

# Lakeview Public School Council Meeting

## Minutes – Discussion & Action Items

Meeting Details	
Meeting Date:	Tuesday, December 3, 2019, 6:45 p.m.
Purpose:	Lakeview School Council Monthly
Participants and Regrets:	<p><u>Council Executive:</u> <b>Michael E</b> (Co-Chair), <b>Aron C</b> (Co- Chair), <b>Laura M</b> (Treasurer), <b>Caitlin C</b> (Secretary), <b>Jennifer Capitani</b> (Principal), <b>Jennifer Barber</b> (Teacher Rep)</p> <p><u>Parent Representatives:</u> <b>Laura O, Jen S,</b> Sandra P, <b>Connie D, Karen F,</b> Leah E, <b>Joan W</b></p> <p><u>Community Representative:</u> Ryan Stanley</p> <p><u>Regrets from:</u> <b>Erin M, Jen N, Alyssa P, Jennifer M, Andrea B,</b> Christina F, <b>Amanda K</b></p>
Quorum:	Total in attendance: 14 <b>Quorum Achieved:</b> 9 out of 15 voting Council members in attendance

Discussion & Action Items	
Agenda Item #:	
1. <u>Call to Order &amp; Approval of November 5, 2019 Council Minutes</u>	
<p>Michael E called the meeting to order at 6:57 p.m. and welcomed everyone.            Before tonight’s meeting, Aron C e-mailed the minutes to Council. Michael E asked if there were any corrections or comments in addition to the update of name of the replacement ECE position.</p>	
<b>MOTION: Aron C</b>	<b>SECONDED: Laura M</b>
<b>“To approve the minutes of the Council meeting of November 5, 2019”</b>	
<b>ALL IN FAVOR</b>	<b>MOTION CARRIED</b>
2. <u>Treasurer’s Report by Laura M:</u>	
<p>2.1. The savings account has about \$12,463 and the lottery account has \$193. The Transportation Fund and Arts and Science Funds have not yet been used.</p> <p>2.2. There is a fund for the sensory room, with a balance of about \$127. Jennifer Capitani requested that Council support continued updates to equipment as it wears out.</p> <p>2.3. The school board grant of \$500, given to each school council for initial administration costs, has been deposited by the school board.</p> <p>2.4. Laura M will email a financial report after the meeting (appended to these minutes).</p>	
3. <u>Principal’s Report by Jennifer Capitani:</u>	
<p>3.1. A theatre production called “The Water Chronicles” came to the school a few weeks ago.</p> <p>3.2. Construction is occurring behind the school yard to remediate erosion issues in the ravine. Construction access is via the dead-end street at the northeast end of the schoolyard, and it has been fenced off. Work should be done in March 2020.</p> <p>3.3. The grade 6 class is running a Holiday Market with students given the opportunity to purchase donated items.</p> <p>3.4. Grade 4 students, along with Mrs. Hollinger and Mme Frechette are running the food drive. Cash donations are being encouraged since the food bank has greater purchasing power.</p> <p>3.5. All collective bargaining groups are in a legal strike position. A one-day strike action may occur tomorrow if negotiations do not come to a resolution. Elementary schools will only be open if the ECEs, EAs, office staff and custodial have settled. No school bus service will be provided unless all parties settle.</p> <p>3.6. No teachers have yet volunteered to run a ski day.</p>	

#### 4. Teacher's Report by Jennifer Barber

- 4.1. The Holiday concert by the participating grade 1-6 classes will be held on December 18 at 12:15.
- 4.2. The kindergarten Holiday Concert will be held on December 20 at 12:30.
- 4.3. Volleyball intramural sign up was today.
- 4.4. Borden ball intramural practice continues.
- 4.5. Grade 3 students will participate in Swim to Survive in January and February.

#### 5. Leadership Report

##### 5.1. Council Membership

- o Community Representative – Mr. Ryan Stanley, who lives in our community, is willing to join the council as a community representative. Ryan attended the meeting and introduced himself.
- o Student Representative – Optional for elementary schools. As a council we do not intend to pursue this.
- o Administrative Support/Support staff representative – Principal Capitani has asked the administrative/support staff and is waiting to hear back from them. Michael E suggested asking once more once the labour relations improve.

5.2. Joan W requested that a connection be made with the EDP program staff. Jennifer Capitani said that most questions can be funnelled through her and she would contact the appropriate person. The supervisor for this area is Stephanie Hiel, and she could be invited to Council's meetings.

