

# Annual General Meeting

## School Council Meeting Minutes

September 18, 2013 7-9 PM



### School Council information fair and social 7:00-8:00

#### Attendees

Chair Katherine Cole  
Vice Chair Liz Burgess  
Former Chair Barbara Callaghan  
Treasurer Colleen Moore  
Communications Coordinator  
Fundraising Coordinator Anne Windle  
OCASC Representative Tara Finlay  
Director @ Large Kristann Rose  
Principal Kim Power  
Vice Principal Monik Beauchemin  
Teacher representative Sandra Sheedy

Total number of persons present (including above): 32

### 1. Welcome and introductions

NEW web site: [www.wapscouncil.org](http://www.wapscouncil.org) – Sign up for council updates direct to your inbox.

Review of the tentative School Council Meeting Schedule for 2013-2014 including a discussion of what council members and officers are required to attend (4 council meetings for review of business).

- positive feedback from the group regarding Town Hall style meetings as well as potential guest speakers.
- meeting plan will be posted on the council web site

A reminder that a change was made in the date for the Annual General Meeting from June to September, when the new directors and budget are voted in.

### 2. Approval of June meeting minutes and September meeting agenda

|                                   | Moved        | Seconded      |
|-----------------------------------|--------------|---------------|
| Approval of Minutes for June 2013 | Liz Burgess  | Julie Findlay |
| Approval of September Agenda      | Sarah Orsini | Nicole Duguay |

### 3. Elections

Discussion of nomination process (Katherine)

- 11 members required for elementary school councils
- School council members are voted in first, followed by the officers
- Voted in by acclamation if only one candidate per position (voice vote)
- Description of vacant positions including responsibilities and time commitment
  - Community Rep - potentially re-communicating with a member of the United Church to work on contacting the city about developing the green space between the school and the church parking lot into a sidewalk

- Vice Chair - sounding board for the Chair, liaison between the sub-committees and council, support to sub-committees
- OCASC rep (Ottawa Carleton Association of School Councils) - attend 8 meetings (Tara is willing to co-chair the position)

#### Discussion of sub-committees

- Social Well Being (lead Tara Finlay) - PRO (Parents Reaching Out) grant was funded (\$1000) to spend on programming, working with other schools in the ward and neighbourhood; will work with school on anti-bullying initiative.
- Healthy Active Kids (lead Liz Burgess) - fitness weeks (Sept, June) and programming throughout the year (nutrition, guest speakers, introduction to new activities and sports)
- Science and Technology (Mike Rogers and Dan Duguay) - bring more hands-on science into the classrooms that supports curriculum
- Green Committee (lead is vacant) – this was proposed but so far no uptake. Ideally working with The Green Hearts (teacher run program within the school) and the Plant and Tree advocate
- Arts and Culture (lead is vacant) – this is a bit redundant because we have an Arts Coordinator and a Multicultural Liaison as council positions. Segun Akinlolu will do the multicultural liaison and Katherine Cole will work with him, as she did last year, to do the Arts & Culture program. They will work with the teachers and school to coordinate. Other parents welcome to contribute or participate.
- Equity and Diversity (lead is vacant) – this was proposed but so far no uptake. However, there is a small committee working in the library diversity project. Information will be added to the website on the library diversity project.

Each sub-committee correlates well with a club/program that is currently running within the school. Monik and Sandra encouraged each team lead to communicate with the volunteer teacher who is running the program (if applicable) to work together when planning their activities.

Call for additional volunteers to school council for 2013-14 and approval of membership, including officers.

#### Preliminary School Council Slate 2013-14

OCASC Representative (co-chairs): Tara Finlay, Anne Windle

Communications Coordinator: Sarah Orsini

Fundraising Coordinator: Nicole Duguay

Volunteer Coordinator: Lisa Nicol

Arts Program Coordinator: *vacant*

Multicultural Liaison Coordinator: Segun Akinlolu

Play-yard Renewal Coordinator: Jean Byrne (*past, not confirmed*)

Plant and Tree Advocate: Jeff Wiebe (*past, not confirmed*)

Community Representative: *vacant*

Director at Large (may have several): Pam Cameron (as outreach coordinator)

Past Chair: *n/a*

#### Officers:

Chairperson: Katherine Cole

Vice-Chairperson: *vacant*

Treasurer: Wendi Mosher

Secretary: Lisa Vandermeer

|  | Moved       | Seconded      |
|--|-------------|---------------|
| Approval of Council 2013-2014 and Officers | Anne Windle | Nicole Duguay |

