

**Colonel By Secondary School  
School Council  
Minutes of meeting held on  
Tuesday, September 16<sup>th</sup>, 2014 at 7:00 p.m.**

**List of Attendees**

Enang Akan	Jean Fulton-Hale	Nick Kecskemeti	Jalil Marhnouj	Michele Simpson
Carole Armstrong	Joanna Gacek	Hyunhee Kim	Janet McDonald	Xiaohua Wu
Michel Belanger	Ruth Gallant	Lise Kutukian	Marie-Claude Meunier	
Jawad Butt	Tara Joyejob	Kristy Lefebvre	Mary Ellen Norland	
Suzanne deAbreu	Jas Kaur	Jason Lawrence	Katioucha Numa	
Balazs Fazakas	Delia Kecskemeti	Asha Logan	Sandra Schwartz	

1. Call to Order, Welcome and Introductions –
  - a. Marie Claude Meunier – returning as co-chair. Available seats on the council are: Co-Chair, Communications, IB Representative and Members at Large.
  - b. Sandra Schwartz has a son in Grade 11 at Colonel By and is running for School Board Trustee. She is an ex-Colonel By student (graduated 1988) and has lived in Beacon Hill all her life. Wants to have a larger presence in the community and be present at most School Council meetings. Also to bring back from the board issues related to curriculum, physical education and mental health awareness. Worked on parliament hill for 8 years as a Policy Affairs professional. Currently works for a national affairs publication. Sit on a number of national boards including Board of Nature Canada.
2. Approval of agenda – to add textbooks to the agenda under new business. Agenda approved by consensus.
3. Election of Executive –
  - a. Chair/Co-Chair (very limited time commitment required 30 mins + meeting time) – Marie Claude Meunier (returning) and Jason Lawrence (new).
  - b. Treasurer – Wanda Thompson (returning). \$6,519.28 is the current balance. Usually receive up to \$1,500 in donations by the end of the year, which is used to provide student scholarships/bursaries.
  - c. Secretary – Michele Simpson (returning).
  - d. Communications – Tara Joyejob (new).
  - e. OCASC Representative (usually meeting is once a month at Fisher and then you report at the Colonel By School Council in the following month) – Joanna Gacek (returning) and Enang Akan (new).
  - f. IB Representative (usually there is an email at end of September requesting volunteers for IB events). Not really required since there are IB Volunteer coordinators that request volunteers as needed. Upcoming event is the IB night which last year had over 1,000 persons. So this year it's divided over 2 nights instead with equal entry points to the application process. Will need a lot of volunteers for that night.
  - g. Council Members at large (voting member for each time a decision needs to be made). For example we need to do a teacher appreciation day usually at the end of October. Last year we had cupcakes and cake. Will require a vote to indicate how much money is to be spent for that event. Will need quorum which is usually 2/3 of the members to be present in order to make a vote. 13 persons signed up.
4. Reports –
  - a. Student Council report – none tabled.
  - b. Principal's report – Jean Fulton-Hale.
    - i. 2 Vice Principals are also in attendance. Please bring your concerns directly to us.
    - ii. Major activity in September is the Link Welcome event hosted by students council. For new students or students joining in upper grades. Usually they wear the purple t-shirts.
    - iii. A number of teams starting up this fall. Announcements are hosted by CCTV as a part of the student curriculum.
    - iv. Leadership camp is 25 – 26<sup>th</sup> September. Have over 100 grade nine students already registered. Students can still apply. Usually have 20-25 leader spots available with a larger number interested.

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- v. Today was Photo Day. Forms are available on the website if you did not receive it from your student. Everything is also available online. If your student missed photo day then they can retake in October. A Synrevoice will be sent out.
- vi. Meet the teacher night – Carol Armstrong will address. Next Tuesday night will be for all students, all grades and all programs. Come early as parking is limited. Grade 9-10s will have theirs in the cafeteria, Grade 11-12s will be in the annex. Once you pick up the timetable, there will be a brief plenary address then you can follow your child's timetable. Each day the timetable has only 4 classes. Over 2 days they experience all 8 classes. You will experience all classes with 10 minutes allocated per class and a 5 minute transmission time. It's a chance to find out who the teacher is, where the room is and what are the teachers' general classroom expectations. It is not a Parent-Teacher interview which is held at a later date. Timetables pickup is at 5:15, plenary session at 5:45 and start the rotation at 6 p.m. Will have students from the IB program available to help with directions.
- vii. In the process of upgrading the school with accessibility to allow for 2 grade nine students that come with that challenge. The facelift is taking a bit longer than anticipated, expected at first for it to be completed in August. There has been some reallocation of space. 2 universal washrooms – 1 on first and 1 on second floor. Also relocated staff washrooms to make it more accessible to everyone in the building. Will have new soon to be identified para-buses zone. Ask parents to be vigilant when picking up their children. There are 7 yellow buses, 10/11 OCTranspo and 7 transport vans for students from rural areas. The board has a new Presto plan for those students that live more than 3 km from their school. If there is an address change, then this may have delayed delivery of the presto pass to the students.
- viii. 1<sup>st</sup> PD Day is Friday, October 10. The 2<sup>nd</sup> PD Day is Friday November 21<sup>st</sup> (please make the necessary corrections). All school calendars online have been correctly updated. There is also an athletics calendar which will show team practices as well. Trying to digitize as many calendars as possible since the back-pack express is not as reliable. All information is on the website. All teachers use Managebac as communication between students, teachers and parents. Parents with existing access should still have access. Note that your access is not the same as the student access. You will need their access to get all information.
- ix. Letters of concern will be sent out in October if your child's mark has dropped significantly or level or achievement is below level 3 (below 60%). If you have questions at any time to any of the teachers, please feel free to send us an email from the contact list on the school's website. Initiate conversation if you have a question. There are large teaching loads, but they will want to hear from you.
- x. Graduation last semester was well done. The garden tea party where many parents were invited was well attended and well produced. The graduation parties are not organized by the school. Usually the organizers are the students themselves. We caution all students against party planners that sell all inclusive tickets. So have those conversations with your students since the after parties are usually a combination of schools. There is no way to verify if that venue is exclusive to a school. Last year's grad tickets were \$165 – very expensive. The school is also not responsible for any grad trips that may be organized to Quebec City or elsewhere.

