



Metcalfe Public School Council

Monthly Meeting Minutes

Meeting Date: November 3, 2009
Location: MPS library
Start time: 6:34 pm
End time: 8:25 pm
Next Meeting Date: December 1, 2009, 6:30 pm, MPS library

Present

Jennifer Finniss - Co-Chair
Val Leonard - Co-Chair
Christine Lee - Secretary
Howard Crerar - Treasurer
Kevin MacPherson - OCASC
Cheryl Millard – Hot Lunches
Charlotte Bradley - Website
Casey Edwards
Heather Jeffery – Volunteer Coordinator
Kelly Mayo
Kerry Fonseca
Jennifer Nutt - Principal
Guido Ronci - Vice-Principal
Karen Belanger – Staff Representative

Regrets

Andrew Furlong - Website
Sharon Goral – Administrator representative

Guests

Dave Miller – Manager, OCDSB Business Learning and Technology
Elizabeth McRae
Trevor Edwards

Summary of Discussions	Action
1. Call to order & welcome Jennifer F. called the meeting to order at 6:34.	
2. Website Guidelines – Dave Miller Mr. Miller works for the OCDSB as their manager of business learning and technology. They are in charge of maintaining and improving the board's computers, software and network connections both on the business side of the board as well as the educational side. Part of their responsibilities is to set and enforce policies and guidelines on websites throughout the board. Mr. Miller joined us to give us an overview on the board policies and guidelines with respect to school	

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<p>council websites.</p> <p>Mr. Millers recommendations are as follows:</p> <ol style="list-style-type: none"> 1. Do not mimic or present our site as the school or board sites. Ensure that the site is visually and functionally unique. 2. Ensure the website focuses on the activities of the school council and does not focus on school or board activities. There will be some overlap. 3. Do not republish documents such as school newsletters and board documents. Use links to ensure ownership of the documents remains with the original authors. 4. Ensure signoff is given for each picture/name used on the website. This includes adults as well as children. Currently there is a blanket signoff for use of pictures/information on websites. Next year a policy will be implemented within the board where the permission for use of each individual instance of a child/adult's image or name will need to be obtained. 5. Do not identify children by name. 6. Protect ourselves from legal proceedings by following the above. <p>Other points that came up during the discussion included:</p> <ol style="list-style-type: none"> 1. Ensure obfuscation to prevent spam – Charlotte is already on top of this. 2. The use of the autoresponder system was questioned for sending out the school newsletters. Instead of including the newsletter within the body of the message, include a link to the school site. 3. Review of the content of the school council site needs to be done by both council and school. Input from the principal is necessary. 4. If we allow comments on the website, a moderator will be necessary. 	
<p>3. Approval of October minutes</p> <p>The minutes of the October meeting were approved after changing the amount of money to be paid to Jennifer F. for expenses for Tammy's going away barbeque to be the full amount of the expenses instead of being limited to the \$90 listed.</p>	
<p>4. Principal's Report – Jennifer Nutt</p> <p>Update – H1N1</p> <p>We are following all Board and Ottawa Health Protocol & trying to keep everyone calm. We are on a learning curve as is the Health Department and various levels of government. If you have any specific questions do not hesitate to call the school. We are reminding students to follow appropriate hygiene practices. We thank you for your cooperation in keeping students healthy. There is a pandemic plan on the Board website.</p> <p>Charlotte mentioned that one of her sons is showing signs of anxiety in relation to the H1N1. There is a fine line between keeping children safe and creating panic.</p>	

