



School Council Meeting

November 15, 2022 – 6:30 PM, RPPS Library

Meeting Minutes - DRAFT for approval

- Co-Chair ~ Kate Raspopow
- Co-Chair ~ Ewa Pyman
- Past Chair ~ Sarah Jane Estabrooks
- Secretary ~ Carmen Bohn
- Treasurer ~ Joanne Lee
- Members at Large ~ Thomas Geraghty, Annemarie Fraser
- OCASC representative ~ Hart Shouldice
- 100th Chair ~ Arian Ahmadi
- Book Fair Chair ~ Laura McCurdy
- Principal, RPPS ~ Heather Mace
- Vice Principal, RPPS ~ Christopher Wereley
- Teacher representatives ~ Christina Hawley, Lindsay Craig
- RPPS Parent Participants
 - Ana Bowles
 - Crystal Holly

Regrets:

- Khalil Sharif - grade 6 chair
- Jane baron - teacher representative

1) Land Acknowledgement - read by Ewa

2) Review of Agenda

Motion to approve: Carmen Bohn. Seconded: Kate Raspopow. Motion approved - agenda passed.

- Thomas Geraghty asked to add access to education at RPPS including Grade 3 EQAO data to the agenda

3) Review of October 2022 Minutes

Motion to approve: Kate Raspopow. Seconded: Annemarie Fraser. Motion approved - minutes passed.

4) Business Arising from Minutes / Review of Action Items

a) Learning Loss

- Learning loss: Beyond anecdotal observations, we do not have any reports or studies which have been published yet regarding this topic. Have they been conducted? We can certainly explore inviting a speaker and Heather has indicated that she will share this information with the District as they put together their speaker series for Councils.
- How to register children for in-class tutoring (government of Ontario initiative, to be implemented in schools); Heather will update in December and will look into it

b) Kinder Yard

- Facilities visited the school in early November and noted that the yard was in line with other yards at schools around the city. There are a few options for the yard, which Heather can explain in her report, however, for the short term there will not be any changes to the kindergarten yard as part of it will be blocked off for the former police station renovation.

- Council can support school yard improvement projects, such as playground equipment, shade structures, gardens, outdoor skating rinks. We cannot support facility renewal, maintenance or upgrades funded through provincial grants such as structural repairs, sanitation, emergency repairs.

c) Retaining Wall

- Retaining wall refers to the small hill between the school and the field (an outdoor learning space), not an actual retaining wall around the school or property. Facilities visited the school on (date) however they did not look at this item. Heather would need to know more from staff and council if they feel strongly about supporting this option.

d) Structured Literacy and Readers

- Structure literacy and readers –The district provides reading sets to support the structured literacy strategies/literacy plan which is being implemented in the school. These readers have been catalogued and are in circulation within the school, with more on the way. Council cannot pay for more of these as they are educational/ curriculum materials. However, Council does support the Forest of Reading for all students.
- We have received more since last month's meeting; they are all here and organized; Christina feels we have the right number of readers now.
- Action: Heather and Grade 4 teachers to chat with Ana

e) Survey data and results

- Survey data and results: This information was sent out in June and the District sent out follow up information to parents via email. The District has further information posted on the OCDSB website under Equity and Diversity Student Survey.

5) Chair Report

- Book Fair (Laura is here to report on that; see below)
- Pizza lunches (3 have happened so far; no other details to report for now)
- Remembrance Day
- Sound system support

6) Principal Report provided by Heather Mace

Covid updates

- OPH is recommending a return to masks; there has been no direction from the OCDSB / Ministry
- As flu season is upon, the school chose to do an indoor (virtual) - outdoor Remembrance Day ceremony as part of managing germs in the school.

In our board / school

- **Kitchen**
 - Allison Padova (former parent) has recommended a new fridge / freezer sooner rather than later... The magnetic seal inside the bottom of the fridge door has come away from the door. Also, the plastic frame for the bottom (glass) shelf and the crisper drawers was broken and not solid. The fridge is sparkling inside but the freezer still has pink stains all over the bottom and inside door, despite scrubbing.
 - Allison sourced a faucet ahead of Book Fair and we were able to get it installed. It made a big difference in the functionality of that kitchen.
 - 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
 - MakerSpace materials
- **Police Station renovation**
 - The project has gone to tender and we are waiting for confirmation of the successful contractor.
 - Dumpsters and construction equipment will be located at the back of the school.
 - Construction fencing will be used to separate kindergarten yard from construction area. The door at the end of the kindergarten yard is being closed off..
- **Looking ahead in School Year calendar**
 - Progress reports go home: 17 November

- These were created within our new student management system, Aspen. Thank you to staff for working through the additional time required to learn its features in order to enter the data.
 - Parent-teacher interviews: 24 November (5:00 - 7:30 pm) and 25 November (8:30 - 11:00 am)
 - These are being held in-person, online, or via phone.
 - A letter will be coming out on 17 November from classroom staff regarding interviews and availability.
 - PA day: 25 November
 - Winter Break: 24 December - 8 January
- **Kindergarten yard**
 - Facilities staff have indicated that the yard is in comparable condition to other schools; it has play structures, areas such as a sand pit, pavement, mulch play area, and dirt. It was updated approximately 8 years ago.
 - There would be no changes to the yard during the Police Station renovation project. For projects, there is also a \$5K mobilization cost, plus 10% contingency planned within a budget. Potential options are:
 - leave the yard as it is
 - timbers with mulch - \$20K
 - challenge - it created leaf removal issues in fall / mulch can get everywhere and some kids do like playing in the dirt
 - astroturf (not recommended) - \$50 - 60K
 - nature nook options with stones / sand - \$25 - 30K
- **Data.** Data is used in a variety of ways to inform our daily practice. For example, we are able to review the number of parents who open progress reports / report cards electronically as a tool for how to support families. The District has further information [posted on the website](#) regarding patterns observed in student surveys. Each school has an analyst assigned to support with the interpretation of results.
- **OCDSB Cares.** The District has the OCDSB Cares Anonymous Reporting Tool. Students in grades 6 - 12 can report through text and using the web version of the application. [Click here](#) to find out more on the District website or check out the [CARES poster](#)
- **Support sessions for parents.**
 - Tech Nights for Parents (in person) - This will be an opportunity to learn about applications (i.e. Google Read and Write) that their child is introduced to at school to support their learning journey. We could host a session at RPPS. Save the Date - May 3, 2023 (Location TBD - east/central)
 - The [parent conference](#) in November conflicted with Book Fair; Council could also explore whether any of the speakers would be suitable for a local talk.

