



Roch Carrier Elementary School

Meeting Minutes School Council November 10, 2010

Call to order

7:10 p.m. – Cynthia and Ken

Noted that it was the first meeting of the 2010/2011 school year with new council.

Agenda correction – replaced Caroline’s name with Ken’s name.

7:15 p.m. – Agenda approved. Second by: Christina

10 executive members present (quorum)

Principals Report

Given by Vice Principal – Lisa Clayton

Q (Ken): Are we teaching kid why they are being taught the big picture?

A (Lisa, both teachers): the children are asked to look at the big picture over various stories, encouraged to think about why the author wrote that piece of work, to look at more than one story/opinion to inform and before making their own opinions.

Katia mentioned the OCDSB student survey

Katia discussed the lockdown procedures that took place at the school that day. She commented that the children did extremely well (both her opinion and the SRO feedback). The entire procedure lasted approx. 25 minutes. Katia stated that they would lengthen the time of the lockdown over the course of the school year.

Q (OCASC rep): at the OCASC meeting, parents raised the issue about the OCDSB survey and whether it was possible to send the survey directly tot the board if concerned about their kids being responsible for bringing the survey (with sensitive information) back to school.

A (Katia): Assured the council that the envelopes are sent home in a sealed envelope and they are never opened.

Q (Ken): is it possible to have a secured box in the office so parents could drop them off in person to ensure security of the survey?

A (Katia): Replied that unfortunately, a secured box cannot be done. However, if parents were concerned, they were encouraged to mail the survey directly to the board. If parents called, she would give them the address for the board.

Q: Question about whether there would be literacy issues if parents spoke a different language.

A (Katia): Replied that the survey has been translated into six different languages and parents can request a different language than the survey received. If teachers are aware of the language spoken at home, then the survey sent home will reflect this knowledge.

Katia mentioned that Mrs. Kerwin was the recipient of the Golden Apple award in October. She was awarded a \$500 bursary to be spent at Roch Carrier. The award was from Magic 100 radio station.

OCASC

The OCASC meeting focused on repairing all audience members for the changes (election). Key discussions revolved around ways to get parents more involved as well as teachers and principals more involved. Also, some discussion around how gifts for teachers at Christmas, etc. One example was to establish gift cards at certain stores in specific teachers' names so that parents can contribute - in lieu of mugs or other gifts.

On Thursday, Nov. 18th there will be an event from 6:00 to 9:30 pm. From 6:00 to 7:00 pm, there will be an appreciation reception for school council members. From 7:00 to 7:30, an OASC meeting. From 7:30 to 9:30, there will be a consultation forum for schools for the future. Principals, vice-principals, teachers, and educational assistants are also invited to attend. There is a link to the OCDSB from the school council web site. The OCDSB web site has a link for strategic planning where they are looking for questions and feedback. In addition, you can RSVP for the event.

Roch Carrier School Council web site is maintained by Carl (web master). Cynthia informed everyone that it is up to date and is a great site so spread the word so parents will star to use it. The web site is not currently tracking hits.

Ken mentioned that he has started a blog for school council that is not linked to the Roch Carrier School Council web site but he would like to link it if the council was interested. His idea would be that school council executive members could have read/write access to the blog so they could add entries. If you subscribed to the RSS feed, the executive members could know when changes occurred, and by whom.

ACTION: Ken will bring this item forward at the next council meeting to determine whether the blog should be linked to the council web site.

Treasurer report

Not big changes from last month. The entertainment bok fundraiser raised over \$5,000. This amount has already been paid out for field trips.

The council can also pay out approx. \$4,500 for the school if they need anything.

In November, there will be a better estimate if we are above or below the projected budget.

