

# Kanata Highlands Public School School Council Meeting

## Minutes of Meeting – January 7, 2020

Location: KHPS Library

Time: 7:03 – 8:15 pm

<b>MEETING CALLED BY</b>	Shari Fisher and Meghan Schuler (Co-Chairs School Council)
<b>TYPE OF MEETING</b>	KHPS School Council Meeting
<b>SECRETARY</b>	Orma Courtenay
<b>ATTENDEES</b>	Parents of students attending KHPS Pauline McKenna – Principal Joelle Rudick – Vice-Principal *No Teaching Staff Representative was present due to labour action

### Parent Members Present

Anthony Rumsey	Jennika Maheral	Shyla Hunter
Catherine Birch	Lyndsay Melkin	Sreerekha Verma
C.Y.	Meghan Schuler	Stephanie Desjardins
Dorothy Vernon Thaka	Orma Courtenay	Tina Gloyn
Fiona Pingyin	Shari Fisher	

### Non-member Present

Bonnie Castillo		

### Regrets

Amanda Peacock	Devinder Kaur Trehan	My-Lien Bosch
Bushra Baseem	Emilie Williams	Spencer Callaghan
Celeste Partington	Isil Demirel	Trina Simmonds
Dana Platias	Katie Robb	

### Item 1 – Meeting called to order at 7:03 pm

Meghan Schuler

### Item 2 – Welcome and introductions

### Item 3 - Approval of January 7, 2020 Agenda

Meghan Schuler

DISCUSSION	<ul style="list-style-type: none"> <li>• It was noted that the agenda date should be 2020, not 2019</li> <li>• Shari Fisher indicated she had an item for New Business</li> </ul> <p><i>Meghan Schuler moved to approve the agenda as amended; seconded by Anna Cole</i></p>
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## Item 4 – Principals Report Q and A

Pauline McKenna

DISCUSSION	<ol style="list-style-type: none"> <li>1. Happy New Year to all! I hope you all had a wonderful holiday with your family. So great to see all the students yesterday! Ready for school year 2020!</li> <li>2. Email going out to all families - next pizza order to begin Wednesday Feb. 6th; new milk order to begin Monday Feb. 4th; email being sent to families this week</li> <li>3. Budget Update - no significant changes to budget from December; see details below</li> <li>4. Kindergarten Information Event - Thursday January 16th, 6:00 - 7:00 p.m. Parents are welcome to attend to gather information and a school tour prior to registration for kindergarten. Parent only event. The May Welcome to Kindergarten event will include children.</li> </ol> <p><b>SURVEY: 2020-2021 School Year Calendar Survey</b></p> <p>The OCDSB wanted to share with all staff that the late placement of Labour Day (September 7, 2020) will require a start of the school year the week prior to Labour day. This last took place during the 2009-2010 school year with Labour Day on September 7, 2009 and a school start date of August 31, 2009. <b>The 2020-2021 school year will begin on Monday, August 31, 2020 for staff and students.</b></p> <p>The OCDSB is seeking your input on the 2020-2021 school year calendar in the following areas:</p> <p>Winter Break:</p> <p style="padding-left: 40px;">Option 1: The final day of classes for students would be Friday, December 18, 2020. The winter break would be Monday, December 21, 2020- Friday, January 1, 2021. Students would return to class on Monday, January 4, 2021.</p> <p style="padding-left: 40px;">Option 2: Students would continue in classes until Tuesday, December 22, 2020. Winter break would be Wednesday, December 23, 2020 - Tuesday, January 5, 2021. Students would return to class on Wednesday, January 6, 2021.</p> <p>Board Holidays:</p> <p style="padding-left: 40px;">Board holidays do not presently take place in the OCDSB, although a number of districts include board holidays. In order to consider the addition of board holidays during which all schools are closed, the school year would extend by the equivalent number of days in order to meet Ministry of Education requirements for the length of the school year.</p> <p style="padding-left: 40px;">OPTION 1: No Board holidays (status quo) with the school year ending on June 25, 2021</p> <p style="padding-left: 40px;">OPTION 2: Two Board holidays (where all schools are closed) with the school year extended by two days with the school year ending June 29, 2021. If option B is selected, the Board Holidays would take place on</p> <ul style="list-style-type: none"> <li>● Friday, February 12, 2021 (resulting in a four-day Family Day weekend)</li> <li>● Friday, March 12, 2021 (resulting in extending the March Break by one day)</li> </ul> <p>Please click <a href="#">here</a> to access the survey. The survey closes January 26, 2020.</p> <p><b>2091 Student Survey</b></p> <p>Our 2019 Student Survey is going well - over 20,000 students and parents have responded. It's really important that we hear from as many people as possible, so we are extending the deadline to <b>January 19th, 2020</b> .</p> <p>The surveys take about 20 minutes to complete. Additional information and FAQs can be found <a href="#">on board website</a> . If parents have questions or concerns, they can be emailed to: <a href="mailto:valuingvoices@ocdsb.ca">valuingvoices@ocdsb.ca</a> .</p>
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**Labour Action:**

