

Minutes

Castor Valley Elementary School Council Meeting

January 19, 2017 from 6:30pm – 8:30pm

Meeting was called to order at 6:41 pm, and was chaired by Cynara Corbin

Attendance:

Voting Members (quorum reached):

Carrie Amell, Crystal Doyle, Cynara Corbin (co-chair), Deanna Morris, Esther McConaghy, Jenni Bell (co-secretary), Lesley Parker (vice-chair), Maryam Sugrue-Foubert, Sarah Slater, Tamara Legris-Stard, Trish Bezaire

Non-Voting Members and guests:

Chris Toinoven (Principal), Carrie Merriam (Teacher), Joanne Lacharity (Teacher), Debbie Dignard, Gloria Mackey, Jodi Forest, Karen Percy

1. Welcome, Attendance

Cynara Corbin opened the meeting at 6:41pm and noted that we had not reached quorum yet.

*Addendum, by 7:05pm we had reached quorum.

2. Approval of January Agenda

Motion moved by Trish to approve January Agenda, 2nd by Lesley, all in favour - carried.

3. Approval of November Minutes

Motion moved by Maryam to approve November meeting minutes, 2nd by Esther, all in favour - carried.

4. Co-Chairs and Vice-Chairs report:

- Constitution Changes: Cynara went over the proposed constitution amendments (see attached document) for a quick review.
Motion moved by Sarah to accept ALL the suggested amendments, 2nd by Trish, all in favour – carried.
- Melanie Ritchie: Co-chair Melanie Ritchie will be taking a break from council for the next couple of months due to some health issues.
- Traffic on Snake Island Rd: A few weeks ago councilor George Darouze obtained a portable speed board for Metcalfe Village and posted on his website that he could obtain another if needed. Lesley approached him to suggest that this would be helpful outside the school. George advised her that all speeding issues should be reported by calling OPS but did not seem open providing a speed board in front of school. Teachers have not noted a lot of speeding during noon time however their main focus is on watching the kids. Several council members shared their own experiences of witnessing speeding at different times of day. Lesley has asked that we all report any speeding we see in the area. Jenni will raise CVES concerns at the next Metcalfe Community Association and ask if they will advocate for CVES to George on their behalf.

- School Safety: There are often questions raised on the FB group and other venues about procedures in place for school safety and lock downs etc. We are proposing that next month Chris could do a short presentation to explain current procedures/policies and answer questions during our next CVES council meeting.
 - Debbie questions why CVES does not have a “locked door” policy like many city schools do? There are many risks involved with having an open-door policy; parental custody issues, disgruntled ex-student or community member entering the school with the intent to harm.
Chris shared his experience with a previous school that went from open door to locked door – students began questioning whether they were safe after this change was made. We have to be careful about how far we go, how it will shape the students world and understanding of safety. There will always be situations that we can’t foresee but hopefully we have procedures in place to ensure safety should something occur. Chris is open to having further discussion about it, but if we go down that route we should be very certain of it.
Debbie suggests we ask the Community Police Officer assigned to the school to come in and review our safety protocols/measures and make suggestions for improvement.
 - Discussion tabled until February for Chris’ short Safety Presentation.
- PRO Grant: The following are the two “Parents Reaching Out” Workshops that we will be offering. This will use all the funds we were granted this year.
 - Screenagers are scheduled for Feb. 9th, we are doing 2 showings of the film. Film is appropriate for children ages 10 and up, this will also be opened up to the community to attend. We will provide childcare for CVES families only, due to liability reasons we cannot offer this service to other community members.
 - Mindmasters Workshop is scheduled for March 2nd, this is geared more for parents of younger kids. This workshop is for parents only and we should specify this on the handout.
- Facebook CVESC Group: Sometimes there are conversations happening here that would be better suited to parent/teacher direct communication and not posted online for the whole group. Going forward we are implementing standard “Terms of Use” for what is appropriate and what is not. **Action item – Cynara will post new terms of use in group soon.**

5. Principal, Teaching & Support Staff Reports

Teachers Report (Carrie Merriam and Joanne Lacharity)

- Very busy December for all at school. The Ambassadors were very busy with numerous things which included outreach projects. Angie Bickmore would like to thank everyone for sending in food, clothing and milk bags, and for the participation from parents on the weaving project.
- Thank you to all parents and volunteers for making Christmas Shopping Day happen.
- We are busy finishing up Term 2 projects right now. Older children will be quite busy with completing tasks.

