



Maple Ridge Elementary School Council
Meeting Minutes February 14/ 2017

6:40 – 8:00PM

Attendees: Natalie Makara, Nicole Guertin-Colverson, Cynthia Allen, Barbara MacIntyre, Micheline Lalonde, Elitza Palazov, David May, Jodi Sabourin

Regrets: Wil Dykstra, Jennifer Tracey, Rosita McLaughlin, Robin Januska, Invitee -Keith Penny, School Trustee had to cancel at the last minute

Meeting called to Order – 6:40pm by Dave May

January minutes – Motion to approve – Cynthia Allen, seconded by Barbara MacIntyre

Principal Report – Nicole Guertin-Colverson

Me to We: The Student Council with Miss van Daalen and Mme Grenier have organized a three day sale of chocolates and treats – February 13-15. In two days, they have raised more than \$300.

Term 1 Report Cards: There was a printing issue Board wide. The report cards will be distributed on Wednesday, February 22 which is a week later than anticipated.

Board Games: During the winter months, students may have indoor recess and indoor lunch hours due to inclement weather and risk of frost bite warnings. A message was sent to parents in January asking for donations of board games and small puzzles (less than 100 pieces). The school community responded generously. The games were distributed based on the age appropriateness.

Rocks & Rings (Curling Canada): Maple Ridge will not be scheduling the Rocks & Rings program this year. We have 4 indoor curling floor sets therefore it did not make financial sense to pay to bring the program in. Mr. Searle will set it up in-house.

Stage Curtains: The stage curtains are going to be replaced the week of March break at no cost to the school or to parent council. The OCDSB will *replace* the current curtains. There is one small piece of curtain that is missing. The Board will not pay for this new curtain. The cost is estimated at \$900 which will come out of the school budget.

Chair Report – Cynthia Allen

OCASC update – No one attended the January OCASC meeting. Update provided using **DRAFT** copy of the OCASC January minutes.

- Proposed 2017-18 calendar - Pre-Labor day start (occurs every 4 or 5 years), Christmas break planned for December 22/17 – January 8/18, PD day normally around May long weekend will be moved to April to break up the long stretch between Easter 2018 and Victoria day. **NOTE: The draft OCASC January minutes were corrected at February OCASC (Feb. 16) after the Maple Ridge meeting. The pre-Labor day start was an error. It will NOT be a pre-Labor day start for the 2017-18 academic year.**
- SEAC – Special Education Advisory Committee – there has been a lot of discussion about the 'gifted' program. A working group is being formed which will include SEAC members, trustees, principals, Board staff and external members. There was a concern about a lack of transparency and concerns that not every opinion will be heard about changes to the gifted program.
- Committee of the Whole (COW) update – There will be no changes to the delivery of special education programs in 2017-18 due to concerns about the impact of a changing delivery model. Gifted program will not change for next year.

PRO Grant – Application is due in May for up to 1000\$. This grant is intended to be used to engage parents in enrichment activities related to their child's education. In the past we have used PRO grant money to fund family math evenings, science workshops, speakers on select topics such as math and social network safety as well as to purchase reference books for the creation of a parent resource library and math supplies to prepare take home math kits. A suggestion was made that perhaps it would benefit both parents and students to bring in an expert on techniques to reduce stress and anxiety and focus on relaxation. Healthy mind, healthy body.

Hatch Canada – A parent approached Council asking about this program and the feasibility of offering it to our students. There are over 110 schools participating in this program in Southern Ontario however in the Ottawa area, there are only four schools: Monsignor Paul Baxter, Convent Glen, Connaught Public School and Abraar Secondary School, Connaught Public being the only one in the OCDSB. The program started in Ottawa in winter 2017.

There are actually two programs that they can deliver: **Hatch Coding** (ages 7-17) and **Hatch Typing** (6 year old and up).

"Hatch has built a proprietary educational platform that is designed around the principles of self-paced and mastery-based learning to encourage children to challenge themselves and build their own digital portfolio from their library of 600 projects including Minecraft, Star Wars, Games, Art, Design Apps and much more!"

PROGRAM DETAILS

- After school programs: 60 minutes once a week at \$17 per hour per student. (HST exempt)
- School Recess program: 45 minutes once a week at \$13 per hour per student
- Duration: 8 or 12 weeks long.
- 1 instructor for 6 students (will run a program for as few as 6 students)
- Require internet access & computers (Laptops or chromebooks)
- Hatch can provide the computers but for extra \$5 each day per student, or students bring their own
- Software is in the 'cloud' - student has a user name and password, 24/7 accessible
- 5% of the total sales given back to the Parent Council.
- Can offer 1 free coding workshops for grades 2-8 students
- Offer 1 free typing workshop for grade 1 students

Addition Details Obtained through email communication with Hatch Canada

Once a school has decided on program details, Hatch Canada will create the school profile on their website. Hatch Canada gets a permit from the Board and no staff or volunteers are required at the school to run the program. They have their own liability insurance for the school board. For payments, the parents can pay directly on the website. There is no other responsibility from the parent council. They will bring the instructors and the material and run the program at the school.