While all schools remain open, ETFO and OSSTF members are conducting service withdrawal strike action in elementary and secondary schools. Our [Labour Relations page](#) will continue to be updated as more information becomes available.

OSSTF strikes continue on Wednesday – we anticipate our Board will be in another shut down day if actions continue. Unions must give 5 days notice to proceed. OSSTF includes custodians, EAs, ECEs and office staff.

There will be no teacher rep due to change in work to rule and no more evening events for teachers. They are still running extra-curricular during school hours and field trips if they were planned before Dec. break

**How can parents prepare for a potential full strike?**

Parents should begin to prepare for the potential escalation of strike action. For example, parents with young children or those in extended day programs may wish to consider in advance what other options they might have for childcare or speak with their employer about possible flexibility in work arrangements.

**How is the OCDSB preparing for strike action?**

The OCDSB is preparing for how we could support students and parents in the event of the escalation of strike action. Our priority focus in contingency planning is the health and safety of students.

**How will the community be informed?**

Regular updates will continue to be provided by email and posting of the latest news to our Labour\Negotiations webpage and social media accounts.

<b>Voluntary Student Fees by Division</b>	<b>Item</b>	<b>Cost</b>
Kinder \$1,630.80 134 students 29%		
Primary \$2,231.60 176 students 41%		
Junior \$1,533.20 124 students 30%	12 x chess sets	\$403.31
<b>Total</b> <b>\$5,102.20</b> <b>434 students</b>		
<b>School Generated Funds</b>		
Athletic Programs	\$179.00	(\$5/student per sports team)
HST	\$4519.84	
Milk Program	\$2640.55	Includes pre-paid orders until January 2020
Mirror Netting	\$957.06	(account interest)
School Picture Rebate	\$1303.86	(from lifetouch)

## Item 5 – Vice-Principal’s Report

Joelle Rudick

DISCUSSION	<ul style="list-style-type: none"> <li>• powerpoint will be prepared for next time</li> <li>• Theme: how we are using our forest and connection to Indigenous people</li> <li>• Great feeling moving into 2020</li> </ul>
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## Item 6 – Treasurer Update

