

# Kanata Highlands Public School School Council Meeting

## Minutes of Meeting – December 4th, 2018

**Location:** KHPS Library

**Time:** 7:05 – 9:00 pm

<b>MEETING CALLED BY</b>	Shari Fisher and Spencer Callaghan (Co-Chairs School Council)
<b>TYPE OF MEETING</b>	KHPS School Council Meeting
<b>SECRETARY</b>	Collette Twyford and Katie Robb
<b>ATTENDEES</b>	Parents of students attending KHPS Heather Reichert - Teaching Staff Representative Pauline McKenna – Principal

### Parent Members Present

Anthony Rumsey	Jen Chandler	Shervin Tavvafi
C.Y.	Meghan Schuler	Spencer Callaghan
Collette Twyford	My-Lien Bosch	Sreerekha Verma
Fiona Pingyin	Shari Fisher	Stephanie Desjardins
Jason Sadrian		

### Regrets

Anna Cole	Jennika Maheral	Kelly Lewis
Catherine Birch	Jingjing Zang	Mizah Rizvi
Devinder Kaur Trehan	Katie Robb	Trina Simmonds

### Item 1 – Meeting called to order at 7:05 pm

Shari Fisher

### Item 2 - Approval of December 4th 2018 Agenda

Shari Fisher

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• No hot lunch update – Item 7 deleted</li> <li>• Nothing to report on the McDonald's Fundraiser; however, Spencer had another fundraising initiative he wished to discuss: Item 9.3 changed to Mailout Fundraiser</li> <li>• Jingjing would not be in attendance so Jason would present the Treasurer's Update</li> <li>• Trina would not be in attendance so Stephanie would report on the Bingo</li> </ul> <p style="text-align: center;"><i>Shari moved to approve the agenda as modified; seconded by Meghan Schuler</i></p>
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### Item 3 – Acceptance of November 6, 2018 Minutes

Shari Fisher

<b>DISCUSSION</b>	<i>Shari moved to approve the minutes as presented; seconded by Meghan Schuler</i>
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## Item 4 – Principals Report and Q and A

Pauline McKenna

DISCUSSION	<p style="text-align: center;"><b><u>Principal Report December 2018</u></b></p> <p><b>Welcome to December and the world of fort building and snowballs. :)</b></p> <p><b>School Math Learning Goal –</b> If teachers model problem solving strategies during number talks (2-3 times per week, focusing on conceptual understanding of numbers), then students will have more strategies to THINK through an open-ended problem and make a meaningful plan (focus on THINK stage of STAR choose two different strategies to solve the same problem).</p> <p><b>What is S.T.A.R?</b></p> <p><b>STOP</b> - read the problem; what is the question asking me to do?  <b>THINK</b> - decide on a plan and the mathematical strategy (select 2) to solve the problem  <b>ACT</b> - follow your plan and solve the problem  <b>REVIEW</b> - check that you answered the original question and communicated your thinking</p> <p><b>How Will I Know If I Have Been Successful at Using S.T.A.R.?</b></p> <p>Students and teachers will create criteria to determine what success looks like.</p> <p><b>School Well-being Goal</b></p> <p>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.</p> <p><b>Questions to ask;</b></p> <ul style="list-style-type: none"> <li>• What do you notice?</li> <li>• What do you notice about your body? Mind? Brain?</li> <li>• How do you feel? *incorporate mindful listening, speaking, movement intentionally throughout the day; “I need you to use your mindful listening”; what does this look like, feel like, sound like?</li> </ul> <p><b>Equity and Inclusivity</b></p> <ul style="list-style-type: none"> <li>• All our grade 2 and 2/3 class participated on field trip to visit places of worship  *From Social Studies Curriculum, 2013: <ul style="list-style-type: none"> <li>○ A3.2-identify some different groups in their community (e.g., various religious and ethno-cultural groups), and describe some of the ways in which they contribute to diversity in Canada (e.g., different languages, foods, music, clothing, holidays; ethnic neighborhoods with specialized shops and restaurants)</li> <li>○ A3.4-describe some significant traditions and celebrations of their families, their peers, and their own communities, as well as of some other communities in Canada (e.g., fall fairs; faith holidays such as Easter, Passover, Eid ul-Fitr; special days such as Remembrance Day, Canada Day, National Aboriginal Day, Kwanzaa, Earth Day; religious ceremonies; ethno cultural festivals)</li> </ul> </li> <li>• Our summative learning for this unit is a field trip to three places of worship. This year (year two for this trip) the classes (3) went to</li> </ul>
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- a synagogue - Congregation Beit Tikvah;
- a temple - Sikh Gurdwara; and
- a mosque - Jami Omar.

