



# 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

**October 5<sup>th</sup>, 2021 – Meeting via Google Meets**

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

### **Meeting called to order: 6:30pm**

**Welcome** – Mireille Filion (Principal), Robert Levesque (Vice Principal)

### **Attendees:**

Mireille Filion, Robert Levesque, Mara Belitzky, Amanda Hope, Elitza Palazov, Jennifer Tracey, Wendy Mak, Lisa Briscoe, Brenda Beaudoin, Cynthia Allen, Mike Talom, Pamela Dossett, Maggie Turpin, Heather Peppy, Mira Tuepah, Jennifer Malek

**Regrets:** Barbara MacIntyre

**Minutes Recorded by:** Cynthia Allen and Amanda Hope

### **School Council Elections**

- Chair - Cynthia Allen (acclaimed)
- Treasurer - Jennifer Tracey (acclaimed)
- Secretary – Amanda Hope
- Community member – Barbara MacIntyre
- Communications officer – Pamela Dossett
- Fundraising officer– Wendy Mak
- Members at Large: Elitza Palazov, Crystall Matheson, Brenda Beaudoin, Lisa Briscoe

### **Maple Ridge ES Administration**

Principal – Mireille Filion

Vice Principal – Robert Levesque

Teacher Representative – Mara Belitzky

Non-teacher Representative – Tanya Dumas

Introductions of everyone attending the meeting this evening. There were many returning parents and a few new ones.

Meeting dates for the year have typically been the 2<sup>nd</sup> Tuesday of the month with a few exceptions. It was decided that we would change it for this year to coincide with the staff meetings, which are held the first Tuesday of every month. The meeting dates for the 2021-2022 school year are as follows:

- October 5<sup>th</sup>, 2021
- November 2<sup>nd</sup>, 2021
- December 7<sup>th</sup>, 2021
- January 4<sup>th</sup>, 2022
- February 1<sup>st</sup>, 2022
- March 1<sup>st</sup>, 2022
- April 5<sup>th</sup>, 2022
- May 3<sup>rd</sup>, 2022
- June 14<sup>th</sup>, 2022

**Approval of Meeting Agenda.** Agenda approved.

**Approval of June meeting's minutes:** Lisa moved to approve minutes. Seconded by Wendy. All in favour. June 15<sup>th</sup>, 2021 meeting minutes approved.

**Approval of Year End Report:** Council has to submit the year end report to the board by the end of October. It includes all our activities, members of council, and financial summary. Motion to approve by Wendy; seconded by Jennifer Tracey. All in favour. Year End report approved. It will also be uploaded to the website to be viewed by parents. These reports and the Council meeting minutes and financial information are maintained for the current year and a minimum of 6 previous years.

**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.

A land acknowledgment is done every morning with staff and students. This is done before O Canada. The school has different acknowledgements that they draw from and they are in the process of getting the students involved in this, as well as understanding why.

Not much staff movement: a few new EAs, co-op students, and student teachers. They all need to follow the same protocols as teachers. There are 2 more homerooms than last year; 495 students in total. Only 10 are doing virtual, which is not connected to the community school. Students stay in their same class and the teachers move. There are only a few staff who move around: EAs, support teachers and the core French teacher. There is not a dedicated music teacher and no band this year as they are not allowed wind instruments and no choirs. The school did not have a re-org this fall so they were able to keep the classes as is.

Started this year with many of the same protocols as last year. The Board's thinking is that it's easier to scale back protocols if things go well. The D&T room is now a classroom to accommodate one of the larger classes. They will begin using cubbies and lockers soon. They have the okay to use play structures; just figuring out how to schedule it as it can only be one class at a time. The portable is not being used as it is smaller. They are still flipping recess/lunch times. Hand sanitizing is the same as before (when entering/exiting the school/classroom). The cleaning requirements have changed a little as the emphasis is on air, but extra cleaning of touch points still occurs. The kindergarten mask mandate is new this year and most are tolerating it well.

Question by Cynthia about air: Have there been updates to the central air system? Answer: The Board has brought in HEPA filters (about 10 - 1 in each kinder room, rooms where windows don't open, and the staff room). The district's website does have info listed by school with details about the air filtrations and changes they have made.

