

**D. Roy Kennedy**  
**School Council Meeting**  
**September 29, 2015**  
**Minutes**

**Present:** Sara Lytle, Catherine Donnelly, Marc Laliberté, Eva Matyas, Ingrid Viktorinova, Kathy Laffin, Nancy Mendicino, Jena Cameron, Theresa Kavanaugh, Krista Gray-Donald

**Trustee's report:** Theresa Kavanaugh joined us to offer the following update: Labour issues have been keeping the OCDSB busy. There was good news on the secondary front, but none at the elementary, where concerns include schedules, prep times, etc. The Board is working on the strategic plan for the next four years – with a focus on equality for students – all should have access to programs/resources (including special education resources). The school council training day will be held on Saturday, October 3<sup>rd</sup>, it features a great guest speaker and several useful short workshops. There is a boundary imbalance in this zone, due to the availability of full day French at only some of the schools. Theresa feels that Severn would be a logical choice to lobby for EFI, where it would start a JK and roll forward with that class. Parents present at the meeting expressed their concerns regarding DRK and dwindling enrolment, to which Theresa requested that a formal letter be submitted, asking for a review. She closed with information on consultations regarding the proposal to have JK/SK instruction time be split 50/50 between English and French across the Board.

**Principal's report:** Catherine Donnelly spoke to the strike action that is ongoing, indicating that phase three would take place in October, and phase four at an undetermined time in the future. She indicated that most students would not feel the full effect, as most of the efforts were geared to the Administration. "Wynne Wednesday" pickets, aimed at being informative, not disruptive, likely to start this week. Admin staff are helping to keep things going, stuffing notices when needed. All sports related field trips are still on.

There are some changes coming to the class sizes, MFI4 will be split into two classes, and new teachers hired for the English and French instruction to that class. The classes will be split after thanksgiving, and the new class will be located on the main floor. As a result of this split and the class sizes in the primary grades, there is a planned contraction of one class, with the current grade 3-4 class being split. The grade 3s will move to Mr. Van Reenen's grade 2 class and the grade 4s to Ms. Cain's grade 3. These changes will be made on October 5<sup>th</sup>.

There is a storage cabinet being purchased for the closet in the back of the conference room, at an approximate cost of \$750. None was ordered for council, but they can add one to the order if needed.  
\*\*consensus was that the cabinet would not be needed\*\*

Spirit days will be returning to DRK on a monthly basis this year, on the last Tuesday of the month. Council has agreed to look into purchasing stickers so that the spirit day can be inclusive to all.

The vegetable garden and butterfly gardens were very successful this year.

There are currently no field trips being offered to students due to the job action, but the administration is open to parent council organizing to have some organizations come to the school (IE Science and tech museum, maker space, scientists in schools)

**Vice Principal Report:** Marc Lalierté updated council on some of the student teachers and co-ops who are in the school helping and learning in the various classrooms, including 6 child and youth workers from Algonquin who are here until April. He also offered an update on the bussing for the school, indicating that the new times have been mostly smooth, but there has been one late bus in the mornings, and one very late bus in the evenings. This is a work in progress, and he will update again at the next meeting. Sports are going strong, with cross-country and soccer running for boys and girls.

**Teacher Report:** N/A at this time, although council indicated that they would like a representative to come to the meetings.

**Lice:** Sara Lytle asked if it was necessary for parents to do a lice check on students this year. At this time the number of cases are low, but we can revisit and do it later if necessary.

**Financial report:** See attached. Kathy Laffin indicated that there are some funds from the pro grant from last spring, it was thought that it would be beneficial to host something on internet/social media awareness for parents. There were some funds earmarked for the play structure that were not used in funding the structure. Sara Lytle moved that any remaining funds already allocated to the structure be used in the junior yard (for items like backless benches, revitalized basketball area...). Jena Cameron seconded, all were in favour. **Motion carried.**

**Recess Rescue:** see attached update from Jena Cameron.

**Fundraising report:** There is no update due to the summer vacation. There was discussion of the creation of a fundraising committee to keep organize the fundraising efforts. Krista Gray-Donald moved for the creation of this committee, Sara Lytle seconded the motion. All were in favour. **Motion carried.**

Council discussed whether they should include, in their mandate, the funding of the talent show, as this is something that has been funded by council preparation of hot dogs etc that were organized by staff. It is expected that the costs for the production are approximately \$750. Krista Gray-Donald moved that council should assume this responsibility, Sara Lytle seconded the motion. All were in favour. **Motion carried.**

Council discussed the need to send out a form asking for volunteers to help with various events and functions. This is something that has been done in the past. Kathy Laffin indicated that she had copies of the old form, Krista Gray-Donald offered to update it and send it out.