- Follow up activity and question “how can you help others celebrate what they believe?”
- Once again the experience was a huge success, with a record 15 parents joining us for the trip. I am so pleased to continue this learning with our students and help build the students understanding, acceptance and tolerance of others. It is very reflective of our motto Be Open.....)

**We need your input for our district direction.** Just a reminder to encourage your parents, staff, and students to provide their input regarding the next strategic plan.

[https://ocdsb.ca/news/building\\_brighter\\_futures\\_together](https://ocdsb.ca/news/building_brighter_futures_together)

your voices, as leaders in our system, are also very important in this process.

### **Financial Update**

Athletic Programs	\$489.27	\$5/student per sports team
HST	\$2,815.87	
Milk Program	\$3,858.58	includes pre-paid orders until January 2019
Mirror Netting	\$353.81	account interest
School Picture Rebate	\$925.76	from Lifetouch
Milk Program 2017-18	\$2,181.33	profits from program to be spent on Library/Makerspace

### **Library/makerspace**

- \$140 from adopt a school in gift cards
- Raised just over \$2000 from book fair; \$1700 to spend, received some books directly from fair
- Spent about \$900 from milk money on cricket machine, ozobots, lego and forest of reading books
- Note addition of new book shelf
- Kinder families are gathering on Dec. 12th for a holiday craft gathering and a sing song
- Our school is having an informal sing song on Dec. 19th; lead by students for students
- I wish you all the best wishes for the holiday season and, for those celebrating, Merry Christmas.

Thank you for your continued collaboration and efforts on behalf of the Kanata Highlands community

**Item 5 – Teachers’ Report**  
Heather Reichert

<b>DISCUSSION</b>	<p><b><u>Math</u></b></p> <p><b>The importance of teaching basic facts and number sense.</b></p> <ul style="list-style-type: none"> <li>• To build automaticity. This is the ability to perform a skill fluently with minimal conscious effort.</li> <li>• Why is automaticity important? Free up working memory to allow for higher order thinking.</li> <li>• Ability to succeed in higher order thinking is directly related to the efficiency with which lower ordered processes are executed</li> <li>• Lack of automaticity in recalling basic facts can result in a reduced ability to solve problems and understand mathematical concepts,</li> </ul> <p>Link to a video played during this meeting regarding the importance of number sense.</p> <p><b>MARIAN SMALL – VIDEO ON SKILLS ESTIMATION AND PRACTICE</b></p> <p>Canadian educational researcher, academic, author, and public speaker. She has co-authored mathematics textbooks used in Canada, Austria, and the United States, and is a proponent of a constructivist approach to mathematical instruction within K–12 classrooms.</p> <p>Video Link : <a href="https://www.youtube.com/watch?v=eTD7JGoaENE">https://www.youtube.com/watch?v=eTD7JGoaENE</a></p> <p><b>Games to support primary learners</b></p> <ul style="list-style-type: none"> <li>• Concentration 10</li> <li>• Go Fish to make 10</li> <li>• Face Off (Same card game previously known as “War”)</li> <li>• Making 10 with Dominos ( 6+4, 3+7...)</li> <li>• Salute (Addition)</li> </ul> <p><b>Games to support Junior Learners</b></p> <ul style="list-style-type: none"> <li>• Salute</li> <li>• Snap</li> </ul> <p><b>Kindergarten</b></p> <ul style="list-style-type: none"> <li>• Counting</li> <li>• Subsidizing (quickly looking at a group of objects and knowing the quantity, i.e. dots on dice)</li> </ul> <p><b>Early Primary</b></p> <ul style="list-style-type: none"> <li>• “Doubles “addition facts (1+1, 2+2, 3+3, 4+4...)</li> <li>• “Pairs to Ten addition facts (1+9, 2+8, 3+7....)</li> <li>• Counting to 100 and beyond, starting at various numbers (count on from 21 to 50”)</li> <li>• Skip counting by 2’s ( 2,4,6,8...), 5’s (5, 10. 15, 20....). And 10’s (10, 20,30,...) (both forwards and backwards.)</li> </ul>
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**Primary (Grade 2 & 3 )**