Question by Wendy about barriers (for desks): Do they still have them? A: They were given the okay to remove shields from k-3 since masks are required for all. They made the decision as a school to keep them in kindergarten due to them sitting at tables rather than desks facing forward. (Would be problematic for eating times.)

Google classroom being used by all classes to provide information for any students who may be away. It also means it's already set up in case of the need to pivot to online learning. Kinder classes use a website for their information as it is easier for the young children over Google classroom.

The school held 3 separate outdoor assemblies: once at the beginning of the year and again for the Terry Fox run. They used the new sound system! Staff meetings are still virtual. Mrs. Dunn has her library on wheels! She brings books to the classrooms that students can borrow for the week but they have to stay at school. Students can also make requests through the online catalogue. Milk and pizza days are still on hold. Picture day is also on hold.

The Terry Fox walk happened on Sept. 24th. Mme Sabourin's class did an outdoor presentation. There was also a virtual Meet the Staff. It was a good turn out and well-received.

Sept 30 - The school participated in board-wide presentations and land acknowledgments. This will be something that is continued throughout the year, not just on this one day.

Halloween - still waiting for guidelines. Right now the school can't accept treats/food from outside. Assuming it will look similar to last year with students bringing their own special snack.

Progress reports - Nov. 4. They will be available online again but the Board is changing up how this will happen.

Nov 12 - PD Day for interviews, will be virtual or phone meetings. Will get more information from the Board in the next few weeks.

Some of the mental health presentations (incl. LGBTQ, BLM) will continue this year, virtually.

Question from Cynthia: Is there funding for these programs? Answer: It comes from Student Success which offers support, mostly for 7/8s. The grant is about a thousand dollars. Mme Roussel organizes it and the school can request more if needed. They have never been denied when a request has been made.

They are in contact with public health and a new public health nurse will be starting with the school. There were vaccinations on Sept 20 for the 7s & 8s for meningitis (regularly scheduled vaccination). If any student missed this, they can go to their family Dr. or public health will come back to the school in the spring.

Question by Pam: Library request books online - will there be communication on that? Answer by Mr. Levesque: will look at including that in the next parent email and remind staff to share with their class, if appropriate.

Question by Pam: Chromebooks - what is the plan on how they are distributed? Answer by Mr. Levesque: All Chromebooks are inventoried and fixed if needed. The board will help facilitate sending devices home with students if needed. Last time, 120 chromebooks were handed out. A Google form was used for parents to request one and families have been really good about bringing them back.

### **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 the needs of the community have changed. A copy was sent via email to all Council members for consultation. Feedback is due by the end of October.

Annual Council Report 2020/2021- a copy was 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.

OCASC first meeting is this Thursday. It is representatives from different councils from OCDSB. Updates from trustees, board members & special guests. Good forum to see what other schools are doing. OCASC has people that sit on different meetings through the Board. Looking for someone to be our rep this year.

**Fundraising:** Papa Jack's code has been reactivated and will continue again this year. Only made about \$200 but we don't have to do any work and we get 20% back from sales

Wendy: Hoping we could do Purdy's again for Christmas. The Easter catalogue is significantly smaller. It would be done the same way as the Easter campaign (Wendy would organize pick ups at her place.) No one on council or school admin opposes but we need a fundraising goal. Mme Fillion recommends something virtual - Scientists in the Schools, Rays Reptiles, equity, etc. She will gather ideas from teachers. We will discuss it further at the November meeting.

Question from Wendy: Could they gather outside (if we brought in an organization)? Answer: Still limited because only a few kids could come (due to cohorts), can't touch animals (ex: Ray's) so nothing hand's on. Maybe something in the spring?

Question from Pam: What about a Minecraft tutorial for primaries? A lot of young kids are into it but need people to kind of show them how. Answer: Probably wouldn't be in line with the education plan unless it's related to coding. Cynthia said she thought that the Board had an education Minecraft subscription. Mr. Levesque confirmed.

