



# MAPLE RIDGE ELEMENTARY SCHOOL

1000 Valin St, Orleans, ON K4A 4B5  
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OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

Education  
Foundation  
of Ottawa

International  
Education  
Programs

## Maple Ridge Elementary School Parents Council

1000 Valin St, Orleans, ON K4A 4B5

**February 11, 2020**

### Attendees:

Cynthia Allen, Amanda Hope, Rosita McLaughlin, Pamela Dossett, Michelle Snook, Marianne Harvey, Jennifer Malek, Jennifer Tracey, Crystall Matheson, Wendy Mak, Lisa Briscoe, Elitza Palazov, Talia Lombardo

### Regrets:

Rhiana Lorimer, Brenda Beaudoin, Tamara Johnson, Barbara MacIntyre, Marc Laliberté, Jean-François Sebastien, Heather Peppy

### Guest Speakers:

Clarissa Arthur, Executive Director – Education Foundation of Ottawa

### Meeting called to Order

6:31pm Minutes Record by: Pamela Dossett

### Approval of February 11, 2020 Council Agenda:

Approved

### Old Business & Approval of last meeting's minutes:

Approved – **Michelle** motion to approve, seconded by **Jennifer**

### Education Foundation of Ottawa

**Clarissa Arthur, Executive Director (See Appendix A)**

Introduction: Clarissa works to create and execute fundraising plans, establish and maintain positive donor relations, liaise with school administrators, and lead campaigns and special events. She has been in this role for approximately one-year and acts as an independent charitable arm of the school board. She is excited to showcase her recently developed promotional video to help demonstrate the importance of the Foundation. The purpose of the Foundation is to ensure that, “every child has the opportunity to succeed.” Many requests come through the Foundation that help children and students in crisis.

## ***How it Works***

School Principals, Vice-Principals, and Social Workers can contact the Foundation by simply completing a google docs form. They provide a description of what the student needs and asks for a certain amount of money to assist with meeting this student's needs. Some examples include clothing, food / healthy snacks provided throughout school hours, emergency needs, basketball shoes, medical needs, wheelchair / crutches. Once the Foundation reviews and approves these requests, a cheque is made payable to the school and the Principal / Vice-Principal can use these funds to purchase the supplies for the student and/or family through a gift card. (The method of distribution of funds to the families is at the discretion of the Principal / Vice-Principal.)

The Foundation also acts as an advocate on a family's behalf by contacting camps to see if they are willing to reduce the rates for families in-need. They research different programs and opportunities for Bursaries and Awards for students who are going off to post-secondary. They give 12-15 bursary/awards through an application process. Some bursaries are available to the entire school, for example an art bursary, Artists in School is a one week program for the school. Some schools are identified within the City as being areas which are more in-need than other parts of the City.

## ***Ways to get Involved***

The Foundation receives most of its funding through private and corporate sponsors. Canadian Tire Jump Start gave \$15,000 this year to support autism programs for water safety lessons that served over 250 kids.

Ways that Parents and/or Schools can get involved are:

- Auto-pay donation – payroll deductions (charitable tax receipts are provided)
- Fundraising events (eg. retirement party as a fundraiser - Rick Haggard dedicated his retirement celebration to the Education Foundation - \$10,075)
- Toonie-Tuesdays (Last year raised \$48,000 in toonie-Tuesday)
  - Toonie Tuesday is a 1-day mark where students bring \$2 to school to donate. Proceeds contribute into the Education Foundation crisis fund.

## ***Next Steps for Fundraising Initiatives***

Clarissa disclosed they are currently working on a plan to increase the Board of Directors' visibility and may explore potentially recruiting a parent for this board. This year Toonie-Tuesday was scheduled to take place on February 25, 2020; however, has been placed on HOLD due to the strike action. The Foundation is also looking into accepting donations through the School Cash Online program. Finally, the Education Foundation is excited to launch their promotional video to explain and demonstrate the vision and mission of the Foundation. This video will be posted and promoted shortly through FaceBook and other social media platforms.

## **Questions**

Q: What percentage of students use the crisis services?

A: About 1 in 5 kids in each classroom may be at-risk of poverty. At that number looking at 15,000 kids that may needs that service. Since September, received close to 300 requests for that support.

Q: Does the Catholic School Board have a similar program?

A: The Catholic Board also has a similar foundation; they also receive donations through the catholic church which is a huge revenue generating opportunity.

Q: Can the Education Foundation accept donations from churches?

