

# Manor Park School Council and Home and School Association Meeting Minutes

January 20, 2016

MPSC

## In attendance

Yaser Abu-Ledehe Renata Cameron, Wendy Colthart, Suehila Elkateb, Mary Ruth Endicott, Andrea Genereaux, Marie-France Jeaurond, Sharon Leslie, Aasha Logan, Sue Massaad, Dan Martin, Sue Noble, Kathryn Pizana, Edith Post, Leigh Anne Richardson, Caroline Sullivan, Erin Yoshida,

## Action Items

1. Mary Ruth Endicott and Steve Bezanson to continue to build the MPSC electronic library. [UPDATE: [manorparkschoolcouncil@gmail.com](mailto:manorparkschoolcouncil@gmail.com) has been created and Google Drive is currently being organized]
2. Kathryn Pizana and Sharon Leslie to continue planning speaker events to take place in April featuring Dr. Julie Desjardins from Child, Adolescent and Family Centre of Ottawa, and either speakers from the Wabano Centre or Around the Rainbow (Family Services Ottawa).
3. Erin Yoshida to email Sue Massaad details of legal advice required from Board counsel regarding the implications of dissolving the Home & School Association as a corporation.
4. Sharon Leslie will send out a Mayfair communique using the clusters developed by Mary Ruth Endicott and Andrea Genereaux to seek volunteers to lead each cluster.

## Manor Park School Council

Meeting called to order by Co-chairs Sue Noble and Wendy Colthart at 7:00 p.m.

### Approval of January Agenda and November Meeting Minutes

Approval of the November 25, 2015 meeting minutes moved by Wendy Colthart, seconded by Mary Ruth Endicott. Approved with updates.

### Administrative Items - Sue Noble and Wendy Colthart

School Trustee Chris Ellis was unable to attend the January 20<sup>th</sup> meeting and will aim to attend an April meeting. The meeting moved along to administrative items.

### Digitization of MPSC Records – Mary Ruth Endicott and Steve Bezanson

Mary Ruth Endicott and Steve Bezanson are leading on this initiative. The two will clarify needs and upload files. A new email account will be created and the outdated MPSC mailing list will be updated. [UPDATE: [manorparkschoolcouncil@gmail.com](mailto:manorparkschoolcouncil@gmail.com) has been created and Google Drive is currently being organized]

### Traffic Calming – Erin Yoshida and Mary Ruth Endicott

Erin Yoshida updated that two stop signs have been added to Glasgow Ave. The Manor Park Community Association has been approached about advocating for a traffic calming initiative on Thornwood Avenue. It was noted that Councillor Tobi Nasbaum regularly attends the MPCA meetings and this could be leveraged as an opportunity to raise the issue. Partners from the Manor Park Community Council are also being sought.

### Pro-Grant (Parents Reaching Out Grant) Next Steps – Sharon Leslie and Kathryn Pizana

Pro-Grant funds will be used to host two events in April.

Kathryn Pizana is spearheading a session led by Dr. Julie Desjardin of the Child Adolescent and Family Centre of Ottawa on emotions and emotion regulation and how parents can aid their children. During this session simultaneous workshops for parents and children, hosted by both Dr. Desjardin and PhD students.

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Sharon Leslie is exploring two options for a second event. The first is option to co-host a culture night with the Wabano Centre. MPSC would provide refreshments and the Wabano Centre would provide information on what is going on at the Centre for adults and children throughout the year. The second option is to invite Family Services Ottawa or the Canadian Centre for Gender Diversity to host a workshop on gender or LGBTQ issues. Sharon is currently waiting to receive more information from the program coordinator from Family Services Ottawa. It was noted that the school supported exploring these two options.

## **Fundraising – QSP Update – Wendy Colthart**

As of January 2016, this ongoing initiative has brought in \$1,277.43 during the 2015-16 school year. It is a low-effort fundraiser, but only 30% of sales are returned to the school. MPSC is open to options that might yield better returns with equally low levels of effort required.

## **Incorporate Status of Manor Park Home & School Association – Erin Yoshida**

In doing research on the incorporation status of the Home & School Association, Erin noted that she had likely uncovered all information that a formal search would turn up, so had not proceeded with a paid search. It is still unclear as to whether or not the Home & School Association is still incorporated, but tax returns have not been filed for a number of years.

Given that it is administratively cumbersome to run both organizations separately, it is recommended that the Home & School Association be dissolved and the MPSC take administrative responsibility. Erin will share the facts, as they are currently known, with Sue Massaad who will seek a legal opinion from the school board's counsel on the implication of dissolution.

## **By-law review/update – Leigh-Anne Richardson**

The by-laws were rewritten to reflect how the MPSC has operated, but further updating may be required to the financial section once the Home & School Association issue has been resolved. It was decided to put off further discussion until the March meeting.

## **Principal's Report - Sue Massaad**

- Kindergarten registration week next week, office staff will be working additional hours and a formal information night will be held Tuesday, January 26.
- Grade 6 classes will be visiting Queen Elizabeth Public School and an information night to be hosted in February.
- Student transfer process will be held Feb 8-19, students requesting transfer will be considered on an individual basis.
- The Board is currently asking for input on winter break via an online survey closing on January 25.
- Board budget consultation meetings to be held in February. The Board currently has a deficit of \$14M and is looking at ways to balance budget. Proposed changes to French language learning may save \$3M and changes to the LD program (1 year intensive, rather than the current program of up to 3 years) could yield an additional \$600K in savings. It was noted that staff salaries comprise the greatest portion of expenditures, cuts would end up impacting non-essential staff and may not necessarily mean increases in class sizes. The board is already looking at ways to reduce these costs—a facilities survey led to the closure of empty classrooms in schools, cutting back on custodial hours. It was emphasized that the Board is looking at cuts that will have either no impact or a neutral impact on student outcomes.
- Changes to the French language learning will be presented to the Committee of the Whole in February and a final recommendations will be presented to the Board on February 9<sup>th</sup>.
- As approved at the November MPSC meeting, the following pieces of technology were purchased by and/or donated to the school:

