



*HENRY LARSEN ELEMENTARY SCHOOL*  
1750 Sunview Drive, Gloucester, ON K1C 5B3  
Phone: (613) 830-4634 Fax: (613) 830-4275  
Principal: Christine Camus-Shepley Vice Principal: Mireille Filion



**Henry Larsen Elementary School Council  
Meeting Minutes  
Monday, October 16, 2017**

**Chair:** Melissa Tremblay

**Secretary:** Jennifer Pyne (for this meeting)

**Attendance:** Dawn Scott Tracey Smith Dianne Morris  
Christine Camus-Shepley Julie Bisnath Tara Previl  
Marcia O'Connor Shilei Liu Ryan Crampton  
Teresa Janz Melissa Britton Mireille Filion  
Kate Smith

**Regrets\*** Una McNeil

**1. Call to Order**

- The meeting was called to order by Melissa Tremblay at 7:05 pm.

**2. Approval of Agenda**

- A request was made to add "Band Trip" to the agenda.

**3. Approval of September 2017 Minutes – Kate/Tracey - approved**

**4. Chair's Report**

- PRO Grant Update– Jennifer reported that HL School Council was once again successful in obtaining this Ministry Grant. The grant is for \$1000 (\$150 for a speaker, \$700 for supplies and \$150 for refreshments) and is to support an evening of art to emphasize the importance of art in schools. Jennifer has made contact with Paint Nite however the prices quoted were quite high. Other suggestions from Council members included:
  - Beehive Art Studio
  - Ottawa School of Art
  - Creative Creations by Wanda
  - Sign Makers Workshop

Ryan also indicated that they may know a local artist who may be able to help out. Ideally, we would like to run this event in the fall so as not to coincide with the primary art fair in the spring. Jennifer will continue to follow-up on a possible presenter.

- Community Use of Schools—the process to book a room in the evening at the school has changed. All requests for Council members to use the school outside of normal operating hours should be made through the office as they need to book the rooms with the Board. At least 2-3 days' notice should be given to ensure that the office staff has sufficient time to make the booking.

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

Christine

- Empty Seats on School Buses-Christine reported that OSTA (Ottawa Student Transportation Authority) runs the “empty seat program” and makes decisions on who will get empty seats. If you applied for an empty seat on a school bus, the approvals should be sent out this week sometime. The office staff cannot answer questions about seat availability on school buses as OSTA makes these decisions.
- PD Day—October 6—Focus of the day was on the School Learning Plan. Half the day was spent on “numeracy” which is a focus across the province. The other half of the day was spent on the anti-bullying/mental health and well-being program. There is a staff team that is responsible for both initiatives however all staff are consulted on plans moving forward for both of these topics.
- Progress Reports for Grades 1-8 will be sent home on November 9. Year 1 and Year 2 kindergarten students will receive a Communication of Learning—Initial Observation. Interviews will take place on the evening of November 23 and the morning of November 24.
- Marcia asked about an EQAO review and Christine reported that individual results just went home last week and the staff will start to review school results next week. More information should be available at the next meeting.

Mireille

- Grade 8 students will visit Cairine Wilson on November 30. Mireille reminded parents to check individual high school websites for dates for parent information nights. These information nights take place relatively early in the school year so that students have a chance to meet any application requirements if applicable (for example, Canterbury School of Arts and Colonel By (IB Program) have application requirements with deadlines)
- October 24 is Child Abuse Awareness Day—students are encouraged to wear purple to school
- A social group of approximately 15-18 students (mainly grade 6s) has formed with a focus on improving the school community (they want to make the school better than it already is). It is acting somewhat like a precursor to the Me to We group at the school for grade 7 and 8 students.

## **6. Teaching Staff Liaison Report - Dianne Morris**

- Lots going on in the school. Refer to Google Calendar on the school website to stay updated.
- Terry Fox run took place on Thurs, Sept 28. The school raised \$2460. A representative of the Terry Fox Foundation recently came to the school to present the school with its 15 year banner. This banner will be placed in the gym alongside the 5 and 10 year banners. Over 15 years, Henry Larsen has raised \$34335.72!!
- Cross country running for both Juniors and Intermediates is completed. Henry Larsen qualified 3 students for the Board competition. (top 20 runners in grades 7 and 8 may attend the Board meet)
- Junior soccer tournaments are happening this week and intermediate touch football tournaments are happening next week.

## **7. Website Update**

- Go Daddy expires Dec 17, 2017. \$100 to renew for 5 years. We also pay \$20 every quarter for hosting fees. Council agreed to pay the 5 year fee now so that we are covered moving forward.
- Ryan is updating information so if anyone has anything to add/amend, they can let him know.

