

Roch Carrier Elementary School

Council Minutes

2020-2021

Date:	Wednesday November 18, 2020, 7PM (Virtual Meeting)
Present:	Alan Pieroway Ahmed Taha Ava Sianati Ashley Barnard (Treasurer) Donna Owen (Secretary) Elizabeth Mavor (Member at Large) Helen Nowell (Teacher Representative) Jennifer Nunes (Member at Large) Kelly Littlemore (Vice-Principal) Katherine Robertson-Parrott (Co-Chair) Lisa (Co-Chair) Lisa Clayton (Principal) Mahmoud ? May Roos Renuka Darling Sarah Stewart (Office Administrator) Tanya Trivedi (Member at Large) Yi Zhang
Absent:	

Approval of Agenda

Motion By: Donna Owen

Seconded By: Jennifer Nunes

Approved

Approval of October 14, 2020 Minutes

Motion By: Donna Owen

Seconded By: Jennifer Nunes

Updates: Jennifer Nunes and Tayna Trivedi (Southern) were missed under Members at Large

Approved as Amended

Email Vote

Council conducted an email vote on October 28, 2020 on the following:

Motion: That school council spend a total of \$1642 to purchase Je Lis and Raz Kids licenses for an at home reading program. This would support students in SK to grade 4 and some Core French student in grades 5 and 6.

In Favor: Donna Owen, Elizabeth Mavor, Jennifer Nunes, Katherine Robertson-Parrott, Helen Nowell, Lisa

Opposed: None

The motion was **Approved**.

Agenda Items:

1. Treasurer / School Management of School Council Funds (Sarah Stewart, Office Administrator)

- Sarah presented on how the school could manage the school council funds and the responsibilities of the school council treasurer. The presentation is at the end of the minutes.
- School council has had difficulty filling the treasurer position.
- School would handle cash – there are a few families that pay with cash
- Treasurer would continue to report to council on the school council finances. Reports would be generated by the office administrator.
- Orders would be handled by School Cash Online. Council would send a request to set up orders to the Office Administrator. Ordering for pizza/milk can be done by School Cash Online. Office Administrator can print report of the orders.
- Easy to issue refunds through School Cash Online.
- School can go back to banking with a regular bank.
- Other school councils have successfully used School Cash Online for food orders (pizza, milk)

Motion: That the school council transition its banking from the community bank to banking with the school.

Motion By: Donna Owen

Seconded By: Katherine Robertson-Parrott

In Favor: Donna Owen, Katherine Robertson-Parrott, Helen Nowell, Lisa, Ashley Barnard, Tanya Trivedi

Opposed: None

The motion was **Approved**. Note: The motion was voted on near the end of the meeting and some people had left the meeting.

2. Principal's Report (Lisa Clayton)

Enrolment: As of Friday, November 20 we will have 313 students in attendance at in person school. There is no movement to and from virtual school at this time.

Covid Management: We have not had any cases of Covid 19 at Roch Carrier. Our daily student absences are quite low. Students are expected to sanitize their hands upon entry and exit of the classroom. They wash their hands and/or sanitize before eating. Grades 4 to 6 wear masks

while in the classrooms and school. Grades k-3 are strongly encouraged and frequently reminded to wear them as well.

Gym equipment has been introduced with strict guidelines for cleaning. No recess equipment as of yet.

Playground Painting: Still on my to do list. One of our Kanata schools has used Fastline and they were very pleased with the end results. I have a price list from August available.

<http://planitplaygrounds.shootproof.com/gallery/2653229/> .

Progress Reports: Progress Reports will be available to parents on November 20th, 2020, for elementary students through the online Report Card Portal. Paper reports are not being sent home. You only need to register once, even if you have more than one child in the OCDSB. Your secure account will give you access to all of your children's report card data. If you have previously registered for the portal, you do not need to register a second time. As per the Ministry of Education instructions, progress reports are being prepared for students who started attending school before September 29th. Students who started attending after September 29th will receive their 1st report card at the end of Term 1 – Early February.

Parent/Teacher Progress Report Interviews: We believe in open communication between parents and staff, all year long but November 26 has been set aside for parent teacher interviews. Teachers are scheduling interviews generally between 4 pm and 7 pm. The homeroom teachers will contact each family and let you know if an interview is requested at this specific time.

Winter Routines: Teachers are working together to ensure a smooth and safe transition to winter clothing for students. Routines are being established to ensure that students are maintaining distancing when dressing and undressing for outside activities. Backpacks will remain on their chairs, outer clothing will be on hallway hooks.

Lost and Found: We are encouraging students to take good care of their belongings and are usually able to find owners to the few lost items we have found. Currently, we have a very small basket of items with no owners but it is a small fraction of what we would normally have at this time of year. We always check for labels.

Teachers are very appreciative of the home reading program that the school council funded. No school photos at OCDSB schools. Maybe in the spring.

Worked with Legion to get poppy stickers. Lisa Clayton and Kelly Littlemore distributed poppy stickers and collected donations. Don't know how much money was raised, due to COVID-19, the money was given to the Legion uncounted.

3. Teacher's Report (Helen Nowell)

- Teachers are trying their best to teach children despite the challenges of COVID.
- Lots of sharing of ideas between teachers. Supporting each other.
- Scope and Sequence Information provided by the board to teachers is very helpful for teachers.
 - The Ministry announced a new Math curriculum over the summer. The math coaches at the board worked all summer to produce a suggested way to approach the new math curriculum. Includes many resources and covers all grades.
 - Has been applied to all subjects. Helps teachers make sure that curriculum gets covered.

