



# MAPLE RIDGE ELEMENTARY SCHOOL

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OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

Education  
Foundation  
of Ottawa



## Maple Ridge Elementary School Parents Council

1000 Valin St, Orleans, ON K4A 4B5

**October 13<sup>th</sup>, 2020 – Meeting via Google Meets**

**6:30-8:00pm**

**Meeting called to order: 6:35pm**

**Welcome** – Mireille Filion (Acting Principal), Robert Levesque (vice principal)

**Attendees:**

Mireille Filion, Robert Levesque, Mara Belitzky, Jennifer Malek, Michelle Snook, Barbara MacIntyre, Amanda Hope, Elitza Palazov, Mahmoud Obeid, Jennifer Tracey, Rosita McLaughlin, Rhiana Lorimer, Wendy Mak, Crystall Matheson, Lisa Briscoe, Brenda Beaudoin, Kate Woods, Cynthia Allen

**Regrets:** Pamela Dossett-Boucher, Tanya Dumas

**Minutes Recorded:** Cynthia Allen

**School Council Elections**

- Chair -Cynthia Allen (acclaimed)
- Treasurer - Jennifer Tracey (acclaimed)
- Secretary – Pamela Dossett-Boucher (OCV parent/only nomination for position)
- Community member – Barbara MacIntyre
- Communications officer – Rosita McLaughlin
- Fundraising officer– Wendy Mak
- Members at Large: Amanda Hope, Rhiana Lorimer, Kate Woods, Elitza Palazov, Jennifer Malek, Mahmoud Obeid, Crystall Matheson, Brenda Beaudoin, Michelle Snook, Lisa Briscoe

**Maple Ridge ES Administration**

Principal – Mireille Filion

Vice Principal – Robert Levesque

Teacher Representative – Mara Belitzky

Non-teacher Representative – Tanya Dumas

Meeting dates for the year are typically the 2<sup>nd</sup> Tuesday of the month with a few exceptions.

- October 13<sup>th</sup>, 2020
- November 10<sup>th</sup>, 2020
- December 8<sup>th</sup>, 2020
- January 12<sup>th</sup>, 2021
- February 9<sup>th</sup>, 2021
- March 9<sup>th</sup>, 2021
- April 13<sup>th</sup>, 2021
- May 11<sup>th</sup>, 2021
- June 16<sup>th</sup>, 2021

**Approval of June meeting's minutes:** Wendy Mak Motion to approve, Seconded by Barb MacIntyre. All in favor. June 16 meeting minutes approved.

**Principal Report:** Mireille Filion/Robert Levesque

A very informative report was provided by both the principal and vice principal outlining everything that has been happening at Maple Ridge since the beginning of the school year. A slide presentation clearly detailed the principal report.

**School breakdown**

- 393 students in-school
- 110 students joined the virtual academy
- 20 homeroom classes which are 3 less than what was initially anticipated in June
  - 12 homerooms with 2 teacher contacts
  - 5 homeroom classes with 3 teacher contacts
  - 1 homeroom class with 4 teacher contacts
  - 2 kindergarten classes – each with 4 staff contacts, kindergarten staff can teach both languages therefore the classes are not rotating between the two teachers. Should more kindergarten students register at MRES, a third class could be established in January.

**Homerooms**

DD-8: O'Neill, Hultink (virtual & school)

Kinder A – 28: Nowiski, Roy, Baptiste, Blais

Kinder B-29: Fortin, St. Pierre, Finnimore, Saeed

R1/2/3-16: Maloney, Scarborough, Richardson

R4/5-23: Payne, Scarborough

R6-23: Carlick, Scarborough

R7-18: Christian, Horton

R8-15: Elliott, Horton

EFA1A-12: Bisson, Richardson

EF1B-13: Meating, Richardson

EF2-20: Belanger, Smyth, Scarborough

EF2/3 -20: Belanger, Smyth, Scarborough, Bisson

EF3-19: Dudley, Hamilton

EF4A-18: Hamilton, Dudley, Belitzky

EF4B -1 18: Belitzky, Sabourin

EF5-23: Sabourin, Labrosse

EF6-27: Labrosse, Ferry

EF6/7-24: Ferry, Vachon-Vallée

EF7-24: Horton, Grant, Rousel

EF8-18: Roussel, Grant

There were 1.5 teachers and 2 Early Childhood Educators (ECE) that were placed on surplus, with right of return. These staff found placements elsewhere.

