

**Colonel By Secondary School
School Council
Minutes of meeting held on
Tuesday, October 20th, 2015 at 7:00 p.m.**

1. Call to Order, Welcome and Introductions – Wanda Thompson (Past Treasurer).
2. Attendance – see attached sheet.
3. Approval of Agenda –
 - a. Adding agenda item – carpools (raised by The Treasurer).
 - b. Approved by consensus.
4. Student Council Report – Srijan Walia (co-President 2015-16)
 - a. Brief outlook – Grade 9 leadership camp – very successful. Kids were scared initially but facilitated an environment where new friendships were formed.
 - b. Costume contest before Halloween – students dress up and the school decides which class wins.
 - c. Two dances – 1) winter dance 2) 2016 – to give update later on
 - d. Spirit Week in November. Usually there would be a Halloween dance. Instead there will be a spirit day once per week.
 - e. Valentine's Activity is Luva Luva where Students' Council makes paper hearts for all students.
 - f. Amaru and Srijan will give updates during the school year.
5. Presentation: Topics of Interest for 2015-16 – Jean Fulton-Hale
 - a. October – usually decide on topics for guest speakers. Last year's topics included – concussion awareness, assessments and evaluations, Rideau group counsellor on drugs. There is also an OCDSB Speaker Series – usually 6 topics in a year. Oct 29th – Concussion awareness and all can be seen on the OCDSB website. School Resource Officer is available for presentations as well once adequate notice is given. This is a police officer assigned to the school, last year, a presentation was given to Grade 9 students on sexting and texting (safe online behaviour).
 - b. Email suggestions to both council chair (Marie-Claude/Tabitha) and a follow up will be done at the meeting in November.
6. Principal's report – Jean Fulton-Hale
 - a. Very busy startup to our Fall semester. Right now we have 48 clubs running at lunch time.
 - b. Meet the teacher evening on Oct 8th was a big success. Appreciated the opportunity to interact with the parents. Oct 9th – staff had a learning opportunity at Algonquin College learning about post-secondary opportunities and what kids need to experience in their area of study.
 - c. 1st Coffee House this Thursday between 6:30 and 9 pm. Students should purchase their tickets in advance.
 - d. After school on Thursdays in the Library – teachers host after school assistance program. There is also a Math teacher to provide numeracy support.
 - e. Sick students – keep the child at home, they can write their test when they are healthy. Please feel free to call the school and let us know.
 - f. Notification for a concussion sustained in the community should go to Administration, so we can provide the forms and track the medical documentation. Administration will work with Guidance to plan for academic support.
 - g. Nov 4th – Take our kids to work day – grade 9 students across Ontario spend the day in a parent/guardian's workplace. Our co-op teacher Mr. Milne and Mr. Dale are coordinating the forms to be signed by parents and returned.
 - h. Oct 27th – Post secondary presentation. Guidance will present 5-6 pm. From 6:15 pm onwards all 22 universities/colleges will present. Soup and Chili will be available for sale from 4:30 p.m. Grade 12 or 11 students and parents should attend. Some schools will offer early acceptance based on the Grade 11 mark, but will only confirm based on sustaining that performance to the end of the Grade 12 year. Grade 12 marks are sent to OUAC before February, which is common for all schools, semestered and non-semestered.

