

Mary Honeywell School Council – Minutes of Meeting – September 15, 2016

In attendance: 50 Total (Council Executives, Members at Large, School Representatives, Parents)

Agenda Item/Person(s) Responsible	Decision Action Taken
<p>1. a. Opening & Introduction</p> <ul style="list-style-type: none"> • Elizabeth Conabree <p>b. Elections</p> <ul style="list-style-type: none"> • Elizabeth Conabree 	<p>Elizabeth welcomed everyone to the meeting and introduced Donna Blackburn as school board trustee.</p> <p>Donna provided some background on her expertise and role as school trustee and also welcomed and introduced Shawn Lehman as the new Superintendent for the school board. She provided updates on the following items:</p> <ul style="list-style-type: none"> • Cameras have been installed to monitor activity outside of the school. Cameras were installed as a security measure following the repeated incidents of damage and graffiti on school property. • Thanked council for the donation made to Manordale Public School to aid the Syrian refugee population that was new to Manordale school last year • The School Board is doing accommodation reviews as some schools are running at low capacity. Barrhaven is not included in the review but 8 schools within Donna' area of representation are impacted with recommendations for closure. Although MHES is not in the review it may affect our children and school population once decisions are confirmed. Donna suggests everyone visit the Board website as they are asking for public input on the accommodation reviews. • Thanked council for their work and the opportunity to attend the council meeting. <p>Elizabeth introduced herself and welcomed everyone to the start of the 2016-17 school year. She provided background on the process for the meeting indicating we will start with elections and move on to other business.</p> <p>Elizabeth circulated the membership list explaining the different council roles including members at large, council chair, treasurer and secretary. Members at large have voting privileges unless they are absent for 2 meetings in a row. Council has an advisory role to the principal and to the board in areas of budget priorities, calendar and curriculum development. Council also has a primary role in promoting the school through events, meetings with parents and fundraising activities. Members of council are encouraged to participate on the finance committee which typically meets a few time a year and also actions decision items through email communication. Elizabeth also provided information on Quorum (50% of the vote + 1) and the importance of attending council meetings. Individuals can still attend and participate in meetings even if they are not Members at Large. Meetings are scheduled 2nd Thursday of every month at 6:30 p.m.</p> <p>Elizabeth outlined the basic role and requirements of the council Chair and the time commitment required for the role. Wendy Firth has been nominated as council Chair and is looking for someone to help as Co-Chair or Vice Chair if she is confirmed as Chair. Elizabeth asked if anyone was interested in being Chair, Co Chair or Vice Chair. Rowan Hartmann nominated herself as Co or Vice Chair. The committee agreed to have 2 Co -Chairs and a Vice Chair. As Vice Chair you are privy to all the emails, communications and processes as to how the council runs. Council confirmed Wendy Firth and Rowan Hartmann as Co-Chairs and Karyn Jacobsen-Hughes as Vice Chair.</p> <p>Liz asked for nominations for the position of Secretary. Lindsay Herfst will do it next month if she is available. At this time the position will be left vacant and someone will be asked at the beginning of each council meeting to take notes. If someone is interested in taking on the role officially they can contact Wendy Firth.</p> <p>As Wendy is taking on the role of Chair the position of Treasure that she has held for several years is also open. Elizabeth asked for nominations and Steven Mariasine nominated himself. He took a moment to</p>

introduce himself and provide some background on his qualifications for the position. Steve was confirmed as treasurer.

Maureen will circulate the minutes from the June 2016 meeting to approve at the October meeting.

Liz moved on to the list of activities generally run by council and indicated that volunteers would be needed for the upcoming school year. Elizabeth provided background on each role and the basic responsibilities for each. Council members volunteered for each role as per the table below. Elizabeth noted that additional volunteers are welcome at any time and can volunteer by emailing the following address: maryhoneywellsc@gmail.com. For those considering volunteering for the milk program Elizabeth noted that it is a time intensive program for volunteers as they must be at the school on a daily basis, coordinate with the milk man and ensure all students receive their milk order each day. Coordination with the office staff and custodial staff is essential. This program is run as a not for profit program.