**Staffing**

Office – 1 full day, 1 half day (morning)

3 new Education Assistants (EA) for a total of 3.5, 3 lunch monitors

Still looking to staff a 0.5 LTO (long term occasional teacher) to back fill the vice principal's teaching obligations. The VPs have been temporarily relieved of their teaching duties

5-6 student teachers starting this week. These are second year Ottawa University students

Special education staff will be the same for in-school and for the virtual schools

Learning Resource Teacher (LRT): Mrs. Richardson

Learning Support Teacher (LST): Mrs. Brunetta

Kinder support/DD: Mrs. Armstrong

Librarian – Mrs. Dunn is half time with Maple Ridge, half time with Henry Larsen. She is running library by online requests.

### **Google Classroom**

Each teacher is maintaining a Google classroom in the case that students are absent. At a minimum the teachers will post weekly so that absent students can see the work they missed and their class timetable. The schools and the teachers are prepared to 'pivot' in the event that the schools are shutdown again. They will be using the timetable for minutes and mandatory attendance.

Time expectations in the event of shutdown for synchronous learning (teacher led) and asynchronous learning (learning without real-time interaction) for each day are as follows:

- Kindergarten: 180min/120 min
- Grades 1-8: 225min/75 min

There is limited technology available at this time as most of our chromebooks are being used for virtual learning. The OCDSB had originally wanted a ratio of 1 device per 4 students in each school. Council had financially supported the purchase of 20 chromebooks a couple of years ago, that would be over and above that ratio. These devices were also lent out. There is a stack of devices that have been returned. A technician will be coming in to verify them for use and to clean them. Prior to next Council, Mr. Levesque will find the actual ratio. It is the hope that teachers & classes will be able to sign out the devices to work on class projects. When returned, they will be sanitized properly prior to being signed out again. Students are permitted to bring their own devices however they need to adhere to the rules for proper use of technology within the school.

### **Student Safety Precautions**

- Changes to classrooms and indoor areas being used
  - Kinder tables: have Plexiglas dividers sectioning the tables into 4
  - Grades 1-2-3: have individual Plexiglas shields around the desks
  - Grades 4-8: desks have no shields but have the 1 meter circumference
  - Have tried to maintain the 1 meter circumference for social distancing for all desks
- No lockers, nor cubbies
- Masks: Approximately 50% of kinder students, 80% grades 1-3 and 100 % gr. 4-8 (mandated)
- No student library time, the library is being used for the Empower reading program
- Design & Tech (D&T) room is being used for Extended Day Program (EDP)
- Empty Kindergarten room is being designated as the isolation room if a student becomes ill during the day before parents can pick them up.
- Very specific class line-up areas and yard use. The recess area has been divided into 9 parts and classes are assigned a designated area to spend recess. There will be a rotation every two weeks so that the same classes are not stuck with asphalt versus grass areas. The play structures are closed.

At this time, students are not permitted to use 'toys' such as balls. As much as possible, they are asked to maintain the social distancing of 1 meter. They can remove their masks for outdoor recess however many students still wear the masks.

- Two different recess/nutritional breaks: Half the school goes out to play while the other half eats, then the groups switch.
- Sanitation stations are at every exit/door and homeroom
- Washrooms and hallways are identified with floor stickers, students sign out of class with date and time so to track who has been to which washroom at what time in the event that Covid tracing is required.
- Daily cleaning of desks by one custodial staff during the day. There are more custodial staff in the evenings to complete a more comprehensive cleaning.
- Teachers and staff are wearing masks and shields. They have recently been given permission to wear goggles instead of a face shield.
- There is limited exchange of paper, books, manipulatives in the classes. Each student has been given their own 'office supplies' such as pens, pencils, erasers, glue sticks, scissors etc... Normally the teacher would have the supplies accessible for students to use during class however now each student has their own personal supply kits.

### **Additional In-School Updates**

- No volunteers, no gatherings, no in-person presentations
- Planning of virtual presentations, eg. Rideauwood will be presenting to the intermediate students
- Library is on wheels, using online requests & bins for deliveries
- No pizza, no milk program, only food items permitted are for students in need eg. breakfast club or students forgot their lunch
- Picture day has been postponed to the new year
- Limiting the paper being sent home by teachers/office – eg. no agendas
- Water: bottle filling station is available at the top of the stairs. Waiting on water testing results before the filling station on the first floor can be opened. Office has bottled water available if needed.
- Progress Reports available November 20 – phone or virtual parent/teacher meetings during prep time, before and after school. No PD day this year to conduct the interviews as with other years.
- Students participated in the Terry Fox 40<sup>th</sup> Anniversary run. Gym class & DPA (daily physical activity) times were dedicated to the students completing 40 laps of the school. Each 'lap' was sized for the particular ages.
- Spirit Day – crazy hair day October 9
- Assemblies    School wide virtual assembly on Equity and Diversity in October  
November there will be a Mental Health virtual assembly  
Remembrance Day assembly will be virtual, no poppies this year