**Colonel By Secondary School
School Council
Minutes of meeting held on
Tuesday, October 20th, 2015 at 7:00 p.m.**

7. Staff Report - Jean Fulton-Hale
 - a. Guidance department will visit all grade 12 classes to walk kids through the online University application. No marks are uploaded until late January/early February.
 - b. Grade 10 History students will participate in a National film board exercise in the Library tomorrow.
 - c. Grade 9 Geography students had their field trip to visit the escarpment.
 - d. Yesterday, the school was a polling station.
 - e. Field trips – next week Grade 11 IB students will attend the Gardiner lecture at the Carleton University. ‘Women in the law’ field trip is next week. One of the clubs is hosting a business competition in the Library.
 - f. Log in to our main calendar and add us to your google calendar it will automatically add all our activities. Emails will be sent directly from the Principal’s desk.
 - g. Grad photos are happening mid-November. Appointments are booked online.
 - h. Renovations are finally complete. There are now 2 fully accessible washrooms and replacement staff washrooms. Power door installation is now complete.
 - i. Have had 2 of 3 fire drills for the fall. Will have a lockdown practise before the end of the month. The teachers will review the instructions with the students in advance. Usually walk through the protocol with them. There is an emergency protocol poster in every classroom. Students are usually competent in these practice demonstrations. All the practices have gone well in partnership with the Ottawa Police. Always had a really good response from kids. Important to know that all cell phones must be on silent during a lockdown. In most emergency situations, the practice lasts about an hour. In a true emergency no-one enters or leaves the room until authorised by the Ottawa Police. If the child has a condition this is monitored by the police. For children with diabetes, always bring with them a fruit/snack to eat.
8. IB Coordinator/Representative – Jean Fulton-Hale
 - a. Finally finished all the IB presentations all on the IBCB website.
 - b. Students are working on their extended essays. Mr. Parsons and Madame Leduc have been in the Library working on their formats (APA, MLA or scientific information).
 - c. IB annual fees will be sent out soon. Those 2 parents that were IB Volunteer coordinators will graduate this year, so please send your expression of interest to Mr. Harthun.
9. OCASC and School Council Training day Report – Gisell Delgado
 - a. Usually OCASC meeting is held on the 3rd Thursday of the month, but this month it was held last Thursday.
 - b. 2 main topics – OCDSB 2015-2019 Strategic Plan and Labor and Job action (the latter more relevant to the Elementary schools). Will address in more detail in November.
 - c. School Council training day – reviewed managing the expectations for the children and talked about how to encourage the parents to attend the School Council. Suggested that there is at least 1 activity a year to attract persons to be a part of the School Council. Need to give definition and roles of the School Council so that parents will understand why they should participate. There were a number of workshops and presentations (available on the website). There is a grant based on the income within the school and the school is classified (1-4). Colonel By is the best of all the Secondary Schools.
 - d. Last meeting was about the changes in the Kindergarten and Primary French Immersion. There was also a topic on parent involvement.

**Colonel By Secondary School
School Council
Minutes of meeting held on
Tuesday, October 20th, 2015 at 7:00 p.m.**

- e. School Council is to send an annual report – including everything that the council has done over the last year and the Principal’s profile. Due by October 31st. There are a few tips of what is to be included in the Annual Report.
10. School Council Report (including Finance Report) – Lise Baillot-Kutukian
- a. All the signing officers have transitioned to the new board. Need the minutes for the bank (of the last meeting). Balance was \$1,096.80. As at October 31st \$8,005 including the bursaries (of \$5,100) to be transferred to the school. Some forms were received without money (no cheques/cash). Will also receive a PRO grant which helps parent engagement (had a successful bid at the end of the last school year) – \$1,000 to come.
 - b. Suggestion – for registration next year, provide online submission and put on the form (no staples). Some come stapled and others are stapled by the office to ensure that the money gets delivered to the School Council. Last year, Council explored using Event Brite to do online submissions minus the transaction fee. We didn’t pursue based on the volume, but it could be pursued again.
11. Round Table:
- a. Car -pooling – this topic came up at a parent information session. Transport is provided to eligible students either through the yellow bus or presto pass. We cannot provide personal information to other families or our website to sponsor/promote car-pooling. Students cannot chauffeur each other to school events. Parents may wish to consider private arrangements.
 - b. Re- understanding of school council’s role - The board publishes a weekly School Council letter provided by Michelle Gireaux which parents can sign up for online (<http://www.ocdsb.ca>). The last 4 newsletters are archived on the front page (OCDSB > Parent > School Councils > Information & Updates). This would give more information on the role and re-open the conversation at the next meeting. Did a survey last year to ask what parents would look for in a School Council.
 - c. Many different approaches to growing the parent base. One way is to have a booth at Meet the Teacher night and request emails from parents attending in order to have a base to communicate School Council news. This school population is unique since there is a student from every neighborhood in Ottawa attending this school. Parents may select what special presentations they will attend. Last year, we had a special presentation where we had 200 parents attending and had a 20 minute council presentation. Could think of different ways to address the 2 separate groupings – IB and Academic – to get a better representation.
 - d. **Actions** –
 - d.i. Council could review the possibility of using Skype for those parents that cannot attend the meetings.
 - d.ii. Next meeting, Marie-Claude can address the By-Laws.
 - d.iii. Circulate the agenda prior to the meeting (especially for the Round Table discussions) if given to the Principal by the Thursday prior to the School Council meeting.
 - d.iv. Council could consider framing a goal similar to the targeted objective of the bursary to achieve within this school year.
12. Closing –The next Council meeting is scheduled for **Tuesday, November 17th, 2015 at 7:00 p.m.**