



# MAPLE RIDGE ELEMENTARY SCHOOL

1000 Valin St, Orleans, ON K4A 4B5  
Phone (613) 834-1927 | Fax (613) 834-6625



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

Education  
Foundation  
of Ottawa



## Maple Ridge Elementary School Parents Council

1000 Valin St, Orleans, ON K4A 4B5

**November 10, 2020**

### **Attendees:**

Cynthia Allen, Jennifer Tracey, Pamela Dossett, Amanda Hope, Nelofar Dost, Kahraman Kamleh, Michelle Snook, Mireille Filion, Elitza Palazov, Jennifer Malek, Lisa Briscoe, Rhiana Lorimer, Robert Levesque, Kate Woods (account listed as Ryan Philippe), Barbara MacIntyre, Crystall Matheson, Wendy Mak, Rosita McLaughlin, Brenda Beaudoin, Mara Belitzky (Mme. Mara)

### **Welcome**

Introductions

### **Meeting called to Order**

6:35pm Minutes Record by: Pamela Dossett

### **Approval of November 10, 2020 Council Agenda:**

Approved

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

Motion to approve was by Michelle Snook, seconded by Kate Woods

### **Principal's Report:** Mireille Filion & Robert Levesque

### **Update on School Activities**

#### ***Construction***

- The construction on Provence in front of the school has come to an end. Traffic in this area has been going well.

#### ***New Staff Member***

- There has been a new staff member who has been recruited to Maple Ridge, Jason Buckle, is a temporary part-time (0.5) teacher who is teaching physical education, dance, and drama, to grade 5 & 6 classes. His contract ends in January 2021; however, there is a possibility that this will be extended to a further timeline.

### ***Number of Students per Classroom***

- After a recent article in the Ottawa Citizen, there have been many questions raised about the changing of classroom sizes (number of students per classroom). The fear is that enrolment has decreased at the OCDSB therefore the Board will receive 24\$ million less from the province than projected. This in turn could result in the creation of larger class sizes due to the need to re-organize class structures.
- Mme Filion reported that there have been approximately 6 students who have physically left our school and enrolled as virtual learners. Therefore, there has not been a big impact on classroom sizes. We have also welcomed several new students to the school as well. Overall, we increased our numbers by a few students since September. Creating extra classes in order to reduce the number of students per class is not being considered at this time.

### ***Access to Gymnasium***

- The School has recently received permission for students to be using the gymnasium for physical education. Although the changerooms are currently being used for storage. Certain restrictions have been outlined in order to allow students to use the gym in a safe manner. Some examples of these restrictions include
  - opening access for primary classes (smaller bodies provide for more physical distancing)
  - students and teachers will only have access to only certain equipment
  - materials used will have to be sprayed down and cleaned after each use
  - planning on activities/games that involve independent use of equipment and avoiding other activities (such as dodgeball) to refrain from shared equipment

### ***Maple Ridge Clothing***

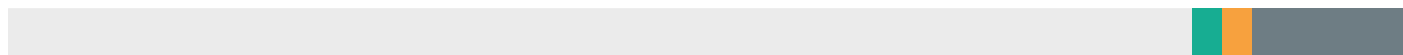
- School clothing with logos, will soon be available for ordering. Administration is currently deciding on which logo to use, as it will be redesigned. Stay tuned, information will be circulated to parents and posted on the website between now and the end of November. If anyone has any ideas on a new logo design, please send them in! New items for purchase are also being considered (masks etc), as well as more direct shipping methods.

### ***Report Cards***

- Report Cards will be available on November 20, 2020.
- Parents can access progress reports through the report card portal available on the ocpsb website under report card. If parents are having difficulty logging in, parents can call the office for assistance and to go through the steps. Our office staff have been trained on answering some technical questions related to the portal.
- Copies of the report cards will not be sent home to parents. This is to help avoid the spread of COVID by eliminating contact

### ***Parent-Teacher Interviews***

- Parent-teacher interview will be held the evening of Thursday, November 26, 2020 (no PD day on the Friday this year as, classes as per usual)
- Teachers have the choice to of their interview timeframes. All interview will be about 10 minutes and will be done over the phone or virtually. Parents will be sent a link for available times; parents can choose the time and block the platform.



### **Remembrance Day Ceremony**

- The OCDSB will have a virtual Remembrance Day ceremony. A link to this event will be posted in the OCDSB website and on our [YouTube page](#). There is also a link for donations available on the website. Proceeds will contribute towards the Legion. We will also be providing students with sticker poppies will be available
- Maple Ridge will also have a 30-minute virtual ceremony at school at 10:45. Due to Privacy regulations, the ceremony will only be available for viewing within the school.
- Recess times on Remembrance Day will be slightly adjusted during the 11<sup>th</sup> hour

### **Scholastic Bookfair Fundraiser**

- Scholastic bookfair will run within the next couple weeks (November 23 – December 4), it will be all virtual

