

# **RPPS School Council Meeting Minutes**

**Tuesday, October 10th, 2017**

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## **Participants:**

David Mackie, *Chair*  
Candace Amis, *Vice-Chair*  
Nicole White, *Treasurer*  
Laura Charlton, *Secretary*  
Melissa Bulmer, *Volunteer Coordinator*  
Janelle Sauvageau, *OCASC Rep*  
Christina Leadlay, *Book-Fair Chair*  
Imbaw Storer, *Past Chair*  
Éric Grenon, *Member at Large*

Hacene Oukacine, *Member at Large*  
Linda Lee, *Member at Large*  
Sheila Sugavanam, *Member at Large*  
Joni Hamlin, *Parent Representative*  
Katia Sioufi Guarna, *Principal, RPPS*  
Amy Young, *Teacher, RPPS*  
Heather Gordon, *Teacher, RPPS*

## **Regrets:**

Hazem Abu-Dalfa, *Member at Large*

### **1. Approval of / Additions or Changes to Agenda;**

Agenda was approved.

Moved by Linda Lee; seconded by Nicole White; carried.

### **2. Approval of September 27, 2017 Minutes;**

Minutes were approved.

Moved by Hacene Oukacine; seconded by Melissa Bulmer; carried.

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

- none

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

- Introduction of Heather Gordon and Amy Young - teacher representatives

### **5. Chair's Report**

- David Mackie welcomed parents & guardians to council & thanked everyone for volunteering their time
- Suggestion was made for School Council members to have a police record check
- Police record checks can be done online

<https://www.ottawapolice.ca/en/contact-us/Police-Record-Checks.asp>

## 6. Principal's Report

Katia Sioufi Guarna reported the following;

- Staffing is nearly complete
- The grade 5/6 position will have a Long Term Occasional teacher (LTO) in place within the next week
- A new grade 3 English class was created mid September
- Construction at the school is almost complete (still to be installed; new projectors, swipe key & mural)
- The three required fire drills have happened & a Lockdown practice will happen in October with School Resource Officers (SROs)
- At the PD day on Friday, October 6th, RPPS staff discussed School Learning Plan (SLP) goal based on analysis of EQAO results. Focus of SLP will be on 2 step problem solving across all curriculum areas. Some RPPS staff have joined the Safe & Caring School Committee in order to address areas of need arising from the student survey conducted last spring. Goals will include increasing students' feeling of safety at school, decreasing bullying, increasing students' sense of belonging.

## 7. Teacher's Report

Heather Gordon reported the following;

- Lego Robotics club is starting next week (3 Lego Robotics kits were previously purchased by council), junior students will coach primary students
- All junior students will be participating in a Coding Challenge this year (using Scratch)
- Wednesday, October 11th - Soccer tournament
- Monday, October 16th - Cross Country Meet

## 8. Updates;

### Treasurer

Nicole White reviewed proposed budget details for 2017/2018, including financial forecasts for currently identified sources of revenue & planned expenditures. Please see proposed budget attached as Appendix A, for details.

Joni Hamlin provided council with details regarding the 2018 Ottawa Children's Festival which runs from May 11th to 15th. Last year, all RPPS students attended the festival & it was very well received. Joni noted that if RPPS students wanted to attend this year, the cost would again be \$10 per student plus 8 busses.

<http://ottawachildrensfestival.ca/>

**MOTION:** To approve the proposed RPPS Council Budget for 2017/2018 subject to the following additions;

- \$2500 towards school-wide Ottawa Children's Festival field trip
- \$500 towards subsidy expense
- \$7000 towards technology (\$5000 sound & light for stage + \$2000 for kinder STEM),

- \$1200 for Science Night
  - \$2000 for yard & school improvements
- Remaining funds of \$600*

Moved by Nicole White; Seconded by Candace Amis, carried.

#### Book Fair Chair

Christina Leadlay reported the following;

- Book Fair Committee will need School Council's help because of the lack of volunteers to fill all Book Fair roles
- Book donation bins reopened last week & a successful book sort night was held
- Colouring/ drawing contest for students starts on October 17th (Mythology theme)
- Set-up for book fair begins Wednesday October 18th when bookshelves will be delivered to the big gym
- Outstanding item - Book Fair Committee still needs a parent to co-ordinate grade 5 & 6 RPPS students to volunteer at recess time
- Website is up and running for parents & community members to sign up for book fair volunteer positions & time-slots

**ACTION:** New posters for book fair will be available next week; please print off & put up a few book fair posters at your place of work etc... in order to help spread the word about RPPS's biggest fundraiser (all council members)

**ACTION:** School council members can sign-up for the Floor Manager position by emailing Christina directly (christina@leadlay.com)

#### Volunteer Coordinator

- Discussion about the best way to approach the role of Volunteer Co-ordinator. Melissa Bulmer suggested it would be helpful to have a list of specific events/ roles parents could volunteer for.

**ACTION:** Imbaw Storer & Dave Mackie will put together a list of events & descriptions of possible volunteer roles for those events in order to help Melissa Bulmer secure more parent volunteers

#### OCASC Representative

- Nicole White provided Janelle Sauvageau a cheque for \$35 to pay for OCASC annual membership fee

### **9. Other Business;**

#### Annual Report

Imbaw Storer provided a brief overview of the 2016/2017 School Council Annual Report.

**MOTION:** To approve the 2016/2017 School Council Annual Report.

Moved by Imbaw Storer; Seconded by Melissa Bulmer; carried.

PRO Grant - Last spring, Jane Hooker applied for & received PRO grant for a RPPS Science Night

**ACTION:** Dave Mackie & Jane Hooker will schedule possible dates for the Science Night

Field / Track / Rink Project

- Imbaw Storer provided Council with some background regarding the proposed project to build a pavilion & a cement pad for a skating rink/ basketball court (project is supported by Hosers, local community group & the city). The pad & pavilion would be built on city property that is currently being used as part of RPPS school yard (east side of soccer field/ track).
- OCDSB has 3 main concerns regarding student safety
  1. Board considering fencing be installed in response to rink project as a safety measure (RPRA & Hosers have asked that no fences be built)
  2. Board had risk assessment done - Location of pavilion is a concern for the Board. Concerned that lines of sight will be obstructed by pavilion at supervision times (i.e. recess)
  3. Also reported in risk assessment was annual vandalism costs for future comparisons to see if rink and pavilion causes a significant change.
- Discussion regarding the need to find a rep for the track and field committee which is a joint committee with the RPRA and Lindenlea-Rockcliffe Park Soccer. Possibilities were mentioned and will be followed up on.

**ACTION:** Confirm Council Track & Field committee rep ASAP

**MOTION:** That minutes include a statement that Council prefers soft boundaries over hard fences, however safety of children remains a priority.

Moved by Imbaw Storer; Seconded by Melissa Bulmer; carried.

Grant Committee

**ACTION:** Dave Mackie will discuss with Emily Moyo (parent) the possibility of forming a Grant Committee to facilitate any potential grant applications.

**10. Adjournment;**

Meeting was adjourned at 9:40 p.m.

**Next Meeting:** Tuesday, November 14, 2017 – 7 PM, RPPS Library