- Helps when students move between virtual and in person learning (because both use the same sequence of the curriculum)
- It is a suggestion, most teachers are following it, but not all.
- The Instructional Coaches have done a very good job supporting teachers. Lots of professional development going on, both formally and informally.
- Lots of new routines. Some children find it easier than others.

4. Chair's Report (Katherine Robertson-Parrott and Lisa)

Fundraising

- Limited options this year
- A reminder about Mabel Label's and Home Hardware were posted on Facebook. Thanks to Elizabeth for the graphics. Amazing job and very appreciated.
- Some fundraising ideas were discussed.
- Virtual Scholastic Book Fair – In the past the Librarian has run the book fair. Not sure if she will run it this year. If not it might be an opportunity for school council.
- School Council Logo Contest
 - Not to replace existing school logo
 - Generate some energy, generate and show pride in Roch, generate sense of belonging
 - Spirit wear hasn't been done in long time. Masks?
 - Lisa Clayton – committed to Roch Carrier hockey sweater theme
 - Every year grade 6 are given T-shirts. Lisa C would like to do these in January / February instead of the end of year.
 - Looking for people to work on the idea and get it organized. Ashley Barnard volunteered to help. Contact Katherine if you would like to help.
- Virtual Holiday Concert
 - Could be a virtual show. Fun community event. Food drive and/or cash donations?
 - Roch has collected for the Snowsuit fund, Toy Mountain and the Food bank in the past. Waiting for direction from board on in-school fundraising this year. Want to find a way to support organizations this year.
 - Something in the evening that is organized by school council. Think it would be well received by the school community. Don't want to add additional work the teachers.
 - There are companies that provide services – e.g. Character Building themed magic show
 - Equity is important
- Virtual Holiday Craft Fair
 - Vendors sign up and pay a fee for a virtual table. Platform is Facebook. Money from tables would go to school council.
 - It is late to organize this; best time is the beginning of December.
 - St Ann's is running one and got 30 applications from vendors. School council reviewed and approved vendors. Cost was \$25 per table.
 - Each vendor is given an album and a time to go live. Event is for a few days. Vendors handle sales and interactions with customers.
 - Potential issues with council collecting money. Current banking arrangements don't allow receiving e-transfers.
 - Consider a Spring craft show.
- Lunch Lady

- Lunch Lady is a community business that is struggling due to COVID.
- Offering family meals and delivery of children's lunches to home.

Communications

- Lisa to post tweets from the school Roch Twitter to Roch Facebook page.
- Send Lisa Clayton things to tweet on the school Roch Twitter. Tweets are automatically posted to Roch Carrier school web page.
- School Council has a section on the Roch school web page.
- Want to use a consistent template for meeting minutes.

Treasurer

- Ashley Barnard volunteered to be the new School Council Treasurer.
- Teacher reimbursement cheques are still outstanding from last year.
- Need to follow up with Jen Nunes to see if the cheques have been issued. If they have not been issued, then should wait until backing is moved to the school.

5. Treasurer's Report

- Deferred until the next meeting

Adjournment: Approximately 9:30pm

Date of Next Council Meeting: Wednesday December 9, 2020 at 7pm (Virtual Meeting)

STEPS TO SCHOOL MANAGING SCHOOL COUNCIL FUNDS

1. Emptying & Closing the School Council's bank account

- a. School Council contacts their bank branch to confirm steps required by the bank to empty & close their account.
- b. School Council issues cheque for the balance of their bank account to Roch Carrier to deposit in their School Board managed bank account
- c. Once empty, School Council closes their bank account

2. Management of School Council funds at the School

- a. Category created in the School's bank management system for School Council funds only (umbrella category)
- b. Additional sub-categories for easier tracking can be set up under School Council (School Council – Milk, School Council – Pizza, etc.)
- c. All school council funds will go through these categories exclusively.

3. Reporting on funds in the School Council category

- a. Regular reports issued from the School to the School Council when there is activity or prior to meetings, from the School Council category showing deposits and payments

4. Deposits

- a. The School Council will direct the School with information on event fund collection (event info, amount, details, etc).
- b. The School will be responsible for setting up and collecting funds electronically using this information.
- c. Any physical funds received at the School will follow the School Board cash deposit procedure, and will be counted and deposited by School employees to the School Council category.
- d. Any physical funds received at a School Council event will follow the School Board cash deposit procedure. School Council members will count the funds and complete a deposit envelope & deposit log at the School. The funds will be deposited by the School into the School's bank account to the School Council's category.

5. Issuing cheques/payments

- a. A School Council member must complete a Cheque Requisition form with an accompanying receipt. Two Council members must sign the request. The request and form can be emailed to the School to issue the payment.

SCHOOL COUNCIL TREASURE RESPONSIBILITIES

The Treasurer;

1. will communicate with the School's Office Administrator for:
 - a. Monthly and other reports on the funds in the School Council's category, and,
 - b. Set-up of electronic fund collection for events (School Cash Net Event Set Up Form), and,
 - c. Collection of funds in person by School Council members at School Council events. (Deposit Envelop & Deposit Log), and,
 - d. Requesting payment/issuing cheques from the School Council category (Cheque Requisition Form);
2. is responsible for management of the School Council's budget;
3. is responsible to report the School Council's financial position at School Council meetings (using reports and information provided by the School);
4. is responsible for any other Treasurer duties as outlined by the School Council's constitution.