Minutes: Katimavik School Council - **Fundraising meeting**

Wednesday Nov 17, 2021

7:00pm via google meet

**Attendance:**  Teri MacDonald, Carol Mothersill, Savannah Beattie, Jaime Routliffe, Kama Hutchence, Meg Cook, Ralph Quapp, Rebecca Montemurro, Laura Quirk, Allison Alvi, Diane Gardner, Deidre Mander, Mari Mejia, Melissa Coenraad, Mara Marjanska, Patricia McKeague, Sarah Breary, Sheila Ball, Tosha Urbach, Chris Eltervoog

1. Welcome back: 7:02pm
2. Approval of agenda: Allison/Maria, all in favour
3. Approval of minutes from Oct 5/21 meeting:

Note: Laura’s link does not always work. Laura will make a note to ensure that everyone with the link can view. Motion Melissa, 2nd Maria, all in favour.

1. **Chair’s Report: Carol Mothersill**

Principal Profile - this needs to be revised and updated each year. When this process is complete it needs to be submitted to the Principal. Teri will email the principal profile to the council members to give everyone a chance to provide suggestions.

Final version due to Tosha by Dec1, 2021.

Fundraising update: Popcorn will now be done through School Cash Online. Parents need to be registered to be a part of the program if they want to take part in this fundraiser. There will be a firm deadline, no late orders will be accepted. The popcorn delivery will start in Jan.

Laura-is there a way to ensure that teachers remind their parents to sign up for School Cash Online? Currently, 78% of families have signed up. We are hoping to get more to sign up for School Cash Online.

Book fair - Bound to Learn is not offering a book fair option. Scholastic will only offer a book fair with books being delivered to the school only.

Appropriate Use of Technology - discussion at item 10.

1. **Principal’s Report - Tosha Urbach**

Merival is hosting a virtual grade 8 presentation for the IB program tonight. We have not heard of when Earl might be offering this to our grade 8s. Tosha was at a meeting with other principals, and she sat next to Steve Collins, the principal from Earl. She reminded him that our grade 8s (70-80 students) will need a presentation. Course selection will start in Feb. They are communicating and looking at that time line.

There was a presentation for the grade 7 and 8s from Rideauwood. They concentrated on the appropriate use of technology and substance abuse. They will be back in the Spring with more workshops. Nov 11 the Board held virtual Remembrance Day ceremonies. The Boards for the Ice Rink are in place. The City would like to come up with some signage for the rink. For safety reasons, the city is looking to install a snow fence around the “puddle”. There is a storage container that is in the parking lot. The School Board is in the process of replacing the heating systems in the portapack part of the school. There will be some interior painting that will take place over the Christmas break.

Boys and Girls club update: This will depend on the Community Use of Schools.

1. **Vice Principal’s Report: Rebecca Montemurro**

Nothing to add to Tosha’s report. Updates for item 11, Fundraising.

1. **Teacher’s Report: Laura Quirk**

There are assigned “Team Leaders”: Mme. Hart and Ms. Arsenault for the Intermediate team. Mrs. Quirk for the Jr. team.

The Remembrance Day contest will close this week. Mme. Hart will take the submissions to the Legion.

Friday is Comfy Cozy Clothing Day.

Rink - liability: Field trip permission forms will need to be signed so that teachers can take their students to the rink. Helmet is required. There is a general lack of equipment to support the use of the rink. There are times where only ½ the class has the right equipment to use the rink. Can parents donate items? Tosha cautions that helmets have a shelf life. Sharing with Covid is tricky. Hockey players would have gone through their equipment in August, so might not have anything at this time. Parent volunteers are still not permitted, so the teacher has to supervise the rink and the field next to it. Students are limited to these spaces.

There is a lack of outdoor equipment in general. Can we have a drive for gently used outdoor equipment? Carol has asked Laura to put together a list of needs so that we can request specific items from parents.

1. **Treasurer’s Report: Allison Alvi**

[**https://drive.google.com/file/d/1lTH-6A1Wo5dpBLaf\_01\_xBh8iR5zxoXA/view?usp=sharing**](https://drive.google.com/file/d/1lTH-6A1Wo5dpBLaf_01_xBh8iR5zxoXA/view?usp=sharing)

<https://drive.google.com/file/d/1zSfZXx6r-HtnG_PwE7FAIFVFpMQRtkNj/view?usp=sharing>

No movement on revenue so far. Staff allowance of $50.00 each applies to all staff including EAs, to help support students. There have been some admin fees, and the cheque for laminating has been written. A bank visit is coming up to add Allison to the signing authority.