In our classrooms

- **Structured Literacy**
 - We have now received structured readers for French and English, as well as the support resources (alphabet sets, white / chalk boards and decodable texts, specific program resources) for staff to guide key strategies.
 - Instructional coaches were at Rockcliffe Park PS in October to conduct Dibbels Assessment, interpret results and work with grade 1 - 2 teachers on its implementation.
- **PD day (7 October)**
 - This PA day focused on trauma-informed education, and Anti-Human Sex Trafficking, as well as further support on Aspen.
- **Extracurricular activities and clubs**
 - Cross-country meet was held in October; soccer tournament was cancelled as a result of lack of replacement staff and availability of buses.
 - Clubs - newspaper, student leaders, robotics underway

7) Teacher Representative Report

Christina

- RPPS teachers asked Christina to thank the parents for all they have done for Book Fair and other events at the school this fall (e.g. Terry Fox run)
- Kids at RPPS were proud and excited to be part of Book Fair
- Soccer training began in Sept/Oct, unfortunately couldn't have their match
- Cross country last month - 50 kids trained, Grades 3-6
- Newspaper - December edition in the works
- Open house of haunted houses took place in October
- Christmas gift basket donations for RE Wilson being organized
- Ozobots demos (helping kids to understand code) taking place at school for another week or so; the kids have been very excited about this

8) Committee Reports

a) Book Fair (Laura McCurdy)

- Lots of volunteer support
- Raised \$54,000
- Hoping to pass on \$30,000 to \$34,000 to Council after reconciling overhead expenses
- The Book Fair committee still haven't had a post mortem due to the fatigue of running the event

- Laura reported there were too many hours on too few people
 - No communications person this year
 - Need to put together a committee earlier on
 - Need to rethink the model. For example, capacity issues such as always having a parent in the gym?
 - Insurance and waivers to cover volunteers
- Action: Heather and Laura to look at the insurance terms
- Action: require book storage on an ongoing basis all year; an area that is dedicated to book fair storage
- Heather recommended that a Parent Council safe be installed so as to access this during an event like Book Fair
- Sarah Jane put forward a motion to increase and formalize Book Fair grants to area schools (see attachment)
 - Some discussion from Council about this being in perpetuity at 35%, including concerns on funds available for RPPS students; supporting equity across Ottawa schools, OCDSB discussions related to fundraising and equity, and alternate revenue sources at RPPS (e.g., pizza days).
 - Heather suggests that we designate the percentage at our last Council meeting in June
 - Wording was adjusted based on discussions.
- Action: suggested text amendment to motion as follows:

Rockcliffe Park Public School Council will commit to donating a minimum of 35% of funds raised from the Rockcliffe Park Book Fair to Ottawa area school(s) and the Education Foundation, as recommended by the Book Fair Committee. This commitment will be included in the annual RPPS Council budget under the line item "Book Fair Grants" for as long as Book Fair resides within the school.

Motion to approve as amended: Kate Raspopow. Seconded: Ewa Pyman. In favour: 8. Not in favour: 1. Motion passed.

b) Treasurer (defer to budget discussion)

- See the Budget discussion below.

c) OCASC (Hart)

- No discussion.

d) 100th Anniversary

- Action: Crystal and Arian will get together and report back next time. We need volunteers to join this committee.

e) Grade 6 (Khalil - not present)

- No discussion.

f) Volunteers

- Action: We require a volunteer coordinator. Perhaps we could ask the parents at the parent teacher interviews if they are interested in this role? No further action discussed at this meeting.

9) RPPS Council Budget 2022-23

- Finishing past projects (e.g. Library/Makerspace)
- Add to special projects: Literacy? (what is the difference between this and the Learning Support under class enrichment). Important for parents to support activities to help minimize any COVID related learning delays.
- Learning supports - e.g. sound dampening headphones, fidget toys are things Council finds could support
- Increase field trips (add transportation) to min. 1k
- Everything in class support that is 1k increases to 1.5k
- Change literary resources to literacy resources increase to 3k
- Increase school grants to 12k (TBC, based on total net revenue passed on from Book Fair)
- Increased field trip bussing and Delete tournament fees and transportation? School can cover some bussing costs
- Equipment increase to ? based on Heather's info on jerseys? Discussed pinheys being included as part of the yard equipment budget line
- Council allocated the ~\$45K estimated from BF and first round of pizza sales. Will need to discuss purpose and allocations for the estimated ~\$10K that would come in from additional pizza days in 2023 at a future meeting.
- MTA: Carmen seconded by Hart (approved)

10) Other Business

- a) Parent Engagement - Survey - deferred
- b) School Directory - deferred
- c) Constitution - to discuss at next meeting
- d) Principle profile - to discuss at next meeting

Action: need a Town Hall on literacy. Heather and Christopher to discuss and get back to

Council on this.

11) Adjournment at 8:40pm

Next Council meeting: December 13, 2022

DRAFT