



HENRY LARSEN ELEMENTARY SCHOOL
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Principal: Christine Camus-Shepley
Vice Principal: Jeremy Nowiski



**Henry Larsen Elementary School Council Meeting
Minutes
Monday, February 10, 2014**

Chair: Jennifer Pyne
Secretary: Una McNeill (for tonight's meeting)
Attendance: Jeremy Nowiski Joanne Lalonde Cathryn Poloso
Tracey Smith Lisa Anna Palmer Julie Albert
Karina Budzinski Laura Ireland Melody Currie
Signe Swainson Nikki Lee

Regrets* Christine Camus-Shepley

1. Call to Order

The meeting was called to order by Jennifer Pyne.

2. Approval of Agenda

Approved

3. Approval of December 2013 and January 2014 Minutes

Approved

4. Chair's Report

- School Council Code of Conduct: Jennifer presented a draft school council code of conduct, as a first step in developing a constitution for the HL school council. It was approved as circulated.
- Parent Involvement Talk (kids and money): The idea to do a parent involvement event on kids and money was raised last year. Signe's financial advisor can present on this topic. Also, the OCDSB's recent update provided a link to sessions offered by the Chartered Professional Accountants of Canada such as: How to Teach Your Kids About Money Management and Are You a Good Financial Role Model for Your Children. The CPA professionals volunteer their time to present these sessions, which means that there are no fees to school councils. **ACTION:** Jennifer will contact CPA Canada to investigate whether a session could be held at HL on April 3 or 10th. It was suggested that invitations to the event be opened up to other schools through the OCDSB website and J Nowiski could invite other local schools.

5. Principal and Vice-Principal's Action Items / Info. Update

- Jeremy Nowiski reported that HL will hold a Middle French Immersion information night on Tuesday, February 11th.
- Student transfer applications will be accepted until February 21st.

- Kindergarten registration is ongoing. Fourteen students are currently registered for JK and 22 for SK. It is expected registrations will continue to come in until September.
- A Mothers Against Drunk Driving (MADD) presentation was made to grade 7 and 8 students. A letter went home to parents including a link to a video that was shown to students.
- HL will soon be launching a Twitter account. Jeremy will be tweeting on behalf of the school. The school web site will also be updated.
- The Safe School Travel Planning committee met last week. Rebecca will be working with HL school. Efforts will be made to support students walking to school. HL is applying to participate in a school walking project, whereby someone would walk students to school from a designated point close to Jeanne D'Arc and Des Epinettes.
- February 25th will be Toonie Tuesday which is to raise money for the Education Foundation of Ottawa which helps families in need and removes financial barriers to successful learning (donates clothing, groceries, prescriptions, breakfast programs, etc.).
- Random Acts of Kindness Week is February 14 to 21. Students are being told of the importance of performing kind deeds, not just during this week, but year round.
- The Tell Them From Me Survey will be conducted again this year sometime before May 31, likely in April. Consent forms will go home with students. The survey is anonymous and this year there is also a parent survey. The school received great feedback from last year's survey.

6. Teaching Staff Liaison Report

- J Lalonde reported that 55 students (JK to grade 4) have confirmed for the primary movie night being held on February 13th. Nine teachers and parent volunteers will participate.
- The School Improvement Plan is focusing on numeracy. Teachers are currently working on problem solving with students. J Lalonde presented samples of a math word problem that students were asked to complete (from anonymous kindergarten and grade 2 students). The results of these problems are used as a baseline of student performance and show teachers where students may need extra instruction to improve. As a SIM school, HL teachers receive assistance from a Board instructional coach, Johanne Proulx. Teachers have an opportunity to compare notes on how they would grade the problems and share teaching strategies to address gaps.

7. Website Update

- C Peloso thanked everyone who provided feedback on the school council website. The main suggestions for improvement included: having a link to fundraising, including tabs that were not there, removing outdated content. Some of the changes will need to be made by the web developer. She asked him to remove the "Contact Us" button and replace it with "Fundraising." His quote was \$55/hour for 3 hours: she estimates \$192.50 to change one word.