Principal's Report (by Chris Toinoven)

- Intermediate Girls Volleyball won their Tier 2 Regional Tournament. Intermediate boys are off to the tournament tomorrow.
- Kindergarten Registration starts next week. We begin to plan for next year as we see the numbers come in, see what the forecast for 2017/18 will be for staffing.
- Teachers are incredibly busy working on report cards. The Ministry of Education gave boards the ability to determine whether or not they would use the new reporting mechanism for Kindergarten, which is a dramatic change from last year. The boards decided to adopt the new system but not to implement the changes for Kindergarten students until next year as 1/3 of our K teachers this year are new. The Ministry is training teachers until the end of January on how to use the new reporting system.
- Our Early Intervention program is starting up, run by CHEO for Grade 7 and 8 students who self-identify as needing extra support/guidance when dealing with personal issues. CHEO sends some case workers who are trained to deal with intermediate students. If students are interested they come for an interview and talk about their needs and interests which will help them determine whether they would like to come back for further support.
- Our school learning plan is going on right now and the focus is on numeracy and math. Our math teachers are released to go for workshops and additional learning in this area. We are focusing on problem solving, understanding student thought processes, and identifying how to target certain students and situations with different strains of math, and learning how to move forward.
- It is a very exciting time at Castor Valley because we are not only looking at revamping our library, but there is also a lot of interest in how our school works. A high school contacted Chris today to ask if they can come in and see how we deliver programming. We have mobile technology here and mobile learning available in different areas. There have been no long-term studies yet on how the unique environment we provide here (students learning in halls/lobby/comfortable nooks and non-traditional seating for example) but at the school we have seen some massive change in the disruptive behaviors from students who "can't sit still". Many classrooms have flexible seating available for students as well as the standard desks and chairs. Teachers are encouraging students to figure out what works best for their learning needs. Some students flounder with the extra freedom/flexibility/independence, but many excel.

Support Staff Report – No updates at this time, everything running well.

6. Treasurer's report (Tina Clarmo):

- Tina not present and there was nothing new to report at this time.

7. Fundraising Programs / Events Report

- Christmas Fundraisers:
 - Samko & Miko: We raised \$383.51 from collecting receipts.

