



*fu*tsHENRY LARSEN ELEMENTARY SCHOOL
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 Principal: Christine Camus-Shepley Vice Principal: Mireille Filion



**Henry Larsen Elementary School Council
 Meeting Minutes
 Monday, January 11, 2016**

Chair: Jennifer Pyne

**Secretary:
 (Rotating)** Una McNeill

Attendance:	Christine Camus-Shepley	Melissa Britton	Una McNeill
	Mireille Filion	Karina Budzinski	Jennifer Pyne
	Dianne Morris	Ryan Crampton	Dawn Scott
		Katy Gale	Tracy Smith
		Teresa Janz	

Regrets	Julie Bisnath	Doreen Cummins
	Marcia O'Connor	Signe Swainson

1. Call to Order

The meeting was called to order by Jennifer Pyne at 7:03 pm.

2. Approval of Agenda

Approved.

3. Approval of December 2015 Minutes

Approved.

4. Chair's Report

Travel Safety Question

Jennifer contacted city councillor, Jody Mitic, regarding a travel safety concern raised by a Henry Larsen parent. Some students are crossing Jeanne d'Arc where the path leads into the school grounds. Councillor Mitic said he would forward the issue to those in charge of traffic safety to determine what might be possible. He expressed a desire to attend a Henry Larsen school council meeting and was given the dates for this year. It was suggested that the councillor

be asked about adding more no U-turn signs in front of the school and the opportunity to obtain grant funding.

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

- Staffing: The school requires four early childhood educators (ECEs) for the junior and senior kindergarten classes (two for the morning and two for the afternoon because of the Extended Day Program). One ECE resigned last week due to personal circumstances. The position has been posted and interviews are scheduled for this Thursday.
- The kindergarten information night will take place on Thursday, January 21, 2016 from 6:30 to 7:30 pm. The official kindergarten registration period will be from January 26 to 29, 2016; registrations will continue to be accepted following the official period. It is important to get as many registrations as possible during the official registration period, so staffing can be anticipated for the next school year.
- Henry Larsen is expecting an additional 300 to 500 students in the next three to five years as a result of boundary changes. The school can accommodate approximately 750 students so has the capacity to handle the additional students.
- Immunization: Ottawa Public Health (OPH) has sent suspension letters to the parents of 125 Henry Larsen students whose immunization records are not up-to-date. Information has been put on the Henry Larsen website. Many of these children have been immunized, and parents just need to update their records with OPH.
- The Middle French Immersion (MFI) registration period is February 16 to 22, 2016. Henry Larsen conducts an orientation session for incoming grade six MFI students in June.
- The student transfer period is February 8 to 19, 2016. Students from other catchment areas can request a transfer to Henry Larsen, but no transportation is provided. As of last year, students who transfer may no longer request empty seat allocations for the school bus. This has been difficult for many families, who have been used to doing this in the past.
- Term one report cards go home on February 4, 2016.
- As part of the new teachers' collective agreement, an additional elementary PD day has been scheduled. It will take place on Friday, April 15, 2016. The focus of the PD day is Ministry directed and will relate to mathematics and health and safety.
- Secure schools: Some questions have been raised by parents about secure schools and student safety. Christine kept the discussion of a general nature and not specific to a particular group of students due to privacy concerns and because the focus at Henry Larsen is to make all students feel welcome. A secure school is called when required for safety purposes. Teaching goes on as normal, but classroom doors are locked and students may not be in the halls. A lockdown means classroom doors are locked and students must hide and stay silent. A lockdown drill was planned for November; however the community police officer was not available to assist. Following a lockdown, the principal will debrief students over the public address system and will send a letter home to parents. If there is an incident of student aggression, the school will contact the parents of the children involved. Some teachers have special training in behavior modification systems (BMS) to handle aggressive behavior. This BMS training is not required but is optional for teachers. Teachers have walkie-talkies or a phone app that works like a walkie-talkie so they can call for assistance when needed. An additional 0.5 educational assistant was hired before Christmas. If students are outside when

a secure school or lockdown is called, the response depends on the situation. Students would either be brought into the school or brought to the emergency evacuation location(Garneau High School).

