

RPPS School Council Meeting Minutes

January 9th, 2017 – 7 PM, RPPS Library

Participants:

David Mackie, *Chair*
Candace Amis, *Vice-Chair*
Nicole White, *Treasurer*
Laura Charlton, *Secretary*
Janelle Sauvageau, *OCASC Rep*
Christina Leadlay, *Book-Fair Chair*
Éric Grenon, *Member at Large*
Hacene Oukacine, *Member at Large*

Linda Lee, *Member at Large*
Sheila Sugavanam, *Member at Large*
Hazem Abu-Dalfa, *Member at Large*
Katia Sioufi Guarna, *Principal, RPPS*

Regrets:

Imbaw Storer, *Past Chair*
Melissa Bulmer, *Volunteer Coordinator*

1. Approval of / Additions or Changes to Agenda;

Agenda was approved with one additional business item:

1. Setting up a fire safety demonstration to be shown at end of year school BBQ (Candace Amis).

Moved by Christina Leadlay; seconded by Hazem Abu-Dalfa; carried.

2. Approval of December , 2017 Minutes;

One correction: Ski club open to Grades, 4, 5 and 6.

Minutes were approved.

Moved by Laura Charlton; seconded by Linda Lee; carried.

3. Business Arising from Minutes / Review of Action Items;

- **CAFCO Workshops:** Cost per workshop range between \$800 and \$1500. A 2 hour presentation for parents = cost of \$800, a parent presentation & student workshop at the same time = cost of \$1000-\$1500. Prices vary depending on time of day and whether parent and student workshop are done in parallel. Organization takes a couple of weeks.

ACTION item: Dave will contact CAFCO to address: a) workshop capacities b) option of a registration process c) how the workshops will target different age groups d) bringing in older siblings not at RPPS.

- **Grant Committee:** Dave is waiting to hear back from Emily Moyo.

- **Council website:** www.rockcliffeparkps.com

ACTION item: Council to review site and send any changes to Dave.

- **Pizza Coordinator:** Katia Sioufi Guarna waiting to hear from Doireann on a job description to be sent out in her weekly update. Christina Leadlay suggested

creating a separate update to go out specifically on volunteer opportunities.

4. Council Teacher, Non-Teacher and Community Rep(s);

No updates.

5. Chair's Report

Within his report David Mackie noted the following;

- **Dance-a-thon:** RPPS FAIR club organized last year's event which was held in mid-February and raised over \$7,000.

ACTION item: Katia Sioufi Guarna to contact organizers at FAIR club to discuss organization for this year.

6. Principal's Report

Katia Sioufi Guarna provided the following update;

- **Restorative Practices:** The Safe and Caring Team will be implementing Restorative Practices at RPPS to facilitate conflict resolution strategies among students, as measured via Our School Survey and office referral data. The Survey was sent out to Grades 4 through 6 to gather information on their feelings about safety and bullying. There were 112 responses in total which will be assessed by the Safe and Caring Team. RPPS Staff will work together to use restorative practices in and outside the classroom with the help of training, in-class workshops and information gathered from the Survey.
- **Character Trait Workshops:** Part of Restorative Practices implementation and happening in classrooms starting February 9 during middle block. Two later dates TBC in March and May 2018. Format: 15 groups (each with a team name), 2 workshops: (25 mins each). First workshops are teacher-led with junior students taking over eventually. Workshops will help build trust between different age groups and with teachers.
- **Mentoring Program:** To be implemented between teachers and students. Details to follow.
- **Blue Team:** An emergency team called the Blue Team comprising of non-homeroom staff has been created. During an emergency situation the Blue Team will be called to location via the PA system. Logistics are still being discussed including communication and post-debriefing.
- **Kindergarten Info night:** Jan 24th, 7-9pm.
ACTION item: Dave Mackie to attend on behalf of Council and give a short talk. Christina Leadlay to ask someone to speak about Book Fair and volunteer opportunities.

- **Designated Occasional Teacher (DOT):** RPPS has been allocated a DOT who will come in every day to assist and cover where necessary. Katia Sioufi Guarna will provide details in her weekly update

7. Teacher's Report

It was agreed that the weekly email updates were sufficient in providing information from classrooms.

7. Updates;

a) Treasurer – Budget

- Nicole White reported that all formal workshops have been paid for and the six approved grants of \$1000 have been sent out to the schools.

b) Book Fair Chair:

- Christina Leadlay is working on her final report which she will present at the next Council meeting.
- Book donations can now be made to Rockcliffe Library for their RPRA Book Sale happening in April 2018.
- Book Fair is urgently seeking a Volunteer Coordinator, Administration Team Lead and a Book Donation Team Lead.

ACTION item: Christina Leadlay to send job descriptions to Katia Sioufi Guarna to include in her weekly update.

c) Volunteer Coordinator: No updates.

d) OCASC Representative: The next OCASC meeting will happen on January 19. An update will follow.

8. Other Business;

- **Book fair grants:** Complete.
- **Spirit Drive:** Dave reported that he has not yet heard back about price listings. Past Spirit Weeks have been held in February coinciding with dance-a-thon. Another option if preferred is to spread out activities so that they are held monthly instead of on consecutive days.
ACTION item: Katia Sioufi Guarna to consult with staff on best dates for Spirit Drive.
- **Rink Project:** No updates.
ACTION item: Dave will ask Imbaw about access to rink. There is a lock box and Hosers have the code.

- **Author workshops:** Candace has taken over from Christina Leadlay in organizing the workshops which will happen during Education Week in May 2018, with hopefully two authors per class.
- **Education week, May 7-11:** Several activities will be happening at RPPS including Art in Bloom, Author's Workshop, Open House and Grandparents Day.
ACTION item: Katia Sioufi Guarna to discuss Education Week with staff and Joni who organized last year's Grandparents Day. Topics of concern: Capacity and rethinking Grandparents Day to be more inclusive and possibly combining it with Open House.
- Fire prevention truck at school BBQ:
ACTION item: Candace to contact the Ottawa Fire Department and explore the feasibility of having a firetruck to on display at end of year school BBQ (Thursday June 14) to raise awareness on fire safety.
- **Ottawa Children's Festival:** May 11-15, 2018.
Joni organized last year's school trip to festival. To be discussed at next meeting.

9. Adjournment;

Next Meeting: Tuesday, February 13, 2018 – 8.30 PM, RPPS Library

Moved by Nicole White; seconded by Candace Amis; carried.