

Kanata Highlands Public School School Council Meeting

Minutes

November 17, 2020 7:00 – 8:30 pm

Virtually via Google Meet

Attendance

Pauline McKenna - Principal

Kim Parmelee – Teacher Representative

Council Members Present

Shari Fisher

Stephanie Desjardins

Lindsay Seunghee Lee

Ana Popescu

Sally Bidal

Catherine Birch

Dorothy Vernon Thaka

Sara Moussa

Taylor Hutter

Anthony Rumsey

My-Lien Bosch

Emilie Williams

Shyla Hunter

Gemma Forsyth

Regrets

Trina Simmonds

Non-Members Present

Jie Xin

Susan Shi

Wiequan Yuan

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

Meeting called to order at 7:03 by Shari Fisher.

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

Shari welcomed everyone and reviewed the meeting “rules”

3. **Approval of November 27, 2020 Agenda** (Shari Fisher)

Propose to move the Treasurers Report to the 6th item as Dorothy has to leave early.

Note the next meeting date will be in 2021

Shari Fisher moved to approve the agenda as amended: Shari Fisher, seconded by Stephanie Desjardins.

4. Approval of October 20, 2020 Minutes (Shari Fisher)

Shari noted some typos that would be corrected

Shari Fisher moved to approve the October minutes as amended, seconded by Dorothy Vernon Thaka.

5. Election of Council Members for 2020-2021 (Shari Fisher)

Lunch Program Coordinator – Gemma Forsyth volunteered

Fundraising Chair - Ana Popescu had a conflict so was unable to take on the role; Emilie Williams volunteered to fill the position

Treasurer – confirmed that Shyla Hunter would also be continuing as Co-Treasurer with Dorothy

6. Treasurer’s Report (Dorothy Vernon Thaka & Shyla Hunter)

Account Balances

1) TD Account: Major transactions (past 30 days)

Oct 27, 2020 – Deposit \$ 382 Spiritwear, Mabels Labels

TD Account Balance: \$ 79,553

2) School Cash Online Balance:

Pizza day account: -

Movie Night account: -

Online donation account: 2,370

Total Accounts Balance: \$ 81,923

Commitments/Allocations:

Playground Allocations 50,000

Total Commitments/Allocations: \$ 50,000

Total Funds available (Acct. Balances - Comm./Allocs.): \$ 31,923

Operating Expenses \$ 4

KHPSFINANCE@GMAIL.COM

Also received a donation from a parent's work in the amount of \$750 that hasn't been deposited yet.

6.1 Accounting software

Dorothy presented a 5-year projection for comparing one-time purchase or subscription.

Propose to purchase one-time download of Quickbooks (\$350) or Sage(\$250).

Quickbook can get extra support, but no info regarding Sage. If anyone knows about sage support or have any suggestion for other program, please send email to khpsfinance@khps.com.

Shari suggested to wait for grants towards the program before purchasing any program of minimum 250.

Question: Audit – how do you prove that what is deposited is actually what was collected? How do you itemize? And how do you reconcile what was spent?

Shari noted that there was a change of procedure for the movie night in March and that even though an amount of “up to \$1000” was authorized for expenses, a cheque for the full \$1000 was made out to Stephanie who had to cash the cheque and then people were paid cash for things they purchased. This was challenging. Recommended that we return to the practice of previous years – only cut a cheque at the outset for the float, and reimburse individuals when they provide receipts.

Ana suggested that for deposits, a cash deposit form be used. It should be completed by two people so the amount of the deposit can be confirmed.

Anthony indicated he couple upload a form to the council website.

If have questions: khpsfinance@gmail.com

7. Principal's Report (Pauline McKenna)

Welcome to November!

The staff are doing a fantastic job with teaching your students. So impressed at how they have risen to the challenges in front of them and are finding ways to connect with students and have students connect with each other and ensure learning is moving forward. So proud of our team at Highlands

We survived Halloween!

It looked different, however there was good energy in the building and students enjoyed the opportunity to wear their costumes.

Progress Reports

Parents will have access on Friday to progress reports. If you have signed up yet, please do so. Only need to sign up once. Keep in mind we have had less time with your children for this reporting period. Our format is similar to last year with learning skills being the focus. Each student will have their strengths and next steps noted in point form format using parent friendly language. More generic comments are stated about what students are learning in various subjects.

Google Meets or phone call

You will also be receiving an email from your teacher, either stating no interview is needed at this time or please sign up for an interview. There is not enough time allotted for all parents to meet with teachers. Parents will be invited to sign up for a google meet. If you cannot do a google meet, phone calls are an option. I know many teachers have already met with parents keeping them informed of their initial observations of learning. If you have any questions about the progress report or your child's learning you are always welcome to reach out to your teacher and organize a time to discuss your questions either in person, on phone or through email.

Parent -teacher and student interviews are scheduled for Thursday Nov. 26th beginning after 3:30pm. There is a significant reduction in time for interviews; half of the normal time of other years - our teachers are working VERY hard; I know many are communicating weekly about class learning and through their twitter.

Google Classroom or Google Sites

Each class as one of the above set up for their class. Students and parents should have already been accessing it for information about the class's learning. If students are having to isolate or are away for an extended period of time, they can access the site for school work. The site will have general work for math, language and French for a student to do to support reinforcing skills taught in school

IMPORTANT for parents to know how to access the site as IF we need to move to remote learning, this is what the child will be using; best to practice early.

Remembrance Day Ceremony

Had a wonderful virtual assembly with the students; two grade 6 students were the MCs. We are meeting as a community of learners monthly to share our open, curious and kind learning at Highlands. Monthly virtual assemblies...keeping everyone connected!