Executive Council Email contacts

Wendy Firth -wlmfirth@yahoo.ca

Rowan Hartmann -r.g.m.hartmann@gmail.com

Karyn Jacobsen-Hughes -jacobsenhughes@gmail.com

Steven Mariasine -smariasine@gmail.com

Role	Coordinator Name	Additional Volunteers
Volunteer coordinator	Amie Scharfe	
Movie Night	Carole Laporte	Amie Scharfe
Fundraising entertainment book	Vikki Orphanos	
Vesey's' bulbs	Carole Laporte	Jennifer Hazlewood (TBC)
Babysitting	Shannon Miller	
PRO grant	Tabled until October	
Scholastic	Trudy Smith	
Kindergarten Rep	Sharon Diamond	Katie Bertrand , Julia MacEwen, Liz Popovich, Robert Crampton, Steve Mariasine and Heather Chandler
Social media rep	Shauna Leonard	
Skate night	Katie Bertrand	
OCASC rep	Elizabeth Conabree	Barb Brunzell
Milk program	Tabled until October	
Monster mash bash	Rowan Hartmann	Shannon Miller, Kristen Guptill and Liz Popovich
Best of season	Tabled until October	
Teacher appreciation	Lindsay Herfst	Karyn Jacobsen-Hughes
Newsletter	Stephanie Nakamura	
Snowhawks	Jenn Lexmond	
Fun day	Tabled for future meeting	
Grade 6 grad	Lisa Tkachuk	Chrissy Goyette, Shannon Miller and Elvan Kuzucuoglu
Yard sale	Vikki Orphanos	Kristen Guptill
Boston Pizza	Vikki Orphanos	
Ottawa 2017 celebrations	Tabled for future meeting	
Fundscrip	Tabled until October	
Canteen coordinator	Christa Skillen	

<p>2. Treasurer's Report</p> <ul style="list-style-type: none"> Wendy Firth 	<p>Wendy noted that as of August 31, 2016 council ended the year with \$24,000 in the bank. \$17,100 was set aside for the grade 5-6 play area. Liz provided a bit of background on the funds available for the grade 5-6 play area.</p> <p>The remaining funds have been confirmed for school beautification, chrome books, a movie screen, reserve for capital expenditures and miscellaneous operating funds.</p> <p>Wendy also summarized the financial details for the following council run programs and events: pizza, milk, chocolate, popcorn, movie nights, canteen, Boston Pizza, Lunch Lady, Pita Pit, Fundscrip and Best of Season basket sales.</p> <p>Alina asked about shaded areas for the kindergarten play area. This item is tabled and will be addressed at a future meeting.</p> <p>A motion to approve the financial report was put forward by Krista and seconded by Barb.</p>
<p>3. Principal's Report</p> <ul style="list-style-type: none"> Kim Power 	<p>Kim thanked the outgoing committee members for their work over the past years and noted her appreciation for all the time that members have contributed with their volunteer work. Kim indicated that she looks forward to working with the new council members.</p> <p>There was a smooth start to the school year. Office staff did a great job with the many registrations that came through in the days before school started on September 6. Enrolment is up to 673 students. The Synervoice system seemed to work really well to inform parents and students of their classroom teachers and room number prior to the first day of school. Grade 1's have done very well adapting to their new schedule. Kindergarteners are all attending a regular schedule after having a phased in attendance schedule the first week of school. Kim is not anticipating reorganization of classes at this time and thanked parents for their support as things get up and running</p> <p>Kim informed council members that EQAO results indicate that, provincially and board wide, math needs the greatest attention for the upcoming school year. The Ministry has approved support for schools and details of the support available for Mary Honeywell will be available shortly. Kim will report more precise EQAO results for our school at the October meeting.</p> <p>Kim also reiterated what Donna Blackburn said regarding the accommodation review that will be taking place over the coming weeks.</p> <p>Kim noted that she is working with Kayla Crampton to bring in a guest speaker to provide a presentation on food allergies at a school assembly. She is happy to be collaborating with Kayla and noted the guest speaker works in collaboration with Food Allergy Canada. His name is Alex Tagliana, a NASCAR race car driver. An allergy friendly food drive may be scheduled for October and linked to a Thanksgiving project with the school.</p> <p>A meet the teacher event has been scheduled for Thursday September 22, 4-5:30 p.m. This is an informal event and parents are welcome to drop by the classrooms to meet each of their kids teachers.</p> <p>Kim introduced and welcomed Shawn Lehman as superintendent and offered him an opportunity to speak to council members. Shawn provided some background on his family history with the school and his previous history with the school board in Kingston. He started as superintendent in Ottawa in the middle of August and has enjoyed meeting people in the Ottawa area. He has been a teacher and school administrator with k-12 experience in past positions. Shawn mentioned it is great to see so many people at this meeting and the number of parent volunteers in the MHES parent community that collaboratively work together. He is looking forward to being in the school as often as he can.</p>

