

RPPS School Council
Meeting Minutes - FINAL
April 12, 2016

PARTICIPANTS

Imbaw Storer, Chair
Caroline Matt, Past President
Linda Lee, Secretary
Nabanita Giri, Treasurer
Joni Hamlin, Book Fair Chair

Hacene Oukacine, OCASC Representative
Roxan Clark, Member at Large
Shari Brodie, Principal, RPPS
Christina Leadley, Author's Workshop
Marta Klepaczek, Parent

Absent:

John Arnold, Vice-Chair
Sean Flynn, Member At Large

Heather Gordon, Teacher Representative
Kristi Squires, Member at Large

1. Approval of Agenda

Agenda was approved with one change – Item #6b Book Fair Chair and Item #7a Concussions Follow Up to be moved before the Chair's Report. Moved by Linda Lee; seconded by Caroline Matt; carried.

2. Approval of March 8, 2106 Minutes

Minutes were approved. Moved by Hacene Oukacine; seconded by Roxan Clark; carried.

3. Business Arising from Minutes

Joni Hamlin provided an update on the liability insurance. The liability amount cannot be raised to \$5M for one occurrence during Book Fair, but more insurance can be purchased. The insurance company will also try to send the certificate in time for Book Fair, but they did provide reassurances that there is continuous coverage even without the physical certificate. **ACTION:** Joni Hamlin to follow up with the cost for purchasing more insurance.

4. Updates - Book Fair Chair

Joni Hamlin provided an update on Book Fair Activities. Of note:

- The money from the sale of the rare books was given to Imbaw Storer.
- The students voted for next year's Book Fair theme and Star Wars is the winning theme.
- April 23-24th is the Rockcliffe Library Book Sale and leftover books will be moved on to the stage in the school gym. There will be sorting on April 28th.
- For Grandparents Day, an RSVP will be requested which will help improve planning for the event. Volunteers will be used to pass out the food.

- There is a possible meeting scheduled for April 26th.

Joni also provided an update on the Children's Festival. The cost will likely be about \$5000 for the entire school (including buses and tickets). The festival organizers offered a discount in the form of a 1:7 ratio of free tickets. Joni is looking into getting a better discount for the Kindergarten students. Buses could pick up the students at 9:30am and drop off at 1:30pm.

Joni brought forward a French reading book series that she found which follows the school curriculum. There are 8 books in the series and the cost is \$120 for the series. The recommendation is to buy 2 sets of the series.

5. Other Business – Concussions

Marta Klepaczek and Joni Hamlin met with Shari Brodie and Jennifer regarding the procedure for concussions. They proposed a system to enhance the implementation of the Board concussion protocols. This would entail creating a concussion documentation binder that contains the various forms related to the incident. The binder would be readily accessible to teachers and school staff as long as the medical condition warranted. Joni and Marta will be working with the school to have this system in place. It could also be used if the incident occurs outside the school. A recent visit by a public health nurse provided an opportunity to raise awareness on brain injuries to all students.

6. Chair's Report

Imbaw Storer reported on the following items:

- Due to issues with having the Council's account with the school's account, the Finance Department is looking at allowing the School Council to have its own bank account again. The principal will have to be comfortable that budget protocols are in place, but this could happen for next year in September 2016.
- Imbaw brought forward a couple of emails for information. Rockcliffe Park is having a spring cleanup and requested the Council to send out a notice to the school community. **ACTION:** Imbaw to forward the request to Shari to send out.
- Mazzola sent out a survey, however the question that Council wanted to ask was not included in the survey. Council could send out another survey, but based on discussions with Doireann, an additional hot lunch day will not impact participation in Pizza Day. **MOTION:** Motion to offer 2 hot lunch days per week on Mondays and Wednesdays starting next school year (September 2016). Moved by Caroline Matt; seconded by Roxie Clark; approved.

7. Principal's Report

Shari Brodie reported on the following items:

- Next year the EFI program will change which will impact staff and timetables.
- The Secondary School Program Review will be sent to parents. The Board is looking for feedback from families with children in elementary school as any changes will impact these students.
- Regarding staff changes, 3 teachers will be taking some leave next year.
- The school year book is underway.

- May 2nd - 6th is Education Week and there are many events planned. Setup for Art in Bloom will be on May 2nd. On May 2nd there will also be a dance presentation, the Volunteer Breakfast will be on May 3rd, there will be the Authors' Visit during the week, the Open House is on May 5th and May 6th is Grandparents Reading Day.
- The Grade 6 class will be doing a Legacy Project which will likely be the buddy bench.
- Parents and students are encouraged to vote for their favourite crossing guards.
- Book Fair Grant is going to 5 schools. There is \$5000 in the Book Fair School Grant, so each school will receive \$1000.
- A Metis author came to visit Grade 3-6 classes and the students were very engaged.
- Lighting changes in the library have been completed.
- Momentum Moves has been working with all classes and next Friday there will be performance at the school at 1:30pm.

8. Author's Workshop

Christina Leadley provided an update on the Author's Workshop. The workshop is being held on May 4th and 10 authors are coming in. On May 5th, a librarian from the Ottawa Public Library will be coming in for story time with Kindergarten students. They are waiting for confirmation on the availability from one of the authors, so the date for the Grade 6 students may have to change from May 11th to May 13th. They will be getting books from Books on Beechwood and making them available in the library. Christina is working with Nabanita Giri on updating the budget to reflect the expenses.

9. Updates

- Treasurer** – Nabanita Giri provided a budget update. As the new numbers were only received that day, there will be a better sense of the accounts next month. Regarding purchasing 2 sets of the French book series brought forward by Joni Hamlin at \$120 per set, there will be a better idea of available funds at the next meeting after the numbers have been updated.
- Volunteer Coordinator** – No updates; Council does not have a Volunteer Coordinator.
- OCASC Representative** – No updates; Hacene Oukacine was unable to attend the meeting on March 24th, however it was likely not held due to bad weather.

10. Other Business

- Kindergarten Yard** – Imbaw Storer confirmed approval of the Form 700 funding application and Council will be receiving \$7500 from the City and \$25,000 from the Board. There will be further discussion at the next meeting once the numbers have been updated in the budget.
- Future Events** – For the School Council BBQ, Kristi Squires has booked Pro Sports for the event.

11. Adjournment

Meeting adjourned at 8:20pm.