Dorothy Vernon Thaka & Shyla Hunter

DISCUSSION	<p><b>Account Balances</b></p> <p><b>1) TD Account: Major transactions (past 30 days)</b></p> <table> <tr> <td>Dec 5, 2019 – Cheque 87</td> <td style="text-align: right;">-\$</td> <td style="text-align: right;">111</td> <td>Movie night popcorn</td> </tr> <tr> <td>Dec 23, 2019 – Cheque 89</td> <td style="text-align: right;">-\$</td> <td style="text-align: right;">581</td> <td>Movie night pizza</td> </tr> <tr> <td>Dec 23, 2019 – Deposit</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">156</td> <td>Lunch lady</td> </tr> <tr> <td>Dec 23, 2019 – Deposit</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">470</td> <td>Playground donations</td> </tr> <tr> <td><b>TD Account Balance:</b></td> <td></td> <td style="text-align: right;"><b>\$ 59,873</b></td> <td></td> </tr> </table> <p><b>2) School Cash Online Balance:</b></p> <table> <tr> <td>Pizza day account:</td> <td style="text-align: right;">11,184</td> </tr> <tr> <td><b>Movie Night account:</b></td> <td style="text-align: right;"><b>1,390</b></td> </tr> <tr> <td><b>Total Accounts Balance:</b></td> <td style="text-align: right;"><b>\$ 72,446</b></td> </tr> </table> <p><b>Commitments/Allocations:</b></p> <table> <tr> <td>Remaining Pizza days (4) estimate</td> <td style="text-align: right;">2,153</td> </tr> <tr> <td>Playground Allocations</td> <td style="text-align: right;">50,000</td> </tr> <tr> <td>Paul Davis (Internet safety)</td> <td style="text-align: right;">750</td> </tr> <tr> <td><b>Total Commitments/Allocations:</b></td> <td style="text-align: right;"><b>\$ 52,903</b></td> </tr> </table> <p><b>Total Funds available (Acct. Balances - Comm./Allocs.): \$ 19,544</b></p> <p><a href="mailto:KHPSFINANCE@GMAIL.COM">KHPSFINANCE@GMAIL.COM</a></p> <p>Items recently received but not reflected in the report:</p> <ul style="list-style-type: none"> <li>• Cheque for 54.84 Mabel's Labels</li> <li>• Mcdonald's cheque for fundraising event \$500.00</li> </ul> <p><b>Action:</b> Steph to ask Spencer about getting access to playground donations  <b>Action:</b> Shari to check for cheque for pizza - may be in mail cubbies</p>	Dec 5, 2019 – Cheque 87	-\$	111	Movie night popcorn	Dec 23, 2019 – Cheque 89	-\$	581	Movie night pizza	Dec 23, 2019 – Deposit	\$	156	Lunch lady	Dec 23, 2019 – Deposit	\$	470	Playground donations	<b>TD Account Balance:</b>		<b>\$ 59,873</b>		Pizza day account:	11,184	<b>Movie Night account:</b>	<b>1,390</b>	<b>Total Accounts Balance:</b>	<b>\$ 72,446</b>	Remaining Pizza days (4) estimate	2,153	Playground Allocations	50,000	Paul Davis (Internet safety)	750	<b>Total Commitments/Allocations:</b>	<b>\$ 52,903</b>
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## Item 7 - Hot Lunch Update

Lyndsay Melkin & Anna Cole

DISCUSSION	<ul style="list-style-type: none"> <li>● Next term pizza- ordering open soon and closes around Jan 24, give time to organize orders</li> <li>● Feb. 5th start time</li> <li>● No break in pizza</li> <li>● Go until June 24th</li> <li>● 20 week cost- 50.00</li> <li>● Same options</li> <li>● Around \$9 000 profit per each of two terms</li> </ul>
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## Item 8 – Fundraising Update

Stephanie Desjardins

DISCUSSION	<p><b>Mailout</b></p> <ul style="list-style-type: none"> <li>● Letter went home in December – received a few cheques through the office, not sure about the online donations</li> </ul> <p><b>Movie Night – February 21<sup>st</sup></b></p> <ul style="list-style-type: none"> <li>● challenge deciding on a movie to appeal to all or most – suggestion to try to get Frozen 2 if we can</li> <li>● Plans similar to November date, stress need for good communication and promotion of the event. Plan to start ½ hour earlier. Volunteers needed</li> </ul> <p><b>March Bingo</b> (Shari Fisher for Trina Simmonds)</p> <ul style="list-style-type: none"> <li>● Trina having difficulty getting in touch with organizer – still trying</li> <li>● Donation letter prepared to ask community for donations – please share and seek donations</li> <li>● March 28 tentatively scheduled</li> </ul> <p><i><b>Action:</b> date to be confirmed, ticket sales forthcoming</i></p> <p>Donation letter sample:</p>
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### DONATION SOLICITATION LETTER

**DATE:**

To Whom It May Concern:

The Kanata Legion is conducting a special Bingo fundraiser on Saturday March 28, 2019, with all proceeds being donated to the Kanata Highlands Public School for our playground development project (you can learn more here: [www.khpscouncil.ca/donate/](http://www.khpscouncil.ca/donate/))

To supplement the bingo revenue, a Silent Auction/Raffle will be conducted concurrently.

Would your establishment consider a donation of an item or gift card to support this worthy cause?

If affirmative, please contact the undersigned who will gratefully arrange a pickup of your contribution.

Suitable acknowledgement will appear in the programme for the event.

