

Manor Park Parent Council and Manor Park Home & School Association
September 21, 2016
MPPC

In attendance

Steve Bezanson, Wendy Colthart, Bruce Devenny, Mary Ruth Endicott, Andrea Genereaux, Marie-France Jeaurond, Sharon Leslie, Dan Martin, Sue Massaad, Sue Noble, Nancy O'Brien, Kathryn Pizana, Edith Post, Brittany Raymond, Caroline Sullivan, Keshia Whitford, Erin Yoshida, Tamomi

Manor Park Parent Council

MPPC Co-Chairs Sue Noble and Wendy Colthart called the meeting to order at 7:03 p.m.

Approval of September Meeting Agenda and Minutes of the June 2016 Meeting

As formal minutes were not available for the June 2016 meeting, a list of action items were instead reviewed. Action items included:

- Submission of the Pro-Grant report summarizing how funds were spent [completed, report submitted by Sharon Leslie]
- Further review of options regarding dissolution of the incorporation of the Home and School Association – Erin Yoshida to follow up with accountant and OCASC [further clarification and next steps required]
- Freezie Friday fundraiser was held on June 24 [completed, Caroline Sullivan coordinated]
- Sharon Leslie to coordinate Mabel's Labels fundraiser [completed, currently awaiting school code]
- Andrea Genereaux to investigate options for a Parent Council BBQ at September "Meet the Teacher" event Meet the Teacher in September/Parent Council BBQ [completed, school staff chose to host the BBQ]
- Nancy O'Brien to determine alternate fundraising options to QSP magazine drive [completed, alternatives shared during September meeting]

It was also noted that, at the meeting, the 2016-17 Council budget was presented, and a \$700 funding request for supplies for the Kindergarten team was approved.

Motion to pass minutes of the June 2016 meeting, as presented, moved by Wendy Colthart, seconded by Sharon Leslie. Unanimously approved.

School Council Elections (2016-17)

A slate of candidates was presented for approval, which included:

- Chair: Sue Noble

- Vice-Chair: Kathryn Pizana
- Past-Chair: Wendy Colthart
- Secretary: Caroline Sullivan
- Communications Coordinator: Sharon Leslie
- Kindergarten Rep: Steve Bezanson
- Primary Rep: Caroline Sullivan
- Members-at-Large: Edith Post and Nancy O'Brien
- MPCC Community Liaison: Mary Ruth Endicott
- OCASC Liaison: Andrea Genereaux

Election of candidates moved by Mary Ruth Endicott, seconded by Caroline Sullivan. Unanimously approved.

Three additional positions are currently vacant (Treasurer, Junior and Primary Reps), and will be elected at the October meeting.

Administrative Items

It was noted that Parent Council goals will be set at the October meeting. Goals from the previous year were reviewed. These included: traffic calming on Thornwood Ave., the digitalization of Council records, and exploring alternative funding sources to replace more time-intensive events (i.e., Mayfair).

It was also noted that the MPPC has received \$1,000 in funding for the upcoming school year. Thanks to Caroline Sullivan and Sharon Leslie for their work in preparing the proposal.

Principal's Report

Ms. Massaad noted that the Board was looking at enrolment numbers, and it appears that a reorganization of classrooms will not happen this year. She noted that 10% of classes in the school are allowed to reach 23 students, and currently only two are at that point. Currently, the school has 50 staff and approximately 574 students.

It was also noted that the school is working to fix bugs in the new PA system-- announcements can be heard throughout the surrounding neighbourhood. Orientation events were held for the first time this year, students and staff had a lot of fun and participation was great. Buses have not presented problems this year.

The number of office staff has been reduced to 1.5 FTE (down from 2 FTE last year) due to Board-wide cuts. As such, the school is requesting that parents avoid picking children up early and, if necessary, leave extra time as children will not be waiting in the office given supervision constraints. EA staff has also been reduced due to the Board-wide cuts as well.

Ms. Massaad noted that due to warm weather and renovations over the summer, the school is experiencing issues with cockroaches--something which 15 schools are experiencing currently. Pest control has set up traps and the school has seen some improvement in the situation. It was noted that Board-approved pesticides have been used in a manner to avoid exposure to students (i.e., on the Friday of a long weekend). A notice, including information on how to prevent transmission, will go out to parents soon.

The introduction of new EFI Kindergarten rotation (50-50 English/French split) has been good, concerns are eased and things seem to be running smoothly. It was noted that the kids are picking up quickly; however, it was noted that there was some trouble establishing routine for the teaching staff, these are being noted and recommendations will be made for next year.

As for the school accommodation review currently being conducted, the only high school being potentially affected in the area is Rideau High School. The recommendation right now is to close Rideau and move kids to Gloucester and/or Lisgar (boundaries are currently not clear). There are no changes recommended for Colonel By High School beyond the implementation of a second IB program in the west-end given the high demand. Phase 1 of the Thought Exchange is currently online and community meetings to be held. The final decision will be made on March 7, and any closures will be implemented in September 2017.