## **Emergency Procedures**

Students are being taught the difference between the various Safe School Procedures

- **Lockdown**: A threat to the safety of persons in the school. Note: Maple Ridge is not doing a lock down practice this year however will review the expectations during a lockdown.
- **Shelter in Place**: A situation outside the school building, eg. extreme weather, dangerous wildlife, environmental situation
- **Secure School**: There is no immediate danger to persons in the school, however there is a need to contain the movement of persons within the school eg. medical emergency or a situation at a nearby school.
- **Fire Drill**: School is required to have 3 drills in the fall and 3 drills in the spring. Maple Ridge has already had 2 drills this year. The drills have been modified from previous years to include Covid procedures for the practices.

In the event that Maple Ridge must evacuate, the evacuation site is the Béatrice-Desloges school on Innes and Maple Ridge is their evacuation site.

## **Arrival & Dismissal**

- Parking and student drop is a concern again this year. There is a lot of confusion with parents parking where they should not be parking. The situation is going to get more confusing as construction is about to begin on Provence from October 13-31. Exact upgrades to the street are not known at this time.
- Street signs will be updated as many have faded too much
- This year there are 3 busses, 1 van for special education students (1 bus cancelled due to driver shortage)
- Busses arrive between 8:15-8:22am, once busses have gone, the bus loop will be opened to parents to drop off students. There will be no double parking
- Parents are invited to park at the Community Center and walk their student to the appropriate door. Parents can be on school property for drop off and pick up provided they wear a mask and practice social distancing.
- Parents have offered to volunteer to help with drop off and pick up routines
- Use of 10 minute interval between K-9 dismissal to limit students at the doors, bus loop will be available to parents once the busses have gone.
- A school wide email will be sent with the updates to the procedures.

## **Chair Report: Cynthia Allen**

**Principal Profile** – each year Maple Ridge has on file with the OCDSB a document entitled the Principal Profile. It outlines strengths that our parents would like to see in our principal. The document has evolved over the years as needs of the community has changed. A copy will be sent via email to all Council members for consultation. Feedback is due by the end of October.

Annual Council Report 2019/2020- a copy will be distributed to Council via email for feedback. This document is a requirement from the Board. It details what Council activities were organized and supported throughout the year. It included the financial summary as well as any challenges that Council encountered.

PIC (Parent Involvement Committee) is accepting applications until Oct. 30. More information can be found on the website. It is a great way to get involved. The PIC meets 6 times a year to advise on policies and issues of concern to parents and to make suggestions to the Board. Links to the application form will be sent via email

In past years, Council email addresses have not been accessible to all Council members. This year, Cynthia asked if parents objected to allowing Council access to their email addresses. She will follow up with an email communication.

**Financial Summary:** (Appendix 1) Jennifer Tracey

Jennifer explained the financial summary. At this time, there is an amount of \$888 that was committed last year to fund a legacy project to mark the 20 year anniversary of Maple Ridge. Due to circumstances beyond our control, the project was not completed therefore the funds are going to be transferred back into 'available funds'. At this time there is \$12,833 available.

**Wish List:**

Maple Ridge School start up expenses, **\$1920.72**. This amount is minus the HST rebate. Schools receive back up to 80% of the HST on purchases. Detailed list in Appendix 2. Mme Filion explained what each of the requests were, for example 'parking lot paint' has been purchased to paint new lines at each of the doors with social distancing indicators as well as to outline the 9 designated yard areas. Several bins (400) have been purchased for each of the classes to hold the students supplies and necessary manipulatives for math. The school is still looking for card and mini-games/activities but before purchasing these, there will be a school wide communication asking for parents for donations. These items are needed for students to use at indoor recess when inclement weather.

Mrs. Dunn requested **\$1100** to fund the **Forest of Reading Book Club**. Council has supported the program for several years. The program consists of both French and English books written by first time Canadian authors. The books are striated by age into 4 reading levels. The students sign up for the appropriate level. As they read the books or have the books read to them, they keep track on a wall chart. They read a minimum of five books to be eligible to vote at the end of the year for their favorite. The program is Canada wide. The students become very invested in the book club and so proud when their choice wins the top award. The books end up costing on average, \$10 each. Throughout the library there are several year's of Forest of Reading books that when the year is over, the books go into the regular book stacks to be signed out by anyone that wishes to.

