

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

March 9, 2016

MPSC

## In attendance

Wendy Colthart, Bruce Devenny, 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. MPCC records library: Mary Ruth Endicott, Erin Yoshida and Leigh Anne Richardson to share documents they have – policy documents, fundraising reports, etc.; Wendy Colthart and Sue Noble to send by-laws; and, Erin Yoshida to send end of year financial summaries.
2. Steve Bezanson to send an email with link to Google Drive and instructions on use.
3. Mary Ruth Endicott to set up a google form to aid registration for the April 7 Pro-Grant session.
4. Marie-France Jeaurond to speak with Family Services Ottawa re: potential session on transgender and other LGBTQ issues.
5. Sue Massaad and Dan Martin to seek input from school staff regarding ways to spend the remaining funds and bring ideas back to the April meeting
6. Marie-France Jeaurond to provide cost estimates for the rental or purchase of stage risers, the expenditure to be approved via email.
7. Those interested in volunteering for Mayfair to attend a meeting on April 6, 2016 at 7pm in the library.

## Manor Park School Council

Meeting called to order by Co-chairs Sue Noble and Wendy Colthart at 7:03 p.m.

### Approval of March Agenda and January Meeting Minutes

Approval of the January 20, 2016 meeting minutes moved by Leigh Anne Richardson, seconded by Mary Ruth Endicott. Approved.

### 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 [manorparkschoolcouncil@gmail.com](mailto:manorparkschoolcouncil@gmail.com) email has been created; Council will begin using it during the 2016-17 school year. The Council will determine admin levels of documents in the Google Drive (i.e., read only, editable, etc.) and develop a procedures document.

#### Action Item:

1. Documents to be added from various sources: Mary Ruth Endicott, Erin Yoshida and Leigh Anne Richardson to share documents they have – policy documents, fundraising reports, etc.; Wendy Colthart and Sue Noble to send by-laws; and, Erin Yoshida to send end of year financial summaries.
2. Steve Bezanson will send an email with link to Google Drive and instructions on use.

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

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

March 9, 2016  
MPSC

## April Seminar – CAFCO

A session by Dr. Julie Desjardin of the Child Adolescent and Family Centre of Ottawa (CAFCO) on emotion regulation will be held on April 7. The session will run for 1.5-2 hours and will include group exercises and breakout sessions. \$700 of the pro-grant will be used to cover associated fees. Notice of this session will go home with children and via email following the March Break. There is a potential to open this up to the wider community, not just Manor Park; as such, community listservs to be leveraged to promote.

## Other Sessions – Drumming Circle and LGBTQ

Sharon Leslie will follow up with Wabano about hosting two consecutive events on June 10 – a PD session with school staff followed by drumming circle at Manor Park in the evening for families. As Wabano will do this at no cost, there is an option to hold a third seminar tailored specifically to parents. Marie-France Jeurond will speak with the coordinator at Family Services Ottawa regarding the school community's needs re: transgender and other LGBTQ issues. These sessions could be run at a cost of ~\$300.

Motion: The council moved to approve three proposals for the use of Pro Grant funds: \$700 for April CAFCO seminar, Family Services Ottawa seminar \$300, refreshments for Wabano workshop. Additional funds for refreshments for a staff PD session re: Wabano training to come out of general Council budget.

### *Action Items:*

1. *Mary Ruth Endicott to set up a google form to aid registration for the April 7 session.*
2. *Marie-France Jeurond to speak with Family Services Ottawa re: potential session on transgender and other LGBTQ issues.*

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

Information provided by a legal representative of the school board re: the incorporation status of the Manor Park Home & School Association was provided prior to the meeting. Most importantly, it noted that Home and School Association activities are not covered by the school board insurance policies, leaving it and its officers open to potential liabilities. This should not be an issue for the remainder of the school year, as Mayfair is covered by independent insurance.

The Council was in agreement that the Home and School Association needs to be dissolved; as such, Erin Yoshida will begin the dissolution process. She will also identify any potential issues that may arise from this process and seek clarity (i.e., status of the Home and School Association GIC and whether it will be allowed under the parameters of a school council, etc.).

*Action: Erin Yoshida to initiate dissolution of the Home and School Association, identify required steps and seek assistance as required.*

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

The Council agreed to defer the discussion of by-law updates until the April meeting.

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

- **Immersion Changes:** Changes to the French immersion program were approved by the Board in February. Delivery model is now being reviewed (i.e., half-day, rotating French/English days, etc.) and will be dependent on enrollment and other factors such as teacher contract, number of classroom transitions, etc.. A board committee is currently looking at best practices. Changes to the Grade One French delivery will roll out with the

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

March 9, 2016

MPSC

cohort of children entering school in 2016 (implementation set for 2018). As such, this is not expected to immediately affect registration numbers, though there is potential of increased registration in the future.