## **8. Treasurer's Report**

- Tara presented on financial commitments
  - Pop and chips for school dances. Mr. St-Onge sells these and all funds raised go to purchasing equipment for the physical education program. Motion to set aside \$350 by Jennifer, seconded by Ryan, all in favour.
  - Web Charges-Motion to set aside \$100 for Go Daddy and \$85/year for web charges by Kate, seconded by Ryan, all in favour.
  - Marathon medals were discussed but it looks like there will not be a marathon this year. If that changes, we will reconsider contributing to the purchase of medals.
- Mrs Dunn submitted her request for the Forest of Reading Club requesting support from Council to purchase the books. These books end up back in circulation in the library for all students once the club has finished them. The total cost is estimated to be \$1500 and Council will support half of that. Motion to set aside \$800 (pending final receipts) by Ryan, seconded by Julie, all in favour.
- Mireille submitted a request for assistance to bring a planetarium to the school. The total cost is \$250 and all students will have the opportunity to visit the planetarium during the day. The planetarium will likely be at the school the last week before the Christmas Break (week of December 19) Motion by Jennifer to provide \$250 in funding for this event, seconded by Ryan, all in favour. A cheque was provided immediately for this funding.

## 9. Fundraising

- Samko & Miko – Will take place November 8-12. Information will be sent home as soon as it is available. Online shopping will be available this year.
- Boston Pizza Night – Nov 8, 2017—Reminder will be sent home.
- Bags 2 School – Nov 17, 2017. School will be open Thurs, Nov 16 in the evening and Friday, Nov 17 in morning for drop offs. Kate will complete the Community Use of Schools request to the office for the Thursday evening.
- Purdy's – Awaiting Catalogues—will go home as soon as they arrive.
- St-Albert Cheese—will set up the website and send info home at the same time as Purdys.
- Magazines and Holiday Catalogue– will be sent home with students this week.
- Simply Giving Forms—will be sent home with students at the same time as Purdys and St-Albert Cheese info
- Fundscrip reminder was sent home last week
- Chapters -- Date set for Tues, Nov 14 from 6-8pm at Silver City Chapters— information sent home this week.
- Tasty Cookies – in February – need to look into logistics of pickups of product.
- Chase the Ace—Is this something we can do?
- A discussion was held as to which fundraisers will go to which stream of fundraising:
  - Council fundraisers will include: Samko and Miko, Boston Pizza, Catalogue and Magazines, Chapters
  - Henry's Cool Yard fundraisers will include: Purdys, St-Albert Cheese and Bag2School. A discussion needs to be had with regards to the Fun Fair.Future fundraisers will be decided on need at the time. Additionally, changes may be made to this depending on the success of the various fundraisers and on the needs of the school.

## 10. Henry's Cool Yard

- Christine will follow-up with Dan Fournier again to get the status on the bench installation since there has been no action to date.
- Teresa to contact Dan Fournier regarding the process for installing the outdoor classroom.

## 11. Other Business

- Monster Mash (Oct 31) – Monster Mash is pretty much organized. In need of volunteers for both set up on October 30 and for the morning of October 31. Jennifer reported that a request had been sent home.
- Holiday Store – Dec 4-8. Monday night will be set up, Tues-Fri will be the store held in the multipurpose room. Request for donations will be sent home soon.
- Recently the presence of Automated External Defibrillators (AEDs) in schools was in the news. Christine reported that many school Principals have been in touch with the Superintendent. The Board has said that they are in meetings with the City of Ottawa as to how training of staff and maintenance of the AED can be ensured. The Board is looking at different options and has indicated that School Councils can earmark funds for

a defibrillator but may want to consider waiting for a decision from the Board as there may be a possibility for bulk purchasing. Julie indicated that the City will maintain the devices if we are part of their program. Christine will report back as she gets more news from the Board.

- Shilei raised the issue of fundraising for the band trip to Toronto in the spring. Christine reported that the school budget for the music program is fairly small and much of the funding is used on instrument repairs and purchasing reeds. Christine supplements this budget as she can but the cost of band trips is the responsibility of the students going on the trip. The coffee house and the school concerts provide additional funding for the music program including trips for band competitions. Jennifer reported that fundraising done by Council is spent in areas where it can benefit most of the students and not just a small selection of students. Fundraising for the band trips will be discussed at the meeting to be held for families of the band members. This meeting should happen soon.

## **12. Next Meeting**

- The next council meeting will be Monday, November 6 @ 7pm.

## **13. Adjournment**

- The meeting was adjourned at 8:20 pm.