

Kanata Highlands Public School School Council Meeting

Minutes

October 20, 2020 7:00 – 8:30 pm

Virtually via Google Meet

Attendance

Pauline McKenna - Principal	Trina Simmonds
Natasha Smith – Teacher Representative	Taylor Hutter
Shari Fisher	Abhijit Pare
Stephanie Desjardins	Aditi Pare
Lindsay Seunghee Lee	Anthony Rumsey
Ana Popescu	Jonathan Ball
Sally Bidal	My-Lien
Catherine Birch	Emilie Williams
Dorothy Vernon Thaka	C. Y.
Sara Saifuddin Moussa	

1. **Call to order** (Shari Fisher)

Meeting called to order at 7:05 by Shari Fisher.

2. **Welcome and Introductions** (Shari Fisher)

Shari welcomed everyone and reviewed the meeting “rules”

For those interested – council has a website: khpscouncil.ca

FB page: KHPS School Council Group – please make sure to answer the questions

Everyone on the call introduced themselves.

3. **Approval of October 20, 2020 Agenda** (Shari Fisher)

No comments or submissions noted.

Shari Fisher moved to approve the agenda as presented; seconded by Dorothy Vernon Thaka.

4. **Approval of June 2, 2020 Minutes** (Shari Fisher)

Shari noted that the title on the document circulated should read “Minutes”, not “Agenda”

Shari Fisher moved to approve the June minutes as amended; seconded by Ana Popescu.

5. Election of Council Members for 2020-2021 (Pauline McKenna)

Why should you be a member?

- Voice on what is happening at school and decisions that are made
- Link between your child learning and school
- Lots of fun
- Networking and meeting new people in your community
- You are making a difference

1. If you would like to be part of school council the expectation is that you attend our monthly meetings. If you are not able to attend you must send an email to the chair, in order to continue your role on the school council. At the meetings, you would have the opportunity to provide input into council activities and hear about school events, etc. Once the council has been elected, any member shall be eligible for election or appointment to an executive position.

Member in Good Standing

A member in good standing is someone who has not resigned or is not deemed to have resigned by their absence for 3 consecutive meetings without notice to the Chair.

Council Members shall:

- Attend Council meetings regularly. (See By-law #1)
 - Participate actively in the work of the Council.
 - Support the work of the Council in the community and bring forward to Council views of others along with their own.
 - Encourage the participation of all KHPS Parents/Guardians to hopefully ensure representation of our School community’s diversity, as well as other people within the School community.
2. Remember all parents are welcome to attend school council meetings, even if they are not part of school council. Always welcome!
 3. If you would like to be a member of council please type your name in the chat and we will record that you would like to be on school council.
 4. From the list of school council members we need to elect members to positions.

5. We need positions for Chair or two people to be co-chairs, secretary, treasurer, fundraiser coordinator, communications; we will also need other members for various roles through the school year, for example lunch programs, etc.
6. Shari will give a brief description of each role.
7. If you would like to be the Chair or co-chair, please indicate in the chat. Same process for secretary, treasurer, fundraiser coordinator, communications.

Any nomination for a parent of a student enrolled in an OCV school shall only be allowed where an insufficient number of parents of students attending in person have put their names forward for election.

Invited all those present to identify their interest in being members of Council in the chat

The members of the Council are:

Stephanie Desjardins	Sara Saifuddin Moussa
Lindsay Seunghee Lee	Trina Simmonds
Ana Popescu	Taylor Hutter
Sally Bidal	Anthony Rumsey
Catherine Birch	My-Lien Bosch
Dorothy Vernon Thaka	Emilie Williams

[Note: Shyla Hunter was not able to attend the meeting but indicated she would like to be a member of Council as well]

For those who would like to take a greater role, certain positions are available as part of the executive: Chair/Co/vice, Treasurer(s), Secretary, Fundraising Chair(s), Communications Chair(s) and Lunch Coordinator(s)

Vote begins:

Chair: Shari Fisher – *Acclaimed*

Vice-Chair: Stephanie Desjardins – *Acclaimed*

Treasurer: Dorothy Vernon Thaka indicated she would like to continue; to confirm whether Shyla wishes to continue as well – *Acclaimed*

Secretary: Lindsay Lee & Sara Moussa offered to share the responsibility – *Acclaimed*

Fundraising: Ana Popescu – *Acclaimed*

Communications: Anthony Rumsey – *Acclaimed*

Lunch Program Coordinator – no volunteers – to seek a volunteer in the broader school community – no rush

Action item: *Shari to seek a volunteer for Lunch Program Coordinator*

6. **Principal's Report** (Pauline McKenna)

Welcome back, thank you for being here to support our school community. Thanks for making this such a smooth start to the school year. Appreciate all the interest and commitment to school council...could not do it without you all!