### **Winter Clothing Storage**

- Ottawa Public Health and the Board have recently provided new information about student's storage of their outdoor apparel. Although there are restrictions, we've recently been given the permission to have students use their lockers/cubbies for their winter clothing. Some restrictions include
  - Backpacks are still expected to be brought into the classrooms; however, shoes are now ok to be left in cubby's / lockers
  - Lockers / cubbies should only include winter clothing
  - Students are not permitted to share lockers amongst each other
  - Certain guidelines have been illustrated in order to avoid students from lingering too much at their lockers, to help traffic flow quickly (ie: no locks for their lockers)

### **Technology & Chromebooks**

- Maple Ridge are to support kids in the communities who are attending virtual schools. There are currently 29 of Maple Ridge's Chromebooks that are being lent out to virtual students in the Ottawa Carleton virtual school
- School administration are still trying to get back a 13 outstanding Chromebooks that were loaned back in the Spring 2020, and of which these students who are now physically attending Maple Ridge. There are also an additional 13 Chromebooks that have been lent out, and those kids have gone to a different school. We are hoping to get these returned to our school and follow-ups are still pending. We are expecting to receive a 25 additional Chromebook in the next week from the Board
- Currently, the total available Chromebooks in the school are up to 61. This will have us close to the 4-1 ratio standards. At this time, we have not heard any complaints from teachers or students about having an inefficient supply and/or availability of Chromebooks. We still have a "bring your own device," option for students to supplement.

### **Chair Report: Cynthia Allen**

- Keith Penney was invited to this meeting but regretfully was unable to attend; however, he has committed to attend our December meeting.

### **Ottawa Carleton Assembly of School Councils (OCASC) Update**

- OCASC is having different meetings which are more focused on different topics. This Thursday: Outdoor classrooms and fundraising are the themes. They will also discuss the changes surrounding

extra curricular activities, and guidelines that are being driven by recommendations from Ottawa Public Health.

- Last meeting, the Board talked about tackling the systemic racism within the OCDSB, links were circulated to help council provide a roadmap to help describe involvement. The other link is for school police officers.
  - As a follow up, here is the link to the Youtube video of the October 13 OCDSB, COW meeting as well as links to the two documents that were discussed at that meeting. <https://www.youtube.com/watch?v=a-7qcZ58u2M>
  - **Indigenous, Equity and Human Rights Roadmap** - <https://pub-ocdsb.escribemeetings.com/filestream.ashx?documentId=8324>
  - **Consultation Plan to Review Police Involvement in OCDSB Schools** (COW Report# 20-080, 2020-10-13) - <https://pub-ocdsb.escribemeetings.com/filestream.ashx?documentId=8331>

### **Fundraising & Communications:**

In the past, we have done a variety of fundraising activities. This year due to the pandemic, without having the ability parents and volunteers being able to help-out physically in the schools, we are limited to fundraisers that we have done in the past. One option for fundraising that is pandemic-friendly, is through Papajacks.

#### ***Papajacks***

- Papajacks in a local business (Walkley / Conroy area) who accommodates a beneficial virtual fundraising option for schools and organizations. Purchases can be made directly to the company, using a school code. 20% of all proceeds will be redirected back to the school and deliveries are made directly from the business to the end user. All shipping is free for orders \$75 + and there is also a pick-up option available for free as well. Papajacks advised that there is normally a 2-day turn around of when the order was placed, to when it would be shipped / ready for pick-up. Orders would likely have to be placed at least 2-weeks prior to Christmas to ensure received by Christmas. There are some interesting options (jams, honey, etc.)
- Cynthia solicited feedback in advance of this month's Parent Council meeting. Comments received from parents who subscribed on the Maple Ridge FaceBook page, provided mixed reviews about the idea of the fundraiser. Some parents objected the \$75 purchase for the free shipping, while other parents thought of creative ways (pooling a few neighbours / friends on one order) to account for free shipping without spending over their budget.
- Other parents suggested that we avoid having a fundraiser for those who have been financially set-back due to COVID. Other parents asked what the funds that were raised be used for now that extra curricular activities are not offered. Mme Filion advised Ms. Nowiski (Kindergarten teach at Maple Ridge) requested 20 sleighs for their outdoor classes, especially now that we are doing outdoor phys. ed. Keeping the skating rink, snowshoes, etc... we would like to figure out what do we need to be able to offer outdoor play for kids
- Rhianna advised that perhaps we can send an email out and describe that we do understand that these are difficult times, and also describe what the fund would be contributing to.
- After much discussion, it was decided that we would go through with the fundraiser and solicit it in a



compassionate manner, detailing that proceeds will go towards school improvement funds. Rosita will craft an email and articulate the discretions discussed.

- Mme Filion made suggestions around running the Papajacks at the same time as the Scholastic book order, perhaps we should just post something on the Facebook page, release the school's code to order, and solicit it low-key.

**Candy Cane Surplus** - Elitza reminded everyone that she has a surplus of 28 boxes of candy canes and suggested fundraising for the yearbook. After discussions, it was said that the candy canes could be donated to the Food Bank.

