

# Kanata Highlands Public School School Council Meeting

## Minutes of Meeting – November 6th, 2018

Location: KHPS Library

Time: 7:05 – 9:05 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>	Katie Robb
<b>ATTENDEES</b>	Parents of students attending KHPS Meaghan Samuel - Teaching Staff Representative Pauline McKenna – Principal

### Parent Members Present

Anna Cole	Jason Sadrian	Kelly Lewis
Anthony Rumsey	Jen Chandler	Shari Fisher
Bushra Fazal	Jennika Maheral	Shervin Tavvali
Catherine Birch	Jessika Mears-Mason	Spencer Callaghan
C.Y.	Jingjing Zhang	Stephanie Desjardins
Devinder Kaur Trehan	Katie Robb	Trina Simmonds

### Regrets

Anna Ahmad	Fiona Pingyin	Minzah Rizvi
Armaghan Chaudhary	Meghan Schuler	My-Lien Bosch
Colette Twyford		

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

Spencer Callaghan

### Item 2 Approval of November 6, 2018 Agenda

Spencer Callaghan

DISCUSSION	<i>Spencer moved to approve the agenda as presented; seconded by Shari</i>
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### Item 3 – Acceptance of October 2, 2018 Minutes & Action Items

Spencer Callaghan

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

Pauline McKenna

DISCUSSION	<p>We survived Halloween!</p> <p><b>Progress Reports</b>  Will be coming home this Thursday. 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 the various subjects. Mme Samuel will be sharing more with you about the progress reports. You will also be receiving an email from your teacher, next Tuesday 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. 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' learning you are always more than 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. 22nd 4:00 - 7:00 p.m and Friday Nov. 23rd 8:00 - 11:00 a.m.</p> <p><b>School Budget</b>  Our school budget for the school year is \$33,378  - These funds support all consumables by students, and teaching items needed (ie. Pencils, staplers, exercise books, art paper, supplies, etc.)  - Cover occasional teaching cost for any teachers going on school event or sporting event  - Office supplies, photocopies, paper  - Other - anything else we need to operate the school  - Occasional teachers/staff cost are being tracked and paid through the board budget rather than through school budget</p> <p><b>School Wear</b>  Leanne is looking into opening up our school wear to be sold later in November. She is looking into some new items to add to the website of items. Will send home an email with link for purchasing. It will be open approximately for two weeks for purchases to be made on-line. We will be adding a small cost to each item with the proceeds supporting the school play structure. Items will be distributed prior to the holidays in December.</p> <p><b>Consultation Education in Ontario</b>  Provincial government is asking parents to provide comments, feedback and suggestions about education. Here is the link to send along your comments.  <a href="https://www.ocdsb.ca/news/consultation_education_in_ontario">https://www.ocdsb.ca/news/consultation_education_in_ontario</a></p> <ul style="list-style-type: none"> <li>• There is a discussion period open for the proposed changes to the curriculum. Council will promote through Facebook and email the link where parents can submit feedback.</li> </ul> <p><b>Terry Fox Drive - traffic update</b>  Happy to see the recent flashing school signs posted both ways on Terry Fox Drive and as of this morning, traffic flowing better with the completion of most of the construction on the lanes of highway.</p> <p><b>Indigo Adopt a School Program</b>  Happy to report that we have received \$140 in indigo gifts cards from donations of books on-line. Sue (our library tech) has several books reading to purchase. Thanks to Minzah for coordinating this event.</p>
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### **Play Structure**

The buddy bench as been ordered. The total cost of the bench, shipping, assembly and installation to a concrete pad is \$2951.00. We are hoping to install it before winter. Fingers crossed!

In speaking with Dan Fournier, I have collected the following **approximate cost** for various items.

- Traditional play structure (no climbing elements) - \$65,000-\$75,000
- Naturalize play structure - \$140,000 - \$160,000
- Shade for the kinder yard - 4 post 30' x 24' sail shade area - \$25,000
- Sandbox for kinder yard - 12' x12' - \$5,000
- Stage area connected to outdoor classroom (no cover) - \$15,000 - \$18,000
- Outdoor white board - \$2,000

**\*\* we are on rock this adds a construction challenge and perhaps increase in cost**

Location of possible play structure - next to soccer field or by future portables

- Kelly volunteer to help with roll out of Buddy Bench – how to use, etc.
- Lots of additional discussion on the play structure. Council has agreed to go forward to get a further quote on shade for the kinder yard and a covered stage by the outdoor classroom. Follow up with Meghan Schuler on whether or not she can work with Pauline on this.