It was suggested that some of the \$500 parent involvement funds could go towards improving the website, since the website should not be launched until it is in good shape and provides users with useful information and links. The view of the design should be long-term and content experts (e.g., Signe for fundraising and Teresa for Henry's Cool Yard) should ensure web content is accurate and up-to-date.

MOTION: Jennifer moved that \$300 of the parent involvement funds be set aside for making improvements to the web site design. Signe seconded it and the motion was carried.

It was agreed that a group from council should look at the suggested changes to the website and prioritize them.

ACTION: Cathryn will arrange a meeting, likely February 20th. Then Cathryn can request a quote from the developer.

8. Treasurer's Report

- Marcia sent her report to Jen. Including all fundraising for council, there is \$809 in the account plus the parent involvement funds. There was no new revenue in February.
- Tax receipts issued as part of Simply Giving now need to be for \$25 and must be made out to the school. Nikki contacted parents who donated \$20 and expected receipts to ask if they wanted \$20 back or to add additional \$5 for receipt. Three parents added \$5 to their donations. However, we did not make the board's January 31st deadline to submit for tax receipts for this year. They will be done for the following tax year.

ACTION: Nikki will draft an email for Jennifer to send to notify all the affected donors.

- Re: Simply Giving donations that were to be split between HCY and school council: Nikki reported that there is an accounting difficulty related to issuing the tax receipts. All of the cheques from families who wished to split their donations had to be deposited into the HCY account.
 - It was agreed that, in future, the form WILL give the option of donating to either HCY or council, but not splitting the donation.

ACTION: Update the Simply Giving form accordingly.

ACTION: For this year, Jennifer will ask Marcia to transfer money from the HCY account to the council account in the amount of the donations that were supposed to go to council.

9. Fundraising

ACTION: It was agreed that Signe would run FundScrip in March, April, and May.

10. Henry's Cool Yard

- Teresa provided Jen with an email update.
- Fun fair planning has commenced and the date will be May 31, 2014 from 10 am to 2 pm. So far M&M meats, Rogers TV/Tim Hortons Community Cruiser, and the fire department have been booked. Alain Sauvé will look into booking the military trucks.

ACTION: Jeremy will ask his parents about coming with the cotton candy.

Nikki and Teresa will use an online volunteer management program. Please contact Teresa if you can volunteer.

Parents are asked to save up any items from home that could be used as prizes.

Fundraising is needed and parents are asked to speak to their contacts about donating items for the fun fair or the auction.

HL was declined for Sparky the Fire Dog and the smoke house.

ACTION: Melody may have a contact who could arrange for the smokehouse. She will report back.

- Regarding playground improvement, Teresa and Ryan meet with Jeff Caster. They are trying to move ahead with 2 murals and a dinosaur dig site for the primary yard.

ACTION: They will need to speak with Jeremy about submitting a form 800.

They would like to repaint the games on the asphalt.

ACTION: It was suggested they check with Mr. Charbonneau about the stencils and paint as he has done the repainting in the past.

Teresa wondered whether it could be discovered when the school play structures would be inspected.

ACTION: Jeremy will investigate.

There will be a meeting at the Board level to discuss the funding of replacement play structures. The HCY group is looking at applying for grants for funding the playground improvement. Ryan is setting up meetings with play structure providers to get some quotes. There will be a meeting this Friday if anyone wants to attend.

- Teresa is investigating having Little Ray's Reptiles come to HL as a fundraiser. They can do a one hour show for \$195. Sarah will see if she can get a corporate sponsor.

ACTION: Jeremy will check to see if it would be acceptable to bring them into the school.

- The next HCY meeting is March 3rd.

11. Other Business

- Discussion of the balanced school day was deferred to the next meeting.
- It was agreed that Cathryn could share the Simply Giving form with Sir Wilfred Laurier's school council as a fundraising option for them to consider.

12. Next Meeting

- The next council meeting was scheduled for March 10, but this is during March Break, so it was agreed the next meeting would be Monday, April 14, 2014 at 7:00pm in the school library.

13. Adjournment

- The meeting was adjourned.