<p>4. Vice Principal's Report</p> <ul style="list-style-type: none"> • Sherry Fetterly 	<p>Sherry welcomed everyone to the meeting and noted that the VP report will typically include information about school activities, current and past events, sports and school clubs.</p> <p>As the year has just started there are not a lot of activities underway yet but informed council on the following:</p> <ul style="list-style-type: none"> • Eco club - ongoing under Kristen Riddell. • Grade 5-6 student leaders have started meeting with Trisha Kropla and Elaine Triemstra. • Lunch monitors - their title has changed to student lunch helpers to differentiate between the adult lunch monitors that are available during the nutrition breaks. Grade 6 students have been asked to participate as student lunch helpers to get them started on a leadership role. A few grade 5's will be asked to help as well. • Mrs. Evans will be the lead for the milk bag project with a group of students. All students attending the school are welcome to bring in empty and clean 3 litre milk bags. The group will be responsible for folding and sorting the bags which are eventually made into mats and sent overseas to communities than need them. • Meet the teacher night is scheduled for September 22, 4-5:30 p.m. • Terry fox walk/ run - students will walk for about 30 minutes around the track behind the school to raise money for the Terry Fox Foundation. Typically we ask students to bring in a loonie or toonie for this event. This is scheduled for Thursday, September 29. • This year the school is recognizing Orange Day on Friday, September 30. Stories will be told in the classroom, that are grade appropriate, about the experience of survivors of Indian residential schools. Students will be encouraged to wear orange in the classroom in the spirit of healing and reconciliation to honour and show solidarity as part of a national initiative. • October 7: 1st PA day • October 18: Picture Day – Carpe Diem is the provider for our school this year. • There will be a link to council activities on the school site with information regarding the council website, council documents, and executive member contact information.
<p>5. Other Business</p> <ul style="list-style-type: none"> • Pizza • Milk • Popcorn • Website • Fundraiser Entertainment Book • School Activities Survey • Monster Mash • Finance Meeting • OCASC rep • Boston Pizza Fundraiser 	<p>Note that several programs are just getting started, there is a slight delay this year as many programs require new coordinators and additional volunteer staff.</p> <ul style="list-style-type: none"> • Pizza - Janice provided background indicating the forms have gone out for grades 1-6. Lunch programs are not offered to the kinder age as lunch times are different and would require a lot of volunteers in the classroom. We are using Toppers Pizza again this year as their service was great last year. Toppers staff return to the school to collect all the pizza boxes. This helps out the custodian. Additionally, they offer us a better deal. If you would like to volunteer to help out with this program contact Janice directly. • Vesey's Bulb's fundraiser campaign - Carole Laporte has volunteered to take on the program for a spring campaign if others are willing to help out. • Popcorn night –Elizabeth Conabree is the coordinator for the popcorn program and is always looking for people to help out with popcorn once a month. The popcorn program runs on the last Friday of each month except June which becomes Freezie month. 5-6 volunteers are needed between 11:30 a.m. and 1:30 p.m. interested volunteers can contact Elizabeth. Kristen, Kayla, Julia, Heather, Krista, Karen, Amie and Dave may be available to help out. Elizabeth will also send out a monthly request for help so it is possible to sign up month to month. If anyone has any extra dish cloths, these are always needed on popcorn days. • Council website - Elizabeth provided background on the website and issues that council has had in the past. We were paying \$200 per year. It's possible the school site can host minutes, financial forms, etc. on our behalf therefore we have allowed the site to lapse and the link is no longer active. For \$16 per year we can keep our domain name. Dave O'Neill has offered to take over the website and Elizabeth will send him information shortly. A link to the new site will also be provided to Sherry to be added to the school site. • Monster Mash - the previous coordinator is no longer available. Elizabeth asked if anyone would be willing to take on the role of coordinator for Monster Mash which is typically held the week of Halloween as a school dance, activities and canteen. Rowan Hartmann has agreed to be coordinator and other members of council offered to volunteer at the event.

	<ul style="list-style-type: none"> • Vikki provided an update on the Entertainment Book Fundraiser which starts on Monday, September 19th and runs until October 5th. Top sellers will be eligible to win senators tickets. A flyer will go out on the 19th with the book. Elizabeth provided background on the fundraising approaches that were chosen for this year including the option over the coming months to have a direct letter requesting funds distributed to all parents. The entertainment book flyer will outline how to order books for other cities and additional program information. Council is not a charitable organization so we can't issue tax receipts. • Survey for school activities - Barb Bruznell and Barb Healy provided background on a survey that has been developed and will be distributed to the school community shortly. The survey asks for feedback on types of activities that we can do as a council. Parents and kids will be asked to provide feedback through a google survey form. The survey has been approved and is ready to go live any time. It has been suggested that we provided parents with 2 weeks to respond with a reminder going out after 1 week. Kim will distribute information to staff on Sunday evening and will send info to parents through Synervoice email on Wednesday, September 21. Teachers can also complete the survey and/or make this an activity in the classroom. Barb will send the final survey version to Kim. • OCASC - Elizabeth tabled her update until October in the interest of time. The 1st meeting is September 29 at 6:30 p.m. at Fisher Park school in the upstairs library. • Finance committee - Elizabeth provided background on the role of the finance committee, the number of meetings and the objectives/goals of the meetings. Elizabeth will coordinate with Steve and anyone can be on the committee (sign up on the attendance sheet). Only members at large have voting privileges on the Finance Committee. • Boston Pizza fundraisers - This program is coordinated by Vikki Orphanos. Vikki asked in council and staff would be interested in having a fundraiser before Christmas. She will coordinate with Kim to arrange a suitable date.
6. "Chalk it Up"	<ul style="list-style-type: none"> • Elizabeth will introduce the idea of "Chalk it Up" at the October meeting. • Agenda items for future meetings can be sent to Wendy Firth or send to the council email address. • Future meeting dates: 2nd Thursday of each Month <ul style="list-style-type: none"> October 13 November 10 December 8 January 12 February 9 March 9 April 13 May 11 June 8
7. Adjournment	8:35 p.m. Motion to adjourn by Amie and seconded Natasha. Next meeting October 13, 2016.