

Elgin Street Parent Council Meeting – February 9th, 2016

Council attendance: Erik Husband (treasurer), Randy Reynoso (co-chair), Shaun Simms (co-chair), Catherine Pacella, Connie Too, Jim Costello (community representative), Tijen Karatas, Shelley Langlois (principal designate), MJ Tremblay (secretary), Tara Hogeterp, Pina Vito, Jennifer Simms, Diana Mills, Amanda Potts, Heather Lindsay (community representative), Moya Crangle, Sacha Singh

Others: Eddie Jun, Mei-Lin Chow

Special guest(s): n/a

Absent: Angeleen Nayak, Jennifer Stewart, Samanah Lolabar, Alexandra Leonard, Sarah Landry, teacher representative, Matt Cyr, Carmen Rupp

The meeting started at 17h38.

1) Approval of minutes & agenda

MOTION: To defer the approval of the minutes of the meetings of December 8th, 2015 and of January 12th, 2016 – Motioned by Diana Mills, seconded by Tijen Karatas, vote passed.

MOTION: To approve the agenda for tonight's meeting - Motioned by Heather Lindsay, seconded by Sacha Singh, vote passed.

2) Review of Action Items

ACTION ITEMS from the December 8th, 2015 meeting

ACTION ITEM: Laura to advise the ECEs of their classroom consumable allocations. - DONE

ACTION ITEM: Laura to update Council in January 2016 on the teachers' wish list items. – IN PROGRESS

- ACTION ITEM:** Council to explore the possibility of a motivational speaker to present jointly to the students of several local schools, including Elgin Street P.S. (approx. \$3,000.00 in total cost). – DONE (ON TONIGHT’S AGENDA)
- ACTION ITEM:** Catherine to review the possibility of adding a blog specific to the Working Group onto the Council’s website. - DONE
- ACTION ITEM:** Co-chairs to look into drafting a proposed Communications Guideline/Strategy for Council communications. - DONE
- ACTION ITEM:** Catherine to find out from staff what the Council’s role will be at the public consultation meeting (as it may not have the same rules as an accommodation review does). - DONE

ACTION ITEMS from the January 12th, 2016 meeting

- ACTION ITEM:** Tijen to send the EFI link to Laura so that it can be posted on the school’s website/blog. - DONE
- ACTION ITEM:** Laura to categorize the teachers’ ideas and present them to Council. – IN PROGRESS

3) Co-Chair’s Report

Randy invited Council members to join together for an informal social outing after tonight’s meeting. Shaun proposed having the next meeting at the Jack Purcell Recreation Centre (JPRC), and Council members agreed (there is space for the babysitting). As well, he proposed that there may be more detail (or a short paragraph of details) for each agenda item in order to streamline the discussion process and perhaps shorten the length of the meetings.

There was some discussion regarding the exchange of documents within Council and the proper way to communication corrections, opinions, and modifications.

- ACTION ITEM:** Randy and Shaun to discuss with Chris the possibility of using Google Doodle for future Council email voting.

4) Principal’s Report

Shelley Langlois delivered Laura's report, as principal designate; highlights were as follows:

- New Office Administrator is Melodie Gondek (starting February 8, 2016)
- A new community member (Commetch Credit Union) has contacted the school looking for ways to volunteer
- Junior teachers have been given access to 'Passport to Internet', a Ministry-licensed program to provide students with training on digital citizenship. This is the first step towards the implementation of a BYOD policy at Elgin St P.S.
- The contract for someone to run intramural sports fell through, so the search has resumed. In the interim, a duty teacher has been pulled from the yard to run intramurals in the gym.
- The student transfer application period is from February 8th to 19th, 2016, but as Elgin St P.S. is at 'zero cap', any cross boundary transfers will likely be denied.

5) Treasurer's Report

As the Treasurer's report was deferred at the last meeting, Erik first went through the January 2016 financial report (total cash available to allocate as of January 11th, 2016 was \$10,142.40), and then reviewed the February 2016 financial report (total cash available to allocate as of February 8th, 2016 is \$9,501.10).

There was some discussion surrounding the entry for the 'school directory', which has \$500.00 unspent dollars.

MOTION: **To go ahead and print the 2015-2016 school student directory, as previously planned**
– Motioned by Diana Mills, seconded by Jennifer Simms, vote not passed (one person abstained).

ACTION ITEM: Catherine to send an email via the GoogleGroups explaining that the school directory will not be available this year.

As a result of the motion, the \$500.00 on the financial report that is showing as committed for the school directory for 2015-2016 has been removed and put back into the general Council funds.

MOTION: **For the co-chairs to send out the annual request to parents for funds (the 'Arts Programming' letter), as previously planned** – Motioned by Amanda Potts, seconded by Sacha Singh, vote passed (three persons abstained)

ACTION ITEM: Co-chairs to update the annual Arts Programming letter, have it printed, and have the copies put in the teachers' mailboxes for distribution to the students.