- “Doubles “addition facts (1+1, 2+2, 3+3, 4+4...)
- “Pairs to Ten addition facts (1+9, 2+8, 3+7....)
- Early Multiplication facts up to 7x7 (Grade 3)

**Junior Grade 4 to 6**

- All multiplication facts (times tables up to 9x9)
- Multiplication of whole numbers by 10, 100 and (ex. 8 x 100 = ?)

Mrs. Reichart recommended “**A Guide to Effective Instruction in Mathematics Kindergarten to Grade 6** “ for parents wishing to know more. Link :

[http://www.eworkshop.on.ca/edu/resources/guides/guide\\_math\\_k\\_6\\_volume\\_5.pdf](http://www.eworkshop.on.ca/edu/resources/guides/guide_math_k_6_volume_5.pdf)

**Ms Reichert recommended :**

- Having a deck of cards in the home and dice as very helpful in number sense game playing ideas.
- Also the school has a Games Library which students can borrow to play at home it includes such games as Mobi and Tiny Polk-a-dots. Borrowing Math Games from the games library each week and playing with them at home will promote mastery of number sense and number relationships.
- Using opportunities to play with money either toy or real always a positive thing, e.g. making change playing games such as Payday, Monopoly, shop or market to role play money situations, etc.
- Pauline McKenna will send home information regarding Math Facts for Parents to use with their children in the home.

**Item 6 – Treasurer’s Report**

Jason Sadrian

<b>DISCUSSION</b>	<p>Jason distributed copies of the KHPS Financial Directives devised by him and Jingjing.</p> <p style="text-align: center;"><b><u>KHPS Council Financial Directives</u></b></p> <p><b>Reimbursement of Expense</b></p> <ol style="list-style-type: none"> <li>Expense is incurred</li> <li>Email to <a href="mailto:KHPSFinance@gmail.com">KHPSFinance@gmail.com</a> <ol style="list-style-type: none"> <li>subject : Reimbursement – Expense title + \$\$\$ (Amount)</li> <li>Picture of receipts attached +description of expenses incurred</li> </ol> </li> <li>Email will be saved within <a href="mailto:KHPSFinance@gmail.com">KHPSFinance@gmail.com</a> account for audit purposes.</li> <li>Cheque will be issued at the next council meeting unless special arrangements are made.</li> </ol>
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### Deposits - Cheques

1. Email [KHPSFinance@gmail.com](mailto:KHPSFinance@gmail.com)
2. A. picture of cheque attached  
B. Name of depositor
3. Deposit made

### Special Events: Cash Float + Cash Deposit Process

1. At the council meeting prior to the planned school event
  - A. One person will be designated to fill the float on the night of the event the float filler
  - B. Two people will be designated as the money counters at the end of the event
  - C. One Depositor will be designated
2. At the council meeting a float amount will be agreed upon and an allocation will be made
3. The float filler shall be issued a cheque in the amount of the agreed upon float
4. The float filled will be responsible to bring the float to the event and have it verified by one of the money counters (see Form)
5. At the end of the event
  - A. The money in the cash boxes will be counted by the money counter and the deposit form will be filled out and signed.
  - B. A picture of the form will be sent to KHPSFinance @gmail.com
6. The depositor will deposit the cash in the TD Bank account within 7-days of the event.
  - The purpose of establishing such procedures for 2019 is to set a standard which can be passed on allowing for smooth transition when new council members enter the various roles of council.
  - There is now an established record in one place of all transactions and those involved useful for audits and historical information going forward.
  - Electronic copies of cheques and receipts are preferable going forward for efficiency
  - General consensus was this is very useful user friendly going forward.
  - Pauline felt the steps were well laid out and easy to follow.
  - The information will be made available on the School Council Website for all to access as needed. A copy of the procedure will also be placed in the cash box.

