

Maple Ridge Elementary School Council

Meeting Minutes September 22nd, 2015

6:30 – 8:40pm

Attendees:

Cynthia Allen, Rosita McLaughlin, Micheline Lalonde, Elitza Palazov, Luc Bourque, Jennifer Tracey, Tamara Johnson, Natalie Makara, Nicole Guertin-Colverson, Wil Dykstra, Shealee Free, Yvonne Duala-Ekoko (& husband/friend ?), Jacquie Jette, Barbara MacIntyre, Robin Januska, Tracy Murdoch,

Meeting called to Order – Cynthia Allen

Meeting agenda approved. All in favour

Approval of June meeting minutes – Approved by Barbara MacIntyre, seconded by Cynthia Allen

Introduction

Into for all in attendance. Voting for 2015/2016 council members- all who were present and/or sent in their nomination prior to the meeting were taken into consideration. Voting took place with the following people taking on below roles within council for the 2015/2016 school year:

- Chair - Cynthia Allen
- Treasure – Wil Dykstra
- Community representative- Barbara MacIntyre
- Secretary- Shealee Free

Family Fun Day

- Reviewed the dates for the 2016 family fun day, it is attentively scheduled for June 9th, 2015.
- There is a potential date conflict with Retirement dinner for teachers, follow up needed. Should the dates be the same day, there will likely be less representation from teachers.
- There was feedback about the silent auction that took place, winners had a total of 1 week to claim their winnings and pay. In some cases the prizes were not claimed and caused a lot of extra work to follow up with winners. Possible solution is to have people be on site to claim their winnings same day as event.
- The bouncy castle company we used in past is already booking into next year. As a result we are scoping out alternative companies that we can use. Once we have our 2017 Family Fun Day confirmed we will be pro-actively calling to pre-book the castle.

Council meetings for 2015/2016

- Dates have been determined, all are welcome to the meetings. They will usually take place the 2nd Tuesday of every month at 6:30pm. Proposed dates are:
 - September 22/2015
 - October 13/2015
 - November 10/2015
 - December 8/2015
 - January 12/2016
 - February 9/2016
 - March /2016
 - April 2/2016
 - May 0/2016
 - June 21/2016 (3rd Tuesday)

- There was discussion around offering a child care option for parents who wish to attend the meetings. This was done in the past and did not have that much take up, what we will be doing is offering this once again for one meeting and see what the results are from it.
 - It is important to note that children will be in the school yet not in the same room where the meeting is being held. Children are watched by high school aged students

Ottawa Carleton Association of School Councils (OCASC)

- This is a program designed to bring school council members from across the board to share in ideas in an effort to learn from one another.
- We are looking for an OCASC representative that would attend these meetings with Cynthia Allen on a monthly basis or go alone when Cynthia cannot attend. These meetings are held at Fisher Park School on Holland Ave..
- First meeting is September 24th, 2015 will include the “Chalk it up” portion where Councils can share best practices and ask questions. There are two guest speakers to attend the meeting to share key priorities for the 2015/2016 school year.
- Please contact Cynthia Allen directly should you be interested in participating in the sessions.

Maple Ridge Constitution/By-Laws

- Every three years the Maple Ridge Con gets reviewed. This document has an electronic version housed on the Maple Ridge School website under the school council link. We are looking for a small team to review in detail and put forward any suggestions as to how this can be enhanced. If you are interested please contact Cynthia Allen directly, this is approximately a 2 hour time investment. The deadline for all revisions is end of academic year.

Principle Profile

- There is a Principal Profile accessible on the Maple Ridge website. The ask is you read over the profile and put forward any feedback, questions and/or concerns at our next meeting. This is a great opportunity to highlight the desire to have a bilingual principal in our school that offers French immersion.

Outdoor butterfly garden / trees

- We have had a lot of help from a few special grade 6 students who had been weeding the garden on breaks at school. We are looking for additional support to ensure that the garden which really was a labor of love is maintained. This is not any one person’s responsibility but rather the greater Maple Ridge school and council’s responsibility.
- We have asked the councillor Stephen Blais to attend an official ribbon cutting/sign unveiling ceremony. We would take the opportunity to take photos and ensure we post them online. Mrs Catherine Eames really did a lot to bring the garden along. As a token of appreciation a beautiful book has been donated to the library and dedicated to her.
- Last year Maple Ridge School received a total of 18 trees, all of which had to be watered on both Tuesdays and Fridays. Watering takes place until ~end of October. We are looking for another 5 people to help do the watering. This is a 2 hour job in total, all material is housed at the school already. If you are able to help, please reach out to Cynthia Allen.
 - There is no other option for days as the school is locked on weekends and with the materials being on site, it needs to be during the week.

Communications coordinator:

Last year Rosita McLaughlin was the communications coordinator, she has graciously accepted the role

once again this year. Rosita will be sending out a monthly letter, she has asked that she get the calendar of events from the school by the last Thursday of every month.

Rocks and Rings

Rocks and rings was a huge success last year and will be booked once again. The cost for this event is \$880.00. This program has the support of Mme. Guertin-Colverson and greater Maple Ridge School.