- Steeped Tea: We raised \$1358.40 from this fundraiser.
- Cedar Bush Creations: We raised \$312.50 on 39 individual pieces. We will take a break from this fundraiser next year.
- Fundschrift: With the 2 Christmas orders + the September hot lunch Subway order we made \$563.39 (-\$13.59 for shipping charges). With the running balance from the spring, we have requested the total earnings for 2017 which is \$822.26, we should receive this cheque in the next couple of weeks. The next and final Fundschrift order for the year will be in May. However if there are any anticipated council gift card needs for year end activities/luncheons Melanie can order those separately as needed. (Update via email from Melanie Collins)
- Christmas Shopping Day:
Maryam heard lots of positive feedback from kids and families. Lots of gift wrap was left over and stored in the closet. Many leftover gifts, some were donated and some we kept. A fun day had by all! Organization the night before went smoothly, the day of the event went well also. For next year we should make sure the deadline for gifts is a little earlier than “the day before”.
 - Ladies in the office suggested that perhaps next year we should reduce the grades participating as it takes a long time to get all the classes through. Offer Juniors their own activity? Discussion within council ensues and its suggested that instead of reducing classes participating, we could encourage the older grades to do their own wrapping in classrooms instead. Discussion tabled until next year.
- Intermediate Paint Day: This event went very well! Melanie Ritchie ran the event and provided the paint instruction to students. Four volunteers participated, all the kids had fun and there were many amazing results and special gifts.
- Metcalf Santa Clause Parade/Christmas in the Village:
Maryam organized the float decorating and set-up, which went very well as she had many volunteers. Her parents drove the truck/trailer and they have kept the decorations and stored them for next year. Lots of CVES kids and the CVES Beaver mascot were on the float, which was the biggest float in the parade! More candy is needed for next year. It was such a big hit, we should anticipate interest in participation growing very quickly for next year.
- Open Floor “Fundraiser” Discussion: New Fundraiser suggestions are always welcome! A couple of ideas; Big Box of Cards - \$31 for 31 cards (a sample was passed around), Maryam will get more details. Vesey’s Bulbs is still a possibility for a spring Fundraiser. Are more fundraisers really necessary? We are not short on money right now, and some council members have heard a few complaints about the constant fundraising campaigns that come home in backpacks. Perhaps we should make a survey to parents to ask if they’d prefer the multiple fundraising events throughout the year, or a direct ask at the beginning of the year.
- Talentfest: Update from Jen Danby Macdonald via email. Show will take place the first week of May over 2 nights. More volunteers are needed. Planning will begin in the next 2 weeks. We will send something home in backpacks suggesting different volunteer jobs we need help with. Sarah suggests we give people an idea of the time commitment required or more

information/details so that people can figure out their availability. This also makes it less scary for people without a lot of time to commit to volunteering.

- Intermediate Career Day: Update from Jen Danby Macdonald via email. This initiative is for all Grade 7 and 8 students. Date will be Wednesday April 26th. Teacher will be doing lead-up activities with the students, online assessments etc. We will be inviting people to school to talk about their careers etc. Students will be matched based on their prior assessment. We need volunteers for this and need to get started with recruiting immediately. We are looking for guest speakers from a wide variety of careers.
- Used Book Sale: Update by Lesley – last year was not as successful as previous years. The volunteer running this event last year is stepping back so a new volunteer would be needed to run the event. Not as many donations were made last year. We will put a call-out in the newsletter looking for a volunteer, but if none is found it is suggested we forego the event this year.
- Family Movie Night – Feb. 10th: Advertising will go out in the next newsletter and FB event will be created shortly. We will be showing Disney's Moana. We are allowed to buy 1 movie a year through the schools license that is not released on DVD yet. We need more volunteers for this event, there are usually 2 shifts. The ambassadors do most of the work, we just need to supervise. We will need to order more popcorn. Tamara will take care of getting all the goodies. Maryam and Trish will also help. Tamara suggests donating funds from movie nights to other schools in need, this would clearly be outlined in our advertising for the event. The event itself does not make a lot of money but it is the idea behind it that is most important. It is suggested that we continue to work with Hawthorne Public as our Ambassadors have already fostered a relationship with this school in need.
[Motion made by Cynara to donate all the proceeds from this movie night to Hawthorne Public, 2nd by Crystal, Motion carried.](#)
- Fun Night: This event is quickly approaching and we don't have a Fun Night coordinator. Cynara is willing to step in and coordinate but she will need a solid team of volunteers. Leslie Segal did it 3 years in a row but has stepped back this year. It is a very volunteer intensive event. Is there something else we could consider replacing it with? Teachers say that kids will "revolt" as this is a very important event for them. Someone suggests that we could use extra money from the budget to rent bouncy castles – but Chris explains that every kid would need to sign a waiver before going on, it is not feasible. We will continue with status quo.
[Action item – Book date for Fun Night by next week. Book Firefighters for BBQ station.](#)

8. Library Committee

- Committee met recently to discuss Chris and Karine's vision and possible grants we can apply for. The area has to be flexible enough that we can use it as a presentation space when needed. Discussing creating areas designated for intermediate and juniors (already have one for primaries). Organization of the committee itself to change, as Melanie Ritchie was head of the committee but she is taking a step back at this time. Chris was talking to South Carleton's library who were looking at implementing Ereaders into their library, but it is felt that Ereaders were not an functional add-on to school libraries. The Non-Fiction section is interest based, no research is being done there. We need computer

workstations or tablets to facilitate research by kids. Library resources are largely interest driven.