Question. Is there a form (s) to sign off when handing over cash.

- Answer; Yes
  - Float - signed off on by "Float Filler" to confirm amount issued
  - Money Counters – sign off on cash counted on the night to confirm totals received (two money counters)
  - Depositor - signs off on amount received from money counters and deposits money within next 7 days.

**KHPS Financial Report**  
**December 4<sup>th</sup> 2018**

<b>TD Account Transactions (60 Days)</b>		
Oct 16 2018 Deposit		175
Nov. 6 2018 deposit (June BBQ)		1007
Nov 9 <sup>th</sup> 2018 Chq 62	115	
Nov 13 <sup>th</sup> Chq 61	39	
Nov 16 <sup>th</sup> Movie Night Float	200	
Dec 3 <sup>rd</sup> Movie Night Pizza	386	
Dec 4 <sup>th</sup> Deposit Lunch Lady		155
Dec 4 <sup>th</sup> Movie Night Cash Deposit		604
Dec 4 <sup>th</sup> Deposit		145
Dec 4 <sup>th</sup> Deposit		38
<b>TD Account Balance</b>		<b>\$ 28,771.22</b>
<b>School Cash Online Balance</b>		
Pizza Day Account		9,539
Movie Night account		1660
<b>Total Balance</b>		<b>\$39,970</b>

Remaining Pizza Days (5)		2030
Playground Allocations (Move-it /Movie Night)		22,566
Oct. 2 <sup>nd</sup> : Admin Fees		300
Oct 2 <sup>nd</sup> Chalk		100
<b>Total Commitments/ Allocations</b>		<b>\$24,996</b>
<b>Total Funds available (Acct. Balances – Comm./ Allocs):</b>		<b>\$14,974</b>

**Item 7 – Communications Update**

Sreekrekha Verma

<b>DISCUSSION</b>	<p><b><u>Web Domain</u></b></p> <ul style="list-style-type: none"> <li>• Will Jihanne’s company remain as host for this? <ul style="list-style-type: none"> <li>○ Spencer assumes this status quo will remain as long as it is cost effective.</li> <li>○ Jason mentioned the cost of the Domain is approximate \$100.</li> </ul> </li> </ul> <p><i>Question:</i> what are the stats on visits to the website in order to try and make it more active and interesting for the KHPS community to visit and access.</p> <ul style="list-style-type: none"> <li>○ Most activity appears to be FB group and e-mails.</li> <li>○ The website is mostly used as a historical file and reference for Council Rules and observations, events, links for OCDSB information, Minutes of Meetings and Agendas.</li> </ul>
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	<ul style="list-style-type: none"> <li>○ Current events and activities tend to be on FB and Twitter.</li> <li>● Spencer said it was important to keep website updated and accurate for when parents and community do access it.</li> <li>● Suggestion to use the website more regularly for events that are upcoming as a supplement to what is already advertised on Facebook and Twitter.</li> <li>● It was also pointed out the Twitter is visible on the website so those without a Twitter account would still have access to notices printed on Twitter via Council and school website.</li> </ul> <p><u>Question:</u> Where is Pizza Sign Up?</p> <ul style="list-style-type: none"> <li>○ It is available on School Cash Online website and also email reminders sent out to parents at relevant date time lines.</li> <li>○ A suggestion to also post it on our website to offer further media exposure for those in our community who do not have Twitter or Facebook accounts.</li> </ul> <p><b><u>Blog</u></b></p> <p>A discussion around beginning a blog for the school website as a way to attract more use of the website.</p> <ul style="list-style-type: none"> <li>○ Spencer cautioned that this would require a significant work as it would need to be updated regularly and accurate if it was to become a reliable source for people with perhaps little return</li> <li>○ He would encourage it if someone were to take on the project and keep it current and relevant in order to keep community interest</li> <li>○ Topics suggested for the blog <ul style="list-style-type: none"> <li>▪ Top Ten Book recommendations article or similar.</li> <li>▪ Recap of the outcome of events after they have taken place.</li> </ul> </li> </ul> <p><u>Question</u> Can FB have links to website and Twitter to make finding the website easier?</p> <ul style="list-style-type: none"> <li>○ Spencer pointed out that FB only facilitates one link on the school page so not possible for all link. FB is a closed group so not possible to link like Twitter.</li> <li>○ There are links on the School Website for parents to access Facebook, Twitter and council website. Information such as the Finance Policy presented today and so on will be available on school council website.</li> <li>○ There was some concern about too many media options which may frustrate parents looking for information.</li> <li>○ However the general consensus is that having a variety of options will help meet the needs of parents and community overall. A good idea if done in a timely way to make events visible.</li> <li>○</li> </ul>
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## Item 9 – Fund Raising Update