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<p>Staffing update Aleksandra Mudzijan will be off until further notice. Kimberly Stagg is an occasional teacher with over 10 years of experience. She will be replacing Ms. M. They are in communication and will continue to be in communication to ensure the programming for the students is not interrupted.</p> <p>Parent Engagement Funds I have been given a cheque for \$500 to give to council. This money is provided by the government of Ontario to improve communication between school council/school and parents. These funds must be spent by the end of August, 2010 and reported on in the school council financial statement for the year 2009-2010.</p> <p>OFIP funding We are beginning to use the funding made available through the Ministry. Teacher moderation has begun where teachers come together to evaluate various work together to try to ensure consistency throughout the school. BANSHO, a mathematics instructional strategy, is being brought into the school.</p> <p>Guidance/ISST Intermediate teachers - We have received funds from the board/ministry for guidance and student success activities. Two things we are in the planning stages are a trip to Ottawa technical Learning Centre and an early intervention program to promote self esteem in high risk children.</p> <p>Spelling Bee Hedy Burton will be running the spelling Bee again this year for students grade 4-8 in French and English, there will be both a daytime and night time performance. This will be held during the 3rd week of January.</p> <p>Play Jeremy Alward has begun preparing for this year's production. Jeremy has chosen Peter Pan for this year. Casting will begin shortly with the play showing in April. There will be a need for parent volunteers – general, costumes, makeup. Let Jennifer Nutt know if you are interested in helping.</p> <p>Mid-term reports Mid-term reports will be prepared shortly. Parents are encouraged to speak to their child's teacher if they have any concerns with their child's progress.</p>	
<p>5. Vice-Principal's Report – Guido Ronci</p> <p>IEPs As mentioned last month, the Individual Education Plans have been sent home and we did receive a few queries and requests for reviews, but over all the IEPs were successfully completed by a very experienced staff. BRAVO to all of them.</p> <p>Halloween As you are all aware this year's Halloween parties were framed by our school's</p>	

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<p>protocol and procedures of healthy lifestyle and hygiene. We received, as far as I know, no calls of concern about parents unhappy that we asked that home baked and bulk style goodies not be sent to school. May I congratulate all the parents through you for supporting our Educational Programming.</p> <p>Assembly On Friday Oct 30th was held our mid Fall General Assembly. It lasted a little longer than the planned 30mins... but then again:</p> <ul style="list-style-type: none"> ● Three classes presented a song, or poem, or dramatic representation ● We had a read aloud on Respect and Responsibility ● We awarded over 60 certificates to students demonstrating one of the two character traits featured in Sept or Oct ● We celebrated our Sports teams successes and efforts ● We watched a slide show masterfully put together by Craig Groen ● We laughed at our Admin team dance the Monster Mash <p>Trike Race Our annual Trike Race was a success. Mr Bruce Marleau, First Champ of the 2008 race came in second to Catherine Rochon this year. We are unsure of how much money we did raise for United Way/Education Fund. But there are lots n lots of pennies. The good thing is that our students benefit from the Education Fund. We will keep you posted. It was great though... the students especially younger ones... felt like the Tour de France or the Giro d'Italia...</p> <p>Winter Concert We have a date --- Dec 17. As for the time...we will keep you posted.</p> <p>Intermediate Dance Their first dance is on Friday Nov 27 in the afternoon. As usual, a dance is a bravo for having all school work up to date and behaviour in line... We are confident that all the grades 7 & 8 will participate... but the final decision will rest with the options that they decide to exercise.</p> <p>High Schools</p> <ul style="list-style-type: none"> ● Colonel By – International Baccalaureate Programme <ul style="list-style-type: none"> ① Parent Information Night : Wednesday, November 25, 2009 7:00 PM ● Canterbury – Arts Program <ul style="list-style-type: none"> ① Grade 8 Information session : Tuesday Nov 24 at 2PM ① Parent Information session : Tuesday December 15 at 7:30PM ● World of Work was attended by some students. It is a information fair which includes jobs, careers, professions and trades. <p>Remebrance Day The Remebrance Day Assembly will be on November 11th at 10:30am sharp.</p>	
<p>6.Website Update – Charlotte Bradley Charlotte is continuing to put together an initial draft of the website.</p>	

