



# SES Council

STONECREST ELEMENTARY SCHOOL  
*Working together to prepare our children for their futures*

## MINUTES

Tuesday September 11, 2018

6:30 pm – 8:45 pm

Stonecrest Library

Notes taken by Jennifer Mulligan, Secretary

### Attendees

#### Parent Volunteers

Trish Larwill, Jennifer Mulligan, Rosie Ascanio, Judi Varga-Toth, Shannon Cuddihey, Sarah Simkin, Liliane Benoit, Melissa Johnston, Patricia McKoage

#### School Staff

Cindy Alce, Kimberly Simpson, Marcy Storms

### Principal Report - Cindy Alce

- Welcome back. We had a very smooth start up
- We have 23 buses again this year
- Student enrollment-is at 668 students. Spring projection was 665 students
- We have met with all students on the first day of school in their classrooms and we have also had division assemblies to review a number of expectations as they relate to bus, yard, hallways, and Bring Your Own Devices
- Staffing update  
I would like to welcome the following teaching staff:  
-Ms. Agrue-teaching the 2/3 class, Mr. Brussa-Toi (Mr. BT) EF8B, Mrs. Candice Grainger (Brown) teaching EF7B, Ms. Elizabeth Stainer-Core French-junior/intermediate
- Returning from maternity leave is Robyn Paul (EA)
- New to the office in the mornings is Catherine Roberts. Jennifer Eastman is reducing her work schedule to 3 days per week and Pat MacGarvey will replace Jennifer on Tuesdays and Fridays. Kathy Tripp will be in Tuesday and Friday to back fill for Pat.
- Our first lockdown drill is schedule for Wednesday, Sept. 19 at 10:50 a.m. Ottawa Police will be on site.
- Our first Fire drill is scheduled for Monday, Sept. 17 at 11:00 a.m.

- 2017-2018 School Climate Parent Survey-I will present these results in October.
- Lunch Time Monitors Update-due to the reduction of 5 kindergarten classes to 4 classes, we experienced a reduction of the allocated hours. Last year we have 45 minutes shifts in both the morning and afternoon for 2 LTM's. This year we have 30 minute morning shifts and 45 minute afternoon shifts. We interviewed again this morning and still require one person for mornings on Monday, Wednesdays and Fridays. If you know anyone who may be interested, please have them contact me.

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- In addition to the above report, Cindy mentioned that the new health curriculum is not going to be a significant change like the media is making it out to be.
  - With regard to the new math program, it is moving away from inquiry and problem solving to the "chill and kill" factual formula. This means it will be more memorization of math facts, but there is no new curriculum.
  - The Indigenous curriculum has not been affected by the provincial election. Karina Butler attended the school last year.

#### **Teachers Report – Marcy Storms**

- Marcy mentioned that the teachers will be meeting in the next week or two and there is a meeting with all staff at the end of September, so there will be more updates at the next Council meeting.
- Marcy indicated that this year marks the school's 20<sup>th</sup> anniversary since it was built, and thought it might be a good idea to get a "20<sup>th</sup> anniversary" put on the school clothing.

#### **Finances - Liliane**

- Jennifer Eastman just sent Liliane some documents so the reconciliation is not quite done yet. Council has roughly \$15,000 available for disbursements and some other money that we cannot access, except for specific things.
- Making it mandatory to provide receipts is helping to close the year.
- Cindy mentioned that this year, there will be 30 days given to the teachers to spend the money they are given. Someone from each division will be responsible and will provide receipts.
- Trish asked if it would be helpful to use something like Quickbooks (an online mechanism)? Trish indicated it could help alleviate some of the manual aspect. Liliane said it won't work for us because if it goes down, there would be no way to recover the information and that the way Council handles activities makes it difficult to use.
- Liliane said the financial statements should be done in roughly a week. She is trying to get everything inputted into Dropbox so that everyone can see it.
- Marcy Storms mentioned that the speakers for the projectors are getting old, so the teachers may ask for those this year.

#### **Wrapping up of the year -Trish**

- Trish is working on the annual general report and is in the progress of getting it put up on the website for parents to see. She needs to incorporate the minutes and finances as well.

### **Community Resource Library – Sarah, Liliane**

- Liliane mentioned that the money has been spent for the 100 books that were ordered for the school, but the money has not yet come out of our account. The books need to be catalogued and then they can be put into the library.
- Liliane said we are still waiting to hear from Pro Grant about when we can expect to receive the other \$1000.
- Sarah said that the books are now available for the parents to take out. Parents are encouraged to write a one or two sentence review of the books they take out. There are books on sensitive subjects and books in French and books that are sensitive that are in French. Parents can search the Council website for books.
- Patty asked if we were planning on gathering statistics on which books get borrowed the most frequently, and which the least? Sarah said we would be gathering those statistics so that we know what types of books we should order in the future.

