

RPPS SCHOOL COUNCIL DRAFT MEETING MINUTES

October 11, 2016

PARTICIPANTS:

Imbaw Storer, Chair
Candace Amis, Vice Chair
Caroline Matt, Past Chair
Kristi Squires, Secretary
Nicole White, Treasurer
Joni Hamlin, 2015/16 Book Fair Chair
Jane Hooker, Volunteer Coordinator
David Mackie, OCASC Representative
Éric Grenon, Member at Large
Laura Charlton, Member at Large
Hacene Oukacine, Member at Large

Shari Brodie, Principal, RPPS
Heather Gordon, Teacher Representative
Greg Thorpe, Parent
Keith Campbell, RCCC Council Representative

REGRETS:

Linda Lee, Member at Large
Roxan Clark, Member at Large

1. APPROVAL OF AGENDA

Agenda approved, with minor amendments (i.e, to advance Book Fair agenda item to precede Treasurer's Report, and to add Parent Carpooling Request as item for discussion). Moved by Joni Hamlin; seconded by Caroline Matt; carried.

2. APPROVAL OF JUNE 24, 2016 MINUTES

Minutes were approved. Moved by Caroline Matt; seconded by Hacene Oukacine; carried.

3. APPROVAL OF SEPTEMBER 27, 2017 MINUTES

Minutes were approved, pending inclusion of surnames for two participants. Moved by Joni Hamlin; seconded by Candace Amis; carried.

4. BUSINESS ARISING FROM JUNE 24, 2016 MINUTES

All action items arising from June 24, 2016 minutes were completed, as follows:

- Imbaw Storer followed up with Jane Hooker about joining RPPS Parent Council in 2016/2017.
- Kristi Squires followed up with RCCC concerning the RPPS and RCCC signage on Buena Vista.
- Caroline Matt provided update concerning RPPS's new generic website, which is part of the OCDSB platform. She noted that follow-up action is still required concerning online form and purchase capabilities.

5. COUNCIL TEACHER, NON-TEACHER AND COMMUNITY REP(3)

As per the RPPS School Council Constitution, Imbaw Storer informed that Council composition can include a Teacher Representative (this year's representative is Heather Gordon), a Non-Teaching Staff Representative (offer for non-teaching staff to attend was extended to Shari Brodie), and a Community Representative or Representatives. Given that multiple communities feed into RPPS, Imbaw suggested that it would be a good idea to make our meeting dates known, and invitations extended to community association members. Participants agreed.

ACTION: Imbaw Storer to acquire email addresses of community association President's, and send advance RPPS School Council meeting notification to them.

6. CHAIR'S REPORT

Imbaw Storer provided a brief overview of the 2015/2016 School Council Annual Report.

MOTION: To approve the 2015/2016 School Council Annual Report, with minor changes to the Chair's message (changing reference to "RPPS Community BBQ" to "RPPS **School** Community BBQ" and changing reference to "significant monetary contributions" to "**substantial** monetary contributions"). Moved by Joni Hamlin; seconded by Kristi Squires; carried.

Imbaw relayed that he had emailed the 2015/2016 RPPS School Council earlier in the year with respect to parent concerns about a 4/5/6 English split. He noted that a meeting with the Superintendent took place to discuss such and included Shari Brodie and teacher Katharyn Buck. While the 4/5/6 split remains, he informs that parents are satisfied with the measures taken to address concerns (e.g., grade six students will join grade 6 French immersion students for math; they will attend core French with Ms. Gordon; and music with Ms. Lines).

Imbaw made mention of the Eastern Secondary Review and advised that, as part of this review, our School Board Trustee Chris Ellis has publicly raised the question of sending "Rockcliffe/New Edinburgh students to Gloucester High School" instead of Lisgar Collegiate. These comments have reportedly raised concern within our community, however, the Superintendent informs that Rockcliffe and New Edinburgh communities are not part of the review. Imbaw advised that he would contact Chris Ellis and encourage him to set up a meeting with the RPPS Council and parent body to discuss this issue, and clarify his position with respect to such.