Yours truly,

Trina Simmonds

School Council Representative  
Kanata Highlands Public School

Name: Trina Simmonds  
Telephone: 613 818-1469  
Email: [trinasimmonds@gmail.com](mailto:trinasimmonds@gmail.com)

#### Other 2019-2020 events

Art show - Thurs April 16 evening (time to be confirmed)

- would like to plan, although it may be impacted by labour action
- Will need strong team of parents to support this
- Entire school booked
- Music included - students playing instruments
- Question: Possibility of including community members, music?
- Staff has been putting together some ideas re: arts, normal part of curriculum
- Group has committee

BBQ - June 18th Thursday 5-7

- Meghan looking for people willing to work on BBQ committee

Danceathon and pledges

- all donations would need to be done through school cash online
- Seen as a strong fundraiser
- Concern raised that parents are being asked to contribute multiple times
- Danceathon vs art show discussion evolved
- Dance day easier than art show
- Grade ones love the dance concept
- DJ price \$450.00 but may not be needed as parent volunteered to act as DJ
- Some input from children suggested for music
- Sensitive to parents who may not want to pledge
- Just danceathon, not art show

Decision: no April 16th art show, but an option to think about for future years

- Doing something to involve the school community is addressed covered through events such as Bingo and movie nights
- Could art be added to end of year BBQ?

	<ul style="list-style-type: none"> <li>● Is it possible to use some of the funds for community artists</li> <li>● Come up with date for danceathon?</li> <li>● April or May date?</li> </ul> <p>Online Safety Workshop</p> <ul style="list-style-type: none"> <li>● March 2 speaker coming in student in day, evening for parent, St. Isabelle students/parents also involved</li> </ul>
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## Item 9 – Communications Strategy

Shari Fisher

DISCUSSION	<p>Shari raised the question of how parents felt our current communications strategies were working. The concern is that parents aren't receiving the information necessary to encourage participation. Shari questioned whether our communications strategies could be tweaked to reach more parents and communicate our plans better.</p> <ul style="list-style-type: none"> <li>● Use facebook and website</li> <li>● What info needs to be communicated and how often?</li> <li>● Let people know that there is a facebook/website</li> <li>● Make sure the information is up to date</li> <li>● Tap into sub groups that may be in the first language</li> <li>● See if those parents could share through facebook</li> <li>● Pizza email going out- perhaps something in that to encourage facebook use to check updates</li> <li>● Promote at kindergarten night in May</li> <li>● Fridge magnet with info also distributed to parents</li> <li>● Joelle- all families have email- ask if people would like to be emailed update</li> <li>● Start promoting upcoming events as soon as possible , save the dates for pizza email as well</li> </ul> <p><b>Action:</b> <i>Shari, Sree and Steph to add something to pizza email re: Facebook page and upcoming events.</i></p> <p>Feb. meeting on the 11th, no March meeting</p> <p><b>Action:</b> <i>Shari to add question to communications survey about means of communication</i></p>
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## Item 10 – New Business

DISCUSSION	<p><b>Coding Workshop</b> (Catherine Birch)</p> <ul style="list-style-type: none"> <li>● May want to consider for next year, a program to learn coding for parents, one time workshop, goal is to teach parents how to code and support their children in developing this new skill two hours, first hour K-gr 3parents parents can do some or both hours</li> <li>● \$325.00 for two hour workshop</li> <li>● Just to get a sense of interest</li> </ul>
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	<ul style="list-style-type: none"> <li>● Family night is also an option but maximum is 30 families</li> <li>● Perhaps survey parents to see choices of workshop with options</li> </ul> <p><b>Action:</b> Catherine to follow up and get more details</p> <p><b>Action:</b> Joelle to reach out to see if Board offers parent workshop on coding</p> <p><b>Dates for next meetings</b> (Shari Fisher)</p> <ul style="list-style-type: none"> <li>● Shari proposed some changes to the February and March meetings</li> <li>● March is busy with workshop on 2<sup>nd</sup> which is the Monday and Council on 3<sup>rd</sup> which is Tuesday</li> <li>● Could do March meeting before the workshop (Monday), or cancel it altogether and move February's meeting later in the month <ul style="list-style-type: none"> <li>○ Could sell Bingo tickets on March 2<sup>nd</sup> and at movie night</li> <li>○ Let people know to bring money (tie into the save the date email)</li> </ul> </li> </ul> <p><i>Shari called a vote on moving the February meeting to February 11<sup>th</sup> and cancelling the March meeting – all in favour</i></p>
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### Item 11 - Adjournment and next meeting

Meghan Schuler

DISCUSSION	<ul style="list-style-type: none"> <li>● Next Meeting February 11, 2020</li> </ul> <p><i>Meghan moved to adjourn the meeting; seconded by Shari</i></p> <ul style="list-style-type: none"> <li>● Meeting adjourned 8:15</li> </ul>
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