Welcome to our virtual school council meeting, as this is the way we will be conducting our meetings this year. I am hopeful that in some ways this might make it easier for families to participate.

Thanks to our school council for 2019 - 2020 - especially to Shari and Meagan, and our executive members.

School Report

We have 272 students this year. We have approximately 42% in our virtual school.

- Staff had done an amazing job with adjusting their teaching practices to meet the new format of leaning
- Health and safety is our number one priority; all decisions are based on this factor
- Equity is a focus - understanding our students and who they are, honouring their voice in their learning, ensuring the curriculum is relevant to them; building their understanding of their role as a citizen of their community at Highlands, in Kanata, in Ottawa, in the world; they have the power to change our world to be better and to dismantle our racist systems
- Mindfulness and connection with students and among students; well-being
- Outdoor learning has been a significant part of our learning experience; so lucky to have so much space for the students to learn through
- Please continue to check for ticks daily; as they are found in all kinds of nature
- Thank you for your cooperation with the staggered entry and exit of students; it appears to be working well; special thanks again to Shari and Stephanie for their guidance and support
- Encourage you to follow up on twitter as we share much of what is happening daily through our tweets

OCDSB News

- Continue to read updates from the board about COVID-19 and new developments
- It is a fluid situation, each day we are learning more and adjusting; eg. Screening tool
- Difficult to get occasional teachers; so far been lucky to cover all absences
- Can check the dashboard for updates on cases, resolved cases, etc

Family donations for student activities - these funds will be spent by divisions on student activities; we will inform the school council once decisions and plans have been made.
Kinder \$ **\$2,078.99** ; Primary \$ **\$2,066.14** ; Junior \$ **\$ 681.07** ; School generated funds -

Every October Islamic Heritage Month is recognized in Canada. This is an opportunity to learn about the history and culture of Ontarians of Muslim heritage, as well as to appreciate the significant contributions made by the Islamic community. We welcome families and students to share their contributions with our school members. Feel free to reach out to your teacher.

We are thrilled and grateful for everyday we get to come to Highlands to work. So appreciate being with your children! Thank you for trusting us with them!

Question about buses – seeing buses empty – how does that work?

Every student at KHPS is guaranteed a bus due to Terry Fox but a lot of people are choosing to drive rather than use bus so lots of empty seats – if you plan on driving all year please notify OSTA so they can consolidate runs

Extra buses because of spacing (seat to self or with sibling)

Question about boots – staggered entry / exit working – challenge is recess

Hooks spaced as much as can in event kids do bring boots / rain coats – training on how to take off coat / boots quickly and enter class – classes divided into groups ABCD to keep groups small and staggered – taking time to get outside – trying to avoid 2 groups in hall at same time

7. Teachers' Report (Natasha Smith)

Slide show: KHPS during COVID times...

What does learning look like during COVID times?

- We still make our way into the forest
- We're still using technology
- We're still exploring
- We're still going on field trips! (brining the field trips to us using technology)
- We're still playing games – in our own space since we can't share materials

- We're still reading and writing – even taking it outdoors
- We're still having presenters come into the class – virtually
- We're still having Makerspace time – bringing Makerspace to us
- We're still growing
- We're still having fun
- We're still laughing and celebrating together

Kids appear to be adapting

Question: what about Halloween?

- undecided re: costumes – trying to plan around theme / activities

8. **Council Priorities for 2020-2021** (Shari Fisher)

Shari noted that proposed priorities were circulated with the email from Pauline. These are based on what we have done in previous years with the addition of a bullet relating to equity under parent engagement and were open for discussion.