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- A TV for the front entrance
- A cluster of Chrome Books ordered and the Board is configuring them for the school
- Steve Bezanson donated two Apple TVs
- Purchase of overhead projector currently underway, but it likely won't be installed until next year as there is a waitlist for installations.
- ETFO agreement has been ratified
- Support personnel agreement to be ratified.
- 230 letters were sent by Ottawa Public Health as part of the immunization drive. Suspensions will be in effect on February 1. It is currently unclear as to what happens to children who are still not immunized following the suspension period.
- Key dates:
  - April 15: New PD Day
  - Feb 4: Report cards sent home
  - January 25-29: Love to Groove (two days of dance with instruction, paid for by Home & School Association)
  - March 8: Kindergarten Science Night

## **Vice Principal's Update - Dan Martin**

### **School Photos**

MPSC input was sought on a proposal from a photography company. It was noted that there had been technical difficulties with the company currently providing the service, which had led to more administrative work for the school. A proposal from Life Touch Photography offered reasonable price packages and additional services (online ordering, additional customer service support, etc.).

The Council agreed to support the school in looking for a new company to lessen the administrative burden on school staff.

### **School Buses**

Mr. Martin noted that delays were being caused by snow/road conditions. Some Council members raised concerns that children were being rushed upon arriving at the school, facing long walks to reach the correct entryway. An offer was made by some Council members to stay behind after the school day begins to help yard monitors usher late arriving students into the school.

### **Open Forum**

Questions were raised about the use of school agendas, with concerns that more effective teacher-parent communications tools might be better used. Countering that, it was noted that agendas still have merit as a teaching tool, assisting with the development of executive function—a benefit that may need to be explained to both teachers and parents. A cheaper option than the current model may be considered.

Milk Program – Ms. Massaad noted that the program has been successful thus far. It is bringing in a small amount of money each week (~\$50/week) which has been used to purchase new technology for the school.

### **New Business**

No new business introduced.

**Meeting adjourned at 8:17pm**

**Manor Park Home and School Association Meeting**

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**Meeting opened at 8:17 p.m.**

## **Financial update – Erin Yoshida**

Budget – current status:

Chequing account: \$24,348.87

GIC: \$25,278.96

Current liabilities include uncashed cheques: \$6,282.70 – Love to Groove and \$2,459.65 to MPCC for sports programming for Grade 4-6 students.

Additional spending on field trip busses (three thus far), two late requests for teacher support, purchase of foyer TV monitor, a workshop for Grade 5/6 students, supplies for the clothing cupboard, purchasing new cheques (a two-year supply). Bank fees were also incurred for deposits over \$5,000.

A technology line item has been added to the budget. This line represents surplus funds from previous years (\$3,194.20). Expenditures related to this line item were approved during the November meeting. Thus far, of the approved purchases, this has only covered the purchase of a television, additional items have yet to come out (i.e., Chrome Books).

The GIC will mature later this month. As per discussion at October meeting, money will be moved from the GIC to the chequing account. This will ensure that the minimum account balance is maintained and the Home & School Association will not have to pay bank fees.

## **New Funding Requests –**

Funding request for \$1,000 to cover the purchase of English and French class novel sets. This will help to refresh what is currently in the literacy room, replacing old or incomplete sets. For the funds requested, approximately 125 books will be purchased at a cost of approximately \$12/French book and \$6-9/English book.

It was noted that the Library has tried to borrow from other schools, but this is an issue that many others are facing.

*Motion: The Home & School Association moves to approve the allocation of \$1,000 of the program support budget to cover the purchase of reading sets. Moved by Sue Noble, seconded by Sharon Leslie. Approved unanimously.*

## **Fundraising Updates – Fundraising Coordinators (Kathryn Pizana, Sue Noble, Wendy Colthart)**

- Pizza: \$11,861.25 was deposited for the second session, and \$1,000 was spent to purchase juice (this purchase should carry over to the next school year).
- Dance-A-Thon will be held February 5. This event generally raises between \$8-10K. Top prize this year is a Razor scooter and the event will be DJ'd by DJ Jared, a father from the community.

## **Mayfair Update – Mary Ruth Endicott**

Proposed changes to the organization of Mayfair would see a division of work amongst a larger group of people (9-10 teams rather than one Chair), with those responsible for tasks being grouped into logical clusters and MPSC providing oversight. Those with less demanding roles on MPSC with interest in playing a larger role in Mayfair would be encouraged to act as champions, conduct regular check-ins with volunteers and liaising with staff and Council.

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Mary Ruth Endicott contacted conveners from previous years to gauge interest in reviving role. A call for volunteers was sent in the December MPSC newsletter and follow up with further details of vacant roles will be sent in February.

It was recommended that, even if the MPSC decides to forego holding a BBQ to raise funds, food should be available onsite (outside vendor paid or otherwise).

Vacant positions (as of January 20, 2016)

Coffee and donuts

Munchkin Games

Toy Sale

Silent Auction

Face Painting

Junior Games (previous convener is willing to provide information, and it was recommended that the MPSC connect with Link Crews from area high schools, IB program at Colonel By High School, and Algonquin College event planning program)

**Meeting adjourned 9:13pm.**

Reminder: Next Council meeting is Wednesday, March 9 at 7:00pm.

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**Appendix A: Principle’s Report**

**Principal’s Report- November 2015**

DRAFT