday Feb 10th 2017 6:30pm to 8:00pm in gym</p> <ul style="list-style-type: none">• Discussion focused on the cost of pizza and movie, popcorn, whether we wanted extra candy and the possibility of a raffle• Pauline raised the idea of having a book fair the same night• Consensus:<ul style="list-style-type: none">○ Movie, pizza and drink for \$5; extra slice \$2○ Popcorn by donation○ No extra candy○ No raffle○ Book fair the same night is a great idea – all funds from both events to go to the library/makerspace
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	<p><i>A vote was called on allocating up to \$200 for purchase of popcorn, drinks, plates, and other supplies – all in favour</i></p> <p><i>Communications Strategy:</i> 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</p>
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Item 10 – Fundraising Priorities

Shari Fisher

DISCUSSION	<ul style="list-style-type: none"> • Consensus that the Makerspace and playground would be the Council's fundraising priorities for the current school year • Question raised about providing some snow toys for the students <p><i>A vote was called on allocating \$200 for the purchase of snow toys for the play yard – all in favour</i></p> <p><i>Action Item:</i> Jihane & Fiona to explore options and purchase toys</p>
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Item 11 – New Business

Shari Fisher

DISCUSSION	No new business
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Shari reminded Council of the next meeting on February 9th
Shari moved to adjourn the meeting; seconded by Spencer
Meeting adjourned 9:15 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	February	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	February	OPEN
7	Purchase snow toys	Jihane Hoummady & Fiona Pingyin	February	OPEN
8	Communications – emails re: website/FB; Mabel's Labels; Movie Night; Mindfulness Workshop; Lunch Lady	Pauline McKenna, Shari Fisher, Spencer Callaghan	February	OPEN

