

Manor Park Parent Council and Manor Park Home & School Association

October 12, 2016

MPPC

In attendance

- Steve Bezanson, Wendy Colthart, Mary Ruth Endicott, Andrea Genereaux, Marie-France Jeurond, Sharon Leslie, Dan Martin, Sue Massaad, Sue Noble, Nancy O'Brien, Kathryn Pizana, Edith Post, Caroline Sullivan, Erin Yoshida, Suehila Elkatab, Heather Mustoe, Shawna Allen, and Andrew Matthews

Manor Park Parent Council

- MPPC Chair Sue Noble called the meeting to order at 7:03 p.m.

Approval of Minutes of the September 2016 Meeting

- As the minutes of the September 2016 meeting were not circulated with sufficient time to review prior to the October meeting, Sue Noble proposed that she would circulate the minutes via email and ask council members to vote for approval via email in the coming week.
- The following amendments were proposed to a draft of the September 2016 minutes that were circulated:
 - P.3. add the following wording to the request for \$6500 for Sports with Darren "In addition, a request will be made to Darren for a better understanding of the breakdown of the fees"
 - P.5. add Emily's last name to the plant sale: Beedell

School Council Elections (2016-17)

Following the September 2016 meeting, the following three positions remained vacant.

- Junior Representative – Suehila Elkatab
- Treasurer – Heather Mustoe
- Primary Representative – Nancy O'Brien
 - o This then left a Member at Large position vacant
- Member at Large – Andrew Matthews

Election of candidates moved by Sue Noble, seconded by Mary Ruth Endicott. Unanimously approved.

Confirmation of 2016-2017 council members as voted on at the September 2016 meeting:

- Chair: Sue Noble
- Vice-Chair: Kathryn Pizana

- Past-Chair: Wendy Colthart
- Secretary: Caroline Sullivan
- Communications Coordinator: Sharon Leslie
- Kindergarten Rep: Steve Bezanson
- Members-at-Large: Edith Post
- MPCC Community Liaison: Mary Ruth Endicott
- OCASC Liaison: Andrea Genereaux

Administrative Items

- Sharon Leslie was going to bake a cake to thank MPPS staff for the Welcome BBQ
 - o Sharon reported that she plans to bring a cake in for Friday, October 14th

- PRO grant update – Sharon Leslie agreed to take the lead
 - o Sharon and Caroline Sullivan will meet with Mrs. Massaad in November to brainstorm ideas for programming
 - o Others are encouraged to contact Sharon if they have ideas
 - o Suehila Elkatab stated that she would like to help generate ideas

- Sports with Darren – Erin Yoshida asked Darren for a breakdown of the \$6500 cost that we spend each year for sports during recess for Grades 3-6
 - o Sue Noble read his response to our request:
 - *The Manor Park Sports Program will consist of the following sports for the 2016/17 school year, outdoor soccer, flag rugby sevens, indoor soccer, handball, basketball, baseball and volleyball. During the fall we are playing outdoor soccer three times a week and flag rugby sevens twice a week. Once we move inside we will do a mix of handball and soccer up until the holiday break. In January until April we will continue indoors with basketball, volleyball and soccer. Once the snow is gone and the field is dry enough we move back outside to play more soccer, baseball and flag rugby sevens. Reason that soccer is offered throughout the year is that the students love it and that's when the program sees the highest turn out. The program is getting mostly boys out for the fall programming outdoors. There are around 35-50 students that participate daily in the sessions. Once inside we then split up the grades into smaller groups due to the space (gym vs sport field). Also, we have all female sessions once in the gym. During the outdoor sessions the program is offered to all students in grades 3-6 both male and female. Indoors it's broken down into grades 3 & 4 males, grades 5 & 6 males, grades 3 & 4 females and grades 5 & 6 females. Handball usually has the highest turn out for female students.*
 - o The history of sports with Darren, goals for the year, and purpose of the programming was discussed

- Edith Post suggested maybe we could offer more dance programming to attract more girls
- It was also suggested that we could survey girls in the school to see what would attract them aside from Handball
- To attract students to activities other than sports, and that are also free, Mrs Massaad reported that 15-20% of spots are subsidized for nutrition break programming
- Erin Yoshida will follow up with Darren about sport programming

- Council goals 2015-2016
 - First the goals set out for the previous school year (2015-2016) were reviewed
 1. Continue positive relationship with the school personnel and staff
 2. Digitize council documents
 3. Generate ideas for May Fair
 4. Traffic calming on Thornwood
 - All of these goals were achieved and the first three goals are ongoing