***Spencer called a vote on moving forward with a covered stage and shade for kinder yard – All in favour***

### **School Generated Funds Update**

Voluntary Donations

Kinder - \$1378.00

Primary - \$1746.00

Junior - \$1164.00

Total of \$4500.00 (356 students)

Athletic Programs \$507.07 (\$5/student per sports team)

HST \$2,865.87

Milk Program \$4,571.67 (includes pre-paid orders until January 2019)

Mirror Netting \$328.89 (account interest)

School Picture Rebate \$925.76 (from Lifetouch)

Milk Program 2017-2018 \$2,181.33 (profits from program to be spent on Library/Makerspace)

- Roughly \$1600 from milk program 2017-2018 spent on library books and makerspace items.

### **Remembrance Day Ceremony**

Monday at 11:30am in school gym all families welcome to join us.

**\*Shari raised the possibility of having the Treasurer's Update before the Teacher's Report as Jason had indicated he needed to leave early – with no objections, Item 6 was discussed before Item 5**

## Item 6 – Treasurer’s Update

Jason Sadrian / Jingjing Zhang

DISCUSSION	<ul style="list-style-type: none"> <li>• Jason and Jingjing will act as Co-Treasurers to facilitate the process</li> <li>• Jason thank Jen Chandler for her work as Financial Reviewer – there were some items raised that Jason was looking into and would feed into recommendations for process</li> <li>• Total Funds: \$38,320, Allocated Funds (Including \$22,526 for playground): 25,808, Available Funds \$12,512</li> <li>• Jason and Jingjing will be putting together a document that describes the roles and responsibilities for the treasurer. Additionally, will provide some procedures on handling of receipts. Jason asked that all receipts be provided in electronic format (picture) to email address: <a href="mailto:KHPSFINANCE@gmail.com">KHPSFINANCE@gmail.com</a>.</li> </ul>
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## Item 5 – Teacher’s Report

Meaghan Samuel

DISCUSSION	<ul style="list-style-type: none"> <li>• Meaghan provided a presentation that described the differences between a Progress Report (November) and Report Cards (February and June). She discussed how teachers evaluate students work and provided examples of A, B and C level assignments.</li> </ul> <p>Progress Reports (November)</p> <ul style="list-style-type: none"> <li>• Provide a snapshot of learning in the classroom from September-October (i.e., <i>what</i> students are learning about)</li> <li>• Non-evaluative comments</li> <li>• Evaluation looks like: Progressing Very Well, Well or with Difficulty</li> <li>• Not all subjects will have comments</li> <li>• Next steps will be provide if a student is progressing with difficulty</li> </ul> <p>Term 1&amp;2 (February &amp; June)</p> <ul style="list-style-type: none"> <li>• Comments assess individual student learning from September to January (Term 1) and February to June (Term 2) (i.e., <i>how</i> students are doing)</li> <li>• Evaluation looks like: A,B,C,D</li> <li>• Next steps are given for some subjects</li> </ul> <p>How do teachers decide between Progressing Very Well, Progressing Well and Progressing with Difficulty?</p> <ul style="list-style-type: none"> <li>• There is no “one size fits all” solution – evaluation is based on a number of factors <ul style="list-style-type: none"> <li>○ How much progress is being seen?</li> <li>○ Where are they on the continuum of the expectations?</li> <li>○ How many strands within a subject? <ul style="list-style-type: none"> <li>▪ (e.x.: <i>there are four strands within French, five within Math</i>)</li> <li>▪ <i>Weight of the strands</i></li> </ul> </li> <li>○ Learning skills</li> <li>○ Teacher professional judgment</li> <li>○ Time with students/subjects</li> </ul> </li> </ul> <p>What do A, B and C mean and look like?</p> <ul style="list-style-type: none"> <li>• C level work means: <ul style="list-style-type: none"> <li>○ Approaching the provincial standard</li> <li>○ Shows that student may understand some but not all of the expectations for a given assignment</li> <li>○ Student is working on part of the expectations</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>• C level work looks like (Grade 5/6 example): <ul style="list-style-type: none"> <li>○ Follows the model very closely for intro</li> <li>○ Several spelling/grammar errors of concepts we're working on</li> <li>○ Some incomplete sentences</li> <li>○ Several repeated sentence stems</li> <li>○ Communicates thinking in a simple way</li> <li>○ Breaks ideas into simple paragraph form</li> </ul> </li> <li>• B level work means: <ul style="list-style-type: none"> <li>○ Meets the provincial standard</li> <li>○ Shows that student understands determined expectations for a particular assignment</li> </ul> </li> <li>• B level work looks like (Grade 5/6 example): <ul style="list-style-type: none"> <li>○ Follows the model very closely for intro</li> <li>○ A few spelling/grammar errors of concepts we're working on</li> <li>○ Some comma splices (sentences stuck together)</li> <li>○ Beginning to vary sentence stems</li> <li>○ Communicates thinking in an organized, interesting way using some examples</li> <li>○ Follows paragraph form that we are learning</li> </ul> </li> <li>• A level work means: <ul style="list-style-type: none"> <li>○ Exceeds the provincial standard but is <i>still at grade level</i></li> <li>○ Shows that student understands determined expectations for a particular assignment</li> <li>○ Often shows creativity, ingenuity, uniqueness, critical thinking, justifying work in more ways than one, asking questions to show understand, etc. in an assignment</li> </ul> </li> <li>• A level work looks like (Grade 5/6 example): <ul style="list-style-type: none"> <li>○ Creative approach to introduction</li> <li>○ A couple of spelling/grammar errors of challenging words/concepts</li> <li>○ Varies sentence stems</li> <li>○ Communicates thinking in an organized, interesting way using many examples</li> <li>○ Seeks out new vocabulary, unique ways of saying things</li> <li>○ Follows paragraph form that we are learning</li> </ul> </li> </ul>
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### Item 7 - Hot Lunch Update

