



School Council Meeting

October 11, 2022 – 6:30 PM, RPPS Library

Meeting Minutes

- Co-Chair ~ Kate Raspopow
- Co-Chair ~ Ewa Pyman
- Past Chair ~ Sarah Jane Estabrooks
- Secretary ~ Carmen Bohn
- Vice Principal, RPPS ~ Christopher Wereley
- Educator representatives ~ Jane Baron, Lindsay Craig
- RPPS Parent Participants
 - Hart Shouldice
 - Arian Ahmadi
 - Stephen Goodman
 - Joanne Lee
 - Thomas Geraghty
 - Meaghan Lalande
 - Annemarie Fraser
 - Rachel Seeney
 - Khalil Shariff
 - Daniel Major

1) Land Acknowledgement *read by Kate*

2) Review of Agenda

- *Motion to approve: Sarah Jane Estabrooks. Seconded: Hart Shouldice. Motion approved - agenda passed.*

3) Review of September 2022 Minutes

- *Motion to approve: Sarah Jane Estabrooks. Seconded: Hart Shouldice. Motion approved - minutes approved.*

4) Business Arising from Minutes / Review of Action Items

a) Summary of September meeting and Council appointments

- Kate provided a summary of the elections meeting, and the outcomes of the conversation with Superintendent Duah to confirm next steps for Council following the meeting
- Ewa and Kate stepped up to co-chair Council this year
- Carmen agreed to take on the secretary role
- Ad hoc roles and other representatives are still to be filled

b) Overview of Council and roles available

- Kate gave an overview of all roles and particularly, those available to be filled (most notably, treasurer, OCASC rep, Grade 6 parent rep, 100th chair)
- Those that have filled these roles in the past year are available to brief anyone interested/those that take on the new role

c) [Option for hybrid meetings](#)

- An option for a hybrid (in-person and virtual) meeting are being explored and will likely be in place in time for the next meeting in November

d) Babysitting options for meetings

- New this year! Babysitters will be available for those parents interested in attending the Council meetings in-person each month and between the hours of 6:30pm and 8:00pm

5) Chair Report

- Kate gave a short report as she and Ewa had just put their names forward in the last week to co-chair this year's Council and they are still getting up to speed
- Activities for the year will include pizza lunch starting at the end of October (sign up and payment through school online).
- Council will look into the milk program; and Mazzola (for hot lunches twice per week)
- These are all fundraisers for the school

- There was a short discussion about how the milk and pizza programs have worked in the past, prompted by questions from the new parents in the room who are curious about these initiatives

6) Principal Report (provided by Christopher Werely, Vice Principal)

COVID updates:

- Daily screening
 - Students should continue to complete the Daily Screening prior to school arrival and follow its direction
- Test kits
 - These remain available upon request for students
- Covid restrictions
 - Mask wearing continues to be encouraged. OPH and OCDSB posters will continue to be posted.
 - Recess zones and staggered recesses are no longer in place
 - HEPA filters remain in classrooms
 - There are no limits on print or classroom materials, other than good hygiene practices
 - Hand washing continues to be encouraged

In our board / school:

- Updated Student Dress Code. The OCDSB has [an updated dress code](#). All students have the right to express themselves in school through their choice of clothing, hair styles, jewelry, and accessories. While a student's style is their choice, we want to keep school a place where everyone can feel comfortable. RPPS will not have its own dress code; we will be consistent with the District direction.
- Updated - Acceptable Use of Technology. The procedure has changed to be required for a student entering the District, at the start of grade 4, grade 7 and grade 9.
- Kitchen
 - The kitchen renovation is 90% complete; the stainless shelves remain for purchase / installation. It is ready for use at Book Fair, and Allison Padova (former parent) will be in the school this week to return items which had been removed / get it organized.
 - The old fridge / stove are in place. Council can identify funds / fundraise these items, as it had been part of the original plan. These were not funded by the board / project.
- Learning Commons
 - Remaining items for Council consideration