9. Inclusive Safe & Caring Schools Committee (update by Elli Kapsalis):

- Elli Kapsalis not present, no updates at this time.

10. Intermediate Working Group

- Next meeting is Tuesday January 24th at 6:30. Laurel will email the minutes to Cynara after the meeting. They are still looking for more parents to join and also need 2-3 more volunteers for milk bag weaving. Volunteers come in every Wednesday from 1:30-3:15on,

11. OCASC – Ottawa Carleton Assembly of School Councils

Alka Moorjani not present as she is currently attending the OCASC meeting.

12. New Business:

- We received a thank you note from teacher Alison Vigneault regarding her Ad-hoc request for a new bookshelf and carpet for the classroom, teacher and students are thrilled with these new additions!

13. Important dates:

- Screenagers February 9th, 4:30 and 6:30
- Family Movie Night – Moana, February 10th at 6:30
- Mindmasters Workshop – March 2nd

14: Adjournment and Next Meeting:

- 8:20pm: Trish Bezaire made a motion to adjourn meeting, seconded by Carrie Amell, motion carried.
- **Next CVESC Meeting – February 16th at 6:30**

Appendix

CVESC Constitution

Proposed Amendments November 2016

Amendment #1

Article IV – MEMBERS

#1. Council shall consist of the following members:

- a) Elected parents of students enrolled at the school who are not employed at the school or who are employed elsewhere by the school board and have informed those entitled to vote of that employment;
- ~~b) One or more appointed community representative(s) who may also be employed by the school on condition that members are informed of that employment prior to their appointment by Council;~~
- ~~e) b) The school principal as a non-voting member of Council;~~
- ~~d) c) A teacher employed at the school who is not the principal or vice-principal and is elected by the teaching staff;~~
- d) An administrative and support staff member who is elected by the administrative and support staff;

Council may also include the following members:

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- 4. a) At the discretion of the principal based on consultation with other members of Council, an Intermediate student enrolled at the school; and
- b) A parent appointed by the Ontario Federation of Home and School Associations if members of said organization exist in the school; and
- c) One or more appointed community representative(s) who may also be employed by the school on condition that members are informed of that employment prior to their appointment by Council;

~~4. -~~

Amendment # 2

Article IX – MEETINGS

~~#2. The Annual General Meeting shall be held on a date fixed by the Chair in consultation with Council.~~

Amendment #3

Article IX – MEETINGS

7. A quorum for School Council meetings shall consist of ~~12 voting members. These 12 voting members~~ a majority of voting members and must ~~shall~~ include at least 3 elected members of the Executive and 1 staff member. Quorum shall not be affected by the number of, presence of or absence of Non-Voting Affiliate Members.

Amendment #4

Article IX – MEETINGS

~~# 9. Voting may be cast only in person. Voting by email or by proxy is not permitted. Voting should usually be done in person at a council meeting. Voting by email or by proxy can be done at the discretion of the Executive so long as:~~

- ~~- the motion being voted on is distributed via email to all council members by the Chair or Co-Chairs;~~

- that the Chair or Co-Chairs provide at least 48 hours for all eligible voting members to cast their vote; and
- that a majority of the eligible voting members accept the proposed motion in order for it to be adopted.

Amendment #5

Article X – CONFLICT OF INTEREST

#1. Members shall refrain from ~~discussion and~~ voting on any matter in which they have an individual interest such that they or an immediate family member could benefit from, or be personally affected by, a decision.