#### 4. Review of financials (Colleen)

- Financial Report will be submitted to the OCDSB in October
- Reminded group of our decision at the June 2013 meeting that instead of reviewing the Teacher Wish Lists and deciding what should be purchased, we will instead give the school the ability to decide how it will be spent (Kim will review and approve purchases). A process will be set up with the school and this process will include a report at the end of the school year on expenditures.

|  | Moved           | Seconded    |
|--|-----------------|-------------|
| Approval of Final 2012-2013 Financial Statements and Proposed Budget 2013-2014 | Lisa Vandermeer | Donald Wood |

#### 5. Fundraising plan (Nicole)

- Each individual fundraising project needs a lead to run the program.
- All School Council programming is dependent on successful fundraising campaigns and many volunteers.

Anne and Nicole have reviewed our fundraising schedule and have made some changes to keep things fresh and to do more community outreach type of activities.

October Carlingwood Gift Cards (15% return to the school)

- Halloween Dance (DJ is booked) - volunteers needed
- Ski and Skate Sale will not happen this year. A huge thank you to Ralf and Pauline Nielson for all the time and effort that was involved in organizing this event over the years.

November

- Online Silent Auction to create a sense of community (sharing skills and services, artwork, gift certificates)
- Pizza and Bingo Night

February

- Arts Appeal (targeted fundraising appeal)

March

- Pizza and Bingo night combined with Used Book Sale/yearbooks. Many thanks to Heather Vino for such a wonderful job for organizing the Book Sale the past two years.

June

- Spring Fling
- Bake Sale/Gift Baskets

Ongoing fundraising (throughout the year)

- Lovable Labels
- Mabels Labels
- Logowear (t-shirts, tote bags, long sleeve shirts and zip-up hoodies available to order by October 1, 2013 - order form online [www.wapscouncil.org](http://www.wapscouncil.org) or contact Nicole

Discussion: Online storefront for School Council

www.Hotlunches.net (tentatively involves a \$500 registration fee + 2% paypal charge on every transaction). Will remove many hours of work from the treasurer and council members as well as the Office Administration. Parents would like a full report on what the costs/charges will be.

## **6. Principal/Vice Principal/Teacher Representative update**

### **Principal update – Kim Power**

- First few weeks of school have gone very well
- Intermittent network connection since September (due to WiFi being at all schools across the Board and heavy internet traffic)
- Enrolment - 637 students (159 Kinders, 478 Grade 1-6) - no staff loss or class re-organization, no classes above the primary cap of 20 students per classroom
- Grade 3/4 class - divided grade 3s to other grade 3 classes and have now created a 4D class
- LTO update - 1 contract teacher and 3 LTOs placed
- SIPSA (School Improvement Plan for School Achievement) - Sept 30 meeting of principal and teacher committee. Based on EQAO results (published provincially today) the school will be shifting from critical thinking/literacy into a numeracy focus
- Full Day Kindergarten and Extended Day Program - both programs starting Sept 2014. Kim will present new information (construction, classroom changes) as it is available.
- Meet the Teacher night - Tuesday Sept 24th - two identical half hour sessions in the classrooms (sort presentation of routines, new expectations for the grade level, preferred communication choices for each teacher). No presentation in the gym this year.

### **Vice Principal update – Monik Beauchemin**

- Bussing update - much contact with the Board, the school bus companies and the Transportation Authority working out issues. All buses arrived on time today!
- Empty seat applications available at the office (will be assigned after October 1st)
- New French committee - promote the French language including a volunteer teacher presentation at the next assembly
- Grade 6 monitors - program starting for grade 6 monitors to assist grade 1 students with school work

### **Teacher Rep update – Sandra Sheedy**

- Computer problems have been frustrating
- Clubs have started (cross country, soccer, new dance club, Green Hearts)
- Fitness Week is wonderful (suggestion to schedule it a little later next year as this would be better for the younger kids who are still learning the gym routine)
- Terry Fox Run - Sept 26th - volunteers needed

### **Chalk It Up**

- Ski Club - not discussed

### **Chair adjourned the meeting.**

|                     |               |             |
|---------------------|---------------|-------------|
|                     | Moved         | Seconded    |
| Approval to adjourn | Kristann Rose | Sandhya Rao |

**Next meeting – October 16<sup>th</sup> at 7pm**