- Stools for the tech bar
 - Tables / stools or chairs for the Maker Space tables
 - Seat cushions
 - Stools for small group nook
- Police Station renovation
 - The receipt of City of Ottawa permits was lengthy, causing delays to start the reno.
 - The space is ready once contractor confirmed.
- Fall Staffing and School population.
 - The school population is at 406 students.
 - Staff allocations, including teacher, educational assistants, and Early Childhood Educators, are based on student enrolment and student needs. These are identified in March.
 - This includes 24.30 teacher and 1.5 admin (P / VP), 1.5 EAs, 8 ECEs, and 4 hours of Lunchtime Monitor allocation.
 - We have 19 homeroom classes (no re-organization was required this year):
 - 4 kindergarten
 - 3 English program
 - 7 Primary Early French Immersion
 - 5 Junior Early French Immersion
- Looking ahead in School Year calendar
 - IEPs go home: 17 October
 - Progress reports go home: 17 November
 - PA day: 4 November
 - Parent-teacher interviews: 24 - 25 November
 - PA day: 25 November
 - Winter Break: 24 December - 8 January
- Parent-teacher interviews
 - In Person Open House was held; we expect to offer InPerson parent-teacher interviews in November (24 - 25 Nov). No confirmation whether we'll be offering both virtual or in person options, but it is expected.

In our classrooms:

- Structured Literacy
 - This is part of our literacy program delivery
 - As part of the District response to the Right to Read inquiry, there are a variety of resources which have been provided to the school (alphabet

sets, white / chalk boards and decodable texts, specific program resources).

- Our librarian has been helpful to add them to our collection and to support circulation among teachers and homerooms
 - Instructional coaches will be at our school in December to support the use of our assessment data from one diagnostic tool, Dibbels
 - PD day (7 October)
 - The recent PD day focused on Structured Literacy strategies and assessment tools, as well as the new Science curriculum and Aspen, the new student management system
 - The November PD day (4 Nov) will focus on student mental health and trauma
 - Extracurricular activities and clubs
 - These have resumed (cross country running and soccer in September - October)
 - Lunch monitors / Newspaper / games club coming
 - There is a shortage of buses and supply teachers which has limited district level tournaments (i.e., soccer)
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Reference - items identified for potential Council support from school Admin.

- 3-D printer
 - Maker Space / Learning Commons tables
 - Indigenous speakers
 - Mascot stuffie
 - Mascot outfit
 - School mural: [School Murals](#)
 - Laminator maintenance
 - Kindergarten colour printing
 - Landscaping - retaining wall
 - Literacy supports for Learning Commons (Forest of Reading)
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- After giving the report, Christopher asked for questions from the group
 - A question was asked about the status of the retaining wall budget and concerns were raised about the danger this retaining wall poses to students and staff
 - Other questions arose around how parent fund matching and budgeting for projects like the retaining wall work
 - Status of options for the Kinder yard was raised, and what Council funds could be eligible to support

- Action: Chairs will get clarity and ask for an update.
- Action: Council to follow up with Heather Mace on the retaining wall budget and status of this project and to add this as an agenda item to the next Council meeting
- Action: Christopher Werely will look into how a similar project progressed at Hopewell and bring this information back to Council
- A comment was made by Rachel Seeney to increase Indigenous speakers at the school
- Sarah Jane Estabrooks said that a representative on Council has previously coordinated such efforts, Michelle Sinclair, arranged the Dream Catcher Workshop last spring and wrote an Indigenous piece each month for the Council Newslette and Rachel indicated her interest in heading such a sub-committee
- In response to a question regarding RPPS administration and teaching allocations, it was shared that these allocations are determined based on a Ministry formula.
- The question was raised as to whether the school had enough readers, and whether council support could be provided
- Action: co-Chairs to get more information on the readers, and clarify if Council funds are eligible support any needs (i.e., Council funds go to enhancement, not for Ministry-provided resources)
- A question was asked by Thomas Geraghty about literacy support and why teachers are asking for money for readers
- Jane Baron spoke to the used of structured literacy programs and decodable texts in the classrooms and that parents can reach out to their children's teachers to find out about their children's progress
- Parents asked about the cancellation of the OCDSB soccer tournament. Was mentioned that a friendly tournament between RPPS students and Ashbury was being proposed/coordinated. This was well received, as the grade 6 students had been looking forward to their first and last soccer tournament for RPPS.

