

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

October 16, 2013

MPPS Library

## Attendance

Mary Ruth Endicott  
Nikolaus Jakubinek  
Sharon Leslie  
Erin Yoshida  
Susan Wallall  
Sue Noble  
Tammy Moffat  
Whitney Chisholm  
Christina Kaeser

Nancy Grinberg  
Jen Coulas  
Jennifer Thiessen  
Marie Blythe-Hallman  
Donna Muldoon  
Sue Massaad  
Laura Frappier  
Leigh Anne Richardson  
Kathryn Pizana

## Manor Park School Council

Meeting called to order by Leigh Anne Richardson at 7:00 pm.

**Introductions** – There was a round table and people introduced themselves.

Maha – lunch monitor training. Handbook was created by the Algonquin Child Youth worker students. Letter went to parents of kids who wanted to be lunch monitors.

**September minutes** – The minutes were approved. Moved by Erin Yoshida and seconded by Marie Blythe-Hallman.

**Council Elections** – Kathryn presented nominations for three positions, the Kindergarten representative and two members at large. Nikolaus Jakubinek was nominated as the Kindergarten representative. Melissa Gnomes and Ray O’Flaherty were nominated as the members at large. Election moved by Tammy Moffatt second Erin Yoshida passed.

**Principal/VP Report** – Sue Massaad and Laura Frappier

See October Principal’s report.

**Q/A – for Principal and V-P report.**

How did we get extra SK class?

Sue – It seems that everything aligned and Manor Park was offered the necessary teachers.

What are kindergarten support teachers?

Sue: Full time teachers get a set number of preparation minutes per week. The support teachers teach something to the class during main teacher’s prep time. Gym, French, Drama, Art are often taught during this time. The new person would be mostly with Jen Cathmoir, Katie Stansfield and Donna Muldoon’s classes.

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Support teachers cover preparation time in conjunction with Education Assistants (EA). EAs deal primarily with safety concerns. Support teacher provides instruction when the primary teacher is doing preparation and assists primary teacher when they are both in the classroom.

How is a typical kindergarten class staffed?

Sue: There are a teacher and ECE in every class who work together. They are almost always in the classroom at the same time. However, the ECE alone during the teacher's lunch break and the Teacher is alone for short time too. EAs work with high needs kids; though some EAs are in the kindergarten classes at various times to provide support. There are also 2 CYWs who are students from Algonquin College (Child and Youth Workers) who spend a lot of their day in the kindergarten classes helping with small group activities.

How many EAs?

There are 3 this year working full time.

## **Open questions for the staff**

It was suggested that this section be advertised to parents as a time to raise general issues with the staff though this is not a time to raise child specific issues.

### Bathrooms and water fountains

Concerns were raised about the condition of the equipment in the bathrooms and the water fountains. What is being done about these issues? Will the problematic equipment be replaced? Some adjustments were made by the Chief Custodian. These issues have been raised with the Board by a parent.

Is the equipment routinely inspected? Is there a schedule? Sue didn't have the answers to these questions but was going to follow-up.

It was mentioned that this is a contentious issue in the council from previous years. This issue was also raised by students in the "Tell it to me" survey. Laura has worked with students to post signs reminding everyone to flush the toilets.

What can we, as parents, do to help?

### Children sent out the back doors from school

Is there a possibility of a monitor from 3 to 3:15 pm to supervise the back of the school?

The grade 1 or 2s are just out there unsupervised. Laura said it might be possible to assign an EA to supervise. They have an EA who supervises in the morning. Though some concern was raised that if there was supervision than perhaps some people would be routinely late for pick-up.

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Without supervision what would happen if a parent didn't arrive to pick-up their child at 3 pm? The student should walk to the main entrance and go to the office. It was suggested that the teachers be asked to review what to do if this should happen with the grade one students. Laura and Sue will continue to think about this issue and follow-up with a solution.

## Any update on EQAO?

Sue went to a workshop with J. Harvey. They looked at the grade three results, some students are quite close to the level 3. A lot were just below the level which is good news. Sue is formulating a plan to work with those kids to help push them over the edge.

## **School Improvement Plan / School Budget – Sue Massaad**

See the Principal's Report

Questions:

Is the plan continuing from last year? The strategies will be different but goal is still math.

Did the teachers of Grade 3 look at student results and say yes or no realistic for those kids? Does it line up for the teachers are those grades representative of the year for those students?

Sue: no she hasn't had the conversation with the teachers but will continue to work on this throughout the year, however, not all the teachers are still at the school. The grade 4 teachers will look at grade 3 results and will know who was struggling and who was doing well.

Tutoring – is it available to any student in any grade or assigned to those preparing for the EQAO?