Fiona Pingyin and Anna Cole

DISCUSSION	<ul style="list-style-type: none"> <li>• Anna asked for \$100 to buy napkins and gloves to facilitate serving the pizza lunches.</li> </ul> <p><b><i>Spencer called a vote on the allocation of up to \$100 for the purchase of gloves and napkins. – All in favour</i></b></p>
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### Item 8 - Communications Update

Sreerekha Verma & Anna Ahmad

DISCUSSION	<p>Sreerekah and Anna were not in attendance</p> <p><b><i>No update</i></b></p>
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## Item 9 – Fundraising Update

Stephanie Desjardins

DISCUSSION	<p><b>9.1 Movie Night Update</b> (Stephanie Desjardins)</p> <ul style="list-style-type: none"> <li>• Finalizing the details of the movie night</li> <li>• Stephanie is looking for volunteers to donate baked goods and volunteers to work at the movie night (5-7 more people)  <b>Action: Send email to parent community seeking volunteers</b></li> <li>• Feedback received that some of the pizza was cold. Consideration will be given on how to keep the pizza warm while serving.</li> </ul> <p><b>Spencer called a vote on the allocation of up to \$1000 to cover movie night expenses – All in favour</b></p> <p><b>9.2 Chapters Event/McDonalds (Spencer Callaghan)</b></p> <ul style="list-style-type: none"> <li>• Spencer reached out to Chapters and was able to get 2 available dates, Council settled on <b>November 28<sup>th</sup></b>. Will reach out to Singing Club about performing the Hawks Song at the event.</li> <li>• Is it possible to create a gift guide with input from KHPS staff to promote ideas of what to buy at Chapters? <ul style="list-style-type: none"> <li>○ Meaghan to provide input on the list</li> </ul> </li> </ul> <p><b>Spencer called a vote on the allocation of \$50 for 2 x \$25 Chapters Gift Cards to raffle – All in favour</b></p> <ul style="list-style-type: none"> <li>• Spencer has reached out to McDonalds but no response received. Anticipate an event in the New Year.</li> </ul> <p><b>9.3 Holiday &amp; Future Events</b></p> <p><b>Bingo Night</b></p> <ul style="list-style-type: none"> <li>• Trina attended a bingo event hosted by another school at the Legion last year</li> <li>• Counsel indicated it wanted to proceed with this event</li> <li>• Trina will reach out to the Legion to see if there is any availability in February</li> <li>• This event would require the organization of food and maybe a raffle</li> </ul> <p><b>School BBQ</b></p> <ul style="list-style-type: none"> <li>• Yaki has agreed to attend the school BBQ but a date needs to be confirmed ASAP. Council settled on Thursday, June 20.</li> <li>• Similar to last year's event, there will be food trucks and entertainment.</li> <li>• Some discussion as to whether or not to invite Rory Gardiner to play</li> </ul>
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## Item 13- New Business

DISCUSSION	<p><b>PRO Grant (Shari Fisher)</b></p> <ul style="list-style-type: none"> <li>• This funding is in jeopardy.</li> <li>• Council has agreed to organize a workshop for parents whether or not funding is received as this is one of our core mandates. Details are TBD.</li> </ul> <p><b>Board Games in the Dark</b></p> <ul style="list-style-type: none"> <li>• This event raised over \$1700 for the Red Cross Tornado Relief Fund. Great work Hawks!</li> <li>• The kids really enjoyed playing board games in the dark.</li> </ul>
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**Item 14- Adjournment and next meeting**

Spencer Callaghan

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Next Meeting December 4, 2018</li> </ul> <p><i>Spencer moved to adjourn the meeting; seconded by Shari</i></p> <ul style="list-style-type: none"> <li>• Meeting adjourned 9:00</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	November	CLOSED
2	Follow up on date options for McDonald's and Chapters fundraising events Update: Awaiting McDonalds date	Spencer Callaghan	November	OPEN
3	Get quote for and arrange installation of Buddy Bench	Pauline McKenna	November	CLOSED
4	Get more information on pricing for the stage and shade for the kinder yard	Pauline McKenna	November	CLOSED