**Treasurer's Report:** Jennifer Tracey

- Jennifer explained the financial summary (Appendix 1). Spent more last year than we brought in. Received a cheque from Mabel's Labels but nothing else to report so far. (We have loyalty programs at Home Hardware - Tenth Line, Boston Pizza, Mabels Labels. Trying to get in touch with BP to see if they still have the loyalty program.) Also no outstanding commitments from previous years.
- 2020/2021 Financial Review (Appendix 2)  
At the end of each year, there is a financial review of Council activities. Amanda Hope reviewed all the documents including receipts, invoices, bank statements (deposits and withdrawals), revenue from fundraisers and cheques from August 2020 to July 2021. No errors, miscalculations and misappropriations were detected.

**Wish List:**

Mrs. Nowiski requested money for books dealing with emotions/mental health for the Kinder team. There are 12 books in the collection, \$15.95 each. These would be in the classroom for teachers to use. \$216.28 for all if HST is included. Agreed to round up to \$225 (easier to approve more than to come back and ask for an extra few dollars). Motioned to approve by Jennifer and seconded by Lisa. Approved.

**Round Table: All**

Cynthia: A land acknowledgment was NOT included in the Yearbook. Noticed the standard one from the Board website is everywhere. Wondering if it would be more meaningful to create one for our school. Mme Fillion agrees but would like it to come from the students. Would be great to get the 7s & 8s involved in this as much as possible.

Elitza: Brought up that anything that is decided *needs* to be included in the yearbook, the earlier it is decided the better. The students put together the yearbook and it comes from them so better to decide on these things earlier so it can be brought to the students who will be working on the yearbook. Mme Fillion will talk to the intermediate teachers.

Jennifer: Asking if the Facebook page is still run by a parent who is at Maple Ridge? Answer by Cynthia: It is not a council facebook group and it is run by a parent who is no longer a Maple Ridge parent. If we can get ownership of the group, it could become a "council" group. Would hate to start a new one as it could get confusing as there are over 200 parents in it. Pam, as communications officer, offered to reach out to the person currently running the group to see if it's possible for Council to take it over.

8:27 pm meeting adjourned

October 5<sup>th</sup>/2021 meeting minutes approved by MRES council:

*Cynthia Allen*

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

*November 2/2021*

\_\_\_\_\_  
Date

## Appendix 1. Financial Summary & Commitments

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

	Oct 4, 2021	(Last meeting) Jun 14, 2021	(Last year) Jul 31, 2021
<b>Income</b>			
<b>Lunch Programs</b>			
Revenue	0	0	0
Expense	0	0	0
<b>Total Lunch Programs</b>	0	0	0
<b>Movie Night</b>			
Revenue	0	0	0
Expense	0	0	0
<b>Total Movie Night</b>	0	0	0
<b>Other</b>			
Grants	52	1,150	1,150
Other Revenue	0	137	442
Other Expense	0	0	0
Purdys Revenue	0	706	706
Purdys Expense	0	0	0
<b>Total Other</b>	52	1,993	2,298
<b>Total Income</b>	52	1,993	2,298
<b>Expense</b>			
Interest, bank charges	6	28	33
Miscellaneous	0	125	910
School - activities	0	-140	-140
School - books & equipment	0	2,840	3,005
School - greening	0	81	81
<b>Total Expense</b>	6	2,934	3,889
<b>Net Income</b>	46	-941	-1,591
<b>Available funds, beginning of year</b>	9,388	10,979	10,979
<b>Available funds, end of year</b>	9,434	10,038	9,388
<b>Reconciliation</b>			
Balance per bank	9,383	10,038	9,388
Balance per PayPal	0	0	0
Outstanding cheques	0	0	0
Outstanding deposits/receivables	52	0	0
Cash On Hand	0	0	0
<b>Commitments</b>			
Hot lunch	0	0	0
School equipment	0	0	0
School Activities	0	0	0
School - Greening	0	0	0
<b>Available funds, end of year</b>	9,434	10,038	9,388

**Appendix 2. 2020/2021 Financial Review**

Amanda Hope

[Redacted signature block]

7 September 2021

Maple Ridge School Council  
1000 Valin St.  
Orleans, ON  
K4A 4B5

To Whom It May Concern:

This letter verifies that I, Amanda Hope, have audited the financial information of the Maple Ridge Elementary School Council for the school year 2020-2021. I searched for errors, miscalculations, and misappropriations to the best of my ability and have found none. The executive of the Council have upheld their fiduciary duties.

Sincerely,

Amanda Hope