- The school calendar on the Henry Larsen website has been updated. If anyone wants to add events, contact Mireille.
- Many high school open houses will be coming up in January for grade 8 students. See the board website for more information. Cairine Wilson SS open house is January 21 from 7 to 9 pm.

6. Teaching Staff Liaison Report --Dianne Morris

- Intermediate and junior basketball has begun.
- Grade 7 and 8 students received a powerful presentation from MADD (Mothers Against Drunk Driving).
- There will be a presentation at for grade 8s from Cairine Wilson S.S. on January 26, 2016.
- Winter activities will be starting in February for grades 6, 7, and 8.
- Mrs. Dunn received the school council cheque for the reading club. Dianne will remind other teachers that they can make funding requests to school council.
- Dianne provided a report from junior kindergarten teacher, Greg Martin, on the use of play as a vehicle for social, developmental, and academic skills. The report highlighted emerging reading skills, enquiry-based play opportunities, and designing things using different materials. Teachers listen to children as they play, create activities that children will be interested in, and provide tools and resources to answer their questions. For example, children in his class picked up ice from the playground, put it in their pockets, and then wondered why their pockets were wet later in the day. This led to a discussion about temperature and the properties of water.

7. Website Update

No updates to report.

8. Treasurer's Report

Jennifer provided a report on behalf of Marcia. School council had a successful fall fundraising. Highlights were:

- \$965 was raised from the turkey raffle.
- \$1012 was raised from the Holiday Store which was enjoyed by students and staff.

There is just over \$3000 in the school council reserve fund. Henry's Cool Yard has funds in reserve and there is \$2210 in the School Travel Planning (STP) fund for anything to do with healthy living and physical activity. No major expenses are expected in the next month.

9. Fundraising

- Broadway receipt program: if Henry Larsen parents dine there and put the school name on their receipt, the school gets 10% back. The special Broadway fundraiser night is January 12th. Henry Larsen will receive 15% of proceeds back on this night.
- The holiday store was very fun and successful.
- Signe will look into a Purdy's chocolate fundraiser for Easter.
- If anyone has any fundraising suggestions let Jennifer or Signe know.

10. Henry's Cool Yard (HCY)

- HCY group met with Jeff Castor.
 - They now know more about the 800 form. Jeff will assist with formalizing a design that will fit within Henry Larsen's budget. There will be a phased approach, starting with the kindergarten playground. They are looking at a naturalized play area. The hope is to do something this year, but the timeline is very tight to get the design, have it approved, submit the 800 form, get it approved, hire a contractor, do the demolition, etc. If the grant from the board is approved, more can be done.
 - Christine said the school superintendent knows the Henry Larsen submission for a grant for play structure replacement has been submitted to the board.
 - The cost of removing the existing play structure would be covered if done by the board. Otherwise, it would likely cost several thousand dollars to do it privately.
- HCY Fun Fair:
 - Dates were considered. May 14, 2016 was deemed to be the best possibility, with June 18 as a backup.
 - The question was raised as to whether the huge amount of work involved to put on the fun fair is really worth the funds raised. The perpetual lack of volunteers is a problem, as it is always the same people who are donating their time.
 - The HCY group will investigate whether there are other car dealerships that might run the test drive fundraiser this year.
 - Teresa will check the availability of M&M for the BBQ. Katy said that Forest Valley ES negotiated half price hamburgers and free hot dogs and buns from a local grocery store and then used a company that did the BBQing. They raised a lot of money. Katy will ask for the contact information for this company, in case M&M are not available.
 - It was suggested that each class could be asked to put together a themed basket that could be raffled off or used in the silent auction.
 - It is hoped that there would be more teacher support this year, now that the labour disruption is over.

11. Other Business

Grant for math session:

- Dianne will continue efforts to get in touch with her contact about availability to present to parents on "new math" for a school council sponsored math night.

12. Next Meeting

The next council meeting will be Monday, February 8, 2016 at 7 pm in the school library.

13. Adjournment

The meeting was adjourned.