**Financial Summary:** Jennifer Tracey

Even with us spending \$300 last month, we still have appx \$10,000 in the bank. Without pizza and Purdy's revenue sales this year, we need to be responsible with the funds this year. There is an outstanding item to reconcile with the school, related to the conversion of US / Canadian funds. The Star Fall was \$150 USD but Council approved \$150 CAD. Mme Filion is aware of the difference and MR will cover amount owing due to the conversion to CAD.

**2019/2020 Financial Review**

- As per OCDSB and Council guidelines, annual financial reviews are required to be conducted by non-signing members each year. Wendy Mak volunteered to review and reconcile all invoices and search for errors, miscalculations, and misappropriations for the finances of 2019/2020. Wendy had a couple questions that were cleared-up and has provided Council with a signed letter (See Appendix B) to acknowledge the Council's fiduciary duties.

**Wish List:** all

- Mrs. Nowiski requested 20 sleighs for their outdoor kinders. No vote took place as the school was going to acquire a cost estimate.

**Round Table:** all

- **Yearbook** – Mme Filion has approved an OCDSB account for virtual meetings
- A parent contacted Brenda regarding the possibility of adopting an app for 3D design, electronics, and coding. It's used by teachers, kids, hobbyists, and designers to imagine, design, and make anything (key chains, etc). The program is called TinkerCad. Council requested more information. Brenda will get more information. Mme Filion will circulate to teachers to gauge interest.

8:35pm meeting adjourned

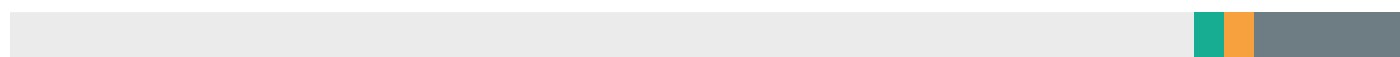
November 10<sup>th</sup>/2020 meeting minutes approved by MRES council:

*Cynthia Allen*

2020-12-08

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

\_\_\_\_\_  
Date



## Appendix A...Financial summary

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

	(Last meeting)		(Last year)
	Nov 8, 2020	Oct 11, 2020	Jul 31, 2020
<b>Income</b>			
<b>Lunch Programs</b>			
Revenue	0	0	16,983
Expense	0	0	-10,560
<b>Total Lunch Programs</b>	<b>0</b>	<b>0</b>	<b>6,424</b>
<b>Family Fun Day</b>			
Revenue	0	0	0
Expense	0	0	0
<b>Total Family Fun Day</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movie Night</b>			
Revenue	0	0	0
Expense	0	0	-184
<b>Total Movie Night</b>	<b>0</b>	<b>0</b>	<b>-184</b>
<b>Other</b>			
Grants	0	0	500
Other Revenue	137	137	1,202
Other Expense	0	0	-627
Purdys Revenue	0	0	1,805
Purdys Expense	0	0	0
<b>Total Other</b>	<b>137</b>	<b>137</b>	<b>2,880</b>
<b>Total Income</b>	<b>137</b>	<b>137</b>	<b>9,120</b>
<b>Expense</b>			
Interest, bank charges	8	6	33
Miscellaneous	0	0	722
School - activities	-940	-52	1,097
School - books & equipment	2,307	-864	6,314
School - greening	81	81	50
<b>Total Expense</b>	<b>1,456</b>	<b>-829</b>	<b>8,216</b>
<b>Net Income</b>	<b>-1,319</b>	<b>966</b>	<b>904</b>
<b>Available funds, beginning of year</b>	<b>10,979</b>	<b>10,979</b>	<b>10,075</b>
<b>Available funds, end of year</b>	<b>9,660</b>	<b>11,945</b>	<b>10,979</b>
<b>Reconciliation</b>			
Balance per bank	13,847	13,967	14,693
Balance per PayPal	0	0	0
Outstanding cheques	(1,921)	(198)	(695)
Outstanding deposits/receivables	0	81	0
Cash On Hand	0	0	0
<b>Commitments</b>			
Hot lunch	0	0	0
School equipment	(2,267)	(1,017)	(1,881)
School Activities	0	(888)	(1,088)
School - Greening	0	0	(50)
<b>Available funds, end of year</b>	<b>9,660</b>	<b>11,945</b>	<b>10,979</b>

**Appendix B 2019/2020 Financial Review**

**Wendy Mak**  
323 Rustic Hills Cres.  
Orleans, ON  
K4A 5A8  
Tel: 613-218-7455  
wendyl.mak@gmail.com

November 10, 2020

Maple Ridge Elementary School Council  
1000 Valin Street  
Ottawa, ON  
K4A 4B5

To Whom It May Concern,

This letter verifies that I, Wendy Mak, have audited the financial information of the Maple Ridge Elementary School Council for the school year 2019-2020. I searched for errors, miscalculations, and misappropriations to the best of my ability and found none. The executive of the Council have upheld their fiduciary duties.

Sincerely,



Wendy Mak