ACTION: Imbaw Storer to speak with School Trustee Chris Ellis about setting up meeting with RPPS Council and parent body concerning the Eastern Secondary Review.

7. REPORT FROM SCHOOL COUNCIL [2015/2016] PAST-CHAIR

Caroline Matt provided members with information about the 2016/2017 School Directory. She said that development was smooth and effortless, but noted that not all students are included within, given that parents need to provide permission due to privacy legislation each year. She informed that printing costs were significantly reduced this year (\$157 versus \$750 from previous year), given that the OCDSB took care of such. A public thank you was extended to Andrew Hamlin for assisting in the development process.

Caroline raised the issue of the RPPS clothing drive. Discussion ensued about whether we wanted to target delivery before the holiday season, or for Spirit Week in January. Council opted for Spirit Week in January 2017.

ACTION: Caroline Matt to arrange for clothing drive order forms to be disseminated to students shortly after the conclusion of Book Fair.

8. PRINCIPAL'S REPORT

Shari Brodie made mention of a number of issues, including:

- RPPS Twitter Account - Heather Gordon has created an RPPS twitter account (@spiritRPPS), for which the feed is running on both the new and old RPPS website. Students will be encouraged to put messages in a tweet box, and said messages will subsequently be tweeted out by RPPS' spirit dragon, as appropriate. This issue will be discussed at an upcoming staff meeting, following which teachers will provide related information to students.
- EQAO – EQAO Achievement Results for Grades 3 and 6, at or above provincial standard, were provided to meeting participants. It was noted that OCDSB did not participate last year (2014/2015). Shari relayed that RPPS has and continues to do very well, in comparison with other schools in the Board and Province. She said that there is, however, room for improvement.
- School Memorabilia – RPPS was founded in 1922 and will celebrate its 100th anniversary in about 6 years' time. To prepare for the celebration, Shari is setting aside memorabilia that she comes across in the school (i.e., old attendance records, videos, photos, etc.), which will/can be displayed during the commemorative event.
- RPPS Recycling – Only 14, 000 kilograms of garbage was collected at RPPS in 2015/2016. Shari relayed that this can be attributed to the fact that teachers and students take the recycling program within the school very seriously – green bins abound; children/parents are encouraged to bring/pack litterless lunches; paper is recycled, etc.
- Staffing Changes – classroom and staffing changes, were discussed, including the addition of a fourth kindergarten class just prior to the commencement of the school year, and the hiring of new full-time and long term casual staff.
- Sports – Soccer commences during the week of October 10th; x-country meet for grades 3-6 will take place on October 22.

- School Photos – School photo day will take place on October 12th; retakes, class and team photos will take place on November 9th.

9. UPDATES

Book Fair Chair

Joni Hamlin noted that she met with teachers on October 11, 2016 to provide them with information about Book Fair. She relayed that the first official Book Fair meeting will take place on October 13th, and that volunteers are still required. Candace Amis agreed to take on the role of coordinating / acquiring /supervising high school volunteers. Grade 7 and 8 students wishing to volunteer will need to be accompanied by a parent. All volunteers will be required to wear a name badge.

Joni advised that bookcases will arrive on October 19th and that access to the large gym will be provided on the same day. Hot food will be provided by an external company this year, and as such, Book Fair/RPPS will not benefit from said profits.

Sixty-seven Book Fair shirts were purchased this year. Public thanks for coordinating the ordering and sale of said shirts was provided to Caroline Matt and Andrew Hamlin.

Joni relayed that both she and Inge Vander Horst will step down from their retrospective roles as Chair and Volunteer Coordinator once Book Fair has concluded this year. On behalf of RPPS and the RPPS School Council, Imbaw Storer thanked Joni for all her tremendous work over the years.