Fundraising Pizza days-

- This year we are doing on-line ordering for Pizza days, there is a portal that has been set up where parents can log on and order pizza for their kids. The frequency can be determined by the parents and paid for online through the portal. The 1st session is for a 16 week period, then there will be another session for after Christmas.
- Pizza days have always been a big fundraiser for the school, being the 1st year that this is being done online we are expecting a slight drop in sales. The estimated drop in sales during this transition to online is ~30%.
 - Largely due the transition of ordering on line vs. sending money in and having it all done manually.
 - Doing it online is saving a lot of time from having volunteers manually having to enter in every child's order.
- If there are children who enroll to the school mid-term, there is an option for them to manually be added to the Pizza day orders. This would have to be triggered by the office.

Fundraising Lunch Lady-

- There is a program offered in other schools where students are provided a warm, healthy lunch. This is not offered today in our school, we will be inviting this company to a meeting in the future to hear what they have to offer.
- This is not run and/or administered by the school. It is simply another option for parents and students if they want.

Fundraising Entertainment books-

- These will be given to all families on the week of October 7th, 2015. This is the 2nd year that we have taken part in selling these books. We will re-evaluate after the sales to see if we will be doing it again. Seeking out volunteers for putting together the books on October 5th, 2015 after school. Cynthia will be sending an email to everyone prior to October 5th, 2015. Campaign will run from October 7th-21st, 2015.

Pro-Grants:

- Application was submitted with confirmation of receipt.
- Pro- grants have since been approved again this year, we will be booking a scientist once again. This has already been approved

Financial Report – Wil Dykstra

- Due to time, we will be reviewing the income statements during our next meeting on October 13th, 2015.
- We have committed to giving a total of \$30,000.00 to the school towards the garden.
- All members at the meeting were in favor of paying \$315.00 to the online ordering portal for Pizza.

Principal Report – Nicole Guertin-Colverson

- Thanks everyone for coming and welcomed new participants.
- Acknowledged that this school year has been slightly different than other years and appreciates everyone's support during this difficult time. It was shared that tasks like disputation of notes/letters home are being done by both the principal and vice principal. There may have been a slight delay in receiving letters home, again because the whole student population has two people overseeing all communications. It was shared that the teaching staff are still 110% committed to their students and she would be surprised if any student felt a difference when starting school this year.
- Shared great news that the anticipated 2 year wait to have work done in the garden in fact would be much less. Through some negotiations, it is confirmed that the next phase of construction on the garden by the OCDSB would be done this Fall. What that means is the garden will be off limits and under construction for a few weeks.
- It was communicated that Terry Fox charity walk still would be taking place at school, but Cross Country meets will only be held at the school this year. The whole staff is committed to making it a great event this year. The back ground behind not having Cross country off school grounds this year has to do with teachers not being able to administer any of the paper work, arranging transportation and permission forms. It would not be logistically possible to have it take place outside of the school this year.
- There are currently no plans for a meet the teacher night, if something changes it will be communicated.
- This past month our school crossing guard Freida Fong won an award for being the city's favourite crossing guard. We are very lucky that she is a part of our Maple Ridge Family, she was awarded a sum of money to go towards the school. Mme. Guertin-Colverson is scoping out a possible "Buddy Bench" for students at the school with the money. This is a place where students can go and sit if they feel alone or down, this would allow other students to know how others are feeling; getting involved. This fully supports the schools foundation of caring of others and showing empathy when needed. Mme. Guertin-Colverson asked if council would be in a position to purchase "TAM" bags for the primary grades. These are communication bags that go back and forth with the students and parents with all communications in them. All were in support and we will be paying for these.

Financial decisions:

- All members at the meeting were in favor of paying \$315.00 to the online ordering portal for Pizza.
- School council to be donating the funds for "TAM" bags for the 2015/2016 school year. The final cost will be given to Wil, all were in support.

Communications that will be released:

There are two communications that will be going out to parents about the pizza lunches and the deadline to order.

Cynthia will be sending an email to everyone prior to October 5th, 2015 inviting people to take part in putting the entertainment books together.

Take away items needing follow –up:

- Mme. Colverson to confirm the dates for the retirement dinner this year. Once that is firmed up we will be able to make a decision on the Family Fun Day.

- Looking for an OCASC representative to attend meetings with Cynthia Allen. If interested please reach out to Cynthia Allen
- Looking for a small team to reviewing the Maple Ridge Con, make suggestions for enhancements. Please reach out to Cynthia Allen.
- Review the Principal Profile on the Maple Ridge School website, if you have any feedback please bring it to our next meeting on October 13, 2015.
- Looking for 5 people to help on Tuesday and Fridays to water the trees at the school. This is a 2 hour job and only takes place until the end of October.
- Rosita McLaughlin has asked that she get a calendar of events from the school by the last Thursday of every month.
- Seeking out volunteers for putting together the books on October 5th, 2015 after school, to put together the entertainment books.
- Mme. Guertin-Colverson to follow up with Wil on the cost for the “TAM” bags. Council will be buying these for the school this year.

Cynthia thanked present Council members and motioned to adjourn the meeting 8:40pm. September 22nd, 2015 meeting minutes approved by MRES council:

Executive Signature

Date