

Woodroffe High School
School Council meeting – November 1, 2011
Foster Farm Community Centre
Draft meeting minutes

Attendance: Diana Prosser, Carolyn Johnston, Caroline da Silva, Brenda Snarr, Sonia Simoneau, Maria Di Rosa, Kathy Nelson, Dora Boersma, Andrea Asbil, Kathryn McCarthy, Kyla St. Louis, Corrie van Walraven, Megan Scott, Bashir Mohamud, Zelda Colley, Haley Lewis, Cassandra Douglas, Idil Abdulkadir, Emily Ellwood, Shannon Bennett, Jaden Lairson, Judy Rashotte, Renald Cousineau

Welcome: Diana Prosser welcomed all in attendance. Round-table introductions were made.

Approval of Agenda: Teacher Representative: Cassandra Douglas suggested the item “Funding Request – Support to Model United Nations Conference in Toronto” be changed to “Funding Requests” as she had several to present. The agenda previously had only one funding request in advance of the meeting. The agenda was approved as amended.

The meeting minutes of October 4 with the changes provided by the Principal were approved as presented.

Funding Requests: Several requests for donations and/or funds were presented by staff:

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| Emily Ellwood | donations of: electric stove, aprons, microwave, plastic containers, food. The classroom needs “a facelift” and anyone with skills such as interior design or grant writing is welcome to get in touch with her. |
| Shannon Bennett | donations of books especially those listed on the Girls’ Book club list. |
| Terry Duncan | funds to support the music department: \$1,200 to overhaul four saxophones and a total of \$1,950 to purchase two clarinets, two flutes and two trumpets. Donated instruments are also appreciated. |
| Jaden Lairson | request for \$500 to offset the costs of 10-15 students to attend a model United Nations in Toronto from April 18-22, 2012. |
| Holly Newsome | (via Cassandra) request for \$500 toward the sustainably trip to Costa Rica, March 2012. |
| Jeff Fritzlan | (via Cassandra) request for \$940 for a MacBook and \$219 for the associated school board required Apple Care Protection plan for a total of \$1,320 including tax. |
| Cassandra Douglas | donation of a chest freezer to store Lunch Club food. |

Diana offered to post the requests for donations on the schools’ web site. Parents volunteered solicit donations from their networks.

Renald noted that some of the requests would be more appropriately managed within the school’s budget and said that he would review them for that purpose. He also identified that funding should be balanced across all staff priorities and that the Parent Council exists to be the “Great Equalizer” of all activities.

Discussion included questions as to why the standard form was not used to solicit information about the requests that would have provided Council with details such as how many students are impacted, what fundraising has been done to date, when the funds are needed, how many times funding had been achieved for the same item, etc.

It was decided to postpone the vote to next Council meeting when more consistent information could be provided on the requests in advance to the Principal for a pre-review, followed by council

attendees in advance of the meeting. This process will provide attendees more time to review the submissions and make informed decisions.

Decision: Council to postpone voting on funding requests until next meeting in order to achieve the funding request form. Members who cannot attend the future meeting will be able to cast their votes by proxy to the Parent Council Chair (Carolyn Johnston for the next meeting). Attendees will receive funding requests a few days prior to the meeting.

Students' Update: Haley Lewis reported on the following:

- Lunch time dodge ball tournament was won by the Grade 12s against the Teachers.
- The mock poll during the provincial elections held at the school to raise awareness of the voting process resulted with the NDP garnishing the most votes followed by the Liberal Party and the Conservative Party. These results were consistent with other schools across the province.
- Haunted Hallway was a success scaring approximately 250 willing student and staff participants and raising about \$65. Only \$0.25 is charged for entry.
- Spirit Week will continue until Nov. 4
 - Wednesday – grade day (each grade will wear a specific colour)
 - Thursday – twin day and an ice-cream eating contest in the cafeteria
 - Friday – retro day
- A holiday village will be set up in the school lobby in preparation for the season. Donations of Christmas decorations are welcome. Woodroffe is looking to be more inclusive of multicultural celebrations during December and is seeking items such as a Menorah, Kwanza celebration items and an artificial Christmas tree.
- University days are ongoing (open to all students yet geared to those in Grade 12) with details provided in the morning announcements and through the weekly Tiger Times.

Principal's Update: Renald Cousineau reported that part-time Education Assistant, Angel Vezina has accepted a full-time position with Glebe Collegiate and WHS is looking to fill the position. Dana Lowlight has been hired as a Long Term Occasional Teacher.

Secure School On October 28, WHS went to a “Secure School” environment for the second time this year, to allow for a student to receive medical care without hindrance and with relative privacy. Students were highly cooperative.

Budget Renald met with School Council’s Chair and Treasurer to go over the 2011-2012 school budget. Good news: the school’s deficit has been reduced by \$21,000 to just under \$7,000.

The voluntary \$35 “Activity Fee” that is solicited from students at the beginning of each school year was only received from 17% of the student population. This money is used to purchase agendas, and support clubs and events. Renald would like to see Council develop a communication strategy to inform parents that the Activity Fee is needed for discretionary spending.