**OCASC Report:** N/A

**Council Elections:** The results of the elections are as follows (all roles were acclaimed and uncontested.)

President: Sara Lytle

Treasurer: Kathy Laffin

Secretary: Stephanie Houwer (Krista Gray-Donald to act as back-up)

Fundraising Committee: Krista Gray-Donald

Communications: Krista Gray-Donald

Winter Celebration: Peter White

OCASC: \*vacant\*

Teacher: \*vacant\*

**Next meeting:** the next meeting will be held on Tuesday, October 27<sup>th</sup> @ 6:30PM.

Financial Report

| <b>Position of Funds @ Sept 29, 2015</b> |                            |       |  |                        |                     |
|--|----------------------------|-------|--|------------------------|---------------------|
| <b>Cash on Hand</b>                      |                            |       |  |                        |                     |
|  | Chequing Account Balance   |       |  | \$                     | 12,314.09           |
|  | Savings Account Balance    |       |  | \$                     | 22.06               |
|  | Petty Cash                 |       |  | \$                     | 38.19               |
|  | <b>Total Cash</b>          |       |  | <b>\$</b>              | <b>12,374.34</b>    |
|  |                            |       |  |                        |                     |
|  |                            |       |  | <b>Total Cash</b>      | <b>\$ 12,374.34</b> |
| <b>Committed Expenses</b>                |                            |       |  |                        |                     |
|  | Annual Bank fees to August |       |  | -\$                    | 75.00               |
|  | cheque #78                 |       |  | -\$                    | 100.00              |
|  | cheque 84 - banners        |       |  | -\$                    | 362.17              |
|  | PRO Grant Initiatives      |       |  | -\$                    | 701.33              |
|  | Athletic Shirts            |       |  | -\$                    | 255.51              |
|  | Recess Rescue              |       |  | -\$                    | 677.90              |
|  |                            |       |  |                        |                     |
|  |                            |       |  | <b>-\$</b>             | <b>2,171.91</b>     |
| <b>Anticipated Expenses</b>              |                            |       |  |                        |                     |
|  | Staff Appreciation Lunch   |       |  | -\$                    | 150.00              |
|  | Photocopying, Paper, etc.  |       |  | -\$                    | 150.00              |
|  | Reserved for Miscellaneous | Total |  | -\$                    | 250.00              |
|  |                            |       |  | <b>-\$</b>             | <b>550.00</b>       |
|  |                            |       |  | <b>Total Expenses</b>  | <b>-\$ 2,721.91</b> |
|  |                            |       |  |                        |                     |
|  |                            |       |  | <b>Funds Available</b> | <b>\$ 9,652.43</b>  |

## Overview of 2014 - 2015

| Fundraiser/Event                       | Revenue            | Expenses            | Profit 2014 - 2015 |
|--|--------------------|---------------------|--------------------|
| Entertainment books                    | \$3,740.00         | (\$2,691.65)        | \$1,048.35         |
| Dolphin Movie                          | \$1,287.00         | (\$310.30)          | \$976.70           |
| Paddington Movie                       | \$956.00           | (\$300.00)          | \$656.00           |
| Pasta                                  | \$1,717.00         | (\$1,096.50)        | \$620.50           |
| QSP Magazine                           | \$17.97            | \$0.00              | \$17.97            |
| Holiday Celebration                    | \$3,796.50         | (\$1,185.03)        | \$2,611.47         |
| Lunch Lady                             | \$249.55           | \$0.00              | \$249.55           |
| Pizza                                  | \$2,993.25         | \$0.00              | \$2,993.25         |
| Popcorn                                | \$794.00           | (\$160.16)          | \$633.84           |
| Cake at Loblaws                        | \$878.60           | \$0.00              | \$878.60           |
| GPCA Winter Fun Day Raffle             | \$346.70           | \$0.00              | \$346.70           |
| GPCA Garage Sale - Recess Rescue table | \$650.95           | \$0.00              | \$650.95           |
| DRK Shirts                             | \$1,085.00         | (\$1,175.20)        | (\$90.20)          |
|  | <u>\$18,512.52</u> | <u>(\$6,918.84)</u> | <u>\$11,593.68</u> |