A: Yes, the Public board can also reach out to churches.

**Principal's Report:** Marianne Harvey

## **Strike Action**

- Encouraging parents to continue to listen to the media. Frustration is rising
- Report card writing day January 24, 2020
- All staff were in writing reports card, they have all been handed into Miss Marianne, no comments, only marks
- If a parent wants to know the children's mark, they can contact Miss Marianne directly
- If they want to speak about the progress, they must talk directly to the teachers
- Principals are asking the Board for direction on how to manage influx of parents asking for children's grades (pending responses).
- As of this moment, there will be no report cards being sent home, no grades reported, no progress reports issued
- Teachers were not allowed to compile a report card electronically, it's all done by hand
- Historically, marks have been part of the teacher's job; however, there are no guidelines for anecdotal comments. It is not struck-work to communicate progress to parents verbally, it is struck-work to communicate the marks

## **Events**

- On January 23, 2020 we had the movie night, the kids were amazing, everything was so well organized, total amount raised for the Food Bank appx \$1740
- January 31, 2020 – we had a spirit day, each class wrote different colours
- Cynthia expressed that there were some comments on the unofficial MR Facebook page, that not all kids in the class participated, and there was no pictures of the kids. Some parents didn't feel it was very 'spirited'. Miss Marianne said that the student council was happy that they picked what they wanted to do and promoted it, very empowering for those who participated.
- Next day is Hawaiian day, stay tuned for a communication

## **Milk Program**

- Currently only has 39 children enrolled for term 2, Miss Marianne thinks it has to do with School Cash online payments only. Also, Canada Food Guide is now excluding dairy as a food group. Miss Marianne is not sure what the school is doing for the milk, some suggestions were to either refund everyone and stop the program. It is also struck work for the teachers, so staff are not permitted to administer it.

## **Fundraising / Pizza Lunches:** Jennifer Tracey & Wendy Mak

- Term 2 Pizza starts tomorrow (Feb 11) ordering has closed
- Based on how payments were coming through, there were quite a few people who broke up payments in 2A and 2B
- The various strike days did not seem to deter anybody; parents seem to recognise that the pizza is just being moved to an alternate day that week or moved to the end of the term to make up for the days missed.
- There are two spare weeks in June if we need some make-up days
- There was recently a pizza day on a snow day when buses were cancelled, surplus pizza was given to the staff. Normally, surplus we would put in the freezer; however, the refrigerator has since been decommissioned. Extra pizza slices are sold on site as well.
- Payment period 2B will open in April or end of March, it will be open for 1-week or 10 days
- For pizza 2021
  - Wendy will not be doing pizza for the next year as she will be returning to work
  - Cynthia advised that the previous volunteers for pizza day had written up a little job description and circulated it the MR community. This outlined what was expected but also the importance of the fundraiser. The description also included a list of purchases over the years for the school as a result of the pizza fundraiser
  - Cynthia advised that we need to find a replacement for Wendy, and asked Council to see if they hear of anyone who may be interested to bring forward their names
- Note there has been a communication sent to families that ordered Lunch Lady, when on strike the dollar amount for the lunch would be credited to the individual accounts.

## **Family Fun Day (FFD) – May 28, 2020**

- Wendy did speak with M&M to see if they can do BBQs, but they do not do them anymore, she also asked Sobey's and they do not do it either. Wendy approached the Navan Lion's Club and they said they were willing to do it, but that they would need a few things from us
  - They can help us with 1 commercial BBQ, but we would have to provide a commercial BBQ – rental fee is about \$90
  - Burgers would have to be pre-cooked and stored in coolers
  - Hotdogs do not have to be cooked but would have to be placed in coolers with ice that we would have to provide

- They supply chafing dishes
- Council would supply condiments, clean-up, tables, etc.
- Lion's Club would bring in the people to do the cooking and serving
- Since they are not for profit, they would do it at no cost
- Lion's Club would have a little container to accept donations
- Discussions about M&M having pre-cooked burgers
- Wholesale off Cyrville also sells pre-cooked burgers in large quantities
- Discussed the possibility of food trucks, some do fundraiser options (the truck in Convent Glen parking lot)
- Are there any insurance issues for the Lions club doing this? Something else to investigate
- Contingency plan if it rains
- Miss Marianne suggested Grill Masters
- Wendy will get some costs
- Family Fun Day planning evening scheduled for March
- 