MOTION: **To approve the January 2016 and February 2016 financial reports (as presented by Erik Husband)** – Motioned by Tara Hogeterp, seconded by Sacha Singh, vote passed unanimously.

6) Volunteer & Fundraising Chairs' Report

Connie mentioned that she will be looking for a replacement for her Book Sale functions (labeling and sorting of books); Sacha will put out a request for volunteers on the GoogleGroups.

ACTION ITEM: Sacha to put out a request for Book Sale volunteers on the GoogleGroups.

There was also some discussion on how to get more volunteers for the sorting of books and the set-up of tables and books in the days before the sale (scheduled this year for June 9-12, 2016). Several ideas were suggested (like finding a 'class parent' for each class who could reach out to the parents in that class, advertising for volunteers at city libraries, finding high school students who need their volunteer hours, target government employees who may have a 'volunteer day' in their collective agreement that they could use, having each class gain extra 'book points' towards their final total for each parent who signs up to volunteer, etc).

Catherine reported that there was some interest in gluten-free pizza on the regular pizza Fridays, and she asked how much the Council should be charging per slice (a regular large cheese pizza is about \$8.00, while the gluten-free pizza is only available in size small, or four servings, for about \$7.00 per pizza). After some discussion, it was decided that the next pizza form (which will go out later this month) will mention that parents can contact Council regarding food allergies, and if Council receives any request, parents will be informed that the price of gluten-free pizza will be subject to demand.

7) OCASC Representatives' Report

Tijen and Jennifer mentioned that insurance coverage was a big subject at the last OCASC meeting, and will probably continue to be as many schools do not appear to be operating in the same way regarding Board policies. Tijen also asked if she and Jennifer's report could be shared with the council at Vicount Alexander (as their council has no OCASC rep), and the Council was in agreement with this information sharing.

8) Accommodations Committee Report

The meeting of the Committee of the Whole (Public) is coming up on February 16th, 2016. The final report (16-030) will be presented to the Board at that meeting, and has already been posted on the Board's website. It would be ideal if Council had a representative to speak at the meeting, and if a written submission could be provided to the Board by Thursday, February 11th, 2016 by 16h00 EST, for its inclusion in the Board meeting package.

MOTION: For Catherine to draft a submission to the Board that will repeat and reinforce Council's position that our school community wants an immediate, formal accommodation review (and wants a temporary solution to be found while awaiting that review), and she will circulate the draft to Council members for input with an ASAP deadline by February 11th, 2016, by 8h00 EST so that the document can be finalized and sent to the Board for inclusion in the meeting package. – Motioned by Sacha Singh, seconded by Tijen Karatas, vote passed.

9) Sexual Health Speaker

Moya has reached out to a presenter who is located in Kingston. She will get more information regarding the person's estimated travel costs, whether another school in Ottawa was also be interested in using her services (and share the costs), and if she has any availability in April 2016.

10) Gift Policy

Deferred.

11) Planning Function

Deferred.

12) Communications Strategy

Deferred.

In closing, Jennifer provided a brief synopsis of Council's spending priorities over the last three years. Her analysis showed that Arts programming was the primary item the Council's funds were spent on for

three out of the last four school years. Other major categories of spending were technology, the Parent Resource library, and teacher reimbursements. It was noted that PRO Grant funds are often used to pay for items for the Parent Resource library.

As well, Randy informed Council that Alexandra has stepped down from her position on Council, for personal reasons. Eddie Jun, who was present at tonight's meeting, has requested membership on Council.

MOTION: To approve the membership of Eddie Chu to Council – Motioned by Randy Reynoso, seconded by MJ Tremblay, vote passed.

The next regular Council meeting is scheduled for Tuesday, March 8th, 2016 at 5:30pm.

MOTION: To defer agenda items #10, 11, and 12, and to adjourn the February 9th, 2016, meeting - Motioned by Tijen Karatas, seconded by Pina Vito, vote passed unanimously.

The meeting was adjourned at 20h01.

ACTION ITEMS from the October 13th, 2015 meeting

ACTION ITEM: Angeleen to follow up with her neighbour, and put him in touch with Randy.

ACTION ITEMS from the December 8th, 2015 meeting

ACTION ITEM: Laura to update Council in January 2016 on the teachers' wish list items.

ACTION ITEMS from the January 12th, 2016 meeting

ACTION ITEM: Laura to categorize the teachers' wish list ideas and present them to Council.

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ACTION ITEM: Randy and Shaun to discuss with Chris the possibility of using Google Doodle for future Council email voting.

ACTION ITEM: Catherine to send an email via the GoogleGroups explaining that the school directory will not be available this year.

ACTION ITEM: Co-chairs to update the annual Arts Programming letter, have copies made, and have the copies put in the teachers' mailboxes for distribution to the students.

ACTION ITEM: Sacha to put out a request for Book Sale volunteers on the GoogleGroups.

MOTIONS from the February 9th, 2016 meeting

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