<b>DISCUSSION</b>	<p><b><u>Movie Night</u></b> - Stephanie Desjardins</p> <ul style="list-style-type: none"> <li>● A full update will be sent to Shari in the coming weeks.</li> <li>● Planning went well and any input on how things could be improved are welcome.</li> <li>● Question as to how many Pizza needed to be ordered on the night? <ul style="list-style-type: none"> <li>▪ 241 tickets sold online</li> <li>▪ 50 people showed up on the night</li> <li>▪ Very few no shows</li> </ul> </li> <li>● Pizza went well on the night extra was ordered and there was a short wait time for new order.</li> </ul>
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- Spencer said we should emphasize the pre-ordering of pizza with parents to avoid line ups and waiting for pizza orders on the night
- It was suggested to also remind parents that the pizza orders are going toward fundraising for the school as some might not be aware of this.
- Also need better communication to school community for volunteers to bring cupcakes for the cupcake booth which is always a popular items on movies nights and a great fund raiser.

Comment: Pre-ordering pizza online with School Cash Online is difficult for some families with more than one household.

Clarification of how cashless schools payments are carried out and linked for families with more than one householder paying into the account was needed.

It was pointed out that Families in such situations will most likely continue a need to order and pay on the night of the Movie.

While we will continue to encourage pre-ordering to try to accurately calculate pizza numbers on the night that the **option of paying on the night will continue.**

### **Chapters Event** – Spencer Callaghan

- The event was successful, ran smoothly and without any issues to address on the night
- This event earned \$618 which will be issued as a gift card for use by the makerspace.
- There is a further 20% discount to available of when purchasing books from Chapters using the gift Card.
- Spencer mentioned that there was no soliciting allowed on the night meaning that volunteers could not approach customers about the fund raising however customers are allowed to approach the table set up by volunteers and ask questions.
- There is a need to have more volunteers on the night to help out.
- There is an opportunity to repeat this event in the spring 2019.

### **Bingo Night** –Stephanie Desjardins (for Trina Simmonds)

**Proposed Date:** Saturday 27<sup>th</sup> March 2019

**Locations :** Legion Branch 638

**Cost of Tickets:** \$27 per person.

- Legion to provide the bingo materials and also run the raffle.
- Percentage of ticket price goes to \$60 for alcohol permit.
- The event potentially raises about \$2000.
- We have the option of running a canteen providing pop and snacks on the night
- Legion will run the adult bar, raffle and market the night.
- Room for approximately 100 to 110 people
- There is a meeting on December 12<sup>th</sup> to confirm with the Legion the date.
- KHPS volunteers are responsible for providing raffle prizes and marketing the event / selling tickets.
- The event is open to people outside of KHPS community.
- Trina will have a report on the event for the January meeting