**Treasurer's Report:** Jennifer Tracey

**Financial Summary (See Appendix B)**

- Updated: changes reflected are the terms 2 pizza funds

**Incidental funds**

- Wendy brought up the idea of having an incidental fund established at the beginning of the year for each teacher.
- Can we open an incidental fund for school supplies? Or EDP fund? For example, teachers allotted \$200 / teacher / year
- Might be easier to set aside some funds so that the teachers don't need to spend money out of their pockets
- Miss Marianne advised that teachers and/or ECEs can approach her to help fund classroom supplies. The school budget can typically cover the money for it. Teachers and/or ECEs also tend to pay out of their pockets for supplies but do this because they would like to keep the supplies with them if they move schools.
- Some other schools have a certain percentage allocated to EDP or teachers, so they are aware they have \$75 (for example) towards supplies for their classroom.
- The Extended Day Program (EDP) could have supplies that could also be used in the kinder classrooms

**Yearbook:** Elitza Palazov

- Things are going well, no updates to report at this time

**Chair Report:** Cynthia Allen

No official Chair report this month

- A couple hiccups with the Arts Express program – registration was low therefore Broadway Lights was cancelled, Cartooning is going to run, The Lego Guy is running on Thursdays
- Will put out the call for volunteers needed for the April 2, Family Science Night facilitated by Scientists in Schools. If there are any labour actions with secondary schools that fall on April 2, the science evening could be affected. At this time, moving forward with plans.
- Mad Science is running on Mondays after school, things are going better (everything was great for the younger group, the older group, the professor was not clicking with the group, they brought in another instructor and things are going better)
- February movie was cancelled due to strike

**Other**

- One parent brought forward some concerns about not being notified about when the health curriculum was going to be taught. Teachers are to inform parents in advance because parents have the right to ask that their child be removed from class. Miss Marianne encouraged the parent to tell her as soon as possible
- A parent raised a concern that students are unattended at lunchtime for long period of times. Miss Marianne explained that the lunch time supervision has a duty teacher for every 4-6 classes. The younger grades have an older student monitor and there is a teacher going from class to class throughout the recess and lunch period.

**Sound system quotes – See Appendix C**

Full package price \$1700, required only \$1100. Contingent on Mackey speakers working (not replacing those), just getting a system that would use those existing speakers. The Purdy's fundraiser from last year was for sound system therefore the funds are available. Wendy's husband would come into the school to provide training to an AV club, colour coordinating plugs to show what plugs into what etc. The box in the wall is so old and could be removed as it is not needed. The mixer that is currently installed is cumbersome and not needed. It would be replaced. Wendy will provide the quote to the school. Once approved, he will purchase it from BH Photo Video, based out of New York. This provides conversion of US to CAN dollars and duties. Wendy to verify if there is anything locally with a warranty.

**Note: Post Meeting Update & Vote Results provided in Appendix C**

9:00pm adjourned

February 11/2020 meeting minutes approved by MRES council:

*Cynthia Allen*

*June 16/2020*

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Executive Signature

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Date

## Appendix A

# Education Foundation of Ottawa Backgrounder



**The Education Foundation of Ottawa** (est.2005) is the registered, independent charitable arm of the Ottawa-Carleton District School Board (OCDSB) which raises and disperses funds to children in need. Our mission is to level the playing field for all children regardless of personal or socioeconomic circumstances.

With a school board that has over **74,000 children in 143** school sites, your help is not only needed... it's crucial!

*The Foundation exists to help students through the following ways:*

### Students in Crisis (Emergency Fund)

Research shows that **1 in 5** children in every classroom may live in poverty. Your donation can help provide emergency funding for clothing, medication, school supplies, and other basic needs. Did you know that more than 2500 OCDSB students start the school year off without a backpack or school supplies? **Anyone can be affected by a crisis.** It's possible that a parent was in a car accident, lost their job, or was diagnosed with cancer. This happens **every single day**, and can easily throw our Ottawa families into financial hardship. The Education Foundation of Ottawa can provide support during these difficult times when more than 15,000 children in our school board are experiencing the effects of poverty.

### Food Security

One of our **greatest areas of need is food security.** For students who may not receive enough nourishment inside and outside of school hours, this program provides gift cards for groceries during family emergencies as well as nutritional snacks in the classroom. We know that a nourished belly can help students focus more in the classroom. With donor support, more than 9,000 healthy snacks are provided each week! Our goal is to not only sustain this program, but to see growth, because children deserve to not be hungry.