7) Teacher Representative Report

- Report was provided by Lindsay Craig who reported on a few of the initiatives taking place in the classrooms including:
 - Go Show the World (Grades 2 and 3) which is about indigenous heroes and are mini research projects
 - Grade 2's are looking at RPPS in the past
 - Grades 5 & 6 have been talking about city councils and holding discussions with Ottawa City Council candidates; the children have been asking good questions and are getting ready for election day voting
- Jane mentioned that the Terry Fox run was a great event this year due to the school community and parents involved

- Council thanked Jessica Currie for coordinating a successful Terry Fox Run again

8) Book Fair

a) Update

- Ewa shared updates on behalf of the Book Fair Chair, Laura McCurdy.
 - In addition to the many other important things Parent Council does for the school, having a Parent Council in place sets Book Fair on firmer footing. In past years Council has been a reliable source of support for the fair, promoting it, taking care of necessary bureaucratic tasks, and of course volunteering at it!
 - Book Fair got a late start this year because of permit delays and other administrative issues. But the fair will indeed go ahead this fall, from November 4-6. Our theme will be '100 Years of Reading at RPPS', to tie in with the 100th anniversary celebrations. (I believe it's Book Fair's 61st year!)
 - Book Fair will take over the big gym on October 19; the bookcases will be delivered and unloaded by volunteers on the 20th; and on the morning of the 21st we are full steam ahead with sorting and then pricing! As always, we need as much help as we can get during sorting and set-up – come as often and for as long as you can. By the end of this week you will be able to sign up for shifts during the fair itself on SignUp (link will be sent to volunteers), in a variety of roles from cashier to the café to helping people find books. Again, we've had a late start, but the website should be updated by now with links to signup forms in the meantime: <http://www.rockcliffeparkbookfair.com>. If you're interested in helping out, make sure we have your email address so we can keep you in the loop! If you've volunteered at book fair before and would be willing to take a shift during sorting as a floor manager, let us know. And don't forget you can still donate books at our remaining drop-offs, this Thursday from 5-7 pm and on the 22nd from 9:30 to 11 am. We can particularly use more children's book inventory.
 - Upcoming Book Fair related events include: a class book drive; a drawing and coloring contest; class book shops, during which each class gets a chance to visit the gym on the last few days of sorting and choose a book for a special price; and finally, class sort nights, when particular evenings during sorting are earmarked for certain grades, giving parents a chance to get to know one another while helping the school.
 - You can send questions to rockcliffeparkbookfair@gmail.com.
- A question was asked about how we are getting the word out about Book Fair and a number of examples were given by those in the meeting

b) Approval of budget

9) Other Business

a) Council Etiquette

- This was reviewed by Rachel
- It was noted that the purpose of Council is written up in the constitution and available on the website:
<https://www.rockcliffeparkps.com/school-council1>

b) Council Code of Ethics

-Council code of ethics was shared, which will be added to the Council Constitution, once adopted. Items are in line with OCDSB and Ministry Codes of Ethics.

c) Council Constitution 2022

- This will be reviewed and updated, as needed

- d) Council activities 2022-2023
 - A question was asked about what activities are 'must do's' versus 'nice to do's'?
 - Khalil Shariff asked about student learning and whether we could get an achievement update at Council?
 - He further noted that a candid conversation on learning loss due to the pandemic would be useful
 - Action: could school leadership bring back to Council information on how they are keeping a pulse on student learning and ways they might be looking to creatively address big areas of challenge
 - It was noted by Lindsay that the kids have been resilient
 - Stephen Goodman wondered about survey results and data available on student outcomes? What gaps are to be filled?
 - Action: Chairs will request an update from the June meeting where preliminary results were shared as part of the Principal Report.
 - There was a discussion on metrics (e.g., whether IEP's could be used as a metric)
 - A discussion ensued about whether Council could put forward a motion for more budget for decodable texts and readers
 - A request for a review of the Principal profile was made. Noted by Council members that this was discussed last spring to be on the agenda for this year's Council to update.
 - Ewa noted that this new Council and all the new parents in the room would help to create a really positive Council moving forward
- e) School Directory - deadline / lead
 - No discussion given meeting was quite over time
- As the meeting was drawing to a close, a number of parents in the room put their hands up to join Council in the following capacities:
 - Joanne Lee - treasurer
 - Khalil Shariff (and his wife, Zahra) - Grade 6 reps
 - Arian Ahmadi - 100th chair
 - Annemarie Fraser - co-secretary or member at large

5) Adjournment (~8:43pm)

Next Council meeting: November 15, 2022 @ 6:30pm - RPPS Library

APPENDIX A

RPPS School Council Roles

Chair

The Chair Coordinates the day-to-day operation of Council. They performs the following: arranges for meetings, prepares meeting agendas, acts as Chair at Council meetings, ensures the minutes of Council meetings are recorded and maintained, ensures communication between Council and the school community, facilitates the resolution of conflict and participates as an ex-officio member of all committees established by the Council. Acting on behalf of all parents of students at RPPS, the chair liaises with the principal, staff and Board representatives to work with them to enhance the quality of life for all students.