Mrs. Maloney, the grade 1/2/3 split class in the English stream, has requested a subscription to **Starfall**. It is an online platform with educational games specializing in reading, phonics & math. It is geared towards students from K-3. The class subscription is priced at **\$150**. Lisa Briscoe suggested that we ask other teachers if a school wide subscription, for an additional \$120, would be beneficial. All kinder and primary students

could access the program both from school and at home. Mme Filion will follow up with the teachers to see if this would be beneficial.

Motion to approve spending **\$3170.72** by Wendy Mak, Seconded by Amanda Hope  
All in favor. **Motion approved.**

**Round Table: All**

Painting of games on asphalt. Mme Filion had games painted on the Henry Larsen Elementary School when she was principal. She said it only cost about \$1000. This will be looked into for the spring as the Maple Ridge school yard is pretty sad, both the large yard and the kinder area.

Topics deferred to November council: Papajacks fundraiser, Yearbook for grade 8 students

9:19pm meeting adjourned

October 13th/2020 meeting minutes approved by MRES council:

*Cynthia Allen*

*November 10/2020*

\_\_\_\_\_  
Executive Signature

\_\_\_\_\_  
Date

## Appendix 1. Financial Summary & Commitments

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

	Oct 11, 2020	(Last meeting) Jun 14, 2020	(Last year) Jul 31, 2020
<b>Income</b>			
Lunch Programs			
Revenue	0	16,983	16,983
Expense	0	-10,560	-10,560
<b>Total Lunch Programs</b>	<b>0</b>	<b>6,424</b>	<b>6,424</b>
Family Fun Day			
Revenue	0	0	0
Expense	0	0	0
<b>Total Family Fun Day</b>	<b>0</b>	<b>0</b>	<b>0</b>
Movie Night			
Revenue	0	0	0
Expense	0	-184	-184
<b>Total Movie Night</b>	<b>0</b>	<b>-184</b>	<b>-184</b>
Other			
Grants	0	500	500
Other Revenue	137	1,202	1,202
Other Expense	0	-627	-627
Purdys Revenue	0	1,805	1,805
Purdys Expense	0	0	0
<b>Total Other</b>	<b>137</b>	<b>2,880</b>	<b>2,880</b>
<b>Total Income</b>	<b>137</b>	<b>9,120</b>	<b>9,120</b>
<b>Expense</b>			
Interest, bank charges	6	30	33
Miscellaneous	0	722	722
School - activities	-52	1,104	1,097
School - books & equipment	-864	6,314	6,314
School - greening	81	50	50
<b>Total Expense</b>	<b>-829</b>	<b>8,220</b>	<b>8,216</b>
<b>Net Income</b>	<b>966</b>	<b>899</b>	<b>904</b>
<b>Available funds, beginning of year</b>	<b>10,979</b>	<b>10,078</b>	<b>10,075</b>
<b>Available funds, end of year</b>	<b>11,945</b>	<b>10,977</b>	<b>10,979</b>
<b>Reconciliation</b>			
Balance per bank	13,967	14,937	14,693
Balance per PayPal	0	0	0
Outstanding cheques	(198)	(833)	(695)
Outstanding deposits/receivables	81	400	0
Cash On Hand	0	187	0
<b>Commitments</b>			
Hot lunch	0	0	0
School equipment	(1,017)	(2,576)	(1,881)
School Activities	(888)	(1,088)	(1,088)
School - Greening	0	(50)	(50)
<b>Available funds, end of year</b>	<b>11,945</b>	<b>10,977</b>	<b>10,979</b>



**Appendix 2.**

**Maple Ridge ES – September 2020 Start Up Expenses**

<u>School Division</u>	<u>Description of Purchase</u>	<u>Net Reimbursement Amount</u>
Kindergarten	Beach/Summer Toys	\$43.37
Library	Bins/SAFE Delivery of Books	\$330.69
Kindergarten	Side Walk Chalk	\$56.04
Kindergarten	Sand Toys	\$42.47
Kindergarten	Sand Scoops	\$26.65
Kindergarten	Bins/Classroom Org. & Safety	\$229.77
ASD	Ikea – Egg Chair	\$90.92
Primary/Jr.	Storage Bins (6 purchases)	\$167.72
Primary	Student White Boards (3 purchases)	\$196.07
School	Clip Boards	\$20.95
School	Paper Towels and Freezer Bags	\$7.67
School	Command Hooks for Clip Boards	\$43.88
School	Parking Lot Paint	48.10
School	Safety Cones	86.78
School	Parking Lot Paint	195.82
School	Parking Lot Paint	333.82

Note: HST rebate has been deducted from all purchases

TOTAL: \$1920.72