Christina mentioned that we need to maintain our \$2,000 in the bank at all times to avoid bank fees. In addition, we have a specific number of transactions per month, and we can go over this number if too many batches of cheques are deposited per month instead of waiting for larger batches as it would mean fewer transactions. Electronic fund transfers or when fundraisers companies require payment upon delivery can cause issues – a

solution would be for Christina to receive cheques 48 hours prior to the withdrawal is expected to go out. Christina also stated how expenditures that are approved still require double checking with her to ensure the money is actually in the bank at that time.

Q: Who has the authority to spend money?

A (Christina): Head of committees. School also spends money on behalf of council but also needs to make sure we have the money.

Katia then clarified that when the school council approaches the school, she or Lisa will in the future first ask if Christina is aware. Christina's asked if the school could wait until council has the money prior to reimbursement and Katia responded "yes, of course."

Q (Jennifer): What about situations like Cake Walk where the head of the committee pays out of pocket and then gets reimbursed?

A (Christina): Can ask for an advance and then submit a receipt once the purchase has been made.

Food (Susan)

Brought up the issue of changing the pizza program so that parents have to enrol their kids into the entire program or not at all. Currently, 90 per cent of the orders are for the entire term. However, 10 per cent are not and it causes confusion with the students and the organizer. In addition, these students usually get the pizza anyway or are sent to the office for food. And, office staff then has to make the phone call home to explain to the parent that the pizza was not ordered for that day.

After some discussion of pros and cons, Susan decided to go forward with the all or nothing pizza ordering. The council agreed.

At this time, Dave is not interested in pursuing this type of program for Subs.

Fundraiser (Chantal)

Chantal discussed that the decision to go forward with entertainment books as a fundraiser for 2011/2012 has to be made at the council meeting. She indicated that it is a successful fundraiser but more work than one person (i.e., Cynthia) should handle and that more volunteers would be required. Volunteers were solicited; the entertainment book fundraising team for 2011/2012 is: Cynthia, Shawna, Christina, Susan, David Wendy, Angelena, Jennifer, and Chantal.

Issues with the fundraiser were discussed, such as: confusion with the envelopes, messages to the teachers regarding the sample book in the bag should be clarified and reinforced – perhaps with announcements in the mornings and emails (although this has been done in past years as well), perhaps in the Sept. staff meeting, have council representatives talk to teachers, collect the books and deliver with the children taking attendance down to the office, having all the books returned in the last couple days (teachers should not hold on to the books until the end of the campaign), storage areas in school were discussed but Katia explained that there is no insurance for non-school items.

ACTION: Cynthia and Chantal and the council decided to take the rest of the conversation of the fundraiser off-line.

Last discussion point was regarding the gift that Roch Carrier was eligible for b/c we are going to commit to another year of fundraising by a specific date. Gift options were a wireless printer, sports ball package, or promo in a box where the top seller of the school next year would win a video camera. Cynthia proposed that the sports ball package was the best option; council agreed.

ACTION: take the sports ball package

One last point was discussed about the entertainment book campaign and it was with regard to that forms were available online. When asked how many of Roch Carrier parents submitted email addresses, Katia responded that 98 per cent of the families at Roch Carrier had submitted their emails.

Cynthia explained that the entering of emails into Google Groups took longer than expected b/c there was a 100 email cap per day. With over 700 students, this meant it took several days to enter in the emails. Thus, the School Newsletter was delivered electronically as well as hard copy for the month of November. This will not occur for December as the email list will be complete.

Chantal mentioned there was a date error in the fundscrip fundraiser package. Cynthia stated that a note correcting this error would be circulated.

Resource Library-

There is a \$500 amount that can be spent for parental involvement. At the last council meeting, Cynthia and Susan brought forward the idea of starting a parent resource library. It was decided at the last meeting to bring it forward to this meeting.

Cynthia circulated a list of books that W.O. Mitchell has in their resource library.

No decision was made and Cynthia stated that there was no rush for a decision as to what to do with the money.

ACTION: bring forward at next council meeting.