Virtual Book Fair

Begins today till Dec. 7th. See link on twitter and email sent to all families. Support our library!

Makerspace/Bookmobile

We are lucky to have hired Jaime Waroway as our part-time librarian. She is also a qualified teacher! She has done a great job organizing and updating our library and resource room.

She is taking the makerspace to the classrooms - building bridges with kinders, building 3-D shapes with primaries, remembrance day poppies, patterning with beads, building turkeys

The Bookmobile is up and running – it is a mobile cart to classes; students have book for 2 weeks; do NOT take home; students can send along request for books.

It is great to find a way to make makerspace and book exchange happen – We’re so glad to have Jaime as part of our team!

School Generated Funds Update

Voluntary Student Fees by Division	Item	Cost
Kinder \$2,078.99 71 students 26%		
Primary \$2,066.14 131 students 48%		
Junior \$681.07 71 students 26%		
TOTAL \$4,826.20 273 students		

School Generated Funds		
Athletic Programs	\$189.00	(\$5/student per sports team)
HST	\$5,947.71	
Milk Program	\$1,753.05	
Mirror Netting	\$1,459.52	(account interest)
School picture rebate	\$1,820.60	(from photographer)

Question: Do you want supplies for the Makerspace?

School can't accept supplies donated for Makerspace from home. Exceptions made for classes kids bring their own stuff in a bag and take them home.

8. **Teachers' Report** (Kim Parmelee)

Kim presented a slide show regarding Social Emotional Learning which is a new part of the math curriculum.

What is Social Emotional Learning?

Social-Emotional Learning is the development of "soft skills" – those qualities that improve self-awareness and **emotional** maturity.

In Math **social-emotional learning** skills support their **learning** of **math** concepts and skills, foster their overall well-being and ability to learn, and help them build resilience and thrive as **math** learners.

- It is part of a growth mindset – self-awareness and seeing themselves as math learners

Think critically and creatively

- select different tools and strategies
- understand there are many ways to reach an answer
- Example: Number talks – what do you notice? What do you wonder?

Build relationships and communicate effectively

- play games with classmates
- Learn how to be patient with one another
- Positive interactions
- Collaborate on a task
- Use feedback to communicate positively to one another

Maintain positive motivation and perseverance

- Students learn to use a variety of strategies
- They are provided with problems that will challenge stamina and resilience
- Example: the Grade 2/3 Book of Awesome!

Identify and manage emotions / Recognize sources of stress and cope with challenges

Students are learning to cope with stress and manage complex challenges.

- break down a task into smaller portions
- make a plan and take it one step at a time
- Example: students identified what they are good at and what they want to improve at

- Example: students identify ways of talking to themselves – I can learn with mistakes; This is hard I will keep trying; Problems are always solved

Develop self-awareness and sense of identity

- students continue to deepen their sense of self
- students track different aspects that impact their physical and mental health
- reflection and learning

KHPS embeds SEL into our everyday lives through mindfulness, collaborative problem solving and being open, curious and kind

Comments: Parents recognized and appreciated that growth mindset and these types of learning styles have been used at KHPS since it opened and in all classes, not just math, so students are well positioned in this new aspect.

9. Fundraising (Emilie Williams)

Fundraising ideas from Emilie:

- KHPS virtual Holiday Market
Example: Jo-jo’s pizza for kick back night. Like last year at McDonalds
Some parents and community members with small businesses are also donating a portion of profits back to the school council
Emilie also talked with Freshii, Home hardware store
Luna Café and Anna Stubbe Chocolates were also suggested
- Holiday House Contest – families submit photos and people can “vote” by making donations to they house they like best!
- KHPS Recipe E-Book – January

Ana suggested using an online platform - Giftshop. It is set up all-year round; is a marketplace for non-profit organizations – people post stuff to sell and the money goes to the school council. Ana said she would send the document to Emilie.

Other suggestions: Raffle for gift basket; Starbucks.

Questions, comments and Ideas?

Email to emiliedwilliams@gmail.com

10. School Yard Development Project Update (Pauline McKenna)

Estimated cost of 125,000 dollars for the items needed for school yard development project. Once the council approves, 1800 form will be submitted to the board to process – at the latest in January. In February we send out for quotes. Construction starts in July after board decides which company to choose. The cost fluctuates 30~40 percent. It could be cheaper or more expensive in Spring.

More trees will be planted by city of Ottawa with the tree grant.

For trees we are responsible for watering the tree. Watering committee might be needed.

Plan for providing some shade for the Kinder yard was discussed.

Relocating basketball hoop and removing asphalt to add more trees for providing shade in 5-10 years were suggested, which costs 13,000. Since it is high traffic area to the gym, it will be hard for the trees to fully grow without damage. Having fabric shades suggested, but sail shade does not withstand the weather very well and they don't tend to last very long for the cost.

A second option without moving asphalt lowered to the cost to \$112,000)

Shari called a vote on modifying the plan for not removing the basketball hoop - All in favour

Shari called a vote on allocating \$25,000 to the School Yard Development Project - All in favour

*****Council has now allocated a total of \$75,000 toward the School Yard Development Project – congratulations to our school community on all their hard work and contribution to making this project a reality*****

Action Item: To share School Yard Project update with the school community via social media and website

11. New Business (Shari Fisher)

No new business

12. Adjournment and next meeting (Shari Fisher)

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 raised the question of how our next meeting would be impacted should schools be closed longer. It was decided to keep the date as January 5th since the meeting would be virtual and reassess as things progressed.

Shari moved to adjourn the meeting at 8:51, seconded by Shyla Hunter.

Next meeting: January 5, 2021

ACTION ITEMS

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