### **Council Constitution – Liliane, Jenn**

- Liliane mentioned that the Constitution has not been reviewed in a while, so we tried to re-draft it to make it a more cohesive read and update it to reflect the way that Council currently operates.
- Jenn mentioned that while the history is important, it does not need to be part of the Constitution; it can be kept in a safe place at the school for reference.
- Jenn mentioned that the description of the Volunteer Coordinator role mentioned something about reaching out to people on a list of volunteers that had been accumulated over the years. Jenn mentioned that there is a relatively new law (CASL) which says that you cannot keep a list of contacts and keep reaching out to them without their express consent, unless you make sure you have renewed their implied consent every two years.
- Liliane mentioned that in one week from this meeting, Council members will have the opportunity to comment on the Constitution, then it will be revised and posted for two weeks before it is adopted.

### **Health & Safety Initiatives – Grab ‘n Go snack program**

- Sarah said that the First Aid course will be offered on Saturday October 20, 2018. The basic course (AM only) is \$35. And the full day course is \$85 (Emergency Certified). These are very good discounted prices. The teacher is the same one as last year. The course is subsidized by the Parent Council. Sarah will send out a save-the-date.
- Sarah said the Grab n’ Go snack program has started up again this year. Apples have been available since the first day of school. To date, we have served 2,300 apples, 300 cheese, 1,100 crackers and 1,300 cereal servings. Sarah said we get funding from the Ottawa Network for Education and the PC program to support this program. Teachers encourage students to eat their lunch first. Crackers, cheese and cereal are coming in the next few weeks. Children are asked to mark a checkmark when they take something, and that’s it. The reason is so we can track how much the Grab n’ Go program is being used. Sarah made a pamphlet for the Kinders and in October she will be making one for everyone. Sarah said she will be looking for volunteers shortly.

- Liliane said that the contract has been renewed with Harvest Moon, and it extends until the end of November. The cost is \$45 for 125 apples. She asked if Council was alright with that amount and if it was ok to put that information on our website. Council agreed with the cost and putting the information on our website.

### **Outstanding / Council Business**

#### 1. OCASC - Patty

- September 27<sup>th</sup> is the first meeting, and it is open to anybody.
- There is a course on concussion management at 7 pm on September 26<sup>th</sup> at Sir Robert Borden.
- The parent workshops will be held on September 23<sup>rd</sup>, but the workshops have not been decided yet.

#### 2. Hot lunch - Melissa

- Melissa said that hot lunch starts up on September 25<sup>th</sup>. She is working on the menu and price list and getting it uploaded.
- Council cannot facilitate volunteers so the grade 6 students are facilitating the distribution of the milk orders. We order the milk from Mike McNeely.
- Marcy mentioned that there should be a paper notice as well as an electronic notice regarding hot lunches.
- Liliane said we should double check that we can use the donation button more than once.
- Melissa will find out from Cindy who the families in need are at the school.
- The hot lunch orders will need to be in by September 20<sup>th</sup>. At the latest, we could extend the deadline to the 21<sup>st</sup>. The deadline for every other month other than September is the 25<sup>th</sup> of each month.
- Hot lunch will be on Tuesdays.

#### 3. Calendar of Events

- Once we get through the election, we will set the calendar of events.

#### 4. Meet The Teacher

- We will set up Council table on Meet The Teacher night (October 3<sup>rd</sup>) and encourage parents to sign up for Council. Cindy said she will set up laptops so parents can sign up with their e-mail addresses and we don't have to try and decipher their handwriting later.

5. Lost and Found – Sarah, Liliane

- Sarah said that last year some items were found on the football field (lots of footwear). Everything has been put in the lost and found so if people are missing something, they should go to the Lost and Found and check it out.
- Liliane said that at the end of the year last year, she washed everything using her own washing machine, but wondered if in the future Council could provide money for it. Council agreed.

6. Wheelchair - Liliane

- The wheelchair was \$1,000 brand new, but we got it for \$300. The old one is going to a non-profit organization and will be fixed up and re-used.

7. Tables and Chairs for the front foyer – Liliane

- Liliane wanted to know if we could find out from the Board what we are allowed to purchase and not. She saw the Buddy Benches on sale at Costco for \$549/each and we could get a couple for the front foyer so people have somewhere to sit when they come in.

8. Parent Council Survey – Trish

- We will pass this over to the next Council to work on.

Elections – Proposed Process and Timelines – Trish

- Trish mentioned that over time we have evolved to an acclamation process for inclusivity.
- Trish wondered if we should have more to the election process than just the administrative stuff (for example, we could have a speaker series or a social).
- Jenn mentioned that she thinks that the reason more people don't get involved is time.

**Next Dates**

- Next Parent Council Meeting – October 9, 2018