Sue – there is some discretion, there are two different kinds of tutoring. Mostly we use OFIP for grade 3 and 6 students. The teachers know which students are struggling. Shouldn't the grade 4s get the help since they were the group that did poorly on the test? It is a district goal is to move up those students who are on the edge. Sue – this year we will be directing help to the grade 4s who did poorly on the grade 3 EQAO.

## **OCASC Update**

No update because the first meeting is tomorrow night. Leigh Anne is not able to attend and has not yet received the agenda. She hopes to receive the minutes after the meeting.

## **Tabled Discussion Topics**

### **School Council Goals**

Context – every year council creates 1 or 2 meaningful goals.

Open to any ideas for a goal for the year:

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- The goal could be to broaden the volunteer community to include newer parents
  - engage new parents. Community Engagement Strategies.
    - o Should be overall goal
    - o Put out an info table at the book fair to attract parents - Erin will do this
    - o Erin went to parent council workshop - keynote speaker - encouraged parent engagement strategies but what does parent engagement mean. 20 percent will come but 80 percent will never come for various reasons but we should target them to rethink parent engagement but think about parents who make sure kids rested, fed and gets homework done
    - o Erin proposes - in line with PRO grant which is to present talks to the parents based on parent requests. Maybe this could draw in for some of the 80 %.
    - o Parent community has changed so can't just say we have tried. Should be joint effort between school staff and council.
    - o Need a leader for the goal - Most Responsible Person to make sure goal gets put in motion.
    - o Will add the if you have 5 minutes information and volunteer thing to the newsletter
    - o Nick is willing to be responsible for this goal.
    - o We will follow-up on this goal at the next meeting.
- Tie a goal to the school improvement plan - maybe linked to numeracy. Ask the school staff how council can assist with this project. Erin will think more about this and get more info about the SIPSA plan.

## **Play Structure - Christine Kaeser**

Background - MPCC runs afterschool program. MPCC is required to have an inspection of the play structures annually for after school program. MPCC had the inspection done by an independent person not connected to the board. There were three main problems found. Sue had not yet received the report but would be following-up on the report and issues outlined. The Chief Custodian Tim is aware of all the problems. Board removed the faulty parts from one structure. Other schools have similar problems with this structure and the board is speaking with the manufacturer. The problems are in the board's hands as they received the report from the inspector.

There seem to have been lots of inspections and removals of pieces of equipment without good communication with the school.

What is the course of action if things are removed due to inspection? If pieces are removed, a school is not guaranteed a replacement. Manor Park is considered a play structure rich school so we will not receive replacements. The small pieces that were recently removed will be replaced with new parts from the manufacturer.

Sand is an issue - but it has been worked on and is going to be fixed quickly.

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The kindergarten structure has a reported issue, possible strangulation on a slide. The board should follow-up on this because they installed the structure. The MPCC is not letting kids on this slide until the issue is resolved.

The swings in the north field raised concern as well but they are owned by the city.

Information about these issues should be included in the Newsletter by the school.

It seems there was a communication break-down between the school and MPCC. If inspection is a regular process, there should be more precise information communicated between the school and MPCC. There should be a better understanding of what the board will or won't do.

Could painted four squares and hop scotch be added? This would be requested by the school.

Sue and Laura will follow-up on this issue.

## **Nutrition Break Intramurals - Erin Yoshida**

Tabled

## **Discussion Topics for next meeting/chair for next meeting.**

Volunteer to chair next week - Kathryn

School Council meeting was adjourned at 8:55 pm.

## **Home and School Association Meeting was opened.**

### **Greening**

Victoria will put the garden to bed next week.

### **Financial Update**

The signing authority and mailing address were changed. Erin also changed account plan so that it better meets our needs.

The plan was changed to a community fund the new minimum balance is \$10,000.

Erin recommends that we move 5000 to the GIC to get more interest. Currently we have a 30 day GIC which rolls over month to month. We would get higher interest with 60 day GIC. The other option is a one year term but the rates aren't that much better so Erin recommend changing to a 60 day GIC. Moved by Erin

Seconded Leigh Anne. Passed - GIC will be changed to 60 day term.

### **Funding requests**

\$100 budget for underwear for clothing bins - donated clothes

Moved Leigh Anne

Second Marie

Passed

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Sue is looking to borrow button machine – asking other school. We will proceed to an email vote if borrowing a machine is not possible.

**Fundraiser Status Updates**

Pizza is fine. St. Laurent Golden Crust would like more bags for transporting the pizzas. Kathryn is following up on this.

QSP – postponed to October 21<sup>st</sup>. Some concern about the delay as it is getting close to book fair.

**Book Fair**

Tammy asked for volunteers from the kindergarten families.

**New Business**

Greening committee – who is going to take this on?

Meeting adjourned at 9:13 pm.

Next meeting – November 20<sup>th</sup> at 7 pm.

Secretary \_\_\_\_\_

Chair \_\_\_\_\_