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<p>7. Teachers' Report – Karen Belanger No requests from the teachers. The kindergarten class received some Little People. Council is still waiting for information about the globes that were requested at the last meeting. Karen will follow up on that.</p>	
<p>8. Hot Lunches – Cheryl Millard Hot lunches are going very well. We will likely be changing suppliers for the pitas in January. There have been problems the last couple of pita days.</p>	
<p>9. Financial – Howard Crerar Howard presented the financial summary. We have enough finances to go forward with the volleyball system to ensure that we have the new nets by the time volleyball season is here. Council requested finalization of the cost of the volleyball system.</p>	
<p>10. OCASC – Kevin MacPherson Kevin attended the OCASC meeting. The following was discussed:</p> <ul style="list-style-type: none"> ● the arts council advisory board discussed promotions of arts within schools. Music programs in particular are in decline. They discussed the possibility of finding donations of instruments; grants for live in artists. ● CHEO has psychologists that are available to come into schools for talks on subjects such as bullying & self esteem. ● OCASC is continuing to review their constitution. ● Reassignment of committees is underway and Kevin is looking at participating – if anyone has a preference for where he could do best for us, let him know. ● They were very good at keeping the political topics out of the general meeting. ● There will be an upcoming meeting specifically focused on special ed. Kevin will keep everyone posted. 	
<p>11. Volunteers – Heather Jeffery Heather had to leave early. Will have an update from her at our next meeting.</p>	
<p>12. Jingle Bell Bazaar – Jennifer Finniss</p> <ul style="list-style-type: none"> ● The Jingle Bell Bazaar will be held on December 10, 2009. ● Jennifer F will decorate the front board for the JBB. ● Letters to parents - Christine will change the dates and get it to Jennifer F. for distribution as soon as possible. The second notification should go out on December 1. ● Bake sale – there was some discussion on the viability of continuing with the bake sale with the H1N1 limitations. It was decided that we will continue making sure we request baking be individually wrapped. ● Cheryl will head up the luncheon again. Council approved \$150 for expenses. ● If we need food for the luncheon, we can request donations through Loblaw's through Trevor. Jenn F. will put together a letter for that. We may also want to request something such as a toy for the raffle. 	

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<ul style="list-style-type: none"> ● Council approved \$100 for Dad presents. Billy Mayo will do our shopping for us. ● Possibility of a colouring/decorating contest for murals or posters that could be used for decorating the gym. This contest may also include the JBB boxes for each classroom. ● Sorting will be done in the wood shop as in past years. Jenn F. will discuss with Bruce. ● Need to ensure we get donations of wrapping stuff. ● We would like a list of classes and the times that they will be arriving to be able to welcome them and keep the flow more under control. ● It would be a good idea for each child to have a label or ticket for each present that they will be purchasing. We would like to control the purchasing of items for themselves. ● Teachers will also have 'freebie tickets' that they will be able to distribute as needed. ● Jennifer F. will write up a 'how to' document for both teachers and parents. Christine will type it up when ready. ● Popcorn – Jennifer N. will organize the student volunteers (4-6 students). ● Required volunteers – 20 volunteers are needed to run the bazaar. ● Would like to have music & Santa as last year. Jennifer F. will follow up with Santa. If possible, it would be nice to have Santa visit each of the classes and visit with the children and have pictures taken. ● It would be nice for a primary class to make a thank you card for Santa. ● We need at least 14 boxes to decorate for collecting donations. Christine and Casey offered to bring some in. We also need some items to decorate the boxes. ● We need a float of \$200. 	
<p>13. Mailbag Many fundraising ideas.</p>	
<p>14. New Business</p> <ul style="list-style-type: none"> ● Fundraising – we will pick our next fundraiser in January. ● There is the possibility of selling wreaths - Jennifer F. will call and get some information and let us know about it. ● Elizabeth suggested having a dance-a-thon to raise funds. She organized one at her previous school. She will put together a proposal and ideas and is willing to run it. ● Guido brought up the question of the number of times that we approach parents to help with different charities. He suggested the possibility of channeling the money for these requests through school council and focusing our requests to parents from one source. There was some discussion regarding that, but no solution was reached. ● There will be no Jump Rope for Heart this year. It has become too much work for the time of year. ● Guido has information regarding the creation of inexpensive yearbooks, 	

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<p>but we need to find a parent that is willing to lead this.</p> <ul style="list-style-type: none"> ● All day kindergarten will be going forward for the 2010-2011 school year. More information will be coming out over the next few weeks. 	
<p>15. Adjournment of Meeting Meeting adjourned at 8:25pm. Next meeting to be held on December 1, 2009, 6:30pm, MPS staff room.</p>	