- Council goals 2016-2017
 - Andrew Matthews wonders about having a music program for students
 - Mrs. Massaad reported there will be a choir for Remembrance Day, there is also the musical play, some music curriculum done by classroom teachers (e.g. recorders grades 4-5-6), and council has funded: school-wide dance workshops and sometimes music workshops
 - Heart of the city piano comes in the school from the University of Ottawa, and takes 2 to 4 students from Junior grades, throughout the year to teach piano
 - Additionally, sometimes parents come in and lead musical activities
 - Sue Noble wonders if we can provide nutrition programming for music
 - Nancy O'Brien wonders about music therapy
 - To dissolve the MPPC and the home and school association
 - Erin Yoshida provided some history on H&S association and why it would be important to dissolve this entity
 - Technology
 - Andrea Genereaux wonders about fundraising being more targeted for specific things we need such as technology
 - Mary Ruth Endicott wonders about the plan over time for technology so we have more guidelines and can plan ahead
 - E.g. we have 20 chrome books and need 30 eventually
 - Marie-France presented what Chrome books are and what they are being used for
 - All students in the board have google accounts as of Grade 1
 - MPPS also has Pods of ipads from JK up

- Mrs. Massaad reported that the school's computer lab will be dissolved and that those computers will be distributed throughout the school. The lab will be converted to make creative space including a green screen and tripods for video-making
- She also reported that the schoolboard will not be replenishing computers and there is no plan for funds for technology coming from the board this year
- Mr. Martin did clarify that the schoolboard does cover wireless routers etc.
- Part of the long-term plan is to have a projector in each classroom – a goal we are getting closer and closer to achieving

Any other ideas for this year's goals can be emailed to Sue Noble or council

Principal's report

- Terry Fox run raised more money than expected – guest speaker Tessa Smith came (18 year old with the same cancer as Terry Fox) total raised: \$725 for children's cancer
- EQAO results for 2015-2016 were reviewed
 - Overall, Manor Park's reading and writing scores remained quite stable, but our math scores haven been lower overtime although this is also the trend across the province
 - The literacy and numeracy secretariat organizes wide goals of training across the province and has suggested more math PD to increase math capabilities across the province
 - A schoolboard math coach will spend 1 day a week at Manor Park to collaborate with our teachers to try to improve our math results
- School budget
 - Our average daily enrollment predicted by the board for this year is 571 students (right now we have 578 students – if there is a difference between these two numbers, we will receive the difference in the Spring from the board)
 - More money is allocated to Kindergarten students and Special Ed
 - \$40 000 school operating budget: photocopying, books, whiteboard markers, etc.
 - \$700 special education allocation (wigggle cushions, stress balls, weighted blankets etc)
 - Field trips – swim to survive \$2687
 - Office staff/librarian if sick \$2288
 - EA \$2861
 - Occasional teachers \$68 169 (9 days per teacher per year)
 - Professional development \$330
 - = \$118 000 budget allocation + \$8069 school supplies
 - Grand total = \$126 152
 - We have an accumulated deficit of \$41 397 to start the school year
 - More than average because of unforeseeables (mainly because of staff illnesses)

- The school council fundraising is about the same as board budget
- Mrs. Massaad thanked council for its hard work at fundraising
- 584 students was the highest student enrollment reached in 2015-2016 school year as the numbers are always changing
- Recess
 - This year recess and nutrition break were switched so children now do recess and then eat
 - Spring 2016– a proposal was put forth to teachers and they decided on this change (the vote was 2-to-1 in favour)
 - Observations from September:
 - For some classes the change has been positive including:
 - Can get outside right away – a quick release of energy after 2 hours of class time
 - Losing less instructional time when children are at the end of their break and when they return to class
 - Children seem to eat more and better lunch if they exercise first
 - For Primary classes, there were more challenges and they're still working through them
 - Dan has asked for a team to look at options
 - Can we do primary and junior breaks in different orders?
 - Supervision issues because we do not have monitors in the yard for both breaks
- Kindergarten ½ French and ½ English update
 - 6 classes do full day English then full day French
 - The 7th class does ½ days in each language and the teacher switches
 - This structure has turned out not to be ideal as children are a bit confused and many are not adjusting to the multiple transitions and teachers are finding it is taking longer to get to know their students
 - Starting next week, changes will be made:
 - Children will now stay in their own classroom and the teachers will change every half day
 - ½ day French and ½ day English for all classes
 - Families will be notified tomorrow

New Business

- Cockroach update
 - The exterminators have completed three treatments to date – all with gel bait and powder
 - They will be back Friday October 14th for another treatment
 - As per board policy, they will not do a spray treatment unless there is a spike in cockroaches – so far staff has noticed a decrease in cockroaches

- Epipens
 - o Mrs. Massaad mentioned that the school has to do a training on epipens annually for staff and that children also receive a training on epipen safety
- Safety
 - o At recess, only one door is unlocked with a student safety monitor
 - o Some children can be let in early if they will need more time to get undressed or to eat
 - o Please ensure door is unlocked for breakfast club – Mrs. Massaad will ask Shawn the custodian

Meeting adjourned at 8:18 p.m.