- **Balanced School Day:** The school is looking at changes to nutrition break and recess schedule, flipping the order so that outdoor play is first, followed by eating. It's believed that this may allow for fewer disruptions and add teaching time to the school day.
  - A parent raised concern that this was the original delivery when the balanced school day was initially brought in, but then was switched in an attempt for increased effectiveness.
- **Class placements:** Ms. Massaad noted that any requests for class placement should be submitted by April 14. While there are no guarantees, the school will try to accommodate these requests.
- **Staffing:** three teachers have notified the school that they will be extending their parental leaves, and a number of others are planning to be on leave soon as well.
- **School accommodation review:** The Board is reviewing the configuration of schools and the viability of different programs across the board. More information available: <http://www.ocdsb.ca/sch/as/Pages/default.aspx> It was noted that this may impact high schools, potentially moving from 9-12 to 7-12. This will not be a quick process and will take a number of years to fully implement.
- **School learning plan:** The focus for school learning this Spring will be problem solving (both generally speaking and in mathematics). This will be addressing common issues noted across the school (social, curriculum, etc.). The school will look at data and identify areas where students are struggling. Parents interested in aiding this at home can find resources both on the Board website and in the parent lending library.
- **Recent Events:** It was noted that the school allows children to take the lead in asking questions regarding recent violent events in the community. While teachers will answer questions students may have, they are not proactively raising the issue.

## Open Forum

It was noted that recent changes to the morning routine (re: rushing late students) seem to be showing positive effects.

## New Business

No new business introduced.

**Meeting adjourned at 8:12pm**

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

March 9, 2016

MPSC

## Manor Park Home and School Association Meeting

Meeting opened at 8:12 p.m.

### Financial update – Erin Yoshida

Budget – current status:

Chequing account: \$29,147.95

GIC: \$20,000

Current liabilities include uncashed cheques: \$1,943.29

Erin Yoshida noted that the Home and School Association has had a number of transactions this month including: Invoices for five Chrome books and a tech tub; teacher requests – science in the school program, UofO program, and two field trip buses; previously-approved library resources and class book sets; Manor Park winter carnival.

The Home and Park Association GIC renewed in January and the balance was brought down to \$20K with remaining funds being deposited to the chequing account. Also deposited to the chequing account are the funds raised by the dance-a-thon.

Currently, the Home and School Association has \$7,200 in unallocated funds. The group brainstormed potential ways to spend the funds (i.e., additional round of teacher support, classroom resources like Nos Nouvelles and Le Monde en Marche, workshops, tech needs, etc.). An immediate need identified was risers to extend the stage for the upcoming school play; Marie-France Jeaurond to research the cost of purchasing or renting stage risers and share estimates with the group via email.

It was agreed that Sue Massaad and Dan Martin would seek input from school staff regarding ways to spend the remaining funds and bring ideas back to the April meeting.

#### *Action Items:*

1. *Sue Massaad and Dan Martin to seek input from school staff regarding ways to spend the remaining funds and bring ideas back to the April meeting*
2. *Marie-France Jeaurond to provide cost estimates for the rental or purchase of stage risers, the expenditure to be approved via email.*

### **New Funding Requests –**

Dan Martin requested \$686 to cover cost of African Drumming Workshop by the Maritime Centre for African Dance. This would include 3 workshops (half-day per group) and costs \$1,200 total.

*Motion: The Home and School Association approves \$686 to cover the cost of the African Drumming Workshop.*

Moved by Sharon Leslie, seconded by Leigh Anne. Approved.

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

Fundraising coordinators are confirmed for the upcoming school year.

- Pizza: The next session will begin in April, forms will be sent home on March 24.

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

March 9, 2016

MPSC

- Dance-A-Thon was held on February 5. \$9000 was raised and pizza parties for winning classes were held. Kathryn and Nancy O'Brien confirmed to run the 2017 dance-a-thon and DJ Jared to continue on as well.
- Plant Sale on track for this year.

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

A Call for volunteers sent out in December, an additional call for volunteers will be sent out again following the March Break. The lack of outright interest in coordinating the event has called into question whether it should continue as a large event—options could include reducing the number of activities run (especially those that don't generate a great deal of revenue) or hosting a number of smaller events throughout the year. All agreed that this current situation presents an opportunity to address systemic issues and re-evaluate approaches.

The group agreed that an overall coordinator/project manager was required to ensure that everything was on track for the event; however, no one immediately stepped forward to take on this role. During the meeting, a number of MPPC members stepped up to take on vacant coordinator roles:

- Toy sale Coordinator – Suehila Elkateb
- Volunteer Coordinator – Mary Ruth Endicott
- Communications – Edith Post and Sharon Leslie to co-coordinate

A special meeting to be held on April 6 at 7pm for all those interested in assisting with the coordination of the event and determine next steps.

*ACTION: Those interested in volunteering for Mayfair to attend a meeting on April 6, 2016 at 7pm in the library.*

**Meeting adjourned 9:00pm.**

Reminder: Next Council meeting is Wednesday, April 13 at 7:00pm. Special Guest, Trustee Chris Ellis, will attend.