##### 5.3. Fundraising Report by Sandra P and Leah E

- o Book Fair update: Sandra P. The event sold about \$3,000 in books which raised \$1,800 in rewards to be used by the school. The teacher wish lists were popular. Jennifer Barber requested many more grade 3-6 french books for the next book fair.
- o Poinsettia Fundraiser Update: Laura M was unable to contact the vendor. For next year, Council should consider looking into this in October.
- o Community Clothing Sale Donation: Leah E was contacted by a local toque maker (Our Hood) is making a donation of 2% of her sales to the school through the school board.
- o Future fundraising events update: Sandra P/Leah E will review options over the winter break and bring some options to Council in January.
- o The intent of the fundraising and events plan is to focus our efforts for the remainder of the year. Proposed Fundraising and Events Plan for 2019/2020:
  - ◆ Welcome Night Dance for all Lakeview families. (Done)
  - ◆ Family Movie Night. (Typically raises about \$300 through \$2 admission fees and sales of popcorn/ring pops)
  - ◆ Scholastic Book Fairs. (Done)
  - ◆ Sale of Lakeview Public School clothing (ordering closed).
  - ◆ Hot Lunch Programs (Pizza Days, Popcorn Days). (On-going)
  - ◆ Ottawa 67s Game, February 2, 2020. We need a Parent Lead, but Sandra P will take this on if no one else steps forward. Percu-Chant will sing on the concourse during the first intermission, and children in the choir do not need to buy tickets. Tickets have been bought by Council for \$15 each, with a suggested selling price of adult \$25, youth \$20. Cash, cheque and School Cash Online payment types are recommended. We can subsidise tickets for parents who can't afford them. Jennifer Capitani will check if School Cash Online can be used to collect money for school council.
  - ◆ Purdy's Chocolate Sale (around Easter).
  - ◆ Mayfair 2020. Aron C asked that volunteers start indicating their interest.
- o For additional fundraising ideas, they will get forwarded to Sandra & Leah who will do a quick look to determine if the time investment is worth the monetary reward before they get brought forward to the council for consideration.
- o For new events, the hope is that new event ideas be submitted ahead of a council meeting so that council members can consider them before they get discussed at a monthly meeting. The hope is that this will lead to a more efficient discussion.

##### 5.4. Parent Conference School Council Training Session Summary:

- o Michael E brought forward some changes to our agenda, including a suggested duration for each agenda item, and ordering agenda items by priority. Michael E also suggested that fundraising leads scrutinize each event for the amount of potential benefit versus the number of volunteer hours required.
- o Constitution Breakout Session: Michael E attended this session, and he is still trying to track down our constitution. It is recommended that we adopt one if we don't already have one. Michael E has a few examples that we can use.

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- o Risk Management Breakout Session: Joan W attended this session. The take away lessons were to think seriously about potential risk ahead of each event, and mitigate these risks.
- 5.5. OCASC Report: Michael E was not able to attend the November OCASC meeting. Minutes are available on OCASC's website.
- 5.6. Michael E shared an update on the Parents Reaching Out (PRO) grant. The OCDSB has received \$40,521 for the 2019 - 2020 school year from the province. This represents a decline of over 50% when compared with past years. The OCDSB is currently seeking input on how this year's allocation can best be spent. Further details are in [OCDSB Newsletter #12](#) (follow the hyperlinks to the attached reports). Input on how the funds are spent is open to individuals. No action required from School Council.
- 5.7. Teacher Allotment Classroom Enhancement (TACE) funding was discussed. There are 17 staff at Lakeview, and the allotment per teacher will be \$150. Receipts or a spending proposal would need to be submitted by March Break or the unspent funds would be rolled into a pot that would be distributed on a first come, first serve basis.

**MOTION Laura M**

**SECONDED Caitlin C**

**"To allot \$2,550 for TACE teacher funding for 2019-2020 school year"**

**ALL IN FAVOR**

**MOTION CARRIED**

- 5.8. A group of grade 3 students made a presentation about ways to reduce the amount of waste generated by students at nutrition breaks. The students will monitor waste and award the class that generates the least waste. The students asked for Council's support in providing a prize to the winning class. The proposed prize would be a pizza party.

**MOTION: Michael E**

**SECONDED: Aron C**

**"To pay for a pizza party for the winning class, to a total of no more than \$75"**

**ALL IN FAVOR**

**MOTION CARRIED**

- 5.9. Open Discussion
  - o Transportation and Arts & Science Funds: None of the money has yet been spent, but topping up these funds will be revisited later this school year.
  - o Jennifer Capitani continues to pursue renewal of the kinder yard with the OCDSB.
  - o Al Arsenault reached out to Aron C to let us know that the Lakeview Community Curling Bonspiel will donate the proceeds from this year's event to Lakeview PS.

### 6. Adjournment

Meeting was adjourned by Michael E at 8:50 pm.

### Attachments/Received Reports

1. Lakeview Public School Council Balance Sheet As at 2019-11-30
2. Lakeview Public School Council Income Statement 2019-09-01 to 2019-11-30

### Signatures

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Aron C/Michael E  
Co-Chairs

Prepared by Secretary: Caitlin Cooke

### Next Meeting

**\*\* Tuesday, January 14, 2020, 6:45 p.m.\*\***  
Send regrets to: [chair@lakeviewschoolcouncil.ca](mailto:chair@lakeviewschoolcouncil.ca)