### Active Living and Opportunity

Participation in arts, athletics, extra-curricular, and recreational activities enhance the educational experience of young learners. We know that it's about **more** than just learning the skills of a sport. Involvement supports a sense of belonging and provides opportunities to build social skills and life-long, meaningful connections. Bursaries are provided to **individual students** to help meet their needs (both during and after school hours).

## Active Living and Opportunity cont'd

OCDSB students in our **Autism Programs** receive funding for swim and water safety lessons (and transportation). These skills are necessary, lifesaving lessons as drowning is one of the most prevalent causes of death among individuals with Autism Spectrum Disorder (ASD). We work alongside community partners to ensure our students have accessible options for participation. In addition to the above mentioned programs, with many thanks to individual and corporate donors, the Education Foundation of Ottawa also distributes a number of **awards and bursaries to support students as they move on to post- secondary studies.**


While we know there are many needs, our mandate is to **fund individual students, not necessarily entire classes.** Should entire classes require support for a project that involves many students, we may be able to access specific Education Foundation of Ottawa bursaries and awards that meet their needs.

We know that poverty does not discriminate, and that there is need in **EVERY** school and in **EVERY** community. Parents, students, teachers, educational assistants, schools officials, and social workers all help us identify where the needs are.

### **There are many ways to get involved; you can:**

- Become a donor;
- Sponsor an event or volunteer your time/talent;
- Spread the word;
- Sit on our Board of Directors, and more!

Please know that we appreciate your support as do the students you are helping! At the Education Foundation of Ottawa, it's simple; we believe that **it's about what kids deserve.**



**Clarissa Arthur**

Executive Director  
Education Foundation of Ottawa

**Help us by donating:** <https://www.educationfoundationottawa.ca/donate/>

**Email:** [educationfoundation@ocdsb.ca](mailto:educationfoundation@ocdsb.ca)

**Web:** [www.educationfoundationottawa.ca](http://www.educationfoundationottawa.ca)

**Phone:** 613.596.8211 ext. 8303, **Fax:** 613.596.8272

**FB:** [@EFottawa](https://www.facebook.com/EFottawa)

**Twitter:** [@EFottawa](https://twitter.com/EFottawa)

**Registered charitable number:** 823738349RR0001



## Appendix B.

### Maple Ridge - Parent Council Income Statement & Fund Reconciliation

	(Last meeting)		(Last year)
	Feb 10, 2020	Jan 5, 2020	June 30, 2019
<b>Income</b>			
<b>Lunch Programs</b>			
Revenue	23,253	12,824	26,750
Expense	-13,254	-7,308	-17,120
<b>Total Lunch Programs</b>	<b>9,999</b>	<b>5,516</b>	<b>9,630</b>
<b>Family Fun Day</b>			
Revenue	0	0	4,742
Expense	0	0	-4,448
<b>Total Family Fun Day</b>	<b>0</b>	<b>0</b>	<b>294</b>
<b>Movie Night</b>			
Revenue	0	0	1,325
Expense	-28	0	-330
<b>Total Movie Night</b>	<b>-28</b>	<b>0</b>	<b>995</b>
<b>Other</b>			
Grants	500	500	2,470
Other Revenue	1,202	1,202	228
Other Expense	-627	-627	0
Purdys Revenue	1,641	0	1,635
Purdys Expense	0	0	0
<b>Total Other</b>	<b>2,716</b>	<b>1,075</b>	<b>4,333</b>
<b>Total Income</b>	<b>12,690</b>	<b>6,592</b>	<b>15,252</b>
<b>Expense</b>			
Interest, bank charges	22	17	33
Miscellaneous	373	373	197
School - activities	1,863	1,753	5,209
School - books & equipment	5,853	5,196	10,603
School - greening	0	0	226
<b>Total Expense</b>	<b>8,110</b>	<b>7,339</b>	<b>16,288</b>
<b>Net Income</b>	<b>4,580</b>	<b>-747</b>	<b>-1,016</b>
<b>Available funds, beginning of year</b>	<b>10,078</b>	<b>10,078</b>	<b>11,084</b>
<b>Available funds, end of year</b>	<b>14,658</b>	<b>9,331</b>	<b>10,078</b>
<b>Reconciliation</b>			
Balance per bank	15,343	17,113	21,379
Balance per PayPal	10,801	372	0
Outstanding cheques	(26)	0	(57)
<b>Commitments</b>			
Hot lunch	(5,858)	(1,286)	0
School equipment	(5,603)	(6,870)	(13,301)
<b>Available funds, end of year</b>	<b>14,658</b>	<b>9,331</b>	<b>10,078</b>

## Appendix C.

Post Council Vote via email: February 14-18/2020. The MRES sound system quote was distributed to Council members. Electronic discussions ensued. Vote ended March 18 with 17 'YES', 0 'No'. Motion to commit \$1800CDN to replace the sound system was approved.