The Council thanked the staff for their work manning BBQs and ticket tables at the "Meet the Teacher" night. Sue Noble will craft an email to formally thank them, Sharon Leslie will make a cake for them the week of September 26th.

New Business

A request has been made for \$6,500 support MPCC to run a free sports program for Grades 4-6. This will be added to the October MPPC agenda. In addition, a request will be made to Darren for a better understanding of the breakdown of the fees.

It was requested that staff include sports team notification in the school's monthly newsletter.

Edith Post will continue to use the MPPC Twitter account to send out notices to the parent community. The MPPC will switch to a Gmail account this year (manorparkparentcouncil@gmail.com); Mary Ruth Endicott will continue to monitor the old Yahoo account until the change is complete.

Ms. Massaad noted that there is a need right now for clothing cupboard: boys sizes 6-8 and girls 13+.

Meeting adjourned at 7:56 p.m.

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Meeting officially opened at 7:56 p.m.

Financial Update

Erin Yoshida presented the financial statement for 2015–16 school year. She noted that the Council had \$26,376.71 in assets, with the GIC this total is \$46,473.63. She noted that the GIC rolled over automatically, and will renew in November.

It was noted that the funds raised in one year is spent the following year. A total of \$37,199.37 was raised last year via pizza sales, QSP, dance-a-thon, Mayfair, and others. Erin noted that \$36,000 of the \$38,000 available was spent last year. The Council was over-budget in program support by \$289.74, with the largest expenditures being dance workshops (Luv2Groove) and books (library purchases, class sets, French resources).

The Council likes to spend evenly amongst grade levels--this included \$4,700 on classroom workshops, \$5,000 on field trip buses. Other expenditures included: membership in the Ontario School Councils, teacher support (materials for the classroom), greening initiatives, and technology, learning aids, and equipment as requested by teachers. Over the summer, it was noted that \$100 was requested for storage bins for supplies purchased for the Kindergarten team.

It is expected that assets for 2016–17 will total: \$41,555.51.

Motion to approve the 2015–16 financial statement as presented. Moved by Mary Ruth Endicott, seconded by Sharon Leslie. Unanimously approved.

- Erin will continue until new Treasurer is elected

MPPC Budget for 2016–17 School Year

Erin presented the budget for the MPPC 2016–17 school year--a total of \$36,000. It was noted that funds were set aside to cover any professional fees associated with the sunseting of the Home and School Association. It was noted that insurance will be renewed in November. Full details of the budget can be found in the budget overview (Appendix A).

Motion to approve the budget as presented to Council. Moved by Wendy Colthart, seconded by Mary Ruth Endicott.

New Funding Requests

\$2,150 for 5 Chromebooks and tech tubs. As the computer lab is outdated, the additional Chromebooks will raise the total available to 20 and allow teachers to do an activity with the full class. The goal is to have 30 total. It was noted that the set is used frequently by Grades 2–6, iPads are used by younger grades. An extra \$650 will come from last year’s surplus and will not affect this year’s budget. Motion to approve: moved by Edith Post, seconded by Caroline Sullivan. Unanimously approved.

A motion to approve \$100 for clothing cupboard. Moved by Sue Noble, seconded by Kathryn Pizana. Unanimously approved.

Fundraising Updates

- **Pizza** – so far, \$13,700 gross has been raised via pizza sales (\$8,000 in pizza and juice will be taken from this total) It was noted that the first week went well with a switch to afternoon nutrition break. Those interested in helping out are asked to contact Wendy Colthart to be added to the volunteer roster.
- **Mabel’s Labels** – Sharon Leslie has registered the school. The school will receive 5% of sales on an ongoing basis--there is no set campaign time, this is ongoing.
- **Scholastic Bookfair** is set for November
- **Dance-a-thon** – Nancy O’Brien and Kathryn Pizana will coordinate this year’s event, to be held in February.
- **Plant Sale** – Emily Beedell will continue on as coordinator.
- **Freeze Friday** – Caroline Sullivan will lead again in the Spring.
- **Mayfair** – the MPPC is looking for a lead, hoping that one will be found early this year.

Nancy O’Brien presented a number of additional fundraising options including: social events either with just parents (billed as a “night out”) or as a family event, the determination of this might be what is permitted by the school. She noted that these might be logistically more challenging and expensive. Other options included a trivia or games, a family dance party; or a raffle or auction (either online or in person). However, it was cautioned that raffles or alcohol at events might require licences and might not appeal to all members of the school community. An additional idea was presented to hold a movie night which had been successfully run at other schools. It was agreed that further discussion would be taken offline and options brought back to the Council at a subsequent meeting.

Meeting adjourned at 8:51 p.m.