### **Mailout Fundraiser** – Spencer Callaghan

- It takes a lot of time to raise funds for playgrounds due to the enormous amount of money required to build a playground,
- Pizza raises approximately \$15000 which is a large amount but it takes time to raise funds which potentially are paying for a \$100,000 to \$150,000 bill.
- Canvassing people directly will help speed up the process and potentially take pressure away from fund raising events as a sole source of income
- Pauline agreed it would be allowed to ask parents for outright donations to the playground
- Proposal is to send out letters to request donations
  - Direct mails becoming more popular as people are a little jaded by emails these days.
- Suggestion to send a letter out to the KHPS community in spring 2019 was generally agreed upon.

#### **Question:** Can local companies such as Ciena be approached?

- Spencer said this can indeed be considered as some companies have budgets to help communities they are located in but in the past they have been reluctant because their employees come from all over Ottawa
- Spencer suggested the canvassing is carried out in two phases
  - Phase 1 Narrow band. Canvassing parents and those directly benefiting from the playground.
  - Phase 2 canvassing a broader community such a local businesses.
- Can we have students involved in the strategy for example writing/ designing the letter from their perspective?
- Ask parents working in local companies who might like to sponsor via community donations
- We should put on the letter and on the website cost for the playground and progress so far.
- Buddy Bench is to arrive in spring of 2019.
- Stephanie and Spencer to work on this campaign in the future

***Pauline to confirm if companies can sponsor a specific piece of equipment and have their name on it.***

#### **Future Events** – Stephanie Desjardins

Discussion postponed to January due to lack of time

### **Item 10 – Nutrition Workshop**

Shari Fisher

<b>DISCUSSION</b>	Following up on previous discussion re: workshop we would normally have used PRO Grant funds for Stephanie had reached out to a nutritionist for a healthy eating workshop
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	<p><b>TOPIC:</b> HEALTHY EATING.</p> <p><b>PRESENTER:</b> DINA SKAFF BASC, BSC, REGISTERED DIETITIAN</p> <p><b>Presentation Cost:</b> \$300 (but Stephanie going to try to get her for less)</p> <p><b>Date:</b> To be determines but in late February 2019</p> <p>Dina adopts a client-centered, non-diet approach to nutrition and health. Dina works with adults, children and families to facilitate positive changes and help improve their relationship with food. Advocate for eating all foods in moderations and having a healthy relationship with treats. Dina currently works exclusively in private practice and provides both in-person and virtual nutrition counselling.</p> <ul style="list-style-type: none"> <li>• Consensus that this was a good idea and we should proceed</li> </ul> <p><b><i>Shari called a vote on the allocation of up to \$300 for the Healthy Eating Workshop – All in favour</i></b></p>
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#### Item 11- New Business

DISCUSSION	<p><b>January Meeting Date</b></p> <ul style="list-style-type: none"> <li>• Shari pointed out that the first Tuesday of January falls on January 1, 2019 and proposed that the meeting be moved to January 8, 2019</li> </ul> <p><b><i>All in favour of moving the January meeting to January 8, 2019</i></b></p>
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#### Item 12 - Adjournment and next meeting

Shari Fisher

DISCUSSION	<p><i>Shari moved to adjourn the meeting; seconded by Spencer</i></p> <ul style="list-style-type: none"> <li>• Meeting adjourned 9:00 pm</li> </ul>
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**ACTION ITEMS – 2018 - 2019**

<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	<b>STATUS</b>
1	Purchase playground chalk and toys – no chalk available, will use money for snow toys	Anna Cole and Fiona Pingyin	December	CLOSED
2	Follow up on date options for McDonald's and Chapters fundraising events Update: Awaiting McDonald's dates	Spencer Callaghan	January	OPEN
3	Get quote for an arrange installation of Buddy Bench	Pauline McKenna	November	CLOSED
4	Get more information on pricing on the stage and shade for kinder yard	Pauline McKenna	December	CLOSED
5	Confirm ability of companies to have their name on specific pieces of playground equipment	Pauline McKenna	January	OPEN