### MRES Council Replacement Sound System Estimate

FX= (USD:CAD) 1.33

Item	Name	Model	Link	Qty	Price	Total	Comments
Rack	SKB Rolling Compact Rig	1SKB-R104	<a href="https://www.bhphotovideo.com/c/product/1463151-REG/skb_1skb_r104w_rolling_compact_rig_10u.html">https://www.bhphotovideo.com/c/product/1463151-REG/skb_1skb_r104w_rolling_compact_rig_10u.html</a>	1	\$497.42	\$497.42	Rolling rig case for all in 1 solution. Non-rolling is cheaper but would require dolly (~-\$50). Rolling rack only (no protection/dust coverage is much less (- \$300) but not portable off of gym stage w/o risk of damage.
Mixer	Mackie ProFX12v2	PROFX12V	<a href="https://www.bhphotovideo.com/c/product/1139063-REG/mackie_prof12v2_12_channel_professional_fx_mixer.html">https://www.bhphotovideo.com/c/product/1139063-REG/mackie_prof12v2_12_channel_professional_fx_mixer.html</a>	1	\$291.27	\$291.27	Could re-use current mixer but that requires using school owned equipment vs Council owned. This model is currently discontinued so it's cheap.
Mixer Rack Mount			<a href="https://www.bhphotovideo.com/c/product/1139486-REG/mackie_prof12_rack_mount_kit_rackmount_bracket_set_for.html">https://www.bhphotovideo.com/c/product/1139486-REG/mackie_prof12_rack_mount_kit_rackmount_bracket_set_for.html</a>	1	\$53.19	\$53.19	Required for mixer above.
Power Bar	Furman M-8X2	M-8X2	<a href="https://www.bhphotovideo.com/c/product/1260044-REG/auray_bp_1u_one_space_blank_panel.html">https://www.bhphotovideo.com/c/product/1260044-REG/auray_bp_1u_one_space_blank_panel.html</a>	1	\$91.77	\$91.77	
Blanking Plates	Auray Blanking 1 Space	BP-1U	<a href="https://www.bhphotovideo.com/c/product/1260044-REG/auray_bp_1u_one_space_blank_panel.html">https://www.bhphotovideo.com/c/product/1260044-REG/auray_bp_1u_one_space_blank_panel.html</a>	2	\$9.30	\$18.59	
Truss Head Screws	MA HPS 10-32 3/4" 100 P	HPS	<a href="https://www.bhphotovideo.com/c/product/232389-REG/Middle_Atlantic_HPS_HPS_10_32_3_4_Philips.html">https://www.bhphotovideo.com/c/product/232389-REG/Middle_Atlantic_HPS_HPS_10_32_3_4_Philips.html</a>	3	\$7.97	\$23.90	

**From:** Cynthia Allen

**Sent:** February 14, 2020 5:32 PM

**Subject:** VOTE REQUIRED - end of day Tuesday, February 18, 2020

Good afternoon,

There have been many discussions in the past two years to update or replace the school sound system that is hard wired in the school stage/gym area. Profits from the Purdy's campaign from last year (2018/19) were to go towards this project. Calvin Mak has looked at our system and has received a quote for a **portable** sound system/mixer. The particulars were presented at Tuesday's Council meeting (see attachment). These figures are in Canadian funds however the system would be coming from the USA (BHphoto New York).

As a follow up, the mixer is available locally from Long and McQuade and is on sale as of today for \$255 rather than \$325. Regarding the rolling rack and the wireless mics Calvin is looking into the warranty to ensure that it will be honored in Canada.

There is a provision in our constitution allowing for voting via email after which the results are captured in the minutes at the next Council meeting.

The system will cost just over \$1700 therefore the **motion** is to spend up to **\$1800 CDN** on the sound system.

Please consider the proposal and vote "Yes" or "No" by end of day Tuesday, February 18, 2020.

Please do not hesitate to contact me if you have questions.

Cheers

Cynthia