Vice-Chair

The Vice-Chair assists the Chair in the day-to-day operation of council – may stand in for Chair. They work closely with the Chair to assist in the day-to-day operation of the Council. The Vice-Chair may stand in for the Chair to chair meetings or to undertake other duties of the Council on the Chair's behalf.

Past Chair

The Past Chair is a resource to current Chair to maintain continuity, assist in planning the budget, and implementing programs. They can stand in for key executive positions (Chair, Vice-Chair, Secretary) to assist in the smooth operation of Council meetings and programs. The past chair automatically has a seat on Council and does not stand for election.

Treasurer

The Treasurer develops, implements budget, and maintains accounts. They are the accounting Team Lead on Book Fair Committee. The Treasurer is responsible for developing and implementing the budget, subject to approval by Council and overseen by the Chair. They ensure all monies collected and expenditures paid are completed according to OCDSB policy and procedure. The Treasurer provides a report on the Council's account activities at each meeting. They must submit a budget for approval by Council each year and provide a financial report of all Council revenues and expenditures at the end of each school year.

Secretary

The Secretary takes, distributes, and maintains accurate minutes of all Council meetings, including recording all motions and resolutions passed by Council. They must attend all meetings or appoint a designate to undertake secretarial responsibilities. The Secretary of the Council is responsible for the administrative activities of Council.

OCASC Representative

The Ottawa Carleton Assembly of School Councils (OCASC) Representative is responsible for representing the views of RPPS' Council to the larger body of school councils, and pursuant to their meetings, reporting back to, or seeking input from, Council regarding the activities of OCASC. The individual who fills this position is required to attend approximately ten OCASC meetings a year or appoint other Council members as designates.

Volunteer Coordinator

The volunteer coordinator is responsible for recruiting parent volunteers and coordinating their activities at RPPS. The Principal or Chair may call upon the volunteer coordinator to organize parent volunteers for a variety of RPPS events and activities, as required.

Book Fair Standing Committee Chair

The Book Fair Standing Committee Chair is responsible for the Book Fair standing committee, its meetings, and directing the operational management of the Book Fair fundraiser (in accordance with Appendix B of the RPPS Council Constitution: Book Fair Standing Committee and the Book Fair Standing Committee Terms of Reference).

Grade Six Standing Committee Chair

The Grade Six Standing Committee Chair is responsible for the Grade Six standing committee, its meetings and directing the operational management of events related to the school leaving ceremony (in accordance with Appendix B of the RPPS Council Constitution: Grade Six Standing Committee and the Grade Six Standing Committee Terms of Reference).

100th Anniversary Committee Chair

The 100th Anniversary Committee Chair is responsible for the 100th Anniversary Committee, its meetings and directing the operational management of events related to the 100th Anniversary of RPPS.

Members at Large

Parents wanting to become Council officers but not wanting to hold an office may do so by becoming elected as Members at Large. Members at Large attend regular Council meetings and discuss and vote on issues along with the officers.

Principal

The Principal attends all Council meetings or appoints a delegate when required, and may participate on Council committees. The Principal shall seek input from Council on school improvement planning, school budgets, community partnerships, development of school policies and guidelines regarding student achievement, school code of conduct, dress code and Board policies. The Principal forwards relevant information from the Board and the Ministry to the Council. The Principal shall support and promote the Council's activities and encourage parents and community members to participate in events and programs. This is a non-voting position.

Teaching Staff Representative

The teaching staff representative is an essential link between Council and teaching staff. This member of the Council must not be a parent.

Non-Teaching Staff Representative

The non-teaching staff representative is an essential link between Council and non-teaching staff. This member of the Council must not be a parent.

Community Representative(s)

Community representatives represent the interests of RPPS to the community and likewise, the interests of the community to RPPS. Community Representative(s) of Council must not be a parent.