



HENRY LARSEN ELEMENTARY SCHOOL
 1750 Sunview Drive, Gloucester, ON K1C 5B3
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 Principal: Christine Camus-Shepley
 Vice Principal: Jeremy Nowiski



Henry Larsen School Council
Monday, June 10, 2013

Chair: Susan Heckbert
Secretary: Una McNeill (for J Pyne)
Attendance: Christine Camus-Shepley (P) Jeremy Nowiski (VP) Susan Heckbert
 Teresa Janz Dawn Scott Signe Swainson
 Karina Budzinski Una McNeill Sadia Sial
 Nikki Lee Julia Dudley Joanne Lalonde
 Marcia O'Connor Jennifer Pyne Cathryn Peloso

Regrets:*

1. Call to Order

The meeting was called to order at 7:06 by Susan.

2. Approval of Agenda

Motion to accept the agenda made by Nikki and seconded by Teresa.
 The motion passed.

3. Approval of Minutes

Motion to accept the minutes from the May 13 meeting made by Dawn and seconded by Signe.
 The motion passed.

4. Chair's Report

On the occasion of her last meeting as Chair, Susan thanked everyone for the past seven years at Henry Larsen. She will miss being at HL and looks forward to seeing how the playground improvement project develops. Thanks to the communications dept. (Karina and Una) for publishing the council newsletters this year.

Carry forward to next year – Susan has booked the library for the following proposed Council meetings in 2013-2014:

<i>Sept 9 (prep – Meet the Teacher)</i>	<i>Jan 13</i>	<i>May 5</i>
<i>Sept 30 (AGM)</i>	<i>Feb 10</i>	<i>Jun 9</i>
<i>Nov 11</i>	<i>Mar 10</i>	
<i>Dec 9</i>	<i>Apr 14</i>	

Someone needs to take the lead on the Parent/Teacher Info Night in September (tentatively booked for September 12 – Christine is finalizing the date). She reminded members that the AGM must be held within 30 days of the start of the school year. Elections must also happen at the beginning of the school year.

Susan has forwarded by email an update from the Board which included information on school council finances, elements of a constitution, and the date of the fall school council training day (Saturday, October 19).

Susan left a folder from the Canadian Parents for French, an organization that supports parents who want to help their children in French immersion; they produce free brochures which could be handed out at the fall parent information night.

Susan H will be writing a year-end report from council to be shared with parents.

5. Principal's Action Items / Info. Update

A lot is going on in the school in the next few weeks:

- June 11 grades 4-6 student field trip to the Canadian Museum of Civilization and grade 5 orientation
- June 12 is the track and field meet
- June 13 is the volunteer breakfast; babysitting is available
- June 20 is the grade 8 trip
- June 21 is Larsenlude with movies in the afternoon
- June 25 is the awards assembly
- June 26 report cards go home and the grade 8 leaving ceremony
- June 27 is the last day of school and June 28 is a PD day.

Christine was very impressed with the HL fun fair and said it looked very professional.

Some changes happening in the school over the summer include replacement of the gym floor and replacement of the curtains throughout the school with roller blinds (will happen in stages and is being funded by the school and the Board).

Preparations are being made for full-day kindergarten. ECE hiring has been completed. There will be three positions: one bilingual and two English filled by Sheena Butt, Amanda Baker, and Shannon Tanner. With the introduction of extended day care, there will be three shifts: one morning shift, one core shift, and one afternoon shift.

Both a City of Ottawa before and after school program and an OCDSB extended day program will operate out of the school. These will be separate programs and parents will need to choose which one they want to use. A number of student, mostly JK and SK have registered for the extended day program.

Other staffing:

- Mme. Guerin and M. Vachon are retiring at the end of this year.
- Grade 8 MFI being introduced means the addition of a half-time position. Mrs. Tinney will become full-time to make this position up.

- An additional half-time position will be staffed by Stephanie Ranger from Glen Ogilvie.
- Unfortunately staffing will be reduced from 1 full-time LST to 0.75 LST and from two full-time EAs to 1.5 EAs. It is hard to lose support staff but this is based on a board-wide formula with many factors.
- Christine and Jeremy are excited about their existing teaching team and the people they are bringing on board. They are anticipating an excellent fit.

EQAO testing finished this Thursday. The results will be distributed in the fall.

The school improvement plan and the safe schools anti-bullying intervention plan team will meet in June and September. Plans are due in the fall.

A tentative school organization for the fall was presented. It is based on projected student enrollment and staffing, but could change in September.

1 JK class	5/6 EFI	7 regular
1 SK class	5/6 EFI gifted	7/8 EFI
1/2 EFI	6 EFI	7/8 EFI gifted
2/3 EFI	6 regular	7/8 MFI
3 EFI	6 MFI	8 EFI
4 EFI	7 EFI	8 regular

Julia asked about class sizes and how staffing is allocated in the event that a class enrollment gets really large over the course of the school year. Christine said that staffing is based on class sizes in September. There is a deadline to submit staffing changes around mid-September and class reorganization sometimes happens at the end of September. If additional students register later in the year, no additional staffing is available. Primary grade class sizes are capped at 20 students, with the possibility of adding 10% more (max 23).