Treasurer

Nicole White reviewed proposed budget details for 2016/2017 in great detail, including financial forecasts for currently identified sources of revenue and planned expenditures. Please see Proposed Budget, attached as Appendix A, for details.

MOTION: To approve the proposed RPPS Council Budget for 2016/2017, subject to the following amendments/additions:

- Add "School Directory" as line object with forecasted revenue of \$750
- Amend "Field Trips" line object to include 19 home rooms, with forecasted expenditures of \$3800 (up from \$3600)
- Include reference to Kitchen Renovation, Yard Improvements, Recess Equipment and School Gardens under "School Enrichment" line object
- Include reference to additional chrome books and storage bins and iPads for Kindergarten and Primary Grades under "Technology"
- Raise forecasted expenditures for Library Books from \$3K to \$5K
- Amend "Workshops" line object to include 19 home rooms, with forecasted expenditures of \$3800 (up from \$3600)
- Add "School-wide trip to Children's Festival" line object, with

- forecasted expenditure of \$5.3K
- Reduce forecasted expenditures for “Authors’ Workshops from \$5K to \$4K.

Moved by Nicole White; seconded by Caroline Matt; carried.

ACTION: Shari Brodie to determine technology needs of each classroom, and determine how technology previously purchased with Council-raised funds is being used. Report to be provided to Imbaw Storer.

Volunteer Coordinator

Jane Hooker noted that she handed out Volunteer Application Forms to parents at “Meet the Teacher Night” and that she would follow-up with interested parents, as required. Brief discussion ensued with respect to classroom parent volunteers.

ACTION: Shari Brodie to poll teachers to determine interest in acquiring a class parent volunteer and report back to Jane Hooker

Jane Hooker to meet with Caroline Matt, Joni Hamlin, Candace Amis, and Imbaw Storer to discuss the volunteer coordinator role, and related action going forth.

Jane Hooker to send draft messages destined for transmission to parents to Shari Brodie, who will distribute, as appropriate.

OCASC Representative

David Mackie noted that while the first OCASC meeting was held on September 29, 2016, he was not able to attend. He advised that the annual OCASC membership form has been completed, and that he requires a cheque to pay membership fee.

ACTION: Nicole White to provide David Mackie with \$35 cheque to pay OCASC annual membership fee.

David relayed that a School Council Training Day will be incorporated into the Parent Conference, which is held in partnership with the Parent Involvement Committee and the Ottawa Carleton Assembly of School Councils and will take place on Saturday, November 19th, from 0830 to 1230 hours. The training day will include workshops on a variety of topics, including school council finances, well-being, and learning.

The next OCASC assembly meeting will take place on Thursday, October 20th.

10. OTHER BUSINESS

Possible Consultation with OCDSB Trustee

Further to the comments made above concerning the Eastern Secondary, Imbaw Storer advised that he will be in contact with Trustee Chris Ellis. It is hoped that a meeting will be convened during the last week of October 2016.

Kindergarten Yard Wrap Up

Given that the Kindergarten Yard is now complete, Imbaw Storer noted that it might be appropriate to organize a formal opening ceremony. Participants concurred.

ACTION: Jane Hooker and Laura Charlton to organize opening ceremony, and invite community members, as appropriate (e.g., local City Councillor, RCRA and Lindenlee community members, etc.). Details to be communicated back to Council and parent body.

Community Relations

Imbaw Storer advised he has received feedback from a local community association and nearby residents with respect to the bunker that was erected adjacent to the Kindergarten yard. He noted that it may be necessary to plant a hedge alongside of the bunker to appease concerns. Budget monies have been allocated accordingly.

Imbaw briefly mentioned the hut that was recently moved from Rideau Hall to RPPC. While intended as a skating hut, it is not certain whether it can be outfitted with washrooms and made accessible for use as such this year. Imbaw also noted the importance of working in partnership with the RPRA and Rockcliffe Hosers.

11. ADJOURNMENT

A motion to adjourn at 2112 hours was moved by Imbaw Storer and seconded by Kristi Squires. Carried.