Proposal to add a bullet related to mental well-being in light of challenges for students faced by COVID. Bullet added to Student Well-being priority to provide support for mental well-being

Shari called a vote on adopting the priorities as amended – All in favour

9. **Treasurer's Update** (Dorothy Vernon Thaka & Shyla Hunter)

Account Balances

1) TD Account: Major transactions (past 90 days)

Sep 30, 2020 – Cheque 102	-\$ 140	Pizza refund
Oct 2, 2020 – Deposit	\$ 216	Movie night
Oct 2, 2020 – Deposit	\$ 405	Pizza cash
Oct 2, 2020 – Deposit	\$ 1,260	Movie night
Oct 2, 2020 – Deposit	\$ 2,141	Fundraising account deposit
Oct 2, 2020 – Deposit	\$ 15,013	Pizza account deposit

TD Account Balance: \$ 79,172

2) School Cash Online Balance:

Pizza day account:	-
Movie Night account:	-
Online donation account:	2,370

Total Accounts Balance: \$ 81,542

Commitments/Allocations:

Playground Allocations	50,000
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Total Commitments/Allocations: \$ 50,000

Total Funds available (Acct. Balances - Cor \$ 31,542)

Operating Expenses \$ -

KHPSFINANCE@GMAIL.COM

Option of having software for doing the accounting – options: 10.50/month subscription (cloud-based) or \$314.00 one time purchase of software - Quickbooks

Discussions re: cost; transferability of data; cloud advantage is the data is always available and up to date

Anthony suggested checking out Freshbooks as well

Action item: *Dorothy to find more info and bring back to next meeting*

If you have any questions: Khpsfinance@gmail.com

Question about donations - there is a donate link on the school council website. Anyone could donate at any time using the link or write a check and send it to school. Any amount above \$25 can get tax receipt.

9.1. Operating cost allocation

Council incurs expenses related to bank account and website over the course of the year of approximately \$300. These are generally allocated at the beginning of the year so we don't have to come back for each transaction.

Shari Fisher called a vote on allocating up to \$300 to cover operating expenses for the 2020-2021 year – All in favour.

10. Fundraising (Stephanie Desjardins)

- Has some ideas for heading into holidays and engaging with the community
- Will speak to Ana and come up with ideas for the next meeting

11. School Yard Development Project Update (Shari Fisher)

Council has been working towards developing the school yard for a number of years – see school council website for more information.

Things are moving but we have no date for commencement. Meghan Schuler had prepared a Grant application submitted to the City (last I heard it was on hold). OCDSB has also been approached for support.

Did we apply for the tree grant?

Dorothy had indicated in June that she would be willing to take on a coordination role – if anyone is willing to assist her, please let us know.

Action item: *Shari to put a call on FB for help coordinating the project*

Action item: *Pauline to reach out to Board*

Action item: *Stephanie Desjardins to take care of the city Tree Grant application*

12. 2020-2021 Council Meetings (Shari Fisher)

Normally we would hold our council meetings the first Tuesday of the month; however, with the late start, may be too soon to have one on November 3 (only 2 weeks away) – propose to hold the next meeting on November 17 instead – before holidays so if we have any fundraising we want to do we have a meeting to discuss or approve anything we might need to approve – skip December (busy anyway) and start with the first Tuesday in January.

Consensus

13. Adjournment and next meeting (Shari Fisher)

Parent asked about picture day – some schools had it but ours was cancelled

- This was at board direction as there would be too many contacts

Idea: class picture outside – sent digitally

Idea: can it be a fundraiser?

Action item: *Ana to consider the possibilities!*

Shari thanked everyone for joining and asked that all the members as well as anyone else who would like to be included in Council emails to send their email address to: khpschoolcouncil@gmail.com

Shari moved to adjourn the meeting at 8:55; seconded by Stephanie Desjardins.

Next meeting: November 17, 2020

ACTION ITEMS

	ITEM	RESPONSIBLE	STATUS
1	Volunteer for Lunch Program Coordinator	Shari Fisher	Active
2	Information re: accounting software	Dorthy Vernon Thaka	Active
3	School Yard Development – seek help on FB coordinating the project	Shari Fisher	Active
4	School Yard Development - reach out to Board	Pauline McKenna	Active
5	City Tree Grant Application	Stephanie Desjardins	Active
6	Fundraising ideas for 2020-21	Ana Popescu	Active