Q. What is the grade 3 transition activity? Historically, we have set aside funds to be used the day the CES grade 3s come to visit KES. We have used them in the past to purchase a treat like freezies or watermelon to provide the future grade 4 students.

Q. What happened to the 3rd party payment provider option? Carol looked into Hotlunches.net further. We still need to have a paypal account attached. Only one person is required to manage a paypal account. Carol did not feel comfortable that only one person had the responsibility of managing the paypal account. Currently, two people are required to sign cheques. Donna in the office, will set up School Cash Online so that we can pay through that process. Donna will maintain the funds that we raise through the account. We will continue to report what we have raised and where the funds are being spent.

Thank you Allison for a great report.

1. **OCASC Report: Ralph Quapp**

Technology policy review was discussed at the OCASC meeting. See agenda item 10.

There was a discussion regarding PIC and OCASC and their relationship with The Board. OCASC is interested in how we feel as a Council regarding the communication that we receive from the Board. Do we feel heard? Enrolment is affecting the course offerings.

Sheila-PIC compared to OCASC: It can be confusing how to approach PIC. OCASC is well advertised and it is easy to participate. PIC needs to improve how the reach out to parents. PIC has a Youtube link, but it is not as informal as OCASC.

If OCASC loses their seat on the Board, that will affect their availability. They currently don’t need a delegation to address the Board. They would need one if they lose their place on the Board. PIC is mandated to exist by the Ministry of Education. OCASC does not exist in all School Boards. Christine Boothby voted in favour of replacing OCASC with PIC.

Q. What do we do now? Is there action required? Ralph and Patricia will supply Chris with information to post on the Blog.

Sheila-The Council has not been engaged by PIC. All of the information we are receiving comes from OCASC. Is there value as a Council to reach out to Boothby to ask her for more information? A letter to parents to let them know what is going on? Can we reach out to our Trustee to share our concerns that we have not heard from PIC?

1. Review of Appropriate Use of Technology:

Tosha - the Board is trying to get a sense of what everyone is thinking. They are looking to be more transparent and involve parents more in the decision making process. There is a google form that can be completed. The deadline is Nov 30

[Appropriate Use of Technology Policy Review - Ottawa-Carleton District School Board](https://ocdsb.ca/about_us/policies_and_procedures/appropriate_use_of_technology_policy_review)

[**https://docs.google.com/forms/d/e/1FAIpQLSeUZwOFubZHH9BYgQiMLwyEPJZP9BAIXYz7aKM9BlxSHR1piQ/viewform**](https://docs.google.com/forms/d/e/1FAIpQLSeUZwOFubZHH9BYgQiMLwyEPJZP9BAIXYz7aKM9BlxSHR1piQ/viewform)

Laura submitted feedback that it would be nice not to have to fill in the form every year.

How do we share feedback as a council? To be considered.

1. Fundraising:

Popcorn is coming. There will be a Jan start date. It will be through School Cash OnLine. No late orders will be accepted.

Pizza Fundraiser through Milano’s: Thank you to Milano’s. The phone lines were very busy. If you order online, it does not count towards the fundraiser. They already pay a 3rd party fee to the online provider. We can consider spreading it out over 2 days for future fundraisers and this might help with the volume.

Swiss Chalet is Dec 13 and 14

Streets Kanata is Jan 19

D.Q is Apr 26

Spirit Wear - Meghan: She has a company that can be ready for Christmas. “Ottawa Custom Clothing”. They are offering no screen fees, no setup fees and free delivery. An order would be required by Dec 2nd for a delivery date of Dec 15. Q. Is there enough time for Donna to add the items to School Cash OnLine? Carol will get back to Meg.

1. New Business:

Ralph - Bike racks: The city will only look at putting bike racks on city property. KES is not on city property. Cost is approximately $1000.00 for a bike rack that holds 10 bikes. Carol will send some fundraising information to Ralph. There might be some funding attached to “Active Transportation” initiatives. Infrastructure Canada might have this on their radar to help promote not using motorized vehicles. Tosha cautions that the school has to go through a tender process. Jaime: Student Active Transportation Team, Enviro Centre

Carol thanks Ralph for his hard work on this topic. She thanks all the parents for attending the meeting.

Next meeting: Jan 19, 2022