### Expenses

|                                       |  |
|---------------------------------------|--|
| Math Night                            | \$326.52   |
| Teacher's Discretionary               | \$2,550.00 (\$100.00 more than budgeted, but cheque # 78 not cashed yet (\$100)) |
| Cheque # 48 from June 2014            | \$41.12  |
| Mulch                                 | \$304.54   |
| Picnic tables                         | \$2,816.93   |
| Mobile lab                            | \$2,000.00   |
| sleeveless shirts for teams/x country | \$744.49   |
| Tent / shelter                        | \$338.99   |
| Emotion Coaching Workshop             | \$545.81   |
| Photocopy for Popcorn                 | \$31.64  |
| Photocopies @ DRK for the year        | \$56.28  |
| Poppacorn                             | \$106.36   |
| OCASC Membership                      | \$35.00  |
| Primary Fun Day Popsicles             | \$31.58  |
| Banner                                | \$167.24   |
| Bank Fees                             | -65.49   |
| Total Expenses                        | <u><b>\$10,161.99</b></u>  |
| Playstrucure                          | \$15,000.00  |
|                                       | <u><b>\$25,161.99</b></u>  |

### **1) Primary yard and play structure**

- Fundraising and yard planning underway since 2010
- DRK not originally on list to proceed in 2015; Superintendent intervened
- Playground specs and budget finalized late spring. Request for Qualifications (RFQ) issued; 2 proposals received
- School Board (OCDSB) convened an evaluation committee in July to rate the bids. Committee comprised of DRK Principal, Parent Council reps, DRK custodian; Whitehaven Daycare. Clear winner chosen. It will be a great structure!
- Site prep currently underway. Installation will be as soon as installer receives parts from the manufacturer – anticipated to be within the next few weeks.
- Tree roots damaged in prep for sandbox; tree will have to be monitored
- Contractors asked to proceed gently regarding ash trees near playstructure pit – do not want to damage these important trees
- no other major changes planned for primary yard at this time.
- In lieu of changing the grade of the hill (explored but not possible at this time), DRK custodian open to blowing snow on the hill to increase its height and improve its playability
- Any decking/stage in primary yard would need to be costed and balanced against other yard projects. May have accessibility requirements
- Primary Yard improvements to date include: expanding yard by moving out the fence; new playstructure and other play components; new benches; sandbox; school vegetable garden; murals (anticipated)

### **2) Junior and intermediate yard seating**

- Outdoor classroom (cluster of picnic tables) added to Intermediate yard, spring 2015
- 2 additional tables on order
- Benches explored for junior yard
- Playground committee would like to use some funds to make improvements to junior yard – not yet finalized

### **3) Play structure ribbon cutting invitee list**

- We will have a ceremony to officially open the play structure once it is installed. Invitees include DRK staff and students, OCDSB reps and trustee, City councillor, media and major donors. Please forward to Jena the names of anyone who should be included.
- Major donor thank you list posted on fence; input requested on permanent recognition (plaque, wall mural, etc.)

#### **4) Grant and RFQ process review request**

- This was the first year that OCDSB had the new grant amount to distribute (up to \$25,000 instead of \$7,500, and more in exceptional cases). Increase in funding is to accommodate new provincial accessibility requirements – no additional funding to add play value
- Enormous demand for Board funding. Many schools not funded.
- We found the grant award process and the decision-making less than clear. Have asked Board Superintendent to request a “lessons learned” - a review of the granting criteria and process prior to next year’s process
- Our play structure tendering process/RFQ in the spring also demonstrated a lack of transparency. Have asked Superintendent to follow up and include a review of the tendering process as part of the grant process review.
- Status unknown

#### **5) Murals and other potential improvements**

- Part of Recess Rescue master plan is to design and paint murals on the storage “bunkers” in the primary and junior yards
- Additional pavement games or murals could be added in the yards as well
- Planning could occur over winter for painting in spring 2016
- Would like a parent volunteer to help coordinate. Duties would include:
  - Liaising with DRK principal/VP to find best way to identify student artist(s)
  - Contact Woodroffe HS to find volunteer senior student to oversee project
  - Research and purchase correct paint and necessary supplies
  - Help coordinate painting days or provide other assistance as required

#### **6) Ash trees**

- Emerald Ash Borer killing ash trees throughout Ottawa.
- Parent Council identified the ash trees on the property (all yards) and the OCDSB has inoculated them against the Ash Borer (2 yr cycle)
- Inoculation needs to happen every two years, or even every year
- City trees along Woodroffe Avenue have been heavily infested and new trees planted to replace them.
- Ash trees lining the intermediate yard fence (on church property) have not been inoculated, perhaps placing more stress on nearby DRK trees