Jeremy reported on the following:

- The Orleans Young Players presented A Midsummer's Night's Dream for JK-8 students.
- The Esteem Team's Mark Hatfield spoke to students in grades 6-8 on May 16 about life goals.
- Some students participated in the Hudson-Sergeant Relay
- The senior track meet was June 10th and the school won the intermediate boys banner. Jeremy noted that some HL teachers take a leadership role board-wide in organizing track and field.
- The honours band trip was amazing. Students had a fabulous time and participated in a band clinic and sightseeing in Toronto.
- The HL year book highlights the amazing number of things going on at HL.

Jeremy presented some results from the Tell Them From Me (TTFM) survey. The results will be reviewed with the school improvement committee to develop a plan to address any issues identified. This will inform programming from the bottom up rather than a top-down approach. It is anticipated that this survey will be done every two years.

Susan asked about the possibility of getting sod for the school yard, which was reported on at the last meeting. Christine said that they can't move forward until the HCY design is finalized. She is unsure whether the sod will still be available next year but she will enquire.

6. Teacher Liaison Report

Joanne reported the following from staff:

- Mme. Guerin reported on a successful honours band trip. The band visited the CN Tower, Hockey Hall of Fame, Ontario Science Centre, and Medieval Times and attended the Wizard of Oz musical. The band performed at Wonderland and had great reviews from the adjudicator. They also had a workshop with Colin Clark, conductor of the Toronto Youth Wind Orchestra. Mme. Guerin thanked Council for its support over the years and said she would have fond memories of HL and its students.
- Mrs. Tinney reported that the boys and girls soccer teams played at regional tournament at the end of May. Both teams played well and made it to the semi-finals. They represented the school well and did us proud. The teams had a lot of volunteer support to drive, cheer us on, and an amazing parent coach, Dr. Sweazey.

Una asked whether the teachers might consider putting a request on the wish list to replace the broken headphones in the computer lab. Susan reminded members that all fundraising is meant to go to HCY. Jeremy said he might be able to get some new headphones. Sadia suggested adding a stick-on hook to the CPUs, on which students could hang the headphones, so they wouldn't get tangled and broken.

7. Treasurer's Report

The treasurer's report was presented and is available upon request. The following were reported:

- The fun fair made about \$2200 for HCY.
- Marcia will touch base with Rose about carrying over funds earmarked for HCY.
- The delay sending out tax receipts for donations is to be explained in the June school newsletter.
- Susan will contact city counsellor, Rainer Bloess, regarding possible city grant money.

8. Fundraising

Council discussed lessons learned from the fun fair.

- Suggestion from a mom that the raffle table would make more money as a silent auction.
- New JK parents were invited; next year could extend the invitation to the incoming grade 5 students.
- Consider another date next year with less competing events in the community; perhaps Mother's Day weekend.
- Driveway should be blocked off.
- Army trucks, cake walk, cake raffle, and cotton candy were big hits; the bouncy castle did not make money. Suggestion that a bouncy obstacle course might make more money, but also may cost more to rent.
- Rodney was great and everything was well cleaned up. The only issue was that the piano and risers in Mrs. Rochow's room had been moved.
- Increase signage and parent supervision of games.

- Suggestion to use remaining community involvement grant money towards fun fair expenses, if it complies with grant guidelines.
- Leftover chips and freezies were donated to the school.

Signe will meet with representatives from Norcard and the magazine campaign in August so fundraising material can go out to parents early in September. The funds from these will go to Council and all other funds raised will go to HCY. If funds are left at year end, Council can vote on whether they should go to HCY.

Teresa has organized a Mabel's Labels fundraiser. A note went out in the school newsletter. A note about the camp package will appear in the June newsletter.

The Lunch Lady hot dog day fundraiser was a lot of work for not much money. If it's done again next year, Teresa would organize a more regular date.

Ideas for other fundraisers:

- An art night – teachers would each have their classes do a special art project, then the art would be displayed in the gym, and parents would bring hors d'oeuvres. It was suggested that this could also be done as an art sale or auction. Forest Valley has done something like this where they covered the whole school in art. Joanne said HL had done something like this for education week, but never charged for it as a fundraiser.
- Corporate sponsors such as Boston Pizza, Chapters, Gabriels may donate a percentage of proceeds to the school.
- Since many books were left over from the fun fair, Council could hold a book sale next year on meet the teacher night. Christine agreed that would be fine.
- Council is considering mini-peel (again) and HL bracelets as other fundraisers.

9. Henry's Cool Yard

- For her 9th birthday, Maya Partrick asked her friends for donations to HCY rather than gifts. Unfortunately Maya was too ill to come to the meeting, so Teresa presented a cheque for \$200 on her behalf. Way to go Maya!!
- New trees have been planted and need to be watered for 2 summers. Teresa has created an online volunteer sign up site to manage volunteers to water the new trees that were planted by the city. Mrs. Morris' class did the first watering and it took the class of 16 students 50 minutes. Details will need to be worked out about how the trees will be watered and where hose/buckets, etc. will be stored. Teresa will take responsibility for the key to the hose and shed. She will create a map and instructions to send to volunteer families/groups. Christine said the schedule, which she can access through Sign-up Genius, will need to be communicated to police and security personnel. A message can be included in the school's June newsletter.

10. Other Business

- Susan said someone will need to take over and update council's website. It is Wordpress. She will ask the developer to fix spelling error (calendar).

11. Next Meeting

- Monday, September 9, 2013 at 7:00pm (up to council to decide if this meeting is needed)
- AGM Monday, September 30, 2013.

12. Adjournment

- 8:33 pm