Visiting Teachers Five teachers have returned to Galicia, Spain. Renald described the experience of working with educators from another country as “fascinating”. Now, six student teachers will be coming to WHS from Ottawa University to support the English program and two student teachers for the French as a second language stream.

- Leadership:** Renald attended the annual Leadership Conference on October 13-14, and listened to keynote speaker Daniel Pink (author of “Drive”) speak to why schools need to change.
- PA Day:** October 21 was a Professional Activity day where staff worked with Jan Olson on progressive discipline and restorative practices.
- Events**
 Nov 4 – Garfield Gini-Newman to work with teachers on critical thinking.
 Nov 9 – Student Assembly with guest speaker to address perseverance
 Nov 11 – Remembrance Day assembly
 Nov 18 – Report cards go home

Teacher’s Update: Cassandra Douglas reported that fellow teacher, Idil Abdulkadir’s “21 day challenge to change a habit”, was won by Joyce Wayland for exercising every day for 30 minutes.

David Nelson has made it to the finals in the school board’s tennis competition.

Chair’s Update: Diana indicated that she would be working on the school website with Jaggar De Leo, a student who has been working with Mr. Cousineau. The website will have more sections that will permit greater updating on activities for the greater parent community. In addition to the website, a fundraising sub-committee was solicited as one of the greatest needs is to determine how to raise funds to support the staff, school and student needs. Once volunteers are discovered, a meeting will be held at Diana’s home to brainstorm ideas.

Treasurer’s Update: Brenda Snarr reported a school council balance of approximately \$4,000.

SSC: Maria Di Rosa attended the Secondary School Committee¹ and reported that the Calendar Club is looking at the following dates for the next school year:

- September 4 start
- December 24-January 4 (holiday break)
- June 28 end

Some school administrators are bringing forward the merit of starting earlier (in August) and having a fall break.

A high school review is underway and Maria will brief Council when more news becomes available.

Nepean High School is promoting the idea of adopting an International Baccalaureate (IB) program. The idea of an “Arts West” school is also being revisited.

OCASC: Maria Di Rosa reported that Royal Ottawa Hospital is hosting a presentation by Dr. Pierre Blier on “Depression and You”, November 3 at 7:00pm.

¹ The Secondary Schools Committee (SSC) is an OCASC standing committee which meets monthly on the 2nd Thursday at Fisher Park School. This committee recognizes that the needs and challenges at the secondary level are much different from those at the Elementary level. While monthly OCASC Assembly meetings cover topics which try to appeal to all school councils in Ottawa, the SSC focuses on discussions and speakers specific to the Secondary level.

Fundraising Sub Committee Brainstorming Session

November 15, 2011

Draft meeting minutes

Subject of meeting: Core Executive Invited to Brainstorm Parent Council activities

Purpose: During the first two Parent Council meetings of the school year, it became clear that a Fundraising sub-committee would be required to creatively determine alternative avenues to raise funds for the school.

Fundraising Ideas:

- Passive Fundraising – As was raised in the Parent Council meeting, there are opportunities with little effort:
 - Chapter’s e-purchase back to the school – Unfortunately this offer has expired
 - Cash for Cartridges – This would be an easily identifiable box in the school where families could drop off their cartridges for the school to submit for funds. Some used cartridges bring in \$1 - \$2 each. Diana will follow-up with Mr. Cousineau to see if this is a possible option.
 - Donations on the website – Diana will create a special section for donations (funding and items).
 - Donation Form – Brenda will create a desired donation form for the staff so that their items desired may be posted in the parent section on the website.
- Support to Other School Fundraising – it was mentioned that many teams and clubs participate in fundraising activities and that we can advertise this on our website and distribute this information to interested individuals. Follow-up – we will provide this information to Cassandra so that she may let staff know.
- Grant Writing – There are many opportunities to tap into funding for the school. Diana will scribe a front-end piece that can be used for multiple purposes. Diana will work with Mr. Cousineau to achieve this and will start searching opportunities (i.e., Love of Reading, etc.).
- Targeted Fundraising
 - IKEA – An opportunity exists with the new IKEA store opening December 7th. Brenda will speak to the store and determine how we may tap into this opportunity with the Library being fully renovated.
 - Christmas Donation Tree – Donation ideas are placed on the tree in lieu of staff gifts for interested parties. This could also be a virtual tree on the website.
 - Chapter’s Book Drive – 15% of the proceeds go back to the school
 - Barbeque run by Parent Council at one of the hosted tournaments in the spring. Council to pass this idea by Renald.
 - Communication for the school for the student fee – The parent council will draft a message for families and utilize the list serv and old fashioned back packs to hopefully reach a larger audience. As identified in the past meeting, only 17% of families have deposited the \$35 fee. This money can no longer be formally requested by the school staff.
- Fundraising Ideas will be solicited by all interested individuals! Please bring your ideas and successes to the table.

Next meeting December 6th at 7:00 pm in the Library at Woodroffe High School. Meetings will be alternated between Woodroffe High School and the Foster Farm Community Center.