Hatch Contact coordinates: Ysabel Li, Business Development Executive, 613-322-0250

Website: <https://hatchcanada.com/>

Coding video: <https://www.youtube.com/watch?v=Xx4Al3beGWY&feature=youtu.be>

Typing video: <https://www.youtube.com/watch?v=LR-iegAtF6k&feature=youtu.be>

There was a limited discussion considering there were so few parents in attendance. Those that were at Council felt the program was expensive considering there are free web based programs available. If offered, MR staff would not have any involvement. Maple Ridge could provide a room to use and a "Community Use of Schools" permit would be required from the OCDSB.

School Yard - Elitza Palazov has offered to work on school garden/outdoor classroom project. Cynthia is going to coordinate with Elitza and Tracy Murdoch to start working on plans for the spring season.

Year End School Council Reporting: Recently the press has reported a story on the loss of school council funds at a school within the OCDSB. We discussed Maple Ridge accounting practices. Our treasurer provides a monthly financial summary which is appended to the minutes accessible, to all parents. In our monthly minutes, any financial decisions are captured and described so that parents know what the funds are being spent on. Cheques are signed by two Council executives and a description of the expense is stated on the memo-line. Every cheque issued is accounted for. We have implemented a double cash counting system especially for events where we collect a lot of cash such as the dance-a-thon or the family fun day. We have an additional layer of oversight in that every year, a Maple Ridge parent conducts a financial review of the year's financial transactions. The reviewer has access to the record books, receipts and bank statements. At the beginning of the school year, our treasurer completes a form about the previous academic year - "Year-End Reporting of School Generated Funds". In addition to the financial year end report, a report on all Council activities is submitted to the OCDSB.

Hot Lunch/Pizza Program- Barbara MacIntyre

Term two pizza sales were lower than expected. The exact reason is not clear. There could be several contributing factors such as difficulties with the on-line ordering system, competition from The Lunch Lady program or students could be tired of the same pizza with the whole wheat crust. It was suggested that we ask the pizza provider if he could provide thin crust pizza using white flour and would this fall within the food and beverage guidelines. We are going to take a closer look at PPM 150. A suggestion was also made that Council could offer pizza from other providers as additional pizza days. Students could conduct a taste test after which Council could survey the students. Barb is going to discuss this with the organizers of the pizza lunches to see what their thoughts are.

Financial Report – Wil Dykstra – See Appendix 1

February 14th/2017 meeting minutes approved by MRES council:

Executive Signature

Date

Appendix 1. (Wil Dykstra)

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

(as of February 5, 2017)

	Jul '16 - Jun 17	Jul '15 - Jun 16
Income		
Lunch Programs		
Revenue	22,302	24,262
Expense	-12,715	-13,929
Total Lunch Programs	9,587	10,333
Dance-A-Thon		
Revenue	6,133	12,698
Expense	-620	-522
Total Dance-A-Thon	5,513	12,176
Family Fun Day		
Revenue	0	7,376
Expense	0	-3,595
Total Family Fun Day	0	3,781
Entertainment Book		
Revenue	0	3,240
Expense	0	-2,182
Total Entertainment Book	0	1,058
Movie Night		
Revenue	0	0
Expense	0	0
Total Movie Night	0	0
Other		
Grants	1,500	4,000
Other revenue	0	643
Other expense	0	-203
Total Other	1,500	4,440
Total Income	16,600	31,788
Expense		
Donations, sponsor	0	1,500
Interest, bank charges	18	256
Miscellaneous	35	455
School - activities	5,606	2,689
School - books & equipment	8,110	14,838
School - greening	0	0
Total Expense	13,769	19,738
Net Income	2,831	12,050
Available funds, beginning of year	15,872	3,822
Available funds, end of year	18,703	15,872
Reconciliation		
Balance per bank	52,055	52,822
Balance per PayPal	11,817	2,015
Outstanding deposits	2,000	3,260
Outstanding cheques	(1,361)	(6,278)
Commitment (School Yard)	(27,508)	(27,603)
Commitment (Activities/Equipment)	(12,000)	(8,344)
Future payments (hot lunch, etc)	(6,300)	0
Available funds, end of year	18,703	15,872