

RPPS School Council  
Meeting Minutes – DRAFT  
January 12, 2016

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**PARTICIPANTS**

Imbaw Storer, Chair  
Caroline Matt, Past President  
Linda Lee, Secretary  
Nabanita Giri, Treasurer  
Jennifer Mackinnon, RCCC Representative

Hacene Oukacine, OCASC Representative  
Sean Flynn, Member At Large  
Kristi Squires, Member at Large  
Shari Brodie, Principal, RPPS  
Heather Gordon, Teacher Representative

**Absent:**

John Arnold, Vice-Chair  
Roxie Clark, Member at Large

Joni Hamlin, Book Fair Chair

**1. Approval of Agenda**

Agenda was approved. Moved by Caroline Matt; seconded by Kristi Squires; carried.

**2. Approval of December 8, 2015 Minutes**

Minutes were approved. Moved by Caroline Matt; seconded by Kristi Squires; carried.

**3. Business Arising from Minutes**

Research into record check process and use of social media for the school are in progress – no status updates as Joni Hamlin and John Arnold were not present.

Caroline Matt provided an update on parent volunteers and progress is ongoing. Joni Hamlin has followed up with teachers on the message for parent volunteers and they have a list of classrooms with current parent volunteers. There is also a Book Fair recruitment night this month and will mention parent volunteers at this event as well.

Caroline Matt will draft a reminder email to parents when the new Mazzola order form comes out.

Imbaw Storer completed the form to renew the OCASC membership and check will be issued.

**4. Chair's Report**

Imbaw Storer reported on the following items:

- The online ordering for the new Pizza and Milk sessions started and orders are coming in through the online store.

- Caroline Matt provided an update on the clothing drive that was carried out before Christmas. Not as many orders were received as expected. The clothing drive was done exclusively online with only 5 orders done through paper forms. Things are setup to continue with Brymark. Lessons learned include starting the drive earlier next year, have clothing samples out during Meet the Teacher Night and ensure that all size samples and styles are available for parents to try out and see.
- For the Grade 6 trip, Caroline Matt will take the lead to contact teachers and see what they envision for this year as well as start the process to form the committee for organizing the trip.
- Chris Ellis is hosting a meeting on January 16<sup>th</sup> from 10am-noon at Hawthorne Public School for anyone who can attend.

## 5. Principal's Report

Shari Brodie reported on the following items:

- Kindergarten registration week is from January 25-29, 2016 and there will be a Kindergarten Information Night on January 28, 2016. This will likely be held in the library.
- Survey on changes to the French Immersion program has ended. The School Board will be reviewing the results and are looking at implementing the changes.
- Shari attended a meeting where the School Board wanted feedback from elementary school principals on K-6 and Gr 7-12 schools. There are many variations of schools (K-6, K-8, etc.) and they would like to have some more consistency across the school board.
- Transfer applications will occur from February 8-19, 2016. New and existing transfers will need to submit an application to their home school for transfer requests. Due to the size of the school, there are very few approvals and only based on extenuating circumstances.
- Report cards will be sent out on February 4, 2016. The OCDSB newsletter was sent out and there is a PD day on February 15, 2016. EQAO will be conducted this year.
- Volleyball season will start next week with Mr. McArthur coaching the boys and Heather Gordon coaching the girls. Chime Choir will also be starting. Medals that were received for soccer will be presented at School Assembly on January 29, 2016 at 1:30pm. The FAIR Club has been collecting clothing donations for Syrian refugees, and the students will be going to the dropoff location this Saturday to help sort the donations.
- Rockcliffe Hosers have been working on the skating rink and skating sessions will be starting soon. Teachers will need parent volunteers to help tie up skates and a reminder that students will need approved skating helmets.
- School Board will be introducing new board-wide websites for schools in order to allow the Board to input information directly to the websites for more consistency and efficiency. This will likely occur in April.
- Installation of the new lighting in the library has started.
- It was noted that students are not always in line and well organized at bell time, so students are being asked to take more responsibility on following the rules when entering the school.

## 6. Updates

- a. **Treasurer's Report** - Nabanita Giri provided an update on the budget. Of note:

- Some line items still need to be reconciled and will be confirming actual amounts, such as the School Directories, Clothing, Gym Storage and Technology.
- There might also be an update to the actual amount from Book Fair due to the revenue from the rare books. Currently, there is a surplus of \$14,000 from the original estimate for Book Fair.
- Not many teachers have used the funds for enrichments, books, workshops, etc. yet.
- Information on actual amounts have not yet been received for the Long Term Funds items.
- More money was spent on Library Books than budgeted and will be looking into this further, as well as the allocation for the Parent Library.
- There was discussion on a possible subsidy level to support students for a field trip to the Children's Festival. **ACTION:** Heather Gordon to check with teachers and find out interest for this field trip, and to call the Children's Festival for more information.

**b. Book Fair Chair** – Joni Hamlin was not present. There will be a Book Fair Volunteer Meet & Greet event on January 21, 2016.

**c. Volunteer Coordinator**

- No updates; Council still does not have a Volunteer Coordinator.
- It was noted that volunteers will be needed for the Dance-a-thon event. The role of Volunteer Coordinator can likely be handled by current Council members for this event.
- Kristi Squires offered to send a note to her class to solicit interest in the Volunteer Coordinator position. As well, Council will have a table at the Kindergarten Info Night and will talk to parents about joining Council and the Volunteer Coordinator position.

**d. OCASC** – Hacene Oukacine provided a summary of the OCASC meeting on December 17, 2016.

Of note:

- Presentation was made on the changes to the French Immersion program.
- There was also discussion on new planned structures, school closures and transitions, commemoration ideas, and having standard allergy forms across schools.
- A Toolbox for Q&A will soon be published on the OCASC website and might be good to link to it from the RPPS website.

## **7. Other Business**

**a. Dance-a-thon** – DJ is being contacted for the event. A suggestion was made that the older Grade 6 students who are not as interested in participating could help the younger students during the Kindergarten timeslots instead. Student names will have to be gathered in advance to properly coordinate and manage this.

**MOTION:** Motion to make the Dance-a-thon a fund raiser to be split 50/50 with the School Council and a cause chosen by the FAIR Club. Moved by Imbaw Storer; seconded by Caroline Matt; passed.

**b. Kindergarten Yard** – Imbaw Storer provided an update on the estimated cost of the Kindergarten Yard which has increased from the original amount. A funding application request is being submitted to the Board for \$17,500, however an additional \$40,000 is needed. There is

currently \$12,000 unallocated in the Council budget and Imbaw indicated that Joni Hamlin was ok with using the additional funds from Book Fair towards the Kindergarten Yard.

**MOTION:** Motion to allocate an additional \$20,000 towards the Kindergarten Yard project from the unallocated budget balance and additional funds raised from Book Fair. Moved by Imbaw Storer; second by Nabanita Giri; passed.

- c. **Kindergarten Info Night** – The Council will have a table at this event and Caroline Matt and Imbaw Storer will be attending.

## **8. Adjournment**

**MOTION:** Motion to adjourn meeting. Moved by Nabanita Giri; seconded by Caroline Matt; adjourned.