Ministry of Education – Food and Beverage (Susan)

Susan discussed that the changes to the food sold at schools reflected a changing philosophy of providing children with healthier choices. She also discussed that there were additional workshops held for vendors. If vendors wish to not be considered as part of the junk food, they have to sign and comply to a contract. Mazzola and lunch lady have signed other school's forms. As of yet, no pizza vendors have applied.

Discussion ensued about what the 10 days exemption included. Susan thought it included movie nights, fun fairs, cake walks, and possibly BBQ.

Discussion also around how there are loop holes that Roch Carrier would have to be aware of and discourage. For example, pizza cut into smaller slices would not be acceptable as kids could order more than one slice. And, the point is that the pizza vendors should be using low fat cheese, lower sodium sauce, whole wheat crust, and toppings with lean meat and vegetables.

Susan also discussed that teachers giving candy/junk food as treats/reinforcement should probably be discouraged. However, she also noted that it is exempt from the rules b/c the food is not being sold to the children

ACTION: Prior to the spring, 2011, the council will need to discuss potential vendors for the 2011/2012 school year.

Kanata School Accommodation Review (Cynthia and Christina)

The time commitment is twice per month. The next meeting is Nov. 16th.

The review is a 2 year process and will be looking at schools with issues related to both over crowding and not enough enrolment. The three schools in Kanata South that are priority are Katimivik, Roch Carrier, and Leacock. There has been one meeting and b/c it was the first meeting, there wasn't much content to report. More of a "set up" type meeting.

The ARC has been changed and the result is a simpler process. The process is in a binder with Katia. There is a link to the information on the OCDSB web site.

Cynthia talked about asking Carl to update the web site with information related to this review and her and Christina's email.

Cynthia discussed how the ARC was about long-term solutions for all of Kanata and that her and Christina were expected to look beyond Roch Carrier's needs but that they needed to look at what was best for Kanata.

There will be four public meetings to be scheduled. The meetings could be published on Ken's blog or links to other blogs from his site.

Two committees have been formed (Kanata north and Kanata south) and they will meet as separate committees and also together as one group.

Katia expressed concern that parents won't read the school newsletters, etc. as it occurred in a previous school that had been involved in an ARC. A discussion about how to raise the awareness of parents that the ARC occurred. Mentioning it during parent-teacher interviews was not plausible due to constrained time during the interview and some council members felt it was too early to be alerting parents. Another suggestion was posed about letting parents know in the Kindergarten session b/c it is important to let parents know whose children are about to start school.

Cynthia and Christina will use the council as a sounding board and will have a chance to help influence what Cynthia and Christina will bring forward to the review.

ACTION: Carl to post the meetings on the school council web site.

ACTION: Carl to add Cynthia and Christina's email addresses to be on the school council web site specifically for question related to the ARC.

Other

Q: Wendy asked whether we still wanted the newsletter. – this was raised b/c of the blog.

A: Ken said yes, we did still want the newsletter. But, that his blog may serve as a feeder into the newsletter. She could use the blog to get information for the newsletter.

The Zumba class was discussed. Jennifer is interested in holding another session.

ACTION: Dave to confirm that Zumba will be scheduled for the third Thursday in February. The class will be in the school gym.

Thanks was given to Dave for the school clean up.

Landscaping – Dave indicated that 12 to 13 people showed up and that it was nearly completed by the end of the clean up day. He did the butterfly nets on his own on a later day.

With approved funds, Dave bought the audiovisual equipment (e.g., microphone, cables) and they were used for the Remembrance Day events in the gym.

Dave also brought forward a proposal to purchase some stage lighting (LEDS) since the stage is not bright enough since the chance to energy efficient lighting on the stage. The cost for the lights would be \$1,180. The request for the lighting is involved as it may require mounting the lights permanently. Katia indicated that that would require approval by the board. Even if not permanent, it would likely require certain approvals beyond the council's prevue. Christina indicated that there was not enough funds to approve it, unless we wanted to forego other approved expenditures.

Council meeting adjourned at 9:18 pm.