Manor Park Parent Council and Manor Park Home & School Association
October 12, 2016
MPH&SA

Manor Park Home and School Association

Meeting officially opened at 8:18 p.m.

Financial Update

Erin Yoshida presented the financial statement dated October 10, 2016. She noted that the Council had \$38,375.88 in assets and that she did not have a bank statement to circulate at the meeting. The following clarifications were then presented:

- Pizza is in the negative because the money has not been deposited yet.
- Program support – funding line for the year
 - o Spent this month (total: \$580.63):
 - 4 x teacher support \$390.63
 - 1x workshop \$190
- Preallocated spending (total: \$6150):
 - o School wide workshop (K-6) \$3000
 - o French language browsing books \$1000
 - o Science curriculum consumables \$750
 - o Musical \$500
 - o Library \$500
 - o School wide refreshment fund \$300
 - o Clothing cupboard \$100

New Funding Requests

- Joanna C
 - o \$300 Toys for the kindie yard
 - o Edith Post will tweet asking for donations before we attribute budget for this
- Susan Steele
 - o \$100 for clothing racks
- Tammy Moffat
 - o \$300 sets for the literacy room for English and French guided reading
- Caron Jackman
 - o \$100 for Doll house for the 7th kindergarten room
 - o Mrs Massaad will look from the schoolboard first
- Marie-France Jeaurond
 - o \$500 for Junior musical instruments (drums, xylophones, tamborines, etc.)

Total: Susan Steele \$100 + Tammy reading \$300 + Marie-France \$500 = \$900

- Susan Steele \$100
 - o Kathryn Pizana put forth the motion to approve, seconded by Nancy O'Brien. Unanimously approved.
- Tammy Moffat \$300
 - o Sharon Leslie put forth the motion to approve, seconded by Suehila Elkatab. Unanimously approved
- Marie-France Jeaurond \$500
 - o Andrew Matthews put forth the motion to approve, seconded by Wendy Colthart. Unanimously approved

Fundraising Updates

- **Freezie Fridays** – Caroline Sullivan - \$400 approximately was raised and it will be repeated in the Spring
- **PapaJacks Popcorn** – Wendy Colthart presented as an idea
 - o Cost is .50 each, so if we sell them at \$1.00 each, we make .50 profit per bag
 - o Popcorn Friday as a fundraiser, or sell popcorn at the Fall Movie Night
- **Pizza** – Wendy Colthart
 - o Wendy reported that pizza has been difficult this year because of the change in schedule with nutrition break and recess going in the reverse order. They are ironing out the details
 - o Deposits will be placed in the bank soon, but on target for the same amount to be made as last year
 - o Wendy will check with Golden Crust about having pizza paid for by the school to get reimbursed for the HST – a projected \$2000.
- **Totes** – Wendy Colthart
 - o Proposal to sell Manor Park tote bags
 - o Cost is 250 totes for \$512, so if sold for \$5 each we could made approximately \$700 profit
 - o Marie-France Jeaurond mentioned they will be selling Manor Park School clothing in November at cost
- **Mables labels** – Sharon Leslie
 - o Up and running
 - o Can click on support our fundraiser and click on Manor Park Council
 - o 5% of sales go back to the school
- **Fall fundraiser** – Nancy O'Brien
 - o Friday night movie night
 - o Manor Park would not charge for the movie, but would charge for the food
 - o Popcorn, juice boxes, pizza, bake sale, tote bags, etc.

- November 4th 2016 was suggested as the date
- A donation box was suggested to have at the entrance for fundraising for something specific the school needs (e.g. chrome books)
- **Scholastic bookfair** – Sue Noble
 - Monday Nov 14th to Friday November 18th, 2016
 - Sue will send out information soon as well as schedule looking for volunteers to sign up
- **Technology recycling fundraiser** – Marie-France Jeurond
 - A proposal for this as a fundraiser was presented
 - A dumpster would come to the school and pick up recyclables such as electronics and will pay us by weight
 - We will continue the discussion on this at the next meeting

Meeting adjourned at 9:00 p.m.

Action Items

- Sue to send out an email to approve our September minutes
- Erin will follow-up with Darren regarding the "Sports with Darren" program to informally survey the girls to see if they are interested in another sport and to see if any other staff would be able to offer a dance session.
- Caroline, Sharon and Suehila will meet with Sue M in November to discuss options for the math-based PRO-Grant.
- Sharon will bake a cake for the teachers thanking them for a great start to the year.
- Council will continue to consider goals for the 2016/2017 school year.
- As part of the MP school clothing that will be available for purchase, Marie France will also look into the cost of buying/selling tote bags as a potential ongoing school fundraiser.
- Wendy to follow up with Golden Crust regarding HST.
- Nancy will continue to plan a movie night slated for November 4.
- Sue will send out an email looking for volunteers for the Scholastic Book Fair.