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xi. Our projected enrolment was 1,095 students and we are currently at 1,100 students. As at today we only have 4 students that are not completely programmed.

c. Staff Report – Michel Belanger

- i. Rachel Nakashoji and Kerri Illingworth along with Michel Belanger make up the Guidance team. We are all extremely knowledgeable on everything including post-secondary needs. We work very hard on a backward planning style – identify the school/college and work backward to what the requirements are to get into that school. Please feel free to send emails directly to Guidance and they are held in confidence. Belanger – A-J, Illingworth I-M, Nakashoji M-Z. If you need another guidance counselor than the one assigned feel free to indicate that. We have a youth worker, a social worker, a school psychologist as well as someone from Rideauwood Addiction Centre.
- ii. Class visits are done in the 1<sup>st</sup> 2 weeks of school to every Grade 11 class whether history or geography. For Grade 12 students made them aware of the talk about college opportunities. Oct 21<sup>st</sup> all 21 universities will be hosted at Colonel By, so if you can come to one of those sessions.
- iii. If students have special issues, give us a call and we will have that conversation.
- iv. We have a food drive coming up – 2 different levels this year. We are one of the largest donors to the food basket. Thanksgiving we will be doing a community pickup on Oct 1<sup>st</sup> between 4:30 and 6:30 in the evenings. Send Belanger an email and indicate that you are available and you have a large enough van to pickup donations. Also please bring in the community service hours as soon as you have them available. Make sure you sign them and send them in to us. On Friday, Oct 3<sup>rd</sup>, anyone can bring in donations/cash – there will be a pizza lunch for the winning class. The donation is done on a per capita basis – hence there has been a class winning with 7 students who had a larger donation per capita than a larger class.

d. IB Coordinator/Representative -

- i. Please look at the tutoring section on the website which is at the bottom of the page under Useful Links. You can indicate online whether you need a tutor or want to be a tutor. Much more simplified than last year and free (volunteered by our students). It does count for CAS hours especially in IB Grade 11 or 12. Tutoring must be done in the building. We encourage them to meet before school, during lunch or after school. They can use the atrium or Opportunity room or in the library during the day. During lunch times there is also a Math room as well.
- ii. IB Information night has been held every week since start of school. Tomorrow is Grade 11 and the following week is Grade 12.

5. Plans for upcoming meetings –

- a. In October – Assessment Evaluation – Principal and Vice Principals. Will share a sample of assessment plans and a little bit of the evaluation process. Has been finally implemented this year. Highly recommended for attendance.
- b. Last year we had Rideauwood Addiction Counseling, Police did a presentation on sexting. Open to suggestions. We will ask the question again next month. Perhaps we could repeat Rideauwood and mental health.
- c. Was proposed last year to discuss a particular subject area, but never got enough time to address. Possibly Math would be a useful topic.

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- d. Last year we reported the survey data on the Tell them from Me Survey last November. The board suggested that we offer the survey again to students in the spring, to track some key areas of interest. We could present the results of the survey done in the spring at the November meeting.
  - e. Maybe a representative from the Grad committee could come in April to give us information.
6. New Business –
- a. Teacher Appreciation Day – Often celebrated during Education week in May, but there is no set rule for that. We will first have to come up with the date. Last year it was held within two weeks of the 1<sup>st</sup> council meeting in September. Volunteers indicated their intention to assist. We currently have 75 teachers which is increased up to 85 when we include all administration staff. Date – October 9<sup>th</sup> (approved). Money - \$300 (approved).
  - b. Last year we wrote 2 cheques – 1 for the container that Ruth bought (\$15). Years before we asked teachers for accessories needed in the classroom not provided by the board. Tools were bought for the lab, library and equipment for the science curriculum. PRO grant application can be done for school councils reaching out projects which is a maximum of \$500. A few years ago there was a big project to have an electronic signage at the front of the school. It never happened hence the money is still available. Will need to establish priorities this year at our next meeting on how to allocate money from the budget. There are a few ideas that teachers have that could be brought forward at our next meeting.
  - c. Textbooks – some IB classes are sharing textbooks since the delivery has not come in yet. We have the largest complement of students doing IB Physics class this year. We were not anticipating this large number hence the order is a bit late. Some books have digital copies.
7. Closing – Next meeting date and time – **Tuesday, October 21<sup>st</sup>, 2014 at 7:00 p.m.** Items for next meeting – topics to discuss and how we will spend the money we have on projects for school.